

PENNSAUKEN HIGH SCHOOL NJ-20181 Air Force Junior ROTC



AY25 Cadet Guide

Integrity First, Service Before Self & Excellence In All We Do

AFJROTC Mission: *Developing citizens of character*

Goals: Instill values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment in high school students

Objectives: Educate and train high school students in citizenship and life skills; promote community service; instill a sense of responsibility; and develop character and self-discipline through education and instruction in air and space fundamentals and the Air Force's core values of "Integrity First, Service Before Self and Excellence In All We Do"

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This Cadet Guide belongs to:

First and Last Name

TABLE OF CONTENTS

Welcome Letter	5
Cadet and Instructor Expectations	6
Introduction to Pennsauken High School Cadet Corps	7
JROTC/AFJROTC History	8
Community Service and Cadet Leadership	9
Chain of Command and Organizational Overview	10
Organizational Chart	11
Cadet Job Descriptions	12
Basic Guidance for Cadet Officers & NCOs	17
Chain of Command, Military Discipline & HIB	18
NJ-20181 AFJROTC Honor Code	19
Air Force and AFJROTC Core Values	20
AFJROTC Cadet Creed	21
Pledge of Allegiance	
Teams	
Customs & Courtesies	23
Guidelines for Saluting	24
Reporting Procedures	25
Personal and Associated Courtesies	26
Personal Appearance, Mannerism, Conversation and Social Customs	27
Military/JROTC Ball	28
General Courtesies and Military Bearing	
The Uniform	29
Uniform Wear and Cleaning	30
General Uniform Guidelines	
Male Cadet Appearance & Grooming Guidelines	32
Female Cadet Appearance & Grooming Guidelines	35
Other Uniform Guidelines	38
What Rank Do I Wear?	39
AFJROTC Rank Insignia	40
Air Force Rank Insignia	41
Awards and Decorations	42
Additional Guidance (Hazing, Calling Room to Attn, Quibbling, “swear words”)	48
Board of Inquiry (BOI) and Write-Ups	49
Promotions	
Demotions	50
Reserve Cadets	
PRF/Promotion Criteria	51
Values Pennsauken Cadets Live By	52
Missions and Air Force Song	53
AFJROTC Badges & Insignia Diagrams	54
Uniform Diagrams	56
Uniform and Grooming Inspection Checklist	69
General Classroom Procedures	70
Disenrollment Policy	71

Welcome to the New Jersey 20181 Air Force Junior Reserve Officer Training Corps (NJ-20181 AFJROTC) program! You have accepted a challenge unlike any other offered in high school. As a member of the NJ-20181, we expect you to exceed the standards of the average high school student. You must learn to follow before you can lead. Stay with us and you will acquire the knowledge and courage to lead. AFJROTC incurs no military obligation. This is a citizenship and leadership program.

Your Senior Aerospace Science Instructor (SASI) is Air Force Chief Master Sergeant retired Daniel Bouchee who is in his 6th year of teaching after 31 years of active duty military service. Your Aerospace Science instructor is SMSgt Vivian Bender after serving 24 years she is in her 10th year of teaching.

The AFJROTC curriculum comprises aerospace science, leadership, and wellness training. Cadets who progress in rank to noncommissioned officers (NCOs) and officers learn various leadership and management skills by organizing, coordinating, and directing activities associated with our cadet corps.

The Cadet Guide is for you, the cadet. We recommend you study it thoroughly and continually reference the material. The information provided supports the mission, goals and objectives of this program. It will help provide a solid foundation toward a great educational experience unlike any other high school experience.

The **Aerospace Science (AS)** portion of the curriculum introduces cadets to the principles of flight and navigation, aviation history, development of air power, contemporary aviation, human requirements of flight, cultural and global awareness, the space environment, space programs, space technology, the aerospace industry and survival.

The **Leadership Education (LE)** portion emphasizes discipline, responsibility, leadership, followership, citizenship, customs and courtesies, cadet corps activities, study habits, time management, communication skills, career opportunities, life skills, financial literacy, management skills, and drill.

Finally, the **Wellness Program** is an integral part of the AFJROTC program. The objective of the wellness program is to motivate cadets to lead healthy, active lifestyles beyond program requirements and into their adult lives. Wellness includes physical activity, sports and team-building activities.

We wish you success and personal satisfaction as a member of the AFJROTC program. Congratulations on having the courage to give AFJROTC your best effort.

//SIGNED//

DANIEL BOUCHEE, CMSgt, USAF (Ret)
Senior Aerospace Science Instructor

//SIGNED//

VIVIAN BENDER, SMSgt, USAF (Ret)
Aerospace Science Instructor

CADET AND INSTRUCTOR EXPECTATIONS

We are a national and AFJROTC standards-based course. Achievement toward certain standards depends on the duration a cadet remains in the program and how much effort is made by the cadet. Aerospace Science (AS), Leadership Education (LE), Wellness, and Drill are taught throughout the school year. Uniform day is Wednesday of each week beginning in October. The first AFJROTC or class day following absence is uniform make-up day for **ONLY** those who had a school-excused/valid absence on uniform day. Cadets absent during uniform inspection otherwise get a **zero**. Physical training (PT) class day is normally every Friday. All cadets will submit a signed and completed Cadet Wellness Participation Consent Form prior to participating in PT. Any cadet not granted permission to participate in PT, documented medical condition or otherwise, will accomplish academics or perform staff duty as directed by the SASI or ASI.

Cadets are graded based on uniform wear and grooming standards (40%), projects (20%), wellness (20%) class participation (10%), homework (10%). Class participation includes attendance, arriving to class on time, uniform wear, drill, in-class PT and paying attention in class. Direct any questions or concerns to daniel.bouchee@pennsauken.net or vivian.bender@pennsauken.net

CADETS WILL:

- Run the program and act as role models in and outside of the AFJROTC classroom
- Comply with school and AFJROTC rules, policies, and standards in and out of uniform; cadets may be removed from the program at any time for misconduct, depending on the severity of the infraction
- Wear the assigned uniform weekly and adhere to established Air Force grooming standards; **cadets who fail to correct a deficiency, to include lack of uniform wear or grooming infractions, within three consecutive weeks may be disenrolled from the program; cadets may also be disenrolled for three missed uniform wears in one marking period; parents/guardians will need to assist with regard to ensuring your child is wearing the uniform and getting a haircut when required**
- Keep the uniform clean by taking to the cleaners **every 2-3 wears** and immediately inform logistics personnel of any uniform issues; **parents/guardians will need to assist with this one as well**
- Arrive to class on time and have a pass if tardy
- Be prepared (Cadet Guide, pen/pencil, notebook, handouts, assignments, ready-to-learn attitude, etc.)
- Adhere to class rules of engagement (ROE) as outlined by the SASI, ASI, and Cadet Guide
- Respect instructors and fellow cadets regardless of differences in backgrounds, capabilities, and opinions
- Respect and accept that the cadet leadership has a job to do and intend to help you and the unit
- Pay attention and listen to instructors and fellow cadets to include when cadets are asking questions
- Drill or assist in drill as directed
- PT or assist in PT as directed **AND wear the issued PT gear on PT class day**
- If assigned in multiple flights, take tests, wear the uniform, and PT with the first flight that convenes for the day or week unless otherwise approved by the SASI (**never assume approval...just ask!**)
- Return required paperwork with applicable signatures and/or homework by the established deadline
- Routinely read classroom whiteboard, Google Classroom (GCR)& AFJROTC website for announcements, assignments and key info
- Routinely review Genesis for academic progress and assignments
- Keep the classroom and staff room clean and orderly
- **Put away all electronic devices unless otherwise approved by the SASI or ASI**
- Understand that **being part of the AFJROTC program is a privilege, not a right**; cadets adapt and comply with our standards to be a part of a special group of high school students, not the other way around! **Individuality is expected and celebrated, but you must comply with program standards.**
- Cadets will read and understand the disenrollment policy (last page of syllabus and Cadet Guide)
- Cadets who are removed from the program or not coming back the following school year will return accountable uniform items (shirts, pants, windbreaker, service coat) and rank by the SASI deadline (normally 1st week of June). **Uniforms are on-loan, government property required to be returned upon completion or removal from the program.**

INSTRUCTORS (SASI & ASI) WILL:

- Teach, instruct, guide, and mentor
- Provide an environment conducive to learning
- Provide care and structure
- Provide both positive and constructive/negative feedback regarding behavior and performance
- Be available to all cadets for help, advice, and counsel when appropriate
- Be available to all parents and guardians for questions and concerns

Introduction to the Pennsauken High School Cadet Corps

Welcome to the New Jersey 20181 Air Force Junior Reserve Officer Training Corps (NJ-20181 AFJROTC) program! You have accepted a challenge to embark on a new life experience. This is not just another high school course. Most high schools do not have a JROTC program, so you should consider it a privilege to be a part of it. As a member of the NJ-20181, we expect you to exceed the standards of the average high school student. As a new cadet, you have demonstrated the courage to join a unique organization. Returning cadets have demonstrated the courage and perseverance to stay the course and continue on the road to success. Stay with us, challenge yourself, and you will acquire the knowledge, self-confidence, self-discipline, and courage to lead. You must first learn to follow prior to assuming the role of a leader. Our objective is to develop future community leaders, managers, and supervisors. We accomplish this by building better citizens for the community. This includes improving self-confidence, strengthening your character, and teaching responsibilities, while using a proven structured and disciplined Air Force format. Your classes will present you with opportunities to learn about aerospace science, leadership, and life skills beneficial to future endeavors. You will learn skills such as organization, stress management, time management, human relations, and communication skills. You will also learn about the traditions, customs, and courtesies practiced in the 20181 and the Air Force. Activities beyond the classroom may include military ball, color guard, fitness team, academic team, drill team, rocketry, field trips, and community service. Although this program affords the opportunity to see, do, and learn beyond any other classroom, your gains are directly related to your effort in the program. This is a character education type of program. Everyone is expected to do their best to uphold the **Air Force Core Values of “Integrity First, Service Before Self and Excellence In All We Do.”**

From its **beginning in 1966**, AFJROTC has shown to be a success story, impacting the lives of thousands of students throughout the years. The program continues to have a positive influence on improving our country one student at a time. The instructors are some of the Air Force’s finest retired officers and noncommissioned officers who continue to improve our communities and country by educating and shaping tomorrow’s leaders.

We have much to offer in the way of life skills, some of our cadets are some of the finest young men and women you can expect to meet. As you progress in the corps gaining knowledge, rank, and position, we will expect more from you. Your primary job as a first-year cadet is to learn to follow. If you have the courage to endure and challenge yourself, you will have the opportunity to lead more than follow as second-year cadets and beyond. **YOU WILL LIKELY GET A LITTLE BORED IF YOU FOLLOW ALL THE TIME AND PARTICIPATE IN CLASS ONLY.** You can gain a great deal from this program if you desire. **REMEMBER THAT GENERALLY YOU GAIN FROM THE PROGRAM IN PROPORTION TO THE EFFORT YOU PUT INTO IT.** The NJ-20181 is looking for dedicated cadets who want to succeed in life, be team players, and have fun. Congratulations on having the courage to give AFJROTC a try. Now prepare yourselves to be selfless, self-motivated and self-disciplined individuals looking to excel, achieve, and enjoy an enriched life!

JROTC History

The **Junior ROTC program began in 1911 in Cheyenne, Wyoming**. The father of this idea was **Army Lieutenant Edgar R. Steevers**. He conceived the idea of a noncompulsory cadet corps in high school. His program aimed toward making better citizens rather than soldiers. Lt Steevers wanted to teach young men the advantages of a strong body and a clean mind; the value of self-control and restraint, plus civic duties and responsibilities. The **National Defense Act of 1916** authorized a junior course for non-college military schools, high schools, and other non-preparatory schools. The **Army implemented Junior ROTC in 1916** under Public Law 88-647 which was commonly known as the Reserve Officer Training Corps Law 88-647. The **Reserve Officer Training Corps Vitalization Act of 1964 directed the secretaries of each military service to establish and maintain Junior ROTC units at public and private secondary schools** which apply and are eligible according to the regulations established by each secretary.

Schools are selected upon the basis of fair and equitable distribution throughout the nation. Each **AFJROTC unit must maintain an enrollment of at least 100 physically fit students or 10 percent of the school enrollment, whichever is less**. These students must be U.S. citizens above the 8th grade. The law authorizes the use of retired officers and noncommissioned officers (NCOs) as instructors. It also authorizes each military service to provide equipment, uniforms, and contribute a portion of the instructors' pay. Public Law 93-165, amended the requirement that a Junior ROTC unit have a minimum number of physically fit male students, thus allowing female students to count toward the minimum students needed for a viable unit.

Air Force Junior Reserve Officer Training Corps (AFJROTC)

With a modest beginning of **20 units in 1966**, Air Force JROTC has grown to more than 900 units worldwide with an enrollment of over 100,000 cadets. Although the original units were composed of only males, admission regulations changed in 1972 allowing females to join. By the end of that year, over 2,100 females were admitted as new cadets. Since then, the number of female cadets has increased dramatically and comprises a significant percentage of the cadet corps.

Females and AFJROTC

On 29 November 1973, President Richard Nixon signed Public Law 93-165, which stated that females could be counted toward enrollment in JROTC. Prior to this law, females could only participate in JROTC activities. Further, females were neither issued uniforms, nor could they wear the corps insignia or receive a Certificate of Completion. Females were making history and contributing to their respective AFJROTC units before being fully admitted. In fact, the **first female pilot soloed in the AFJROTC program in 1972**. That same year, the AFJROTC Directorate wrote, "**The approval to enroll females as cadets in AFJROTC is indicative of the strong position the Air Force and the Department of Defense hold concerning equality for all their members.**" As females were being admitted to the Air Force Academy, AFJROTC units were welcoming young women to their units. From the start, the **Air Force has always championed the cause of educational equality for women**. This proactive involvement in educational opportunities for young women continues from AFJROTC all the way into college and beyond.

Expansion of JROTC

Although JROTC has expanded throughout the years, the most recent expansion began on August 24, 1992. On that day at the Lincoln Technical Institute in Union, New Jersey, **President George H.W. Bush** stated, “Today I’m doubling the size of our Junior ROTC program. We’re going to expand it from 1500 to 2900 schools. JROTC is a great program that boosts high school completion rates, reduces drug use, raises self-esteem, and gets these kids firmly on the right track.”

NJ-20181 AFJROTC History and Emblem

Our emblem shows the Pennsauken colors of Red and Blue along with Pennsauken’s mascot, the Chief. The Chief is looking over the Air Force symbol showing that the tribe aims high like the U.S. Air Force. The Latin inscription at the bottom “Unus Pro Omnibus” translates into One for All. As with any program, what you gain from AFJROTC is commensurate with the effort you put into the program. AFJROTC develops attributes in cadets that will benefit them in the future regardless of the future they choose to pursue. We strive to ensure our graduating cadets have developed and possess characteristics such as a **positive attitude, self-discipline, motivation, interpersonal and communication skills, creative thinking, leading, organizing, coordinating, positive effectiveness, responsibility and personal accountability.**

Commitment to Community Service

Community service is a top priority in our unit. The school year is filled with opportunities to support our school and local community. Typical community service events are back-to-school nights, school concerts or plays, food or supply drives, Veterans Day and Memorial Day Events, middle school visits. AFJROTC cadets log hundreds of community service hours every school year. *Units and individual cadets may now receive credit for cadets completing community service without an instructor being present. Examples are a cadet who volunteers with his/her church, another school organization, or for cadets who volunteer in their neighborhood.*

CADET LEADERSHIP

One of the most difficult aspects of the program for new cadets is the concept of cadet leadership. AFJROTC is entirely cadet run with instructor guidance as necessary. All activities, responsibilities, and jobs are carried out by cadets and cadet staff working together. The organizational chart (p.11) illustrates the order of authority by which command of the corps is established. As a cadet, you must learn to use the chain of command properly and resolve problems at the lowest possible level prior to elevating to the next level. Follow the organizational chart and the chain of command as much as possible in order to maintain the discipline, efficiency and performance of the unit. If used properly, it can be an effective tool.

As a first-year cadet and into your second year, you will follow orders given by higher ranking or higher staff cadets. As you progress in the program (participate in activities, demonstrate academic competence, learn to be a good follower and learn how to lead), you will have the opportunity to obtain leadership positions and job responsibilities. Although you may still take direction and orders from higher-ranking cadets, you will be expected to give orders and carry out tasks of greater responsibility with effectiveness. As is the case with all cadets, it is the individual cadet’s choice as to how much they do and benefit from the program. It is your Cadet Corps and preparation for life after high school. Take advantage of the opportunities that the AFJROTC program offers.

Chain of Command and Organizational Overview

Every AFJROTC unit graphically displays their organization via an organizational chart. A sample chart is depicted on the next page. The chart will show you the highest duty positions and various functions within the corps. Most organizations, military or civilian, are organized in a similar fashion. Every unit in the Air Force has an organizational chart showing how they are organized. There are job descriptions for every separate duty in the unit. AFJROTC generally follows the same rules. You'll see a command structure with cadets in various leadership positions. Upper-level cadets must set the example and inspire lower-level cadets to improve and get involved. Cadets must learn to work as a team. Cadets must put unit goals and objectives above personal desires in order for the unit to be strong and grow.

Note that the SASI and ASI are at the top of the chart. They teach the aerospace science and leadership curriculum, supervise, mentor, counsel and assist cadets. The SASI is overall responsible for the AFJROTC program, and the ASI shares in that responsibility. The corps is designed to be run by cadets under the supervision of the SASI/ASI who intervene and assist when necessary. Cadets plan and support activities such as the military ball, drill competitions, field trips, fund-raising, community service events, and various leadership development activities that generally take place after school.

Whenever two or more people combine their efforts to do a job, an organization exists. The cadet corps organizational structure must reflect the actual functions of the corps. All elements of the organizational structure are designed to reflect the mission and goals of AFJROTC. Command and staff functions must be clearly described and cadet rank must be recognized. Titles and office symbols used conform to standard Air Force practice such as CC for commander and NCOIC for noncommissioned officer in charge. ***When organizing any operation, it is necessary to do three things: (1) identify skills described; (2) set up a working structure; and (3) assign within the structure the available resources in such a way as to carry out the mission.***

Job descriptions should be written for each position shown on the organizational chart. Continuity books should be created for each position to ensure recurring tasks are accomplished and newly-assigned cadets know the tasks and responsibilities of the position they're assigned.

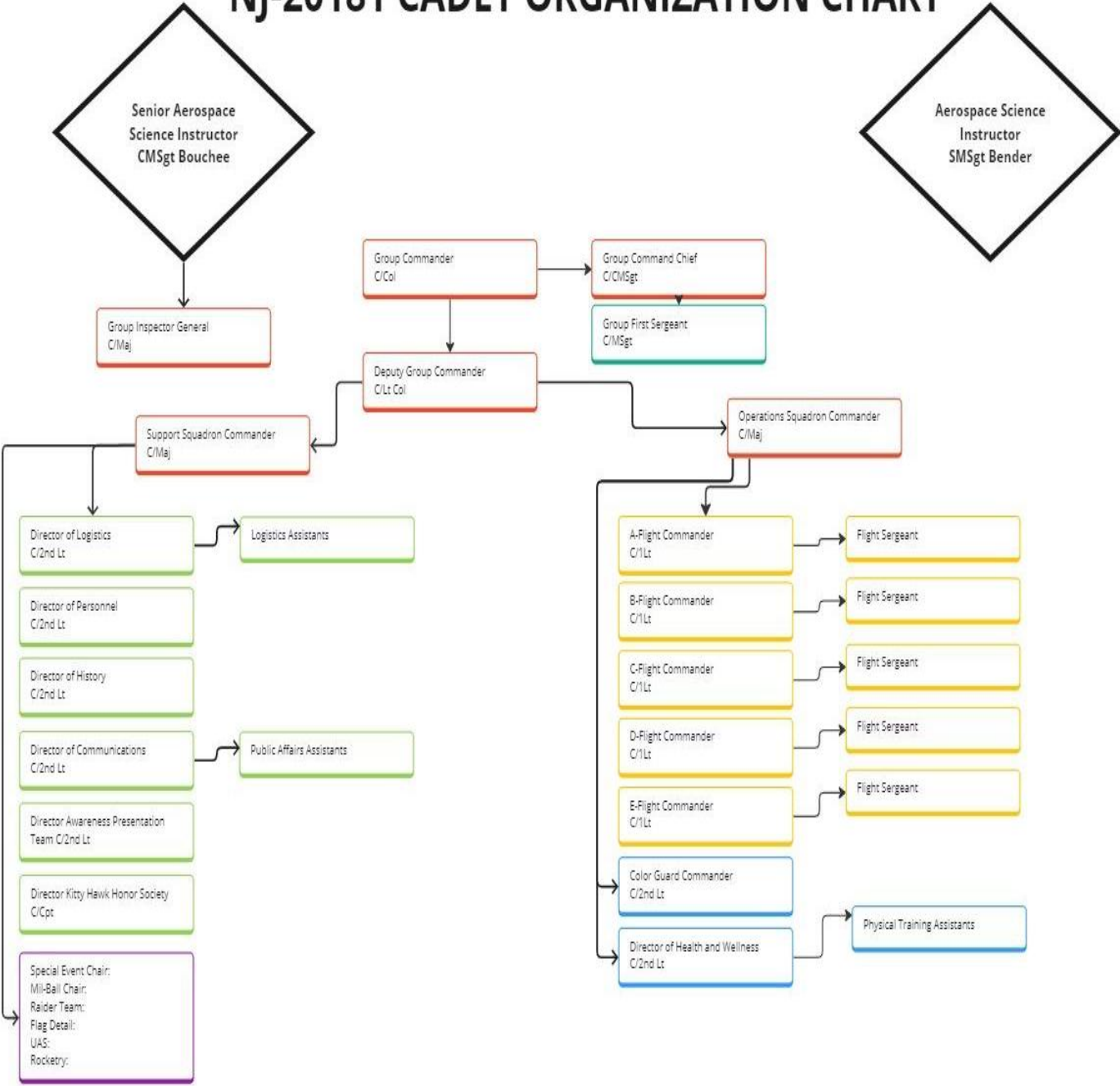
NJ-20181 GROUP ORGANIZATION

The NJ-20181 is organized as a cadet group consisting of four flights (Alpha to Delta) and two squadrons (operations squadron and operations support squadron). Cadet officers and cadet noncommissioned officers (NCOs) command the group and are charged with the daily administration and discipline of the unit under the supervision of the SASI and ASI.

Cadet officers and NCOs are appointed based on criteria such as academics, effort, leadership ability, military bearing, attitude, and loyalty or contribution to the corps. Eligibility may also be based on promotion criteria established by the SASI, ASI and the Top 5.

The **organizational chart** on the next page will differ a little than the one in actual use, depending on the goals and needs of the unit during any particular academic year. Therefore, the chart on the next page is a sample or template only. The unit organizational chart for the academic year is usually posted on a bulletin board in the classroom, staff room, and the SASI/ASI office. The organizational chart is followed by job descriptions for each of the duty positions along with a few not annotated on the chart. Job descriptions provide a general description of the major responsibilities of each duty position in the NJ-20181 Group. Job descriptions are not meant to outline every minute detail of every responsibility for each duty position.

NJ-20181 CADET ORGANIZATION CHART



CADET JOB DESCRIPTIONS

The **Cadet Operations Group Commander (COG/CC)** is responsible for:

- * Overall appearance, discipline, efficiency, training and conduct of the entire cadet corps
- * Ensuring that all members of the corps have the opportunity to develop their leadership qualities commensurate with their rank, responsibilities and abilities
- * Administering and overseeing corps activities according to AFJROTC instructions/procedures/policies
- * Identifying, establishing and tracking goals to be achieved by the staff and cadet corps by end of AY
- * Convening cadet promotion boards or Boards of Inquiry for promotions, merits, demerits, etc.
- * Convening a group staff meeting at least twice per month to receive reports/updates from all functional areas, address concerns, improvement areas, pending tasks, and upcoming events
- * Performing other duties as directed by the SASI or ASI

The **Cadet Operations Deputy Group Commander (COG/CD)** is responsible for:

- * Commanding the group in the absence of the COG/CC and supervising the two squadron commanders
- * Assisting the COG/CC as directed, including appearance, discipline, efficiency, training and conduct of the corps as well as self-inspections in preparation for HQ AFJROTC unit evaluations
- * Maintaining a complete record of all corps events and activities and assisting staff members in carrying out those events/activities as needed
- * Overseeing and assisting committee chairpersons in the planning of corps activities such as competitions, field trips, fundraising and community service
- * Performing inspections of unit support functions and other related duties assigned by the COG/CC

The **Cadet Operations Group Inspector General (COG/IG)** is responsible for:

- * Ensuring the entire cadet staff (includes Top 5 & Flight Commanders) is following AFJROTC instruction and policies, to include uniform/grooming, conduct, professionalism, mentorship, enforcement of policy, and job performance.
- * Acting as the Group Complaints Officer; receiving and evaluating complaints while keeping the SASI and COG/CC informed; complainants may choose to be anonymous to the chain of command if desired
- * Running the annual unit self-assessment checklist and reporting results to the SASI by month of March
- * Inspecting unit facilities to include logistics and reporting the results to the SASI and COSS/CC
- * Observing, inspecting, reporting and making recommendations to the SASI and Top 5

The **Cadet Operations Group Command Chief (COG/CCC)** is responsible for:

- * Maintaining discipline and being a mentor to all cadet enlisted personnel
- * Working closely with Top 5, the director of personnel (DP), and flight staff regarding promotions, awards & recognition
- * Evaluating group morale, welfare, and training activities, keeping commanders informed of findings
- * Overseeing the discipline and remediation of all enlisted personnel on behalf of the COG/CC
- * Conducting one Enlisted Call (E-Call) per marking period to cover various items deemed appropriate at the time (e.g. how the promotion system works, special training or recognition, morale activities, job fair, etc.)

The **Cadet Operations Support Squadron Commander (COSS/CC)** is responsible for:

- * Overseeing all logistics and support functions in the squadron, ensuring each officer or NCO is trained and performing the job according to requirements; support functions include Personnel, Historian, Public Affairs, Computers and IT Systems, and Awareness Presentation Team; COSS/CC reports directly to the ASI regarding all LG-related issues
- * Conducting a staff meeting at least twice per month to follow-up on job assignments, performance problems and to discuss new assignments and corrective measures as required
- * Assisting Logistics (LG) Officer/NCO as necessary to keep LG room up to standards (top priority)
- * Ensuring DP & historian (HO) keep WINGS updated with personnel and unit event data (top priority)
- * Performing periodic self-inspections of functions in preparation for inspector general IG and other inspections
- * Ensuring that disciplinary action is taken in a professional and timely manner when necessary
- * Making weekly reports to COG/CD & receiving weekly reports from LG, DP and other functional areas
- * Performing other duties as directed by the COG/CD

The **Cadet Operations Squadron Commander (COS/CC)** is responsible for:

- * Overseeing scheduling and planning functions of the squadron such as planning, coordinating and overseeing flight staff, flight activities and co-curricular activities such as color guard and drill practices
- * Assuming command of the Operations Support Squadron in the absence of the COSS/CC
- * Reviewing flight inspection sheets for completeness and accuracy and submitting completed inspection sheets to the ASI no later than Wednesday of the following week (top priority)
- * Assisting Drill, Color Guard, and physical training (PT) NCOIC/NCOs as required to include preparing for competitions
- * Ensuring Flight Commanders and Flight Sergeants are performing duties as directed/required and are trained in all aspects of drill, customs & courtesies, dress & appearance, and uniform inspections (top priority)

- * Conducting flight staff training at least three times before the end of MP1 and as necessary for subsequent marking periods during the school year
- * Conducting a staff meeting at least twice per month to follow-up on job assignments/performance, provide feedback, address emphasis areas or concerns, and to issue new assignments and/or corrective measures as required
- * Performing periodic self-inspections of flight binders to ensure compliance and standardization in preparation for inspections by the Deputy Group Commander or IG
- * Ensuring that disciplinary action is taken in a professional and timely manner when necessary
- * Coordinating and conducting, with SASI/ASI assistance, end-of-year flight drill competitions
- * Making weekly reports to the COG/CD and receiving weekly reports from flight commanders and PT
- * Performing other duties as determined by the COG/CD

The **Group First Sergeant (CCF)** is responsible for:

- * Advising the commander regarding morale and welfare of cadets
- * Enforcing proper grooming, efficiency, and training standards of all enlisted cadets
- * Attending Evaluation, Disciplinary Boards, meetings, etc. regarding enlisted cadets
- * Drilling and mentoring cadets as required
- * Working closely with the commander and staff officers to ensure problems are resolved immediately and recognition is afforded in a timely manner
- * Other related squadron morale/welfare issues as assigned

The **Color Guard/CC (COSS/CG)** is responsible for:

- * Organizing and training color guard & drill teams for pending competitions/community service events
- * Identifying primary and alternate team members based on performance during practices
- * Submitting attendance sheets to the Historian for logging all practices and events into WINGS
- * Maintaining a record of the drill/color guard NCO and team members regarding performance

The **Director of Logistics (COSS/LG)** is responsible for:

- * Overseeing all functions of the logistics room, providing training and guidance to logistics staff on logistics management and documentation; COSS/LG reports directly to the COSS/CC on matters of ordering, control, inventory, issue, and return of all AFJROTC logistics items
- * Managing logistics functions by conducting regular inventory, issue and return of uniform items using hand receipts and updating WINGS as required under direction of the COSS/CC and ASI (top priority)
- * Keeping LG room secure and clean at all times; only authorized personnel have access to the LG room
- * Working closely with Flight Commanders/Sergeants to ensure cadets have the proper uniform issued in a timely manner as well as working returns/replacement items when necessary (top priority)
- * Advising the COSS/CC and ASI of problems with logistics space, inventory and uniform issue/returns

The **Director of Personnel (COSS/DP)** is responsible for:

- * Maintaining, publishing and posting the NJ-20181 Organizational Chart
- * Maintaining manual personnel file on each cadet, filing any paperwork in their file as needed
- * Maintaining accurate records on each cadet in WINGS with assistance from the COG/CCC and ASI; posting changes/updates such as awards, promotions and duty titles (top priority)
- * Ensuring a records review with each cadet is performed at least once each school year
- * Preparing, publishing and maintaining group staff meetings minutes and committee meeting reports
- * Acquiring and maintaining forms for corps use such as flight rosters, inspection sheets, daily logs, and community service/project sign-up sheets (top priority)
- * Posting unit promotion list on the bulletin board as soon as SASI reviews and approves

The **Director of Communications (COSS/PA)** is responsible for:

- * Conducting public relations activities such as providing local newspapers, school newspaper, and yearbook with information and/or photos regarding corps activities (top priority)
- * Reviewing and updating the NJ-20181 tri-fold at least once per school year and ensuring its distribution throughout the school (placed where other school publications like the Lion's Roar are located)
- * Taking photos/videos of various activities and loading/maintaining such on computer drives/electronic media (top priority)
- * Maintaining display cases by inserting the most current photos, trophies, and certificates (top priority)
- * Posting/advertising events on social media as directed and/or approved by SASI/ASI

The **Director of History (COSS/HO)** is responsible for:

- * Posting and maintaining sign-up sheets for all practices, community service events and other corps activities or events throughout the school year
- * Accurately entering ALL unit activities (events, training and practices) as well as individual cadet hours into WINGS no later than 5 school days from conclusion of the event (top priority)

The **Director of Health and Wellness (COS/PT)** is responsible for:

- * Publishing a weekly or biweekly plan for PT NCOs regarding exercises, sports and/or team-building activities for all flights on PT class days (usually every Friday i); reports directly to the COS/CC
- * Training PT NCOs on how to properly perform PT classes, planned exercises and sports
- * Assisting the SASI/ASI in administering the PFT for all cadets at the start and end of every school year and ensuring that all three PFT events are recorded in WINGS for all cadets

The **Flight Commanders (Flt/CC)** are responsible for:

- * Overall appearance, order, discipline, drill and performance of the flight; administering corrective discipline is a 3-step process (verbal warning/counseling, written warning/counseling, and finally Letter of Reprimand or other action when previous efforts have failed)
- * Ensuring cadets in the flight are provided ample opportunity to lead and participate in planned activities
- * Advising the COS/CC on matters pertaining to their cadets to include problems that cannot be resolved at the flight commander or flight sergeant level
- * Leading, directing, and motivating flight members to participate in flight and group activities to include co-curricular activities and community service events
- * Ensuring the flight sergeant is trained in their duties to include drill, inspection and roll call procedures
- * Ensuring **roll call is accurately taken**, announcements made, and daily activities are recorded in the daily activity log; return attendance binder to the SASI/ASI immediately following roll call and announcements
- * Weekly uniform inspections of the flight are accurately recorded, and make-ups are conducted and accurately recorded for those cadets with an excused/valid absence on uniform inspection day; uniform inspection sheets should be placed in the COS/CC box no later than Monday of the following week
- * Attending weekly group staff meetings and keeping the COS/CC informed of pertinent flight issues
- * Making weekly reports to the COS/CC as directed

The **Flight Sergeants (Flt/Sgt)** are responsible for:

- * Assisting with the cadet roll call/attendance (**accurate attendance is top priority**)
- * Assisting Flight Commander in the overall appearance, order, discipline, drill and performance of the flight
- * Assisting Flight Commander in efficiently forming up and drilling the flight and assigning element leaders as required
- * Assisting Flight Commander in preparing for and accurately documenting uniform inspections (top priority)
- * Completing daily activity log by the end of each class day
- * Attending weekly group staff meetings as directed by the flight commander
- * Acting as Flight Commander in their absence

The **Element Leaders (EL)** are responsible for:

- * Assisting Flight Commander and flight sergeant in drilling the flight and other activities as directed
- * Reporting attendance when this procedure is used
- * Maintaining order of his/her element on uniform inspection day and in the classroom as needed/directed

Director Awareness Presentation Team (APT) is designed to provide awareness to public in matters such as citizenship, flag etiquette, customs and courtesies, healthy living, making good choices, the AFJROTC program, core values, benefits of AFJROTC, and other information as dictated by the SASI/ASI. APT cadets visit elementary and middle schools and talk to students about the aforementioned items. They may also be accompanied by Color Guard and/or Drill Team cadets to provide a demonstration. This cadet is responsible for setting up tables at special events such as 8th Grade Visitation Nights and school club advertising/information days during the school day (usually during LB1/2).

*reports directly to the COSS/CC.

Basic Guidance for Cadet Officers and NCOs:

- * Authority to exercise command within the NJ-20181 AFJROTC Group is given to cadet officers and NCOs. Their job is to set the example in establishing and upholding AFJROTC standards.
- * Cadet Officers and NCOs are cadets who have demonstrated leadership abilities, interpersonal and communicative skills, and competence as an AFJROTC cadet.
- * Cadets of all ranks will receive and obey all ethical, moral and lawful orders from cadet officers and NCOs. Insubordination on the part of lower-ranking cadets may result in disciplinary action.
- * Cadet Officers and NCOs who consistently fail to comply with AFJROTC policies and standards or consistently permit other cadets to violate policies and standards may be passed over for promotion, reduced in rank or removed from their position by the SASI. **The IG ensures that the entire cadet staff (including Top 5) is upholding policies and standards as well (uniform/grooming, conduct, professionalism, mentorship, policy enforcement, and job performance.**

- * Responsibilities and authority of cadet officers and NCOs are restricted to official AFJROTC activities and do not carry over to other school or personal activities.
- * Cadet Officers and NCOs are responsible to the SASI/ASI for their appearance and conduct.
- * The SASI may rotate command and staff assignments during the school year in order to afford more cadets leadership experience, opportunities or accommodations when replacements are necessary.

The Chain of Command & Military Discipline

In any military unit, it is necessary to distribute responsibility among a number of members to ensure that all of the goals are accomplished. As in any other organization, we have a chain of command. It has been designed to ensure mission accomplishment and that cadets are taken care of. About two weeks into the school year, a cadet Flight Commander (cadet overall in charge of the flight) and cadet Flight Sergeant (second in charge) will be announced to the flight. Flight Commanders and Flight Sergeants have the responsibility of enforcing standards, teaching, guiding, and assisting all cadets in the flight. It is the Flight Commander's responsibility to ensure that cadets have what they need to succeed. Therefore, the Flight Commander and Flight Sergeant have the authority to tell you to sit down, stop talking, pay attention, and get that darn haircut! They are the cadets overall responsible for the appearance, discipline and performance of the flight.

Additionally, the Flight Commander and Flight Sergeant are expected to be one of the best mentors and friends a cadet can have during the school year. Their selection is normally based on experience, leadership ability and capability of teaching students to be self-confident, well-disciplined cadets hungry to learn and grow more. They are also the first cadets to go to if you have a problem. That is called using the chain of command. Start with the Flight Sergeant, and if he or she is unable to resolve, then go to the Flight Commander. Then go to the Operations Squadron Commander if the Flight Commander is unable or unwilling to resolve the problem. The Deputy Group Commander would be next in the chain.

Military discipline can be defined as **“the state of order existing within the command”**. Military discipline is used to help develop an individual's character, self-control, and effectiveness among other characteristics in developing a leader. It is an outward positive appearance of a **mental attitude** and **state of training** which renders obedience and proper conduct instinctively under all conditions.

Do not confuse military discipline with punishment. The word **“discipline”** comes from a **Latin word which means learning**. The dictionary defines it as "training which corrects, molds, strengthens, or perfects", therefore it is not punishment as many people erroneously believe. Parents and teachers strive to teach you about respect for the rights of others, respect for authority, rules, and laws. This is the essence of order and discipline needed in any professional organization. Discipline and respect are characteristics needed to lead a truly enriched life. And by being part of a professional organization or an AFJROTC unit, you will learn to place the tasks and goals of your team or unit above personal desires. You will obey those in authority without question (unless illegal or unethical), so that even in their absence, you observe established rules and conduct.

You may discover that some upper-level cadets expect excellence in what may seem to be minor details regarding uniform wear, neatness, cleanliness, safety, and military bearing or image. It is OK. **AFJROTC cadets are held to a higher standard than the average high school student in and outside the classroom. Cadets are expected to conduct themselves in a manner that reflects great credit upon themselves, their family, their unit, and their school. Finally, hazing, harassment, intimidation, bullying (HIB) or disrespect of any kind in or outside the classroom will not be tolerated and must be reported immediately to a school administrator, the SASI or ASI. HIB issues will not be resolved by the chain of command, fellow cadets or students. HIB must be reported to and handled by the school administration.**

As long as you follow the rules, do what you are told, wear the uniform, **meet the grooming standard when in uniform**, follow the chain of command, and respect your instructors and fellow cadets, you will succeed in AFJROTC and be more prepared for a good future.

NJ-20181 CADET CORPS HONOR CODE

***"I will not lie, cheat, steal, or tolerate those who do.
Furthermore, I will live an honorable life."***

The Honor Code is a minimum standard of ethical behavior expected of all cadets and is to be embraced by each cadet as an internal self-enforcement mechanism. Cadets who intend to lie, cheat or steal and commit any act because of that intent, will most likely violate the Honor Code. The Honor Code serves as a foundation upon which each cadet can build a personal concept of professional ethics and a life-long sense of honesty and integrity. These are positive character traits that define who you are.

When you commit to AFJROTC, you enter a program that prepares you for a leadership role in whatever profession you choose. The high standards of integrity that employers expect are developed during your cadet years. While a high sense of honor is important and expected in all legal and moral professions, it is absolutely necessary in the character building of a Pennsauken High School AFJROTC cadet.

The Honor Code applies in your daily life in numerous ways. As a member of the AFJROTC family, you will appreciate the feeling of mutual trust and respect that comes from living by the code. To ensure you have a basic understanding of the code, the following is a brief description of its terms:

Lie - make a false statement or convey the false impression with deliberate intent to deceive. We're not talking about innocent "white lies" but serious misstatements of some consequence. An example is misstating to a cadet officer the reason for missing a meeting or lying to an instructor.

Cheat- obtain an unfair advantage or profit to oneself by deception or fraudulent means. The obvious example in the academic environment is cheating on a test or other schoolwork, but it also includes cheating at games or sports.

Steal- take property of another or others without permission or right, with the intent to deprive the other of property. Examples are taking another person's pen, phone or jacket left in the gym or classroom or taking a uniform item from the logistics room.

Tolerate- allow or permit another's act or behavior without attempting to hinder, prohibit or report it. Each cadet is obligated and expected to uphold the standards set by the honor code. Allowing other cadets to lower the integrity of the unit is to tolerate. **What you permit you unwittingly promote!** You are not expected to "spy" on another cadet, but if you are aware of a possible violation, you should demonstrate leadership and take appropriate action. It is not easy to confront or report another cadet for an honor violation, but you have a responsibility to the unit as a whole that must come before loyalty to an individual who may adversely impact the morale, credibility and performance of the unit. This is an example of **moral courage**, and being an AFJROTC cadet requires it.

When an honor code violation is reported to a cadet officer or an instructor, the Group Commander may convene an Honor Board to determine the facts and make recommendations to the SASI and ASI for possible disciplinary action. This may result in not being promoted for the MP, demoted, removed from duty position,

ineligible for an award, and/or other appropriate action. In all proceedings, every possible step is taken to protect the rights of the accused cadet. The Honor Board will take no action without approval of the SASI.

AFJROTC CORE VALUES

“Integrity”, “Service” and “Excellence” are words that epitomize the core values of our cadet corps. The foundation is integrity with a commitment to the service of our family, AFJROTC, school, community, and country. The motivation comes from the pursuit of excellence in all we do. The NJ-20181 uses the United States Air Force Core Values of “Integrity First”, “Service Before Self”, and “Excellence In All We Do” as its own core values. These are values every cadet is expected to believe in and abide by to the best of their ability.

INTEGRITY FIRST - An unfaltering devotion to honesty, truthfulness, doing one's duty, and doing what is right

Integrity is first because it is the essential element or foundation on which other values are built. It is that inner voice (your moral compass) that gives you the direction and courage to uphold educational and organizational standards by using sound judgment to do what's right. It's being honest with others as well as with yourself, and **doing what's right at all times, even when no one is looking.** Cadets possessing integrity will do what's right regardless of the circumstances. They will make no compromise in being honest in all things. Integrity relates to other moral character traits such as courage, honesty, responsibility, accountability, self-respect, and humility. **Exercising integrity at all times throughout your life is no easy task, but it is a task worth pursuing to enrich one's life as well as the lives of others.**

SERVICE BEFORE SELF - The giving of self to provide for the welfare of others

Service -Before-Self is not a common undertaking. It calls upon those with a genuine dedication and commitment to the mission and service to others before themselves. Each member must realize his or her needs are secondary to the needs of the unit, school, community and country. It is the willingness to sacrifice one's personal agenda for the betterment of the organization and/or other individuals.

EXCELLENCE IN ALL WE DO- Striving to exceed the standards and be the best that you can be or the best version of yourself that you can be

This third core value, “Excellence-In-All-We-Do”, consists of many things. An example is caring for resources that belong to the unit, school, and community. One has to be committed and tenacious in the pursuit of continuous improvement. Excellence in all things we do will significantly increase the odds of a great future. Make doing the very best you can a personal obligation. It does not mean perfection as few if any human beings are. It's simply about doing your best and striving for excellence.

These core values serve as our moral compass and set the standard for our behavior. They serve to remind us of the importance of the commitment we have chosen, the honor code that we took, and the demands placed on us as members of a prestigious, character-based program. These core values will serve you well in AFJROTC, school, and your personal life.

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.



TEAMS

Awareness Presentation Team

The Awareness Presentation Team (APT) travels to elementary and middle schools to make younger students more aware of problems associated with substance abuse and making poor decisions. They also educate younger students on the AFJROTC program and the benefits associated with being an AFJROTC cadet. The APT may also provide briefings to others regarding the program such as the school administration or school board. Wear of the badge is predicated on year long participation and active involvement in APT badges will be awarded at the end of the year.



Color Guard

Cadets who join the Color Guard generally perform in four-person teams to present the colors when called upon at Pennsauken, other schools, and various community events. Cadets interested in being in the spotlight should join the Color Guard. You represent our country, corps, and Pennsauken High School in a very dignified and professional manner. It's a unique honor and privilege that you may not experience ever again in your lifetime.

Raider Team

This team comprises of male and female cadets equally committed to a high level of physical fitness and sports competition. The Pennsauken Raider Team is expected to both individually and collectively as a team, work on fitness routines that involve stretching, calisthenics, 1-3 mile runs, push-ups, sit-ups, and pull-ups as a minimum. The Raider Team may compete against other schools at Raider Team and drill competitions.

Spirit Squad Team

This is the Spirit Squad Team. This team comprises reliable, patriotic cadets enthusiastic about leading the school in the Pledge of Allegiance during home room - 0830. Team members rotate on a daily schedule outlined by the principal's secretary. Individual team members get on the loudspeaker, welcome faculty and staff, ask them to stand for the Pledge of Allegiance, and recite the pledge while the student body joins in. Team members receive credit for community service hours.

Rocketry Team

This team comprises cadets who will construct and launch and recover model rockets and perform designated staff positions. The program provides an opportunity for cadets to learn the basic principles of aerospace rocketry. Successful completion of program requirements renders cadets eligible for the model rocket badge.

Flag Detail

This team comprises cadets specially trained to raise and bring down the flag at the beginning and end of every school day on behalf of the school administration. The NJ-20181 is usually responsible for flag duty from November to early June. Team members receive credit for community service hours.

Multicopter (Drone) Team

A UAS or Unmanned Aircraft System is an unmanned aerial vehicle, a ground-based controller, and a system of communications between the two. This team is composed of cadets who will build and fly the multicopters.

Kitty Hawk Air Society

KHAS is the academic honor society of AFJROTC that promotes high academic standards, school and community service, self-confidence, and initiative along with leadership abilities, academic excellence and further members' knowledge in aerospace. KHAS has the flexibility to include objectives of local unit chapters under a single umbrella with the advantages of national stature.

CUSTOMS AND COURTESIES

Since the NJ-20181 is an Air Force-sponsored organization, the same general customs and courtesies practiced on active duty are taught and practiced by all cadets. **It is your responsibility as a cadet to learn the most common customs and courtesies and use them when appropriate.** The following sections describe some of the more common customs and courtesies.

Responsibilities of Rank and Position

Rank and positions come with responsibilities. These responsibilities do not include abuse of rank or position. **Organizational needs must always come first, and we are an organization.** The cadet officer or NCO who believes they are above standards or instructions that guide others, especially his/her subordinates, is committing an abuse of their rank/position. This is not tolerated. Accepting rank may very well carry great responsibility and accountability that some cadets are unwilling or unable to carry out. They soon find that it can be "lonely at the top", but this is also the path to being a successful leader. You must learn to work and coordinate with everyone. Give respect, conduct yourself accordingly, and you will earn respect. Earning the respect of others is essential to accomplishing the mission.

Saluting

Perhaps the most common professional courtesy in the Air Force is the hand salute. The salute is used as a greeting and sign of recognition between military professionals (enlisted to officer or lower-ranking to higher-ranking officer). It is also rendered as a mark of honor and respect for our nation's colors.

How to Render the Hand Salute

First you must either be standing or marching at the position of attention. Raise the right hand smartly and smoothly up the front (center line) of your body as close as possible without touching the chest. At waist level, extend and join fingers, thumb along the forefinger. Keep the palm flat and facing the body. Form a straight line between fingertips and elbow. Tilt the palm slightly toward the face. Hold your upper arm horizontal and slightly in front of the body, parallel to the ground. The tip of the middle finger will touch either your eyebrow above the outside corner of your right eye (if a hat or glasses are not worn), or the top outside corner of glasses if worn (without a hat), or the front right corner of your hat brim or hat bill. When the salute has been returned, the hand is automatically dropped downward tracing the same path along the front of the body.



Guidelines for Saluting

- Render the salute to the President of the United States, all commissioned and warrant officers of the United States Armed Forces, and to officers of friendly or foreign nations.
- Never render a salute indoors unless formally reporting to an officer.
- Only render a salute when standing or marching at the position of attention.
- When outdoors, salute all officers upon recognition, allowing sufficient time for the senior member to return it.
- Always extend a verbal greeting. If the officer's arms are full, you still salute. The reverse should also apply.
- Cadet enlisted salute cadet officers; cadet officers salute higher-ranking officers (primarily applies when outdoors except when directed to formally report indoors)
- When outdoors, render the salute whenever and wherever the United States Anthem, "To the Colors," or "Hail to the Chief" is played.
- At the first note of the music or bugle call, all personnel in uniform and not in formation face the flag (or the music if the flag is not in view) stand at attention, and render the prescribed salute. The salute is held until the last note of the music or bugle call is sounded.
- Cadets not in uniform will stand at attention (remove headdress, if any, with the right hand) and place the right hand over the heart.
- When indoors and the National Anthem is played, stand at attention and face the music or the flag if one is present.
- Salute when the United States National Anthem, "To the Colors," "Hail to the Chief," or foreign anthems are played
- Salute to uncased National Colors outdoors.
- Salute at reveille and retreat ceremonies.
- Salute during the sounding of honors.
- You must render the salute when pledging allegiance to the US flag outdoors.

Special Situations for Saluting Outdoors

When **standing in a group**, the first cadet to recognize an officer calls the group to attention and all members face the officer and salute.

When **in formation**, the cadet in charge calls the group to attention upon recognition of an officer, salutes and extends a verbal greeting to the officer for the entire group.

When **in a work detail**, the cadet in charge will salute and extend a verbal greeting when an officer approaches. Workers will continue to work unless an officer addresses them or on break and not actively engaged in the activity. In these cases, salute and extend a verbal greeting.

When **an officer is in civilian clothes**, you are not required to salute; however, it is not prohibited either.

Reporting Procedures

You may have to speak to or report to a cadet officer, SASI or ASI. In these cases, you should execute the Reporting Procedure unless explicitly told otherwise. Therefore, it is imperative that each cadet learn and practice reporting procedures. When done properly, the reporting procedure will give the officer a positive impression of who you are and could make the difference in the officer's attitude toward you and the meeting. So form the best impression possible. **The reporting procedure comprises three simple steps: Entrance, Report, and Departure.** The entire procedure applies when reporting to the ASI with two exceptions: **Do not salute, and you should address the ASI as “Sergeant” or “Chief”, depending on the rank of the ASI.** The Reporting Procedure will also help you in the future when reporting to a civilian supervisor. In that case, you would merely replace the salute with a handshake and verbal greeting.

Entrance - Report at once when notified to do so. Never keep anyone waiting unnecessarily. Before entering the room, knock once firmly and loudly enough to be heard. **Do not knock if those you are reporting to are amid conversation. Knock when the conversation concludes.** If there is no answer within a reasonable amount of time, knock again in the same manner. When told to enter, march in at the position of attention and take the most direct route to the officer. Halt approximately three paces from the officer or from the desk if the officer is seated at a desk. Halt in such a manner so that you face the officer squarely.

Report-This procedure is the second and most critical step in reporting to an officer. Always report with strict attention to military bearing. Be sure all actions are not exaggerated, your voice is clear, concise, and in a conversational tone. The first step is to salute unless reporting to the ASI. Saluting is done whether the officer is seated or standing. Begin giving the reporting statement as soon as your salute is rendered. The official reporting statement to be used is: "Sir/Ma'am (or Sergeant/Chief), Cadet (state your rank & last name) reports as ordered" (or "reports" if you were not ordered to report). Hold the salute until the reporting statement is complete and the officer has returned the salute. Remain standing at attention unless ordered otherwise. If ordered to be at ease, assume the position of parade rest. When the conversation is complete, or the officer has dismissed you, come to the position of attention, salute (unless reporting to ASI), say "Thank you Sir/Ma'am (or Sergeant/Chief)" or "Good day Sir/Ma'am (or Sergeant/Chief)", and drop the salute after the officer returns it.

Departure - Upon dropping the salute, execute the appropriate facing movement (about face, left face, right face, or a face in marching) and march at the position of attention, taking the most direct route out of the area or out the door. **Maintain military bearing at all times while reporting to an officer, SASI or ASI until you have departed the area or room.** Do not let your guard down until you are out of sight. **So do not go into your “cool walk” until you are out the door and out of sight!**

Commander's Call Reporting Procedures

The Cadet Group Commander takes his/her place at center stage. The Command Chief calls the group to attention and asks for a report. All Flight Commanders state "Sir/Ma'am all present and/or accounted for." After the report is taken, the Cadet Group Commander states "Have the group take their seats."The report is given to the SASI/ASI and the Commander's Call commences.

Personal and Associated Courtesies

Whether you are a member of the active duty Air Force or a cadet in the NJ-20181, there are certain customs and courtesies you should practice. Familiarize yourself with the following courtesies when with fellow cadets, active duty, or retired service members.

- If a cadet is seated when an officer speaks to him or her, he or she should stand.
- When accompanying an officer or a higher-ranking cadet, you should walk or ride to their left.
- When an officer enters a room, stand at the position of attention. If more than one person is present, the first person to see the officer calls the group to attention.
- Always use correct titles when addressing a fellow cadet, officer, or even retired members of the armed services.
- Military members and JROTC cadets are professionally addressed by either their rank and last name (Colonel Smith, Master Sergeant Jones) or gender (Sir or Ma'am).
- Never give excuses or explain a shortcoming unless required. The NJ-20181 requires results rather than excuses. Unless there is a valid reason, more damage is typically done by providing excuses.
- Do not circumvent the Chain of Command. Follow the chain of command by seeing your immediate supervisor or flight sergeant. The only exception is having a desire to go directly to the IG. In a civilian company, you would present a problem to your supervisor, not go above him/her to the Chief Executive Officer.
- The conveying of gossip, slander, harsh criticism and fault-finding is impolite bad practice. Everybody is capable of making mistakes. The key is learning from those mistakes and moving on.
- Do not quibble. If you are given an order or an assignment, do not dodge responsibility or argue with the superior giving it as long as it is legal and ethical. Ask questions if further clarification is required.
- Foul and vulgar language is offensive and abrasive to all self-respecting people and will not be tolerated in AFJROTC. One does not need to use foul language in order to convey an effective message or make their point.
- Do not sit on desks or tables, especially a superior's. And stand when speaking to a superior until invited to sit.

Personal Appearance, Mannerism, and Conversation

Personal Appearance - A person should always dress in a way that is suitable for the occasion.

Mannerisms—Objects such as pencils and combs should not stick out of your pockets. Also, it is considered bad manners, when in public, to do things such as picking teeth and cleaning or biting fingernails. You should keep fingernails clean and cut since they are very visible and give an impression of your hygiene.

Conversation—The use of "uh huh" or similar expressions in talking to strangers, older people, or your superiors is considered bad manners. Say "Yes, ma'am (sir)" or "No, ma'am (sir)." Your conversation should not contain juvenile terms. You should avoid such terms as "yeah", "nope", "say what" and other slang expressions. Remember to whom you are speaking and gauge your conversation accordingly.

Social Customs

Introductions - You should always pronounce the names of those being introduced clearly and distinctly. A person introducing his/her relatives should state the relationship. Also, giving the name is not necessary unless it differs from yours. Examples: "I want you to meet my mother," and "May I introduce my sister (cousin), Mrs....."

Procedure - You should make introductions on all occasions. The person making the introduction should have a positive and dignified attitude, as should be the person being introduced. If the person(s) to be introduced is/are some distance from each other, the junior person should be brought to the more senior person.

Introductory Phrases - When making an introduction, the easiest way is simply to pronounce the names of the two people you wish to introduce, i.e., "Mrs. Smith, Mr. Lee." When this abbreviated form of introduction is used, it is necessary that the inflection of the voice indicates which person is receiving the introduction. Expressions such as "This is," "May I introduce," or "present" are only used on very formal occasions. Never use such terms as "meet my girlfriend," or "shake hands with." When you are introducing a woman to a woman or a man to a man, it is unimportant which name is mentioned first, but it is preferable that the name of the older/senior person go first. In other introductions, precedence should always be followed. The man should be introduced to the woman ("Mrs. Smith, Mr. Lee"). Youth should be introduced to the elderly. The guest is introduced to the guest of honor, and friends should be introduced to your parents.

Shaking Hands- Whenever anyone offers their hand, you should accept it immediately. Taking off one's gloves, if worn, is not necessary. Should you feel an apology is necessary for a gloved hand, say "excuse my glove." When shaking hands with a woman, a man removes his hat, if worn. Provide a firm handshake and look the person in the eye. One should make as much eye contact as possible when engaging in conversation.

Greetings - When walking past people you do not know very well, the more formal expressions, such as "good morning," "good afternoon" and "good evening" are suitable. "Hello" is a more casual remark and should never be used in formal situations. And a genuine smile goes a long way in making both people feel better about the day.

Military/JROTC Ball

Dress- Male cadets wear Class A or modified Class A uniform (blue service coat, blue pants, black shoes, white dress shirt or tuxedo shirt with black or dark blue bow tie and no nametag). Female cadets wear Class A uniform or formal dress/gown IAW school dress code. Guests wear their best dress clothes appropriate for formal occasions IAW school dress code (suit, slacks, collared shirt & tie, dress/gown). **Do not wear or bring the flight cap to the ball.** It is not required and likely will be lost or misplaced.

Attendance - You do not require a date to attend the ball! Many cadets come solo or with friends which is perfectly fine and normal. The ball is a unique event for all cadets and their guests to enjoy. Those in attendance must be JROTC cadets or a date/guest of a cadet. No other guests are permitted.

Corsages – If you are a male and have a date, you should give your date a corsage for a formal dance. It is good practice to ask in advance what type of flowers and color she prefers. She may wish to wear the corsage on her wrist, in her hair, or on her gown.

Receiving Line– The receiving line is part of the protocol and should not be avoided. To do so would be rude and inappropriate. The procedure for going through a line may vary with the occasion. As a general rule, the female precedes the male. When you go through the line, face each person, shake their hand and exchange greetings. During this process, you should not walk beside your date or hold their arm or hand.

Behavior- Upon arrival at the dance, couples should greet the host and/or hostess together. Remember clean language, eye contact, firm handshakes and smiles. Be mindful that while everybody should have fun and loosen up a little at the ball, cadets must conduct themselves in a classy and respectful manner. This is a formal event, chaperoned by instructors and administrators. Additionally, cadets are expected to mingle and ensure that others are enjoying themselves. Nobody should feel isolated or alone on such a special evening. Everybody should enjoy the evening together and say hello to one another. Also, while cadets are permitted to take their jackets off and remove their ties, especially when dancing or feeling warm, cadets **are not permitted** to remove other clothing items or use their ties as headbands or head dressing. Cadets must still respect the uniform and the venue the ball takes place in. **Finally, do not arrive with any alcohol, tobacco or vaping products. This applies to your guest/date as well.**

General Courtesies

You should avoid interrupting someone who is speaking. If you must interrupt for some reason, then say, "Please excuse me" or "I beg your pardon." When speaking to others, you should not say simply "yes" or "no." Be polite by adding the person's name to whom you are speaking. As a younger person, address an older man as "Sir," an older woman as "Ma'am." This is a common courtesy and a sign of respect.

Also, do not push or jostle when walking in public places. If you do bump into someone accidentally, always stop and apologize. When walking with a woman, the man should walk on the side nearest the curb. Although the same rule applies when walking with two or more women, less strict etiquette allows the man to walk between them. The following are some "Don'ts" of common courtesies: Do not spit; chew with your mouth open; whistle/shout to attract attention; cough or yawn with your mouth open; block others from walking by; point or stare; disfigure or debase property (public or otherwise). If you must wait in line, do it quietly and courteously without pushing or trying to get ahead of others. **No public display of affection (PDA) in uniform or in the JROTC classroom.**

Military Bearing

You now have a little better understanding of the AFJROTC program at Pennsauken High School. You should learn and assume the positive attitude that we expect of our cadets. AFJROTC will teach you how to conduct yourself professionally and maturely. Military bearing is generally the outward appearance of a serviceman/cadet that illustrates proper wear of the uniform and a neatly groomed, professional appearance. Military bearing is also a manner of behavior in or out of formation/uniform that demonstrates professionalism, self-discipline, attention to detail, and an overall positive attitude toward the program and the high standards we uphold.

THE UNIFORM

The uniform is an integral part of the NJ-20181 AFJROTC program. To maximize JROTC esprit-de-corps and positively impact JROTC presence within the school, an issued uniform (blues/utilities/service dress) is **expected to be worn weekly**. The unit SASI, in coordination with ASI(s) and the principal, may waive the weekly uniform wear requirement but shall ensure cadets wear an issued uniform during school at least once per calendar month and during formal headquarters visits. The SASI may require wear of an issued uniform or professional citizen attire for all cadets at other times as desired. As an AFJROTC member, you should be proud of wearing the uniform. Many great men and women have worn the uniform before you. **Uniform and grooming standards are in accordance with Air Force Instruction (AFI) 36-2903 which is the same standards active duty Air Force members abide by.**

With exception of the patches, it is the same uniform worn by active duty Air Force personnel. Uniform wear is a heavily graded item, **so if you had a valid/excused absence, you must make up any missed uniform wear/inspection the first day you are back in school or AFJROTC class. Being absent on uniform day with no make-up is equivalent to missing a test and will result in a zero unless otherwise coordinated with the SASI.** We have five classes of uniform wear. Class “E” is the gray Air Force T-shirt or sweatshirt with dark pants and dark shoes. Class “D” is the Airman Battle Uniform (ABU). Class “C” is the blue Air Force uniform without the tie or service coat. Class “B” is the blue Air Force uniform with the tie (no service coat). You may wear the windbreaker jacket with Class “B” or “C”. Class “A” is the blue uniform with service coat and tie. Females wear a necktie tab instead of a tie. We issue all required uniform items. **CLC graduates, those who have earned their varsity letter and any AS-2 and up who have a dress and appearance ribbon and 6 total community service hours may wear the ABU twice per month during uniform day when approved by the SASI.**

History of the Uniform

The English word “uniform” originated from a combination of two Latin words, “unus” and “forma”, which means “one form.” Therefore, the word “uniform” refers to a peculiar type of apparel. In ancient times, Roman togas were unique attire. The toga is a loose outer garment worn by citizens appearing in public. There were several styles of togas. The toga **Candida** was a white garment worn only by candidates for public office. The toga **palmate** was a fancy toga worn to ceremonial affairs. The toga **praetexta** was a white toga with a purple border worn only by emperors. Finally, the toga **sordid** was worn by the lower classes and by mourners and prisoners accused of crimes.

Military apparel in ancient times acquired a certain degree of sameness but in a much different sense from modern military uniforms. During the Peloponnesian War in the fifth century B.C., the Athenians and Spartan soldiers dressed according to their position in military formations. The Greek heavy infantryman wore a helmet, breastplate, and armor covering his legs below the knee. They also carried a shield and sword. The light-foot soldier had only a lighter built shield and a spear. These were military uniforms in the sense that all the soldiers looked alike. We therefore assign the origin of the military uniform to a very early date in western civilization.

During the Great Rebellion (1642-1646), the English Parliament decided to raise and support an army. National armies with standardized uniforms became a reality. The English uniform, red in color but with different colored facing to distinguish regiments, gained national significance. These regiments were named by their facing colors: blue, red, orange, etc. Uniform styles were really an adaptation of civilian dress and featured an ample coat, waistcoat, breeches, stockings, and shoes or cavalry boots.

From this start, the military uniform evolved. During this slow process, the uniform ranged from the extreme of ornamentation to the opposite extreme of drabness. Some claim that the more colorful the uniform, the more uncomfortable the soldier. High, tight collars, tight breeches, and boots that restricted knee action, looked attractive but were not very functional.

Uniform Wear

Wearing the uniform serves multiple purposes. Not only does it **represent the uniqueness and uniformity of the Air Force Junior ROTC program**, but it also with practice, attention to detail and pride, proper wear and care of the uniform and personal appearance will soon become automatic. You should be proud of the uniform and the way it looks. A professional, neat appearance is important to AFJROTC but also important in view of faculty, parents/guardians, and the community in general. It prepares you for looking your best when moving on to the workforce. **Remember that you never get a second chance at making a first impression. Remember who and what you represent (parents, family members, Pennasuken, AFJROTC).**

UNIFORM CLEANING

All dark blue items of the uniform must be dry cleaned. Do not place dark blue items in the washer or dryer! Only the light blue shirt and blouse may be washed. **You are responsible** for ensuring the uniform is **cleaned and pressed every 2-3 uniform wears.** Uniform wear and grooming is graded during weekly uniform inspections. The grade is equivalent to a test grade and counts toward class participation. **Uniform wear and grooming has the greatest impact on your grade in AFJROTC!**

ENFORCEMENT OF UNIFORM WEAR

Cadet officers, cadet senior noncommissioned officers (SNCOs) in the rank of Master Sergeant (MSgt) and above and cadet flight sergeants have the authority to enforce uniform & grooming standards and proper behavior. Proper uniform wear and behavior must be beyond reproach since these cadets set the example for others. They are also authorized and expected to make on-the-spot corrections. This should be done in a polite and professional manner. Cadets who fail to respond to corrections should be reported to the chain of command and SASI/ASI for appropriate action.

Note: Cadets correcting others should do so privately when possible. Cadets receiving corrective action are encouraged to accept constructive criticism in the proper spirit of being and looking your best. Any cadet who feels mistreated or treated unfairly may appeal to the chain of command, IG or SASI/ASI.

General Uniform Guidelines

On uniform day, you must report to school wearing the “uniform of the day” as designated by the weekly NOTAMS. The uniform must be worn the entire school day. Failure to do so may result in a zero. There are only two general exceptions to this rule. 1) You may wear civilian clothes to school and change into uniform if you have gym first period. 2) If you have gym the last period of the day, you do not have to change back into your uniform. OTHER THAN THESE TWO EXCEPTIONS, YOU MUST CHANGE OUT OF UNIFORM FOR GYM AND BACK INTO UNIFORM AFTER GYM. Other exceptions/special situations must be approved by the SASI or ASI!

AFJROTC uniform and grooming standards are the same as active duty Air Force standards and therefore in accordance with AFI 36-2903 (29 Feb 24), Dress and Personal Appearance of Air Force Personnel. **Cadets will meet 36-2903 grooming standards when in an Air Force uniform at a public event that represents the Air Force (ie. Color Guard, Parade).** The SASI may waive grooming standards in writing for individual cadets for religious, cultural, or medical reasons.

The standards for wearing the uniform consist of five elements: Neatness, Cleanliness, Safety, Uniformity and Military Image

- Uniform **must** be worn when serving as a member of the color guard; it is required at all military and community service functions directed by the SASI/ASI unless otherwise directed
- Only issued items will be worn; exceptions must be approved by the SASI
- Never give a uniform item to anyone who is not a member of AFJROTC. That includes PT gear!
- Wear the flight cap when outdoors, on or off school grounds (unless waived); caps are not required to be worn indoors, under cover or inside vehicles.
- Wear rank insignia properly (see uniform diagrams in this Cadet Guide); wear insignia LG issued to you
- Keep uniform clean, neat, pressed, and serviceable; uniform should be free of lint and stains
- Strings and frayed seams on the uniform must be cut off with small scissors or nail clippers
- Do not fill pockets with bulky items. Pencils, pens, phones & combs must not protrude from the pocket.
- Keep all buttons buttoned (except top button of blue shirt if no tie) and shoes clean and shined
- Maintain a straight "gig line" down the front of the uniform. For males, the leading edge of the shirt and the right edge of the belt buckle should be in a straight line with the leading edge of the trouser fly. For females, the left edge of the belt buckle will be lined up with the leading edge of the trouser fly.
- Keep belts, buckles, badges, ribbons, and insignia clean. Protect the belt buckle from scratches.
- Officer epaulet insignia must be centered and 5/8" from the seam (see uniform diagrams in this Cadet Guide).
- Rank insignia must be worn halfway up the seam of the service coat, resting on but not over the seam and horizontal to the ground.
- The AFJROTC patch is worn on the left sleeve of the blue shirt. AFJROTC and school patches may be worn on the service coat and windbreaker (school patch on right side; AFJROTC patch on left side).
- Enlisted rank insignia must be worn on the collars (left and right) of the blouse/dress shirt, centered top to bottom and side to side
- When wearing the short-sleeved, blue shirt with a tie, keep the collar buttoned and have the knot of the necktie covering the button.
- Bracelets and rings may be worn; however, "loud" or conspicuous jewelry or adornments will not be worn with the uniform. **No more than three rings** may be worn; **bracelets** may be worn around the wrist only and must be conservative/plain in design and **no wider than 1/2 inch**; with no inappropriate pictures or writing
- Necklaces must not be visible in uniform; must be concealed under the collar or white undershirt
- Male cadets will wear a clean, plain (**no lettering or logos**), **white undershirt (V-neck or crewneck)** with Class A, B, or C uniforms; a tan/sand-colored crew neck undershirt is worn with the ABU
- Eyeglasses and sunglasses; **faddish or mirrored lenses are not authorized in uniform; sunglasses are not allowed in official formation; neither eyeglasses or sunglasses may be worn around the neck in uniform**
- Cadets wear only black dress shoes and plain, black dress socks with the blue uniform...**no short or no-show socks.**
- **Cadets will not participate in demonstrations, rallies or solicit in any way while in uniform**
- **Hitch-hiking, hard labor, and engaging in sports activities or horseplay are not permitted in uniform**
- **PDA (e.g. kissing, hugging, petting, caressing, holding hands, walking arm-in-arm) is not permitted while in uniform**
- Trousers will be hemmed with a "dress" type cut. This is a biased cut where the bottom of the trouser leg will touch the shoes with a slight break in the crease and the back part is 7/8" longer. No cuffs are worn on the uniform trousers.
- The service coat must be buttoned. The windbreaker must be zipped **no lower than halfway up** and may be worn with or without the liner. The Air Force symbol may be embroidered on the windbreaker but is not required.
- Cadets may remove the blue service coat or windbreaker when the classroom is warm; do not remove the tie. Buttons must remain buttoned if the coat is on. **Do not forget the service coat or windbreaker when leaving the room!**
- Cadets may carry a plain, solid-colored black or dark blue umbrella in the left hand while in uniform
- Cadets may wear backpacks on either shoulder while in uniform as long as the backpack does not interfere with rendering a proper salute

- Wear/use of an earpiece, any bluetooth technology or headphones, while in uniform, indoors or outdoors, **is prohibited**
- Cadets must wear the garrison ABU cap and appropriate rank when wearing the ABU/OCP
- Berets, shoulder cords, ascots, and gloves are authorized with the ABU/OCP

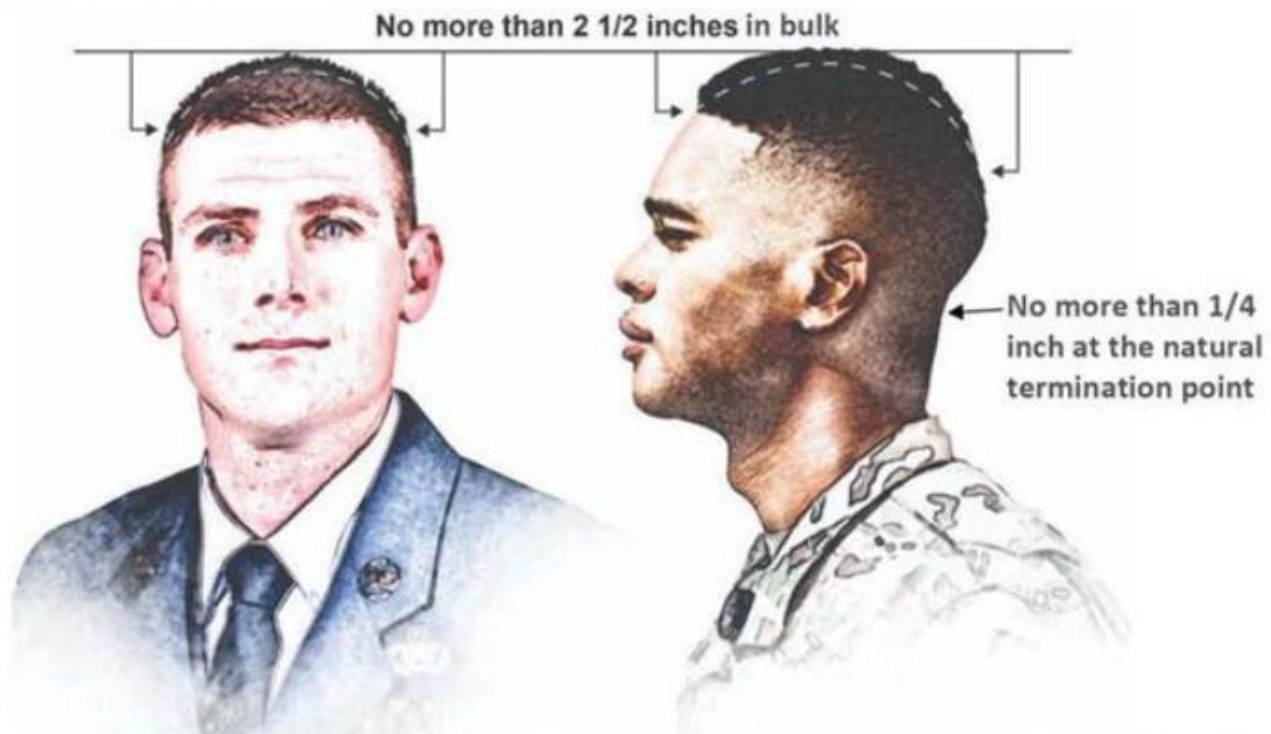
Male Cadet Appearance & Grooming Guidelines

The following grooming standards apply while in uniform:

- Hair will have a **clean, neat, trimmed, well-groomed, professional appearance**
 - *Hair must have a tapered appearance on both sides and the back of the head; tapered appearance is one that when viewed from any angle outlines the cadet'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
- Hair will not appear lopsided, asymmetrical (like shaved on one side of the head and not the other or hair much bulkier in one area of the head than in another area) and **must not touch either eyebrow or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground**
- If applied, dyes, tints, bleaches and frostings must result in **natural hair colors**. **Examples of natural hair colors are brown, blonde, brunette, natural red, black or gray.**
- **Hair must not exceed 2.5 inches in bulk regardless of length**
- **Hair must not touch the ears, collar, or protrude below the front band of the flight cap**; only closely cut or shaved hair on the back of the neck is allowed to touch the collar
- Hair must not be worn in extreme or faddish styles and no hair extensions for male cadets. **The SASI determines what is extreme or faddish...get it cut to standards or leave the program!**
- If worn, sideburns will be straight and even width (not flared) and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line.
- Male cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and **will not extend downward beyond the lip line of the upper lip or extend sideways no more than 1/4" beyond a vertical line drawn upward from both corners of the mouth.**
- Beards and hair stubble are not authorized except for **valid medical reasons** recommended by medical officials or religious accommodations. **Otherwise, cadets must have a clean-shaven appearance while in uniform.**
- **Male cadets will not wear earrings, (transparent piercing spacers (no larger than 6mm) may be worn while in uniform), nail polish, cosmetics or hair extensions in uniform**
- **Wear undershirt and underpants with all uniforms; wear the white V-neck, crewneck or athletic style tank top undershirt when wearing open-collar uniform; undershirt will be tucked into trousers**

See the logistics assistant (LGA) regarding any uniform items to include missing, damaged, or items that no longer fit properly. Do not accept uniform items that are dirty, damaged or don't fit!

Figure 3.3. How to Measure Hair Bulk.



Bulk is the distance that the mass of hair protrudes from the scalp. It is measured starting at the scalp and outward at a 90 degree angle.

Figure 3.1. Male – Unauthorized Hair Examples.



✗ Bangs touching eyebrows



✗ Etched design
✗ Unnatural appearance



✗ Un-tapered hair on back of head



✗ Locs



✗ Coils

Figure 3.4. Male Hair Standards Examples.

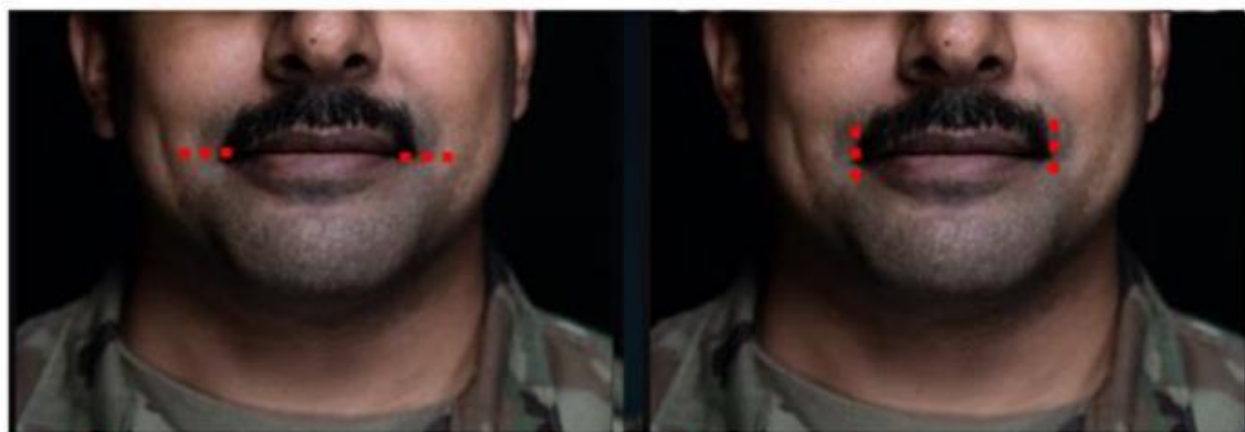


Figure 3.5. Cut, Clipped, or Shaved Part.



Part will not exceed 4 inches in length or 1/4 inch in width.

Figure 3.6. Mustache.



✓ Does not go beyond a horizontal line extending across the corners of the mouth

✓ No more than 1/4-inch beyond vertical line drawn from corner of mouth

Female Cadet Appearance & Grooming Guidelines

The following grooming standards apply while in uniform:

- ***No minimum hair length to a maximum bulk of 4 inches from scalp** and allows proper wear of headgear. Hair will end above the bottom edge of the collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail/equivalent or long braid(s)
- If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear
- One or two braids or a single ponytail/equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail/equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back.
- Bangs, or side-swiped hair, **may touch eyebrows** but will not touch or cover eyes. When in doubt, assess the correct length of hair with the cadet standing in the position of attention.
- **Exception:** While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades
- Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head
- When hair is in a bun, the bun must be a **single bun**; all loose ends must be tucked in and secured. When hair is in a ponytail/equivalent, it must be a single ponytail/equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades
- The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a rooster tail.
- **As with all hairstyles, a neat, clean, well-groomed, professional appearance is required when in uniform.**
- Hair accessories(e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) if worn must match hair color. Black accessories are authorized regardless of hair color. Ornaments are not authorized(i.e., ribbons, beads, jeweled pins).
- Hair will not appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground
- If applied, dyes, tints, bleaches and frostings must result in **natural hair colors**. The hair color must complement the member's complexion and skin tone. Examples of natural hair colors are brown, blonde, brunette, natural red, black or gray. **Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.**
- Hair color, highlights, lowlights, and frosting will not be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and gray)
- Wigs/hairpieces/extensions are authorized and will meet the same standard required for natural hair, be of good quality, fit properly, and comply with safety, functionality and professionalism
- Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar. The flight cap must fit properly
- All locs, braids, and twists, when worn, will be of uniform dimension, **no wider than one inch**, with natural spacing between the locs, braids, or twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (**approx. ¼ inches**), show **no more than ¼ inch** of scalp between the locs, braids or twists and must be tightly fused/interwoven to present a neat, professional appearance. A loc, or braid must continue to the end

of the hair without design and following the contour of the head and may be worn loose or in a secured style within hair standards stated in the first paragraph above.

Figure 3.2. Female – Unauthorized Hair Examples.



✗ Front hair falls below collar



✗ Unnatural highlights



✗ Shaved sides with bun



✗ Multiple buns or knots



✗ Ombre

Figure 3.8. Female Hair Examples.



Pull-through Bun



Chin-length Bob



Bun

Figure 3.10. Authorized Female Hair Styles Examples of Locs, Braids, and Cornrows.



Figure 3.11. Authorized Ponytails/Equivalent and Long braid(s) Hair Styles Examples.



Figure 3.12. Ponytail/Braid Length.

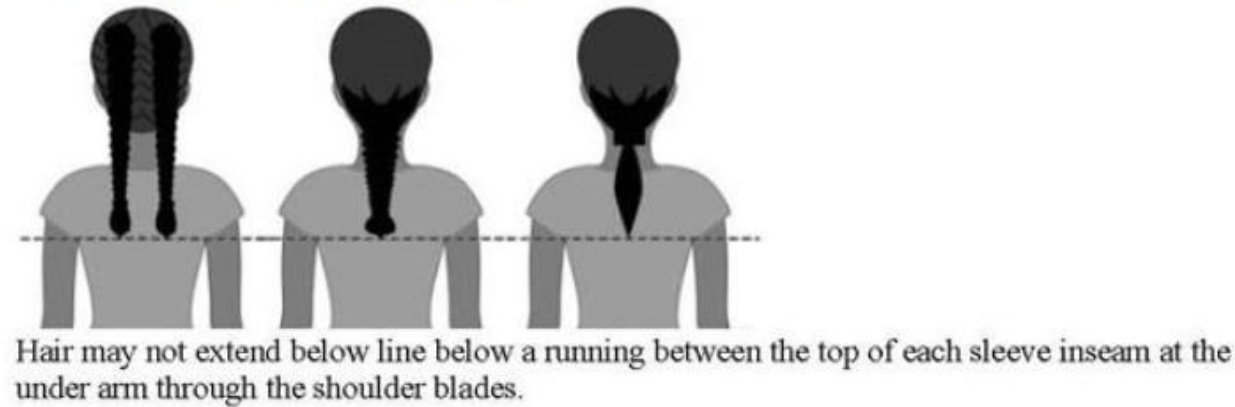
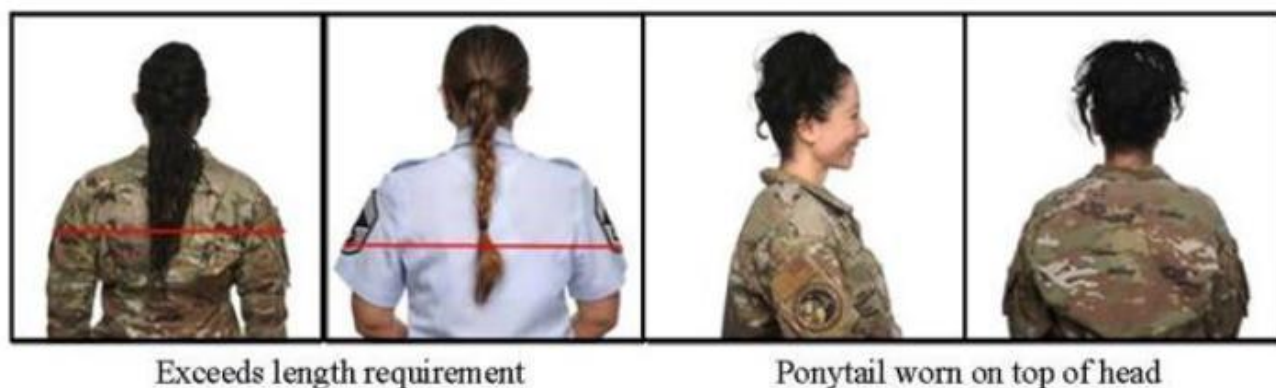


Figure 3.13. Unauthorized Ponytails.



- Female cadets may wear **one pair of small (not exceeding 6 mm in diameter)** conservative round or square white diamond, gold, white pearl, or silver earrings in uniform; they must match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings; earrings will be affixed to the **lower ear lobe only**; **(Transparent piercing spacers (no larger than 6mm) may be worn while in uniform for any extraneous piercings (nose, tongue, eyebrow or any exposed body part))** - If worn, nail polish will be a single color that does not distinctly contrast with the female cadet's complexion, detract from the uniform, or be extreme colors.
- **Do not apply designs to nails or apply two-tone or multi-tone colors**; however, white-tip French manicures are authorized (See examples below)
- **Fingernails must not exceed ¼ inch in length** beyond the tip of the finger and must be clean and well-groomed
- Female cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste
- Cadets will not wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme colors
- Eyelash extensions, if worn, will be female Airman's natural eyelash color, will not exceed 14 millimeters in total length or touch the member's eyebrow, and must present a natural appearance. Eyelash extensions will not hinder wear of protective eye wear or any type of headgear

Figure 3.14. Authorized and Unauthorized Nail Polish Colors (Not All-Inclusive).



Figure 3.15. Authorized and Unauthorized Eyelash Extension Examples.



- **The length of the skirt may not vary beyond the top and bottom of the kneecap.** Your skirt will fit smoothly, hang naturally, and must not be excessively tight.

-Bra and underpants are required in uniform. White V-neck, crew neck style or athletic tank top undershirt when wearing an open collar uniform is authorized. Undershirts will be tucked into slacks/skirts but have no pockets.

See the logistics assistant (LGA) regarding any uniform items to include missing, damaged, or items that no longer fit properly. Do not accept uniform items that are dirty, damaged or don't fit!

Other Uniform Guidelines

Shoulder Cords. Cadets are authorized to wear one shoulder cord (double knot, single cord "infantry" style shoulder cord). Cords will be worn on the left shoulder, grounded to the shoulder seam, with no metal tips, and no wider than 1-inch (no aiguillettes or citation cords). **On the service dress coat**, the cord will be grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. **On the blue shirt**, the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. Colors are locally-determined (does not have to be a solid color, may be multi-color), must be conservative, and in good taste. Shoulder cords may be worn on regular uniform days. **Shoulder cords are authorized on ABUs.**

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

Basic Uniform Upkeep. Keep all uniform items in one place at home that is easily accessible and away from pets and siblings. Keep the uniform on hangers, in the clear plastic cleaners bag or garment bag between uniform wares. Keep shoes in a shoe box or covered in plastic to protect from scuffs and scratches. **The blue shirts may be placed in a washing machine, although we recommend they be dry cleaned only. Everything else MUST be dry cleaned at least every 2-3 uniform wares! Dry cleaning ensures proper cleaning and ironing. Wrinkled uniforms adversely impact inspection grades.** Shoes must be polished when dirty or scuffed. Keep the flight cap with you at all times (**tucked under the left side of the belt between 1st and 2nd belt loop or in a book bag**) and **make sure your name is on it!** Take pride in your appearance in uniform and protect it as best you can from stains, dust or dirt. Finally, do not let anybody else wear the uniform! Only cadets are authorized to wear the uniform.

What Rank Do I Wear?

All cadets have rank starting with Airman Basic (brand new cadets). There are two types of rank structures: **officer and enlisted**. The next two pages provide a visual depiction and oral description of AFJROTC cadet rank and United States Air Force rank. Officer rank is the higher rank structure. Unless otherwise directed, all cadets will wear the rank he or she is officially promoted to at all times while in uniform. This is called your **permanent rank**. Everybody has a permanent rank. Your permanent rank is recorded in the WINGS database. **Talk to the Director of Personnel (COSS/DP) if you believe that anything in your cadet record (rank, job titles, awards, ribbons, community service hours, etc.) is inaccurate. Positional rank or duty rank** is the rank required to perform duties of a particular staff position, generally the unit's staff positions. They will wear the following rank when performing the duties of their position:

Group Commander – **C/Col**

Deputy Group Commander – **C/Lt Col**

Operations & Support Squadron Commanders – **C/Maj**

Group Command Chief – **C/CMSgt**

Inspector General – **C/Maj**

Kitty Hawk Honor Society Commander - **C/Capt**

Flight Commanders – **C/1Lt** (C/Capt if a rank & file member of the flight is a C/1Lt)

Director of Logistics – **C/2Lt**

Director of Personnel - **C/2Lt**

Director of History - **C/2Lt**

Director of Communications - **C/2Lt**

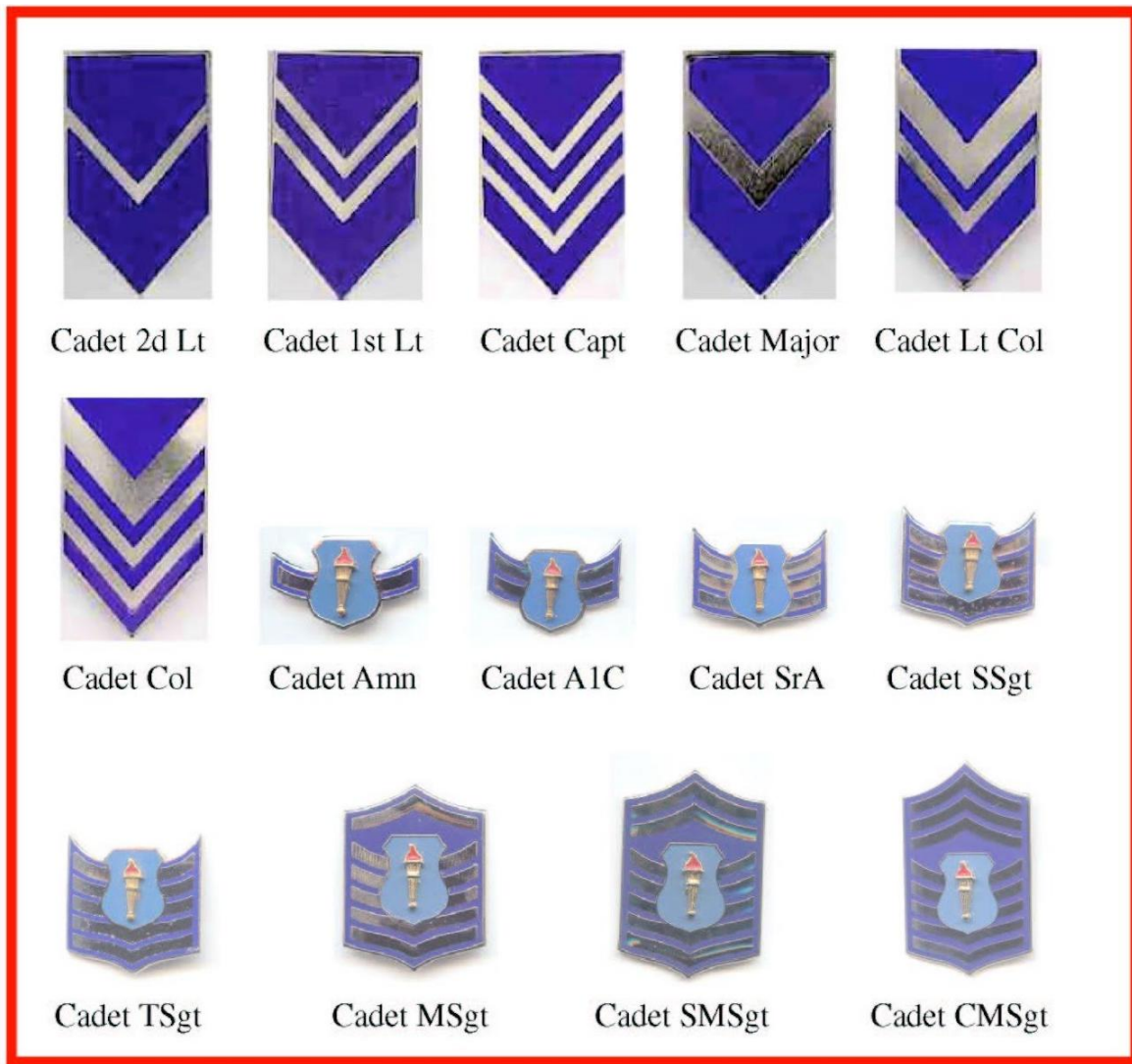
Director of Health and Wellness - **C/2Lt**

Color Guard Commander – **C/2Lt**

First Sergeant – **MSgt**

SASI has the discretion to modify rank policy at any time in the interest of effective unit operations.

AFJROTC Rank Insignia



Cadet Officer Rank Insignia

Cadet Colonel (C/Col) = 1 thick stripe and 2 thin stripes

Cadet Lieutenant Colonel (C/LtCol) = 1 thick stripe and 1 thin stripe

Cadet Major (C/Maj) = 1 thick stripe

Cadet Captain (C/Capt) = 3 thin stripes

Cadet First Lieutenant (C/1Lt) = 2 thin stripes

Cadet Second Lieutenant (C/2Lt) = 1 thin stripe

Cadet Airman, Noncommissioned Officer (NCO) & Senior NCO (SNCO) Rank Insignia




















NCOs& SNCOs:

Cadet Chief Master Sergeant(C/CMSgt) = chevron with 8 stripes, 3 of which are inverted at the top
Cadet Senior Master Sergeant(C/SMSgt) = chevron with 7 stripes, 2 of which are inverted at the top
Cadet Master Sergeant (C/MSgt) = chevron with 6 stripes, 1 of which is inverted at the top
Cadet Technical Sergeant (C/TSgt) = chevron with 5 stripes
Cadet Staff Sergeant(C/SSgt) = chevron with 4 stripes

Airman:

Cadet Senior Airman (C/SrA) = chevron with 3 stripes
Cadet Airman First Class (C/A1C) = chevron with 2 stripes
Cadet Airman(C/Amn) = chevron with 1 stripe
Cadet Airman Basic (C/AB) no chevron; no stripes (no rank worn on the uniform)

Air Force Grades and Insignia

Enlisted	Officer
Airman Basic, E-1, no insignia	Second Lieutenant O-1 
 Airman, E-2	First Lieutenant O-2 
 Airman First Class, E-3	Captain O-3 
 Senior Airman, E-4	Major O-4 
 Staff Sergeant, E-5	Lieutenant Colonel O-5 
 Technical Sergeant, E-6	Colonel O-6 
 Master Sergeant, E-7*	Brigadier General O-7 
 Senior Master Sergeant, E-8*	Major General O-8 
 Chief Master Sergeant, E-9*	Lieutenant General O-9 
<small>*Diamond denotes first sergeant status</small>	General O-10 
 Chief Master Sergeant of the Air Force	

AWARDS AND DECORATIONS

The AFJROTC Awards and Decorations Program fosters morale, *esprit de corps*, and recognizes the achievements of AFJROTC cadets. **Only medals specifically designated by the AFJROTC Operational Supplement and depicted on the AFJROTC ribbon chart are approved for cadet wear.**

Ribbons will not be worn with medals. Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI). **Medals will not be worn on regular uniform days. Place medals and ribbons on the mounting rack in the proper order of precedence as depicted on the ribbon chart and below.** Refer to AFI 36-2903 for instructions on stacking multiple medals, and wear of devices on ribbons and medals.

Order of Precedence

Special Awards:

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

National Awards:

6. Air Force Association Award
7. Daedalian Award
8. Daughters of the American Revolution Award
9. American Legion Scholastic Award
10. American Legion General Military Excellence Award
11. Reserve Officers Association (ROA) Award
12. Military Officers Association (MOA) Award
13. Veterans of Foreign Wars (VFW) Award
14. National Society United States Daughters of 1812
15. National Sojourners Award
16. Scottish Rite Southern Jurisdiction Award
17. Military Order of the Purple Heart (MOPH) Award
18. Sons of the American Revolution Award
19. Military Order of World Wars (MOWW) Award
20. American Veterans (AMVETS) Award
21. Air Force Sergeants Association (AFSA) Award
22. Tuskegee Airmen Incorporated AFJROTC Cadet Award
23. The Retired Enlisted Association Award
24. The Celebrate Freedom Foundation Award
25. Air Commando Association Award

AFJROTC Awards & Ribbons:

26. Distinguished Unit Award with Merit
27. Distinguished Unit Award
28. Outstanding Organization Award
29. Outstanding Flight Ribbon
30. Top Performer Award Ribbon
31. Outstanding Cadet Ribbon
32. Leadership Ribbon

33. Superior Performance Ribbon
34. Achievement Ribbon
35. Academic Ribbon
36. Cadet Leadership Course Ribbon
37. Special Teams Placement Ribbon
38. All Services National Competition (Medal/Ribbon)
39. Air Force Nationals Competition (Medal/Ribbon)
40. Orienteering Ribbon
41. Leadership Development Requirement (LDR) Leadership Ribbon
42. Drill Team Ribbon
43. Color Guard Ribbon
44. Saber Team Ribbon
45. Marksmanship Ribbon
46. Joint Service Academic Bowl (JLAB) Team Ribbon
47. CyberPatriot Team Ribbon
48. Stellar Xplorers Team Ribbon
49. Raider Team Ribbon
50. Military Model Building Team Ribbon
51. Unmanned Aircraft Systems (UAS) Ribbon
52. Robotic Club/Team Ribbon
53. Good Conduct Ribbon
54. Service Ribbon
55. Health and Wellness Ribbon
56. Recruiting Ribbon
57. Activities Ribbon
58. Attendance Ribbon
59. Dress and Appearance Ribbon
60. Longevity Ribbon
61. Bataan Death March Memorial Hike Ribbon
62. Patriotic Flag Ribbon
63. COVID-19 Ribbon

The following **Civil Air Patrol (CAP) ribbons** may be worn by cadets during regular uniform days and will be worn in the precedence listed below following the Patriotic Flag Ribbon: General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award & General J.F. Curry Achievement Award. **CAP medals will not be worn with ribbons or on uniform days.**

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

Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC group **are not authorized** on the AFJROTC uniform. Badges, ribbons or insignia from middle school programs such as Youth Leadership Corps are not authorized on the AFJROTC uniform.

Descriptions and Criteria for Special Awards:

- See Operational Supplement Chapter 7

Descriptions and Criteria for AFJROTC Awards Ribbons:

Distinguished Unit Award With Merit. 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.

Distinguished Unit Award. Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the award.

Outstanding Organization Award. Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the award.

Outstanding Flight Ribbon. Awarded each academic year to members of the outstanding flight under criteria determined by the SASI. Outstanding Flight (aka Honor Flight) is awarded to the flight with the **highest overall academic, drill and athletic average** for the year. The academic average includes ALL assigned grades (tests, quizzes, homework, uniform inspections, and class participation).

Top Performer Award. Is presented/awarded only by HQ AFJROTC personnel. This award is only presented during a Unit Evaluation visit by HQ AFJROTC personnel. The Regional Director may select (SASIs may nominate) **a maximum of 2% of a unit's cadets** based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.

Outstanding Cadet Ribbon. SASI awards annually to the outstanding first-year, second-year, third-year, and fourth-year cadets. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence. Recipients must have a high sense of loyalty and service to the unit and school/local community. **Recipients must also have an overall "A" average in AFJROTC for the year and a minimum of 10 community service hours for the school year at the time of selection.**

Leadership Ribbon. SASI awards annually for outstanding performance in a position of leadership as an AFJROTC cadet. Recipients must have consistently displayed outstanding leadership ability above and beyond expected performance in the assigned leadership position. Recipients must be assigned to a leadership position (Top 5, flight commander/sergeant, officer, NCO/NCOIC) and perform at a highly effective level to be eligible for this ribbon.

Superior Performance Ribbon. SASI awards annually to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. This ribbon is awarded for a single or sustained performance of a superior nature. Award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to

achievements and accomplishments of other cadets. Performance must have had a significant, positive impact on the unit or local/school community.

Achievement Ribbon. Awarded for a significant achievement in AFJROTC or other school activities/events as deemed appropriate by the SASI and **limited to 5% of the cadet corps**.

Academic Ribbon. Awarded for academic excellence by attaining an overall grade point average of at least a “B” for two marking periods in addition to an “A” average in AFJROTC.

Cadet Leadership Course (CLC) Ribbon. Awarded for completion of an approved leadership school program of at least 5 days duration. The ribbon is awarded to **CLC graduates only**.

Special Teams Placement Ribbon. Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service (national-level) Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, Stellar Xplorers etc.

Joint/All-Service National Competition Award. 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, Stellar Xplorers etc.

Air Force Nationals Competition Award. 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, Stellar Xplorers etc.

Orienteering Ribbon. Awarded to team members for completing a unit-specific orienteering program as part of unit curriculum. You may also be awarded this ribbon for successfully completing orienteering training at CLC.

Leadership Development Requirement (LDR) Leadership Ribbon. Awarded at SASI’s discretion for leading AFJROTC LDR activities (such as but not limited to PT/Raider team commander, orienteering team commander, drill team commander, color guard team commander, rocketry team lead, military ball chairperson, cadet lead of a major community service event or project, etc.). This award is earned a maximum of one time per school year and is only given to the cadet overall in charge of a particular LDR activity or major community service project.

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

Color Guard Ribbon. Cadets must have performed in **at least 5 color** guard events such as competitions, special school/community service events, community demonstrations, or sporting events (cumulative).

Saber Team Ribbon. Cadets must perform **at least 3** saber team performance events to receive this ribbon (cumulative).

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

Good Conduct Ribbon. Awarded to cadets with no suspensions, detentions, or adverse reports from faculty, community or campus/local police during the academic year.

Service Ribbon. Awarded for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon unless community service hours are also awarded. It is limited to those whose participation in community service events contributed significantly to the goals of the unit. The ribbon and oak leaf is awarded for **every 12 hours** of community service performed.

Health and Wellness Ribbon. Awarded by the SASI for consistent preparation and participation in the wellness program (PT class days). Cadets who do not have the proper PT uniform or gear **12 or more times** during the course of the school year will not qualify for the ribbon. The **Bronze Star device** is awarded to any cadet scoring in the **75-84 percentile**; a **Silver Star device** for scoring in the **85-95 percentile**, and a **Gold Star device** for scoring in the **96-100 percentile**. Percentiles are computed automatically under the PFT Mass Assessment in WINGS.

Recruiting 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. The two members must remain in the AFJROTC program for the entire school year.

Activities Ribbon. Awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to, orienteering teams, model rocketry, robotics, academic bowl teams, marksmanship, and raider/sports teams. One must **consistently participate in any LDR activity** during the school year to be awarded this ribbon. Consistent attendance will be verified in WINGS.

Attendance Ribbon. Awarded to cadets with **no more than 5 absences** during the school year as well as no excessive tardiness as determined by the SASI (**no more than 5 tardies in an academic year**).

Dress and Appearance Ribbon. Awarded to cadets for wearing the uniform on **all designated uniform days (includes make-ups during valid absences)** and consistently conforming to dress and appearance standards as determined by the SASI. Cadets must maintain an average uniform & grooming inspection grade of **90% and above** for the academic year.

Longevity Ribbon. Awarded for successful completion of AFJROTC for each academic school year. Cadets must **attain an overall passing grade (60% or better) in AFJROTC for the academic year** to be awarded the ribbon or oak leaf.

Bataan Death March Memorial Hike Ribbon. Awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March. AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined **14-mile course** (trails, road course, tracks, etc.). Units may complete the full hike in a span of **1 to no more than 3 days**. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who **fully complete the 14-mile hike** are authorized to wear the ribbon. No fees can be charged to participate in the march. Units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans.

Patriotic Flag 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. Cadets who perform flag detail for the school are also eligible for this ribbon. To receive this award, cadets must have participated in a **minimum of 5 flag events/ceremonies (reveille or retreat)**.

Joint Leadership Academic Bowl (JLAB) Ribbon. (Added) Cadets must be a member of

the JLAB team. Team members must complete at least the qualification test for regional competition.

Raiders Team Ribbon. (Added) Cadets must be a member of the Raiders Team. Team members must participate in Raider team activities for the year and or compete in at least one raider competition.

Unmanned Aircraft Systems (UAS) Ribbon. (Added) Cadets must be a member of the UAS team. Team members must participate in UAS team activities for the year.

Robotics Ribbon. (Added) Cadets must be a member of the Robotics club/team. Team members must participate in Robotics team activities for the year and or compete in at least one raider competition.

ADDITIONAL GUIDANCE

Treatment of Cadets/Prohibition of Physical Discipline & Hazing: Any form of hazing or harassment, verbal or physical, will not be tolerated in AFJROTC. Additionally, 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. Hazing or harassment of any sort must be reported to the SASI or ASI ASAP! Additionally, cadets will not be embarrassed or degraded in any manner. This includes public reprimands, public punishment or joking.

Calling Rooms to Attention: When the United States flag, SASI, Principal, distinguished visitor, Squadron Commander, Vice Commander, or military officer enters the room, the room is called to attention. The occupants of the room remain at attention until the person entering says, "At ease" or "As you were". **However, do not call the room to the attention of a visitor if instruction/teaching is in progress or if the person speaking or teaching is a higher rank than the person entering the room.** Other classrooms, gymnasiums, cafeterias, etc. will not be called to attention when there is a large mix of cadets and non-cadets in the room.

Courtesies Rendered To Faculty and Adults: Faculty members and adults are addressed as "Mr.," "Ms./Mrs." (last name) unless they ask or permit you to address them in other forms. In conversation, unless otherwise directed, they are answered "Yes sir/ma'am" **AND NOT** "yeah", "nope", etc. **Additionally, as is the case when being addressed by the SASI or ASI, all cadets are expected to stand up when being introduced or addressed by any faculty member or adult visitor, especially when in uniform! You are to remain standing until the person addressing you says to sit down or leaves the area/room.**

Public Display of Affection (PDA): No public display of affection will be tolerated in the AFJROTC classroom or when in uniform, on or off school grounds.

Quibbling: When an officer gives an order, it can be considered to be an order from the Group Commander. This means that orders should be followed if legal and ethical. You have the right to disagree and present your ideas if time permits, but the officer has the final word. If you feel that an officer is treating you unfairly, see your Flight Commander or the IG if the chain of command is unable to resolve. Any problem can be worked out if it is done in a respectful, professional manner. Continuing to verbalize disagreement after a decision is made is considered quibbling and is not tolerated in a professional organization. Salute smartly and execute once you've had your say.

Reasons for Strictness: If an organization is to function in a smooth manner, there must be procedures for everyone to follow. Discipline must exist to carry out everyday functions. Faculty members expect AFJROTC cadets to be more behaved and responsible than the average high school student. Cadets are expected to be respectful, clean-cut, role models for other students. Cadets are leaders in training who gain a level of discipline required for increased responsibilities. Bright futures depend on you.

BOARD OF INQUIRY

The Board of Inquiry (BOI) is **predominantly used to determine who is at fault in major, questionable offenses that are in dispute**. We may also convene boards to reward cadets who go above and beyond the call of duty. The BOI comprises the Top 5, IG, Flight Commander, and Flight Sergeant of the cadets involved. The board listens to both sides of the incident, determines who is at fault, and recommends a course of action (COA) to be taken by the SASI and ASI.

The Top 5 or any cadet officer may request a BOI. The request must be made in writing to the applicable squadron commander or above (whatever is applicable) and sent up the chain of command. BOI requests are made via military memorandum. **Requests must be approved by the Cadet Group Commander and SASI/ASI.**

If ordered to appear before a BOI, then comply with the orders fully. You will need to prepare a briefing on the incident that **provides all necessary details regarding the incident/offense in question (who, what, where, when, why and how)**. Cadets are permitted to have witnesses present at the board. The BOI is obligated to objectively (unbiased) listen to you and the opposing side of the story. The BOI will deliberate while you are out of the room, vote on the decision of who is at fault, and recommend a COA. Decisions are made via majority vote. **Decisions and COAs must be approved by the Group Commander and SASI/ASI.**

BOIs convened for the purpose of rewarding cadets are handled a little differently with no witnesses or COAs necessary. **BOIs should be used sparingly for extreme cases that are in dispute and likely can't be handled via other means.**

WRITE-UPS

Write-ups are military memos or formal letters written by any Top 5 member, cadet officer, Flight Sergeant or Functional/Team Chief. Write-ups may involve **positive or negative incidents**. They may commend you on a job well done or explain a wrongful situation. Write-ups are coordinated through the chain of command (usually starting with the cadet's respective Flight Sergeant) and eventually coordinated with the SASI/ASI. The write-up is eventually filed in the cadet's personnel file.

All write-ups should include a detailed description of the incident (who, what, where, when, why and how) and signatures of people involved to include cadets who witnessed the incident if possible.

PROMOTIONS

There are **3 opportunities** to be promoted during the school year. **CLC graduates are automatically promoted** to the next level at the start of the following school year. The other **two opportunities** take place during marking periods (MP) 2 & 3. Therefore, promotion cycles take place during MP2 and MP3. Promotion boards take place at the conclusion of the MP. MP1 & MP4 are not promotion cycles due to the

brevity/transition of the period and “busyness” associated with beginning and closing out a school year and preparing for CLC. Promotion boards generally comprise the Top 5 and respective Flight Commanders.

General: Promotions are based on the **whole-person concept** using information such as classroom performance, job performance, appearance/uniform wear, write-ups, grades, conduct in and outside the classroom, community service, promotion/PT tests for applicable ranks, and the Performance Recommendation Form (PRF). **Flight Leadership and Top 5 members complete a Cadet Evaluation Form (PRF) for members of their flight.**

PRFs: Section I - IV are completed by the Flight Commander/Top 5. Once complete route the form to the Command Chief for coordination. The Command Chief completes section V and routes it to the Operations Squadron/Support Squadron Commander as applicable for coordination. Section VI is completed by the applicable Squadron commander. Section VII is to be completed by the Cadet Group Commander, as applicable, and forwarded to the SASI for final approval.

Promotion Boards: The Top 5 reviews all PRFs and recommendations, reviews criteria for the rank considered, discusses, and makes a determination (**P or DNP**). All cadets will be placed on a spreadsheet with applicable data (PRF completion/return, promotion/PT test completion and result (pass/fail), current rank, next rank, and P or DNP recommendation). **DNP recommendations must be accompanied by the reason if not obvious on the spreadsheet (e.g. no community service hours, misconduct, poor performance, disrespectful toward fellow cadets, etc.).** After Top 5 reviews and approves the spreadsheet, the Command Chief will give the spreadsheet to the SASI by the established deadline (annotated on the AFJROTC calendar and typically 18-20 calendar days from the end of the MP). **DP will post the official promotion list on the bulletin board (not the actual promotion spreadsheet) and enter the promotions in WINGS as soon as the SASI approves the promotion list.**

DEMOTIONS

Demotions are rare but possible if the misconduct or infraction is serious enough but does not warrant removal from the AFJROTC program. Only the SASI may remove cadets from the program. The SASI, in coordination with the ASI and Top 5, may reduce the rank of any cadet in the corps. Cadets will be informed immediately of any reduction in rank. Demotion must be entered into WINGS.

RESERVE CADETS

A Reserve Cadet is basically a cadet who cannot enroll in AFJROTC courses within the school and is in the AFJROTC program for the sole purpose of participating in co-curricular/LDR (after school) activities. AFJROTCI 36-2010, Chapter 7 outlines specific criteria to qualify as a reserve cadet. Reserve Cadets may participate in all NJ-20181 activities (e.g. community service, raider team, drill team, honor guard, etc.) with SASI concurrence. Reserve Cadets are not eligible for promotions or awards, nor are they permitted to attend CIA trips. Reserve Cadets may be permitted to wear and retain the uniform for the entire academic year during activities/events deemed appropriate by the SASI.

Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding. The SASI ultimately approves participation of Reserve Cadets.

NJ-20181 AFJROTC PRF/Promotion Criteria

Promotion up to Cadet Airman First Class

1. Must pass all but one class(**60% and above**)with at least a 70% average in AFJROTC for the MP
2. Must have no misconduct issues, 341s, suspensions and no more than 2 detentions during the MP

Promotion to Cadet Senior Airman

1. Must pass all classes with at least a 70% average in AFJROTC for the MP
2. Must have no misconduct issues, 341s, suspensions and no more than 2 detentions during the MP
3. Must have a minimum of 6 community service hours overall

Promotion to Cadet Staff Sergeant

1. Must pass all classes and have at least a 75% average in AFJROTC for the MP
2. Must have no misconduct issues, 341s, suspensions and no more than 1 detention during the MP
3. Must return completed PRF by deadline
4. Must have a minimum of 8 community service hours overall

Promotion to Cadet Technical Sergeant

1. Must pass all classes and have at least an 80% average in AFJROTC for the MP
2. Must have no misconduct issues, 341s, suspensions and no more than 1 detention during the MP
3. Must return completed PRF by deadline
4. Must have a minimum of 10 community service hours overall

Promotion to Cadet Master Sergeant

1. Must pass all classes with at least a 65% avg and at least an 85% average in AFJROTC for the MP
2. Must have no misconduct issues, 341s, suspensions and no more than 1 detention during the MP
3. Must return completed PRF by deadline
4. Must have a minimum of 12 community service hours overall

Promotion to Cadet Senior Master Sergeant/Chief Master Sergeant

1. Must pass all classes with at least a 70% avg and at least a 90% average in AFJROTC for the MP
2. Must have no misconduct issues, 341s, suspensions and no more than 1 detention during the MP
3. Must return completed PRF by deadline
4. Must have a minimum of 14 community service hours overall for Cadet Senior Master Sergeant or 16 hours overall for Cadet Chief Master Sergeant

Promotion to Cadet Second Lieutenant and above *See Note

1. Must pass all classes with at least a 70% avg and at least a 90% average in AFJROTC for the MP
2. Must have no misconduct issues, 341s, suspensions and no more than 1 detention during the MP
3. Must return completed PRF by deadline
4. Must have a minimum of 18 community service hours overall for promotion to Cadet Second Lieutenant, increasing by 2 hours every rank (i.e. 20 hours for Cadet First Lieutenant, 22 hours for Cadet Captain, etc.)

* MUST have held or be holding an officer position in order to be promoted to an officer rank

PT Test Standards: (This is also the CLC standard)

Males: 30 or more push-ups in a minute; 30 or more sit-ups in a minute; 1-mile run in 9 minutes or less

Females: 15 or more push-ups in a minute; 15 or more sit-ups in a minute; 1-mile run in 10 ½ minutes or less

VALUES PENNSAUKEN CADETS LIVE BY

This section covers some sound advice that will help you in getting more out of AFJROTC and more out of life. We expect you to pay close attention to the ideals outlined here. They are not strictly enforced regulations, but some of them are the keys to a successful life. **Core values are the foundation upon which a flourishing society is built.**

Integrity First

Integrity is the willingness to do what is right even when no one is looking. It is the "moral compass" -- the inner voice; the voice of self-control; the basis for the trust imperative in today's world. Integrity is the ability to hold together and properly regulate all of the elements of a personality. A person of integrity, for example, is capable of acting on conviction. A person of integrity can control impulses and appetites. **Integrity is the ability to do the right/moral/ethical thing when confronted with a moral/ethical dilemma. And all of us can expect that dilemma to confront us one day.**

Courage. A person of integrity possesses moral courage and does what is right even if the personal cost is high and those around us want us to do otherwise.

Honesty. Honesty is the hallmark of a good cadet because in the unit, our word must be our bond. We do not pencil-whip reports. We do not cover up violations. We do not mislead others. The bottom line is we do not lie, and we do not justify or rationalize deviations.

Responsibility. No person of integrity is irresponsible. A person of true integrity acknowledges his or her duties and responsibilities and acts accordingly.

Accountability. No person of integrity attempts to shift the blame to others or take credit for the work of others. "The buck stops here" says it best.

Justice. A person of integrity practices justice. Those who do similar things must get similar rewards or similar punishment.

Openness. Persons of integrity encourage free flow of information within the organization. They seek feedback from all directions to ensure they are fulfilling key responsibilities. They are never afraid to allow anyone at any time to examine how they do business.

Self-respect. To have integrity is to respect oneself as a professional and a human being. A person of integrity does not behave in ways that bring discredit upon himself/herself or the organization and community to which he/she belongs.

Humility. A person of integrity grasps and is sobered by the awesome task of defending the Constitution of the United States, defending our freedoms, and taking care of one another (family, friend or stranger).

Honor. Honor is the highest form of self-respect. Lying, cheating, and stealing will not be tolerated by any cadet. You should learn to trust the people in your unit, and the only way to be able to trust people is to be trustworthy yourself. Be certain that all you do are things that you can be proud of. The great reward of an honorable person is that they respect themselves. You must respect yourself first before getting respect from others.

Loyalty. Loyalty is the quality of sincere confidence in and support for the purposes, methods, and capabilities in superiors **and** subordinates. This does not mean that you cannot disagree with a superior. You have the right to express your opinion, but your superior has the final word. However, it **is not** loyal to publicly criticize a superior, peer, or subordinate. The downfall of many professional relationships, organizations and groups can be attributed to incidents of this nature. Your fellow cadets deserve your loyalty.

Discipline. Discipline is the "cement" that bonds any military or professional organization together. What is an organization lacking discipline? How good or successful can the organization be? The heart of discipline is

obedience of orders (legal, moral, ethical) and policy. Do not obey orders and policy because you fear being punished. Obey orders and policy because you want to improve the organization you belong to.

MISSIONS AIR FORCE SONG

Mission of the United States Air Force (Service Birth Year of 1947):

The mission of the United States Air Force is to fly, fight and win...airpower anytime, anywhere.

Mission of Air Force Junior ROTC:

To develop citizens of character dedicated to serving their nation and community

Mission of the NJ-20181 Air Force Junior ROTC Cadet Corps:

The mission of the NJ-20181 Air Force Junior ROTC, a character-based education program, is to build informed and productive citizens by learning and applying themselves to be future leaders with personal attributes of strong character, responsibility, accountability, motivation and self-discipline.

Air Force Song

**Off we go into the wild blue yonder,
Climbing high into the sun;
Here they come zooming to meet our thunder,
At 'em boys, give 'er the gun!
Down we dive, spouting our flame from under,
Off with one helluva roar!
We live in fame or go down in flames. Hey!
Nothing can stop the US Air Force!**



Attachment 7-1

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



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



METAL OR CLOTH



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



UNMANNED AIRCRAFT
BADGE

Cadets may only wear one of these badges on their uniform



AWARENESS
PRESENTATION
TEAM BADGE

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



AEF BADGE

Badges/Insignia not listed here are unauthorized for wear.

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

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



Marksmanship
Shield

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

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

Marksmanship badges will not be worn with medals.

Badges/Insignia not listed here are unauthorized for wear.

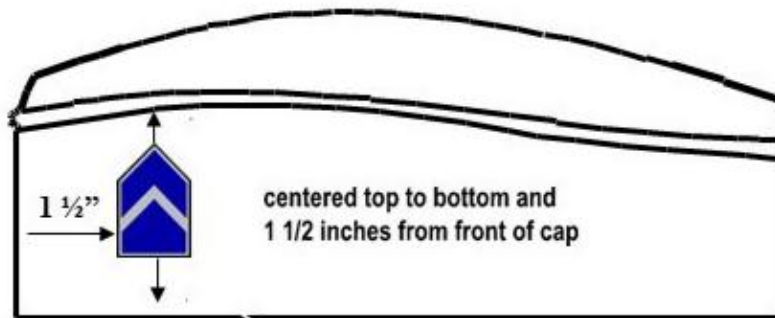
CADET MALE HEADGEAR

SERVICE CAP



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

FLIGHT CAP*



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

CADET FEMALE HEADGEAR

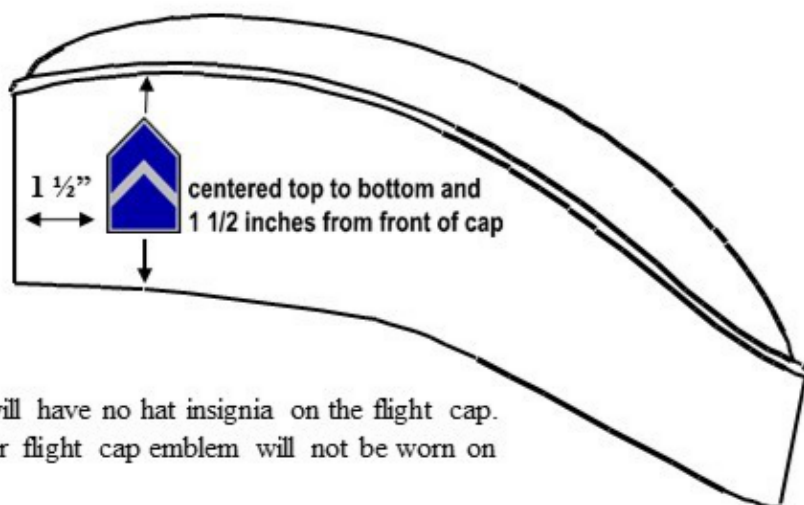
SERVICE CAP

Solid Blue Color with no embroidery



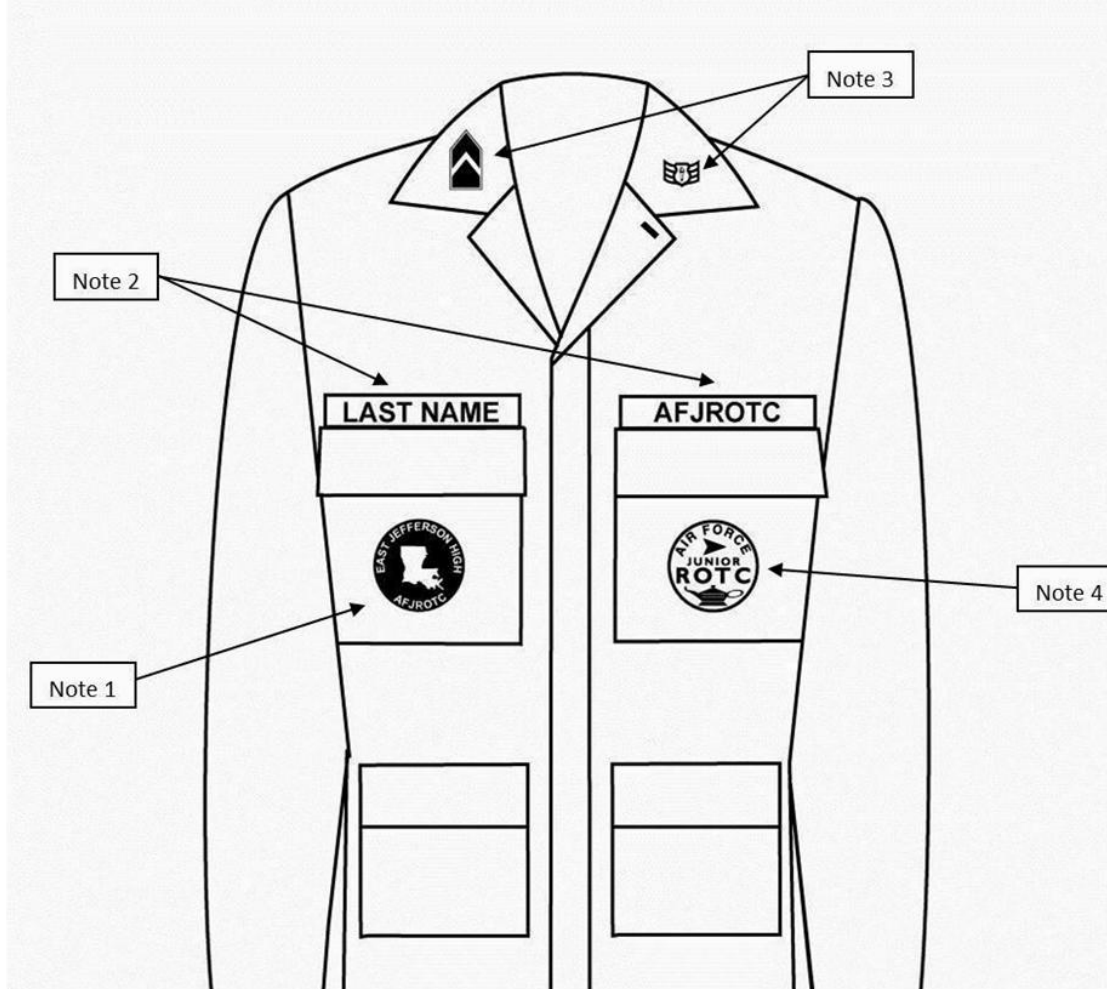
Service Cap - Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia.

FLIGHT CAP*



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

CADET ABU Male and Female

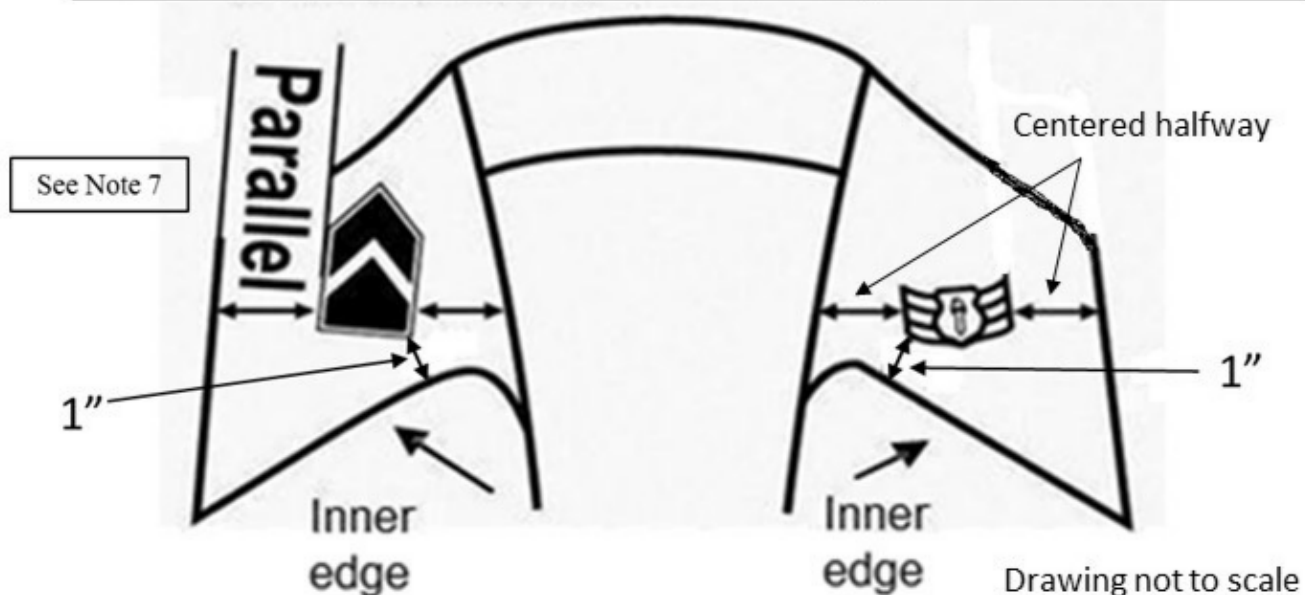


1. Unit patch (optional). If worn, will be placed on right pocket and centered.
2. Last Name and **AFJROTC or SFJROTC tapes**. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a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

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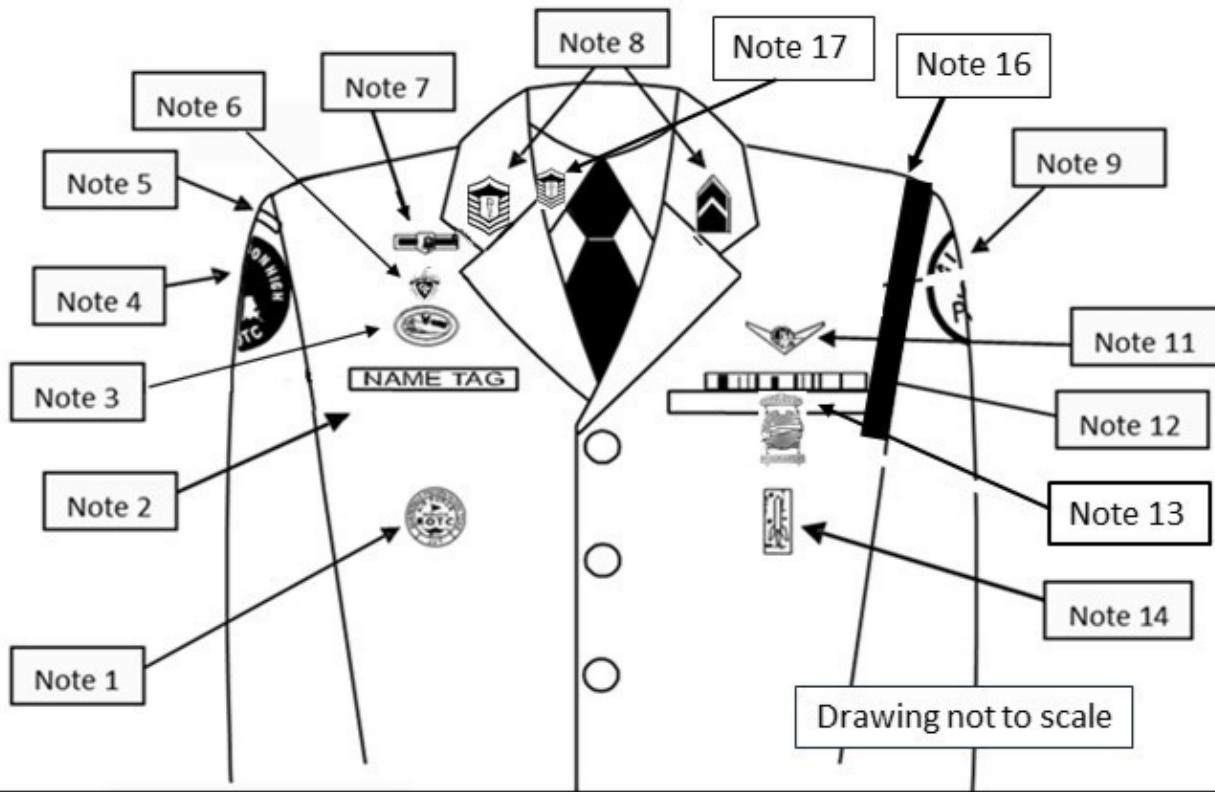
Attachment 7-8

CADET LIGHT WEIGHT BLUE JACKET



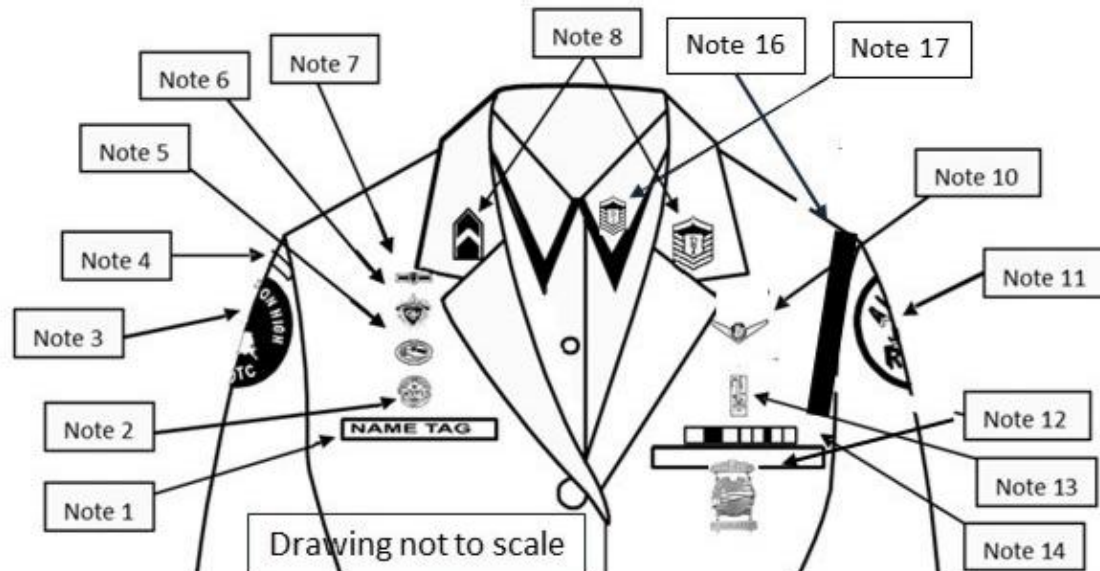
1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.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

CADET MALE SERVICE DRESS



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

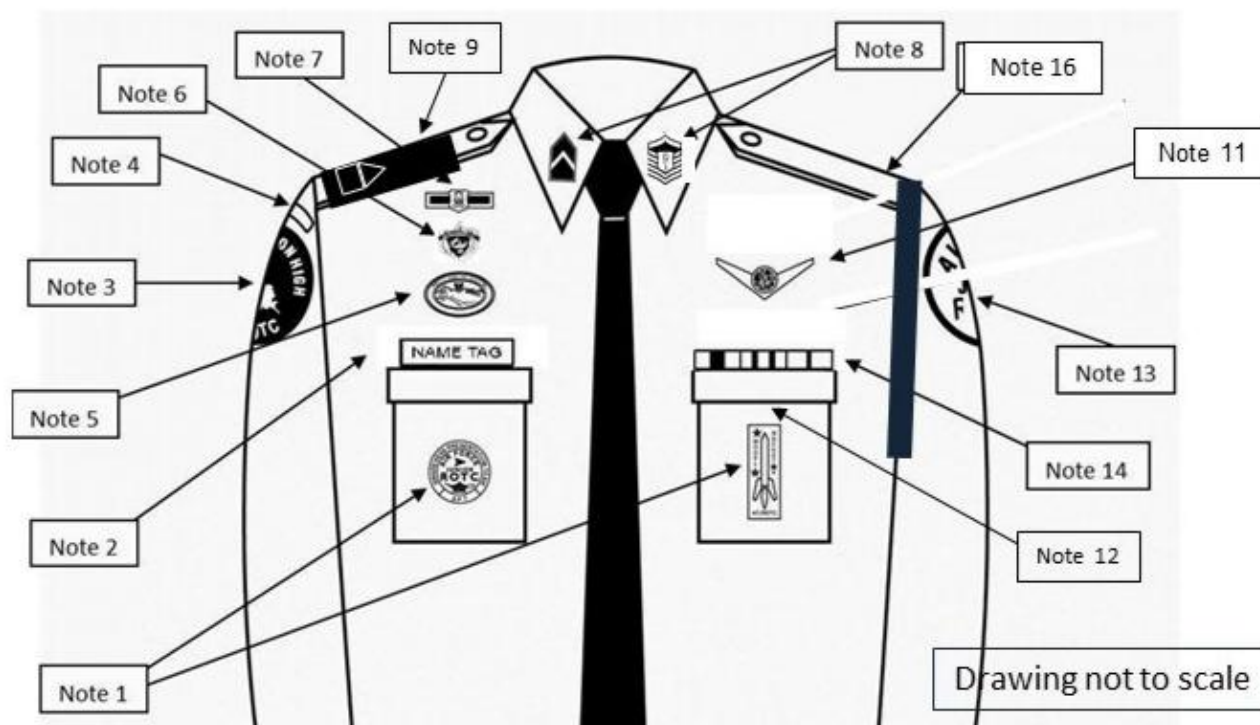
CADET FEMALE SERVICE DRESS



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

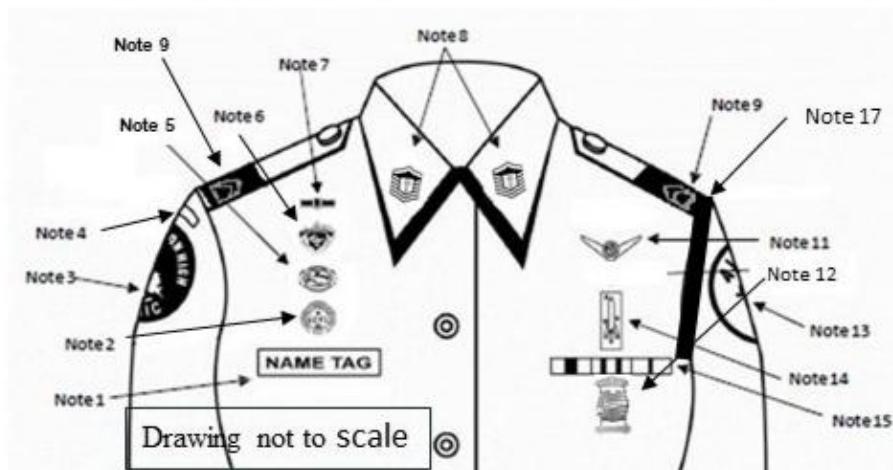
Attachment 7-11

CADET MALE BLUE SHIRT



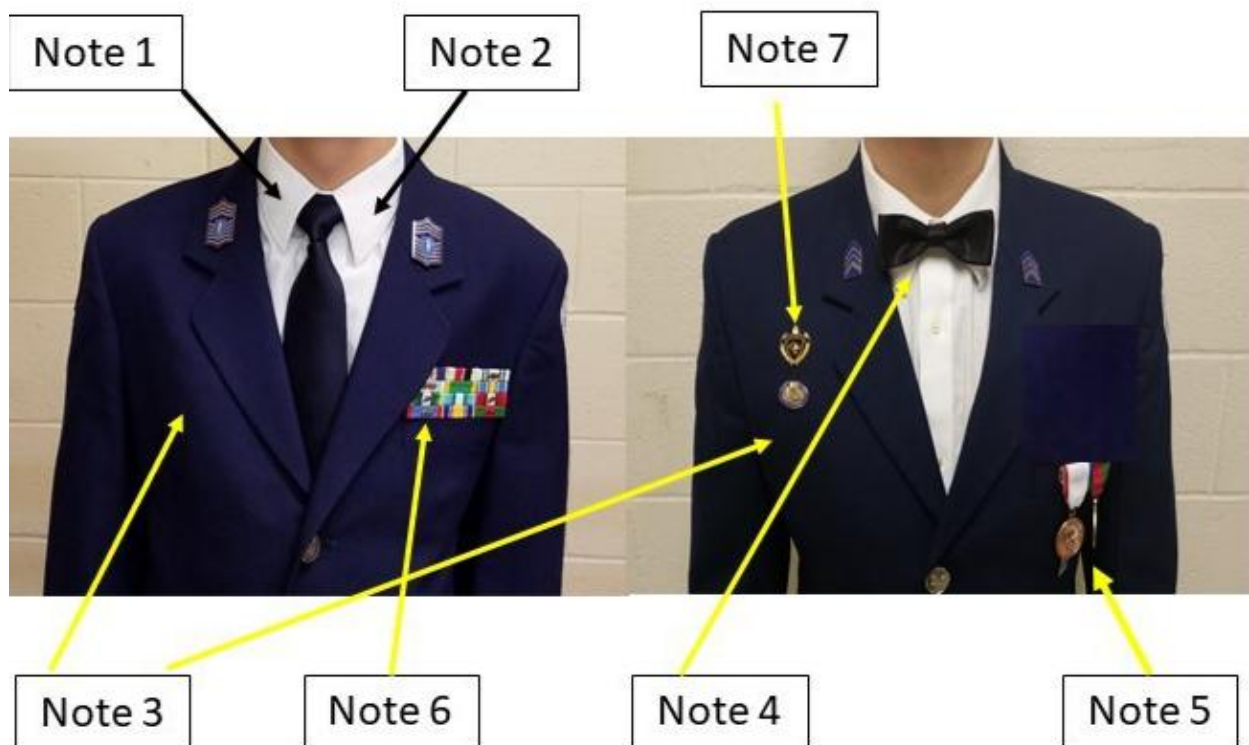
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch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

CADET FEMALE BLUE SHIRT



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

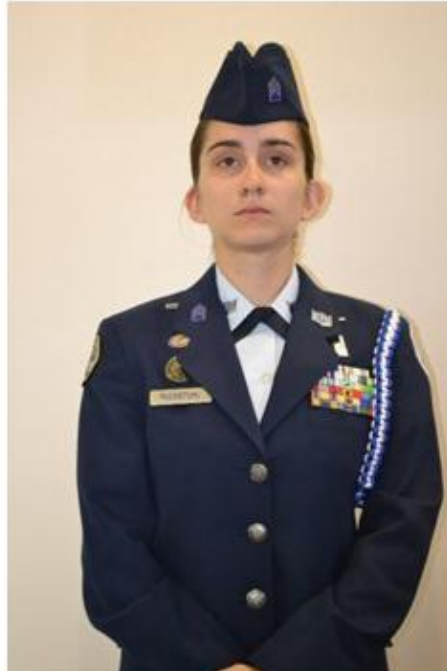
Semi-Formal Dress Uniform



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

Sample Uniform Pictures

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



Sample Uniform Pictures



Attachment 7-16 (continued)

Sample Uniform Pictures



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

FEDMALL
Purchased Air Force
Sweat Shirt and
Pants



UNIFORM AND GROOMING INSPECTION CHECKLIST

(Point Deductions for Infractions – 100 Point Scale)

Uniform Class	A	B	C	D	E
Not In Uniform (-100)					
Lack of Military Bearing/Moving in Formation (-10)					
Wrong Uniform/Missing Uniform Item (-15)					
Uniform Dirty/Wrinkled/Stained (-15)					
Inadequate Shave (-20)					
Hair Length/Bulk/Faddish Style(-20)					
Earrings (-20 for Males); Excessive/Improper (-20 for Females)					
Jewelry Improper or Excessive (-10)					
Shoes Dirty/Unpolished(-10)					
Rank Insignia Off (-5)					
Name Tag Off (-5)					
Improper Nail Color/Nail Length (-10)					
Buttons Not Buttoned (-5)					
Lint/Strings (-5)					
Other (Point Deduction Determined by SASI/ASI)					

GENERAL CLASSROOM PROCEDURES

- Enter classroom without headgear or headphones on and with all electronic devices off and out of sight
- Pick up any academic materials on the table immediately to the right upon entry to the classroom
- Throw away gum or anything in your mouth that may be chewed
- Proceed to assigned seat, place your bag adjacent to the seat or under table, assume position of parade rest; do not talk
- Read classroom whiteboard
- Assume position of attention when commanded by the flight sergeant
- State “here” or “present” when name is called during roll call
- Face classroom doorway at appropriate position (attention or parade rest) if entering classroom during or immediately following roll call
- Report directly to SASI/ASI if entering classroom after class begins
- Pay close attention to the operations order and any announcements
- Take seats when directed and remain silent
- Listen to instructors and fellow cadets to include when questions are being asked (no talking unless directed to speak)
- Respect instructors and fellow cadets to include the response and opinion of others
- Prepare to learn (positive attitude, pen or pencil, paper/notebook and armed with Cadet Guide...always bring Cadet Guide to class)
- Pay attention and take notes as necessary
- Keep your head up and eyes on the cadet or instructor speaking...no slouching or placing fingers/hands on the face or head
- Stand up in the back of the room if tired...better to stand up and remain alert than doze at the table
- Do not get up to throw anything away, sharpen your pencil or go to the bathroom without permission
- Keep classroom and staff room clean/orderly (e.g. pick up/clean up after yourself and keep tables and chairs aligned and in place)
- Glass or plastic containers will be disposed of or taken with you
- Do not get up when the bell rings; wait to be dismissed by the instructors, flight commander or flight sergeant

DISENROLLMENT POLICY

Disenrollment from AFJROTC is determined by the SASI after coordination with school administration and parents/guardians. Cadets may be removed from the program for:

- Failure to maintain standards (includes uniform wear, grooming and behavior outside the classroom)*
- Ineptitude or indifference to training (includes not participating in required aspects of the program like uniform wear, drill and PT/wellness)
- Disciplinary reasons (e.g. multiple detentions or any suspensions)*
- Failure to remain enrolled in school (includes prolonged home instruction)
- Any other reason deemed appropriate by the SASI

*** HQ AFJROTC policy states that a maximum of three weeks is sufficient to complete the entire administrative process following non-compliance of any standards to include uniform wear and grooming. This includes missing three consecutive uniform wears or missing a total of three uniform wears in the same marking period. The cadet either chooses to comply as required or is removed from AFJROTC. Failure to maintain standards includes both school and AFJROTC standards, on or off school grounds and in or out of uniform. Multiple detentions and any suspension, depending on the severity of the infraction as determined by the SASI, are grounds for disenrollment. Cadets who fail to meet standards may be disenrolled at any time during the school year following school and parent/guardian coordination. Cadets removed or dropping AFJROTC must take the uniform to the cleaners and return to the SASI or ASI by the SASI deadline. Uniforms are on loan to cadets as property of the US Government and therefore must be returned.**