# AHMO GUIDE

## AFJROTC TX-200010
## WYLIE HIGH SCHOOL

## AUGUST 2026
**(UPDATED AS OF 8/13/2026)**

To AFJROTC cadets and parents,

On behalf of the Director, Air Force Junior Reserve Officer Training Corps (AFJROTC) Headquarters, and the Senior and Aerospace Science Instructors (SASI/ASI) of Wylie High School, we welcome you to AFJROTC. You will experience a unique course of instruction that will be educating, motivating and rewarding. Many of you will get to do things that others can only imagine. Your experiences in AFJROTC are the foundation for life-long memories and close friendships. We sincerely believe you will benefit from the teamwork, self-discipline and leadership experiences you encounter.

We are sure most students and parents have questions about AFJROTC. **First, let us assure you it is neither boot camp, nor combat training, and there is absolutely NO military obligation.** It is a class that will help you develop decision-making and communication skills while building self-confidence as a leader. If you have never been in charge or responsible for anything, get ready – the opportunities are here! While our program will be challenging and demanding, we believe you will experience a sense of accomplishment and pride hard to put into words.

The AHMO Guide is your guiding light in AFJROTC. All cadets must have a clear and complete understanding of the requirements, standards and policies prescribed for them. While the guide is directive in nature, the final word on any issue rests with the instructors. We urge your parents to read this guide to gain valuable insight into AFJROTC. This guide covers information that will answer a lot of their questions.

Again, welcome to AFJROTC. We look forward to working with each of you as members of our team and family. From this day on, you will have the opportunity to improve your interpersonal skills through a challenging leadership education program and increase your awareness of flight and space operations. We are proud to have you enrolled and stand ready to help you expand your knowledge and horizons. We are delighted to have you on the team.

**THIS IS YOUR CADET GUIDE.**
**STUDY IT CAREFULLY AND YOU WILL DO WELL!**

**IT IS LOCATED ON THE AFJROTC WEBSITE WHERE YOU CAN DOWNLOAD AND PRINT.**

*//Signed//*
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# *AIR FORCE JUNIOR ROTC CREED*

I am an Air Force Junior ROTC Cadet

I am connected and faithful to every Corps of Cadets who serve their community and nation with patriotism

I earn respect when I uphold the Core Values of Integrity First, Service before Self, and Excellence in All We Do

I will always conduct myself to bring credit to my family, school, Corps of Cadets, community, and to myself

My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds

I will hold others accountable for their actions as well

I will honor those I serve with, those who have gone before me, and those who will come after me

I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and lead

I am an Air Force Junior ROTC Cadet

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## Chapter 1: AIR FORCE JUNIOR ROTC MISSION & GOALS

**Mission**
The mission of AFJROTC is to *"Develop citizens of character dedicated to serving their nation and community".*

**Goal**
The goal of the AFJROTC program is to instill values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.

**Cadet Honor Code**
"I will not lie, cheat, or steal nor tolerate those among us who do." These simple words are the basis for a code to live by for the remainder of a cadet's life. These words are specific and clear. A cadet should be HONEST in both words and deeds. A cadet should not make quibbling and evasive statements, should do their own work, and should assist others to cooperate to meet common goals. The code belongs to the Cadet Corps and provides a special bond between cadets.

**Core Values**
The Air Force holds certain ideals or values that are the heart and soul of the military profession. These values provide a basis for proper conduct in our society.

The three Core Values that have been established for the Air Force are:

- **Integrity first**
- **Service before self**
- **Excellence in all we do**

**Pirate Pride**
Students enrolled in the Wylie High AFJROTC program must follow the rules in this guide, the Wylie High Student Handbook, and be good citizens within the community. Moreover, they must exemplify the requirements of Pirate Pride:

1. We come to class prepared, are on time, and stay on-task until the final bell.
2. We work hard during class, complete all homework, and turn in work on time.
3. We stay in dress code and wear our uniform according to regulations.
4. We do not use or display phones or electronic devices in class.
5. We care for our campus, clean up after ourselves, and help others as needed.
6. We respect ourselves, others, and Wylie High School's "Tradition of Excellence".

## Chapter 2: CADET CORPS ORGANIZATION

**Organization:** The AFJROTC TX-200010 Cadet Corps is organized as an AFJROTC Cadet Group. Cadets will run the Corps to the maximum extent possible with guidance and supervision from the SASI/ASI. The Command Staff leaders will hold regular staff meetings to disseminate information, receive progress reports, discuss Corps activities, and present recommendations and suggestions. The meetings will be conducted in a formal atmosphere and led by the Corps Commander. Attendance for all Staff Officers is mandatory unless prior arrangements have been made with the Corps Commander and is reported to the SASI/ASI.

**Chain of Command:** The Chain of Command defines lines of authority and communication. Cadets should start with the first cadet in their chain of command to get answers to questions on uniforms, customs and courtesies, drill, cadet evaluations and promotions, cadet awards, extracurricular activities, and classroom rules and procedures. The chain of command introduces the cadet to what they will face in future employment. HOWEVER, PERSONAL MATTERS, INAPPROPRIATE CONDUCT BY ANY CADET, OR QUESTIONS ON ACADEMICS SHOULD BE ADDRESSED IMMEDIATELY TO AN AFJROTC INSTRUCTOR.

**Job Descriptions:** AFJROTC TX-200010 Cadet job descriptions are contained in this chapter below. These job descriptions are a guide only and can be supplemented or changed with approval of the SASI/ASI. Like the Air Force, job responsibilities and duties will increase with promotion and experience. Cadets earn their job assignments and are encouraged to carry out their job duties, to include supervisory responsibilities, to the best of their ability.

**Cadet Officers:** Cadets who have shown their potential as cadet Non-Commissioned Officers may be promoted to officer ranks. As officers, they must serve as role models for other cadets. They must also demonstrate excellent leadership and followership skills and remember that their authority is limited to corps activities.

**Cadet Non-Commissioned Officers (NCOs):** Cadet NCOs must assist the officers appointed over them and serve as role models for the cadet corps.

**Staff Meetings:** The Corps Commander or delegated representative will hold regular staff meetings to determine the status of on-going projects and activities. The meetings will be the key for the commander and staff officers to establish their goals and priorities for the corps. This will provide them the greatest opportunity to learn and practice their leadership skills. All senior staff officers and/or their NCO's will be required to attend. If the staff officer cannot attend, it is their responsibility to have their NCO attend or coordinate with the Corps Commander prior to the meeting. Failure to attend may result in removal from a leadership position.

## CHAIN OF COMMAND

| POSITION | NAME |
|---|---|
| President of the U.S. | |
| Secretary of Defense | |
| Secretary of the Air Force | |
| Chairman, Joint Chiefs of Staff | |
| Chief of Staff, USAF | |
| Air Education and Training Command (AETC) Commander | |
| Air University (AU) Commander | |
| HQ AFJROTC Director | |
| Chief Master Sergeant of the Air Force | |
| Senior Aerospace Science Instructor (SASI) | |
| Aerospace Science Instructor (ASI) | |
| Cadet Corps Commander | |
| Cadet Deputy Corps Commander | |
| Cadet Superintendent (Chief) | |

## CADET JOB DESCRIPTIONS

**Cadet Instructor's Advisor (IA):** Reports directly to the SASI/ASI as special assistant. IA will:

- Report directly to the instructors as their special assistant
- Complete special projects assigned by the SASI, ASI, CC, or Deputy CC
- Conduct periodic self-inspections of cadet group operations
- Develop an annual inspection plan to include developing and updating the cadet command briefing to be presented to headquarters inspectors or visitors

**Cadet Corps Commander (C/CC):** The Corps Commander is responsible to the SASI/ASI for the appearance, discipline, efficiency, training and conduct of the Corps of Cadets. The commander is expected to preserve strict discipline and order, obliging every cadet officer and NCO to strict performance of duty and highest standards. This senior cadet is further expected to ensure that disciplinary actions are impartial without distinction of rank or class, except that officers and NCO's will be held to a higher standard. The CC will:

- Report to the SASI/ASI
- Enforce cadet appearance, discipline, performance, training, and conduct standards
- Advise the SASI/ASI on corps operations policies and procedures
- Recommend cadets for jobs, awards, and promotions
- Manage the cadet corps senior staff
- Oversee cadet activities and accomplishments
- Implement a cadet evaluation and promotion system
- Attend cadet activities
- Ensure all cadets have the opportunity to develop their leadership qualities

**Cadet Deputy Corps Commander (C/DCC):** Assume Corps CC responsibilities in the commander's absence. DCC will:

- Report to the Corps Commander
- Supervise the Standardization/Evaluation Commander
- Chair and/or appoint the Cadet Review Boards
- Track the completion of tasks given to the senior staff
- Oversee status and currency of the cadet guide and implementing instructions
- Assist the Corps Commander as directed
- Coordinate cadet operations with flight commanders
- As directed by the SASI/ASI, conduct initial investigation on cadet complaints and recommend action(s) to the SASI/ASI

**Standardization and Evaluation Commander (Stan/Eval)** will:

- The Stan/Eval Commander reports to the Deputy Corps Commander and the Stan/Eval Deputy reports to the Stan/Eval Commander
- Supervise and evaluate flight members
- Enforce appearance, discipline, performance, training, and conduct standards
- Ensure class procedures are publicized and cadets are properly trained on procedures
- Ensure cadet records are standardized & personnel files are accomplished on cadets
- Make sure cadet guide is current (Reviewed annually)
- Ensure uniform inspection sheets are standardized
- Responsible for Inspection checklist annually
- Prepare Inspection report for staff
- Track all write-ups and ensure corrective actions are completed
- Ensure all staff members complete continuity binders
- Ensure standardization between all flights
- Nominate flight commanders and flight sergeants to the Command Staff each semester
- Holds regular meetings with flight commanders and flight sergeants

**Personnel Commander, Deputy, and NCO's** will:

- The Commander reports to the Deputy Corps Commander and the Deputy & NCO's report to the Personnel Commander
- Advise SASI/ASI, and Command Staff on promotion selections
- Advise SASI/ASI, and Command Staff on award/ribbon selections
- Assist SASI/ASI with event tracking
- Ensure all personnel records are submitted in WINGS

**Public Affairs (PA) Commander, Deputy& NCO** will:

- The PA Commander reports to the Corps Commander & Deputy and NCO reports to the PA Commander
- Write and submit AFJROTC articles and photos to local and school newspapers
- Coordinate with yearbook staff for photo opportunities
- Assign a photographer and an article writer to cover every AFJROTC event
- Publicize extracurricular/co-curricular activities in corps, school, community publications
- Coordinate with the Booster club to maintain our AFJROTC Facebook page
- Ensure the corps bulletin board is maintained to disseminate corps information

**Recruiting Division Chief and NCO** will:

- The Division Chief reports to the Public Affairs Commander and the NCO reports to the Recruiting Division Chief
- Develop/implement recruiting plan & visit feeder schools at least once per year
- Implement recruiting trips to PE classes at beginning of each school year
- Organize recruiting activities throughout the year that are strategically organized around school events (assemblies, parent-teacher conferences, registration, etc.) to get the widest possible exposure to students, parents, counselors, administrators, and feeder schools
- Ensure adequate recruiting efforts are directed at upper-level programs such as National Honor Society, AP classes, Athletics, etc.

**Squadron Section Commander and Deputy** will:

- The Commander reports to the Corps Commander and the Deputy reports to the Squadron Section Commander
- Ensure that slides are updated daily
- Ensure that information is distributed to all corps personnel in a timely manner

**Morale, Welfare and Recreation (MWR) Commander and Deputy** will:

- MWR Commander reports to the Corps Commander and the Deputy reports to the MWR Commander
- MWR Commander supervises the Flag Detail and Academic Division Chiefs
- Advise and update the Command Staff on all activities within each division
- Ensure that all activities within each division are planned out and executed
- Develop activity plan (including goals) that will improve morale and community support
- Serve as spokesperson for corps activities throughout the community to obtain support
- Assist with fundraising activities
- Serve as primary project officer for dining outs/ins, combat dining-in, field trips, military balls, awards ceremony, and other corps morale activities
- Accomplish after action reports and continuity binders for each event

**Flag Detail Division Chief and NCO's** will:

- Report to the Morale, Welfare and Recreation Commander
- Handles all Flag raising/folding/reveille & taps ceremonies when applicable
- Coordinates all flag retirement ceremonies
- Works with the front office to ensure school flag is raised and/or put at half-staff when requested
- Maintains key to all flag poles

**Academics Division Chief & NCO** will:

- Report to the Chief/Superintendent
- Develop a tutoring program to assist cadets in improving their grades
- Recruit cadets to serve as tutors
- Maintains the academic program elements (JLAB, select competition teams)

**Cadet Chief/Superintendent (C/CMSgt):** Serves as the SNCO of the Corps. Works directly for the CC and coordinates with Flight Commanders and Sergeants. C/CMSgt will:

- Report to the Corps Commander
- Attend Command Staff meetings, prepare staff meeting room, take meeting notes, publish, and post senior staff meeting minutes
- Assist the Cadet Deputy Commander to track completion of staff tasking's
- Ensure all flight sergeants carry out their responsibilities
- Set the example in dress and grooming standards – a MUST to keep the job
- Serve as the spokesperson on the Command Staff for all enlisted issues

**Cadet Flight Commanders** will:

- Report to the Flight Staff Division Chief
- Enforce appearance, discipline, performance, training, and conduct standards
- Take attendance each class period and report to the SASI/ASI
- Prepare class for daily activities
- Lead students in applicable flag ceremonies and drill
- Conduct uniform inspections
- Brief daily slides and ensure all equipment is returned after class
- Prepare class for departure

**Cadet Flight Sergeants** will:

- Report to the Flight Commander
- Assume command of the flight in the absence of the flight commander
- Assist flight commander with appearance/discipline/performance/training & conduct
- Train element leaders and the flight guide on proper drill and ceremonies
- Assist flight commander in teaching drill, ceremonies, and inspection
- Prepare flight for uniform inspections and completing inspection forms
- Run daily slides
- Answer phones and take messages

**Cadet Element Leaders** will:

- Report to the Flight Commander / Flight Sergeant
- Assume duties of flight sergeant in his/her absence
- Supervise element members
- Report roll when directed
- Knows every cadet in element for reporting purposes
- Prepares each cadet in element before uniform inspection
- Maintain cleanliness of area occupied by their element

**Logistics Commander, Deputy and NCO** will:

- Logistics Commander reports to the Corps Commander, the Deputy reports to the Logistics Commander and the NCO reports to the Commander and Deputy.
- Ensure cadets are assigned to help the ASI inventory all equipment as needed
- Ensure there is an issue/turn-in schedule published/coordinated with the ASI and students
- Ensure hand receipts for uniform issue are filled out correctly
- Ensure uniform issues and returns are entered in WINGS
- Inventory/maintain all logistics equipment and ensure proper entry in WINGS
- Ensure logistics always maintains a professional appearance

**AHMO Squad Commander and Deputy and NCO** will:

- AHMO Squad Commander reports to the Corps Commander and the Deputy reports to the AHMO Squad Commander
- Ensure that the AHMO Squad is organized for assigned events
- Request Booster Club support for meals notifying them of the number of meals needed to include any specific meal restrictions
- Ensure that all AHMO Squad related equipment is in good working order

**Operations Commander (Honor Guard), Deputy and NCO** will:

- Operations Commander reports to the Corps Commander, the Deputy reports to the Operations Commander and the NCO report to the Deputy Commander
- The Commander supervises all Team Commanders and the Physical Training Officer
- Recruit, organize and standardize team training
- Provide information to PA officers for corps, school, and community publications/media
- Recommend team commanders to the CC
- Establish and track team training schedules
- Ensure compliance with drill/ceremonies procedures and drill competition requirements
- Prepare teams for competitions
- Ensure team equipment, to include rifles, sabers, color guard, etc. are inventoried, properly cleaned, and securely stored after each team activity
- Develop a team selection procedure to select competition team members
- Track team member attendance at practice and drill competitions
- Coordinate team participation in the Drill Competitions

**Physical Training Commander** will:

- Report to the Operations Commander
- Supervise and evaluate Flight PT leaders
- Enforce discipline, performance, training, and conduct standards in relation to PT
- Develop PT goals, plans, and routines
- Ensure slides include daily PT events and a Friday schedule for all PT activities
- Ensure PT scores are entered into WINGS
- Coordinate with Stan/Eval ensuring PT permission forms meet HQ JROTC deadlines
- Ensure PT testing events are completed before HQ deadlines

## Chapter 3: CLASSROOM RULES AND PROCEDURES

**General:** Cadets are expected to always display correct military conduct and courtesies. Whether you are the superior or subordinate, complying with protocol is an act of self-discipline.

**Classroom Rules:** All cadets will abide by the following class rules:

- Do NOT chew gum, eat, or drink in the classroom unless authorized by Instructors.
- Do NOT use or display electronic devices in class unless authorized by Instructors.
- Do NOT disregard AFJROTC or school dress code standards.
- Do NOT talk when the instructor or a guest lecturer is talking unless recognized.
- Do NOT write on the whiteboard or use the computer without the instructor's permission.
- Do NOT sleep or put your head down on the desk unless authorized by the instructor.
- Do NOT be loud, disruptive, or participate in any form of "horseplay".
- Do NOT fail to address instructors, guests, or cadet officers as "Sir/Ma'am" or their rank.
- Do NOT enter instructor offices or use telephones without permission.
- Do NOT use disrespectful or vulgar language and gossip about other cadets.
- Do NOT go to the restroom within the first 10 minutes or the last 10 minutes of class.
- Do NOT use electronic devices while in school.

**Classroom Procedures:**

- The Flight CC/Sgt will enforce dress code before class begins (to include proper wear ofschool ID's); cadets will enter the class, place their bags along the back wall, then "FALL-IN"to their elements, and assume the position of "STAND-BY". Tardy students must reportto the instructor's office before entering the flight.

- Class starts promptly at the tardy bell. The Flight CC will call the flight to "ATTENTION" and the Flight Sgt will call for the "REPORT". Element leaders will facethe Flight Sgt, salute and report "SIR/MA'AM, (X) ELEMENT REPORTS ALLCADETS PRESENT AND OR ACCOUNTED FOR" or SIR/MA'AM, CADET/S "X"ABSENT. All element leaders will report to the Flight Sgt in succession.

- The Flight Sgt will then report the attendance to the Flight CC by facing the Flight CCsaluting and reporting the attendance.

- The Flight CC will then lead the flight in the Pledge of Allegiance and Texas Pledge.

- The Flight PT commander will lead the classroom in PT.

- The Flt CC will then send the first element leader to report the attendance.

- While the element leader is reporting attendance, the Flt CC will put the class at the “STAND-BY” position. Once the instructor arrives to class, the Flight CC will face the instructor, salute, and state "(X) FLIGHT REPORTS ALL CADETS PRESENT AND OR ACCOUNTED FOR” or “(X) CADET/S ABSENT". The instructor will accept the report and the Flight CC will direct the flight to take their "SEATS".
- After the cadets take their seats, the Flight CC will read the daily announcements and prepare the flight for the day’s instructions.

- When the instructor is finished with the lesson, they will direct the Flight CC/Sgt to dismiss the class. Cadets will clean off their desks, pick up trash near their desks, align their desks, and prepare to “STAND-BY” for dismissal.

- At the signal of the instructor, the Flight CC/Sgt will call the flight to "ATTENTION". Cadets will come to the position of “ATTENTION” at their desk and wait for further instructions. The Flight CC/Sgt will call for the “Flight Jodie” and then "DISMISS" the flight when directed by the instructor. Cadets may then retrieve their personal belongings and depart the class.

**Classroom Behavior:** Poor classroom behavior affects your academic grade and can restrict your participation in AFJROTC activities. Violation of AFJROTC classroom rules can result in verbal warnings, reduction in rank, and removal from the AFJROTC program.

**Remotes:** Remotes are the property of the TX-200010 AFJROTC program. They cannot be removed from the classroom without instructor permission.

**Telephone Procedures:** The classroom phone will be used for official business only and cadets will not use it without special authorization from the SASI/ASI.

Telephone calls will be answered by the Flight Sgt/CC if an instructor is not in the room. Calls will be answered in the following manner: AFJROTC, THIS IS CADET xxx, HOW MAY I HELP YOU?

If an instructor is not available, a message will be taken to include the name of the caller and a good return phone number.

Any calls requiring a cadet to leave class MUST be approved by the SASI/ASI first.

**NOTE: All emergency calls will be referred to the SASI/ASI immediately!!**

**Procedures When Reporting to Instructor Office (Our office opens no later than 0820 (08:20AM) each school day:**

a. Only one cadet at a time may enter the office unless told otherwise by an instructor.

b. Cadets wishing to enter the office will line up in single file against the wall near the office door.

c. When it is your turn to enter, knock first and wait to be recognized.

d. When the instructor gives permission to enter, the cadet will enter the office, face the instructor, and render a salute stating, “good morning/afternoon sir”.

e. The cadet will then state his or her reason for entering the office.

f. When reporting the attendance, the cadet will provide a “formal report” stating "Sir, (X) FLIGHT REPORTS ALL CADETS PRESENT AND OR ACCOUNTED FOR” or “(X) CADET/S ABSENT".

## Chapter 4: CUSTOMS AND COURTESIES

As members of the JROTC Cadet Corps, cadets will inherit many customs and courtesies that are new to them. Your support and observance of these traditions will enable you to have a rewarding experience in the JROTC program.

Military customs and courtesies go beyond basic politeness. They play an important role in building morale, esprit de corps, structure, and discipline. The following customs and courtesies are specific examples that are unique to the military.

**Salute:** The salute is a traditional greeting between military personnel. The salute is deeply rooted in military history from the times when warriors raised their right arm to show that no weapon was present; to when knights raised their visor with their right hand as a sign of greeting; and to when American soldiers removed their "3-corner" hats to greet and show respect to others. 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. Cadet's execution of the salute is important. A smart salute indicates pride in self and corps. A sloppy, lackadaisical salute indicates lack of confidence, pride, and is disrespectful. Cadets should develop the habit of carrying books or other objects with the left hand to free the right hand for saluting.

**Flags:** It is important to always show proper respect for the United States flag. The military salute is rendered by personnel in uniform. Those not in uniform pay respect by standing at attention, tall and straight with the left arm at their side and placing the right hand over their heart. Hats should be removed with their right hand and held over their right shoulder. The right HAND, not the hat, should rest over the heart.

**Pledges:** The Pledges are recited at the beginning of each period. Cadets should show respect for the flags and our nation when reciting the Pledges. When in uniform indoors, stand at attention, face the flag, and recite the pledge (hand salute is not rendered). In civilian clothes, cadets should stand at attention, face the flag, place their right hand over their heart, and recite the pledge.

**Cadet Etiquette:** Proper etiquette is "the customary rules of conduct or behavior in a polite society". Our civilized society is more pleasant to live in, go to school in, and work in when all members practice proper etiquette and good manners. The axiom, "Treat Others as You Want to Be Treated", is a good one to live by and is the desired behavior of all cadets.

**Position of Honor:** According to military custom, the position of honor is always to the right. When walking with an instructor or cadet of higher rank, the cadet will place him/herself to the left of the senior person.

## Chapter 5: COMMAND STAFF SELECTION PROCESS

**Presentation Interviews:**

- All Cadet Master Sergeants and above and all applicants may attend interviews
- Cadets will have 2-4 minutes to make a presentation on why they would like to serve on Command Staff
- Senior Command Staff members will ask 1 question from each applicant with answers lasting no more than 1 minute per question
- 12 cadets will be nominated for Command Staff in the following manner:
    - All Cadet Master Sergeants and above and all applicants may cast a nomination ballot if they attended ALL applicant interviews
    - Cadets will nominate 10 cadets each with the top 8 advancing
    - Instructors will nominate the final 4 cadets

**Corps Commander and Deputy Corps Commander Selections:**

- Command Staff Members who attended ALL applicant interviews may vote for the Corps Commander and the Deputy Corps Commander
    - 3 Nominees are listed for Corps Commander and Deputy Corps Commander to include:
        - The top two nominees
        - Instructors add the third nominee
    - Command Staff Members vote
    - Instructors consider the vote and make final decision based on the right person for the right job at the right time concept

- 2nd semester Corps Commander selection is made by all MSgt's and above, no interviews, by nominating their top 3 (ranked by 1st, 2nd & 3rd) candidates from current Command Staff members. The ASI and SASI will approve the nominee. The current Corps Commander will announce the 2nd Semester Corps Commander selection on Veterans Day after the Pass & Review.

- 2nd semester Deputy Corps Commander selection is made by existing Command Staff members only, no interviews, by nominating their top 3 (ranked by 1st, 2nd & 3rd) candidates. The ASI and SASI will approve the nominee.

- 2nd semester "Junior Cadet bring up" selection is made by existing Command Staff members only, no interviews, by nominating their top 3 (ranked by 1st, 2nd & 3rd) junior candidates. The instructors will approve nominees and then complete a secret ballot among existing Command Staff members only. Once the "junior" is selected, the instructors will contact their counselor to adjust their schedule accordingly.

**Other Command Staff Positions:**

- Remaining 12 nominees are considered for the other 7 Command Staff positions
- The Corps Commander Designee, the Deputy Corps Commander Designee, and the ASI nominate one cadet per Command Staff position to the SASI
- **If the SASI approves, the Command Staff names will be released at the last Commander's Call of the year.**
- **Positions not approved will be returned to the incoming Corps Commander, the Deputy Corps Commander, and the ASI for additional consideration.**

**Command Staff Vacancies except Corps Commander:**

- Command Staff Members are considered first for all vacancies.
- The Corps Commander, the Deputy Corps Commander (Advisor if the Deputy position is vacant) and the ASI, nominate one cadet per Command Staff vacancy to the SASI.
- The SASI approves and then sends nominee(s) to the Command Staff.
- Command Staff votes by secret ballot to approve nominee(s).
- Instructors consider the vote and make the final decision.
- Positions not approved will be returned to the Corps Commander, the Deputy Corps Commander, and the ASI for additional consideration.
- Positions are announced for the remaining vacancies.
- All C/MSgts and above who are present will nominate by secret ballot two cadets for one vacancy, three cadets for two vacancies, etc. The same number will advance.
- Instructors will nominate an additional cadet.
- The Corps Commander, the Deputy Corps Commander, and the ASI will consider the nominees and nominate one cadet per Command Staff vacancy to the SASI.
- The SASI approves and then sends nominees to the Command Staff.
- Command Staff votes by secret ballot to approve nominees.
- Instructors consider the vote and make final decisions.
- Positions not approved will be returned to the Corps Commander, the Deputy Corps Commander, and the ASI for additional consideration.

**Corps Commander Vacancy:**

- All C/MSgts and above who are present will nominate three cadets by secret ballot. The top two will advance.
- Instructors will add a third nominee.
- Command Staff votes by secret ballot.
- Instructors consider the vote and make the final decision based on the right person for the right job at the right time concept.

**Command Staff Mandatory Training:**

- The current Command Staff will nominate cadets for CSLC
- The incoming Command Staff will make nominations for CLC
- The Cadet Staff Leadership Course (CSLC) is **MANDATORY** for all Command Staff Members. The instructors will consider similar advanced camps as a substitute. However, the similar camp certificate must be presented the 1st week of school, or you will not receive credit until the following school year.
- The Summer Command Staff Conference is **MANDATORY**.
- CSLC may be temporarily waived by the instructors for good cause. Cadet Leadership Course (CLC) graduates will have a greater chance of receiving a temporary waiver. Cadets must attend CSLC (or equivalent) at the earliest opportunity to remain on Command Staff.

## Chapter 6: CADET RANK, PROMOTIONS, and DEMOTIONS

**Permanent Rank:** Promotions take place when a cadet does a good job. However, promotions are not just a reward. More importantly, cadets are promoted because they have demonstrated the ability to handle greater responsibilities.

a. The following promotion points are needed for promotion to the rank as indicated below and points are cumulative throughout a cadet's time in JROTC.

| | | |
|---|---|---|
| Cadet Airman Basic (C/AB) | C/E-1 | 0-49 |
| Cadet Airman (C/Amn) | C/E-2 | 50-174 |
| Cadet Airman First Class C/A1C) | C/E-3 | 175-299 |
| Cadet Senior Airman (C/SrA) | C/E-4 | 300-424 |
| Cadet Staff Sergeant (C/SSgt) | C/E-5 | 425-549 |
| Cadet Technical Sergeant(C/TSgt) | C/E-6 | 550-674 |
| Cadet Master Sergeant (C/MSgt) | C/E-7 | 675-799 |
| Cadet Senior Master Sergeant (C/SMSgt) | C/E-8 | 800-924 |
| Cadet Chief Master Sergeant (C/CMSgt) and Cadet Command Chief Master Sergeant (C/CCMSgt) | C/E-9 | These ranks are reserved for the Corps Chief/Superintendent |
| Cadet Second Lieutenant (C/2Lt) | C/O-1 | 925-1049 |
| Cadet First Lieutenant (C/1Lt) | C/O-2 | 1050-1174 |
| Cadet Captain (C/Capt) | C/O-3 | 1175 & above |
| Cadet Major (C/Maj), Cadet Lieutenant Colonel (C/Lt Col), and Cadet Colonel (C/Col) | C/O-4<br>C/O-5<br>C/O-6 | These ranks are reserved for temporary appointed positions |

b. Cadets may earn rank by accumulating promotion points in the following ways:

| | |
|---|---|
| Grade in School | 25 points awarded at the end of each grade in school. |
| Longevity | 50 points awarded at the end of each semester of JROTC. |
| Letter Jackets Pts | LJP's awarded on the Promotion Eligibility Cutoff Date. |
| Cadet Staff Leadership Course (CSLC) | 100 points awarded for the successful completion of CSLC. An additional 50 points is awarded for making Distinguished Graduate. |
| Cadet Leadership Course (CLC) | 50 points awarded for the successful completion of CLC. An additional 50 points is awarded for making Distinguished Graduate. |
| Other Leadership Training | Up to 50 points are awarded for the successful completion of other major (non-JROTC) leadership camps as approved by the Instructors. |
| First Year Orientation (FYO) | 3 Letter jacket points given each day and an additional 2 points is awarded for earning Distinguished Graduate and 5 points for Honor Graduate. |

c. Promotion announcements will normally be made during Commanders Call about four to six times each year, based on the number of points that are accumulated by the Promotion Eligibility Cutoff Date.

d. To be promoted, cadets:

1. Must have accumulated the proper amount of promotion points IAW promotion point chart above and passed all classes on his or her last report card. If a cadet is eligible for promotion in every way except academics, the cadet may be promoted as soon as they pass all classes at the end of a 3-week progress check.

2. Must not have served In-School Suspension (ISS) or Out-School Suspension (OSS) within the previous nine school weeks.

3. Or…(1st Year permanently ranked Cadets only) Will be considered in our "trial promotion board" for 26-27 School Year! This consists of two Cadet eligibility promotion boards (1 in the Fall & 1 in the Spring semester) for all 1st Year permanently ranked cadets. Each 1st Year Cadet will be considered for the promotion to Cadet Airmen (C/Amn) and/or (based on their current rank) Cadet Airmen First Class (C/A1C) if they are passing all classes and have not served in ISS or OSS.

e. Rank for First-Year Cadets:

1. The previous charts recognize what upper-class men and women bring to the program when joining JROTC.

2. At the minimum, upper-class men and women will receive the following points and rank when joining JROTC.

a) Seniors – 75 points and the rank of C/Amn
b) Juniors – 50 points and the rank of C/Amn
c) Sophomores – 25 points

**Temporary Rank for Key Personnel:**

a. Cadets may receive temporary rank for being appointed to and for serving in certain key positions such as Command Staff, division chiefs, deputy commander positions, and NCO's. **Once the cadet no longer serves in the temporary position, his or her rank reverts to their permanent rank.** Additionally, the Instructors will allow Cadets to assume one rank below their earned promotion points so the Cadet's future performance can be weighed by the promotion board for consideration to the next available rank.

b. Cadets may apply for Command Staff positions in Mar/Apr of each year. Appointments are made by the SASI/ASI with advice from the previous Command Staff. The new Command Staff takes command as soon as possible after the beginning of the fourth-nine weeks grading period. See chapter five for complete details.

c. Cadets apply for other key positions in April of each year. Results are usually announced during the Awards banquet.

d. Cadets appointed to temporary positions may only be promoted once each year. If a Cadet moves into a lateral or higher position, even though they may have already been promoted in the previous job position, they can be promoted once in their new position.

e. Use the chart below to determine the entry rank for each position:

## TX-200010 Promotion Chart for Temporary Promotions – Effective 7 Aug 2025

**(all temporary positions are promotable once each year)**

| | 2nd Year Cadet | | | 3rd Year Cadet | | | 4th Year Cadet | | |
|---|---|---|---|---|---|---|---|---|---|
| **Position** | **Entry Rank** | **With CLC** | **With CSLC** | **Entry Rank** | **With CLC** | **With CSLC** | **Entry Rank** | **With CLC** | **With CSLC** |
| **NCOIC** | C/SrA | C/SSgt | | C/SSgt | C/TSgt | C/MSgt | C/TSgt | C/MSgt | C/MSgt |
| **Corps Superintendent** | | | | C/MSgt | C/SMSgt | C/CMSgt | C/SMSgt | C/CMSgt | C/CMSgt |
| **Deputy/ Division Chief** | C/SrA | C/SSgt | | C/TSgt | C/MSgt | C/SMSgt | C/MSgt | C/SMSgt | C/2nd Lt |
| **Stan/Eval Commander, Personnel Commander** | | | | C/MSgt | C/SMSgt | C/2nd Lt | C/SMSgt | C/2nd Lt | C/1st Lt |
| **Command Staff Officers** | | | | C/SMSgt | C/2d Lt | C/1st Lt | C/2d Lt | C/1st Lt | C/Capt |
| **Deputy Corps Commander** | | | | C/2d Lt | C/1st Lt | C/Capt | C/1st Lt | C/Capt | C/Maj |
| **Corps Commander** | | | | C/1st Lt | C/Capt | C/Maj | C/Capt | C/Maj | C/Lt Col |

f. A promotion board consisting of all Command Staff members will be held four to six times each year. During the promotion board, each Command Staff member will award points to those considered for promotion.

1. Each promotion board member may select up to fifty percent of promotion eligible as a "Definitely Promote" (DP). Each DP is worth two points. Command Staff members may not vote themselves a DP.

2. Each Command Staff member will also designate other promotable cadets in one of three ways:

(1) "Promote" (P). All cadets considered for promotion may receive a P. Each P is worth one point.

(2) "Consider for Promotion Next Cycle." Each cadet receiving this designation will receive zero points.

(3) "Do Not Promote." Each cadet receiving this designation will lose one point.

3. Promotion board forms will be turned into the SASI/ASI who will tally the results.

4. The SASI/ASI will review the results and will make the final decision on who will be promoted. Normally, fifteen to twenty-five percent of cadets in the corps will be promoted each cycle to include permanent promotions.

5. A Cadet is only eligible for a "Below-The-Zone" promotion if they are within 15 points of the next rank.

6. Promotion announcements will normally take place four to six times each year during Commanders Call.

**Rank for Incoming Transfer Cadets:**

a. Since every unit has the authority to develop its own promotion system, rank in one unit does not always mean the same as it does in other units. Also, rank associated with a temporary position from another unit comes with a temporary rank. Once the cadet is no longer serving in the position, the rank goes away. For these reasons, transfer cadets may not wear rank from their previous unit unless approved by instructors. Cadets may however wear all ribbons previously earned as well as medals presented by national organizations.

b. The initial rank of the incoming cadet will be determined using the charts under ***Permanent Rank*** in paragraphs a. and b. above except for letter jacket points.

1. Since letter jacket points do not mean the same from one unit to another, letter jacket points cannot be transferred from one unit to the next.

2. To be fair to incoming transfer cadets, letter jacket points earned during their first year are doubled for second-year cadets, tripled for third-year cadets, or quadrupled for fourth-year cadets. This is for rank purposes only and does not apply towards earning a letter in JROTC.

c. Once rank for incoming transfer cadets has been determined, it will go into effect immediately.

d. Incoming transfer cadets are encouraged to apply for positions with higher rank as vacancies occur.

**Reserve Cadets (Our Command Staff cadets and both instructors choose not to use this program in the 2025-2026 school year):**

a. Former cadets who cannot fit JROTC into their schedule may apply to the SASI/ASI to become a reserve cadet to participate in JROTC extracurricular activities.

b. A reserve cadet will be issued a uniform and must wear it to school on the first uniform day of each month. There is no uniform grade but failure to wear the uniform will result in the reserve cadet's removal from JROTC.

c. A reserve cadet will wear his/her permanent rank and is eligible for promotion under the same rules as an active cadet.

d. A reserve cadet must earn a minimum of 30 letter jacket points during the previous six-month period to remain in good standing.

**Rank Has Its Responsibilities:**

a. The greater the rank, the greater the responsibility. The senior ranking person of any group is in charge. A good leader will lead the way in getting the job done, not watch everyone else do the work.

b. The commander or division chief of a particular area oversees that area. If he or she is not present, the second in command of that area takes charge.

c. On occasion, it may not be clear who oversees an event. This could happen during events such as chain runners or small service projects. During these events, the senior ranking cadet is in charge. If two cadets have the same rank, the following process is used, in sequential order until the person in charge is determined:

1. Date of Rank. If still tied then,
2. Time in JROTC. If still tied then,
3. Grade in school. If still tied then,
4. Age. If still tied then,
5. Flip a coin.

**Demotions:**

a. Demotions in grade are based on inability to perform efficiently and/or failure to maintain required academic, corps, and disciplinary standards.

b. All staff positions must maintain an "A" average in JROTC and pass all other classes or may be demoted one rank and placed on probation until they meet requirements. If the cadet does not meet the requirement by the end of the probationary period, the cadet may be removed from their staff position and reduced to their permanent rank.

c. Any cadet who fails to perform the duties of his/her position in an efficient manner may be demoted one or more grades or permanently removed from their assigned position.

d. Instructors maintain overall authority for all demotions.

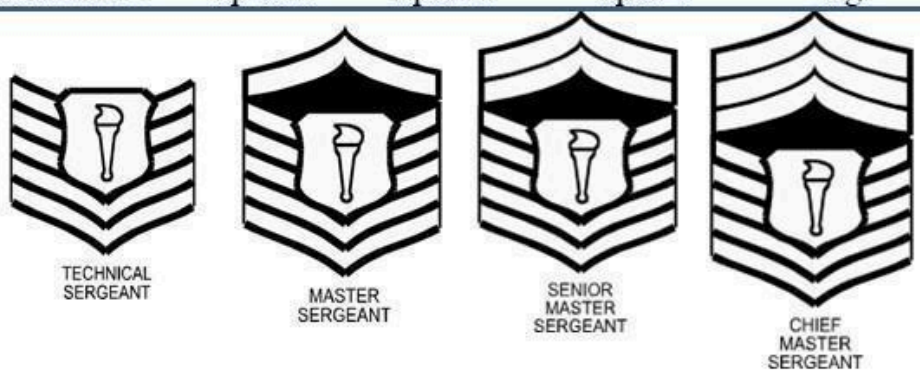
# AIR FORCE JROTC RANK INSIGNIA

## CADET OFFICER RANK

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

## CADET ENLISTED RANK

| For SFJROTC | Spec 1 | Spec 2 | Spec 3 | Sgt |
|---|---|---|---|---|




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

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

# AUTHORIZED BADGES

Hap Arnold Optional Enlisted/Officer Service Cap Insignia

OFFICERS SERVICE CAP INSIGNIA

MODEL ROCKETRY BADGE

KITTY HAWK AIR SOCIETY BADGE

**DISTINGUISHED CADET BADGE**

METAL OR CLOTH

GROUND SCHOOL BADGE

FLIGHT SOLO BADGE

FLIGHT CERTIFICATE BADGE

**UNMANNED AIRCRAFT BADGE**

**Cadets may only wear one of these badges on their uniform**

AWARENESS PRESENTATION TEAM BADGE

Cadets can choose only <u>one badge,</u> Either the APT badge or the Marksmanship Shield. Follow APT placement criteria if cadets wear the Marksmanship Shield.

AEF BADGE

Badges/Insignia not listed here are unauthorized for wear.

# AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

## Marksmanship Badges – Wear Only One

CMP Awarded Badges

MARKSMANSHIP SHARPSHOOTER EXPERT

Unit Awarded Badges

**If earned choose only one – *CADETS MAY ONLY WEAR ONE on their uniform*.** Place directly underneath ribbons. Cadets may NOT wear Marksmanship Shield (see below) with Marksmanship Badge. Do not wear Marksmanship badges with medals

Marksmanship Shield

Choose either the APT or Marksmanship Shield and a Marksmanship Badge. Only one may be worn.

Males and females may wear the marksmanship badge (may only wear one) below the ribbons on the blue shirt or service dress uniform or

**Marksmanship badges will not be worn with medals.**

**Badges/Insignia not listed here are unauthorized for wear.**

## Chapter 7: AWARDS and DECORATIONS

This list does not describe all the requirements to earn an award. Cadets should refer to the latest Cadet Air Force Junior ROTC Uniform and Awards Guide. There is no guarantee that any of these awards will be offered in any given year.

### NATIONAL AWARDS

National organizations have specific criteria for earning their awards. In addition to the criteria set forth by each respective national organization, TX-200010 presents these awards, as much as possible, in the order of precedence by how well a cadet performs using the whole-person concept. Our criteria include Letter Jacket Points (30%), Cumulative GPA (25%), JROTC Grades (15%), Physical Fitness scores (15%), and Command Staff rating (15%). Bonus points may be given by the SASI/ASI for exceptional performance in areas such as teacher's aides. Likewise, points may be deducted for excessive absences/ tardiness and for time spent in In School Suspension and Out of School Suspension. If specific criteria for a respective award is not met, certain criteria may be waived by the SASI/ASI at their discretion.

| AWARD (ELIGIBLE) | CADET MUST: | ELEMENT |
|---|---|---|
| Air Force Association (Third or Fourth Yr. Cadet) | Excel in Position of Responsibility<br><br>Exhibit Strong Attitude; Exemplary Personal Appearance, Attributes, and Courtesy; and Show Growth Potential<br><br>Be an Outstanding Cadet and in Upper 5% of AS Class<br>Top 1% of the Cadets in the Corps | Plaque<br>Ribbon |
| Daedalian (Third Yr. Cadet) | Be Patriotic and Want to Serve Country<br><br>Show Leadership Potential and Want to Serve in Military<br><br>Be in Upper 10% of AS Class<br>Top 5% of the Cadets in the Corps | Plaque<br>Ribbon |
| Daughters of the American Revolution (Third or Fourth Yr. Cadet) | Be in Upper 25% AS Class<br><br>Be Dependable with Good Character, Disciplined, a Strong Leader, and Committed to Importance of AFJROTC Training | Plaque<br>Ribbon |
| American Legion Scholastic (Third/Fourth Yr. Cadet x 2) | Be in Upper 10% of High School Class<br><br>Be in Upper 25% of AS Class<br><br>Demonstrate Leadership and Participate in Student Activities | Plaque<br>Ribbon |

## NATIONAL AWARDS (CONT.)

| AWARD (ELIGIBLE) | CADET MUST: | ELEMENT |
|---|---|---|
| American Legion General Military Excellence (Third/Fourth Yr. x 2) | Be in Upper 25% of AS Class<br><br>Demonstrate Outstanding Leadership, Discipline, Character, and Citizenship | Plaque<br>Ribbon |
| Reserve Officers Association (ROA) (Fourth Yr. Cadet) | Have a Positive Attitude, Outstanding Personal Appearance, Character, Courtesy, Growth Potential, and Strong Ethics<br><br>Be in Upper 10% of AS Class | Plaque<br>Ribbon |
| The Military Officers Association Of America (Third Yr. Cadet) | Be a Third Year and in Good Standing and have a 3.0 GPA overall in HS.<br><br>Exhibit High Morals and Loyalty<br><br>Have Exceptional Military Leadership Potential | Plaque<br>Ribbon |
| Veterans of Foreign Wars (VFW) (Third/Fourth Yr. Cadet) | Show Positive Attitude towards AFJROTC<br><br>Have Outstanding Military Bearing and Conduct<br><br>Have Strong Positive Character<br><br>Be Patriotic with Leadership Potential<br><br>Have "B" in AFJROTC and "C" in All Other Classes in Previous Semester<br><br>Be Active in Student Extra-curricular Activities (Band, Athletics, etc.) | Plaque<br>Ribbon |
| National Society of The Daughters of 1812 (Any cadet) | Cadet with outstanding leadership | Plaque<br>Ribbon |
| National Sojourners (Second/Third Yr. Cadet) | Be in Upper 25% of AS Class<br><br>Encourage and Demonstrate Americanism<br>Show Outstanding Leadership Potential<br>Local criteria: usually awarded to the top second year cadet | Plaque<br>Ribbon |

## NATIONAL AWARDS (CONT.)

| AWARD (ELIGIBLE) | CADET MUST: | ELEMENT |
|---|---|---|
| Scottish Rites, Southern Jurisdiction (Second/Third Yr. Cadet) | Encourage Americanism through Community Service and Extracurricular Activities<br><br>Be in Upper 25% of AS Class<br><br>Be Dependable, Have Good Character, Be Self Disciplined, Be a Good Citizen, and Be Patriotic<br><br>Local criteria: usually awarded to a top second year cadet | Plaque<br>Ribbon |
| Military Order of The Purple Heart (1st-3rd Yr. Cadet) | Show Positive Attitude towards US and AFJROTC<br><br>Be an Outstanding Corps Leader<br>Be Active in School and Community Affairs<br>Hold Leadership Position in Cadet Corps<br>Have "B" in All Subjects for Previous Semester | Plaque<br>Ribbon |
| Sons of the American Revolution (SAR) (Third Yr. Cadet) | Currently Enrolled in AFJROTC<br><br>In Top 10 % of AS Class and 25% Overall Class | Plaque<br>Ribbon |
| Military Order of World Wars (MOWW) (1st – 3rd Yr. Cadet | Excel in All Academics and Military Training<br><br>Actively Participate in Extracurricular Activities<br>Want to Serve Country and Continue in AFJROTC | Plaque<br>Ribbon |
| American Veterans (AMVETS) (All Cadets) | Possess Positive Attitude, Outstanding Personal Appearance and Personal Character, and Cadet Officer Potential<br><br>Have an "A" in AS Class and passing all classes at Time of Selection and Presentation | Plaque<br>Ribbon |

## NATIONAL AWARDS (CONT.)

| AWARD (ELIGIBLE) | CADET MUST: | ELEMENT |
|---|---|---|
| Air Force Sergeants Association (AFSA) (Third/Fourth Yr. Cadet) | Be in Top 15% of AS Class **(Based on only 3rd/4th Yr. Cadets)**<br><br>Show Outstanding Leadership, Discipline, Character, and Citizenship | Plaque<br>Ribbon |
| Tuskegee Airman Inc. Award (First, Second or Third Year cadets x 2) | "B" in AS Class and passing all other classes<br><br>Active in Corps Activities<br><br>Participate in at least 50% of unit service programs | Plaque<br>Ribbon |
| The Retired Enlisted Association (All Enlisted Cadets x 2) | Exceptional Leadership | Plaque<br>Ribbon |
| Celebrate Freedom Foundation (All Cadets x 2) | Positive attitude, initiative, outstanding appearance and Excellence in Academic Programs | Plaque<br>Ribbon |
| Air Commando Medal (All Cadets x 2) | Attributes of leadership | Plaque<br>Ribbon |

## AFJROTC AWARDS

| | | |
|---|---|---|
| Distinguished Unit Award w/Merit (All cadets) | Be Satisfactorily Enrolled in AFJROTC at WHS during Period in which:<br><br>1) The unit is selected by HQ AFJROTC to receive the DUA.<br>2) The unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards<br><br>Awarded by HQ AFJROTC | Ribbon |
| Distinguished Unit Award (All Cadets) | Be Satisfactorily Enrolled in AFJROTC at WHS during Period that Rating is Valid<br><br>Awarded by HQ AFJROTC | Ribbon |
| Outstanding Organization (All Cadets) | Be Satisfactorily Enrolled in AFJROTC at WHS During Period that Rating is Valid<br><br>Awarded by HQ AFJROTC | Ribbon |

## AFJROTC AWARDS (CONT.)

| AWARD (ELIGIBLE) | CADET MUST: | ELEMENT |
|---|---|---|
| Outstanding Upper-class Flight and First-year Flight (All Flight Cadets) | Be Assigned to Outstanding Flight during Designated Academic Year | Ribbon |
| Top Performer Award (2% of Cadet Corps) | Leadership in Preparation for Triannual Assessment, Good Academic Standing, Involved in Extracurricular Activities<br><br>Awarded by HQ AFJROTC | Ribbon |
| Outstanding Cadet | Show High Morals, Outstanding Military Potential, and Positive Character<br>Attain Academic and Military Excellence<br><br>Top Three Cadets in JROTC I, II, & III (whole-person concept) | Plaque<br>Ribbon |
| Leadership (Top 5% of Cadets Eligible) | Outstanding Performance in Leadership Position<br><br>(Whole-person concept) | Ribbon |
| Superior Performance (Top 10% of Cadets Eligible) | Outstanding Achievement or Meritorious Service for AFJROTC for Sustained Acts of a Superior Nature (Whole-person concept) | Ribbon |
| Achievement (Top 15% of Cadets Eligible) | Accomplish Documented Significant Achievement for Corps, Community, or School (Whole-person concept) | Ribbon |
| Academic (All Cadets) | Achieve Overall "B" Grade Point Average in the 1st semester (All classes) and an “A” in AFJROTC | Ribbon |
| Cadet Leadership Course (CLC) (All Cadets) | Successfully Complete a Cadet Leadership Course of at Least 5 Days | Ribbon |
| Special Teams Placement (All cadets) | Be a “Competing or Alternate” Drill Team Member Placing 1st, 2nd, or 3rd at a Drill Competition | Ribbon |
| All-Service National Comp. (All Cadets) | Awarded to team members who competed at a Joint/All Service national-level competition | Medal<br>Ribbon |

## AFJROTC AWARDS (CONT.)

| AWARD (ELIGIBLE) | CADET MUST: | ELEMENT |
|---|---|---|
| Air Force Nationals Comp. (All Cadets) | Awarded to team members who competed at a Air Force only national-level competition | Medal Ribbon |
| Leadership Development Requirement (LDR) (All Cadets) | Awarded for leadership in AFJROTC LDR led activities (such as but not limited to PT commander, Dining-In Chair, Drill Team commander, Military Ball chair, TA's) | Ribbon |
| Drill Team (All Cadets) | Participate in ALL Drill Competitions OR Participate in all but one Drill Competitions AND Place in at Least One Event | Ribbon |
| Color Guard Ribbon (All Cadets) | Participate in 4 Color Guard Service Events w/2 as the Commander or Participate in 6 Color Guard Service Events Total | Ribbon |
| Saber Team Ribbon (All Cadets) | Participate in at Least ¾'s of All Scheduled Saber Team Service Events | Ribbon |
| Marksmanship (All Cadets) | Active member of Marksmanship Team (1 full year) Participate in 3 competitions | Ribbon |
| Joint Leadership Academic Bowl (JLAB) (All Cadets) | Must be a member of the JLAB team and qualify for round 2 | Ribbon |
| Good Conduct (All Cadets) (Instructors decision) | Awarded for Outstanding Behavior and Exceptional Character & earned Dress & Appearance Ribbon<br>**No Excessive Detentions, Absences, or Tardies (6 total – Unexcused)<br>**No In-School Suspension (ISS) or Out of School Suspension | Ribbon |
| Service (All Cadets) | Participate in School, Community, and/or AFJROTC Service Projects<br><br>Awarded to Top 40% Based on Time/amount Cadet Spends Performing Service Projects | Ribbon |
| Health and Wellness (All Cadets) | Awarded to Cadets in the Top 40th percentile nationwide on the AFJROTC Fitness Test.<br><br>Gold Star – Score of 95-100 percentile<br>Silver Star – Score of 85-94 percentile<br>Bronze Star – Score of 75-84 percentile | Ribbon |

## AFJROTC AWARDS (CONT.)

| AWARD (ELIGIBLE) | CADET MUST: | ELEMENT |
|---|---|---|
| Recruiting (All Cadets) | Recruit Two Cadets OR Recruit One Cadet AND Participate In at Least One Recruiting Event | Ribbon |
| Activities (All Cadets) | Awarded to Top 40% Based on Time/amount a Cadet Spends Participating in ALL Activities | Ribbon |
| Attendance (All Cadets) | Have No More than 3 Non-school Related Absences Each Semester. Note: 3 tardies count as 1 absence | Ribbon |
| Dress and Appearance (All Cadets) | Wear Uniform on ALL Designated Uniform Days (Must have a 90% average and no less than 80 for each grade) | Ribbon |
| Longevity (All Cadets) | Successfully Complete a Full Year of an AS Course | Ribbon |
| Bataan Death March Hike (All Cadets) | Complete a 14-mile hike in memory of the Bataan Death March | Ribbon |
| Patriotic Flag (All Cadets) | Participate in at least 5 total Flag Ceremonies such as: Reveille/Retreat (2=1) AND must participate in a Flag Retirement Ceremony or 9/11 Event or Flag Folding Event or Memorial Day Event | Ribbon |

## AFJROTC BADGES & INSIGNIA

| AWARD (ELIGIBLE) | CADET MUST: | ELEMENT |
|---|---|---|
| Awareness Presentation Team (All Cadets) | Participate in Three (3) APT Events | Badge |
| Ground School (All Cadets) | Complete Honors Ground School or Passed FAA Examination | Badge |
| Flight Solo (All Cadets) | Possess a Solo Flight Indorsement from Certified Flight Instructor for Powered/Unpowered Aircraft | Badge |
| Flight Certificate (All Cadets) | Possess Private Pilot's Certificate for Powered or Unpowered Aircraft | Badge |

## AFJROTC BADGES & INSIGNIA (CONT.)

| AWARD (ELIGIBLE) | CADET MUST: | ELEMENT |
|---|---|---|
| Kitty Hawk Honor Society (All Cadets) | Be Inducted into KHHS AHMO Chapter<br><br>Nomination Criteria Includes:<br>- Receive either a National Award OR the Outstanding Cadet Award the Previous Academic Year<br>- Earn the Academic, Service, and Activities Ribbons the Previous Academic Year<br>- Complete at Least 3 Semesters of JROTC<br>- Hold the Rank of C/MSgt or Higher<br>- Be A Graduate of a Cadet Leadership Course or higher<br>- Letter in JROTC the Previous Year<br>- Complete memory work<br>- Teach an academic lesson<br>- KHHS Candidates Must Together Develop, Plan, Organize, Coordinate, and Complete a Major Service Project for the Benefit of Wylie High School or the City of Wylie | Badge |
| Distinguished AFJROTC Cadet | Current or Former Corps Commander<br>(Presented at Change of Command) | Badge |
| Aerospace Education Foundation (AEF) Badge<br>(Sophomore & Junior Cadets only) | Maintain an Overall 3.5 Grade Point Average **(Unweighted, not Class Rank GPA)** With No Grades below "C" on Transcript | Badge |
| Distinguished Honor Graduate (1), Honor Graduate (1), And Distinguished Graduates (2 – DG's)<br>(4th Year only) | Must Letter At Least Two Years to Include Senior Year<br>Must Maintain an "A" Average in JROTC<br>Must Have an Overall Cumulative GPA of 3.0 or Higher<br>Whole person concept considered for all JROTC years | Plaque |
| Graduation Cords (Navy and Silver)<br>Must be selected as the Distinguished Honor Graduate, Honor Graduate, or Distinguished Graduate OR selected and finish all Kitty Hawk Honor Society requirements.<br>OR…<br>Must have a 3.0 GPA or higher, AND earn the Bronze Star for PT Ribbon or higher, AND must have attended Cadet Leadership Camp or equivalent, AND must have lettered in your Junior and Senior year. | | |
| Shoulder Cords (All Cadets) | Be a Command Staff Member or<br>Kitty Hawk Honor Society<br>Can Wear Only One on the Left Shoulder | Cord |

## STAFF SHOULDER CORDS

| | |
|---|---|
| Advisor to the Instructors | Silver |
| Corps Commander | Silver |
| Deputy Corps Commander | Silver |
| Logistics Commander | White |
| Operations Commander | White |
| AHMO Squad Commander | White |
| Public Affairs Commander | White |
| Squadron Section Commander | White |
| Morale, Welfare & Recreation Commander | White |
| Chief/Superintendent | Blue |
| Kitty Hawk Honor Society | Maroon |

## LETTER JACKETS

An AFJROTC Letter is awarded each year to cadets who complete the following requirements:

- Earn 135 letter jacket points from the day of the last annual banquet to the day before the next annual banquet
- MUST attend the following major functions: March-On, Homecoming Parade, Military Ball, Veterans Day Program, Combat Dining-In (Semi-annual), Annual Awards Banquet and HQ Inspection
- Actively participate in at least one of each of the following: Drill Competitions, and AHMO SQUAD
- Earn both the Activity and Service Ribbons
- Maintain an "A" average in JROTC
- Be in good standing by earning the Good Conduct, and Dress and Appearance Ribbon

Letter Jackets are awarded to cadets who letter for the first time. The basic jacket and letter are free of charge. Cadet's lettering in more than one Wylie High School program must choose from which program they wish to receive a letter jacket as WHS will only pay for one letter jacket per student.

| **Letter Jacket points are awarded using the following chart: | | | |
|---|---|---|---|
| | Points Per Hour | Max Points Per Day | Points |
| Honor Guard Practice (Cadets must attend at least 15 of previous 20 practices immediately before a comp AND compete in an event in the upcoming comp. 15 practices = 5 pts, 16 = 6 pts., 17 = 7 pts., 18 = 8 pts., 19 = 9 pts., and 20 = 10 pts.) | | | 5 - 10 |
| Honor Guard - Drill Comp Participation **(HG practice outside of Drill Comp - 1 pt only)** | | | 2 |
| Drill Comp - 1st Place (IDD winner - 3pts) | | | 6 |
| Drill Comp - 2nd Place (IDD winner - 2 pts) | | | 4 |
| Drill Comp - 3rd Place (IDD winner - 1 pt) | | | 2 |
| Overall Trophy (only competition cadets) | 1st place - 3 Pts | 2nd place - 2 Pts | 3rd place - 1 Pts |
| Meetings: Cont binder, Ofcr/Enl call, PT Practice, Ldrshp lessons (1 PT practice ='s 0.5 pts) | 0.5 | 2 | |
| Workdays (Logistics, Recruiting, etc.) (Activity) | 0.5 | 3 | |
| Camp (CSLC, CLC, FYO) | 0.5 | 3 | |
| DG at CSLC or CLC | | | 5 |
| Honor Grad at FYO | | | 5 |
| DG at FYO | | | 2 |
| Color Guard at Event (Community Service - CS) | 1 | 2 | |
| Saber Team at Event (CS) | 1 | 2 | |
| Ushers at Event (CS) | 1 | 2 | |
| AHMO Squad (Home) (CS) | 1 | 3 | |
| AHMO Squad (Away) (CS) | 1 | 5 | |
| Service Events (Flag Retirement - 9/11 Ceremony) (CS) | 1 | 5 | |
| Chain Runners (Activities) | 1 | 3 | |
| Concessions (Activities) | 0.5 | 3 | |
| Field Trips (Activities) | 0.5 | 3 | |
| Major **Activities** (Homecoming Parade, March-on, Veterans Day Pass-in-Review, Memorial Day, Military Ball, Combat Dining In, Awards Banquet, Bataan March, Flag Retirement/9/11 Ceremony, Christian Care/JROTC Food Drives, etc.) (CS) | | | 5 |
| Minor Events (Misc.) (Activities) | | | 3 |
| Other **Activities** (e.g., Commander's Call/Spirit Nights, Chains) | | | 1 |
| ***** 135 points needed to letter ***** | | | |

## Chapter 8: CADET UNIFORM, GROOMING, & PERSONAL APPEARANCE

**UNIFORMS:** When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the excessive or extreme. The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity, and military image. The first four are absolute, objective criteria for the efficiency, health, and well-being of the corps. The fifth standard, military image is also very important, military appearance is subjective, but necessary. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

**UNIFORM INSPECTIONS:** Cadets will be inspected on uniform days. Inspections are worth 100 points each week and are a large part of a cadet's grade. Cadets who do not wear the uniform without a valid excuse or miss an inspection due to a valid excuse will receive a "0" for that inspection in Skyward. Cadets have until the next uniform day to make up their grade by wearing the Class A uniform on a non-uniform/non-PT Day. The maximum make-up grade without a valid excuse will be up to 70 points. Cadets who miss an inspection due to a valid excuse will be up to 100 points. Whether the missed inspection is excused or not, the "0" becomes PERMANENT after 1 week!! Having your uniform in the cleaners or saying it is being washed is NOT a valid excuse (student IDs are authorized).

**NOTE: A cadet missing three (3) uniform days during a semester may be removed from the AFJROTC program. Cadets must also adhere to the WHS student handbook.**

**CADET RESPONSIBILITIES:** Cadets will be issued one complete, clean uniform with all accessories and insignias to include an Air Force blue and silver name tag. Each item then becomes the responsibility of the cadet who signs for it. If an item is lost, stolen, willfully or negligently destroyed, beyond normal wear and tear, the cadet must pay for it at its current replacement cost. The Uniform Receipt Form will contain the replacement costs for all items. Any item substitution must be authorized by the ASI prior to purchase. Cadets will pay to dry clean uniforms during the school year. Service dress coats, skirts, pants, ties, tabs, flight caps, and lightweight jackets (dark blue items) are DRY CLEAN ONLY. Other uniform items, including ABUs and AHMO SQUAD wear can be machine washed. Cadets will return all items issued or pay for them at the end of the school year or upon disenrollment during the school year. To prevent paying for uniforms, we encourage cadets to:

- NOT leave items unattended or in unlocked or shared lockers.
- TAKE CARE of the uniform items issued to you. Clean them on a regular basis!!
- 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 (CLEANED) promptly for replacement.
- 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 and receive a SASI or ASI waiver.

**BEHAVIOR IN UNIFORM:** Cadets must not fight, engage in horseplay, engage in sport activities, or anything that would degrade the uniform. Questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC program, WHS, and the AF. Conversely, proper conduct and pride reflects favorably upon the cadet and enhances the corps' image throughout the community. Wear the uniform PROUDLY and constantly strive to present a neat, clean, and well-groomed appearance always. Unprofessional conduct in uniform is unacceptable and may be grounds for removal from the program.

**GENERAL UNIFORM WEAR GUIDELINES INCLUDES:**

**There are multiple combinations of the cadet uniform:**

Class A: (service coat, SS/LS blue shirt, white V-neck, tie, trousers, belt, black socks, and cover)
Class B: (SS/LS blue shirt, white V-neck, tie, trousers, belt, black socks, and cover)
Class C: (SS blue shirt, white V-neck, trousers, belt, black socks, and cover)
Class H: (AFJROTC Polo tucked in with a belt)
Class M: (AHMO PT shirt tucked in with a belt)
Class U: (ABU blouse, Tan-T, trousers, belt, boots, green socks, and cover)
Class O: (OCP blouse, Brown-T, trousers, belt, boots, brown socks, and cover)

**BLUES FLIGHT CAP (COVER):** Worn slightly to the wearer's right with vertical crease at the center of the forehead in a straight line with the nose and approximately one inch above the eyebrow. The crown will not be crushed. Male cadet's hair will not protrude in front of the cap. Female cadet's hair may be visible but may not touch the eyebrows.

**BLUES SHORT SLEEVE SHIRT:** This shirt may be worn with a tie or with an open collar. If worn with an open collar, a white "V" neck t-shirt must be worn so that no top of the t-shirt is exposed. When wearing a tie, all buttons will be buttoned. When not wearing a tie all buttons except the top button are buttoned. Under either option, the shirttail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting. The only creases on the shirt are down the sleeves.

**BLUES TROUSERS:** Trim fitted with no bunching at the waist or bagging at the seat. The bottom of the trousers will rest on the front of the shoes with a slight break in the crease. The back of the trouser leg will extend approximately 7/8 inch longer than the front. Keep the back pocket buttoned (dummy button). Always wear a belt with the trousers. LOW-RIDING TROUSERS ARE ABSOLUTELY UNAUTHORIZED.

**BLUES BELT:** The silver tip extends beyond the buckle to the wearer's left (males) or right (females) with no blue fabric showing. The "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.

**BLUES SERVICE DRESS COAT:** With arms hanging naturally, sleeves should end 1/4 inch from the heel of the thumb. The 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 or 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 a chair back. The coat must be put back on and BUTTONED before leaving the classroom. Tie/tab must be worn with the service dress coat.

**BLUES LIGHTWEIGHT JACKET:** Must be zipped at least halfway but never all the way. Sleeves must be down.

**SHOES/SOCKS:** Must be issued black dress shoes. Keep your shoes shined. Socks must be solid BLACK (no ankle socks). No other dark colors are authorized.

**AIRMAN BATTLE UNIFORM (ABU) (Class U) and OPERATIONAL CAMOUFLAGE PATTERN (OCP) UNIFORM (Class O)**: The instructors will prescribe when ABUs and OCPs may be worn. Both uniforms will be worn in accordance with this handbook and AFI 36-2903. ABUs and OCPs will not be worn as a substitute for the required uniform on mandatory uniform days except as directed by the instructors. Cadets will wear the issued tan t-shirt underneath the ABU shirt and the issued coyote brown t-shirt underneath the OCP blouse. Cadets must conform to ABU and OCP wear guidelines as established by the Air Force and the instructors.

**STRINGS/THREADS (ROPES):** Inspect your uniform for loose threads and carefully trim them off.

**RINGS:** Cadets may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger, and no thumb rings.

**NECKLACES:** Will not be visible at any time. If worn, it will be concealed under a collar or undershirt.

**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) in design, no wider than 1/2 inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized. If worn, medical alert/identification bracelets will be conservative and moderate. Bracelets will not be excessive or extreme, which is defined as plain, not drawing inappropriate attention. Gemstones/tennis bracelets may only be worn with the mess dress uniform. 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. IF IN DOUBT, ASK THE INTRUCTORS FIRST.

**NOTE: Hands are not allowed in pockets while walking.**

**EYEGLASSES/SUNGLASSES:** Will be worn in the manner for which they are made. Eyeglasses/sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses/sunglasses may have conservative ornamentation on nonprescription sunglasses/eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with a small logo on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). 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. (Exception: Sunglasses are not authorized in formation, unless for medical reasons, (when authorized by an instructor).

**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 compliance with the above guidance.

**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 OR band-aids or wearing clear post pins to hide body piercings.

**BACKPACKS:** Cadets may wear a backpack (not to interfere with rendering the proper salute).

**HEADPHONES/EARPIECES:** Wear/use of an earpiece, any bluetooth technology, or headphones, while in uniform, indoors or outdoors, is prohibited. Exception: Headphones and earphones are authorized during travel on public transportation i.e., bus, train, or air travel.

**HAIR REQUIREMENTS (Male and Female):** Will be clean, well-groomed, present a professional appearance, and allow proper wear of headgear. Will NOT contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (**Exception**: female bangs), 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 or black. All Cadets are authorized to wear natural color hair regardless of their natural born hair color, but when combined or frosted, the colors must blend so as to not present an unnatural appearance between colors**. **For example, hair colors may be displayed as a "salt-and-pepper" look as this presents a naturally blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another with dyes, tints, bleaches, and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear. 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 or tan) due to a temporary medical condition (i.e., radiation and/or chemotherapy). **Confer with the SASI/ASI beforehand if unsure.**

**SPECIFIC FEMALE CADET GROOMING GUIDELINES:**

**HAIR – FEMALE: No minimum hair length, to a maximum bulk of 4 inches from scalp** and allows proper wear of headgear. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. Hair will end above the bottom edge of the collar. 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. **Exception**: While wearing the Physical Training Gear (PTG), Class M, or AFJROTC Polo, long hair may be in a bun or in a neat ponytail.

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). Hair must not exceed bulk standard. Headgear must fit properly.

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.

**UNAUTHORIZED:** Mohawk, mullet, or etched design.

**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 two inches in width. Ornaments are **NOT** authorized (i.e., ribbons, beads, jeweled pins).

**Scrunchie**

**Hair Clips**

**FINGERNAILS:** If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and fluorescent 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.

**SKIRTS:** Upper-class females may wear skirts. The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. Wearing hosiery with the skirt is optional. Choose a sheer nylon in a neutral dark brown, black, off black, or dark blue shade that complements the uniform and your skin tone. Patterned hose are not authorized.

**EARRINGS:** Male cadets are not authorized to wear earrings while in uniform. Female cadets may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. **If a member 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. 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.).** Piercing holes will not be large enough to permit light to shine through.

**UNDERGARMENTS:** (Mandatory) Appropriate undergarments are required to be worn with all uniform combinations. Wear a bra and underpants with all uniforms. Wear of the white V-neck style undershirt is REQUIRED. Undershirts will be tucked into slacks or skirts. Undershirts will not have pockets.

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

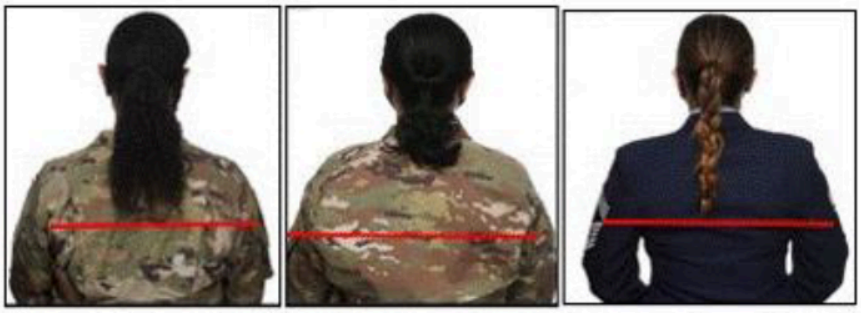
**COSMETIC TATTOOING:** Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial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

**Authorized Female Hair Style Examples:**

Twists

Locs

**Authorized Female Hair Style Examples (continued):**



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

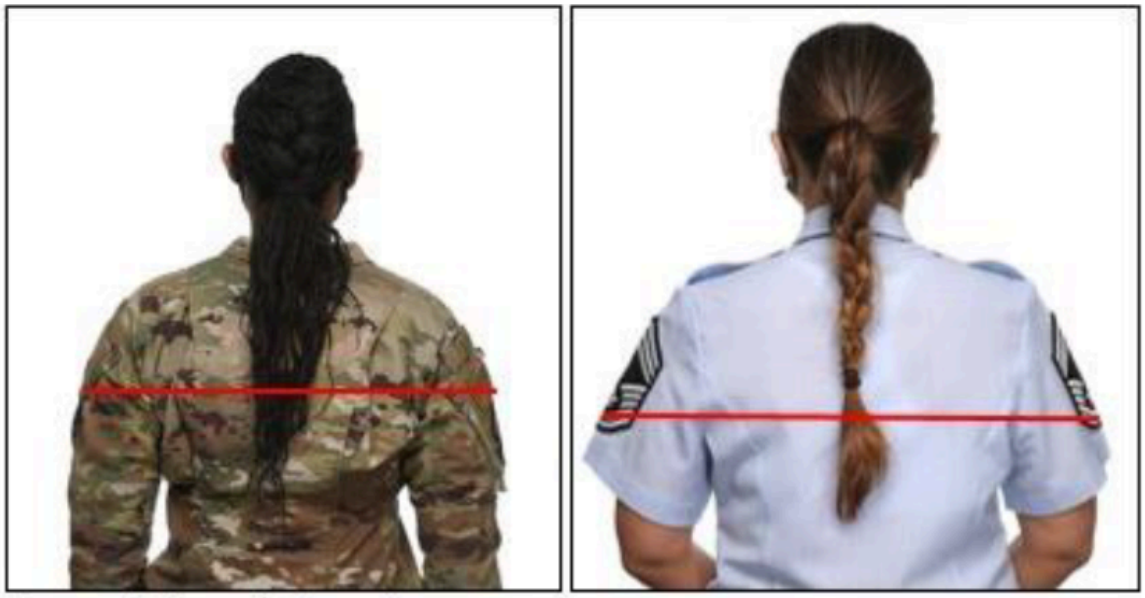
Braided Ponytails/Multiple Braids in a Single Ponytail

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

**Unauthorized female hairstyle examples:**



Exceeds Length Requirement

Ponytail Fasten on the Crown of Head.

**SPECIFIC MALE CADET GROOMING GUIDELINES:**

**HAIR – MALE:** 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 ½ 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 protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized. **Prohibited examples (not all-inclusive) are Mohawk, mullet, cornrows, dreadlocks, or etched shapes and/or design**. Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are not authorized to have hair extensions.

**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.

**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.

**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 is governed by AFJROTCI 36-2001. **When authorized for medical reasons, members will keep all facial hair trimmed not to exceed ¼ inch in length.** Individuals granted a shaving profile must shave or trim their facial hair to present a neat, clean, professional image.

**FINGERNAILS:** Male cadets are not authorized to wear nail polish.

**COSMETICS:** Male cadets are not authorized to wear cosmetics.

**EARRINGS:** Male cadets in uniform may not wear earrings or any other type of facial piercings.

**UNDERGARMENTS:** (Mandatory) Appropriate undergarments are required to be worn with all uniform combinations. Wear an undershirt and underpants with all uniforms. Wear of the white V-neck style undershirt is REQUIRED. Undershirt will be tucked into trousers. Undershirts will not have pockets.

**AUTHORIZED MALE HAIR GROOMING STANDARDS:**

**Sideburns** **Mustache**

**OTHER GUIDELINES:**

**HYGIENE:** Cadets must maintain very high standards of cleanliness. This means bathing daily with soap and shampoo, using deodorant, and brushing teeth. Fingernails will be clean and trimmed.

**SPECIAL EVENTS:** Cadets may wear the uniform at special events such as weddings, funerals, baptisms, and other events **APPROVED** by the SASI/ASI. The uniform MUST be worn correctly. Cadets may NOT wear the uniform during protests, demonstrations, or political rallies.

**SPECIALIZED AFJROTC UNIFORMS:**

**(Drill, Color Guard, Exhibition, Airman Battle Uniform (ABU), Semi-Formal, and Physical Fitness)**

**DRILL TEAM, COLOR GUARD, and EXHIBITION UNIFORMS: These uniforms WILL NOT be worn on regular uniform days.** It is important that AFJROTC cadets properly represent the Air Force during events and competitions. All drill team, color guard and exhibition uniforms must be a distinctive Air Force dress uniform. This means 1) a combination of the normal Air Force blue pants/skirts, light blue shirt, blue service dress coat, or lightweight blue jacket or, 2) the ABU uniform. Normal blue or ABU uniforms are depicted in this guide.

**HEADGEAR for DRILL TEAM, COLOR GUARD, and EXHIBITION UNIFORMS:** Berets may be worn. Solid color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized. Berets may be worn on regular uniform days. No other color berets may be worn, and no waiver will be granted for any other color OR insignias other than listed above.

**SERVICE CAPS:** Females are authorized to wear the male Service Cap. Silver braid headband straps may only be worn on the Service Cap while the cadet is performing in a color guard or drill team competition ONLY. Cadets will wear the black headband strap during regular uniform days. Service Caps will be a solid color, dark Air Force blue color only and free of any embroidery. No waiver will be granted to change the color or authorize the use of embroidery on the Service Cap.

**SERVICE CAP INSIGNIA:** Cadet Officers may wear the highly polished/chrome Hap Arnold Wings, or the large highly polished/chrome Cadet Officer Insignia on the Service Cap. Enlisted cadets may only wear the highly polished/chrome Hap Arnold Wings.

**ASCOTS:** Solid color ascots may be worn (units may embroider a logo/team name/mascot or place a unit patch on the ascot), colors may be locally determined, but must be one solid color, conservative, and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. Ascots will not be worn on regular uniform days.

**GLOVES:** Colors may be solid but no more than two colors. Colors will be locally determined, but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations.

**SHOULDER CORD:** One "infantry" style shoulder cord may be worn. Cords will be worn on the left shoulder, grounded to the shoulder seam, with no metal tips, and no wider than 1-inch. Colors are locally determined (does not have to be a solid color, may be multi-color), must be conservative, in good taste, and defined in the Cadet Guide or Unit Operations Instruction. Shoulder cord may be worn on regular uniform days.

**BLUE TROUSERS:** Trousers may be modified to have a ¾ inch stripe (braid) on the outside length of the pants, silver, blue, or black only. These will not be worn on regular uniform days.

**SERVICE DRESS COAT:** May be modified to have a ½-inch braid, silver, blue, or black only sewn 3 inches from bottom of sleeve. These items will not be worn on regular uniform days.

**COLOR GUARD/SABER HARNESSES:** Wear of Color Guard/Saber harnesses, i.e., Sam Brown Belt with shoulder strap is authorized only when performing color guards or commanding during a drill segment. Harness and color guard web/parade belts may be black, dark blue, white and black/white clarino (high gloss). USAF Honor Guard Ceremonial Belt (Hap Arnold insignia may also be worn). Harness and web/parade/ceremonial belts must be removed when not performing a color guard or a segment of drill and cannot be worn during awards ceremonies.

**USAF HONOR GUARD CEREMONIAL BELT:** Units may wear the USAF Honor Guard Ceremonial Belt, with the Hap Arnold Wings and heavy/medium weight (pistol, military police) web belts during performances of drill or color guard events only. These items will not be worn on regular uniform days.

**ITEMS NOT TO BE WORN on DRILL TEAM, COLOR GUARD, and EXHIBITION UNIFORMS:** No waivers will be granted for such items listed below.

Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke. Specialized unit rank, stars or other unit made rank/shoulder boards are not authorized. Example: Team or school name on shoulder boards, or a custom unit rank for drill team members. Arm wrist/sweat bands are not authorized. Spats (shoe covers) will not be worn with any uniform combination, drill, color guard or any type of ceremonial uniform. Service Caps will be a solid color. No embroidery on the service cap is authorized. Additionally, no “thunder and lightning” on the hat brim is authorized for wear by cadets. Military Training Instructor (MTI) style headgear (Aussie Outback/Slouch and Smokey the Bear hats) are prohibited for wear by cadets. Base Honor Guard (BHG) Breast Badge (BHG cookie) is prohibited for wear by cadets.

**FOOTWEAR:** Black Boots/Corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across the unit's entire cadet corps. Black boots/Corfams may be reissued to cadets. Spray boots/Corfams with disinfectant spray before reissuing. This rule does not apply to standard issue of cadet footwear. All new cadets enrolling in AFJROTC are to be issued a pair of “NEW” oxford (leather) shoes. Corfams are not to be considered an initial issue of AFJROTC footwear.

**PUMPS:** Can be worn with any blue uniform combination. Black pumps will be low cut and rounded throat (the top opening) with a raised heel no higher than 3 inches (measured from the inside sole of the shoe to the end of the heel lift). The tip of the heel cannot be less than 1⁄2 inch in diameter or larger than the body of the shoe. Pointed or squared toes and extreme heel shapes are not authorized. They will be plain, clean, and serviceable, and without ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a man made material. They may be high-gloss or patent finish.

**AIRMAN BATTLE UNIFORM (ABU) and OPERATIONAL CAMOUFLAGE PATTERN (OCP):** ABUs may be worn as Drill Team, Color Guard, and Exhibition Uniform. Berets, shoulder cords, ascots and gloves, and black boots will not be worn with the ABU uniform, waivers will not be authorized. Cadets may wear a Unit T-Shirt with the ABU uniform. The Unit T-Shirt will be standardized and a solid color. Unit T-Shirt may be worn without ABU Blouse during any Cadet Leadership Course (CLC), Raiders Team or Sports/Fitness Competition. ABUs will be worn only with the garrison ABU cap and sage green boots. ABU pants must always be properly bloused over the boots. Boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots. NO berets, shoulder cords, ascots and gloves will be worn with the ABU uniform. Blouses for both the ABU and OCP may be removed in JROTC class only…but must be put back on (fully) before departing the JROTC classroom.

**SEMI-FORMAL DRESS UNIFORM:** Semi-formal dress uniform is worn for social functions of a semi-formal or official nature as prescribed by the SASI/ASI. When in semi-formal dress, saluting is not required. The semi-formal dress uniform is to be worn only during special events as determined by the SASI/ASI and not during regular weekly uniform days. The semi-formal dress uniform coat is the service dress uniform coat without headgear. Cadets may wear medals with the semi-formal uniform at events such as dining ins/outs, military ball, awards ceremonies, picture day or other formal events as specified by the SASI/ASI. 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. Additionally, AFJROTC ribbons may be worn on the semi-formal uniform, however, if medals are worn, ribbons will not be worn (no mixing). Our Command Staff has opted to only wear ribbons versus medals.

A white V-neck or athletic style tank top, or crew neck style (long sleeve blue shirt only) undershirt will be worn under the shirt. Cadets may wear either the blue or white Long-Sleeve Shirt. 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. Shirts will be tucked into the trousers.

Female cadets may wear a white long-sleeved blouse similar in style to the men's white long-sleeve shirt. A white V-neck or athletic style tank top, or crew neck style (long sleeve blue shirt only) undershirt will be worn under the shirt.

**TIE/TAB:** Either a blue polyester or silk, herringbone twill tie/tab or may be worn with either the blue or white long-sleeved shirt. Men may wear a plain black or dark blue bow tie with the long-sleeve white shirt, with the semi-formal dress uniform only.

**TROUSERS or SKIRTS:** The semi-formal dress uniform trousers or skirt are the same as the service dress uniform trousers or skirt. No stripes (braiding) on the outside length of the trousers is authorized for wear on the semi-formal dress uniform.

**BELT and BUCKLE:** The semi-formal dress uniform belt and buckle are the same as the service dress belt and buckle.

**HEADGEAR:** Cadets will not wear headgear with the semi-formal dress uniform.

**MESS DRESS UNIFORMS:** Are not authorized for wear by AFJROTC cadets.

**PHYSICAL TRAINING GEAR (PTG):** PTG refers to the Air Force Physical Training Uniform that may be ordered through FEDMALL. Units may locally design and purchase Physical Fitness Training (PFT) gear and sweatpants/shirts that are customized for esprit-de-corps within a unit (usually school colors). Air Force PTG may be mixed with locally purchased PFT gear if the unit is standardized. During cadet leadership courses (CLC) cadets may wear PT gear given by the CLC host and may be mixed with Air Force PTG.

**NOTE:** The AHMO Guide does not address all uniform and appearance rules. Please consult the Operational Supplement (OPSUP) or Department of the Air Force Instruction (DAFI) 36-2903 for further uniform requirements, as well as with the instructors if you have any questions.

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***THE UNIFORMS MUST BE WORN PROPERLY AT ALL TIMES. THEY MUST BE WASHED AND/OR DRY CLEANED. THE CADET MUST PRESENT AN OVERALL APPEARANCE OF NEATNESS, CLEANLINESS, AND PRIDE.***

# HOW TO TIE A TIE

How to Tie a Windsor Knot

Tie Necktie.com

## SPECIFIC CADET UNIFORM WEAR GUIDELINES

**CADET UNIFORM WEAR GUIDANCE for SCHOOL HOSTED AFJROTC EVENTS:**

**MILITARY BALL:** All male cadets will wear the AFJROTC Semi-Formal uniform (white shirt, blue or black bowtie, nametag, and no cover). Female Cadets have two options they may choose to utilize. (Option 1): Female cadets will be given the option to wear the AFJROTC Semi-Formal uniform (white shirt, blue tie-tab, nametag, and no cover) or (Option 2): wear formal or semi-formal civilian attire. Any civilian attire worn must be in compliance with all school and district policies.

**DINING-IN/DINING-OUT:** All cadets will wear the AFJROTC Semi-formal uniform.

**COMBAT DINING-IN/DINING-OUT:** All cadets will wear the issued ABU or OCP uniforms.

**AFJROTC AWARDS BANQUET:** All cadets will wear the issued Service Dress uniform.

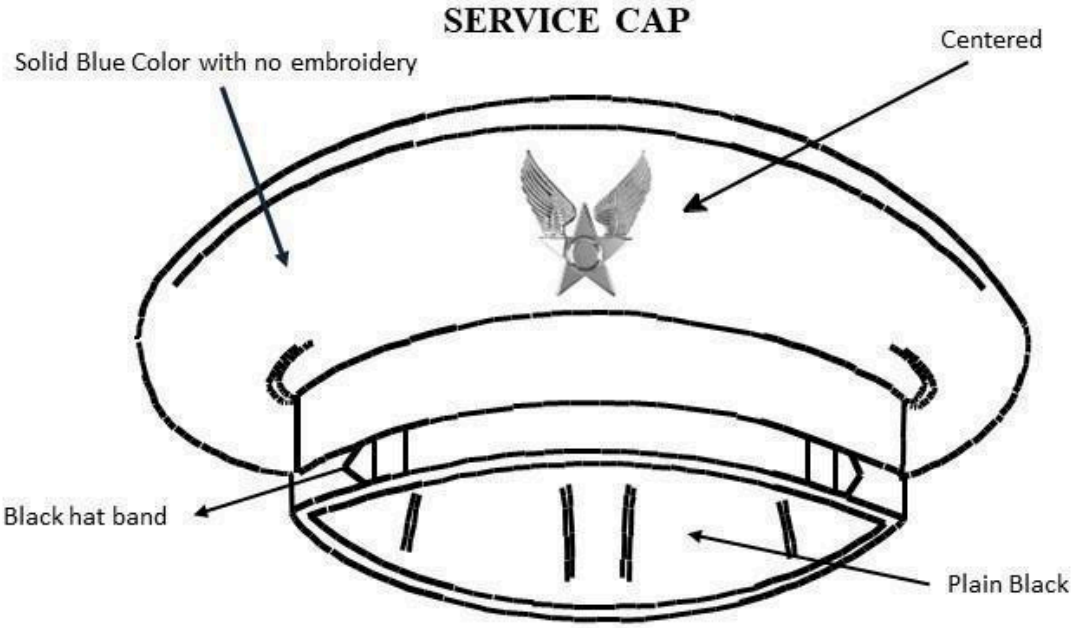
For any other events, the SASI/ASI will decide on the appropriate attire for AFJROTC cadets.

**CADET UNIFORM WEAR GUIDANCE FOR FUNDRAISING:** There are no concerns with businesses contributing money to an AFJROTC booster club or other private clubs associated with AFJROTC that are NOT established by the Air Force as part of the program. If businesses make a monetary donation, AFJROTC instructors and cadets may not advertise for the business in return – particularly in uniform. Doing so would present the "appearance" of an Air Force endorsement of the businesses making the donation. Such an appearance could be interpreted as a violation of the Joint Ethics Regulation. AFJROTC personnel/cadets should not solicit donations from local businesses at any time. Incorporating Corporate Sponsorship/local business donations to help boost funding for your AFJROTC program are a great way to fund Leadership Development Requirements (LDR) for your cadets. The key is to contact your district and follow the above guidance to help keep sponsors and AFJROTC units within the scope of the Joint Ethics Regulation.

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

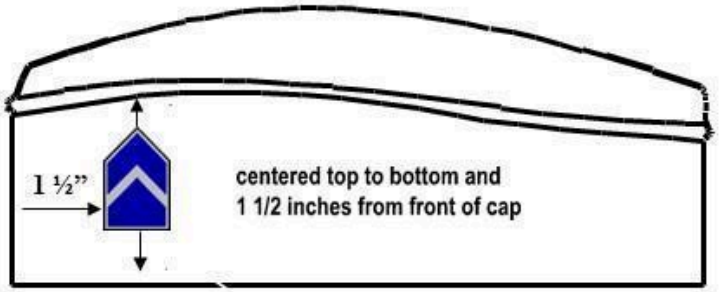
# CADET MALE HEADGEAR

## SERVICE CAP




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

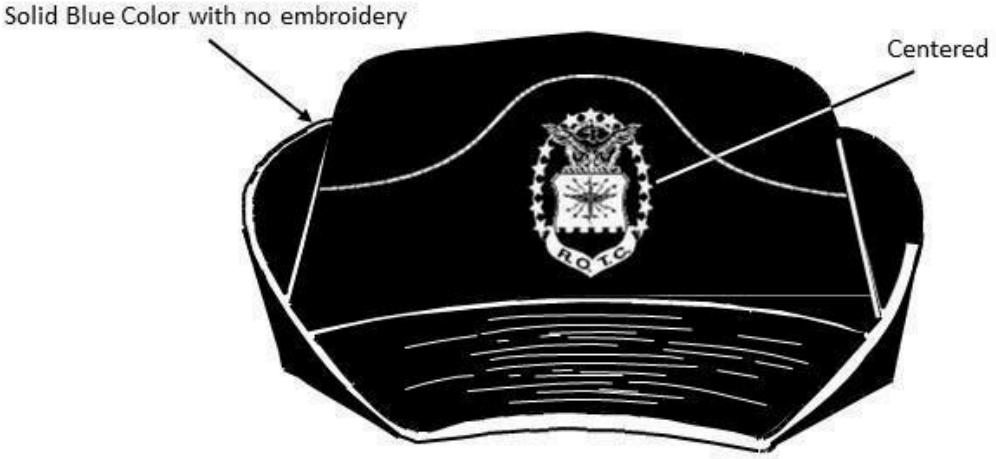
## FLIGHT CAP*




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

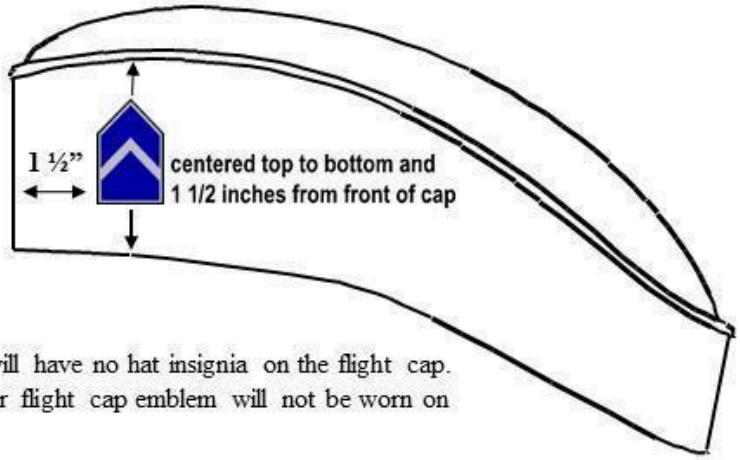
# CADET FEMALE HEADGEAR

## SERVICE CAP




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

## FLIGHT CAP*




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

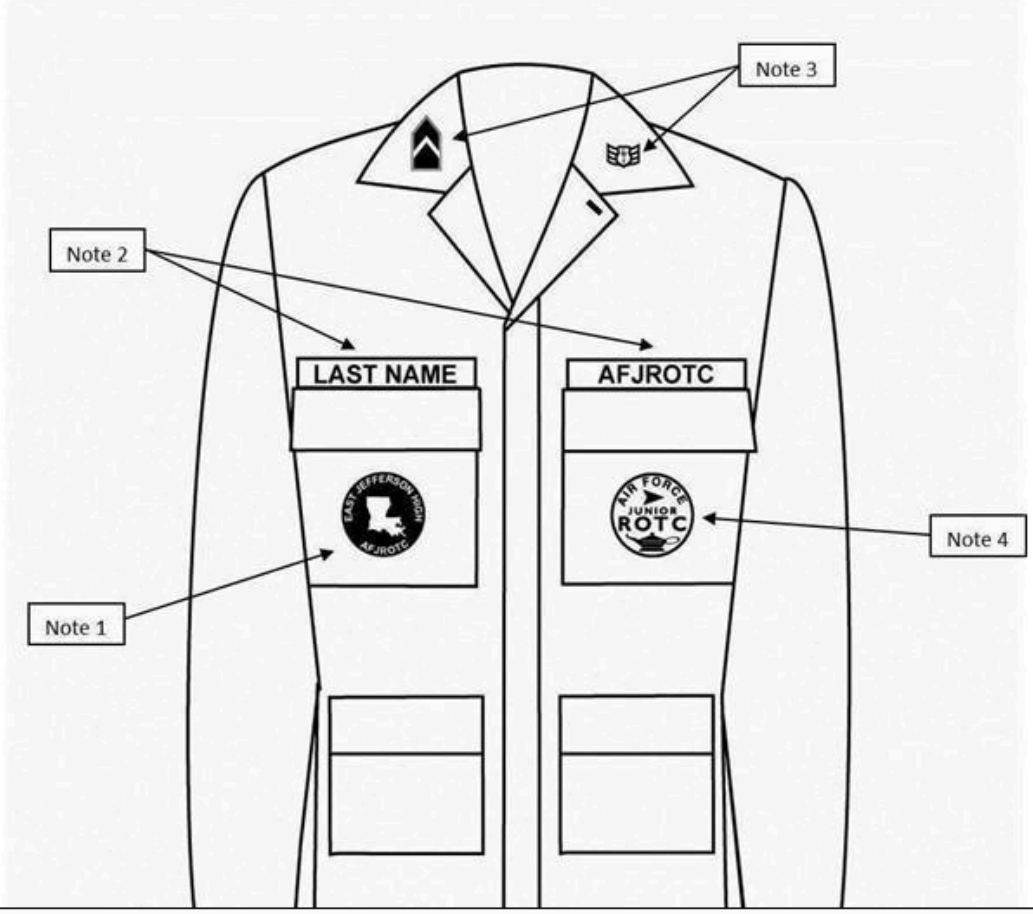
# CADET BERET HEADGEAR

## BERET

Berets.

1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear. Wear the stiffener with the aligned insignia above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. The insignia will be centered, ¼ inch above and parallel to the headband.
3. The wear of a "Beret Flash" is not authorized.

# CADET ABU
## Male and Female




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

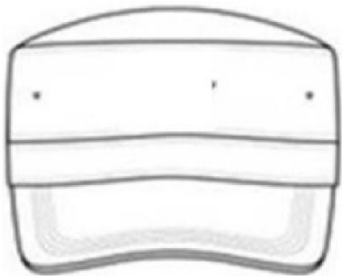
Attachment 7-6b

# 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.

Attachment 7-7

# CADET ABU and OCP HEADGEAR



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

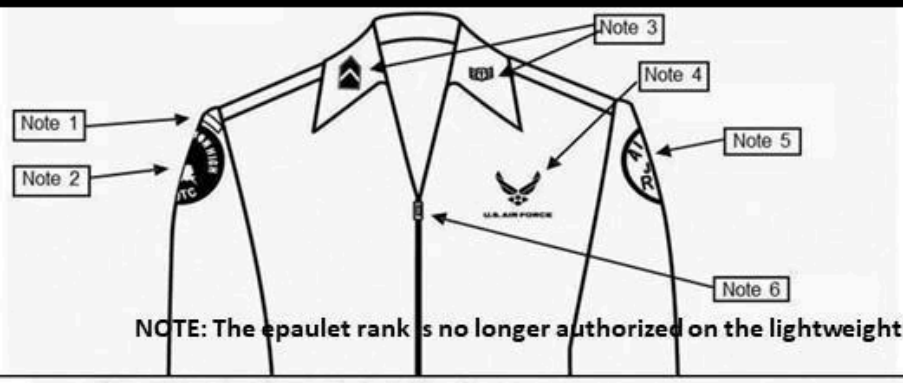
Officers will wear rank insignia on the ABU/OCP cap.

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

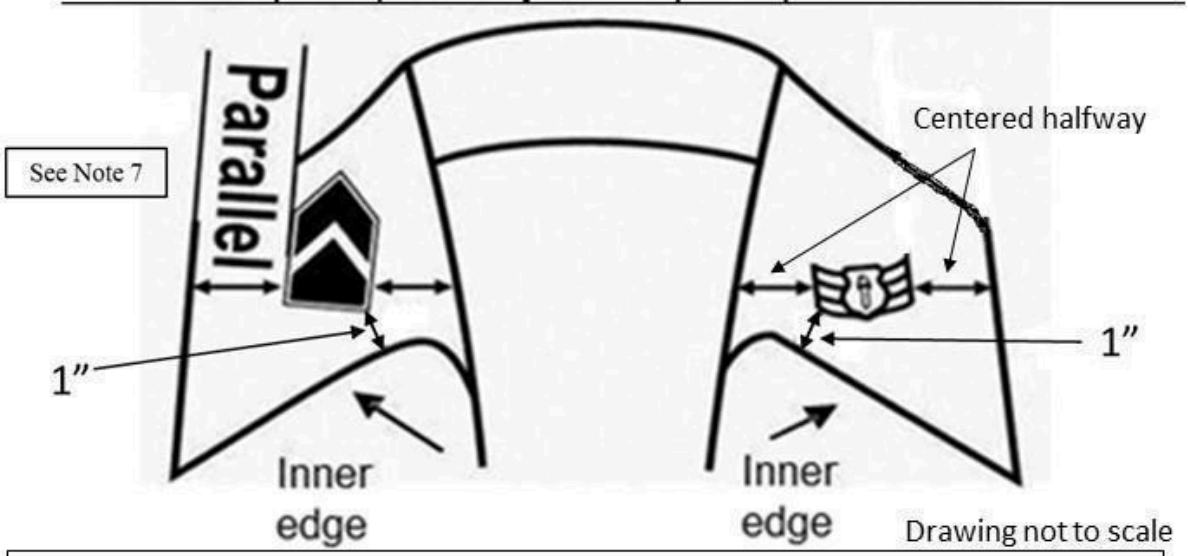
Exception is for Cadet Leadership Course (Cle} specific headgear that will ONLY be worn during the period of the CLC course.

**Exception for ABUs only is a dark blue American made baseball cap may be substituted for the ABU cover.**

# CADET LIGHT WEIGHT BLUE JACKET

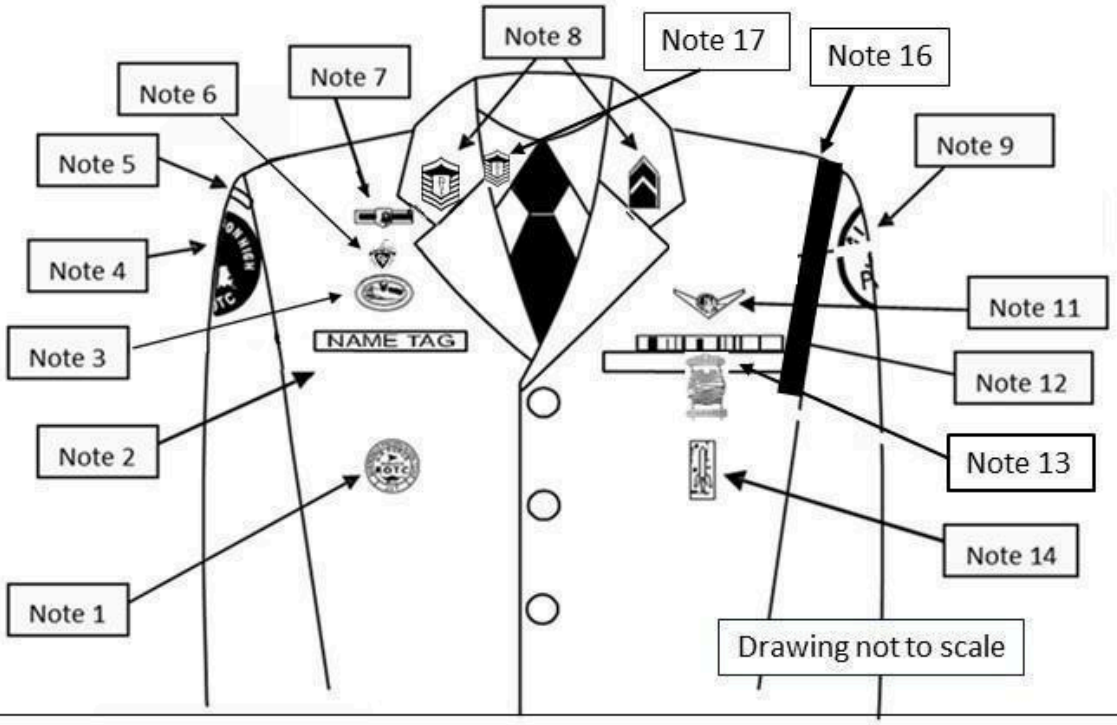



**NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket.**



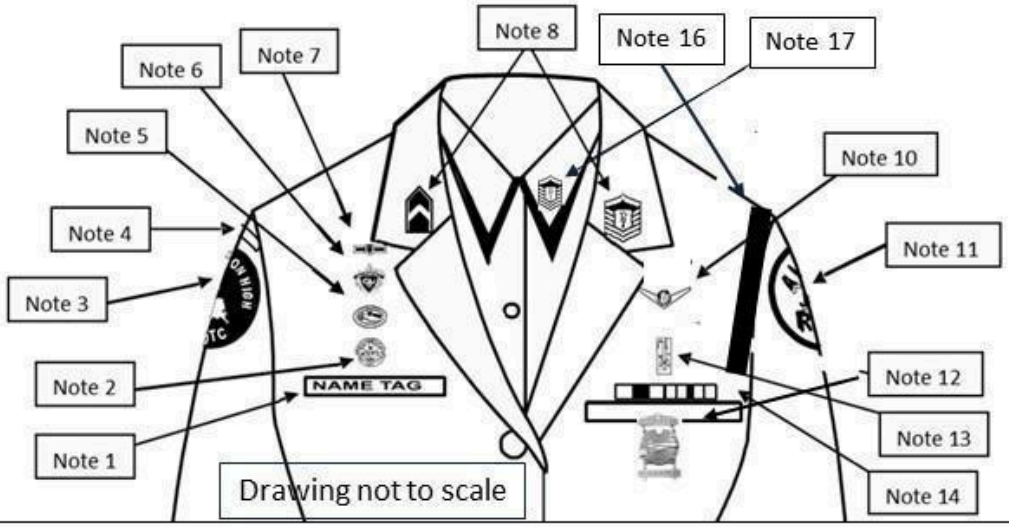

1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right ½ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam. Per AFJROTCI 36-2010, para 6.1.1.10.1. The words "U.S. Air Force" must appear directly below the symbol, or units can choose to use "AFJROTC." Embroidery expenses must be at no cost to the Air Force.
5. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.
9. **Ascots and shoulder cords will not be worn on this uniform.**

# CADET MALE SERVICE DRESS



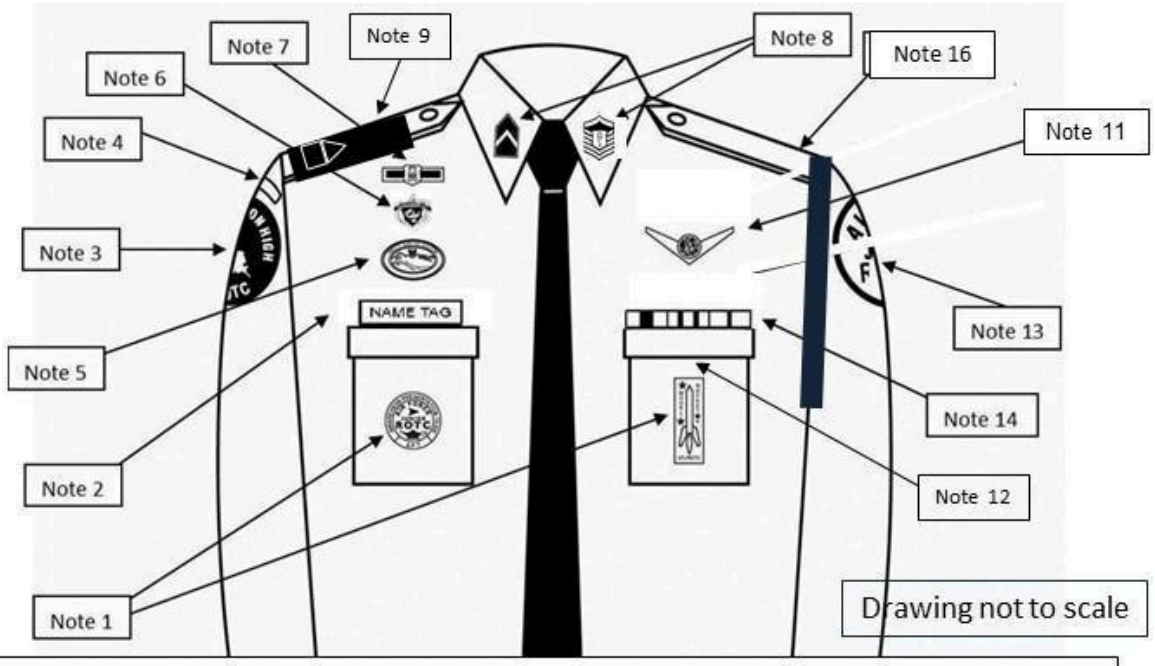

1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place ½ to inch below shoulder seam and centered.
5. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. # 1 See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
10. Deleted.
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
12. Ribbons, mandatory. Centered, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
13. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
14. Model Rocketry Badge. Worn 2 inches below the pocket.
15. Except marksmanship badge. Wear first badge placed 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 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 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.**

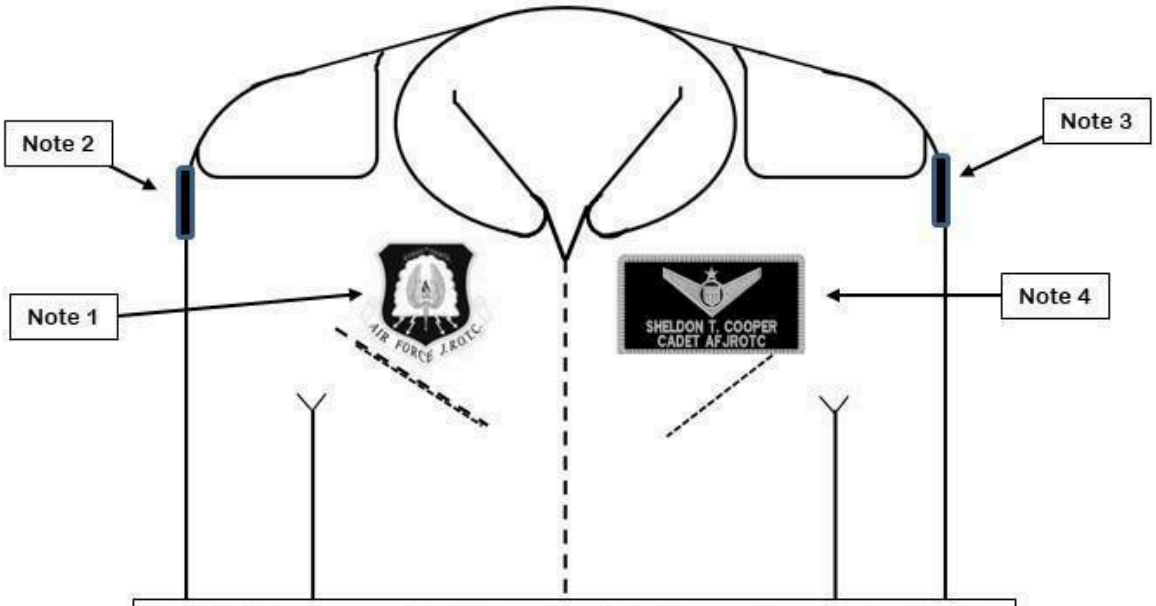
# CADET MALE BLUE SHIRT




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, 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 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 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.**

Note: Our Command Staff cadets and instructors require Cadets to wear all ribbons when in Class A, B, or C uniform.

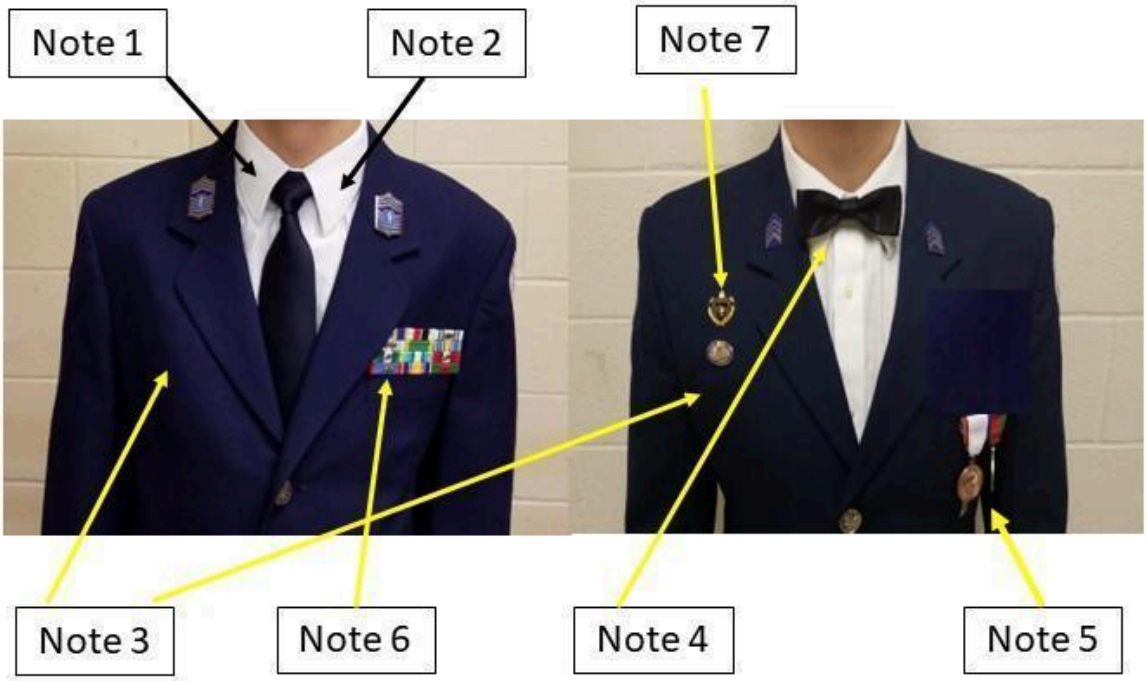
# FLIGHT SUIT (Male and Female)




1. * AFJROTC Command Patch (mandatory). **Patches may be sewn directly onto the flight suit or attached using Velcro.** This style of patch may only be worn on the Flight Suit. Cadets can only wear ONE ground school, flight solo or flight certificate badges upon successful completion one of those. (see Ops Supplement, Chapter 7, paras 7.2.1 - 7.2.4).
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge will be worn. **Patches may be sewn directly onto the flight suit or attached using Velcro.**
3. * American Flag Patch (mandatory) on left shoulder. **Patches may be sewn directly onto the flight suit or attached using Velcro .**
4. Cadet Name Patch (mandatory). Velcro attached only. Black background with silver or white border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be "CADET AFJROTC".
5. See paras 7.2.4 and 7.2.5.1 for more details on flight suit wear.

- Flight patches and Velcro may be purchased from a vendor using MilPer funds.
- **Flight Suits maybe purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)**
- Flight Suits are accountable uniforms items and must be issued/returned via WINGS.

# 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.**

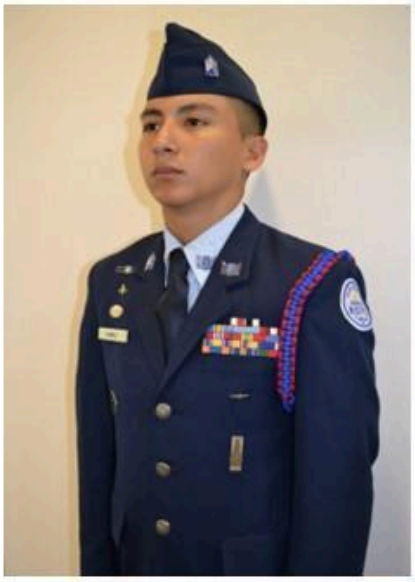
# Sample Exhibition Uniform

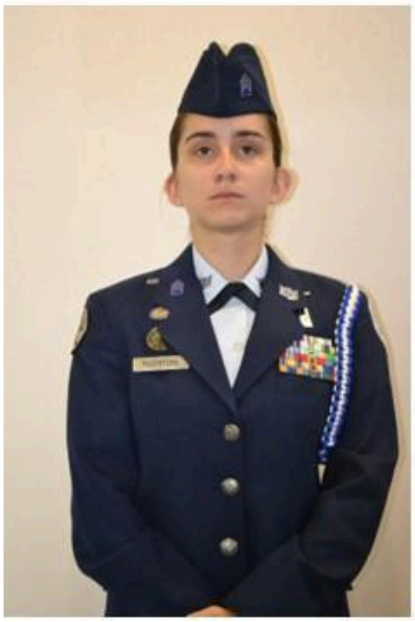
1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Shoulder Cord. Cadets are authorized to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

# Sample Exhibition Uniform

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

**Sample Uniform Pictures**
**Cadets will not wear both officer and enlisted rank on their uniforms … these are sample pictures only**





# Sample Uniform Pictures

# Sample Uniform Pictures

Local Purchased PFT Gear

FEDMALL Purchased Air Force PTG

FEDMALL Purchased Air Force Sweat Shirt and Pants

## Chapter 9: MILITARY DRILL

**Purpose:** The purpose of drill is to teach cadets discipline, teamwork, precision, and leadership. Drill can be fun, too! Your success in drill is directly related to how often you practice. To help you learn drill, cadets will do some drills during normal class periods. Regardless of how you learn to drill, it is up to you to successfully demonstrate the commands/movements taught in any given term. Cadets should attempt to learn the drill sequence below to function successfully in drill.

AFMAN 36-2203, *Drill and Ceremonies*, prescribe policy for drill and ceremonies and will be followed except as changed or directed by this chapter.

### * 30-COMMAND DRILL SEQUENCE

1. Fall in (Report In)
(Sizing of flight/count off is not required)
2. Open Ranks, Harch
3. Ready Front
4. Close Ranks, Harch
5. Present, Arms
(Pause)
6. Order, Arms
7. Parade, Hest
8. Flight, Tench-Hut
9. Left, Hace
10. About, Hace
11. Forward, Harch
12. Right Flank, Harch
13. Left Flank, Harch
14. Column Right, Harch
15. Forward, Harch
16. To the Rear, Harch
17. To the Rear, Harch
18. Column Right, Harch
19. Forward, Harch
20. Eyes, Right (CC salutes)
21. Ready, Front
22. Column Right, Harch
23. Forward, Harch
24. Change Step, Harch
25. Column Right, Harch
26. Forward, Harch
27. Flight, Halt
28. Left, Hace
29. Right Step, Harch
30. Flight, Halt (Report Out)

*** Competition commands may differ, check competition rules for appropriate guidance.**

**NOTE: All cadets must be able to command the 30 Command for an end of year grade.**

**Color Guard/Armed Team Rifles, and Sabres:** Only commanders may issue HG equipment.

1. **Cadets will:**
   a. Sign for issued equipment on the Control Log.
   b. Neither lend nor borrow equipment to/from other cadets or students.
   c. Be responsible for the care and always safeguarding of equipment.
   d. Immediately report missing equipment to the instructors.
   e. Case or secure equipment prior to removal from logistics for transportation.
   f. Not openly display equipment when transporting.

## Chapter 10: EXTRACURRICULAR ACTIVITIES

**Extracurricular Activities:** The following activities provide opportunities for cadets to enhance their leadership skills and have fun outside the classroom:

- **Honor Guard Drill Team:** This team performs at drill, demonstrations, and academic competitions. Team practices are conducted after school to prepare for competitions and demonstrations. To compete at competitions, cadets must attend 75% of practices and be academically eligible.

- **Color Guards:** The JROTC Color Guard teams present the national/state/school flags at school and community functions. Only cadets with exemplary behavior, outstanding uniform and personal appearance standards, and a thorough knowledge of drill and ceremonies will be selected.

- **AHMO Squad:** The AHMO SQUAD is a team that supports multiple school athletic events throughout the year. Events include running flags and inflating the school mascot pirate head during football games. The team consists of 1st year through 4th year cadets with UPPER CLASS cadets having priority respectively. To participate, cadets MUST be academically eligible.

- **Recruiting Members:** These members are crucial to the JROTC program. They develop plans for recruiting WHS students into JROTC and participate in recruiting exhibitions at feeder schools.

- **Field Trips:** This is an important extension of the AFJROTC curriculum. The SASI/ASI will allow cadets who are students in good standing, are academically eligible, have not had a history of uniform or personal appearance violations, and are released by their teachers and parents to attend the field trip. Example field trips can include trips to the AF Academy, University of Oklahoma (flying), San Antonio, Galveston, and (NASA) Houston.

- **Military Ball:** The Military Ball, a formal Air Force tradition, will normally be planned and conducted in December. Attendance is voluntary but encouraged as it is one of the highlights of our program. The Ball consists of a catered meal, DJ, dancing, and great door prizes.

- **Fund Raising Projects:** The Corps needs money to support many of its activities and community service projects. Various fund-raising activities are done each school year to raise money. The extent that cadets and their parents/legal guardians support these activities will determine the level of funding the corps has to minimize costs for field trips, social and formal functions and to purchase items that will enhance the corps' operation, cadet award programs, and esprit de corps. The Command Staff, in conjunction with the WHS AFJROTC Booster Club will serve as fundraising coordinator and organize all fundraising activities. ALL FUNDRAISING ACTIVITIES MUST BE APPROVED BY THE INSTRUCTORS.

**NOTE:** Other activities like pizza parties, movie nights, etc. will be organized as determined by the Command Staff and approved by the instructors throughout the school year.

**********

*The Latin phrase "CARPE DIEM" means "Seize the Day". It compels us to enjoy life and to live life to its fullest. Getting involved in the activities in this chapter will make your time in JROTC a more valuable learning experience…and you'll have more FUN!!*

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**Mandatory Events: (All Cadets)**

Veteran's Day "Pass in Review" and the "All Personnel Practice" (required to letter in JROTC)
AFJROTC Awards Banquet (required to letter in JROTC), and the annual HQ Inspection.

**Highly Encouraged Events: (Mandatory unless at least 80 cadets sign up)**

March-On (required to letter in JROTC)
Combat Dining-In (required to letter in JROTC)
Homecoming Parade (required to letter in JROTC)
Military Ball (required to letter in JROTC)

**Optional Events:**

Bataan Death March (14 Mile Hike every other year)
Chains / Concessions
Christian Care Food Drive
Field Trips
First Lieutenant Robert Welch Memorial Run
Flag Retirement Ceremonies (Every other year)
FYO (First Year Orientation)
Graduation
Group Dynamics (Every other year)

**NOTE: Events may be added or removed from the current school calendar at SASI/ASI discretion.**

## Chapter 11: PHYSICAL FITNESS PROGRAM

**A.** Physical fitness training is an important part of the JROTC program. Although AFJROTC does not have cadet weight or physical fitness standards, we encourage cadets to establish their own physical fitness training program. If you start a program now and stay physically active, you will reap the benefits of a physically fit body throughout your life. If you are physically fit, you will perform better in school and in all your activities.

**B.** Physical fitness is maintained through exercise and proper diet. Diet is just as important as exercise because eating the right foods will help you control your weight and prevent heart disease.

**C.** Cadets should try to exercise at least 3 times per week. Friday is the designated physical training (PT) day for the JROTC program. PT sessions will consist of exercises such as running, push-ups, sit-ups, etc. and team sports. Each PT session is worth 100 points towards a cadet's grade. Grades are based on "100%" participation in PT activities. Failure to participate "100%" will lower a cadet's academic grade. Students who cannot participate in weekly PT due to injury or illness **MUST** bring a medical note that must be turned into the school nurse and SASI/ASI.

**D.** The Parental Permission and Medical Release Form and AFJROTC Disclosure Document must be completed and signed before participating in any AFJROTC physical fitness activity. Parents/legal guardians must identify to the SASI/ASI any medical reasons why their son or daughter cannot participate in any AFJROTC physical training activities. A parental excuse or doctor's statement, identifying any medical problem and what the cadet can and/or cannot participate in, is required.

**Physical Fitness Test:** All cadets MUST take the Physical Fitness Test "at least twice" an academic year (ONCE w/in the first 45 days of school and ONCE w/in the last 30 days of school). Students are tested on the following mandatory events:

Mile run (timed)
Push-ups (1 min.)
Sit-ups (1 min.)

- Cadets who score 95-100 on the Fitness test will receive the Health and Wellness (H&W) Ribbon with a gold star
- Cadets who score 85-94 will receive the H&W ribbon with a silver star
- Cadets who score 75-84 will receive the H&W ribbon with a bronze star
- Cadets who score 60-74 will receive the H&W ribbon

## Chapter 12: DISCIPLINARY SYSTEM

**Standards:** All cadets must comply with the standards established for the AFJROTC program and Wylie High School. Inappropriate behavior reflects upon you, your family, Wylie High School, and the AFJROTC. Therefore, enforcement of the standards is paramount to the success of the corps. Violations of standards can affect your academic grade, opportunity for promotion, and ultimately can result in removal from JROTC.

**A.** The Senior Aerospace Science Instructor (SASI) **WILL** dis-enroll a cadet from JROTC for the following:

- Any offense leading to a cadet's enrollment in the Discipline Alternative Education Program (DAEP)
- Failure to wear the required JROTC uniform **"Three"** times in one semester. When a cadet fails to wear his/her uniform on established uniform days, the instructors will:
    - First offense – verbal warning
    - Second offense – email sent home to parents/guardians
    - Third offense – removal from JROTC
- Excessive days serving In-School Suspension (ISS) or Out-of-School Suspension (OSS).

**B.** Cadets **MAY** be dis-enrolled from JROTC for the following:

- Any illegal or immoral activity
- Any offense leading to In-School Suspension (ISS) or Out-of-School Suspension (OSS)
- Repeatedly failing to maintain required dress and grooming standards
- Failure to follow classroom/behavior rules
- Displaying a negative attitude towards JROTC
- Failing to strive to live by the Air Force Core Values of Integrity First, Service before Self, and Excellence in All We Do
- Failing to live by the Honor Code by lying, cheating, or stealing
- Disrespecting school staff or senior ranking cadets
- Hazing

**Cadet Evaluation Board:** Serious offenses such as issues related to academics, illegal activity, etc. are handled by the instructors. Lesser offenses may be handled by cadets. A Cadet Evaluation Board may be convened at the discretion of the Instructors. This board serves as a cadet disciplinary board to correct cadet non-compliance with this handbook and other published cadet rules. Any officer in a cadet's chain of command can request a Cadet Evaluation Board.

a. The Deputy Corps Commander will usually serve as the Board President. Other board members will be selected by the Deputy Corps Commander with the approval of the Instructors.

b. The board will consist of three members who all outrank the cadet under review. For enlisted cadets, at least one member of the evaluation board must be an enlisted cadet.

c. One member will be assigned as Board Recorder. This individual will record meeting notes and submit a final board report to the Instructors within 3 school days after the board is completed. The report will include a recommendation to the Instructors of either consequences or no consequences. Recommended consequences may include a probationary period, removal from their staff position, a reduction in rank, a reduction in letter jacket points, and/or removal of privileges (AHMO Squad, field trips, etc.).

d. The Instructors or Corps Commander can have board members removed for misconduct, bias, or unprofessional behavior that jeopardizes the integrity of the board.

**Hazing:** Hazing of cadets will not be tolerated and is **STRICTLY PROHIBITED**. The SASI/ASI will deal harshly with any cadet who uses their leadership position, seniority, or rank to engage in behavior, physical or verbal, that is demeaning, retaliatory, or dangerous for personal gain or "power". This prohibition includes directing a cadet to do pushups or other physical activities for punishment or directing comments towards a cadet that are profane, cruel, abusive, humiliating, oppressive, harmful, threatening, demeaning, or prejudicial. Cadets who engage in hazing may be reduced in rank or removed from the Wylie High Junior ROTC program permanently.

# Military Time
# (Greenwich Mean Time – GMT)
# (Zulu)

Military time is based on a "24-hour clock"

| | |
|---|---|
| 12 am = 0000/2400 hrs | 12 pm = 1200 hrs |
| 1 am = 0100 hrs | 1 pm = 1300 hrs |
| 2 am = 0200 hrs | 2 pm = 1400 hrs |
| 3 am = 0300 hrs | 3 pm = 1500 hrs |
| 4 am = 0400 hrs | 4 pm = 1600 hrs |
| 5 am = 0500 hrs | 5 pm = 1700 hrs |
| 6 am = 0600 hrs | 6 pm = 1800 hrs |
| 7 am = 0700 hrs | 7 pm = 1900 hrs |
| 8 am = 0800 hrs | 8 pm = 2000 hrs |
| 9 am = 0900 hrs | 9 pm = 2100 hrs |
| 10 am = 1000 hrs | 10 pm = 2200 hrs |
| 11 am = 1100 hrs | 11 pm = 2300 hrs |

# Phonetic Alphabet

| | |
|---|---|
| A – Alpha | N – November |
| B – Bravo | O – Oscar |
| C – Charlie | P – Papa |
| D – Delta | Q – Quebec |
| E – Echo | R – Romeo |
| F – Foxtrot | S – Sierra |
| G – Golf | T – Tango |
| H – Hotel | U – Uniform |
| I – India | V – Victor |
| J – Juliet | W – Whiskey |
| K – Kilo | X – X-ray |
| L – Lima | Y – Yankee |
| M – Mike | Z – Zulu |