



2023-2024

LA-061

CADET GUIDE

SY 2022-2023
DISTINGUISHED
UNIT





WEST MONROE HIGH SCHOOL

201 Riggs Street • West Monroe, Louisiana 71291 • Phone: (318) 323-3771 • Fax: (318) 388-4594

Dan Lane, Principal

August 9, 2023

Dear ROTC Cadets,

Congratulations! You have made a prudent decision to be a member of an outstanding organization. The standards and expectations set forth in the ROTC program will challenge you to be a good student, dependable leader, and a responsible citizen. Grounded in the Air Force core values -- *Integrity First, Service Before Self, and Excellence In All We Do* -- the WMHS AFJROTC program is dedicated to developing citizens of character. You, along with your fellow cadets, are a wonderful source of pride on our school campus by demonstrating discipline and teamwork on a daily basis. As you journey through this school year, it's our wish that you would cherish those virtues that are intentionally taught in our ROTC program. Always cling to the respect, integrity, and responsibility which are honorable components of your unit. Your instructors stand ready and willing to ensure that our next generation is prepared for the difficult tasks ahead. I pray that you would be determined to stand with "Clear Eyes and Full Hearts", resilient in your efforts to make an impact on your fellow cadets, our school, our community, and our nation.

Dan Lane
Principal-West Monroe High School

Assistant Principals: Cody Lewis • Richie Grant • Jared Peters • Robyn Pierce •
Guidance Counselors: Jimmie Ann Grant • Monya Martin • Vanessa Tolar • Esther Townsend • Barbara Walker
Coordinators: Keldrick King • Corie Williams • Angel Wilson

AFJROTC LA-061
WEST MONROE HIGH SCHOOL
West Monroe, Louisiana

FOREWORD

1 August 2023

The LA-061 Air Force JROTC Squadron was established at West Monroe High School by an agreement between the Ouachita Parish School Board and the United States Air Force. The Senior Aerospace Science Instructor (SASI) and the Aerospace Science Instructor (ASI) are both retired Air Force personnel with over 50 years of combined Air Force/JROTC experience. These instructors have an extensive background in leadership, management, and teaching.

The students who enroll in Air Force Junior ROTC are referred to as Cadets. The entire group of cadets is referred to as a Squadron. The Cadet Squadron is owned, managed, and operated by Cadet Officers and Cadet Non-commissioned Officers. Using this cadet organization structures allows cadets to learn leadership skills through direct activities using U.S. Air Force means, methods, and tactics.

The attached cadet handbook contains policy guidance, requirements and rules of conduct for AFJROTC cadets. Each cadet will study this handbook and be held responsible for knowing its contents. The handbook describes cadet operations, cadet rank and chain of command, job descriptions, procedures for promotions, awards, grooming standards, and uniform wear. It supplements AFJROTC and Air Force directives. This guide establishes the standards that ensure the entire Cadet Squadron works together towards common goals and will earn pride in unit achievements.

We believe most cadets will voluntarily work for the betterment of the Squadron if they are aware of the goals and mission of the unit. You, as a Cadet, are responsible for obtaining a thorough understanding of the contents of this cadet handbook. Only then can you maximize your experience and participation in the AFJROTC program and apply these standards to the benefit of yourself and LA-061. We wish each of you great success in your academic and JROTC endeavors.



MARK S. HART, Lt Col, USAF (Ret)
Senior Aerospace Science Instructor

INTRODUCTION

The purpose of this Cadet Guide is to spotlight your personal responsibilities and obligations as a member of LA-061. You will be expected to know and comply with the policies and procedures as outlined in this guide. You should read, become thoroughly familiar with, and refer often to the information in this guide.

Cadets are expected to keep informed and to comply with all published unit orders and directions. Ignorance of directives is not an acceptable excuse for failure to comply with their provisions. When cadets encounter situations not specifically covered by this guide or supplemental directions/instructions, they are expected to use good judgment and common sense. If there are doubts about the meaning of the directive or order, cadets should request clarification from AFJROTC cadet leadership. Further questions concerning AFJROTC academics or leadership training requirements may be referred to the appropriate Aerospace Science Instructor (ASI).

It will be a cadet responsibility to keep this guide current and to make all changes that may be published. The overall success of the West Monroe High School Cadet Corps this year will depend on how well each individual accepts personal responsibilities and performs their assigned duties. The Cadet Corps is dedicated to maintaining the high standards of excellence we have established at West Monroe High. Individual efforts, attitude, and dedication will determine how successful we are in achieving our goals.

CADET HAZING POLICY

Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals.

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, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.

Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

The AFJROTC instructors will strictly enforce the Cadet Hazing Policy

Air Force Core Values

Integrity first

Service before self

Excellence in all we do

AFJROTC CADET CREED

I am an Air Force Junior ROTC Cadet.

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

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

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

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

I will hold others accountable for their actions as well.

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

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

I am an Air Force Junior ROTC Cadet.

The Air Force
Song

Off we go into the wild blue yonder, Climbing high into the sun;

Here they come zooming to meet our thunder,

At 'em Now, Give 'em the gun! (Give 'em the gun now!)

Down we dive, spouting our flame from under,

Off with one helluva roar!

We live in fame or go down in flame. Hey!

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

CODE OF HONOR

"We will not lie, cheat, or steal, nor tolerate among us anyone who does."

- 1. A Cadet Does Not Lie:** Making partially true statements which omit information causing another to believe something other than the truth is the same as telling a lie.
- 2. A Cadet Does Not Cheat:** Giving unauthorized assistance either outside or inside the classroom is the same as cheating.
- 3. A Cadet Does Not Steal:** Unlawfully taking or receiving another's property is the same as stealing.

AFJROTC RANKS



AIR FORCE RANKS

	E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9
Enlisted Ranks	Airman Basic	Airman	Airman First Class	Senior Airman	Staff Sergeant	Technical Sergeant	Master Sergeant	Senior Master Sergeant	Chief Master Sergeant
	(No insignia)								

	O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10
Officer Ranks	2 nd Lieutenant	1 st Lieutenant	Captain	Major	Lieutenant Colonel	Colonel	Brigadier General	Major General	Lieutenant General	General

30 COMMAND FLIGHT DRILL SEQUENCE

- | | |
|-------------------------|-------------------------|
| 1. Fall In | 16. To the Rear, March |
| 2. Open Ranks, March | 17. To the Rear, March |
| 3. Ready, Front | 18. Column Right, March |
| 4. Close Ranks, March | 19. Forward, March |
| 5. Present, Arms | 20. Eyes, Right |
| 6. Order, Arms | 21. Ready, Front |
| 7. Parade, Rest | 22. Column Right, March |
| 8. Attention | 23. Forward, March |
| 9. Left, Face | 24. Change Step, March |
| 10. About, Face | 25. Column Right, March |
| 11. Forward, March | 26. Forward, March |
| 12. Right Flank, March | 27. Flight, Halt |
| 13. Left Flank, March | 28. Left, Face |
| 14. Column Right, March | 29. Right Step, March |
| 15. Forward, March | 30. Flight, Halt |

What We Are and What We Are Not

- We are **NOT** a boot camp for troubled teens.
 - o You will need to have personal discipline.
 - o We require ever-improving leadership skills to continue to advance in Aerospace Science Courses.
 - o We demand a willingness to work with all ethnic and cultural groups of both genders.
- We **CANNOT** force any cadet to have discipline. We **CAN & WILL** remove any cadets not willing to adhere to standards.
- We are **NOT** recruiters for the military, though AFJROTC can provide advanced placement if a cadet does apply to a military service.
- We **CANNOT** promise any scholarships, though we can provide information on certain ones.
- We **ARE** a corps of cadets seeking self-motivated people who will be contributors to our society. Making Better Citizens is our goal.
- We **ARE** here to develop reasoning and leadership.
 - o We encourage other extracurricular activities
 - o We promote the development of future leaders.
- We **ARE** a compliment to the Standards of Learning (SOLS) of English, Earth Science, Geography, and Government.
- We **ARE** a very active organization with four distinct years of academics and leadership education. We are demanding but 100% supportive.

Instructors: Lieutenant Colonel (Ret.) Mark S. Hart & Technical Sergeant (Ret.) Wayne Campbell

Please call WMHS AFJROTC at 323-3771 Ext 285/286 if you would like further information.

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Chapter 1 Mission and Values

1.1 Mission and Objectives

1.1.1 Mission and Objectives Overview

JROTC was established as a citizenship program in the United States with no military service required. As a citizenship program, our mission is to ***“Develop Citizens of Character Dedicated to Serving Their Nation and Community.”*** Title 10, Section 2031 of the United States code pertains to the JROTC program.

The Mission of the Louisiana 61st cadet squadron is: ***“To equip students with the life skills in citizenship, leadership and aerospace science which lead to productive lives.”*** We also build character through leadership development, community service, and curriculum-in-action events. Ultimately we desire to instill the virtues of the Air Force core values of ***“Integrity First, Service before Self, and Excellence In All We Do”*** into each cadet as a way of life.

1.2 Air Force Core Values

1.2.1 Air Force Core Values Explained

The Air Force core values are the fundamental moral pillars of Airmen, ROTC cadets, and JROTC cadets (you). These values are: ***Integrity First, Service before Self, and Excellence In All We Do.*** It is required and the responsibility of each cadet to uphold these core values. ***No Exceptions.***

1.2.2 Integrity First

Integrity First: the quality of being honest and having strong moral principles; moral uprightness.

Integrity is First because the value of **Integrity** goes before **Service** and goes before **Excellence**.

Without **Integrity**, one cannot hope to accomplish the other 2 values. Once you have lost people’s trust, you have lost your influence. One must stand up for their fellow cadets, but when rules are being broken it is right to report them.

As A Cadet With Integrity, You Will:

- Wear your uniform cover outdoors, even when no cadets are looking.

- Turn in missing items rather than keep them.
- Report when a cadet willfully violates uniform code.
- Report when a cadet breaks school rules/law (i.e.: carrying drugs, PDA)
- Be honest when asked if you broke a rule.
- Not spread rumors or dissent.
- Hold other cadets and yourself accountable for their/your actions
- Follow the Cadet Honor Code: *"We will not lie, steal or cheat nor tolerate among us anyone who does"*
- Listen to and comply with reasonable orders given from the chain of command.
- "Integrity...the choice between what is convenient and what is right." -Tony Dungy

1.2.3 Service Before Self

Service Before Self: **Service** is not only the duty of your office. It is the duty you hold as a JROTC cadet and as a human who cares about the world around you. **Service** is after **Integrity**, because it stems from having strong integrity. **Service** is giving without receiving (hence the "before self"). It is putting your duty above your personal views, friendships, and enemies. **Service** is **before Excellence** because putting others and your duty first is the only way to create **Excellence**. One who does not show **Service** shows a lack of integrity and will never present true excellence.

As A Cadet Who Demonstrates Service Before Self, You Will:

- Put personal affiliations, biases, or beliefs aside to make decisions.
- Do good for others, even with zero benefit to yourself.
- Help anybody who is struggling with zero benefit to yourself.
- Not worry how "fun" a community service/fundraising event will be.
- Will treat subordinates, peers, and superiors with dignity.
- Do your job with the utmost effort.
- Participate in out-of-school activities (i.e.: parades, community service, fundraising) if you do not have a legitimate reason not to.
- Work to make LA-061 a hostility, gossip, and drama-free environment.
- "Everybody can be great, because everybody can serve." - Dr. Martin Luther King

1.2.4 Excellence In All We Do

Excellence In All We Do: Is the quality of being outstanding or extremely good in all of our endeavors. It means we do nothing half-hearted, leave nothing unfinished, and execute all of our duties, both formal and informal, with all desire to achieve the greatest for our corps, community, country, and world. **Excellence** comes **last**, because **without Integrity** or a **drive for Service**, **Excellence** is impossible. **Excellence** is following orders, treating others with respect, doing your best in all tasks, big and small. Without a desire for Excellence a corps will never survive.

As A Cadet Who Demonstrates Excellence In All We Do, You Will:

- Follow reasonable orders from those appointed over you.
- Treat subordinates, peers, and superiors with respect regardless whether or not you feel they deserve it.
- Do your duty (formal or informal) with no hesitation or slack.
- Hold other cadets to a high standard.
- Only give constructive criticism.
- Work hard to progress a project, regardless of your relationship with your teammates.
- Strive for perfection, assuming it is with selflessness and integrity.
- “The quality of a person's life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor.” - Vince Lombardi

Chapter 2 General Information

2.1 Cadet Fees

2.1.1 Cadet Fees Amount and Purpose

All Cadets have a **\$50** fee they pay at the beginning of the year. This fee goes toward their **polo shirts, Military Ball, and other** .

Cadet fees along with fundraising (stadium clean ups) and donations from the community help defray operating costs of the corps.

2.1.2 Failure to Pay Fees

Cadets are **required** to pay their fees. Any unpaid fees not received by the end of the school year will result in cadets not receiving their schedules for the next school year. If cadet is in a senior, their diploma will be held until paid.

2.2 General Guidelines

2.2.1 Staff Announcement Board

The cadet staff uses the announcement board for all cadets. Keep an eye on the board daily, as things such as community service dates, game nights, updates, and other information will be written on it.

2.2.2 Being in the Building

Cadets are only permitted to stay in the building if they are Corp Staff working on their staff job, are being tutored, or participating in LA-061 sponsored activities. Cadets **may not** use JROTC as an avenue to ditch/hide from classes or guardians.

Cadets will be disciplined and reported to their guardians if they are found to use LA-061 as an excuse to participate in shameful/illegal activities. See **Chapter 5** for other prohibited behaviors.

Students not enrolled in AFJROTC are not allowed in the building unless it has been approved by an instructor in advance.

2.2.3 Building Safety

Each cadet is individually responsible for storing their own personal property in the workroom **away**

from doorways, hallways, or any other impeding areas. Cadets need to assure that in case of an emergency, exit is not impeded by their personal items.

2.3 Weekly Uniform Schedule/ Grading

2.3.1 Uniform Schedule

Monday: Utilities/ABUs: (if issued).

Tuesday: LA-061 Blue Polos (if issued).

Wednesday: AFJROTC Dress Uniforms: worth 100 points (with a possibility of 10 bonus points for outstanding wear) for each wear.

2nd and 4th Wednesday Option: ABUs may be worn in place of Blues and will be worth 100 points.

Thursday: Make up day for missed uniform wear, otherwise no uniform requirement.

Friday: PTs: worth a total of 100 points (50 for the uniform/ 50 for participation) for a total of 100 points each Friday.

2.4 CIA (Curriculum in Action) Trips

2.4.1 CIA Overview

A curriculum in action trip is a term used to describe school sponsored field trip to support the AFJROTC curriculum. Cadets will take trips to airports, aerospace industries, and military installations. Cadets will make trips off campus to march in local parades, participate in drill meets, and perform honor guard duties. **Parents must have completed a General Liability/Travel Permission Form before cadets will be allowed to travel off campus.**

2.4.2 CIA Requirements

- A. Cadets who are failing AFJROTC, or any other courses, or have a history of misbehaving, and have excessive absences will not be allowed to go on CIA trips.
- B. Parents **must** complete a medical treatment consent form before cadets go on field trips.
- C. AFJROTC cadets are authorized by the Department of Defense (DOD) to take orientation flights in DOD aircraft. Parents must sign a Flight Permission Form before cadets will be allowed to take such trips.

2.5 Leadership Development Requirements (LDR)

2.5.1 LDR Overview

LDR activities are AFJROTC-sponsored and school-approved teams and/or committees of cadets that normally operate outside classroom hours (before school/after school). However, some LDR activities may be incorporated into regular classroom instruction.

2.5.2 Available LDRs

1. **COLOR GUARD:** The unit Color Guards presents the National, State, and other flags at school and community events and color guard competition. The elite color guard is selected from the pool of color guard cadets based on performance and academic grades. This is one of the most visible positions in the unit and only the most professional cadets will be chosen to participate. Cadets may earn the color guard arc pin.
2. **DRILL TEAM:** The unit Drill Team represents LA-061 at drill competitions and ceremonial functions. All cadets are eligible to compete for a position on the Drill Team. Drill Team practice is held several times each week, all year, so only the most dedicated should join. Cadet may earn the drill team arc pin.
3. **PHYSICAL FITNESS TEAM:** (if available) Includes both male and female teams. Unit Physical Fitness Team members practice to develop enhanced individual physical fitness for competition. Cadets may earn the PT Team arc pin.
4. **AWARENESS PRESENTATION TEAM (APT):** The APT is formed to give presentations to elementary and middle schools to help younger students develop into good citizens and avoid self-defeating behavior patterns and chemical dependency. All cadets are eligible for membership on this team. Members are responsible for developing their materials and participating regularly in recurring presentations. Primary team members may be awarded the AFJROTC Awareness Presentation Team Badge.
5. **MODEL ROCKETRY TEAM:** (if available) Unit members with an interest in learning more about rocketry and space science may join/perform the Model Rocketry team. They will complete training programs, build and launch model rockets, and compete in model rocketry competitions. Team members can earn the AFJROTC Model Rocketry Badge.
6. **ORIENTEERING/LAND NAVIGATION TEAM:** (if available) Orienteering is the skill of finding your way through a series of checkpoints on an unfamiliar course using a map and a compass. Typically, a course is set in a wilderness area and the participants are timed as they complete it. Cadets may earn the Orienteering rocker arc pin.
7. **FLAG DETAIL TEAM:** (if available) This team of cadets are primarily responsible for the raising / lowering of the school flags. They must be versed in proper care of the flags and display including

special occasions when they are flown at half-staff. Additionally, this team is key during flag retirement ceremonies. Cadets may earn the flag detail rocker arc pin.

8. **CYBER PATRIOT TEAM:** (if available) Cyber Patriot, the National High School Cyber Defense Competition; is sponsored by the Air Force Association in conjunction with the USAF. This national competition excites high school students and motivates them toward careers in cyber defense and other STEM disciplines, while instilling greater national cyber security awareness.

9. **STELLARXPLOREERS TEAM:** (if available) StellarXplorers inspires and attracts high school students to pursue studies and careers in STEM-related fields through a challenging, space system design competition involving all aspects of system development and operation with a spacecraft/payload focus.

10. **ACADEMIC TEAM/JROTC LEADERSHIP ACADEMIC BOWL (JLAB):** Each JROTC unit will be allowed one team consisting of four cadets, including two juniors, two sophomores. Freshman may “play up” in place of a sophomore. Seniors may not be included on the team. Two alternates (one sophomore and one junior) may be named in case a team member must drop out before the end of the competition. The alternates may participate in the online testing; however, if selected to participate in the final round in Washington, DC, only four team members will attend.

11. **DRONE TEAM:** (if available) This team is open to all cadets and is responsible for learning how to effectively fly the unit drone and maintain the equipment. They will fly the drone during various unit events to capture video and photos from an aerial viewpoint.

12. **ARCHERY TEAM:** (if available) This team is open to all cadets and is responsible for learning how to shoot and maintain archery equipment and perform intra/inter-mural competitions.

13. **SOCIAL ACTIVITIES:** The unit participates in the annual West Monroe Military Ball and hosts this event every year. In addition, we have both formal and informal events to help cadets become better acquainted with each other and have a good positive recreational experience. Social activities require leadership by steering committees which plan and execute events. All official AFJROTC activities must be approved by the SASI/ASI.

2.6 Flight Competitions

2.6.1 Outstanding Flight

During the 3rd nine weeks, an Outstanding Flight will be chosen by the SASI. Once a flight has been awarded outstanding flight, they will have a streamer that is attached to their guidon for the remainder of the year. Outstanding flight will be determined by criteria set by the SASI and at his/her discretion. The criteria will include:

- Flight's overall GPA
- Behavior of individual members in and outside of class
- How actively involved the members are in the corps, community, and school
- PT scores

There is typically only **one outstanding flight** per year.

2.6.2 Warrior Cadet

There will be one warrior cadet every **6 weeks** for each year group. There will be a total of **4 warrior cadets**. The criteria for warrior cadet will include:

- Cadet's GPA
- Behavior in and outside of class
- How actively involved the cadet is in the corps, community, and school
- PT scores

2.6.3 Academic Ace

This is awarded every **6 weeks** to the cadet/cadets who have the highest GPA in their flight. They will be recognized on the honor board. This cadet must also have no referrals or other infractions.

2.7 Certificate of Completion

2.7.1 Certificate of Completion Requirements

Certificate of Completion – A Certificate of Completion is awarded for the successful completion of three or four years of AFJROTC. This certificate will enable a cadet to enlist in any branch of the armed services at an advanced rank with increased pay and benefits.

Chapter 3 Cadet Responsibilities

3.1 General Leadership

3.1.1 Correction of Cadets

Be quick to publicly praise cadets when they accomplish a task. Do not go overboard, but a few sincere remarks will suffice. Correct in private. **If correction is necessary in public avoid making it personal.**

3.2 Standards of Conduct

3.2.2 Standards of Conduct Expectations

You will follow procedures outlined in this cadet guide and will obey reasonable orders from all senior cadets, regardless of position or rank. **Read Chapter 1**

- You become a leader by exhibiting qualities of intelligence, good judgement, decisiveness and initiative.
- You will display friendliness and respect to students, WMHS faculty, Aerospace Science instructors and AFJROTC cadets.
- You will come to the classroom prepared to engage in aerospace science/leadership education activities.
- You will not litter the classroom, leave your CPS just laying out, or deface Air Force or WMHS property.
- **Cadet Officers** will exercise discretion in enforcing military courtesy. **Cadets will not be placed in an embarrassing situation by a public reprimand.**
- **Enlisted cadets** show their respect for cadet officers by addressing and responding to them as “sir or “ma’am”, and saluting them outdoors.
- Will not show ineptitude, indifference to training, disciplinary infractions, or reasons involving undesirable traits of character.

For classroom procedures see **4.1**

3.3 Chain of Command (CoC)/Reporting an Issue

3.3.1 CoC Fundamentals

The chain of command is the organizational structure of the AFJROTC Corp and is fashioned in the same manner as the U.S. Air Force. It incorporates rank and offices of positions of leadership which are fundamental to a structured environment. Without the chain of command, any corps will become less efficient (at best) and widely confused (at worst).

3.3.2 CoC Order of Precedence

Depending on where the issue is the process of chain of command will be different. It is assumed that you already, calmly, confronted the cadet you have issue with.

- Any common issue that takes place **in a flight** goes to the offender's **flight commander**.
- Any issue with **flight commander** goes to the **I.G.**.
- Any **job-related** issue that takes place in or out of flight **by a JO/NCO** goes to that cadet's **OIC**.
- Any issue with an **OIC** goes to **OPS Commander**.
- Any issue with the **OPS Commander** or **Deputy Commander** goes to **Corps Commander**.

If your particular issue is not detailed in here, do not be afraid to **ask an upper-class cadet**.

3.4 Saluting

3.4.1 Salute Background

The salute is a military greeting recognized all over the world. It comes from the Latin word "Saluto" meaning hello. It is a symbol of respect and among the oldest traditions binding military professionals together. There are no exceptions when and to whom a salute shall be rendered.

3.4.2 Guide to Saluting:

- You salute any cadet **officer with ranks higher than your own**.
- You are considered junior officer to **any officer college ROTC cadets/ officers in the military**.
(i.e. if you are a C/Lt. Col in JROTC you are **still a junior officer** to a C/2nd Lt in Senior ROTC)
- You **do not** salute enlisted. It is insulting to them to be taken for an officer.
- You always salute when **your cover is on**.
- The junior officer/enlisted salutes **first**.
- The junior officer/enlisted finishes the salute **last**.
- Salutes are never rendered while running.
- If a cadet in uniform is present for the **National Anthem/ raising or lowering of American Flag**, they will salute it until it is over.
- If a cadet not in uniform is present for the **National Anthem/ raising or lowering of American Flag**, they will put their hand over their heart.
- No saluting when in uniform when saying the Pledge of Allegiance. Remain at attention and pledge.

3.5 Officer Responsibilities

For staff descriptions see Chapter 7

3.5.1 Officer Expectations

Cadet officers provide overall corps leadership. They are to maintain appropriate relationships with all cadets. All relationships should be based upon mutual respect. **Cadet officers are the example setters and will show loyalty only to LA-061 and the Air Force core values.**

3.5.2 Officer Things to Remember

- Officers must not get inappropriately friendly with the cadets under them. There is a difference between offering fellowship and guidance, and fraternization **(3.6)**
- Officers are not more important than NCOs. **Do not be arrogant towards enlisted members.**
- Officers must lead the corps by word and example, and not abuse their position.

3.6 Non-commissioned Officer (NCO) Responsibilities

For staff descriptions see Chapter 7

3.6.1 NCO Expectations

NCOs are the backbone and are to be much closer to the average cadets of the corps. They must always strive to maintain appropriate relationships with all cadets.

3.6.2 NCO Things to Remember

- NCOs set the example for the average cadet and support officers' decisions.
- NCOs advise cadet officers.
- NCOs maintain the example for the corps.

3.7 Fraternization and Dating

3.7.1 Fraternization Explained

Fraternization is becoming overly friendly with others. In the military fraternization is strictly prohibited with those under your command. In JROTC, though, **it is almost impossible to keep from being friends with the cadets around you**, including those under your command. **This can and will be grounds for not being promoted or being removed from a leadership position.**

3.7.2 What You Need to Learn About Fraternization

To be a successful leader you need to learn **not to pick favorites**. You will become better friends with some cadets than others. Those under your command may be cadets you have gone to many events with or cadets you may have hung out with. **That is okay.** Things you may ask yourself if you think you

may be letting friendships get in the way of impartial decisions:

- Have I been allowing my friend more opportunities than other qualified cadets?
- Have I allowed my friend to get away with something I would punish another for?
- Have allowed my friend a position another cadet is more qualified for/deserves more?

3.7.3 Dating Other Cadets

Dating other Cadets is not only discouraged, it is not authorized for those in a leadership position. As the cadet moves up in corps leadership and year group, dating other cadets becomes **more dangerous to being impartial with decision making**.

3.7.4 Harm Caused By Dating Other Cadets

If you date/break up with a cadet, you will become more inclined to treat them differently. It gets particularly dangerous when **two cadets in high positions date/break up** (i.e. Ops and Corps Comm. break up. Then it becomes a power struggle between the two for reasons not to do with the corps). Dating, even in freshman year, creates a harmful potential. It falls under the dangers of **Fraternization**. While not against the rules it is discouraged.

3.8 Community Service

3.8.1 Community Service Expectations

Community Service is essential to keeping moral integrity and reminding cadets that not every deed needs a paycheck. Community service is helping without asking anything in return. It is healthy to take time out of one's schedule to donate/ help make a difference. **We strive for, and expect, each cadet to have a minimum of 12 community service hours each year sponsored by LA-061.**

Donations to any group **do not** count towards community service hours but are still encouraged.

3.8.2 What is Community Service?

- Helping an organization, group, or individual that is not making profit from the event.
- Cleaning up areas hit by disaster
- Doing anything/donating anything that benefits the community without pay.

3.9 Storage of Weapons (Sabers, Rifles, and Bows)

3.9.1 Weapons Storage Background

Rifles, Sabers, and Bows are very expensive equipment and may only be handled by cadets who

understand these things:

- The equipment is essential to our corps' pride affecting directly our image and credibility.
- While durable, the items need to be treated with the most care and respect.
- It is a privilege to handle weapons as many cadets before them have.
- The weapons and must be handled with care and treated with the respect given to a real weapon. Never point them at another or threaten another with them.
- You will be barred from further use if you break these rules.

3.9.2 How to Store Weapons

Mandated by Air Force:

- Keep track of time and day we retrieve these items, time and day we place them back, and how many we took and replaced. There is a tracking sheet for this purpose.
- Keep them behind a locked door in a locked room in a locked building that only the SASI/ASI has access to.

Guide for Storage:

- Place them in the saber, rifle, or bow cabinet neatly.
- Do not "force" any weapon to fit. Move a few weapons around until they all fit.
- If you notice any rust on them **report immediately**.

Chapter 4 Procedures

4.1 Classroom Procedure

4.1.1 Classroom Expectations

While in the AFJROTC building, you are expected to abide by both WMHS standards and LA-061's procedures. **See 5.3.1.** Here are the cadet expectations when in your class period:

- Cadets will be in the classroom and **at parade rest** when the tardy bell rings.
- Cadets will bring paper, a writing utensil, and any other assigned material to class.
- Book bags will be **properly** stored in the dayroom before class begins.
- **ALL** Electronic devices will be stored in a designated location.
- Cadets will listen to the Flight Commander and Flight Sergeant.
- Cadets will listen to the SASI/ASI.

4.1.2 Procedures at Beginning of Class

Daily Class Procedures will go as follows:

1. When the SASI enters the room, the **flight commander** and **flight sergeant** will be at the front of the classroom.
2. The **flight sergeant** will call the room to attention and will receive a report from each **element leader**.
3. The **element leader**, when it is their turn, will turn to the **flight sergeant**, salute, and say: **"Element (element's number). (Number of cadets absent) cadets are not present or accounted for."** Or **"Element (element's number). All cadets are present or accounted for."**
4. Once the **flight sergeant** has received the report from all the **element leaders**, they will turn to the **flight commander**, salute, and say **"Sir/Ma'am, (number of total cadets absent) are unaccounted for."** Or **"Sir/Ma'am, all cadets accounted for"**.
5. The **flight commander** will then turn to the **SASI/ASI**, salute, and say **"Sir/Ma'am (number of total cadets absent) are unaccounted for. (Flight name) waiting for further instruction."** Or **"Sir/Ma'am, all cadets accounted for. (Flight name) waiting for further instruction."**
6. The **SASI/ASI** will take control and begin the lesson.
7. At the SASI/ASI discretion, the flight may be required to recite the AFJROTC Creed or sing the Air Force Song.

4.1.3 Uniform Day Procedures

Any extra time cadets get before the tardy bell should be used to prepare your uniform and your fellow cadets' uniforms for inspection. Uniform day procedures are as follows:

1. You will follow average beginning class procedures **(4.1.2)**.
2. The **flight commander** will call the class to turn to face the American flag. The flight will then recite the **Pledge of Allegiance**.
3. If class time permits, at least 2 inspections per month will be performed as "Open, Ranks" on the drill pad. Otherwise, inspections will take place in the classroom. You will then get uniforms inspected and receive a grade based on proper wear.

4.1.4 Flight Structure

Each class period will be assigned an identity in regards to the phonetic alphabet (i.e. 2nd period-Bravo, 3rd period-Charlie). All of the following positions are not official staff positions, except **flight commander**.

These ranks do not override any officer/higher enlisted ranks the cadet may already have.

- **Flight Commander:** 2nd Lt (promotable for Seniors)-Assures the flight is properly instructed, trained, and taken care of. **See Chapter 7 for more details.**
- **Flight Sergeant:** SSgt - Takes over in FC's absence and is in charge of element leaders.
- **Guidon Bearer:** SrA – Will post guidon at the beginning of class and un-post it at the end. Take FS's spot if they/FC is absent.
- **Logistics:** A1C - Makes sure that cadets pick up after themselves, helps issue uniforms/books.
- **Element Leader:** A1C – Assures the members of their element are taken care of and takes their attendance.
- **PT Leader:** A1C – Takes flight through PT stretches, makes sure Health and Wellness forms are turned in.

4.2 Staff Meetings

4.2.1 Staff Meeting Outline

Staff meetings begin promptly at **scheduled time**. Staff Meetings are held to make sure all staff cadets are on track with their goals, and they make sure all staff cadets are aware of any new developments. Without staff meetings, or with infrequent ones, staff members can become "out of the loop" or fall behind without help. This should occur a minimum of every two weeks.

1. The Cadet Corps commander will enter the room at that time. When the CC enters the room the room will be called to attention by the Senior Enlisted Advisor (SEA), the CC will take control of the meeting.
2. After that the CC will make any announcements they need to make. Then the CC will tell the staff to be seated.

3. The CC may go around the room to each office asking status of programs or events.
4. The floor may be opened to any issues.
5. After all problems are resolved the floor will be open to all corps wide announcements.
6. After that the SEA will call the room back to attention and dismiss the staff.

4.3 Promotions

4.3.1 Promotion Eligibility

Some staff cadets (JOs & OICs) qualify for a promotion at the start of the **2nd Semester** based on performance.

4.3.2 Temporary Rank

Staff cadets hold “**temporary rank**” which they only hold so long as they keep their office.

4.3.3 Permanent Rank

Non-staff cadets hold “**permanent rank**” which they always hold unless the rank is pulled from them. Non-staff cadets automatically get a promotion every year.

All cadets may take annual promotion tests to increase their **permanent rank**. See **A.8** for cadet rank names and pictures.

See **A.11** for enlisted rank philosophy. This is recommended to understand the weight of your **permanent rank**.

Position in the corps depends on how the promotion process will take place.

4.3.4 Staff Promotion

We use a promotion board for all staff positions. Its basic composition is:

- Corps Commander
- Deputy Commander
- Senior Enlisted Advisor

If **any member of the promotion board** is applying for promotion, the Corps commander will fill in their position. If an **NCO/JO** is getting promoted, it will be the above list and the NCO/JO's OIC. The cadet applying for promotion will be asked a series of questions by the members of the board. **Their answers to these questions, their general behavior, and their job performance will determine if they receive a promotion.**

The Board will make a recommendation to the Senior Aerospace Instructor who is **the Final authority**

for ALL promotions.

4.3.5 Non-Staff/Permanent Rank Promotion

Cadets wishing to increase their permanent rank have the opportunity **twice a year** to get promoted. There will be a test at the end of the **2nd 6 weeks** and **4th 6 weeks**. Tests will get harder the higher the rank of the cadet.

The cadet must keep an eye out for any announcements regarding the tests.

Tests will Include (Depending on rank of Cadet)

- Chain of Command
- Flag Knowledge
- Basic Air Force history
- Uniform and Drill Knowledge
- Customs and Courtesies

If a cadet has received a **First Demerit (5.4.1)** they are not allowed to participate in the nearest promotion test.

If a cadet has received a **Second Demerit (5.4.1)** they are not allowed to participate in any promotion test for a full year after receiving the Letter of reprimand.

4.4 Reveille/Retreat

4.4.1 Reveille Explained

Reveille is the raising of the flags in the morning. There are two kind of reveilles that occur at LA-061: **Formal Reveille** that occurs the 1st no-inclement weather Wednesday every month where the whole corps is present. **Normal Reveille** that occurs every no-inclement weather school day with only the minimum team needed to raise the colors.

4.4.2 Reveille Procedures

In Reveille the American flag is put up first, because no other flag, especially our state or school flag, may fly higher than it. In Reveille, the flags are presented quickly to show that America is quick to stand for what is right.

Normal Reveille:

1. A 5 member detail and commander will be at the flagpoles with the American flag, POW/MIA flag, Louisiana flag, and WMHS flag
2. The cadets will proceed to raise the flags by these commands:

- a. Guards "Attention"
- b. Secure Ropes
- c. Post
- d. Guards Post
- e. Secure Colors
- f. Present Arms
- g. Present Colors
- h. Order Arms
- i. Guards Recover
- j. Secure Ropes
- k. Present Arms
- l. Order Arms
- m. Fallout

What happens within the commands will be taught by upper-class cadets to first-years.

Formal Reveille:

1. The Corps Commander will call the squadron to **fall in**. The Deputy Commander will be on their left and First Officer on their right.
2. The flight commanders will then call their flights to fall in, in front of them.
3. The flag detail will march towards the flag poles and proceed to attach all flags to their respective poles.
4. The entire squadron will be facing the flag poles. When the flag detail commander calls their detail to **present arms**, the CC, DC, and FO will turn around. The CC will call "**present**".
5. The flight commanders will echo the command. The CC will call "**arms**" and all flights will follow the command (the flight commander does not call "arms").
6. CC, DC, and FO will turn back around, and present arms as the flags are raised. When the detail commander calls **order arms**, 4-5 will be repeated for **order arms**.
7. When reveille is over, The CC will call the squadron to **fall out**. The flight commanders will echo this, and the flights will fall out.

4.4.3 Retreat Explained

There is no formal, mass retreat implemented at LA-061 at the moment due to after school transportation concerns. Retreat may only occur if a reveille has been done that day. Retreat happens at the end of the school day or if inclement weather starts.

4.4.4 Retreat Procedures

Retreat is done slowly with the American flag being last to come down to represent that America is slow to withdraw and withdraws last.

Normal Retreat:

- 1) A 5 member detail and commander will be at the flagpoles.
- 2) The cadets will slowly lower the flags by these commands:
 - a) Guards Trench-hut
 - b) Secure Ropes
 - c) Post
 - d) Guards Post
 - e) Present Arms
 - f) Order Colors
 - g) Order Arms
 - h) Secure Colors
 - i) Guards Recover
 - j) Secure Ropes
 - k) Present Arms
 - l) Order Arms
 - m) Fallout
- 3) The Cadets will proceed to fold the LA, WMHS, and POW/MIA flags first, and then post them.
- 4) They will fold the American, retrieve the posted colors, line up and march back to the JROTC building.

What happens within the commands and how to fold the flags will be taught by upper-class cadets to first-years.

Chapter 5 Punishable Behaviors and Dismissal

5.1 Punishable Behaviors

5.1.1 Punishable Behaviors Overview

Report any prohibited behavior! It is up YOU, the individual, to make our school and corps a better environment. We cannot improve our environment without your help.

These behaviors listed below are against WMHS Policy and LA-061 Guidelines. **Punishments will be more severe for offenses committed while wearing any gear/clothing issued by LA-061 (i.e.: blues, cadet polos, PTs, ABUs, LA-061 hoodies, etc.)**

Certain actions are tolerable outside of uniform, but highly inappropriate in uniform (ABUs and Blues), such as blowing a kiss. **Do NOT try to test what we will/will not tolerate.**

Note also that **cadet staff members** are held to a higher standard than an average cadet. What may get a non-staff cadet a slap on the wrist could get a staff cadet a written warning.

5.2 Extremely Punishable Behaviors

5.2.1 Extremely Punishable Behaviors Explained

These are behaviors that will get you either Removed from the program or stripped of all rank and merit, depending on the specific circumstances. Specific punishments are on a case by case basis, but will in general follow the guidelines. **If you see ANY of these behaviors report them immediately.**

5.2.2 Sexual Harassment

If you touch an unwilling person in a sexual manner/inappropriate area it is grounds for sexual assault. If you do this it will be handled by the school.

Sexual harassment is against the law, school policy, and JROTC guidelines. It is the act of harassment in a workplace, or other professional or social situation, involving the making of unwanted sexual advances or obscene remarks. It creates a hostile working environment. It can include, but is not limited to:

- Making/writing sexual remarks toward anyone.
- Making/drawing sexual gestures/pictures toward anyone.
- Asking for sexual favors from anyone.

5.2.3 Physical Harassment

Two or more people fighting (5.1.3) is not physical harassment, because all participants are actively involved in the violence.

Physical harassment involves making any kind of aggressive and physical behavior towards anyone. It can range from threatening violence to actually committing violence. The victim must be passive/not actively seeking out violence for it to be exclusively one-way physical harassment. It can include, but is not limited to:

- Pushing, punching, slapping, kicking, or tripping.
- Intentionally breaking/ defacing anyone's possessions.
- Bucking at someone.
- Threatening to do any of the above.

5.2.4 Fighting/Instigating Fights

If only one person is perpetuating violence, it is not fighting- it is physical harassment (5.1.2).

Fighting is to take part in a violent struggle with two or more people involving the exchange of physical blows or the use of weapons. Fighting is often an attempt to show physical power over another. To instigate a fight is to encourage or endorse a fight. It is just as punishable as participating in a fight itself. It can include, but is not limited to:

- Videoing, taking pictures of, or setting a time/place for fights.
- Counseling anyone on how/why to fight anyone else.

5.2.5 Bullying/Cyberbullying

Bullying must involve perpetual aggressive behavior. Bullying is also a form of harassment.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can be verbal (i.e. teasing), social (i.e. spreading rumors), or physical (i.e. hitting). Cyberbullying is doing all of above, but over computer, phone, or other technological devices. It can include, but is not limited to:

- Name calling, teasing, taunting.
- Constant gossiping/rumor spreading
- Constantly leaving anyone out of an event/ team, simply because you do not like them.
- Getting on anyone else's social media account and posting degrading things without their permission.

5.2.6 Public Displays of Affection (PDA) Extreme Forms

All participants must willingly receive advances for it to be PDA, if any participant is not willing, it is either sexual harassment or sexual assault.

PDA is any action physical/verbal/symbolic to display affection between/among people. Extreme forms of PDA are usually highly sexual in nature and would be considered inappropriate in public by anybody around. They can include:

- Touching/allowing anyone to touch inappropriate body parts (i.e. thighs, stomach, chest, butt, etc.)
- Kissing at all in uniform, long/French kisses in general.
- Making sexually profane conversation aloud.

5.2.7 Carrying/Using Illegal Substances/Items

If you have an addiction to any substance, you will not be punished for coming forward and seeking help.

They are anything illegal to: all ages, only minors, and (when on school campus) items/substances prohibited on school campus. Whether or not “a friend put it there without your permission”, carrying anything that is not allowed on school campus is grounds for getting sent to OPAC (Ouachita Parish Alternative Center) and suspended/ expelled. They can include, but are not limited to:

- Marijuana, other drugs, prescriptions that are not your own
- Tobacco, alcohol, cigarettes
- Carrying a gun, knife, explosive device

5.2.8 Hazing

Not all physical activity or punishments are hazing. We have a zero tolerance hazing policy.

Hazing is the imposition of strenuous, often humiliating, tasks as part of any initiation or punishment. Hazing is prohibited and is often from the top down. Hazing can be strenuous physical punishments for non-physical mistakes or activities.

5.3 Highly Punishable Behaviors

5.3.1 Highly Punishable Behaviors Overview

These behaviors are not enough to get a cadet removed from the JROTC program on their own, but if

repeated **once** after counseling a cadet can be fired from their staff position, lose credibility, be suspended from LA-061 sponsored extracurricular activities, and more.

All punishments include counseling and are bumped up to “extremely punishable” when in uniform.

5.3.2 Public Displays of Affection (PDA) Moderate Forms

The moderate form of PDA is usually more “romantic” than Extreme Forms. Certain instances are appropriate*, but most cases are inappropriate and looked down upon. Instances when in uniform can be bumped up to PDA Extreme Form (5.1.5). They can include, but are not limited to:

- Holding hands in uniform/hugging in uniform*
- Resting head/hand on anyone in areas considered “intimate”, but not awfully inappropriate. (i.e. knee)
- Running fingers through anyone’s hair.

*Funerals, awards day, and other events with high emotion are exceptions.

5.3.3 Skipping Class/ Mandatory Event

Skippping is the act of willfully missing a class/ mandatory event. It is highly unprofessional and shows the cadet has a lack of drive to do what is required by them. Proper excuses are (with written proof): doctor’s appointment, funeral, etc. Poor excuses include, but are not limited to:

- Not coming to revile, because you “slept in”.
- Not coming to a class, because it is “useless”.
- Not coming to any class/ event “just because”.
- Not coming to staff meeting without proper excuse.

5.3.4 Willful Disrespect

Willful Disrespect is intentionally refusing to acknowledge the authority of those hired/appointed/elected over you. As a program based on military tenets, it is essential for you to follow the orders of those appointed over you. You will get one single warning (in most cases) before you are removed from LA-061. Showing willful disrespect in **any** class still counts. Examples include, but are not limited to:

- Talking back to any teacher/instructor/cadet.
- Refusing to salute cadet officers.
- Refusing to wear uniform.
- Refusing to follow (reasonable) orders of those appointed over you. **If any cadet is abusing their rank see 3.2.**

5.3.5 Excessive/Public Profanity.

Excessive/Public Profanity includes actions/ gestures as well as words. While it is not profanity, **taking controversial political stances in public while in uniform is prohibited**. Doing something as a “joke” or “sarcastically” is no excuse. Examples include, but are not limited to:

- Cussing, making profane gestures.
- Nazi salutes or any other offensive behavior.
- Waving the Confederate Flag in uniform.

5.3.6 Cheating

Cheating is taking advantage of an unfair situation to receive any tangible gain. It is usually. Not always, accomplished by using/copying from another person’s work. **It is most often a last minute decision but can be premeditated**. Examples include, but are not limited to:

- Glancing at someone’s test and writing the answers.
- Copying homework.
- Glancing at any aid that was not teacher permitted.
- Forging signatures

5.4 Moderately Punishable Behavior

5.4.1 Moderately Punishable Behavior Overview

These behaviors are small and will not get you immediate counselling, but are discouraged and against the rules. **If done excessively, a cadet will receive counselling on their behavior** and possibly not allowed to come back the next school year.

5.4.2 Regarding Classroom/Practice Procedure

- Talking while instructor/teacher is talking.
- Not following classroom procedures in **any** class.
- Messing around during any practice.
- Talking out of turn during any practice.
- Disrupting a class.
- Leaving the classroom a mess.
- Being on phone in class.
- Sleeping in class.
- Working on another class’s homework in class (unless allowed by the SASI or ASI).

- Attending the bathroom in class for other purposes than using it.
- Any other behavior deemed disruptive.

5.4.3 Regarding Uniform Wear

- Missing uniform days.
- Constantly forgetting to wear cover.
- Wearing uniform items wrong. (First year cadets will have 3 weeks to learn about proper uniform wear.)
- Uncut hair.
- Any other mild discrepancies with AFJROTC uniform regulations. See Chap 6, pg 30.
- Refusing to wear uniform.

5.4.4 Regarding General Behavior

- Act immature and foolish at public events
- Gossip, rumors, etc.
- Running around or other activities that could harm others/yourself.
- Showing small instances of disrespect towards authority.
- Any other mild behavior deemed dangerous/shameful.

5.5 Cadet Dismissal Process

5.5.1 Cadet Dismissal Process

There are 5 steps to giving warnings pre-demerit. The full process is as follows:

- 1 **Verbal Warning:** A warning where the officer in charge of the offending cadet takes the cadet aside and details the issues and solutions. The officer should be courteous with open ears. The officer should not use an accusatory voice and should listen to the cadet's side.
- 2 **Written Informal Counseling/Memo for Record:** A warning where the officer in charge of the offending cadet writes down the issues and solutions and offers the offending cadet input for correction. The officer should write down specific examples and avoid generalizations. They should discuss with the offending cadet.
- 3 **First Demerit /Letter of Counseling (LOC):** Extended counsel should accompany this where the officer makes clear the cadet has one chance left and allow the cadet to give their explanation. The SASI or ASI will endorse the LOC and notify the parent of the counseling.
- 4 **Second Demerit/Letter of Admonishment (LOA):** Any cadet who receives this is both **fired from any staff position they may have held** and **suspended from any afterschool LA-061 activities**. Extended counsel should accompany this as well with a Letter or Admonishment where the officer

makes clear the cadet has exhausted all avenues of correction and any further major corrections will result in removal from the AFJROTC program. The cadet will be allowed the to give their explanation of behaviors. The SASI or ASI will endorse the LOC and notify the parent of the counseling.

- 5 **Third Demerit/Letter of Reprimand (LOR):** Any cadet who receives this is removed from the program. An officer can skip directly to this step if **the cadet demonstrates behavior described in 5.1**. This can only be given after the cadet shows:
 - No drive/attempt to change their behavior.
 - Even worse behavior.

Depending on the offense, certain steps of the warning process will be skipped. Discouraged behavior (**5.3**) is typically the only behavior that will go through the whole process.

5.5.2 Removing a Staff Cadet from Leadership Positions

Staff cadets are held to a higher standard than the average cadet. So, if a staff cadet gets in trouble, the punishments are more severe.

Removal should only take place after the cadet has shown no/few attempts to change their behavior **if they have already been counseled**. If firing does happen, it must be approved up the chain of command.

Staff cadets should only be removed after the officer in charge of them has explained and demonstrated to the cadet there are consequences for their actions and tried to counsel the cadet on their behavior.

Of course, if the cadet practices any behaviors in **5.1**, they may be removed from a leadership position and/or removal from the corps.

5.6 Rebuttal System

5.6.1 Rebuttal Process

Rebuttal for write-ups is done in a classroom procedure before school from 7:20-7:45 on Thursday morning. Each case will only be given five minutes (note: More time will be granted, if needed on a case by case basis). If you want to plead your write up put in the rebuttal box. IG, OPS, and either X.O. or Senior Enlisted Advisor will be on the reviewing board.

Chapter 6 Uniform Wear

6.1 General Guidelines

6.1.1 Uniform Wear Overview

All cadets will follow the guidelines set by the Air Force in AFI 36-2903.

All cadets enrolled in LA-061 will meet minimum uniform wear standards and grooming requirements within 1 week from enrollment of the cadet, regardless if they have their uniform or not or they will be disenrolled.

All cadets will keep their uniform serviceable, wear the uniform with pride, and understand that **you are wearing the same uniform as members of the US Air Force**. Cadets will keep this in mind and also remember:

- The uniform is not yours, it is the government's
- It is your responsibility to account for your items and keep them clean.
- The uniform must be turned in at the end of the year **properly cleaned**.
- For a more extended guide see **6.1.2**

6.1.2 Uniform Day/ Missing Days

Uniforms are a weekly grade. Consistent failure to wear the uniform will result in removal of program and a failing grade.

- Cadets must wear blue uniform every 1st and 3rd **Wednesday**, unless otherwise stated.
- Cadets must wear uniform all school day.
- Cadets must wear uniform by the standards set in AFI 36-2903.
- **If a cadet knows they will miss a Wednesday** they will wear their uniform on the **Tuesday** prior with an excuse.
- **If a cadet misses Wednesday without prior knowledge** they will wear their uniform on the **first day they are back** with excuse.
- Your missed uniform days do not disappear, unless you are satisfied with a zero for that week.

6.1.3 Cleaning/Wearing Uniform

Cadets will clean their uniform regularly. If **any** uniform item is turned in dirty/unserviceable, **the cadet may be charged for the money it costs to clean/replace the item as determined by the SASI or ASI**. Cadets can be charged for damage from improper cleaning.

- **Dark blues** (pants, jacket, coat, cover, tie/tie tab) are **dry clean only**. DO NOT MACHINE WASH!! **Dry clean at least every 6 weeks (or immediately if soiled)**. Do not use your washer/dryer regardless if you have a “dry cleaning bag” They do not work and can damage your uniform.
- **Light blues** (short-sleeved shirt, long-sleeved shirt) are **machine washable**. Follow the instructions on the shirts. **Wash after every wear**.
- **Always** take off all accessories before dry cleaning/washing.

General Guidelines for Wearing/Caring for Uniform:

- Never mix uniform items with civilian garments.
- Avoid standing or walking with hands in pockets.
- Trim loose strings on uniform.
- Items cannot protrude out of pockets.
- Keep right hand free for saluting.
- Do not wear uniform at any non-AFJROTC programs without prior approval from SASI/ASI.
- Always wear flight caps outside.
- Do not eat, drink, chew gum, have headphones, or talk on the phone while walking in uniform.
- Shine shoes regularly.
- Always wear undergarments to avoid damaging the uniform.
- The cadet must adhere to the following guidelines to assure the uniform is properly cared for:
 - Do not leave uniform in lockers/ unattended in public
 - Do not lend items to others.
 - Do not permit another to turn in your uniform
 - Turn in any found uniform items to an instructor.
- Unserviceable items/items that no longer fit must be turned in immediately

6.2 Detailed Uniform Wear

6.2.1 Additional Uniform Clarification

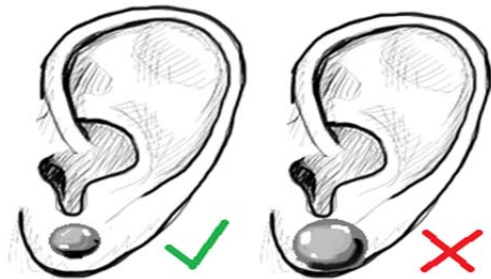
For an extended, more detailed uniform guide, Chapter 7 of the Operational Supplement (Ops Sup) to AFJROTCI 36-2010 Dated 7 May 2018 which describes how Air Force Junior ROTC (AFJROTC) and Space Force Junior ROTC (SFJROTC) cadets will wear the uniform and maintain Air Force grooming standards while in uniform. Incorporating Change 3 to DAFI 36-2903, dated 3 December 2021 will be available upon request by SASI or ASI as this is a living document.

Cadets must be within grooming standards regardless if you have a uniform.

6.2.2 Accessories

Necklaces: Optional. Must be worn under blue shirt, not visible.

Earrings: Optional. Females Only. Only 1 earring per ear. Must be small less than 6 mm, circular, and only one of these colors; gold, silver, diamond, or pearl stud earrings. May not extend or dangle below bottom of earlobe. **Gauges are prohibited.** If a female cadet has multiple holes, they may wear 1 pair of earrings in the lower lobe. Clear spacers are authorized for additional lower earlobe piercings only to keep them from closing.



Rings: Optional. 3 rings on both hands combined is the maximum. No thumb rings.

Glasses: Optional. Cadets may wear solid color, non-fluorescent sunglasses, except when in formation. If glasses are prescription, cadet may wear them at all times.

Body Piercings: Prohibited regardless if under uniform.

Watch/Bracelet: 1 conservative, solid colored watch that is **at most 1 inch** in width and does not distract from the uniform is permitted. 1 wrist bracelet is permitted if it is conservative and no wider than **½ inch**, will be gold or silver in color, and will not have any inappropriate pictures or writing. Bracelets supporting for cause, philosophy, individual or group are not authorized (Exception: Traditional metal POW/MIA/KIA bracelets)

Gloves: Gray knitted wool or black/gray leather gloves may be worn when outside. They must be plain, without ornamentation or zippers.

6.2.3 Makeup/Body Grooming

Fingernails: Mandatory. Nails must not be more than **¼ inch** from the fingertip

Optional. Females Only. Nails will all be of the same color and a neutral or light conservative shade. Extreme colors are fluorescent, neon, fire engine red, purple, etc. If in doubt bring a sample of the color to the SASI or ASI before wearing it. French manicures are authorized.

Cosmetics: Optional. Females Only. Makeup must be conservative and in good taste. One cannot use unnatural colors (i.e. blue, purple, green). The makeup cannot be excessive.

General Grooming: Cadets are expected to come to school clean and well-groomed every day.

Tattoos/Brands: Cadets are allowed to have **zero** obscene tattoos or tattoos that advocate sexual, racial, ethnic, etc. discrimination.

6.2.4 Hair Standards

Hair must be neat, clean, and not faddish. It must allow proper wear of headgear and **not** have excessive amounts of grooming aids (gel, hairspray, etc.)

Colors: Hair must be natural colors. If dyed, whether or not the color is natural is deemed by the instructor. (Tip: dying hair a natural red is the color that is most likely to go wrong and accidentally make your hair an unnatural color). Hair cannot be multiple colors, unless that is the cadet's undyed hair.

Male Hair

Head Hair

Taper: Must have **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.

Bulk: Must not exceed **2 ½ inches** in bulk and **¼ inch** at termination point. Bulk is not the length of hair but how far the hair extends from the head. The termination point is where your hairline ends on neck.

- Hair will not protrude under headgear.
- Hair will not touch the collar, eyebrows, or ears.
- Flat top, military high-and-tight and clean shaven heads are allowed.
- You cannot have hair extensions.

Chin, Neck, Sideburns

Sideburns: Optional. 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**, orifice of the ear opening is at reference **point A**.

Mustaches: they will be conservative (moderate, having no gel for curls etc.) 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**, reference **points B, C, and D**.

Beards: **Not authorized** unless for medical reasons.

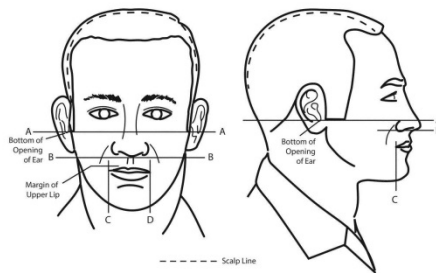
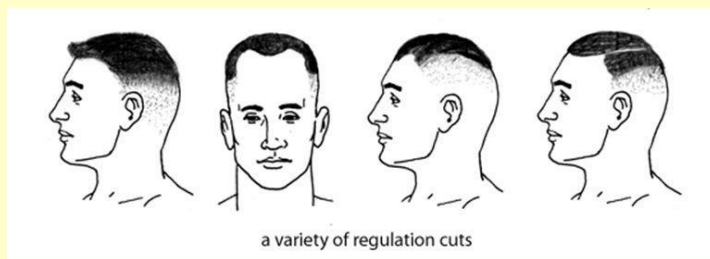
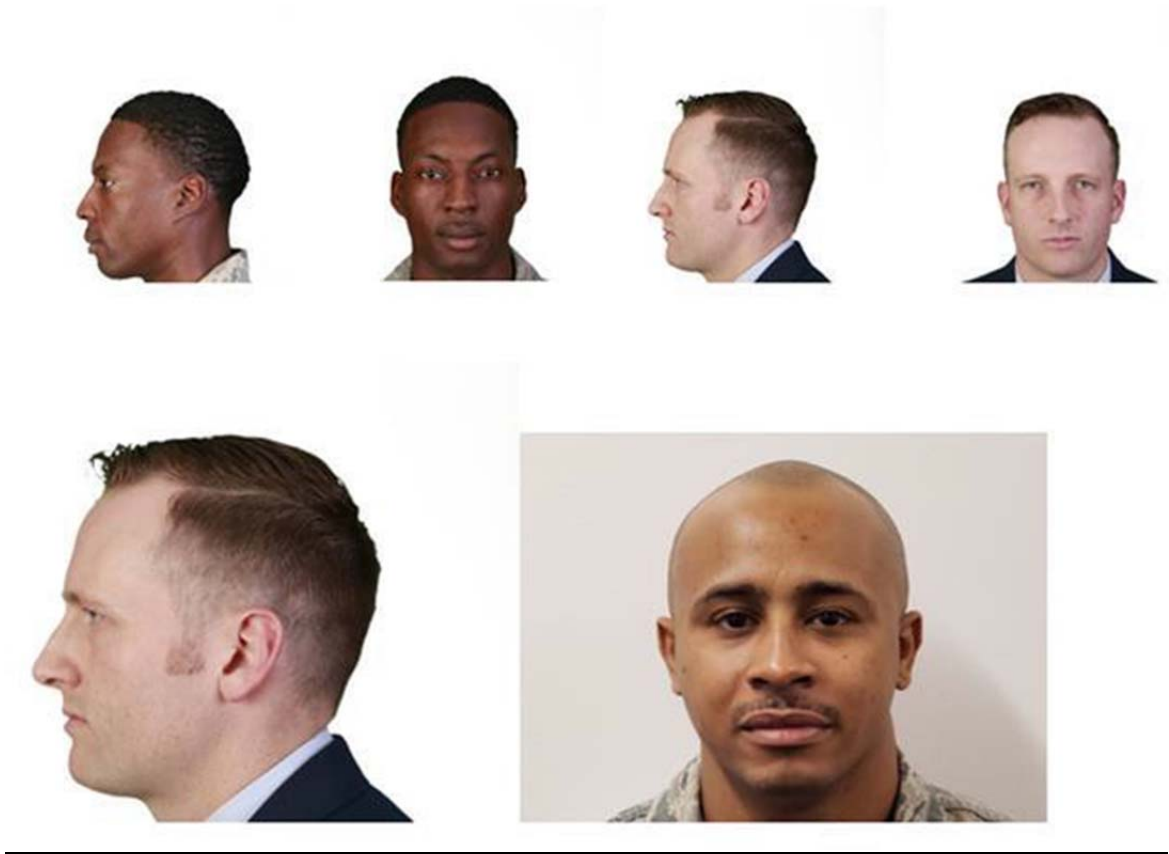


Figure 3-1 Longest typical hair allowed for males. It is recommended to allow your hair to grow no longer than this, as it will become harder to keep within AFI standards.

"Regulation" is a generic term that refers to short, military style haircuts. The military isn't entirely specific about how hair should be styled, so there are many different cuts that can technically qualify as adhering to regulations. For example, Marine Corps regulations state that the hair on the top of the head should not be longer than 3 inches, and that the hair from the neck hairline should begin at zero length and be graduated toward the upper portion of the head. As for sideburns, they must not extend below the top of the orifice of the ear, must not be styled to taper or flare, and should not have extended hair length of more than 1/8 inch. Those regulations leave room for interpretation, and include many standard short cuts, including burr, butch, crew cut, etc. However, those styles are not what is typically referred to when someone uses the term "regulation cut." The styles more commonly known as "regulation," are short cuts on the top (can be worn parted, brushed upward, crew-cut-style-taper, etc.), with the back and sides clipped very close (or shaved) and tapered so that scalp is plainly visible. This area of scalp is referred to as "whitewalls," and the height of the whitewalls determines whether a cut may be called "low regulation" (short whitewalls), "high regulation" (tall whitewalls), or "medium regulation" (somewhere in the middle). The illustration below shows a few variants of the regulation cut.





Female Hair

Hair

Minimum Length: No minimum length. No mohawk, mullet or etched design, etc. Hair will end above, not touching, the bottom edge of collar.

Maximum Length: Maximum hair length must be short enough to put into a bun on uniform day. If you cannot successfully put up a bun, the bun gets in the way of headgear, or it exceeds **4 inches in bulk** when in a bun, your hair may be too long (cannot touch back of the collar).

Braids/Micro-braids/Cornrows: They must be a natural looking color similar to the individual's hair color and conservative. **(Figure 3.6)**

A **braid** is three or more portions/strands of interwoven hair. When worn, multiple braids shall be of uniform dimension, small in diameter (**approx. ¼ inches**), show at most **¼ inch** of scalp between the braids and must be tightly interwoven to present a neat, professional and well-groomed appearance.

Braids must continue to the end of the hair in one direction, in a straight line, and may be worn loose

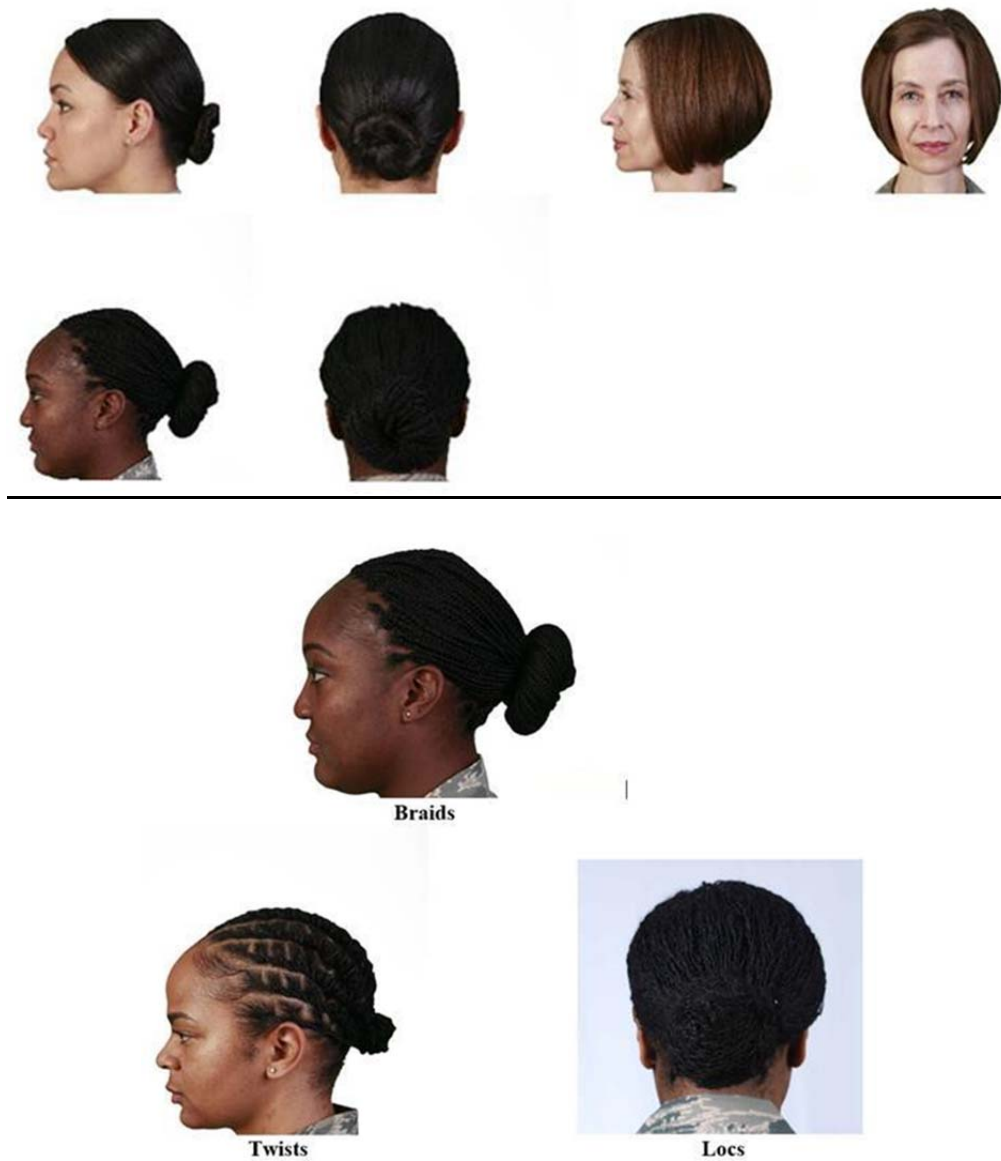
or a secured style within hair standards.

- Hair will not get in the way of cover.
- Hair will not touch eyebrows when in uniform.
- Loose ends, stray hairs are considered messy and not allowed.

Accessories

Hairpins, combs, headbands, elastic bands and barrettes not to exceed 2 inches in width must match the hair color (i.e., blonde, brunette, natural red, black, grey), but hair must still comply with bulk and appearance standards. Ornaments are **not authorized** (i.e., ribbons, beads, jeweled pins). Scrunches are **not authorized** unless in PTs.

Female Authorized Hairstyles to include Authorized Female Ponytails/Equivalent and long braid(s) Hair Styles Examples







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



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius



Pulled back secured and does not exceed 6 inch radius

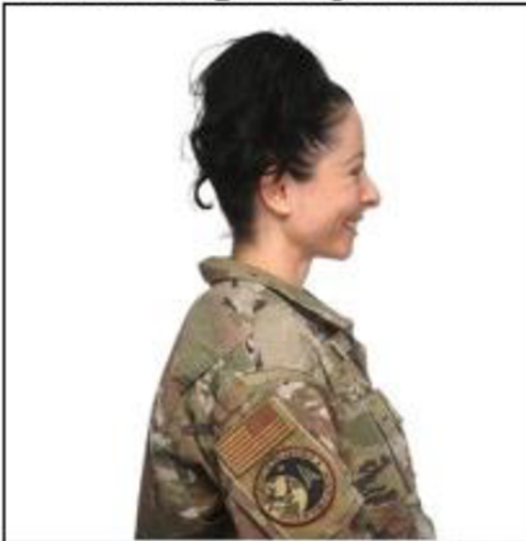


Two Braids Looped Underneath/Two Braids

FEMALE UNAUTHORIZED HAIRSTYLES



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

6.2.5 Religious Gear

Religious headgear may be worn upon approval of the SASI, school principal, and HQ AFJROTC.

Religious headgear may be worn outdoors so long as it is not visible under cover. Any other religious items cannot be visibly worn in uniform unless permission has been granted by SASI, school principal, and HQ AFJROTC.

Further religious head covering accommodations require Holm Center Commander approval. Cadets must submit a letter addressed to the Holm Center Commander through their chain of command. The request letter must also include a description of the item, a photo of the item being worn by the cadet in uniform, the SASI's and principal's endorsement, and religious leader's endorsement.

Any other religious exception to policy (ETP) uniform wear or personal appearance accommodations, including but not limited to shaving, hair length, and jewelry or other worn items, which are not covered in the above paragraphs, will be handled on a case-by-case basis.

6.2.6 Blue Uniform Items

These items will be handled with care and respect. Remember, these are the same uniforms worn by the Air Force. Wear them with pride!

Items/ Clothing:

- **Accessories** Dress shoes, belt, tie(males), tie tab(females), flight cap, blue/silver name tags.
- **Undergarments** V-neck white T-shirt, black dress socks. Cadets are encouraged to buy extra at any store
- **Mandatory to receive** Blue slacks, blue shirt, service coat.
- **Optional to receive** Long-sleeved blue shirt, flight jacket.

Accessories:

- **Dress Shoes:** Mandatory. Must be shined, clean, with laces tucked in.
- **Belt:** Mandatory. Silver tip must cover buckle. If belt is too long, adjust from inside, not outside. Must be aligned with Gig-line (buckle makes a straight, vertical line with blue shirt and blue pants.
 - Females: Feed belt clockwise. (Through the right). **First Picture**
 - Males: Feed belt counter-clockwise. (Through the left). **Second Picture**



- **Tie/Tie Tab:** Dry Clean Only. Mandatory to always wear with service coat/long-sleeved shirt. Optional with flight jacket and/or short-sleeved shirt. **Must wear** when top-most shirt button is buttoned. **Must not wear** when top-most short-sleeved shirt button is unbuttoned.
- **Flight Cap:** Dry Clean Only Mandatory. **Always wear outside**. The cafeteria boardwalk is a “cover on, salute” area after school only. The vertical crease of the cap will be in line with center of forehead. The hat is approx. **1 inch** above eyebrows. When not worn, it will be tucked under the belt between 1st and 2nd belt loop. **Always salute when flight cap is on. (See A.1,2)**
- **Blue/Silver Nametag:** Never Wash. Blue Nametag: only wear on blue shirts. **Always** wear when you are not wearing service coat. Silver Nametag: **Only and always** wear on service coat.
 - **Males:** See A.6 for blue shirts and **See A.4** for service coat.
 - **Females:** See A.7 for blue shirts and **See A.5** for service coat.

Undergarments:

- **Underwear:** Mandatory. Must not be visible.
- **Undershirt:** Mandatory. Must be a white, V-neck T-shirt. Must not be visible when top button of short-sleeved shirt is unbuttoned. Cadets are encouraged to buy extra at any store
- **Dress Socks:** Mandatory. Must be black, crew length, dress socks. Must have no symbols/words. Cadets are encouraged to buy extra at any store

Mandatory to Receive:

- **Blue Slacks:** Dry Clean Only. Always wear. Must fit properly around waist. Must make 1 fold (or sit) over dress shoes. Must not touch the ground when wearing dress shoes. Must not “float” or show black socks when standing still.
- **Short-Sleeved Blue Shirt:** Machine Washable. Follow Instructions on Shirt. May wear long-sleeved instead. If you are **not** wearing service coat, you may unbutton top-most button. **You do not wear tie/tie tab with top -button unbuttoned**. Will always be tucked in. Top buttoned is **always** buttoned when wearing service coat.
- **Service Coat:** Dry Clean Only. Must **always** wear tie/tie tab with service coat. Must **always** keep all buttons buttoned. Cannot store items in the coat pocket. **(See A.4,5)**

Optional to Receive:

- **Long-Sleeved Blue Shirt:** Machine Washable. Follow Instructions on Shirt. Must **always** wear tie/tie tab with long-sleeved shirt. Must **always** keep top button buttoned. Will always be tucked in.

- **Flight Jacket:** Dry Clean Only. You will never put a nametag on this jacket. When wearing you will **not** put hands in jacket pockets or items in them. Zipper must be zipped at least $\frac{1}{2}$ or $\frac{3}{4}$ the way up. Sleeves cannot be rolled/ pushed up. **WILL NEVER BE WORN WITH CIVILIAN CLOTHING.**

6.2.7 Berets and Cords

Berets: Typically only given to special team members. May be worn with both **blues**. Cadets will be taught by upper-class cadets how to form and wear berets. Officers will wear officer insignias with berets.

Cords: Cords can be given to drill team members, Kitty Hawk members, and specific staff members.

- **When wearing service coat:** cords will be worn on the edge of the left shoulder.
- **When wearing lightweight jacket and/or blue shirt:** cords will be worn under left epaulette on blue shirt pinned slightly higher than the edge.
- **Not Authorized with ABUs**

6.2.8 ABUs/Polos/PTs

ABUs: ABUs once issued are a graded item and will be worn every **Monday**. You will receive:

- ABU Cap, Boots, and Belt
- ABU Blouse and Pants
- ABU T-Shirt and Socks

Every Monday cadets with ABUs must:

- Always wear **all** ABU items given.
- Salute higher ranking officers.
- Wear ABU cap when outside.
- Wear proper ranks and officer insignia (if applicable)
- **Cap:** Officer insignia (if applicable) will be centered at top of cap.
- **Belt:** will be worn clockwise-females. Counterclockwise-males.
- **Pants:** Will be tucked into ABU boots.
- **ABU T-Shirt:** Will be tucked into ABU pants.
- **Blouse:** Sleeves may be rolled as shown by an upper-class cadet.

Polos:

Blue, LA-061 Polos are mandatory to wear every **Tuesday**.

Team Polos are optional. A cadet must be part of the team they buy the polo for. They will be worn every **Thursday**.

Rules for Wearing Polos

- Cadets must wear clean pants with no holes and minimal designs. The pants must be either **khaki** or **blue jeans**.
- Cadets must wear a belt with pants (if pants have belt loops)
- Cadets cannot wear sandals or excessively dirty/torn up shoes.
- Polos must be **tucked in** to their pants.

PTs: Cadets will receive one set of summer PTs and one set of winter PTs.

Rules for Wearing PTs

- Cadets will tuck in shirt to shorts (summer PTs).
- Cadets may mix and match summer PTs with winter PTs.
- Cadets will wear PT shirt every **Friday** to all classes that occur before their JROTC period unless otherwise told by SASI/ASI.
- Cadets may change into another shirt **after** their JROTC class period.
- Cadets will **only wear PT clothes issued to them to PT**. Cadets will lose points if they wear a shirt and shorts not issued LA-061 to PT.

6.3 Turning in/Replacing Uniform Items

6.3.1 Uniform Replacement

A cadet will only replace items they lost/became unserviceable. **You are not allowed extras** unless approved by SASI/ASI. You will take the item to Logistics and pay the cost of replacing.

Cadets may not go to Logistics to replace **dress socks** and **V-Necks** as these are cheap and widely available at many stores.

6.3.2 Turning In Uniform

This will be done whenever the cadet leaves the program or the year ends. Cadets will turn in these items PROPERLY CLEANED! Cadets who turn in dirty/ unserviceable uniforms will pay for cleaning/replacing we have to do to their uniform and their grade will suffer.

To prove the items have been cleaned a cadet will provide a receipt (with the full price) **we know how much it is supposed to cost**. These are items cadets will turn back in:

- Short-sleeved and long-sleeved blue shirts.
- Dress pants
- Service coat, lightweight blue jacket

- Ranks/Badges/shoulder cords
- Nametags and Nameplates
- ABU blouse and ABU pants
- ABU name strips

Cadets **will NOT** turn in:

- V-Neck or ABU shirt
- Shoes or Boots
- Ribbons
- Tie/Tie tab
- Uniform belt or ABU belt
- Dress socks or Boot sock

Chapter 7 - CORPS MANAGEMENT, STAFF POSITIONS, AND JOB DESCRIPTIONS

7.1 General Information

7.1.1 Corp Management Background

As with the active Air Force, responsibilities and duties increase with grade and rank. Each cadet is expected to prepare for assuming additional responsibilities to accept higher positions. The following job descriptions outline the major duties of each leadership position. Each cadet is expected to read and study each job description as preparation for assuming the position to which he/she is assigned or appointed. Each staff Officer in Command (often referred to as O.I.C) is required to attend all staff meetings unless a valid excuse is given to the Deputy Commander. Each office does contain eligibility to recruit Junior Officers (JO) which is an N.C.O. If a 1st year or 2nd year cadet is presented for JO, the authorized temporary rank is C/SSgt. Permanent rank will be earned at intervals stated in **Chapter 4.3**. 3rd year and above Jos will hold their permanent rank. To gain a N.C.O., you must communicate with the First Officer and see if you are eligible. To gain a J.O. you must contact the Corp and Deputy Commander for eligibility. Each cadet is also expected to know the duties of all positions within the corps so he/she will know to whom appropriate actions, questions, or responses should be addressed. As well, all commanders are expected to uphold the highest standards for academics and behavior. Removal is at SASI discretion.

7.1.2 Corp Staff Position Descriptions

Squadron Staff Positions include (but may not be limited to) the following positions and duties:

CORPS COMMANDER (CC): Entry Grade: C/Lt Col, Authorized Max Grade: C/Colonel.

- Sets the tone of the corps through personal actions and daily behavior on and off campus.
- Responsible for Command and control of the cadet corps.
- Coordinates with the Squadron Deputy Commander and Executive Officer to accomplish the overall mission of the cadet squadron.
- Supervises/oversees activities of the Deputy Commander, Executive Officer, Operations Officer, Mission Support Officer, all Squadron Commanders, and the Chief Enlisted Advisor.
- Delegates duties to subordinate cadet staff members; evaluating their performance for compliance, timeliness, and efficiency.
- Ensuring all members of the cadet corps has the opportunity to develop leadership commensurate with their individual abilities.
- Overseeing cadet corps activities according to established cadet goals.
- Attending and presiding over all cadet corps staff meetings.

- Facilitates effective communication within the chain of command.
- Acts as a liaison between the SASI/ASI and the Cadet Staff.
- Performs other duties as assigned by the SASI/ASI.

CORPS DEPUTY COMMANDER (CD): Entry Grade: C/Maj, Authorized Max Grade: C/Lt Col.

- Supervises cadets assigned as squadron commanders. Responsible for:
- Reports directly to the Corp Commander
- Assuming command of the squadron in the absence of the Corp Commander based on the order of the day.
- Tracks staff goals for OICs under CD
- Any other duties assigned by the Corp Commander, SASI or ASI.

CHIEF ENLISTED ADVISOR (CCC): Authorized Grade: C/CMSgt.

- Acts as the Senior Enlisted Advisor to the Corp Commander.
- Acts as a liaison between enlisted members and corp officers concerning enlisted issues.
- Maintains squadron discipline, providing training, and ensuring the morale and welfare of the enlisted members of the cadet squadron.
- Monitors performance, coordination, and assists NCOs of the cadet squadron.
- Reports directly to the Corp Commander.
- Any other duties assigned by the Corp Commander, SASI or ASI.

EXECUTIVE OFFICER (XO): Entry Grade: C/Capt, Authorized Max Grade: C/Maj.

- Is a member of the Group Staff.
- Reports directly to the Deputy Commander.
- Maintains squadron discipline, providing training, and ensuring the morale and welfare of the officers in the cadet squadron.
- Monitors performance, coordination, and assists officers of the cadet squadron.
- Takes staff meeting notes and assists in maintaining good order and discipline.
- Ensuring a representative from all offices attends the staff meetings.
- Oversees planning and corps events, coordinating with Recruiting with the OICs of PA and R&R.
- Tracking Staff goals for OICs under XO (IG, Drill, Honor Guard, Kitty Hawk, R&R, and all flight CCs.)
- Any other duties assigned by the Corp Commander, SASI or ASI.

OPERATIONS OFFICER (OP): Entry Grade: C/Capt, Authorized Max Grade: C/Maj.

- Reports to the Deputy Commander.
- Supervises cadets assigned as Flight Commanders.
- Recommends to staff nominations for filling open staff offices, until they can be replaced.
- Maintains attendance records for squadron staff meetings and other meetings and activities associated with the corp.

- Any other duties assigned by the Corp Commander, SASI or ASI.

MISSION SUPPORT OFFICER (MS)

- Reports to the Deputy Commander.
- Supervises cadets assigned as LDR Commanders.
- Recommends to staff nominations for filling open LDR vacancies, until they can be replaced.
- Maintains attendance records for LDR activities associated with the corp.
- Any other duties assigned by the Corp Commander, SASI or ASI.

INSPECTOR GENERAL (IG): Entry Grade: C/2Lt, Authorized Max Grade: C/Capt.

- Reports to the Executive Officer.
- Identifies uniform discrepancies throughout the day.
- Advises on military bearing and related issues.
- Any other duties assigned by the Corp Commander, SASI or ASI.

LOGISTICS OFFICER (LG): Entry Grade: C/2Lt, Authorize Max Grade: C/Capt.

- Reports to Deputy Commander.
- Assists SASI/ASI in the receipt, issue, and accounting of all uniforms, equipment, and supplies related to operation of the squadron.
- Assists SASI/ASI in maintaining supply records.
- Organizes and supervises the maintenance, repair, and cleaning of logistics equipment.
- Any other duties assigned by the Corp Commander, SASI or ASI.

HEALTH & WELLNESS OFFICER (HW): Entry Grade: C/2Lt, Authorized Max Grade: C/Capt.

- Reports to Mission Support Officer.
- Ensures overall success of Health & Wellness.
- Tracks Physical Fitness Test entry into WINGS.
- Leads the Physical Training Team.
- Makes sure all flight Physical Training cadet leaders understand how to efficiently lead class.
- Coordinates with SASI/ASI for PT plan/activities.
- Coordinates PT teams and conducts practices.
- Attends PT and drill competitions and meets.
- Any other duties assigned by the Corp Commander, SASI or ASI.

PUBLIC AFFAIRS OFFICER (PA): Entry Grade: C/2Lt, Authorized Max Grade: C/Capt.

- Reports to Mission Support Officer
- Coordinates with all AFJROTC publicity.
- Authenticates, publishes, and distributes all squadron publications.
- Ensures news worthy items are published in school and local news and social media outlets.
- Any other duties assigned by the Corp Commander, SASI or ASI.

CIVIL ENGINEERING OFFICER (CE): Entry Grade: C/2Lt, Authorized Max Grade: C/Capt.

- Reports to Mission Support Officer.
- Coordinates clean-up following AFJROTC Activities.
- Ensures building is clean at all times.
- Any other duties assigned by the Corp Commander, SASI or ASI.

RECRUITING & RETENTION (RR): Entry Grade: C/2Lt, Authorized Max Grade: C/Capt.

- Reports to Mission Support Officer.
- Establishes and administers the recruiting program.
- Schedules recruiting visits to feeder schools in coordination with the ASI/SASI.
- Schedules recruiting activities throughout the school year.
- Identifies trends in cadet retention and taking steps to alleviate negative retention.
- Any other duties assigned by the Corp Commander, SASI or ASI.

FLIGHT COMMANDER (FC): Entry Grade: C/2Lt, Authorized Max Grade: C/Capt.

- Reports to the Operations Officer.
- Advises Flight Sergeant of discipline of flight members.
- Assures flight members are within uniform standards and behave within school and AFJROTC policies.
- Mentors and aids cadets in their flight.
- Trains the flight in drill and uniform wear.
- Attends Staff meetings.
- Any other duties assigned by the Corp Commander, SASI or ASI.

FLIGHT SERGEANT (FS): Authorized Entry Grade: C/SSgt, Authorized Max Grade: C/MSgt

- Reports to the Flight Commander.
- Advises Flight Commander of discipline of flight members.
- Assists Flight Commander to ensure flight members are within uniform standards and behave within school and AFJROTC policies.
- Assists Flight Commander to mentor and aid cadets in their flight.
- Assists Flight Commander to train the flight in drill and uniform wear.
- Any other duties assigned by the Corp Commander, SASI or ASI.

7.1.3 LDR Staff Position Descriptions

LDR Staff Positions include (but may not be limited to) the following positions and duties:

DRILL COMMANDER (DC): Entry Grade: C/2Lt, Authorized Max Grade: C/Capt.

- Reports to Mission Support Officer.
- Ensures WMHS Memorial Garden Flags are posted and retrieved.
- Provides necessary training for Color Guard, Honor Guard, and Flag Details.
- Coordinates drill teams and conducts practices.
- Teaches cadets drill movements.
- Attends drill competitions and drill meets
- Submits cadets for Drill, Color Guard, and Saber Team ribbons.

HONOR GUARD COMMANDER (HG): Entry Grade: C/2Lt, Authorized Max Grade: C/Capt.

- Reports to Mission Support Officer.
- Coordinates Color Guard and Honor Guard teams and conducts practices.
- Oversees presentation of colors at WMHS and other events.
- Performs POW/MIA tables.
- Attends drill competitions and meets.
- Leads LA-061 during parades.
- Performs other events as requested.

APT (Awareness Presentation Team) COMMANDER (APT): Entry Grade: C/2Lt, Authorized Max Grade: C/Capt.

- Reports to Mission Support Officer.
- Oversees APT teams and conducts practices.
- Goes to feeder schools to assist Recruiting and Retention.
- Presents briefings to school and other public events.
- Coordinates with Public Affairs Officer on other events.

ARCHERY COMMANDER (AC) Entry Grade: C/2Lt, Authorized Max Grade: C/Capt.

- Reports to Mission Support Officer.
- Coordinates Archery teams and conducts practices.
- Teaches cadets drill movements.
- Attends drill competitions and drill meets.

DRONE/UAS COMMANDER (UAS): Entry Grade: C/2Lt, Authorized Max Grade: C/Capt.

- Reports to Mission Support Officer.
- Learns about UAVs.
- Provides necessary training for UAVs.
- Oversees UAV flights.
- Attends UAV competitions and meets.

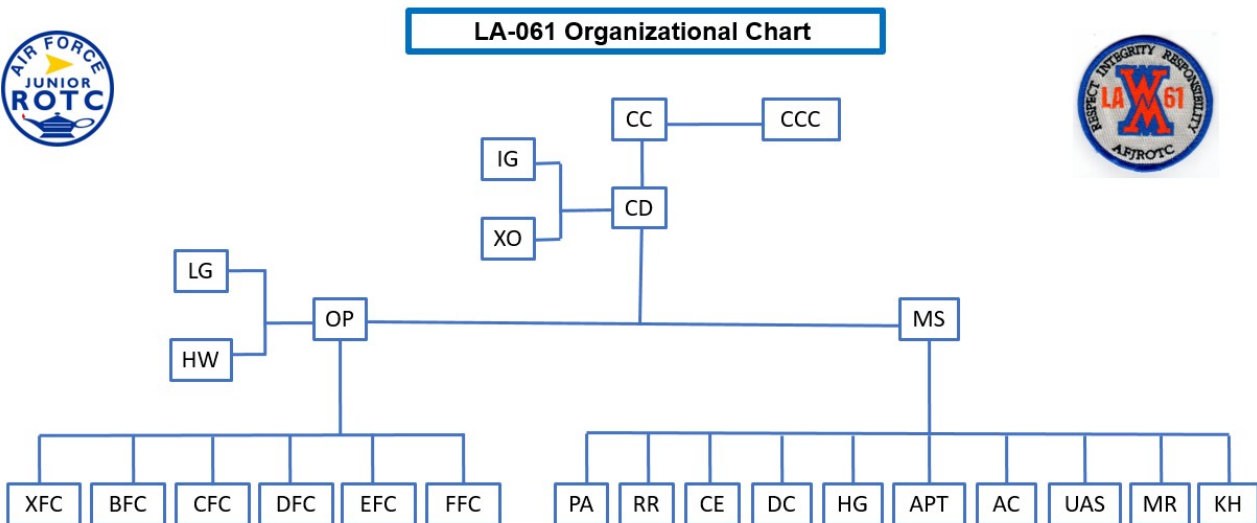
MODEL ROCKETRY COMMANDER (MR): Entry Grade: C/2Lt, Authorized Max Grade: C/Capt.

- Reports to Mission Support Officer
- Learns about model rockets.
- Provides necessary training for model rockets.
- Oversees model rocket launches.
- Attends model rocketry competitions and meets.

KITTY HAWK COMMANDER (KH): Entry Grade: C/2Lt, Authorized Max Grade: C/Capt.

- Reports to Mission Support Officer.
- Performs duties as outlined by and required by the National Kitty Hawk Society.
- Ensures and coordinates the LA-061 tutoring program.

7.2 Corp Organizational Flow Charts



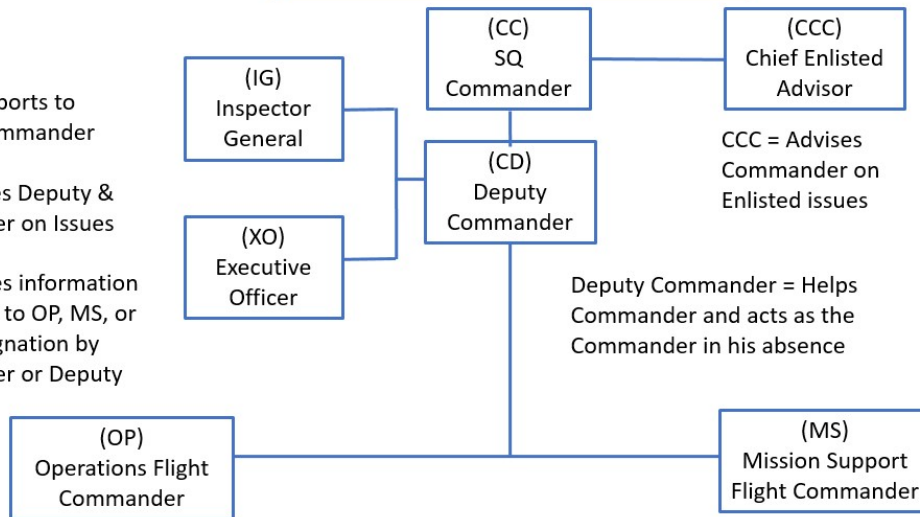


IG & XO reports to Deputy Commander

IG = Advises Deputy & Commander on Issues

XO = Carries information and orders to OP, MS, or other designation by Commander or Deputy

LA-061 Organizational Chart Top 7



CCC = Advises Commander on Enlisted issues

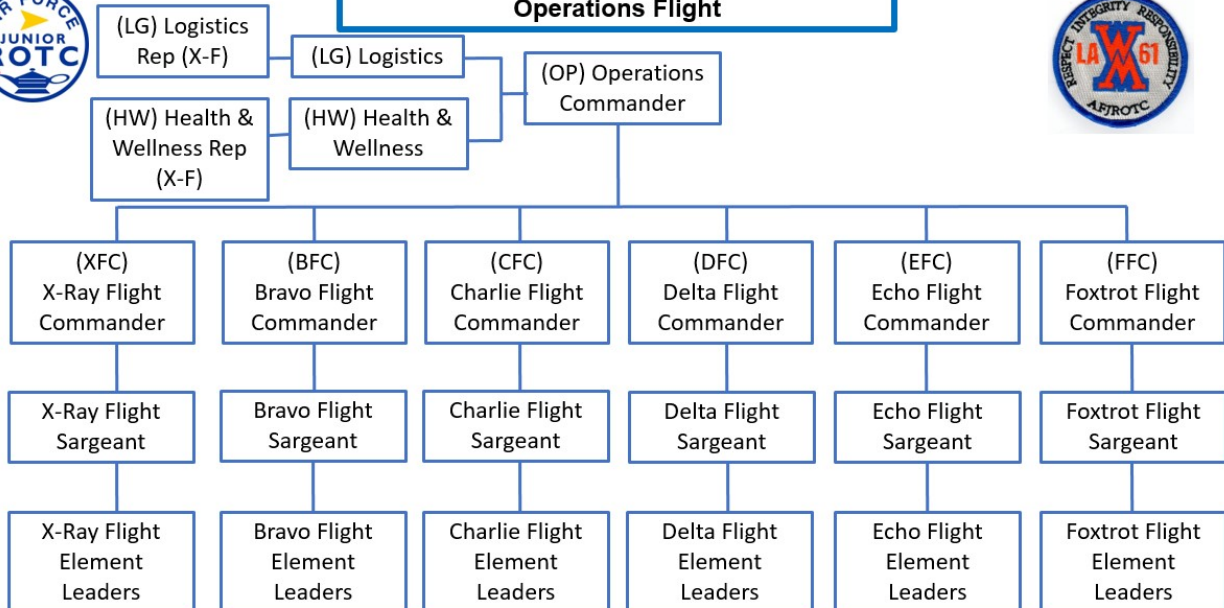
Deputy Commander = Helps Commander and acts as the Commander in his absence

Operations Commander = Oversees any activity required for all classrooms to include Logistics and Health & Wellness

Mission Support Commander = Oversees LDRs and activities which are not part of the classroom

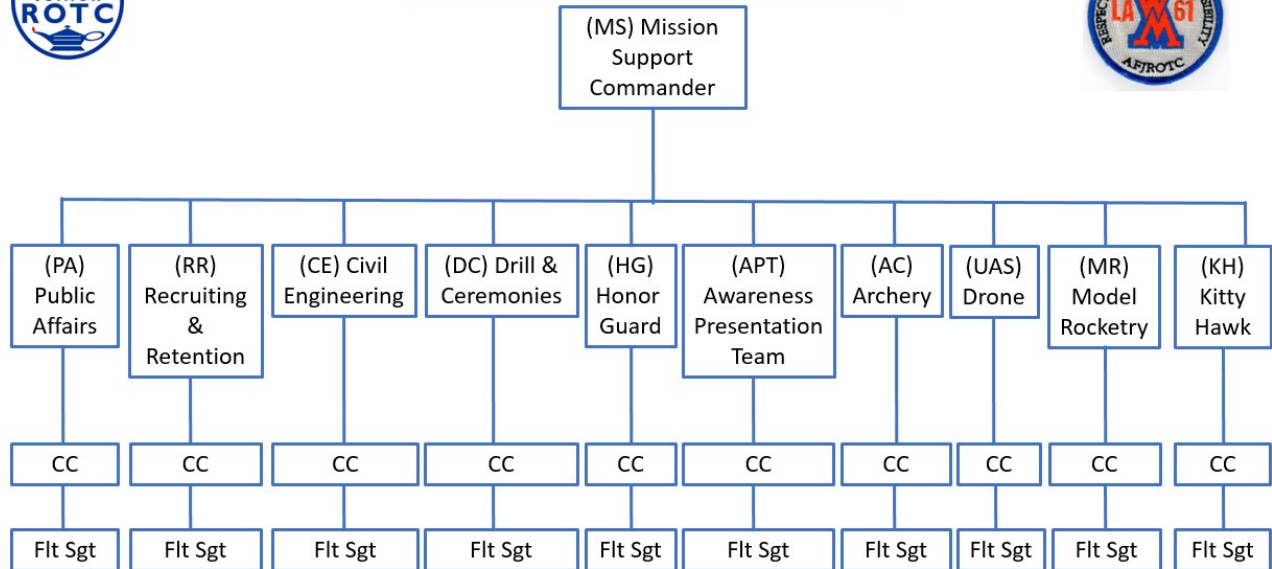


LA-061 Organizational Chart Operations Flight





LA-061 Organizational Chart Mission Support Flight



7.3 Corp Staff and LDR Position Cords

Corp Staff and LDR Officers are identified by wearing of shoulder cords. Below is the identification chart:

RED/SILVER	CORP COMMANDER
RED/GREY	DEPUTY COMMANDER
RED/YELLOW	EXECUTIVE OFFICER
BLACK/RED	IG
RED/WHITE	OPERATIONS OFFICER
BLUE/GREY	MISSION SUPPORT OFFICER
RED	COMMAND CHIEF
GREEN	LOGISTICS OFFICER
PURPLE	PT

PURPLE/WHITE	PA
WHITE/ROYAL BLUE	R&R
GREY	CE
NAVY	FLIGHT COMMANDER
LT BLUE	FLIGHT SARGEANT
GREY/ROYAL BLUE	DRILL AND CEREMONIES
WHITE/NAVY	HONOR GUARD
NAVY/WHITE	DRILL TEAM
WHITE/MAROON	APT
WHITE/BLACK	ARCHERY
SKY BLUE/BLACK	DRONE
MEDIUM BLUE	MODEL ROCKETRY
YELLOW	KITTY HAWK

Chapter 8 - Miscellaneous

8.1 Cadet Leadership Course (CLC)

Cadet Leadership Course (CLC) is an extra-curricular summer program that is designed to teach responsibility, team work, and selflessness in a stressful environment. CLC promotes discipline, physical fitness, academics, and community service. This is achieved through intensive and advanced leadership training and learning AFJROTC more in-depth.

Who Can Attend:

Usually the cadets who go are rising sophomores and juniors only. Rarely do rising seniors attend but may on a case by case basis and at the SASI's discretion. **We do not send cadets who do not show a desire and capabilities to perform at the next higher level! Cadets must be in shape physically as there is mandatory PT . Cadets who cannot complete basic PT requirements can be sent home without a refund.**

Cost:

Depending on location, costs can range from \$100 to \$350. Cadets need to save up immediately as the money must be turned in all at once around February 15th.

When/Where:

June at an off campus location. Possible and past locations include: ULM, Louisiana Tech, Barksdale AFB, East Texas Baptist University, Grambling, and Camp Robinson ARNG Post, AR.

Preparation:

Those chosen to attend will perform classes from February to May to be better prepared for the experience.

8.2 Letter/ Letter Jacket (CLC)

The AFJROTC Letter Jacket/Letter will not be given to just any cadet. It is earned and a reward for cadets who take pride in the program and involve themselves in more than the minimum.

How to Earn It:

Even if the cadet feels they have satisfied requirements per below, final authority is still the SASI.

Path 1:

- Attend CLC.
- Have no referrals.
- Show a desire to maintain and improve LA-061.
- Be actively involved in the Corps.

Path 2:

Due to expense of CLC, we cannot realistically expect everyone to attend:

- Participate regularly on a competitive team for 2 years.
- Be at least a Junior.
- Have no referrals.
- Show a desire to maintain and improve LA-061.
- Be actively involved in the Corps.

Path 3:

- Be a 4th year cadet
- Have no referrals.
- Show a desire to maintain and improve LA-061.
- Be actively involved in the Corps.
- Help guide and mentor cadets.

How to Get It:

Go to the Graduate Shop and ask for a Letter Form. Bring the form to the SASI/ASI. If they feel you have fulfilled the requirements and earned the Letter, they will fill out the form. The Cadet will then return the form to the Graduate Shop and follow their instructions. All associated costs are the responsibility of the cadet. The unit **DOES NOT** pay for any portion of letters or jackets.

8.3 Ribbons and Badges

Air Force and Space Force JROTC Ribbon Chart



Version: 1 Sep 2023

8.3.1 Valor Awards

Gold Valor Award. Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days or during any type of competition.

Silver Valor Award. Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days or during any type of competition.

Cadet Humanitarian Award. Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days or during any type of competition.

Silver Star Community Service with Excellence Award. Award consists of a ribbon with a Silver Star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. "Countable" hours must be logged into WINGS and be accomplished IAW published guidance in AFJROTCI 36-2010. Countable hours will be the period from 11 April (previous year) to 10 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. For each additional award earned an additional large silver star will be awarded.

Community Service with Excellence Award. Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project. 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.

8.3.2 National-level Awards

These Items may be issued to cadets, but medals from these organizations WILL ONLY be worn during events such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies,

picture days, or other formal events as specified by the SASI. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.

Air Force Association (AFA) Award. Cadets may only receive this award once. This AFA- sponsored award and is presented annually at each unit to the outstanding second-year (in a 3- year program) or third-year cadet (in a 4-year program). Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

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

Daedalian Award. Cadets may only receive this award once. The Order of Daedalian's was named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career.. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Reserve Organization of American (ROA) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. (Ribbon change from ROA)

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

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

Military Officers Association of America (MOAA) Award. Cadets may only receive this award once.

This award, formerly known as The Retired Officers Association Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

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

Veterans of Foreign Wars (VFW) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

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

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

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

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

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

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

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

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

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

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

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

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

Sons of the American Revolution (SAR) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

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

Military Order of World Wars Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. (Ribbon change from MOWW units may wear old ribbon if MOWW is out of stock of new ribbon)

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

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

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

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

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

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

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

Tuskegee Airmen Incorporated (TAI) Cadet Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

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

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

The Retired Enlisted Association (TREA) Award. Cadets may only receive this award once. Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC and SFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

Cadets must demonstrate the following personal characteristics to be eligible for nomination:

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

Air Commando Association Award. Cadets may only receive this award once. Awarded annually at the SASI's discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the 13 critical attributes of success: integrity, self-motivation, intelligence, self-discipline,

perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

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

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

Outstanding Flight Ribbon. Is a ribbon awarded each academic term to members of the outstanding flight under criteria determined by the SASI. Criteria for this award may include academics, drill, uniform compliance, participation and/or community service so cadets should strive for excellence in each category. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Top Performer Award. The award consists of a ribbon and certificate presented/awarded only by Headquarters, AFJROTC personnel. This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population (Unduplicated headcount). Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC and SFJROTC. It is based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.

8.3.3 Unit-level Awards & Ribbons

Outstanding Cadet Ribbon. Is a ribbon awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadets at the SASI's discretion. 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.

Outstanding Cadet Ribbon with silver star. Cadets chosen as State, Pacific and European "AFJROTC/SFJROTC and AFA Cadet Leadership Award" winners will be awarded the "Outstanding Cadet Ribbon" with silver star.

Leadership Ribbon. Is a ribbon awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet who have consistently displayed outstanding leadership ability above and beyond expected performance.

Superior Performance Ribbon. Is a ribbon awarded at the SASI's discretion to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

Achievement Ribbon. Is a ribbon awarded as deemed appropriate by the SASI for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period.

Academic Ribbon. Is a ribbon awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term (cadet may only receive one award annually), in addition to an "A" average in AFJROTC.

Cadet Leadership Course (CLC) Ribbon. Is a ribbon awarded for completion of an approved leadership school program of at least 5 days in duration. A Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class.

Special Teams Placement Ribbon. Is a ribbon awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service (local, regional, state or national-level) Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Archery, Raiders, Saber Teams, Academic Bowl Teams, Cyber Patriot, StellarXplorers etc.

All-Service National Competition Award. Is a medal/ribbon awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, StellarXplorers etc.

Air Force Nationals Competition Award. Is a medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, StellarXplorers etc.

Orienteering Ribbon. Is a ribbon awarded to team members for completing in at least 1 unit-specific Orienteering program.

Leadership Development Requirement (LDR) Leadership Ribbon. Is a ribbon awarded at the SASI's discretion after completing one year in a leadership position 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.

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

Color Guard Ribbon. Cadets must perform at least 5 color guard performance events to receive this ribbon (cumulative). Criteria for this award will be published in the unit's Cadet Guide.

Saber Team Ribbon. Cadets must perform at least 1 saber team performance events to receive this ribbon.

USAA Education Joint Leadership Academic Bowl (JLAB) Ribbon. Cadets must be a member of the JLAB team and participate on the team competing in at least one competition.

Cyber Patriot Ribbon. (if team is fielded) Cadets must be a member of the Cyber Patriot team and participate in one event.

StellarXplorers Ribbon. (if team is fielded) Cadets must be a member of the StellarXplorers team and participate on the team competing in at least one competition.

Raiders Team Ribbon. (if team is fielded) Cadets must be a member of the Raiders Team and participate in at least on competition.

Military Model Building Team Ribbon. (if team is fielded) 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.

Unmanned Aircraft Systems (UAS) Ribbon. (if team is fielded) Cadets must be a member of the UAS team for one year and passed the Federal Aviation Administration TRUST test at a minimum. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles.

Robotics Ribbon. (if team is fielded) Cadets must be a member of the Robotics club/team.

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

Service Ribbon. Is a ribbon awarded at SASI's discretion for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization.

(NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon)

Health and Wellness Ribbon. Is a ribbon awarded at the SASI's discretion for participation in the Physical Fitness Teams and complete at least one competition. 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. Additionally, Cadets who score 75% or greater on the Physical Fitness Test's will receive the ribbon. Those who score 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the bronze, silver or gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT- Mass Assessment in WINGS.)

Recruiting Ribbon. Is a ribbon awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of **two** new members to AFJROTC or performed at least three recruiting events.

Activities Ribbon. Is a ribbon awarded at the SASI's discretion 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

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

Dress and Appearance Ribbon. Is at the SASI's discretion and awarded to cadets who maintain a 90% or higher average on weekly uniform grades and have zero unexcused missed uniform wears. Cadets receiving this award will maintain the highest grooming and dress standards possible.

Longevity Ribbon. Is a ribbon awarded for successful completion of each AFJROTC school year or semester. Cadets may only receive one award annually.

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. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.). The Unit may complete the full hike in a span of one to no more than 3- days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully

complete the 14-mile hike in the prescribed times as designated by the SASI are authorized to wear the ribbon.

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

COVID-19 Ribbon. Is a ribbon awarded by the SASI to any cadet who was enrolled in an AFJROTC and SFJROTC course of study from 1 March 2020 to 30 June 2022.

8.3.4 Badge Descriptions

Insignia Placement. Insignia on the AFJROTC uniform will be worn according to the figures contained in Chapter 7 Operational Supplement.

Aviation Badges. 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.

Flight Solo Badge. Awarded to any cadet possessing a solo flight certificate signed by a FAA Certified Flight Instructor for either powered or non-powered aircraft.

Unmanned Aircraft Badge. Awarded for successful completion of the Remote Pilot Certification Test. Aviation Ground School Badge. Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider).

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.

Awareness Presentation Team Badge. Awarded for participation of at least three Awareness Presentation Team sessions or events.

Kitty Hawk Air Society Badge. Awarded to cadets who are accepted members of the Kitty Hawk Air Society.

Distinguished Cadet Badge. This annual award consists of a certificate and the Distinguished 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. 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 Ribbon
- f. Service Ribbon

Aerospace Education Foundation (AEF) Academic Cadet Badge. Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining a minimum 3.3 grade point average (GPA) with no grade below a 2.0 GPA on their transcript. The individuals must be recommended by the SASI.

Model Rocketry Badge. Awarded to cadets who have fulfilled model rocketry program requirements and successfully launched a rocket.



WEST MONROE HIGH SCHOOL
AFJROTC
“LEAD, FOLLOW, OR GET OUT OF THE WAY!”