

# Seneca High School AFJROTC UNIT OPERATIONS MANUAL



Current As Of 5 January 2026

Written by: C/1LT Paul Miller  
IAW AFJROTCI 36-2010 and all Operational Supplements

//signed// - 23 Oct 2024

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### Chapter 1

#### MISSION, GOALS, AND OBJECTIVES

**1.1. Mission Statement.** The mission of Seneca High School’s Air Force Junior Reserve Officer Training Corps is to “Develop citizens of character.”

**1.2. Cadet Honor Code.** Cadets are expected to follow the cadet honor

code, which states, “I will not lie, cheat, or steal, nor tolerate those who do.”

**1.3. 2024-2025 Goals.** Cadet staff created unit goals this year in which all cadets should be aiming to meet the following goals. Our cadet goals are categorized into three categories - cadet impact goals, school impact goals, and community impact goals.

1.3.1. Cadet impact goals. Goals that pertain to each individual cadet.

1.3.1.1. The Cadet Corps will maintain an unweighted GPA of at least 3.25 average for the year.

1.3.1.2. Cadet corps will obtain an average PFT score at or above by the Spring PFT.

1.3.1.3. Have at least 90% of cadets actively participating in at least one LDR by the end of the 3rd marking period.

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1.3.2. School impact goals. Goals that pertain to all cadets and the entire school.

1.3.2.1. Create at least 3 minutes worth of videos for recruiting by the end of the first semester (26 Jan 2026) to be used in recruiting events and on social media.

1.3.2.2. The Cadet Corps will assist and support 5 Seneca High School sponsored events during the year to raise awareness of the program throughout the school.

1.3.2.3. Recruit 10 current students over the course of the school year to participate in JROTC or commit to next year and have a retention rate of at least 90% for the 2026/2027 academic year by 15 May

2026.

1.3.3. Community Impact Goals. Goals that pertain to community service.

1.3.3.1. Have 90% of cadets perform at least 5 hours of community service per semester.

1.3.3.2. Host 5 community service events for emergency services and/or military organizations by 15 June 2026.

1.3.3.3. Host at least 40 community service events for the local community by 15 June 2026.

**1.4. Core Values.** The Air Force JROTC core values reflect the core values of the United States Air Force. “Integrity first, service before self, and excellence in all we do”.

1.4.1. Integrity First. Integrity means devotion to honesty, truthfulness, doing one’s duty, and doing what is right. This means that your word can always be counted upon and that you can be trusted to accomplish your job.

1.4.2. Service Before Self. The giving of self to provide for others. Personal desires are not considered in the concept of service.

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1.4.3. Excellence in All We Do. Doing the best you can in each job you perform regardless of how small or large it is to accomplish.

**1.5. Enrollment.** To be eligible for enrollment, membership and continuance in the Seneca H.S. AFJROTC program, each cadet must:

1.5.1. Be enrolled in a current academic course at Seneca High School.

1.5.2. Be physically able to participate in AFJROTC training.

1.5.3. Continued Enrollment. To continue in AFJROTC, students must successfully complete the previous Aerospace Science course.

**1.6. Disenrollment.** While being in AFJROTC is a “privilege”, students will be disenrolled by the SASI for the following.

1.6.1. Failure to maintain acceptable standards including

behavior. 1.6.2. Inaptitude or indifference to training.

1.6.3. Failure to maintain personal appearance (hair and grooming) and uniform standards after being identified by the SASI, ASI or senior cadets.

1.6.4. Failure to abide by Seneca High School student rules of behavior. A history of suspensions and any expulsions may be reasons for disenrollment.

1.6.5. Failure to comply with classroom rules and procedures, or to maintain self-control (disrupting the class).

1.6.6. Parental request.

1.6.7. Disenrollment procedures will be as follows for noncompliance:

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1.6.7.1 First offense warrants a verbal warning from the SASI or ASI

1.6.7.2 Second offense warrants an email or phone call to the cadet’s parents/guardians & written documentation to assistant principal.

1.6.7.3 Third offense warrants email to cadet’s guidance counselor with documentation of actions, followed by meeting with Counselor, SASI/ASI, parent/guardian and cadet to discuss desire to be in JROTC and willingness to correct behavior or be disenrolled.

1.6.7.4 Fourth offense warrants disenrollment from the

AFJROTC program.

**1.7. Cadet Code of Ethics.** Cadets will:

1.7.1. Respect parents, school officials, teachers, and community leaders.

1.7.2. Refrain from any act or derogatory word(s) or acts which would discredit your family, school, Corps, or yourself. Vulgar conduct and language is not socially acceptable, hinders communication, and discredits the speaker.

1.7.3. Dedicate yourself to succeed in academics, athletics, extracurricular activities, and work.

1.7.4. Perform assigned duties and meet obligations in a timely manner.

1.7.5. Maintain self-respect, self-control, and good behavior.

1.7.6. Be honest and understand that horrible failure is better than unfair success.

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1.7.7. Be proud of your uniform and your commitment to AFJROTC.

1.7.8. Be an exemplary role model with high standards of

conduct. 1.7.9. Respect other cadets and the direction of senior

cadets. 1.7.10. Place the good of the corps ahead of personal gain.

**1.8. Hazing and physical discipline prohibitions.** Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated.

**1.8.1** Prohibited physical activities include, but are not limited to, push-ups, running laps, or any inappropriate physical contact, such as shoving, pulling, or grabbing.

**1.8.2** Any form of psychological abuse is strictly prohibited. This includes, but is not limited to, humiliation, teasing, intimidation, or publicly reprimanding or embarrassing a cadet.

**1.8.3** Hazing in any form is expressly forbidden in all AFJROTC events. No individual within the corps shall condone or permit such behavior under any circumstances.

**1.9. General Military Traditions / Customs and Courtesies.** Cadets will observe military customs and courtesies at all times while in the classroom and whenever in uniform. The practice of saying, “Yes Sir/Ma’am/Chief” or “No Sir/Ma’am/Chief” to those in authority is always observed in the cadet program. Such responses reflect respect for one’s self and others and long- established military customs and courtesies.

1.9.1. Saluting. The salute is a friendly military exchange of greeting the world over. Military personnel consider the salute a courteous and respectful greeting among members. It is one of the oldest traditions bringing military  
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professionals together. You will be taught the proper manner of saluting and the rules which govern its uses among the military services.

1.9.1.1. A salute is rendered indoors only when reporting or giving reports. A cadet will have to report when sent to the SASI or at special occasions.

1.9.1.2. A salute is never given or returned while running. The cadet will instead come to a quick time (a walk) and render the salute when approximately six paces from the officer.

**1.10. Public Display of Affection (PDA).** Public displays of affection are inappropriate as they detract from the professional image the AFJROTC intends to project to the public. Any time when in uniform cadets must not engage in PDA including, but not limited to, holding hands, walking arm-in-arm, embracing, caressing, and kissing. Rules concerning PDA apply on uniform days in and outside of the AFJROTC classroom and during AFJROTC activities.

AFJROTC rules concerning PDA apply throughout the school on uniform day, regardless if the uniform is being worn or not. At all other times, Seneca High School / LRHSD PDA rules apply.

## **Chapter 2**

### **UNIT ORGANIZATION**

**2.1. Cadet Corps Organization.** The NJ-20101 Cadet Corps is organized as a Cadet Squadron as shown in Figure 2.1. The cadet leaders will run the Corp organization to the maximum extent with guidance and supervision of the SASI and ASI. The cadet leaders will hold regular staff meetings to disseminate information, receive progress reports, discuss Cadet Corps

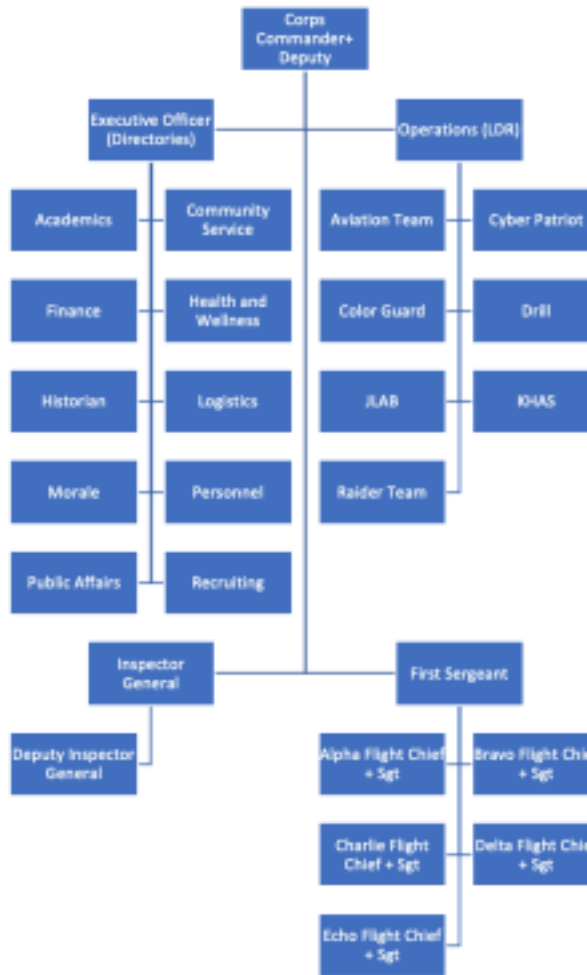
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activities and present recommendations and suggestions. These meetings will be conducted in a formal atmosphere and led by the Corps Commander. Attendance for all Cadet Staff Officers is mandatory unless prior arrangements for excuse have been made with the SASI/ASI.

Figure 2.1. 2024-2025 Command Hierarchy.

## 2023-2024 Corps Command Hierarchy



**2.2. Corps Commander Responsibility.** The Corps commander (CC) is ranked a Cadet Major and is responsible for leading the entire corps of cadets. The unit Corps Commander will always be a senior cadet in the program. The Corps Commander will:

2.2.1. Serve as the Corps Commander for Unit NJ-20101.

2.2.2. Develop a cadet operations and activities calendar.

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2.2.3. Advise the SASI/ASI on corps operations, policies, and procedures.

2.2.4. Manage the cadet corps senior staff and conduct regular staff meetings.

2.2.5. Ensure all cadets have opportunities to develop leadership qualities.

2.2.6. Establish and enforce standards of conduct throughout the corps.

2.2.7. Perform duties as assigned by SASI/ASI.

**2.3. Deputy Corps Commander Responsibility.** The Deputy Corps commander (CCV) will assist the SQ/CC in matters pertaining to AFJROTC. They will also ensure that the duties of the SQ/IG and SQ/DO are operating correctly. The Deputy Corps Commander is ranked a Captain.

**2.4. Executive Officer Responsibility.** The Executive Officer (CCE) is either a junior or senior cadet officer who works for the Corps Commander. The CCE is ranked as a First Lieutenant. The Executive Officer will:

2.4.1. Inform and assist the Corps Commander as needed.

2.4.2. Take on other projects as assigned by SASI/ASI.

2.4.3. Take attendance during staff meetings.

2.4.5. Oversee all directories and deputies.

2.4.7. Manage cadet staff and NCOs within directories.

2.4.8. Advise SQ/CC on areas of weakness within directories.

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**2.5. First Sergeant Responsibility.** The First Sergeant (CCF) is a junior or senior cadet officer who will serve as the highest enlisted rank in the corps. The First Sergeant is the point of contact for all flight staff and is in charge of flights A-E. The First Sergeant is ranked a Chief Master Sergeant. Additionally, the First Sergeant will:

- 2.5.1. Help supervise and improve the morale of enlisted cadets.
- 2.5.2. Represent enlisted members of the corps at staff meetings.
- 2.5.3. Enforce discipline and AFJROTC standards.
- 2.5.5. Maintain program policies and procedures.
- 2.5.6. Take on other projects as assigned by SASI/ASI.
- 2.5.7. Supervise flight commanders and flight sergeants.
- 2.5.8. Advise SQ/CC on each flight's conduct.

**2.6. Inspector General.** The Inspector General (IG) is responsible for ensuring the unit is adhering to Air Force JROTC Regulations is the rank of a Captain. The inspector general is responsible for standardization and evaluation within the corps:

- 2.6.1. Ensuring cadets adhere to standards and regulations. 2.6.2.
- Conducting regular self assessments on unit programs. 2.6.3.
- Coordinate with SASI/ASI on inspection readiness and topics. 2.6.4.
- Prepare unit for any upcoming inspections and evaluations.

**2.7. Director of Operations.** The Director of Operations (DO) is responsible for all Leadership development requirements (LDRs) and co-curricular activities that involve the unit. The DO is ranked a captain. The DO will:

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- 2.7.1. Coordinate SQ/CC's operational calendar and activities calendar.

2.7.2. Organize and supervise extracurricular activities and co-curriculars.

2.7.3. Track cadet activities.

2.7.4. Advise SQ/CC on selecting PROJOs for activities. 2.7.5.

Develop and manage a cadet promotion program with SQ/DP. 2.7.6.

Take on other projects as assigned by SASI/ASI.

2.7.8. Oversee and manage all LDR leaders, deputies, and staff.

2.7.9. Track and monitor LDR attendance and progress and ensure staff are

inputting meeting data into WINGS.

**2.8. Director of Personnel.** The director of personnel (IM) is responsible for all records of cadets within the program. The IM is ranked First Lieutenant. The IM will:

2.8.1. Track cadet activities on google drive and input them into WINGS.

2.8.2. Maintain WINGS for the unit.

2.8.3. Develop and manage the cadet quarterly award program.

2.8.4. Manage cadet awards, decorations, and ribbons.

2.8.5. Recommend cadets for jobs, awards, and promotions.

2.8.6. Take on other projects as assigned by SASI/ASI.

**2.9. Director of Logistics.** The Director of Logistics (DL) is responsible for unit inventory of uniform items. The DL will:

2.9.1. Supervise Logistics NCOs and Acquisitions.

2.9.2. Advise the SQ/CC on Corps Logistics.

2.9.3. Organize and supervise cadet equipment.

2.9.4. Keep track of unit inventory within WINGS.

2.9.5. Manage the issue and accountability of uniforms.

2.9.6. Ensure cadets have proper uniform items.

2.9.8. Train all NCOs in duty execution.

2.9.9. Take on other projects as assigned by the SASI / ASI.

**2.10. Public Affairs Officer.** The Public Affairs Officer (PAO) is responsible for all outreach within the program, social media use, communications, and more. The PAO will:

2.10.1. Supervise and train PA NCOs.

2.10.2. Advise the SQ/CC on computer systems, imagery, and communications.

2.10.3. Organize and supervise cadet programs.

2.10.4. Maintain social media programs (Facebook, Instagram, Youtube, Twitter/X) .

2.10.5. Maintain Google Drive and Unit website.

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2.10.6. Maintain unit display case.

2.10.7. Video and Photograph cadet activities frequently.

2.10.8. Take on other projects as assigned by SASI/ASI.

**2.11. Director of Health + Wellness.** The Director of Health and Wellness (SQ/PT) is responsible for overseeing the cadet physical fitness program. The SQ/PT will:

2.11.1. Assist SASI/ASI in conducting the Health and Wellness program.

2.11.2. Advise the SQ/CC on Health and Wellness program updates.

2.11.3. Establish and lead a weekly exercise plan.

2.11.4. Record cadet performances to determine eligibility for H+W ribbon.

2.11.5. Coordinate with DP on format to input P.T. data into WINGS.

2.11.6. Train NCOs in all duties.

2.11.7. Take on other projects as assigned by SASI/ASI.

**2.12. Raider Team Commander.** The Raider Team commander is responsible for leading all raider practices and events. The Raider Team commander will report to the DO. The Raider Team Commander will:

2.12.1. Establish rules, objectives, and procedures for each practice.

2.12.2. Keep records for attendance and performance.

2.12.3. Coordinate with logistics on uniforms (USAF PT GEAR)

2.12.4. Train members on all routines.

2.12.5. Train deputy in all duties.

2.12.6. Coordinate with SASI/ASI on competition participation.

2.12.7. Attend their own practices unless deputy can take over.

**2.13. Drill Team Commander.** The drill team commander is in charge of leading all corps-wide drill practices and events. The drill team commander is ranked First Lieutenant. The Drill Team Commander will:

2.13.1. Establish rules, objectives, and procedures for performances.

2.13.2. Create and publish Bi-Weekly drill op-orders.

2.13.3. Train Drill Team members for all routines.

2.13.4. Train deputy in all duties.

2.13.5. Coordinate with SASI/ASI for competition participation.

**2.14. Color Guard Commander.** The Color Guard commander is responsible for planning, organizing, and executing all of the color guard events for the unit. The Color Guard commander is ranked a First Lieutenant. The Color Guard Commander will:

2.14.1. Establish rules, procedures, and routines for performances.

2.14.2. Keep records of attendance at practices and performances.

2.14.3. Train Color Guard members for all routines.

2.14.4. Train deputy in all duties.

2.14.5. Coordinate with SASI/ASI for competition participation.

2.14.6. Introduce and teach Honor Guard.

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**2.15. Drone Club Commander.** The drone club commander is responsible for executing all drone club practices. The drone club commander should display utmost professionalism in the corps, as they are trusted with operating expensive equipment. The drone club commander is ranked a First Lieutenant. The Drone Club Commander will:

2.15.1. Establish rules, objectives, procedures, and routines for practices.

2.15.2. Keep records for attendance at practices.

2.15.3. Train Drone Club members for all routines.

2.15.4. Train Deputy in all duties.

2.15.5. Coordinate with SASI/ASI as needed.

**2.16. CyberPatriot Commander.** The CyberPatriot commander is responsible for organizing and executing CyberPatriot competitions. The CyberPatriot Commander is ranked a First Lieutenant. They will:

2.16.1. Develop and manage a roster of cadets for competitions.

2.16.2. Lead and instruct members during competitions.

2.16.3. Train Deputy in all duties.

2.16.4. Keep attendance records of every competition and practice.

2.16.5. Coordinate with SASI/ASI as needed.

**2.17. Flight Commander.** The Flight Commander, (FLT/CC) is the point of contact to the CCF (First Sergeant). The Flight Commander will have a

deputy, Flight Sergeant. Each flight will have one commander and one sergeant. The Flight Commander is Ranked a Master Sergeant. The flight  
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commander will:

2.17.1. Command flight in the classroom and in formal functions.

2.17.2. Report into instructors with attendance after the bell rings.

2.17.3. Enforce discipline, dress, and appearance standards.

2.17.4. Ensure compliance with classroom rules and procedures.

2.17.5. Instill teamwork/esprit-de-corps within the flight.

2.17.6. Supervise cadets and write evaluations on performance, conduct, leadership, promotion potential.

2.17.7. Advise the DP on any concerns within the flight, and submit requests to the DP for items (rank, ribbon, insignia, etc).

2.17.8. Train Flight Sergeant to assume duties in their absence.

**2.18. Flight Sergeant.** The Flight Sergeant (Flt/SGT) is the deputy position to the FLT/CC for each respective flight. The flight sergeant is responsible for assuming duties in the event the FLT/CC is absent. The Flight Sergeant will be ranked a Technical Sergeant. The Flt/SGT will:

2.18.1. Assume command of the flight in the absence of flight commander.

2.18.2. Call room to attention for attendance after the bell. 2.18.3.

Assist flight commander with flight conduct and discipline. 2.18.4.

Assist flight commander in teaching drill and ceremonies.

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2.18.5. Prepare flight for inspection and accomplishing inspection records.

2.18.6. Follow the orders of the CCF and SASI/ASI.

**2.19. Director of Academics.** The Director of Academics (DA) will ensure that all cadets within the corps meet the academic standards of JROTC. The DA is ranked a First Lieutenant and will:

2.19.1. Lead the JLAB team.

2.19.2. Plan, organize, and attend academic bowls.

2.19.3. Oversee corps academics and create a cadet-led tutoring program.

**2.20. Director of Morale.** The Director of Morale (DM) is responsible for ensuring morale within the corps stays high and that cadets are happy within the corps. The rank of the Director of Morale is First Lieutenant. The DM will:

2.20.1. Observe corps morale, as well as advise and train Morale NCOs.

2.20.2. Create events or activities to raise morale within the corps.

2.20.3. Oversee the morale team.

2.20.4. Ensure the unit adheres to goals for the year/semester.

**2.21. Director of Community Service.** The director of community service (DCS) is responsible for overseeing all areas of community service within the unit. The director of community service will receive a special WINGS login to enter community service data. The DCS will rank a First

Lieutenant and will:

2.21.1. Organize, plan, and execute unit community service events.  
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2.21.2. Train NCOs in all duties.

2.21.3. Input events into WINGS.

2.21.4. Take on projects as assigned by the SASI/ASI.

**2.22. Director of Finance.** The Director of Finance (DF) is responsible for managing and operation of the budget and spending for the unit. The DF will be ranked a First Lieutenant and will:

2.22.1. Create fundraisers for the unit.

2.22.2. Track all funds for the corps.

2.22.3. Advise and Train NCOs.

2.22.4. Coordinate with SASI/ASI as needed.

**2.23. Cadet Recruiter.** The Cadet Recruiter is responsible for the cadet recruiting and retention program within the corps of cadets. The Recruiter will have NCOS. The Cadet Recruiting and Retention officer will rank a First Lieutenant. The Recruiter will:

2.23.1. Organize events for recruitment.

2.23.2. Actively recruit middle and high school students to join the JROTC Program.

2.23.3. Come up with creative and innovative ways to retain cadets.

2.23.4. Coordinate with the SQ/PAO for advertising recruitment posters.

**2.24. General Officer Responsibilities.** Company Grade officers are ranked O-1 to O-3. Field grade officers are ranked O-4 to O-6. Officers will hold temporary rank in their positions. Deputies of positions will have one  
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rank lower than the director. All Officer promotions are reviewed and approved by the Cadet Evaluation Board.

**2.25. NCO Responsibilities.** Non-commissioned officers (NCOs) will be ranked based on their experience in the corps. NCOs will rank E-5 and E-6 (SSgt and TSgt). Senior NCOs (SNCOs) will rank E7-E8 (MSgt and SMSgt).

2.25.1. Flight Sergeants will be one rank above their permanent enlisted grade unless they are en AS-400.

2.25.2. Flight Commanders will be two ranks above their permanent enlisted Grade. Only a flight commander may be a SMSgt.

2.25.3. All Cadet Enlisted Promotions will be reviewed and approved by the cadet evaluation board.

**2.26. Cadet Evaluation Board.** The SASI/ASI may convene the cadet evaluation board, chaired by the SQ/CC to recommend promotion/demotions, staff positions, annual/quarterly awards, unit procedure and policy updates, handbook revisions, etc. The Cadet Evaluation Board will be manned selectively by senior cadets. The Cadet Evaluation board will consist of the unit's TOP STAFF. (SQ/CC, SQ/CCV)

## **CHAPTER 3**

**CADET OPERATIONAL AND FUNCTIONAL AREAS**  
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**3.1. Program Opportunities.** The AFROTC program will have opportunities for all cadets to participate in. Through unit directories, leadership development requirements, and Curriculum in Action trips.

3.1.1. Directories. The unit relies on directories to keep the unit running operationally. The core directories will include Academics, Health and Wellness, Logistics, Public Affairs, Morale, Personnel, and Recruiting.

3.1.2. LDRs. Leadership Development Requirements are teams that cadets will be allowed to participate in. The unit Leadership Development Requirements offered throughout our unit are Aviation Team, Academic Team (JLAB), Color Guard, CyberPatriot, Drill Team, and Raider Team. ALL LDRs should have at least eight (8) members who actively participate.

3.1.3. CIA Trips. Curriculum in Action Trips (CIA) are opportunities for JROTC Cadets to travel beyond Seneca High School to participate in aerospace science Instruction. Example CIA trips include: visiting a military installation, JCBC and JCLC, airshows, etc.

**3.2. Academics.** The academics directory will be responsible for ensuring all cadets within the corps attain a 3.0 GPA or higher as a minimum. Academics will also lead student tutoring for those who may need extra help.

**3.3. Health and Wellness.** H+W will oversee the unit physical fitness program and ensure cadets are adhering to standards for the program. Health and wellness will conduct two P.T. Tests in the fall and spring to evaluate cadet performance.

3.3.1. The P.T. Test will include a timed mile run, max amount of sit-ups and push-ups in one minute, shuttle run, and a sit-and-reach test.

**3.4. Logistics.** Unit Logistics will be responsible for issuing all uniform items to every cadet within the corps, ensuring that all cadets have proper uniform items, updating ranks and ribbons for cadets, and keeping an

accurate unit inventory count.

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**3.5. Public Affairs.** Unit Public Affairs is responsible for communicating the message of AFJROTC to the general public. It is crucial that the public affairs directory uses discretion when operating social media. Public Affairs will operate the unit's social media, coordinate with local school media, and maintain the unit website.

**3.7. Morale.** Morale has a crucial role in ensuring cadet unit readiness. Cadet morale is important, and it is the morale directory's job to make sure that cadet morale stays high. Morale will plan events for cadets to participate in to ensure they have a positive experience with AFJROTC (ex: spirit week, christmas party, etc.).

**3.8. Personnel.** The Unit Personnel directory will maintain the WINGS system. WINGS database must be up to date at all times. Personnel will track consent forms, ribbons and rank, job positions, etc.

**3.9. Recruiting.** The Recruiting Directory will not only recruit new cadets to join the corps, but also retain the current corps of cadets. Recruiting will have a presence at events like Open House night and feeder school presentations. The Recruiting director will work with Public Affairs to recruit via social media and coordinate with the counseling department to accommodate transfer requests.

**3.10. Aviation Team.** Aviation team is a group of cadets that share knowledge of all things aviation, and prepare cadets interested in applying for the Flight Academy Scholarship.

**3.11. Academic Team (JLAB).** Academic Team will compete in knowledge-bowl activities.

**3.12. Color Guard.** Unit Color Guard will present the colors at activities, per the request of the organization. Examples include Seneca High School sponsored events, rotary club breakfast, VFW events, and more.

**3.13. CyberPatriot Team.** CyberPatriot is a STEM-Based, computer competition where cadets have four hours to eliminate as many

vulnerabilities in a computer simulation. Unit CyberPatriot should have at least two teams, with at least six people in each team, with one alternate.

**3.14. Drill Team.** Drill team will compete in LET-1 competitions throughout the state with other JROTC units.

**3.15. Raider Team.** Raider Team will train to participate in the Raider competition held annually at McGuire AFB in the spring. Raider team should have a minimum of eight (8) members with a target of fifteen (15).

**3.16. Cadet Expectations.** Cadets are expected to adhere to classroom rules and regulations, maintain discipline, follow JROTC rules and policies, adhere to the chain of command, and wear the uniform in accordance with grooming standards, found in chapter 5 of this instruction.

3.16.1. Promotions. Cadets initially assigned to cadet jobs will normally be awarded a grade below the maximum authorized for the job in the cadet UMD. To be eligible for promotion to the position's highest authorized grade, the cadet must perform satisfactorily in that position.

**3.17. Promotion System.** The Promotion system will have a set list of procedures to ensure that cadets selected for promotion will be the best fit for the rank and position.

3.17.1. Objectives. The cadet promotion system promotes cadets to permanent grades commensurate with the number of terms of successful completion of AFJROTC, promotes cadets to temporary grades to fill cadet jobs, and promotes exceptional performers on a quarterly basis. The cadet job assignment system places cadets in leadership positions where they can demonstrate and refine their leadership skills. Promotions and assignments are not based solely on past performance, but on the cadet's potential and willingness to assume jobs of increased responsibility. Promotions are tied to assignment to leadership positions where a cadet can make and learn from their mistakes. Promotion cycles occur upon the release of marking period grades.

3.17.2. Responsibilities. The SASI will promote cadets, assign cadets to jobs, demote cadets, and reassign cadets from NJ-20101

AFJROTC UMD positions on cadet orders. The incoming and outgoing cadet corps commanders will submit staff position recommendations to the SASI and ASI, who will approve all key staff and commander assignments.

3.17.3. Eligibility criteria for promotion. Promotion Selection Eligibility Criteria is based on the “whole person” concept, which includes excellence in academics, conduct, teamwork, cooperation, uniform wear/personal appearance, AFJROTC, school, and community involvement. Doing well in one area and failing in another is unacceptable. One must excel in all areas.

3.17.4. Academic and Leadership. How well does the cadet perform in their ROTC and academic studies? Does the cadet complete assignments, seek out responsibility and work, and work well with others?

3.17.5. Leadership and Management. How well does the cadet perform assigned Cadet duties? Is the cadet considerate of the needs of others? Do they maximize use of available resources? Can they motivate cadets or do they do all the work themselves? Do they serve as a good role model? Do they manage time well? Have they shown leadership potential? Do they need an opportunity to exhibit leadership positions?

3.17.6. Extra-curricular activities. To what degree do they participate in cadet activities within constraints of after school employment and other obligations? Do they volunteer for community, school, and Corps service activities? If they are active in other school activities, do they seek out and assume leadership positions?

3.17.7. Responsibility and Conduct. How well does the cadet accept school and AFJROTC duties and responsibilities? Is the cadet punctual? Does the cadet set the example by adhering to class rules? Can the cadet follow simple instructions? Does the cadet take responsibility for their actions and for cadets assigned to them? Does the cadet serve as a positive role model for other cadets in conduct, uniform wear, and personal appearance? Does the cadet accept responsibility for training other cadets? Is the cadet an active spokesman for AFJROTC? Do they display a positive attitude?

3.17.8. Uniform Wear. A cadet must wear the uniform when required. Improper uniform wear and/or failure to wear the uniform two or more times as required by program directives may disqualify the offending cadet from promotion consideration for that quarterly grading period. If the infraction occurs after a promotion cycle, the cadet will be ineligible for promotion the next promotion cycle. Continued discrepancies may result in demotion and/or disenrollment.

3.17.9. For promotion at the midterm (one semester) cadets must have a “B” average in their AFJROTC class, have not missed more than one uniform wear date and demonstrated a commitment to the values of AFJROTC. Cadets failing to meet these requirements will be eligible for promotion upon successful completion of the course.

3.17.10. All other cadets (E-1 through E-6) must maintain a “B” average in AFJROTC and no failing grades on their report card to be eligible for temporary promotion. A “D” in an AFJROTC course makes a cadet ineligible for promotion. Cadets achieving a final course grade of “D” may request continuance in the program at the discretion of the SASI. Cadets failing AFJROTC will not be permitted to continue in the program.

Figure 3.1. Promotion Requirements Table.

\*AS-X = Aerospace Science - Course Number\*

Cadet Airman	Complete 1 semester of AS-1
Cadet Airman First Class	Complete 1 year of AS-1
Cadet Senior Airman	Complete 1 semester of AS-2
Cadet Staff Sergeant	Complete 1 year of AS-2
Cadet Technical Sergeant	Complete 1 semester of AS-3
Cadet Master Sergeant	Complete 1 year of AS-3
Cadet Senior Master	Completion of AS-I plus holding a satisfactorily holding a staff NCO position for one semester

Sergeant Cadet Chief	Reserved for Senior Enlisted
Master Sergeant	

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	Advisor
Cadet Officer	Must attend weekly staff meetings

Figure 3.2. - Cadet Officer Rank.

Figure 3.3. - Cadet Enlisted Rank.

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## **UNIFORM WEAR, GROOMING, AND APPEARANCE**

**4.1. General Uniforms.** The AFJROTC cadet uniform is, with certain exceptions, the same one that is worn by active duty Air Force members. Proper wear and maintenance of the uniform by cadet is closely scrutinized. Cadets must keep the uniform clean, neat and in good condition at all times, with badges, ribbons, insignia, and other metallic devices properly maintained. Cadets will wear their uniform at Seneca High School on Wednesday's, unless otherwise noted by cadet staff, the SASI or the ASI. First year cadets are permitted to opt-out of wearing the uniform and instead are allowed to wear PT gear or an issued polo. Only the SASI or ASI may grant exceptions to this policy. All cadets will wear the uniform the entire school day, from when the first bell rings until the final bell rings dismissing students. Students involved in Gym, Culinary Arts, or Art class may request a one period exemption to the uniform wear policy from the SASI or wear the uniform as required.

**4.2. Uniform Receipt for Books and Other Equipment.** When a cadet is issued a uniform, they will sign a Uniform Receipt Form. Cadets will also sign for books and course materials that are issued to them on a textbook issue form or other receipt form showing quantity and control number. Each item then becomes the temporary property of the cadet, who is responsible for its care. If an item is lost or willfully or negligently destroyed beyond normal wear and tear, the cadet must pay for it at current replacement cost. The ASI will publish a price listing for all accountable items. The ASI must authorize any item substitution.

**4.3. Uniform issue and maintenance.** Cadets will be issued one complete, clean uniform with all accessories, insignia, and one blue and one silver Air Force nametag. The nametags are a one-time issue item that must last the entire time a student is in AFJROTC. If lost the student must pay for a replacement. Cadets are required to keep uniforms clean. Payment must be made to AFJROTC for any uniform item lost or damaged, according to replacement prices charged by the Air Force Clothing Sales Store. This includes coats, shirts, or blouses with stains, including "ring-around-the-collar" which cannot be removed.

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**4.4. Uniform Wear Standards.** Cadets will wear the uniform as prescribed in Air Force Instruction 36-2903 and AFROTC Instruction 36-2010. Refer to appropriate Appendix for proper uniform wear and combination standards. If authorized and prescribed by the SASI, a utility uniform may be worn while participating in designated cadet activities. When participating in orientation flights or field trips, the SASI will prescribe the uniform to be worn.

**4.5. Uniform Wear Criteria.** Cadets will wear the service dress uniform when prescribed in advance by the SASI/ASI on uniform day. Cadets will be inspected on uniform wear and personal appearance using the inspection sheet depicted in Appendix 10. Each cadet will ensure that the uniform is ready for inspection on the designated uniform day or for other mandatory uniform formations. PLANNING AHEAD is the key. Assemble the uniform, iron shirts, and polish shoes the night before. The SASI will prescribe in a special order which cadets may wear specialized uniform items such as cords, berets, and ascots. The SASI will also prescribe when those items may be worn, and how they will be worn and maintained. Failure to wear the uniform three times will make the cadet ineligible for all extra-curricular activities and may result in disenrollment from the program.

**4.6. Excused Uniform Wear.** If a cadet has an excused absence for the week (Monday through Friday), the cadet is excused from uniform wear for that week. Uniform wear at extracurricular activities may count as a substitute for weekly uniform wear requirements at the discretion of the SASI/ASI.

**4.7. Uniform Wear Make-Up Policies.** Any EXCUSE is not acceptable for not wearing the JROTC uniform. However, certain reasons and circumstances are acceptable for not wearing the uniform, and can be made up the next day. Cadets not wearing the uniform when prescribed will receive a grade of zero unless otherwise approved by the SASI/ASI, or the uniform wear is made-up using the following criteria: first day late -15% deduction, two days late – 30% deduction. If a cadet has an excused absence on uniform day, there is no penalty if the cadet makes up for the missed uniform wear on the first day back in school. Failure to make up the

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missed uniform day on the next day back in school will result in a zero unless approved by the SASI/ASI, or the uniform wear is made-up using the deductions listed above. Cadets will wear the uniform for the entire school day to receive uniform credit. Failure to wear the uniform as directed seriously jeopardizes the course grade. Changing out of the uniform before the end of the school day will result in a reduced grade for that uniform inspection grade.

**4.8. Name Tags.** Cadets will wear the standard Air Force laminated ultramarine blue name tag, with white, block style letters engraved on plastic, secured with clutch-type fasteners on both the long or short sleeve shirts. Name Tag size is 3 3/16 x 5/8 inches with 1/4-inch lettering. Males wear it over the right breast pocket, centered and grounded on the top seam of the pocket. Females place it on the right side of the blouse, even with or up to 1 ½ inches above or below the first exposed button and even with the bottom row of ribbons and parallel to the ground. The AF silver name tag is only worn on the service coat on the right hand side for men and women. This nametag will only be given out once so it must be maintained properly. Name tags are to be worn at all times while in uniform. The blue name tags must be worn on the shirt even when wearing the service coat.

**4.9. Prohibited Activities While in Uniform.** Cadets will not hitch hike, perform manual labor, engage in sports activities, or do anything that would degrade the uniform. Cadets are NOT allowed to wear AirPods or any other in-ear devices while in uniform. Furthermore, questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC program, Seneca High School, and the Air Force. Conversely, proper conduct and pride reflects favorably upon the cadet wearing the uniform and enhances the Corps' image throughout the community. Thus, wear the uniform PROUDLY and constantly strive to present a neat, clean, and well-groomed appearance at all times.

**4.10. Male Uniforms.** Refer to the following uniform guidelines for male cadets when in uniform.

4.10.1. Service Coat. With arms hanging naturally, sleeves should end 1 inch from

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the heel of the thumb. Bottom of the coat should be fingertip length when hands are slightly cupped. All buttons must be buttoned. Flat items may be carried in the inside pockets. The coat may be removed in a classroom when it becomes uncomfortably warm or when a lab coat must be worn. It will NOT be unbuttoned when worn. When removed it will be hung up or carefully draped over a chair back. The coat must be put back on and **BUTTONED** before leaving the classroom. The coat will have an AFJROTC patch on the left sleeve as prescribed in AFROTCI 36-2010.

4.10.2. Service Belt. Dark blue with silver tip and matching buckle, 1 ½' inches\ wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The male cadet "gig" line is the straight line formed by the front edge of the shirt, the belt buckle, and the trousers fly. Check frequently to ensure the "gig" line is straight.

4.10.3. Service Cap. Male Service cap is an optional item and may be purchased at the Cadet's own expense. Only cadet senior staff members are authorized to wear this cap. It can be worn with the Service Dress or Standard uniforms with the proper insignia.

4.10.4. Blue Garrison Cap. Worn slightly to the right with the vertical crease at  
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center of the forehead in a straight line with the nose and approximately a two-finger spacing between the bridge of the nose and the bill of the cap. The crown will not be crushed. The flight cap will not have an officer silver braid.

4.10.5. Blue Jacket (Windbreaker). This jacket may be worn as an optional garment, when specified by the SASI/ASI. When worn, it must be zipped at least halfway up. Officers will wear regular size hard insignia on the epaulets, 5/8" from the end seam and centered. Airmen and NCOs will wear grade insignia on the right and left collar.

4.10.6. Light Blue Short-Sleeve Shirt. With the arm at a 90-degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie or with an open collar. If worn with an open collar, a plain white "V" neck tee shirt must be worn so that the top of the tee shirt is not exposed. All buttons must be buttoned when wearing a tie. When not wearing a tie, all buttons except the top button are buttoned. The shirttail is always pulled down into the trousers tightly and tucked at the sides to make it neatly fit. The only creases on the shirt are down the sleeves. Nothing will be carried in the shirt pockets.

4.10.7. Socks. Must be black or dark blue navy.

4.10.8. Tie. Either a Windsor or four-in-hand knot secures the tie. The tip of the tie will extend no more than 1 ½” inches above or below the belt line. It is worn outside the shirt and is not tucked in. AF approved tie tacks or tie bars can be purchased at the Cadet’s own expense. Tie tacks or bars are worn centered on the Tie.

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

4.10.10. Shoes. Shoes will be highly shined and laced to the top. Only the soles and heel edges may be coated with sole and heel dressing. Optional high-gloss black corfam shoes or patent leather are authorized and are purchased at the Cadet’s own expense

**4.11. Male Personal Appearance.** Hair must be clean, neat, and trimmed. It should present a groomed, tapered appearance. The thickness and length of the hair will not interfere with the proper wear of issued headgear. The hair must not touch the ears or collar or protrude below the front band of the headgear. Hair will not be worn in an extreme or fad style to include braids. Sideburns will be neatly trimmed in the same manner as the hair. Sideburns must be straight and even in width and will not extend beyond the bottom of the ear opening and end with a clean-shaven horizontal line.

Male cadets may not wear earrings while in uniform. One watch and one bracelet (not wider than ½ inch) may be worn; they must not detract from the military image or be a safety hazard. No more than three rings may be worn at any one time. Fingernails will be neat, clean and trimmed. Male cadets will not wear or place pencils, pens, or handkerchiefs in uniform shirt pockets.

**4.12. Female Uniform Requirements.** Females within the corps should adhere to the following guidelines regarding uniform wear.

4.12.1. Service Coat. Coat should follow the contours of the figure but allow ease of movement without pulling in back of the waist. The sleeves should come to the base (heel) of the hand. The coat and slacks or skirt must match the color shade and material. Items will not be carried in the jacket pockets. The coat may be removed when it becomes uncomfortably warm. It will not be worn unbuttoned in school public areas such as hallways, common areas, or the cafeteria. When removed it will be hung up or carefully draped over the back of a chair. The coat will be put on and buttoned before leaving the classroom.

4.12.2. Belt 1 inch-wide and worn by threading through the belt loop to the wearer's right. The silver tip extends beyond the buckle to the wearer's right with no blue fabric showing. The female cadet "gig" line is the straight line formed by the front edge of the shirt, the belt buckle and the trousers fly. Check frequently to ensure the "gig" line is straight.

4.12.3. Service Cap. Female Service cap is an optional item and may

be purchased

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at the Cadet's own expense. Only cadet senior staff members are authorized to

wear this cap. It may be worn with the Service Dress or Standard uniforms with the proper insignia.

4.12.4. Flight Cap. The cap is worn with the crease straight with the nose, with

insignia over the left eye, and approximately a two-finger spacing between the

bridge of the nose and the bottom of the cap- The Flight cap will not have an officer silver braid.

4.12.5. Hose. Commercial sheer, nylon hose in black, off black, dark blue, dark

brown, or neutral which complements the uniform and/or the cadet's skin color may

be worn. Patterned or white hosiery is not permitted. Hosiery is mandatory when wearing the skirt.

4.12.6. Socks. Black or navy blue socks will be worn with slacks or oxfords. Socks must not be worn if wearing hose.

4.12.7. Windbreaker. It may be worn as an optional garment when specified by the

SASI /ASI. When worn, it must be zipped at least halfway up.

Officers may wear

regular size hard insignia on the epaulets, 5/8 from the end seam and centered. Airmen and NCOs will wear grade insignia on the right and left collar.

4.12.8. Light Blue, Short-Sleeve shirt. The blouse may be worn with a tab or open

collar. The tab is always worn with Service Dress Coat. The blouse is always worn

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tucked in. If worn with an open collar, and if a tee shirt is worn, a white V neck or an athletic style tee shirt may be used so that the top of the tee shirt is not exposed.

4.12.9. Blue Slacks. Slacks will fit naturally over the hips with no bunching at the waist or fullness in the seat. The bottom of the slacks will rest on the front of the shoes with a slight break in the crease. The back of the slacks will extend approximately 7/8 inch longer than the front. Slacks are tailored straight handing and any alterations to modify the leg shape must be approved by the ASI. Articles carried in the pockets will not be visible or present a bulky appearance.

4.12.10. Blue Skirt. Skirts, if worn, will hang naturally over the hips with a slight flare. The length will be not shorter than the top of the kneecap nor longer than the bottom of the kneecap. The skirt may be worn with or without belt loops. A belt must be worn if the skirt has belt loops. Hosiery is required when wearing the skirt.

4.12.11. Shoes. Black oxford shoes will be issued and will be worn with uniform.

Shoes will be highly shined and laced to the top. Optional scotch grained black leather or high gloss finish pumps are authorized but are purchased at the cadets at their own expense. Optional high gloss black corfam or patent

leather shoes are also

authorized for female cadets at their own expense. Heel height must not exceed 2

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½” inches. Shoes will have plain closed toe and heel and will not have any ornamentation such as bows, buckles, or straps.

4.12.12. Purse. Females may carry a small, black purse. The standard USAF purse can be purchased at the cadet’s expense.

**4.13. Female Uniform Appearance.** One watch and one bracelet (not wider than one half inch) may be worn; they must not detract from the military image or be a safety hazard. Gold, silver or pearl ball or diamond stud type earring may be worn. Earrings must be spherical and of plain design. Exposed jewelry such as ankle bracelets may not be worn. Cadets may wear no more than three rings at any one time. Female cadets will not place pencils, pens or handkerchiefs or other items in uniform shirt pockets.

4.13.1. Hair. Must be styled to not exceed 3.5 inches in bulk and permit wear of any military headgear. Exaggerated styles with excessive fullness or extreme heights are prohibited. Females may wear hair in a bun (not to exceed the back of the collar) or in a ponytail or braid that does not touch lower than the bra strap. Females are also permitted to wear two braids, and bangs - as long as their eyes are not covered. Hair color must be natural (brunette, blonde, gray, natural red, etc.)

4.13.2. Cosmetics. Must be conservative and in good taste.

4.13.3. Fingernails. Fingernails must be clean, neat and not exceed ¼ of an inch from the tip of the finger. Nail polish, if worn, must be conservative

in color and not

contain any ornamentation. No multi-color designs, but french tips are accepted.

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**4.14. General Uniform and Personal Appearance.** If buttons fall off, replace buttons promptly. Buttons on the service dress are oxidized silver, DO NOT polish them. If you see loose strings or frayed seams, Trim loose strings (“cables”) and frayed seams on the uniform. Do not try to pull or tear them off. Necklaces, pendants, and other visible ornaments are prohibited. Necklace and pendants may be worn if concealed. Conservative sunglasses are authorized, except in military formations. All authorized ribbons must be worn on the service dress coat and are optional on the standard uniform. Ensure they do not become soiled, frayed or worn; replacement ribbons and devices must be purchased by the cadet. Cadets may wear ribbons earned while enrolled in other JROTC programs. Five Civil Air Patrol ribbons. Can also be worn. Normal order of wear is AFJROTC, CAP, and then other service ribbons grouped by service and by year achieved.

4.14.1. Vocational/Physical Ed. Vocational/Physical Education teachers will determine whether cadets in uniform are excused from dressing-out for class on AFJROTC uniform day. When necessary cadets will change into proper clothing at the beginning of their class and change back into their uniform at the end of the class. Cadets are responsible to notify the SASI/ASI of classes that require changing out of uniform for a period.

4.14.2. Smoking and Portable Music. SMOKING or use of any tobacco product and wearing headphones as well as the use of portable tape recorders, stereos, and CD Players or AIRPODS are prohibited while in uniform. Wear of headphones while \ traveling (on a bus) during field trips will be permitted.

4.14.3. Sweater Wear. Cadets may wear only the Air Force long sleeve wool V-neck pullover sweater or cardigan sweater as an optional item at their own expense.

#### **4.15. Types of Uniform**

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4.15.1. Auxiliary Battle Uniform (ABU). With permission of the principal and the SASI, students may be allowed to wear the ABU. It will be worn in accordance with this handbook, AFROTCI 36-2001 and AFI 36-2903 (see Appendix A-9). The ABU is not a substitute for the blue uniform on designated uniform days. Only authorized on the last uniform day of the month/ or when the Raider Team Commander & SASI establishes said date for the team. The ABU consists of an ABU shirt, ABU pants, plain tan tee shirt, plain ABU cap, and boots. None of these are issued items, and Air Force/unit funds will not be expended for purchase or to maintain these items. Cadets may purchase ABU, caps, tee-shirt, and boots at their option.

4.15.2. Operational Camouflage Pattern (ABU). OCP uniforms will be worn only with the garrison OCP cap and Coyote brown boots. Black boots and/or baseball caps are not authorized for wear with the OCP utility uniform. The American Flag patch is mandatory and will be full color (cloth) centered at the top of Velcro on the right shoulder. OCP pants must always be properly bloused over the Coyote brown boots. Coyote brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing boots. NO berets, shoulder cords, ascots or gloves will be worn with the OCP uniform

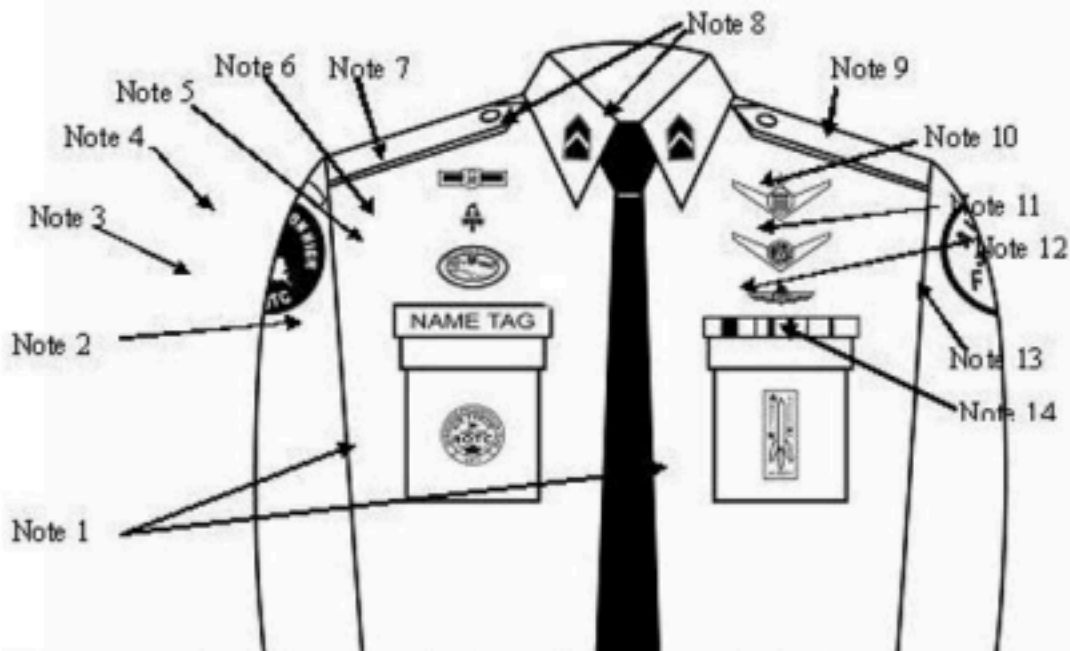
**4.16. Uniform Specifics.** For more specific information regarding the AFJROTC uniform, refer to Chapter 7 of the operational supplement of AFJROTCI 36-2010.

Figure 4.1. - Cadet Male, Blue Shirt.

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## CADET MALE BLUE SHIRT

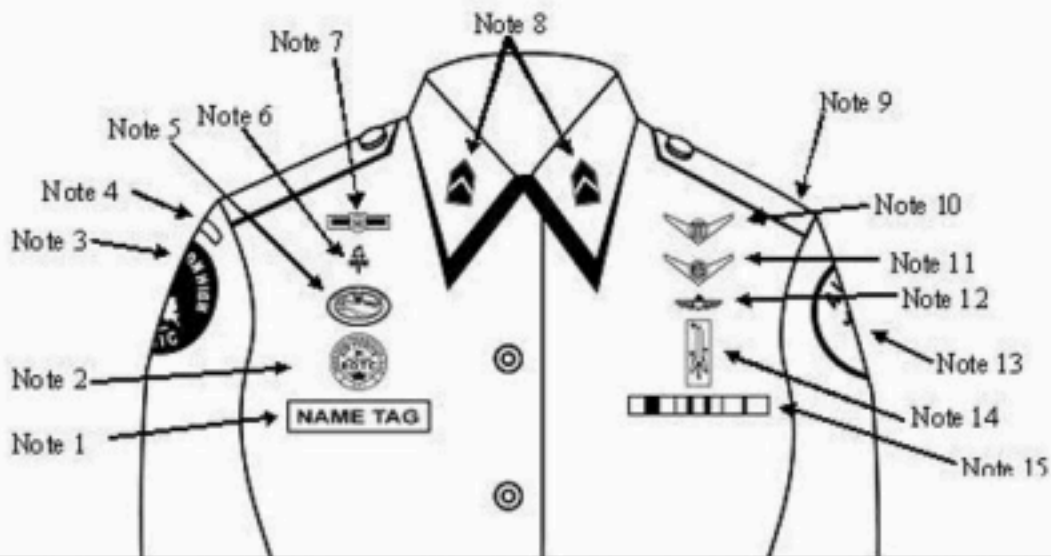


1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: authorized for wear and is to be grounded and centered over wearer's right pocket.
3. Unit patch: center  $\frac{1}{2}$  to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. AFJROTC Patch: center  $\frac{1}{2}$  to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket.
15. First badge placed  $\frac{1}{2}$  inch above name tag or ribbons and is centered horizontally. Additional badges placed  $\frac{1}{2}$  inch above previous badge.

Figure 4.2. - Cadet Female, Blue Shirt.

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## CADET FEMALE BLUE SHIRT

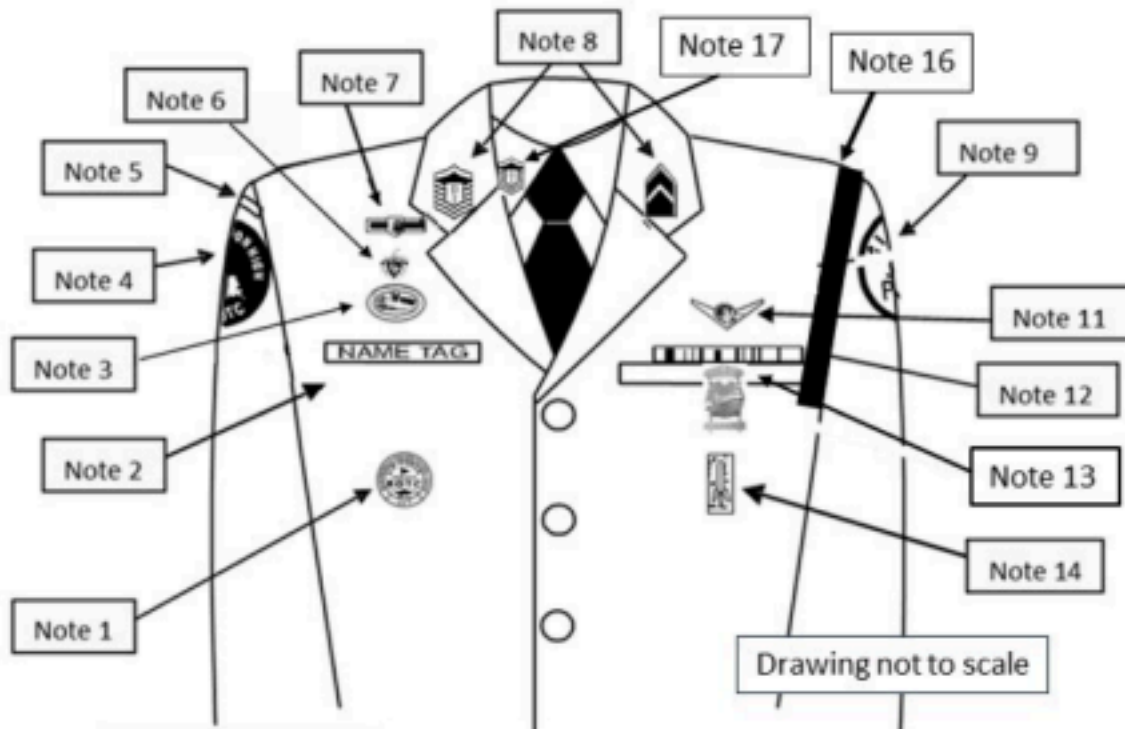


1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautic (AMA) Wings: see note 16.
13. AFROTC Patch: center 1/2 to 1 inch below shoulder seam.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 1/2 inches higher or lower than the first exposed button.
16. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

Figure 4.3. - Cadet Male Service Coat.

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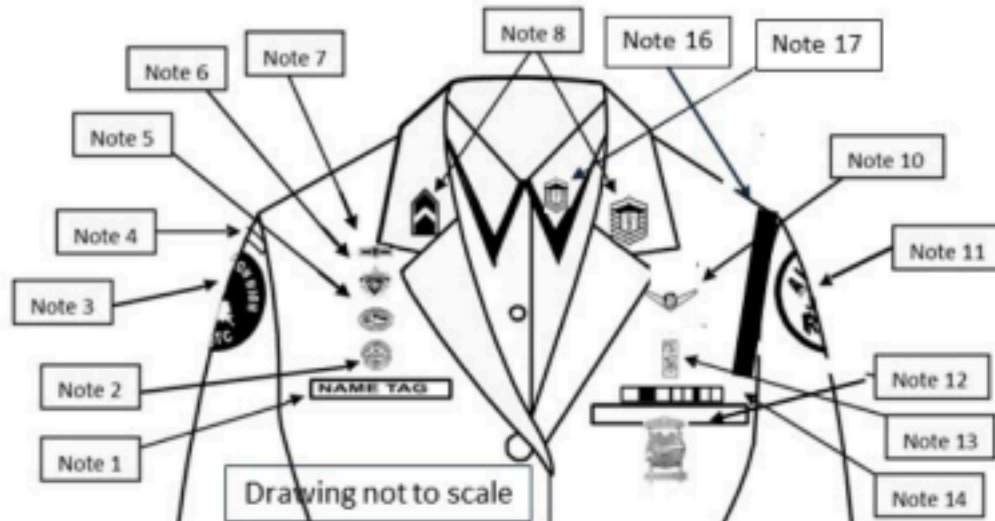
## CADET MALE SERVICE DRESS



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

Figure 4.5. - Cadet Female Service Coat.  
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## CADET FEMALE SERVICE DRESS

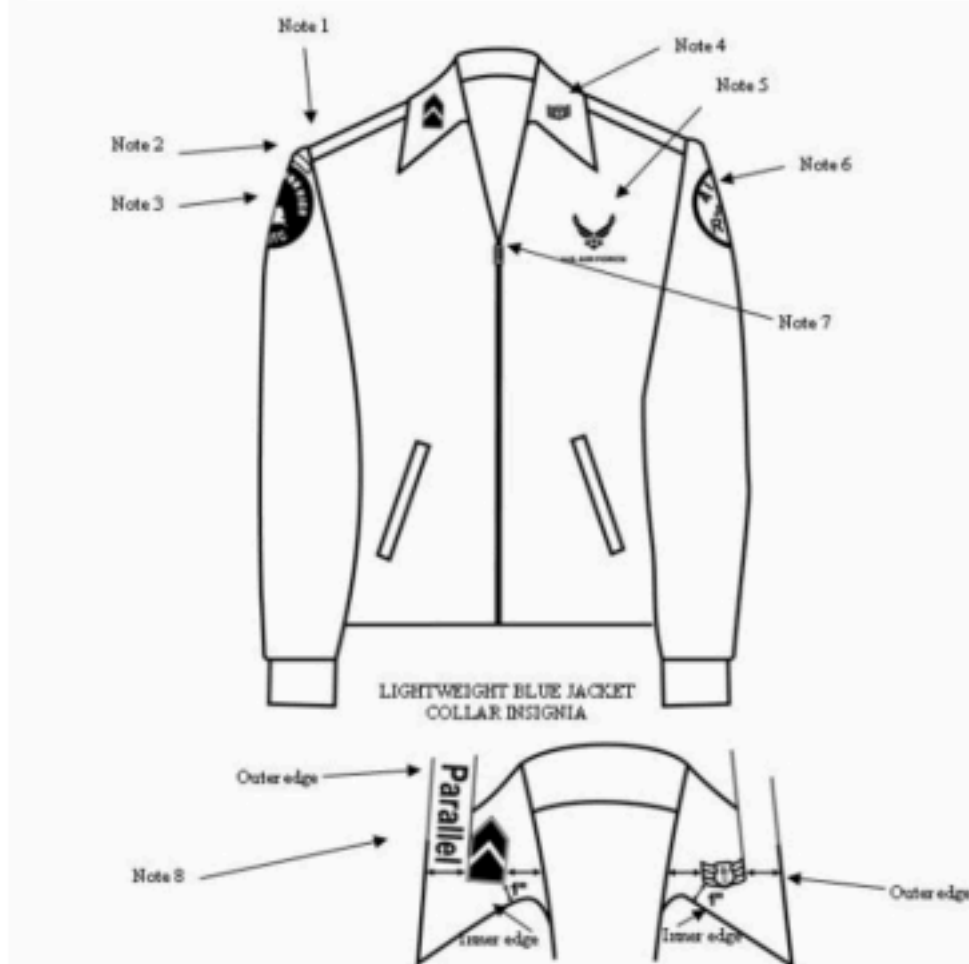


1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center  $\frac{1}{2}$  to 1 inch below shoulder seam
4. Shoulder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

Figure 4.6. Lightweight Blue Jacket.

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## CADET LIGHTWEIGHT BLUE JACKET



1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
3. Unit patch on right sleeve 3/4 to 1 inch below shoulder seam and centered.
4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
5. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
6. AFJROTC patch on left sleeve 3/4 to 1 inch below shoulder seam and centered.
7. Jacket will be closed to at least the halfway point.
8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

Figure 4.7. Cadet Male Headgear.  
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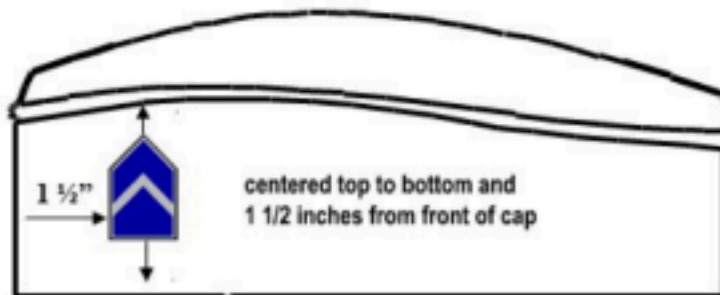
# CADET MALE HEADGEAR

## SERVICE CAP



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

## FLIGHT CAP\*



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

Figure 4.8. Cadet Female Headgear.  
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# CADET FEMALE HEADGEAR

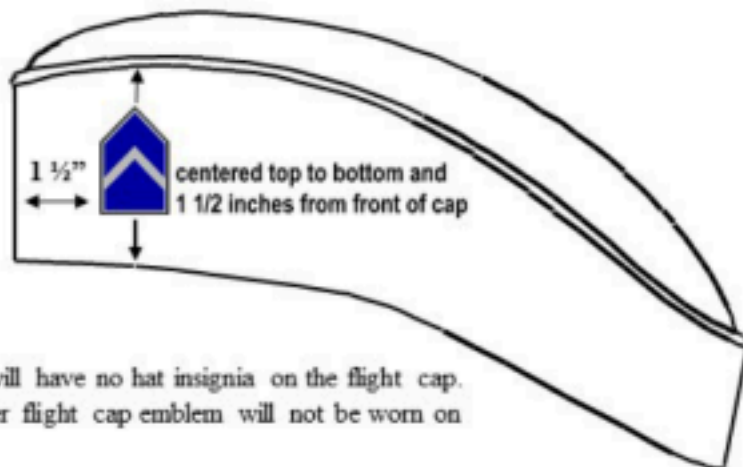
## SERVICE CAP

Solid Blue Color with no embroidery



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

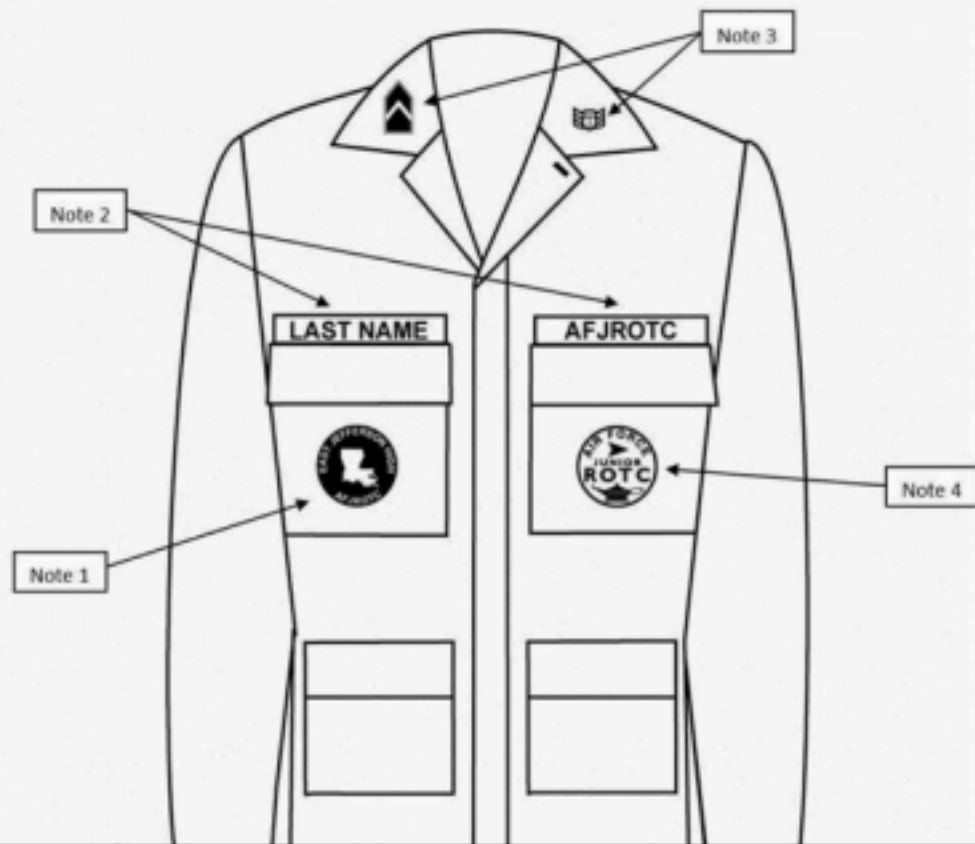
## FLIGHT CAP\*



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

Figure 4.8. Cadet ABU gear.  
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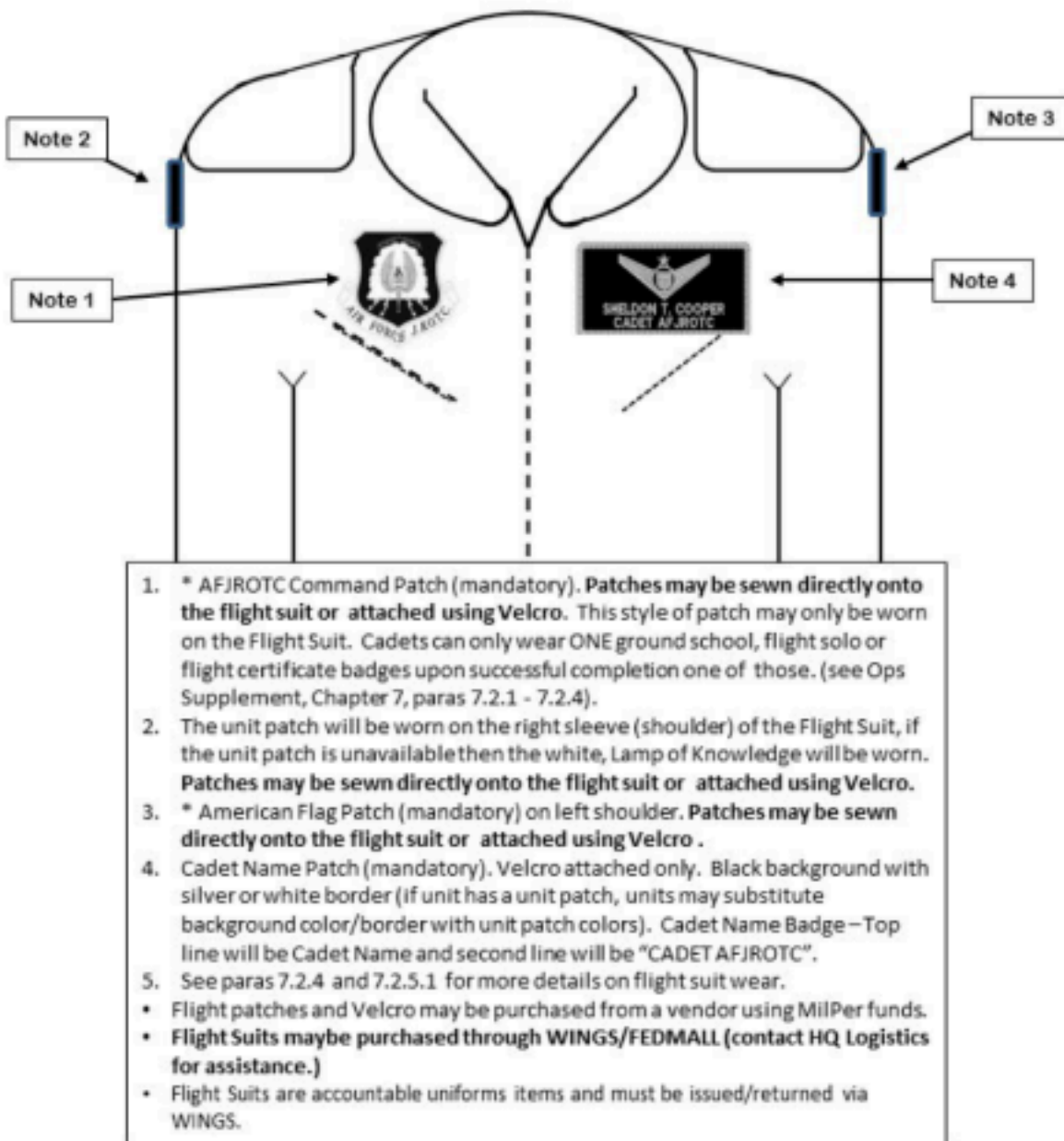
## CADET ABU Male and Female



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

Figure 4.9. Flight Suit.  
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## FLIGHT SUIT (Male and Female)



### CHAPTER 5

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### AWARDS AND RIBBONS

**5.1. Humanitarian Awards.** Humanitarian awards are categorized into

three categories: Valor, Humanitarian, and Community Service. All cadets are eligible for these categories. Refer to the table below for specific information regarding each award category.

Figure 5.1. - Humanitarian Awards Chart.

Award (eligibility)	CADET REQUIREMENT:	Elements
Valor (All Cadets)	GOLD: Voluntary act of bravery and self-sacrifice involving conspicuous risk of life beyond call of duty. SILVER: Voluntary act of heroism which does not involve risk of life	Medal, Ribbon, Citation  Medal, Ribbon, Citation
Humanitarian (All Cadets)	Humanitarian act above call of duty in response to a natural disaster or catastrophe	Ribbon, Certificate
Community Service (All Cadets)	Significant leadership in the planning/execution of a major unit community service project.	Ribbon, Certificate

**5.2. National Level AFJROTC Awards.** Each year, at the end of the second semester, around May-June, Seneca High School AFJROTC will host a “National Awards” Ceremony where cadets will be presented with the following awards for their achievements throughout the year. Cadets are selected for awards through the National Awards Planning Committee at Seneca’s AFJROTC unit.

Air Force Association (AS III)	Excel in position of responsibility, .exhibit strong attitude; exemplary .personal appearance, personal .attributes, and courtesy; and show .growth potential. Top 5% of AS-III .and top 10% of high school class. .Recommended for Outstanding Cadet .Ribbon by SASI	Medal, Ribbon
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Daedalian (AS III)	Demonstrate patriotism, love of country, and service. Potential and desire to pursue a military career. Top 10% of AS III class and top 20% of high school class	Ribbon
American Legion Scholastic (AS III or IV)	Overall scholastic achievement. Top 10% of high school class and top 25% of AS-III or IV. Demonstrate leadership and participate in student activities	Medal, Ribbon
American Legion General Military Excellence Award (AS III or IV)	General military excellence. Top 25% of AS-III or IV Outstanding leadership, discipline, character, and citizenship	Medal, Ribbon
Daughters of the American Revolution Award (AS IV)	Top 25% AS IV and high school class. Be dependable with good character, disciplined, a strong leader, and committed to importance of AFJROTC training	Medal, Ribbon
American Veterans (AS-I, II, III, IV)	Possess positive attitude, outstanding personal appearance and character, and officer potential. Have "A" in AS-I and "C" in all classes at time of selection and presentation	Medal, Ribbon
Reserve Officers Association (ROA) (AS-IV)	Have a positive attitude, outstanding personal appearance, character, courtesy, growth potential, and strong ethics. Be in upper 10% of AS class	Medal, Ribbon, Certificate

Figure 5.2. National Awards Eligibility, Requirement and Element Chart.

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENTS
Military Order of World Wars (AS-I, II, III, IV)	Excel in all academics and military training. Actively participate in Extracurricular activities. Want to serve the country and to continue in AFJROTC.	Medal, Ribbon, Certificate
Military Officers Association of America (MOAA) (AS-III/Junior)	Be a junior academically in good standing. Exhibit high morals and loyalty. Have exceptional military leadership potential.	Medal, Ribbon

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<p>Veterans of Foreign Wars (AS-III or IV)</p>	<p>Show positive attitude towards AFJROTC. Have outstanding military bearing and conduct. Have strong positive character. Be patriotic with leadership potential. Have “B” in AFJROTC and “C” in all other classes. Be active in student activities. Not have received award previously</p>	<p>Medal, Ribbon</p>
<p>National Sojourners (AS-II or III)</p>	<p>Be in the upper 25% of high school class. Encourage and demonstrate Americanism. Show leadership potential. have received award previously.</p>	<p>Ribbon, Certificate</p>
<p>Sons of the American Revolution (AS-III)</p>	<p>Show high degree of leadership potential military bearing, and excellence in AFJROTC. Be in the top 10% of AS class and upper 20% of high school class.</p>	<p>Medal, Ribbon</p>
<p>Scottish Rite, Southern Jurisdiction (AS-III)</p>	<p>High degree of leadership, military bearing, and all around excellence. Top 25% of high school class.</p>	<p>Medal, Ribbon</p>
<p>Military Order of the Purple Heart (AS-III or IV)</p>	<p>Show positive attitude towards country and AFJROTC. Outstanding performer in Corps leadership position. Be active in school and community. Have “B” in all subjects. Not have received award previously.</p>	<p>Medal, Ribbon</p>
<p>Air Force Sergeants Association (AS-III or IV)</p>	<p>Be in the top 25% of AS-III or IV. Show outstanding leadership, discipline, character, and citizenship. Not have received award previously.</p>	<p>Medal, Ribbon</p>
<p>Sons of Union Veterans of the Civil War (AS-I, II, III, IV)</p>	<p>Show patriotism demonstrated a high degree of academic excellence and leadership ability.</p>	<p>Medal, Ribbon</p>

<p align="center">AWARD (Eligibility)</p>	<p align="center">CADET REQUIREMENT:</p>	<p align="center">ELEMENTS)</p>
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Tuskegee Airmen Incorporated (AS-I, II, III) 2 cadets	Attain a grade of "B" or better in AFJROTC Be in good academic standing. Actively participate in cadet corps activities. Participate in at least 50% of all service projects.	Ribbon, Certificate
Outstanding Cadet (One Cadet each AS-I, II, III, IV)	Show high morals and outstanding military potential. Demonstrate positive personal character. Attain academic and military excellence.	Ribbon Full Year

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Leadership (5% of Cadets)	Be assigned and excel in leadership position. Exhibit outstanding performance.	Ribbon Semesterised
Achievement (5% of Cadets)	Accomplish significant documented achievement (community/school services, ROTC Scholarship, Academy appointment, contest winner, Athletic achievement, Valedictorian/Salutatorian, etc.) "C" average in AFJROTC. Awarded once each school year.	Ribbon Semesterised
Superior Performance (10% of Cadets)	Render outstanding achievement or meritorious service in behalf of AFJROTC for a single or sustained act of a superior nature (National Merit Finalists, yearbook editor, most valuable athlete, outstanding performer in community sanctioned activity)	Ribbon Semesterised
Distinguished Unit (All Cadets)	Be enrolled in AFJROTC at Seneca High School during period of award and making satisfactory progress	Ribbon

Aerospace and Technology Honors Camp (All Cadets)	Awarded for attendance at Honors Camp	Ribbon
Top Performer (All Cadets)	The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population.	Ribbon
Academic (All Cadets)	Achieve an "A" in AFJROTC during term and an overall "B" GPA with no failures.	Ribbon Semesterised
Outstanding Flight (All Cadets)	Be assigned to the outstanding flight during an academic semester.	Ribbon Semesterised
Leadership School (All Cadets)	Successfully complete Leadership School	Ribbon

Figure 5.3. AFROTC Sponsored Awards and AFJROTC Cadet Awards (Cont.)

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AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENTS
Drill Competition (All Cadets)	Place in Air Force or Joint drill meet.	Ribbon
Orienteering Competition (All Cadets)	Awarded to team members for placing first, second or third place in an orienteering meet.	Ribbon
Co-curricular Activities Leadership (All Cadets)	Demonstrate exceptional leadership as project officer for AFJROTC Co-curricular activity (Dining-In, Cadet Ball, newsletter editor, Drill Team Commander, Color Guard Team Commander, orientation program coordinator etc. Note: May be earned up to four times.	Ribbon Semesterised

Drill Team (All Cadets)	Participate in at least 75% of all scheduled Drill Team practices and events in which selected to participate.	Ribbon Full Year
Color Guard (All Cadets)	Participate in at least 75% of all scheduled Color Guard practices or 10 formal events in which selected to participate.	Ribbon Full Year
Saber Team (All Cadets)	Awarded for distinguished participation in at least 75% of events.	Ribbon Full Year
Service (All Cadets)	Show distinctive performance in a minimum of three school, community, or AFJROTC service projects each school year. Includes AFJROTC fundraising (min of 10 hrs of service required)	Ribbon Semesterised
Health & Wellness (All Cadets)	Participate in a regular physical conditioning program. Devices may be earned for superior performance as specified in the H&W Program guidelines.	Ribbon Semesterised
Recruiting (All Cadets)	Awarded for outstanding effort in support of recruiting activities. Recruited at least two cadets	Ribbon Semesterised
Activities (All Cadets)	Participate in two formally scheduled co-curricular activities such as parades, academic meets, etc. to receive award each school year. Participate in four additional activities to receive additional clusters.	Ribbon Semesterised
Attendance	Awarded to cadets with no unexcused absences. Max of four excused absences and no more than 1 tardy during the term	Ribbon Semesterised
Good Conduct (All Cadets)	No suspensions of any kind, no adverse reports from any faculty, no tardy reports in a semester. No skipped uniform inspections.	Ribbon Semesterised

Dress and Appearance (25% of cadets)	Wear uniform on all designated uniform days and conform with all AFJROTC dress and appearance standards. Scored 92% or higher on all inspections.	Ribbon Semesterised
Longevity (All Cadets)	Successfully complete an Aerospace Science course with a "C" or better grade.	Ribbon Full Year

Figure 5.4. AFROTC Sponsored Awards and AFJROTC Cadet Awards  
(Cont.)

Figure 5.4 AFJROTC Award and Ribbon Visual Diagram.  
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# 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 Almanac 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. ILAB 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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