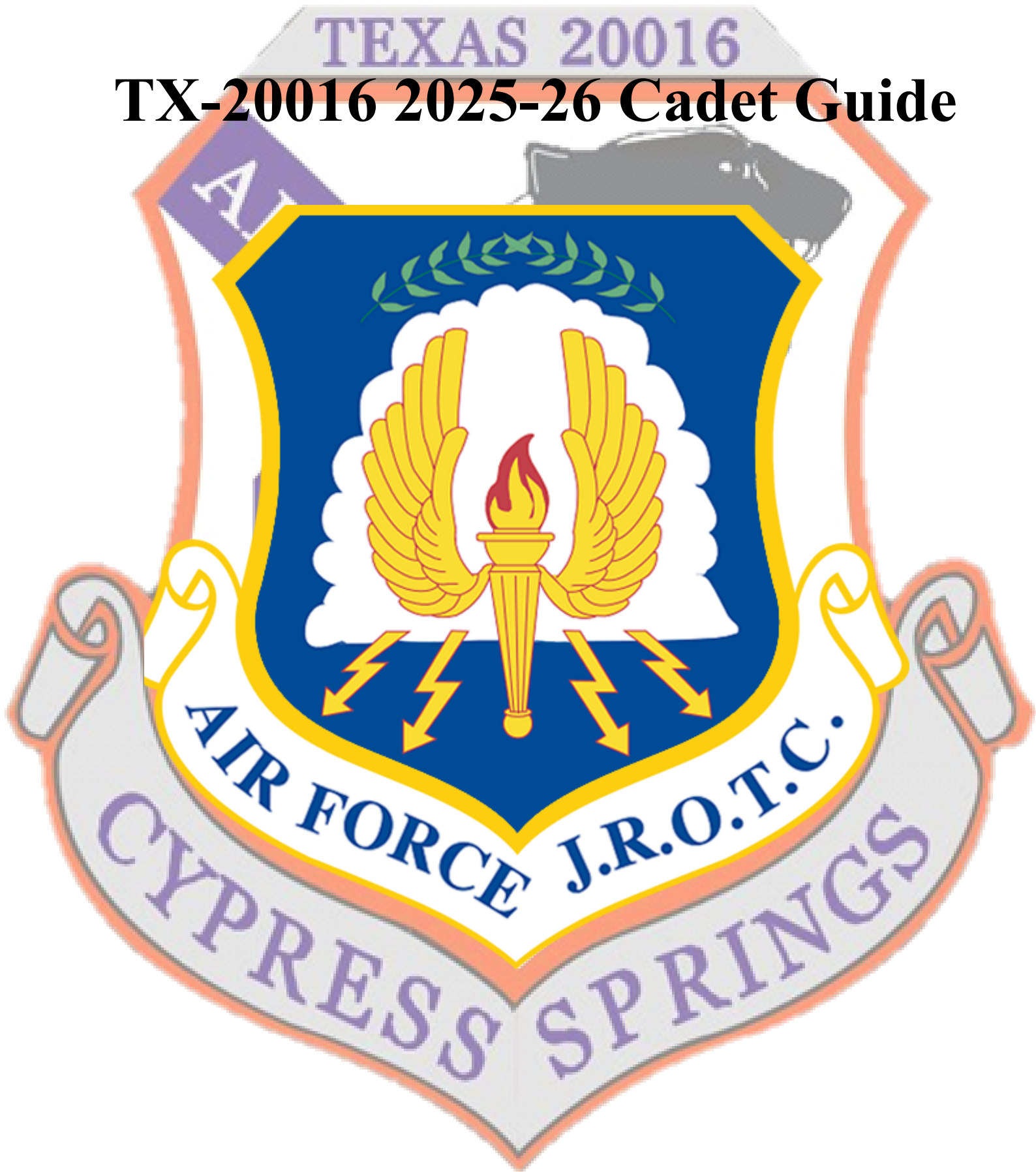


TEXAS 20016

TX-20016 2025-26 Cadet Guide



FOREWORD

Welcome to the exciting world of the Air Force Junior Reserve Officer Training Corps (AFJROTC). This Cadet Guide will help you become a more effective cadet in the AFJROTC program, and part of the proud history of our Corps, TX-20016. As you learn from this guide, Cypress Springs (Cy-Springs) High School's AFJROTC program will become even better because of your contribution.

The Provisions of this Cadet Guide were not established arbitrarily. They come from several sources; the U.S. Public Law authorizing and establishing the AFJROTC program, the Agreement signed by the Cypress Fairbanks ISD Board of Education and the U.S. Air Force, and Directives prepared by the Air Force JROTC Headquarters of the Air Education and Training Command (AETC).

It is likely students and parents/guardians have questions about AFJROTC. First, AFJROTC is neither boot camp or combat training. The intent of the program is to help you develop your Character in order that you might dedicate yourself to serving your nation and community. Sound decision-making, communication skills, and self-confidence are all parts of character development. While this program will be challenging and demanding, you will experience a sense of accomplishment and direction towards your bright future.

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

May each of you enjoy success and personal satisfaction from membership in the Cy-Springs/Cy Park High Schools AFJROTC program.

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Chapter 1

GENERAL PROVISIONS AND BACKGROUND

SECTION A – AUTHORITY, MISSION AND OBJECTIVES

1.1. **Authority:** The Reserve Officers' Training Corps (ROTC) Vitalization Act of 1964 tasks each military department to establish and maintain units of the Junior Reserve Officers' Corps at public and private secondary institutions. Such schools must provide a course of military instruction not less than three years in length as prescribed by the military department concerned. Schools are selected upon the basis of fair and equitable distribution throughout the nation. Each Air Force Junior ROTC (AFJROTC) unit must maintain an enrollment of at least 100 students or ten percent of the school enrollment, whichever is less and at least 14 years old. The law further authorizes the use of retired officers and noncommissioned officers as instructors.

1.2. **Mission Statement:**

1.2.1. AFJROTC/TX-20016: **Develop citizens of character.**

1.2.2. We will achieve the AFJROTC mission through the attainment of aerospace knowledge, participation in community service, development of positive character traits, and practice of leadership skills. This IS NOT a recruiting program for the military!

1.2.3. TX-20016 Designation: Our Cadet Corps is uniquely identified by our designation of "TX-20016." This designation is first broken down by the State, TX for Texas. The second part is the year and the number of corps designated and our sequence in that number. In this case, 20016, represents the year of 2001 in which we were created, and we were the 6th corps established in 2001.

1.3. **AFJROTC Goals:** To instill values of citizenship and service to the United States of America while encouraging personal responsibility and a sense of accomplishment in high school students.

1.4. **AFJROTC Objectives.** Cadets will develop:

- 1.4.1. An appreciation of the basic elements and requirements for national security.
- 1.4.2. Respect for and an understanding of the need for constituted authority in a democratic society.
- 1.4.3. Patriotism and an understanding of their personal obligation to contribute to national security.
- 1.4.4. Habits of orderliness and precision.
- 1.4.5. A high degree of personal honor, self-reliance, and leadership.
- 1.4.6. A broad-based knowledge of the aerospace age and fundamental aerospace doctrine.
- 1.4.7. Basic military skills.
- 1.4.8. A knowledge of and appreciation for the traditions of the Air Force.
- 1.4.9. An interest in completing high school and pursuing higher educational goals.
- 1.4.10. An understanding of the Air Force and military as a possible career path.

1.5. **Instructor Staff.** JROTC instructors are retired Air Force commissioned and noncommissioned officers (NCOs). The Senior Aerospace Science Instructor (SASI) is typically a commissioned officer and senior instructor. He or she manages and administers the AFJROTC program. The SNCO/NCO is employed as an Aerospace Science Instructor (ASI) who reports directly to the SASI. His or her major task is to co teach Aerospace Science and/or Leadership Education curriculum. Both are certified for their positions by the US Air Force and are members of the school faculty. Instructor hiring changes have occurred where instructors may be veterans of National guard or Reserves and members do not have to be retired (case-by-case basis).

SECTION B -- ENROLLMENT AND DISENROLLMENT

1.6. **Enrollment.** Cadets must be a full-time student in good standing enrolled at Cy-Springs High School; a US citizen or an immigrant applying for permanent residence; at least 14 years old (waiverable for exceptional students); of good moral character; and physically fit for training. **THERE IS NO MILITARY SERVICE OBLIGATION FOR AFJROTC ENROLLMENT!**

1.6.1. **AFJROTC Reserve Cadet.** An active cadet who completed an entire AFJROTC Academic year and is not participating in an AFJROTC course during the current semester of the school year may be designated, with AFJROTC instructors' concurrence, as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (drill team, color guard, etc.). Time in reserve status does not count towards the Certificate of Completion. Reserve cadets may participate in all after school activities.

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

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

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

1.7. **Disenrollment.** Cadets may be disenrolled by either their parent/guardian or the SASI. A parent may request a release from the course in coordination with Cy-Springs School administration. Cadets who are consistently deficient in one or more areas or demonstrate a negative pattern of behavior and/or are disruptive to the overall corps operations must be disenrolled. In addition, the SASI can disenroll **a cadet who does not**:

1.7.1. Wear the uniform (to include Physical Training and Spirit wear) when required.

1.7.2. Pass any aerospace course. Continued enrollment will be on a space available basis when approved by the SASI, with no certification of completion credit for military training for failed AFJROTC courses.

1.7.3. Maintain personal appearance and uniform standards after many attempts to correct the deficiencies by the SASI, ASI, or senior cadets.

1.7.4. Abide by Cy-Springs and Cy-Park High Schools Student Codes of Conduct. History of suspensions and any expulsion are reasons for disenrollment.

1.7.5. Follow classroom rules; maintain a positive attitude towards training; comply with classroom procedures; and maintain self-control.

1.7.6. Abide by the Cadet Code of Conduct, Honor Code, or Cadet Creed. Any cadet who shows an inaptitude or indifference to training may be disenrolled.

1.7.7. Cadets who fail to meet course standards (conduct and/or academic) will first be counseled by the SASI and/or ASI and documented on a counseling form. If the cadet fails to self-correct then the parent/guardian will be contacted to discuss the issue. This conversation will be further documented on the counseling form. If the cadet still fails to comply with course requirements then the SASI may take action to disenroll the cadet from the course. This process should take roughly three weeks to complete but will depend on the specific circumstances.

DISENROLLED CADETS RECEIVE NO COURSE CREDIT.

SECTION C -- CONTRACT, CODE OF CONDUCT, HONOR CODE, AND CADET CREED

1.8. **Cadet Contract.** All cadets will complete annually or upon enrollment the cadet contract shown in Figure 1.1, which will be filed in their Cadet Personnel Record.

1.9. **Cadet Code of Conduct, Honor Code, and Creed** These codes are closely related and supplement each other. They belong to the cadets and guide them as they strive to become productive citizens in a society with demanding and often conflicting standards and questionable role models. Cadets should instill these values in themselves and their fellow cadets to the best of their ability always.

1.9.1. **Cadet Code of Conduct.** This Code, a general guide for a cadet's conduct, is not all inclusive but expected to be followed by all cadets. It encompasses the Honor Code, Cadet Creed and the Air Force Core Values in the following section.

1.9.2. **Cadet Honor Code.** "A Cadet will not lie, cheat, or steal nor tolerate among them, anyone who does." These simple words are the basis for a code by which to live that should last throughout a cadet's life. These are simple but tough rules by which to live as reflected in the troubling and alarming number of students who freely admit they cheat in school. However, these words are specific and clear in their demands and are relevant in society. A cadet is HONEST in both words and deeds. A cadet should not make quibbling and evasive statements; should do their own work; and assist others in a sense of cooperation to meet the Corps' goals. Trustworthiness not just in battle but also throughout life is not only noble but also necessary for the welfare and continued existence of civilized society. ***The Code requires self-control and a conscious effort not to take the easy road to short term success, but to instead take the road that requires challenging work for long-term success.*** Eventually, living by the Code will become an ingrained habit and a part of the cadet's lifestyle. The Honor Code stresses lying, cheating, or stealing is not tolerated and HONOR is a noble, moral standard that is the essence of not only the Corps but also civilized society.

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

1.10. **Air Force Core Values:** The fundamental principles by which we must perform our work and live our lives are called core values. The core values of the Air Force and our unit are:

1.10.1. **Integrity First:** *Integrity* is the unfaltering devotion to honesty, truthfulness and doing what is right. It is made up of several traits including moral courage, responsibility, accountability, justice, openness, self-respect and humility.

1.10.2. **Service Before Self:** *Service before self* means sacrificing personal goals for the good of the Service and nation, something Air Force members have done for years and will continue to do. Professional duties take precedence over personal desires. Discipline and self-control are paramount, as is keeping faith in the system.

1.10.3 **Excellence In All We Do:** *Excellence* means striving to do the best in everything, both personally and professionally. This requires maintaining a passion for continuous improvement and innovation and working together on the basis of trust and mutual respect.

SECTION D -- ORGANIZATION

1.11. **Organization.** The AFJROTC TX-20016 Cadet Corps is organized as a Cadet Group. The Group staff is responsible for operations of the cadet corps and the JROTC program is designed to be cadet operated. Cadets can hold positions in different areas focused on operating the Cadet Corps.

1.12. **Chain of Command.** Each cadet will know the chain of command and the names of the people assigned to the positions contained in Figure 1.2.a Cadets should use the chain for cadet business such as questions on uniforms, customs and courtesies, drill, cadet evaluations and promotions, cadet awards, extracurricular activities, and class rules and procedures. ***A PERSONAL MATTER, INAPPROPRIATE CONDUCT BY ANY CADET, OR QUESTIONS ON ACADEMICS SHOULD BE ADDRESSED DIRECTLY AND IMMEDIATELY TO ONE OF THE AFJROTC INSTRUCTORS.***

1.13. **Corps Motto.** The Corps' motto reflects Cadets' commitment to AFJROTC. The motto will appear on stationary and other cadet clothing, awards, and symbols. The AFJROTC TX-20016 motto is "**Continuing the Excellence**".

Figure 1.1 Cadet Contract. (page 1 of 2)

CADET MEMORANDUM OF UNDERSTANDING

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

1. Wear the uniform issued to me every Wednesday and clean the uniform when necessary and/or as directed by the SASI/ASI during the school year unless a valid excuse is documented by either a parent/guardian. Cadets are also required to wear the issued physical fitness uniform on PT day, Friday. **Failure to wear the required uniform continually will result in disenrollment (See section 1.7).**
2. Maintain my hair and/or personal appearance within published standards **when enrolled in AFJROTC** and **while wearing the uniform.** Failure to maintain established standards will affect the Inspection grade and possibly enrollment.
3. Abide by Cy-Springs High School student rules of conduct and will refrain from behavior that will discredit Cypress Fairbanks Independent School District, Cy-Springs High School or the Cadet Corps.
4. Be prepared for Leadership Education and Aerospace Science classes. This includes bringing writing supplies, appropriate books, and the Cadet Guide to class each day. **This is a part of a daily grade.**
5. Attend all classes unless excused in accordance with school policy.
6. **Pay an activity fee of \$100.00.** This mandatory fee will pay for the purchase of a “spirit shirt” and curriculum supplies not funded by Headquarters Air Force Officer Accessions and Training Schools (HQ AFOATS), Cy-Springs High School or Cypress Fairbanks Independent School District. This fee is non-refundable if the cadet is not able to complete the course.
7. **Participate in JROTC fundraising activities.** All funds raised pay for activities not normally funded by the school or HQ AFOATS such as; field trips, extracurricular corps activities, student classroom supplies, etc.
8. Accept monetary responsibility for the issued uniforms, books, equipment, or other items lost or stolen. Cadets must pay for lost or stolen items. Failure to do so will result in the cadet being added to the school’s Fees and Fines List.
9. Maintain published Cy-Springs High School and AFJROTC academic standards.
10. Turn-in issued uniform(s) when no longer enrolled in JROTC or when requested. Failure to return items will result in placement on the school’s Fee and Fines List.
11. Wear a physical training uniform and participate in physical training activities on established PT days, unless a medical condition prohibits participation and is documented by a physician. **Each student must have a copy of their current Parental Consent for Fitness Program Participation form on file for this school year. An actual physical by a family doctor is highly recommended for participation in any physical fitness activities.**
12. Attend the AFJROTC Military Ball/Military Awards Banquet and Pass-In-Review (PIR). These activities are filled with military tradition and are essential to good unit *esprit de corps*. **Activity Fee and Fundraising activities defray the cost for cadets attending the Military Awards Banquet/Military Ball.** Additionally, each student must participate in the annual end-of-year district-wide parade. These activities are mandatory and part of the semester grade.

Fig. 1.1 Cadet Contract (Cont'd., page 2 of 2)

STUDENT:

I understand failure to abide by this agreement may result in demotion and removal from cadet leadership positions; not participating in AFJROTC field trips and extracurricular activities; any military training credit and/or disenrollment from AFJROTC.

CADET SIGNATURE / DATE

PARENT/GUARDIAN:

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

I agree to pay the \$100.00 activity fee. The fee will pay for the purchase of a “spirit shirt” and curriculum supplies not funded by HQ AFOATS, Cy-Springs High School or Cypress Fairbanks Independent School District. This fee is non-refundable if the cadet is not able to complete the course.

PARENT/GUARDIAN PRINTED NAME: _____

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

Please provide the following information below so we may contact you when necessary and in the event of any emergencies.

Address:

_____ Primary Phone: _____

_____ Alternate Phone: _____

Email Address: _____

**Chain of Command
(Figure 1.2.a.)**

Chain of Command	Cadet Chain of Command
President of the US/POTUS/Commander in Chief Honorable Donald J. Trump	Corps Commander C/Lt Colonel Christopher Ordonez
Secretary of Defense Honorable Pete Hegseth	Deputy Corps Commander C/Major Kah'Darris Reynolds
Secretary of the Air Force Honorable Gary A. Ashworth	Corps Command Chief C/CMSgt Subhan Ibrahimov
Air Force Chief of Staff Gen Kenneth S. Wilsbach	Executive Officer C/Maj Maria Gomez
Chief Master Sergeant of the Air Force CMSAF David R. Wolfe	Operations Squadron Commander C/Capt Jason Medina
Air Education and Training Command, Commander Lt Gen Clark J. Quinn	Mission Support Sq Commander C/1st Lt Oscmarc Gomez-Romero
Air University Commander Lt Gen Daniel H. Tulley	Special Teams Squadron Commander N/A
Holm Center Commander Brig General Joseph L. Sheffield	Drill Squadron Commander C/1st Kaven Hughes
AFJROTC Director Lt Colonel Matthew E. Tipton	Inspector General C/1st Jackson Blanc
Principal, Cy-Springs High School Dr. Plas Williams	APT Commander/Community Service C/2d Lt Skarlet Sanchez-Caputo
Senior Aerospace Science Instructor (SASI) Major Jerome Frederick Jr.	Public Affairs Officer C/1st Lt Aimalohi Arumemi

<p>Aerospace Science Instructor (ASI) Technical Sergeant Marvin E. Waterman</p>	<p>Finance Officer C/1st Lt Shabria Whiteside</p>
	<p>Your Flight Commander</p>

TX-20016 Unit Manning Document (Figure 1.2.b.)

Position #	Title	Max Authorized Grade	Total Auth
1	Corps (Group) Commander	C/Lt Col	1
2	Deputy Corps (Group) Commander	C/Maj	1
3	Command Chief	C/CMSgt	1
4	Executive Officer	C/Maj	1
5	Operations Squadron Commander	C/Maj	1
6	Drill Squadron Commander	C/Maj	1
7	Special Teams Squadron Commander	C/Capt	1
8	Mission Support Squadron Commander	C/Capt	1
9	Inspector General	C/Capt	1
10	Flight Commander	C/1st Lt	7
11	Flight Sergeant	C/TSgt	7
12	Flight Guidon Bearer	C/SrA	7
13	Flight Element Leader	C/SrA	28
14	Color Guard Commander	C/Capt	1
15	Color Guard Deputy	C/2d Lt	1
16	Saber Team Commander	C/Capt	1
17	Saber Team Deputy	C/2d Lt	1
18	Unarmed Drill Team Commander	C/1st Lt	1
19	Unarmed Drill Team NCOIC	C/SMSgt	1
20	Armed Drill Team Commander	C/1st Lt	1
21	Armed Drill Team NCOIC	C/SMSgt	1
22	Novice Drill Team Commander	C/1st Lt	1
23	Novice Drill Team NCOIC	C/TSgt	1
24	Inspection Drill Commander	C/MSgt	1
25	Raiders Team Commander	C/Capt	1
26	Raiders Team NCOIC	C/MSgt	1
27	APT Commander	C/Capt	1
28	APT NCOIC	C/MSgt	1
29	Kitty Hawk Honor Society Commander	C/1st Lt	1

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30	Kitty Hawk Honor Society NCOIC	C/MSgt	1
31	Academics Team Commander	C/1st Lt	1
32	Academics Team NCOIC	C/MSgt	1
33	Rocketry Team Commander	C/1st Lt	1
34	Rocketry Team NCOIC	C/TSgt	1
35	Cyberpatriot Team Commander	C/1st Lt	1
36	Cyberpatriot Team NCOIC	C/TSgt	1
37	Robotics Team Commander	C/1st Lt	1
38	Robotics Team NCOIC	C/TSgt	1
39	FSD Commander	C/1st Lt	1
40	FSD NCOIC	C/TSgt	1
41	Spirit Team Commander	C/1st Lt	1
42	Spirit Team NCOIC	C/TSgt	1
43	Military Model Building Commander	C/2d Lt	1
44	Military Model Building NCOIC	C/SSgt	1
45	Logistics Commander	C/Capt	1
46	Logistics NCOIC	C/MSgt	1
47	Uniform NCOIC	C/TSgt	1
48	Public Affairs Officer	C/1st Lt	1
49	Physical Fitness Officer	C/2d Lt	1
50	Finance Officer	C/2d Lt	1
51	WINGS Recorder	C/SMSgt	1

Chapter 2

CLASSROOM RULES/PROCEDURES, GRADING SCALE, AND DISTRIBUTION

SECTION A -- CLASSROOM RULES/PROCEDURES

2.1. **Classroom Rules.** All cadets will abide by the classroom procedures listed in the student handbook. In addition, the following procedures will be followed to receive AFJROTC course credit. Cadets will **not**:

- 2.1.1. Chew gum, eat food, or drink beverages in the classroom, or the instructor offices unless instructed by the Instructors or flight commanders.
- 2.1.2. Wear hats or other headgear indoors during any cadet or school activity other than during team practice that takes place outside.
- 2.1.3. Talk when the instructor or a guest lecturer is talking unless recognized.
- 2.1.4. Throw object(s) and horseplay in the classroom.
- 2.1.5. Write on the bulletin board, or on any other visual aid without the instructor's or flight commanders permission.
- 2.1.6. Place books, athletic/book bags, purses, or other personal belongings in aisles or walkways.
- 2.1.7. Sleep or lay head down on the desk. All illnesses will be referred to the school nurse. If groggy or sleepy, a cadet shall rise and proceed directly and quietly to the rear of the room and stand, with no support, until refreshed.
- 2.1.8. Be loud, disruptive, or participate in any form of "horseplay." Arguing amongst cadets in the classroom or drill area will not be tolerated.
- 2.1.9. Forget to always address the instructors, guest lecturers, or cadet officers as "Sir" or "Ma'am".
- 2.1.10. Enter instructor offices without being given permission to enter and to address the instructor.
- 2.1.11. Come to class unprepared. Cadets will bring notebooks, pencil(s), pen(s) with black or blue ink, computers, and any aerospace science and leadership materials/books for assignments.
- 2.1.12. Be disrespectful, inconsiderate, threatening, or use vulgarity towards teachers, visitors, or other students.
- 2.1.13. Perform "**Hazing**" or harassing of fellow cadets. Hazing is defined as the practice of directing someone of lesser rank to perform a humiliating act, which entails the surrender of dignity and self-respect or a hazardous act which exposes a person to physical danger or bodily harm. Harassment of a sexual nature is particularly serious. Any cadet experiencing such treatment from another cadet at any time should **immediately report such an incident to the SASI or ASI.**
- 2.1.14. Disturb other classes or school administration while proceeding to a drill area. Cadets are reminded the hallways are extensions of the classroom. Therefore, there will be no talking or stopping. Exit and enter the school building quietly so as not to disturb or interfere with other classes.
- 2.1.15. Talk during class without permission. Raise your hand if you have a question/comment.

2.2. **Classroom Procedures.** The following are the daily classroom procedures:

2.2.1. Cadets will be standing behind their desks at parade rest prior to the tardy bell.

2.2.2. Flight Commander or Flight Sergeant will perform roll call using the flight roster..

2.2.3. Cadets will remain at parade rest until their respective name is called. Once they hear their name, the cadet will snap to attention and reply "Here." Once they have rendered a reply, they should return to the position of Parade Rest. .

2.2.4. Once roll call is complete and the Instructor enters the room, the Flight Commander and/or the first person to see the Instructor will call the room to the position of "ATTENTION." If the instructor is an officer (i.e Major) The Flt/CC will give the order "PRESENT ARMS," face the instructor and report the attendance. If the instructor is enlisted (i.e TSgt) the cadet reporting attendance will stand at attention, give the report and wait for the instructor to direct the flight to "TAKE YOUR SEATS" or "BE AT EASE" Cadets can then sit down but will refrain from talking.

The instructor will then register the necessary entries in the school's computer attendance system. The Flight Commander/Sergeant has this time to go over announcements with the class and give the daily Mission Briefing.

2.2.5. After attendance is completed; cadets with anything for the instructor will raise their hand and bring them to the instructor when asked to come forward. **It is the responsibility of the absent cadet to contact the flight sergeant for any missed work assignments (the first day back in class). Any cadet who missed a uniform wear day will wear the uniform the first day back and request to be inspected by their flight commander.**

2.2.6. Unexcused absences and excessive tardiness will negatively affect Outstanding Flight competition and the cadet's course grade. Being on time and attending school are required by all AFJROTC cadets..

2.2.7. Approximately two minutes prior to the class dismissal bell rings, the Flight Commander/Sergeant will prepare the flight for dismissal by notifying the instructor of the remaining time. The instructor will inform the cadets to stop class work and put their books/classroom materials away. Cadets will clean their desktops, pick up any trash in the immediate vicinity of their desks, place chairs under their desk, all at the same height and prepare for dismissal.

2.2.8. To show respect to distinguished visitors, which include the district superintendent, principal and school administrators, in the absence of the instructor, the cadet who first recognizes the visitor will in a confident, authoritative voice, state "CLASS, ATTENTION". All cadets will come to the position of ATTENTION, facing forward, and remain standing silently until directed to take their seats by the instructor or visitor. If seated, cadets will come to the seated position of attention and carry-on once instructed.

2.2.9. Flight Commanders are responsible for the conduct of their flight during the class period. Flight Sergeants assume this responsibility during the absence of the flight commanders.

2.2.10. If arriving late to class and upon entering the classroom after the class has started, you either provide the instructor your "late" pass into class, sign the tardy book located in the class, or if you have already spoken to the instructor not in class for the day you will take your seat without disrupting the class.

SECTION B - GRADING SCALE

2.3. **Grading Scale.** Aerospace Science Instructors will use the following weighted grading scale and assign a letter grade using the school's published grading scale. Instructors will maintain a computerized grading system that can be reviewed at any time. Progress reports will be accomplished and parents/guardians will be notified by phone of any grade and/or behavioral concerns. Cadets can request extra credit work that will be weighed into the academic category.

2.3.1. The nine weeks and semester letter grades are determined by using a percentage of total points possible. This percentage is determined by dividing the total points possible for each grading category into the total points received for that category and averaging categories by respective weights. The letter grades assigned based upon the grade average are:

<u>Grading</u>	<u>Percent Required</u>
A	90-100
B	80-89
C	75-79
C-	70-74
F	69 and Below

<u>Course Curriculum</u>	<u>Percent of Grade</u>	15
Weekly Participation (Leadership Education, Drill, LDRs)	33.33	
Uniform Inspection	33.33	
Physical Training	33.33	

<u>Grade Distribution</u>	<u>Weighted Grade Scale Percentage</u>
Daily Grade	40
Physical Fitness/Wellness	20
Quiz	5
Uniform Inspection	30
Exams	35

2.4. **Assignments.** Homework/special projects etc. will be graded for full credit on the due date plus the number of days you were absent with a valid excuse. Failure to turn in the assignment during the grading period will result in a "0" grade for the work. Doing classwork and homework is crucial for academic progress; therefore, students may complete make-up work for all absences. The number of days allowed for make-up work will equal the number of days absent. In the event of an emergency or other extenuating circumstance, instructors will grant students additional time to do make-up work. Students who fail to make up all the work missed by the established deadline may receive partial credit for the work completed and turned in. Students who fail to make up their work will receive no credit. In instances when a student is absent for an extended period (i.e., 4 days or more) parents may make arrangements to obtain the missed work. Schools need to be given at least a 24-hour notice to gather the missed assignments.

2.4.1 **Alternative Assignments.** Cadets who chose not to participate during Physical Training, with the exception of being injured, medically unable, or having an excused absence, will be required to make up their grade by doing an alternative assignment. The following assignments are 3 Page Essay (12 PT Font and double-spaced), 30 Minute Presentation (Video or Afterschool), or the Corps Commander Special (3 Miles Afterschool). The topics and Rubric will be assigned to the cadet by the Flight Commander and graded by Senior Leadership with the Instructors oversight.

2.5. **Textbooks.** All Aerospace Science and Leadership courses will be accessible digitally. Archived textbooks may be available for reference only.

2.6. **Extra credit** may be obtained at the discretion of the SASI or ASI.

2.7. **Individual inspection.** An individual inspection, on a weekly basis, will be conducted on the prescribed uniform day in order to ensure that proper standards of uniform wear and personal cleanliness are being met. All cadets must meet grooming standards

regardless if they are in uniform or not. The inspection will be supervised by the ASI or the SASI. All inspections will be graded. Uniform day is usually set for every Wednesday of the grading period.

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

2.9. **Daily Grades:** Each cadet may receive a daily grade for class participation and class preparation as applicable. Failure to bring required books (cadet guide) and military issued uniforms, on days required, unless noted otherwise will result in an unsatisfactory grade for that day.

Chapter 3

SALUTE, UNITED STATES FLAG AND FLAGS OF FOREIGN COUNTRIES, CADET ETIQUETTE, AND POSITION OF HONOR

SECTION A -- SALUTE

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

3.1.1. Cadets will, when wearing the uniform outside, salute:

3.1.1.1. The President of the United States.

3.1.1.2. All commissioned and warrant officers of United States military services and Friendly Foreign Nations.

3.1.1.3. The Senior Aerospace Science Instructor (SASI).

3.1.1.4. Cadet officers senior in grade when in uniform.

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

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

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

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

SECTION B – UNITED STATES FLAG AND FLAGS OF FOREIGN COUNTRIES

3.2. United States Flag and Flags of Foreign Countries

3.2.1. **Outdoor Display.** Normally unless illuminated, the US flag will only be flown from sunrise to sunset. Generally, the flag will be displayed flat or hanging free. When the flag is displayed at half-mast, it is first hoisted to the top of the staff and then lowered to the half-staff position. When lowering the flag, it is first raised to the top of the staff and then lowered. At no time will the flag be allowed to touch the ground and after being completely detached from the halyards, the flag is folded properly into the shape of a triangle. In a procession with another flag or flags, the United States will be either on the marching right, the flag's own right, or if there is a line of other flags, in front of the center of the line. It will never be carried flat or horizontally but always aloft and free. The correct way to carry a staffed flag is to hold the staff with one or

both hands in front of the center of the body with the base of the staff resting against the body and the staff sloping upward and forward at an angle of about 30 degrees from the body.

3.2.2. **Indoor Display.** When the flag is displayed horizontally or vertically against a wall, the Union will be uppermost and to the observer's left (the Speaker's right). When the United States Flag is displayed with state and local flags, the United States Flag may be placed at the center of the line providing it is displayed at a higher level than the other flags in the display. The flag will be placed in the position of honor, to the right of a speaker, when displayed on a platform, in a hall, on a stage, or on the same level of the audience.

3.2.2. **Customs and Courtesies.** The flag and national anthem are symbols of the people, their land, and institutions. Thus, when we salute these symbols, we are saluting the Nation. Flags and national anthems of friendly nations are shown the same respect as our own. Flag ceremonies occur during parades, reveilles, retreats, and prior to unique events. Reveille signals the start of the official day while retreat signals the end of the official duty day. Most flag ceremonies will be conducted with the playing of the United States National Anthem. All cadets will render the following courtesies:

3.2.2.1. When in uniform outdoors, and the "National Anthem" or "To the Colors" is played, stand at attention, face the flag (or direction of music), render the military salute, and hold it from the first note of the music until the last note. When in civilian clothes, stand at attention, face the flag (or music), and place the right hand over the heart. Males will remove their hat, hold it in the right hand, and place the right hand over the heart. Females will place their right hand over the heart but do not remove the hat.

3.2.2.2. When attending any outdoor event and a US flag is carried past a cadet; the cadet, if in uniform, should stand at attention, face the path of the flag, render a proper salute six paces before the flag is even with them, and hold the salute until the flag passes six paces beyond them.

3.2.2.3. When ceremonies occur indoors and the "National Anthem" or "To the Colors" is played, face the flag and take the position of attention. If the flag is not visible, take the position of attention and face the music. Do not salute unless under arms.

3.2.2.4. On any military base, at the first note of the national anthem, all vehicles will come to a stop and the occupants will sit quietly until the last note of the music.

3.2.3. Cadets will raise and lower the United States and Texas flags daily on the school's stationary flagpole, weather permitting as determined by the SASI/ASI. Normally the flags will be raised prior to the first period and lowered during the seventh period. However, immediately following the last bell of the day is sufficient for retrieval in order to eliminate disruption of classroom instruction. These are formal, solemn ceremonies that will be accomplished in a professional manner. The Corps Commanders will ensure four cadets are designated, with one being the Detail Chief, to accomplish the flag detail. The Detail Chief will form the detail, direct the flag ceremony, march the detail back to the form-up area after the flags are raised or lowered, and secure the flags. The instructor will issue any special instructions.

SECTION C -- CADET ETIQUETTE

3.3. **Cadet Etiquette.** Proper etiquette is "the customary rules of conduct or behavior in a polite society". Civilized society operates smoothly and is a more pleasant place for school and work when all members practice proper etiquette and good manners. Cadets **shall**:

3.3.1. Say "Please" and "Thank You".

3.3.2. Use "Yes Sir/Ma'am" when addressing AFJROTC instructors, military service members, school officials, teachers, and visitors. Use "Mr., Ms, or Mrs." and last name when addressing civilians and "Military Grade" and last name when addressing military personnel.

3.3.3. Use proper telephone etiquette and do not keep people waiting.

3.3.4. Not gossip.

3.4. **Position of Honor.** This military courtesy began centuries ago when battles were fought with swords. Since most warriors were primarily right-handed, the heaviest fighting occurred on the right side. The left side became a defensive position since the shield was

normally carried with the left hand/arm. Thus, since units were proud of their fighting ability, the right side (sword bearing side) or right of the battle line became the position of honor, assumed by great warriors and leaders. Thus, a cadet shall; while in uniform, walk or sit on the LEFT side of an AFJROTC instructor, military service member, or senior cadet officer who assumes the position of honor on the RIGHT.

Chapter 4

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

SECTION A -- CADET RANKS

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

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

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

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

SECTION B -- HAZING

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

SECTION C -- CADET ACTION BOARD

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

- 4.3.1. Cadets for promotion and promotion policies.
- 4.3.2. Cadet evaluation policies and procedures.

- 4.3.3. Cadets for semester and annual awards.
- 4.3.4. Cadets for senior staff positions.
- 4.3.5. Cadets disciplinary action and demotions

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

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

4.5. **Promotions.** Cadets will hold a permanent rank commensurate with the number of semesters completed in accordance with AFJROTCI 36-2010 and the AFJROTC Consolidated Operational Supplement. The SASI and ASI will award temporary rank promotions to cadets serving in specific assigned positions in the cadet corps. Maximum grade for each position is designated in the Unit Manning Document (UMD), Figure 1.2.b. Initially, the SASI will award cadets appointed to corps positions an entry-level rank under the maximum allowed rank in accordance with the UMD. During the year, promotion boards may consider the performance of cadets in their various positions and recommend to the SASI those cadets who deserve promotion. Cadets rotated from their position will return to their permanent rank unless they have held officer status for two or more semester grading periods. During their last year seniors may retain the highest rank to which they have ever been promoted.

4.5.1. **Responsibilities.** The SASI will promote cadets, assign cadets to positions, demote cadets, and reassign cadets from AFJROTC TX-20016 UMD positions. At the end of the Academic Year the SASI and ASI will interview and board cadets for the top three Corps positions and the IG position. The newly selected Top Three cadets along with the SASI and ASI will hold a board and interview cadets to fill their staff positions. The Cadet Corps Commanders will submit staff position recommendations to the ASI, who in turn will scrutinize closely and then submit final recommendations to the SASI for approval.

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

4.5.3. **Promotion Procedures.** Promotions will take place at the beginning of each grading period. Promotion boards will take place at the end of semester; Top 3 can convene a promotion board for individuals anytime during the school year. Cadets can successfully promote one time during a school year through a promotion board with the exception of attending a summer leadership camp; Attending a summer leadership camp will promote you one grade up. Two types of promotions will take place: Permanent Rank and Temporary Rank promotions.

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

- AB to Amn: ~~2 hours (cumulative) Community Service~~, 1st year cadet
- Amn to A1C: ~~10 hours (cumulative) Community Service~~, 2nd year cadet
- A1C to SrA: ~~20 hours (cumulative) Community Service~~, 3rd year cadet
- SrA to SSgt: ~~30 hours (cumulative) Community Service~~, 4th year cadet

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

4.5.3.2. **Temporary Rank.** All staff positions except for the Corps Commander, Deputy, Command Chief and XO will be awarded a temporary rank starting at either SSgt (NCO) or 2d Lieutenant (Officer). This will allow the potential for cadets to be promoted in their position and to excel at their duties and be appropriately rewarded. All staff position NCO promotions* and officer promotions** will meet the following criteria:

SSgt to TSgt: 3 CS events, command 30 steps of drill (90/120), no missed uniform wear days, pass basic knowledge test

TSgt to MSgt: 5 CS events, command 30 steps of drill (95/120), no missed uniform wear days, pass basic knowledge test

MSgt to SMSgt: 6 CS events, command 30 steps of drill (100/120), no missed uniform wear days, pass advanced knowledge test

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

2Lt to 1Lt: 5 CS events, command 30 steps of drill (40/46), no missed uniform wear days, pass advanced knowledge test

1Lt to Capt: 7 CS events, command 30 steps of drill (42/46), no missed uniform wear days, pass advanced knowledge test

Capt to Maj: 10 CS events, command 30 steps of drill (46/46), no missed uniform wear days, pass advanced knowledge test

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

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

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

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

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

SECTION E -- AWARDS PROGRAM

4.10. Cypress Fairbanks ISD AFJROTC Service Letter.

4.10.1. **Purpose.** The Cypress Fairbanks ISD AFJROTC Service Letter recognizes cadets who accumulate 2500 points for AFJROTC extracurricular participation, community service, awards, AFROTC sponsored activities participation, AFJROTC training completion, awareness presentations, and letters of appreciation and commendations. Points are cumulative and carry over to the next school year. The Cadet Corps Commander ensures the developed automated tracking system is used to track student points.

4.10.2. **Award.** Initial award is the Cy-Springs High School letter that may be worn on the Cy-Springs High School letter jackets. Those who have "Lettered" in other activities may also have JROTC added to their jacket.

4.10.3. **Award Criteria:** See Figure 4.2.

4.11. **AFJROTC Graduation Cord.** The SASI/ASI will confirm those graduating seniors who may qualify for the Kitty Hawk Air Society Honors Graduation Cord. It is awarded to graduating seniors who:

4.11.1. Are members of the Kitty Hawk Air Society.

4.11.2. Have an overall "A" in AFJROTC and an "A" in all other subjects.

4.11.3. Are recommended by both the SASI and ASI.

4.11.4. Display good citizenship and are a positive role model in all classes as evidenced by: No conduct grade below "S" (Satisfactory); Few, if any, disciplinary actions, especially assignment to DMC; No suspensions; No removal from any position or temporary rank in AFJROTC; and No behavior that reflects negatively on the AFJROTC Program.

4.12. **Awards and Decorations.** The awards and decorations identified in Figure 4.3 are authorized for wear based on demonstrated performance of academic and leadership excellence of valor in several areas. Both the nationally sponsored and AFJROTC awards are presented to cadets selected by the SASI/ASI. The annual presentation of awards will be accompanied by appropriate ceremonies and families of the recipients will be invited to attend the ceremony. Normally, these awards are given out at the Military Ball and Awards Ceremony each Spring semester.

4.12.1 **Monthly Cadet Awards.** Cadets will compete each month of the school year for either Cadet of the Month, Flight Commander of the Month and/or Flight Sergeant of the Month. Monthly award winners will then compete for a Semester Award in the same category. These awards are separate from the annual awards program identified in Figure 4.3.

SECTION F -- AFJROTC CERTIFICATES OF COMPLETION AND TRAINING

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

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

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

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

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



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

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

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

Figure 4.1. Rank Insignia and Badges (page 1 of 3)

AFJROTC ENLISTED RANKS/INSIGNIA

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

AFJROTC OFFICER RANKS/INSIGNIA







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

Figure 4.1. Badges (Cont., page 2 of 3)

AUTHORIZED AIR FORCE JROTC BADGES/INSIGNIA/PINS



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



SHOULDER TAB
METAL OR CLOTH



AEF BADGE
(OLD)



AEF BADGE
(NEW)



Marksmanship
Shield



AWARENESS
PRESENTATION
TEAM BADGE



CYBERPATRIOT
BADGE

(Choose one only. Follow APT placement criteria. May NOT wear Marksmanship Shield and a Marksmanship Badge)



MARKSMANSHIP



SHARPSHOOTER

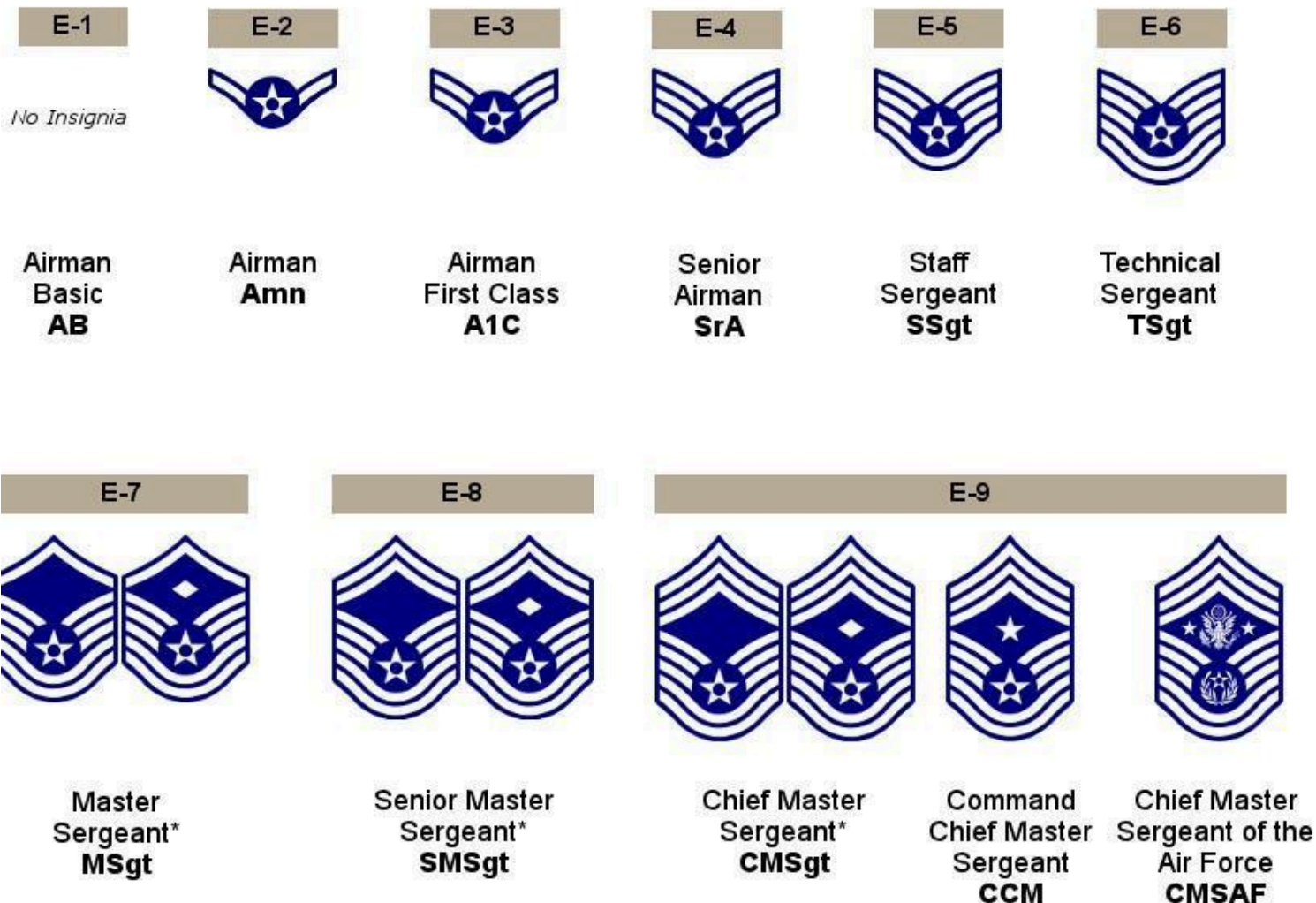


EXPERT

(Choose one. Placed directly underneath ribbons. May NOT wear Marksmanship Shield and Marksmanship Badge)

Figure 4.1. Rank Insignia (Cont., page 3 of 3)

Air Force Enlisted and Officer Ranks



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

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

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

² No periods are used in actual grade abbreviation.

Figure 4.2. AFJROTC Service Letter Cypress-Fairbanks I.S.D.




To qualify for an AFJROTC letter Jacket, a cadet must meet ALL the following criteria:	
Successfully completed two full years of AFJROTC.	Be in good academic standing with at least a B average in AFJROTC.
Display good citizenship and be a positive role model in all classes as evidenced by: <ul style="list-style-type: none"> • no conduct grade below S (Satisfactory); • no suspensions; • no JROTC Honor Code violations; • few, if any, disciplinary actions, especially assignment to DMC; • no removal from any position or temporary rank in JROTC; • no behavior that reflects negatively on the AFJROTC program. 	
Be approved by the SASI.	Accumulate 2500 points from the activities below:



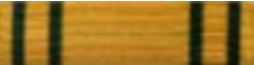

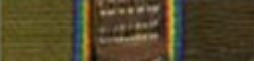



<u>ACTIVITY</u>	<u>POINTS EARNED</u>
1. Participate in a performance (school/community)	50
2. Perform in competition <u>Place</u>	
· First Place	150
· Second Place	100
· Third Place	75
3. Hold a Leadership Position (Per Semester):	
· Corps Commander/Vice Commander	300
· Squadron Commander	200
· Command Chief	200
· Flight Commander/Team Commander	100
· Flight Sergeant/Team NCOIC	50
4. Recipient of an Outstanding Flight or Cadet Award	125
5. Receive National Award Recognition (AFA, VFW etc.)	100
6. Earn Unit Awards	
· Distinguished Unit with Merit	150
· Distinguished Unit	100
7. Earn AFJROTC Sponsored Badge (Marksmanship, Rocketry, etc)	100
8. Complete Summer Leadership Course	75
9. Receive Summer Leadership Course Award	50
10. Receive SLC Top Cadet Award	100
11. Be a CLC or SLC Cadet Training Instructor	125






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12. Complete Panther Basic	50
13. Receive AFJROTC Sponsored Award Not Indicated Above (Activities, Academics, Service, Recruiting, etc.)	50
14. Earn sister service JROTC awards/ribbons	50
15. Organize/Lead school/community service project	100
16. Participate in school/community service project (per hour)*	10
17. Attend Dining In/Out, Military Ball or Awards Banquet	75
18. Attend Field Day	50
19. Attend Other Cadet Functions/Field Trips/LDRs (once a week for LDRs)	50
20. Recruit a new cadet	100
21. Receive an A in AFJROTC at Report Card	30
22. Meet requirements for Distinguished Honor Roll	50
23. Meet requirements for Honor Roll	25
24. Make Presentation to School or Community Audience	200

Figure 4.3. AFJROTC and Nationally Sponsored Awards (page 1 of 2)

AWARD	CADET MUST:	ELEMENT
Flight Certificate Badge	Possess an FAA flight examiner pilot’s certificate for either powered or unpowered aircraft.	Badge
Aviation Ground School Badge	Complete an honors ground school curriculum option or complete an aviation ground school program prescribed by the FAA.	Badge
Unmanned Aircraft Badge	Awarded for successful completion of the Remote Pilot Certification Test.	Badge
Flight Solo Badge	Possess a solo flight certificate signed by an FAA certified flight instructor for either powered or unpowered aircraft	Badge
Awareness Presentation Team (APT) Badge	Participate in at least 3 APT Team events (APT Team scheduled events).	Badge
Kitty Hawk Honor Society Badge	Is a member of the Kitty Hawk Honor Society.	Badge
Distinguished Cadet Badge	Display high morals, positive character, outstanding military potential, and excellence in academics and AFJROTC. Be a third-year cadet to be eligible for this award. Been previously awarded most of the following: <ul style="list-style-type: none"> • Leadership Ribbon • Achievement Ribbon • Superior Performance Ribbon • Academic Ribbon • Co Curricular Activities Leadership Ribbon • Service Ribbon 	Badge Certificate
Aerospace Education Foundation (AEF) Academic Cadet Award	Have attained academic excellence by achieving an overall 3.3 grade point average (5.7 GPA on a 7.0 scale) with no grade below “C” on their transcript.	Badge
Model Rocketry Badge	Has fulfilled all model rocketry program requirements.	Badge
Valor Award 	GOLD: Do voluntary acts of bravery and self sacrifice involving conspicuous risk of life beyond the Call of Duty. SILVER: Do voluntary acts of heroism which do not involve risk of life.	Medal Ribbon Citation
Cadet Humanitarian Award 	Does a humanitarian act above the Call of Duty.	Medal Ribbon Certificate
Silver Star Community Service with Excellence Award 	The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours.	Medal Ribbon Certificate
Community Service with Excellence Award	Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly	Medal Ribbon Certificate

	<p>benefit the local community. This is not an award given to participants but to the key leader(s) of the project.</p>	
<p>Air Force Association (AFA) Award</p> 	<p>This AFA-sponsored award is presented annually at each unit to the outstanding third-year cadet (in a 4-year program).</p> <ul style="list-style-type: none"> • Top 1% of the cadets in a unit in the following areas: academics, leadership, and professionalism. • Positive attitude (toward AFJROTC or SFJROTC and the school). • Outstanding personal appearance (uniform and grooming). • Display personal attributes such as initiative, judgment, and self- confidence. Courteous demeanor (promptness, obedience, and respect for customs). 	<p>Medal Ribbon Certificate</p>
<p>Daedalian Award</p> 	<p>Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.</p> <ul style="list-style-type: none"> • Indicate the potential and desire to pursue a military career. • Rank in the top 10% of their AFJROTC or SFJROTC class. • Rank in the top 20% of their school class. • Third-year Cadet 	<p>Medal Ribbon Certificate</p>
<p>Daughters of the American Revolution (DAR) Award</p> 	<p>Rank in the top 25% of their AFJROTC or SFJROTC class.</p> <ul style="list-style-type: none"> • Rank in the top 25% of their high school class. • Demonstrate qualities of dependability and good character. • Demonstrate adherence to military discipline. • Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training. 	<p>Medal Ribbon Certificate</p>
<p>American Legion Scholastic Award</p> 	<p>This award is presented annually to third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements.</p> <ul style="list-style-type: none"> • Rank in the top 10% of the high school class. • Rank in the top 25% of their AFJROTC or SFJROTC class. • Demonstrate leadership qualities. • Actively participate in student activities. 	<p>Medal Ribbon Certificate</p>
<p>American Legion General Military Excellence Award</p> 	<p>This award is presented annually to one third- or fourth-year cadet (in a 4-year program) based on the cadet's general military excellence.</p> <ul style="list-style-type: none"> • Rank in the top 25% of his/her AFJROTC class. • Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. 	<p>Medal Ribbon Certificate</p>
<p>Reserve Organization of American (ROA) Award</p> 	<p>This award is presented annually for military and academic achievement to an outstanding fourth-year cadet in a 4-year program. Be in the top 10% in the AFJROTC or SFJROTC program.</p> <ul style="list-style-type: none"> • Be in the top 25% in academic grades. • Be recognized for having contributed the most to advancing the objectives of the AFJROTC or SFJROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline, and a sound work ethic. 	<p>Medal Ribbon Certificate</p>
<p>Military Officers Association of America (MOAA) Award</p> 	<p>This award is presented annually to an outstanding third-year cadet in a 4-year program who shows exceptional potential for military leadership.</p> <ul style="list-style-type: none"> • Be a member of the junior class. • Be in good academic standing. • Be of high moral character. • Show a high order of loyalty to the unit, school, and country. • Show exceptional potential for military leadership. 	<p>Medal Ribbon Certificate</p>

<p>Veterans of Foreign Wars (VFW) Award.</p> 	<p>This award presented annually to an outstanding second or third-year cadet in a fourth-year cadet in a 4-year program who is actively engaged in the AFJROTC or SFJROTC program and who possesses individual characteristics contributing to leadership.</p> <ul style="list-style-type: none"> • Positive attitude toward the AFJROTC or SFJROTC program. • Must be enrolled as a 10th-12th grade AFJROTC or SFJROTC student. • Must maintain a “B” average in AFJROTC or SFJROTC curriculum and a “C” average in all remaining subjects with no failing grades in the previous semester. • Active in at least one other student extracurricular activity (music, athletics, government, etc.). • Not a previous recipient of this award. 	<p>Medal Ribbon Certificate</p>
<p>National Society United States Daughters 1812 Award</p> 	<p>Awarded annually, at the SASI’s discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.</p>	<p>Medal Certificate Ribbon</p>
<p>National Sojourners Award</p> 	<p>This award is presented annually recognizing an outstanding first- or second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus.</p> <ul style="list-style-type: none"> • Be in the top 25% of their academic class. • Encourage and demonstrate ideals of Americanism. • Demonstrate potential for outstanding leadership. • Not a previous recipient of this award. 	<p>Medal Ribbon Certificate</p>
<p>Scottish Rite, Southern Jurisdiction Award</p> 	<p>This award annually recognizes an outstanding second-year cadet in a third-year cadet in a 4-year program.</p> <ul style="list-style-type: none"> • Contribute the most to encourage Americanism by participation in LDR activities or community projects. • Demonstrate academic excellence by being in the top 25% of their class. • Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism. • Not a previous recipient of this award. 	<p>Medal Ribbon Certificate</p>
<p>Military Order of the Purple Heart Award</p> 	<p>This award annually recognizes an outstanding underclassman (first-, second-, or third-year cadet), who is enrolled in the AFJROTC or SFJROTC program and demonstrates leadership ability. (Seniors are not eligible).</p> <ul style="list-style-type: none"> •Have a positive attitude toward AFJROTC and SFJROTC and country. •Hold a leadership position in the cadet corps. •Be active in school and community affairs. •Attain a grade of “B” or better in all subjects for the previous semester. •Not a previous recipient of this award. 	<p>Medal Ribbon Certificate</p>

<p>Sons of the American Revolution (SAR) Award</p> 	<p>This award recognizes an outstanding third-year cadet in a 4-year program who is enrolled in the AFJROTC or SFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award.</p> <ul style="list-style-type: none"> • Be currently enrolled in the AFJROTC or SFJROTC program. • Be in the top 10% of their AFJROTC or SFJROTC class. • Be in the top 25% of their overall class. 	<p>Medal Ribbon Certificate</p>
<p>Military Order of World Wars Award</p> 	<p>This award is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC or SFJROTC unit. The SASI, with the concurrence of the principal, selects the recipient and completes the Military Order of the World Wars (MOWW) citation by summarizing the cadet’s outstanding accomplishments or service to the unit. The citation and request for the medal, certificate, and ribbon are sent to the nearest local chapter of the MOWW</p>	<p>Medal Ribbon Certificate</p>
<p>American Veterans (AMVETS) Award</p> 	<p>This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:</p> <ul style="list-style-type: none"> • A positive attitude toward AFJROTC and SFJROTC programs and service in the Air Force. • Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se). • Personal attributes (initiative, dependability, judgment, and self-confidence). • Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards). • Obtained a grade of “A” (or the numerical equivalent) in their AS class. • Be in good scholastic standing in all classes at the time of selection and at the time of presentation. 	<p>Medal Ribbon Certificate</p>
<p>Air Force Sergeants (AFSA) Award</p> 	<p>This award recognizes an outstanding third or fourth-year cadet in a 4-year program. The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.</p> <ul style="list-style-type: none"> • Be in the top 10% of their AFJROTC or SFJROTC class. • Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. • Not a previous recipient of this award. 	<p>Medal Ribbon Certificate</p>
<p>Tuskegee Airmen Incorporated (TAI) Cadet Award</p> 	<p>This award is presented annually to two cadets. Recipients may be first-year, second year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:</p> <ul style="list-style-type: none"> • Attain a grade of “B” or better in their AS class. • Be in good academic standing. • Actively participate in cadet corps activities. • Participate in at least 50% of all unit service programs. 	<p>Medal Ribbon Certificate</p>




















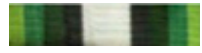










<p>The Retired Enlisted Association (TREA) Award</p> 	<p>Awarded annually, at the SASI’s discretion, for exceptional leadership to the most outstanding AFJROTC or SFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year.</p>	<p>Medal Ribbon Certificate</p>
<p>The Celebrate Freedom Foundation (CFF) Award</p> 	<p>Cadets may only receive this award once. The awards program recognizes 9th, 10th, 11th and 12th grade students (including home-schooled students) enrolled in AFJROTC and SFJROTC programs.</p> <ul style="list-style-type: none"> • Outstanding personal appearance (uniform and grooming). • Display personal attributes such as initiative, judgment and self-confidence. • Courteous demeanor (promptness, obedience and respect for customs). • Growth potential (capacity for responsibility, high productivity and adaptability to change). • Possess the highest personal and ethical standards and strong positive convictions. • Show the potential and desire to pursue a military career. • Rank in the top 5% of his/her AS class with a grade average of A or numerical equivalent. • Rank in the top 15 % of his/her academic class. • Demonstrates a positive attitude (toward AFJROTC and SFJROTC and school). 	<p>Medal Ribbon Certificate</p>
<p>Air Commando Association Award</p> 	<p>Awarded annually at the SASI’s discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the 13 critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness, and family strength.</p>	<p>Medal Ribbon Certificate</p>











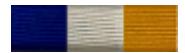
Fig. 4.3. Unit Awards (Cont’d., page 2 of 2)


AWARD	CADET MUST:	ELEMENT
<p>Distinguished Unit Award with Merit (DUAM)</p> 	<p>Award consists of a ribbon awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year.</p>	<p>Ribbon</p>
<p>Distinguished Unit Award (DUA)</p> 	<p>Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. For each additional ribbon earned an additional small silver star will be awarded.</p>	<p>Ribbon</p>
<p>Outstanding Organization Award (OOA)</p> 	<p>Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. OOA recipients do not receive a streamer.</p>	<p>Ribbon</p>

<p>Outstanding Flight Ribbon</p> 	<p>Is a ribbon awarded each academic term to members of the outstanding flight under criteria determined by the SASI. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.</p>	<p>Ribbon</p>
<p>Top Performer Award</p> 	<p>The award consists of a ribbon and certificate presented/awarded only by Headquarters, AFJROTC personnel. This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population (Unduplicated headcount). Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC or SFJROTC. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.</p>	<p>Ribbon</p>
<p>Outstanding Cadet Ribbon (One Cadet from Each Year Group)</p> 	<p>Demonstrate high moral character. Demonstrate positive personal attributes. Display outstanding military potential. Attain academic and military excellence.</p>	<p>Ribbon</p>
<p>Leadership Ribbon</p> 	<p>Be assigned and excel in a leadership position. Perform outstandingly. Oak leaf cluster earned if attended leadership camp, and another if in Senior Leadership.</p>	<p>Ribbon</p>
<p>Superior Performance Ribbon</p> 	<p>Is a ribbon awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC or SFJROTC.</p>	<p>Ribbon</p>
<p>Achievement Ribbon</p> 	<p>A ribbon awarded for a significant achievement in AFJROTC or SFJROTC or other school activities/events. (i.e., Community Service, ROTC scholarship, Academy Appointment, National Contest Winner, Athletic Achievement, Valedictorian/Salutatorian, etc.) Not receive more than one ribbon during a one year period.</p>	<p>Ribbon</p>
<p>Academic Ribbon</p> 	<p>Attain an overall "B" Grade Point Average with "A" in AFJROTC during one academic term.</p>	<p>Ribbon</p>
<p>Cadet Leadership Course Ribbon</p> 	<p>Have completed an approved Cadet Leadership Course of at least five days duration. Silver Star will be added for outstanding performance or leadership</p>	<p>Ribbon</p>
<p>Special Teams Placement Ribbon</p> 	<p>Is a ribbon awarded to team members for placing 1st, 2nd, or 3rd in an Air Force or Joint Service (local, regional, state or national-level) competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.</p>	<p>Ribbon</p>
<p>All-Service National Competition Award</p> 	<p>Is a medal/ribbon awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.</p>	<p>Ribbon Medal</p>
<p>Air Force Nationals Competition Award</p> 	<p>Is a medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.</p>	<p>Ribbon Medal</p>

<p align="center">Orienteering Ribbon</p> 	<p>Is a ribbon awarded to team members for completing a unit-specific Orienteering program as part of the unit curriculum.</p>	<p align="center">Ribbon</p>
<p align="center">Leadership Development Requirement (LDR) Leadership Ribbon</p> 	<p>A ribbon awarded at the SASI's discretion for leadership in AFJROTC or SFJROTC Leadership Development Requirement activities (such as, but not limited to, PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.).</p>	<p align="center">Ribbon</p>
<p align="center">Drill Team Ribbon</p> 	<p>Is a ribbon awarded to cadets who participated on the drill team for an entire year/drill season and must have competed in at least 3 drill performance events, i.e., competitions, special school events, community demonstrations (cumulative).</p>	<p align="center">Ribbon</p>
<p align="center">Color Guard Ribbon</p> 	<p>Is a ribbon awarded to cadets who perform at least 5 color guard performance events (cumulative).</p>	<p align="center">Ribbon</p>
<p align="center">Saber Team Ribbon</p> 	<p>Is a ribbon awarded to cadets who perform at least 3 saber team performance events (cumulative).</p>	<p align="center">Ribbon</p>
<p align="center">Marksmanship Team Ribbon</p> 	<p>Is a ribbon awarded to cadets who participate on the marksmanship team for an entire year/season and must have competed in at least 1 marksmanship competition event (cumulative).</p>	<p align="center">Ribbon</p>
<p align="center">USAA Educational Foundation (EF) Joint Service Academic Bowl (JLAB) Ribbon</p> 	<p>Is a ribbon awarded to cadets who participate in the Joint Leadership and Academic Bowl (JLAB) Practice Test and the subsequent rounds of JLAB competition. The award recognizes individual efforts toward achieving a clear understanding of core subjects including math, science, language arts, leadership, current events, and financial literacy.</p>	<p align="center">Ribbon</p>
<p align="center">CyberPatriot Ribbon</p> 	<p>Is a ribbon awarded to cadets who are a member of the CyberPatriot team for at least one year/season.</p>	<p align="center">Ribbon</p>
<p align="center">StellarXplorers Ribbon</p> 	<p>Is a ribbon awarded to cadets who are a member of the StellarXplorers team for at least one year/season.</p>	<p align="center">Ribbon</p>
<p align="center">Raiders Team Ribbon</p> 	<p>Is a ribbon awarded to cadets who are a member of the Raiders Team for at least one year/season.</p>	<p align="center">Ribbon</p>
<p align="center">Military Model Building Team Ribbon</p> 	<p>Is a ribbon awarded to cadets who are a member of the Military Model Building Team for at least one year.</p>	<p align="center">Ribbon</p>
<p align="center">Unmanned Aircraft Systems (UAS) Ribbon</p> 	<p>Is a ribbon awarded to cadets who are a member of the UAS team for at least one year. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles.</p>	<p align="center">Ribbon</p>
<p align="center">Robotics Ribbon</p> 	<p>Is a ribbon awarded to cadets who are a member of the Robotics club/team for at least one year.</p>	<p align="center">Ribbon</p>

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<p>Good Conduct Ribbon</p> 	<p>Not have suspensions <u>of any kind</u> nor any adverse reports from other staff or faculty in an academic term.</p>	<p>Ribbon</p>
<p>Service Ribbon</p> 	<p>Show distinctive performance in school, community, or AFJROTC Service Projects for a minimum of 20 hours each semester.</p>	<p>Ribbon</p>
<p>Health and Wellness Ribbon</p> 	<p>Is a ribbon awarded for participation in the unit health and wellness physical fitness program for an academic year/term. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent awards 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% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will wear the highest-level Star Device(s) affixed to the wearers right of the ribbon. Only the star representing the higher percentile score will be worn.</p>	<p>Ribbon</p>
<p>Recruiting Ribbon</p> 	<p>Enroll at least two quality cadets.</p>	<p>Ribbon</p>
<p>Activities Ribbon</p> 	<p>Participate in Cocurricular competitive activities (drill meets, color guard competitions, parades, rocket meets, academic meets, etc.)</p>	<p>Ribbon</p>
<p>Attendance Ribbon</p> 	<p>Is a ribbon awarded to cadets who have no more than three unexcused school absences during academic term. Cadets may only receive one award annually.</p>	<p>Ribbon</p>
<p>Dress and Appearance Ribbon</p> 	<p>Is a ribbon awarded to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible.</p>	<p>Ribbon</p>
<p>Longevity Ribbon</p> 	<p>Is a ribbon awarded for successful completion of each AFJROTC or SFJROTC school year or semester. Cadets may only receive one award annually.</p>	<p>Ribbon</p>
<p>Bataan Death March Memorial Hike Ribbon</p> 	<p>Is a ribbon awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March. AFJROTC and SFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.). Units may complete the full hike in a span of one to no more than 3 days.</p>	<p>Ribbon</p>
<p>Patriotic Flag Ribbon</p> 	<p>Is a ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of five flag events.</p>	<p>Ribbon</p>
<p>Resiliency Ribbon</p> 	<p>Is a ribbon awarded by the SASI to any cadet who has displayed a high amount of resiliency to life events. The ribbon is now expanded to those who in the SASI's discretion have overcome significant life challenges.</p>	<p>Ribbon</p>

<p>Civil Air Patrol Ribbons</p> 	<p>The authorized ribbons for cadets participating in the Civil Air Patrol cadet program which can be worn on the AFJROTC uniform are from highest to lowest precedence:</p> <p>General Carl A. Spaatz Award.</p> <p>General Ira C. Eaker Award.</p> <p>Amelia Earhart Award.</p> <p>General Billy Mitchell Award.</p> <p>General J.F. Curry Award.</p>	<p>Ribbon</p>
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Chapter 5

UNIFORMS, EQUIPMENT, BOOKS, AND PERSONAL APPEARANCE

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

5.1. **Cadet Uniform.** The AFJROTC cadet uniform is, with certain exceptions, the same one that is worn by active duty Air Force members. Thus, wear it proudly and correctly! Cadets must keep the uniform clean, neat, and in good condition always, with badges, ribbons, insignia, and other metallic devices properly maintained. **UNIFORM DAY FOR TX-20016 IS WEDNESDAY!** Only the SASI or ASI will grant exceptions to this policy. All cadets will wear the uniform the entire school day from when the first bell rings until the final bell rings dismissing students. Students involved in work-study or shop classes must get an exception to the uniform wear policy from the SASI or wear the uniform as required.

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

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

5.3. **Turn-In of Uniforms, Books, and Other Equipment.** Cadets will return all items issued except for shoes and socks or pay for them at the end of the school year or upon **disenrollment** during the school year. Books must be returned in the same condition that they were issued, minus normal wear and tear. CERTIFICATES OF COMPLETION OF MILITARY TRAINING, REPORT CARDS, TRANSCRIPTS, AND/OR ANY OTHER OFFICIAL DOCUMENTS WILL NOT BE RELEASED UNTIL ALL JROTC UNIFORMS, COURSE MATERIALS, AND EQUIPMENT ARE RETURNED OR PAID FOR BY THE STUDENT. COLLECTION ACTION CAN ALSO BE INITIATED THROUGH THE APPROPRIATE AGENCIES.

5.4. **Recommendations to Prevent Paying for Items.** To prevent paying for uniforms, books, and equipment, we ask cadets to:

5.4.1. NOT leave items unattended or in unlocked or shared lockers

5.4.2. NOT lend items to other cadets

5.4.3. NOT allow others to turn in accountable items

5.4.4. NOT carry flight caps with books but tuck them under the belt properly on the left side

5.4.5. PLACE their name in their hat

5.4.6. TURN IN any found uniform items to an AFJROTC instructor or to the school's Assistant Principals' office

5.4.7. RETURN uniform items that become worn or otherwise unserviceable to the ASI. If unserviceable due to normal wear and tear, items will be replaced at no cost. If a uniform item does not fit, return promptly for replacement.

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

5.5. **Uniform Wear Standards.** Cadets will wear the uniform as prescribed by DAFI 36-2903, Dress and Personal Appearance, Chapter 7 of Ops Sup, and this handbook. Refer to Figures 5.1 through 5.11 for proper uniform wear and combination standards. When participating in orientation flights or field trips, the SASI/ASI will prescribe the uniform to be worn in a memorandum.

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

Cadets on special teams and senior cadet staff will be issued **shoulder cords** to wear on the left shoulder. The shoulder cord will be worn only on the light blue shirt and the service dress coat. Colors to denote different honors or leadership positions will be used. Colors will be assigned as decided by the cadet corps leadership.

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

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

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

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

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

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

5.8. Name Tag. Cadets will wear the standard Air Force blue name tag, with white, block style letters engraved on the plastic, secured with clutch-type fasteners on their short or long sleeved blue shirt. Name tag size is 3 3/16 x 5/8 inches with 1/4-inch lettering. **Males wear the blue name tag over the right breast pocket, flush, centered and even with the top seam of the pocket. Females place it on an imaginary line parallel to the ground, centered, even to 1 1/2 inches higher or lower than the first exposed**

button on the wearer's right. The Brushed Satin Silver finish name tag must be worn on the Service Jacket by **all** cadets. The Satin Silver name tag for the Service Dress jacket is worn centered on the wearer's right, between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons. The Spice Brown name tag will be worn on the OCP uniform located on the right velcro strip. The name tags will be provided at no cost when a cadet joins JROTC. If the name tags are damaged or lost the cadet must replace them at their own cost.

5.9. **Prohibited Activities** When Wearing the Uniform, with the exception of the utility uniform regarding activities, PT, and labor. Cadets may not hitch hike, perform labor, engage in sports activities, or do anything that would dishonor the uniform. Furthermore, questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC program, our school, and the Air Force. Conversely, proper conduct and pride reflects favorably upon the cadet and enhances the corps' image throughout the community. Thus, wear the uniform PROUDLY and constantly strive to present a neat, clean, and well-groomed appearance always. **Cadets will not wear headphones while walking in uniform. One airpod IAW school policy is authorized.** Cadets may be able to wear headphones/Airpods while performing physical activity at the approval of the SASI or ASI.

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

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

5.9.2 When in uniform or civilian clothes (in an official capacity) the following actions are prohibited while walking or in a formation, including organized or unit PT. **Do not smoke or use smokeless products.** Military customs and courtesies take precedence.

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

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

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

SECTION B -- MALE UNIFORMS

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

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

5.12. **Coat, Service Blue.** With arms hanging naturally, sleeves should end ¼ inch from the heel of the thumb. Bottom of the coat should be fingertip length when hands are slightly cupped. All buttons must be buttoned and NOTHING is carried in outside pockets.

Flat items may be carried in the inside pockets. The coat may be removed in classrooms to avoid binding or wrinkling, or in the media center when it becomes uncomfortably warm, or when a lab coat must be worn. It will NOT be unbuttoned or removed in public areas (hallways, common areas, or cafeteria). When removed it will be hung up or carefully draped over the back of a chair. The coat must be put back on and **BUTTONED** before leaving the classroom. The coat will have the unit patch on the right sleeve and the AFJROTC patch on the left sleeve.

5.13. **Cap, Service (Round).** May be worn by 3rd or 4th year cadet Officers ONLY. It is purchased by the cadet for their own personal use.

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

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

5.16. **Shirt, Light Blue, Short Sleeve with Epaulets.** With the arm bent at a 90-degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie, the shirttail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting. Shirt garters are highly recommended! The only creases on the shirt are down the sleeves. Nothing may be carried in the shirt pockets.

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

5.18. **Tie, Blue.** The tie is secured by either a Windsor or four-in-hand knot. The tip of the tie must cover a portion of the belt buckle and not extend beyond the belt buckle. Cadets are authorized to wear a tie tack or clasp bearing the official Air Force Coat or emblem. See Figure 5.9.

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

5.20. **Shoes.** Black oxfords. Shoes will be laced to the top and highly shined. The soles and heel edges may be coated with sole and heel dressing. Optional high gloss black shoes or patent leather are authorized at the cadet's own expense for eligible 3rd or 4th year cadets only. Corfam low quarters may be worn by 3rd or 4th year cadets if purchased at their own expense. AFJROTC issued corframs may only be worn for Team performances or Color Guard presentations.

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

SECTION C--MALE PERSONAL APPEARANCE

5.22. Specific Male Cadet Grooming Guidelines. **Male Hair.** Tapered appearance on both sides and the back of the head, both with and without headgear so that when viewed from any angle the member's hair conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists, or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed **2 ½ inches in bulk**, regardless of length and 1/4-inch 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 flattop cuts are authorized. Cadets may have one (cut, clipped, or shaved) front to back,

straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4- inches length or 1/4-inch width. See **Figure 5.10.** for examples of appropriate sideburns, mustache, and male hair standards.

5.22.2. **Sideburns.** Sideburns. If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. See **Figure 5.10.**

5.22.3. **Mustaches.** Mustaches. Male Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See **Figure 5.10.**

5.22.4. **Beards.** Beards. Beards are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons are governed by AFJROTCI 36-2010. When authorized for medical reasons, members will keep all facial hair trimmed not to exceed 1/4 inch in length. Individuals granted a shaving waiver may shave or trim their facial hair to present a neat, clean, professional image.

5.23. **Jewelry and Nails: Earrings/Gauges/Facial Piercings/Fingernail cosmetics** are not authorized for male cadets while in uniform, with the exception of transparent piercing spacers. Males will not wear earrings or gauges anywhere in the AFJROTC area and during practices. Optional piercings and tattoos will not be visible anywhere in the AFJROTC area and during practices or in uniforms.

5.23.1 **Watches.** Must be conservative and only one can be worn around the wrist while in uniform, PTG, or civilian attire in an official capacity. Conservative examples (not all inclusive) are solid color black, brown, silver or gold. Prohibited examples are diamond-covered, neon, bright colors, and bands that exceed 1-inch width.

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

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

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

5.23.5 **Fingernails.** Fingernails must not exceed 1/4-inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties or hinder proper fit of prescribed safety equipment or uniform items. Male Cadets are not authorized to wear nail polish. If worn by females, nail polish will be clear or French or American Manicure. French manicures include white tips with a base of clear and American manicures include ivory white or cream tips with a base of clear. Ombre manicure style is not authorized. Do not apply designs to nails.

SECTION D--FEMALE UNIFORM REQUIREMENTS

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

5.25. **Service Coat, Blue.** Coat should follow the contours of the figure but allow ease of movement without pulling in the back of the waist. The sleeves should come to the base (heel) of the hand. The coat and slacks or skirt must match in color, shade and

material. Items will not be carried in the jacket pockets. Coats may also be taken off in the classroom to avoid binding or wrinkling. It will not be removed in school public areas such as hallways, common areas, or the cafeteria. The coat will be put on and buttoned before leaving the classroom.

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

5.27. **Hose.** Commercial sheer, nylon hose in black or off-black, dark blue, dark brown, or neutral color that complements the uniform and the cadet's skin color. Patterned hose is not allowed. Hose must be worn only if wearing a skirt.

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

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

5.30. **Blouse, Light Blue, Short Sleeve, and Pointed Collar.** Blouses are worn tucked in and may be worn with a tab.

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

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

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

5.34. **Shoes.** Cadets will be issued black oxford shoes to be worn with uniform. Shoes will be laced to the top and highly shined. Optional scotch grain black leather or high gloss finish pumps are authorized for female cadets at their own expense for 3rd or 4th year cadets only. Corfam low quarters may be worn by 3rd or 4th year cadets if purchased at their own expense. AFJROTC issued corframs may only be worn for Team performances or Color Guard presentations. Heel height must not exceed 2 1/2 inches. Shoes will have plain closed toe and heel, and will not have any ornamentation such as bows, buckles, or straps.

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

SECTION E--FEMALE PERSONAL APPEARANCE

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

5.36.1 **Earrings.** Female Cadets may wear small (not exceeding 6 mm in diameter), **round or square**, conservative (moderate, being within reasonable limits; not excessive or extreme) white diamond, gold, white pearl, or silver earrings as a

set with any uniform combination. If a 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, male and female cadets are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.). Piercingholes will not be large enough to permit light to shine through.**

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

5.36.3 **Watches.** Must be conservative and only one can be worn around the wrist while in uniform, PTG, or civilian attire in an official capacity. Conservative examples (not all inclusive) are solid color black, brown, silver or gold. Prohibited examples are diamond-covered, neon, bright colors, and bands that exceed 1-inch width.

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

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

5.37. **Hair.** Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements. Will *not* contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or gray. 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. SASIs may temporarily authorize cancer patients to wear approved caps (black/tan) due to a temporary medical condition (i.e., radiation/chemotherapy).

Wigs/Hairpieces/Extensions. Are authorized and will meet the same standard required for natural hair, be of excellent quality, fit properly, and comply with safety, functionality and professionalism. Wigs/Hairpieces/Extensions will *not* be used to cover unauthorized hairstyles. Synthetic hair or other materials are *not* authorized when prohibited by safety and mission requirements.

There is no minimum hair length to a maximum bulk of 4 inches Hair-Female. Hair-Female. No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of the collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail/equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail/equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail/equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess the correct length of hair with the Cadet standing in the position of attention. See Figure 5.10.1. for examples of female hair standards. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

5.37.1. **Pinned-up hair** should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail/equivalent, it must be a single ponytail/equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades..

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

5.37.3. **Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized.** Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural- looking color (similar to the individual's hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme). 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 standard (see figure 5.10.1). Headgear must fit properly.

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

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

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

5.37.5. **Hair color, highlights, lowlights, and frosting** will not be faddish or extreme and will be natural looking hair color, like the individual's hair color (e.g. black, brunette, blond, natural red, and gray).

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

5.39. **Finger nails:** Male Cadets are not authorized to wear nail polish. If worn by females, nail polish will be a single color that does not distinctly contrast with the female cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well-groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

SECTION F--OCP Uniform

5.40 **General Policy.** The OCP Uniform usage is the same for both genders with the exception of sizing. The Operational Camouflage Pattern is a utility uniform which includes the OCP coat, shirt, trousers, OCP cap, boots, and accessories. See this handbook and Figure 5.7 for proper placement and maintenance of authorized uniform accessories.

5.41. **OCP Coat (Shirt).** The coat is worn outside the trousers. The coat will not extend below the top of the cargo pocket on the trousers and will not be higher than the bottom of the opening of the side (hip) pocket on the trousers. Alterations that affect the functionality of the uniform are not authorized, (e.g., sewing down collars, or pockets). The coat may be removed in classrooms to avoid binding or wrinkling, or in the media center when it becomes uncomfortably warm, or when a lab coat must be worn. **It will NOT be unzipped or removed in public areas (hallways, common areas, or cafeteria).** When removed it will be hung up or carefully draped over the back of a chair. The coat must be put back on and ZIPPED UP before leaving the classroom. The coat will have the unit patch on the right sleeve and the AFJROTC patch on the left sleeve. The cadet's rank will be centered onto the velcro area below the collar.

5.42. **T-Shirt.** T-Shirt will be Coyote Brown (Tan 499) and tucked into OCP trousers. Unit T Shirts are authorized for wear with the OCP uniform, but will only be used in special cases such as events and LDRs like Raiders.

5.43. **OCP Trouser.** The trouser waistband will rest on the Cadet's waist. Secure pockets so that items stowed in pockets are not visible. Exception: OCP patrol cap may extend outside when placed in the OCP trouser cargo pocket. Cadets will blouse their trouser over the Coyote brown boots using the draw strings at the bottom of the trousers or commercial blousing devices. When bloused, the trousers will not extend below the third eyelet from the top of the boot.

5.44. **Belt.** Wear a one-piece Tan 499 rigger style, nylon, web belt with OCP trousers.

5.45. **Garrison OCP Cap.** A cap will be worn outdoors at all times, unless in a designated "no hat" area. Cadets will wear a cap straight on the head so that the cap band creates a straight line around the head, parallel to the ground. Cap will fit snugly and comfortably around the largest part of the head without bulging or distortion from the intended shape of the headgear and without excessive gaps. No hair will be visible on the forehead beneath the cap. The Velcro® or sew-on spice brown nametape will be worn centered on the back of the cap. Cadet officers will wear the cadet officer insignia on their garrison cap to differentiate between enlisted and officers (see **Figure 5.8**).

5.46. **Patches.** 7.3.1. Wear of the AFJROTC is mandatory on the left sleeve (shoulder) of all uniforms except the raincoat, overcoat, and all-weather coat. White/Black Lamp of Knowledge patch will be Velcroed to the left shoulder of the OCP uniform centered on the Velcro area. The American Flag patch - OCPs, is mandatory and will be worn on the right shoulder and will be full color (cloth) centered at the top of the Velcro. The Unit patch will be worn on the right shoulder (affix with Velcro) below the American Flag patch.

5.47. **Socks.** Colors will be DLA-issued Green or Coyote Brown.

5.48. **Coyote Brown Combat Boots.** Wear Coyote Brown combat boots only with OCPs.

SECTION G--GENERAL UNIFORM AND PERSONAL APPEARANCE COMMENTS

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

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

5.51. Necklaces, pendants, and other conspicuous adornments will be not visible at any time. If worn, will be concealed under a collar or undershirt.

5.52. **Ribbons, Medals and Devices.** All authorized ribbons and devices must be worn. Ensure they do not become frayed or soiled. Cadets may wear ribbons earned while enrolled in other JROTC programs. Five Civil Air Patrol ribbons (General Spaatz, General Eakert, Earhart, General Mitchell, and General Curry) may also be worn. Normal order of wear is AFJROTC, CAP, and then other service ribbons grouped by service and by year achieved. Medals and ribbons will not be worn together.

5.52.1. Ribbons will be worn in order of precedence as listed on the Ribbon Chart (Figure 5.11). Ribbons of the least importance are worn to the wearers bottom left. Ribbons are then added in ascending order till the most important ribbon is on the top row to the far right as worn (see figure 5.11). Ribbons will be centered, resting on, but not over the edge of the pocket on the wearer's left.

5.52.2. Medals and ribbons may be worn simultaneously for formal, semi formal, and/or special occasions. Place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned ½ inch below the bottom row of ribbons.

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

Place silver devices to the wearer’s right of bronze devices. Place clusters horizontally and tilt slightly downward to the wearer’s right to allow maximum number of clusters and other devices on the ribbon. Tilt all or none.

5.52.4. Methods of affixing devices on medals and ribbons. When affixing separate devices to a ribbon, center device and space equally.

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

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

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

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

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

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

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

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

5.59. **Backpacks.** Cadets may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).

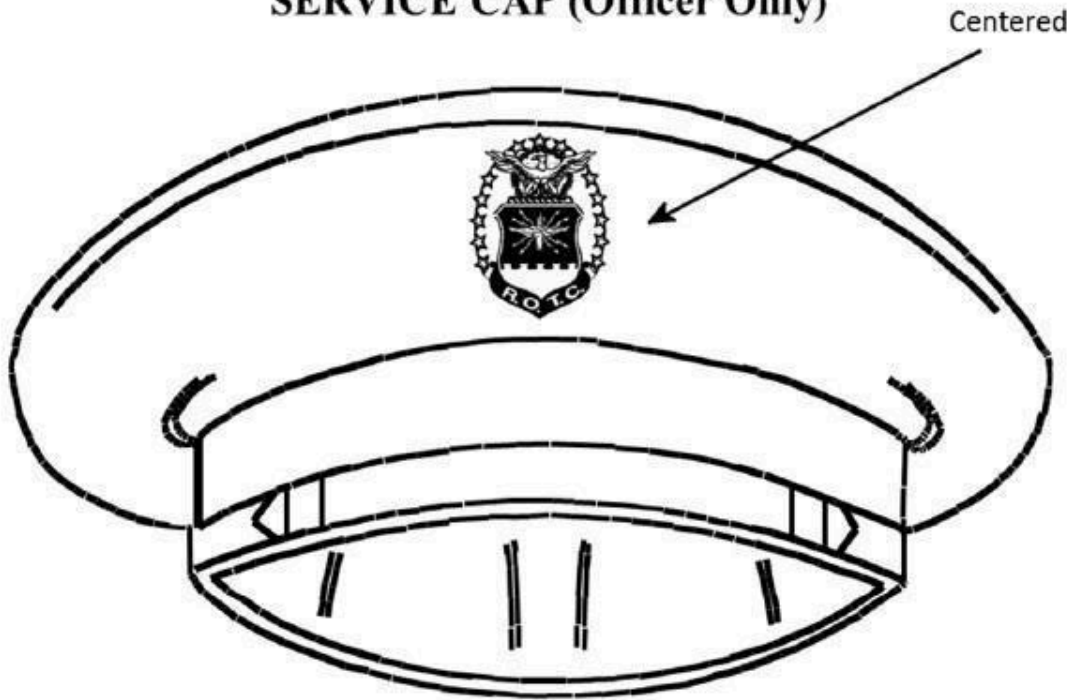
THE UNIFORM MUST BE WORN PROPERLY ALWAYS. IT MUST BE CLEAN AND WELL PRESSED. THE CADET MUST PRESENT AN OVERALL APPEARANCE OF

NEATNESS AND PRIDE. REMEMBER...WHEN IN UNIFORM, YOU BECOME A REPRESENTATIVE OF THE UNITED STATES AIR FORCE -- A PROUD SERVICE WITH AN OUTSTANDING REPUTATION AND A HISTORY OF SACRIFICES.

Figure 5.1.a. Male Headgear

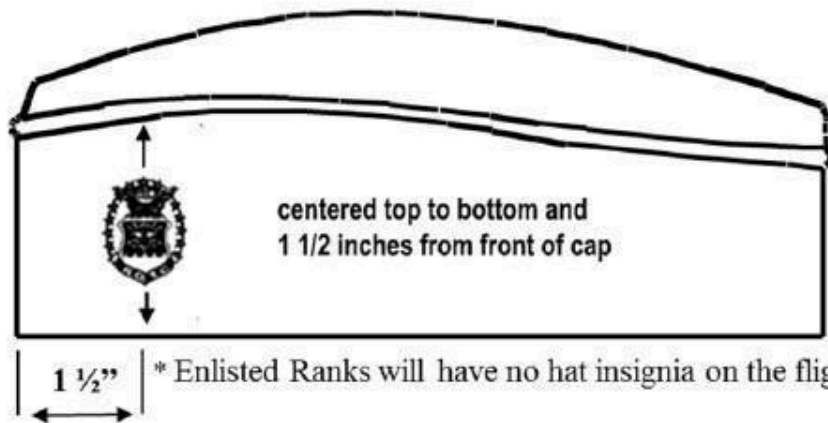
CADET MALE HEADGEAR

SERVICE CAP (Officer Only)



Service Caps with a different insignia than shown above require an approved waiver through HQ AFJROTC. See Section 7.8.

FLIGHT CAP* (Officer and Enlisted)



* Enlisted Ranks will have no hat insignia on the flight cap.

Figure 5.1.b. Female Headgear

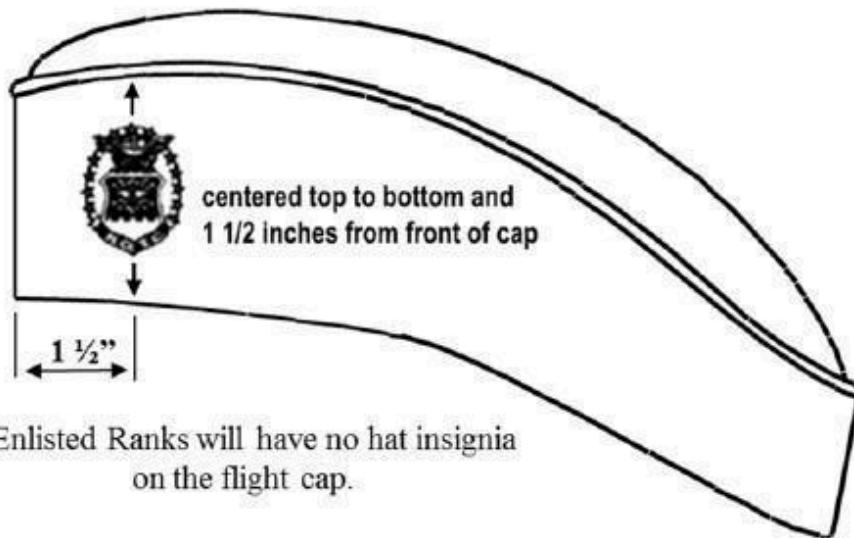
CADET FEMALE HEADGEAR

SERVICE CAP (Officer Only)



Service Caps with a different insignia than shown above require an approved waiver through HQ AFJROTC. See Section 7.8.

FLIGHT CAP* (Officer and Enlisted)



* Enlisted Ranks will have no hat insignia on the flight cap.

Figure 5.2 Cadet Male Service Dress

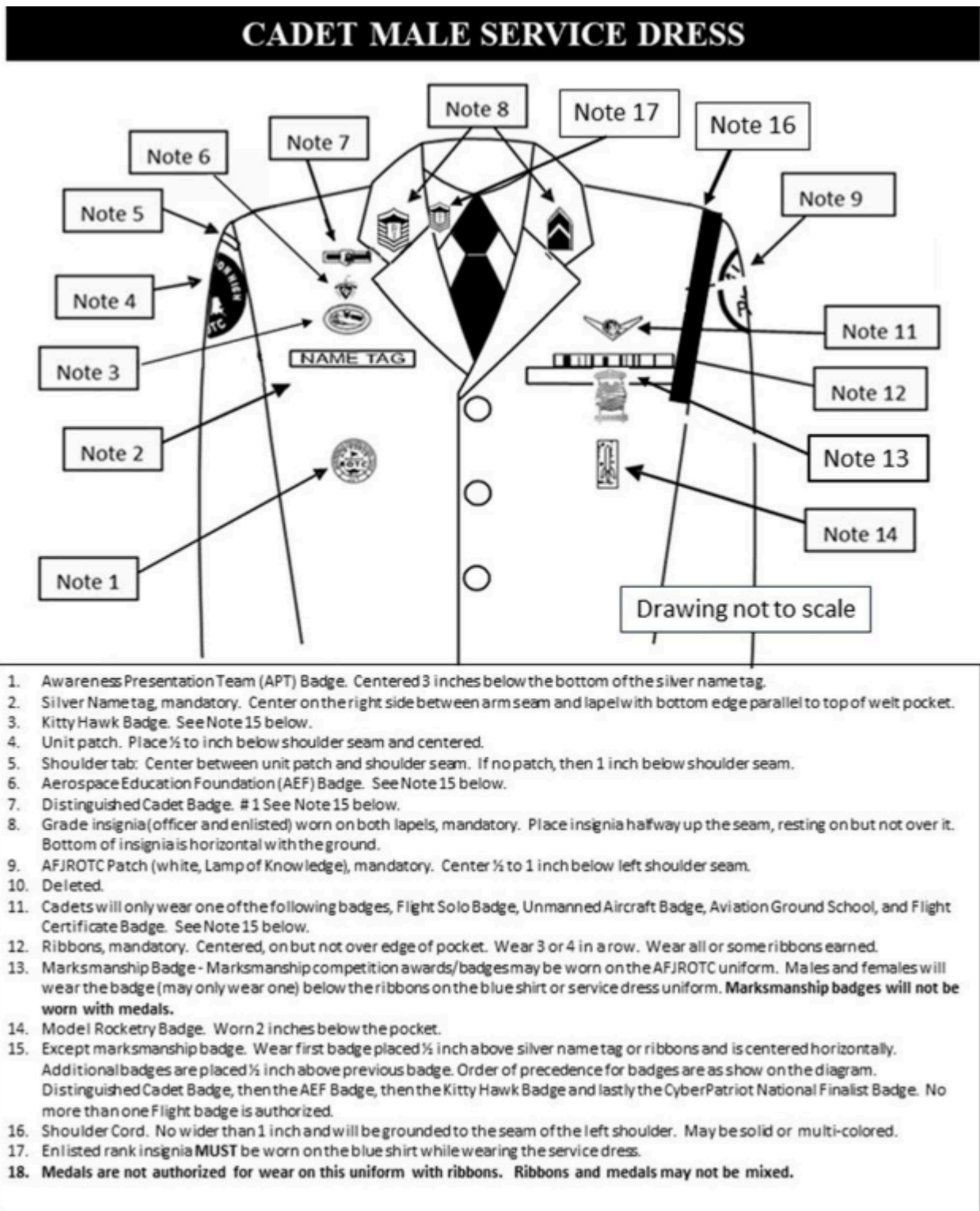
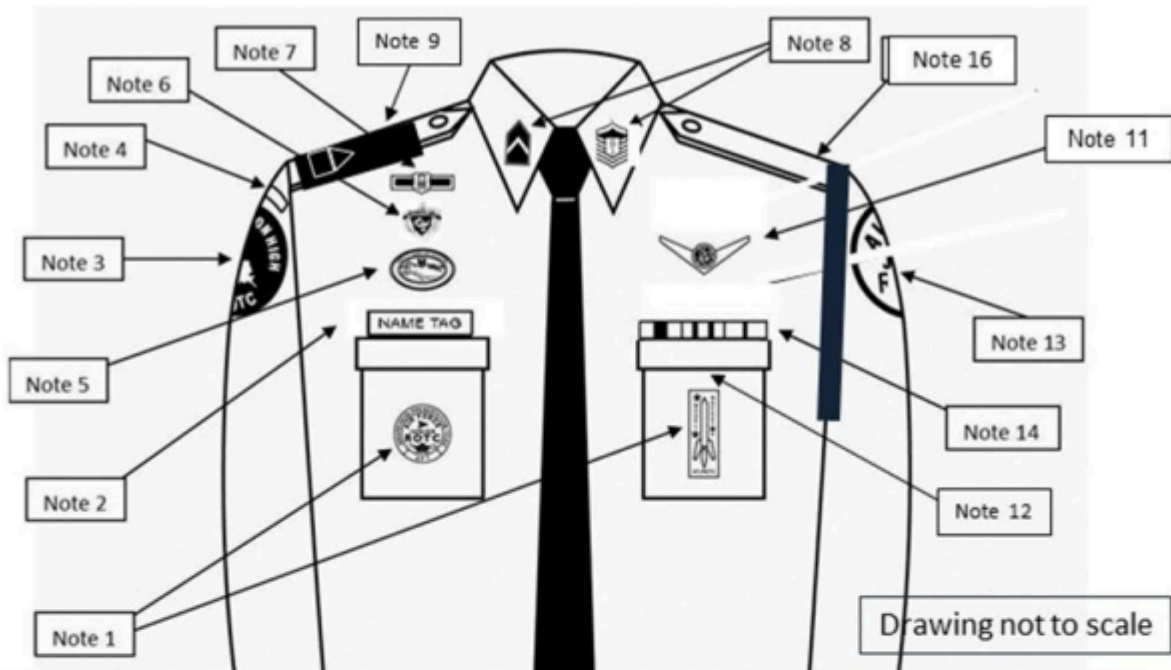


Figure 5.3 Cadet Male Light Blue Shirt

CADET MALE BLUE SHIRT



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

Figure 5.4 Cadet Female Service Dress

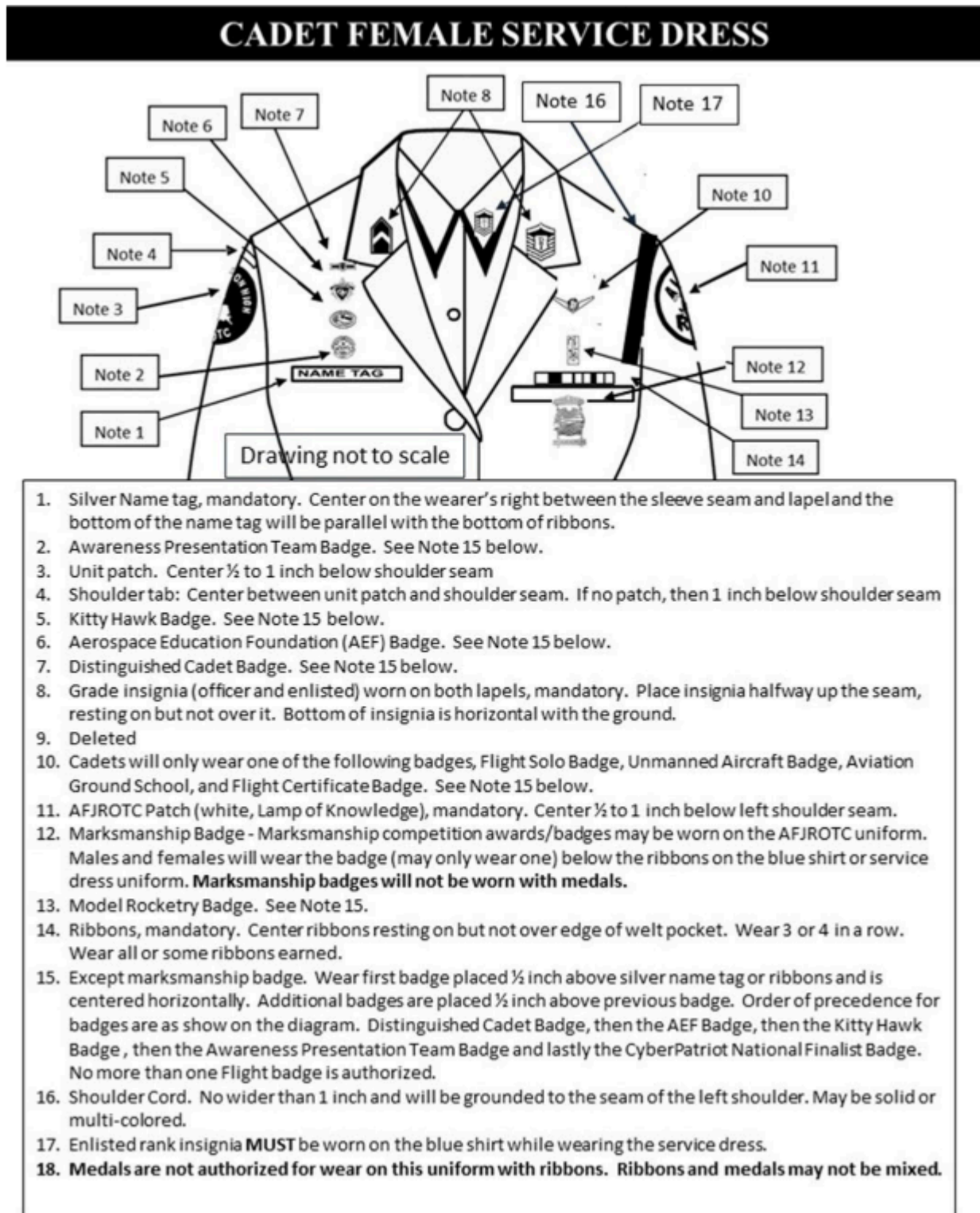
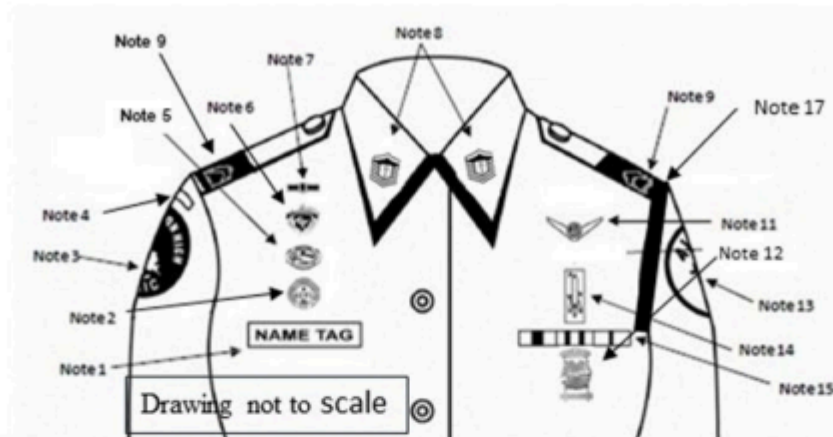


Figure 5.5 Cadet Female Light Blue Shirt

CADET FEMALE BLUE SHIRT



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

Figure 5.6 Cadet Light Weight Blue Jacket

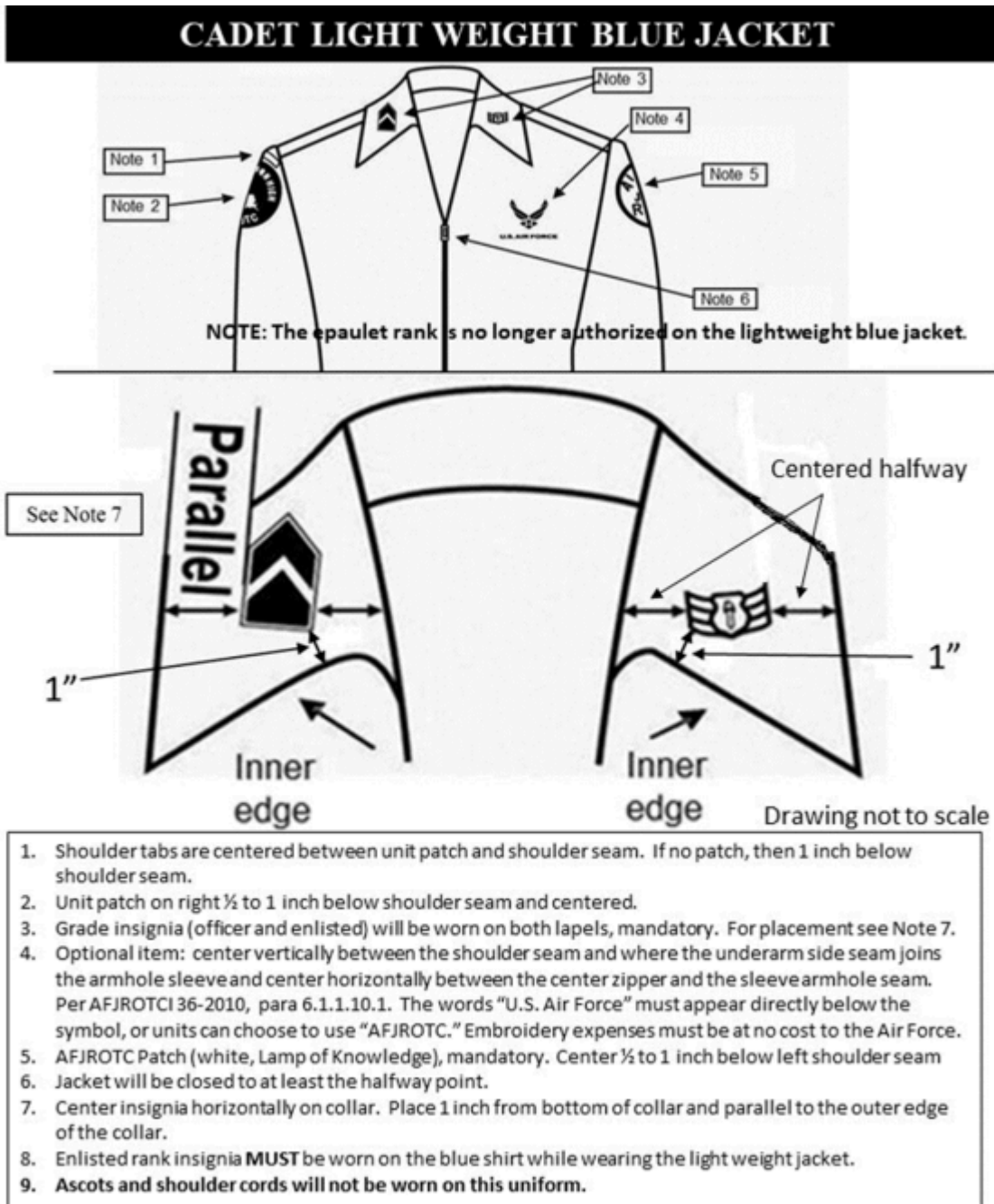


Figure 5.7 Cadet OCP

CADET OCP Male and Female



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

Figure 5.8 Cadet OCP Headgear

CADET ABU and OCP HEADGEAR



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



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

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

Figure 5.9 Tie Tying Instructions



Four-In-Hand Knot

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

Windsor Knot

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

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

Figure 5.10 Hair Grooming Standards (page 1 of 2) (Male Grooming Standards)

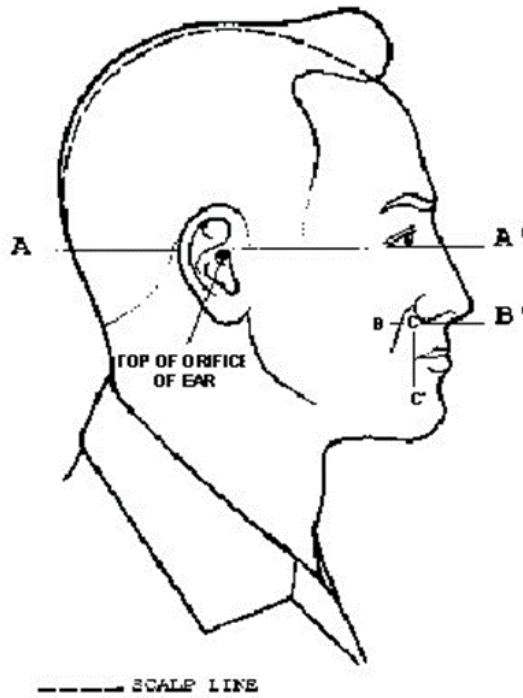


Figure 1-2
Male Grooming Standards (Side View)

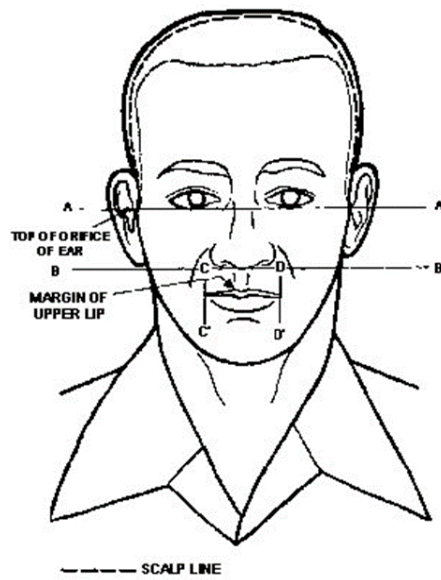


Figure 1-1
Male Grooming Standards (Front View)

Figure 5.10 Hair Grooming Standards (Cont., page 2 of 2) (Male Grooming Standards)



Sideburns



Mustache

Figure 5.10.1 Hair Grooming Standards (page 1 of 4) (Female Grooming Standards)

Authorized Female Ponytails/equivalent and long braid(s) Hair Styles Examples.



Ponytail/Pull-through Ponytail Style/Braided Ponytail



Braided Ponytails/Multiple Braids in a Single Ponytail



Figure 5.10.1 Hair Grooming Standards (Cont., page 2 of 4) (Female Grooming Standards)



Pulled back secured and does not exceed 6-inch radius



Two Braids Looped Underneath/Two Braids

Figure 5.10.1 Hair Grooming Standards (Cont., page 3 of 4) (Female Grooming Standards)

UNAUTHORIZED Female Ponytail Examples.



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head



Scrunchie



Hair Clips

Figure 5.10.1 Hair Grooming Standards (Cont., page 4 of 4) (Female Grooming Standards)

AUTHORIZED Female Hair Style Examples



Braids



Twists



Locs

Figure 5.11 AFJROTC Ribbon Chart



Version: 1 Sep 2023

Chapter 6

DRILL AND CEREMONIES

6.1. Drills and ceremonies are an important part of AFJROTC training. As a first-year cadet, you will learn basic drills and how to follow commands. We will spend a lot of time developing your drill and ceremony skills. The primary reference which all cadets will become familiar with during leadership training is the Air Force Pamphlet, DAFPAM 34-1203. As a second, third, and fourth year cadet, you will learn more difficult commands, lead the formation, and must be able to train cadets on proper drill sequences, commands, and basic drill fundamentals.

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

6.3. TO ENTER THE DRILL PAD: (Salute and hold salute until inspector drops his/hers.) "Sir/Ma'am, _____ Flight from Cy-Springs High School, Unit TX-20016, is ready to perform unarmed/armed regulation drill sequence. We will be performing in accordance with Air Force Pamphlet 34-1203. Permission to utilize your drill area Sir/Ma'am. Thank you Sir/Ma'am."

6.4. TO LEAVE THE DRILL PAD: (Salute and hold salute until inspector drops his/hers.) "Sir/Ma'am, _____ Flight from Cy-Springs High School, Unit TX-20016, has successfully completed unarmed/armed regulation drill sequence. Permission to depart your drill area Sir/Ma'am. Thank you Sir/Ma'am."

Figure 6.1. Mandatory 30 Steps of Drill Commands

*Flight Commander Will Report In

** Flight Commander Will Report Out

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

Figure 6.2. 30 Steps of Drill Evaluation Form

DRILL EVALUATION

DRILL MOVEMENT	1 (Least)	2	3	4 (Best)
1. FALL IN (full procedures to include sizing and Count Off)				
2. OPEN RANKS, MARCH (include alignment procedures)				
3. READY FRONT (3 paces past Guide)				
4. CLOSE RANKS, MARCH				
5. PRESENT ARMS (report in to Evaluator)				
6. ORDER ARMS				
7. PARADE REST				
8. FLIGHT ATTENTION				
9. LEFT FACE				
10. ABOUT FACE (should give Cover)				
11. FORWARD MARCH				
12. RIGHT FLANK MARCH (command on right foot, position of Commander)				
13. LEFT FLANK (command on left foot, position of Commander)				
14. COLUMN RIGHT MARCH (command on right foot)				
15. FORWARD MARCH (command on left foot)				
16. TO THE REAR MARCH (command on right foot)				
17. TO THE REAR MARCH (command on right foot)				
18. COLUMN RIGHT MARCH				
19. FORWARD MARCH				
20. EYES RIGHT (commands on right foot, 3 steps in between prep/COE)				
21. READY FRONT (commands on left foot, 3 steps in between prep/COE)				

22. COLUMN RIGHT MARCH				
23. FORWARD MARCH				
24. CHANGE STEP MARCH (commands on right foot; call cadence)				
25. COLUMN RIGHT MARCH				
26. FORWARD MARCH				
27. FLIGHT HALT (cover)				
28. LEFT FACE				
29. RIGHT STEP MARCH				
30. FLIGHT HALT (report out using full procedures; present/order arms)				

Remarks:

OVERALL GRADE:
 _____ / 120 = _____ %

Chapter 7

AFJROTC TX-20016 CLUBS AND LEADERSHIP REQUIREMENTS

7.1. **General.** There are several voluntary cadet extracurricular activities which supplement aerospace or leadership experiences. Additionally, these activities bring cadets together with common interests, build esprit de corps, are ways to create lasting friendships, and guarantee an enjoyable time to those who get involved. Involvement teaches leadership, responsibility, teamwork, and cooperation. It is also a positive, visible way to publicize to the community the values at work that we teach to our cadets. The SASI and/or ASI will monitor all activities and will serve as advisors. Additionally, active duty military and sponsors may monitor and teach these activities. All cadets are eligible to train and practice with all teams. All team commanders are responsible to document the cadets' training on their team and decide when a cadet is fully qualified in accordance with their training plan. Once trained, the team commander will select the primary and alternate cadets who will compete at any given competition. The following description of activities is not all-inclusive and will change depending on what activities the TX-20016 cadets want to have and support.

1. **LDR Definition:** LDR activities (formerly known as co-curricular activities) are a critical component of any successful AFJROTC unit and will be incorporated into the program. For more information see AFJROTCI 36-2010, para 7.2.3.1. LDRs (aka: Co-curricular) are activities which are a critical component of a successful AFJROTC unit and will be incorporated into the program. Operation and supervision of LDR activities are to be considered a shared responsibility between the SASI and ASI(s). LDR activities are AFJROTC-sponsored and school-approved teams and/or committees that normally plan or participate in events conducted outside classroom hours (before school/after school). These events are planned, organized, and executed by the cadet corps while being supervised by a certified AFJROTC Instructor. Units should offer a sufficient variety of LDR activities (planning committees or teams) to attract maximum cadet participation. Committees plan events such as the Military Ball, parades, award ceremonies, etc. Teams participate in drill competitions, orienteering competitions, Raiders team/competition, Color Guard, marksmanship, Saber Team, model rocketry, multicopter, RC airplane, PT Teams, APT Teams, etc. NOTE: LDR activities does not include CIA Trips, but could include community service (i.e., Color Guard presenting Colors, teams serving the community). Instructors will closely monitor WINGS "events" entries by cadets to ensure each entry is thorough and accurate.

7.2 **Kitty Hawk Honor Society (KHHS) Program.** The Kitty Hawk Honor Society (KHHS) program is the official National Honor Society of AFJROTC and SFJROTC and has three primary objectives: 1. Uphold high academic standards 2. Promote school and/or community service 3. Develop leadership skills. KHHS also recognizes academic excellence and furthers members' educational knowledge. Units are encouraged to recruit their best and brightest cadets to lead the Honor Society program. Instructors have the flexibility to adjust the program organizational structure, eligibility requirements, membership process and program operations based on the needs of their unit. If adjustments are made, instructors should continue to adhere to the three primary program objectives.

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

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

7.3.2. **Unarmed Drill Team.** Cadets who enjoy drill, "polish" their drill skills learned in the leadership laboratory and form a drill team that performs in drill competitions and demonstrations. Drill practice will normally be three times a week immediately after school. Participation, like for the Color Guard, requires an extra commitment from cadets since they will spend many hours learning the manual of arms, perfecting close-order teamwork, practicing standardized movements, developing "free-style" movements, and taking care of their uniform. During competitions, not only is drill precision evaluated, but the uniform and personal appearance is graded as well. The Drill Team Commander will ensure all team

members are prepared for competitions and performances. All training will be tracked and the commander will select those team members prepared and qualified for participation in competitions.

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

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

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

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

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

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

7.9. Military Ball. The Military Ball, a formal Air Force tradition, will be planned and conducted in the spring. Participation is mandatory, and it is a highlight of the spring activities. This formal occasion includes a meal followed by traditional activities, and is a fun-filled event for all participants. It is also the venue where we recognize our annual award winners.

7.10. Awareness Presentation Team (APT). A worthwhile voluntary activity which consists of cadets who like to and feel comfortable talking to students about such social issues as drug education and staying in school. Our involvement in these social issues brings our Corps favorable publicity and is a valuable social service to the community. Cadets earn an APT badge to wear on the uniform if they participate in 75% of the events as determined by the APT Commander. In addition, APT members visit our feeder schools to talk to eighth graders about our AFJROTC program, explaining our mission, objectives, benefits, etc. This team is key to recruiting future cadets. Sign up and attend the APT meeting to join the team.

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

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

7.13. Logistics and other Activities: There are numerous opportunities within JROTC to get involved. Logistics operations are responsible for all uniforms, equipment, and WINGS transactions to document inventory management. Every cadet in the corps must

ensure that their interaction with Logistics is accurate and timely. These activities in JROTC need volunteers to make them successful. Any cadet may volunteer to help...we need you! We ask every cadet to get involved and help make a difference in TX20016!

7.14. **Athletic Spirit Team.** This team consists of a flag running team and an overall spirit team prepared to be interactive with the crowd and perform physical fitness as a result of our home team accomplishments (i.e football touchdowns). You must wear the designated PT uniform combination and participate with the team during sporting events. You will earn free admission into home games and community service hours for each event.

7.15. **JROTC Leadership & Academic Bowl (JLAB):** JLAB is a nationally recognized academic competition created exclusively for JROTC students. By participating, cadets learn the values of citizenship, leadership, academic competition, and college opportunity.

7.16. **CyberPatriot:** CyberPatriot is the National Youth Cyber Education Program. At the center of CyberPatriot is the National Youth Cyber Defense Competition. The competition puts teams of high school and middle school students in the position of newly hired IT professionals tasked with managing the network of a small company.

7.17. **Military Model Building (Aerospace Science STEM Course):** Static modeling is the designing and/or building of small model rockets or planes. A static model program can provide cadets an exciting introduction to concepts of aerospace engineering and design.

7.18. **Raiders:** Raiders is a very popular athletic competition held within JROTC programs. Raiders is designed for small groups of physically fit and mentally tough cadets who compete in various outdoor activities preferably in a very primitive-type location with solid amenities to ensure safety of the participants. Raiders events vary depending on location/competition, but typically involve some type of personal fitness/strength test, distance team running, obstacle course, and rescue/first aid challenge. Other events may include rope bridge building, land navigation, and mental acuity tests.

GET INVOLVED – OUR UNIT’S SUCCESS DEPENDS ON IT!
REMEMBER OUR MOTTO: “CONTINUING THE EXCELLENCE”!

Chapter 8

WELLNESS PROGRAM

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

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

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

8.3. **Physical Fitness Test.** The Physical Fitness Officer will announce with instructions (contingent on the ASI's approval) the date of the annual physical fitness test. **All cadets must take the PT test unless excused by the ASI or SASI. Only those cadets submitting a medical excuse will be exempted from taking the PT test. Those excused will need to complete and turn in a special project approved by the ASI or SASI that will make up for the missed PT test.** An initial assessment must be accomplished within 45 days of the school year beginning and within 30 days of the school year ending. These results are entered into WINGS by the Physical Fitness Officer or NCO and are part of the unit's annual requirements.

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

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

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

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

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

First Aid: firm pressure on cramping muscle with warm wet towels. Gentle stretching of affected muscles is also helpful. Rehydrate with cool electrolytes (Sports Drink).

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

First Aid: Move to a cooler environment to avoid further dehydration through heat losses. Administer cool electrolytes drink. Reduce body temp if elevated. Seek medical attention for serious cases.

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

Figure 8.1. AFJROTC TX-20016 Physical Fitness Test

TX-20016 conducts annual initial and final assessments in the mandatory Air Force JROTC Wellness Program. The program is an exercise program developed around individual baseline improvements with the focus of achieving a national standard as calculated with age and gender.

The performance assessment is comprised of 3 events:

- One Mile Run
- Push-ups
- Curl-ups

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

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

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

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

Chapter 9

TRAINING

9.1. **General.** We will offer numerous training opportunities for cadets beyond what is taught in the classroom and in leadership laboratories. We feel that, although participation is voluntary, cadets who participate will reap many personal and leadership development benefits.

9.2. **Summer Leadership School (Cadet Leadership Course).** This program offers cadets an opportunity to refine their leadership, drill and communications skills and to learn in a tightly controlled and monitored training environment. Additionally, there will be a physical fitness program and orientation schedule as part of the training schedule. Cadets will live, go to class, and eat meals at a designated offsite location. On a volunteer basis, AFJROTC instructors and additional retired military members will teach academics, chaperone activities, and conduct training. Since the number of quotas per school or unit is limited, priority will be given to cadets who are filling leadership positions. This school opportunity may involve traveling locally within the greater Houston area, or within the State of Texas to attend the selected school. Many schools are hosted by AFJROTC units and operating during the summer, and we have the luxury of attending several different schools to enhance the cadet corps exposure to leadership opportunities.

9.3. **New Cadet Orientation (a.k.a. Panther Basic).** Normally, this program will be conducted at the beginning of school. All new cadets are invited to this voluntary training. The Cadet Senior Staff will plan and conduct this training at Cy-Springs High School. Basic drill, uniform issuing and proper wear, personal appearance standards, and AFJROTC course objectives are just some of the training topics. The Cadet Corps Commander and staff will develop a training schedule, assign training responsibilities, and accomplish an after-action report and continuity folder. This orientation program is an excellent opportunity for cadets to apply their leadership skills in planning, organizing, and conducting a training program which provides a "head start" to cadets who are new to the AFJROTC program. The orientation program will address course objectives, instructor expectations, uniform and personal appearance standards, and basic drill to alleviate some of the uncertainty and misconceptions about AFJROTC. Completing the program will ensure new cadets a smooth transition to the unit and a new school start.