

Air Force Junior Reserve Officer Training Corps (AFJROTC)



TX-936 Cadet Guide (aka Code of Conduct) 2025-2026

<u>Chapter</u>	<u>Title</u>	<u>Page</u>
1	Did You Know & General Information	3
2	Grading Criteria	5
3	Organization & Chain of Command	6
4	Air Force Core Values	7
5	JROTC Rules & Consequences	10
6	Conduct & Behavior of Cadets	12
7	Disciplinary Board, Write-Ups, Merits/Demerits	14
8	Promotions & Rank	15
9	Uniform Wear Requirements	20
10	Badges, Awards & Ribbons, Letterman Jacket, Beret	49
11	Community Service, LDR & Other Activities	59
12	Cadet Run Functional Areas of Responsibility	65

CHAPTER 1

Did You Know

- AFJROTC is a Citizenship Course...it is **NOT** a recruitment program
- AFJROTC cadets have an advantage when competing for appointments to the U.S. Air Force Academy & other military service academies.
- AFJROTC cadets have an opportunity to earn full four-year scholarships to colleges & universities of their choice.
- Each year former cadets graduate from colleges & universities with commissions as Navy Ensigns and Army, Air Force & Marine Corps Second Lieutenants.
- There is **NO** MILITARY SERVICE OBLIGATION whatsoever for participating in the AFJROTC program.
- Membership in AFJROTC is open to all students who've completed 8th grade & can participate in a physical fitness program.
- You can earn a Varsity Letterman jacket as a cadet.
- AFJROTC courses carry the same credit as other electives & count as PE credit.
- Cadets earn medals, ribbons, trophies, plaques & other awards based on their scholastic standing, military bearing & appearance, community service, etc.
- All AFJROTC uniforms, insignia, medals, ribbons & textbooks are provided.
- **Drill Team, Color Guard & Spirit Team members travel around Texas to compete & perform. Teams travel 7,000+ miles on average each school year.**
- Each year outstanding cadets have the opportunity to participate in a one-week Cadet Leadership Camp held at Hardin-Simmons University.
- Cadets are able to wear the uniform of the most prestigious Air Force in the world.
- **Each year cadets have the opportunity to go on field trips...Trips range from visits to Air Force Bases, orienteering, leadership & confidence courses at Newcombe Ranch & visits to Ft Davis Mountains, Big Bend National Park, NASA, Enchanted Rock, Texas A&M, etc.**
- Cadets have the opportunity to attend the yearly Military Ball, Dining-Out/Awards Banquet & march in the Homecoming & Veterans Day parades.
- Cadets develop leadership experience & personal self-confidence by commanding flights, squadrons & even the entire Group of cadets.
- TX-936 has earned the Distinguish Unit Award every year since 2006.
- Cadets can fly a Quadcopter and compete in a Quadcopter competition against other Air Force cadets

General Information

AFJROTC is developed to enable students to achieve the following objectives:

- Broad-based knowledge of the aerospace age
- Respect for & an understanding of the need for constituted authority in a democratic society
- Patriotism & an understanding of their personal obligation to contribute toward national security
- Habits of orderliness & precision
- High degree of personal honor, self-reliance & leadership
- Knowledge of fundamental aerospace doctrine
- Knowledge of & an appreciation for U.S. Air Force traditions
- Obtain general military knowledge

AFJROTC courses are open to all students who have completed the 8th grade & are:

- able to participate in a physical fitness program
- of good moral character

Course topics include classroom academics, leadership, discipline, citizenship, management & drill. **Cadets in AFJROTC incur no military commitment.**

An organizational fee of \$40.00 per cadet is levied to cover the cost of our unit shirt & help defray or reduce the cost of the many AFJROTC functions held throughout the school year. Functions include but are not limited to picnics & parties (e.g., Welcome Picnic, Halloween, Christmas & Valentines).

Various field trips are planned for the cadets each year. Trips range from visits to Air Force Bases, orienteering, leadership & confidence courses at Newcombe Ranch & visits to Ft Davis Mountains, Big Bend National Park, NASA, Enchanted Rock, Texas A&M, etc.

Formal AFJROTC functions include the annual Military Ball & Dining-Out/Awards Banquet. At the awards banquet; medals, ribbons, trophies, plaques & other awards are presented for cadet accomplishments during the year.

Students & parents should understand the Veterans and Homecoming parades require mandatory attendance.

The opportunity to earn a varsity letterman jacket is available.

If enlisting in the U.S. armed services, cadets may be considered for advanced rank & benefits.

CHAPTER 2
Grading Criteria

Cadets' grade are calculated using the following percentages:

- **Major grades** make up **60%** and include Uniform Wear & Academics
- **Minor grades** make up **40%** and include Wellness & Drill

As you can see, uniform wear is a major portion of a cadet's grade as it builds character & responsibility because it requires the cadet to meet set standards & remember to wear the uniform on the mandatory uniform day. There are very few, if any, excuses for a cadet not to wear their uniform on the required day. Uniform wear is very easy to anticipate as it is almost always on Wednesday each week. If not on Wednesday, advance notice is given.

Academics will consist of tests, briefings, projects & written assignments.

Wellness is based on participation in physical activities including jogging, walking, pushups, sit ups, pull ups, calisthenics & a myriad of team building activities. Each non-uniform day there will be a couple warm-up exercises prior to class start.

- Mile runs are conducted at the Santa Fe Golf Course a few times a year. Grades are assigned based on individual completion time as follows:

<u>1-Mile Run (Male)</u>	<u>1-Mile Run (Female)</u>
9:00 minutes or less – 100%	9:30 minutes or less = 100%
9:01 to 9:30 = 95%	9:31 to 10:00 = 95%
9:31 to 10:00 = 90%	10:01 to 10:30 = 90%
10:01 to 10:30 = 85%	10:31 to 11:00 = 85%
10:31 to 11:00 = 80%	11:01 to 11:30 = 80%
11:01 to 11:30 = 75%	11:31 to 12:00 = 75%
11:31 to 12:00 = 70%	12:01 to 12:30 = 70%
12:01 to 12:30 = 65%	12:31 to 13:00 = 65%
12:31 to 13:00 = 60%	13:01 to 13:30 = 60%
13:01 to 13:30 = 55%	13:31 to 14:00 = 55%
13:31 to 14:00 = 50%	14:01 to 14:30 = 50%
14:01 to 14:30 = 40%	14:31 to 15:00 = 40%
14:31 to 15:00 = 30%	15:01 to 15:30 = 30%
15:01 to 16:00 = 20%	15:31 to 16:30 = 20%
16:01 to 17:00 = 10%	16:31 to 17:30 = 10%

A drill grade is earned during weekly marching evaluations & one grade is earned for the entire flight. This requires the flight to work as a team & help struggling cadets.

CHAPTER 3

Organization

Based on current enrollment, TX-936 is organized as a group based on Air Force hierarchy. The following hierarchy and command positions exist* in TX-936.

<u>Unit</u>	<u>Rank of Commander</u>	<u># of Cadets</u>
Group	C/Lt Col - C/Col	100-250
Squadron	C/Maj	32-99
Flight	C/Amn - C/Capt	16-30

Additionally, the following leadership positions exist in TX-936.

<u>Unit</u>	<u>Rank of Commander</u>	<u>Responsibility</u>
Support Squadron	C/Maj	Support Jobs
Director of Operations	C/Capt	Support Jobs
Executive Officer	C/Capt	Support Group CC
Group Superintendent	C/CMSgt	All Enlisted Cadets

Responsibilities and duties of these positions are detailed in Chapter 13.

* There are many other positions/jobs available in addition to these command positions as detailed in Chapter 13.

Chain of Command

In any military unit, it's necessary to distribute responsibility among several members to ensure all goals are accomplished. In TX-936, as in any other military style unit, we have a chain of command. It has been carefully designed to guarantee the unit mission is accomplished & cadets are taken care of.

Your Flight Commander will select a Flight Sergeant for your flight & determine how frequently cadets will rotate through the position (e.g., daily, weekly). Flight Commanders may opt to have permanent element leaders.

Your Flight Commander is responsible for your actions in class. They may seem a little hard on you at times, but their job is to control the flight. If you have a problem in your flight, such as needing a book, etc., ask them to help you. That is another responsibility of making sure their flight is taken care of.

Your Flight Sergeant is second in command of your flight. They take attendance of the flight after falling in. They have the authority to tell you to stop talking while in formation, correct your bearing, etc., because they're responsible for helping the Flight Commander maintain discipline in the flight while in formation. After falling out, the Flight Commander is the sole cadet responsible for the flight.

Your Flight Commander will probably be one of your best friends throughout the school year. They have been selected because they possess superior leadership ability & can teach you to be a self-confident, well-disciplined cadet. If you have a problem, see your Flight, then Squadron, then Group Superintendent. As a courtesy, if you need to skip anyone in your chain of command, let them know.

CHAPTER 4

Air Force Core Values

This section covers some sound advice that will help you in getting more out of ARJROTC and more out of life. It's hoped you'll pay close attention to the ideals outlined here. They're not regulations but guides to a successful life. **Core values are the foundation upon which a quality society is built.**

The three Air Force core values are Integrity First, Service Before Self & Excellence in All We Do. Let's take a closer look at each core value.

Integrity First

Integrity First is the willingness to do what is right even when no one is looking. It's your "moral compass" -- your inner voice; the voice of self-control; the basis for the trust imperative in today's world. Integrity is the ability to hold together & properly regulate all the elements of a personality. A person of integrity, for example, can act on conviction. A person of integrity can control impulses & appetites.

Integrity has several other moral traits indispensable to the corps & cadet development.

Courage: a person of integrity possesses moral courage & does what is right even if the personal cost is high.

Honesty: the hallmark of the professional cadet because in the corps, our word must be our bond. We don't pencil-whip reports, we don't cover up violations. The bottom line is we don't lie & we can't justify any deviation.

Responsibility: no person of integrity is irresponsible. A person of true integrity acknowledges his or her duties & acts accordingly.

Accountability: no person of integrity tries to shift blame to others or take credit for others' work. "The buck stops here" says it best.

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

Openness: professionals of integrity encourage free flow of information within the corps. They always seek feedback from all directions to ensure they're fulfilling key responsibilities & they're never afraid to allow anyone at any time to examine how they do business.

Self-respect: to have integrity is to respect oneself as a professional & a human being. A person of integrity does not behave in ways that would bring discredit upon him/her self or the organization to which they belong.

Humility: a person with integrity and humility is able to own their mistakes, accept their limitations, & still strive to be a better version of themselves.

Honor: honor is the highest form of self-respect. Although the corps has no Honor Code; lying, cheating & stealing will not be tolerated by any cadet. You should learn to trust the people in your unit & the only way to be able to trust people is to be trustworthy yourself. Be certain all you do are things you can be proud of. The great reward of an honorable person is they respect themselves. If you want respect, then you must respect yourself.

Loyalty: loyalty is the quality of sincere confidence in & support for the purposes, methods & capabilities in superiors & subordinates. This does not mean you cannot disagree with a superior. You have the right to express your opinion, but your superior has the final word. However, it **is not** loyal to publicly criticize a superior, peer or subordinate. It only takes some common sense to realize a group could fall apart because of a few minor incidents. Your fellow cadets deserve your loyalty. Have the integrity not to talk poorly of your peers behind their backs. Rather, bring your concerns to them in a respectful manner.

Discipline: discipline is the "cement" that bonds any military force together. Without discipline, what is AFJROTC? AFJROTC is a mob without discipline. The heart of discipline is obedience to orders & doing so in a spirit of good faith. (Do not obey orders because you're afraid of being punished; obey because you want to help AFJROTC become a better organization than what it already is). No discipline. . . No AFJROTC. No AFJROTC...(eventually) No Air Force. No Air Force...No nation. No nation...No freedom. Think about it! Have the integrity to practice discipline even when no one is watching.

Service Before Self

Service before self tells us professional duties take precedence over personal desires. At the very least it includes the following behaviors:

Following rules: to serve is to do one's duty & our duties are most commonly expressed through rules. While it may be the case professionals are expected to exercise judgment in the performance of their duties; good professionals understand rules have a reason for being & the default position must be to follow those rules unless there is a clear, operational reason for refusing to do so.

Respect for others: service before self tells us a good leader places the troops ahead of his/her personal comfort. We must always act in the certain knowledge all people possess a fundamental worth as human beings.

Sacrifice: Serving your unit and community, whether by being on a drill team, holding a unit job, or attending community service events, will cost you time out of your day. The value of Service Before Self calls for you to sacrifice some of your leisure time, whether spent on TV or gaming, to help contribute to the success of the unit.

Discipline & self-control: professionals cannot indulge themselves in self-pity, discouragement, anger, frustration or defeatism. They have a fundamental moral obligation to the people they lead to strike a tone of confidence and forward-looking optimism. More specifically, they're expected to exercise control in the following areas:

Anger. Professionals are expected to refrain from displays of anger that would bring discredit upon themselves and/or TX-936.

Appetites: Tobacco, Nicotine & Alcohol: we realize we cannot absolutely keep you from using these substances. We realize if you want to put things into your body we cannot stop you. However, the consumption of alcohol cast doubt on an individual's mental alertness, & when such persons are found to be drunk & disorderly, all doubts are removed. However, we encourage you **not** to use these things & to get help in stopping if you are. You'll be much happier without them and your life will be more worthwhile.

Narcotics (illegal) - DO NOT USE THEM . . . EVER!

Excellence in all We Do!

Excellence in all we do directs us to develop a sustained passion for continuous improvement & innovation that will propel TX-936 into a long-term, upward spiral of accomplishments & performance.

Product/service excellence: we must focus on providing services & generating products that fully meet the requirements of the San Angelo Independent School District (SAISD) System.

Personal excellence: professionals must seek out & complete their high school education, stay physically fit & in good mental shape. They must demonstrate personal excellence while doing homework to the best of their ability & responding to questions in class with a knowledgeable reply.

Community excellence: community excellence is achieved when members of an organization work together to successfully reach a common goal in an atmosphere free of fear that preserves individual self-worth. Providing support for the West Texas Deaf Olympics, Meals for the Elderly, Fall Festivals & training other schools on Flag Etiquette shows true community excellence.

Resources excellence: excellence in all we do also demands we aggressively implement policies to ensure the best possible cradle-to-grave resource management.

Operations excellence: there are two kinds of operations excellence:

Internal: pertains to the way we do business within TX-936. It involves respect on the unit level & a total commitment to maximizing Cadet Corps excellence.

External: pertains to the way we treat the world around us as we conduct our operations. We must be sensitive to the rules governing environmental pollution & we must be sure to coordinate with others to complete our assigned tasks.

CHAPTER 5

JROTC Rules & Consequences

Classroom Rules

1. Be Prepared

- Be on time for class; **use restroom before class (before “Fall In” is called)**. If you need to use the restroom upon arriving to class, let an instructor or your Flight Commander know so you are not counted absent.
- Sharpen pencil (if needed)
- Take textbook, notebook/journal out of book bag/off shelf
- Take homework out of book bag
- Do **not** bring gum, candy, food or drinks into the classroom
- Electronic device usage is in accordance with SAISD District Policy
- Wear uniform on prescribed day
- Check bulletin board for assignments & notices

2. Be Courteous

- Be an attentive listener
- Be considerate of others
- Address teachers and instructors by proper title (e.g., “Mr.”, “Miss”, “Sir”, “Ma’am”, “Chief”, “Major”)

3. Be Responsible

- Follow directions the first time
- Remain seated in class
- Raise hand to be recognized before speaking
- Coordinate make-up work & tests with the instructor
- Turn in assignments on due date

4. Be Respectful

- Sit up straight in your chair & keep your feet on the floor
- Keep hands, feet & other objects to yourself
- Be somebody; allow others to be themselves
- Announcements: be quiet as announcements are being presented!

Consequences For Breaking Rules

(Not necessarily in order of precedence)

1. Parent/guardian notified
2. Referral to the Discipline Center (DC)
3. Parent/teacher conference

4. Warning
5. Detention
6. Behavior Essay
7. ISS or Carver
8. Removal (disenrollment) from JROTC
9. Referred to Group Superintendent
10. Disciplinary Board

Disenrollment from JROTC

Cadets may be disenrolled from JROTC for the following reasons:

- Failure to maintain acceptable standards (including uniform wear & grooming)
- Inaptitude or indifference to training
- Disciplinary reasons
- Any other reason deemed appropriate by the JROTC Senior Aerospace Science Instructor (SASI) & principal

Cadets will be disenrolled from JROTC if caught with drugs on campus*. Drug use of any kind will not be tolerated. Upon assignment to Long-Term Carver (LTC), the cadet will be removed from the JROTC program for the remainder of that semester. Upon return from LTC, the cadet may enroll in JROTC the next semester in a probationary status. If the time in LTC overlaps two semesters, the semester of disenrollment will be the semester with the majority of the time at LTC.

* Off-campus incidents will be dealt with on a case-by-case basis.

CHAPTER 6

Conduct & Behavior of Cadets

1. General:

You represent a select group looked upon as the best of America's youth. This means you should always conduct yourself in a manner favorable to your school, TX-936 & the United States AFJROTC Program.

2. Active Duty, Reserve & Retired Military Personnel:

Military personnel are addressed by their rank, followed by their last name, followed by "Sir" or "Ma'am".

3. Saluting: (only applies in uniform)

A salute is nothing more than a greeting. You're required to salute all cadet officers & SASI/ASIs. You're not required to salute cadets in the enlisted ranks (Airman Basic to Chief Master Sergeant). These cadets exchange a verbal greeting only. All officers must render a salute to officers of a higher rank. Remember you only salute outside the building in uncovered areas.

4. Treatment of Cadets of a Lower Rank:

Hazing WILL NOT be tolerated. Any hazing is to be reported to an instructor **immediately**. No cadet is to be embarrassed or degraded in any manner. This includes, but is not limited to public reprimands, public punishment, physical punishment (e.g., running, push-ups, etc.), psychological torment (e.g., yelling, demeaning names, etc.) & joking about difference in rank.

5. Calling Rooms to Attention:

When the United States flag, SASI, ASI, Principal, distinguished visitor or military officer enters the room, the room is called to attention. The occupants of the room remain at attention until the person entering says, "At ease", "As you were", etc. Classrooms, gymnasiums, cafeterias, etc. will not be called to attention when there is a large mixture of cadets and non-cadets in the room (more than one-half non-cadet is usually a good rule of thumb). Rooms will also be called to attention for the Special Assistant, Group Commander and Deputy Group Commander when they are in uniform.

6. Courtesies Rendered to Non-Cadets:

Faculty members & adults are addressed as "Mr./"Miss" (last name) unless they ask or permit you to address them in other forms. In conversation, unless otherwise directed, they're answered, "Yes Sir/Ma'am" **and not** "yeah", "nope", etc.

7. Public Display of Affection (PDA):

Cadets will not be allowed to show PDA with each other or anyone else, anytime or anywhere on this campus while in uniform, in Powell Hall or at JROTC functions. **NO EXCEPTIONS!** PDA includes kissing, hugging, petting/caressing, holding hands, etc.. When not in uniform and on campus (but not in Powell Hall) district rules for PDA apply.

8. Quibbling:

When an officer gives an order (within their area of responsibility), it can be considered an order from one of the instructors. This means orders should be followed. You have the right to disagree & present your ideas if time permits, but the officer has the final word. If you feel an officer is treating you unfairly, see your Flight Commander, then see your

Squadron Commander, followed by the Group Superintendent & if necessary, the Group Commander. Any problem can be worked out if it's done in an orderly fashion.

9. Unauthorized Clubs:

JROTC cadets will not encourage, facilitate or otherwise condone secret societies or private clubs as part of the AFJROTC program.

Reasons for Strictness

If a military unit is to function in a smooth manner, then there must be procedures for everyone to follow. There must be discipline to carry out a unit's everyday functions. Faculty members look upon AFJROTC as a group of students with some of the best discipline and manners in the school. They expect us to be clean-cut, role-model American citizens. We must exceed these expectations. You're a leader in training, the future of the United States. You must be willing to live with discipline & be ready to accept responsibility. Even if you don't pursue a military career, you'll learn the discipline you need to be above & beyond your peers who have never had any military training.

Remember: As long as you're with us, a part of America's future is in your hands.

Actions: Keep in mind wherever you go, there's probably someone there who knows you're a member of TX-936. Therefore, you must represent the unit in a way to make us all proud. You don't have to give up your complete outside life; we only ask you to act in a way that shows our elite status.

CHAPTER 7

Disciplinary Board

The Disciplinary Board (DB) is our way of determining who is at fault for major questionable offenses (if the offense breaks a school rule/policy, it will be handled by one of the instructors immediately). This board may be made up of the Group Commander, Deputy Group Commander, Squadron Commander(s), Group Superintendent and/or Flight Commander(s) of the cadet(s) involved. The board listens to both sides of the incident, decides who is at fault & makes recommendations of action(s) to be taken by the SASI or ASI.

The SASI/ASI or any cadet (regardless of rank) may request a DB be convened. The request must be made in writing to the Group Commander. If the request is from a cadet, then it must be in the form of a military letter. If you're ever ordered to appear before a Board, then comply with the orders fully. You're advised to prepare a briefing on the incident & why it took place. You'll be permitted to have a number of witnesses present at the board. The DB will listen to you & the opposing side of the story. It'll deliberate while you're out of the room & then decide who's at fault & what punishment it'll recommend to the SASI. **A DB is only to be convened in instances not requiring immediate instructor involvement or safety concerns.**

If the case is very severe there is a possible chance of demotion.

Write-Ups

All write-ups are formal letters written by Flight Commanders, other cadets & even non-cadets. These letters can be good or bad. They can commend you on a job well done or explain a wrongful situation. All write-ups go to the Superintendent who puts them in the individual's promotion file.

If a write-up is written by a cadet other than the cadet's Flight Commander, then the write-up should be addressed to the Squadron Commander of the cadet(s) involved.

All write-ups should include a description of the incident, where & when it took place, the name(s) of the cadet(s) involved & signatures of two people, preferably cadets, who witnessed the incident, if possible.

Merits/Demerits

Merits are awarded to cadets to recognize their dedication & participation in AFJROTC programs. You may be recognized for going above & beyond our requirements. Conversely, demerits are given to cadets that exhibit behavior that does not meet the Air Force Core Values. Flight Commanders & senior staff personnel may award merits/demerits during the school year. Three merits equate to 1 point added to your overall grade. Demerits may have an impact on a cadet's selection to participate in after school activities or Curriculum in Action trips. Merits/demerits are determined by flight commanders and drill team commanders every nine weeks and turned into an instructor for review.

CHAPTER 8

Promotions

Promotions are probably one of the highlights of the year for all cadets. To be promoted through C/SrA, you must test. You're not expected to understand all the rank requirements, but as you progress in AFJROTC you will learn what is required for promotion.

General: Promotions are based on the whole person concept & tests. Promotions depend on information contained in your personnel folders, wear of the uniform, write-ups, grades, school activities & recommendations from Flight Commanders. At no time will a cadet who is failing AFJROTC or has been suspended, be promoted.

A cadet may achieve several promotions throughout the school year. Cadet officers in coordination with the SASI & ASI will fill staff positions.

Rank Abbreviations

Cadet/Airman Basic (C/AB)	Cadet/Second Lieutenant (C/2d Lt)
Cadet/Airman (C/Amn)	Cadet/First Lieutenant (C/1st Lt)
Cadet/Airman First Class (C/A1C)	Cadet/Captain (C/Capt)
Cadet/Senior Airman (C/SrA)	Cadet/Major (C/Maj)
Cadet/Staff Sergeant (C/SSgt)	Cadet/Lieutenant Colonel (C/Lt Col)
Cadet/Technical Sergeant (C/TSgt)	Cadet/Colonel (C/Col)
Cadet/Master Sergeant (C/MSgt)	
Cadet/Senior Master Sergeant (C/SMSgt)	
Cadet/Chief Master Sergeant (C/CMSgt)	

C/Amn through C/SrA Promotion

AS-I cadets are considered for promotion three times throughout the school year. The first will be after eight weeks of the first semester & every eight weeks thereafter depending on date of rank.

AS-II, AS-III & AS-IV promotions are based on highest rank held during previous year.



C/Amn Promotion Requirements

1. Eight weeks (minimum) as Cadet Airman Basic
2. 80% in Aerospace Science
3. Know the local chain of command
4. Know all AFJROTC rank & insignia
5. Perform all facing movements properly
6. Demonstrate how to report properly to the SASI



C/A1C Promotion Requirements

1. Eight weeks (minimum) as Cadet Airman
2. 80% in Aerospace Science
3. Know all Air Force rank and insignia
4. Demonstrate knowledge of the Cadet Creed
5. Demonstrate knowledge of proper flag etiquette (written test & flag folding)



C/SrA Promotion Requirements

1. Eight weeks (minimum) as Cadet Airman First Class
2. 80% in Aerospace Science
3. Explain cadet functions
4. Command the 30-Step Sequence using other cadets
5. Present an SASI/ASI approved leadership speech of at least five minutes

* Freshman assigned as a Flight CC for the 2nd semester will be promoted one rank

C/SrA through C/SMSgt Promotion

AS-I, AS-II, AS-III & AS-IV

Cadets will be promoted one rank if selected to fill a job in the Support Squadron. AS-I cadets are eligible to apply for jobs in the second semester.

Joint Cadet Leadership Camp (JCLC) graduates will be promoted to SSgt (TSgt if they hold a job).

Additional promotions are evaluated based on job performance.

C/CMSgt Promotion

Promotion to C/CMSgt is reserved for senior staff. TX-936 will have only one C/CMSgt.

Officer Promotion

Promotion to an officer rank is based on experience & demonstrated leadership abilities along with meeting the following requirements:

1. Complete Cadet Staff Leadership Course (CSLC) unless promoted by SASI.
2. Minimum score of 70 on physical fitness assessment as determined when input in WINGS. Waivers granted by SASI under special circumstances.
3. Complete the 30-step sequence.
4. Recite the cadet creed.
5. Complete 25+ community service hours.
6. Earn your letterman jacket...waivers granted by SASI under special circumstances.

C/2d Lt: meet above requirements.

C/1st Lt: meet above requirements & hold a Support Squadron job or be a Flight Commander or Drill Team Commander. SASI can also promote exceptional performers for going above & beyond.

C/Capt: Executive Officer and Support Squadron Director of Operations are C/Capt. SASI can also promote exceptional performers for going above & beyond.

C/Maj – C/Col: reserved for senior staff positions. Exception is a senior cadet with the rank of Capt (not in senior staff) may be promoted to the grade of Maj if circumstances warrant such a promotion.

AF JROTC Rank Insignia

CADET OFFICER RANK

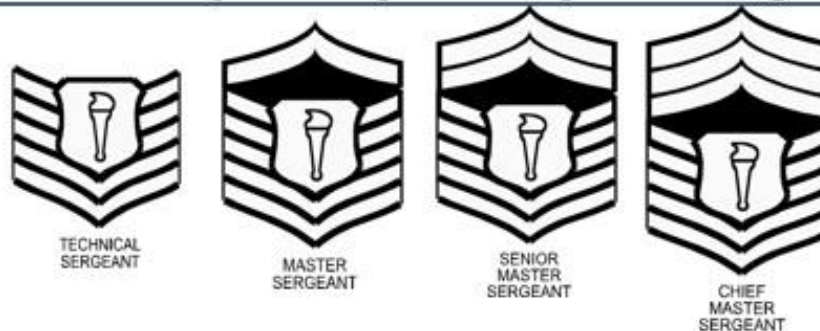


NOTE: Cadet Officer rank used is either cloth epaulet or collar rank, depending on specific uniform worn.

CADET ENLISTED RANK



For SFJROTC Spec 1 Spec 2 Spec 3 Sgt



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

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

Senior Staff

Senior staff are responsible for the smooth & efficient management of the unit. Cadets must demonstrate leadership potential and self-motivation to be considered for a senior staff position. Senior staff are REQUIRED to lead by example (e.g., never miss a uniform day, participate in at least 50% of all JROTC events (not including drill comps), pass all classes, no disciplinary issues, etc.). Senior staff are held to a higher standard than all other cadets. Senior staff are selected by the SASI. Any infractions by senior staff will be handled by the SASI.

If a senior staff cadet fails during any nine-week grading period they will be placed on probation and must bring all grades up to passing by the next IPR or they may be removed from senior staff. If a senior staff cadet fails two consecutive nine-week grading periods they will be removed from senior staff so they can concentrate on their grades. Passing all classes is responsibility number one!

Senior staff cadets sign a contract which outlines their expectations & requirements.

Below the Zone Promotion

Below the zone (BTZ) promotions are when a cadet is promoted ahead of his/her peers. Usually these promotions are identified before the end of each semester of the school year. Reasons for this may be performing in an outstanding manner or going above & beyond the call of duty. A BTZ promotion is an indication a cadet is doing his/her best, so always strive to do your best! BTZ promotions will be announced at the Military Ball.

Demotion

Demotion is the loss of rank. Reasons for demotion include but are not limited to:

- Job performance issues
- Failing grades (9 weeks or semester)
- Disciplinary issues

Before a demotion is carried out, the SASI/ASI will review the reason for the demotion & make a final determination of whether or not a demotion is merited. Demotions are not automatic because you make a mistake. Extenuating circumstances are considered.

Voluntary Resignation of Rank &/or Position

If an officer or NCO voluntarily resigns their rank/position, it will be accepted & executed as of that date; there will be **no** reinstatement of the rank/position unless extraordinary circumstances warrant such action.

Reserve Cadet

A Reserve Cadet is a student who has either completed the entire AFJROTC Academic Program or a cadet who cannot participate in the AFJROTC academic program during a particular year. A student must have been a cadet for at least one academic year prior. Students meeting this criteria may be designated, with SASI concurrence, as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (e.g., community service, drill team, color guard, etc.). Time in reserve status does not count towards the Certificate of Completion. Reserve Cadets will follow all standards in this guide when participating with AFJROTC.

CHAPTER 9

Uniform Wear Requirements

1. Wear of the Uniform

a. Basic Concept: The AFJROTC cadet uniform is, with certain exceptions, the same as worn by active duty personnel. This uniform is the distinctive dress of a proud & honorable profession. Each cadet must consistently be aware of his/her responsibility for maintaining his/her uniform in good order & wearing it correctly. Except as authorized in this Guide, AFJROTC cadets will wear the standard service uniform prescribed in this guide. Additionally, uniform and appearance standard images/examples are posted on the TX-936 website and on the information board in Powell Hall.

b. Standards of Personal Appearance: Each member of AFJROTC must maintain high standards of dress & personal appearance. It's imperative all members present a neat, clean and professional military image to their fellow citizens. Further, the need for personal cleanliness, safety & proper wear of the uniform on the part of all members requires certain minimum standards be established. A professional military image has no room for the extreme, the unusual or the faddish. Standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity and military image. The first four are absolute, objective criteria for the efficiency, health, and well-being of the force. The fifth standard, military image is also very important, military appearance is subjective, but necessary. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform, including JROTC cadets. Uniforms will be kept buttoned, including pockets. Shoes will be shined & in good repair. Badges, insignia, belt buckles & other metallic devices must be maintained in proper luster & condition.

2. Accoutrements (General)

a. Insignia Placement: Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide.

b. Badges/Insignia/Pins: See figure 9.1.

(1) Awareness Presentation Team (APT) Badge: Awarded for participation on the APT Team after completing two events.

(2) Kitty Hawk Air Society (KHAS) Badge: Awarded to KHAS members (inactive at this time).

(3) Distinguished AFJROTC Cadet Badge: This annual award consists of the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding third-year cadet selected at the end of the school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence.

(4) Aerospace Education Foundation (AEF) Academic Cadet Badge: Annual award presented to rising junior & senior cadets for academic excellence as signified by attaining an overall 3.3 GPA with no grade below “C” on their transcript. The individuals must be recommended by the SASI & will receive the badge at the beginning of the following school year after earning this distinction.

(5) Sister Service: AFJROTC cadets are not authorized to wear ribbons/medals earned/issued from sister-service JROTC programs. Cadets will be given equivalent AFJROTC ribbons to wear as determined by the SASI.

(6) Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination.



Figure 9.1 “Authorized AFJROTC Badges & Insignia”

c. Shoulder Patches:

(1) AFJROTC Patch: Wear of the AFJROTC official shoulder patch is mandatory on the left sleeve of all uniforms except the raincoat, overcoat & all-weather coat. Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder sleeve.

(2) Unit Patch: Must be on the right shoulder only.

d. Shoulder Cords: Cadets are authorized to wear one shoulder cord (double knot, single cord – no aiguillettes or citation cords) on the left shoulder, grounded to the shoulder seam. This will be a single “infantry” style cord, without metal tips, no more than 1” wide. Shoulder cords may only be worn on the light blue shirt & service dress coat as well as the Operational Camouflage Pattern (OCP) and Airman Battle Uniform (ABU). On the service dress coat, OCP and ABU; the cord will be grounded to the left shoulder seam & pinned to the shoulder (pin hidden beneath the cord). On the blue shirt, cord will be under the epaulet, grounded to the left shoulder seam & pinned to the shoulder (pin hidden beneath the cord). See paragraph 10c below for further guidance.

e. Shoulder Tabs: Shoulder tabs are either cloth or metal arches denoting participation in an AFJROTC activity. Shoulder tabs are optional. If worn, cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat, lightweight blue jacket & light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.). Shoulder tabs are not currently authorized at this unit.

3. Special Uniform and Appearance Rules: AFJROTC cadets will comply with the following guidelines about uniform and appearance.

a. General: Articles such as wallets, pencils, pens, fobs, handkerchiefs, combs, sunglasses cases & pins will not be worn or carried exposed on the uniform. Watches, identification bracelets (i.e., medical alert bracelets) & rings (no more than 3) may be worn. Necklaces will not be visible at any time and must be concealed under a collar or undershirt.

b. Bracelets: Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, it will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing attention or faddish) in design, no wider than ½ inch, black, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/id bracelets are authorized; however, if worn, they will be conservative (same as above). Bracelets espousing support for cause, philosophy, individual or group are not authorized (Exception: traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze or gold remain authorized). No rubber or fabric type bracelets are allowed in uniform.

c. Jewelry: While in uniform, you may wear a wristwatch & rings, but no more than three rings at any one time with only two rings on one hand at a time. You may not wear ornaments on your head or around your neck (unless concealed under a collar or undershirt).

d. Earrings: Female cadets may wear small round or square white diamond, gold, white pearl or silver earrings. If cadet has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, female cadets are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.). Piercing holes will not be large enough to permit light to shine through. Plugs for gauge holes in the ear lobes are not authorized (regardless of color, i.e., flesh colored). Male cadets are not allowed to wear earrings in uniform, in Powell Hall or at any JROTC activity.

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

f. Tattoos or Brands: Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if in the SASI's judgment they are obscene or if they advocate sexual, racial, ethnic or religious discrimination. Tattoos or brands that might harm good order & discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform.

g. Excessive tattoos or brands, even though they do not violate the prohibitions in the above paragraph, will not be exposed or visible (including visible through the uniform) while in uniform. Excessive is defined as any tattoo or brands that exceed one-quarter of the exposed body part, and those above the collar bone & readily visible when wearing an open collar uniform.

h. Body Piercing: Cadets in uniform are not allowed to attach or display objects, articles, jewelry or ornamentation to or through the ear (except per paragraph 3d above), nose, tongue or any exposed body part (including anything that might be visible through the uniform). Cadets may not cover any of these articles with make-up, band aids or wearing clear post pins to hide body piercings.

i. Service Dress Uniform: Shoulder cord (if worn), no wider than 1", will be grounded to the seam of the left shoulder. Ribbons are mandatory & will be centered, on but not over the edge of the pocket. All ribbons earned will be worn. If medals are worn (only at Military Ball &/or Dining Out/Awards Banquet, ribbons must be removed. See Figures 9.2, 9.3, 9.20 & 9.21.

j. Service Caps (wheel & bucket hats): Only cadets assigned to Senior Staff and certain color guards are authorized to wear a service cap. The highly polished/chrome Hap Arnold Wings or the large Cadet Officer insignia will be worn on the Service Cap. See Figures 9.9, 9.13 & 9.20.

k. Rank: Rank is required on all uniform items. This means you must have rank on your blue shirt even if wearing the lightweight blue jacket or service coat.

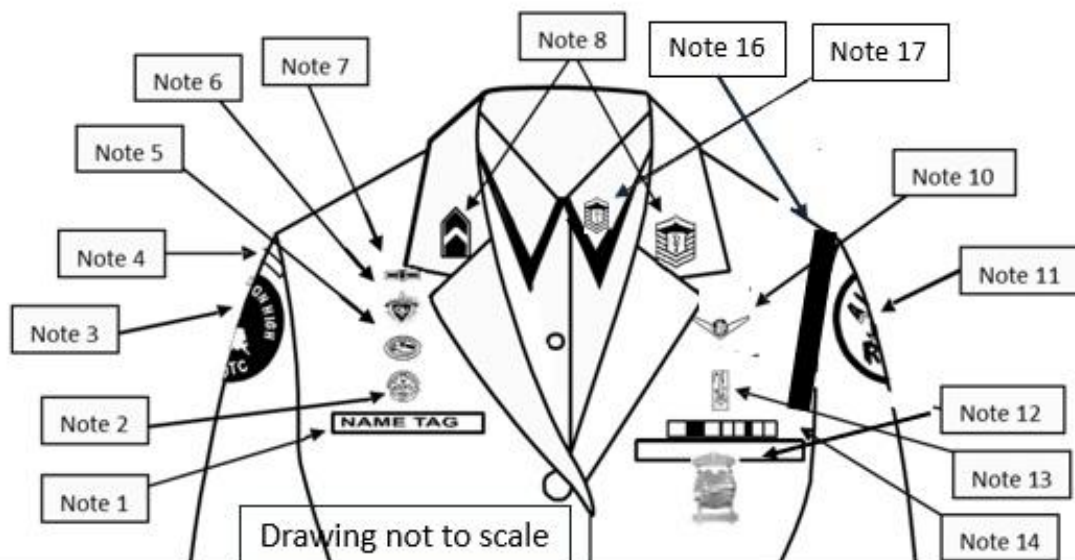
l. Backpacks: Cadets may wear a backpack on the left shoulder only with ABUs or OCPs (not to interfere with rendering the proper salute) as long as no rope is

worn. When wearing any combination of blues, backpacks must be carried in the left hand. When wearing PTs or unit shirt, a backpack may be worn on both shoulders.

m. Wear/use of an earpiece, any blue tooth technology or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties or school work. Exception: Headphones & earphones (e.g., iPods, MP3-type players) are authorized during travel on public transportation (e.g., bus, train or air travel).

n. Inclement Weather Gear: Cadets may wear solid black gloves and/or solid black or solid grey scarves on cold days. A jacket must be worn when gloves or a scarf are used. Scarves must be tucked in the jacket/coat. Black or navy-blue earmuffs may be worn with the jacket/coat. A black or navy-blue umbrella may be used on rainy days. Ski masks are not authorized.

CADET FEMALE SERVICE DRESS



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

Figure 9.3 "Cadet Female Service Dress"

4. Specific Female Cadet Grooming & Uniform Wear Guidelines:

a. Hair: There is no minimum hair length, to a maximum bulk of 4" from scalp & allows proper wear of headgear. Also, one or two braids or a single ponytail may be worn with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. Bangs, or side-swiped hair may touch eyebrows but will not touch or cover eyes. See figures 9.4, 9.5 & 9.6. When in doubt, assess correct length of hair with cadet standing in the position of attention.

b. The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured.

c. When hair is in a ponytail, it must be a single ponytail that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. As with all hairstyles, a neat and professional image is essential.



Figure 9.4a "Scrunchie Example"

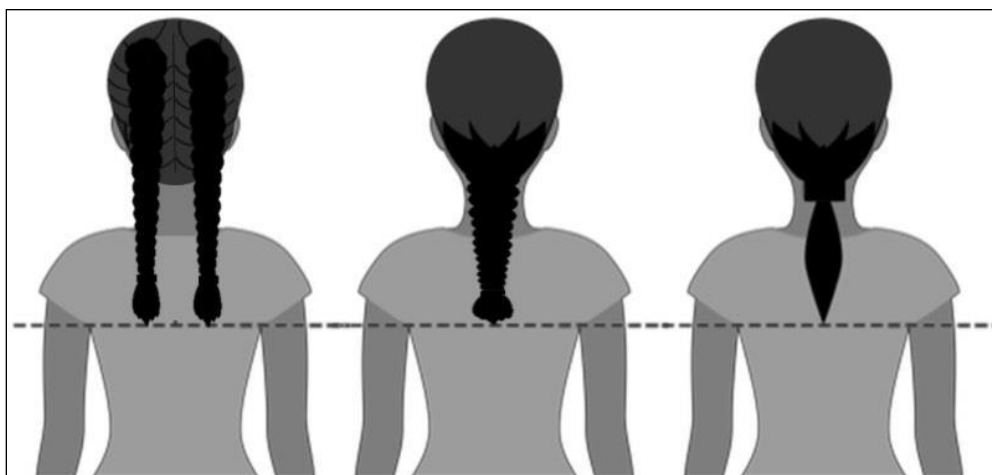


Figure 9.4b "Ponytail Length Description"

Authorized Female Ponytails & Long Braid(s) Hair Styles Examples



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



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled Back Secured & Does Not Exceed 6" Radius



Two Braids Looped Underneath/Two Braids

Figure 9.4c "Authorized Ponytail & Braid Examples"



Figure 9.5 “Authorized Female Hairstyles”



Figure 9.6 “Unauthorized Female Hairstyles”

d. Hair accessories: If worn, fabric scrunchies, hairpins, combs, clips, headbands, elastic bands & barrettes must match hair color (i.e., blonde, brunette, natural red, black & grey). Exception is black hair accessories are authorized regardless of hair color. Hair must still comply with bulk & appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed 2” in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins). See Figure 9.4.

e. Locs, braids, twists, micro-braids, French braids, Dutch braids & cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative and not present a faddish appearance. Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed bulk. Headgear must fit properly.

f. All locs braids/twists, when worn will be of uniform dimension, no wider than 1", with natural spacing between the locs, braids/twists & must be tightly interwoven to present a neat, professional & well-groomed appearance. When worn, multiple locs/braids shall be of uniform dimension, small in diameter (approx. ¼"), show no more than ¼" of scalp between the braids & must be tightly fused/interwoven to present a neat, professional appearance. A loc, braid/twist must continue to the end of the hair without design & following the contour of the head & may be worn loose or in a secured style within hair standards. Exception is micro-braids or twists are not required to continue to the end of the hair. See Figure 9.7.



Figure 9.7 "Authorized Braids"

g. Mohawks, mullets & etched designs are not authorized.

h. Fingernails: Male cadets are not authorized to wear nail polish. Fingernail polish, if worn by female cadets, will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red & florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors. However, white-tip French manicures are authorized. Fingernails must not exceed ¼" in length beyond the tip of the finger & must be clean & well groomed.

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

j. Cosmetic Tattooing: Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e., eyebrows, eye liner); the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, and in good taste.

k. Blue Shirt: Ribbons are optional, but if worn, all ribbons earned will be worn. If worn, center ribbons on wearer's left, parallel with ground with the bottom of the ribbons aligned with the bottom of the name tag. Shoulder cords, no wider than 1", will be grounded to the seam of the left shoulder under the epaulet. Medals (regardless of what type) are not authorized for wear on this item. Female seniors

with at least one year of JROTC completed may wear the princess cut shirt if desired. See Figure 9.8 and 9.21.

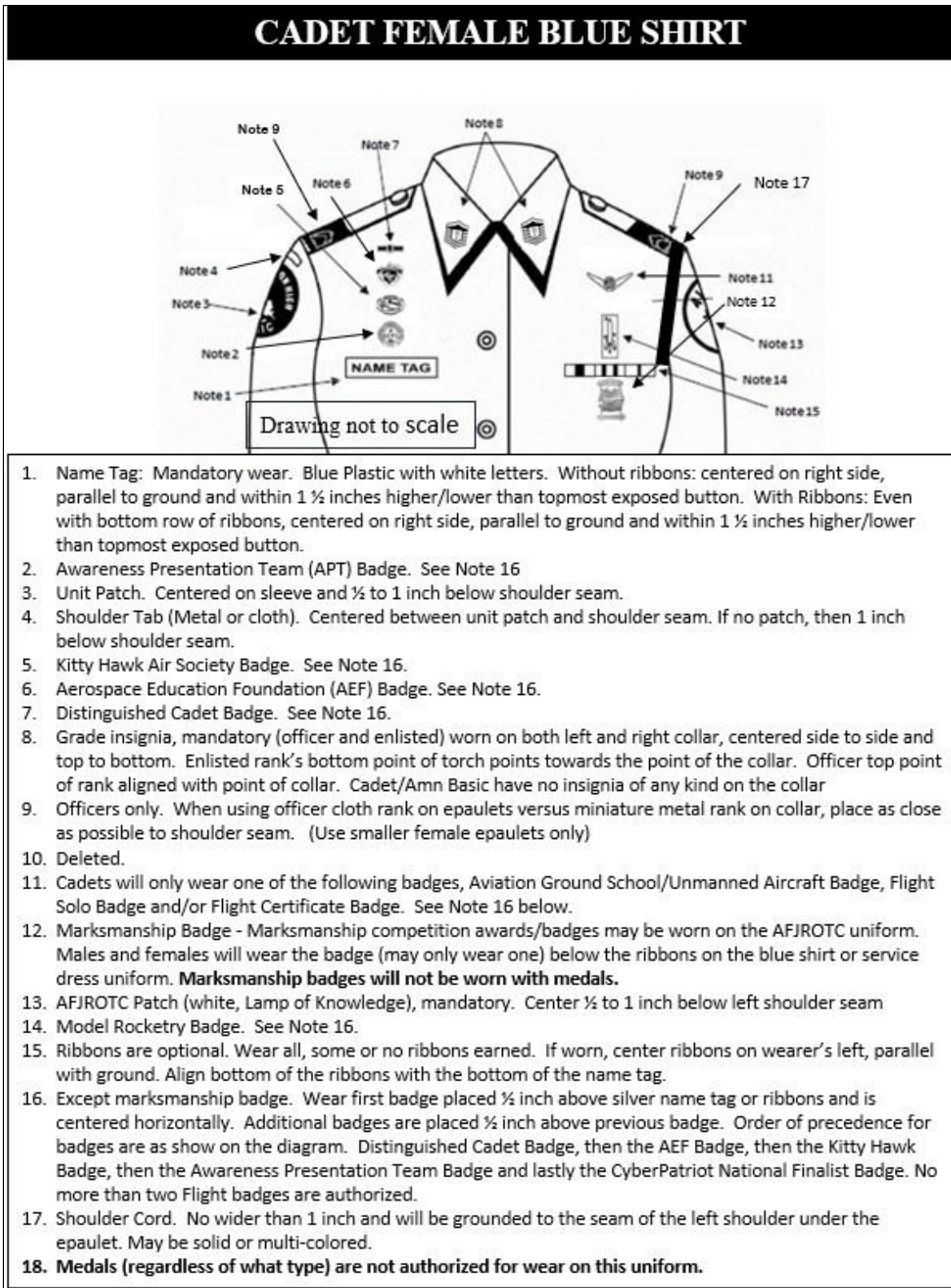


Figure 9.8 “Cadet Female Blue Shirt”

I. Skirts: The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt should fit smoothly, should hang naturally and must not be excessively tight. Wearing hosiery with the skirt is optional. Choose a sheer nylon

in a neutral dark brown, black, off-black or dark blue shade that complements the uniform and your skin tone. Patterned hose are not authorized.

m. Headgear: Hap Arnold insignia is authorized for wear on the service cap. Officer hat pin has been replaced with officer rank on the flight cap. Enlisted cadets will have no insignia on the flight cap. See Figure 9.9.

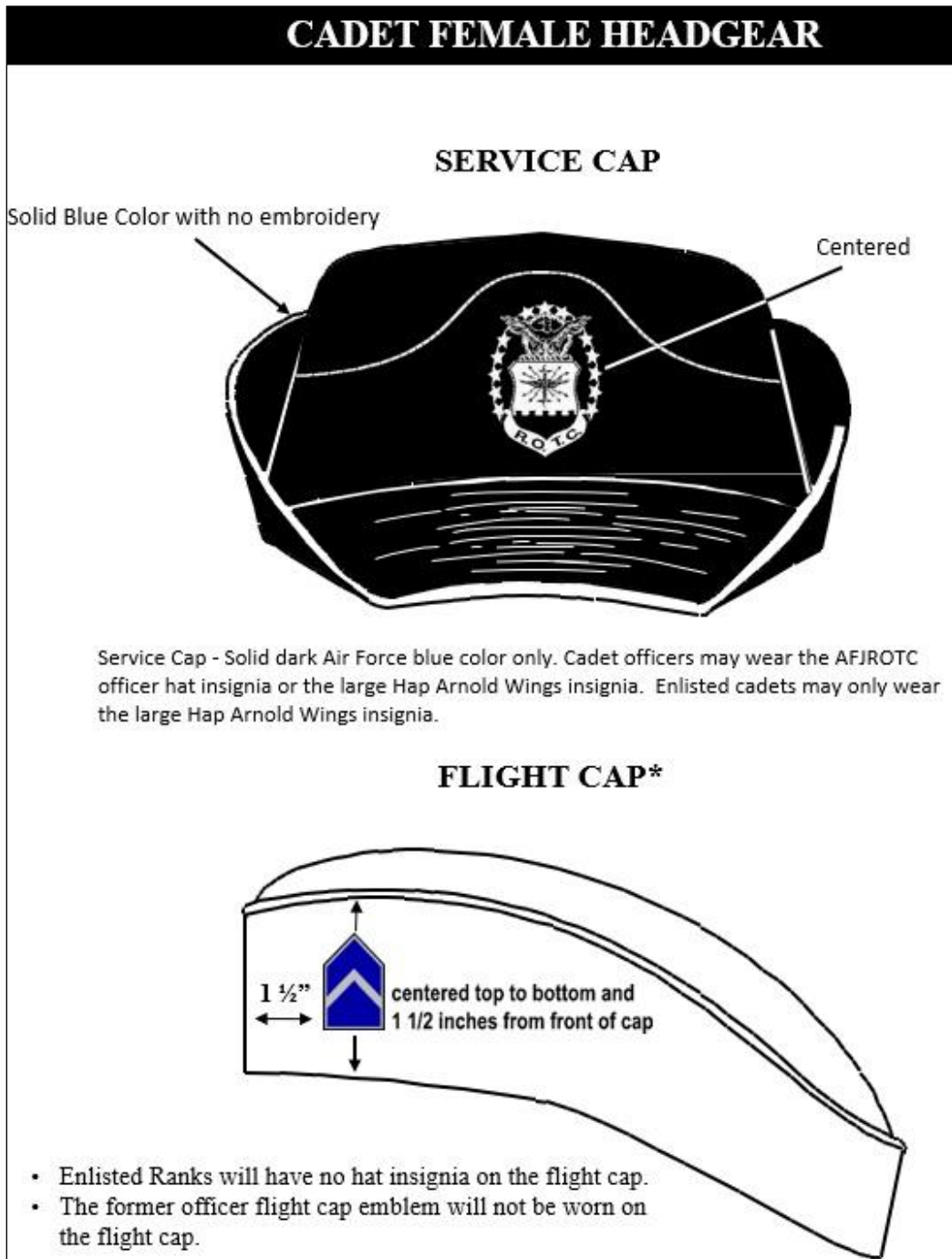


Figure 9.9 "Cadet Female Headgear"

5. Specific Male Cadet Grooming & Uniform Wear Guidelines:

a. Hair: Will be clean, well-groomed, present a professional appearance & allow proper wear of headgear. Will not contain excessive amounts of grooming aids

(e.g., gel, mousse, pomade or moisturizer), appear lopsided, touch either eyebrow or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches & frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. All cadets are authorized to wear hair in a natural color regardless of their natural born hair color. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

b. Tapered appearance on both sides & the back of the head, both with & without headgear. A tapered appearance is one when viewed from any angle outlines the member's hair so it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2.5" in bulk, regardless of length and ¼" at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not all inclusive) are mohawk, mullet, cornrows, dreadlocks or etched shapes/design. Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4" length or ¼" width. Men are not authorized hair extensions. See Figure 9.10.



Figure 9.10 "Male Grooming Requirements...Tapered Appearance"

c. Cadets will be told once to get their hair within standards & will be expected to correct the discrepancy by the next uniform wear. After being told to get their hair within standards and they fail to correct the issue, they will not be allowed to wear the uniform and will receive a zero for uniform wear until their hair is within standards. Parents who object are asked to have their child removed from JROTC & placed in a program they're more comfortable with.

d. Sideburns: If worn, sideburns will be straight & even width (not flared) & will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. See Figure 9.11.

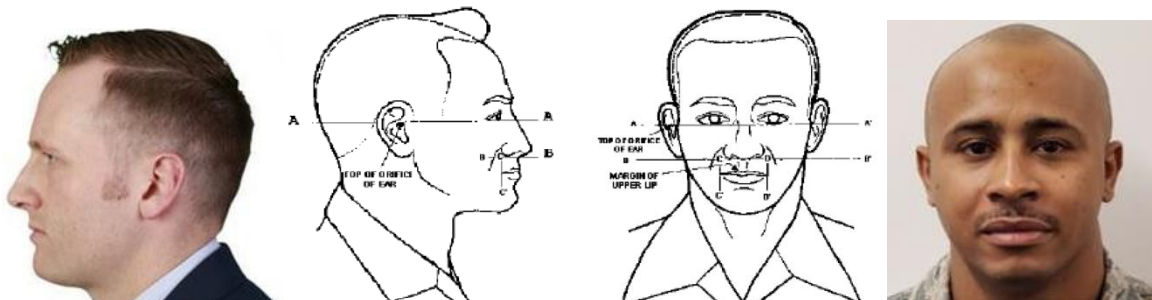


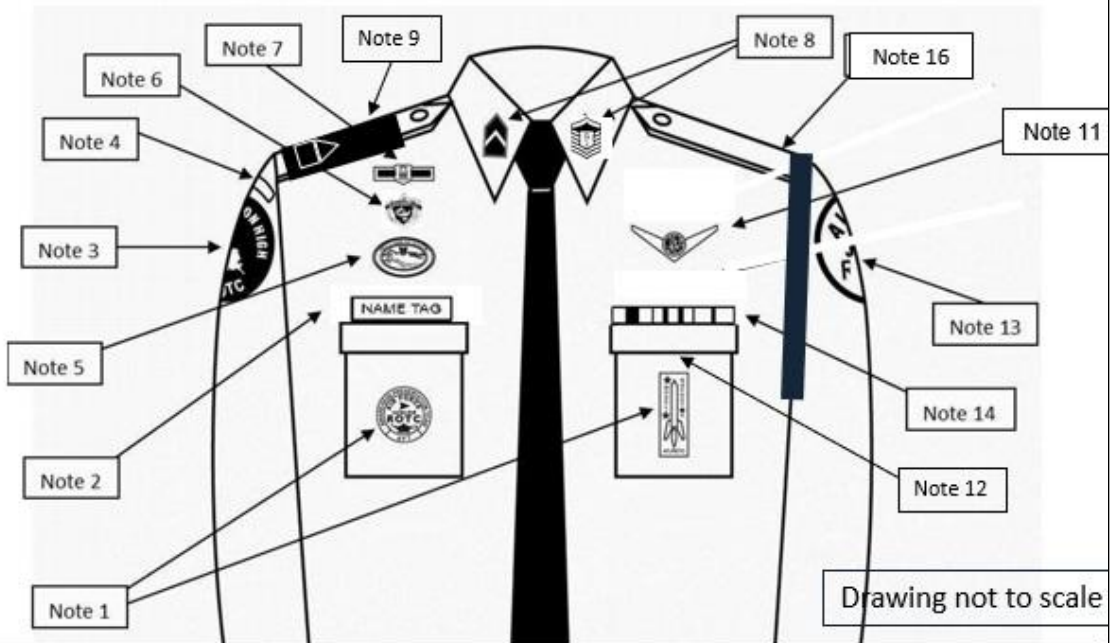
Figure 9.11 "Male Grooming Requirements...Sideburns & Mustaches"

e. Mustaches: Male cadets may have mustaches. They will be conservative (moderate, being within reasonable limits; not excessive or extreme) & will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See Figure 9.11.

f. Any other facial hair is not authorized unless for medical or religious reasons. Cadets must submit medical or religious facial hair waiver request to the SASI for authorization. SASI will submit waiver request in WINGS for review by HQ AFJROTC Waiver Review board. Cadets must be clean shaven to wear an AFJROTC cadet uniform combination (i.e., blue uniform, ABU, OCP, Air Force Physical Training uniform and TX-936 unit shirts). **A cadet will receive a grade of zero on uniform day if not clean shaven and will be required to wear the uniform again the next day and be clean shaven to receive a grade.**

g. Blue Shirt: Ribbons are optional, but if worn, all ribbons earned will be worn. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearer's left. Shoulder cords, no wider than 1", will be grounded to the seam of the left shoulder under the epaulet. Medals (regardless of what type) are not authorized for wear on this item. See Figure 9.12 & 9.20.

CADET MALE BLUE SHIRT



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

Figure 9.12 "Cadet Male Blue Shirt"

h. Headgear: Hap Arnold insignia is authorized for wear on the service cap. Officer hat pin has been replaced with officer rank on the flight cap. Enlisted cadets will have no insignia on the flight cap. See Figure 9.13 & 9.20.

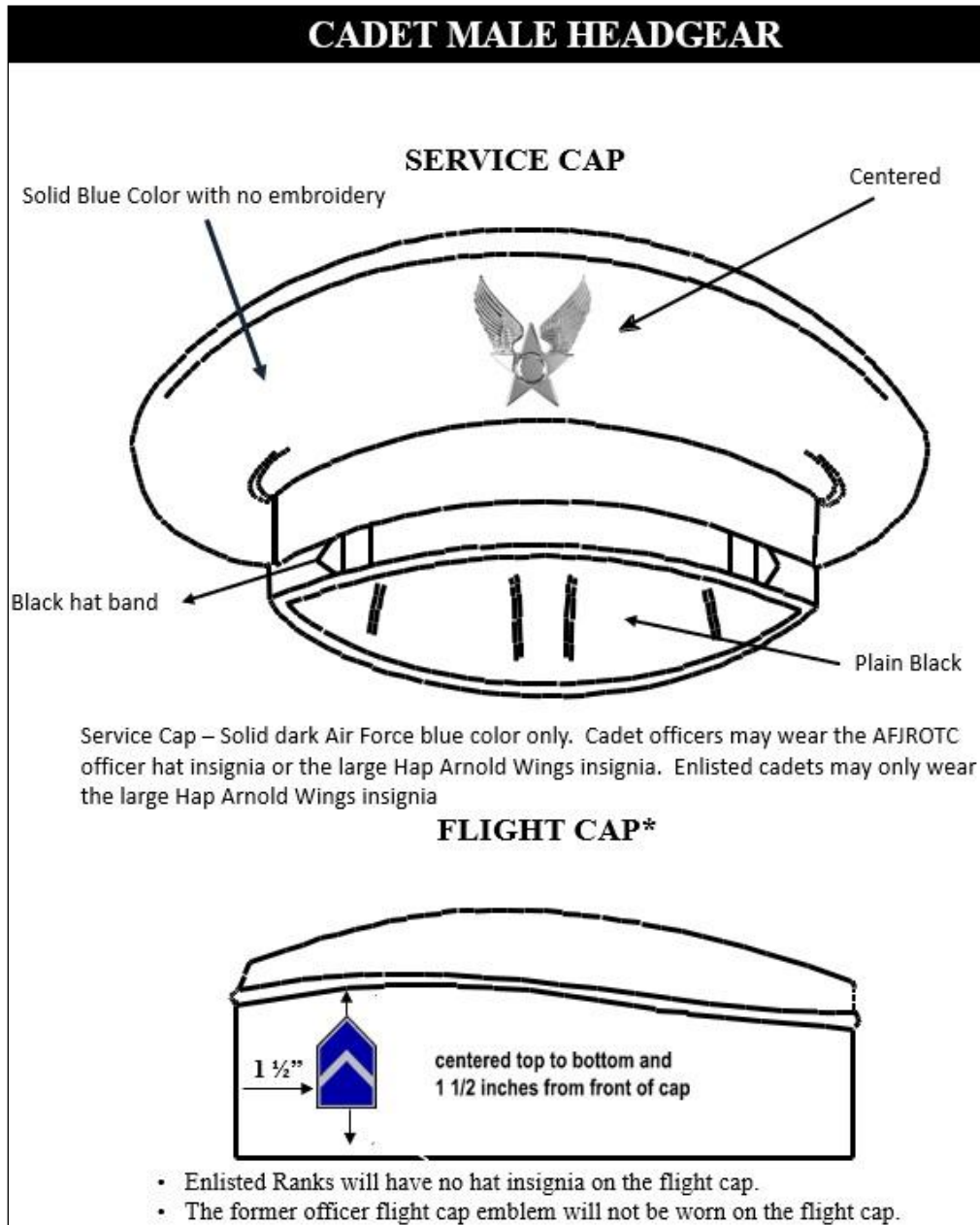


Figure 9.13 “Cadet Male Headgear”

6. Airman Battle Uniforms (ABUs):

- a. ABUs may be worn by all AFJROTC cadets.
- b. When ABUs are worn, the following requirements must be met:
 - (1) Worn with name tapes.
 - (2) Blouse will be worn at all times. See Figure 9.14.
 - (3) Shirtsleeves may be rolled up in warm weather.
 - (4) Undergarment will be a tan T-shirt.
 - (5) Pants will be tucked in with a bloused appearance.
 - (6) Worn with combat boots (sage green or Coyote brown).
 - (7) ABU cap is the only authorized headgear. Officers will wear rank insignia. Enlisted do not wear any insignia. See Figure 9.15a.
 - (8) Wear of one shoulder cord/rope is authorized.
 - (9) Berets, ascots & gloves are not authorized.

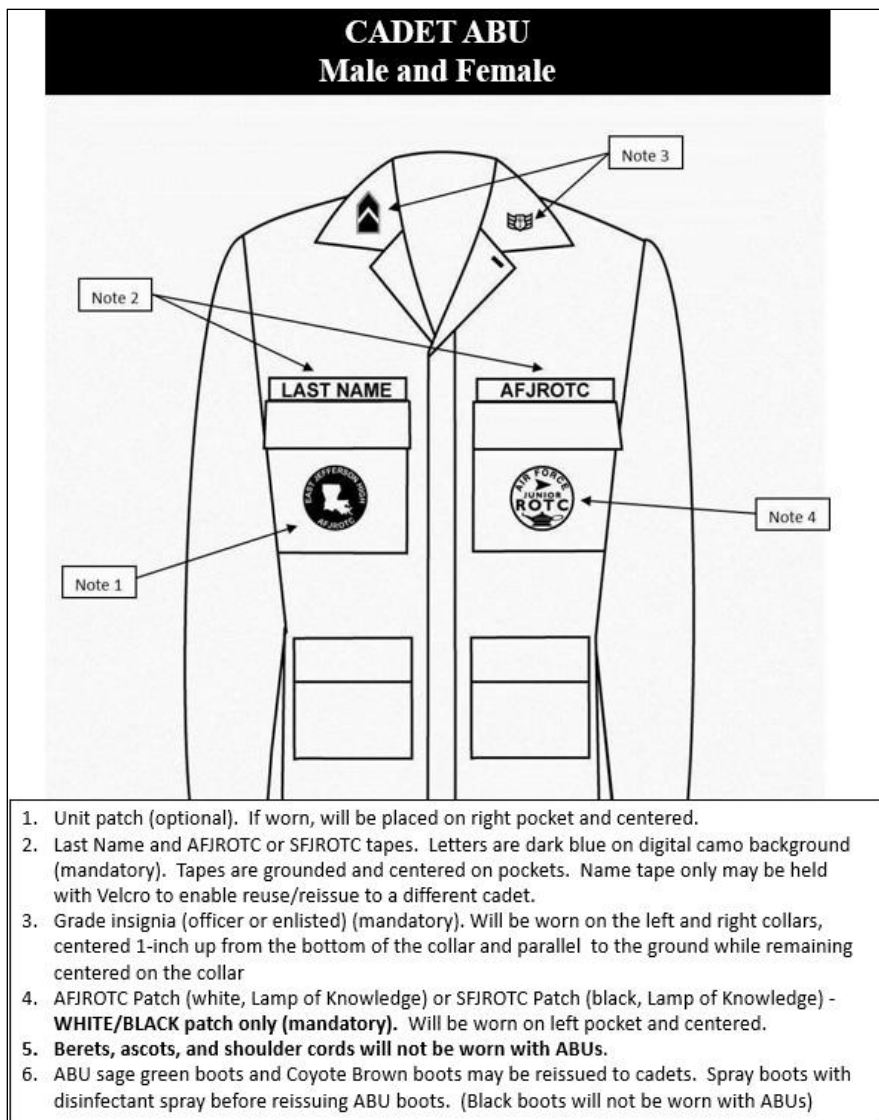


Figure 9.14 "Cadet ABU Blouse (Male & Female)"

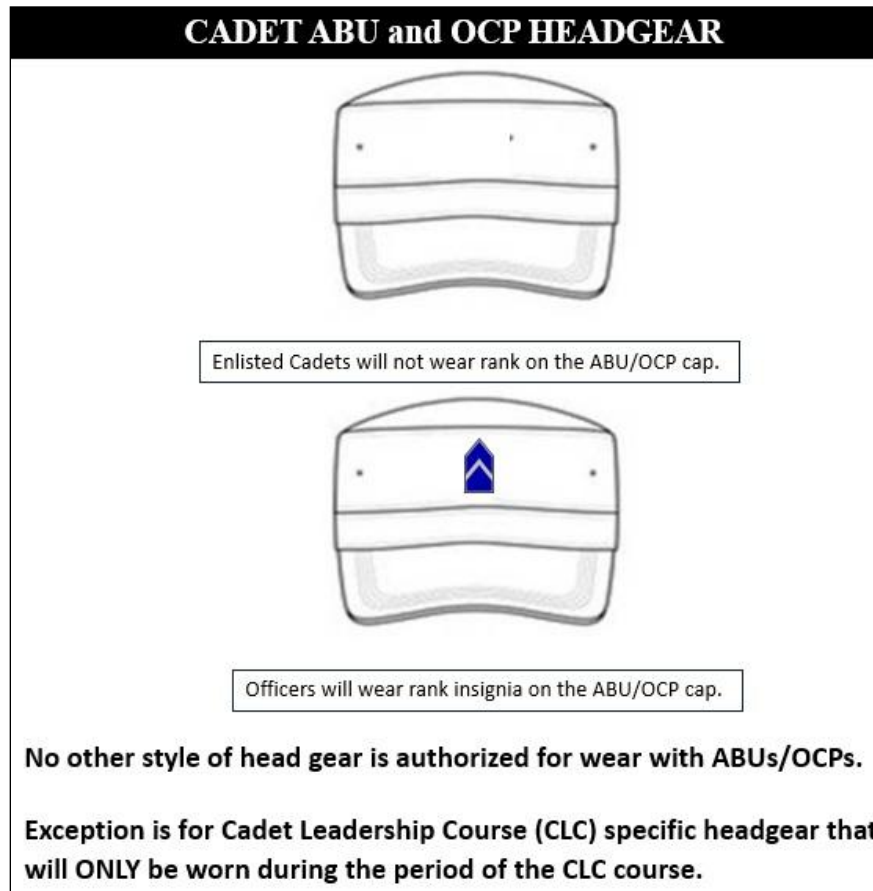


Figure 9.15a “Cadet ABU Headgear”

7. Operational Camouflage Pattern (OCPs):

- a. OCPs may be worn by all cadets.
- b. When OCPs are worn, the following requirements must be met:
 - (1) Worn with name tapes.
 - (2) Blouse will be worn at all times. See Figure 9.15b.
 - (3) Shirtsleeves may be rolled up in warm weather.
 - (4) Undergarment will be a Coyote brown T-shirt.
 - (5) Pants will be tucked in with a bloused appearance.
 - (6) Worn with Coyote brown combat boots.
 - (7) OCP cap is the only authorized headgear. Officers will wear rank insignia. Enlisted do not wear any insignia. See Figure 9.15a.
 - (8) Wear of one shoulder cord/rope is authorized.
 - (9) Berets, ascots & gloves are not authorized.

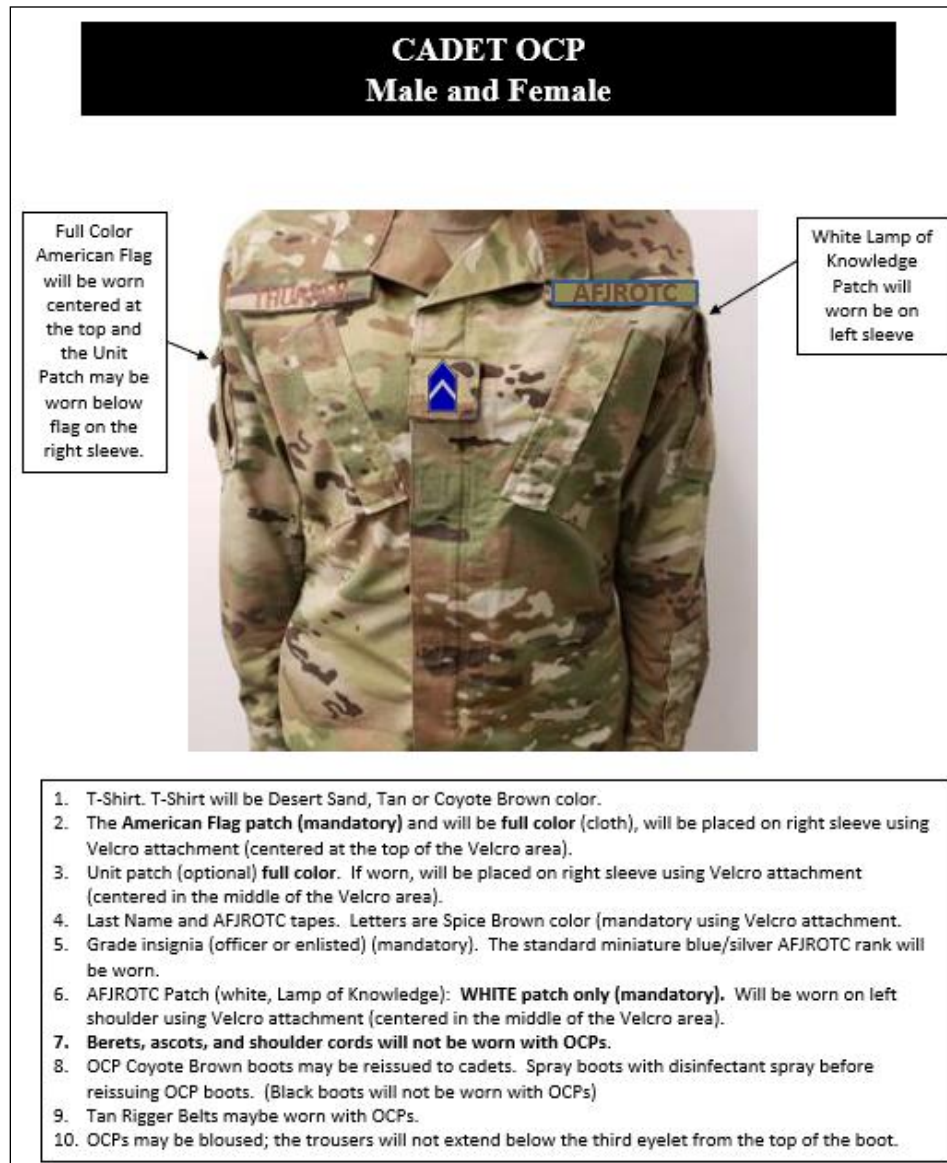


Figure 9.15b “Cadet OCP Blouse (Male & Female)”

8. Semi-Formal Dress Uniform: Semi-formal dress uniform is only worn for social functions of a semi-formal and/or official nature as prescribed by the SASI. When in semi-formal dress, saluting is not required. See Figure 9.16.

a. Coat: Semi-formal dress uniform coat is the service dress uniform coat without a name tag.

b. Medals: Cadets may wear medals with the semi-formal uniform. AFJROTC ribbons will not be worn with the semi-formal dress uniform when medals are worn. Large medals will be worn on the semi-formal uniform coat ½ inch below the top of the welt of the pocket, centered on the pocket.

c. Shirt: Cadets may wear either a blue or white long-sleeve shirt. The shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs. Shirts will be tucked into the trousers. Female cadets may wear a white long-sleeved blouse similar in style to the men’s white long-sleeve shirt.

- d. Tie/Tab: Either a blue polyester or silk, herringbone twill tie/tab may be worn. Men may wear a plain black or dark blue bow tie with the long-sleeve white shirt.
- e. Trousers or skirts: Same as the service dress uniform trousers and/or skirt.
- f. Belt/Buckle: Same as the service dress belt and buckle.
- g. Headgear: No headgear is worn.
- h. Mess Dress Uniforms are not authorized for wear.

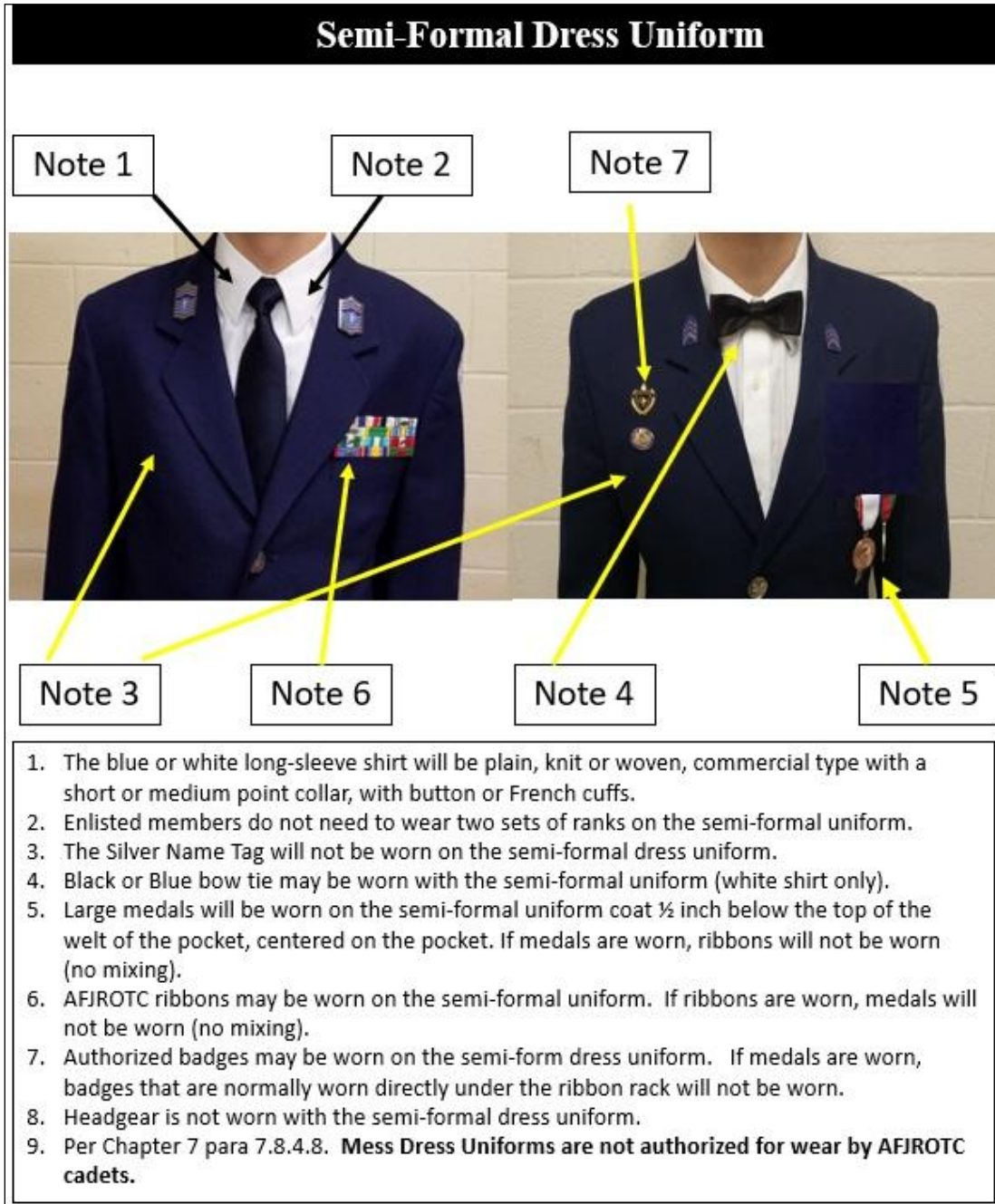


Figure 9.16 “Semi-Formal Dress Uniform”

9. Air Force Physical Training Gear (PTG) Uniform: The PTG uniform will consist of the Air Force PTG shirt and Air Force PTG shorts or unit specific shirt and unit shorts or

sweatpants. The PTG uniform will be worn when directed by one of the instructors as determined by the activity on each PT day. The PTG uniform is not required to be worn all day but you will only have four minutes to change out before the activity of the day starts. Wearing of the PTG uniform, when directed, will count as a uniform grade that day. See Figure 9.17.

- a. PTG shirt: Can be tucked or untucked. Do not remove or cut sleeves. PTG undershirts (e.g., Spandex, Lycra or elastic material) may be worn and visible under the PTG shirt. There is no color restriction on the form fitting undershirt; undershirt may have visible small trademark logo.
- b. PTG Shorts: Waistband will rest at or within two inches of the natural waistline.
- c. Socks are mandatory and will be white or black and may have small trademark logos.
- d. Footwear: Must wear appropriate footwear while engaging in physical fitness activities. There are no color restrictions.
- e. Headgear: SASI may authorize wear of an optional solid color, that is conservative and in good taste, baseball/sport cap with the PTG uniform. If authorized, caps are to be worn outdoors only and cadet officer rank will be worn. Enlisted cadets will not have any rank on their headgear.




Figure 9.17 “Unit and Air Force PTG Uniforms”

10. Exhibition Uniform:

- a. Berets, solid color, white, dark blue and/or black only with AFJROTC rank (officer or enlisted) insignia or mini-Hap Arnold insignia. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single “infantry” style cord, without metal tips, no more than 1” wide. On the blue shirt the cord will be

under the epaulet, grounded to the left shoulder seam & pinned to the shoulder with the pin hidden beneath the cord. Blue/silver name tags & ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. Solid color (e.g., black, blue, orange, white, red, yellow, pink, green) ascots may be worn. Ascots will not be worn on regular uniform days. Gloves (one or two colors) may be worn but not on regular uniform days. See Figures 9.18 & 9.19.

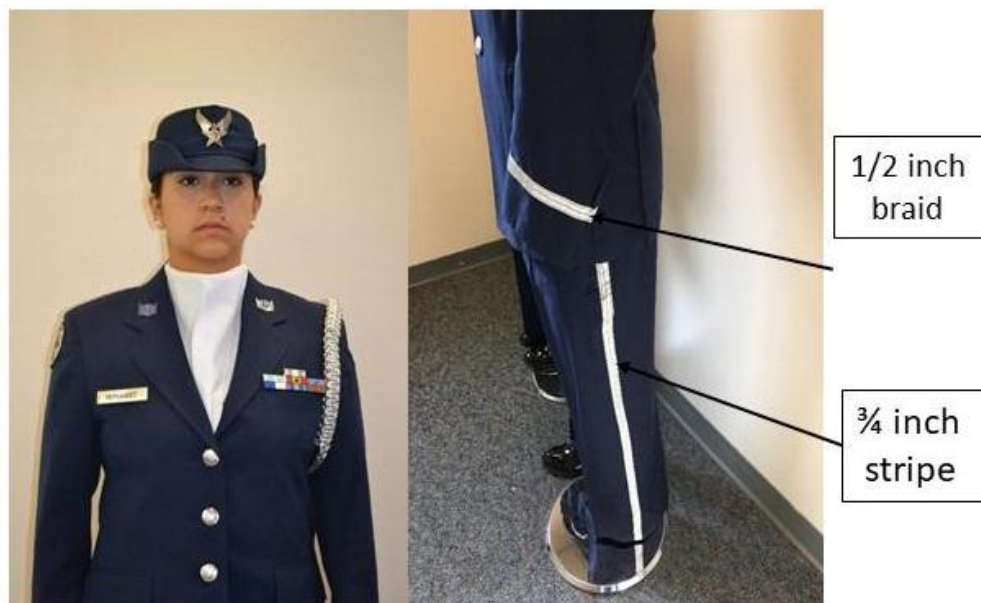
Sample Exhibition Uniform



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. Shoulder Cord. Cadets are authorized to wear **one shoulder cord** on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a ¾ inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.** .
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized**, i.e., on the back of the blue shirt collar or shoulder yoke.
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets.** Spray boots/corfams with disinfectant spray before reissuing.

Figure 9.18 "Sample Exhibition Uniform"

Sample Exhibition Uniform



1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's. Service Caps (wheel and bucket hats) will be a **solid color and free of any embroidery.**
2. Shoulder Cord. Cadets are authorized to wear **one shoulder cord** on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a $\frac{3}{4}$ inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.** .
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. A $\frac{1}{2}$ inch silver, dark blue, or black only sleeve braid, 3 inches from the end of the sleeve, may be worn.
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets.** Spray boots/corfams with disinfectant spray before reissuing.

Figure 9.19 "Sample Exhibition Uniform"

11. Miscellaneous:

a. Removal of Coats: Cadets may remove their uniform coats in school classrooms if their blue shirt has the required items on it (i.e., name tag & rank).

b. Distinctive Gear: Color Guards & Drill Teams may wear additional uniform items, insignia & devices as specified in paragraph 9 above. Except for shoulder cords and berets, a cadet will not wear the above nonstandard items unless performing duty as a member of such a group.

c. Shoulder Cords (Ropes): Senior Staff cords are earned immediately upon assignment to the position. Color Guard, Armed, Unarmed & PT drill team

members earn their ropes after competing in three competitions. Saber drill team members earn their ropes after competing in two competitions or one competition and homecoming football procession. Only one cord may be worn on the left shoulder of the light blue shirt or service dress coat.

The following describes who wears what color cord:

<u>Position</u>	<u>Color</u>
Senior Staff	Orange/Blue, Orange or Blue
Flight Commanders	Blue, Orange or White
Drill Team Members	Orange/White
Color Guard (special occasions)	Blue/White

d. Berets: Berets with officer or enlisted rank or mini-Hap Arnold insignia may be worn when earned. Berets may be worn on regular uniform days. See Figure 9.20. Following criteria must be met to earn a beret:

- (1) Completed at least one year of AFJROTC
- (2) JROTC average is at least 90%
- (3) Passing all classes
- (4) No uniform misses
- (5) No disciplinary reports
- (6) Be on a drill team, have an additional duty or a leadership position
- (7) Completed at least 50 hours of community service (six events or more)
- (8) Write a 200 plus word essay stating why you should be awarded one & present to class
- (9) Have earned your letterman



Figure 9.20 “Beret with Service Coat”

e. **Unauthorized Wear of the Uniform:** AFJROTC cadets will be told where & when to wear the uniform. Cadets will obtain permission to wear the uniform at other times.

f. Cadets are not permitted to post, text, email or otherwise transmit pictures or videos of cadets in uniform who are engaging in inappropriate activities. If a cadet posts, texts, emails or transmits a picture or video of this nature, it will result in loss of rank, removal from a future activity/trip or other punishment as deemed appropriate by the SASI.

g. Figure 9.21 provides detailed information for wear of the lightweight blue jacket and Figures 9.22 to 9.24 gives sample uniform pictures.

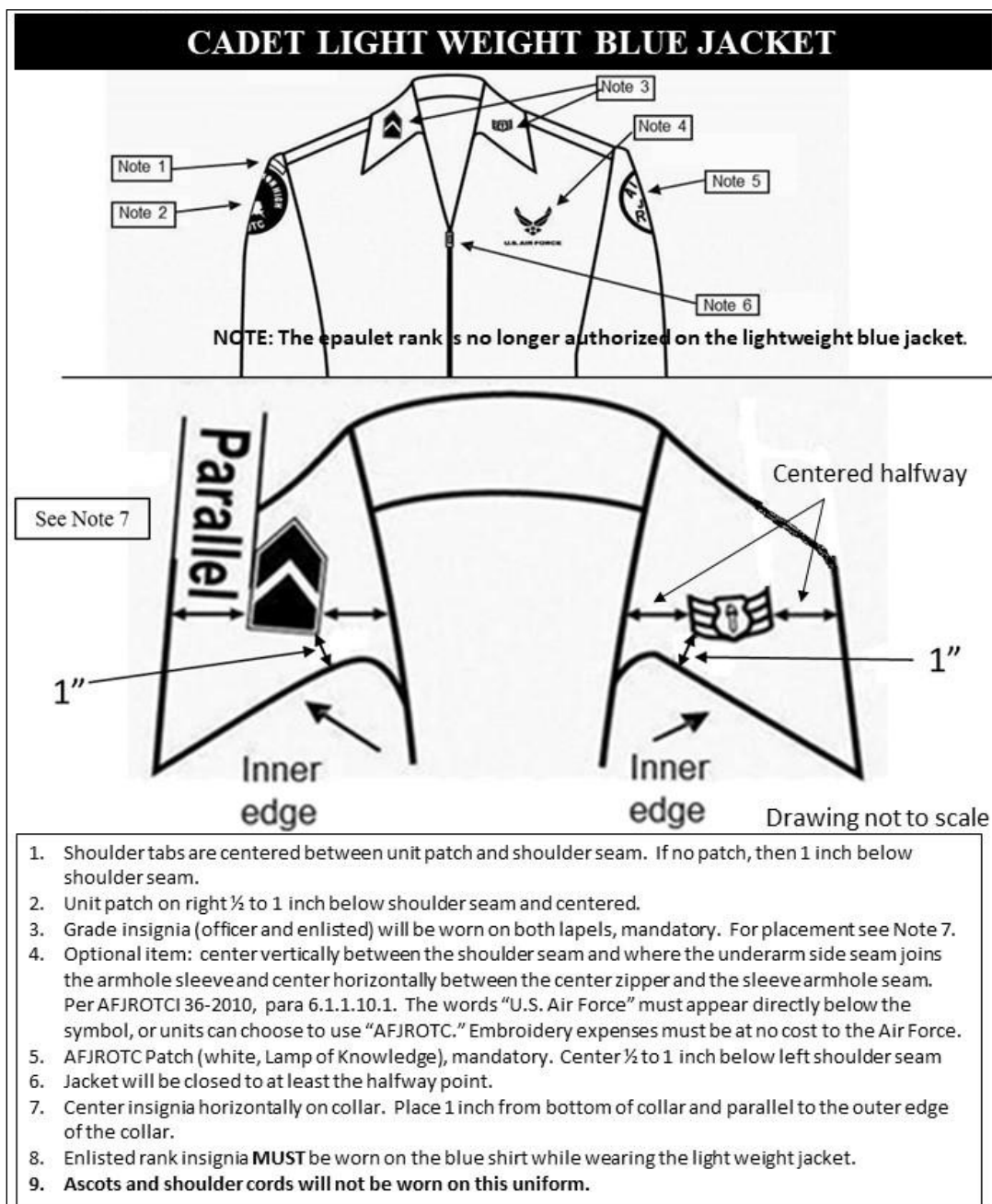


Figure 9.21 “Cadet Lightweight Blue Jacket”



Figure 9.22 "Male Service Coat and Blue Shirt"



Figure 9.23 "Female Service Coat and Blue Shirt"



Figure 9.24 “ABU & OCP Blouse & Cap”

12. Uniform Inspection: Uniform inspections are conducted on uniform days (normally Wednesdays) either by an instructor, your Flight Commander, Squadron Commander or Group Commander. Listed below are the points deducted from a score of 100%. Males will receive a zero and have to make up their uniform wear if not clean shaven.

<u>Item</u>	<u>Points Deduction*</u>
Hat (dirty)	5
Hair (male - not in regulation)	25
Hair (female - not in regulation)	15
Earrings (female only)	5
Nail Polish (female only)	5
Shirt/Blouse (dirty/wrinkled/strings)	5
Jacket (dirty/wrinkled/strings)	5
Nametag or Rank (missing/misaligned)	5
Ribbons (dirty/misaligned/frayed)	5
Belt & Buckle (missing/gig line)	5
T-Shirt (not regulation)	5
Pants (dirty/wrinkled/strings)	5
Shoes (dirty/unlaced)	5
Socks (not regulation)	5
Jewelry (rings/bracelets/necklaces)	10
Bearing	10
Knowledge	5

* If you fail to wear your hat, you will receive a 25-point deduction from your uniform grade. This includes not wearing it when required while in uniform.

*** If a male cadet is not clean shaven, he will receive a zero for uniform wear and must make up the uniform wear the next day and be clean shaven.**

* A 25-point deduction to your uniform grade will be made if you participate in PDA while in uniform.

13. In School Suspension (ISS), Short- & Long-Term Carver, Testing, School Trips

a. If you attend ISS on a uniform day, you must wear your uniform that day. Have the teacher email one of the instructors stating you're in uniform & you'll receive a 70% (as you are not able to participate in the open-ranks formation). Failure to do so will result in receiving a zero.

b. If sent to Carver, you are removed from JROTC for the time you are there and do not receive JROTC credit for that time period. These instances will be handled on a case-by-case basis.

c. If testing (e.g., STAAR, ASVAB, etc.) on a uniform day, you're still required to wear your uniform that day. You must stop by JROTC during the day & let one of the instructors know you wore your uniform on the required day or have a teacher email an instructor. Failure to do so will result in receiving a zero.

- d. If on a school trip, you're not required to wear your uniform. You must wear it on your next day at school.
- e. Bottom line: It's your responsibility to let one of the instructors know you wore your uniform when not in JROTC on a required uniform day.

14. Missed Uniform Wear


- a. If absent, you're allowed to wear your uniform on the next day you're present. You will be inspected by your flight commander or an instructor and receive full credit if no discrepancies are noted.
- b. If you choose not to wear the uniform on uniform day, you're allowed to make up the missed day on the next school day. You will receive a maximum score of 50%. You're only allowed three missed uniform day makeups. After the 3rd missed uniform day (not including absences) you will receive a zero & are not allowed to make up the missed uniform day.

15. Unit Polo Shirt

- a. Males must be clean shaven.
- b. Females may wear their hair down.
- c. Cosmetics will be conservative.
- d. Shirt will be tucked in.
- e. A belt will be worn.
- f. Closed-toe shoes will be worn.
- g. Cadets may wear jeans or shorts with no holes, cuts, slits or frays.
- h. Jeans or shorts will be solid colored blue, black, gray or tan/khaki. Distracting designs are not permitted.

CHAPTER 10

Badges

-  **Distinguished AFJROTC Cadet Badge.** This annual award consists of a certificate & the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding third-year cadet selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence.

The recipient should hold the following awards prior to selection:






- Leadership Ribbon
- Achievement Ribbon
- Superior Performance Ribbon
- Academic Ribbon
- Leadership Development Requirement Leadership Ribbon
- Service Ribbon



- Aerospace Education Foundation (AEF) Academic Cadet Badge.** Annual award presented to rising Junior & Senior cadets for academic excellence as signified by attaining an overall 3.3 GPA with no grade below "C" on their transcript. The individuals must be recommended by the SASI & will receive the badge at the beginning of the following school year after earning this distinction.

National Awards & Ribbons


The following national-level awards are presented at the annual Dining Out/Awards Banquet. Criteria for national-level awards can be found in Chapter 7 of the Operational Supplement.

-  Air Force Association Award (Medal/Ribbon)
-  Daedalian Award (Medal/Ribbon)
-  Daughters of the American Revolution Award (Medal/Ribbon)
-  American Legion Scholastic Award (Medal/Ribbon)
-  American Legion General Military Excellence Award (Medal/Ribbon)


6.  Reserve Officers Association Award (Medal/Ribbon)
7.  Military Officers Association Award (Medal/Ribbon)
8.  Veterans of Foreign Wars (VFW) Award (Medal/Ribbon)
9.  National Society United States Daughters of 1812 (Medal/Ribbon)
10.  National Sojourners Award (Medal/Ribbon)
11.  Scottish Rite, Southern Jurisdiction Award (Medal/Ribbon)
12.  Military Order of the Purple Heart Award (Medal/Ribbon)
13.  Sons of the American Revolution Award (Medal/Ribbon)
14.  Military Order of World Wars Award (Medal/Ribbon)
15.  American Veterans Award (Medal/Ribbon)
16.  Air Force Sergeants Association (AFSA) Award (Medal/Ribbon)
17.  Tuskegee Airmen Incorporated AFJROTC Cadet Award (Ribbon)
18.  The Retired Enlisted Association Award (Medal/Ribbon)
19.  The Celebrate Freedom Foundation Award (Medal/Ribbon)
20.  Air Commando Association Award (Medal/Ribbon)


Special Awards


1.  **Gold Valor,**  **Silver Valor,**  **Cadet Humanitarian** and  **Community Service with Excellence Awards.** Criteria for these awards can be found in Chapter 7 of the Operational Supplement.


2.  **Silver Star Community Service with Excellence Award.** This award will be an honor that emphasizes the value of community service and establishes a greater sense of pride within the corps. Awarded to the top 5% of JROTC units who have the highest “per cadet average” of community service hours. A cadet must complete a minimum of 12 hours of community service during the academic year and be nominated by the SASI in order to receive this ribbon.

JROTC Awards & Ribbons


1.  **Distinguished Unit Award with Merit.** Awarded to cadets enrolled during the same academic year in which the TX-936 receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and TX-936 is selected by HQ AFJROTC to receive the Distinguished Unit Award (DUA). Both criteria must occur during the same academic year.

2.  **Distinguished Unit Award.** Awarded to cadets enrolled during the academic year when TX-936 is selected by HQ AFJROTC to receive the DUA.


3.  **Outstanding Flight Ribbon.** Awarded each academic term. Any flight with a member failing JROTC that semester does not qualify for the Outstanding Flight Ribbon. The flight must have demonstrated leadership, military discipline & outstanding character. This award will be given to the top Freshmen Flight and the top Upperclassman Flight.


4.  **Top Performer Ribbon.** Presented to a maximum of 2% of the corps by the Region Director during a formal Staff Assistance Visit or Unit Evaluation. The award will recognize a cadet's performance in the following key areas:


- Leadership & job performance: primary duty & specifically in preparation for the unit's annual assessment
- Leadership qualities: involvement & positions held in extracurricular activities
- Academic performance: nominee must be in good academic standing in all high school course work
- Significant self-improvement
- Community involvement
- Other accomplishments


5.  **Outstanding Cadet Ribbon.** Awarded annually at the SASI's discretion to the outstanding 1st through 4th year male & female cadets. Recipients must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, & attain academic & military excellence.


Outstanding Cadet Ribbon with silver star. Cadets chosen as State, Pacific and European "AFJROTC and AFA Cadet Leadership Award" winners will be awarded the "Outstanding Cadet Ribbon" with silver star. Exception: If a cadet has previously earned the Outstanding Cadet Ribbon or earns it in the future, that cadet will wear only one ribbon; that would be the Outstanding Cadet Ribbon with silver star, since that award is of higher precedence.

6.  **Leadership Ribbon.** Awarded at the SASI's discretion for consistent outstanding performance in a position of leadership above & beyond expected performance as an AFJROTC cadet in corps training activities.


7.  **Superior Performance Ribbon.** Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Can be presented for single or sustained performance of a superior nature.


8.  **Achievement Ribbon.** Awarded for a significant achievement as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period. This ribbon will be awarded to honor graduates from a summer leadership course of at least 5 days duration.


9.  **Academic Ribbon.** Awarded for academic excellence as signified by attaining an overall GPA of at least "B" for one academic term, in addition to an "A" average in AFJROTC. This ribbon may only be earned once per school year (See note 1).


10.  **Cadet Leadership Course Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration. Add a bronze star for each additional leadership school completed. Add a silver star for outstanding performance or leadership ability at a leadership school. Limit the star to 10 percent of the class. Award a silver star for CTO/CTI service.


11.  **Special Teams Placement Ribbon.** Awarded to drill team members for placing 1st through 3rd in any event in an Air Force or Joint Service drill meet to include Color Guard, Armed, Unarmed, Saber, PT, Academic, CyberPatriot, etc.


12.  **Orienteering Ribbon.** Awarded to cadets completing Orienteering training & completing the orienteering course per requirements of the particular course. Additionally, the ribbon will be awarded to orienteering team members placing 1st through 3rd in an orienteering meet.


13.  **Leadership Development Requirement (LDR) Leadership Ribbon.** Awarded at the SASI's discretion for leadership in AFJROTC LDR activities (specifics on LDR activities are in chapter 11). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This award may be earned a maximum of four times.


14.  **Drill Team Ribbon.** Cadet must be on a drill team for the entire drill season and will be awarded for distinguished participation in at least 60% of all drill team events that season. An oak leaf cluster should be added to this ribbon for each subsequent qualifying year. (See note 3)


15.  **Color Guard Ribbon.** Awarded for distinguished participation in at least five color guard events (tracked by Color Guard Commanders) in an academic year. An oak leaf cluster should be added to this ribbon for each subsequent qualifying academic year. This ribbon can only be earned once per academic year.


16.  **Saber Team Ribbon.** Awarded for distinguished participation in at least three saber team events (tracked by Saber Team Commander) in an academic year. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year. Participation can include but is not limited to saber team for homecoming week, any drill competition & other events requiring a saber team. This ribbon can only be earned once per academic year.


17.  **Joint Leadership Academic Bowl (JLAB) Ribbon.** Cadets must be a member of the JLAB team and compete in at least one Academic Bowl during the school year. An oak leaf cluster should be added to this ribbon for each qualifying year beginning with the second year. This ribbon can only be earned once per academic year.


18.  **Raiders Team Ribbon.** Cadets must be a member of the Raiders Team and compete in at least one Raider Team Event during the school year. An oak leaf cluster should be added to this ribbon for each qualifying year beginning with the second year. This ribbon can only be earned once per academic year.


19.  **Military Model Building Team Ribbon.** Cadets must be a member of the Military Model Building Team. Cadets will earn this ribbon for each completed military model. Airplane models are the priority and will be hung in the bay upon completion. An oak leaf cluster should be added to this ribbon for each qualifying military model completed.


20.  **Unmanned Aircraft Systems (UAS) Ribbon.** Cadets must be a member of the UAS team and compete at a UAS competition during the school year. UAS vehicles include multi-copters, drones & remote-controlled aircraft/vehicles. An oak leaf cluster should be added to this ribbon for each qualifying year beginning with the second year. This ribbon can only be earned once per academic year.


17.  **Good Conduct Ribbon.** Awarded to cadets with no suspensions of any kind, no adverse reports from other staff or faculty in a school year with SASI approval.

18.  **Service Ribbon.** Awarded at the SASI's discretion for distinctive performance in school, community or AFJROTC service projects. Limited to members whose active participation in five different service projects (tracked by Group Superintendent) contributed significantly to the goals of the organization. Participation in Drill Teams, Saber Team or Color Guard does not qualify for the service ribbon.


19.  **Health & Wellness Ribbon.** Awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84 percentiles will receive a Bronze Star device; 85-95 percentile will receive a Silver Star device; and 96-100 percent will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon.

20.  **Recruiting Ribbon.** Awarded for outstanding effort in support of unit recruiting activities. To be awarded, a cadet must recruit at least two students into the JROTC program and the students have to remain in the program for at least half a school year (total of 18 weeks). Cadets may also be considered for this award based on exceptional service planning or executing a recruiting event. Final determination is at SASI discretion.


21.  **Activities Ribbon.** Awarded for participation in LDR activities other than those that qualify for another ribbon (e.g., Drill, Color Guard, Saber, JLAB, UAS, etc.). These include, but are not limited to JROTC parties (e.g., Christmas, Halloween, Valentine, etc.), trips (e.g., senior, Newk's Ranch, Dyess AFB, etc.), orienteering teams, model rocketry clubs, AFJROTC academic teams (other than JLAB), AFJROTC sports teams & participation in Future Leaders Orientation Workshop (FLOW). An oak leaf cluster should be added to this ribbon for each subsequent qualifying academic year. The SASI awards this ribbon after participation in five approved events (tracked by Group Superintendent). This ribbon can only be earned once per academic year.


22.  **Attendance Ribbon.** Awarded to cadets with no more than three excused absences and no unexcused absences in an academic term (may also be

applied to class tardiness at the SASI's discretion). This ribbon may only be earned once per school year (See note 1).

23.  **Dress and Appearance Ribbon.** Awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards in a school year with SASI approval.

24.  **Longevity Ribbon.** Awarded for completion of each AS year.

25.  **Bataan Death March Memorial Hike Ribbon.** To honor & remember the sacrifices of the victims and survivors of WW II's Bataan Death March. Requires a 14-mile hike accomplished with instructor supervision.


26.  **Patriotic Flag Ribbon.** Awarded for participation in non-color guard events specifically designed to honor our nation's flag. Events include flag retirement ceremonies, flag folding ceremonies, historical flag demonstrations, flag raising/lowering at CHS (30 events...split between semesters), flag raising/lowering at CFC (15 events...split between semesters), teaching flag etiquette at an elementary school or youth organization & Memorial Day flag placement to honor Veterans. Must complete five events or the specified number of on-campus flag raising/lowering. Can only be earned once. Tracked by Drill & Ceremonies personnel. **Once earned, cadets are the go-to person to guarantee campus flags are taken care of.**

27.  **AFJROTC Resiliency – COVID-19 Ribbon.** Awarded by the SASI to any cadet who was enrolled in an AFJROTC course of study from 1 March 2020 to 30 June 2022.

Civil Air Patrol (CAP) Awards & Ribbons

1. CAP ribbons may be worn by cadets during regular uniform days and will be worn in the precedence listed below following the Patriotic Flag Ribbon. CAP Medals will not be worn on regular uniform days.

2. Following CAP Awards may be earned by a cadet:

-  General Carl Spaatz Award

-  General Ira C. Eaker Award

-  Amelia Earhart Award

-  General Billy Mitchell Award

-  General J.F. Curry Achievement Award

NOTES:

- * 1. For the purpose of clarification of “academic term”: The TX-936 SASI defines the term as meaning an entire school year with the exception of the Outstanding Flight Ribbon which can be earned for each semester of a school year. All other awards will require a cadet to serve an entire school year to receive the award described above.
- * 2. Drill Team Ribbon: Exception to the 60% participation is the Saber team is required to participate in at least 50% of drill team events.
- * 3. Badges or insignia from Active Duty, Guard, Reserve or any other non-AFJROTC group are not authorized on the AFJROTC uniform. Badges, ribbons or insignia from middle school programs such as Youth Leadership Corps are not authorized on the AFJROTC uniform.
- * 4. Valor awards from all services are worn ahead of all other ribbons from any service. The AFJROTC Valor Awards will be worn first, with other services’ Valor Awards worn in the following order: Army, Navy, Marine Corps and Coast Guard.
- * 5. AFJROTC cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps or Coast Guard JROTC ribbons/medals earned while serving in a sister-service JROTC program. Sister-service JROTC ribbons/medals may not be worn by AFJROTC cadets. The SASI will determine equivalent AFJROTC ribbon(s) to issue.

JROTC Graduation Cord

1. Following required to earn the JROTC Graduation Cord:
 - a. 85% or higher GPA
 - b. 75 community services hours or more for 4 years of JROTC (if less than 4 years, 15 hours per year or more average)
 - c. Earn letterman jacket
 - d. Essay explaining why you deserve the cord (100+ words)
 - e. Approved by the SASI

AF JROTC Ribbon Chart

Air Force and Space Force JROTC Ribbon Chart

1. Gold Valor Award	2. Silver Valor Award	3. Cadet Humanitarian Award	4. Silver Star Community Service w/Excellence Award	5. Community Service with Excellence Award	6. Air Force Association Award
7. Daedalian Award	8. Daughters of the American Revolution Award	9. American Legion Scholastic Award	10. American Legion General Military Excellence Award	11. Reserve Organization of America (ROA) Award	12. Military Officers Association Award
13. Veterans of Foreign Wars (VFW) Award	14. National Society United States Daughters of 1812	15. National Sojourners Award	16. Scottish Rite, Southern Jurisdiction Award	17. Military Order of the Purple Heart	18. Sons of the American Revolution Award
19. Military Order of World Wars Medal	20. American Veterans Award	21. Air Force Sergeants Association	22. Tuskegee Airman Inc. Award	23. The Retired Enlisted Association Award	24. Celebrate Freedom Foundation Award
25. Air Commando Association Award	26. Distinguished Unit Award w/Merit	27. Distinguished Unit Award	28. Outstanding Organization Award	29. Outstanding Flight Ribbon	30. Top Performer Award
31. Outstanding Cadet Ribbon	32. Leadership Ribbon	33. Superior Performance Ribbon	34. Achievement Ribbon	35. Academic Ribbon	36. Cadet Leadership Course Ribbon
37. Special Teams Placement Ribbon	38. All-Service National Competition Ribbon	39. Air Force Nationals Competition Ribbon	40. Orienteering Ribbon	41. Leadership Development Requirement (LDR) Leadership Ribbon	42. Drill Team Ribbon
43. Color Guard Ribbon	44. Sabre Team Ribbon	45. Marksmanship Ribbon	46. USAA Education Foundation JLAB Ribbon	47. Cyber Patriot Ribbon	48. StellarXplorers Ribbon
49. Raiders Team Ribbon	50. Military Model Building Ribbon	51. Unmanned Aircraft Systems (UAS) Ribbon	52. Robotics Ribbon	53. Good Conduct Ribbon	54. Service Ribbon
55. Health and Wellness Ribbon	56. Recruiting Ribbon	57. Activities Ribbon	58. Attendance Ribbon	59. Dress and Appearance Ribbon	60. Longevity Ribbon
61. Bataan Death March Memorial Hike Ribbon	62. Patriotic Flag Ribbon	63. Resiliency Ribbon	64-68. CAP Ribbons		

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Letterman Jacket

1. Criteria: Cadets must meet the following criteria to earn a Letterman Jacket while in AFJROTC:

- a. JROTC average is at least 90%
- b. Passing all classes
- c. No uniform misses
- d. Involved in at least one of the following:
 - (1) Leadership position
 - (2) Additional duty
 - (3) Member of a team (Drill, PT, Cyber, etc.)
- e. Completed at least 25 hours of community service (three events or more)
- f. No disciplinary reports
- g. Write a 250-300 word essay on what earning a JROTC Letterman's Jacket means to you
- h. Present essay to your classmates

2. Essays are accepted by the SASI twice a year. Freshmen are not eligible to earn a letterman jacket until the 2nd semester.

Beret

1. Criteria: Cadets must meet the following criteria to earn a Beret while in AFJROTC:

- a. Completed at least one year of AFJROTC
- b. JROTC average is at least 90%
- c. Passing all classes
- d. No uniform misses
- e. No disciplinary reports
- f. Be on a drill team, have an additional duty or a leadership position
- g. Completed at least 50 hours of community service (six events or more)
- h. Write a 200 plus word essay stating why you should be awarded one & present to class
- i. Have earned your letterman

CHAPTER 11

Community Service, Leadership Development Requirement (LDR) & Other Activities

1. Community Service: Community service by cadets is a key tenant of good citizenship, while providing an exceptional opportunity to develop teamwork and cadet corps ownership. It allows cadets to demonstrate “Service Before Self”. Cadet leadership will make community service a top priority. Their goal is to get maximum cadet participation at every event. Higher cadet participation rates lead to higher recruitment and retention rates, as well as providing opportunities for greater corps visibility in the school and community. To be considered a community service event it must be AFJROTC sponsored and school approved, planned by the cadet corps, organized and executed by the cadet corps and supervised by one of the instructors. Cadets are briefed when opportunities are available and a sign-up sheet is put out a week or so in advance depending on the event.

2. Leadership Development Requirement: LDR activities are critical to the success of our unit & the growth of our cadet leaders. To be considered an LDR activity it must be an AFJROTC sponsored and school approved team or committee that plans and/or participates in events conducted outside classroom hours (before school/after school). These events will be planned, organized & executed by the cadet corps while being supervised by one of the instructors. LDR activities may or may not include community service hours.

3. Requirements: To participate in AFJROTC LDR & community service activities, you must get permission from parents/guardians and/or the SASI. Permission forms will be distributed to participants in advance of a scheduled out-of-town activity. Cadets are not allowed to participate in an out-of-town activity without a completed permission form. All students are required to participate in at least two activities involving community service during the fall semester for a grade. **Failure to participate in at least two community service events in the fall and one in the spring will result in taking the respective semester exam.**

4. LDR Activities: The following teams and committees are considered LDR activities as they are cadet led, formed and executed. These events may or may not have a community service component, but cadets are required to plan, train, practice and/or execute the activity. LDR activities are divided into three Tiers. Tier I is STEM based, Tier II is Activity based and Tier III is Unit based. They will be entered in WINGS within one week of completion.

Tier I STEM Based	Tier II Activity Based	Tier III Unit Based
Joint Ldrshp Academic Bowl Unmanned Aircraft Systems	Archery Color Guard Teams Drill Meet Drill Teams & Meets	Awareness Presentation Team Campus Flag Detail Team Committees (9) Demonstration Drill Teams Model Building Team School Appreciation Team Senior Staff Spirit Teams TX-936 Web Page Team

a. Joint Leadership Academic Bowl (JLAB) Team: The JLAB Teams are selected by the SASI and compete annually in the Joint Leadership Academic Bowl (JLAB) sponsored by the College Options Foundation. Tier I LDR with no community service component associated with this event.

b. Awareness Presentation Team (APT): APT is an academic endeavor designed to provide positive role models for elementary & middle school students. Cadets will visit our two feeder middle schools each fall to brief and demonstrate the various aspects of the AFJROTC program. Additionally, cadets will have the opportunity to teach flag etiquette to elementary and middle school students at various times throughout the school year. Cadets will earn the APT Badge after completing two APT events. There is no community service component associated with this event when it is only for recruiting. When teaching flag etiquette, cadets will earn community service hours. This is a Tier III LDR.

c. Band Support Team: The Band Coordinator is responsible for coordinating with the Mighty Bobcat Band to determine the extent of support needed during Football game halftime shows and UIL competitions as well as all practice sessions with the band. Support can include moving equipment before, during and after each show as well as performing with the band in various aspects (e.g., flag bearers, dressing up as characters for their themed shows & moving various props used during the show on the field). All band support team cadets are required to practice with the band for each of the shows. This is a Tier III LDR with a community service component associated with these events. **This team is currently not being utilized.**

d. Campus Flag Detail Team: Responsible for guaranteeing all flags are put up and taken down each day at Central High School flagpoles (all three of them). The Drill Officer or NCOIC is responsible for the ensuring these daily events are entered in WINGS. The time spent putting up and taking down the flags is community service. This is a Tier III LDR.

e. Christmas Party Committee: Responsible for the planning and execution of the annual Christmas Party. This team typically consists of cadets on MWR. This is a Tier III LDR with no community service component associated with this event.

f. Color Guard Teams: Color Guard teams are formed to post/retire or present the colors at school and community events. The Color Guard Drill Team

Commanders are responsible for determining the composition and training for each Color Guard event. The only community service component associated with this event is the actual event. All other functions are LDR only with no community service component. This is a Tier II LDR.

g. Demonstration Drill Teams: The Armed, Unarmed & Saber Drill Team Commanders are responsible for training cadets for events each year to include marching in the Veterans Day Parade and the Saber Arch for the crowning of the Homecoming Queen during the football homecoming game. This is a Tier III LDR with a community service component associated with this event.

h. Dining Out/Awards Banquet Committee: The Dining Out/Awards Banquet is the second TX-936 formal social function of the year where the group sits down together for a meal; & afterwards, there is an awards presentation to recognize outstanding cadets of the school year & announce the next year's Senior Staff assignments and Drill Team Commanders. This event is held in the spring semester (usually the last week of April or first week of May). Senior Staff along with MWR personnel are responsible for planning, set up and tear down, practicing and final execution of this event. This is a Tier III LDR with no community service component associated with this event.

i. Drill Meet Committee: Responsible for planning and execution of the TX-936 drill meet held during the fall semester. This is a Tier II LDR with no community service component associated with this event.

j. Drill Teams & Meets: The purpose of TX-936 drill teams is to develop esprit de corps & a sense of teamwork. Drill meets are times when our cadets drill against other JROTC units from across Texas. Each drill team is responsible for all aspects of their performances from picking team members through training, maintaining equipment and finally competing at drill meets. This is a Tier II LDR with no community service component associated with drill meets.

(1) TX-936 has the following drill teams:

- (a) Armed Team: competes in regulation & exhibition phases
- (b) Unarmed Team: competes in regulation & exhibition phases
- (c) Saber Team: competes in regulation & exhibition phases
- (d) Male Color Guard: competes in regulation phase
- (e) Female Color Guard: competes in regulation phase
- (f) Male PT Team: competes in events such as pushups, sit ups, runs, relays, pull ups, long jumps, etc.
- (g) Female PT Team: competes in events such as pushups, sit ups, runs, relays, pull ups, long jumps, etc.
- (h) Raider Team: competes in raider team style events.
- (i) Inspection Team: competes in open-ranks inspection phase
- (j) 1st-Year Team: competes in 30-step drill phase
- (k) Academic Team: competes in academic phase

(l) Unmanned Aerial System (UAS) Team: competes in multi-copter events. UAS teams are a Tier I LDR.

(m) Archery Team: competes in archery competitions

(n) CyberPatriot Team: competes in CyberPatriot challenges

(2) To participate in drill meets you must:

(a) Be a drill team member

(b) Agree to conform to a strict set of regulations outlined by the drill team commander

(c) Participate in after school practice (1610-1700)

1 Must attend all practices the week prior to any comp unless excused by one of the instructors or your drill team commander

2 Must attend at least one practice per week to go to comp. This practice must be the primary day for the team.

3 Notify your drill team commander if unable to make practice for any reason

(d) Show respect to all team members at all times

(e) Only use equipment for its intended use. Misuse of equipment may result in removal from a drill team.

(f) Realize you represent Central High School & TX-936

k. End-of-Year Get Together Committee: Responsible for the planning and execution of the annual End-of-Year Get Together. This team typically consists of cadets on MWR. This is a Tier III LDR with no community service component associated with this event.

l. Halloween Party Committee: Responsible for the planning and execution of the annual Halloween Party. This team typically consists of cadets on MWR. This is a Tier III LDR with no community service component associated with this event.

m. Homecoming Parade Committee: The Homecoming Parade committee is responsible for determining the costumes and float designs for the parade based on the theme determined each year by Central High School. Each cadet is responsible for designing their costume for the parade outside of class and also assisting in decorating the float(s) and any other items used in the parade. Participation in the Homecoming Parade is mandatory for all cadets. This is a Tier III LDR with no community service component associated with this event.

n. Military Ball Committee: Military Ball is the first of two TX-936 formal social functions of the year. Male cadets wear their service dress, semi-formal uniforms (semi-formal highly encouraged for senior staff) or coat & tie/tuxedo & female cadets wear evening dresses. In the past years, it has been an evening to be remembered. It's probably one of the most enjoyable evenings JROTC can offer. Military Ball is held in the fall semester (normally December). Senior Staff along with MWR personnel are responsible for planning, set up and tear down, practicing

and final execution of this event. This is a Tier III LDR with no community service component associated with this event.

o. Military Model Building Team: The Military Model Building Team is responsible for building models that will be hung in the Powell Hall bay. This is a Tier I LDR with no community service component associated with this event. **This team is currently not being utilized.**

p. School Appreciation Team: The School Appreciation Team is responsible for planning and executing the annual Central High School Staff Pancake appreciation breakfast and Central High School Custodian appreciation dinner. This is a Tier III LDR with a community service component associated with the actual event.

q. Senior Staff: Cadets on Senior Staff are responsible for the overall operation and morale of the unit. They meet as required to plan, organize & implement cadet activities, events and assignment to various leadership positions throughout the school year. Senior Staff members are also required to brief various aspects of the AFJROTC program to all periods a couple times each school year. Additionally, Senior Staff members provide individual input to the SASI before Military Ball & Dining Out each year stating who & why a cadet should be promoted to Senior Staff and/or remain on Senior Staff. Final approval for Senior Staff is determined by the SASI. This is a Tier III LDR with no community service component associated with this event.

r. Spirit Teams: Spirit Teams participate at all Central Football games (both home and away). Cadets who lead one of the various aspects of the Spirit Teams will receive LDR credit with all cadets receiving community service hours. This is a Tier III LDR. Spirit Teams are comprised of the following teams and/or leadership positions:

(1) Spirit Team Commander: responsible for overall event execution.

(2) Inflatable Team Lead: responsible for the set up & tear down of the Bobcat Inflatable before the start of the first and third quarters.

(3) Spirit Lead: responsible for the cheer section during the game.

(4) Flag Runner Lead: responsible for selecting and training cadets to run the flags after the Bobcats score a touchdown or make a field goal. He/she ensures school banners and flags are posted in the stadium. He/she also determines flag runners for the start of the game and after halftime when the Bobcat football players run out on the field.

(5) Color Guard Commander: responsible for presenting the colors during the National Anthem at the start of the game for home games and on rare occasions at away games.

(6) Band Support Coordinator: responsible for coordinating with the Mighty Bobcat Band to determine extent of support needed for the halftime show.

s. TX-936 Web Page Team: Responsible for maintaining the TX-936 web site located at <http://afjrotctx936.weebly.com/>. This is a Tier III LDR with no community service component associated with this event. **This team is currently not being utilized.**

t. Valentine Party Committee: Responsible for the planning and execution of the annual Valentine Party. This team typically consists of cadets on MWR. This is a Tier III LDR with no community service component associated with this event.

u. Veterans Day Parade Committee: The Veterans Day Parade committee is responsible for determining the composition of the group for the parade to include armed component, saber component, color guard, command section, banner team and squadron leadership. Participation in the Veterans Day Parade is mandatory for all cadets. The only community service component associated with this event is the actual parade. All other functions are LDR. This is a Tier III LDR.

v. Welcome Picnic Committee: Responsible for the planning and execution of the TX-936 Welcome Picnic held at the start of the school year. This is a Tier III LDR with no community service component associated with this event.

5. Other Activities: The following activities have neither an LDR nor community service component:

a. Cadet Staff Leadership Camp (CSLC) and Joint Cadet Leadership Camp (JCLC): Each summer cadets may apply to attend a summer leadership training school conducted at Hardin-Simmons University in Abilene, TX. Both camps include strenuous academic courses, drill & ceremonies and physical fitness. Attendance is at the discretion of the SASI and require meeting the following prerequisites.

(1) JCLC

- (a) Successfully tested for one rank
- (b) Recite the cadet creed
- (c) Completed minimum of 10 hours of community service

(2) CSLC

- (a) Completed JCLC
- (b) Complete the 30-step sequence
- (c) Completed minimum of 25 hours of community service

b. Curriculum in Action (CIA) Trips: CIA trips are school-sponsored field trips that directly support or serve as an extension of the AFJROTC curriculum. CIA trips have included visits to Air Force Bases, USS Lexington, Newcomb Ranch, orienteering, WW II airplane exhibits as well as others. Cadets must be in good academic & disciplinary standing to participate in CIA trips.

CHAPTER 12

Cadet Run Functional Areas of Responsibility

In a “cadet-owned” program, the cadet leadership is responsible for leading and maintaining all the functional areas. Identical to Air Force leadership positions, the cadet commander is required to demonstrate maturity, poise & leadership skills expected of today’s Air Force commanders. Likewise, cadets who exhibit the potential to become tomorrow’s leaders fill initial basic positions.

The following job descriptions outline the major responsibilities & duties of each cadet leadership position. Senior Staff positions are detailed first, followed by Support Squadron positions. All positions should lead by example & are expected to train their alternates. If a senior, the individual must have their alternate ready to take over their responsibilities at the start of the 2nd semester (this does not include Senior Staff positions). Seniors will act as trainers for the remainder of the school year at the start of the 2nd semester.

Note: Senior Staff members are required to review the TX-936 Cadet Guide when assigned to Senior Staff and at the start of each school year

1. Cadet Special Assistant is responsible for:

- a. Following directives of the SASI/ASIs
- b. Working on short- & long-range plans & projects (e.g., coordinating senior trip)
- c. Coordinating with Senior Staff to achieve all planned goals
- d. Attending & participating in staff meetings
- e. Tracking requirements for seniors to earn JROTC graduation cord

2. Group Commander is responsible for:

- a. Overall training, proficiency, conduct & appearance of the Group
- b. Guiding & directing the leadership training program to ensure every cadet has the opportunity to occupy a leadership position
- c. Supervising all administrative cadet corps activities IAW USAF, AETC & AFJROTC instructions
- d. Reviewing cadet corps progress, ongoing programs & future goals of the Group with the SASI
- e. Coordinating with Deputy Group Commander to ensure training to Squadron & Flight Commanders in order to provide standardization & consistent enforcement of rules throughout the group
- f. Participating actively in the corps’ extracurricular & LDR activities
- g. Directing all corps functions (e.g., ceremonies, Dining-Out, Military Ball, etc.)
- h. Works with staff to create unit goals at the start of the school year

3. Deputy Group Commander is responsible for:

- a. Assuming command of the Group in the absence of the commander

- b. Timely completion of all suspense dates
- c. Keeping the Group Commander informed of all daily matters
- d. Coordinating with Squadron Commanders to train Flight Commanders
- e. Participating actively in the corps' extracurricular & LDR activities

4. Group Superintendent is responsible for:

- a. Advising the Group Commander on items of interests that affect morale, welfare & esprit de corps
- b. Administering testing for promotion to Amn, A1C & SrA
- c. Guarantee basic military knowledge is learned by all cadets (e.g., teaching flag etiquette)
- d. Tracking & enforcing officer requirements
- e. Ensuring military customs & courtesies are followed IAW USAF guidance
- f. Participating actively in the corps' extracurricular & LDR activities

5. Support Squadron Commander is responsible for:

- a. Overseeing squadron productivity
- b. Ensuring proper & on-time completion of projects
- c. Setting up a process to solicit volunteers for job vacancies
- d. Maintaining & updating Cadet Organizational Chart
- e. Ensuring cadets with jobs are trained by OICs/NCOICs in a timely manner
- f. Participating actively in the corps' extracurricular & LDR activities
- g. Ensuring process in place to track time sheets (should be accomplished by OICs &/or NCOICs)

6. Squadron Commanders are responsible for:

- a. Supervising their Flight Commanders (e.g., train open ranks procedures, daily exercises, etc.)
- b. Ensuring Flight Commanders submit merits/demerits each nine weeks
- c. Relaying information from the Group Commander to their Flight Commanders
- d. Acting as liaison between their flights & command staff
- e. Inspecting their flights on uniform day once per semester
- f. Ensuring cadets meet prerequisites for attending leadership schools (see Chapter 11, paragraph 5a)
- g. Ensuring proper dress & appearance is maintained by squadron
- h. Participating actively in the corps' extracurricular & LDR activities

7. Executive Officer is responsible for:

- a. Assisting the Group Commander on special projects
- b. Tracking & posting unit goals accomplishment
- c. Publishing new assignments as directed by the Group Commander
- d. Ensuring Drill Team Commanders submit merits/demerits each nine weeks
- e. Coordinating with Drill Team Commanders to ensure drill team uniform items (e.g., ascots, berets, ropes, gloves) are returned to the Armory NLT one week after the last drill meet of the year
- f. Ensuring Drill Team Commanders enter drill practice attendance in WINGS weekly
- g. Ensuring Drill Team Commanders follow drill regulations & hold productive practices
- h. Ensuring commanders issue drill ropes when team members meet requirements
- i. Coordinating with Drill Team Commanders to compile drill team members for each drill meet. Form will be provided by SASI/ASI. Must be completed at least one week prior to event
- j. Participating actively in the corps' extracurricular & LDR activities
- k. Record staff meeting minutes and post attendance in WINGS

8. Flight Commanders are responsible for:

- a. Overall discipline, appearance & training of flight members while in school or at school activities
- b. Leading their flight on all activities from parades to classroom discussions & school activities
- c. Documenting & presenting problems within the flight using the chain of command
- d. Preparing cadets as much as possible to be successful in JROTC
- e. Submitting merits/demerits each nine weeks to their Squadron Commander
- f. Conducting weekly open ranks, 30-step drill sequence & overseeing daily exercises

9. Flight Sergeants are responsible for:

- a. Filling in for the Flight Commander when absent
- b. Taking attendance of flight at the start of each class period
- c. Assist Flight Commander with inspection procedures
- d. Enforcing discipline (e.g., bearing) of flight while in formation

10. Administration is responsible for:

- a. Assisting with all jobs when necessary to ensure tasks are completed by suspense date
- b. Assisting the ASI with any tasks assigned them
- c. Entering drill meet events & CIA trips in WINGS within one week after event

11. Armory Officer is responsible for:

- a. Care, cleaning & repairing unit drill rifles/sabers
- b. Notifying the SASI/ASI when parts need to be ordered for repair
- c. Ensuring the Armory Vault is clean and in good repair
- d. Ensuring only authorized cadets enter the vault (Senior Staff & Drill Team Commanders)
- e. Ensuring cadets are only in vault for official business (no hanging out)

12. Awards & Decorations Officer is responsible for:

- a. Working with the SASI/ASI to keep record of cadets' accomplishments to ensure cadets are awarded appropriate ribbons & honors
- b. Organizing & recording awards & decorations before presentation by cadet leadership
- c. Coordinating with all job OICs/NCOICs to ensure cadets who perform ribbon awarding activities are rewarded accordingly

13. Community Service is responsible for:

- a. Updating & maintaining all cadet community service hours' records. This requires establishing a spreadsheet and using WINGS
- b. Coordinating with Awards & Decorations Officer to ensure cadets who perform community service are rewarded accordingly
- c. Entering community service information in WINGS within one week of event

14. Drill & Ceremonies Officer is responsible for:

- a. Establishing morning/afternoon flag details in Campus Flag Detail Team binder and ensuring they are executed
- b. Ensuring proper folding, handling & storage of flags
- c. Ensuring any displayed flag is neither soiled nor damaged
- d. Ensuring flags are at half-staff when required
- e. Creating & maintaining a database to track requirements for earning the Patriotic Flag Ribbon

f. Coordinating with Awards & Decorations Officer to ensure cadets who perform school flag details are rewarded accordingly

15. Drill Team Commanders are responsible for:

- a. Training team members to a competition-ready standard
- b. Scheduling practices for respective teams
- c. Keeping WINGS up-to-date with practices
- d. Issuing non-standard uniform items (e.g., berets, ascots, gloves, etc.) & ensuring items are returned
- e. Accounting for team-specific equipment/scheduling maintenance with Armory
- f. Selecting a Co-Commander to assist in above duties

16. Drill Team Co-Commanders are responsible for:

- a. Assisting in training team members to a competition ready standard
- b. Assisting in scheduling all practices for respective teams
- c. Assisting in keeping WINGS up-to-date with practices
- d. Assisting in issuing non-standard uniform items
- e. Assisting in accounting for team-specific equipment
- f. Accomplishing delegated tasks from the Drill Team Commander

17. First Year Drill Team Commander requirements:

- a. Write 250+ word essay on “What the Position Means to You”
- b. Have a good command voice
- c. Perform the 30-Step Drill sequence
- d. Answer questions pertaining to the position
- e. Earn your Letterman and Beret before the first drill competition

18. Historian is responsible for:

- a. Maintaining & updating the unit’s scrapbook
- b. Accompanying the unit on field trips, drill meets, outings & other activities to photograph, video & write articles about the events
- c. Coordinating with seniors for the senior slideshow for Dining Out
- d. Updating unit social media accounts
- e. Developing, maintaining & updating visual display of all cadet activities
- f. Coordinate with SASI on acquiring pictures for the visual display

19. Logistics is responsible for assisting the ASIs:

- a. In the receipting, issuing & accounting of all uniform items, equipment & supplies
- b. Organizing & directing repair, cleaning & disposal of cadet uniforms
- c. Providing required new school year equipment & supply item lists to the ASIs on or before 1 May
- d. Entering logistics information in WINGS
- e. Coordinating with the ASI to organize and collect all uniform items to be turned in at the end of the year by seniors & non-returning cadets
- f. Coordinating with Executive Officer and Drill Team Commanders to ensure all drill team uniform items (e.g., ascots, berets, ropes, gloves) are returned to the Armory NLT one week after the last drill meet of the year

20. Morale, Welfare & Recreation (MWR) is responsible for:

- a. Planning, shopping, running & attending all recreational events
- b. Events include but are not limited to:
 - (1) Welcome Picnic
 - (2) Halloween Party
 - (3) Christmas Party
 - (4) Valentine Dance
 - (5) End of Year Get Together
- c. Assisting in military ball & dining out committees
- d. Print sign-up sheets for activities, update in computer & post on bulletin board. Must be completed at least one week prior to the event.
- e. Entering cadet data in WINGS within one week after MWR event/activity completion

21. PT Coordinator is responsible for:

- a. Planning daily exercises
- b. Planning activities/exercises for Friday wellness 1 week in advance with SASI/ASI approval
- c. Entering PFT results in WINGS

22. Recruitment is responsible for:

- a. Promoting JROTC to non JROTC students
- b. Designing and updating recruitment posters
- c. Creating videos on aspects of JROTC

23. Teacher Aides are responsible for:

- a. Following directions of SASI/ASIs
- b. Assist teaching of drill and ceremonies to cadets
- c. Ensure cadets are respectful
- d. Ensure classroom policies are upheld
- e. Report any disciplinary issues to the Group Superintendent and Squadron Commander
- f. Fall into assigned flight for attendance