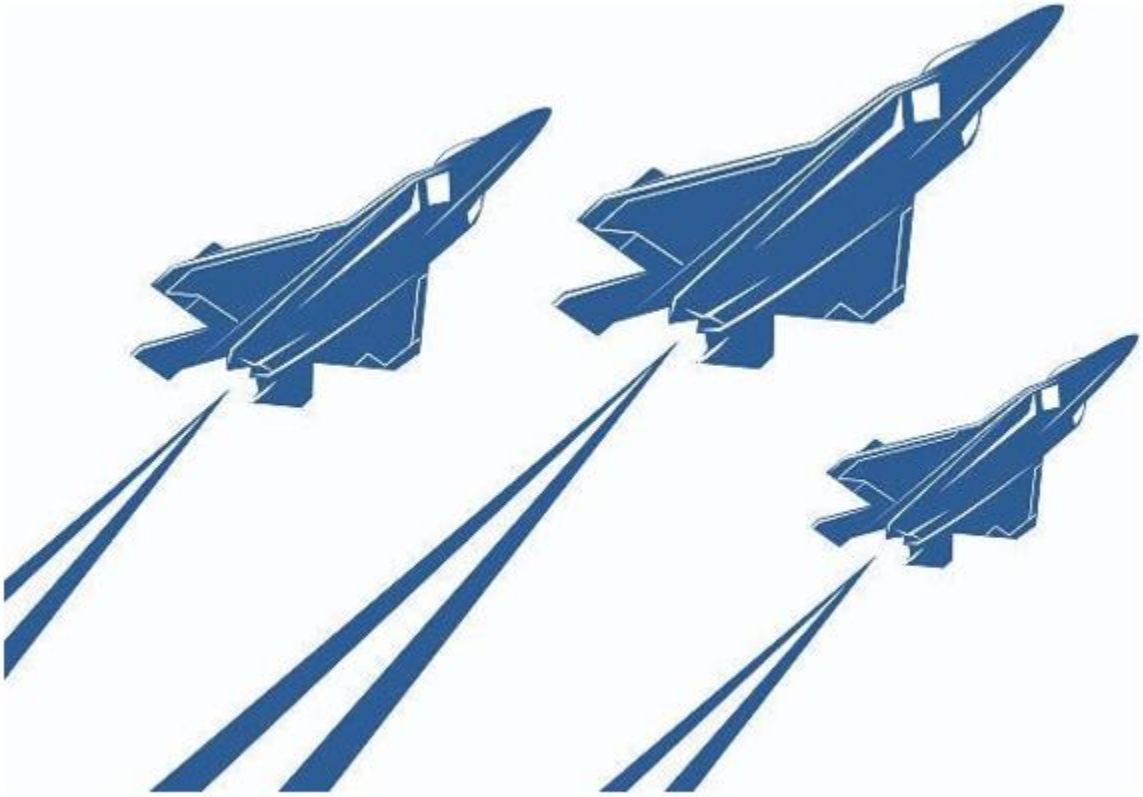
U.S. AIR FORCE JROTC

AZ-20051

Non Sibi, Sed Patriae -- Not For Self, But For Country!

CADET HANDBOOK



@ Basha HS

Basha, Perry, and Casteel Cadets

20 JULY 2026

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Overview

This **AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS** (AFJROTC) handbook is intended as a quick reference guide for cadets of all ranks and positions who are members of unit AZ-20051. Cadets are expected to read and to be familiar with the information in this handbook. AZ-20051 is unique to our cadet corps and is used to identify our group from the others in the state and country. The "AZ" identifies the state in which our unit resides and the "2005" indicates what year our unit was established. Lastly, the number "1" indicates that our unit was the first unit in Arizona established in 2005.

Contact information for the SASI and ASI:
(Senior Aerospace Science Instructor; SASI) Colonel Stansell: stansell.clifford@cusd80.com
(Aerospace Science Instructor; ASI) SMSgt Sepulveda: sepulveda.marcus@cusd80.com

Facebook Group: *Basha/Perry/Casteel AFJROTC (Official)*
Instagram Group: *Bashaafjrotc*

General Information: All cadets must memorize the following information. This information may be asked at any time and cadets must demonstrate the ability to recite this general knowledge verbatim:

Cadet Honor Code:

"I will not lie, cheat, or steal, nor tolerate those who do."

Air Force Core Values:

"Integrity First, Service Before Self, Excellence In All We Do"

Air Force Mission Statement:

Fly, Fight, and Win… Airpower Anytime, Anywhere!

The Air Force Song:

Off we go, into the wild blue yonder,

Climbing high into the sun

Here they come, zooming to meet our thunder

At 'em now, give 'em the gun!

(**Give 'em the gun!)**

Down we dive, spouting our flame from under

Off with one helluva roar!

We live in fame or go down in flame. (**HEY!**)

Nothing can stop the U.S. Air Force!

Reporting Statement:

"Sir/ Ma'am, Cadet_(last name)_ reports as ordered."

When reporting to the SASI in his office, Cadets will use either the reporting statement or a verbal greeting in addition to the hand salute.

Cadet Officers: Cadets that are officers are referred to by their rank, sir/ma'am, or by their last name. The word "cadet" must always be placed in front of rank or title when addressing cadets.

Cadet Rank: All cadets start at the rank of airman basic. The word "cadet" must always be placed in front of rank or title when addressing cadets.

Classroom Protocol: Upon entrance of the BHS Principal, Assistant Principal, a visiting commissioned officer, or the Cadet Corps Commander into the classroom when the SASI/ASI is not present, the first cadet to see the arrival will call the room to attention. All cadets will assume the position of attention until directed otherwise. If a visiting officer enters a classroom and the SASI/ASI is present, the instructor will determine the need to call the class to attention.

Honor Guard/Drill: Honor Guard is a class that can be taken at the intermediate level or an advanced level. The purpose of color guard/drill is to present the colors at events of which they are asked to attend by an instructor or the community. Cadets MUST be enrolled in another JROTC class in order to also take Honor Guard.

Enlistment and Commissioning Opportunities: Students wishing to pursue a military career after high school receive certain benefits for successfully completing AFJROTC.

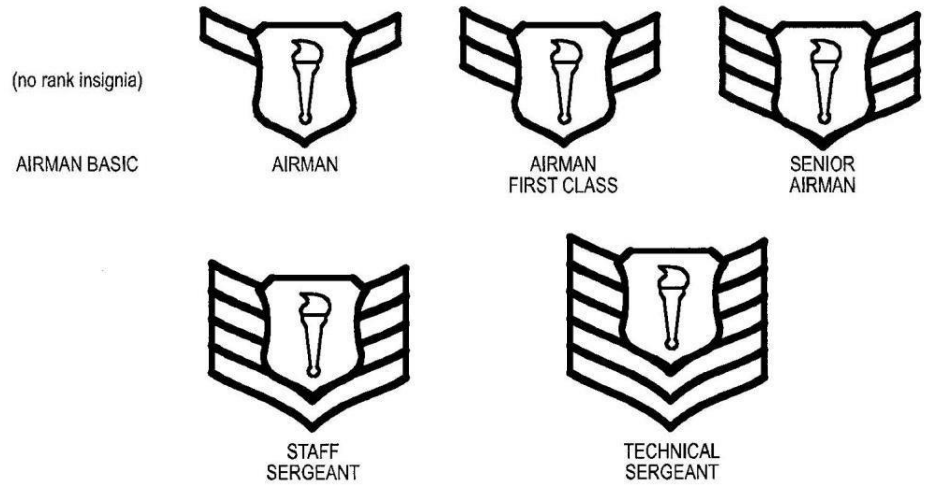
Advanced Enlistment: Students successfully completing two or three years in AFJROTC may enter the United States Air Force one or two grades higher than other enlistees. Advanced Enlistment for other Military Services varies from Service to Service. specific qualifications should be addressed with recruiters from the respective Service.

Cadets have the following Leadership Development Requirement (LDRs, clubs) opportunities over the 4-year JROTC program (not all events are offered each year):

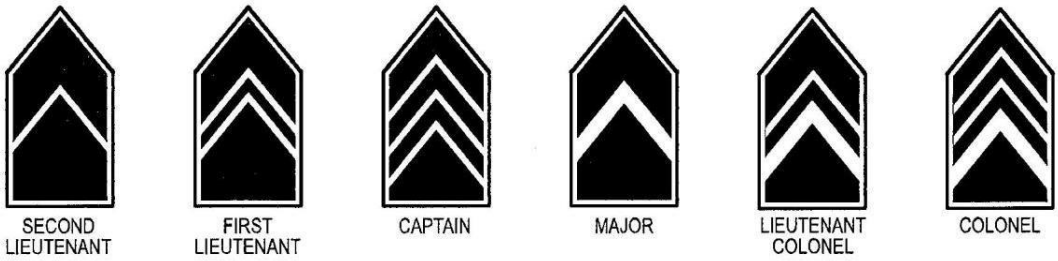
1. **Marching in Parades-** showcase the dedication and discipline needed to march as a cohesive unit.
2. **Field Trips-** participate in off-campus field trips exclusive to the program, such as Air Force bases across the country, aviation museums, and other military facilities.
3. **Marksmanship-** learn and perfect their marksmanship abilities by practicing with precision air rifles.
4. **Orienteering –** learn land navigation skills by participating in map and compass courses around the state.
5. **Aviation Club –** to build model aircraft and fly a simulator.
6. **Rocketry Club -** build and launch functioning model rockets.
7. **Kitty Hawk Air Society –** Recognizes cadets that perform very well academically, who then may also tutor fellow students.
8. **JLAB (JROTC Leadership Academic Bowl) –** online academic competition against other JROTC units.
9. **Drone Club –** build and operate a drone.

AIR FORCE JUNIOR ROTC INSIGNIA

CADET AIRMAN RANK



CADET OFFICER RANK



Organizational Structure: In order from smallest to largest

Element: consists of three or more cadets.

Flight: consists of three or more elements up to a maximum of 6 elements.

Squadron: consists of two to four flights.

Group: consists of two to four squadrons.

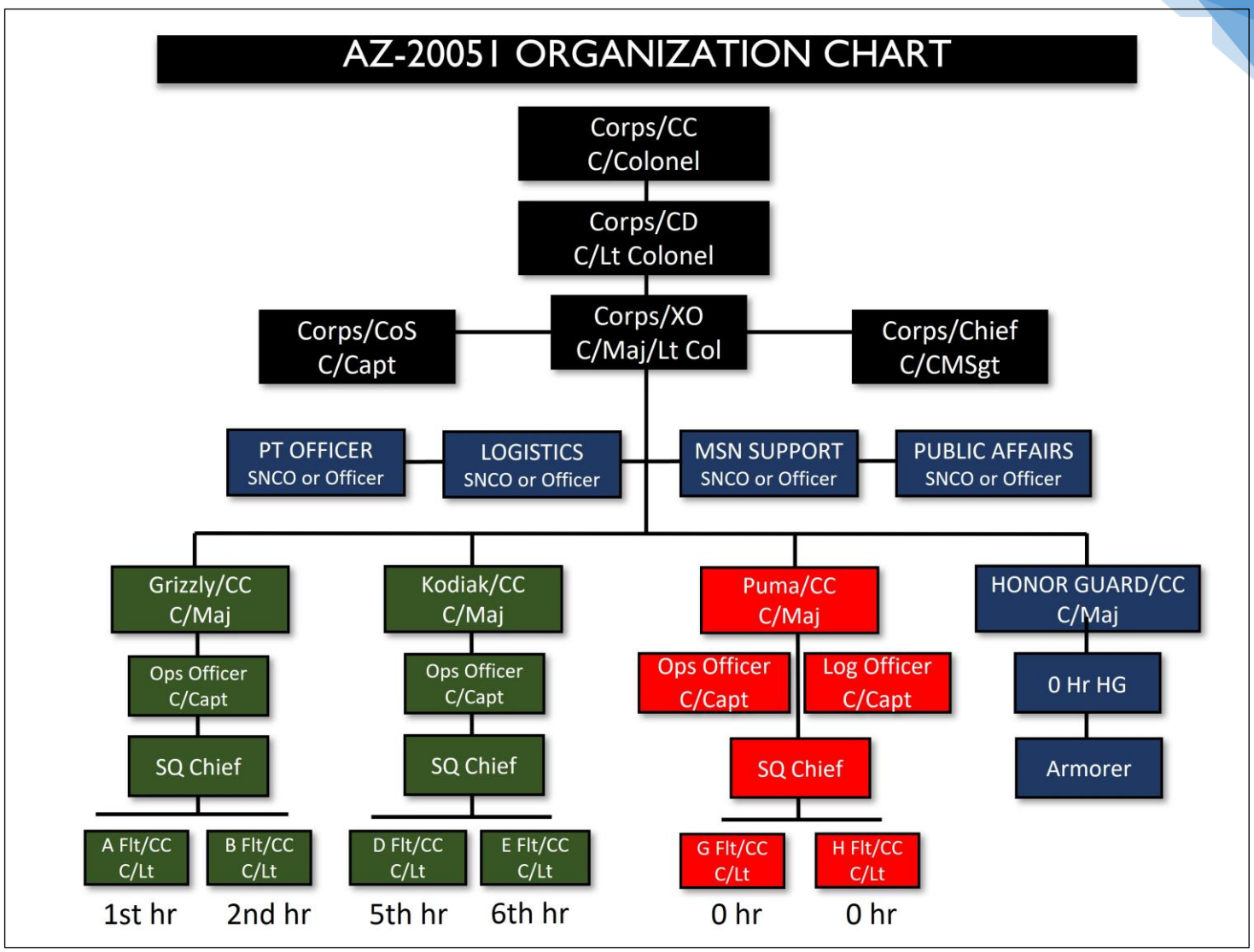
Wing: consists of two to four groups. (This unit does not have a Wing)

The Chain of Command is the structural organization of the Corps. When a cadet has an issue or recommendation it is important for him/her to alert their immediate superior. This method helps maintain effective communications within the Corps. For example, a Cadet Airman would talk to their Sergeant, who would then report to his/her superior. **The only circumstances where a cadet may break chain of command is during school break, gaining permission from SASI or ASI, attaining an extra job/ assignment, or <u>addressing an immediate safety or security concern</u>.**

Salute: The salute is a traditional greeting between military personnel. It is deeply rooted in military history. Warriors raised their right arms to show that no weapon was present and knights raised their visors with their right hand as a sign of greeting. **The way cadets execute a salute is important. A smart salute indicates pride in self and corps while 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. When in uniform it is also customary to say "Good Morning/Afternoon/Evening, Sir; or Ma'am," when exchanging salutes.

Cadets in uniform ***WILL*** salute cadet officers, commissioned officers and warrant officers of the Armed Forces of the United States as well as friendly nations. **When wearing the uniform outside and not under cover, cadets should salute the President, all commissioned and warrant officers of the United States military services and friendly foreign nations.**

Cadets will not render hand salutes indoors except when formally reporting to the SASI or during ceremonies/promotions.



Corps Positions:

Cadet Group Commander (Corps Commander):

- **A.** As the highest ranking cadet in the Corps, the Group Commander is responsible for all cadets and Corps activities, building and maintaining a cohesive unit and training and mentoring all cadets.
- **B.** Establish and Enforce appearance, discipline, efficiency, training, and conduct standards
- **C.** Maintain effective communications with the Deputy Group Commander and staff
- **D.** Advise the SASI/ASI on corps operations, policies, and procedures
- **E.** Develop a cadet operations and activities calendar
- **F.** Recommend cadets for jobs, awards, and promotions

Cadet Group Commander (Corps Commander) continued:

G. Manage the cadet corps senior staff

H. Speaks on behalf of the corps to the SASI/ASI

I. Monitor all community service activities with Chief of Staff assistance

Cadet Deputy Group Commander:

A. Command the group in the absence of the group commander

B. Assist the group commander as directed

C. Conduct senior staff meetings and group meetings

D. Attend staff meetings

E. Help group commander plan a Corps-wide community service event once a year

F. Help plan and execute events as directed

Cadet Executive Officer

A. Assist in organizing Staff Meetings

B. Monitor and track Corps goals

C. Execute the quarterly award program

D. Make sure all officers complete tasks and assignments

E. Manage staff positions (Logistics, mission support, PT officer, group chief, Chief of Staff)

F. Assist and advise the Group Commander

G. Organize the annual First Aid Field Day (Desert Medic)

H. Accomplish other duties assigned by the group commander

Cadet Honor Guard Commander

A. Functions as a squadron commander equivalent

B. Organizes Honor Guard teams

C. Leads the Honor Guard class

D. Conducts Honor Guard training

E. Conducts hot washes after events

Cadet PT Officer

A. Ensure physical training events meet corps objectives

B. Organize corps participation in annual Sports Field Day

C. Track and help administer PT tests

D. Keeps track of PT consent forms

Cadet Chief of Staff

A. Oversee squadron commanders and flight commanders to make sure they are providing adequate community service opportunities. Update the Group Commander regularly.
B. Ensure squadrons and flight commanders are talking to their cadets about events
C. Keep track of events coming up in the year, and updates history book/continuity binders
D. Keep track of past promotions for every cadet
E. Assist with activities and events
F. Log community services, Honor Guards, etc. in Wings

Cadet Mission Support Coordinator

A. Ensures that cadets have updated ribbons and approve ribbon request forms
B. Ensures that promotion papers are printed out for cadets who are promoted
C. Keep mission support binder neat and organized
D. Make updates in Wings for ribbons
E. Inform new cadets about awards and ribbons

Cadet Logistics Coordinator:

A. In charge of the Green and Blue room, and make sure that these rooms are neat, clean, and organized
B. Ensures cadets are issued their Blues and OCPs and log sizes
C. Ensures that cadets get their canteen belts for parades and orienteering and log distribution
D. Ensures inventory is accurate and up to date and maintained in WINGS

Cadet Public Affairs Officer:

A. Take pictures and assist with social media
B. Make sure the school makes announcements regarding the corps
C. Make the corps stand out in the community
D. Update pictures in the hallway display case

Cadet Group Chief Master Sergeant:

A. Advises Group or Squadron Commanders on issues within the corps and recommend solutions; assists Group Staff on all tasks
B. Actively works and tracks periodic promotion cycles

C. Assists with quarterly awards for all cadet enlisted categories

D. All other duties as assigned by the Group Commander or Deputy Group Commander

E. Speaks on behalf of all cadet NCOs and Airmen to the Group Commander or Deputy Group Commander for Group or Corps ideas and suggestions

Cadet Squadron Commander:

A. Ensure all cadets under their command comply with standards

B. Plan and coordinate events within the squadron

C. Attend staff meetings

D. Pass information to assigned personnel in squadron

E. Assist the Group Commander & Deputy Group Commander in communicating to the flights

F. Set up at least one squadron-level community service event each semester

Cadet Squadron Operations Officer:

A. Accomplish squadron commander responsibilities in his/her absence

B. Assist the squadron commander as directed

C. Make sure flight commanders follow squadron commander instructions

D. Assist with squadron meetings

E. Assist with activities and events

Cadet Squadron Chief:

A. Accomplish tasks as directed by the squadron commander and the operations officer

B. Speak on behalf of the NCOs and airmen to the Squadron Commander or the Operations Officer for the squadron. Assists with periodic promotion cycles

C. Attend Flight meetings to keep the Squadron Commander and Operations Officer informed

Cadet Flight Commander:

A. Lead cadets and enforce appearance, discipline, training, and maintain standards

B. Oversees all cadets under their command

C. Attend squadron meetings

D. Attend Staff meetings as required

E. Trains and mentors all cadets in their flight

F. All other duties as directed by the Squadron Commander

G. Sets up at least two community service project each quarter

Flight Sergeant:

- **A.** Lead, train and mentor all flight members
- **A.** Assists flight commander with flight meetings
- **B.** Assist cadets with problems including uniform, chain of command and discipline
- **C.** Follow flight commander's orders and instructions
- **D.** Help Flight Commander with community service projects

Assistant Flight Sergeant:

- **A.** Accomplish orders from the flight sergeant
- **B.** Attends Flight Meetings
- **C.** Trains cadets to ensure they conduct themselves appropriately
- **D.** Assists cadets with problems

Cadet Airmen:

- **A.** Follow directions and requests made by leaders at all levels
- **B.** Attend flight, squadron and corps meetings
- **C.** Accomplishes academic and physical training objectives
- **D.** Learn every aspect of the cadet handbook
- **E.** Display Enthusiasm for the corps
- **F.** Must wear uniform of the day (UOD) and comply with uniform standards

AZ-20051 Cadet Code of Conduct

As a member of AFJROTC AZ-20051, you will be held to a higher standard of conduct than many of your peers, it is imperative all Cadets understand that as an AFJROTC cadet we represent much more than ourselves. **We are ambassadors of our school, community, city, state and country, because you will wear the AFJROTC uniform in public, the community will associate your conduct and behavior with the AFJROTC program**. The United States Air Force wears the same uniform, thus cadets will be judged by the standard the public has of a military organization. Generally, the perception of the military in our community is very positive, the military enjoys a public trust few other institutions have. The cadets of AFJROTC unit AZ-20051 must always be keenly aware of this public perception at all times. They must always maintain the highest standards of integrity, citizenship, patriotism and trust. The following guidelines are the standards of conduct for each and every cadet member of AFJROTC unit AZ-20051

1. **All AFJROTC Cadets of the unit AZ-20051 are responsible for knowing and complying with the units Code of Conduct policies.**

2. All members of AFJROTC unit AZ-20051 will **demonstrate the highest degree of respect, loyalty and patriotism towards the United States of America and recognize the Constitution of the United States of America as the Supreme Law of the land**.

3. All members of AFJROTC unit AZ-20051 must **demonstrate absolute loyalty, respect, and reverence for the flag of the United States of America**, understanding that it represents our free nation and the sacrifice of thousands of our fellow countrymen. **This includes standing and reciting the Pledge of Allegiance**.

4. All members of AFJROTC unit AZ-20051 will demonstrate appropriate respect for authority. This applies to cadet staff, ASI, SASI, teachers, administrators, law enforcement personnel, community leaders, and military personnel, both active and retired

5. All members of AFJROTC unit AZ-20051 will conduct themselves appropriately in all public settings, recognizing that **every cadet is a representative of our cadet corps**, both on campus, and in the community, whether in uniform or in civilian attire.

6. All members of AFJROTC unit AZ-20051 must strive to be exemplary citizens at all times, obeying all AFJROTC and school policies, as well as city, state and federal laws.

7. **All members of AFJROTC unit AZ-20051 must wear the cadet uniform with pride and when directed**. They must maintain personal appearance standards anytime they wear the AFJROTC uniform. The uniform worn by AFJROTC cadets is similar to that worn by other military branches and therefore reflects not only on the corps, but our nation's Armed Forces as well. The uniform must be maintained & worn to the highest possible standard.

8. All members of AFJROTC unit AZ-20051 must not engage in public displays of affection when in uniform. Such behavior undermines the individual's credibility and affects his or her ability to garnish the respect necessary to effectively lead. **This includes inappropriate public conversations regarding interpersonal relationships.**

9. All members of AFJROTC unit AZ-20051 will demonstrate loyalty towards one another. Each cadet should do their utmost to earn the respect and trust of their fellow cadets at all times. Integrity and honor cannot be a part time endeavor; every cadet should strive to adopt these traits into their personal lives.

10. All members of AFJROTC unit AZ-20051 will respect the constitutional rights of other cadets as United States Citizens to express their ideas and opinions freely, whenever a topic is opened for discussion or debate, in the classroom or other non-public settings

11. All members of AFJROTC unit AZ-20051 **must refrain from any abuse of authority appointed to them by the corps, or misrepresentation of themselves/ or their intentions to subordinates.** Authority given to leaders is a sacred trust. Those appointed that authority must execute it with discretion, wisdom and humility at all times. Leaders should always be considerate of their subordinates and afford them appropriate dignity and respect.

12. All members of AFJROTC unit AZ-20051 will not associate or be a member of any group, organization or individuals that are a known enemy of the United States, or that advocate the overthrow of the United States or its Constitution, the overthrow of the free enterprise system, or any group, organization or individuals that advocate violence, or denial of constitutional rights to any United States citizen for any reason.

13. **All members of the Corps are prohibited from engaging in any political event or rally, or endorsing any political candidate, party, platform, or ideology while wearing the AFJROTC uniform**. The AFJROTC program must not give the impression that it endorses any particular political party, agenda, or ideology. Wearing of the uniform to a political event could imply military endorsement to the public.

14. All members of AFJROTC unit **AZ-20051 will refrain from using profane, vulgar, or crude language at any AFJROTC function, event, or on school grounds, or in public or in uniform.** Using profanity under any of these circumstances, especially in uniform could be grounds for discipline within the AFJROTC program.

15. **<u>Hazing and physical discipline will NOT be tolerated</u>. Any cadet may speak with the SASI and ASI at any time if they feel they are being mistreated. We expect our cadets to live up to the highest standards of conduct. (see attachment for details)**

Classroom Conduct: Cadets are expected to follow established classroom rules and behave appropriately while in AFJROTC. Any behavior that disrupts the classroom environment will not be tolerated including sleeping in class, excessive talking, or disrespecting an instructor or a fellow cadet. If such behavior does occur, the SASI, ASI, or cadet officer will give the cadet a verbal warning. If such behaviors should continue, further disciplinary process will ensue.

Promotions:

1. Promotion boards are held for select positions.
2. Promotion tests will be used for all NCO/SNCO positions and officers.
3. Promotions are held throughout the year (quarterly based on recommendations of flight commanders and squadron commanders based off of a variety reasons, including: uniform grades, number of community service hours, participation in the corps, and adhering to all Air Force/AFJROTC standards.
4. All promotions will be reviewed and approved by the SASI/ASI.

Cadet Operational and Functional Areas:

Demotions: The Corps Commander may consult with cadet officers/leaders on demotion recommendations. They will then pass their recommendations to the SASI & ASI for a final decision. Cadets may be demoted for failure to follow the Code of Conduct or failing to meet the requirements of their position.

Verbal Counseling: A verbal counseling is given when a cadet has committed a minor violation corps policy. Cadet leaders should consider documenting this type of counseling for reference purposes.

Letter of Counseling (LOC): A letter of counseling is administered and documented when a cadet has violated corps policy and/or has displaying behavioral issues. If deemed appropriate by the SASI or ASI, a Letter of Counseling may be the first course of action.

Letter of Reprimand (LOR): A letter of reprimand is handed out when a cadet has broken the Cadet Code of Conduct and/or committed an infraction deemed suitable for an LOR by the SASI or ASI. Furthermore, an LOR is also administered if a cadet receives multiple verbal counseling/letters of counseling.

Instructor/Principal Decision: Disciplinary actions may be expedited if the infraction committed is deemed too severe for the ordinary course of action in the JROTC program.

Control Roster: The control roster is a rehabilitative tool for use by the SASI. The SASI & ASI may use the control roster to set up an observational period for cadets whose performance is substandard or who fail to meet to maintain AFJROTC standards of uniform wear, conduct, bearing, or integrity in or out of school.

Duration of Placement on the Control Roster: A cadet will normally be placed on the Control Roster for an entire academic quarter. However, a cadet may request early removal from the Control Roster if they feel they have been inappropriately placed on the roster or if they have improved their

performance in the area for which they were placed on the roster. The cadet must request early removal from the Control roster from SASI, and the cadet must substantiate the request with hard facts of improved performance. Early removal of a cadet from Control Roster is at the sole discretion of the SASI and ASI.

Impact of Placement on the Control Roster: While a cadet is on the Control Roster they may not be promoted or participate in any extracurricular activities (i.e., competitions, parades, field trips, Summer Leadership School, etc.).

Academics: Academics are the basis for attending high school. Maintaining a solid academic GPA is the key to the opportunities that may be afforded to a cadet after high school. Therefore, it is critical that cadets maintain a good academic status while in JROTC. A cadet may be placed on the Control Roster for academic reasons if:

- The cadet fails a class
- The cadet's JROTC grade is less than a C

Conduct: A cornerstone of the JROTC program is **character**. Cadets are expected to be on their best behavior both inside and outside of JROTC. Substandard conduct not only reflects poorly upon the cadet but also the Corps as a whole. Therefore, any substandard conduct is grounds for placement on the Control Roster. A cadet will be placed on the Control Roster for conduct reasons if:

- Received an in-school or out of school suspension
- SASI/ASI receives 2 or more derogatory comments from a teacher or school administration within an academic quarter
- Demonstrates conduct that reflects poorly on the corps
- Fails to wear the cadet uniform as required
- 3 or more unexcused absences from AFJROTC class during a quarter
- 3 or more tardies to AFJROTC class during a quarter

Disenrollment: After the preceding disciplinary process has been implemented and a cadet fails to correct all deficiencies, disenrollment is the next step. This process includes parent/guardian notification and coordination with counselors and the Principal.

A cadet may be disenrolled from AFJROTC for:

- Failure to maintain acceptable standards (including uniform wear, dress & personal appearance)
- Indifference to training
- Disciplinary reasons
- Disruptive classroom behavior

Uniforms, Equipment, Books, and Personal Appearance:

The AFJROTC uniform is, with certain exceptions, the same one worn by active duty Air Force members. **Wear it proudly and correctly!** Air Force Instruction 36-2903 is the primary reference for all uniform and grooming standards. This handbook is a summary of those standards but should not be considered all-encompassing. Cadets must keep the uniform clean, neat, and in good condition at all time, with badges, ribbons, insignia, and other metallic devices properly maintained. **Uniform day for AZ-20051 is Tuesday.** The *SASI or ASI* will announce the "uniform of the day." All cadets will wear the uniform the entire school day. If a cadet is caught removing the uniform before the end of the school day, their uniform grade will be changed to 0% for that day. Cadets are issued one uniform with all accessories. He/she will sign a Cadet Uniform Issue Receipt. If uniform items are lost or destroyed; the cadet must pay for the item at current replacement cost. Uniforms are required to be cleaned upon disenrollment or graduation. Cadets will return all items issued except the hat, shoes, socks, belt, nametags, and ribbons. Cadets are responsible for books and course materials issued to them. Books must be returned in the same condition they were issued.

To prevent paying for uniforms, books, and equipment, we encourage cadets to:

A. NOT leave items unattended or in unsecured locations.
B. NOT lend items to other cadets.
C. NOT carry flight caps with books, but tuck them under the belt or place them in backpacks.
D. NOT allow other cadets to turn in accountable items.
E. **DO PLACE their name in their cap and on all other personal possessions**.
F. DO TURN-IN any found uniform items to an AFJROTC instructor.
G. DO RETURN uniform items that become worn or otherwise unserviceable to the ASI, items unserviceable due to normal wear and tear, will be replaced at no cost. If a uniform item does not fit, return it promptly for replacement

Reserve Cadets:

Reserve cadet status is for cadets who have completed at least one academic semester, who completed the entire AFJROTC Academic Program and cannot participate in the AFJROTC academic program for that particular semester. Reserve Cadets may participate in all AFJROTC activities (community service, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion. Reserve Cadets may retain their uniform for the entire academic semester.

Uniform Wear

Each cadet will ensure their uniform is ready for inspection on the designated uniform day or for other mandatory uniform formations. **PLANNING AHEAD is the key**. Assemble the uniform, iron shirts, and polish shoes the night before. "The uniform is in the cleaners, it's too small, I'm missing uniform items, or *I* forgot" are not excuses for not wearing the uniform. If the cadet reports without wearing the uniform or is caught not wearing it on uniform day, he/she will receive a zero ("0"). If a cadet is absent and is excused in accordance with school policies, there is no penalty if the cadet wears

the uniform during the same week. Unexcused absences or failure to make up the missed uniform day will result in a zero ("0"). ***The SASI will consider disenrollment from AFJROTC after two failures to wear the uniform during a quarter or substandard conduct while wearing the uniform.***

Cadets will not mix uniform and civilian clothing. If they have a legitimate reason not to wear the uniform or any uniform item due to medical conditions, ***they must present medical documentation***. Cadets will wear the standard Air Force laminated ultramarine blue nametags, with white, block style letters engraved on the plastic, secured with clutch-type fasteners. One nametag will be provided during the school year. Lost or damaged nametags will be replaced at the cadet's expense. Cadets may not hitchhike, perform labor, engage in sport activities, or do anything that would degrade the uniform. Further, questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC program, Basha High School, and the Air Force. Conversely, proper conduct and pride reflects favorably upon the cadet and enhances the JROTC image throughout the community. Thus, wear the uniform PROUDLY and constantly strive to present a neat, clean, and well-groomed appearance at all times.

Uniform "must know" information: On campus, cadets in uniform are not permitted to cut/walk through the grass/dirt areas. Cadets may however stand in the grass to avoid congested sidewalks. The uniform is to not be worn in public places such as movie theaters, restaurants, Malls, etc. In addition, fighting, athletic activities, or fraternization are not allowed while in uniform. This also includes any public display of affection (holding hands, kissing, hugging, etc.) such violations will result in disciplinary action. No body marking with pens and/or markers are allowed.

In addition, cadets **SHALL NOT** wear any headphones or earbuds in **ANY** uniform while conducting cadet or Corps business. Including Class A, Class B+, Class B, OCPs, or the Tan Corps Shirt.

Uniform Combinations

JROTC cadets are authorized to wear the following four uniform combinations. Uniform wear requirements for uniform wear day each week will be announced the week prior.

Service Dress (Class As): This uniform combination consists of the service coat, blue shirt with tie/tab, service pants or skirt for women, black socks, white t-shirt or white tank top, issued blue belt with silver tip, and low quarter black shoes. The service coat must have the silver nametag, badges, ribbons, and rank. When outdoors, the flight cap is worn with this uniform**.**

Blues (Class B+): This uniform consists of the Class B's uniform with the additions of the tie/tab, blue nametag, badges, ranks, and ribbons. White t-shirt or tank top is permitted.

Blues (Class Bs): This uniform combination consists of the long or short-sleeved blue shirt, service pants or skirt for women, black socks, V-neck white t-shirt, issued blue belt with silver tip, and low quarter shoes. Long sleeved shirts require a tie.

OCP Uniform (OCPs): This uniform consists of the camouflage blouse and pants, official OCP utility belt, brown crew neck t-shirt/corps shirt, camouflage patrol cap and coyote brown boots.

Physical Training Gear (PTG): This uniform consists of the AF PT shirt and issued blue AF PT shorts or blue unit shorts. Socks will be black, white or gray and may include a small trademark. Cadets must bring closed toed shoes. Air Force PT sweatshirt and sweats are permitted. GROOMING STANDARDS APPLY WHEN WEARING PTG.

Uniform Components

Cadets are responsible for maintaining the serviceability of their issued uniforms.

Belt- Dark blue with silver tip, 1 1/4 inches wide and worn by threading through the belt loop to the wearer's left (male)/right (female). The silver tip extends beyond the buckle to the wearer's left/right with no blue fabric showing. The cadet" gig" line is the straight line formed by the front edge of the shirt, the belt buckle, and the trousers fly. Cadets should check frequently to ensure the "gig" line is straight.

Service Blue, Coat- With arms hanging naturally, sleeves should end 1/4 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. Flight caps may be stored in the inside pockets. The coat may only be removed in classrooms. 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 a chair back. 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 AFJROTC patch on the left sleeve. Dry Clean Only

Flight Cap/Garrison Cap- Worn slightly to the right with vertical crease at center of the forehead in a straight line with the nose and approximately one inch above the eyebrow. The crown will not be crushed. Female Service caps on top can be left open optionally.

Blue Windbreaker- Jacket must be zipped up at least halfway. Should fit loosely over the hips when zipped. Cuffs of the sleeves should cover the wrists, but not extend beyond. Blouse is not exposed below the jacket. The windbreaker will not be worn over the service dress jacket or with civilian clothing. Tuck in the zipper head in the flaps next to the teeth of the zipper. Ties and Tabs are optional when wearing the Windbreaker

Shirt, Light Blue- In long sleeves only, sleeves should extend to the heel of the thumb and tie tab must be worn. Military creases in front and back are prohibited. Shirt is always worn with the tie and the top button is fastened. Dry clean if Possible or wash as per tag directions.

Socks/Hose- Black, commercial socks without design will be worn with slacks and oxfords. Hose can be worn with all uniform combinations but must be black, dark blue, or neutral shades that complement the uniform and the cadet's skin tone. Do not wear patterned hose socks

Skirts- Must be worn with black pumps and must reach the knees.

Slacks, Blue- Will fit naturally over the hips with no bunching at the waist or fullness in the seat. Bottom of slacks will rest on the front of the shoes with a slight break in the creases. Articles should not be carried in uniform pockets unless not visible or bulky

Shoes- Black oxford shoes will be worn with the uniform. Shoes will be laced to the top and nicely shined. Female Cadets must have black pumps with a heel between 1”-2”. Cadets must be highly shined or have the appearance of being highly shined. The pumps can’t have any designs or accessories on any part of the shoe.

OCP Blouse- Patches on the OCP uniform will be configured as shown on the OCP wear diagram. The corps shirt or official OCP undershirt will be worn.

OCP Patrol Cap- The Patrol Cap shall rest squarely on the head with the bottom of the cap parallel to the ground. The brim of the cap will face forward.

OCP Pants- Must blouse pants.

Brown Corps Shirt- Will fit naturally on the body and be tucked in to pants from Khakis to Jeans (no holes) with a belt. Cadets are not allowed to wear shorts or yoga pants with the Corps Shirt. During hot weather shorts may be worn if approved by the corps commander. Cadets must wear closed toed shoes (Ex. Tennis shoes) and are not allowed to wear sandals or any open toe foot wear. Males have to be shaved and groomed appropriately as if they were wearing dress uniform or OCPs. Female cadets hair must be up (length of ponytail/braid does not matter for Brown Corps Shirt uniform).

Personal Appearance

One thing that makes the AFJROTC program a unique course of instruction is the identification it has with the Air Force. AFJROTC cadets wear the Air Force uniform and have grooming standards like members of the Air Force. Our standard has four basic elements: neatness, cleanliness, safety, and military image. This standard is based on Air Force Instruction 36-2903 and applies to cadets while in uniform. The following general standards apply to both male and female cadets any time they are in uniform.

Hair- Must be clean, neat, and well groomed. Regardless of hairstyle, hair must not exceed length and bulk standard, and ensure proper wear of headgear. It must be styled so it does not touch the eyebrow (Exception: female bangs) or protrude in front below the band of properly worn headgear. Hair must not be worn in an extreme or fad style such as a Mohawk, pigtails, dog-ears, ducktail, or have designs cut in the hair. The design must not cause the hair to exceed length or bulk standards. Hair may not be dyed unnatural or multiple colors. (see additional hair standards under “Male” and “Female” sections that follow).

Jewelry- Members may wear wrist watches and no more than a total of three rings on both hands. One bracelet is also permitted if it is neat, conservative, not wider than one-half inch, and its color does not clash with the uniform. Colored bracelets that support a cause are not allowed with the uniform. Female cadets in uniform may wear one pair of earrings in the earlobe if the earrings are conservative and kept within limits. For example, you may wear one small stud (diamond, black, white pearl, or silver) pierced or clip earring on each earlobe. The earring worn in each earlobe must match. Earrings should fit tightly without extending below the earlobes. Ear bars are prohibited. Male cadets may not

wear earrings in uniform and may not wear them or at JROTC functions. Cadets in uniform will not wear any ornamentation on the face (e.g. nose rings, gages, tattoos, etc.)

Jewelry, healing posts, or spacers will not be worn in the tongue, nose, or eyebrow while in uniform or in the JROTC classroom or at JROTC functions. Necklaces must be concealed under the collar or undershirt. Thumb rings are authorized.

Eyeglasses/Sunglasses- Conservative ornamentation on non-prescription sunglasses or eyeglasses is permitted, frames may be a conservative color: black, brown, white, dark blue, gray, or transparent material, or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored or photosensitive lenses are authorized. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation.

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. Excessive tattoos or brands, even though they do not violate the prohibitions in the above sentence, will not be exposed or visible (including visible through the uniform) while in uniform. Excessive is defined as any tattoo or brands that exceed one-quarter of the exposed body part, and those above the collarbone and readily visible when wearing an open collar uniform. Tattoos must be in good taste and be instructor approved. **They Must Not distract from the 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. The tattoo may be covered up with a skin-colored bandage while in uniform and still participate in the program. However, tattoos and brands should be discouraged. The cadet should be counseled on the fact that tattoos and brands may preclude him or her from serving in the military.

Body Piercings- 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). Female cadets in uniform, however, are allowed to wear conservative earrings, pierced or clip style, in their earlobes.

Personal Hygiene- Cadets are expected to maintain high standards of personal cleanliness and sanitary practice. Cadets may be counseled and/or referred to the school nurse if they fail to meet acceptable standards. Do not mark on your skin with pens or markers.

Male Cadets

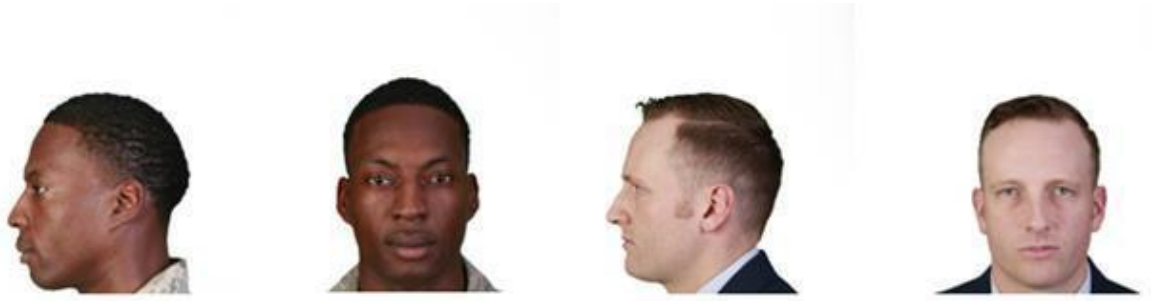
Beards- Must not be present except for medical reasons when authorized by the SASI and with the written recommendation of a physician.

Mustaches- Must not extend downward beyond the lip-line of the upper lip or extend sideways beyond a vertical line drawn from the corner of the mouth.

Sideburns- You may have sideburns if they are neatly trimmed and tapered in the same manner as your haircut. Sideburns must be straight and of even width (not flared) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening.

Hair- Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair. **Tapered appearance on both sides and the back of the head**, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. **Hair will not exceed 2.5 inches in bulk, regardless of length and ¼ inch at natural termination point**; allowing only closely cut or shaved hair on the back of the neck to touch the collar. **Hair will not touch the ears or protrude under the front band of headgear**. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes/design.

Male Hair Grooming Standards:



Female Cadets

Cosmetics- Must be conservative (natural colors) and in good taste in the opinion of the instructors.

Nail Polish- Should be clear, neutral, or French or American Manicure only, which does not clash with the uniform. Nail Polish should not be chipped. Nails must not exceed 1/4in past the tip of the finger.

Hair- As with all hairstyles, a neat and professional image is essential. Braids, twists, micro-braids, French braids, Dutch braids, and Cornrows are authorized. When hair is worn in a bun, the bun must be a single bun, no wider than the width of the head and all loose ends must be tucked in and secured. When hair is worn in a ponytail, it must be in a single ponytail, that does not exceed shoulder blades. If hair accessories are worn (e.g. fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, and barrettes must match hair color. Hair color, highlights, lowlights, and frosting will not be faddish or extreme and will be natural looking hair color similar to the individual's hair color. (e.g. black, brunette, blond, natural red, and grey).

If hair is left down it will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail/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 correct length of hair with Airman standing in the position of attention. See examples of female hair standards at the back of this handbook. 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. This relaxed standard also applies while wearing the Brown Corps shirt uniform.

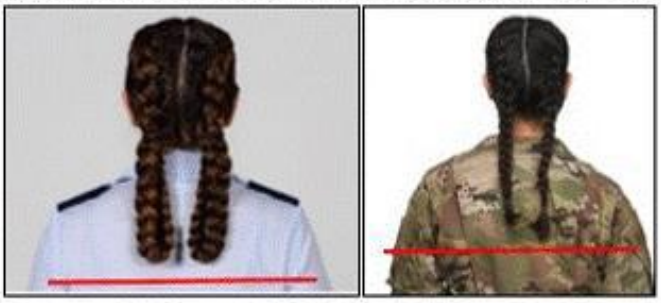
Authorized Female Ponytails/equivalent and long braid(s) Hair Styles Examples:

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

Braided Ponytails/Multiple Braids in a Single Ponytail

Pulled back secured and does not exceed 6 inch radius

Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids

Authorized female hairstyles:

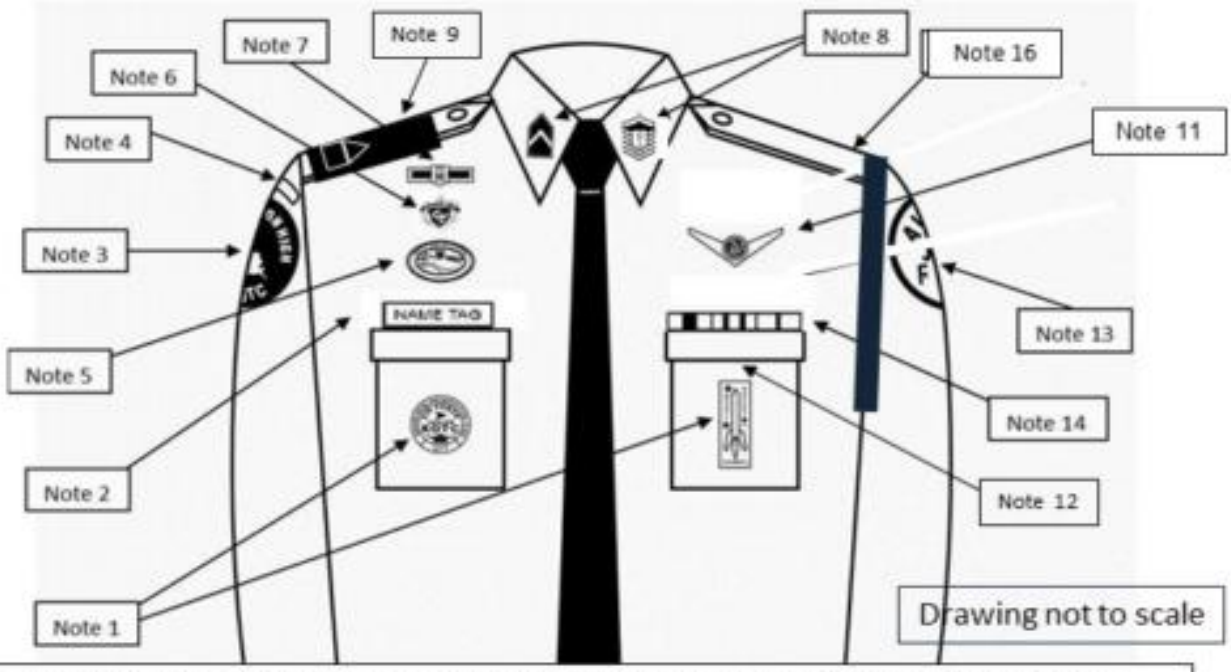
Braids

Twists

Locs

Attachment 7-11

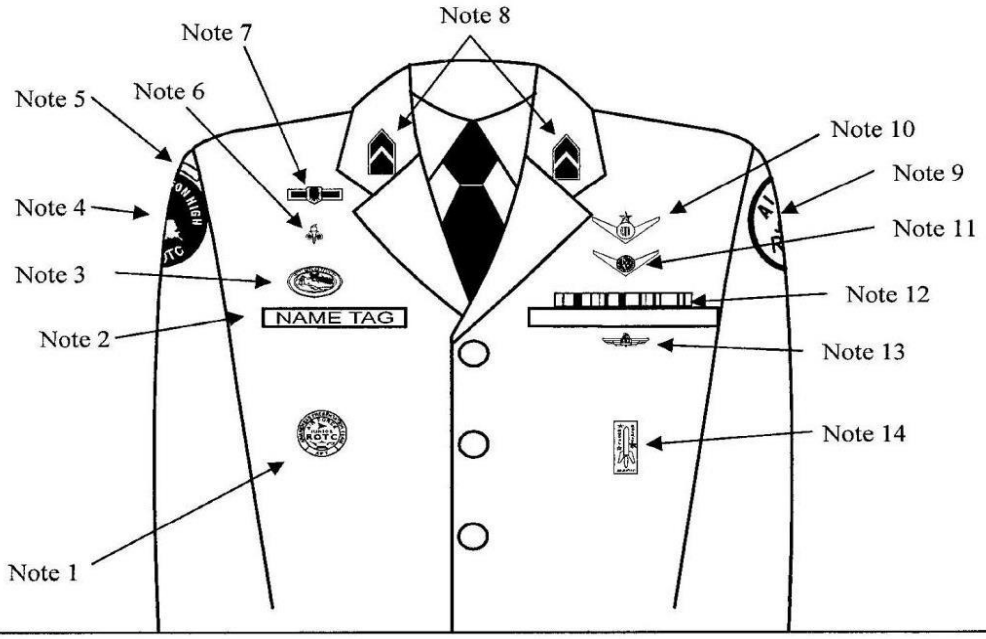
CADET MALE BLUE SHIRT



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 ½ to 1 inch below the shoulder seam.
4. Shoulder tab. Centered between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge. See Note 15.
6. Aerospace Education Foundation (AEF) Badge. See Note 15.
7. Distinguished Cadet Badge. See Note 15.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar.
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
10. Deleted
11. Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge. See Note 15 below.
12. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ 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 ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk Badge, and finally the CyberPatriot National Finalist Badge. No more than two Flight badges are authorized.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet. May be solid or multi-colored.
17. **Medals (regardless of what type) are not authorized for wear on this uniform.**

CADET MALE 1620 SERVICE DRESS

Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.

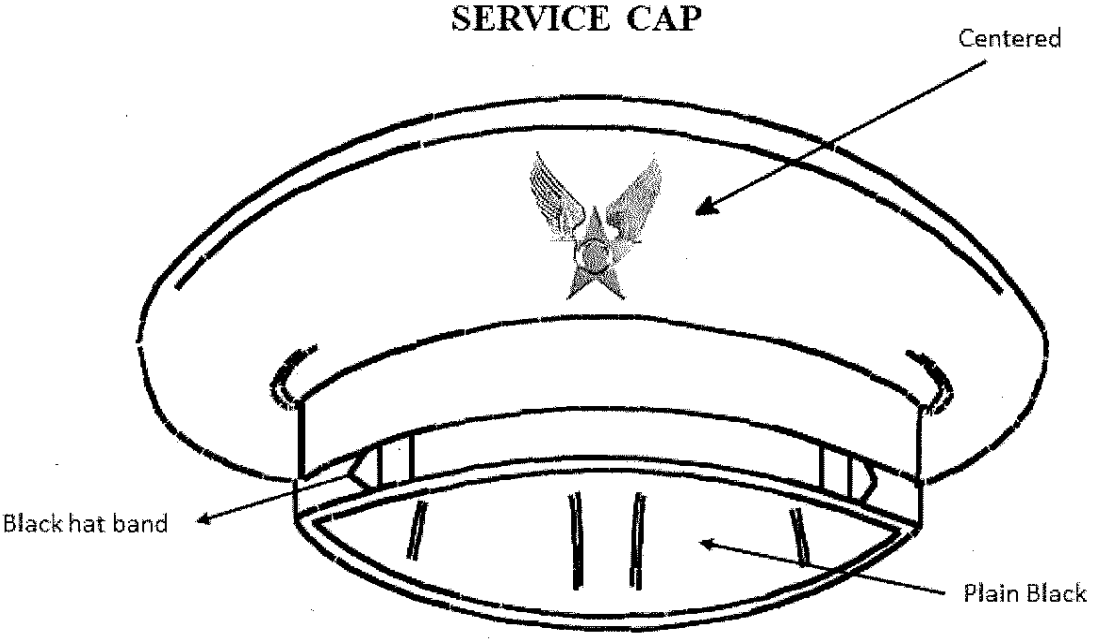


1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: See note 15.
4. Unit patch: Placed ½ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge: See note 15.
7. Distinguished Cadet Badge: See note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)
9. AFJROTC Patch: Placed ½ to 1 inch below shoulder seam, and centered.
10. Flight Solo or Flight Certificate Badge: See note 15.
11. Ground School Badge: See note 15.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all ribbons earned.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.

Attachment 7-3

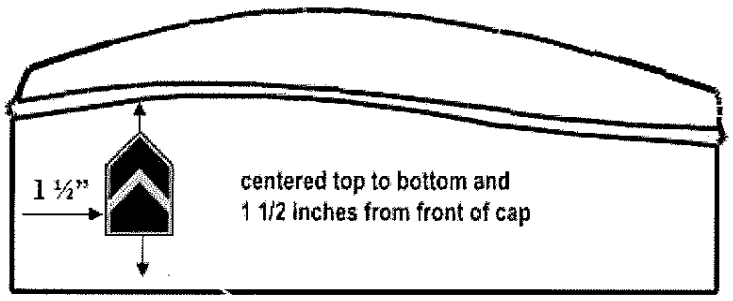
CADET MALE HEADGEAR

SERVICE CAP



Service Cap - Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia

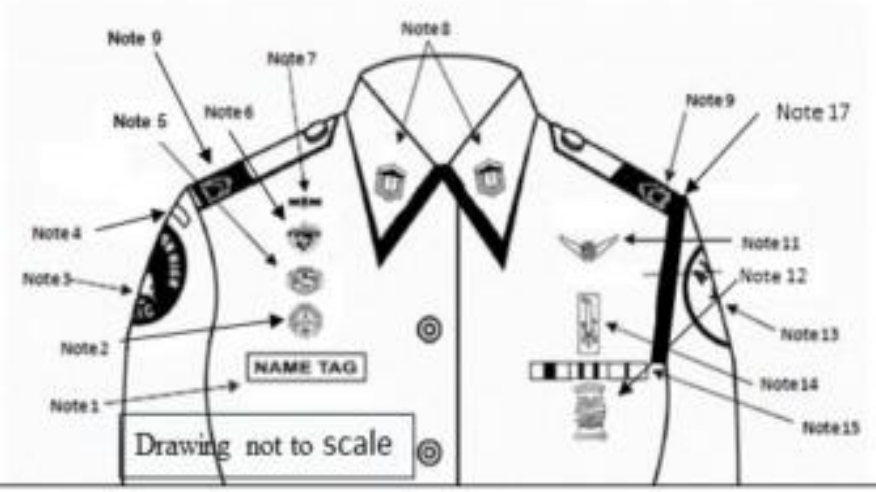
FLIGHT CAP*



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

Attachment 7-12

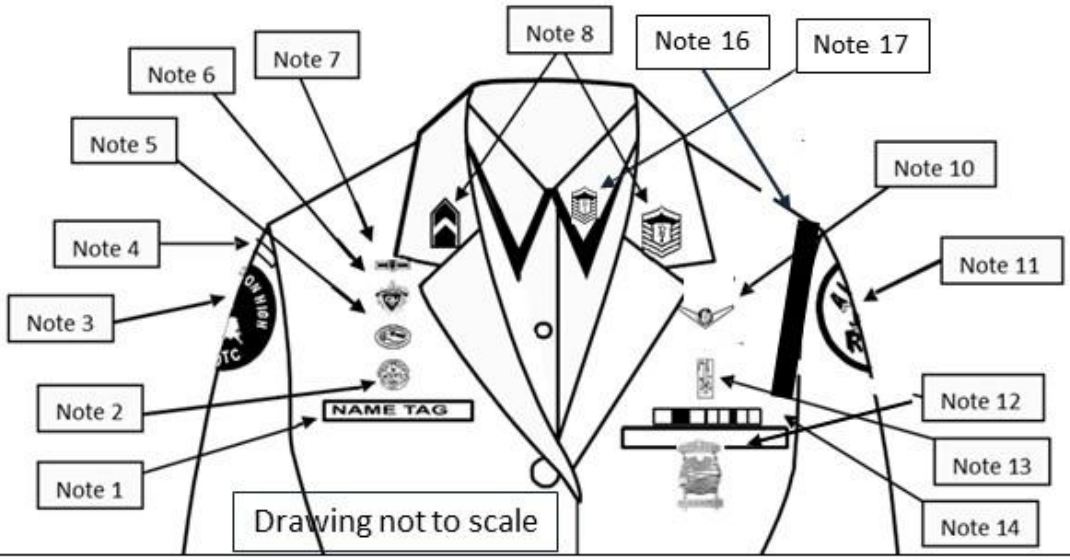
CADET FEMALE BLUE SHIRT



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

Attachment 7-10

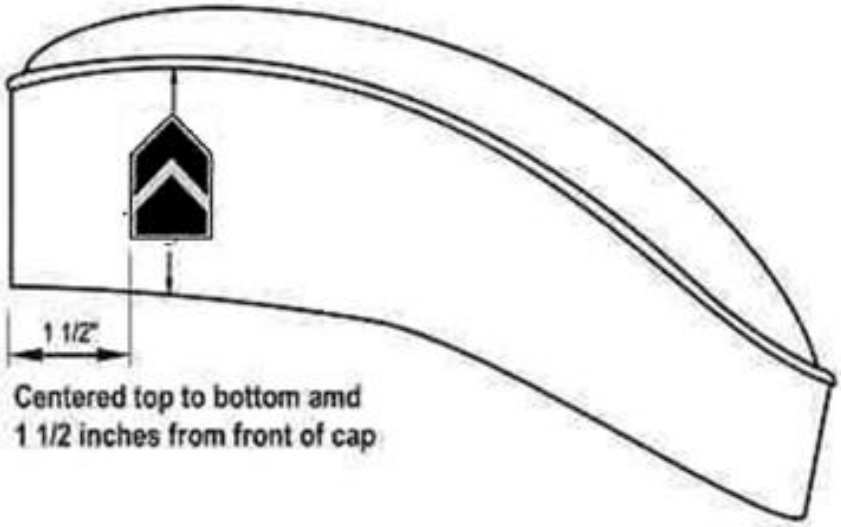
CADET FEMALE SERVICE DRESS



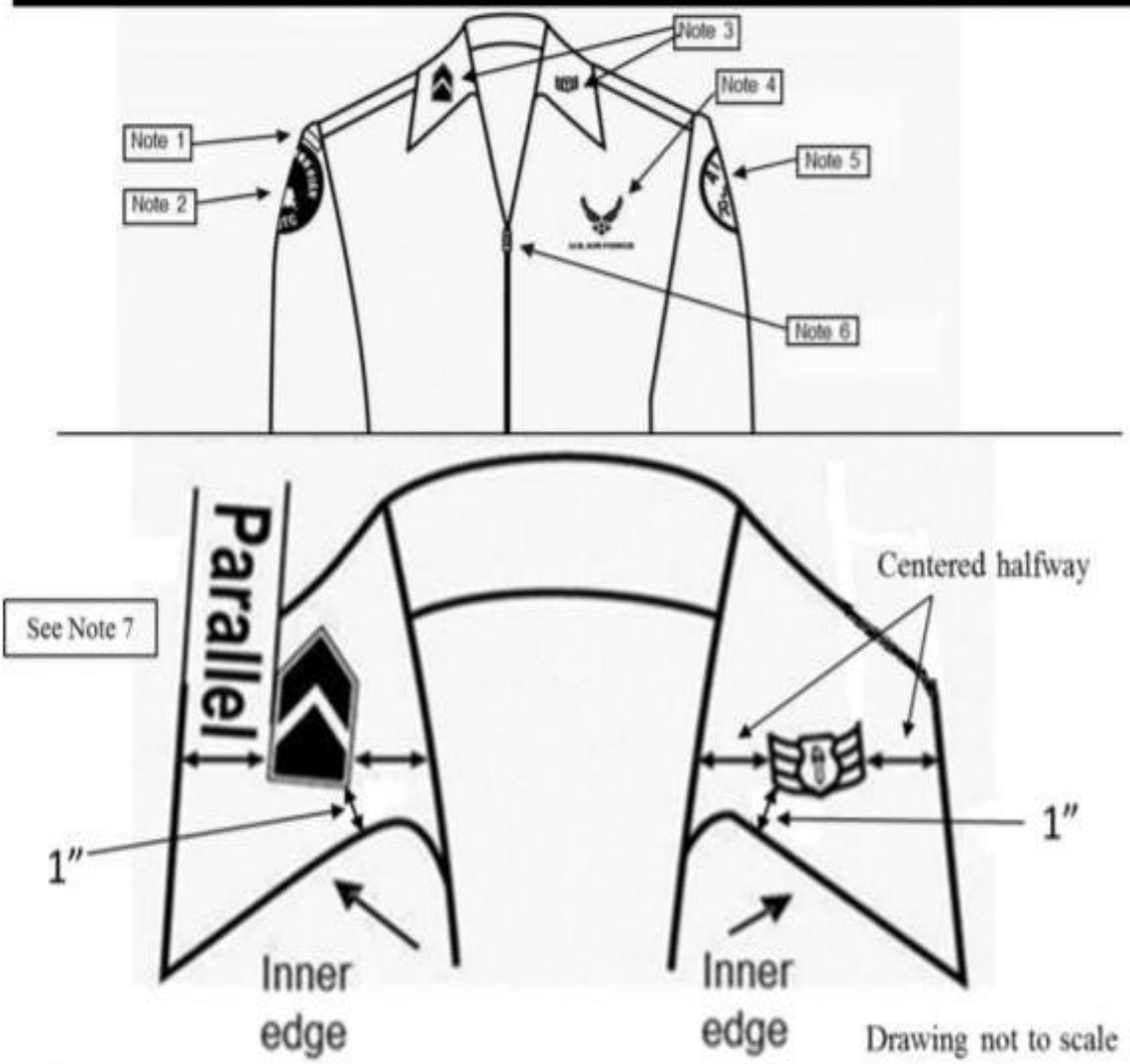
1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Deleted
10. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
11. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. Model Rocketry Badge. See Note 15.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
15. Except marksmanship badge. Wear first badge placed 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.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

CADET FEMALE HEADGEAR

FLIGHT CAP



CADET LIGHTWEIGHT BLUE JACKET



1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
2. Unit patch on right sleeve ½ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
5. AFJROTC patch on left sleeve ½ to 1 inch below shoulder seam and centered.
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket.

CADET OCPs .

OCP SHIRT

1	Right Sleeve: See page 2 for patch instructions
2	Your custom OCP nametape
3	AFJROTC OCP Branch nametape
4	OCP embroidered cadet rank (Velcro)
5	Left Sleeve: See page 2 for patch instructions

OCP Uniform Laundering

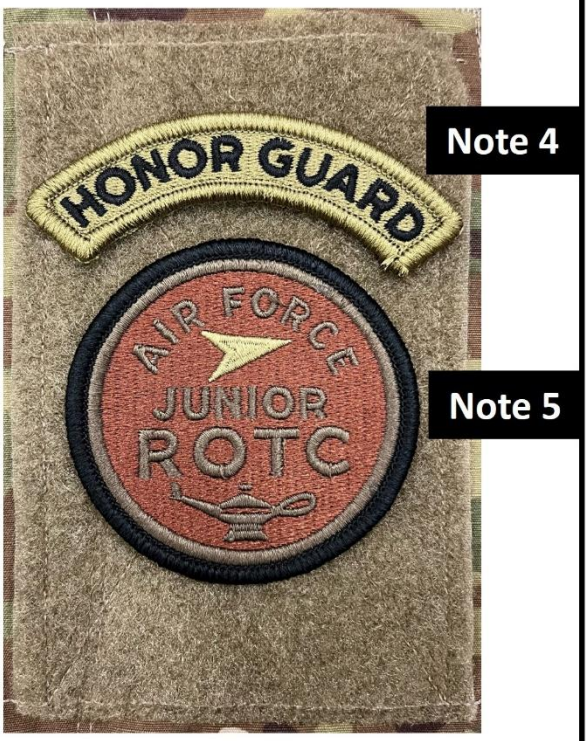
Steps for laundering your OCPs properly:

1. REMOVE ALL VELCRO NAMETAPES, PATCHES & Rank!
2. Follow instructions on the tag inside the pants/jacket

OCP COVER (Cadet Officer)

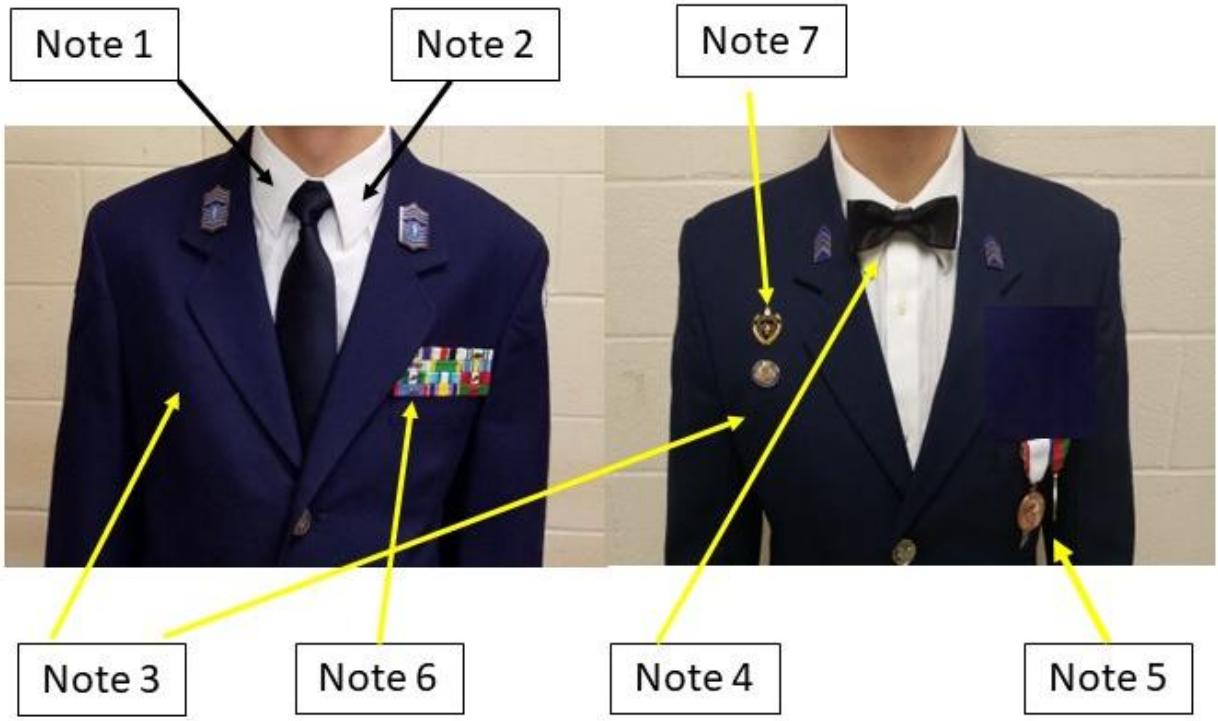
RIGHT OCP Sleeve

LEFT OCP Sleeve



1	OCP Cover (Officer): Center cadet officer rank on front of OCP patrol cap
2	Spice Brown U.S. Flag
3	OCP JROTC Patch
4	Honor Guard Rocker
5	AFJROTC OCP patch

Semi-Formal Dress Uniform



1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue bow tie may be worn with the semi-formal uniform (white shirt only).
5. Large medals will be worn on the semi-formal uniform coat ½ inch below the top of the welt of the pocket, centered on the pocket. If medals are worn, ribbons will not be worn (no mixing).
6. AFJROTC ribbons may be worn on the semi-formal uniform. If ribbons are worn, medals will not be worn (no mixing).
7. Authorized badges may be worn on the semi-form dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
8. Headgear is not worn with the semi-formal dress uniform.
9. Per Chapter 7 para 7.8.4.8. **Mess Dress Uniforms are not authorized for wear by AFJROTC cadets.**

Air Force and Space Force JROTC Ribbon Chart
1. Gold Valor Award
2. Silver Valor Award
3. Cadet Humanitarian Award
4. Silver Star Community Service w/Excellence Award
5. Community Service with Excellence Award
6. Air Force Association Award
7. Daedalian Award
8. Daughters of the American Revolution Award
9. American Legion Scholastic Award
10. American Legion General Military Excellence Award
11. Reserve Organization of America (ROA) Award
12. Military Officers Association Award
13. Veterans of Foreign Wars (VFW) Award
14. National Society United States Daughters of 1812
15. National Sojourners Award
16. Scottish Rite, Southern Jurisdiction Award
17. Military Order of the Purple Heart
18. Sons of the American Revolution Award
19. Military Order of World Wars Medal
20. American Veterans Award
21. Air Force Sergeants Association
22. Tuskegee Airman Inc. Award
23. The Retired Enlisted Association Award
24. Celebrate Freedom Foundation Award
25. Air Commando Association Award
26. Distinguished Unit Award w/Merit
27. Distinguished Unit Award
28. Outstanding Organization Award
29. Outstanding Flight Ribbon
30. Top Performer Award
31. Outstanding Cadet Ribbon
32. Leadership Ribbon
33. Superior Performance Ribbon
34. Achievement Ribbon
35. Academic Ribbon
36. Cadet Leadership Course Ribbon
37. Special Teams Placement Ribbon
38. All-Service National Competition Ribbon
39. Air Force Nationals Competition Ribbon
40. Orienteering Ribbon
41. Leadership Development Requirement (LDR) Leadership Ribbon
42. Drill Team Ribbon
43. Color Guard Ribbon
44. Sabre Team Ribbon
45. Marksmanship Ribbon
46. JLAB Ribbon
47. Cyber Patriot Ribbon
48. StellarXplorers Ribbon
49. Raiders Team Ribbon
50. Military Model Building Ribbon
51. Unmanned Aircraft Systems (UAS) Ribbon
52. Robotics Ribbon
53. Good Conduct Ribbon
54. Service Ribbon
55. Health and Wellness Ribbon
56. Recruiting Ribbon
57. Activities Ribbon
58. Attendance Ribbon
59. Dress and Appearance Ribbon
60. Longevity Ribbon
61. Bataan Death March Memorial Hike Ribbon
62. Patriotic Flag Ribbon
63. Resiliency Ribbon
64-68. CAP Ribbons
Version: 1 July 2023

Attachments

Ribbon Form Steps:

1. Fill out ribbon request form
2. If you have not acquired the ribbon, put 1 under the ribbon section
3. If you need a device/Cluster, put the following "1, 2, 3, or 4" if you have achieved that ribbon multiple times. (Stars are for specialized ribbons)
4. For listing activities, they can only be JROTC events
5. Before you receive the ribbons or devices, mission support must get the Cadet's Squadron Commander (Required), Group Commander (Required), and SASI/ASI to initial/sign the form before receiving ribbons.

Gold Valor Award:

- National award
- Medal, Ribbon, and Certificate
- Recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty

Silver Valor Award:

- National Award
- Medal, Ribbon, and Certificate
- Recognizes a voluntary act of heroism, but does not meet the risk of life requirements of the Gold Valor Award.

Cadet Humanitarian Award:

- National Award
- Ribbon and Certificate
- Recognizes humanitarian effort above and beyond the call of duty

Air Force Association (AFA) Award:

- National Award
- Medal and Ribbon
- Third Year Cadet
- The award recipient displays positive attitude
- Initiative, judgment, and self-confidence
- Courteous demeanor
- Capacity for responsibility, high productivity, adaptability to change
- Highest personal and ethical standards and strong positive convictions
- Outstanding personal appearance
- Rank in the AS class top 5% and academic class top 10%

Daedalian Award:

- National Award
- Medal and Ribbon
- Third Year Cadet
- Demonstrates patriotism, love of country, and service to the nation
- The potential and desire to pursue a military career
- Rank in the AS class top 10% and academic class top 20%

American Legion Scholastic Award:

- National Award
- Medal and Ribbon
- Fourth Year Cadet
- Demonstrate leadership qualities
- Actively participate in student activities
- Rank in the AS class top 25% and academic class top 10%

American Legion General Military Excellence Award:

- National Award
- Medal and Ribbon
- Fourth Year Cadet
- Demonstrate qualities in military leadership, discipline, character, and citizenship
- Rank in the top 25% of AFJROTC class.

Daughters of the American Revolution Award:

- National Award
- Medal and Ribbon
- Third or Fourth Year Cadet
- Demonstrate qualities of dependability and good character
- Adherence to military discipline
- Possess leadership ability and patriotic values.
- Rank in the AS class top 25% and academic class top 25%

American Veterans (AMVETS) Award:

- National Award
- Medal and Ribbon
- Second or Third Year Cadet
- Positive attitude
- Personal appearance
- Initiative, dependability, judgment, and self-confidence
- AS class A Grade & good scholastic standing in all classes

Reserve Officers Association (ROA) Award:

- National Award
- Medal, Certificate, and Ribbon
- Third or Fourth Year Cadet
- Demonstrate Positive courteous attitude
- Outstanding personal appearance
- Attributes of initiative, judgment, and self-confidence
- Capacity for responsibility, high productivity
- Rank in the top 10% of AS class

Military Order of World Wars Award:

- National Award
- Medal, Certificate, and Ribbon
- First Year Cadet
- Outstanding accomplishments or service to the JROTC unit.

Military Officers Association Award:

- National Award
- Medal and Ribbon
- Third Year Cadet
- Demonstrate high order of loyalty to the unit, school, and country.
- High moral character
- Exceptional potential for military leadership
- Good academic standing

National Sojourners Award:

- National Award
- Medal, Certificate, and Ribbon
- Second or Third Year Cadet
- Demonstrate potential for outstanding leadership and promote American ideals • Top 25% of academic class

Sons of the American Revolution (SAR) Award:

- National Award
- Medal and Ribbon
- Top 10% AFJROTC class
- Top 50% of High School class

Scottish Rite, Southern Jurisdiction Award:

- National Award
- Medal, Certificate, and Ribbon
- Second or Third Year Cadet
- Encourage Americanism by participation in activities or community projects.
- Demonstrate dependability, character, discipline, citizenship and patriotism.
- Top 25% of class

Military Order of the Purple Heart Award:

- National Award
- Medal, Certificate, and Ribbon
- Third or Fourth Year Cadet
- Demonstrate positive attitude toward country
- Participate in school activities and community affairs
- Hold a leadership position in cadet corps and "B" average in all subjects

Tuskegee Airmen Air Force Junior ROTC Cadet Award:

- National Award
- Ribbon and Certificate
- First, Second, or Third Year Cadet
- Actively participate in cadet corps activities and 50% of all unit service programs
- AS class grade of “B” and good academic standing

The Outstanding Cadet Ribbon:

- Medal and Ribbon
- First, Second, Third, or Fourth Year Cadet
- Annual Award recognizes one Outstanding Cadet for each year.
- This award is awarded at Change of Command at the end of the year.

Leadership Ribbon:

- Ribbon only
- Awarded by the SASI & ASI to senior cadet leaders for superior leadership performance at the highest levels of the cadet corps
- **Must be serving or have served in a leadership role as a cadet officer, have accumulated a minimum of 100 service hours and exemplified Air Force core values**
- May be recommended by the Corps Commander. May be awarded at any point during the school year by the SASI or ASI

Achievement Ribbon:

- Ribbon only
- Awarded for a significant achievement as deemed appropriate by the SASI/ASI

Superior Performance Ribbon:

- Ribbon only
- Recognition of achievements and services rendered specifically on behalf of AFJROTC, which are clearly outstanding and exceptional. (Gain during Change of Command)
- Worn with a Silver Star
- Awarded by ASI

Distinguished Unit Award:

- Awarded to all cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA.
- Based on the goals set for the year
- Awarded after official notification

Top Performer Award:

- Presented by HQ DURING A HQ INSPECTION to a maximum of 2% of current cadets in overall AFJROTC.
- Perform outstanding grades and class and outside of class including Community Service.

Academic Ribbon:

- Academic excellence by attaining an overall "B" grade point average and "A" average in AFJROTC for one School Year.

Outstanding Flight Ribbon:

- Awarded each quarter to members of the outstanding flight for superior Academic, Service, Uniform Wear, and Participation in Activities.
- The minimal grade for cadets is 77% to earn this ribbon.
- Awarded by Corps Commander and SASI.

Cadet Leadership Course Ribbon:

- Awarded once for completion of summer leadership course.

Drill Competition Ribbon:

- Awarded to drill team members for participating in drill meets.

Orienteering Competition Ribbon:

- Awarded for participation in at least two Orienteering events (unless waived by the SASI/ASI).

Co-curricular Activities Leadership Ribbon:

- Show excellence and leadership on teams which includes: Drill Team Commander, Orientation Program Coordinator, etc.

Drill Team Ribbon:

- Command 5 Color Guard performances & 30-Step drill sequence

Color Guard Ribbon:

- 10 Color Guard performances (ALT position can count for 2 of the 10)

Service Ribbon:

- Accumulate 25 hours of community service

Recruiting Ribbon:

- Recruit at least ONE student into AFJROTC or participate in two unit recruiting activities

Activities Ribbon:

- Participation in a minimum of four co-curricular competitive activities (cadet competitions, rocket meets, formal events. etc).

Attendance Ribbon:

- No more than 4 excused absences and no unexcused absences in an academic term.

Good Conduct Ribbon:

- No suspensions of any kind, or adverse reports from staff or faculty in an academic year.

Dress & Appearance Ribbon:

- Conforming with all AFJROTC dress and appearance standards, during weekly flight uniform inspections.
- Average of a 90% or more on uniform wear for the year.
- NO Missed uniform wears.

Longevity Ribbon:

- Successful Completion of two Semesters in AFJROTC

Civil Air Patrol (CAP) Program Awards:

- Awarded by a Civil Air Patrol (CAP) Program

Clusters:

- Subsequent awards of the same ribbon are recognized with bronze clusters. Upon earning a fourth bronze cluster, it is replaced by a single silver cluster to denote the milestone.

Air Force Uniformed Service Rank Chart

Enlisted

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

Officer

O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (Lt Gen)	General (Gen)

General of the Air Force (wartime only)	

Source: defense.gov

MALE CADET TIE WEAR:

How to tie the Windsor (Double Windsor) knot.
Wide and Triangular.
A full knot best suited for spread collar shirts.

1. The wide end "A" should extend about 12 inches below narrow end "B". Cross wide end "A" over narrow end "B".

2. Bring wide end "A" up through loop between collar and tie; then back down.

3. Pull wide end "A" underneath narrow end "B" and to the left, and back through the loop again.

4. Bring wide end "A" across the front from left to right.

5. Pull wide end "A" up through the loop again.

6. Bring wide end "A" down through the knot in front.

7. Using both hands, tighten the knot carefully and draw up to collar.

INDIVIDUAL AND FLIGHT DRILL

COMMAND	FOOT	ACTION TAKEN	HALTED	ACTION TAKEN
Flight Attention	EITHER	Take one more step, begin marching at attention with coordinated arm swing and 24" step maintain cadence and DCID	YES	On preparatory command assume parade rest. , bring left foot to right foot, heels on line and together, feet form a 45°, hands cupped, closed and pinned to seam of trousers, thumbs down, head and eyes straight ahead, silence
Parade Rest			YES	Raise left foot from hip, place left foot 12" from right, arms fully extended behind back, back of right hand in palm of left, right thumb over left, fingers and thumbs pointing to ground. Silence
At Ease			YES	Free movement, right foot remains planted. Silence
Rest			YES	Free movement, right foot remains planted, talking allowed
Fall Out			YES	Relax in a standing position or break rank, talking permitted
Right Face			YES	Count one, without arm swing, pivot 90° on the heel of the right foot, ball of the left foot. Count two, Bring left foot smartly to right foot
Left Face			YES	Count one, without arm swing, pivot 90° on the heel of the left foot, ball of the right foot. Count two, Bring right foot smartly to left foot
About Face			YES	Count one, without arm swing place ball of right foot behind and slightly to left of left heel Count two, pivot 180° to the right on the heel of the left foot, ball of the right foot.
Present Arms			YES	Raise right hand from elbow, un-cup hand, palm flat facing body, thumb along forefinger, fingers extended/joined, upper arm parallel to ground palm tilted slightly toward face, tip of middle finger on contact point
Order Arms			YES	Lower right hand from elbow, continue lower arm from shoulder, cup hand at waist level, return hand to side as in the position of attention

COMMAND	FOOT	ACTION TAKEN	HALTED	ACTION TAKEN
Count Off			YES	In Column; element leaders turn head and eyes 45° to right, say "One", smartly return head and eyes to front. After first rank returns head to front, next rank turns head and eyes 45° to right, say "Two" . . .ETC In Line; everyone turns head and eyes to right except element leaders, element leaders say "One". Next file turns head and eyes to front, say "Two" . . ETC
Dress Right Dress (Normal Interval) (For inverted Line All actions are opposite of Line formation. Instead of turning head right and raising left arm, turn head left and raise right arm, Command is Dress Left, Dress		Commander moves by most direct route to right flank of formation 1 pace away centered and facing down line of 1st element. Align element by taking short side steps left and right, execute a face in marching to next element. When finished, halt 3 paces ahead and one pace to right of front rank.	YES	In Line formation, if someone is to your left raise left arm to side parallel to ground, thumb along forefinger fingers extended and joined, if someone is to your right, turn head and eyes 45° to right, leading person in each file has exact shoulder to fingertip contact, all others arm hangs in air or is placed behind person to left, use short choppy steps to establish DCID
Ready Front (Dress Right Dress)		After command of execution, commander proceeds by most direct route to normal position in front of flight	YES	Return to position of attention without slapping side
At Close Interval Dress Right Dress (At Close Interval Dress Left Dress)		Same As Normal Interval	YES	In Line formation, same as Normal interval except left elbow is extended, hand un-cupped, heel of hand on waist, thumb along forefinger fingers extended and joined.
Fall In (Flight will be sized by commander commanding, Right Face, with exceptions taller tap, Right Face, with exceptions taller tap, Left Face with exceptions taller tap, Left Face)		Guide takes a position to left of commander so flight is centered and three paces away from commander. Guide executes an automatic Dress Right Dress, when guide feels presence of 1st element leader, guide executes Ready Front. To establish interval, leading individual in each file establishes exact shoulder to fingertip contact. Square flight from 4TH element to 1st	YES	1ST element leader falls in directly to left of guide, once halted, automatic Dress Right Dress. 2ND, 3RD, and 4TH element leaders fall in directly behind 1ST element leader, automatic Dress Right Dress visually establish 40" distance and cover. Members of flight fall into any open position to left of element leaders, execute automatic Dress Right Dress. All members execute automatic Ready Front on individual basis, when they feel presence of another member

COMMAND	FOOT	ACTION TAKEN	HALTED	ACTION TAKEN
Open Ranks March Ready Front Close Ranks March		**1ST Element** takes three 24" steps, executes automatic Dress Right Dress. **2ND Element** takes two 24" steps executes automatic Dress Right Dress. **3RD Element** takes one 24" step executes automatic Dress Right Dress **4TH Element** stands fast, executes automatic Dress Right Dress New distance is 70". All flight members return head and eyes to front and/or lower left arm to their side **4TH element** takes three 24" steps, **3RD element** takes two 24" steps, **2ND element** takes one 24" step **1ST element** stands fast	YES	Commander will align flight, as in Dress Right Dress. After commanding Ready Front takes 1 step forward and faces right to receive inspecting official. After saluting and announcing the flight is prepared for inspection command 2ND 3RD and 4TH Element Parade Rest, accompany official in a position 1 pace to right and 1 pace behind official. When inspecting official finishes with front of one element, the next element leader calls their element to attention. When previous element leader can see inspecting official is inspecting the next element, give their element Parade Rest. 4TH element leader gives element Parade Rest. After inspecting official/commander passes on the right. Prior to closing the formation, the commander must bring the flight to attention
Forward March	EITHER	Resume cadence of quick time. Move forward	YES	Start with left foot take a 24" step with coordinated arm swing 6" inches to front 3" rear, cadence is 120 steps per minute
Right Flank March	RIGHT	Take one 24" step with left foot, pivot 90° to right on ball of left, suspend arm swing in pivot	YES	In one count pivot 90° to right on ball of left foot, stepping off with right foot
Left Flank March	LEFT	Take one 24" step with right foot pivot 90° to left on the ball of right foot, suspend arm swing in pivot	YES	In one count pivot 90° to left on ball of right foot, stepping off with left foot
To The Rear March	RIGHT	Take one 12" with left foot, suspend arm swing, pivot 180° to right on balls of both feet, resume arm swing, take one 12" step with left foot and resume 24" step	NO	
Double Time March	EITHER	One step at quick time, begin 30" step, 180 steps a minute, forearms horizontal at waist	YES	Begin with left foot take 30" steps at 180 steps a minute, forearms horizontal at waist
Quick Time March	EITHER	4 steps between preparatory and command of execution, two more steps in double time, then 120 steps a minute with coordinated arm swing	NO	

COMMAND	FOOT	ACTION TAKEN	HALTED	ACTION TAKEN
Column Half Left March	LEFT	Element leaders take 24" step with right foot, pivot 45° to left on ball of right foot, 1st element leader takes 24" step then half steps, remaining in half steps until all other element leaders establish DCID and then pick up the half step, resume 24" step. Remaining members of flight march to approximate pivot point of element leader, execute in the same manner, establish DCID, conform to step	YES	Element leaders execute a face in marching 45° to left stepping off with left, 1st element leader takes 24" step then half steps until all remaining element leaders establish DCID and then pick up the half step, resume 24" step. Remaining members of flight march to approximate pivot point of element leader, pivot 45° to left on ball of right foot, establish DCID, conform to step
Column Half Right March	RIGHT	Element leaders take one 24" step with left foot, pivot 45° to right 4th element leader takes one 24" step, then half steps, when each element leader is abreast of the element leader to the right pick up half step until all element leaders are aligned, resume 24" step, remaining members of flight march to the approximate pivot point of their element leader, execute drill movement in same manner, alignment and then conform to step	YES	Element leaders execute a face in marching 45° to right on ball of right foot, stepping out with left. 4th element leader takes 24" step then half steps, remaining in half steps until all other element leaders establish DCID and then pick up the half step, resume 24" step. Remaining members of flight march to approximate pivot point of element leader, pivot 45° to the right on the ball of the left foot, establish DCID conform to step
Close March	RIGHT	**4TH element** takes one 24" step, begin half step **3RD element** takes one 24" step pivot 45° to right, on ball of left foot, one 24" step, pivot 45° to left on ball of right foot, DCID, half step **2ND element** takes one 24" step, pivot 45° to right, on ball of left foot, three 24" steps, pivot 45° to left on ball of right foot, DCID, half step **1ST element** takes one 24" step, pivot 45° to right on ball of left foot, take five 24" steps, pivot 45° to left on ball of right foot, DCID, half step	YES	**4TH element** stands fast **3RD element** takes two side steps to right **2ND element** takes four side steps to right **1ST element** takes six side steps to right
Flight Halt	Heels together	One more 12" step, plant foot, bring trail foot to left		

COMMAND	FOOT	ACTION TAKEN	HALTED	ACTION TAKEN
Extend March	LEFT	**4TH element** takes one 24" step, begin half step **3RD element** takes one 24" step pivot 45° to left, on ball of right foot, take one 24" step, pivot 45° to right on ball of left foot, DCID, half step **2ND element** takes one 24" step, pivot 45° to left, on ball of right foot, take three 24" steps, pivot 45° to right on ball of left foot, DCID, half step **1ST element** takes 24" step, pivot 45° to left on ball of right foot, take five 24" steps, pivot 45° to right on ball of left foot, DCID, half step	YES	**4TH element** stands fast **3RD element** takes two side steps to left **2ND element** takes four side steps to left **1ST element** takes six side steps to left
Column Right March (Normal Interval) (For CLOSE INTERVAL the drill movement is executed in the same manner with the following exception: instead of 24" steps in between the 45° pivots take 12" steps)	RIGHT	**4TH element leader** takes one 24" step, pivot 90° right on ball of left foot, take one 24" step then half steps, remainder of element marches to approximate pivot point executes in same manner **3RD element leader** takes one 24" step, pivot 45° right on ball of left foot, take two 24" steps, pivot 45° to right on ball of left foot, take full 24 " steps, DCID, half steps, remainder of element marches to approximate pivot point, executes in same manner **2ND element leader** takes one 24" steps pivot 45° right on ball of left foot, take four 24" steps, pivot 45° to right on ball of left foot, take full 24 " steps, DCID, half steps, remainder of element marches to approximate pivot, executes in same manner **1ST element leader** takes one 24" step, pivot 45° to right on ball of left foot, take six 24" steps, pivot 45° to right on ball of left foot, take full 24 " steps, DCID, half steps, remainder of element marches to approximate pivot point and executes in the same manner	YES	**4TH element leader** take one 24" step pivot 90° to right on ball of the left foot, take one 24" step then half steps, remainder of element marches to approximate pivot point, executes in same manner **3RD element leader** takes one 24" step, pivot 45° right on ball of left foot, take two 24" steps, pivot 45° to right on ball of left foot, take full 24" steps, alignment then half steps, remainder of element marches to approximate pivot point, executes in same manner **2ND element leader** takes one 24" step pivots 45° to right on ball of left foot, take four 24" steps, pivot 45° to right on ball of left foot, take full 24 " steps, alignment then half steps, remainder of element marches to approximate pivot point, executes in same manner **1ST element leader** takes one 24" step pivot 45° to right on ball of left foot, take six 24" steps, pivot 45° to right on ball of left foot, take full 24 " steps, alignment then half steps, the remainder of element marches to approximate pivot point, executes in same manner

ATTACHMENT: Prohibition of Physical Discipline, Hazing, and Unofficial Teams.

No person will encourage, allow, or condone the use of any type of physical act or abuse as an outcome, punishment, penalty, or corrective training for a cadet's failure to achieve a specific result. These prohibitions include, but are not limited to physical exercises, menial tasks (e.g., cleaning bathrooms), or any physical exchange such as shoving, pulling, or hitting. 46 AFJROTCI36-2010 12 JUNE 2026

No person will encourage, allow, or condone the use of any type of psychological abuse as an outcome, punishment, penalty, or corrective training for a cadet failure to achieve a specific result. These prohibitions include, but are not limited to any effort to humiliate, tease, intimidate, or publicly reprimand or embarrass a cadet for failure to achieve a specific result.

No person will encourage, allow, or condone the use of any form of hazing, whether physical or psychological, within any AFJROTC event, activity and/or practice. All people involved will ensure any membership requirements or qualifications to join any approved AFJROTC team, event, or activity does not include anything humiliating, demeaning, or otherwise unapproved by this instruction.

No person will encourage, allow, or condone the use of any device, gimmick, or game to select an outcome, punishment, penalty, or corrective training for a cadet failure to achieve a specific result.

Unofficial groups, secret societies, private clubs, or any other unofficial entity within an AFJROTC program are prohibited.

Physical Exercise During Activities. The use of physical exercise during AFJROTC physical training events, games, or athletic activities is permitted when the exercise is planned, instructional, and applied equally to all participants as part of normal conditioning, skills development, or training progression. However, physical exercise is considered prohibited physical discipline when it is assigned as a consequence, punishment, penalty, or corrective training in response to a cadet's mistake, failure, performance outcome, or behavior. The determining factor is intent: exercise used to teach, condition, or improve overall performance is authorized; exercise used to correct, penalize, single out, or react to an incident or failure of an event not specifically related to the physical training event, game, or athletic activity, is not authorized, regardless of whether it occurs during a physical activity.