

# **ROCKY MOUNT HIGH SCHOOL**

## **JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC)**



## **Cadet Guide**

**NC-933**

**16 July 2025**

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## Preface

**This cadet guide contains the rules, regulations, policies and procedures for different aspects of Air Force Junior ROTC Detachment NC-933. Although this guide cannot cover every possible situation, it provides the baseline that will ensure success for each of our students (henceforth known as “cadets”). It is the responsibility of each cadet to become familiar with this instructional guide. Every thing listed on the “Common Knowledge” page must be committed to memory (don’t worry, you can do it!). We proudly advertise that our JROTC program is “cadet run”! That starts with knowing this guide! Every cadet from the Cadet Corps Commander to the newest recruit contributes to our success...or failure. For better or worse, this program will be shaped by YOU. You are now an AFJROTC cadet. In addition to complying with this cadet guide, it is your responsibility to ensure that others comply with it as well. Our corps is**

**world class and you can make it better through hard work and dedication. Only through your personal efforts will the program become how you want it to be. How do you want it to be?**

**"Wake up every day, work hard, stay humble, and repeat. That's a good philosophy to live by." ~ Kaleth O. Wright, CMSAF #18**

## **Welcome**

Welcome to the award-winning Rocky Mount High School (RMHS) U.S. Air Force (USAF) Junior Reserve Officer Training Corps (JROTC)! Our program is dedicated to providing you the tools and environment that will help you grow as a citizen and leader in your life and community. In addition, we will help you become a better version of you by emphasizing the USAF Core Values of "Integrity First, Service Before Self, and Excellence in All We Do". As a cadet, you will be challenged as we fully expect you to maintain good behavior, grades, and grooming standards in our classroom and others. Maintaining these standards ensures uniformity of our cadet corps, showcases JROTC pride, and directly supports leadership and personal development objectives of the program. To further promote this uniformity, when on campus, you will proudly wear the U.S. Air Force uniform every Wednesday.

Specifically, our core program consists of leadership education, aerospace science, drill & ceremony, and health & wellness (physical training). Additional activities include parades, drill team and color guard ceremonies/competitions, as well as community service projects. As you participate and progress, you will find your experiences will enhance your abilities to become a leader and manager.

Your enthusiasm and interest are the heart of the program! Simply put, the more you participate, the more you will enjoy it and reap the benefits.

Finally, contrary to popular belief, preparing you for the military is not our mission. Our mission is to develop you into a citizen of character—serving your community and nation. We simply ask you do your best and help us make the program even better than it already is! Again, welcome to Detachment NC-933!!!

*Leon W. Dockery Jr.*

Leon W. Dockery Jr., Lt Col, USAF (ret)  
Senior Aerospace Science Instructor

### Program Overview

The AFJROTC program is grounded in the **Air Force core values of integrity first, service before self, and excellence in all we do**. The curriculum emphasizes the Air Force heritage and traditions, the development of flight, applied flight sciences, military aerospace policies, and space exploration.

<p><b>Curriculum opportunities include:</b></p> <p><b>Aerospace Science</b></p> <ul style="list-style-type: none"> <li>● A Journey into Aviation History</li> <li>● The Science of Flight, A Gateway to New Horizons</li> <li>● Exploring Space: The High Frontier</li> <li>● Survival</li> <li>● Maintain the Corps</li> </ul> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>● Traditions, Wellness and Foundations of Citizenship</li> <li>● Communications, Awareness, &amp; Leadership</li> <li>● Life Skills/Career Opportunities</li> <li>● Cultural Studies: An Intro to Global Awareness</li> </ul>	<p><b>Co-curricular activities include:</b></p> <ul style="list-style-type: none"> <li>● Parades and Performances</li> <li>● Awareness Presentation Team (APT)</li> <li>● Community Service</li> <li>● Fundraisers/ Donation Projects</li> <li>● Military Ball</li> <li>● Summer Leadership Program (CLC)</li> <li>● Drill Team Competition</li> <li>● Weather Team</li> <li>● PT(Raiders) Team</li> </ul>
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### History of Air Force Junior Reserve Officer Training Corps

Air Force Junior Reserve Officer Training Corps (JROTC) can track its heritage to a program founded in 1911 in Cheyenne, Wyoming, by Army Lt Edgar R. Steevers. Lieutenant Steevers was assigned as an inspector-instructor of the organized military of Wyoming. During his assignment, he envisioned a noncompulsory cadet corps comprised of high school students. His program was aimed toward making

better citizens. The National Defense Act of 1916 authorized a junior course for non-college military schools, high schools and other non-preparatory schools. The ROTC Vitalization Act of 1964, directed the secretaries of each military service to establish and maintain JROTC units for their respective services. The first Air Force JROTC programs were opened in 1966. “(The) purpose of Junior Reserve Officers’ Training Corps is to instill in students in United States secondary educational institutions the value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.” Air Force JROTC is a continuing success story. From a modest beginning of 20 units in 1966, AFJROTC has grown to 863 units throughout the world, with 119,000 cadets. The AFJROTC program positively influences our country by helping one student at a time.

### **History of Air Force JROTC Det. NC-933**

The AFJROTC program at Rocky Mount High School was established July 1, 1993 under the leadership of principal Jerry Carter along with the first Aerospace Science Instructors, Lt Col Lynn Jorgenson and CMSgt Stanley Morgan.

## **Common Knowledge**

### **Mission:**

“The mission of Junior ROTC is developing citizens of character.”

### **Cadet Honor Code:**

“On my honor, I will not lie, cheat, or steal, nor will I tolerate those among us who do!”

### **Core Values:**

“Integrity first, service before self, excellence in all we do!”

### **Motto:**

Be kind...WORK HARD!

### **Cadet Creed:**

I am an Air Force Junior ROTC Cadet.

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

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

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

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

I will hold others accountable for their actions as well.

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

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

I am an Air Force Junior ROTC Cadet.

### **The Air Force Song**

*OFF WE GO INTO THE WILD BLUE YONDER,  
CLIMBING HIGH INTO THE SUN;  
HERE THEY COME ZOOMING TO MEET OUR THUNDER,  
AT 'EM BOYS, GIVE 'ER THE GUN! (GIVE 'ER THE GUN!)  
DOWN WE DIVE, SPOUTING OUR FLAME FROM UNDER,  
OFF WITH ONE HELL OF A ROAR!  
WE LIVE IN FAME OR GO DOWN IN FLAME. HEY!  
NOTHING CAN STOP THE U.S. AIR FORCE!*

### **Phonetic Alphabet**

A- ALPHA	N- NOVEMBER
B- BRAVO	O- OSCAR
C- CHARLIE	P- PAPA
D- DELTA	Q- QUEBEC
E- ECHO	R- ROMEO
F- FOXTROT	S- SIERRA
G- GOLF	T- TANGO
H- HOTEL	U- UNIFORM
I- INDIA	V- VICTOR
J- JULIET	W- WHISKEY
K- KILO	X- X-RAY
L- LIMA	Y- YANKEE
M- MIKE	Z- ZULU

### **Military Time**

2400=12:00 MIDNIGHT	1200=12:00 PM
0001=12:01AM	1300=1:00 PM
0100=1:00 AM	1400=2:00 PM
0200=2:00 AM	1500=3:00 PM
0300=3:00 AM	1600=4:00 PM
0400=4:00 AM	1700=5:00 PM
0500=5:00 AM	1800=6:00 PM
0600=6:00 AM	1900=7:00 PM
0700=7:00 AM	2000=8:00 PM
0800=8:00 AM	2100=9:00 PM
0900=9:00 AM	2200=10:00 PM
1000=10:00 AM	2300=11:00 PM
1100=11:00 AM	

Military time is written using only 4 numerals, **no** colon and **no** AM or PM and the minutes are the same.  
For example, 12:15AM is 0015 and 1:30PM is 1330.

### **Class Opening Procedures**

1. Cadets will arrive to class on time.
2. Cadets will come to the position of attention, then parade rest.
3. When the late bell rings, the squadron commander calls the room to attention.
4. The squadron commander will lead the pledge of allegiance to the US flag.
5. The squadron commander will then lead the recital of the mission, honor code, core values, & motto.
6. The squadron commander then start/receive personnel reporting by saying "Report."
7. Element leaders report personnel attendance to flight commanders.
8. Flight commanders report their personnel attendance to the squadron commander.
9. If necessary, the squadron commander will report the attendance to the group commander.
10. If the group commander isn't present, the squadron commander reports attendance to the SASI/ASI.
11. The SASI/ASI will give the cadets "seats" or will cover the morning's agenda.

### **Class Closing Procedures**

1. Prior to the bell, the squadron commander calls the squadron to attention.
2. The SASI/ASI will give closing remarks.
3. Afterwards, the squadron commander states, "Dismiss at the sound of the bell...seats!"
4. Squadron cadets police their area for trash, straighten their desk, and take their seats.

### **Corps Room Rules**

1. All cadets are responsible for complying with and enforcing JROTC rules.
2. Cadets will comply with all school rules.
3. Cadets will have a pen/pencil, paper, charged up Chromebook/laptop, and the appropriate uniform for the day's activities.
4. Cadets will not sleep, lay their head down or prop their head up with their hand(s).
5. Cadets will not sit on tables or desks. Cadets must keep all legs off their chairs on the floor.
6. Cadets will speak to each other with respect. Cadets will not engage in rudeness or disrespectful behavior towards anyone.
7. Cadets will not write on any board without the permission of the instructors.
8. Cadets will not engage in PDA (public displays of affection).
9. Cadets will not interact with cadets in another class while class is in session without the express permission of the instructor.
10. Cadets may not come to JROTC during another class period without the permission of BOTH the JROTC instructor AND the relevant teacher.
11. Cadets will not be excused from PT **for any reason other than a doctor's note.**

### Physical Training (PT) Exercises

#### Sit-ups

Sit-ups: Lie on your back with legs bent 90 degrees at the knee - the standard "sit-up" position. Cross your arms and place your hands so that your fingertips touch your shoulders. Have a spotter hold your feet. Curl your torso so your chest moves toward your knees. Keep your hands on your chest at all times.



Push-Ups: Keep torso straight and head aligned with spine throughout the Push-Ups: Keep torso straight and head aligned with spine throughout the exercise. Lower yourself until your chest comes within 3-5 inches from the floor; (your upper arm should be parallel with the ground). Press back to starting position. You must rest in the up position.

#### Push-ups



**1-Mile Run:** Cadets will hold up the number of fingers and verbally state the number of laps just completed each time they pass the start line. Cadets who have trouble running will be encouraged to try some running combined with walking and to try and improve their result each time. While walking, cadets are highly encouraged to walk at a brisk pace.



## **Cadet Positions**

### **Group Commander:**

1. Ensure professional appearance, discipline, effectiveness, training and conduct of the group.
2. Assist the Group Commander identify and establish goals and metrics to be attained by the staff, subordinate commanders and members of the group.
3. Ensure that all unprepared cadets in the gym class are completing community service in order for them to gain credit.
4. Ensure group operates smoothly without indication of favoritism.
5. Maintains a minimum overall average of 85, without failing any classes.
6. CLC graduate preferred

### **Deputy Group Commander:**

1. Assist the Group Commander maintain command and control of the group, establishment and maintenance of the corps.
2. Ensure professional appearance, discipline, effectiveness, training and conduct of the group.
3. Assist the Group Commander identify and establish goals and metrics to be attained by the staff, subordinate commanders and members of the group.
4. Ensure that all unprepared cadets in the gym class are completing community service in order for them to gain credit.
5. Ensure group operates smoothly without indication of favoritism.
6. Maintains a minimum overall average of 85, without failing any classes.
7. CLC graduate preferred

### **Command Chief:**

1. Assist the Group Commander and Deputy Group Commander maintain command and control the group, establishment and maintenance of the corps.
2. Ensure professional appearance, discipline, effectiveness, training and conduct of the group.
3. Assist the Group Commander identify and establish goals and metrics to be attained by the staff, subordinate commanders and members of the group.
4. Ensure that all unprepared cadets in the gym class are completing community service in order for them to gain credit.
5. Ensure group operates smoothly without indication of favoritism.
6. Maintains a minimum overall average of 85, without failing any classes.
7. CLC graduate preferred

**Squadron Commander and Sergeant:**

1. Ensures that all subordinate commanders are upholding their responsibilities.
2. Guarantee your squadron is ready to be inspected by the Inspector Generals at any time.
3. Ensures your squadron is prepared for Unit inspection conducted by the Inspector General.
4. Commanders maintain a minimum overall average of 85, and Sergeants maintain a minimum overall average of 83 without failing any classes.
5. The commander must at least be a C/2d Lt. and the sergeant must be at least a C/MSgt.

**Logistics Officer/NCOs:**

1. Assist the ASI with uniform receipts, issuing and accounting.
2. Assist the ASI and executive officer in taking inventory of equipment.
3. Supply a list of inventories; provide updated inventory every 2 weeks.
4. Maintain a minimum average of 80, without failing any classes.
5. Keep the logistical room and equipment in proper serviceability.
6. Must be at least a C/2<sup>nd</sup> Lt and C/SSgt.

**Flight Commanders:**

1. Ensure the professionalism, appearance, discipline and conduct of both themselves and their flight.
2. Ensure that the flight is involved in community service related events.
3. Ensure that all cadets are informed about their briefing day and the proper uniform combo the day before.
4. Follows classroom procedures and maintains class order.
5. Be able to command the flight for the 30 Command Sequence.
6. Maintains a minimum overall average of 80, without failing any classes.
7. Position requirements vary based on flight: AS1, AS2, AS3 and AS4.

**Operations (OPS) Commander:**

1. Manage all drill teams; armed or/and unarmed.
2. Manage and set up all training days; official and unofficial practices.
3. Maintain a record of cadet attendance during training days.
4. Maintain a minimum overall average of 85, without failing any classes.

5. Must be at least cadet captain.

**Flight Sergeants:**

1. Help the flight commander ensure professionalism, appearance, discipline and conduct of both themselves and the flight.
2. Help the flight commander involved in community service related events.
3. Take flight attendance during the flight period and HW activities.
4. Updates briefing schedule every marking period.
5. Maintains a minimum overall average of 75, without failing any classes.

**Public Affairs Officer/NCOs:**

1. Take pictures of important events.
2. Update unit website and bulletin board.
3. Assist in the school newspaper.
4. Maintain a minimum overall average of 75, without failing any classes.
5. Must be at least a cadet staff sergeant.

**Personnel Officer/NCOs:**

1. Update wings for events the corps partakes in.
2. Keep a record of those who participated in each event.
3. Maintain a minimum overall average of 80, without failing any classes.
4. Must be at least a cadet technical sergeant.

**Inspector General (IG)**

1. Leading cadet leadership in conducting the annual self-assessment.
2. Plan, organize, and execute formal HQ Unit Evaluations.
3. know the standards, ensure they are met and/or exceeded, and are documented honestly and accurately in WINGS.
4. Maintain a minimum overall average of 85, without failing any classes
5. Must be a cadet captain.

## **Ribbons/Awards**

# Air Force and Space Force JROTC Ribbon Chart



Version: 1 Sep 2023

## Leadership Development Requirements (LDRs)

- **Drill Team-** A group of cadets that perform the complicated skills of military drill. There are two drill teams, armed and unarmed. The drill teams attend drill meets, and other extra-curricular events. Cadets must pass all classes and maintain a minimum average of 70.
- **Color Guard-** A team consisting of four or five cadets who present and post the colors at formal and informal events. These teams perform in parades, drill meets, and other extra-curricular events. Cadets must pass all of their classes and maintain an average of 70.
- **APT-** Awareness Presentation Team visits various elementary/middle schools and teaches them about life lessons in a fun manner. Participation in this may result in cadets earning APT badge.
- **Green Team (Adopt-A-Highway)-** Engaging in community service provides cadets with the opportunity to become active members of their community and has a lasting, positive impact on society at large. It enables students to acquire life skills and knowledge, as well as provide a service to those who need it most. *(To be considered as community service for reporting, it must be performed without pay, without receiving a grade, without receiving something in return, and without in-kind compensation. It must be true community service)*
- **Weather Team-** This team will provide weather forecast briefs to each squadron on Mondays and Wednesdays to help in selection of uniform combos, drill activities and plan for physical training.
- **Flag Detail Team** - This activity involves cadets raising and lowering the flag at the school, participating in the unfolding and refolding of a large flag at sports events, conducting flag retirement ceremonies, or other flag-related activities. Cadets involved in these activities are considered part of the Flag Detail team. Team members must be committed to mastering the Manual of Arms and flag etiquette as outlined in the Air Force and Space Force Junior ROTC Color Guard, Drill and Ceremony Pamphlet. The Team may also perform the Pledge of Allegiance and Quote of the Day.
- **Planning Committee:** Planning committees are small groups of cadets that work together to plan, organize, and execute special events such as military balls, parades, award ceremonies, etc. Additionally, a planning committee might assist the instructor(s) in setting up a CIA trip.
- **Raiders Team:** Raiders team is a highly popular athletic competition within the JROTC programs. Several events are designed for small groups of physically fit and mentally tough cadets. Typical events are personal fitness/strength tests, distance team running, obstacle courses, rescue/first aid challenges and additional activities may include rope bridge building, and land navigation.

## Cadet Leadership Course

**CLC-** Cadet Leadership Course is a summer leadership camp in which cadets are challenged to overcome many obstacles and work as a team. To participate in these activities, cadets must pass all of their classes, must possess a proper attitude and must not have a history of repeated insubordination. Currently, there is a combined course located at Fayetteville State University and locally here at Rocky Mount High School.

## Reserve Cadets

Reserve cadets are cadets that have completed at least one year of JROTC, who enroll into this program from another school and/or previous cadets that have full schedules. Reserve students may be designated, with SASI concurrence, as a Reserve Cadet. Reserve Cadets are allowed to participate in all of AFJROTC activities, which involve:

- Community Service.
- Drill Team.
- CIA trips.
- Raiders Team.
- Academic Team.
- Co-curricular Activities, etc.

All cadets must be enrolled in the AFJROTC academic program which includes aerospace science and leadership classes; however, a reserved cadet is only allowed to participate in NC-933's Physical Training Period **without** having Aerospace Science or Leadership classes. Cadets are only allowed to go Reserves if Cadets **successfully completed one semester of AFJROTC.** (One year of AFJROTC Aerospace Science and Leadership Class). Time in reserve status **does not** count towards the Certificate of Completion.

### Foreign Exchange Cadet and/or Homeschooled Cadets:

Local school policy will be followed in determining the eligibility of foreign or homeschooled cadets to participate in the AFJROTC program. If approved by the school to participate, foreign cadets or homeschooled cadets will fully participate in the program and are required to meet all standards:

- Must have basic drill knowledge.
- Must pass all classes with at least a 70.

- Must not have a suspension record within a year.
- Must follow Rocky Mount High School's and Cadet's regulation.

## Disenrollment

1. **Disenrollment Policy.** From time to time, a cadet may demonstrate an unwillingness or inability to comply with AFJROTC's standards. It is detrimental to the well-being, discipline and morale of the corps for such a cadet to remain in AFJROTC. Therefore, the SASI may dismiss a cadet from JROTC if necessary in order to restore a positive educational environment for the remaining cadets. A cadet may be disenrolled for:

- Failure to maintain acceptable standards (including uniform wear and grooming).
- Inaptitude or indifference to training.
- Disciplinary reasons.

2. **Disenrollment Timeframe:** The SASI has full authority to remove any cadet. This process can happen at any time during the semester. Cadets must comply with AFJROTC rules and regulations until the semester is over. **Cadets also have to return the uniforms dry cleaned before they leave the program.** If the uniform is damaged in anyway, cadets must pay the total amount to replace the damaged items. Cadets that do not return the uniform will not be able to receive their diploma until the debt is paid or the uniform is returned.

3. **Failure to Wear the AFJROTC Uniform:** AFJROTC cadets are required to wear the prescribed uniform once per week in accordance with Air Force Manual 36-2203 & Air Force Instruction 36-2903. Each failure to wear the uniform will be dealt with swiftly. If attempts to correct non-wear of the uniform are unsuccessful, the cadet's parents will receive a memorandum on their child's academic grades and performances in AFJROTC. The corrective actions for non-wear of the uniform are outlined in the following order:

**Before disenrollment a cadet will receive:**

1. Verbal counsel
2. 2nd verbal counsel
3. Email and/or phone call to parent
4. Disenrollment.

## Uniforms, Dress, & Appearance

### Dress Blues:

A significant requirement of the AFJROTC program is wearing the Air Force uniform. Cadets will be issued a uniform as soon as possible. Cadets must have uniform dry cleaned with receipt to turn in at the end of the year or when disenrolled from unit. Cadets will be inspected weekly to ensure that they are following uniform regulation. Cadets must maintain grooming standards, including keeping the uniform clean, pressed and in good repair. While the light blue shirt may be laundered at home, all other items must be dry-cleaned. Light or medium starch is recommended for the light blue shirt.

The SASI designates the uniform, uniform devices and the manner of wear for all cadets. **The uniform of the day will be worn the entire school day. Our regulated day to wear the uniform is every Wednesday, unless told otherwise.** Cadets must make-up uniform wear on Thursdays. While an individual is enrolled in the AFJROTC program, cadets will comply with the personal appearance and grooming standards prescribed by the AFI 36-2903. Cadets will be held financially responsible for damaged or lost uniform items. A student fine will be initiated and must be paid prior to graduation or transfer out of program. Failure to wear the "Uniform of the Day" on the primary or makeup date will result in a "Zero" for the uniform for the week as well as wearing the wrong uniform. This grade may not be made up. Cadets may take off their uniform only if they are finished with their schedule and must go directly home after changing.

**\*\*\*Failure to wear the uniform 3 or more times will result in failure of JROTC for the semester\*\*\***

**Combo A:** Service Dress Coat, Shirt, Slacks, Shoes, Tie/Tab, Cover, Belt/Buckle.

**Combo B:** Flight Jacket, Shirt, Slacks, Shoes, Tie/Tab, Cover, Belt/Buckle.

**Combo C:** Shirt, Slacks, Shoes Tie/Tab, Cover, Belt/Buckle.

**Combo D:** Shirt, Slacks, Shoes, NO Tie/Tab, Cover, Belt/Buckle.

\*Cadets must wear their name tag, ranks, badges, medals, all ribbons and cords (if any) in all uniform combos

\*Cadets must wear only black calf-length socks while in uniform

### Physical Training Uniform:

PT Uniform wear is mandatory. It includes having your gray issued PT Shirt tucked in under issued PT shorts. Cadets must wear athletic style foot wear (i.e sneakers) during PT. In addition, only black leggings are permitted under the shorts, Cadets may only wear a black shirt under their PT shirt. Alternate PT gear may be worn at the SASI's discretion. If the PT uniform regulation isn't followed, **points will be deducted from the cadet's PT grade.**

\*Diamond denotes First Sergeant status.

Airman Basic, E-1, no insignia



Airman, E-2



Airman First Class, E-3



Senior Airman, E-4



Staff Sergeant, E-5



Technical Sergeant, E-6



Master Sergeant, E-7



Senior Master Sergeant, E-8



Chief Master Sergeant, E-9



Command Chief Master Sergeant



Chief Master Sergeant of the Air Force



Second Lieutenant, O-1



First Lieutenant, O-2



Captain, O-3



Major, O-4



Lieutenant Colonel, O-5



Colonel, O-6



Brigadier General, O-7



Major General, O-8



Lieutenant General, O-9



General, O-10

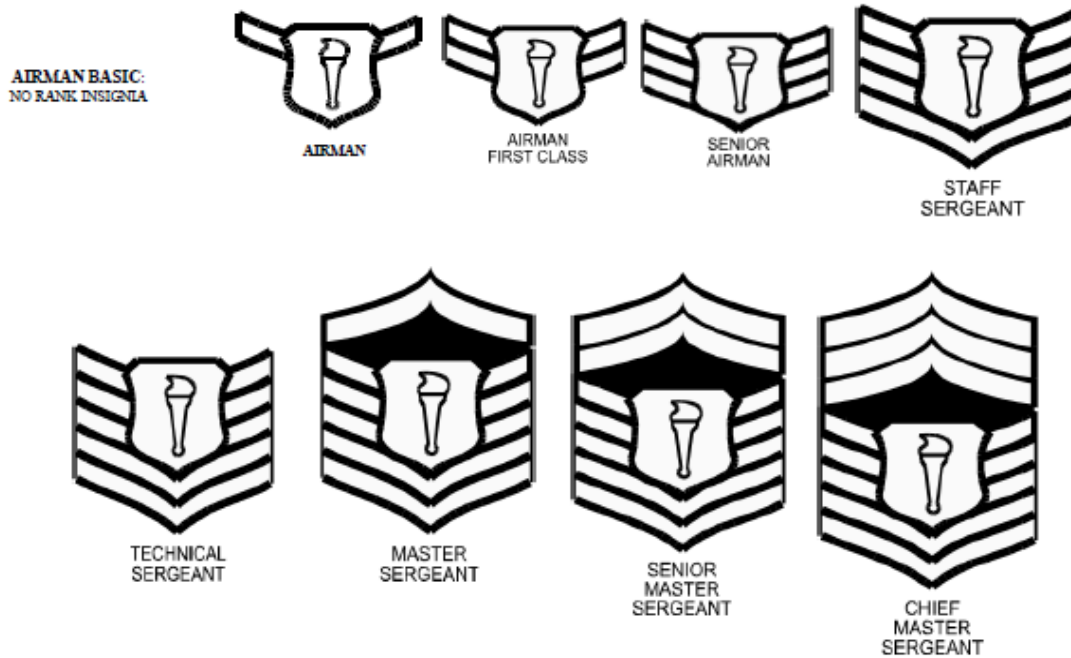
# AIR FORCE JROTC RANK INSIGNIA

## CADET OFFICER RANK



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

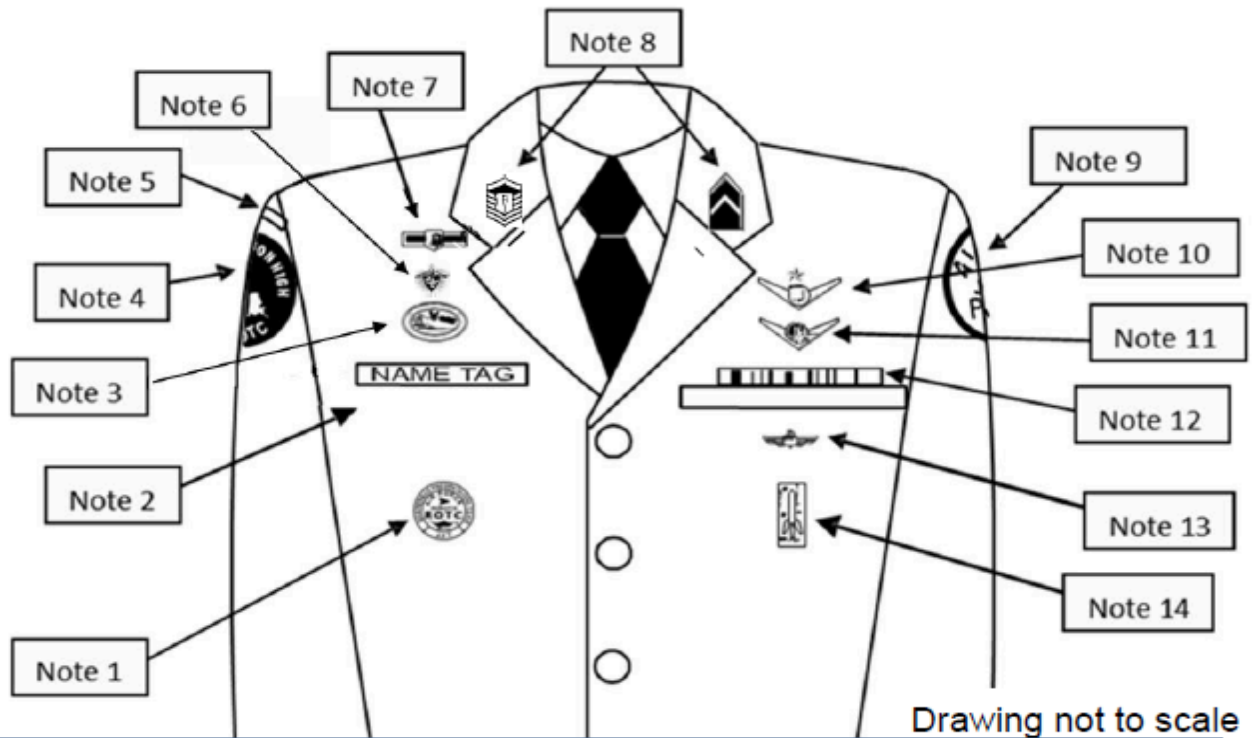
## CADET ENLISTED RANK



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

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

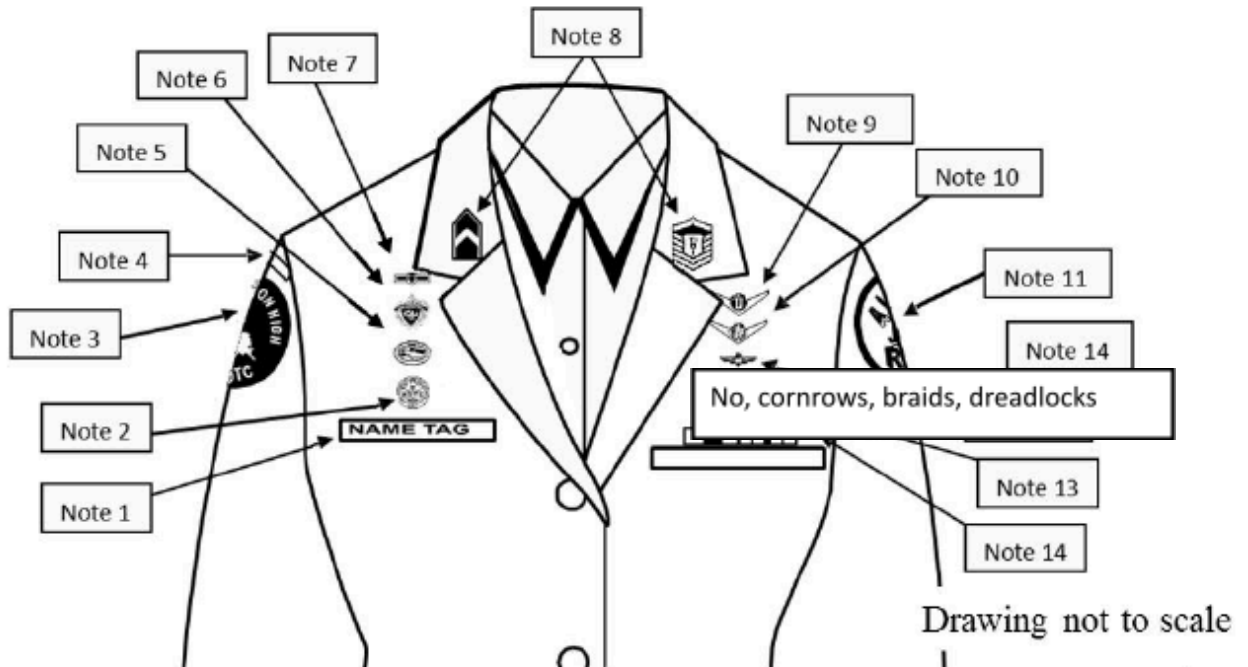
## CADET MALE SERVICE DRESS



1. Awareness Presentation Team (APT) Badge: Center 3 inches below bottom of the name tag.
2. Silver Name tag: Mandatory wear. Center between arm seam and lapel with bottom edge parallel to top welt pocket.
3. Kitty Hawk Badge: See Note 15
4. Unit patch: Placed  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
5. Shoulder tab: Only one is authorized and it will be centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge: See Note 15
7. Distinguished Cadet Badge: See Note 15
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. While wearing the service dress uniform enlisted cadets will wear rank on both shirt and jacket. Officer cadets may wear cloth epaulet rank while wearing the service dress uniform.
9. AFJROTC patch: center  $\frac{1}{2}$  to 1 inch below shoulder seam
10. Flight Solo or Flight Certificate Badge: See Note 15
11. Ground School Badge: See Note 15
12. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all ribbons earned
13. Academy of Model Aeronautic (AMA) Wings: worn 1 inch below pocket
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed  $\frac{1}{2}$  inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges place  $\frac{1}{2}$  above previous badge.

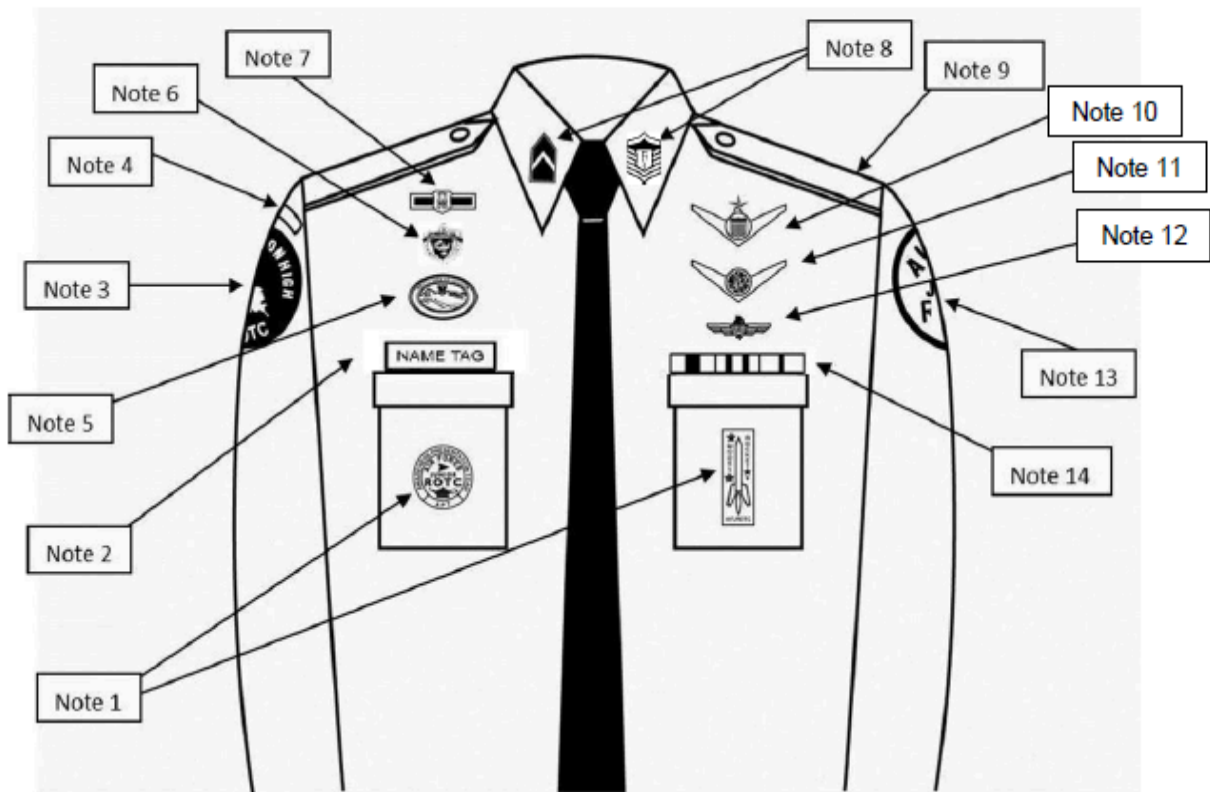
- Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI).
- Cadet rank will be worn on shirt at all times even when wearing a service coat or LW Blue Jacket.
- Semi Formal Uniform Option SASI discretion: White Shirt, Black/Blue Bow Tie, or Blue Neck Tie and no Name Tag.

# CADET FEMALE SERVICE DRESS



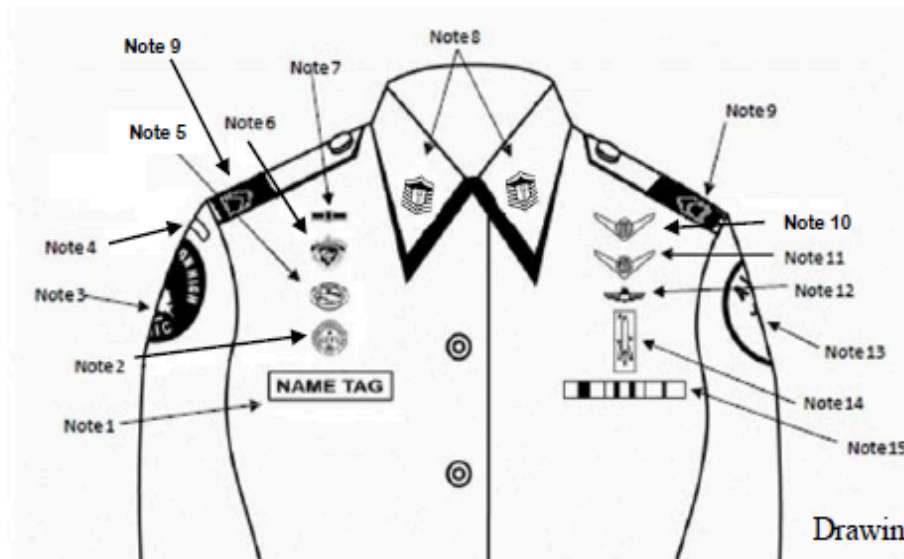
1. Silver Name tag: Mandatory wear. Center between arm seam and lapel with bottom edge parallel to top of welt pocket.
2. Awareness Presentation Team Badge: See Note 15
3. Unit patch: center  $\frac{1}{2}$  to 1 inch below shoulder seam.
4. Shoulder tab: Only one is authorized and it will be centered between unit patch and shoulder seam. If no patch, then 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 (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. While wearing the service dress uniform enlisted cadets will wear rank on both shirt and jacket. Officer cadets may wear cloth epaulet rank while wearing the service dress uniform.
9. Flight Solo or Flight Certificate Badge: See Note 15
10. Ground School Badge: See Note 15
11. AFJROTC patch: center  $\frac{1}{2}$  to 1 inch below shoulder seam
12. Academy of Model Aeronautic (AMA) Wings: See Note 15
13. Model Rocketry Badge: See Note 15
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all ribbons earned
15. First badge placed  $\frac{1}{2}$  inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges place  $\frac{1}{2}$  above previous badge.

## 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: Must be grounded and centered over wearer's right pocket.
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 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 (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar. (See Note 9)
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. AFJROTC Patch: center  $\frac{1}{2}$  to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket. Wear all ribbons earned.
15. 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.

## CADET FEMALE BLUE SHIRT

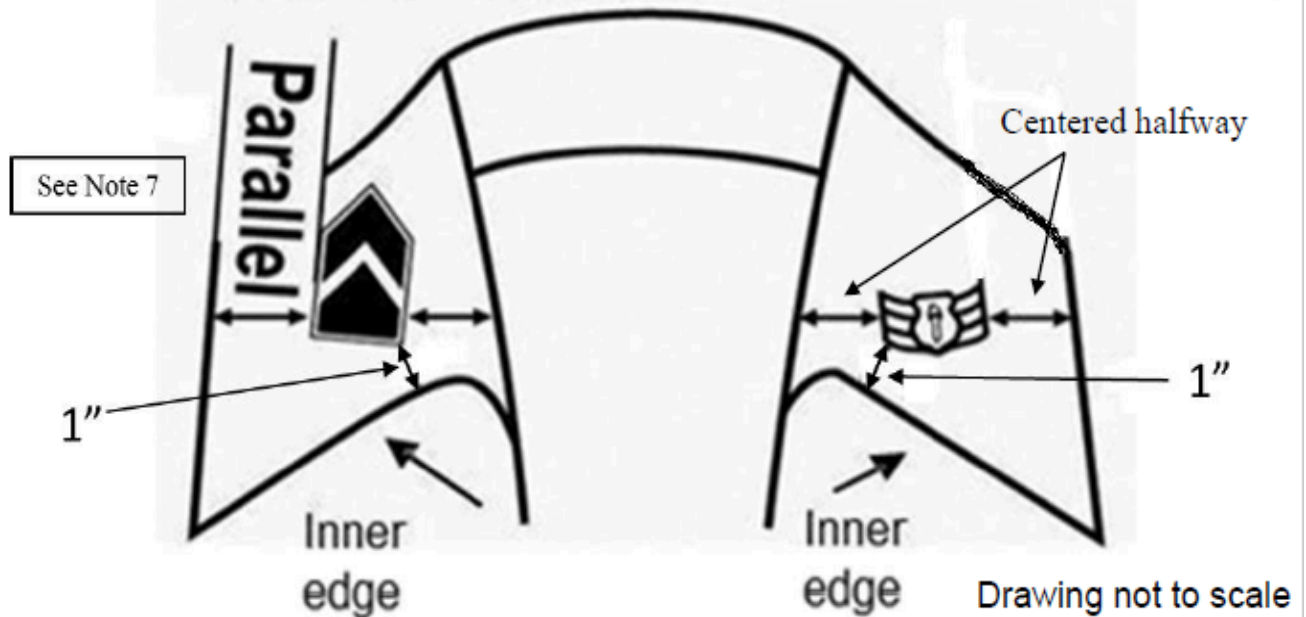
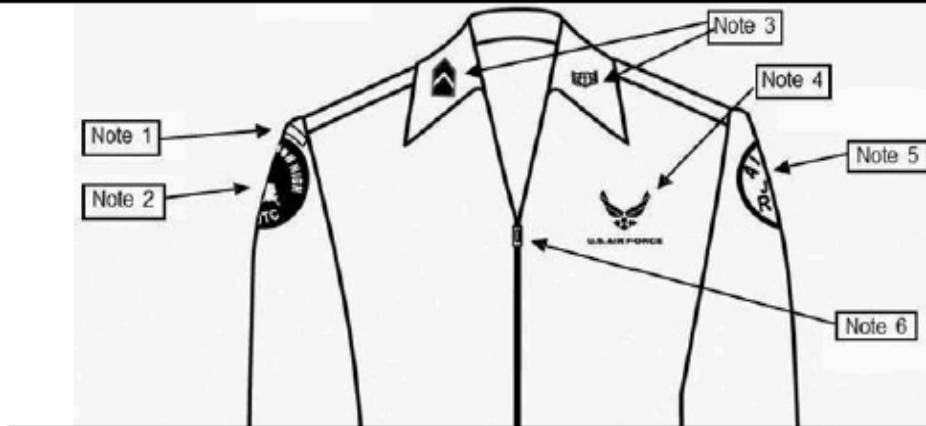


Drawing not to scale

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 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. Only one shoulder tab is authorized.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Enlisted grade insignia worn on both left and right collar, centered side to side and top to bottom with torch points pointing toward bottom tip of collar.
9. Officer rank: cloth on epaulet only. Place rank as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge. See Note 16.
11. Ground School Badge. See Note 16.
12. Academy of Model Aeronautics (AMA) Wings. See Note 16.
13. AFJROTC Patch. Center on sleeve ½ to 1 inch below shoulder seam.
14. Model Rocketry Badge. See Note 16.
15. Ribbons. Centered on left side. Bottom of ribbons is aligned with bottom of name tag.
16. First badge is centered ½ inch above name tag or ribbons (as appropriate).

- Princess Cut Shirts are authorized. Reimbursement for shirt will not exceed cost of the price of a female shirt in FEDMALL and shirts will be loaded into WINGS Logistics.

## CADET LIGHTWEIGHT BLUE JACKET



1. Shoulder tab: Only one is authorized and it will be centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right sleeve  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) is worn on both left and right collar. Cadet/Airman Basic have no collar insignia.
4. Optional item: centered 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.
5. AFJROTC patch on left sleeve  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
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.

- The epaulet rank (large size) is no longer authorized on the lightweight blue jacket and shoulder cords are not authorized for wear with this jacket.
- Cadet rank will be worn on shirt at all times even when wearing a service coat or L/W Blue Jacket.

## Female/Male Grooming

See Air Force Instruction (AFI) 36-2903 – Dress and Appearance

### The Four-In-Hand Knot



1. Start with wide end of the tie on your right and extending a foot below narrow end.
2. Cross wide end over narrow and back underneath.
3. Continue around passing wide end across front of narrow once more.
4. Pass side end up through loop.
5. Holding front of knot loose with index finger, pass wide end down through loop in front.
6. Remove finger and tighten knot carefully. Draw up tight to collar by holding narrow end and sliding knot snug.

### Gig-Line



**A gig-line** is the alignment of the seam of the uniform shirt, belt buckle, and uniform trouser fly-seam. In order to be properly dressed, these three should align to form a straight line down

the front of a person's body. Females put their belts from the right and males put it from the left.

## **Cadet Appearance and Grooming Guidelines**

When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the extreme, the unusual, or the faddish. The standards for wearing the uniform consist of four elements: neatness, cleanliness, safety, and military image. The first three are absolute, objective criteria for the efficiency, health, and well-being of the force. The fourth standard, military image is also a very important aspect of military appearance. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

a. Jewelry—while in uniform, you may wear a conservative wristwatch and rings, but no more than three rings at any one time. Rings will be worn at the base of the finger. You may wear one bracelet if it is neat and conservative. However, the bracelet must not detract from military image and must not be wider than one-half inch. You may not wear ornaments on your head. Necklaces will not be visible at any time. Only one set of conservative earrings are authorized to be worn in uniform and will be worn in the lower earlobes.

b. Eyeglasses or Sunglasses—if worn, eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/lasik surgery and when authorized by SASI/ASI on the advice of a medical official.

b. Tattoos or Brands—whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos, body markings or brands on the head, neck, face, tongue, lips and/or scalp are prohibited.

c. Body Piercing—Cadets in uniform are not allowed to attach jewelry and/or ornamentation through the ear, nose, tongue, or any exposed body part (including anything visible through the uniform). Female cadets in uniform are allowed to wear conservative earrings, pierced or clip style, in their earlobes.

e. Fingernails—Male cadets are not authorized to wear nail polish. If worn by females, nail polish will be a single color that does not distinctly contrast with the female cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed  $\frac{1}{4}$  inch in length beyond the tip of the finger and must be clean and well-groomed. Fingernails must not interfere with the performance of assigned duties.

f. Cosmetics—Male cadets are not authorized to wear cosmetics. Female cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female cadets will not wear shades of lipstick that distinctly contrast with

their complexion, that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. Cosmetics will not be worn during field conditions.

## Terminology

The following are the most common terms referred to when executing drill:

**Alignment:** Dress and cover

**Cadence:** The rhythm in marching, that is the number of steps marched per minute.

**Cover:** Individuals aligning themselves directly behind the person in front while maintaining proper interval.

**Distance:** The distance between individuals in formation is 40 inches as measured from their chests to the backs of individuals directly in front of them. (arm length)

**Double-time:** The rate of marching 180 steps (30 inches in length) per minute.

**Dress:** Alignment of elements placed side by side or in line while maintaining proper interval.

**Element:** The basic formation: that is, the smallest drill unit comprised of at least 3, but usually 8 to 12 individuals, one of whom is designated the element leader.

**Flight:** At least two, but no more than four elements.

**Formation:** An arrangement of units.

**Guide:** The cadet designated to regulate the direction and rate of March.

**In Column (formation):** The arrangement of unit's side by side with the guide and element leaders to the head (front).

**In Line (formation):** The arrangement of units one behind the other with the guide and leader to the extreme right flank.

**Interval:** The space between individuals placed side by side. Normal interval is arm's length; close interval is 4 inches.

**Inverted Column (formation):** The arrangement of units placed side by side with the guide and element leaders to the rear.

**Inverted Line (formation):** The arrangement of units one behind the other with the guide and element leaders to the extreme left flank.

**Pace:** A step of 24 inches. This is the length of a step in quick time.

**Quick time:** The rate of marching at 100 to 120 steps (12 or 24 inches in length) per minute.

**Rank:** A single line of persons placed side by side.

**Step:** The distance measured from heel to heel between the feet of an individual marching

**Guides Post:** Each flight will switch the previous flights Guidon with their own, which is done by the guide

**Officers Center:** Squadron Commander, Flight Commander and Guidon bearer will take the required number of steps forward face the center.

## **Drill—General**

Drill consists of certain movements by which the flight or squadron is directed in an orderly manner to form a formation and march one place to another. The task of each person is to learn the movement and execute each part in accordance with Air Force Instructions (AFI) 36-2203. Drill and Ceremonies is taught as a part of the Leadership Education component. During an external unit evaluation, second year cadets must demonstrate their understanding and ability to carry out the following 30 command sequence.

Why has drill and ceremonies been a vital part of cadet life since the inception of Junior ROTC?

Drill is more than an orderly way of moving a group of people from point A to point B, although it is that. AFJROTC cadets learn drill for the same reasons that soldiers, sailors, airmen, and marines do. Drill is a time-tested laboratory for developing leadership skill.

### **DRILL HELPS THE INDIVIDUAL.**

- You will gain confidence and self-esteem.
- You develop a sense of pride about yourself and that pride translates into success in other areas of your life.
- You begin to appreciate attention to detail and see how small things make a big difference.
- You build self-discipline when you stand at perfect attention, motionless, gut in and chest out, silently focused on a single point on the distant horizon.
- You gain self-confidence. You learn to come out of your shell when placed in front of a formation and made to call commands.
- You carry yourself with that special quality called military bearing. People in everyday life begin to see you differently. Your bearing sets you apart from ordinary youth.

### **DRILL BUILDS THE TEAM.**

- The group members learn to adapt their movements to match those of the team.
- The group visibly comes together as a single, cohesive unit, as everyone marches in step and executes commands with precision.
- The group follows a single commander. When there is no doubt as to who the leader is, the team members operate as one and pursue the same goals.
- The group succeeds when each of its members performs as a team. The team members learn they are only as strong as their weakest link.

### **DRILL DEVELOPS LEADERS.**

- Leaders learn to make decisions and think on their feet when calling commands. Drill instills the value of decisiveness.
- Leaders learn the importance of issuing clear instructions to the team.
- Leaders learn that teamwork is possible only if they first motivate the group members to excel.
- Leaders learn to value their place in the chain of command. They see the chain in action at formations.
- Leaders learn about the building blocks of leadership in the Cadet Program.

## Types of Commands

Most commands consist of two parts. The *preparatory command* explains what the movement will be. The *command of execution* explains when the movement will be carried out.

PREPARATORY COMMAND	COMMAND OF EXECUTION
Flight,	ATTENTION
Right,	FACE
Parade,	REST
To the Rear,	MARCH
Open Ranks,	MARCH

**Counting Cadence.** Counting cadence acquaints students with cadence rhythm. When trainees get out of step, the commander either corrects them by counting cadence or halts the element and then moves them off in step. Counting cadence helps teach coordination and rhythm. Cadence is given in sets of two as follows: **HUT, TOOP, THREEP, FOURP; HUT, TOOP, THREEP, FOURP.** To help keep in step, unit members should keep the head up and watch the head and shoulders of the person directly in front of them.

## Flight Drill—30 Command Drill Sequence

All cadets will learn how to drill and be evaluated. Flight commanders will provide instruction in drill and the flight leader will conduct the following drill sequence.

### 30-Command Drill Sequence

- |                              |                               |
|------------------------------|-------------------------------|
| 1. Fall in                   | 16. To the rear <b>March</b>  |
| 2. Open ranks <b>March</b>   | 17. To the rear <b>March</b>  |
| 3. Ready <b>Front</b>        | 18. Column right <b>March</b> |
| 4. Close ranks <b>March</b>  | 19. Forward <b>March</b>      |
| 5. Present <b>Arms</b>       | 20. Eyes <b>Right</b>         |
| 6. Order <b>Arms</b>         | 21. Ready <b>Front</b>        |
| 7. Parade <b>Rest</b>        | 22. Column right <b>March</b> |
| 8. Attention                 | 23. Forward <b>March</b>      |
| 9. Left <b>Face</b>          | 24. Change step <b>March</b>  |
| 10. About <b>Face</b>        | 25. Column right <b>March</b> |
| 11. Forward <b>March</b>     | 26. Forward <b>March</b>      |
| 12. Right flank <b>March</b> | 27. Flight <b>Halt</b>        |
| 13. Left flank <b>March</b>  | 28. Left <b>Face</b>          |



14. Column right **March**

29. Right step **March**

15. Forward **March**

30. Flight **Halt**

## Promotions

The purpose of the promotion policy is twofold. First, to have a visible system of reward or recognition for cadets who consistently meet or exceed standards of behaviour, appearance, leadership and academic ability. To give the cadet leadership an opportunity to evaluate the performance of others, recognize achievement and reward deserving cadets with advance ranks. Second, to enforce the ideas of the core value of “service before self” by achieving 60 community service hours by the end of the school year, June. The goal is to ensure that cadets who contribute to the success of the unit are recognized by advancement in rank. There will be 2 promotion cycles each semester. Cadets that are on probation or failing a marking period will not get promoted. Promotions for exceptional performances will be at the SASI/ASI and/or Cadet Corps Commander discretion.

### ● Promotion to Cadet Airman:

- ✓ Nine weeks as a cadet Airman Basic.
- ✓ An 80% and above in Aerospace Science and Leadership.
- ✓ Scores a 100% on rank identification sample test.
- ✓ Perform facing movements properly.
- ✓ Needs to pledge, understand and write the Cadet Honor Code, Mission, &/or Core Values.
- ✓ Needs to know the chain of command.
- ✓ Flight commander position: must know the pass-and-review
- ✓ Maintain at least a 70% in all courses.

### ● Promotion to Cadet Airman First Class:

- ✓ Nine weeks as a cadet Airman.
- ✓ An 80% and above in Aerospace & Leadership.
- ✓ Identify rank insignias.
- ✓ Know how to report properly.
- ✓ Know at least half of the pass-and-review
- ✓ Maintain at least a 70% in all courses

### ● Promotion to Cadet Senior Airman:

- ✓ Nine weeks as a Cadet Airman First Class.
- ✓ An 85% or higher in Aerospace Science & Leadership.
- ✓ Give proper facing and marching commands to another cadet.

- ✓ Demonstrate appropriate reporting procedures.
- ✓ Maintain at least a 70% in all courses.

- **Promotion to Cadet Staff Sergeant:**

- ✓ Nine weeks as a Cadet Senior Airman.
- ✓ An 85% in Aerospace Science & Leadership.
- ✓ Execute the 30 Command Sequence with a full flight without notes.
- ✓ Maintain at least a 75% in all courses.

- **Promotion to Cadet Technical Sergeant:**

- ✓ Nine weeks as a cadet Staff Sergeant.
- ✓ Execute the 30 Command Sequence with a full flight WITHOUT notes.
- ✓ Execute inspection with a full flight with NO errors.
- ✓ Maintain at least a 75% in all courses.

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

- ✓ Recommendation by either the Cadet Group Commander, Cadet Command Chief, SASI or ASI.
- ✓ Review by the Promotion Board.
- ✓ Maintaining 90% in Aerospace Science & Leadership.
- ✓ Execute the 30 Command Sequence with a full flight WITHOUT notes.
- ✓ Maintaining at least an 83% overall average.

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

- ✓ Recommendation by either the Group Corps Commander, Command Chief, ASI, or SASI.
- ✓ Review by the Promotion Board.
- ✓ Maintaining a 90% average in Aerospace Science & Leadership
- ✓ Maintaining an 85% and above overall average.

- **Transferred Cadets:** If a cadet from a different unit is transferred to NC-933, we will contact the instructor to transfer the records of the individual and the Core Staff or the SASI/ASI will determine whether to restore the cadet's achievements. (Ranks, ribbons, etc.)

- Cadets may only be promoted so far at the end of each high school year. This policy is called "**Maxed**" The guidelines are as follows:

- ✓ 1<sup>st</sup> Year Cadets: Cadet Senior Airman (C/SrA)
- ✓ 2<sup>nd</sup> Year Cadets: Cadet Senior Master Sergeant (C/ SMSgt.)

- ✓ 3<sup>rd</sup> Year Cadets: Cadet Major (C/Maj.)
- ✓ 4<sup>th</sup> Year Cadets: At the discretion of the SASI (TBA)

**\*\*\* Step up Promotion\*\*\***

Step up promotions are promotions given to cadets without the use of the promotion test. These promotions may be given to cadets that display a dedicated attitude towards the corps, and is measured by the cadet's whole person concept, for example academic standards, teacher recommendations, no demerits, dress and appearance, and exceeds performance in JROTC. These promotions may be given out by the SASI, ASI and Group Commander.

**Demotion Policy:**

A discipline board will discuss with the Group Commander and its staff whether is reasonable to demote a cadet's rank.

1. The cadet will go through an interview with the reviewing council consisting of the SASI, ASI, Group Commander and Command Chief.
2. The reviewing counsel will then determine whether or not the cadet should be demoted. For those cadets demoted for behavioural/ disciplinary reasons, the cadet's parents will be notified of the situation leading to the demotion.

