

IN-941

Together We're Better



Cadet Guide

2025-2026



FOREWORD

Welcome to the exciting world of the Air Force Junior Reserve Officer Training Corps. This Cadet Guide will help you become a more effective cadet in the AFJROTC program, and part of the proud history of our Corps, IN-941. As you learn from this guide, we hope the Wayne High School AFJROTC program will become even better because of your contribution.

The provisions of this Cadet Guide were not established arbitrarily. They come from several sources; the U.S. Public Law authorizing and establishing the AFJROTC program, the agreement signed by the Fort Wayne Community School Board of Education and the U.S. Air Force, as well as directives prepared by the Air Force JROTC Headquarters of the Air Education and Training Command.

We are sure most students and parents/guardians have questions about AFJROTC. First, let us assure you it is neither boot camp nor combat training. It is a program that will help you develop decision-making and communication skills while building self-confidence as a leader. While our program will be challenging and demanding, we believe you will experience a sense of accomplishment and direction towards your future.

Although these provisions form the foundation for the operation of our Cadet Corps, each provision of the Guide was written in consideration of the academic and developmental objectives of Wayne High School. Your achievement in the knowledge of aerospace science, development as a leader, and your contribution to Wayne High School will depend greatly upon you and the spirit in which you abide by the provisions of this Guide.

May each of you enjoy success and personal satisfaction from membership in the AFJROTC program.

Respectfully,

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IN-941 CADET GUIDE PURPOSE

The purpose of this IN-941 Cadet Guide is to provide a basic understanding of our AFJROTC program, the goals of the program, and how each cadet contributes to the accomplishment of those goals. The Cadet Guide is the source document of how the cadet corps is structured, rules governing promotions, demotions, awards, and the basic function of the Cadet Staff/leadership.

AFJROTC Mission: *To develop citizens of character
dedicated to serving their nation and community*

IN-941 Mission: *To Build Better Citizens for America*

THE AIR FORCE JUNIOR RESERVE OFFICERS' TRAINING CORPS PROGRAM**Did you know that?**

1. AFJROTC cadets have an advantage when competing for appointments to the ***U.S. Air Force Academy*** and the ***other service academies***.
2. AFJROTC cadets have an opportunity to earn ***full four-year scholarships*** to Colleges and Universities.
3. Your accomplishments in this program ***make you competitive for many other scholarships***.
4. Each year our cadets attend Colleges and Universities with the ***added confidence of success*** AFJROTC instills in their cadets.
5. There is ***no MILITARY SERVICE OBLIGATION WHAT SO EVER*** for participating in our AFJROTC program.
6. Membership in the AFJROTC unit is open to any female or male student who has completed eighth grade.
7. AFJROTC courses ***carry the same credit*** as any other elective subject and we count as a **PE credit**.
8. Cadets earn medals, ribbons, trophies, plaques and other awards based on their scholarship, military bearing and appearance, and service to the community.
9. All of the sharp AFJROTC uniforms, insignia, medals, ribbons and curriculum items are provided at **no cost** to the cadets.
10. Cadets develop hands on leadership experience and personal self-confidence by commanding elements, flights, and even the entire squadron of cadets.

CHAPTER 1

MISSION, ENROLLMENT, CONTRACT, CODES, AND ORGANIZATION

SECTION A--MISSION AND OBJECTIVES

- 1.1. **AFJROTC Mission:** To develop citizens of character dedicated to serving their nation and community.

IN-941 Mission: To Build Better Citizens for America:

How: Develop informed citizens; stimulate interest in aerospace careers; strengthen character and self-discipline; encourage completion of high school and pursuit of higher education and vocational goals; promote understanding of the role of the citizen-soldier in a democratic society; teach aerospace science; teach leadership skills, promote community service; and teach social values and life skills.

IN-941 Designation: Our Cadet Corps is uniquely identified by our designation of “IN-941.” This designation is first broken down by the State, IN for **Indiana**. The second part is the year and the number of corps designated and our sequence in that number. In this case, **94**, represents the year of **1994** in which we were created, and we were the 1st corps established in 1994.

- 1.2. **Objectives** Cadets will:

- 1.2.1. Understand the need for national security, authority, and military in a democracy.
- 1.2.2. Develop patriotism.
- 1.2.3. Develop habits of order and discipline using the military training model.
- 1.2.4. Develop strong morals, self-reliance, self-esteem, leadership, and communication skills.
- 1.2.5. Be familiar with the aerospace age, doctrine, and career opportunities.
- 1.2.6. Be familiar with military customs, courtesies, and traditions.
- 1.2.7. Graduate from high school and pursue higher education, vocational goals or military enlistment.
- 1.2.8. Develop social skills and values and adhere to the Cadet Code of Conduct and Honor Code.
- 1.2.9. Participate in community service activities.
- 1.2.10. Follow the rules of parents/guardians, school administrators, teachers, and community officials.

SECTION B--ENROLLMENT AND DISENROLLMENT

- 1.3. **Enrollment and Disenrollment:** Students from Wayne, New Tech Academy and South Side High School must be a full-time student in good standing; be of good moral character; and be able to participate in AFJROTC training in some capacity.

THERE IS NO MILITARY SERVICE OBLIGATION FOR AFJROTC ENROLLMENT. For AFJROTC courses with student enrollment limits and quality standards, SASI will establish enrollment standards with concurrence of the Principal.

- 1.3.1. **Disenrollment:** Students in the AFJROTC program are expected to reflect high standards of citizenship and abide by all school rules and AFJROTC class requirements. AFJROTCI 36-2001 states that cadets may be disenrolled for failure to maintain acceptable standards (including uniform wear and grooming), inaptitude or indifference to training, disciplinary reasons, failure to remain enrolled in school or any other reason deemed appropriate by the principal and SASI.
- 1.3.2. **Must pass the course.** Continued enrollment will be on a space available basis when approved by the SASI, with no certification of completion credit for military training for failed AFJROTC courses.

AFJROTC IN-941 Cadet Handbook

- 1.3.3. **Failure to maintain grooming standards and failure to wear uniform three or more times in a grading period may result in the cadet being disenrolled.** Any cadet who has an excused absence or fails to wear the uniform on the assigned weekly day must wear the uniform the next day they return to school.
- 1.3.4. **Abide by Fort Wayne Community Schools and Wayne High School student rules of behavior.** A history of suspensions, referrals, and any expulsion are considered valid reasons for disenrollment. Cadet must follow classroom rules, maintain a positive attitude towards training, comply with classroom procedures, and remain in control and disrupts the class frequently.
- 1.3.5. **Must be enrolled as a student at Wayne High School or South Side High School.**
- 1.3.6. **All Cadets and Parents/Guardians must complete and sign the DD Form 3203 and the AF/SF Supplemental Form in order to be enrolled in AFJROTC.** Failure to sign and return the forms will result in the Cadet being disenrolled from AFJROTC.
- 1.3.7. Abide by the Cadet Code of Conduct, Honor Code, or Code of Ethics.
- 1.3.8. **Disenrollment Procedures:** The procedures detailed in Chapter 9 of this Cadet Guide will be used to correct cadet performance or identify a cadet for disenrollment action (includes behavior/academic/participation issues). The SASI will make a final recommendation regarding disenrollment if a cadet has not improved to meet the standards of an AFJROTC cadet in our program. The cadet disenrollment procedures have been reviewed and approved by the Wayne High School Principal and Coordinating Counselor dated and signed on 12 Nov 2024.
- 1.3.9. **Reenrollment:** The IN-941 policy is that students who receive more than three discipline referrals in a semester, are reverted to permanent rank for cause by a cadet action board, or fail to wear their uniform more than three times in a semester may not be recommended for reenrollment in future AFJROTC courses since they distract the morale and discipline of the unit, do not meet the positive good citizenship image that AFJROTC is trying present. The SASI is the ultimate authority and may make the non-recommendation and gain approval by the school administration.
- 1.3.10. **Reserve Cadet Participation:** AFJROTC Reserve Cadet. An active cadet who completed an entire AFJROTC Academic year and is not participating in an AFJROTC course during the current semester of the school year may be designated, with AFJROTC instructors' concurrence, as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (drill team, color guard, etc.). Time in reserve status **does not** count towards the Certificate of Completion. Reserve cadets may participate in all after school activities.

Reserve Cadets who completed the entire AFJROTC Academic Program during a previous academic year/term cannot count towards minimum enrollment or unit funding.

Reserve Cadets who will complete an AFJROTC course during one semester, but are not participating in an AFJROTC course during the current semester, may retain their uniform for the entire academic year.

Reserve cadets may be issued a uniform and participate in all activities, fundraisers, and field trips.

SECTION C--CONTRACT, CODES OF CONDUCT, HONOR, AND ETHICS

- 1.4. **Cadet Contract:** All cadets/parents/guardians will complete annually the cadet contract which will be filed with all consent forms in the cadet's Personnel Information File (PIF). See Figure 1.2
- 1.5. **Cadet Code of Conduct, Honor Code, and Code of Ethics:** These codes are closely related and supplement each other. They belong to the cadets and guide them as they strive to become productive citizens in a society with demanding and often conflicting standards and questionable role models. Cadets are expected to work towards instilling these values in themselves and their fellow cadets to the best of their ability at all times.
 - 1.5.1. **Cadet Code of Conduct:** Our Air Force Junior ROTC standards and expectations must be higher than those around us; Principals and teachers expect it of us, and properly so. We earn the respect and trust of those around us because of the integrity we demonstrate on a daily basis.

- 1.5.2. **Cadet Honor Code:** *“A Cadet will not Lie, Cheat, or Steal nor Tolerate Among Them, Those that Do.”* These simple words are the basis for a code to live by that will last the remainder of a cadet's life. These are simple but tough rules to live by as reflected in the troubling and alarming number of students who freely admit they cheat in school. However, these words are specific and clear in their demands and are still relevant in our society. **A cadet should be HONEST in both words and deeds.** Cadets should not make quibbling and evasive statements, should do their own work, and assist others in a sense of cooperation to meet Corps goals. Trustworthiness, not just in battle but throughout life, is not only noble but also necessary for the welfare and continued existence of our civilized society. The code requires self-control and a conscious effort to not take the easy road to short term success, but to take the road that requires hard work for long term success. Eventually living by the code will become an ingrained habit and a part of the cadet's total lifestyle. The Honor Code stresses that lying, cheating, or stealing is not tolerated and that **HONOR** is a noble, moral standard that is the essence of not only the Corps but our civilized society.
- 1.5.3. **Code of Ethics:** Cadets will:
- 1.5.3.1. Love and hold in high regard their Country.
 - 1.5.3.2. Respect their parents/guardians, school officials and staff, teachers, and community leaders.
 - 1.5.3.3. Refrain from any act or derogatory word(s) that would discredit themselves, family, school, or Corps. Vulgar conduct and language is not socially acceptable, hinders communication, and does not meet the expectations of an AFJROTC cadet.
 - 1.5.3.4. Dedicate themselves to succeed in academics, athletics, extracurricular activities, and work.
 - 1.5.3.5. Perform all assigned duties and meet all obligations in a timely manner.
 - 1.5.3.6. Maintain self-respect, self-control, and good behavior.
 - 1.5.3.7. Be honest and understand that honorable failure is better than success through unfair means.
 - 1.5.3.8. Be proud of their uniform and commitment to AFJROTC, which sets them apart from other students.
 - 1.5.3.9. Be an exemplary role model with high standards of conduct.
- 1.5.4. Respect other cadets and follow the directions of senior cadet officers.
- 1.5.4.1. Place the good of the Corps ahead of personal gain.
- 1.6. **Air Force Core Values:** The fundamental principles by which we must perform our work and live our lives are called core values. The core values of the Air Force and our unit are:
- 1.6.1. **Integrity First:** Integrity is the unfaltering devotion to honesty, truthfulness and doing what's right. It's made up of several traits including moral courage, responsibility, accountability, justice, openness, self-respect and humility.
 - 1.6.2. **Service Before Self:** Service before self means sacrificing personal goals for the good of the service and nation, something Air Force people have done for years and will continue to do. Professional duties take precedence over personal desires. Discipline and self-control are paramount, and we must keep faith in our system
 - 1.6.3. **Excellence In All We Do:** *Excellence* means we strive to do our best in everything for which we're responsible, both personally and professionally. We maintain a passion for continuous improvement and innovation. We work together on the basis of trust and mutual respect.

SECTION D--ORGANIZATION

- 1.7. **Organization:** The AFJROTC IN-941 Cadet Corps is organized as a Cadet Group. The cadet corps will be led by the Corps Commander, Deputy Corps Commander and Chief of the Corps. The “staff” will consist of the functional positions within the cadet chain of command consisting of Squadrons, Flight, etc... The cadet leadership positions within the cadet staff will be interviewed based on the cadets who wish to apply for the leadership positions with the corps. These positions will be essential in operating and running the cadet corps with the instructors acting as mentors and providing guidance on the development and execution of the cadet AFJROTC program at Wayne.
- 1.8. **Job Descriptions:** Job descriptions for the cadet corps staff positions are located online at the Corps web site, in the Job Binder within the staff offices and classroom. Like the Air Force, job responsibilities and duties will increase with promotion. Cadets earn their job assignments and are entrusted to carry out their job duties, to include supervisory responsibilities, to the best of their ability.
- 1.9. **Unit Manning Document:** The Unit Manning Document is used to provide the staff construction and duties to operate the cadet Corps. Each job in the corps will be governed by the job description on the UMD. The staff positions will be entry level with opportunity to be promoted based on performance and job position.
- 1.10. **Chain of Command:** Each cadet will study the chain of command and the names of the people assigned to the positions contained in **Figure 1** and the Basic Knowledge packet. The Chain of Command defines lines of authority and communication. Cadets should use the cadet chain for cadet business such as questions on uniforms, customs and courtesies, drill, cadet evaluations and promotions, cadet awards, extracurricular activities, and classroom rules and procedures. ***A PERSONAL MATTER, INAPPROPRIATE CONDUCT BY ANY CADET, OR QUESTIONS ON ACADEMICS SHOULD BE ADDRESSED DIRECTLY AND IMMEDIATELY TO ONE OF THE AFJROTC INSTRUCTORS.***

Chain of Command

(reference Basic Knowledge Packet for any current changes)

President of the United States:	The Honorable Donald J. Trump
Secretary of Defense:	The Honorable Pete Hegseth
Secretary of the Air Force:	The Honorable Troy Meink
Chief of Staff, United States Air Force:	General David W. Allvin
Commander, Air Education and Training Command:	Lt Gen Brian S. Robinson
Commander and President, Air University	Lt Gen Andrea D. Tullos
Air Force Accessions Center (AFAC)	BG Christopher Amrhein
Holm Center Commander	BG Joseph L. Sheffield
Air Force JROTC Director	Col Matt Tipton
Wayne High School Principal:	Ms. Emily Oberlin
New Tech Academy Director:	Ms. Helen Foster
South Side Principal:	Mr. Zachary Harl

(Figure 1.1)

Figure 1.2. Cadet Contract.

CADET MEMORANDUM OF UNDERSTANDING

I, _____ STUDENT ID _____ voluntarily enrolled in the Air Force Junior Reserve Officer Training Corps (AFJROTC) program at Wayne High School and **I will:**

1. Wear the designated uniform issued to me every Wednesday and clean the uniform when necessary and/or as directed by the SASI/ASI during the school year unless a valid excuse is documented by either a parent/guardian. Cadets are also required to wear the issued physical fitness uniform on PT day, Friday. **Failure to wear the required uniform will result in disenrollment (See Chapter 1 section B, 1.3 and Chapter 9 in the Cadet Guide). 1st year Cadets may opt out of the uniform and grooming standards. However, they will be required to still wear a unit designated shirt or sweat shirt on uniform days.**
2. Maintain my hair and/or personal appearance within published standards **when enrolled in AFJROTC** and **while wearing the uniform**. Failure to maintain established standards will affect your inspection grade and possibly your enrollment. **Reference paragraph 1, First Year cadets may opt out of uniform and grooming standards for their 1st year only.**
3. Abide by Wayne, New Tech and South Side High School student rules of conduct and will refrain from behavior that will discredit Fort Wayne Community Schools or the Cadet Corps.
4. Be prepared for Leadership Education and Aerospace Science classes. This includes bringing writing supplies, appropriate books, and your cadet guide to class each day.
5. Attend all classes unless excused in accordance with school policy.
6. **Participate in JROTC fundraising activities.** All funds raised pay for activities not normally funded by the school or HQ AFOATS such as; field trips, extracurricular corps activities, student classroom supplies, etc...
7. Accept monetary responsibility for the issued uniforms, books, equipment, or other items lost or stolen.
8. Maintain published Wayne High School and AFJROTC academic standards.
9. Turn-in issued uniform(s) when no longer enrolled in JROTC or when requested.
10. Wear physical training uniform and participate in physical training activities on established PT days, unless a medical condition prohibits participation and is documented by a physician. **Each student must have a copy of their current Parental Consent for Fitness Program Parental Consent for Fitness Program Participation form on file for this school year. An actual physical by a family doctor is highly recommended for participation in any physical fitness activities.**
11. Attend the AFJROTC Military Ball/Military Awards Banquet. These activities are filled with military tradition and are essential to good unit *esprit de corps*. These activities are mandatory and part of the AFJROTC curriculum.

STUDENT:

I understand that failure to abide by this agreement may result in demotion and removal from cadet jobs, not participating in AFJROTC field trips and extra-curricular activities, any military training credit and/or disenrollment from AFJROTC.

PARENT/GUARDIAN:

I give permission for my child, _____ to enroll in the AFJROTC program at Wayne High School and will encourage their participation. I have discussed the above information with my son/daughter. I assume responsibility for the cost of issued uniforms, books, and/or items issued if my son/daughter, damages them beyond fair wear and tear, does not return these items at the end of the school year, upon disenrollment, or at the request of the ASI or SASI. I understand there is no military obligation for participation in AFJROTC. I understand the high standards expected of a student in this program to include supervised physical fitness training, and I will help my child achieve these standards. I will complete the AFJROTC Program enrollment documents and designate my permission on items like photographs of my child engaged in AFJROTC activities for use in student publications, photo boards, exhibits, etc... and on the Wayne High School web site. I also authorize Senior Aerospace Science or the Aerospace Science Instructor during approved school trips /functions to execute any or all documents necessary for my son/daughter to be treated by medical personnel during a medical emergency.

.

PARENT/GUARDIAN PRINTED NAME: _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

Please provide the following information below so we may contact you when necessary and / during emergencies.

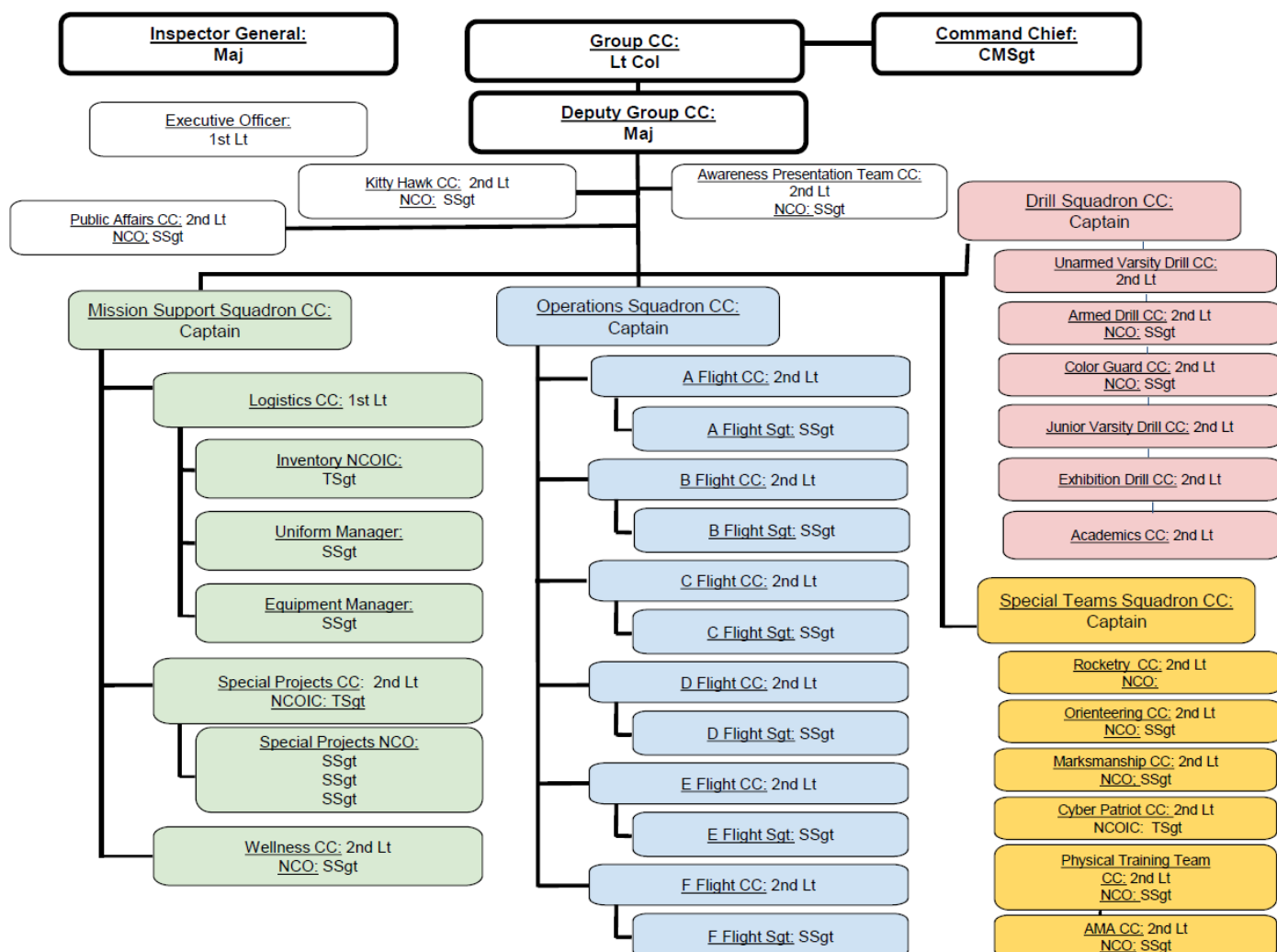
Address: _____ Primary Phone: _____

_____ Alternate Phone: _____

Email Address: _____

IN-941 Cadet Chain of Command (Example Only)

(Figure 1.2.a)



Note: Positions may vary each school year depending on the Cadet Command Staff

Chapter 2

CLASSROOM RULES/PROCEDURES, GRADING SCALE, DISTRIBUTION & CURRICULUM

- 2.1. **Classroom Rules:** All cadets will abide by the following class rules to receive AFJROTC course credit. *Cadets will not:*
- 2.1.1. Chew gum, eat food, or drink beverages in the classroom, cadet area, or instructor office unless approved by instructors. Only bottled water is allowed.
 - 2.1.2. Wear hats or other headgear indoors during any cadet activity. The wear of bandannas and other faddish clothes are prohibited during any corps or school sanctioned activity.
 - 2.1.3. Talk when the instructor or a guest lecturer is talking unless recognized.
 - 2.1.4. Throw object(s).
 - 2.1.5. Write on or place objects on the chalkboard, bulletin board, whiteboard, or on any other visual aid without the instructor's permission.
 - 2.1.6. Place books, athletic/book bags, purses, or other personal belongings in aisles or walkways.
 - 2.1.7. Sleep or put head down on the desk unless authorized by instructor due to illness.
 - 2.1.8. Be loud, disruptive, or participate in any form of "horseplay".
 - 2.1.9. Forget to always address the instructor or guest lecturer as "Sir" or "Ma'am" or cadet officers when in uniform, or in formation in or out of uniform as "Sir" or "Ma'am".
 - 2.1.10. Enter instructor offices without being given permission to enter and to address the instructor.
 - 2.1.11. Come to class not prepared. Cadets will bring notebooks, pencil(s), pen(s) with black or blue ink.
 - 2.1.12. Be disrespectful, inconsiderate, threatening, or use vulgarity towards teachers, visitors, or other students.
 - 2.1.13. Perform "**Hazing**" or harassing of fellow cadets. Hazing is defined as the practice of directing someone of lesser rank to perform a humiliating act, which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm. Harassment of a sexual nature is particularly serious. Any cadet experiencing such treatment from another cadet at any time should **immediately report such an incident to the SASI or ASI**.
- 2.2. **Classroom Procedures:** *The following are the daily classroom procedures:*
- 2.2.1. Cadets will be on time and prepared for class. **On time is defined as in your seat when the tardy bell rings.** Prepared means to have a pen or pencil and to be mentally ready to participate in the day's lesson.
 - 2.2.2. Once all cadets are in their seats and quiet, the ***Flight Sergeant will call the flight to "STAND BY," which will indicate to the Flight to stand next to their desk at the position of PARADE REST.***
 - 2.2.3. As the Flight Commander enters the room the ***Flight Sergeant*** will call the Flight to "**ATTENTION.**"
 - 2.2.4. The Flight Commander will then give the Element Leaders the Command to "**REPORT.**" Each Element Leader will render a salute and report their element's attendance. They will say, "**SIR/MA'AM, (Element #) , All CADETS ARE PRESENT OR COUNTED FOR EXCEPT CADET _____.**". After the report, the Flight Commander will direct the flight to "**TAKE YOUR SEATS**". The instructor will then double-check the classroom roll. Cadets will then sit down ***but will refrain from talking***; the Flight Command and/or Flight Sergeant will then give the Mission Briefing of the Day to their Flight.
 - 2.2.5. After attendance is completed, the instructor will verify "***excused absences***" for cadets absent the previous day. ***Cadets must be excused from an absence to be eligible to make up missed assignments.*** Once a cadet returns from an excused absence, they are ***allowed three school days to make up work.*** It is the ***CADET'S RESPONSIBILITY*** to check with their flight Commander or Flight Sergeant for missed assignments. If a cadet is absent on a Wednesday, (uniform day), they must wear the uniform their next school day for full credit, if they were excused.
 - 2.2.6. 5 minutes before or as the class period bell sounds, the Flight Commander/Sergeant/Element Leaders will check that all trash is picked up and the desks are aligned before departing.
 - 2.2.7. The Flight Commanders are responsible for the conduct of their flight during the class period. All cadets will abide by any Flight Commander instructions. Flight Sergeants will be responsible for the Flight in the absence of the Flight Commander. This succession of the Chain of Command proceeds down to the Element Leaders. All class leadership positions must be filled regardless of assigned duties.

- 2.3. **Grading Scale:** IN-941 will use the grading criteria in the course syllabus to determine grades. Normally, students will receive an uniform inspection grade, Physical Training grade and block of instruction during the week grade. ***A uniform inspection grade is counted as a test grade.*** Instructors will maintain a computerized grading system that can be reviewed at any time. Progress reports will be accomplished halfway through the grading period, and parents/guardians will be notified by phone of any grade and/or behavior concerns. Cadets and parents can also view their grades and assignment online. Cadets should review their grades and immediately identify any discrepancies to their instructor.

Assignments. Homework/special projects etc... will be graded for full credit on the due date plus the number of days you were absent. Failure to turn in the assignment during the grading period will result in a "0" grade for the work. Doing class work and homework is crucial for academic progress, so students can complete make-up work for all absences. They will be allowed the same number of days to make up their work as the number of days they were absent. In the event of an emergency or other extenuating circumstance, instructors will grant students additional time to do their make-up work. Students who fail to make up all the work missed by the established deadline may receive partial credit for the work completed and turned in. Students who fail to make up their work will receive no credit. In instances when a student is absent for an extended period (i.e., 4 days or more) parents may decide to obtain the missed work.

Individual inspection. An individual inspection, on a weekly basis, will be conducted on the prescribed uniform day in order to ensure that proper standards of uniform wear and personal cleanliness/grooming standards are being met. All cadets must meet grooming standards regardless if they are in uniform or not (unless you are a 1st year cadet who opted out of the uniform and grooming standards and privileges).. The inspection will be supervised by the ASI or the SASI. All inspections will be graded. Uniform day is usually set for every Wednesday of the grading period.

Wellness Training. Wellness training will be graded on participation and uniform wear. Failure to wear the proper uniform and participate will result in a "0" grade. Physical training is usually conducted every Friday of the grading period.

- 2.4. **Cadet Announcements:** Each day, all cadets will receive the daily announcement slides and the bulletin boards in class with also post important information. ALL cadets must take responsibility to ask for clarification information regarding any information presented and Failure to read and comply with all instructions will impact grades, promotion, and consideration for AFJROTC awards. Cadet officers should review the slides of their subordinates daily and ensure they are updated as necessary.

2.5 AFJROTC Curriculum Four-Year Program at Wayne High School:

The AFJROTC program is a 4-year program for high school students. Each year it is divided into two categories: Aerospace Science (AS) and Leadership Education (LE). AS curriculum includes Aviation History, Science of Flight, Exploration of Space, and Cultural Studies. LE curriculum includes Air Force customs and courtesies, Citizenship, Life and Career Skills, Communication, Leadership, and Management Skills. Being a four-year program ensures cadets will not repeat any part of the AFJROTC curriculum during their high school experience.

Chapter 3

Cadet Etiquette and Saluting

SECTION A -- ETIQUETTE

- 3.1. **Cadet Etiquette:** Proper etiquette is “the customary rules of conduct or behavior in polite society”. Our civilized society operates smoother and is more pleasant to live, go to school and work in when all members practice proper etiquette and good manners. The axiom, “Treat Others as You Want to Be Treated”, is a good one to live by and is the desired behavior of all cadets. Cadets should:
- 3.1.1. Say “Please” and “Thank You”.
 - 3.1.2. Use “Yes Sir/Ma'am” when addressing AFJROTC instructors, military service members, school officials, teachers, and visitors at all times.
 - 3.1.3. Do not keep people waiting.
 - 3.1.4. Do not gossip.
 - 3.1.5. Use proper telephone etiquette. When answering the office phone say: “Wayne Air Force JROTC, cadet speaking.” Be ready to take a message. Be courteous!
 - 3.1.6. Use “Mr, Ms, or Mrs” and last name when addressing civilians and “Military Grade” and last name when addressing military personnel.
 - 3.1.7. Do not “quibble”: petty objections or criticism, arguing in an attempt to get out Of trouble or to avoid a higher ranking cadet’s orders!! When an officer gives you an authorized order, obey it!

Position of Honor: This military courtesy began centuries ago when men fought with swords. Since men were primarily right handed, the heaviest fighting occurred on the right side. The left side became a defensive position since the shield was normally carried with left hand/arm. Thus, since units were proud of their fighting ability, the right side (sword bearing side) or right of the battle line became the position of honor, assumed by great warriors and leaders. Thus, a cadet should, ***while in uniform, walk or sit on the LEFT side of an AFJROTC instructor, military service member, or senior cadet officer who assumes the position of honor on the RIGHT.***

SECTION A -- SALUTE

3.2. **Salute.** The salute is a traditional greeting between military personnel. The salute is deeply rooted in military history from when warriors raised their right arms to show no weapon was present, to when knights raised their visors with their right hand as a sign of greeting, and to when American soldiers removed their "3-corner" hats to greet others and show them respect. The salute is a way of saying "Hello" while showing respect to officers senior in rank. Sometimes the hand salute is rendered to honor the colors, a mark of respect for our country. The way cadets execute a salute is important. A smart salute indicates pride in self and the corps. A sloppy, lackadaisical salute indicates lack of confidence and pride. Cadets should develop the habit of carrying books or other objects with the left hand to free the right hand for saluting.

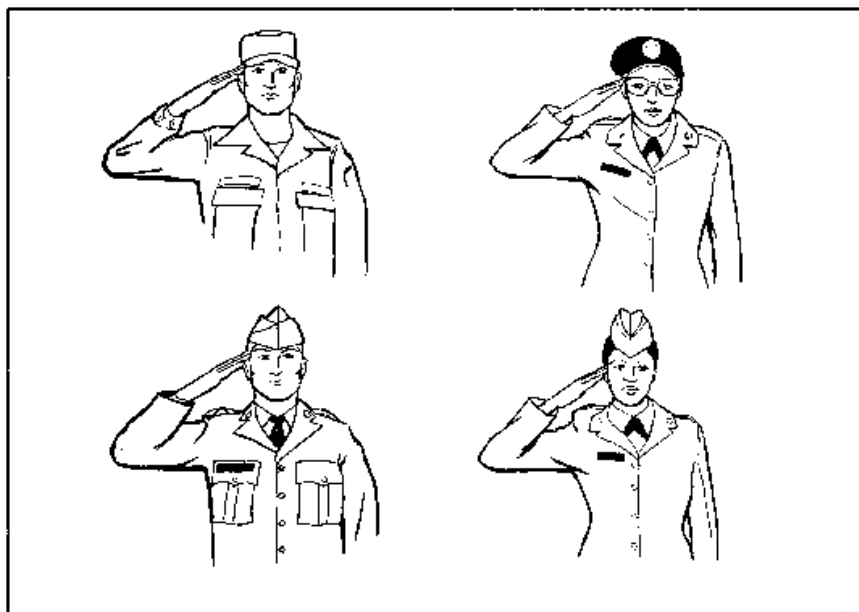
- 3.2.1. Cadets will, when wearing the uniform outside salute:
 - 3.2.1.1. The President of the United States.
 - 3.2.1.2. All commissioned and warrant officers of United States military services and Friendly Foreign Nations.
 - 3.2.1.3. The Senior Aerospace Science Instructor (SASI).
 - 3.2.1.4. Cadet officers senior in grade when in uniform.

3.2.2. **Cadets will not render hand salutes indoors EXCEPT when formally reporting to the SASI/ASI.** The proper sequence of reporting includes the rendering of the salute and the statement "Sir, Cadet (LAST NAME) reports as ordered" or appropriate statement. The cadet holds the salute until it is returned or otherwise acknowledged by the officer/instructor. When the purpose of the report or meeting is completed, the cadet again salutes and asks, "Sir, Request Permission to be Dismissed", the officer/instructor will return the salute or otherwise acknowledge it, and the cadet will then sharply turn to the most direct exit and leave.

3.2.3. Hand salute is done in the following two counts.

3.2.3.1. COUNT 1. Raise the right hand smartly and directly to the forehead while at the same time extending and joining the fingers, placing the thumb along the forefinger. Keep the palm flat, forming a straight line between the fingertips and the elbow. As the hand gets close to the face, tilt the palm slightly toward the face and hold the upper arm horizontally, slightly forward of the body, and parallel to the ground. Finally touch the tip of the middle finger of the right hand to the outside corner of the right eyebrow or to the front right corner of glasses, if worn.

3.2.3.2. COUNT 2. Bring the arm smoothly and smartly downward retracing the path used to raise the right hand and arm after the salute is returned by the one you are saluting.



Chapter 4

PERSONNEL POLICIES – GRADES (RANKS); HAZING, CADET ACTION BOARD, CADET PROMOTIONS AND ASSIGNMENTS, AWARDS PROGRAM, AND AFJROTC CERTIFICATES

SECTION A -- CADET GRADES (RANKS)

4.1. Cadet Grade (Rank). There are two grades a cadet may hold ... a permanent grade and/or a temporary grade. All references to a cadet grade will have the word "Cadet" as part of the cadet grade, i.e. Cadet Major Josh Smith. Grade is represented by standardized AFJROTC insignia (Figure 4.1) that is worn on the cadet uniform. Cadets must also know and recognize active duty Air Force military service grades (Figure 4.1).

4.1.1. Permanent Grade. This grade is commensurate with **PERFORMANCE**. A cadet must show satisfactory performance during any given semester for him/her to be awarded the grade on a permanent basis at the beginning of the following semester. All cadets are assigned a permanent grade commensurate with the number of AFJROTC years satisfactorily completed; i.e., the permanent grade for **first-year cadets is Airman Basic** (promote to Airman); **second-year, Airman** (Promote to Airman First Class); **third-year, Airman First Class** (promote to Senior Airman); and **fourth-year, Senior Airman** (promote to Staff Sergeant). Permanent grade promotions may be awarded during the second semester of each year. Retention of permanent grades is contingent upon satisfactory **performance** and behavior as determined by the AFJROTC Instructors. Permanent officer status will be awarded to cadets holding officer positions for two or more grading periods (semesters).

4.1.2. Temporary Grade. Cadets will be awarded a temporary grade based on their cadet job and their performance. Since the grade is temporary, it will not necessarily be carried over from one semester to another. **LEADERSHIP ASSESSMENT AND CORPS PERFORMANCE ARE THE DETERMINING CRITERIA TO NOT ONLY ACHIEVING THE TEMPORARY GRADE BUT TO ALSO RETAINING IT.** Officer and Senior NCO (SNCO) grades are hard to achieve and will normally be awarded to only those cadets who have completed a summer Leadership Course. Thus, a cadet officer's and SNCO's entire academic record and conduct will be closely scrutinized by the SASI and ASI to determine if officer grades will be awarded and retained. A cadet will wear the insignia of the cadet temporary grade. Normally, cadets will not hold a temporary grade higher than the maximum grade authorized for the job in the Unit Manning Document (UMD), Figure 1.2.c.

4.1.3. Transfer Students. Cadets who transfer from other JROTC programs will be evaluated by the SASI and ASI to determine if they may temporarily assume their permanent and temporary grades they had earned in their last unit. The instructor staff will request their cadet records from the losing unit. Upon receipt, the instructor staff will evaluate the cadet's record and present performance and if sufficient, permanently award on orders the appropriate grade and position title.

SECTION B -- HAZING

4.2. Hazing. Hazing of cadets will not be tolerated and is **STRICTLY PROHIBITED**. SASI/ASI will deal harshly with any cadets who use their leadership position, seniority, or rank/grade to engage in behavior, physical or verbal, that is demeaning, retaliatory, or dangerous for personal gain. **This prohibition includes all cadets and prohibits directing a cadet to do pushups or other physical activities for punishment or to directing comments towards a cadet that can be interpreted as threatening, demeaning, humiliating, or containing prejudicial comments or overtones.** This prohibition is applicable to all AFJROTC unit activities including instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity. The SASI or ASI will brief all cadets on this policy in August and January.

4.2.1 Physical Discipline: Physical discipline of cadets by instructors or other cadets will not be tolerated and is **STRICTLY PROHIBITED**. SASI or principal will deal harshly with any instructor or cadet who uses their leadership position, seniority, or rank/grade to engage in any physical discipline. **This prohibition includes directing a cadet to do pushups or other physical activities for punishment.** However, pushups and other physical activity will be included in sports training. The SASI will brief all cadets on this policy. Any incidents will be reported to the SASI or one of the principals.

4.2.2 Sexual Harassment: **Sexual harassment will not be tolerated and is **STRICTLY PROHIBITED**.** SASI or principal will deal harshly with any cadet who uses their leadership position, seniority, or rank/grade to engage in any sexual harassment. The SASI will brief all cadets on this policy. Any incidents will be reported to the SASI or an administrator.

- 4.2.3 **Racial Slurs:** The use of specific derogatory words, or phrases, usually aimed at minorities, but applies to any race. **Using racial slurs is cause for expulsion from the AF JROTC program.**

SECTION C -- CADET ACTION BOARD

4.3. **Cadet Action Board.** The SASI or ASI may convene a Cadet Action Board. As a minimum, the board will consist of the Cadet Corps Commander (Chairperson), Cadet Deputy Group Commander, Cadet Chief Master Sergeant, Cadet Operations Squadron, Mission Support Squadron, and all other Squadron commanders, and the Executive Officer (Recorder) unless there is a conflict of interest. In this case, the SASI will determine board members based on the circumstances. The ASI will serve as an advisor to the board and may attend all meetings. The Cadet Action Board's function may be to recommend:

- 4.3.1. Cadets for promotion and promotion policies.
- 4.3.2. Cadet evaluation policies and procedures.
- 4.3.3. Cadets for semester and annual awards.
- 4.3.4. Cadets for senior staff positions.
- 4.3.5. Cadet corps operational policies and procedures and cadet guide revisions.

4.4. **Disciplinary and Policy Review.** The Cadet Action Board will develop a system that provides each cadet an opportunity to surface complaints, concerns, or recommendations of either a personal or corps interest to the board for appropriate action. The SASI or ASI may direct when the board will convene to investigate cadet misconduct and recommend to the SASI/ASI appropriate courses of action (**See Chapter 9**). The SASI or ASI may also direct when the board will convene to enforce corps policies such as academic standards.

SECTION D -- CADET PROMOTIONS, POSITIONS, AND JOB ASSIGNMENTS

4.5. **Promotions.** Cadets will hold a permanent grade commensurate with the number of semesters completed in accordance with AFJROTCI 36-2010 and the AFJROTC Consolidated Operational Supplement. The SASI and ASI will award temporary grade promotions to cadets serving in specific assigned positions in the cadet corps. Maximum and minimum grades for each position is designated in the Unit Manning Document (UMD). Initially, the SASI will award cadets appointed to corps positions an entry-level rank under the maximum allowed grade in accordance to the UMD. During the year, promotion boards may consider the performance of cadets in their various positions and recommend to the SASI those cadets who deserve promotion. Cadets rotated from their position will return to their permanent grade unless they have held officer status for two or more semester grading periods. During their last year seniors may retain the highest rank to which they have ever been promoted.

4.5.1. **Responsibilities.** The SASI will promote cadets, assign cadets to positions, demote cadets, and reassign cadets from AFJROTC IN-941 UMD positions. At the end of the Academic Year the SASI and ASI will interview and board cadets for the top 3 Corps positions. The newly selected Top 3 cadets along with the SASI and ASI will hold a board and interview cadets to fill their staff positions. The Cadet Corps Commanders will submit staff position recommendations to the ASI, who in turn will scrutinize closely and then submit final recommendations to the SASI for approval.

All cadets who supervise another cadet will complete the **Cadet Evaluation Form** (see Figure 4.2) on their subordinate(s). These forms will assist in communicating to the cadets the expectation on performance and then the results of their performance. The initial form will serve to document the expectations and requirements only. It will be completed **NO Later Than** the end of each progress report/grading period of school. This will enable the subordinates to fully understand their supervisor's expectations and job requirements. At the end of the 1st and 2nd semester a Cadet Evaluation Form will be completed to document the actual performance of the cadet. These evaluations will assist in making promotion and job placement decisions within the cadet chain of command.

4.5.2. **Demotions.** Cadets may be demoted one or more grades by order of the SASI for conduct unbecoming a cadet (**See Chapter 9**). Also, administrative demotion of one grade may be applied to any cadet officer or senior NCO whose grade point average drops below 2.0 in AFJROTC and all other academic courses, at the end of the semester. **See Chapter 9 for disciplinary actions.**

4.5.3. Promotion Procedures. Promotions will take place at the beginning of the second semester. Two types of promotions will take place: Permanent Grade and Temporary Rank promotions.

4.5.3.1. Permanent Grade. Rank will be awarded to those cadets who have time in grade and time in AFJROTC service assuming they meet the following criteria*:

AB to Amn: 2 Community Service Events, 1st year cadet

Amn to A1C: 3 Community Service Events, 2nd year cadet

A1C to SrA: 5 Community Service Events Cumulative Total, 3rd year cadet

SrA to SSgt: 7 Community Service Events Cumulative Total, 4th year cadet

*** All cadets must meet the following criteria to be considered for promotion: No ISS, Suspensions, or after school detention and must have a minimum of an 80% in JROTC studies.**

4.5.3.2. Temporary Grade. All staff positions except for the Command Chief will be awarded a temporary rank below the maximum allowed in accordance with the UMD. This will allow the potential for cadets to be promoted in their position and to excel at their duties and be appropriately rewarded. All staff position NCO promotions* and officer promotions** will meet the following criteria (**Community Service (CS) criteria based on 1st semester**):

SSgt to TSgt: 3 CS events, perform Open Ranks of a flight, no missed uniform wear days, and pass basic knowledge test

TSgt to MSgt: 5 CS events, perform Open Ranks of a flight, no missed uniform wear days, and pass basic knowledge test

MSgt to SMSgt: 5 CS events, command 30 steps of drill, no missed uniform wear days, pass basic knowledge test

SMSgt to CMSgt: 5 CS events, command 30 steps of drill, no missed uniform wear days, pass basic knowledge test

*** All cadet NCOs must meet the following criteria to be considered for promotion: No ISS, Suspensions, or after school detention and must have a minimum of an 80% in JROTC studies.**

2Lt to 1Lt: 5 CS events, command 30 steps of drill, no missed uniform wear days, pass advanced knowledge test

1Lt to Capt: 5 CS events, command 30 steps of drill, no missed uniform wear days, pass advanced knowledge test

Capt to Maj: 7 CS events, command 30 steps of drill, no missed uniform wear days, pass advanced knowledge test

Maj to Lt Col: 7 CS events, command 30 steps of drill, no missed uniform wear days, pass advanced knowledge test

Lt Col to Col: 9 CS events, command 30 steps of drill, no missed uniform wear days, pass advanced knowledge test

**** All cadet officers must meet the following criteria to be considered for promotion: No ISS, Suspensions, or after school detention, must have a minimum of an 80% in JROTC studies and must have a “recommend to promote” rating on their cadet evaluation form.**

4.6. Staff Position Assignments. All cadets will have an opportunity to apply for staff positions in accordance with the rotation policies listed below. The SASI and ASI will consider all applicants for the Group (Corps Commander), Deputy Group, and Chief and pick in their opinion the best qualified to lead the cadet corps. The Group (Corps) Commander, once selected, will review the applicants for staff positions and recommend their choices to the SASI/ASI for approval. All cadets will apply and interview for their positions.

4.7. Flight Positions. Each class period will be designated as a Flight. The SASI will appoint a Flight Commander and Flight Sergeant for each class in accordance with the staff position assignment process. Flight Commanders will make recommendations for internal flight positions to the SASI/ASI for approval. The open internal flight positions are (4) Element Leaders and (1) Guidon Bearer.

4.8. Rotation of Positions. Cadets selected to staff positions will hold these positions for a minimum of one semester. A Corps change of command ceremony will take place at the end of each school year. Remaining flight positions will be rotated as needed. Team positions will be determined prior to the first competition/ meet and may be rotated to best meet the changing requirements of the Team.

4.9. Application Procedures. Cadets wishing to apply for corps positions will apply in writing. Cadets should designate the position they wish to hold and be specific in explaining why they feel they should be selected for the position. The SASI/ASI will designate a deadline for submission of applications prior to a board/selection date. Cadets may apply for any of the positions within the Cadet Corps.

SECTION E -- AWARDS PROGRAM

4.10 OUTSTANDING CADET OF THE MONTH AWARD Purpose and Criteria: This award program promotes personal excellence and teamwork within the squadron each month. The Cadet Corps Commander, SASI, and ASI will review academic and other achievements and designate the outstanding cadet each month. The award is based on the “whole person” concept, which includes academic excellence, teamwork, cooperation with flight leaders and instructors, uniform wear and personal appearance excellence, school, community, and corps involvement, and conduct. Recognizes one cadet each month that meets or exceeds all of the following criteria during that semester in each level of AFJROTC:

- 4.10.1 Earn an “A” in all AFJROTC courses (highest grade AVERAGE will be factored in when numerous students have an “A” average).
- 4.10.2 Wear uniform on each scheduled uniform day unless excused by the squadron and achieve an overall 90 percent average on uniform wear and personal appearance inspections.
- 4.10.3 Have not been suspended from school and have no unexcused absences.
- 4.10.4 Volunteer and perform at least one community service project (if one is available during the four weeks).

4.11 Recognition: All cadets in AFJROTC receiving recognition will receive a certificate of recognition and maximum publicity in school, community, and Corps publications, and a notification to parents.

4.12 National/AFJROTC Awards and Decorations. The awards and decorations identified in **Figure 4.4** are authorized for wear (unless noted otherwise) based upon demonstrated performance of academic and leadership excellence of valor in several areas. Both the nationally sponsored and AFJROTC awards are presented to cadets selected by the SASI / ASI. The annual presentation of awards will be accompanied by appropriate ceremonies and families of the recipients will be invited to attend the ceremony. Normally, these awards are given out at the Military Ball and Awards Ceremony each Spring semester. Local awards are addressed in Chapter 9.

SECTION F -- AFJROTC CERTIFICATES OF COMPLETION AND TRAINING

4.13. Certificates of Completion. Presented to a cadet in good standing who has successfully completed at least **three years** of AFJROTC. SASI/ASI review the entire period of enrollment and determines if a certificate is to be issued, since the SASI certifies to the armed services that the cadet has earned and deserves training credit. Cadets must have this certificate in their possession when enrolling in a senior ROTC program at a college/university or when enlisting in the armed services to receive the following training credit:

4.13.1. ROTC at the college level may grant course credit to qualifying cadets. JROTC cadets may be excused from one year of the General Military Course (GMC) of the college AFROTC program. Cadets must contact the Professor of Aerospace Science at the college or university where the cadet is enrolled to receive training credit.

4.13.2. Enlistment in pay grade E-3 in the Army, Navy, or Air Force and E-2 in the Marine Corps after completion of basic training. Provides immediate substantial monetary benefit and accelerated promotion ahead of other enlistees who enter active duty at the same time.

4.14. Certificate of Training. Presented to a senior cadet in good standing who successfully completes **two years** of AFJROTC. Like the Certificate of Completion, the SASI will review the cadet's entire enrollment to determine if a certificate of training is to be awarded. Cadets must have the certificate in their possession when enrolling in a senior ROTC program at a college/university or when enlisting in the armed services to receive the following training credit:

4.14.1 ROTC at the college level may grant course credit to qualifying cadets. JROTC cadets may be excused from one semester of GMC of a college's AFROTC program. Cadets must contact the Professor of Aerospace Science at the college or university where the cadet is enrolled to receive training credit.

4.14.2. Enlistment in pay grade E-2 in the Army, Navy, or Air Force after completion of basic training. Provides immediate monetary benefit and accelerated promotion ahead of other enlistees who enter active duty at the same time.

4.15. **Eligibility.** These certificates are very important documents and are not awarded automatically based solely on academic grades. Total performance, attitude, and conduct are considered and it is possible to successfully complete the AFJROTC courses but not be awarded a certificate. The SASI and the Principal, Wayne High School, will determine whether a certificate will be issued.

NOTE: To receive the benefits outlined in Section F, the Certificate of Completion or Certificate of Training must be endorsed by and/or accompanied by a letter from the SASI recommending enlistment at higher grade. It is possible to receive the Certificate and NOT receive the endorsement and/or letter from the SASI

Certificates of Training and Completion are awarded in accordance with Department of Defense Instruction 1205.13 and Air Force Instruction 36-2002, Table 4.1.

Figure 4.1. Rank Insignia and Badges

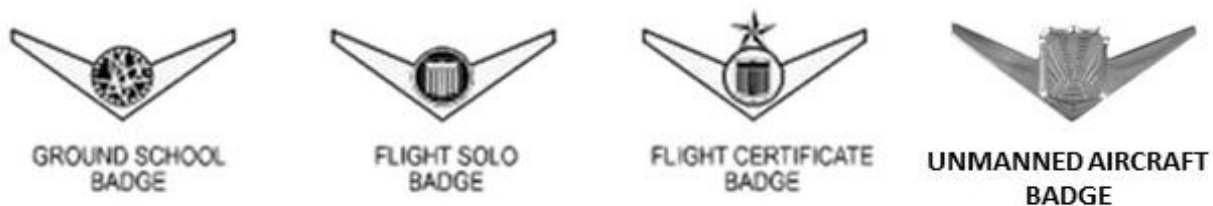
AFJROTC ENLISTED RANKS/INSIGNIA

Cadet Ranks	Abbreviation	Air Force PayGrade Equivalent	Rank
C/Airman Basic	C/AB	E-1	N/A
C/Airman	C/Amn	E-2	
C/Airman 1 st class	C/A1C	E-3	
C/Senior Airman	C/SRA	E-4	
C/Staff Sergeant	C/SSgt	E-5	
C/Technical Sergeant	C/TSgt	E-6	
C/Master Sergeant	C/MSgt	E-7	
C/Senior Master Sergeant	C/SMSgt	E-8	
C/Chief Master Sergeant	C/CMSgt	E-9	

AFJROTC OFFICER RANKS/INSIGNIA

Cadet Ranks	Abbreviation	Air Force Pay-Grade Equivalent	Rank
C/Second Lieutenant	C/2LT	O-1	
C/First Lieutenant	C/1LT	O-2	
C/Captain	C/Capt	O-3	
C/Major	C/Maj	O-4	
C/Lieutenant Colonel	C/Lt Col	O-5	
C/Colonel	C/Col	O-6	

Figure 4.1. Rank Insignia and Badges (Continuation)



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.

Figure 4.1. Rank Insignia and Badges (Continuation)

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.

Figure 4.1. Rank Insignia (Continuation)

Air Force Enlisted and Officer Ranks

E-1	E-2	E-3	E-4	E-5	E-6
No Insignia					
Airman Basic AB	Airman Amn	Airman First Class A1C	Senior Airman SrA	Staff Sergeant SSgt	Technical Sergeant TSgt
E-7	E-8	E-9			
					
Master Sergeant* MSgt	Senior Master Sergeant* SMSgt	Chief Master Sergeant* CMSgt	Command Chief Master Sergeant CCM	Chief Master Sergeant of the Air Force CMSAF	

*First Sergeant ranks are designated by a diamond in the upper field (E-7 through E-9)

Pay grade	O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	O-11
Insignia											
Title	Second Lieutenant	First Lieutenant	Captain	Major	Lieutenant Colonel	Colonel	Brigadier General	Major General	Lieutenant General	General	General of the Air Force
Abbreviation ²	2d Lt	1st Lt	Capt	Maj	Lt Col	Col	Brig Gen	Maj Gen	Lt Gen	Gen	GOAF
NATO Code		OF-1	OF-2	OF-3	OF-4	OF-5	OF-6	OF-7	OF-8	OF-9	OF-10

¹ Awarded as an honorary rank or during periods of a declared war.

² No periods are used in actual grade abbreviation.

Figure 4.2. Cadet Evaluation Form

Name:		Rank:	
Flight	Duty Position	Date:	
Performance Ratings (Place an X in the appropriate block for each item) Specific examples of performance are required in Raters Comments block to substantiate ratings of poor or excellent.			
	POOR	AVERAGE	EXCELLENT
1. APPEARANCE (Uniform wear)			
2. Attitude (Displays initiative, discipline, honesty, and accepts responsibility)			
3. Leadership Skills (Motivates others, fosters teamwork, sets and enforces standards)			
ENLISTED OVERALL EVALUATION	SATISFACTORY		UNSATISFACTORY
OFFICER PROMOTION STATEMENT	PROMOTE		DON'T PROMOTE
RATER'S COMMENTS (Required for "Poor" and "Excellent" ratings only)			
Name and Grade of Rater		Position	
Signature		Date	

Figure 4.2. Cadet Evaluation Form Example (Continuation)

Endorsing Official's Comments	
☐	Concur ☐ Nonconcur with Ratings or Comments
Name and Grade of Rater	Position
Signature	Date
RATEE'S AUTHENTICATION	
☐	Concur ☐ Nonconcur with Ratings or Comments
Signature	Date

Figure 4.4. AFJROTC and Nationally Sponsored Awards

<u>AWARD</u> <u>(ELIGIBLE)</u>	<u>CADET MUST:</u>	<u>ELEMENT</u>
Ground School Badge (All Cadets)	complete an honors ground school curriculum option or complete an aviation ground school program prescribed by the FAA.	Badge
Flight Solo Badge (All Cadets)	possess a solo flight certificate signed by a FAA certified flight instructor for either powered or unpowered aircraft.	Badge
Flight Certificate Badge (All Cadets)	possess a FAA flight examiner pilot's certificate for either powered or unpowered aircraft.	Badge
Awareness Presentation Team (APT) Badge (All Cadets)	participate in at least 75% of APT Team activities (APT Team practices and scheduled events). NOTE: Awarded Only Once	Badge
Kitty Hawk Air Society Badge (All Cadets)	is a member of the Kitty Hawk Air Society.	Badge
Distinguished AFJROTC Cadet (AS III/Junior)	display high morals, positive character, outstanding military potential, and excellence in academics and AFJROTC. be a third-year cadet to be eligible for this award. Been previously awarded most of the following: Leadership Ribbon Achievement Ribbon Superior Performance Ribbon Academic Ribbon Leadership Development (Co-Curricular) Ribbon Service Ribbon	Badge Certificate

NOTE: Cadets may only receive one National-level Award for each year they are in AFJROTC.

Figure 4.4. AFJROTC and Nationally Sponsored Awards (Cont.)

AWARD (ELIGIBLE)	CADET MUST:	ELEMENT
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Aerospace Education Foundation (AEF) Academic Cadet Award (AS II & AS III)	have attained academic excellence by achieving an overall 3.3 grade point average (5.7 GPA on a & 7.0 scale) with no grade below with no grade below "C" on their transcript. Worn by cadets who are 11th or 12th grade only.	Badge
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Model Rocketry Badge (All Cadets)	Has fulfilled all model rocketry program requirements to include building at least 2 Rockets and successfully launching, recovering and operating a range with no incidents.	Badge
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Marksmanship Ribbon	SASI approves Ribbon after 1 year on team & 1 competition	Ribbon
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Marksmanship Badge	Each Marksmanship athlete may earn one of the three marksmanship badges. They may only wear one of the badges on the uniform, not more than one at a time. <u>These badges are earned by scores obtained in competitions, not practices.</u> These badges are awarded by the unit's SASI.	Badge
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The basic marksmanship badge - requires a combined score of **170** or above, fired in the prone, standing, and kneeling 3x10 positions.

The sharpshooter badge - requires a combined score of **220** or above, fired in the prone, standing, and kneeling 3x10 positions.

The expert badge - requires a combined score of **250** or above, fired in the prone, standing, and kneeling 3x10 positions.

Valor (All Cadets)	GOLD: do voluntary act of bravery and self sacrifice involving conspicuous risk of life beyond the Call of Duty.	Medal Ribbon Citation
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SILVER: do voluntary act of heroism which does not involve risk of life.

Humanitarian (All Cadets)	does a humanitarian act above the Call of Duty during an event like a natural disaster	Ribbon
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Air Force Association Award (AFA) (AS III)	Top 1% of the cadets in a unit in the following areas academics, leadership, and professionalism. Positive attitude (toward AFJROTC and school). Outstanding personal appearance (uniform and grooming). Display personal attributes such as initiative, judgment, and self-confidence. Courteous demeanor (promptness, obedience, and respect for customs).	Medal Ribbon
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Figure 4.4. AFJROTC and Nationally Sponsored Awards (Cont.)

AWARD (ELIGIBLE)	CADET MUST:	ELEMENT	
Daedalian (AS III)	demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation. show the potential and desire to pursue a military career. rank in the top 10% of his/her AS class.	Medal Ribbon	
Air Commando Association (All Cadets)	write a one-page essay highlighting a historical Air Force Special Operations Mission. The cadet must also possess the 13 Critical Attributes of Success that distinguish an elite AFSOC Air Commando	Medal Ribbon	
American Legion Scholastic (AS III or IV)	rank in top 10% of class rank in the top 25% of his/her AS class. demonstrate leadership qualities. actively participate in student activities.	Medal Ribbon	
American Legion General Military Excellence (AS III or IV)	rank in the top 25% of his/her AFJROTC class. demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.	Medal Ribbon	
Daughters of the American Revolution DAR Award (AS IV)	rank in the top 25% of his/her AS class. demonstrate qualities of dependability and good character. adhere to military discipline. Possess leadership ability and a fundamental and patriotic understanding of the importance of ROTC training.	Medal Ribbon	
American Veterans (AMVETS) Award (All Cadets)	have a positive attitude toward Air Force ROTC programs. project excellent personal appearance qualities (i.e., wearing of the uniform, posture, and grooming, but not physical characteristics <i>per se</i>). display excellent personal attributes (i.e., initiative, dependability, judgment, and self-confidence. show excellent officer potential (i.e., highly responsible, adaptable, and able to maintain high personal standards) obtain a grade of "A" (or the numerical equivalent) in his/her AS class. be in good scholastic standing in all classes at the time of selection and at the time of presentation.	Pendant Ribbon	
Reserve Officers Association (ROA) Award (AS IV)	Be in the top 10% in the AFJROTC program. Be in the top 25% in academic grades. Be recognized for having contributed the most to advancing the objectives of the AFJROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic.	Medal Ribbon Certificate	

NOTE: Cadets may only receive one National-level Award for each year they are in AFJROTC.

Figure 4.4. AFJROTC and Nationally Sponsored Awards (Cont.)

AWARD (ELIGIBLE)	CADET MUST:	ELEMENT	
Military Order of World Wars Award (All Cadets)	excel in academics and military training. actively participate in extracurricular activities. want to serve our country and to continue in AFJROTC.	Medal Pendant Certificate Ribbon	
The Military Officers Association (MOA) (AS III)	be a member of the junior class. be in good academic standing. be of high moral character. show a high order of loyalty to the unit, school, and country. show exceptional potential for military leadership.	Medal Ribbon	
Veterans of Foreign Wars Award (AS III or IV)	have a positive attitude toward AFJROTC. have outstanding military bearing and conduct. possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation) demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism. demonstrate leadership potential. attain a grade of "B" in AFJROTC with an overall average grade of "C" in all subjects for the previous semester. be active in student activities. has not been a previous recipient of this award.	Medal Pendant Ribbon	
National Sojourners Award (AS II or III)	be in the top 25% of his/her academic class. encourage and demonstrate ideals of Americanism. demonstrate potential for outstanding leadership. not have previously received this award.	Medal Ribbon Certificate	
Sons of the American Revolution (SAR) (AS III)	be currently enrolled in the AFJROTC program. be in the top 10% of his/her AFJROTC class. be in the top 50% of his/her overall class.	Medal Ribbon	
Scottish Rite, Southern Jurisdiction Award (AS III)	contribute the most to encourage Americanism by participating in extracurricular activities or community projects. demonstrate academic excellence by being in the top 25% of his/her class. demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism. has not been a previous recipient of this award.	Medal Ribbon Certificate	
National Society US Daughters 1812 Award	for academic excellence, leadership, military discipline, dependability, patriotism, and upright character in speech and habits.	Medal Ribbon Certificate	

Figure 4.4. AFJROTC and Nationally Sponsored Awards (Cont.)

AWARD (ELIGIBLE)	CADET MUST:	ELEMENT	
Military Order of The Purple Heart Award (AS II or III)	have a positive attitude toward AFJROTC and country. hold a leadership position in the cadet corps. be active in school and community affairs. attain a grade of “B” or better in all subjects for the previous semester. has not been a previous recipient of this award.	Medal Pendant Ribbon	
Air Force Sergeants Association Award (AFSA) (AS III or AS IV)	be in the top 10% of the AFJROTC class. demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. has not been a previous recipient of this award.	Medal Pendant Ribbon	
Tuskegee Airman Incorporated (TAI) AFJROTC Award (Two Annually/All Cadets)	actively participate in cadet corps activities. attain a grade of “B” or better in his/her AS class. be in good academic standing. participate in at least 50% of all unit service programs.	Ribbon Certificate	
The Retired Enlisted Association (TREA) (Enlisted Cadets)	Enlisted cadet who has shown exceptional leadership. Chosen by the SASI.	Medal Ribbon Certificate	
Celebrate Freedom Foundation Award For Excellence (All Cadets)	Outstanding personal appearance (uniform and grooming). Display personal attributes such as initiative, judgment and self-confidence. Courteous demeanor, Growth potential, Possess the highest personal and ethical standards and strong positive convictions. Shows the potential and desire to pursue a military career. Rank in the top 5% in his/her AS class with a grade average of A or numerical equivalent. Rank in the top 15 % of his/her academic class. Demonstrates a positive attitude (toward AFJROTC and school)	Ribbon Certificate	
Outstanding Cadet (One Cadet from Each Year Group)	demonstrate high moral character. demonstrate positive personal attributes. display outstanding military potential. attain academic and military excellence.	Ribbon	
Top Performer Award	Award only presented during a HQ AFJROTC visit (inspection). Maximum of 2% of the current cadet Corps will receive the award	Ribbon Certificate	

Figure 4.4. AFJROTC and Nationally Sponsored Awards (Cont.)

AWARD (ELIGIBLE)	CADET MUST:	ELEMENT
Leadership Ribbon (10% of Cadets Eligible)	be assigned and excel in a leadership position. perform outstandingly.	Ribbon
Achievement Ribbon	accomplish documented significant achievement (i.e., Community Service, ROTC Scholarship, Academy Appointment, National Contest Winner, Athletic Achievement, Valedictorian/Salutatorian, etc.) not receive more than one ribbon during a 1-year period.	Ribbon
Superior Performance Ribbon (10% of Cadets)	have had a single or sustained performance of a superior nature (National Merit Finalist, Yearbook Editor, Most Valuable Athlete, Outstanding Performer in a community sanctioned activity).	Ribbon
Distinguished Unit Award (DUA/DUAM) (All Cadets)	be enrolled in AFJROTC during the period a unit's "Distinguished" rating is earned. Units may earn the award with Merit during an inspection year only.	Ribbon
Outstanding Organization Award (All Cadets)	be enrolled in AFJROTC during the period a unit's "Outstanding" rating is earned.	Ribbon
Academic Ribbon (All Cadets)	attain an overall "B" Grade Point Average with "A" in AFJROTC during one academic term. MUST be passing all classes	Ribbon
Outstanding Flight Ribbon (All Cadets)	be assigned to an Outstanding Flight during the designated academic/training period.	Ribbon
Special Teams Placement Ribbon	awarded to team members for "placing" no lower than third in an Air Force or Joint Service (local, regional, state, or national level) Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.	Ribbon
Orienteering Ribbon	awarded to team members for participating in at least 75% of team events (practices and scheduled events)	Ribbon
Leadership Development Ribbon (LDR) (All Cadets) (Cocurricular)	demonstrate exceptional leadership in achieving objectives through the coordinated efforts of others. Example: (Dining In/Out, Military Ball, Dance, Newsletter Editor, Drill/Honor Guard/Color Guard/Rifle Team Commander, Orientation Program Coordinator, etc.)	Ribbon

NOTE: Cadets may only receive one National-level Award for each year they are in AFJROTC.

Figure 4.4. AFJROTC and Nationally Sponsored Awards (Cont.)

AWARD (ELIGIBLE)	CADET MUST:	ELEMENT
Drill Team Ribbon	participate in at least 75% of Drill Team events (Drill Team practices and scheduled events) in an academic year.	Ribbon
Color Guard Ribbon	participate in at least 50% of Color Guard events per academic year.	Ribbon
Service Ribbon (All Cadets)	show distinctive performance in school, community, or AFJROTC Service Projects and/or have a minimum of 10 hours community service not including Drill or Color Guard at end of 2 nd semester.	Ribbon
Longevity Ribbon	awarded for completion of each AS year	Ribbon
Health & Wellness Ribbon (All Cadets)	successfully complete the physical fitness program and Presidential Physical Fitness test. Cadets in the 75-84 % will receive a Bronze Star Device Cadets in the 85-95 % will receive a Silver Star Device Cadets in the 96-100 % will receive a Gold Star Device	Ribbon
Recruiting Ribbon (All Cadets)	enroll at least 2 quality cadets who remain in JROTC and are in good standing	Ribbon
Activities Ribbon (All Cadets)	Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for a ribbon on the ribbon chart. These include, but are not limited to, model rocketry clubs, sports teams, and any other LDR team event that does not currently have a ribbon on the ribbon chart. Cadets must actively participate for more than 1 semester to earn ribbon.	Ribbon
Attendance Ribbon (All Cadets)	not have more than 3 absences in an academic term	Ribbon
Good Conduct Ribbon (All Cadets)	not have suspensions <u>of any kind</u> nor any adverse reports from other staff or faculty during school year. Cadet may only receive one award annually.	Ribbon
Dress and Appearance Ribbon	wear his/her uniform on all designated uniform days & must have a 90% or higher uniform average per academic term.	Ribbon
Bataan Death March Memorial Hike Ribbon	Units conduct a 14-mile Memorial Hike. Cadets must complete the entire course to receive the ribbon	Ribbon
Patriotic Flag Ribbon	Awarded for participation in non-color guard events Specifically designed to honor our nation's flag. (Flag raising, lowering, folding ceremonies, etc...) Cadets who volunteer to raise and lower school flags earn the ribbon after completing duties for <u>1 entire semester</u> .	Ribbon
Cadet Leadership Course	complete leadership school program of at least 5 days. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star (Top 10%).	Ribbon

Figure 4.4. AFJROTC and Nationally Sponsored Awards (Cont.)

<u>AWARD</u> <u>(ELIGIBLE)</u>	<u>CADET MUST:</u>	<u>ELEMENT</u>
Joint Leadership Academic Bowl (JLAB) Ribbon // USAA Educational Foundation (EF) Joint Service Academic Bowl Ribbon	Cadets must be a member of the JLAB team. Cadets must complete the practice test and compete in at least Round 1. It is a ribbon awarded to cadets who participate in the Joint Leadership and Academic Bowl (JLAB) Practice Test and the subsequent rounds of JLAB competition. The award recognizes individual efforts toward achieving a clear understanding of core subjects including math, science, language arts, leadership, current events, and financial literacy. This ribbon replaces the former AFJROTC JLAB Team Ribbon. The former JLAB Ribbon may not be worn, it will be replaced with the new USAA EF JLAB Ribbon to qualifying cadets. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.	
Cyber Patriot Team (All Cadets)	Cadets must be a member of the Cyber Patriot team. Cadets Must complete practice session, training modules and Compete in Rounds, 1, 2 and Regional. (This ribbon Replaces the Cyber Patriot pin, which is no longer authorized for wear on the cadet's uniform.)	Ribbon
Stellar Explorers Ribbon (All Cadets)	Cadets must be a member of the StellarXplorers team. Cadets must successful compete in at least Round 1. (This ribbon replaces the StellarXplorers pin, which is no longer authorized for wear on the cadet's uniform.)	Ribbon
Raiders Team Ribbon (All Cadets)	Cadets must be a member of the Raiders Team. Must compete in at least 1 competition or organize and operate a competition.	Ribbon
Military Model Building Team Ribbon (All Cadets)	Cadets must be a member of the Military Model Building Team. Cadets must participate for a minimum of 1 semester and build or design & build at least 1 airplane to be displayed within JROTC or the school.	Ribbon
Unmanned Aircraft Systems (UAS) Ribbon (All Cadets)	Cadets must be a member of the UAS team. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. UAS team members earn ribbon after 1 year of actively being on team.	Ribbon
Robotics Team Ribbon (All Cadets)	Cadets must be a member of the Robotics club/team. Team members earn ribbon after 1 year of actively being on team.	Ribbon
Resiliency Ribbon.	Is a ribbon awarded by the SASI to any cadet who has displayed a high amount of resiliency to life events. Principally intended to denote resilience in the face of COVID-19 to cadets who were enrolled in AFJROTC or SFJROTC course of study from 1 March 2020 to 30 June 2022. A course of study is defined as any cadet who was enrolled, participated, and completed in an on-line, virtual, or on campus in person, AFJROTC or SFJROTC course during this period. The ribbon is now expanded to those who in the SASI's discretion have overcome significant life challenges (significant illness, tragedy at home such as fire or destruction by storm) and have shown resilience to overcome those events and press on as a cadet. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.	Ribbon 

Chapter 5

UNIFORMS, EQUIPMENT, BOOKS, AND PERSONAL APPEARANCE

SECTION A -- ACCOUNTABILITY, CADET RESPONSIBILITIES, AND GENERAL POLICIES

5.1. **Cadet Uniform.** The AFJROTC cadet uniform is, with certain exceptions, the same one that is worn by active duty Air Force members. Thus, wear it proudly and correctly! Cadets must keep the uniform clean, neat, and in good condition always, with badges, ribbons, insignia, and other metallic devices properly maintained. **UNIFORM DAY FOR IN-941 IS WEDNESDAY!** Only the SASI or ASI will grant exceptions to this policy. **All cadets will wear the uniform the entire school day from when the first bell rings until the final bell rings dismissing students.** Students involved in work-study or shop classes must get an exception to the uniform wear policy from the SASI/ASI or wear the uniform as required.

5.2. **Receipt for Uniform, Books, and Other Equipment.** When a cadet is issued a uniform, they will sign a Custody Receipt Form. Each item then becomes the property of the cadet who is responsible for its care. If the item is lost or willfully or negligently destroyed, beyond normal wear and tear, the cadet may have to pay for it at current replacement cost. The ASI will provide a price listing, as required, for all accountable items. Any item substitution must be authorized by the ASI prior to purchase.

5.2.1. Except for those cadets in the elite teams (Color Guard and Drill Team), cadets will be issued one complete, clean uniform with all accessories and insignia. Color Guard and Drill Team members may be issued an additional pair of trousers and a short sleeve blouse/shirt.

5.3. **Turn-In of Uniforms and Other Equipment.** Cadets will return all items issued except for shoes and socks or they may have to pay for them at the end of the school year or upon **disenrollment** during the school year. **CERTIFICATES OF COMPLETION OF MILITARY TRAINING, REPORT CARDS, TRANSCRIPTS, AND/OR ANY OTHER OFFICIAL DOCUMENT WILL NOT BE RELEASED UNTIL ALL JROTC UNIFORMS, COURSE MATERIALS, AND EQUIPMENT ARE RETURNED OR PAID FOR BY THE STUDENT.**

5.4. **Cleaning Uniform Items:** **DO NOT launder the service dress pant, flight cap, service dress jacket, and light weight all-purpose jacket in the standard washer and dryer. These items must be DRY CLEANED only. The blue short sleeve shirt may be laundered at home or dry cleaned.**

5.5. **Uniform Wear Standards.** Cadets will wear the uniform as prescribed by AFI 36-2903, Dress and Personal Appearance, the AFJROTC Operational Supplement, Chapter 7 and this handbook. Refer to the Chapter 5 Figures for proper uniform wear and combination standards. When participating in orientation flights or field trips, the SASI/ASI will prescribe the uniform to be worn in a memorandum. Appearance and grooming standards listed in this chapter help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. Cadets represent AFJROTC while in uniform.

5.6. **Appearance and Grooming.** 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 five elements: neatness, cleanliness, safety, uniformity and military image. The first four are absolute, objective criteria for the efficiency, health, and well-being of the force. The fifth standard, military image is also very important, military appearance is subjective, but necessary. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform. The same expectation exists for AFJROTC Cadets.

5.6.1. **Jewelry.** While in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI.

5.6.1.1. **Rings.** Cadets may wear a total of no more than **three rings**; Rings will be worn at the base of the finger and **may** be worn on the thumb.

5.6.1.2. **Necklaces.** Will not be visible at any time. If worn, will be concealed under a collar or undershirt.

5.6.1.3. **Bracelets.** Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is

defined as plain, not drawing attention or faddish) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing inappropriate attention or faddish). Bracelets espousing support for cause, philosophy, individual or group are *not* authorized (**Exception:** Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized). **Colored/rubber bracelets that support a cause are not allowed to be worn in uniform.**

5.6.2. Eyeglasses or Sunglasses. If you wear glasses, they must not have any ornaments on the frames or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.

5.6.3. Tattoos or Brands. Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance.

5.6.4. Body Piercing. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings. **Male Cadets MAY NOT wear earrings in uniform!**

In uniform with the exception of earrings for women, all members are prohibited from attaching, affixing, or objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through the uniform).

Plugs for gauge holes in the ear lobes are not authorized (regardless of color, i.e., flesh colored). There are no exceptions per AFI 36-2903.

5.6.5. Back Packs. Cadets may wear a back pack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).

5.6.6. Wear/use of an earpiece, any blue tooth technology or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. Exception: Headphones and earphones are authorized during travel on public transportation i.e., bus, train, or air travel.

5.6.7. Dental ornamentation: Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited.

5.7. Uniform (Day) Policies, Shoulder Cords (Ropes), Shoulder Tabs/Arc Pins and Berets. On the Wednesday mandatory uniform day, cadets will wear the uniform combination designated by the SASI/ASI. Cadets will be inspected on uniform wear and personal appearance on uniform days using an inspection sheet that evaluates proper uniform wear and grooming standards. The ASI will prescribe whom can wear specialized uniform items such as cords, berets, shoulder tabs/arc pins, and ascots and when they can be worn, and how they will be worn and maintained.

CORDS (Ropes): Cadets on teams, holding certain positions, and cadet staff will be issued **shoulder cords** to wear on the left shoulder. The shoulder cord will be worn only on the light blue shirt and the service dress coat. Colors to denote different honors or leadership positions will be used. **Colors are listed in Chapter 7, Figure 7.1.**

Cadets are authorized to wear one shoulder cord (double knot, single cord – no aiguillettes or citation cords) on the left shoulder. This will be a single “infantry” style cord, without metal tips, no more than 1-inch wide. 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.

ARC PINS: Cadets on special teams and groups may be issued shoulder tabs/arc pins to wear. 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). The following teams/activities will be authorized to wear the shoulder tab once they have become qualified on the team or met full participation criteria set by the team/program cadet commander: **Academic Team, Color Guard, Community Service Achievement, Flag Detail, Orienteering Team, Physical Training Team, Marksmanship Team, Cyber Patriot Team, Drill Team(s), etc....**

BERETS: Berets may be worn as headgear for Drill Team, Color Guard, and Exhibition Uniforms only. Solid color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a “Beret Flash” or mini unit patch is not authorized. Berets may be worn on regular uniform days. No other color berets may be worn.

5.7.1. Each cadet will ensure the uniform is ready for inspection upon entering the classroom on the designated uniform day or for other mandatory uniform formations. PLANNING AHEAD is the key. Assemble the uniform, iron shirts, and polish shoes the night before. "The uniform is in the cleaners, is too small, or I am missing uniform items" are not reasons for not wearing the uniform. Cadets must coordinate beforehand with Logistics if they need replacement items from the supply room. Cadets not wearing the uniform on scheduled uniform days or events will receive a zero if they do not present a legitimate reason from their parent or guardian. The reason must state why the cadet was not in uniform which must then be approved by the SASI or ASI. If a cadet is absent and is excused in accordance with school policies, there is no penalty on grading. Cadets may make up any missed uniform day by wearing the uniform and being inspected upon their return to school. **All cadets must wear the uniform the first day back to school after their absence. SASI will consider disenrollment after three failures to wear the uniform during any grading period.**

5.8. **Uniform and Civilian Clothing.** Cadets will not mix uniform and civilian clothing. No portion of the blue service uniform maybe worn with civilian clothing. If a cadet has a legitimate reason not to wear the uniform or any uniform item due to medical conditions, he/she must present medical documentation and receive a SASI/ASI waiver.

5.8.1 **Physical Training Gear (PTG) / Uniform.** All cadets are issued Physical Training Gear (short and shirt) and must dress out and participate on the Physical Training day as established by the academic schedule. Failure to dress out or participate will negatively impact their grade. Cadets will wear either the unit issued PTG or the Air Force issued PTG. Do not roll up, remove or cut sleeves. Short and long sleeved white, black or light gray form fitting undershirts, (i.e. spandex, lycra or elastic material) may be worn and visible under the short-sleeved PTG shirt. Undershirt must be tucked in. The optional Air Force long sleeved sleeve shirt will be tucked into the shorts or running pants always. Do not push up, remove, or cut sleeves. The optional Air Force sweatshirt will extend no lower than six inches below the natural waist line. Do not push up, remove, or cut sleeves. The running Short/Running Pants waistband will rest at or within two inches of the natural waistline (**NO SAGGING**). Both pant legs will extend below the ankles and will be zipped to within one inch of the bottom. The shorts (with reflective material) and optional running shorts (without reflective material) waistband will rest at or within two inches of the natural waistline (**NO SAGGING**). The lining in the Air Force shorts may be removed. Short, mid and full-length solid black, white or dark blue form fitting sportswear (i.e. spandex, lycra or elastic) may be worn and visible under both the running shorts.

5.8.1.1. **Athletic Shoes and Socks.** Socks are mandatory with footwear. Socks will be white or black and may have small trademark logos. Athletic style shoes are mandatory to safely participate in physical training and to receive a participation grade.

5.8.1.2. **Civilian Clothing.** Physical Training Gear items are authorized for wear with conservative civilian/personal attire during individual/personal PT or while not participating in formal AFJROTC physical training (e.g. PT shirt with personal shorts/pants, PT jacket with personal shirt/pants/shorts, etc.). No civilian/personal items with offensive wording, graphics or photos are to be worn with the PT items at any time.

5.8.1.3. **Grooming Standards.** All personal grooming standards (i.e., males must be clean shaven, etc...) apply while participating in physical fitness activities with one exception, long female hair will be secured but may have loose ends and may extend below the collar; i.e., ponytails.

5.9. **Name Tag.** Cadets will wear the standard Air Force blue nametag, with white, block style letters engraved on the plastic, secured with clutch-type fasteners on their short or long-sleeved blue shirt. Nametag size is 3 3/16 x 5/8 inches with 1/4-inch lettering. Males wear the blue name tag over the right breast pocket, flush, centered and even with the top seam of the pocket. Females place it on an imaginary line parallel to the ground, centered, even with to 1 1/2 inches higher or lower than the first exposed button on the wearer's right. The Brushed Satin Silver finish name tag must be worn on the Service Jacket by **all** cadets. The Satin Silver name tag for the Service Dress jacket is worn centered on the wearer's right between the sleeve seam and lapel and the bottom of name tag will be parallel with bottom of ribbons. **OCP** name & AFJROTC tapes will be affixed by Velcro and aligned properly on the uniform. The name tags/tapes will be provided at no cost when a cadet joins JROTC. If the nametags are damaged or lost the cadet must replace them at their own cost.

5.10. **Prohibited Activities** When Wearing the Uniform. Cadets may not hitch hike, perform labor, engage in sport activities, or do anything that would dishonor the uniform. Furthermore, questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC program, Wayne High School, and the United States Air Force. Conversely, proper conduct and pride reflects favorably upon the cadet and enhances the corps' image throughout the community. Thus, wear the uniform PROUDLY and constantly strive to present a neat, clean, and well-groomed appearance always. **Cadets will not wear headphones while in uniform nor talk and walk on their phone while in uniform.** Cadets may be able to wear head phones while performing physical activity at the approval of the SASI or ASI.

5.10.1 **PDA:** When in uniform or civilian clothes (in an official capacity), cadets must **not** engage in **public displays of affection (PDA)** including, but not limited to, holding hands (except when holding a young child's hand), walking arm-in-arm, embracing, caressing, and kissing. Public displays of affection are inappropriate as they violate a long-standing custom of the service and may be service discrediting since indiscriminate displays of affection detract from the professional image the Air Force intends to project to the public.

Brief displays of affection, such as a modest kiss or embrace, may be permitted in situations where physical contact is commonly accepted etiquette such as weddings, graduation, promotion, or retirement ceremonies; and upon departure for or return from deployments.

5.10.2 When in uniform or civilian clothes (in an official capacity) the following actions are prohibited while walking or in a formation, including organized or unit PT: **Do not smoke or use smokeless products and while walking in uniform use of personal electronic media devices, including ear pieces, speaker phones or text messaging is limited to emergencies or when official notifications are necessary.** Military customs and courtesies take precedence.

5.10.3 **Eyeglasses/Sunglasses/Contact Lenses.** Will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform.

Eyeglasses and sunglasses must not have any ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted or photosensitive lenses are authorized. **Faddish styles and mirrored lenses are prohibited. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation.** Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/lasik surgery and when authorized by a commander or commandant on the advice of a medical official.

Contact Lenses. Contact lenses will be natural looking in shape and design. They will be clear in color and not change the color of the cadets' natural eye color.

5.11. **Occupational Camouflage Pattern (OCP).** OCP uniform wear is authorized as a primary cadet uniform. OCP uniforms are worn in accordance with AFI 36-2903, AFJROTCI 36-2010, and the Operational Supplement. Uniforms from other branches of services are not authorized to be worn.

OCPs may be worn as Drill Team, Color Guard, and Exhibition Uniform. **Berets, shoulder cords, ascots and gloves will not be worn with the OCP uniform, waivers will not be authorized.** OCPs will be worn only with the garrison cap and Coyote Brown boots. OCP pants must always be properly bloused at the top of the boots. OCP boots may be reissued to cadets. Boots will be sprayed with disinfectant spray before reissuing the boots.

Reference Figure 5.7

SECTION B -- MALE UNIFORMS (Blues)

5.12. **General Policy.** There are two combinations of male cadet uniforms besides the OCP. The Service Dress Uniform which includes the coat, shirt, trousers, and accessories; and the Service Uniform which includes the short/long sleeve light blue shirts, trousers, and accessories. See this handbook and the Leadership 100 textbook for proper placement and maintenance of authorized uniform accessories.

5.13. **Belt.** Dark blue with silver tip, 1¼ inch wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The male cadet "gig" line is the straight line formed by the front edge of the shirt, the belt buckle, and the trousers fly. Check frequently to ensure the "gig" line is straight. **See Figure 5.11**

5.14. **Coat, Service Blue.** With arms hanging naturally, sleeves should end ¼ inch from the heel of the thumb. Bottom of the coat should be fingertip length when hands are slightly cupped. All buttons must be buttoned and NOTHING is carried in outside pockets. Flat items may be carried in the inside pockets. The coat may be removed in classrooms to avoid binding or wrinkling or in the media center when it becomes uncomfortably warm or when a lab coat must be worn. It will NOT be unbuttoned or removed in public areas (hallways, common areas, or cafeteria). When removed it will be hung up or carefully draped over the back of a chair. The coat must be put back on and BUTTONED before leaving the classroom. The coat will have the unit patch on the right sleeve and the AFJROTC patch on the left sleeve.

5.15. **Cap, Service (Round).** May be worn for Drill Team, Color Guard, and Exhibition Uniforms only. Females are authorized to wear the male Service Cap or female Bucket Cap. Silver braid headband straps may only be worn on the Service Cap while the cadet is performing in a color guard or drill team competition ONLY. Service Cap will be a solid color, dark Air Force blue color only and free of any embroidery. Cadet Officers may wear the highly polished/chrome Hap Arnold Wings or the large highly polished/chrome Cadet Officer Insignia on the Service Cap (wheel and female bucket hats). Enlisted cadets may only wear the highly polished/chrome Hap Arnold Wings. **See Figure 5.1 for Cap emblem placement.**

5.16. **Cap, Blue Garrison ("Flight Cap").** Worn at all times when outdoors and in uniform. The cap must be placed in the proper position on the head when exiting and going outdoors and removed when entering indoors at the time you pass through the door. It will be worn slightly to the wearer's right with vertical creases of the cap in line with the center of the forehead and in a straight line with the nose. The cap extends approximately 1 inch from the eyebrows in the front and the opening of cap is to the rear. If not worn, tuck under the belt on wearer's left side, between the first and second belt loops (cap will not fold over belt or be visible below service coat). The crown will not be crushed. Flight caps will not have an officer silver braid. Cadet officers will wear the cadet officer insignia on their flight cap to differentiate between enlisted and officers. **See Figure 5.1 for Cap insignia placement.**

5.17. **Jacket, Light Weight, Blue Windbreaker.** Must be zipped up at least one-half way up and may be worn indoors. Sleeve cuff, collar, and side sizing tabs on lower side hems must be buttoned. The windbreaker will not be worn over the service dress jacket or with civilian clothing. The jacket will have the unit patch on the right sleeve and the AFJROTC patch on the left sleeve.

5.18. **Shirt, Light Blue, Short Sleeve with Epaulets.** With arm bent at a 90-degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie the shirttail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting. Shirt garters are highly recommended! The only creases on the shirt are down the sleeves. Nothing may be carried in the shirt pockets. Bulky items such as glasses will not be carried.

5.19. **Socks.** Socks must be **BLACK dress (not athletic).** Other dark colors are not authorized.

5.20. **Tie, Blue.** The tie is secured by either a Windsor or four-in-hand knot. The tip of the tie must cover a portion of the belt buckle and not extend beyond the belt buckle. Cadets are authorized to wear a tie tack or clasp bearing the official Air Force Coat of arms emblem. See Figure 5.7.

5.21. **Trousers, Dark Blue.** Trim fitted with no bunching at the waist or bagging at the seat. The bottom of the trousers will rest on the front of the shoes with a slight break in the creases. The back of the trouser leg will extend approximately 7/8 inch longer than the front. The trousers must be of matching material to the service coat and the cap. The rear pocket of the trousers will always be buttoned and articles should not be bulky and visible. The zipper tab will be pressed down to permit the fly to be neatly closed.

5.22. **Shoes.** Black oxfords. Shoes will be laced to the top and highly shined. The soles and heel edges may be coated with sole and heel dressing. Shoes will be laced to the top and highly shined. Corfram low quarters may be worn by cadets when issued in place of patent leather shoes. Shoes will have plain closed toe and heel, and will not have any ornamentation such as bows, buckles, or straps. AFJROTC issued corframs may be worn for all blue uniform combinations.

5.23. **Undergarments** (T-Shirts) will be worn with the uniform and will be conservative, commercial style, white in color with no writing on them. The white undershirt must be a **V-neck** and will be worn with all service and dress uniforms; the white crew-neck style undershirt is authorized ONLY when wearing closed collar service and dress uniforms. Undershirt will be tucked into trousers.

SECTION C--MALE PERSONAL APPEARANCE (All Uniforms)

5.24. **Hair** must be clean, neat, and trimmed always, not just in uniform, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements. Will *not* contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, and moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings **must result in natural hair colors**. 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 grey. **Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.**

Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed **2 ½ inches in bulk**, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar (**See Figure 5.9**). Hair will not protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized. **Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes and/or design.** Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. **Part will not exceed 4 inches length** or ¼ inch width. Men are not authorized hair extensions.

Wigs/Hairpieces/Extensions. Are authorized and will meet the same standard required for natural hair, be of excellent quality, fit properly, and comply with safety, functionality and professionalism. (Note: Extensions are still prohibited for males.)

Wigs/Hairpieces/Extensions will *not* be used to cover unauthorized hair styles. Synthetic hair or other materials are *not* authorized when prohibited by safety and mission requirements.

It must have a tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. **There is no minimum hair length**, hair will not exceed **2 1/2 inch in bulk**, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar (**See Figure 5.9**). *Hair will not touch the ears or protrude under the front band of headgear.* Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. *Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched design. Men are not authorized hair extensions.* See Figure 5.8 for sideburns, mustache and beard and for graphic examples of male hair standards.

Sideburns. If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. See Figure 5.8, orifice of the ear opening is at reference point A.

Mustaches. Male Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See Figure 5.8, reference points B, C, and D.

Beards. Beards are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons are governed by AFJROTCI 36-2001. When authorized for medical reasons, members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving profile may shave or trim their facial hair to present a neat, clean, professional image.

SECTION D--FEMALE UNIFORM REQUIREMENTS (Blues)

5.25. **General Policy.** There are two combinations of female cadet uniforms besides the OCP. The Service Dress Uniform which includes the coat, blouse, slacks, and accessories and the Service Uniform which includes the short/long sleeve light blue blouses, slacks, and accessories. See this handbook and the Leadership 100 textbook for proper placement and maintenance of authorized uniform accessories. Female cadets may wear the male version of the lightweight blue jacket, belt, and flight cap.

5.26. **Service Coat, Blue.** Coat should follow the contours of the figure but allow ease of movement without pulling in the back of the waist. The sleeves should come to the base (heel) of the hand. The coat and slacks or skirt must match the color shade and material. Items will not be carried in the jacket pockets. It may also be taken off in the classroom to avoid binding or wrinkling. It will not be removed in school public areas such as hallways, common areas, or the cafeteria. The coat will be put on and buttoned before leaving the classroom.

5.27. **Flight Cap, Blue.** Worn at all times when outdoors and in uniform. The cap must be placed in the proper position on the head when exiting and going outdoors and removed when entering indoors at the time you pass through the door. It will be worn slightly to the wearer's right with vertical creases of the cap in line with the center of the forehead and in a straight line with the nose. The cap extends approximately 1 inch from the eyebrows in the front and the opening of cap is to the rear. If not worn, tuck under the belt on wearer's left side, between the first and second belt loops (cap will not fold over belt or be visible below service coat). The crown will not be crushed. Flight caps will not have an officer silver braid. Cadet officers will wear the cadet officer insignia on their flight cap to differentiate between enlisted and officers. The top of the female flight cap does not have to remain in a closed position. The top of the cap may be spread apart to accommodate the head and hair. **CAP, SERVICE (Round & Bucket) see paragraph 5.15 for guidance. See Figure 5.1 for Cap insignia placement.**

5.28. **Hose.** Commercial sheer, nylon hose in black or off-black, dark blue, dark brown, or neutral color that complements the uniform and the cadet's skin color. Patterned hose is not allowed.

5.29. **Socks. Black,** commercial socks without design will be worn with slacks and oxfords.

5.30. **Jacket, Light Weight, Blue Windbreaker.** Should fit loosely over the hips when zipped. Cuffs of the sleeves should cover the wrists but not extend beyond. Over blouse is not exposed below the jacket. Jacket must be zipped up at least half way and may be worn indoors.

5.31. **Blouse, Light Blue, Short Sleeve, and Pointed Collar.** Blouse is worn tucked in and may be worn with a tab.

5.32. **Slacks, Blue.** Will fit naturally over the hips with no bunching at the waist or excess fullness in the seat. Bottom of slacks will rest on the front of the shoes with a slight break in the creases. Back of the slacks will extend approximately 7/8 inch longer than the front. Slacks are tailored to straight hanging and any alterations to modify the leg shape must be approved by the ASI. Articles carried in the pockets will not be visible or present a bulky appearance.

5.33. **Skirt, Blue.** Will be free hanging with zipper closure on the left hip. Length will be no shorter than the top of the kneecap and no longer than the bottom of the kneecap. Hose will be worn with the skirt.

5.34. **Undergarments** will be worn with the uniform and will be conservative, commercial style, and white or skin tones in color. Sports bras must be a neutral color as to not be seen through the physical training uniform shirt. Neon and bright colors are prohibited.

5.35. **Shoes.** Black oxfords. Shoes will be laced to the top and highly shined. The soles and heel edges may be coated with sole and heel dressing. Shoes will be laced to the top and highly shined. Corfram low quarters may be worn by cadets when issued in place of patent leather shoes. Shoes will have plain closed toe and heel, and will not have any ornamentation such as bows, buckles, or straps. AFJROTC issued corframs may be worn for all blue uniform combinations.

5.36. **Purse.** May carry a small, black purse. The standard Air Force purse may be purchased and carried at the cadet's expense. A backpack may be carried but will not interfere with the proper wearing of the uniform.

SECTION E--FEMALE PERSONAL APPEARANCE (All Uniforms)

5.37. **Jewelry.** Gauges/Facial Piercings are not authorized while in uniform. Optional piercings and tattoos will not be visible anywhere in the AFJROTC area and during practices or in uniforms. Fingernails will be neat, clean and, trimmed (**See Paragraph 5.40**). Female cadets will not wear or carry exposed on the uniform, pencils, pens, handkerchiefs, and jewelry to include ankle bracelets. One bracelet is permitted if it is neat and conservative and not wider than one inch. No rubber bands or the popular colored (i.e., yellow) bands will be worn in uniform. Female cadets may wear wristwatches, identification bracelets, and pearl, silver, diamond, or gold stud earrings if they do not extend or dangle below the bottom of the ear lobe.

5.37.1 **Earrings. Male Cadets are not authorized to wear earrings while in uniform.** Female cadets may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If member has multiple

holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, male and female cadets are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. **Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.).** Piercing holes will not be large enough to permit light to shine through.

5.38. Hair. No minimum hair length, to a maximum bulk of **4 inches** from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or 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 or 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 or 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 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. **See Figure 5.10.** When in doubt, assess correct length of hair with Cadet standing in the position of attention.

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 or equivalent, it must be a single ponytail or 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. **See Figure 5.10**

5.38.1. Hair will be clean, well-groomed, present a professional appearance. Will *not* contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches, and frostings **must result in natural hair colors**. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey.

Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors

5.38.2. **Hair accessories.** If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Invisible hairnets are authorized; hairnet must match hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunches will not exceed two-inches in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).



Scrunchie



Hair Clips

5.38.3. **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 (**see Figure 5.10**). **Headgear must fit properly.**

5.38.4. All locs, braids and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately ¼ inches), show no more than ¼ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.

5.38.5. A braid/twist must continue to the end of the hair without design and following the contour of the head and may be worn loose or in a secured style within hair standards in **paragraph 5.38. Exception:** Micro-braids or twists are not required to continue to the end of the hair.

5.38.6. **Unauthorized: Mohawk, mullet or etched design.**

5.39. **Cosmetics:** Female Cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Cadets will not wear shades of lipstick that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. **Male Cadets are not authorized to wear cosmetics.**

5.40. **Finger Nails:** Male Cadets are not authorized to wear nail polish. Fingernails must not exceed 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 or hinder proper fit of prescribed safety equipment or uniform items. **Male cadets are not authorized to wear nail polish. If worn by females, nail polish will be clear or French or American Manicure ONLY.** French manicures include white tips with a base of clear and American manicures include ivory white or cream tips with base of clear. Ombre manicure style is not authorized. **DO NOT APPLY DESIGNS TO NAILS!** The SASI or ASI shall make all final determinations if there are any questions.

SECTION F--GENERAL UNIFORM AND PERSONAL APPEARANCE COMMENTS (ALL CADETS)

5.41. Replace buttons promptly. Buttons on the service dress are oxidized silver as are most of the insignia. DO NOT polish.

5.42. Trim loose strings ("cables") and frayed seams on the uniform.

5.43. Necklaces, pendants, and other conspicuous adornments are prohibited.

5.44. **Ribbons, Medals and Devices.** All authorized ribbons and devices must be worn. Ensure they do not become frayed or soiled. Cadets may only wear ribbons earned while enrolled in AFJROTC programs. Cadet will be given ribbons equivalent to those earned from other Service Branch JROTC programs. **Medals and ribbons will not be worn together.**

5.44.1 Ribbons will be worn in order of precedence as listed on the Ribbon Chart (Figure 5.9). Ribbons of the least importance are worn to the wearers bottom left. Ribbons are then added in ascending order till the most important ribbon is on the top row to the far right as worn (**see figure 5.11**). Ribbons will be centered, resting on, but not over the edge of the pocket on the wearer's left (for male cadets see figure 5.3.) Female cadets will align their ribbons so they are on the same line and even with their name tag, parallel with the ground (see figure 5.5).

5.44.2. **Medals may only 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.) **Ribbons will not be worn with Medals (only the medals will be worn).** **NOTE: Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.** Place medals on the mounting rack in the proper order of precedence.

Note: Cadets may only receive one National-level Award for each year they are in AFJROTC.

5.44.2. Devices will be worn and added to ribbons and medals to show each subsequent awarding of that ribbon/award. Wear regular devices on regular medals and regular ribbons. Wear all the same size devices. A bronze device will be added for each awarding of the ribbon. Replace the bronze device with a silver device after receipt of the fifth bronze device.

Place silver devices to the wearer's right of bronze devices. Place clusters horizontally and tilt slightly downward to the wearer's right to allow maximum number of clusters and other devices on the ribbon. Tilt all or none. (**See Figure 5.9**)

5.44.3. Affixing devices on medals and ribbons. When affixing separate devices to a ribbon, center device and space equally.

5.45. **Belts, Belt Buckles (Blues) and Gig Line.** The belt will be blue, cotton web or elastic, solid or woven. The belt will have a silver (chrome finish) tip and a buckle. The silver tip of the belt will extend beyond the buckle facing the wearer's left for men and wearer's right for women; however, no blue fabric will be visible between the silver tip and silver buckle. Gig line is a military term that refers to the alignment of the seam of the uniform shirt, belt buckle, and uniform trouser fly-seam. To be properly dressed, these three should align to form a straight line down the front of a person's body. **See Figure 5.11**

5.46. **Gum chewing, SMOKING or use of any tobacco product, and playing of portable music players, or cellular phone are prohibited.**

5.47. **Umbrellas.** Umbrellas will be plain, solid colored black and carried in the left hand.

5.48. **Religious Apparel.** "Religious apparel" is defined as apparel worn as part of the observance of a religious faith practiced by a Cadet. Religious items and apparel, other than head covering, may only be worn visibly during religious services. Plain, dark blue or black religious head coverings may be worn, indoors if approved by the SASI. Plain, dark blue, or black religious head coverings may be worn, concealed under the uniform/headgear, outdoors if approved by the SASI. Religious apparel will not be worn during parades, ceremonial details, ceremonial functions, or in official photos unless exempted by HQ AFJROTC.

5.49. **Handheld Electronic Devices.** Electronic devices are small electronic equipment such as cellular phones, MP3 or similar players, radio, or hands-free devices (e.g. Bluetooth®), pedometers, Fitbits™ and other small, conservative size fitness trackers. Handheld electronic devices, if worn on the belt/waistband, or clipped to a purse will be plain black, silver, dark blue, or gray. Handheld electronic devices that are not worn on the belt/waistband/or clipped to a purse can be any color. Holster and other storage devices used to attach handheld electronic devices to the uniform or purse will be plain black, silver, dark blue, or gray. One handheld electronic device may be attached to a belt/waistband on either side or clipped to a purse. Pedometers can be worn on boots/shoes with uniform but must be dark blue or black in color and can attach without interfering with the work area or cause a safety hazard. Fitbits™ and other small conservative fitness trackers may be worn on the wrist in uniform but must be dark blue or black in color and bands may not exceed 1-inch width. **Exception:** Color and band width (may be up to 1 ½ inch width in physical fitness uniforms) restrictions for Fitbits™, pedometers and other small, conservative size fitness trackers do not apply when worn with physical fitness uniforms.

5.49.1 Wear/use of an earpiece, any blue tooth technology, or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. (Exception: Headphones and earphones (iPods, MP3 type players, etc.) are authorized during physical training uniform (PTU) during individual or personal PT in the fitness center or on designated running areas unless prohibited by the SASI. Use of a hands-free device is authorized while in uniform operating a motor vehicle if local policy permits.

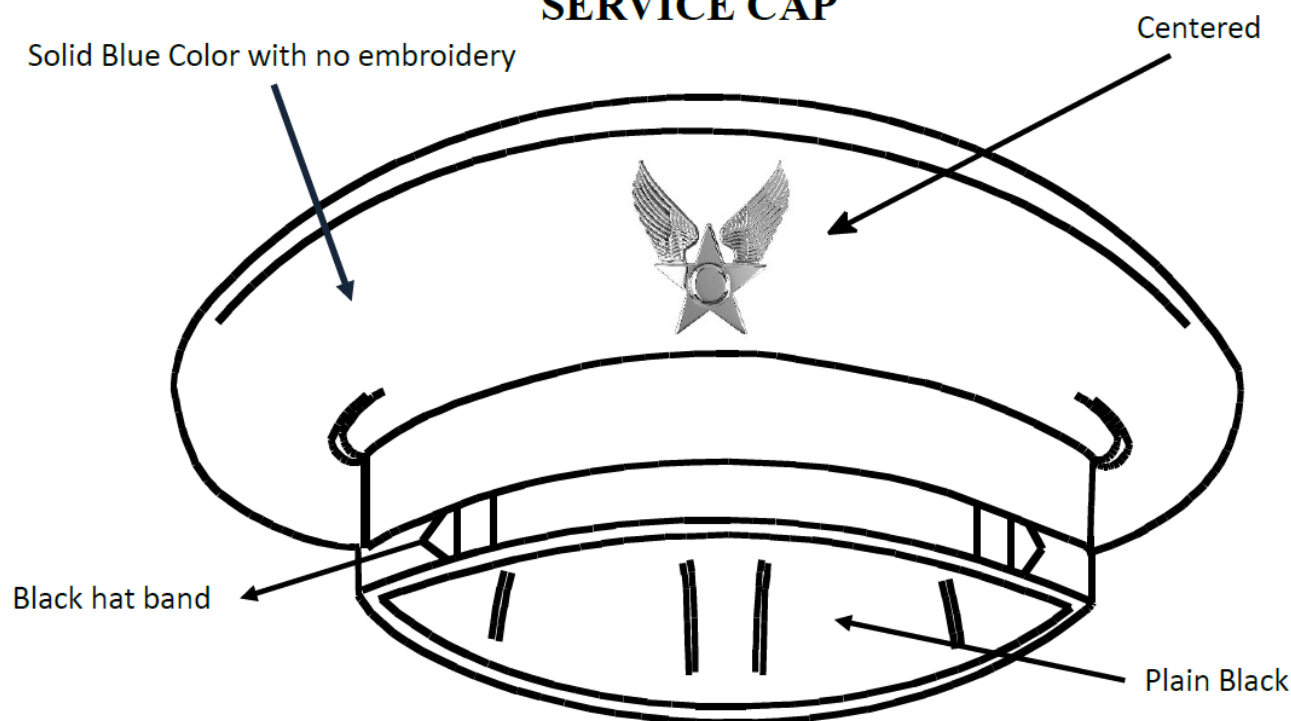
5.49.2 While walking in uniform use of personal electronic media devices, including ear pieces, speaker phones or text messaging is limited to emergencies or when official notifications are necessary. Military customs and courtesies take precedence.

THE UNIFORM MUST BE WORN PROPERLY ALWAYS. IT MUST BE CLEAN AND WELL PRESSED. THE CADET MUST PRESENT AN OVERALL APPEARANCE OF NEATNESS AND PRIDE. REMEMBER.....WHEN IN UNIFORM, YOU BECOME A REPRESENTATIVE OF THE UNITED STATES AIR FORCE -- A PROUD SERVICE WITH AN OUTSTANDING REPUTATION AND A HISTORY OF SACRIFICES. *****

Figure 5.1. Headgear

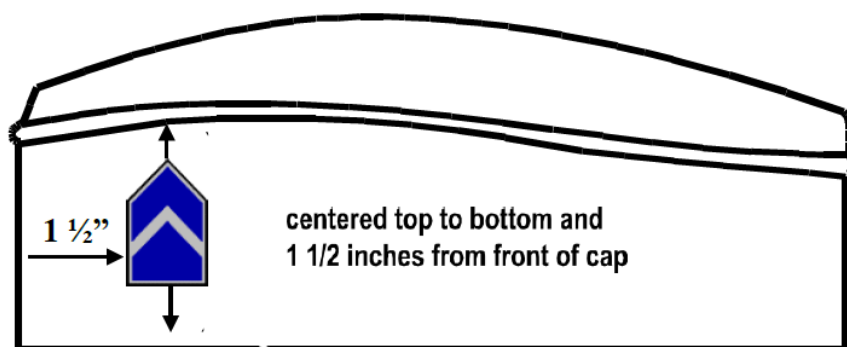
CADET MALE HEADGEAR

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.

Figure 5.1 Headgear (Cont)

CADET FEMALE HEADGEAR

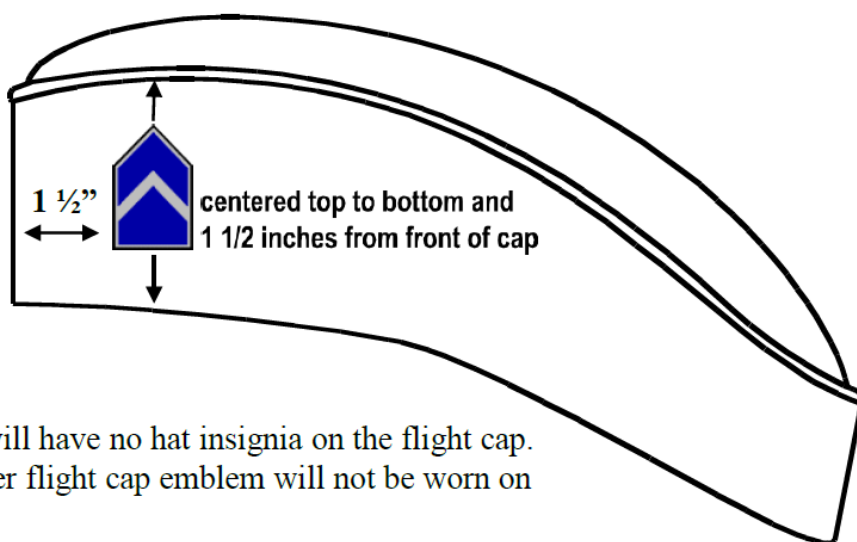
SERVICE CAP

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.

Figure 5.1 Headgear (Cont)

CADET BERET HEADGEAR

BERET

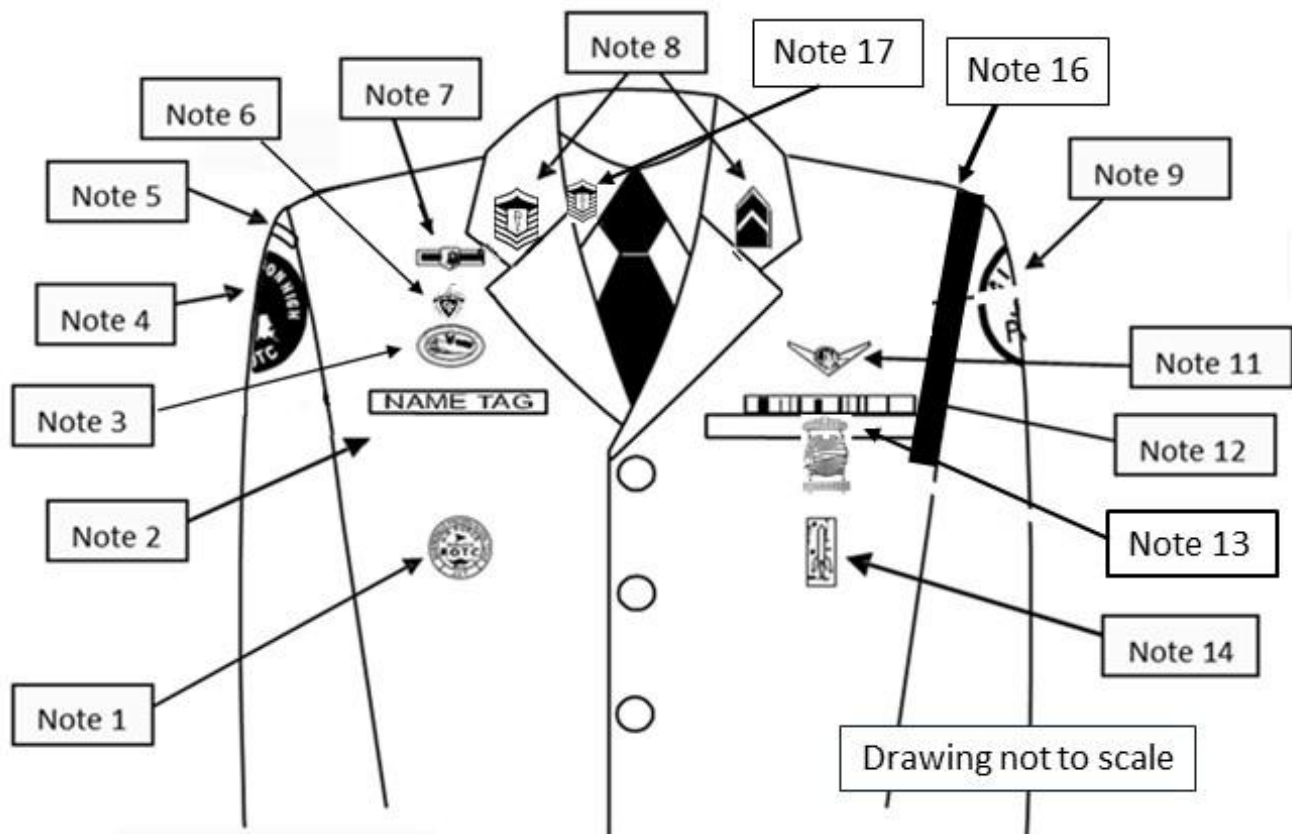


Berets.

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

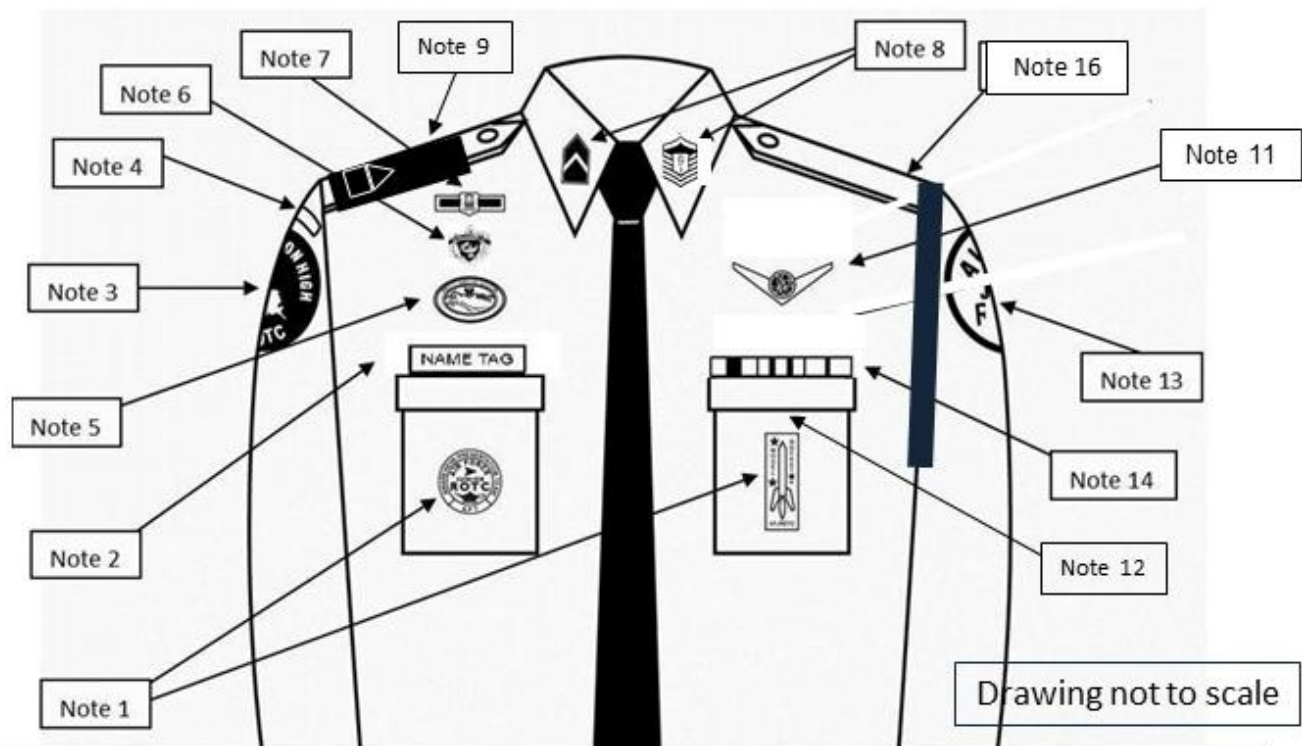
Figure 5.2. Cadet Male Service Dress

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.**

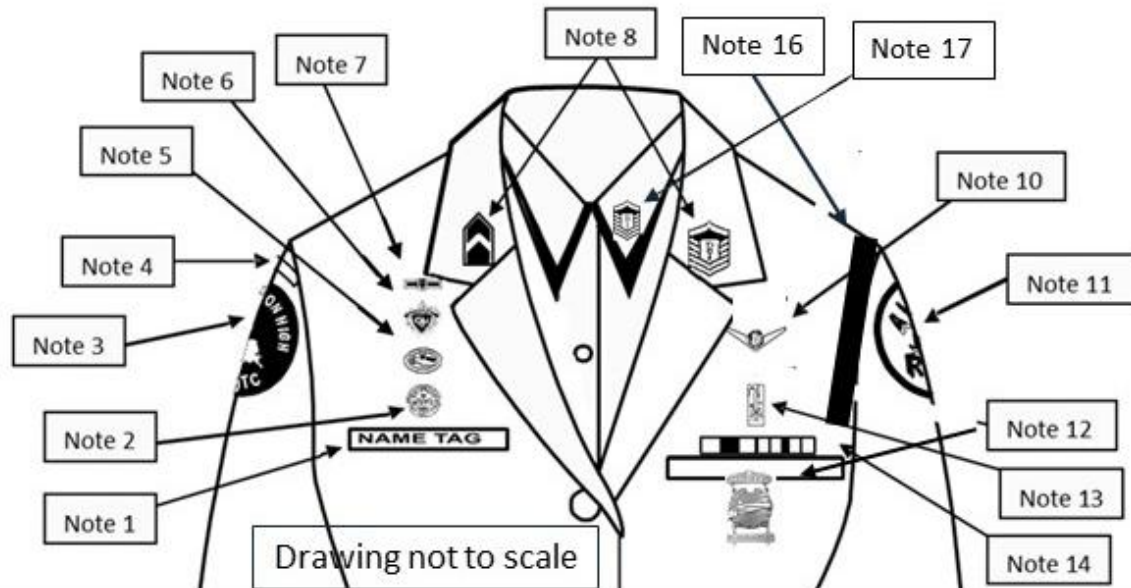
Figure 5.3. Cadet Male Light Blue Shirt

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.**

Figure 5.4. Cadet Female Service Dress

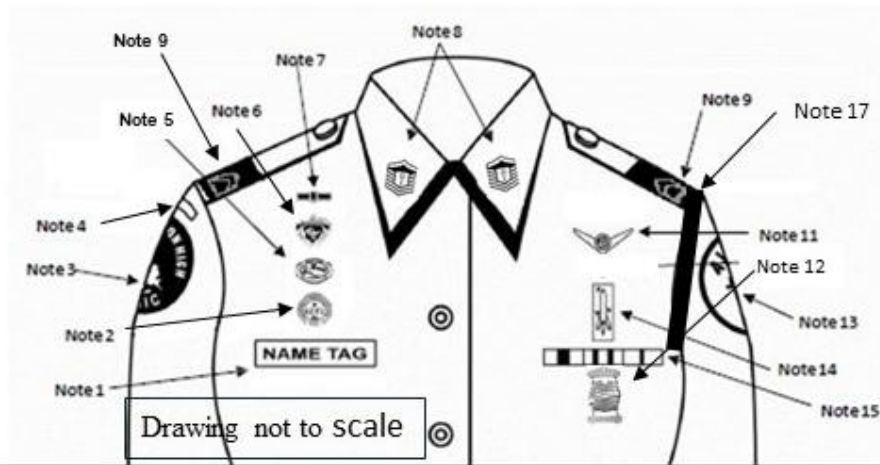
CADET FEMALE SERVICE DRESS



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.**

Figure 5.5. Cadet Female Light Blue Blouse

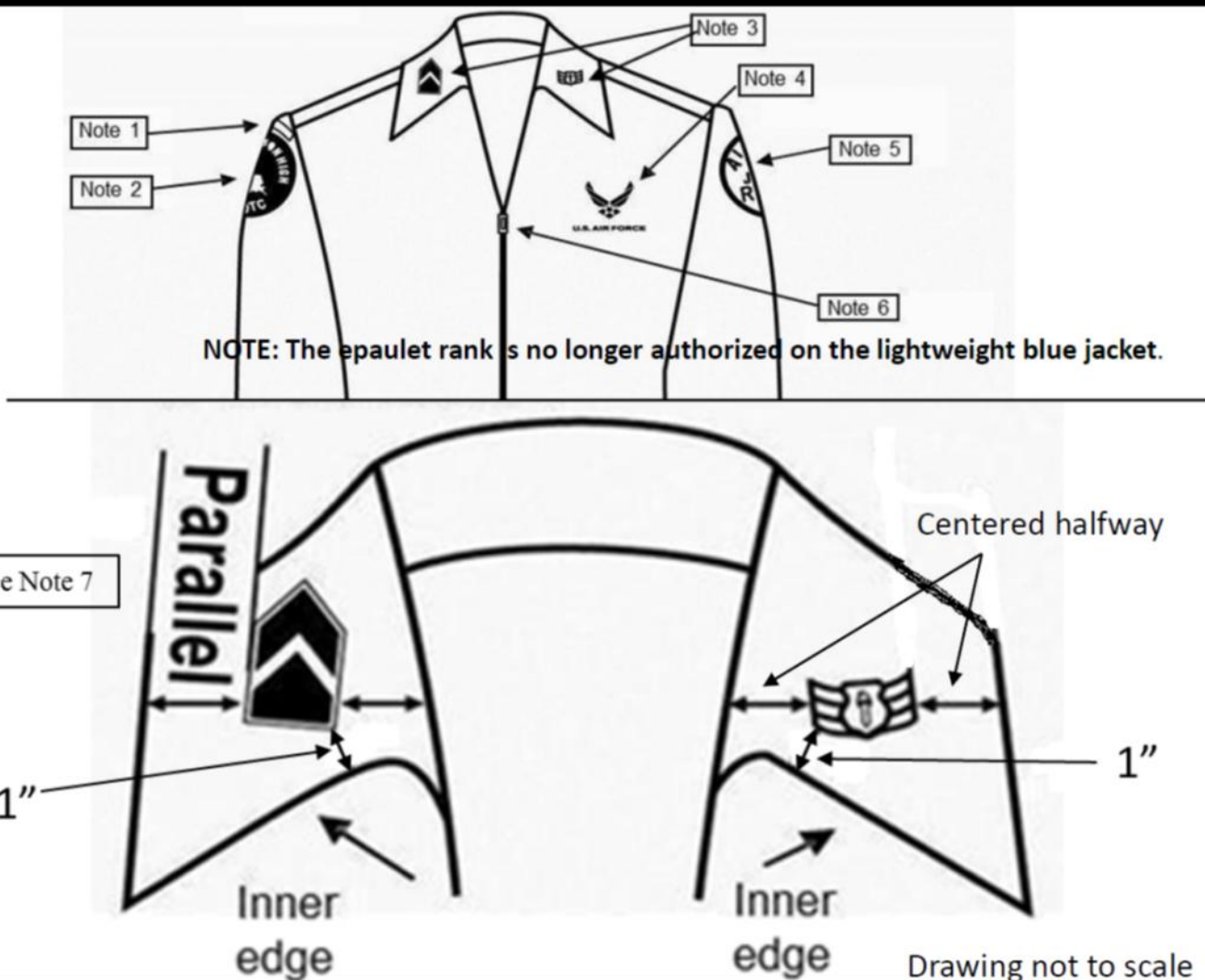
CADET FEMALE BLUE SHIRT



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.

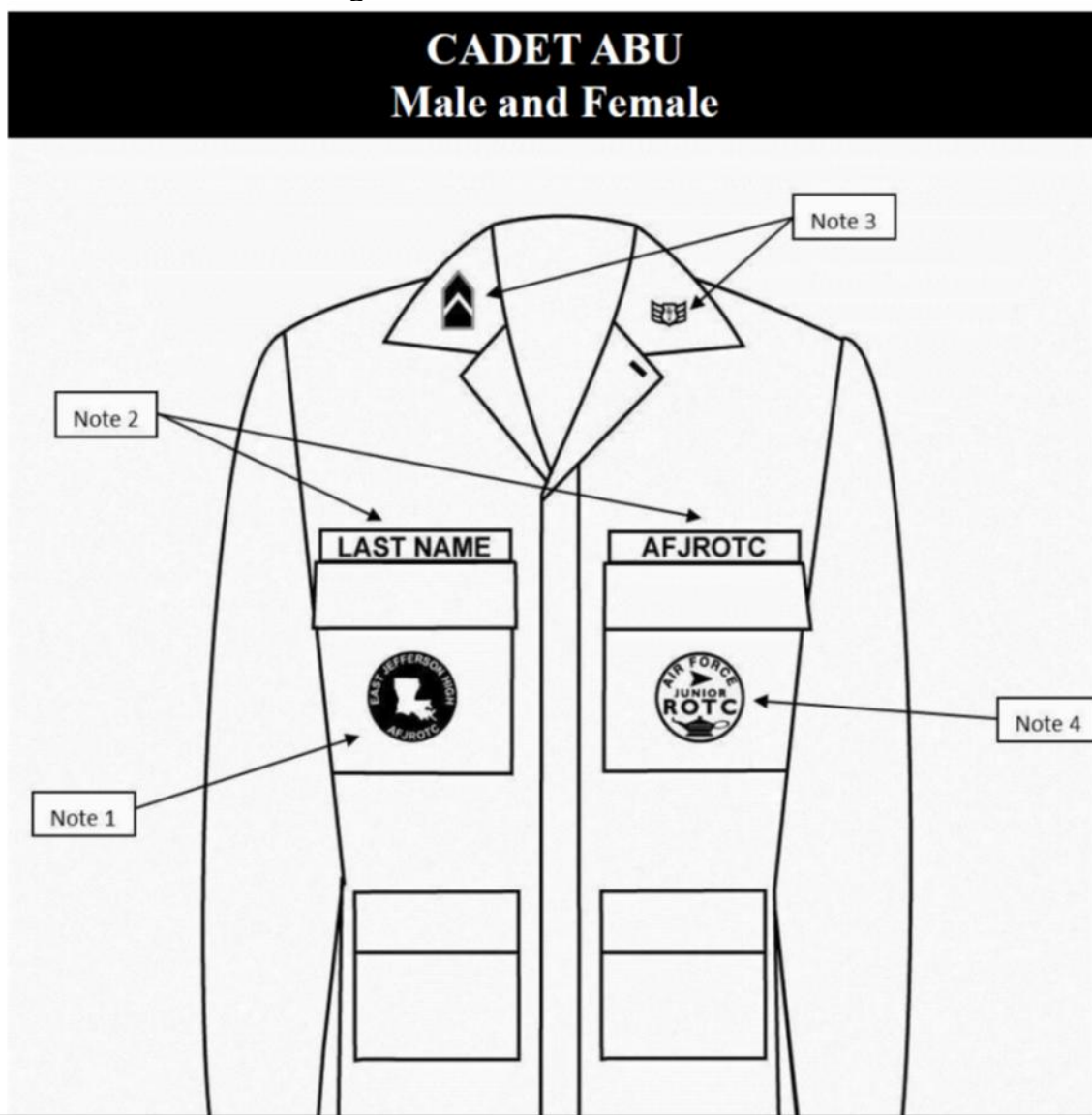
Figure 5.6. Cadet Light Weight Blue Jacket

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.

Figure 5.7. Airman Battle Uniform



1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC 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 on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC Patch (white, Lamp of Knowledge): **WHITE 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 may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots.**
7. **OCP uniforms are not authorized for wear by AFJROTC cadets at any time.**

Figure 5.7. ABU & OCP (Cont)

CADET OCP

Male and Female

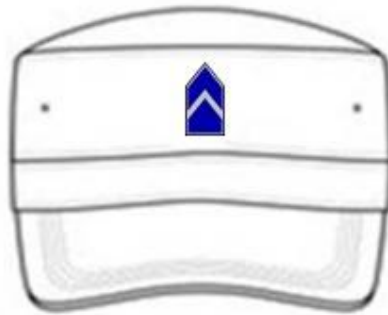


1. T-Shirt. T-Shirt will be Desert Sand, Tan or Coyote Brown color.
2. The **American Flag patch (mandatory)** and will be **full color** (cloth), will be placed on right sleeve using Velcro attachment (centered at the top of the Velcro area).
3. Unit patch (optional) **full color**. If worn, will be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

Figure 5.7. ABU & OCP (Cont)

CADET ABU and OCP HEADGEAR

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



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

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

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

Figure 5.8 Tie Tying Instructions

**Four-In-Hand Knot**

Start with the wide end of the tie on the right side; then cross the wide end over in back and to the left; bring it completely around the front to your right; bring it back and up through the center; pass it through the loop in front; tighten the knot neatly, forming a "dimple" with your index finger.

Windsor Knot

With the wide end of the tie about 12 inches longer than the narrow end, make a loop as shown. Bring the wide end around and behind the narrow end in the position illustrated; turn the wide end up and put it through the loop and around in front of the narrow end; bring it through the loop of the tie; pull the wide end through the knot and shape carefully.

Figure 13. How to Tie a Four-In-Hand and Windsor Knot

**Figure 5.9 Hair Grooming Standards (cont)
(Male Grooming Standards)**

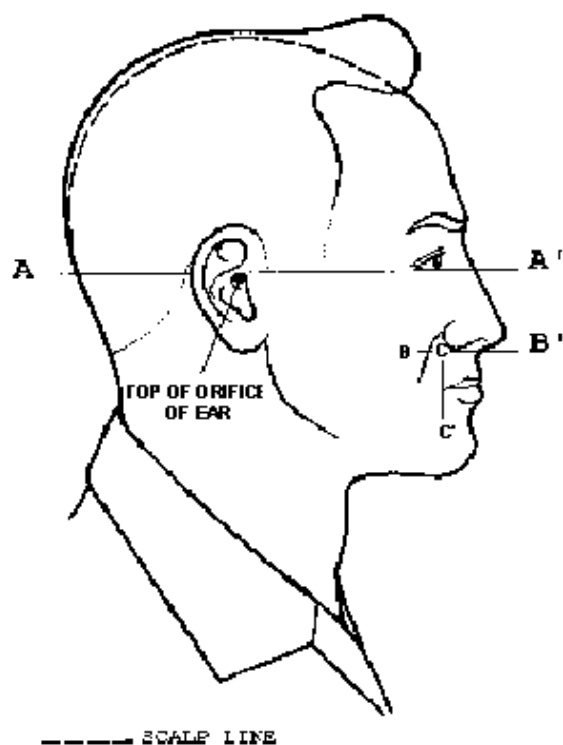


**Figure 1-2
Male Grooming Standards (Side View)**

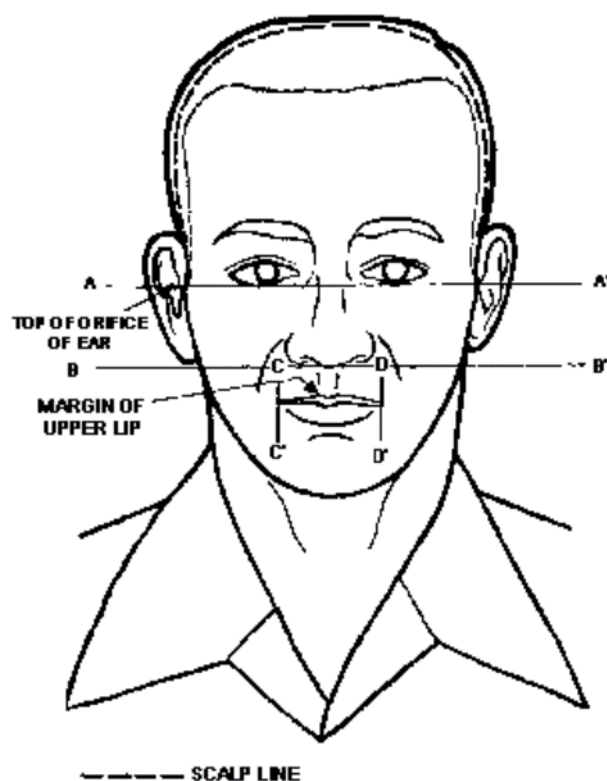


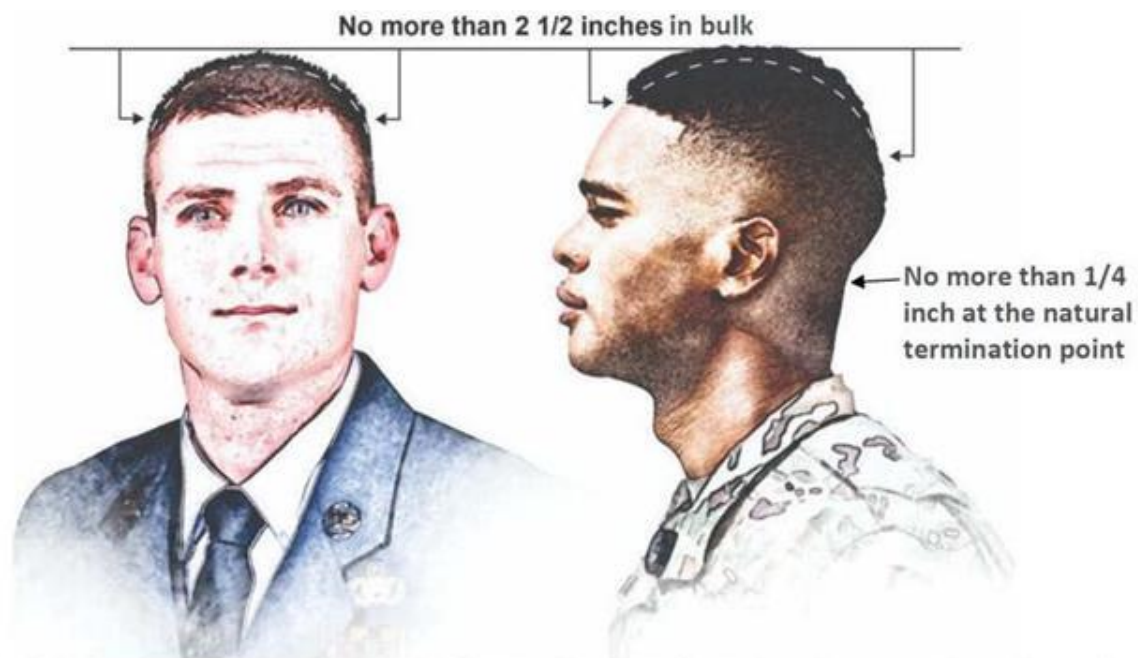
**Figure 1-1
Male Grooming Standards (Front View)**



Figure 5.9 Hair Grooming Standards (cont)
UNAUTHORIZED Male Grooming Standards



How to measure Hair Bulk

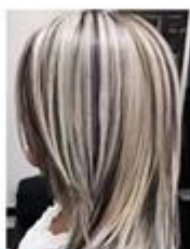


Bulk is the distance that the mass of hair protrudes from the scalp. It is measured starting at the scalp and outward at a 90 degree angle.

Figure 5.10 FEMALE Hair Standards



✗ Front hair falls below collar



✗ Unnatural highlights



✗ Shaved sides with bun



✗ Multiple buns or knots



✗ Ombre

UNAUTHORIZED Female hair Examples



Locs into a ponytail



Braids



Cornrows

Approved Female Hair Standards and Braids

Figure 5.10 FEMALE Hair Standards (cont)

Approved Female Hair Standards and Braids



TWISTS



BRAIDS



LOCS



Pull-through Bun



Chin-length Bob



Bun

Figure 5.10 FEMALE Hair Standards (cont)

Figure 5.10 FEMALE Hair Standards (cont)



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



Braided Ponytails/Multiple Braids in a Single Ponytail



Two Braids Looped Underneath/Two Braids

NOTE: Female cadets may wear their hair in up to two braids or a single ponytail with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. If secured behind the head, may extend 6 inches to left/right. In addition, women's bangs may now touch their eyebrows, but not cover their eyes.

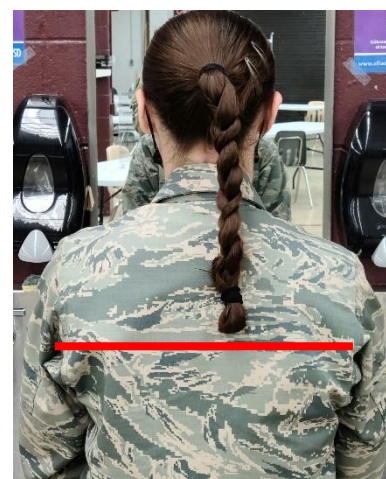
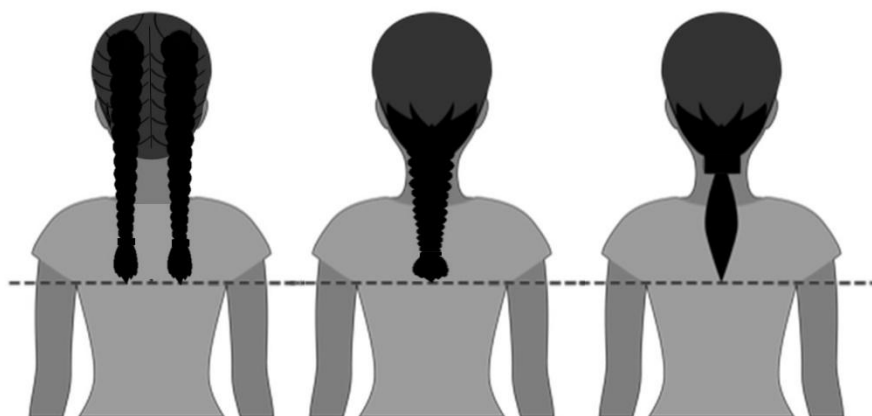


Figure 5.10 FEMALE Hair Standards (cont)

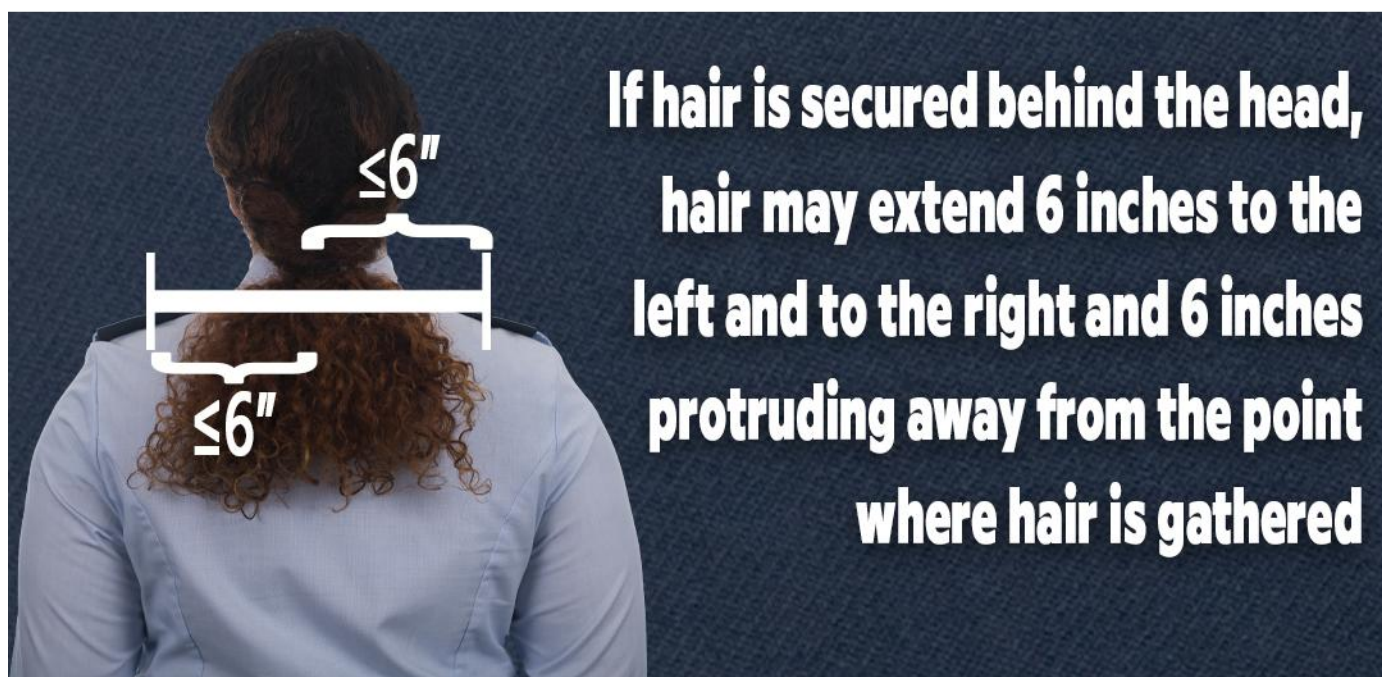


Figure 5.11 Ribbon Devices & Gig Line with Belt Directions

**Belt Tip to wearers LEFT****Male Gig line & Belt Direction****Belt Tip to wearers RIGHT****Female Gig line & Belt Direction**

Gig line, Belt and Buckle (Blues). The belt will be blue, cotton web or elastic, solid or woven. The belt will have a silver (chrome finish) tip and a buckle. The silver tip of the belt will extend beyond the buckle facing the wearer's left for men and wearer's right for women; however, no blue fabric will be visible between the silver tip and silver buckle. Gig line is a military term that refers to 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.

Chapter 6

DRILL AND CEREMONIES

6.1. Drill and ceremonies are an important part of AFJROTC training. As a first-year cadet, you will learn basic drills and how to follow commands. We will spend a lot of time developing your drill and ceremonies skills. The primary reference which all cadets will become familiar during leadership training is the Drill and Ceremonies manual, AFMAN 36-2203. As a second, third, and fourth year cadet, you will learn more difficult commands, lead the formation, and must be able to train cadets on proper drill sequences, commands, and basic drill fundamentals.

6.2. All second, third, and fourth year cadets must command a flight and have it execute a number of commands in a predetermined sequence as outlined in Figure 6.1. The cadet serving as Flight Commander will report in and out by saluting the individual who judges the flight's performance. Cadets will be graded on their ability to properly execute these commands and direct the flight within a specified drill area.

6.3. TO ENTER THE DRILL PAD: (Salute and hold salute until inspector drops his/hers.) "Sir/Ma'am, _____ Flight from Wayne High School, Unit IN-941, is ready to perform unarmed/armed regulation drill sequence. We will be performing in accordance with Air Force Field Manual 36-2203. Permission to utilize your drill area Sir/Ma'am. Thank you Sir/Ma'am."

6.4. TO LEAVE DRILL PAD: (Salute and hold salute until inspector drops his/hers.) "Sir/Ma'am, _____ Flight from Wayne High School, Unit IN-941, has successfully completed unarmed/armed regulation drill sequence. Permission to depart your drill area Sir/Ma'am. Thank you Sir/Ma'am."

Figure 6.1. Mandatory 30 Steps of Drill Commands (Reference AFJROTC Drill Booklet)

*Flight Commander Will Report In

** Flight Commander Will Report Out

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

Figure 6.2. 30 Steps of Drill Evaluation Form

DRILL EVALUATION

DRILL MOVEMENT	1 (Least)	2	3	4 (Best)
1. FALL IN (Full procedures to include sizing and Count Off)				
2. OPEN RANKS, MARCH (Include alignment procedures)				
3. READY FRONT (3 paces past Guide)				
4. CLOSE RANKS, MARCH				
5. PRESENT ARMS (Report in to Evaluator)				
6. ORDER ARMS				
7. PARADE REST				
8.FLIGHT ATTENTION				
9. LEFT FACE				
10.ABOUT FACE (Should give Cover)				
11. FORWARD MARCH				
12. RIGHT FLANK MARCH (command on right foot, position of Commander)				
13. LEFT FLANK (command on left foot, position of Commander)				
14. COLUMN RIGHT MARCH (command on right foot)				
15. FORWARD MARCH (command on left foot)				
16. TO THE REAR MARCH (command on right foot)				
17.TO THE REAR MARCH (command on right foot)				
18. COLUMN RIGHT MARCH				
19. FORWARD MARCH				
20. EYES RIGHT (commands on right foot, 3 steps in between prep/COE)				
21. READY FRONT (commands on left foot, 3 steps in between prep/COE)				
22. COLUMN RIGHT MARCH				
23. FORWARD MARCH				
24. CHANGE STEP MARCH (commands on right foot; call cadence)				
25.COLUMN RIGHT MARCH				
26. FORWARD MARCH				
27. FLIGHT HALT (cover)				
28. LEFT FACE				
29. RIGHT STEP MARCH				
30. FLIGHT HALT (report out using full procedures; present/order arms)				

Remarks:

OVERALL GRADE:

____ / 120 = ____ %

Chapter 7

AFJROTC IN-941 CO-CURRICULAR/LEADERSHIP DEVELOPMENT (LDR) ACTIVITIES

7.1. General. There are several voluntary cadet extracurricular activities which supplement aerospace or leadership experiences. Additionally, these activities bring cadets together with common interests, build esprit de corps, are ways to create lasting friendships, and guarantee an enjoyable time to those who get involved. Involvement teaches leadership, responsibility, teamwork, and cooperation. It is also a positive, visible way to publicize to the community the values at work that we teach to our cadets. The SASI and/or ASI will monitor all activities and will serve as advisors. All team commanders are responsible to document the cadet's training on their team and decide when a cadet is fully qualified in accordance with their training plan. Once trained, the team commander will select the primary and alternate cadets who will compete at any given competition. The following description of activities are not all-inclusive and will change depending on what activities the IN-941th cadets want to sponsor and support. In addition, different team positions and leadership roles within the Corps earn Ropes and Arc Pins for their contributions. The positions and the color of their ropes are listed in Figure 7.1.

7.2. Kitty Hawk Air Society (Honors Program). This AFJROTC Honorary Society promotes academic excellence, service, and patriotism. An invitation to join will be extended only to cadets who have an "A" average in their AFJROTC courses and an overall "B" school average with no failing grades. Cadets will complete a pledge program to become a member. Cadets may be placed on probation for one grading period if their grades fall below the requirement. Kitty Hawk members must also participate in volunteer activities and miss no more than 3 meetings.

7.3. Color Guard, Unarmed Drill and Armed (Rifle) Teams. These teams are constantly in the "public's eye" and thus will consist of cadets who are hardworking and have the time and desire to commit themselves to these activities. Since participation is time consuming and will include trips away from school for competitions and performances, we want to ensure cadets do not suffer academically. Thus, participants must not fail any subject and must maintain a school grade point of average of at least a 2.0 on a 4.0 scale. Continued uniform or personal appearance violations and school suspensions are unacceptable. Failure to meet these standards will result in probation for the next grading period until the minimum standards are achieved. Failure to reach these standards after the probationary period expires will result in removal from the team. Cadets will attend practice(s) and then be evaluated to fill all vacant team positions. Cadets will be evaluated by the applicable Team Commander and the Drill Squadron Commander.

7.3.1. Color Guard. This elite cadet corps presents and posts the US and Texas colors at school, Corps, and community functions. This provides an opportunity for cadets to learn to respect and properly present national and state flags. The Color Guard Commander will appoint team members to cover all events and ensure the team is properly prepared for the event. The Color Guard commander must ensure team members are properly trained and will track all training and event participation.

7.3.2. Unarmed Drill Team (Varsity and Novice). Cadets who enjoy drill, "polish" their drill skills learned in the leadership laboratory and form a drill team that performs in drill competitions and demonstrations. Drill practice will be after school. Participation, like for the Color Guard, requires an extra commitment from cadets since they will spend many hours learning the manual of arms, perfecting close-order teamwork, practicing standardized movements, developing "free-style" movements, and taking care of their uniform. During competitions, not only is drill precision evaluated, but the uniform and personal appearance is graded as well. The Drill Team Commander will ensure all team members are prepared for competitions or performances. All training will be tracked, and the commander will select those team members prepared and qualified for participation in competitions.

7.3.3. Armed (Rifle) Team. The rifle team will be established for cadets who want to refine their rifle handling skills and knowledge of manual of arms. The Armed Team Commander will ensure all team members are prepared for competitions or performances. All training will be tracked and the commander will select those team members prepared and qualified for participation in competitions.

7.4. Rocketry Team. Members of this activity will learn how to build and launch model rockets. Qualified team members will compete at Rocketry meets and document their accomplishment on their flight log. Cadets who meet the AFJROTC qualifications are also eligible for a rocketry badge which is worn with the uniform. The team commander will ensure they track all training, launches and competitions to support the awarding of the Model Rocketry badge.

7.5. Static/Flying Model Club (AMA). Cadets who enjoy building model airplanes or other aerospace vehicles should consider this activity. The cadet model club will become affiliated with the community's International Modelers Association.

7.6. Robotics Team. Cadets build Robots and compete under the VEX Robotics Competition rules. Teams build, program and control their robots in order to meet competition rules.

7.7. Orienteering Team. The Orienteering Team focuses on obtaining the skills necessary to use a compass and map to navigate over land to reach desired destinations. The team competes in Orienteering Meets which require the necessary skills and physical speed to navigate against other competitors on various outdoor courses. The cadet with the most accurate navigation and fastest time wins. The Orienteering Team Commander will ensure all team members are prepared for competitions. All training will be tracked and the commander will select those team members prepared and qualified for participation in competitions.

7.8. Exhibition Drill Team (Armed & Unarmed). This team takes precision drill and mixes it with the popular “Step” dance moves to make their own unique routines and performances. This team allows the mixture of discipline and creativity to really shine in their performances. This team also performs for various events and helps promote JROTC in our recruiting efforts.

7.9. Academic Team. This group of cadets performs at all drill competitions and establishes the Academic Bowl team. The team chooses members to compete at each event and takes an academic test that may vary in content from JROTC to normal high school studies. This team also comes together and competes internationally against all other AFJTOC teams in the annual Academic Bowl.

7.10. Field Trips (Curriculum in Action). Field trips will occur in the fall and in the spring. The SASI/ASI will select cadets who are students in good standing (academically and no disciplinary problems), have not had a history of uniform or personal appearance violations, and are approved by the school to attend the field trip. The SASI will publish a memorandum for the trip, dress requirements, and other instructions which must be complied with to participate on the trip. The school must sanction trips and cadets must have their guardian’s permission to participate. Trips may occur on school days, weekends and evenings.

7.11. Fund Raising Projects. The Corps needs money to support many of its activities and community service projects. Various fundraising activities are done each school year to raise money. The extent that cadets and their sponsors support these activities will determine the level of funding the corps has to minimize costs for social and formal functions and to purchase items that will enhance the corps’ operation and cadet esprit de corps.

7.12. Military Ball/Awards Ceremony. The Military Ball/Awards Ceremony, a formal Air Force tradition, will be planned and conducted in the spring. **Participation is a mandatory event**, as it is a highlight of the spring activities. Cadets will plan the entire function and will serve in traditional positions that direct the evening's festivities. This formal event may include a meal followed by traditional activities and is a fun filled activity for all participants. It may also include our annual award recognition.

7.13. Awareness Presentation Team (APT) & Public Affairs (PA). APT is a worthwhile voluntary activity which consists of cadets who like to and feel comfortable talking to other students. Cadets earn an APT badge to wear on the uniform. In addition, APT members visit our feeder schools to talk to eighth graders about our AFJROTC program, explaining our mission, objectives, benefits, etc... The team is key to recruiting future cadets and works hand-in-hand with Public Affairs. PA assures that our program is constantly advertised on all social media, such as, Instagram, AFJROTC Website, and our Monthly newsletters. PA writes articles and takes pictures to document all the exciting things happening in JROTC.

7.14. Cadet Corps Commander Staff Meeting. The Cadet Corps Commander will schedule, publicize, and conduct staff meetings. Meetings provide face-to-face communications between the Commander and the staff. They plan and implement cadet activities in a meeting that serves as a leadership lab to develop communications, management, and leadership skills. An agenda will be published and posted prior to the meeting. Minutes will be accomplished, published, and posted after each meeting.

7.15. Marksmanship Team. This team becomes certified to operate air rifles in accordance with the Civilian Marksmanship Program. This team focuses on responsible uses of air guns through firearms safety, training, and competition. This team competes in JROTC competitions sponsored locally, regionally, and nationally. Cadets may earn the Marksmanship Badge once they become fully qualified and compete in an JROTC event.

7.16. CyberPatriot Team. CyberPatriot's National Youth Cyber Defense Competition is the world's largest cybersecurity and is open to all schools and approved youth organizations like AFJROTC. Teams must find and fix cybersecurity vulnerabilities in virtual operating systems. Using a proprietary competition system, teams are scored on how secure they make the system. Top teams advance through the online round of competition, and the best of the best advance to the in-person National Finals Competition.

7.17. Logistics, Special Projects, and other Committees: There are numerous opportunities within JROTC to get involved. Logistics operations are responsible for all uniforms, equipment, and WINGS transactions to document the inventory management. Every cadet in the corps must ensure that their interaction with Logistics is accurate and timely. Special Projects oversees all socials and events and plans things such as the Military Ball. These activities and events in JROTC need committee members to make them successful. Any cadet may join a committee and help make the event a success...we need you! We ask every cadet to get involved and help make a difference in IN-941!

Figure 7.1. Shoulder Cord/Rope Colors/System

- Note – Additional Corps Staff positions will have additional Ropes assigned with their own colors. This list is not all inclusive at the time of printing. **Colors may change for assigned positions.**

[illegible]

Chapter 8

WELLNESS PROGRAM

8.1. **General.** Although AFJROTC does not have cadet weight or physical fitness standards, we encourage cadets to establish their own physical fitness-training program. For cadets enrolling in a college ROTC program, service academy, or for those enlisting in a military service, they will have to attain and maintain weight and physical fitness standards. To promote fitness the Presidential Physical Fitness Program will be incorporated into the wellness program. If you start a program now and stay physically active, you will reap the benefits of a physically fit body throughout your life span. If you are physically fit, you will perform better in school and in all your activities. Figure 8.1 discusses the AFJROTC Physical Fitness Test.

8.2. **Policies.** Physical Fitness is an integral part of the AFJROTC Program at Wayne High School and all members are required to participate on PT days. This constitutes a grade each week.

8.2.1. The Physical Fitness Program may include numerous activities and a personal fitness regimen that will have obtainable objectives. The Wellness Officer will develop a tracking system to document testing and establish awards given to cadets who reach their objectives.

8.3. **Physical Fitness Test.** The Wellness Officer will announce with instructions (contingent on the ASI's approval) the date of the annual physical fitness test. **All cadets must take the PT test unless excused by the ASI. Only those cadets submitting a medical excuse will be exempted from taking the PT test. Those excused will need to complete and turn in a special project approved by the ASI that will make up for the missed PT test.** An initial assessment will be accomplished at the beginning of the school year, at semester break, and at the end of the school year ending. These results are entered into WINGS by the Wellness Commander or NCO.

8.4. **Competitions.** During the year, physical fitness and athletic competitions will become a part of field days, flight, and other Corps competitions. The Wellness Officer and the Physical Training Team Commander will work together to support the health and wellness of the cadets.

8.5. **Exercise Safety Consideration.** When exercising, cadets need to be aware of the following heat disorders and first aid treatment.

Dehydration: Loss of fluids without replenishment. Dry mouth, thirsty sensation, and skin becomes clammy. Urination is dark yellow and not clear.

First Aid: Drink fluids immediately to replenish water. Find a cool ventilated space to avoid heat exposure.

Heat Cramps: Painful spasms in skeletal muscle. Pupils often dilate with each spasm.

First Aid: firm pressure on cramping muscle with warm wet towels. Gentle stretching of affected muscle is also helpful. Re-hydrate with cold electrolyte (Sports Drink).

Heat Exhaustion: Profuse sweating, weakness, dizziness, skin cool and wet, body temperature usually elevated. Possible nausea and vomiting, headache. No central nervous system impairment.

First Aid: Move to cooler environment to avoid further dehydration through heat losses. Administer cold electrolyte drink. Reduce body temp if elevated seek medical attention for serious cases.

8.6. **Physical Fitness Consent.** All cadets must have on file the Physical Fitness Participation Consent Form. This form is generated by WINGS. No cadet may participate in PT without the form being approved by their guardian and filed in their Cadet Personnel File.

Figure 8.1. AFJROTC IN-941 Physical Fitness Test

IN-941 conducts annual initial and final assessments in the mandatory Air Force JROTC Wellness Program. The program is an exercise program developed around individual base line improvements with the focus of achieving a national standard as calculated with age and gender.

The performance assessment is comprised of 3 events:

- 1 Mile Run
- Push-ups (1 Minute)
- Curl-ups (1 Minute)

Initial assessment establishes baseline for each cadet's individual performance and goals. Final assessment determines individual improvement.

Wellness Exercises are usually comprised of ~20 events. The Wellness Officer will provide a monthly schedule to the ASI for the planned PT days and the exercise regime that the corps will perform. The exercises will be conducted in accordance with the Wellness Exercise Plans from the Wellness Officer Continuity Book. The following exercises may be used throughout the year to promote fitness:

- | | |
|----------------------------|------------------------------|
| (1) V-Sit Reach | (11) Flutter Kick |
| (2) Bent Knee Push-Ups | (12) Lunges |
| (3) Feet Elevated Push-Ups | (13) Arm Extended Lunges |
| (4) Regular Push-Ups | (14) Reverse Extended Lunges |
| (5) JROTC Push-Ups | (15) Mountain Climbers |
| (6) Plank | (16) JROTC Squats |
| (7) Left Arm Plank | (17) Body Builders |
| (8) Right Arm Plank | (18) Squat Leaps |
| (9) Sit-Ups | (19) Side Lateral Jumps |
| (10) Extended Sit Ups | (20) 1 Mile Run |

Cadets will set a personal fitness goal based on their baseline fitness assessment. This goal is to be used to establish their personal fitness program that will enable them to achieve a fitness level consistent with an active healthy lifestyle.

Chapter 9

AWARDS, RECOGNITION AND DISCIPLINE

9.1. **General.** Cadets who exceed the standards of conduct and the expectations set for them in this guide and by their cadet supervision will be recognized for their efforts. These individual cadets and/or teams will receive recognition throughout the school year. Typically, cadets will be recognized during a monthly cadet commander's call. Commander's call will take place on a regularly scheduled basis in order to present timely recognition to deserving cadets and teams. Unfortunately, at other times cadets fail to meet standards and good order and discipline. When these situations occur cadets will also be corrected through several different means described within this guide and chapter (9.3) with the purpose of guiding the cadets back to the proper behavior.

9.2. **Cadet Awards.** The awards program offers cadets an opportunity to be recognized for their hard work that sets them apart from their peers. Local awards are given out on a monthly basis for the following categories: **Cadet of the Month, Flight Commander of the Month, Flight Sergeant of the Month, and Team Member of the Month.** These awards are different than the awards and recognition listed in Chapter 4 and Figure 4.4. Figure 4.4 lists the officially designated National Awards and JROTC recognition Ribbons and Badges. Each of the criteria for these awards are listed in Figure 4.4. The criteria for the Local Awards are as follows:

Cadet of the Month: Any cadet may submit a Cadet of the Month nomination on a fellow cadet. Justification must be typed and submitted to the Operations Squadron Commander no later than the 3rd day of the month.

Flight Commander of the Month: Operations Squadron Commander in conjunction with the ASI and SASI will review monthly performance and flight results (Uniform wear, grades, drill, etc....) and decide on the winner.

Flight Sergeant of the Month: Operations Squadron Commander in conjunction with the ASI and SASI will review monthly performance and flight results (Uniform wear, grades, drill, etc....) and decide on the winner.

Team Member of the Month: Team Commanders will select a team member and submit written justification to the Drill Squadron and Special Teams Squadron Commanders no later than the 3rd day of the month. In turn, the commanders will select and submit 3 nominations to the ASI and SASI for consideration and selection.

Note: All award submissions are sent at the beginning of the month proceeding the award month.

9.3. **Cadet Discipline.** Cadets always have the responsibility to conduct themselves in high regard. Violations of the guidance set out in this guide (example: Cadet Code of Conduct – Chapter 1) and the FWCS Student Handbook will result in corrective actions to bring about a positive change in cadet behavior. The Cadet Senior Staff has a large responsibility in monitoring and administering corrective actions within the cadet corps. However, immediate actions by the ASI or SASI will be necessary to address certain issues.

9.3.1. **Personal Standards of Conduct:** Cadets are expected to maintain the high standards listed in this guide and the standards set forth in the student handbook. In order to realize the Cadet's highest potential, cadets must maintain high standards of self-discipline, high ideals, good manners, social grace, appropriate dress (in or out of uniform), and proper grooming. Cadets must show proper respect to students, school staff, and their instructors. Cadets will also show proper respect to the flag and stand for the Pledge of Allegiance. Cadets will ensure they read the Cadet Guide and held responsible for being aware of the criteria set within its Chapters covering things like the Cadet Creed, Air Force Core Values, Classroom Rules/Procedures, etc....

9.3.2. **Unacceptable Behavior:** Cadets who knowingly violate the JROTC Standards of conduct and performance are subject to disciplinary process. If a cadet engages in unacceptable behavior, JROTC reserves the right to impose disciplinary actions in addition to any consequences a cadet may receive from their Assistant Principal or teachers. Please reference unacceptable conduct in paragraph 9.3.3.

Cadet Officers and NCOs: Responsible for maintaining discipline and setting a good example always. Any abuse of their authority or Hazing will result in immediate disciplinary actions by the SASI or ASI.

9.3.3. **Consequences:** The consequences for not following the standard of conduct are subject to written counseling, a Demerit System (when implemented), demotion of rank, removal from position, or in the most grievous instances a Cadet Action Board (Chapter 4) may be convened. Some instances of actions will result in immediate removal from JROTC. Any cadet who is expelled from school or sent to the Alternative Learning Program (ALP) will be immediately removed from JROTC. Any cadet caught hazing or sexually harassing another cadet will be removed from JROTC.

Written Counseling: A Letter of Counseling will be issued to cadets who repeatedly find themselves violating the following infractions* of the IN-941 standards of conduct listed throughout the cadet guide:

1. Unprepared for Class
2. Disrupting Class
3. Sleeping in Class
4. Violating Dress Code (school & uniform)
5. Violating Grooming Standards
6. Failure to attempt to complete academic work (Not turning in work)
7. Conduct unbecoming a Cadet (i.e. PDA in uniform)
8. Failure to wear the uniform (Blues/ABU and Physical Training)

Note: Failure to wear the uniform 3 times in a grading period may result in removal from JROTC.

Disenrollment procedures are documented in detail and found in the approved Unit IN-941 Cadet

Disenrollment Procedures Memorandum signed and endorsed on November 12, 2024.

***Note: This list is not all inclusive and only contains the most common infractions/violations. Other occurrences may result in written counseling.**

Merit/Demerit System: When a system is used the infractions for earning demerits and the procedures for the demit system will be published by the cadet corps and inserted as an addendum to this cadet guide.

Notifications: Parents/Guardians will be notified when a Letter of Counseling (LOC) has been issued to the cadet. A copy of the LOC will be given to the cadet and sent to the parents/guardians. Corrective actions will be listed on the letter to communicate what actions must be taken to bring the cadet back into good standing. **Failure to correct the deficient behavior will result in a notification to the school counselor and Assistant Principal of the cadet. If corrective actions do not take place the SASI or ASI will initiate removal procedures.**

Example: A cadet has failed to wear their uniform twice, failed to turn in 2 homework assignments and comes unprepared to class. The cadet will receive a Letter of Counseling noting the deficiencies and indicating whether the items may be made up as Late Work (see course syllabus for Late Work policy). Notification will be sent home and a copy provided to the cadet.

NOTES

Glossary of Terms and Abbreviations

Abbreviations and Acronyms

AETC—Air Education and Training Command
 AFJROTC—Air Force Junior Reserve Officer Training Corps
 ASI—Aerospace Science Instructor
 AU—Air University
 AY—Academic Year
 CC- Commander of a function or Unit
 CIA—Curriculum in Action (Field Trip)
 DOD—Department of Defense

IAW—In Accordance With
 IT—Information Technology
 JROTC—Junior Reserve Officer Training Corps
 LE—Leadership Education
 LDR—Leadership Development Requirements
 PT—Physical Training
 RD/RS—Region Director
 RS—Region Supervisor
 SASI—Senior Aerospace Science Instructor

Academic Year (AY)—The annual period of academic instruction at a secondary institution (High School) which results in a student progressing from one grade level to another. AKA: School Year

Aerospace Science Instructor (ASI)—An AFJROTC instructor assisting the SASI in day-to-day unit operations. ASIs are normally NCOs. However additional ASI positions may be filled with officers when an exception policy is approved. In the context of AFJROTC program operations in a school, the ASI is supervised by, and reports directly to, the SASI.

AFJROTC Units—AFJROTC programs are conducted at the secondary level of education (High School).

Director, Air Force Junior ROTC —Manages AFJROTC program operations, instructor management, support and program development. Responsible for overall AFJROTC program content, direction, and coordination.

High Schools—Public or private secondary institutions that are not operated under the concept of Military Schools.

Logistical Support—Supplies and services used in the operation of an AFJROTC unit. The Air Force provides payment for specified items within established limits.

Region Director (RD)—Region Directors are Headquarters AFJROTC Representatives, serve as assessment officials, and oversee the operations of their assigned units. 130 AFJROTCI36-2010 1 JUNE 2023

Region Supervisors (RS) – Region Supervisors serve as the overall managers of their assigned AFJROTC region. A Region Supervisor leads a group of Region Directors.

Senior Aerospace Science Instructor (SASI)—The AFJROTC officer instructor of senior rank at the host school responsible for day-to-day unit operations. The SASI reports to the principal (or equivalent) and ensures applicable instructions are complied with and the unit is operated in an efficient, military manner. The SASI will be designated as a department head (or equivalent) at the host school. The SASI acts as the unit commander providing overall direction to the ASI and cadet programs/activities. Superintendent (or equivalent)—The official responsible for the agreement with the Air Force for the establishment and continuation of an AFJROTC unit at a host school within the superintendent’s district. Overall responsibility for AFJROTC programs rests with this individual or their designated representative.

Unit Viability—To meet minimum enrollment requirements, units must maintain an unduplicated AFJROTC cadet enrollment of a) 10% of the number of students enrolled in the school, or b) 100 cadets; whichever is less.

Figure 9.1 AFJROTC Ribbon Chart

