

# DELAND HIGH SCHOOL

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## Air Force Junior Reserve Officer Training Corp Unit FL-023



# CADET GUIDE



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SY 25-26

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## WELCOME TO AFJROTC

**Welcome** and congratulations on your decision to enroll in the Air Force Junior Reserve Officer Training Corps (AFJROTC), Aerospace Science Choice Program!

Two retired U.S. Air Force personnel direct this AFJROTC unit, the Senior Aerospace Science Instructor (SASI) and one Aerospace Science Instructors (ASI). The instructors maintain Air Force standards and are trained through the AFJROTC Academic Instructor Course at Maxwell AFB, Alabama. Each instructor has extensive professional military education and training, experience in teaching, and training others.

Our AFJROTC curriculum includes aerospace science, leadership education and training, and wellness. Cadets learn leadership and management skills through a professionally designed curriculum and a variety of important tasks such as organizing and directing the Cadet Group.

The standards in this Instruction support the leadership and personal development objectives of the AFJROTC program, and if taken in the spirit that it is intended, will provide the foundation for a pleasant and productive educational experience. It contains policy guidance, requirements, and rules of conduct for you, an AFJROTC cadet at DeLand High School. We recommend you study and know this Instruction thoroughly. You will be held responsible for its contents during daily activities and on examinations (i.e. uniform inspection).

The Guide concerns classroom and academic procedures, as well as policies of the Cadet Group. It is also informative for principals, counselors, teachers, and parents alike.

We wish you great success and personal satisfaction as a member of our elite FL-023 AFJROTC Cadet Group at DeLand High School – **Go Bulldogs!**

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Senior Aerospace Science Instructor (SASI)

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# CHAPTER 1: HISTORY, MISSION & OBJECTIVES

## HISTORY

AIR FORCE JUNIOR ROTC WAS FOUNDED UNDER PUBLIC LAW 88-647, CALLED “THE REVITALIZATION ACT OF 1964.” THE FIRST AFJROTC UNITS BEGAN OPERATION IN 1966 AT JUST 20 HIGH SCHOOLS. TODAY THERE ARE OVER 870 AFJROTC UNITS AT HIGH SCHOOLS IN THE UNITED STATES AND AT MILITARY BASES AROUND THE WORLD. IN 1967, FL-023 AIR FORCE JUNIOR ROTC PROGRAM WAS ESTABLISHED HERE AT DeLAND HIGH SCHOOL BY AN AGREEMENT BETWEEN THE VOLUSIA COUNTY SCHOOL BOARD AND THE UNITED STATES AIR FORCE. OUR UNIT IS ONE OF THE OLDEST IN THE COUNTRY.

## MISSION STATEMENT

THE MISSION OF AFJROTC IS TO DEVELOP CITIZENS OF CHARACTER.

THE MISSION OF AFJROTC FL-023 IS TO HELP OUR CADETS BECOME BETTER CITIZENS IN SCHOOL, COMMUNITY AND COUNTRY, BY PROVIDING OPPORTUNITIES FOR THE DEVELOPMENT OF TEAMWORK, LEADERSHIP, PERSONAL RESPONSIBILITY, SELF-DISCIPLINE, AND ACADEMIC EXCELLENCE.

## UNITED STATES AIR FORCE CORE VALUES

1. **Integrity First:** Integrity is the willingness to **do what is right, even when no one is looking**. It is the “moral compass” – our inner voice; the voice of self-control and the basis for the trust imperative in today’s military.

Cadets reflect this pride and professionalism through weekly appearance in uniform and by exemplifying the AFJROTC program expectations through daily conduct.

2. **Service Before Self:** Service refers to the mindset where **professional duties take precedence over personal desires**. It includes the following behaviors:
  - Following Rules
  - Respect for Others
  - Discipline and Self-Control
  - Faith in the System

The cadets demonstrate “service before self” through active participation in all school and community support activities, as well as community service-learning projects

3. **Excellence in All We Do:** *Excellence* directs us to **develop a sustained passion for continuous improvement and innovation**. It’s not about mediocrity; it’s all about doing your best.

Cadets demonstrate excellence through their compliance with all Florida School District, school and unit conduct policies, academic performance, recruiting of new cadets and retention of existing cadets, while assisting in the success of unit program goals.

## CHAPTER 2: SYLLABUS

### ACADEMIC YEAR 2025-2026 SYLLABUS

#### **AFJROTC CONSISTS OF THREE COMPONENTS:**

Aerospace Science (40%), Leadership Education (40%), and Wellness/Physical Fitness (20%). The Aerospace Science portion is a customized course about space and the human exploration. It was specifically created for the US Air Force Junior ROTC program and includes the latest information available in science and exploration. Leadership Education introduces the student to the Air Force Junior Reserve Officer Training Corps (AFJROTC) program, while instilling elements of good citizenship, develops informed citizens; strengthens and develops character; develops study habits and time management; wear of the Air Force uniform, and Air Force customs and courtesies. Additionally, cadets will be taught the fundamentals of Drill and Ceremonies. This portion of the course concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events and have the opportunity to personally learn drill. Most of the work is to be hands-on. The Wellness/Physical Fitness portion will incorporate the Cadet Health and Wellness Program (CHWP). The CHWP is an exercise program focused upon individual base line improvements with the goal of achieving a Presidential Physical Fitness standard calculated by age and gender. The goal of the CHWP is to motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education.

New this year will be the addition of Robotics and Avionics (Drones). The program will strive to expose cadets to the world of Science, Technology, Engineering and Mathematics (STEM).

**Students will wear the Air Force JROTC uniform weekly (usually on Wednesdays) and participate in the organized physical fitness training sessions (Fridays).**

#### **GRADING SYSTEM**

A variety of grading opportunities will be used to determine the cadet's classroom grade.

#### **Overall Grades will be weighted through the following calculation**

- **Formative Grades each week (40%):**
  - Academic lectures for AS & LE, assignments/quizzes
  - Uniform wear compliance
  - Physical Training
- **Summative Grades each Quarter (60%):**
  - Academic Exams in AS & LE or equivalent projects
  - Drill Exam
  - Additional Summative events as they arise:
    - Participation in Unit Evaluation
    - End of Year Pass in Review ceremony
    - Parade participation

Grades for progress reports and report cards are as follows:

- **A = 90% to 100%**
- **B = 80% to 89%**
- **C = 70% to 79%**
- **D = 60% to 69%**
- **F = Below 60%**

It is the responsibility of the cadet (student) to communicate with cadet leaders and their instructors during any absences. If a cadet knows he/she will be absent in advance, especially on Uniform Day, they should make every effort to wear the uniform prior to the absence. Very limited opportunities are available to make up work. It is the responsibility of the cadet to communicate with cadet leaders and their instructors during any absences. If a cadet knows he/she will be absent in advance, especially on Blues Day, they should make every effort to wear the uniform prior to the absence.

**A. Aerospace Science** – Tests, Assessments, Special Projects.

**B. Leadership Education** – Tests, Assessments, and Special Projects

These subject areas will include:

- (1) Wellness/Fitness participation and progress, including wearing proper shoes and issued PT clothing (T-shirt & shorts).
- (2) Observance of Air Force customs and courtesies, as well as classroom bearing and behavior.
- (3) Drill participation and drill evaluations.

**C. Grooming Standards and Uniform Wear** –

**DEAL BREAKER POLICY:**

Uniform wear is a mandatory and critical part of AFJROTC training. Thus, the Corps has a “3 Strikes” policy on uniform wear. **If a cadet misses 3 uniform wears in a semester, they will be considered for removal from the Corps.** There is also a “Dealbreaker” policy with uniforms – if a uniform infraction is very serious or the cadet blatantly disregards known rules about the wear of the uniform, then the cadet may receive an automatic zero for that week’s grade, be asked to change out of uniform and be issued a “Strike”. Examples of “Dealbreakers” include extreme facial hair, unnatural hair color, excessive jewelry/piercings, missing uniform parts, or other infractions that harm the image of AFJROTC if the uniform is worn throughout the day in school.

**JROTC POLO SHIRT (STANDARDS):**

All cadets are required to purchase a AFJROTC Polo shirt (Included in Cadet Fees) that will be worn on designated days. Instructions on how to purchase the Polo shirt will be passed out in class. See the instructors if this will cause any financial hardships. For uniform days, the Polo Shirt is to be worn with Kaki, Grey or Black Pants. During hot weather, shorts may be worn, but they must come down to just above the knee (within approximately 3 inches) or lower.

**DRY CLEANING:**

Cadets are responsible for dry cleaning their uniform as necessary and exchanging all items that no longer fit. All Blue uniform parts must be dry cleaned at the cadet’s expense before they are returned to logistics. Occasionally cadets are directed to wear the AFJROTC Polo shirt in place of their other

uniforms. This is an excellent time to get the uniform dry cleaned. Uniform items, especially shirts, that exhibit stains due to not being dry cleaned/washed regularly will be replaced at the cost of the Cadet/Student.

While enrolled in the AFJROTC program, cadets will comply with the personal appearance and grooming standards prescribed by the Air Force Instruction (AFI) 36-2903, Dress and Personal Appearance of Air Force Personnel, AFJROTCI 36-2903 and the AFJROTC Operational Supplement (Chapter 7).

If you are still unsure about proper grooming standards or uniforms, consult your cadet chain-of-command and then the AFJROTC instructors for guidance.

All name tags, ribbons, and other insignias a cadet has been issued must be worn during uniform inspections.

The SASI or ASI may designate a uniform wear day other than the normal uniform wear day due to field trips, holidays, or special AFJROTC activities requiring wear of the uniform.

This school year we will be covering:

**1st Semester:**

AS220 - An Introduction to Global Awareness

**Chapter 1:** “Introduction to Global Awareness” introduces the concepts of cultural awareness. The first lesson describes the components of culture, the 12 cultural domains and the importance of cultural studies. And the second lesson outlines the effects of technology on global culture, including how to research other cultures.

**Chapter 2:** “The Middle East” explores the cultures of six Middle Eastern countries. The first lesson provides an overview of the geography, history, and economy of the Middle East. Each subsequent lesson of this chapter examines cultural elements of specific Middle Eastern countries. For example, the second lesson examines the cultures of Iran and Kuwait. The third lesson examines the cultures of Jordan and Israel. And finally, the fourth lesson examines the cultures of Saudi Arabia and the United Arab Emirates.

**Chapter 3:** “Asia” explores the cultures of nine Asian countries. The first lesson provides an overview of the geography, history, and economy of Asia. Each subsequent lesson of this chapter examines cultural elements of specific Asian countries. For example, the second lesson explores cultures of Japan, China, and South Korea. The third lesson examines the cultures of India and Sri Lanka. The fourth lesson focuses on the cultures of Indonesia, Singapore, and Thailand. And finally, the fifth lesson examines north Asia, which is occupied by Russia.

STEM subjects, such as Robotics, Drones and Rocketry may also be explored during the semester.

**LE100 - Traditions, Wellness, and Foundation of Citizenship**

**Chapter 1:** (Lessons 2, 3, 4, 5) Introduction to JROTC Programs”. Cadets will learn about the military uniform, including how to properly wear the uniform and meet the appearance and grooming standards expected of a cadet. Cadets will also learn to learn to recognize the

different U.S. military ranks and grades. They will learn about military customs and courtesies such as saluting, many based on historic practices, which distinguish the JROTC as an important part of our nation's traditions. Through understanding JROTC as an environment that builds leadership and good citizenship through respect for others, cadets will learn how to project a positive attitude and self-discipline. Cadets will consider how to apply ethical and moral concepts, including those of the military services and various cultures. The chapter's final lesson will help cadets build social skills through proper behavior, personal hygiene, and grooming. Finally, they will learn how to plan and participate in military functions, especially Military Balls, Dining-Ins, and Dining-Outs.

### **LE300 – Life Skills & Career Opportunities**

**Chapter 3: Explore Your Future** (Lessons 1-3) – Cadet will analyze the process to plan for career options, compare careers vs. jobs, evaluate career paths, understand themselves and career direction, identify aptitudes and interests and career paths that align with those interests, investigate career earning potentials and educational tracks, and analyze technical vs educational driven career paths.

#### Wellness Program

Basic physical fitness and games

1<sup>st</sup> Fitness test

#### **2<sup>nd</sup> Semester:**

AS220 - An Introduction to Global Awareness

**Chapter 4: “Africa”** explores the cultures of eight African countries. The first lesson focuses on an overview of the geography, history, and economy of Africa. Each subsequent lesson of this chapter examines cultural elements of specific African countries. For example, the second lesson examines the cultures of Egypt and Morocco. The third lesson focuses on the cultures of Mali and Nigeria. The fourth lesson examines the cultures of the Democratic Republic of the Congo and Kenya. And finally, the fifth lesson examines the cultures of South Africa and Zimbabwe.

**Chapter 5: “Latin America”** explores the cultures of nine Latin American countries. The first lesson focuses on an overview of the geography, history, and economy of Latin America. Each subsequent lesson of this chapter examines cultural elements of specific Latin American countries. For example, the second lesson the cultures of Colombia, Brazil, and Venezuela. The third lesson investigates the cultures of Peru, Argentina, and Chile. And finally, the fourth lesson examines the cultures of Costa Rica, Panama, and Belize.

**Chapter 6: “Europe”** explores the cultures of eight European nations. The first lesson focuses on an overview of the geography, history, and economy of Europe. This lesson will also introduce students to the European Union. Each subsequent lesson of this chapter examines cultural elements of specific European countries. For example, the second lesson examines the cultures of France and Germany. The third lesson examines the cultures of Italy and Spain. The fourth lesson explores the cultures of the United Kingdom and Ireland. And finally, the fifth lesson examines the cultures of Ukraine and Poland.

STEM subjects, such as Robotics, Drones and Rocketry may also be explored during the semester.

## LE300 – Life Skills & Career Opportunities

**Chapter 4: Aiming Toward a College Degree** (Lessons 1 & 2) – Cadets will identify college financial costs, sources of funding, and create a plan to finance a college education. Additionally cadets will look at criteria for choosing a college, compare alternative programs, evaluate the application process, and identify colleges that best meet their needs.

**Chapter 6: Applying for Jobs** (Lessons 2 & 3) – Cadets will describe the purpose of a resume, identify different types of resumes, create a personal resume and cover letter. Cadets will also describe the interview process, explain do's and don'ts of interviews, and outline basic interview questions.

**Chapter 7: Working for the Federal Government** (Lessons 1-3) – Cadets will understand the different military branches, reasons for choosing a military career, and understand the enlisted, warrant officer, and officer corps career paths. Cadets will look at careers within the aerospace sector, educational requirements and career options within the sector. Finally cadets will look at careers within the public service area to include criminal justice, fire science technology, and homeland security.

### Wellness Program

- Physical fitness and games
- End of year Fitness test

## **COMMUNITY SERVICE**

Community service is a major part of the cadet experience and helps instill a sense of civic pride and citizenship. Each year, AFJROTC cadets do more than 1.6 million hours of community service. Projects range from working with national organizations like the March of Dimes, Muscular Dystrophy, the National Red Ribbon Campaign, and Special Olympics, to participating in local community projects such as cleaning and refurbishing cemeteries and parks.

**Community Service is a required part of AFJROTC. Every Cadet is required to conduct a minimum of 6 Community Service hours each semester. More than 6 is encouraged and required for certain ranks, achievements and awards. Failure to achieve 12 service hours by the end of each school year may result in not receiving a certificate of completion when you exit/graduate from AFJROTC.**

Community Service Hours examples and rules:

- **All community service must be signed off by a supervisor of the organization the service was conducted for. Examples; Church leader/Pastor, Community Leader, School Teacher/Administrator)**
- **All JROTC community service activities must be approved by the SASI or ASI.**
- Examples of service:
  - JROTC Color Guard presentations, Flag Details, parades and other activities
  - Helping at Church
  - Helping in the community

**GRADUATION PIN, CORD**

The AFJROTC graduation pin and cord are not participation rewards. These awards are recognition of a cadet's efforts to better themselves and their community. The following items will be awarded upon graduating from High School to a cadet who completes the requirements listed below and is still actively participating in AFJROTC at the time of graduation:

**Pin-complete at least 1 year of JROTC and all of the following requirements:**

- Participate with JROTC during at least 2 Football games
- Conducted 12 hours of Community Service

**Cord Requirements:**

- Successfully complete 3 years in JROTC
- Successfully command the 30 Step Drill Sequence
- Actively participated in at least 2 separate Leadership Development Requirements
- Conducted 36 hours of Community Service (12 per school year)

**NOTE:** *These requirements are for cadets starting in the program during school year 2025-2026. The SASI and ASI will make a determination for any 3<sup>rd</sup> and 4<sup>th</sup> year cadets that started in SY 22/23 or SY 23/24. Cadets that started during SY 23/24 have the same requirements minus 6 community service hours.*

## CHAPTER 3: CLASSROOM PROCEDURES AND CADET RESPONSIBILITIES

*What I See is What I Do.  
What I Do is What I Practice.  
What I Practice is What I Become (Jeff Willie)*

The nature of the Air Force Junior Reserve Officers Training Program mission, as well as its high visibility within the school and community, requires its members adhere to higher standards of conduct than might be found among the student population. Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, fighting, insubordination, disrespect, verbal threats, and the following:

1. Public Display of Affection (PDA) is not allowed while in uniform. This includes kissing, handholding, or any other form of physical affection, in class, or while at any AFJROTC function. PDA is also a violation of the Volusia County School District policy.
2. Cadets will not use abusive, vulgar, obscene, or profane language or gestures.
3. Cadets will not annoy or harass anyone with insulting, inflammatory, insinuating, or defaming remarks.
4. Cadets will not indulge in horseplay such as hitting, slapping, sparring, or wrestling.
5. Cadets will not take part in public demonstrations in uniform, even for a “good” cause, nor will the uniform be worn as an endorsement for a particular organization, or cause.

### **STUDENT CODE OF CONDUCT**

Click [here](#) to access the DeLand High School Student Code of Conduct Handbook. You can also navigate to the DHS website <https://www.delandhs.org/> and do a search for “Code of Conduct.”

### **RESPECTING THE FLAG**

Cadets will stand for the pledge of allegiance and the playing of the National Anthem, in or out of uniform. If in uniform, cadets will salute during the playing of the National Anthem. Cadets should face the flag, or the music, if you can’t see the flag or don’t know where it is. If out of uniform, cadets will stop what they are doing and put their hands over their hearts. If a cadet does not wish to follow this requirement, they should remove themselves from the program.

**AFJROTC CADET CREED**

Cadets will learn the Cadet Creed and recite it on the first day of class each week:

**I am an Air Force Junior ROTC Cadet.  
I am connected and faithful to every Corps of Cadets who  
serve their community and nation with patriotism.  
I earn respect when I uphold the Core Values of Integrity  
First, Service Before Self, and Excellence in All We Do.  
I will always conduct myself to bring credit to my family,  
school, Corps of Cadets, community, and to myself.  
My character defines me. I will not lie, cheat, or steal.  
I am accountable for my actions and deeds. I will hold  
others accountable for their actions as well.  
I will honor those I serve with, those who have gone before  
me, and those who will come after me.  
I am a Patriot, a Leader, and a Wingman devoted to those I  
follow, serve, and lead.  
I am an Air Force Junior ROTC Cadet.**

**CLASSROOM RULES**

There are four overarching Rules of Engagement for cadets:

- **RESPECT THE PROGRAM...RESPECT THOSE AROUND YOU**
  - a. Stand silently at parade rest behind your seats at the beginning of class
  - b. Sit up straight in your chair and keep your feet on the floor
  - c. Keep your hands, feet, and other objects to yourself; do not place your feet on the furniture
  - d. Stand at attention when an administrator, faculty member, or staff or visitor enter the AFJROTC area or classroom (except during a lesson).
  - e. Be somebody! Allow others to be themselves
  - f. Put **cell phones** and **earbuds** away before class begins. Only use when specifically given permission by an instructor. Cell phones will be confiscated and turned into front office for repeated abuses of this rule.
  - g. Hats/Hoods are not permitted inside the AFJROTC building at any time unless express permission has been granted by the SASI or ASI.
  
- **BE PREPARED**
  - a. **Be on-time for class**; if necessary, use the restroom before entering the classroom. If late to class, bring a pass from previous teacher or front office. **No exceptions.**
  - b. Sharpen your pencil before attendance roll is taken
  - c. Do not bring food, gum or candy into the classroom without the instructor's permission
  - d. Do not bring radios, games, iPads/Tablets or other unauthorized devices into the classroom
  - e. Wear your uniform on the prescribed uniform wear day

- **BE COURTEOUS**
  - a. Be an attentive listener
  - b. Be courteous of others
  - c. Address instructors by their proper title, e.g. “Major” or “Sir”, “Sergeant” or “Sir”
  - d. During announcements – be quiet and listen as announcements are being presented
  
- **BE RESPONSIBLE**
  - a. Follow directions the first time (From leaders and instructors)
  - b. Remain seated in class unless you have received permission from an instructor
  - c. Raise your hand to be recognized before speaking
  - d. Coordinate make-up work and tests with the instructor
  - e. Turn in assigned work on the due date

### **CLASSROOM PROCEDURES**

1. As Cadets enter the building they will move to their seats, sit down and quietly wait for class to begin.
2. Once class time starts, the Flight Sergeant will call “Flight.” Cadets will quickly stand behind their chairs at the position of PARADE REST with all personal belongings properly put away. Any cadet not standing at PARADE REST with belongings properly put away will be *Out of Order* and may be written-up in accordance with school policy for failure to follow instructions.
3. With the flight at PARADE REST, the Flight Sergeant will immediately call roll using the attendance sheet. Cadets will come to ATTENTION when their name is called and respond “*HERE SIR/MA’AM*”. Cadets will return to PARADE REST after responding. Upon completion of the roll, the Flight Sergeant will report who is missing to the instructor in the room.
4. Flight Commander/Flight Sergeant will then conduct the Pledge of Allegiance and the Cadet Creed. NOTE: Cadets in uniform do not place their hands over their hearts.
5. The Flight Commander will give the order to “*TAKE SEATS.*” Cadets will sit down and refrain from talking. The Flight Commander will then provide any directions received by the ASI or SASI and make any announcements for the day/week.
6. Once announcements are completed, the Flight Commander will face the SASI/ASI, Salute, and proceed to say, “*THE CLASS IS READY FOR INSTRUCTION, SIR*”. At that time, the SASI/ASI will provide any needed instructions.
7. Cadets arriving late will hand over their pass for being tardy, if applicable and then quickly and quietly proceed to their desk. Roll call will not be stopped to recognize tardy cadets. Cadets without a written pass to class will be written-up as tardy in accordance with school policy.
8. Excessive absenteeism and tardiness will negatively affect a cadet’s course grade. Attending school and being on time as well as completing all class assignments are qualities that will ensure success in school and later in the job market.

9. Approximately three to five minutes before the class dismissal bell rings, the SASI/ASI Flight will turn the flight over to the Flight Commander to prepare for dismissal. Cadets will stop class work and put books and classroom materials away. Cadets will clear their desk tops, pick up and dispose of any litter in the immediate vicinity, align their tables with others in their elements, and prepare to stand for dismissal.
10. At the Flight Commander's signal, or as the bell sounds, the preparatory command "*FLIGHT*" or "*STAND BY*" will be called followed by "*ATTENTION*". Cadets will come to the position of "*ATTENTION*" besides their chairs and wait to execute the Flight Chant. The Flight Commander will then "*DISMISS*" the flight. Cadets will then retrieve their personal belongings and depart the classroom in an orderly manner.
11. The Flight Commander, or in their absence, the Flight Sergeant is responsible for the conduct of their flight during the class period. All cadets will follow all valid Flight Commander or Flight Sergeant Instructions.

### **OFFICE, LDR AND LOGISTICS PORTABLES**

The Office, storage and logistics portables are not for socializing. Cadets are not to be in those areas of the JROTC compound unless they have specific business there and have received permission from the ASI or SASI to do so. Additionally, only authorized cadets are to be in those areas. Friends are not to accompany them unless given specific permission. Non-JROTC cadets should never be in the logistics portable unless directly permitted by the SASI/ASI.

There is a "Snack Bar" in the office portable for purchasing drinks and small snacks. Cadets are permitted to enter the office portable to make a purchase as long as an instructor, the Finance Officer or approved representative is present. All money is to be handed only to an instructor or their approved representative from the Finance Officer.

### **SASI/ASI OFFICE PROCEDURES**

There may be times that require a visit to the Office portable. Under no circumstances are you allowed to enter an instructor's office area unless an instructor is there.

Please use the following procedures for office visits, before, during or after your class/school:

If coming for a reason other than being told to come:

1. Approach the ASI or SASI's door.
2. Knock and WAIT for the ASI or SASI to acknowledge your presence and indicate for you to state your reason for the visit.
3. DO NOT ENTER THE OFFICE unless invited to do so.
4. Upon being greeted, state your reason for the visit.
5. Once your business is finished, ask if there is anything the SASI or ASI needs from you and wait to be dismissed.
6. Once you've been dismissed, respond with an appropriate farewell such as: "THANK YOU, SIR."
7. Leave the doorway or office and proceed to the classroom or other required destination.

If coming because you were told to report to the SASI or ASI:

1. Approach the ASI or SASI's door.

2. Knock once and go to the position of PARADE REST.
3. WAIT for the ASI or SASI to acknowledge your presence.
4. Upon being greeted, go to the position of ATTENTION and SALUTE.
5. State, "SIR, CADET (your name) REPORTING AS ORDERED."
6. The SASI or ASI will return the salute and inform you why you've been told to report to them.
7. Once the conversation is complete, if the SASI or ASI does not dismiss you, ask, "SIR, WILL THAT BE ALL?"
8. The SASI or ASI will either continue or give you permission to leave.
9. Come to the position of ATTENTION and say, "THANK YOU, SIR."
10. Execute the appropriate facing movement and depart.

## CHAPTER 4: CADET CONDUCT

Cadets will always conduct themselves to reflect positively upon themselves, their parents/guardians, DeLand High School, and the United States Air Force. If conduct does not reflect well, a cadet may be considered for removal from the program. If the cadet is in uniform when bad conduct is witnessed, the SASI will determine if the conduct was worthy of immediate removal and discuss with school administration and parents as necessary.

### 1. THE CHAIN-OF-COMMAND

The "Chain-of-Command" is established to accommodate all who desire to accomplish a task that is out-of-the-ordinary or to seek redress or a satisfactory termination of a grievance or an alleged miscarriage of justice. In other words, if you feel that you have not been given due consideration, have been treated unfairly, or somehow you feel that you were wronged and you have not gotten satisfactory responses from those that could correct the situation, then the correct procedure is to go "up the chain-of-command," one step at a time. For example, if you feel that you should have been promoted, received a staff position, or a national award, use the chain-of-command to get an answer and/or to correct the situation. In an organized society such as we have in the United States of America, there is an accepted procedure to follow when restitution or retribution is sought. For example, in your house, a parent is the final authority; in the AFJROTC program, the Senior Aerospace Science Instructor (SASI) is the final authority; and in our judicial system the Supreme Court is the final authority. Naturally, the steps you go through to get to that final authority vary by each circumstance.

### 2. CADET CONDUCT

*Cadet conduct stresses that lying, cheating, or stealing are not tolerated and that HONOR is a noble, moral standard that is the essence of not only the Corps, but our civilized society.*

Cadets shall:

- Respect their parents, school officials and staff, teachers, community leaders and fellow cadets
- Refrain from any acts or derogatory words that may discredit their family, school, Cadet Corps or themselves.
  - Vulgar conduct and language are not socially acceptable, hinder communication, and discredits the speaker.
- Dedicate themselves to succeed in academics, athletics, extracurricular activities, and work.
- Perform all assigned duties in a timely manner and fulfill all obligations.
- Maintain self-respect, self-control, and good behavior at all times (in and out of the classroom).
- Be honest and understand that honorable failure is better than success through unfair means.
- Be proud of their uniform and the commitment to AFJROTC that sets them apart from others.
- Be an exemplary role model with high standards of conduct.
- Respect other cadets and follow the directions of cadet officers and cadet NCOs.
- Show proper respect to the American Flag, an allied nation's flag, our national anthem, and pledge of allegiance whenever and where ever they hear it. (All cadets WILL stand for the national anthem and pledge of allegiance, even when outside or they WILL be removed from the program. NOTE: Cadets in uniform do not place their hands over their hearts.)
- Place the good of the Corps ahead of personal gain.

### **3. CADET OFFICER/NCO AUTHORITY**

All cadet officers and noncommissioned officers (NCOs) are authorized/required to take charge of and direct subordinate cadets in the performance of AFJROTC leadership training. This includes the correction of uniform wear violations and/or inappropriate behavior any place on school grounds or at AFJROTC functions. However, cadet officers/NCOs will not disrupt any teacher's class to make corrections, not use physical contact when correcting a cadet without the cadet's permission and will never use force on another cadet. They will judiciously enforce military discipline at all times and will never demean, belittle, harass, or use profane or obscene language. Proven abuse of authority will result in immediate demotion and possible disciplinary action.

### **4. IMPROPER USE OF RANK**

Cadets will not attempt to use their AFJROTC rank or position to obtain personal favors or gains. Cadet rank exists only when taking part in authorized AFJROTC activities. Blatant misuse of cadet rank or authority will result in demotion, loss of position and possibly disenrollment from the program.

### **5. INAPPROPRIATE BEHAVIOR**

Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC and will result in disciplinary action by the SASI and/or the DHS administration. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public display of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats, and physical attacks. The initiation of a verbal threat or physical attack will be considered an assault, which is an illegal act and cause for disciplinary referral to the DHS administration and immediate disenrollment from the AFJROTC program. All inappropriate behavior is classified as "conduct unbecoming an AFJROTC Cadet."

### **6. SOCIAL MEDIA**

Cadets will respect other cadets and other students and faculty of DeLand High School. Cadets will treat everyone with respect, both inside and outside of school. A cadet's behavior on the internet and social media must also be respectful and not bring discredit to AFJROTC. Cadets can be disciplined through AFJROTC and the school for disrespectful or inappropriate postings on social media.

### **7. HARASSMENT/BULLYING**

Harassment or bullying of any cadet by anyone of any rank is strictly forbidden. Examples of harassment or bullying are improper or abusive language (to include profanity, obscenity, "in your face" or screaming either face-to-face or electronically), gossip/rumor spreading, and unwanted physical contact (especially of a sexual nature).

### **8. HAZING**

Hazing is, "the practice of directing someone of lesser rank to perform a humiliating action, which entails the surrender of dignity and self-respect, or a hazardous action which exposes one to physical injury or bodily harm." Hazing is strictly forbidden.

### **9. SECRET ORGANIZATIONS**

Cadets are prohibited from organizing or belonging to formal or informal secret organizations including cliques and gangs. Such organizations are frequently violent, devious, divisive, and/or discriminatory, and will not be tolerated. Participation in such groups will result in a recommendation to the principal for disenrollment from AFJROTC and a failing grade for the course.

## **10. CADET ENROLLEMENT AND DISCIPLINE**

AFJROTC is a voluntary program. No cadet will be enrolled, or forced to stay in AFJROTC, against their wishes. For a cadet to be part of AFJROTC, they must willingly participate in all aspects of the program. Exceptions can be made for those with disabilities. Exceptions will be made on a case-by-case basis. All who are willing and able to participate fully will be allowed to enroll in AFJROTC provided they agree to meet all the standards set forth in this Cadet Guide. All cadets are expected to operate with minimum supervision and display outstanding citizenship qualities. High standards are set and we expect each cadet to make every effort to meet them.

All cadets that do not follow procedures in this guide will be verbally counseled by the SASI/ASI and considered for placement on Red Flag Status (RFS) and/or removal from the AFJROTC program.

Instructors and Cadet Group Staff will make their best effort to document formal verbal counseling that is conducted in a personnel folder/binder. These will serve positively if the need arises for a cadet disciplinary board or removal from the program.

### **Cadet Removal from Program**

Cadets may be removed from the program for the following non-disciplinary reasons

1. Failure to wear their uniform on 3 separate occasions
2. Failure to consistently shave while in uniform
3. Failure to have hair or nails within standards (Color, length, etc.) while in uniform
4. Failure to remove additional earrings, nose rings, etc. while in uniform

1<sup>st</sup> Time – Receive a warning,

2<sup>nd</sup> Time – Communication with parents to discuss

3<sup>rd</sup> Time – Released from AFJROTC...even at the end of a semester (Extenuating circumstances excepted)

## CHAPTER 5: CUSTOMS AND COURTESIES

### 1. SALUTE

The salute is a traditional greeting between military personnel. The salute dates back to medieval times when knights in armor would raise their visor with their right hand when meeting a comrade. This practice gradually became a way of showing respect, and in early American history, sometimes involved removing the hat. By 1820, the motion was modified to touching the hat, and since then, it has become the hand salute used today. Salute outside when wearing the uniform or when reporting to an instructor or higher ranking cadet. 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 corps. A sloppy, lackadaisical salute indicates lack of self-pride and disrespect towards the corps.

**A.** Cadets will be taught the proper manner of saluting and the rules governing saluting. Each cadet is expected to know how to salute and to salute when required. Cadet Officers should correct saluting violations in a courteous and helpful manner when such violations are made by cadets junior to them. All cadets are expected to accept these corrections with a proper attitude. Disrespect toward a cadet officer will result in counseling by the ASI or SASI.

**B.** A salute is required when in uniform. This includes all areas outside buildings. Upon recognition of the SASI, a commissioned officer or warrant officer of any military branch, or a cadet officer of higher rank, cadets should execute the salute when a verbal greeting, in a normal speaking voice, can be heard.

A salute is never given or returned when carrying something in the right hand or while running. A running cadet will come to a walk before executing the salute. When carrying something in the right hand, the cadet will empty the right hand and render the salute when approximately six paces from the SASI/ASI or cadet officer. If carrying articles in both hands, a verbal greeting is given. A cadet who is sitting down outside will rise to the position of attention before saluting or returning a salute. The lower ranking cadet will extend a greeting, such as “Good morning, Sir/Ma’am,” and hold the salute until the higher-ranking cadet returns it. If the higher-ranking cadet does not return the salute, the lower ranking cadet will drop the salute after the higher-ranking cadet has passed. Higher ranking cadets who do not return a salute should not be confronted by the lower ranking cadet, but should be reported to the SASI /ASI. Keep in mind it is possible they were distracted and did not see the salute.

**C.** The following situations require the exchange of salutes:

- (1) Outside in uniform when a lower ranking cadet notices a cadet officer or a commissioned officer approaching (Exceptions: no salute areas identified in paragraph D below).
- (2) Classroom reporting (in or out of uniform)
- (3) SASI/ASI office reporting (in or out of uniform)
- (4) Drill activities (in or out of uniform)
- (5) Formal ceremonies such as receiving an award {Take (left hand), Shake (right hand) and Salute right hand)}
- (6) Official military functions
- (7) Other activities as directed by SASI or ASI (in or out of uniform)

**D. No Salute Areas:** The following areas on DHS campus are the exception and will be considered no salutes areas.

- The drop-off loop, where parent drop-off/pick-up occurs.
- Inside the dog bowl area.
- The area immediately outside the cafeteria above the dog bowl.
- The AFJROTC compound.
- AFJROTC/Cafeteria parking lot and paths back to main campus.

## **2. MILITARY COURTESY**

In addition to saluting, cadets will address the SASI, ASI and cadet officers of higher rank by rank or by the terms “Sir” or “Ma’am”. This same courtesy should be extended to all teachers and administrators of DeLand High School. Active duty, reserve, and retired military personnel should be addressed by their rank and last name, or by referring to them as “Sir” or “Ma’am.”

Your actions inside and outside the classroom reflect upon the entire cadet corps. Disrespect toward any faculty member, administrator, or cadet officer will result in disciplinary action, which may include loss of rank or position within the corps. or in extreme situations, removal from the program.

## **3. UNITED STATES FLAG**

The U.S. flag, adopted on June 14, 1777, is the fourth oldest national flag in the world. Denmark's flag, adopted in 1219, is the oldest. The U.S. flag has 13 stripes (7 red and 6 white) which represent the 13 original colonies. In the upper corner is a field of blue with 50 stars (representing the 50 states). The colors of the flag are symbolic as well: Red symbolizes *hardness* and *valor*; White symbolizes *pureness* and *innocence*; and Blue represents *vigilance*, *perseverance*, and *justice*

The U.S. flag should always be treated with utmost care and respect. The flag represents a living country and, as such, is considered a living thing. The flag is flown from sun-up to sunset, unless there is artificial illumination. Then, the flag can be flown 24 hours a day.

- Always hold the flag carefully- never let it touch anything beneath it: the ground, the floor, water or merchandise
- Always carry the flag aloft and free- never carry it flag or horizontally
- Always keep the flag clean and safe- never let it become torn, soiled or damaged
- Always dispose of a flag properly, preferably by burning it

Because the U.S. Flag is the symbol of our country, it should always be displayed in the most prominent, most honored position. No other flag should ever appear more important.

- On a Wall: When the flag is displayed on a wall, it should be displayed with the union uppermost and to the observer's left
- In Multi-National Flag Displays: In the United States, the U.S. Flag is to be displayed first- to "it's own right"- followed by the flags of all the other countries (at equal height and in alphabetical order) to the left (observer's right) of the U.S. Flag

- Among Subordinate Flags: When the U.S. Flag is among a group of subordinate flags, such as state and organization flags, the U.S. Flag should be at the center and at the highest point- the position of prominence
- Displayed from a staff: When displayed from a staff, the flag should hold the position of prominence, in advance of the audience and to the speaker's right (facing the audience). If other flags are also displayed, they should be placed to the speaker's left
- On a pole: When several flags are flown from the same flag pole, the U.S. Flag should always be at the top, except during church services by naval chaplains at sea when the church pennant may be flown about the U.S. Flag on the ship's mast
- The United Nations Headquarters Building in New York City, where the U.N. Flag holds the most prominent position, is the only U.S. location exempted from this provision
- Among Peers: When flags from two or more nations are displayed, the flag code forbids the display of any nation's flag in a position superior to another in time of peace. Therefore, each flag should be of approximately equal size and flown at the same height

#### **4. NATIONAL ANTHEM**

In 1814, Francis Scott Key wrote the poem, *Defense of Fort McHenry*. The poem was later put to the tune of John Stafford Smith's song, *The Anacreontic Song*, and retitled *The Star Spangled Banner*. Congress proclaimed *The Star Spangled Banner* the United States National Anthem in 1931.

When outdoors in uniform and the National Anthem or *To the Colors* is played, cadets will stand at attention, face the flag or direction of the music, and render a salute until the song ends. NOTE: Saluting is not required indoors, except for Color Guard. In civilian clothing, males should remove their hats, stand at attention, face the flag (or music), and place their right hand over their heart until the song ends. Females should stand at attention, face the flag (or music), and place their right hand over their heart until the song ends. Females in civilian clothing are not required to remove their hats.

The flag and national anthem are symbols of the people, their land, and their institutions.

## CHAPTER 6: CADET OF THE MONTH PROGRAM

### 1. PURPOSE.

Establish the requirements for award of the Cadet of the Month Award.

### 2. PROCEDURES.

A. A cadet of the Month (COM) will be nominated by each Flight Commander and/or Flight Sergeant. Command Staff may nominate a Flight Commander and the Commander will nominate Command Staff. The nomination package, which includes a brief description of justification, must be submitted to the Squadron Commander in accordance with the following timelines:

September COM nomination due 29 September  
 October COM nomination due 30 October  
 November COM nomination due 20 November  
 January COM nomination due 29 January  
 February COM nomination due 26 February  
 March COM nomination due 30 March  
 April COM nomination due 29 April



**QR Code: Nomination Form  
for Cadet of the Month**

B. Cadets nominated for COM must display a positive attitude towards AFJROTC by:

1. Not having any unexcused, missed uniform wear days for the month
2. Participate in at least 50% of all corps extracurricular activities for that month
3. Not having any in-school suspension or out-of-school suspension during the semester

C. Nominated cadets will meet a central selection board consisting of the Cadet Commander, Deputy Commander and Command Chief with final approval by the SASI/ASI. Tie breakers, if necessary, will be based on order of precedence – highest score in dress and appearance, military bearing, and leadership potential.

### 3. AWARD.

The Cadet of the Month Award will consist of a certificate and 1 free pass on a Uniform Day and PT Day for the following month. The actual award may change depending on the situation at the time of award.

## CHAPTER 7: HEALTH AND WELLNESS PROGRAM

### 1. GENERAL

Wellness and fitness are part of each cadet's training. Each Thursday cadets will participate in the Wellness Physical Training (PT) program during AFJROTC class time. The PT program will consist of warm-up/stretching exercises and a regimen of targeted exercises designed to improve and measure your level of fitness. The PT program will also include team sports to foster leadership and teamwork. **Cadets must return completed parental permission forms before they will be allowed to participate. Failure to return these forms could have a negative effect on the cadet's grade.**

**2. CLOTHING**

Cadets are issued a PT shirt and shorts. Cadets should be prepared to conduct PT outdoors during moderately cold temperatures and may purchase sweatpants and shirts for use during PT. While participating in physical activities, cadets will wear appropriate shoes for physical activities, such as basketball, tennis, running or cross-training shoes. Examples of inappropriate shoes are crocs, sandals, high heels, dress shoes, boots, etc. Cadets who do not bring issued PT clothing and proper shoes could receive a zero for PT that day. See below for PT grading scale.

**3. GRADING.**

Each cadet will receive a weekly grade for participation in the PT program. The cadet's grade is affected by the following factors: wear of proper issued PT clothing and shoes, participation in all PT activities, and the attitude displayed by the cadet.

<b><u>PT Grading Scale</u></b>	<b><u>Grade</u></b>
Full PT gear (Provided PT shirt & shorts, appropriate shoes)	<b>100</b>
Partial PT gear (Some combination of above gear, appropriate shoes)	<b>85</b>
Full PT Gear, Wrong shoes (Crocs, sandals, dress shoes, etc.)	<b>75</b>
NO PT GEAR (Appropriate shoes & participates in activities)	<b>60</b>
NO PT GEAR (Wrong shoes, but participates in activities)	<b>50</b>
Full PT Gear, (Does not participate in activities)	<b>0</b>
NO PT GEAR (Does not participate in activities)	<b>0</b>

Note: Cadets who consistently refuse to participate in PT program will be recommended for removal from AFJROTC.

**4. HEALTH AND WELLNESS RIBBON.**

Awarded by the SASI for successfully completing the standard physical fitness test and achieved a passing score in weekly Physical Fitness classes.

Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will wear the highest-level Star Device(s) affixed to the wearers right of the ribbon. Only the star representing the higher percentile score will be worn.

## CHAPTER 8: CORPS OF CADETS ORGANIZATION

### 1. CADET ORGANIZATION

The unit, FL-023, is organized as specified in AFJROTC Instruction 36-2010. The Cadet Personnel Officer will keep current an organizational chart for FL-023.

A. The organization chart reflects a CHAIN OF COMMAND by a solid line connecting the functions or positions. Information, guidance, and decisions flow down the chain of command in the form of oral and written instructions. Information and recommendations, which are used by cadet leaders in decision making also, flow up the chain of command. Information flow and coordination between lateral functions is also necessary for efficient staff functioning. Unless there is a free communications flow throughout the organization, the group will quickly become ineffective.

B. The organizational chart shows the relationship between staff officers and staff specialists. The solid line between the flight commander and each staff specialist represents direct supervision, while a dashed line connecting staff officers with flight staff specialists denotes coordination channels.

### 2. UNIT MANNING DOCUMENT

The Unit Manning Document (UMD) identifies the FL-023 structure. Changes to the UMD to enhance cadet operations are made in accordance with AFJROTC instructions and approved by the Senior Aerospace Science Instructor (SASI).

### 3. CADET APPOINTMENT AND DUTY ROTATION

The SASI and ASI select the Cadet Corps Commander based on applications and past performance. Then, in consultation with the Cadet Corps Commander, the SASI and ASI assist in filling the various staff positions and subordinate commanders in accordance with the UMD.

### 4. CADET RESERVE PROGRAM

Cadets may be enrolled as a “Reserve Cadet” if approved by the SASI/ASI. The cadet must have completed at least one full year of traditional AFJROTC. This option is only used when a cadet is highly deserving of being part of the program, but cannot fit a regular AS class into their school schedule. Cadets who are a part of the reserve program, must still wear the uniform weekly as required by other cadets, and they are eligible to be a part of co-curricular activities.

**Note:** *Rotation of some cadet positions will normally occur at the end of each semester. Position assignments will be based upon each cadet’s performance in previous positions, recommendations by the Squadron Commanders, and the SASI’s assessment of the cadet’s potential to perform in the new position. Due to experience limitations, it may be necessary to keep certain cadets in specific positions for longer periods.*

### ORGANIZATION OF FL-023 AFJROTC

*Authorized leadership positions are shown in the Unit Manning Document (UMD) found in this chapter of the Cadet Guide. Cadets must learn the duties and responsibilities of their own assigned positions and should learn as much as they can about the other positions in the group. Promotions will be based on cadet knowledge, cadet performance and potential for more responsible jobs.*

The following chart and sections highlighted in yellow are still under review, but is here for general reference. Be advise it may change over the school year.

### What you Must Know/Do to Serve in Each Position

Full list of duties listed in Cadet Guide

Flight Member	Element Leader	Flight Sergeant	Flight Commander	Personnel Officer	Wellness/Presidential Fitness Program (PFP) Officer	Logistics Officer	Public Affairs Officer (PAO)
<ul style="list-style-type: none"> <li>• Cadet Creed</li> <li>• Cadet Ranks</li> <li>• Air Force Ranks</li> <li>• Stationary &amp; Facing Movements</li> <li>• Basic Marching</li> <li>• Wear the Uniform</li> </ul>	<ul style="list-style-type: none"> <li>• Know Fit Member Duties</li> <li>• How to inspect an element</li> <li>• Maintain accountability</li> <li>• Report</li> </ul>	<ul style="list-style-type: none"> <li>• Element Leader duties</li> <li>• Prepares Flt for daily class or lab</li> <li>• Receive Report</li> <li>• 30 Step Drill Sequence</li> <li>• Train Flight to March</li> <li>• Maintain Accountability</li> <li>• Inspect the Flight</li> </ul>	<ul style="list-style-type: none"> <li>• Fit Sergeant duties</li> <li>• Instructor Qualified</li> <li>• Verify accuracy of Cadet records</li> <li>• Responsible for Fit appearance, discipline &amp; Training</li> <li>• Nominates Cadets for awards</li> <li>• Cadet of the month nominations</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains the Group administrative files</li> <li>• posts Group correspondence, training and special function notices</li> <li>• Maintains all HCHS JROTC and AFJROTC regulations</li> <li>• Records and maintains minutes of commanders call and staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure cadets complete required signatures, and proper filing of all Physical Health Screening</li> <li>• Manages, directs, and controls all aspects of the Presidential Fitness Program (PFP)</li> <li>• Ensures all cadet historical data is documented by the Flight CC/Sergeant</li> </ul>	<ul style="list-style-type: none"> <li>• Assists the SASI/ASI in all cadet logistic activities</li> <li>• Conduct receipt, issue, disposition, and accountability of uniforms, equipment, and supplies</li> <li>• Ensures all equipment is properly secured and documented</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinates with Activities/Community Service</li> <li>• insure adequate fund-raising support</li> <li>• Coordinates to insure adequate photographic and media coverage for all Group Activities</li> <li>• Collaborates on AFJROTC Webpage with SASI/ASI</li> </ul>
Special Teams Commander	Standardization and Evaluations Officer	Operations Support Squadron Commander	Flight Operations Squadron Commanders	Chief of Staff	Command Chief Master Sergeant	Deputy Group Commander	Group Commander
<ul style="list-style-type: none"> <li>• Responsible for all Flight Commanders, Sergeants, Guides, and element leaders</li> <li>• Ensure all staff officers and NCOs maintain AFJROTC and academic eligibility</li> <li>• Responsible for all training aspects of flights in their squadron</li> <li>• Other duties as listed in Cadet Guide</li> </ul>	<ul style="list-style-type: none"> <li>• Reports to Chief of Staff. Cadet in charge of Self-Inspection and external assessments</li> <li>• Works to develop training of other staff positions and helps teach staff the skills they need</li> <li>• Attends Staff meeting</li> <li>• Other duties as listed in Cadet Guide</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for all staff officers/NCOs</li> <li>• Ensure all staff officers and NCOs maintain AFJROTC and academic eligibility</li> <li>• Responsible for all training aspects of flights in their squadron</li> <li>• Other duties as listed in Cadet Guide</li> </ul>	<ul style="list-style-type: none"> <li>• Assumes Command of the Teams with assistance from the Color Guard Commander</li> <li>• Assists the Color Guard Commander supervise and enforces procedures, overall bearing, appearance, and uniformity</li> <li>• Other duties as listed in Cadet Guide</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule/manage staff meetings</li> <li>• Takes notes</li> <li>• Oversees Athletics Officer</li> <li>• Ensure community-related civic or humanitarian activities occur each semester</li> </ul>	<ul style="list-style-type: none"> <li>• Provides recommendations to the Group Commander</li> <li>• Monitors the morale, appearance, and overall attitude of the Group</li> <li>• Assists Public Affairs</li> <li>• Holds necessary cadet NCO meetings to insure that proper cadet personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinates commander's call and staff meeting agendas</li> <li>• Assists all Staff Officers on matters pertaining to their job tasks</li> <li>• Oversee the Community Service Hours</li> <li>• Works with Sq/CC, Staff Advisors, and Project Officers to establish training programs</li> </ul>	<ul style="list-style-type: none"> <li>• Supervises Top 5 &amp; Staff</li> <li>• Assists the SASI and ASI in managing the AFJROTC program and other tasks assigned</li> <li>• Command and control of the unit</li> <li>• Manage all Group activities, facilities, and resources</li> <li>• Coordinates and conducts staff meetings</li> </ul>

### GROUP COMMANDER (GP/CC)

1. In charge of the cadet corps. Reports to the SASI and ASI.
2. Responsible for the appearance, discipline, efficiency, training, and conduct of the group.
3. Directly supervises the Group Command Staff.
4. Administers cadet corps activities according to Air Force principles and procedures.
5. Responsible for command and control of the group.
6. Conducts regular Group staff meetings to plan and organize the group's activities. A staff meeting should be held each month.
7. Evaluates the progress of subordinate commanders to ensure their effectiveness.
8. Visits committee and club meetings (Kitty Hawk Air Society, Drill Team, etc.).
9. Chairs Cadet of the Month and any other boards deemed necessary.
10. Prepares monthly evaluations of the Squadron Staff officers (except Flight Commanders).
11. Performs other duties assigned by the SASI/ASI.

### GROUP DEPUTY COMMANDER (GP/CD)

1. Member of the Group Staff, reports directly to the Group Commander.
2. Assumes command of the unit in the absence of the Commander.
3. Trains Group Staff on position functions/responsibilities.
4. Keeps Group Commander informed of all cadet activities.

5. Assists other staff officers in their duties.
6. Assists the Group Commander in preparing evaluations of Group Staff officers.
7. Performs other duties assigned by the Group Commander or SASI/ASI.

#### **GROUP COMMAND CHIEF (GP/CCC)**

1. Member of the Group Staff; reports directly to the Group Commander.
2. Responsible for the appearance, discipline, efficiency, training, and conduct of the Group.
3. Manages cadet merit/demerit system appeals process.
4. Maintains & publishes merit/demerit table with established values.
5. Maintains database of issued merit/demerits. Post weekly roster on bulletin board.
6. In coordination with the Group Commander, establishes and maintains written policies that provide standard guidance in group operations, including managing the cadet promotion system.
7. Assists other staff officers/positions in their duties.
8. Keeps Group Commander informed of all cadet activities.
9. Manages cadet promotion process. Schedules/executes monthly promotion testing program (SSgt-CMSgt).
10. Performs other duties assigned by the Group Commander or SASI/ASI.

#### **Executive Officer (GP/EO)**

1. Member of Group Staff; reports directly to the Group Commander.
2. Assumes command of the group in the absence of the Group and Deputy Commanders.
3. Prepares and coordinates the unit staff meeting agenda.
4. Oversees Group Athletics and Academics
5. Assists other staff officers in their duties.
6. Assists the Group Commander in preparing evaluations of Group Staff officers.
7. Publishes, distributes, posts, and files all unit publications.
8. Publishes and maintains files for Special Orders, club activities, meeting minutes, etc.
9. Writes, publishes, and distributes unit staff meeting agenda and minutes.
10. Files all documentation in corps or cadet records (paper or electronic) as appropriate.
11. Performs other duties assigned by the Group Commander or SASI/ASI.

#### **ATHLETICS OFFICER/NCO (GP/HW)**

1. Member of the Group Staff; reports to the Chief of Staff.
2. Responsible for developing and managing unit Physical Fitness Program / Wellness Program.
3. Works closely with Flight Commanders to ensure compliance with unit physical fitness standards.
4. Coordinates all Cadet Corps athletic activities, such as intra-flight competitions.
5. Coordinates Cadet Corps involvement with school field day competitions.
6. Plans and coordinates Thursday PT events ensuring a mix of fitness training and fun activities.
7. Conduct Presidential Physical Fitness Initial/Final Assessments; document results.
8. Performs other duties assigned by the Personnel Officer, Group Commander, or the SASI/ASI.

#### **INSPECTOR GENERAL (IG)**

1. Member of the Group Staff, reports directly to the Chief of Staff.
2. Advises the Group Commander on problems within the corps and suggesting possible solutions.
4. Develops training plans and assists with training cadet staff on the duties of their positions.
5. Unit lead for self-inspections and external assessments. At a minimum, leads a self-inspection each semester.

6. Attends staff meetings and performs duties assigned by the Group Commander.
7. Performs other duties assigned by the SASI/ASI.

### **SQUADRON COMMANDER (SQ/CC)**

1. Reports directly to the Group Commander.
2. Initiates and supervises ranch/squadron self-inspections.
4. Ensures local directives are current.
5. Responsible for daily squadron operations.
6. Responsible for preparing and posting cadet detail rosters.
7. Ensures professional appearance, discipline, and conduct of the cadet squadron.
8. Assists the SASI/ASI in scheduling cadets for base visits, curriculum in action trips, and similar activities.
9. Develops and posts contingency plans for all operations of the cadet squadron.
10. Oversees the training and evaluation of subordinate squadron/flight commanders.
11. Ensures all squadron activities are conducted IAW current regulations, directives, policies, and procedures.
12. Attends staff meetings and performs duties assigned by the Group Commander
13. Performs other duties assigned by the SASI/ASI.

### **PERSONNEL OFFICER/NCO (GP/PR)**

1. Reports to the Group Commander.
2. Oversees functions associated with administration and personnel.
3. Maintains cadet personnel records following guidelines established by the SASI and ASI.
4. Creates and keeps current the Squadron staff organizational chart.
5. Maintains all group continuity files/folders to ensure accuracy, neatness, and completeness.
6. Annotates awards and decorations, promotions, staff jobs and academic history in applicable section of the cadet personnel record.
7. Files special orders for promotions, awards, etc. in corps and cadet files.
8. Assists SASI/ASI in maintaining and updating all cadet instructions, including the Cadet Handbook.
9. Performs other duties assigned by the Group Commander or the SASI/ASI.

### **FINANCE OFFICER/NCO (GP/FM)**

1. Reports to the Personnel Officer.
2. Supervises, controls, and coordinates the financial aspect of unit fund raising activities (if applicable).
3. Manages and supervises the finance function of the unit and keeps the Group Commander and SASI/ASI informed on financial matters.
4. Ensures that cadet funds are accounted for properly and that funds are not misused.
5. With SASI/ASI, counts money from fund raising activities, & prepares paperwork to deposit money.
6. Prepares and coordinates a unit budget.
7. Maintains an up-to-date record of all cadets who owe money to the unit.
8. Assists the SASI/ASI and cadet staff in planning/coordinating fund raising activities.
9. Presents a financial report at Group staff meetings or as required by the Group Commander or SASI/ASI.

### **LOGISTICS OFFICER/NCO (GP/LG)**

1. Reports to the Group Commander.

2. Oversees functions associated with supply, information technology, projects, and planning.
3. Assists the SASI/ASI in maintaining supply records in accordance with all applicable regulations.
4. Assists the SASI/ASI in the issue, receipt, and accounting of all items of uniforms, textbooks, equipment, and supplies related to the operation of the unit.
5. Ensures storage facilities are maintained in a clean and orderly manner.
6. Assists the SASI/ASI in inventories as required.
7. Maintains the logistics computer database under the direct supervision of the SASI/ASI.
8. Provides guidance to the unit staff on proper supply discipline.
9. Conducts monthly inventories of uniforms (selected) and accountable equipment.
10. Performs other duties assigned by the Group Commander or SASI/ASI.

#### **PUBLIC AFFAIRS OFFICER/NCO (GP/PA)**

1. Reports to the Group Commander.
2. Collaborates with SASI/ASI on FL-023 AFJROTC Webpage hosted on school website.
3. Submits news articles concerning cadet activities, coordinated with the SASI/ASI, to school and local newspapers
4. Provides all photographic services for the unit (including Drill Competition, Field Trips, etc).
5. Ensures advance publicity is provided to the media as appropriate for cadet activities.
6. Assists cadet briefers with graphic support.
7. Posts news stories about cadets and former cadets on the bulletin board.
8. Maintains monthly recognition boards (Cadet of Month, awards, promotions)
9. Compiles cadet corps electronic email listing/distribution group for delivery of cadet news/info.
10. Performs other duties assigned by the Group Commander or the SASI/ASI.

#### **LDR SQ COMMANDER (GP/ST)**

1. Reports directly to the Group Commander.
2. Provides inputs for group staff meetings.
3. Supervises Color Guard, Drill Team, Flag Detail and Marksmanship Program.
4. Trains Special Teams Commanders on position functions/responsibilities.
5. Keeps Group Commander informed of all Special Teams activities.
6. Assists other staff officers in their duties.
7. Performs other duties assigned by the Squadron Commander or SASI/ASI.

#### **COLOR GUARD COMMANDER (GP/CG)**

1. Reports to the Special Teams Commander.
2. Manages Squadron Color Guard Program.
3. Supervises/schedules all Color Guard activities; maintains/submits/records Color Guard performances in database.
4. Submits names of Color Guard Ribbon recipients to Administrative Officer as required.
5. Advertises/holds Color Guard Team tryout (twice per year).
6. Trains Color Guard team members. Training should be held at least once per week.
7. Responsible for Color Guard equipment; controls team equipment during color guard activities; inventories equipment weekly and passes discrepancies to SASI/ASI.
8. Pulls Color Guard equipment prior to each detail. Inventories road kit to ensure completeness.
9. Drafts public affairs articles on completed Color Guard events.
10. Perform other duties assigned by the Special Teams Commander or SASI/ASI.

#### **DRILL TEAM COMMANDER (GP/DT)**

1. Reports to the Special Teams Commander.

2. Supervises all Drill Team activities; maintains/submits records for Drill Team performances.
3. Responsible for Drill Team equipment; inventories equipment weekly and passes discrepancies to ASI.
4. Coordinates with ASI for all Drill Team events and practices.
5. Forwards applicable cadet information to Administrative Officer regarding Drill Team awards and decorations.
6. Maintains database of Drill Team members, meets, and events participated. Include any awards.
7. Drafts public affairs articles on completed Drill Team events.
8. Perform other duties assigned by the Special Teams Commander or SASI/ASI.

### **FLIGHT COMMANDER (FLT/CC)**

1. Reports directly to the Squadron Commander.
2. Manages and supervises the mission of the flight, and keeps the Squadron Commander informed on flight status.
3. Ensures flight compliance with AFJROTC and flight policies.
4. Leads and directs the flight at all unit functions.
5. Drills the flight, and instructs the flight in individual drill.
6. Promotes enthusiasm, and support of flight activities.
7. Calls flight to attention & oversees roll call at the beginning of class; dismisses flight at the end of class.
8. Tracks all flight promotion actions. Should establish a flight spreadsheet with milestones/promotion eligibility dates.
9. Coordinates/communicates procedures for missed uniform wear and missed Health and Wellness to flight members.
10. Identifies flight members for Cadet of the Month program.
11. Performs other duties assigned by the Squadron Commander.

### **FLIGHT SERGEANT (FLT/SGT)**

1. Reports to the Flight Commander.
2. Conducts daily class attendance roll call and reports results to Flight Commander
3. Prepares the flight for inspection.
4. Maintains a current flight roster.
5. Maintains flight order and discipline at all times.
6. Drills and inspects the flight, as required.
7. Performs other duties assigned by the Flight Commander.

## **CHAPTER 9: CADET PROMOTIONS**

### **CADET PROMOTION SYSTEM**

The purpose is to establish cadet promotion criteria and procedures. As a rule, promotions are based on the completion of rank requirements or the position assigned by the SASI/ASI. All rank floors and ceilings may be waived due to discipline action or potential seen by the SASI/ASI. All cadets who complete one year of Cadet Leadership Camp will be eligible for promotions and position of the next higher AS class (ex. AS2 eligible for AS3 positions and ranks). Upperclassmen (junior/senior) cadets who enter the JROTC program later may be eligible for accelerated promotions based on SASI/ASI recommendation and leadership potential. All promotions are considered permanent

unless the cadet falls below criteria to maintain the rank, fails to perform in their position, or receives a discipline action.

### 1. MINIMUM RANKS

All cadets are assigned a minimum cadet enlisted rank based on the amount of time they have satisfactorily participated in AFJROTC. See the JROTC Promotion Rubric later in this Cadet Guide or on the Webpage for permanent promotion criteria. The minimum ranks\* for cadets to be awarded at the start of the second quarter of each school year are as follows.

**First year Cadets = No Minimum Rank**  
**Second year Cadets = Cadet Airman**  
**Third year Cadets = Cadet Airman First Class**  
**Fourth year Cadets = Cadet Senior Airman**

### 2. PROMOTIONS.

Promotions require excellent attitude and performance as determined by the SASI/ASI. Promotions recognize achievement in AFJROTC and the potential to perform in a position with greater authority and responsibility. Cadets are required to meet the eligibility requirements as listed in the JROTC Promotion Rubric. Out-of-cycle promotions may be made at any time by the SASI/ASI to fill vacant positions or to recognize special merit (STEP). Eligibility requirements for promotion are as follows.

### 3. PROMOTION CYCLES

- AS1 Cadets – End of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> quarters
- AS2 Cadets – Beginning of 1<sup>st</sup>, 2<sup>nd</sup> Semesters
- AS3 Cadets – Beginning of 1<sup>st</sup>, 2<sup>nd</sup> Semesters
- AS4 Cadets – Beginning of 1<sup>st</sup>, 2<sup>nd</sup> Semesters

\* Cadets receiving a promotion based on position held within the Cadet Corps will have 1 qtr to meet all those grade requirements. If a cadet fails to achieve those requirements SASI/ASI may remove the cadet from that position, demote the cadet, or extend time to meet the requirements another qtr.

\*\* All cadets receiving a position at the beginning of the school year will be promoted to the appropriate rank on the 1<sup>st</sup> uniform wear day.

### 4. STRIPES FOR EXCEPTIONAL PERFORMERS (STEP)

Any cadet, at the SASI's discretion, can be promoted through the Stripes for Exceptional Performers Program. The criteria used for selection is not based on the standard cadet promotion system. The promotions through this program are based solely on the SASI observance of exceptional performance by a cadet. This performance is not a one time event, but a consistent display of the core values, diligence and hard work focused on supporting or improving the unit.

A. Over the course of an academic year, the SASI may promote up to 5% of the current cadet corps through this program.

B. STEP promotions are not asked for by a cadet seeking to be promoted. However, a cadet officer or the First Sergeant may recommend a particular cadet to the SASI for a STEP promotion.

C. STEP promotions usually coincide with the traditional promotion cycle.

### 5. Promotion Matrix

## JROTC Promotion Matrix

### What you Must Know or Accomplish to get Promoted

Amn 	A1C 	SrA 	SSgt 	TSgt 	MSgt 	SMSgt 	CMSgt 
<ul style="list-style-type: none"> <li>• Cadet Ranks</li> <li>• Static Movements</li> <li>• Core Values</li> <li>• 70% in JROTC</li> <li>• &lt;1 uniform wear</li> <li>• 1 qtr in JROTC</li> <li>• 2 Community Service Hours</li> </ul>	<ul style="list-style-type: none"> <li>• All Amn Req</li> <li>• Air Force Ranks</li> <li>• 1 Semester in JROTC</li> <li>• Flanks/Column/To the Rear</li> <li>• Cadet Creed</li> <li>• 4 Community Service Hours</li> </ul>	<ul style="list-style-type: none"> <li>• All A1CReq</li> <li>• 30 Count drill eval</li> <li>• 1 ½ Semesters in JROTC</li> <li>• 8 Community Service Hours</li> </ul>	<ul style="list-style-type: none"> <li>• All SrA Req</li> <li>• Command 30 count drill eval</li> <li>• Maintain 75% in JROTC</li> <li>• 2.0 GPA</li> <li>• 1 yr in JROTC</li> <li>• 15 Community Service Hours</li> </ul>	<ul style="list-style-type: none"> <li>• All SSgt Req</li> <li>• Participate in 1 CG</li> <li>• 20 Community Service Hours</li> </ul>	<ul style="list-style-type: none"> <li>• All TSgt Req</li> <li>• Participate in 3 CG</li> <li>• Maintain 80% in JROTC class</li> <li>• 2.5 GPA</li> <li>• 0 Missed Uniform Wear</li> <li>• 25 Community Service Hours</li> <li>• Active in 1 LDR</li> <li>• 20 LDR Hrs</li> </ul>	<ul style="list-style-type: none"> <li>• All MSgt Req</li> <li>• 2.25 GPA</li> <li>• 1.5 yrs in JROTC</li> <li>• Command 1 CG</li> <li>• 30 Community Service Hours</li> <li>• 25 LDR Hrs</li> </ul>	<ul style="list-style-type: none"> <li>• There can be only one</li> <li>• All SMSgt Req</li> <li>• Maintain 85% in JROTC</li> <li>• Active position in an LDR</li> <li>• Active in 1 LDR</li> <li>• 30 LDR hrs</li> <li>• 3.0 GPA</li> <li>• 1.5 yrs in JROTC</li> <li>• 35 Community Service Hours</li> </ul>
<b>OFFICER</b>	<b>2Lt</b> 	<b>1Lt</b> 	<b>Capt</b> 	<b>Maj</b> 	<b>Lt Col</b> 	<b>COL</b> 	
	<ul style="list-style-type: none"> <li>• All SSgt Req</li> <li>• Maintain 80% in JROTC</li> <li>• 3.0 GPA</li> <li>• &lt;0 Missed Uniforms</li> <li>• 2 yrs JROTC/1yr with CLC</li> <li>• 25 Community Service hours</li> <li>• Active in 1 LDR</li> <li>• 30 LDR hrs</li> </ul>	<ul style="list-style-type: none"> <li>• All SSgt Req</li> <li>• 2 yrs JROTC/1.5 yrs with CLC</li> <li>• 30 Community Service Hours</li> <li>• Active in 1 LDR</li> <li>• 40 LDR hrs</li> </ul>	<ul style="list-style-type: none"> <li>• All TSgt Req</li> <li>• 2 yrs JROTC/1.5 yrs with CLC</li> <li>• 35 Community Service Hours</li> <li>• Active in 1 LDR</li> <li>• 50 LDR hrs</li> </ul>	<ul style="list-style-type: none"> <li>• Position Dependent</li> <li>• All TSgt Req</li> <li>• Must have held/hold Flt CC</li> <li>• Maintain 85% in JROTC</li> <li>• 40 Community Service Hours</li> <li>• Active in 1 LDR</li> <li>• 60 LDR hrs</li> <li>• 3yrs JROTC/2 yrs with CLC</li> </ul>	<ul style="list-style-type: none"> <li>• Position Dependent</li> <li>• All SMSgt Req</li> <li>• Must have held both Flt &amp; Sqd CC position</li> <li>• 45 Community Service Hours</li> <li>• Active in 1 LDR</li> <li>• 75 LDR hrs</li> </ul>	<ul style="list-style-type: none"> <li>• Position Dependent</li> <li>• All SMSgt Req</li> <li>• 50 Community Service Hours</li> <li>• Active in 1 LDR</li> <li>• 100 LDR hrs</li> </ul>	

\*In exceptional circumstances SASI/ASI may waive up to two rank requirements based on cadet performance, leadership potential, or Corps needs. Cadets promoted in this way have 1 qtr to complete the waived requirement(s).

## CHAPTER 10: UNIFORM WEAR

### 1. GENERAL

The uniform worn by the cadet is the same uniform worn by the United States Air Force except for the insignia. Each cadet must take care to wear the uniform properly and avoid bringing disgrace or discredit to the uniform. The uniform is the symbol of a proud and honorable service -- wear the uniform with pride! Conduct while in uniform and in civilian attire must reflect a positive attitude towards the AFJROTC program, Hamilton County High, and your fellow cadets.

**See Attachment 1 for price list if you need to replace a lost item.**

### 2. UNIFORM WEAR DAY

One day each week (normally Wednesday) is designated as "Uniform Wear Day." Uniform wear day (UWD) provides practical experience in military grooming, behavior, and appearance standards.

Each cadet must meet the standards for uniform wear and grooming each week to receive a passing grade in AFJROTC. On UWD cadets are required to wear the uniform and are evaluated and graded on uniform wear requirements and grooming standards. Cadets absent or not in uniform on UWD are expected to wear the uniform the next available school day. Cadets who are not in uniform on UWD must have a valid written excuse from their parent/guardian to avoid receiving a uniform wear grade of 0. The SASI/ASI will determine the validity of all excuses. Verbal excuses are never acceptable. Cadets who fail to wear the uniform on designated UWD may wear the uniform on the following day, but **will receive no higher than a 75, unless excused**. Cadets who fail to meet these requirements will receive a failing grade for the term regardless of academic average and possible removal from the program.

NOTE: Missing 3 unexcused UWD's **WILL** result in removal from the program **unless** the SASI determines there are extenuating/unusual circumstances.

### 3. WEAR PROCEDURES

The standard uniform for our unit is the utility uniform. Currently that means either the Airman Battle Uniform (ABU) or the Operational Camouflage Pattern (OCP) uniform. The OCP uniform will be worn with the standard uniform t-shirt and OCP cover (hat). All standard dress and grooming (hair, facial hair, rings, earrings, etc.) standards apply while in any official Air Force JROTC uniform.

**Note: Top 4 cadets, Command Staff, Color Guard and Drill team cadets are authorized and encouraged to receive and wear, as appropriate, the Dress Blues Uniforms.**

On UWD the uniform must be worn from home to school, all day at school, and back home again to receive credit for wear. Cadets changing out of uniform without permission of the SASI or the ASI will receive a grade of zero for the week and will not receive uniform wear credit until it is made up. If a cadet must change out of uniform (except for participation in physical education activities), the cadet must receive permission in advance from the SASI or ASI. Cadets may change into appropriate clothing for after-school extracurricular activities (e.g. sports, clubs) and do not have to change back into uniform before going home. Cadets attending before-school activities where wear of the uniform is inappropriate will change into the uniform before 1<sup>st</sup> block begins. Cadets who consistently fail to meet appropriate uniform and grooming standards will not be permitted to participate in out of classroom activities (Military Ball, Dining Out, field trips, color guards, field days, etc.) and may be removed from the program.

### 4. UNIFORM WEAR REQUIREMENTS

**For full description of standards refer to Chap. 7 Uniform and Awards, Operational Supplement. (Located on DHS AFJROTC Website, under Command Staff References).**

Recommendations to Prevent Paying for Uniforms/Other Issued Items. To prevent having to pay for uniforms/items, it is strongly advised you:

- Bathe regularly. Leave the ring in your bathtub, not your shirt collar.
- Do not wash the pants and/or coats in a washing machine. They are dry clean only!
- Do not alter any uniform item without permission from an AFJROTC instructor.
- Do not leave items unattended or unsecured.

- Do not lend items to other cadets or anyone else.
- Do not allow others to turn in accountable items for you.
- Do not carry flight caps with books; but properly tuck them under the belt on the left side with the insignia facing forward.
- Use a piece of masking tape to place your name inside your hat, service dress coat and light weight jacket.
- Turn in any lost-and-found uniform items to an AFJROTC instructor.

**Blues uniforms must be kept clean and in good condition during the year. Uniforms must be professionally cleaned and returned with the dry-cleaning bag and receipts/tags.**

# CHAPTER 11: COLOR GUARD

## FL-023 COLOR GUARD

### **1. GENERAL - FL-023 COLOR GUARD / HONOR GUARD**

The Presentation Color Guard Team (CGT) presents the Colors at various school and civic functions during the year – primarily at athletic events such as football games and Special Olympics competitions. Typically, four to five cadets (two to three flags and two rifles) will perform on the team. The Special Teams Commander maintains operational oversight for all facets of the CGT.

### **2. PROCEDURES.**

The CGT is open to all cadets and tryouts will be announced in class. There will be at least two tryouts per year (one each semester). The CGT will receive training in the proper procedures for posting and the presentation of the Colors. The CGT is open to every cadet who is motivated, displays a positive attitude, and has the ability and time to participate. Excellence cannot be achieved without personal commitment. Partial commitment degrades team unity. Practice sessions are typically conducted during school hours, and quick rehearsals take place before every event. CGT cadets earn the right to wear the distinctive shoulder cord after successfully completing all training.

- a. The Color Guard Team Commander is responsible for:
  1. Recruiting and organizing the CGT
  2. Maintaining a roster of the CGT with contact information (telephone numbers/e-mail)
  3. Conducting CGT training (initial and recurring)
  4. Inventory and maintenance of all CGT equipment
  5. Tracking cadet performances to ensure proper credit is given to participants

### **3. COLOR GUARD RIBBON.**

The Color Guard Ribbon is awarded to cadets who complete 5 events in one year. CGT cadets are eligible to wear the ribbon once they have presented the Colors for their 5th time. The ribbon is limited to one award per year. Cadets will add an oak leaf cluster each year after completing 5 events.

## CHAPTER 12: DRILL TEAM

### FL-023 DRILL TEAMS

#### **1. GENERAL: FL-023 DRILL TEAMS**

Drill teams develop self-confidence, teamwork, skill, and esprit-de-corps in the unit. Drill teams may be flight, element, or Color Guard. Drill teams may incorporate the use of weapons (i.e. rifles or sabers).

#### **2. PROCEDURES.**

Each drill team may consist of flights with twelve or more cadets and elements with six to eleven cadets. Color Guard teams will consist of a minimum of four members. Teams are open to every cadet who has a positive attitude, ability, and time to participate. Cadets may participate on more than one team. Excellence cannot be achieved without personal commitment. Partial commitment degrades team unity. Practices may be held after school, or at other times as announced by the coach.

A. Removal from Drill Teams. Any cadet who consistently fails to follow instructions, is consistently tardy or absent from practice sessions, or who misses scheduled demonstrations or competitions without a valid excuse will be removed from the team. Cadets with two unexcused practice sessions will be suspended from marching in the next demonstration/competition.

B. Academic Standards. Drill team members must maintain a B average in AFJROTC, and be passing all other classes. Members not in compliance with this requirement will be suspended or removed from the team.

C. Participation in Competitions. Even though a cadet practices with the team and is a member of the team, it does not imply that each team member will participate in all competitions.

D. Absences. Cadets who know they will miss practice must provide written notice to the Drill Team Commander at least 24 hours in advance of the absence. Cadets are encouraged to schedule routine medical appointments, hairdresser appointments, etc., so that they do not conflict with drill team practices. Absences that have not been coordinated in advance through the Drill Team Commander to the ASI are not acceptable. The ASI is the arbiter and has final say regarding the validity of all excuses.

#### **3. DRILL COMPETITIONS.**

A. Practice. The drill team normally practices after school until 4:30PM. The week of a scheduled competition, drill team practice is conducted Monday-Thursday. Team members missing a practice may become ineligible to perform in the competition. Cadets on the team may either have their parents or guardians pick them up, or request use of the DHS Activity Bus to transport them home following weekday practices.

B. Competition Transportation. All competitions take place on Saturdays, and travel is normally by school activity vehicles. Departure time may be as early as 4:45 (0445) with uncertain return times to campus. Cadets will have an approximate time of return to campus, but should be prepared to contact their ride by phone when the bus is 30 minutes from arrival back at campus. This will prevent parents from waiting an unnecessarily long time at the campus for the bus to arrive. It also assures the cadets (and instructors) do not have an excessive wait time for cadet's rides to show up.

#### **4. CONTROL OF DRILL WEAPONS/SABERS**

A. Storage. Drill weapons and sabers are under the control of the designated Military Property Custodian (MPC), and will be stored in the designated secure weapons storage lockers in the AFJROTC Armory. The locks on the storage cabinets will be controlled by the MPC and alternate MPC. The weapons lockers and armory will be closed and locked when these areas are unattended.

B. Weapons/Saber Issue. Drill weapons and sabers will not be issued to a particular cadet. They will be removed from the armory/weapons lockers only for color guard/drill team practice or scheduled events and will be under the direct control of the MPC or drill team/color guard commander at all times.

(1) Cadets utilizing drill weapons and sabers are responsible for safeguarding them. Any cadet who loses or abuses a weapon or saber, jokes or jests with drill weapons or sabers, or otherwise handles drill weapons in an unsafe and inappropriate manner will face disciplinary action.

(2) Cadets on the drill team are authorized to practice with drill weapons after school provided the drill team commander or color guard commander is with the practicing cadets.

(3) Cadets practicing for a savor event will practice inside the AFJROTC drill area and be under the supervision of the commander for that activity.

C. Transporting Weapons and Sabers. While being transported, drill weapons and sabers will not be openly displayed. For non-school day activities where the weapons and sabers cannot be returned to the weapons storage lockers, the MPC or alternate will retain the drill weapons and sabers in their possession until they can be placed in the cabinet.

(1) The MPC or alternate will provide the best security possible for the drill weapons and sabers.

(2) Drill weapons will not be left in a vehicle except for very short periods.

**CADET AWARDS AND DECORATIONS**

**For full description of CADET AWARDS refer to Chap. 7 Uniform and Awards, Operational Supplement, Pages 15-35. (Located on DHS AFJROTC Website, under Command Staff References).**

**30 COMMAND DRILL SEQUENCE**

1. Fall in.....*About Face and Report In*
2. Open Ranks March – *Move to first element for alignment*
3. Ready Front – *Take three steps from first element, left face for “Ready Front”*
4. Close Ranks March
5. Present Arms
6. Order Arms – *About Face and issue the command*
7. Parade Rest
8. Flight Attention
9. Left Face
10. About Face
11. Forward March
12. Right Flank March – *Called on the **RIGHT FOOT***
13. Left Flank March – *Called on the **LEFT FOOT***
14. Column Right March – *Called on the **RIGHT FOOT***
15. Forward March
16. To the Rear March – *Called on the **RIGHT FOOT***
17. To the Rear March – *Called on the **RIGHT FOOT***
18. Column Right March – *Called on the **RIGHT FOOT***
19. Forward March
20. Eyes Right – *Called on the **RIGHT FOOT***
21. Ready Front – *Called on the **LEFT FOOT***
22. Column Right March – *Called on the **RIGHT FOOT***
23. Forward March
24. Change Step March – *Called on the **RIGHT FOOT***
25. Column Right March – *Called on the **RIGHT FOOT***
26. Forward March
27. Flight Halt
28. Left Face
29. Right Step March
30. Flight Halt – *Called when feet come together.....**About Face and Report Out***

## Attachment 1 – Uniform Item Replacement Price List

UNIFORM ITEM	COST		UNIFORM ITEM	COST
Male Service Dress Coat	\$173.00		Female Service Dress Coat	\$161.00
Male Lightweight Jacket	\$114.00		Female Lightweight Jacket	\$106.00
Male Trousers	\$63.00		Female Slacks	\$57.00
Male Short Sleeve Shirt	\$17.00		Female Short Sleeve Shirt	\$16.00
Male Garrison Cap	\$14.00		Female Garrison Cap	\$12.00
Blue/Chrome Belt	\$10.00		Blues Name Tag (Blue/Silver)	\$8.00/\$9.00
Male ABU/OCP Trousers	\$57.00		Female ABU/OCP Trousers	\$52.00
Male ABU/OCP Jacket	\$54.00		Female ABU/OCP Jacket	\$51.00
Male ABU/OCP Boots	\$105.39		Female ABU/OCP Boots	\$104.96
ABU/OCP T-Shirt	\$6.00		ABU/OCP T-Shirt	\$6.00
ABU/OCP Patrol Cap	\$10.00		ABU/OCP Patrol Cap	\$10.00
ABU/OCP Belt	\$6.00		ABU/OCP Belt	\$6.00
Air Force PT Shirt	\$15.00		Unit PT Shirt	\$30.00
Air Force PT Shorts	\$15.00		Unit PT Shorts	\$20.00
Air Force Sweatshirt	\$30.00		AFJROTC Nametape	\$6.00
Air Force Sweatpants	\$30.00			

## Attachment 2 – AFJROTC Rank Insignia

Figure 2a – Cadet Officer Rank Insignia

<b>RANK</b>	<b>ABBREVIATION</b>	<b>INSIGNIA</b>
Cadet Second Lieutenant	C/2 Lt. (O-1)	
Cadet First Lieutenant	C/1 Lt. (O-2)	
Cadet Captain	C/Capt. (O-3)	
Cadet Major	C/Maj. (O-4)	
Cadet Lieutenant Colonel	C/Lt. Col. (O-5)	
Cadet Colonel	C/Col. (O-6)	

<b>RANK</b>	<b>ABBREVIATION</b>	<b>INSIGNIA</b>
Cadet Airman Basic	C/AB (E-1)	NONE
Cadet Airman	C/AMN (E-2)	
Cadet Airman First Class	C/A1C (E-3)	
Cadet Senior Airman	C/SrA (E-4)	
Cadet Staff Sergeant	C/SSgt (E-5)	
Cadet Technical Sergeant	C/TSgt (E-6)	
Cadet Master Sergeant	C/MSgt (E-7)	
Cadet Senior Master Sergeant	C/SMSgt (E-8)	
Cadet Chief Master Sergeant	C/CMSgt (E-9)	

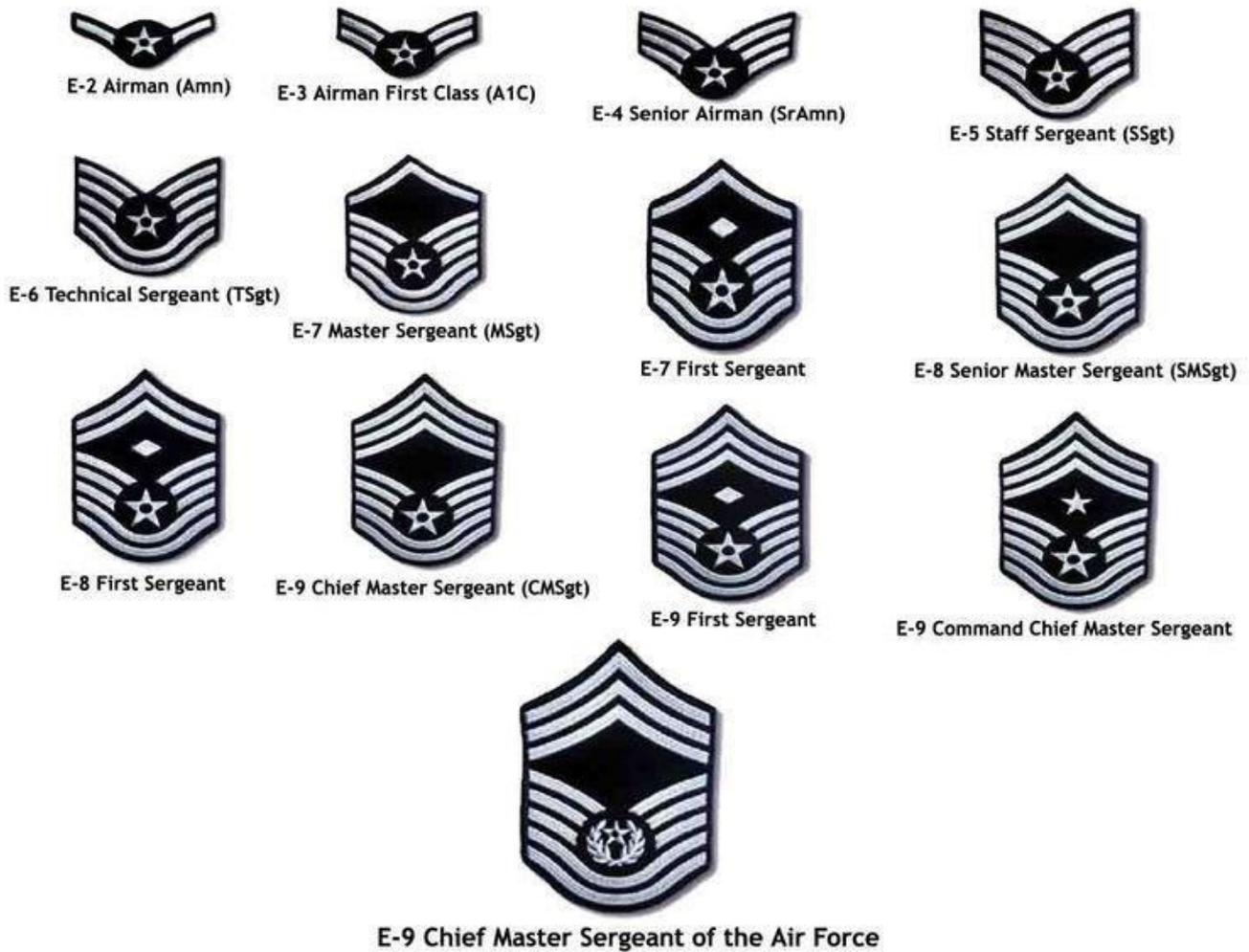
Figure 2b – Enlisted Rank Insignia

## Attachment 3 – Air Force Officer and Enlisted Rank

Figure 3a – Officer Rank



Figure 3b – Enlisted Rank



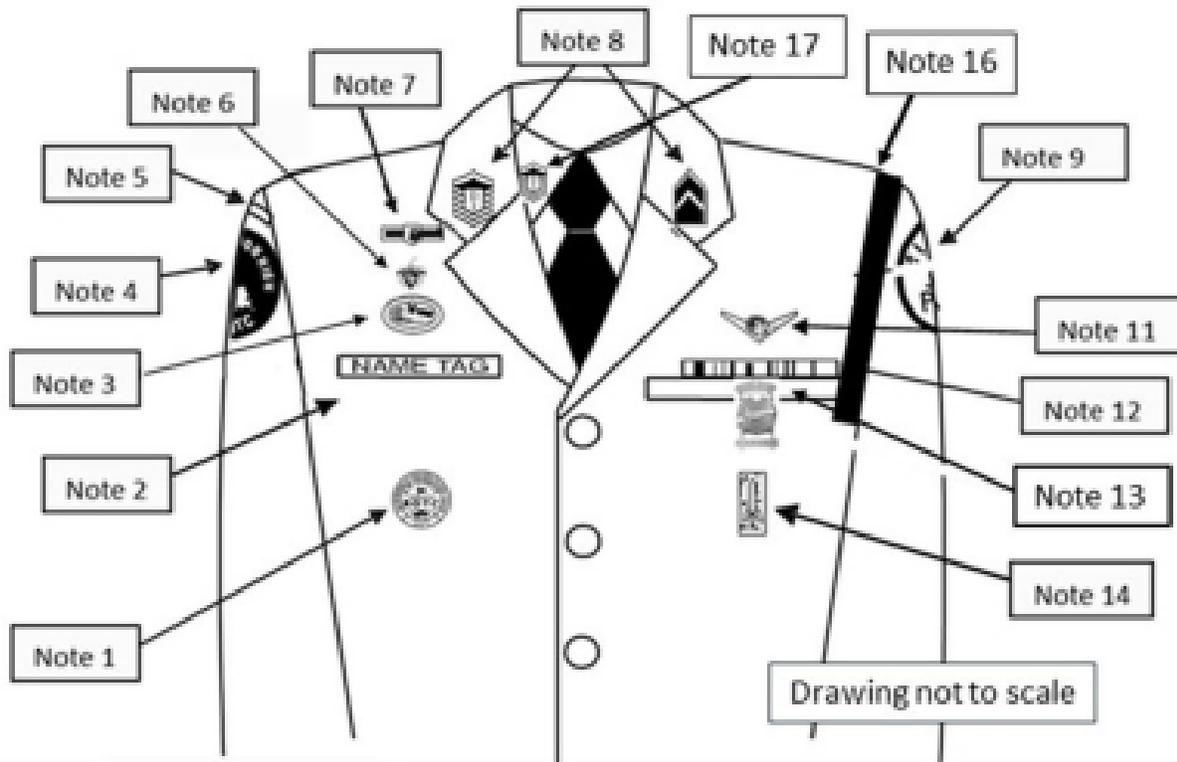
## **Attachment 4 – Uniform Wear Guide**

The following figures display various uniform items, uniform combinations, and the proper placement of items, such as rank, nametags, and ribbons on the Air Force Junior ROTC uniform.

Failure to wear the uniform items properly will result in points taken off uniform inspection grade.

## Male Service Dress Uniform

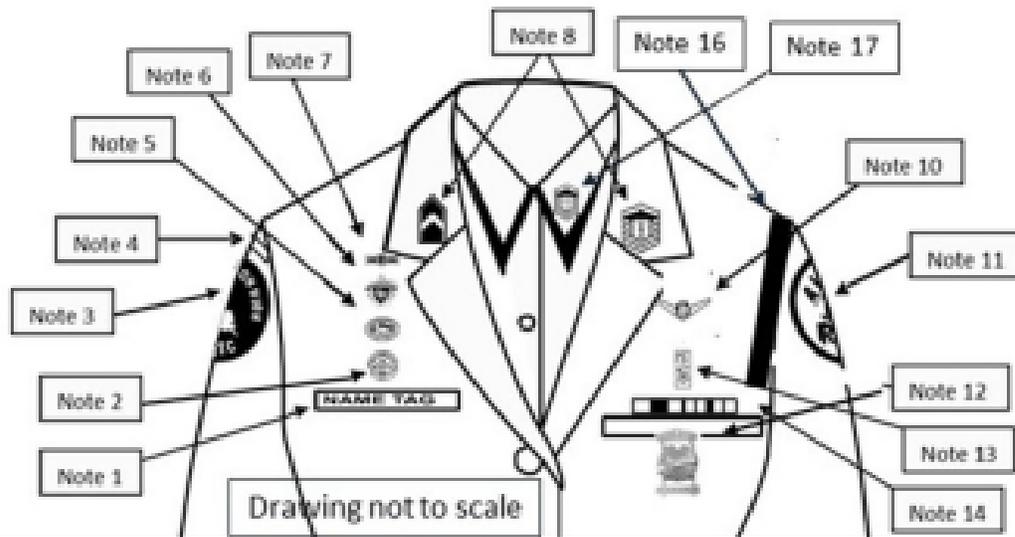
## CADET MALE SERVICE DRESS



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

## Female Service Dress Uniform

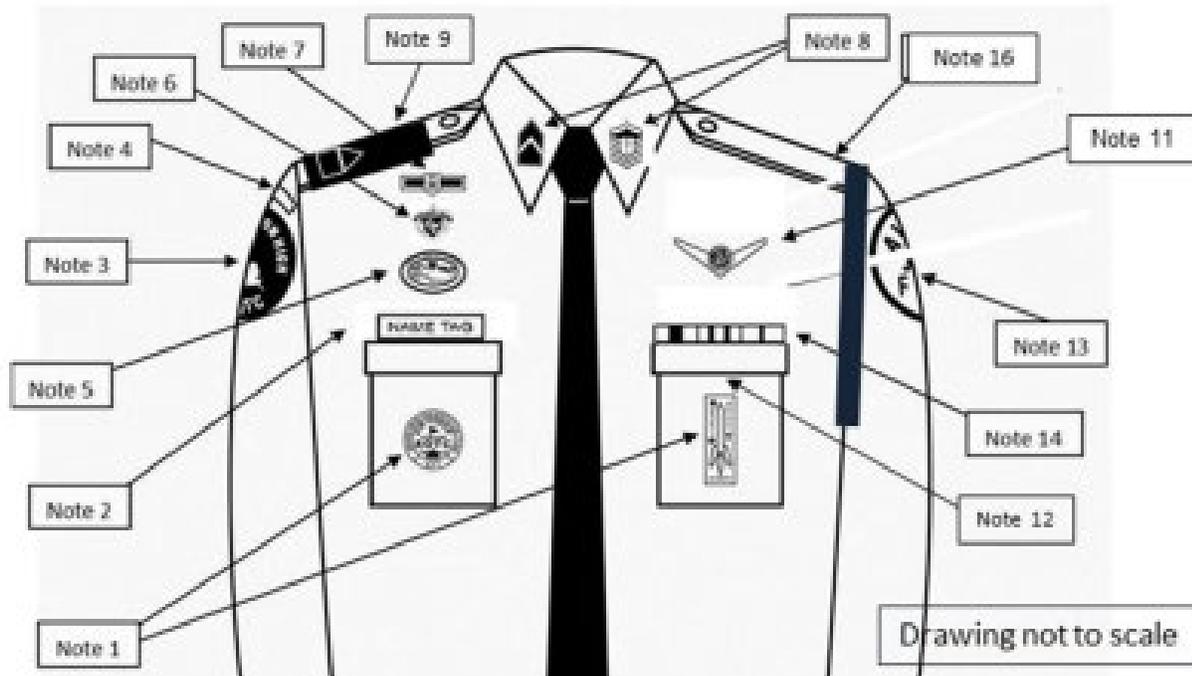
## CADET FEMALE SERVICE DRESS



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

### Male Service Uniform

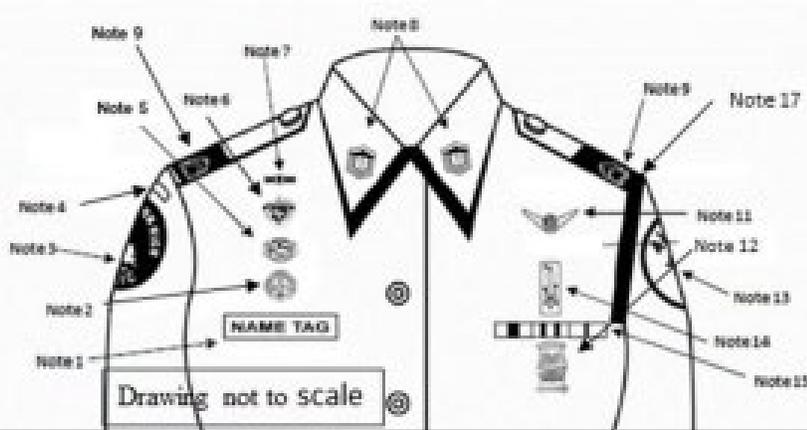
## CADET MALE BLUE SHIRT



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

Female Service Uniform

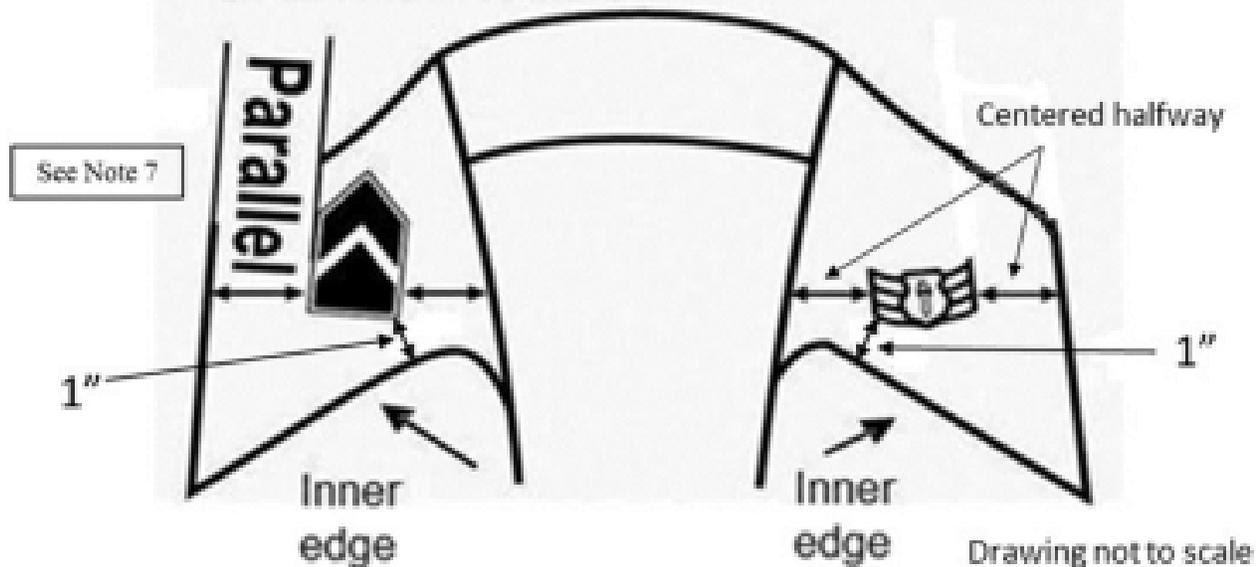
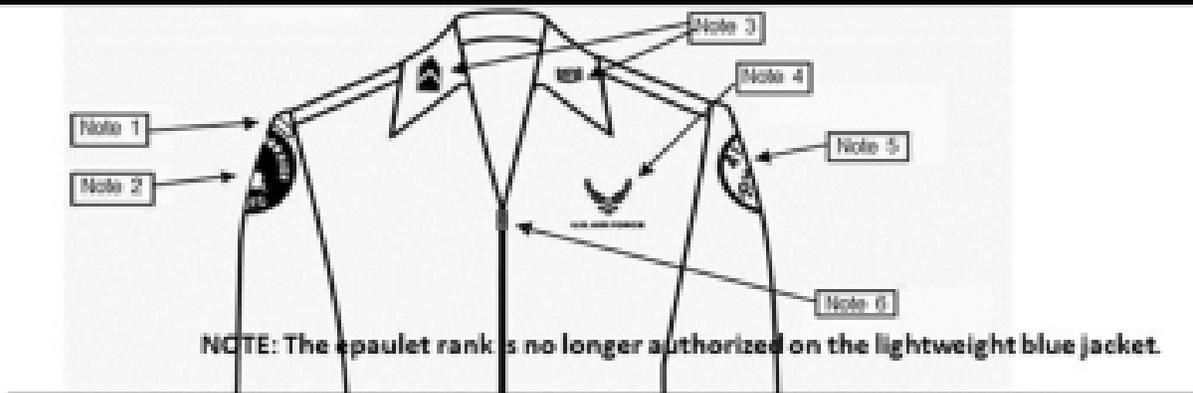
## CADET FEMALE BLUE SHIRT



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

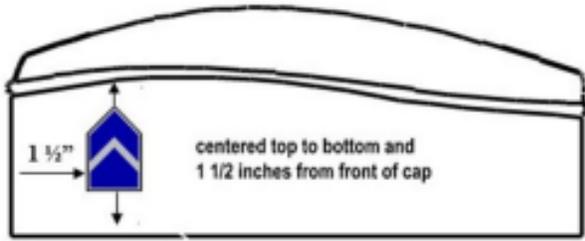
Lightweight Blue Jacket

## CADET LIGHT WEIGHT BLUE JACKET



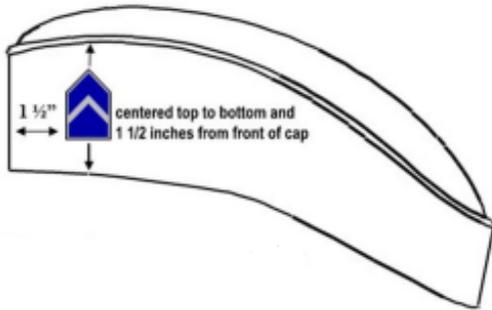
1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 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.**

### Male Flight Cap



Enlisted cadets will have no hat insignia on flight cap.

**Female Flight Cap**



Enlisted cadets will have no hat insignia on flight cap.

**Cadet ABU and OCP Headgear**

**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.

**Berets**

## CADET BERET HEADGEAR

### BERET

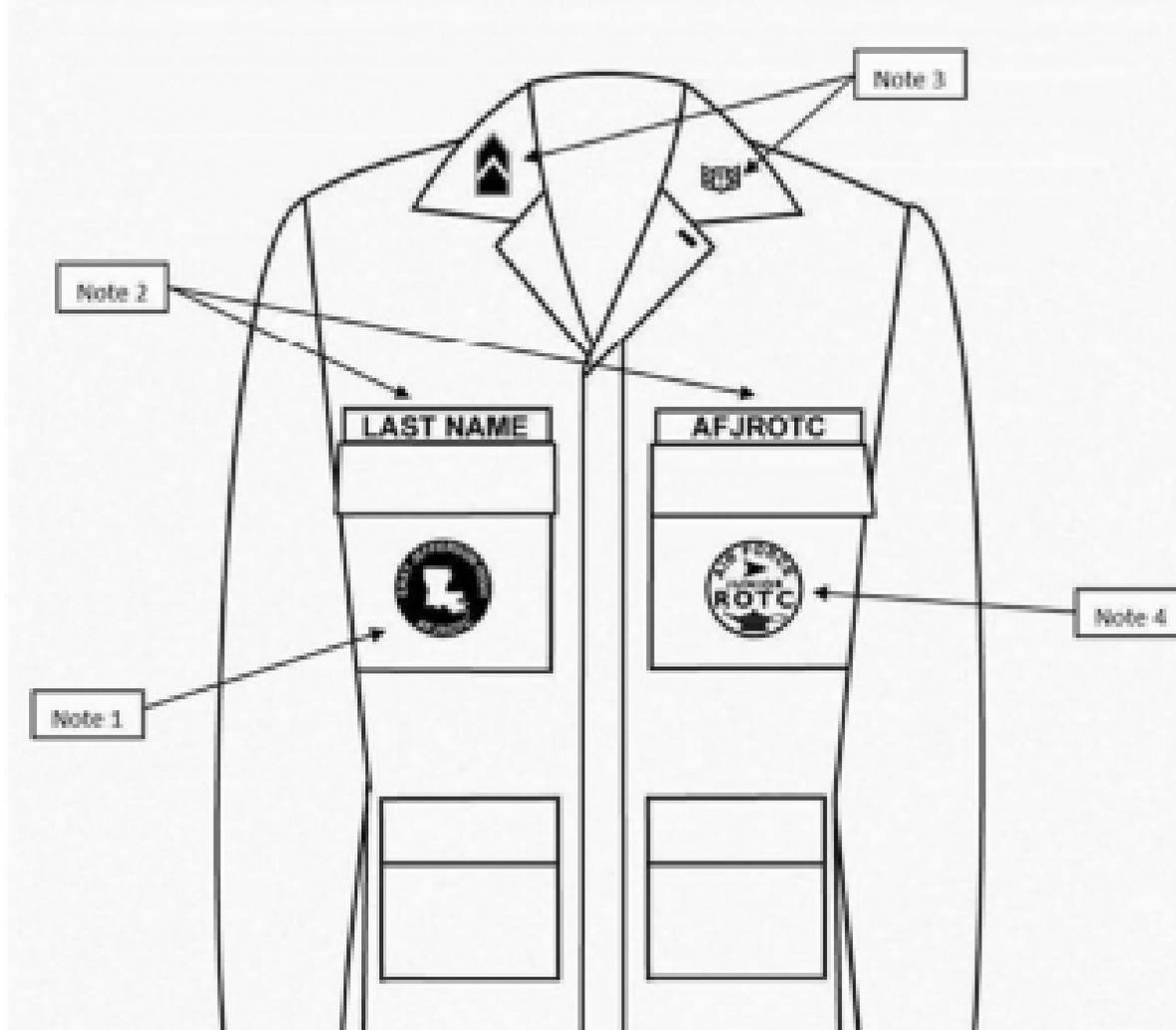


#### Berets.

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

**Cadet Airman Battle Uniform (ABU)**

## CADET ABU Male and Female



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

Cadet Operational Camouflage Pattern Uniform (OCP)

## CADET OCP Male and Female



1. T-Shirt. T-Shirt will be Desert Sand, Tan Coyote Brown in color.
2. The American flag patch (mandatory) will be full color (cloth), will be centered on the top of the right sleeve using Velcro attachment.
3. Unit patch (optional) full color. If worn, will be placed on the right sleeve centered in the Velcro area beneath the American flag.
4. Last name tape (mandatory – must be cadets name). Letters will be spice brown for AFJROTC and dark blue for SFJROTC using Velcro attachment.
5. AFJROTC/SFJROTC tape (mandatory). Letters will be spice brown for AFJROTC and dark blue for SFJROTC using Velcro attachment.
6. Grade insignia (officer or enlisted) (mandatory). Will be standard metal rank pinned in the Velcro area in center of chest.
7. AFJROTC/SFJROTC patch (mandatory) (white/black circular lamp of knowledge patch) will be attached centered on Velcro area on left sleeve attached by Velcro.
8. Berets, ascots, and shoulder cords will NOT be worn with OCPs.
9. OCP Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant before reissuing OCP boots. (Black boots will not be worn with OCPs).
10. Tan rigger belts will be worn with OCPs.
11. OCPs may be bloused; the trouser leg will not extend past the third eyelet from the top of the boot.

**Physical Training Gear (PTG)**



**Authorized Female Hair Style Examples**



**Braids**

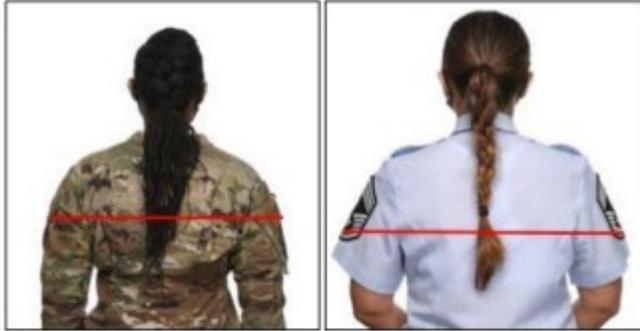


**Twists**



**Locs**

Unauthorized Female Hair Style Examples



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

**Specific Male Grooming Guidelines**

