

NAME: \_\_\_\_\_

## Cadet Guide



## WELCOME To Tecumseh High School

Major James D. Couch  
Senior Aerospace Science Instructor

CMSgt David Franklin  
Aerospace Science Instructor

### *AFJROTC Distinguished Unit Award*

2003, 2004  
2005, 2006  
2007 (With Merit)  
2008, 2009  
2010 (W/Merit)  
2011, 2012  
2013 (W/Merit)  
2014, 2015  
2016 (W/Merit)  
2017, 2018, 2019

### OH-881st



### *Our Mission*

*“Develop citizens of character dedicated to serving their nation and community.”*

**- BLANK -**

## OHIO-881<sup>st</sup> Air Force Junior ROTC

### *Distinguished Unit*

2003,04,05,06,07,08,09,10,11,12,13,14,15,16,17,18

Tecumseh High School  
9830 West National Road  
New Carlisle, OH 45344  
(937) 845-4500

Fax (937) 845-4547 or (937) 845-4453

[OH-881@afjrotc.com](mailto:OH-881@afjrotc.com)



**Major James D. Couch**      **CMSgt David Franklin**  
Senior Aerospace Science Instructor      Aerospace Science Instructor

### **To Each Tecumseh Cadet:**

Welcome to the Tecumseh High School Air Force Junior ROTC. You have joined an elite group unlike anything you have ever experienced. Ask around and you will find that this program is more like a family than just a regular class environment. The concept of “Sanctuary” is a key principle we live by. We take care of one another ensuring that we are not just safe within the classroom but throughout the school and beyond. Your well-being is shared by not just your instructors but by the Cadets and school administrators.

In 1988, a historic step was taken when Tecumseh High School combined with the United States Air Force to inaugurate the Tecumseh High School Air Force Junior ROTC Program. Our unit reference designations are as follows: OH stands for Ohio, 88 stands for the year that this unit was established and the number 1 stands for the first unit to be established in Ohio – OH-881. Each year our program grows in tradition and makes valuable contributions to our school and our community. And you have chosen to participate in a program that offers special opportunities in Education, Leadership, Social Activities, and Community Service. As a cadet, you will be required to maintain certain behavior, grades, and grooming standards.

This year, you will start or continue your search for aerospace and leadership knowledge, and at the same time, become more knowledgeable, effective, productive, and proud members of the Tecumseh High School Cadet Corps. Our program is dedicated to providing you with the tools and environment that will help you grow in your journey to become proud, productive citizens and leaders in your life and community. Each of you will learn about aerospace, develop your leadership skills, and thus become better, more responsible, and more productive citizens.

This cadet guide is intended to aid you in attaining and maintaining the high standards that will prepare you for positions of leadership by stressing habits of orderliness, self-reliance, self-discipline, and pride in yourself and in your unit. Thus, these standards apply to both new and experienced cadets. It is a simple guide for every cadet in the Tecumseh High School Cadet Corps, whether a cadet officer, a cadet non-commissioned officer, or a cadet airman. These are “OUR” standards. We will live and work up to them – TOGETHER – for your success and the success of the Tecumseh High School AFJROTC. Together, we will continue to build a tradition of great worth in the New Carlisle and Clark County area. Good Luck.

James D. Couch, Major USAF (ret)  
Senior Aerospace Science Instructor

David Franklin, CMSgt, USAF (ret)  
Aerospace Science Instructor

# Table of Contents

| <b><u>Items:</u></b>  | <b><u>Page</u></b> |
|---|--------------------|
| A Welcome Letter to Each Cadet                                | 3                  |
| Cadet Guide Responsibilities                                  | 5-6                |
| Cadet Creed   | 7                  |
| Cadet Pledge  | 8                  |
| National Chain of Command                                     | 9                  |
| Cadet Chain of Command  | 10                 |
| OH881st Staff Positions                                       | 11                 |
| Section I - Mission and Objectives                            | 12                 |
| Section II - Cadet Honor Code                                 | 12-13              |
| Section III - Organization of the Cadet Corps                 | 13                 |
| Section IV - Customs and Courtesy                             | 14                 |
| Section V - Conduct   | 14-15              |
| Section VI - Classroom Procedures                             | 15-17              |
| - Preparing flight for attendance                             | 15                 |
| - Conducting Class in AJFROTC                                 | 16                 |
| - Bulletin Board Communication                                | 16-17              |
| Section VII - Cadet Evaluation and Grading in AFJROTC         | 17                 |
| Section VIII - Selection of Staff positions                   | 17-18              |
| Section IX - Promotions                                       | 18-19              |
| - Standards   | 18                 |
| - Procedures for promotions                                   | 18                 |
| - Procedure for Publishing Promotions                         | 19                 |
| Section X - Award and Decorations                             | 20-26              |
| Section XI – Special Teams                                    | 26-28              |
| Section XII – Semi-Formal Dress Uniform                       | 28                 |
| Section XIII - Co-Curricular Activities                       | 28-29              |
| Section XIV - AFJROTC Property                                | 29-30              |
| Section XV - Dress and Appearance in Uniform and in Classroom | 30-37              |
| - Supplemental Uniform Information                            | 31-32              |
| - Female Grooming Standards                                   | 32-33              |
| - Male Grooming Standards                                     | 33-34              |
| - Proper Wear of the Uniform                                  | 34-35              |
| - Uniform Grading   | 35                 |
| - Care of the Uniform   | 35-36              |
| - Shoulder Patches/Tabs                                       | 36-37              |
| Section XVI- Cadet Wellness Program                           | 37-38              |
| Section XVII – Physical Fitness Waiver                        | 38                 |
| Section XVIII – JROTC Letter Criteria                         | 38                 |
| Attachments   | 39-68              |

# Cadet Guide Responsibilities

This is your cadet guide. Do more than just read it. Read it – Think it over – re-read it and be sure you understand its meaning and message. If you have a question about the message, ask questions until the answer is completely clear to you. It only touches the surface of things to say and do. Use your imagination and do anything within reason that will improve your cadet corps. Anytime you have a suggestion for changes or improvement, **do something about it** – any idea is no good to anyone until it is put into action.

## History of Air Force Junior Reserve Officer Training Corps

Air Force Junior Reserve Officer Training Corps (AFJROTC) can track its heritage to a program founded in 1911 in Cheyenne, Wyoming, by Army Lt. Edgar R. Steevers. Lieutenant Steevers was assigned as an inspector-instructor of the organized military of Wyoming. During his assignment, he envisioned a noncompulsory cadet corps comprised of high school students. His program was aimed towards making better citizen. The National Defense Act of 1916 authorized a junior course for non-college military school, high schools and other non-preparatory schools. The ROTC Vitalization Act of 1964 directed the secretaries of each military service to establish and maintain JROTC units for their respective services. The first Air Force JROTC program was opened in 1966. “(The) purpose of Junior Reserve Officer’ Training Corps is to instill in students in the United States secondary educational institutions the value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.” Air Force JROTC is a continuing success story. From a modest beginning of 20 units in 1966, AFJROTC has grown to 900 units throughout the world, with 120,000 cadets. Such schools must provide a course of military instructions not less than 3 years in length as prescribed by the military department concerned. The AFJROTC program positively influences our county by helping one student at a time.

## Eligibility, Enrollment and Disenrollment

**Eligible Students:** All Tecumseh High School students in grades 9 - 12, enrolled in a regular course of instruction and physically able to participate in AFJROTC activities may join. All AFJROTC students must be enrolled **voluntarily** and participate in the full program to include taking AFJROTC academic course, participate in cadet corps and wellness program, and wear the prescribed uniform.

**Reserve Cadet.** A Reserve Cadet is basically a cadet who cannot enroll in OH-881 AFJROTC courses within the school and is in the OH-881 AFJROTC program for the sole purpose of participating in co-curricular (after school) activities. To qualify as an OH-881 Reserve Cadet, a student will meet **one** of the following criteria, with SASI concurrence:

1. The student has completed the entire AFJROTC Academic Program at the school and cannot continue without duplicating curriculum courses.
2. The student is in a Traditional scheduled school, but cannot participate in the AFJROTC academic program for that particular year due to only duplicated courses being offered.
3. A student must have been a cadet for at least one academic year (academic term for 4x4) prior to being considered a Reserve Cadet.

Reserve Cadets may participate in all OH-881 activities (community service, drill team, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding. Reserve Cadets will retain their uniform for the entire academic year.

**Non –Discrimination:** All enrolled and disenrolled decision will be free from discrimination regarding race, religion, color, ethnicity, gender or national origin. The principal and the SASI/ASI will ensure appropriate fitness of cadets to successfully participate in the AFJROTC Curriculum.

**Disenrollment:** AFJROTC students may be disenrolled at any time during the academic year with proper cause. A student may be disenrolled for:

- 1) Failure to maintain acceptable standards (including uniform wear and grooming).
- 2) Inaptitude and indifference to training
- 3) Disciplinary reasons.
- 4) Any other reasons deemed appropriate by the AFJROTC SASI and the principal to maintain good order and discipline of the Corps.

**Other Considerations:** Special needs and handicapped students may participate in AFJROTC with the concurrence of the SASI and principal. However, AFJROTC should not have a disproportionate number of any special groups of students as compared to the remainder of the student body.

All students are eligible to participate in AFJROTC regardless of sexual orientation. AFJROTC instructors will provide an environment which ensures the privacy of a cadet’s sexual orientation is not infringed upon. All school policies as it relates to this subject must be upheld.

Cadets wishing to participate in after school co-curricular AFJROTC activities may do so at the discretion of the SASI/ASI. However, school academic requirements will be adhered to limiting cadet participation (ref. 2 or more failing grades per academic period).

While AFJROTC instills self-discipline, it is not to be used as a remedy for chronic students’ disciplinary problems.

# **Cadet 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 UPHOLD 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.*

# **Cadet Pledge**

As a cadet of the Tecumseh High School and United States Air Force Junior Reserve Officer Training Corps –

**I Pledge to:**

**Article 1:**

Proudly devote my efforts to bring credit to our corps, our school, our community, the United States Air Force, and our country.

**Article II:**

Conduct myself in accordance with standards of high moral character both in and out of uniform.

**Article III:**

Respect at all time our school officials, our teachers, our fellow cadets, and the laws of our State and Country.

**Article IV:**

Strive constantly to improve myself in study and in character.

**Article V:**

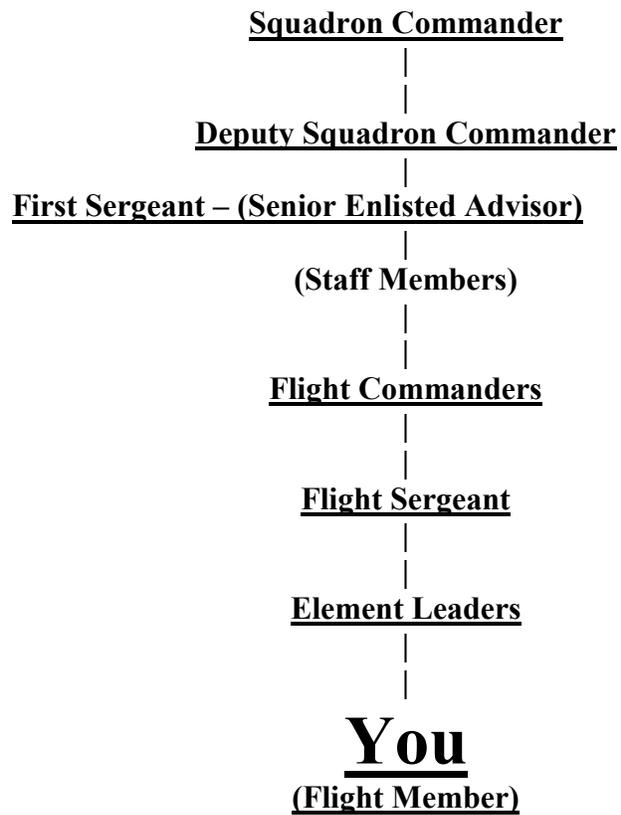
Work always to improve our school so as to leave it a better place to learn and grow for all the generations that come after us.

# NATIONAL CHAIN OF COMMAND

This is your “Chain of Command”. Each cadet is expected to know all of the individuals listed. You will be tested on the chain of command both in the classroom and during inspections. You must know and follow the chain of command in your day-to-day dealings within AFJROTC. Get to know this listing as soon as you can. (Fill-in the blanks **IN PENCIL**)

- |   |    |  |
|---|----|--|
| 1) Commander in Chief (President)                 | or | <b>Mr. Donald John Trump</b>                 |
| 2) Secretary of Defense (Cabinet Member)          |    | <b>The Honorable Mark Esper</b>              |
| 3) Acting Secretary of the Air Force:             |    | <b>The Honorable Matthew Donovan</b>         |
| 4) Chairman, Joint Chief of Staff:                |    | <b>General Joseph F. Dunford, US Marines</b> |
| 5) Chief of Staff for the Air Force               |    | <b>General David L. Goldfien</b>             |
| 6) Commander, Air Education and Training Command: |    | <b>Lt. General Marshall B. “Brad” Webb</b>   |
| 7) Air University Commander                       |    | <b>Lt. General Anthony J. Cotton</b>         |
| 8) Commander, Holm Center                         |    | <b>Brig. General Christopher J. Niemi</b>    |
| 9) Director, Air Force JROTC                      |    | <b>Col. Stephen T. Sanders</b>               |
| 10) Senior Aerospace Science Instructor           |    | <b>Major James D. Couch (Ret), USAF</b>      |
| 11) Aerospace Science Instructor                  |    | <b>CMSgt. David Franklin (Ret), USAF</b>     |
| 12) OH 88-1 Squadron Commander                    |    | <b>Cadet _____</b>                           |
| 13) OH 88-1 Deputy Squadron Commander             |    | <b>Cadet _____</b>                           |
| 14) OH 88-1 First Sergeant                        |    | <b>Cadet _____</b>                           |
| 15) (Your) Flight Commander                       |    | <b>Cadet _____</b>                           |
| 16) (Your) Flight Sergeant                        |    | <b>Cadet _____</b>                           |
| 17) (Your) Element Leader                         |    | <b>Cadet _____</b>                           |
| 18) .....   |    | <b>YOU!!!</b>                                |

# Cadet “CHAIN OF COMMAND”



## OH 88-1<sup>st</sup> STAFF MEMBERS:

Asset Manager OIC: Cadet \_\_\_\_\_

Chaplain OIC: Cadet \_\_\_\_\_

Co-Curricular Flight CC: Cadet \_\_\_\_\_

Cyber Patriot OIC: Cadet \_\_\_\_\_

Drill Team OIC: Cadet \_\_\_\_\_

Equipment Management OIC: Cadet \_\_\_\_\_

Historian OIC: Cadet \_\_\_\_\_

Holms Center Wings OIC: Cadet \_\_\_\_\_

Information Management OIC: Cadet \_\_\_\_\_

Kitty Hawk OIC: Cadet \_\_\_\_\_

Logistics Flight CC: Cadet \_\_\_\_\_

Maintenance OIC: Cadet \_\_\_\_\_

Model Rocketry OIC: Cadet \_\_\_\_\_

Mission Support Flight CC: Cadet \_\_\_\_\_

MWR OIC: Cadet \_\_\_\_\_

Operations Flight CC: Cadet \_\_\_\_\_

Personnel OIC: Cadet \_\_\_\_\_

Physical Training OIC: Cadet \_\_\_\_\_

Public Affairs OIC: Cadet \_\_\_\_\_

Recruiting OIC: Cadet \_\_\_\_\_

UAV OIC: Cadet \_\_\_\_\_

Unit Ceremonial OIC: Cadet \_\_\_\_\_

Unit Training OIC: Cadet \_\_\_\_\_

Weapons and Tactics OIC: Cadet \_\_\_\_\_

Web Page Monitor: Cadet \_\_\_\_\_

## **Section I. Mission and Objectives:**

**Mission:** “Develop citizens of character dedicated to serving their nation and community”

**Our Purpose:** Instill in students the value of citizenship, service to the United States, personal responsibility, character, and a sense of accomplishment. To make the greatest positive impact in the lives of our cadets as possible. This is perfectly encapsulated in our motto:

**“Building Better Citizens for America”**

**Our Vision Statement:** Air Force Junior ROTC (AFJROTC) will provide a quality citizenship, character, and leadership development program, while fostering enduring partnerships and relationship with high school, educational institutions, and community that help meet our citizen develop mission.

**Air Force Mission and Core Values:** The mission of the United States is to fly, fight and win – in air, space and cyberspace.

**Integrity first, Service before self, and Excellence in all we do.**

**Integrity First.** Integrity is a character trait. It is the willingness to do right even when no one is looking. It is the moral compass – the inner voice, the voice of self-control, the basis for the trust needed in today’s military, integrity is the ability to hold together and properly regulate all conviction, or their strong beliefs. People of integrity, for example, are capable to acting on conviction, or their strong beliefs. They can control their impulses and appetites.

**Service before Self.** This statement tells us that professional duties take precedence over personal desires.

**Excellence in All We Do.** This expression directs us to develop a passion for continuous improvement and innovation that will propel the Air Force into a long term, upward spiral of accomplishment and performance.

## **SECTION II. The Cadet Honor Code:**

**THE CADET HONOR CODE:**

**“WE WILL NEITHER LIE, CHEAT, STEAL,  
NOR TOLERATE ANYONE AMONG US WHO DOES”**

These simple words provide the foundation for a personal code of ethics that will last for the remainders of a cadet’s life. This honor code is specific and clear in what it demands The honor code – by stressing that there can be no toleration of lying, cheating, or stealing – emphasizes that **HONOR** is a common standard of cadet life. Complying with this code is every cadet’s obligation.

**Attitude** is a state of mind. It may be positive or it may be negative. Your attitude affects the success or failure of most of your activities. Your attitude reflects your personal philosophy of life as it is shown by your actions. Your attitude is the frame of mind in which you view yourself, your work, and others.

- The Air Force Junior ROTC program is built around the individual. Every person in the program is a key to the success of his or her unit, and therefore, is a key to the success of the entire unit. If you have a good attitude (that is, you will work to your potential while actively

participating in the program), you will be doing your share in the cooperative operation of Air Force Junior ROTC.

- Cadets should work up to their potential through active participation in AFJROTC activities. Under all circumstances, cadet should be courteous and respectful and seek responsibility. Cadets are expected to be considerate, mature young men and women. Cadets are responsible for their own attitude in any given situation and will not blame their attitude on someone else or circumstance beyond their control.
- Respect your teachers and all cadets appointed over you

**Discipline** refers to instruction aimed at guiding a person towards proper conduct or action, or to the orderly conduct and action that result from such training. In much simpler terms, military discipline is that mental attitude that renders innate obedience and proper conduct under all conditions. NO PHYSICAL discipline of ANY kind is authorized in our CORPS!

**Respect** for authority and discipline also reinforce one another. But you must first acquire discipline. Self-discipline involves full and voluntary acceptance of authority. Understanding that some things – both pleasant and unpleasant – simply must be done and that there must also be people to ensure that things get done will help you to respect authority.

**Ethics** is the rules of conduct that people should follow. Ethics deal with the struggle between good and evil – judging whether something we do, say, choose, or thing is right or wrong. Some basic personal rules of ethics are:

- Be honest
- Keep promises
- Obey and be loyal to proper authorities
- Be courageous
- Grow in knowledge
- Be willing to work
- Maintain and enhance your health
- Don't harm people.

**Integrity** – The term ethics suggests to some people a very personal, individual standard or philosophy. However, the basic principles of integrity and conduct are guided by a sense of right and wrong. A cadet's sense of right and wrong must be so strong that his or her behavior and motives are above suspicion. Integrity is a firm adherence to a code of especially moral or artistic values. In other words, **Integrity is Honesty.**

### **SECTION III. Organization of The Cadet Corps:**

**Purpose:** All AFJROTC cadets at THS are members of the OH-881<sup>st</sup> Cadet Corps. The corps staff members will act in an advisory capacity to the cadet corps squadron commander.

- A. The Aerospace Science Instructors are responsible for the establishment and enforcement of a system for rotation of the cadet command and staff assignment that will ensure the most equitable spread of leadership development experience.
- B. Any flight position may change at the desire of the squadron commander in coordination with the SASI and / or the ASI.

You will be expected to fill various positions within the squadron. All job descriptions are outlined in a separate document.

## Section IV. Customs and Courtesy:

Courtesy is that quality of our association with others which enables us to get along with each other in harmony (it's a respect for and consideration of others). Military Courtesy points out the need for mutual respect among cadets in the corps. In order for mutual respect to occur—remember, what the word “mutual” implies...respect given out, as well as received. Courtesies include:

- A. Saluting: The hand salute is an established custom of exchanging a courteous greeting between individuals in military uniform. Cadets will exchange the salute when they are in uniform. The salute is a **MANDATORY** courtesy that is exchanged out of doors **when in uniform**.

**SIMPLE RULE FOR SALUTING: \*\*When in doubt, SALUTE! \*\***

- B. Title of addresses: Civilians are to be addressed as Mr., Mrs., or Miss. Military personnel are addressed by their grade / rank or by “Sir” or “Ma’am”.
- C. When walking with a cadet of higher rank, the lower-ranked cadet will place himself/herself to the left (Rank goes to the right) and stay in-step the higher ranking individual.
- D. A differentiation of officers and enlisted personnel **will be recognized**. Officers will be addressed by their grade / rank or as “sir” or “ma’am” **while in the classroom or at any AFJROTC function in uniform**.
- E. Officers should conduct themselves as cadet officers at **ALL TIMES** which **does not discredit this program**. It is the **officers’ responsibility to assure the officer / enlisted relationship is understood and carried out**.

## Section V. Conduct

- A. The AFJROTC Corps sets standards that each cadet is expected to meet. Should a junior/senior cadet (AS III-AS IV) refuse to accept or assume any staff position, **they will not be promoted**. Cadets already holding officer rank will be reduced to the grade of Cadet Chief Master Sergeant.
- B. Proper respect and consideration for other individuals and other’s property will be a way of cadet life.
- C. **Hazing of fellow cadet is strictly forbidden and will not be tolerated**. Hazing is defined as the practice of directing someone of lesser rank to perform a humiliating act, which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical dangers or bodily harm. Harassment, such as improper, abusive language, coercion of fellow class cadets for personal gain, or any type of physical discipline is strictly forbidden. Misuse of authority will not be condoned nor tolerated. Harassing behavior extends to the telephone, internet, and cyber-texting. Harassment of a sexual nature is particularly serious. Any cadet experiencing such treatment from another cadet at any time should **immediately report such an incident to the SASI/ASI**. Cadets guilty of such conduct **WILL BE DISCIPLINED AND REMOVED** from any command position.

- D. **All cadets will refrain from PDA (Public Display of Affection – hugging, kissing, holding hands, etc.) anytime they are in uniform. EXCEPTION:** Escorting of guest (arm in arm) will be permitted at the Dining-In, Military Ball, and Awards Banquet events only.
- E. Any cadet who receives ALC (Alternate Learning Center) or OSS (Out of School Suspension) will be given a chance to explain their reason in front of a cadet evaluation board prior to action being taken against them. ALC will result in a 30-day suspension from ALL Cadet Activities. OSS will result in a 60-day suspension of ALL Cadet Activities and an automatic reduction in rank.
- F. A cadet may be considered for withdrawal from the corps for the following reasons:
1. Violation of honor code.
  2. A demonstrated lack of willingness, desire, or inability to perform to the highest standards expected of Tecumseh High School AFJROTC cadets.
  3. Demonstrated inaptitude, indifference, misconduct, or traits of character not considered appropriate in a cadet.
  4. Failure/refusal to wear the uniform and or comply with the program.
- G. The SASI/ASI may, at their discretion, take immediate disciplinary action against any cadet if, in their judgment, the cadet's actions bring discredit to the school, anyone within the school, the community, or the Junior ROTC program. This action may include immediate referral to the school disciplinary system and/or immediate reduction in temporary grade.

## **Section VI. Classroom Procedures:**

### **A. Preparing the flight for classroom instructions:**

- Cadets will enter the classroom utilizing the classroom doors only prior to the start of class (do not enter thru the ROTC Office doors). Cadets will review the bulletin board and initial any items with their name before proceeding to their assigned seat. Place your book bag under your seat (nowhere else). Desktops will be placed in the stowed position until the attendance is taken and the instructor has entered the room.  
*NOTE\* Cadets will call the room to attention when the first instructor comes into the room. No requirement to call room to attention after that.*
- Immediately after the tardy bell rings, the Flight Commander will take charge by calling the flight to attention. NOTE: all cadets will be at their seat, standing when this bell rings. Otherwise, they are tardy. Cadet arriving after class has started will sit in the "Penalty Box" which is the top line of 4 seats closest to the ROTC Office.
- The Flight Sergeant will ask for the report by the element leaders. The Element Leaders will give a report on attendance for their element to the Flight Sergeant with a salute. The Flight Sergeant will report to the Flight Commander with a salute. He will, in turn, formally report to the instructor(s) on status of the flight, also with a salute, and await further instructions.
- When the bell rings to change classes, all desktops will be returned to the stowed position at the end of each class and/or meeting held in the classroom. The flight will again be called to attention by the Flight Commander and be dismissed by the instructor, then the Flight Commander. At this time, cadets will acknowledge dismissal by saying "Yes Ma'am/Sir" before leaving their seat.

**NOTE\* *Door to cadet staff office and book boom will remain open at all times unless permission to close is given by an instructor. At no time will there be a male and a female cadet behind closed doors in the staff or bookroom.***

**Instructor Office Entrance Procedures:** For any cadet to enter the instructor's office the following procedure apply.

- Knock once loudly on the door.
- Once addressed, ask for permission to enter with the statement "Sir/Ma'am, permission to enter."
- Once given permission, march smartly into the office at a place approximately 3 paces from the instructor's desk, stop at attention, salute, and give the appropriate reporting statement
  - (1) If the cadet is initiating the conversation "Sir/Ma'am, Cadet *Last Name reports.*"
  - (2) If the instructor directed the cadet to come to the office, "Sir/Ma'am, Cadet *Last Name reports as ordered.*"

#### **B. Conducting class in AFJROTC:**

**All classes will be conducted in a military manner.** The following rules of conduct apply. **Cadets will not:**

- Leave classroom after the tardy bell (without permission). Cadets will not normally have permission to go to the restroom after class starts. Visit restroom prior to class. Desks in classroom restrict movement and it is very disruptive to the class if someone has to get up and leave.
- Talk when instructor or another cadet has the floor.
- Engage in any horseplay
- Bring food or drink to class
- Chew gum or candy in classroom
- Write on or deface tables / chairs or any other school property.
- Put feet on tables or chairs or sit on tables. Standing in the classroom seats or on the desktops are strictly prohibited.
- Disturb pictures / bulletin board
- Sleep in class or put their head down on the desk
- Work on non-AFJROTC materials without permission
- Throw trash on the floor, or throw anything in classroom
- Forget books, paper, pen, or pencil, etc.
- Disobey a direct order given by any cadet Staff / ASI and/or SASI.

#### **C. Bulletin Board Communications:**

1. Bulletin boards will be used for posting official notices, detail listing, formation notices, and current items on scholarships, staff positions, and other pertinent corps data. The bulletin board will be kept current at all times.
2. Procedures:
  - Posting of communications: Cadets wishing to post a notice on the bulletin board must submit it to the Information Management Officer or get permission from them instructor. All notices must be in final form prior to submission and must be submitted a minimum of three days prior to the date the notice concerns. All postings will have a date on the top right hand corner stating posting date.
  - Temporary notices are communications that do not exceed 30 days. Items placed on the

temporary side of the bulletin board will include cadet regulations, promotion orders, special orders, etc.

- Permanent notices are communications that are in effect longer than 30 days.
3. It is the responsibility of each cadet to read the bulletin board. If your name appears on any notices.

*NOTE\* Time will be given at the beginning of each class period to read the bulletin board, check mailboxes, and sign up for activities. This will not be allowed during class but may be possible at the end of class if time permits.*

## **Section VII. Cadet Evaluation and Grading:**

- A. The AFJROTC program is cadet centered. Cadet learning and personal development is the objective and goal. Evaluation and grading of each cadet will be according to school policy for each grading period. Determination of grades and numerical values will be a result of continuous evaluation by the SASI / ASI.
- B. Any cadet missing an examination or quiz due to a valid absence must make arrangements with the SASI / ASI to take the exam **within 3 days** after returning to school starting with the day of return. ***This is the cadet's responsibility!***
- C. Each cadet must satisfactorily complete all assignments in Aerospace and Leadership studies. Grades will be determined from written testing, workbooks and demonstration and performance tasks such as: Oral presentations, reports, seminars, and drill and ceremonies. The accumulation of merits has a large, positive effect on your grade. An integral part of your grade is attitude. This is a subjective evaluation by the SASI / ASI on your understanding of the corps and your personal growth within the corps.
- D. A cadet's grade for each grading period will be the total points from evaluations and workbooks for both Aerospace Science and Leadership Education. This average may be adjusted upward by merits and good attitude.

## **Section VIII. Selection of Staff Positions:**

- A. The Squadron Commander has primary responsibility for selection of personnel to serve in corps duty positions. The SASI and ASI must approve selection of these positions.
- B. The Squadron Commander has primary responsibility for selecting cadets for temporary promotions. The SASI and ASI must approve selection. Temporary appointments, promotions, and / or reductions will be made by special order issued by the ASI and signed by the SASI.
- C. All cadets will be retained in a permanent grade commensurate with the number of AFROTC years successfully completed. The grade for first year cadets is Cadet Airman, Cadet Airman First Class for second year, Cadet Senior Airman for third year, and Cadet Staff Sergeant for their fourth year.
- D. Those cadets serving in command or staff positions may be assigned another position and given temporary higher rank.

- E. **Officers and Non-Commissioned Officers are subject to reduction at any time for failure to carry out duties and responsibilities.**
- F. Special promotions in accordance with the current Unit Detail Listing (UDL) will be made at the discretion of the SASI and ASI.
- G. Those cadets assigned to officer and non-commissioned officer positions may not be appointed to the highest rank authorized for these positions. This will allow for promotion based on actual performance.
- H. To meet the needs of the cadet organization and to provide leadership experience to a large number of cadets, rotation may be directed, at any time, by the SASI and ASI.

## Section IX. Promotions:

### A. The following standards will govern the cadet promotion system:

**Academic Standards:** Each cadet is expected to do the best work they are capable of doing. Only you are responsible for what you learn and the grades you attain. Initiative, enthusiasm, time management, and good old-fashioned hard work will result in your academic development and improvement.

**Attitude:** A cadet will be a considerate, mature young man or woman working up towards a leadership role. **Immaturity and irresponsibility are not acceptable.** Individual control is the key to self-discipline and **self-discipline is essential to be an effective leader.**

### Administrative Action (LOA, LOC, LOR):

- Promotions to the next higher grade may be permanent or temporary, defined as follows:

**TEMPORARY:** means a cadet is promoted to a specific grade / rank while accomplishing a specific job.

**PERMANENT:** grade or rank earned by cadets according to the number of years in the corps.

- Promotions, demotions, and assignments will be documented by publishing special orders. When promoted, cadet must pick up new rank in the AFJROTC office **BEFORE** the next uniform wear day or that promotion will be **rescinded (you will not be promoted).**
- Cadet grade / rank will not be confused with active duty USAF grade / rank. The word “cadet” will be part of any written or spoken reference to a specific grade or rank of a cadet.
- The current UNIT DETAIL LISTING (UDL) for the OH 88-1<sup>st</sup> AFJROTC squadron specifies the various grades and/or ranks authorized for the unit and are available under separate cover.
- Frequency of promotions: Major promotions will be announced every 10 weeks (the week following the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters only – no promotions will normally be announced in the 4<sup>th</sup> quarter).
- Special promotions will be made at any time to recognize individual accomplishments and to fill an organizational need of the squadron. These special promotions will be made upon the recommendation of the flight, staff officers, or the squadron commander and will be approved by the SASI and ASI.

### B. Procedures for promotions:

1. *Enlisted cadet's promotions* will be based on the cadet evaluation, grades, ROTC grade, and participation. **A cadet will not be promoted to a higher enlisted rank with a failing grade in a CORE SUBJECT or AFJROTC.**
2. *Promotion to NCO* will be based on the above criteria **PLUS** Performance.
3. *Officers* are appointed to a position and approved by the SASI and ASI who meet above requirements **PLUS THE FOLLOWING:**
  - **No failing grades in ANY course and an overall 2.5 GPA.** The qualifying GPA will be determined by overall GPA for the current academic year. When starting the new academic year, the previous year's overall GPA will be used in determining promotion eligibility. GPA is computed by determining how many classes a cadet is enrolled in divided by total points accumulated, i.e., A's = 4 pts, B's = 3 pts, C's = 2, D's = 1, and F's = 0 points. Should the officer fall below these standards, they will be placed on probation, meaning they will be reduced to the highest enlisted grade until the above standards are met. **It is their responsibility to prove they have met the above standards with written verification from cadet's teachers to the ASI/SASI.** *The ASI/SASI may deviate/waive these requirements if the best interest of the CORPS* but in doing so, the SASI must sign a memo for record and file.
  - Promotion eligibility will be based on cadet evaluation, grades, ROTC grade, participation/performance of the officer candidate.
  - The squadron and deputy squadron commander will meet with the SASI and ASI to determine promotions
  - In weighing all factors, they will also consider:
    - 1) Cadet Evaluation
    - 2) Attitude
    - 3) Grades
    - 4) School activity (both in the corps and in other school activities)
    - 5) Appearance
    - 6) Time in the corps.
    - 7) Grade in AFJROTC
    - 8) Participation. Defined as participation in community service activities and corps functions etc., is an important factor in getting promoted. More participation increases your chances for promotion. If you are involved in other activities, such as sports teams, you should participate as much as your time allows. Under these circumstances, you will not be penalized for lack of participation, but your competitiveness for promotion will be affected

### C. Procedures for Publicizing Promotions.

- The ASI will publish all promotion orders with the assistance of the Personnel and Information Management staff.
- A letter of congratulations will be sent to parents for each promotion by the Public Affairs staff with the help of the Personnel staff.
- If any cadet feels that they should have been promoted, they may use their Chain of Command to find out the reason(s) why they were not promoted. You must start at the lowest level and work your way up to the Corps Squadron Commander and SASI/ASI.

## Section X. Awards and Decorations:



The Cadet Awards and Decorations Program fosters morale, *esprit de corps*, and recognizes achievements of AFJROTC cadets. The AFJROTC awards program is one which intends to recognize the achievement of deserving cadets. Awards sponsored by national organization are funded by the sponsoring organization and donated through local chapters where available. Only Awards and Decoration approved by Holm Center/JRE and listed in this guide may be worn. Only medals specifically designated within the operational supplement to HQ Awards and Decorations and depicted on the AFJROTC Ribbon Chart are approved.

- Awards can be earned by cadets who demonstrate scholarship/academic achievement, unusual leadership ability and overall exceptional performance. These awards will be released at our annual “Award Ceremony.”
- Ribbons WILL NOT be worn with medals. Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI. Medals may not be worn on regular uniform days. Place medals on a mounting rank in the proper order of precedence.

**Grandfathered National Awards:** Cadets receiving these National-level awards listed below prior to 30 July 2018, and wish to wear these awards may do so as long as they remain in AFJROTC or NLT 1 August 2021. The following ribbons may be worn by cadet (if earned prior to 30 July 2018) during regular uniform days and will be **worn in the precedence listed BELOW** following the Patriotic Flag Ribbon.

- Daughters of the American Revolution Award
- National Sojourners Award
- Sons of the American Revolution Award
- Scottish Rite, Southern Jurisdiction Award
- Sons of Union Veterans of the Civil War Award
- Sons of Confederate Veterans H. L. Hunley Award
- National Society United States Daughter of 1812
- Any other non-funded National Award

Cadets who have received the Civil Air Patrol (CAP) awards listed below prior to 30 Jul 2018, and who wish to wear these awards may do so as long as they remain in AFJOTC or NOT 1 Aug 2021. They will be placed below the Patriotic Flag Ribbon.

- General Carl Spaatz Award
- General Ira C. Eaker Award
- Amelia Earhart Award
- General Billy Mitchell Award
- General J. F. Curry Achievement Award

These ribbons *will no longer be eligible for wear after 1 Aug 2021.*

AFJROTC cadets are **not authorized** to wear ribbon/medal earned/issued from Army, Navy, Marine Corps, or Coast Guard Junior ROTC programs.

**Order of Precedence of AFJROTC Medals and Ribbons:** These guidelines will be followed unless additional requirements are warranted by the SASI/ASI.

1. **Air Force JROTC Gold Valor Award (Medal/Ribbon/Certificate)** – awarded by Headquarters AFJROTC for voluntary acts of self-sacrifice and personal bravery involving personal risk. For each additional award earned an additional small silver star will be awarded.
2. **Air Force JROTC Silver Valor Award (Medal/Ribbon/Certificate)** – Awarded by Headquarters AFJROTC for voluntary acts of heroism, which do not involve personal risk. For each additional award earned an additional small silver star will be awarded.
3. **Cadet Humanitarian Award (Ribbon/Certificate)** – Awarded by Headquarters AFJROTC for cadets who provided aid in response to a singular extraordinary event such as a natural disaster or a catastrophe that has place or has the potential to place a hardship among their fellow citizens. For each additional award earned an additional small silver star will be awarded.

4. **Silver Star Community Service with Excellence Ribbon/Certificate** – An honor that emphasizes the value of community service and establishes a greater sense of pride within the corps. The award will be given to cadets in the top 5% of units who have the highest “per cadet average” community service hours. For each additional award earned an additional large silver star will be awarded.
5. **Community Service with Excellence Ribbon/Certificate** - Awarded to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community, for each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
6. **Air Force Association Award (Medal/Ribbon)** – This award recognizes an outstanding cadet, top 5% of AFJROTC class and top 10% of school class who possesses characteristics contributing to leadership and future value in position so of responsibility such as attitude towards AFJROTC and school, outstanding personal appearance, courteous demeanor, initiative, judgement, self-confidence, promptness, obedience, respect for custom and growth potential, high personal and ethical standards.
7. **Daedalian Award (Medal/Ribbon)** – This award recognizes one outstanding third-year cadet who is ranked in the top 10% of their AS class and top 20% of their school class. Participates in student activities. Who perpetuates the spirit of patriotism, the love of country, and high ideals of self-sacrifice, which places service to the nation above personal safety and position. Indicates the potential and desire to pursue a military career.
8. **American Legion Scholastic Award (Medal/Ribbon)** – This award is presented annually to one third-year cadet or a fourth-year cadet whose overall scholastic achievements puts them on the top 10% of their high school class. Rank in the top 25% of all their Aerospace classes, demonstrate leadership qualities, and actively participates in constructive student activities.
9. **American Legion General Military Excellence Award (Medal/Ribbon)** – This award is presented annually to an outstanding fourth-year cadet who demonstrates qualities in military leadership, discipline, character, and citizenship. Ranked in top 25% of the school class.
10. **American Veterans Award (Medal/Ribbon)** – This award is presented annually to one qualified cadet that possesses good personal appearance (Wearing the uniform and grooming standards), Recognizes a cadet who possesses a positive attitude toward Air Force ROTC programs and service to the United States Air Force. Commands self-confidence, high personal standards, and discharges duties and willingness to serve both god and country for the mutual benefit of all.
11. **Reserve Officers Association Award (Medal/Ribbon)** – This award is presented annually for military and academic achievement to an outstanding a fourth-year cadet and ranked in the top 10% of their Aerospace Science class. Demonstrates outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic.
12. **Military Order of World Wars Medal (Medal/Ribbon)** –This award recognizes an outstanding third-year cadet who exhibits a desire to serve, demonstrating the patriotic attributes that reflect love of duty, honor in leadership and military subjects through extracurricular activities and individual endeavors.
13. **Military Officers Association Award (Medal/Ribbon)** – This award is presented to a outstanding third-year cadet. Recognizes a cadet who shows exceptional potential for military leadership, high loyalty to the unit, school, and country. Being of high moral character and in good academic standing.
14. **Veterans of Foreign Ward (VFW) Award (Medal/Ribbon)** – This award is presented annually to an outstanding third-year or fourth-year cadet who is actively engaged in the AFJROTC program. Must have a positive attitude toward AFJROTC, have outstanding military bearing and conduct, possess strong positive personal attributes, such as courtes, dependability, punctuality, respect and cooperation. Demonstrates patriotism, leadership potential, obtain a grade average of “B” (80) in AFJROTC with an overall average grade of “C” (70) in all subjects for the previous semester.

15. **Military Order of the Purple Heart (Medal/Ribbon)** – This award is presented to recognize a first, second, or third year cadet who demonstrated leadership ability. Possesses a positive attitude towards the AFJROTC program and country and holds a leadership position within the Corps of Cadets. In school and community affairs and has attained a letter grade of “B” (80) or better in all school classes for the previous semester.

16. **Air Force Sergeants Association Award (Medal/Ribbon)** – This award is presented to recognize a cadet who is involved in co-curricular activities. Demonstrates outstanding qualities in military leadership, discipline, character, and citizenship. Must be in the top 10% of the AFJROTC class, meaning no less than 75% in AFJROTC class and passing all school courses.

17. **Tuskegee Airman Inc. AFJROTC Cadet Award (Ribbon)** – This award is presented to recognize two cadets and recognizes superior performance of cadet duties and corps participation. Much like the original Tuskegee Airmen, cadets often achieve in spite of adverse circumstances, This cadet is like the original Tuskegee Airman, demonstrating that hard work and perseverance is the key elements to reach success in our democratic society. This award should inspire the AFJTC cadet to continue to soar to even greater heights.

18. **The Retired Enlisted Association Award (Medal/Ribbon)** – Awarded recognizes a cadet for outstanding leadership in the JROTC program while serving in an Enlisted Rank for the school year. Individual has consistently displayed outstanding leadership abilities, has consistently exhibited enthusiasm in the performance of their leadership duties. Their involvement and continuous leadership that has been an invaluable asst to the JROTC Program, the United States Armed Services and The Retired Enlisted Association.

19. **Celebrate Freedom Foundation Award (Medal/Ribbon)** – Awarded to a cadet who shows outstanding performance in academics and in cadet corps activities. Award to a first or second year JROTC Cadet and is offered by Emery-Riddle Aeronautical University Worldwide.

20. **Air Commando Association Award (Medal/Ribbon)** – This award is dedicated to continuing growth, strength, and support of American Special Operation Forces through education, charity, research, and historical preservation. The award is presented for sustain superior performance in the cadet corps while exemplifying the critical attributes of success that distinguish an elite Air Force Special Operations Command Air Commando.

21. **Distinguished Unit Award With Merit (Ribbon)** – Awarded to cadets enrolled during the same academic year in which 1) the unit received a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA with merit. Both criteria must occur during the same academic year. For each additional ribbon earned an additional small silver star will be awarded.

22. **Distinguished Unit Award (Ribbon)** – Awarded to cadets enrolled during same academic year in which 1) the unit meet all requirements / goals set by HQ AFJROTC and 2) the unit is selected by HQAFJROTC to receive the DUA. Both criteria must occur during the same academic year. For each additional ribbon earned an additional small silver star will be awarded.

23. **Outstanding Organization Award** – Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. For each additional ribbon earned an additional small silver star will be awarded.

24. **Outstanding Flight Ribbon** – Awarded each academic term to members of the outstanding flight under criteria determined by the SASI/ASI. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

25. **Top Performer Award (Ribbon/Certificate)** – The cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps. This is determined by the instructors ASI/SASI.

26. **Outstanding Cadet Ribbon** – Awarded annually at the discretion of the instructors to an outstanding first-year, second-year, third-year, and fourth-year cadet that demonstrates high moral character, demonstrates positive personal attributes, displays outstanding military potential and attain academic and military excellence. For each additional ribbon earned an additional bronze oak leave cluster will be awarded.
27. **Leadership Ribbon** – Awarded for the recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. This award is presented annually to an outstanding third-year cadet chosen by the instructors, ASI/SASI. Limited to 5% of eligible group. For each additional ribbon earned an additional bronze oak leave cluster will be awarded.
28. **Achievement Ribbon** – Awarded for a significant achievement as deemed appropriate by the SSI. Individuals may not receive more than one ribbon during a 1-year period. Limited to 5% of eligible group. For each additional ribbon earned an additional bronze oak leave cluster will be awarded.
29. **Superior Performance Ribbon** – This award is presented annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Presented for a single or sustained performance of a superior nature. Limited to 10% of cadet corps to ensure recognition of achievements and service which are clearly outstanding and exceptional when compared to achievements and accomplishment of others. For each additional ribbon earned an additional bronze oak leave cluster will be awarded.
30. **Academic Ribbon** – Awarded for academic excellence as signified by attaining an overall grade point average of at least a” B” for one academic term, in addition to an “A” in AFJROTC. Awarded at the end of an academic term. For each additional ribbon earned an additional bronze oak leave cluster will be awarded.
31. **Cadet Leadership Course (CLC) Ribbon** – Awarded for completion of an approved leadership school program of at least 5 days’ duration. For each additional Leadership School completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a Leadership School instead of the Bronze Star. Silver star limited to 10% of the class.
32. **Special Teams Placement Ribbon** – Awarded to team members for placing First, Second, or Third in an Air Force or Joint Service Competition to include Color Guard Teams, Rifle teams, Drill Teams, Academic Teams, etc.
33. **Joint/All Service National Competition (Medal/Ribbon)** – Awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers, etc. For each additional ribbon earned an additional bronze oak leaf cluster will be award.
34. **Air Force National Competition (Medal/Ribbon)** – Awarded to team members who competed at an Air Force only national-level competition to include Drill Team, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers, etc. For each additional ribbon earned an additional bronze oak leaf cluster will be award.
35. **Orienteering Ribbon** – Awarded to team members for placing first, second, or third place in an orienteering meet. For each additional ribbon earned an additional bronze oak leave cluster will be awarded.
36. **Leadership Development Requirement (LDR) Leadership Ribbon** – Awarded for leadership in AFJROTC Leadership Development Requirement Leadership activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. For each additional ribbon earned an additional bronze oak leave cluster will be awarded.

37. **Drill Team Ribbon** – Awarded to any cadet for distinguished participation for the entire year/drill season to be eligible to qualify and must have competed in at least 3 drill performance events. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
38. **Color Guard Ribbon** – Awarded to any cadet for distinguished participation in at least 5 color guard performance events to receive this ribbon. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
39. **Sabre Team Ribbon** – Awarded to any cadet for distinguished participation in at least 3 saber team performance event to receive this ribbon. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
40. **Marksmanship Ribbon** – Awarded to a marksmanship team for an entire year/season to be eligible to qualify and must have competed in at least 1 marksmanship competition event. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
41. **Good Conduct Ribbon** – Awarded to cadets who have not receive a referral (this includes no ISS/OSS) and not missed more than 5 days of school (unexcused absences) for the entire school year to be eligible to qualify for this award. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
42. **Service Ribbon** – Awarded to any cadet who has completed a service details or equivalent of distinctive performance in school, community, or AJROTC service projects. Limited to once a quarter and to members whose active participation in a service project contributed significantly to the goals of the organization. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
43. **Health and Wellness Ribbon** – Award to any cadet who has successfully participated in the presidential physical fitness program at the end of the school year. Subsequent yearly award will be denoted by the addition of a Bronze Oak Leaf cluster for each addition year of award. Cadets who score in the Physical Fitness test 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. At no time will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon.
44. **Recruiting Ribbon** - Awarded to for outstanding efforts in supported the units recruiting activities. Cadets must have directly contributed to the recruitment of **two new members** to AFJROTC. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
45. **Activities Ribbon** – Awarded for participation in Leadership Development Requirements (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams competition ribbons. This include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. An oak leaf cluster will be added to this ribbon for **EACH YEAR OF MEMBERSHIP** beginning with the second year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
46. **Attendance Ribbon** – Awarded to cadets who have **no more than three school absences during an academic term**. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
47. **Dress and Appearance Ribbon** – Awarded to any cadet who has worn their uniform on all designated uniform day and maintained a 90% or higher average on weekly uniform grade. Limited to once per quarter. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
48. **Longevity Ribbon** – Awarded for successful completion of each Aerospace Science school year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.
49. **Bataan Death March Memorial Hike Ribbon** – Awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC Units may conduct an

optional 14-mile Bataan death march memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road course, tracks, etc.). Units may complete the full hike in a span of one to no more than 3-days. Cadet who fully complete the 14-mile hike are authorized to wear the ribbon. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

50. **Patriotic Flag Ribbon** – May be awarded for participation in non-color guard events specially designed to honor our nation’s flag. Such events include raising ceremonies, flag retirement ceremonies, flag folding ceremonies and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events. A bronze oak leaf cluster will be awarded for each additional ribbon earned.

**Ribbon Devices:** Cadets may earn oak leaf clusters for the subsequent award of the same ribbon. Oak leaves come in single, double, triple, and quadruple bronze devices indicating the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> award of the same ribbon respectively. A single silver oak leaf is used to indicate the 6<sup>th</sup> award of the same ribbon. Bronze and Silver stars may be earned for special achievements.



Single Bronze Oak Leaf



Double Bronze Oak Leaf Cluster



Triple Bronze Oak Leaf Cluster



Quadruple Bronze Oak Leaf Cluster

All devices will be pointed in the same direction



Single Silver Oak Leaf



Bronze Star Device



Silver Star Device

Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC group are not authorized on the AFJROTC uniform.

## Section XI. Special Teams

**Headgear for Drill Team, Color Guard, and Exhibition Uniforms:** Berets may be worn, **Solid-Color Berets, White, Dark Blue or Black ONLY**, with officer or enlisted rank insignia. **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. **NOTE: Units will have until 1 August 2019 to comply with this change. \*\*\*MAY NOT BE WORN IN ABUS AT ANY TIME\*\*\***

**Service Caps** (wheel and bucket hats) – will be a **solid color 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 (Wheel and bucket hats). Enlisted cadets may only wear the highly polished/chrome Hap Arnold Wings.

**Chrome Helmet:** may be worn with blue drill team, color guard or exhibition uniform combination only and are not authorized for wear on regular uniform days.

**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.

**Gloves:** May be worn. Colors may be solid but, no more than two colors. Colors will be locally-determined, but must be conservative. Gloves will not be worn on regular uniform days.

**Shoulder Cord:** One 'infantry' style should cord may be worn. Cords will be worn on the left shoulder, grounded on the shoulder seam, **with no metal tips and no wider than 1-inch.** Colors are locally determined (does not have to a solid color, may be multi-color), must be conservative, in good taste. **Shoulder cord may be worn on regular uniform days. Units will have until 1 August 2019 to comply with this change**

**Blue Pants:** may be modified to have a ¾ inch stripe (braid) on the outside length of the pants, silver, dark blue, or black only. **These items will not be worn on regular uniform days.** No Air Force funds may be used. **NOTE: Units will have until 1 August 2019 to comply with this change.**

**Service Dress Jacket:** may be modified to have a ½-inch braid, silver, dark blue, or black only sewn 3 inches from bottom of sleeve. **These items will not be worn on regular uniform days.** No Air Force Funds may be used. **NOTE: Units will have until 1 August 2019 to comply with this change.**

**Wear of color Guard and Saber Harnesses, i.e., Sam brown Belt with Shoulder Strap:** is authorized only when performing color guard or commanding during a drill segment. Harness and color guard web/parade belts may be black, dark blue, white and black/white clarion (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.

**Belts for Trousers** must be blue in color only: Units may wear the USAF Honor guard ceremonial Belt, with the Hap Arnold Wings during color guard performances only. **These items will not be worn on regular uniform days.**

**Wing and Star buttons on the Service Dress:** may NOT be highly polished (chrome) Buttons will have the standard satin finish only No waivers will be granted for any other style or finish. **NOTE: Units have until 1 August 2019 to comply with this change.**

**Items NOT to be worn on Drill Team, Color Guard, and Exhibition Uniforms. No waivers will be granted for such item 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 should yoke.
- **Specialized unit rank, stars or other unit made rank/shoulder boards are not authorized.** Example: Team or school name on should 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 (wheel and bucket hats) 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**
- Airman Battle Dress Uniform (ABU); May be worn as Drill Team, Color Guard, and Exhibition uniform. **Berets, shoulder cords, ascots and gloves will ben to be worn with the ABU uniform.**

Cadets may wear a Unit T-Shirt with 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 worn with the garrison ABU cap and sage green boots.** ABU pants must always be properly bloused over the sage green boots. **NO berets, should cords, ascots and gloves will be worn with the ABU uniform**

## Section XII. Semi-Formal Dress Uniform

**Semi-Formal Dress Uniform** is worn for social functions if a semi-formal or formal nature as prescribed by the SASI. When in semi-formal dress, saluting is not required semi-formal dress uniform is to be worn only during special events as determined by the SASI and not during regular weekly uniform days.

- The semi-formal dress uniform coat is the service dress uniform coat without a name tag or headgear.
- Cadet may wear medals with the semi-formal uniform at event such as dining ins/outs, military ball, awards ceremonies, or other formal events.
- Large medal will be worn on the semi-formal coat ½ inch below the top of the welt of the pocket, centered on the pocket. Additionally, AFJRFOTC ribbon may be worn on the semi-formal uniform, however, if medal is worn, ribbons will not be worn (no mixing).
- **Long-Sleeve 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-sleeve blouse similar in style to the men's white long-sleeve shirt.
- **Tie/Tab:** Either a blue polyester or silk, herringbone twill tie/tab or may be worn with either the blue or white long-sleeve shirt. Men may wear a plain black or dark blue tow 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.

## Section XIII. Co-Curricular Activities:

- A. The THS AFJROTC squadron participates in a variety of co-curricular activities each year. Parades, athletic events, drill meets, annual military ball, dining-in, awards banquets, and/or field trips are some of our yearly events.

The following lists some other activities a cadet may participate in:

- **Kitty Hawk Air Society** – The Kitty Hawk Air Society (KHAS) is a nationally recognized AFJROTC honor society. To be a part of the KHAS, cadet must be part of the AFJROTC program, and must maintain an overall average of 3.3 GPA. The purpose of this society is to encourage cadets to go to college and recognize the importance of education. Cadets who are active member of the society will receive a Kitty Hawk Barge and certificate to recognize their involvement and participation in the society.
- **Drill Team** – a selected elite group of cadets that perform the complicated skill of military drill. There are two categories, Armed and Unarmed drill teams. The group performs in parades, drill meets, and at selected special public performances – *some added expenses may be incurred.*
- **Color Guard** – a special marching unit which present and post the colors at formal and informal events. These teams perform at parades, drill meets, school or public ceremonies
- **Model Rocketry/UAV** – this club is designed to help cadets understand different aspect of rocketry and technology involved. Cadets build and launch various model rockets and

study the related aerodynamics. Cadet meeting the requirements will be presented with the model rocketry badge.

- **CyberPatriot** – CyberPatriot is the National Youth Cyber Education Program created to help direct students toward careers in cyber security or other science, technology, engineering, and mathematics (STEM) disciplines. Cadets work in a small group to solve and answer questions relating to those subjects with CISCO system.
- **APT** – Awareness Presentation Team visits various elementary/middle schools and teaches them about life lessons in a fun manner. Participation in this may result in cadet earning the APT Badge.
- **CLC** – Cadet Leadership course is a summer leadership camp in which cadets are challenged to overcome many obstacles and work as a team. To participate in these activities, cadets must pass all of their classes, must possess a proper attitude and must not have a history of repeat insubordination.
- **Military Ball** – The JROTC military ball is an annual formal function that is planned and attended by the cadet enrolled in JROTC. Military personnel and male cadets dress in formal uniforms and female cadets may wear a formal dress. Male guests are expected to dress in a suit and female guest a formal dress.

#### **Section XIV. AFJROTC Property:**

After cadet orientation, each cadet will be issued the AFJROTC uniform and insignia at the beginning of the school year. The same uniform and any other issued items will be turned in at the end of the school year **unless** cadet has returned a uniform contract for the preceding year or when the cadet leaves the corps.

- A. AFJROTC texts and reference books will be issued to each cadet. Any texts, references books, or other government property lost, damaged, or destroyed due to improper handling will be paid for by the cadet. Fair wear and tear will be considered.
- B. Before any uniform items or instructional items are issued for long term use, *the cadet and their parents or guardians must understand that not only do they assume liability for each item issued, but they are responsible to assure that the items are returned in good condition and by the specified date. A dry-cleaning slip will be required for returned uniforms as proof that these items were cleaned properly. If uniforms are returned dirty, a charge for cleaning will be forward to the school treasurer if salvageable. If items are unserviceable, restitution will be made for replacement of government items.*
- C. Supply Discipline
  - Each cadet is responsible for the condition, cleanliness, and maintenance of all clothing and related items issued to them for the AFJROTC program.
  - In the event an item is lost, damaged, or stolen; it is to be reported to your Aerospace Science Instructors immediately, in order to take the proper steps to replace the items. (Remember, you have assumed responsibility for these government items).
  - AFJROTC items must be worn only at prescribed times during AFJROTC activities. **Only shoes and socks may be worn with civilian clothing. Please note that these items are to be kept in good conditions for uniform wear inspections**

- Cadets must wear the prescribed items of the uniform on the day the First Sergeant designates – usually on Wednesday

## **Section XV. Dress and Appearance in Uniform or in the Classroom:**

AFJROTC Cadet do not “**Have**” to wear the great USAF Uniform...They “**GET**” the honor of wearing the uniform are expected to wear it proudly. The AFJROTC uniform must be worn once per week as directed by the Air Force Contract and this program. It is “**YOUR RESPONSIBILITY TO COMPLY**” with this contract.

The standards for wearing the uniform consist of four elements; **Neatness, Cleanliness, Safety, and Military Image**. The first three are absolute, objective criteria for the efficiency, health, and well-being of the force. The fourth standard, military image is also a very important aspect of military appearance. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform. Uniforms are issued to promote a distinctive appearance for each cadet. Without question, the way you wear your uniform affects public and school opinion. Remember, your appearance while in uniform reflects on your school, unit, community, veterans, and your ability to accept responsibility.

### **A. GENERAL INFORMATION**

- The designated uniform day is **WEDNESDAY** of each week unless otherwise stated. Each cadet will wear the uniform that day unless the cadet has received **PRIOR PERMISSION** from the SASI / ASI. “Prior permission” means not later than 9:00 P.M. on Tuesday. Excusal from wearing the uniform **will NOT be given on Wednesday morning** before school. It is the cadet’s responsibility (not their parent/guardian) to make sure the uniform is available for wear on Wednesday or the designated uniform-wear day. *You must wear your uniform on Wednesday **all day even if you are in ALC, serving in-school detentions, or involved in other school activity that prevents you from coming to your regular AFJROTC class.*** Should you have early dismissal, it is your responsibility to see your instructor to be inspected. You must have permission from the SASI or ASI to deviate from this requirement and the permission must be granted **PRIOR to Wednesday**. If you are absent on uniform day and return to school, *you must wear the uniform on the day you return. Failure to wear the uniform without approval by the SASI or ASI prior to uniform day, or not wearing the uniform on the day of return to school, without prior excusal, will result in the cadet being disciplined under the rules of a Category II offense for demerits. See Section VIII, page 17 & 18, for important rules about uniform wear (Category I – IV).*
- Wearing the uniform once a week is defined as wearing the uniform in school **ALL DAY**. It is understood that under special circumstances, it may be necessary for you to change out of your uniform during the school day. Examples of this include but are not limited to: athletic or PE classes, Cooking classes, Industrial Arts, or other groups that might require you to wear another school uniform. In these cases, you are required to wear the AFJROTC uniform up until the time you may be required to change out of your uniform. You are then required to change back into your uniform after that class is over with the exception of last period of the day). If you fail to change back into your uniform as required per the above policy, you will be given a uniform grade of Zero (0%) for that day.
- Each cadet will maintain their uniform in proper condition, i.e., clean, neat, and correct in design and specification. Shoes will be shined and in good repair. Pencils, handkerchiefs, and combs will be concealed. Metallic insignias will be in good condition and positioned properly. Ribbons will be in the proper position, clean and not frayed. No undershirt visible at the neckline.
- Cadets are permitted to remove any coats within the classroom after the SASI /ASI or any other room teacher has given permission. Coats will be replaced and all buttons and zippers fastened

and/or zipped before you leave the classroom. Coats may be removed in the lunchroom -- Put your coat/jacket back on correctly before you leave the lunchroom. You must wear your uniform all day on uniform days. You must wear it properly (no rolled-up sleeves, loose ties, etc.). Do not change into civilian clothes (except for sports, physical education or in a class such as industrial tech in which the uniform may get dirty) without the approval of the SASI/ASI. In these cases, the uniform must be put back on before the end of that class period and worn for the remainder of the school day. If these classes are the last classes of the school day, the uniform does not have to be put back on.

- Cadets may wear the uniform to church, weddings, baptisms, funerals, or special events **WITH PRIOR APPROVAL** by the SASI / ASI.
- **Every Friday is designated as Physical Fitness Day.** Each cadet will wear the designated “Corps T-shirt” unless stated otherwise at the discretion of the Operations Officer. Wearing the corps t-shirt on Friday does not count as a “uniform day”. You must wear your uniform and be inspected to satisfy the requirement to wear your uniform once a week. Example: If you are absent Wednesday and Thursday and come to school on Friday, you must wear your uniform, not your Corps T-shirt.

**NOTE\*** Always bring your physical fitness clothing to ROTC on Friday’s, even if you wear your uniform. (Failure to wear the Corps T-shirt or bring P.E. clothes will result in a lower grade)

- If you are absent during the week and did not wear your uniform, you must wear it twice the next week to satisfy your week uniform grade requirement. One day will be make-up for the lost uniform grade for the previous week and one day for the current week.
- Cadets may not wear the uniform when participating in marches, rallies, or other public demonstrations that would bring discredit to the school, community, the United States Air Force, or the U. S. Government. Cadets will not give opinionated statements to local media while in the AFJROTC uniform.

## **B. Supplemental Information (Dress and Appearance):**

If the temperature and/or wind chill factor presents a 30 degree or below outside temperature:

\* You are authorized (as per school officials) to wear a civilian coat when **OUTDOORS** at any times, even when going from building to building (includes when wearing the United States Air Force issued Military Uniform for this program.)

\* Immediately upon stepping into a building, you will TAKE OFF the civilian jacket (same with any headgear as per school rules and policy). Hand-carry your coat.

**Jewelry:** while in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by your instructors.

**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 will not be worn on the thumb.

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

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

**Color/rubber bracelets that support a cause are not allowed to be worn in uniform.**

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

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

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

**Back Packs:** Cadet may wear a back pack on the left shoulder or both shoulders (not to interfere with rendering the proper salute). **WARNING:** Backpacks will wrinkle your uniform and have a tendency of ripping off the nametag and / or ribbons.

**Wear use of an Earpiece:** Any blue tooth technology or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. Exception: headphones and earphones (iPods, MP3-type players, etc.) are authorized during travel on public transportation, i.e., bus, train, or air travel.

### C. Specific Female Cadet Grooming Guidelines

**Hair-Female:** Refer to figure 3.2. **There is no minimum hair length, to a maximum bulk of 3 ½ inches from scalp and allows proper wear of headgear.** Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair *will not* touch either eyebrow, to include an invisible line drawn across eyebrow and parallel to the ground. See Figure 3.2 When in doubt, assess correct length of hair with cadet standing in the position of attention. **Exception:** while wearing the Physical Training Uniform (PTU), long hair will be secured but may have loose ends and may extend below the bottom edge of the collar.

**Hair color, Highlights, Lowlights, and Frosting:** Will *NOT* be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey).

**Hair Accessories:** If worn, black hair accessories (e.g. fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized regardless of hair color. Headbands or fabric scrunchies will not exceed one-inch in width. Ornaments are not authorized (i.e. ribbons, beads, jeweled pins). See Figure 3.4 of scrunchie).

**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. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar (see figure 3.2). Headgear must fit properly.

**All locs braids/twists when worn:** will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs/braids shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly fused/interwoven to present a neat, professional appearance. A loc, braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards in paragraph above **Exception:** Micro-braids or twists are not required to continue to the end of the hair.

**UNAUTHORIZED:** Mohawk, mullet or etched design. See Figure 3.5 (photo of unauthorized female hair styles).

**Earrings:** Female cadets may wear small round or square white diamond, gold, white pearl, or silver earrings. If 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 unless the piece extending is the connecting band on clip earrings.

**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. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

**Fingernails:** Fingernail polish, if worn by female cadets, will be a single color that does not distinctly contrast with the female cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and 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.



**French Tip Nails  
are allowed to be  
worn in uniform**



**Nail that are NOT  
allowed to be worn  
with your uniform**

#### **D. Specific Male Cadet Grooming Guidelines**

**Men's Hair:** Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair.

**Hair Standards:** Hair will be 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, twist, or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 1 ¼ inch in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shave hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. **Faddish haircuts (Such as bowl haircuts or cuts with a distinct line)** will not be tolerated. **Hair will be in a natural color**

**PROHIBITED EXAMPLES:** (*not all inclusive*) are Mohawk, mullet, cornrows, dreadlocks, or etched design. Men are *not* authorized 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. See Figure 3-1, orifice of the ear opening is a reference point A.

**Mustaches:** Male cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See Figure 3-1, reference points GB, C, and D.

**Beards:** Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official. SASI will submit waiver request in WINGS for review by HQ AFJTOC Waiver Review board. Members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculpture appearance.

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

**Earrings:** Male cadets in uniform may not wear earrings or any other type of facial piercings. **No earrings or other visible body piercing jewelry will be worn in the JROTC classroom or any AFJROTC activity or function.** If you wear it during these times, you will be required to remove it. PLAN AHEAD. Have your ear pierced when you have time for it to heal prior to returning to school.

## **E. Proper Wear of the Uniform**

- Wear your uniform proudly and with as much pride as the veterans of past military service. Be especially proud to honor those who gave their lives to preserve our way of life. (Refer to uniform attachments).
- Wear your flight cap / beret at all times when outdoors, never indoors unless directed. Salutes are required for all officers outdoors. **Exceptions: you will salute both instructors (Officer's and Non-commissioned Officer's for instructional purposes.**
- Shoulder patches are **worn ½ to 1 inch centered** below the shoulder seams. **Place new patches ¾ inch** below the shoulder seam and centered.
- Check your gig line often by lining up the edge of the shirt, the right edge of the belt buckle, and the leading edge (Zipper / Fly) of trousers / slacks. (Note: female belt is placed in the opposite direction from males).
- Male trousers are trim fitted. Female slacks fit naturally over the hip. No bunching at waist or bagging at seat; front of trouser / slack legs rests on the front of shoe with a slight break in the crease; back of legs will be approximately 7/8 inch longer than the front. Trousers are a full cut, straight hanging and without cuff. Slacks are tailored, straight hanging without flare at bottom.
- Keep shirttails tucked in if designed that way by the manufacturer.
- Shoes will be clean and shined. **Do not use liquid shoe polish.** Paste wax is the only acceptable means of polishing shoes.
- Corfram shoes are authorized for officers ONLY. Officers may wear corfram shoes but only during optional day uniform wear during inspections; otherwise, only issued shoes will be worn for all uniform inspections. Only issued shoes will be worn for all uniform inspections with the exception for officers noted.
- Males and females will wear black socks with the uniform. Females may wear neutral colored hose with skirt while **black socks are worn only with slacks.**
- Carefully trim all loose strings and frayed seams on the uniform.
- Replace any missing buttons.
- The nametag is always worn on the right side and the ribbons on the left side of the uniform. (See uniform attachments).

- A “V” or “U” neck T-shirt will be worn under the summer uniform (short sleeved shirt) and is to be clean, plain, and white. This applies to female cadets as well. Wearing any T-shirt that has any printing or logos that can be seen through the military shirt is unacceptable. When wearing the short sleeve military shirt, do not wear a “crew neck” undershirt which is visible at the neckline.
- Avoid bulky items in the pockets.
- Keep hands out of pockets at all times.
- Pockets will be buttoned as required.
- A watch may be worn as long as it does not attract attention away from the uniform.

## F. Grading of Proper Wear of the Uniform

- Your government uniform will be graded on a weekly basis as part of your Leadership Education grade. **A worksheet comprised of 15 areas will be used for inspection. Those areas are:** 1) Hair/headgear 2) Insignia 3) Shirt/blouse 4) Tie/tab 5) Patches 6) Name Tag 7) Ribbons 8) Gig line 9) Belt 10) Trouser/Slack 11) Skirt 12) Hose/Socks 13) Shoes 14) Jewelry and 15) any other items. **(see attachments P).**
- Each of these areas will be assessed negative uniform points based on a 100 points scale. Any item which requires alteration will not be counted unless previously identified. Should you not wear your uniform weekly, a uniform grade of 59 will be assessed. **Re-inspections will start at 90 Percent** for any cadet **failing to wear their uniform** on the first day after the normal uniform inspection day **and are present without a valid reason** for non-compliance. Cadet will also receive a detention.

## G. CARE OF THE UNIFORM

All uniform items issued must be cared for and maintained by the cadets to whom it was issued. Your uniform should be cleaned every week prior to wearing it. General care includes washing the uniform, taking care to not soil or stain it in any manner, and ensuring it is lint, dust, and dirt free. You should hang your uniform appropriately...DO NOT stuff it in your backpack, come it in your athletic locker, or chuck it on your floor or in your closet. If at any time a uniform is unserviceable, you must attempt to fix it or bring it to the ASI’s attention. If a button comes off, ask your parents to sew it back on. Care of uniform items and other tips are described below. Always read the care labels of all items as well.

- You may wash the short sleeve blue shirt in a washing machine, dry it in a dryer and iron it to ensure it is wrinkle free.
- The pant/slacks/skirt, lightweight jacket, flight caps, ties, and neck tabs should be dry cleaned. Understanding that this can be quite expensive, do not use a dry cleaning kit for your dryer. The material on the coat will get shredded and the pants will ball up material making these items unserviceable. You can use a damp cloth on spots and if ironing, place a handkerchief between the iron and the fabric to avoid destroying the fabric. A good rule of is to dry clean these items once a month.
- DO NOT leave the necktie in a tight knot. Untie and retie the necktie with each wear.
- Do place your name inside your flight cap...that way, when you lose it, we’ll know whose it is.
- The Service Dress Coat is “dry-clean only” and will never be place in a waging machine or dryer...you will ruin it. Since the service dress coat is only worn occasionally, the recommendation is to take it to the dry cleaners a couple of times each semester.
- Keep a lint brush at home and use it before you leave the house on uniform day.

- Your shoes should always be clean and shined to a high-gloss appearance. Proper shoe-shining techniques will be taught in class. Carry a small cloth with you on uniform day to re-buff your shoes prior to inspection

## **H. SHOULDER PATCHES and TABS:**

**AJROTC Patch (white, Lamp of Knowledge):** Wear the AFJROTC official should patch **is mandatory** on the left sleeve (shoulder) of all uniforms except the raincoat, overcoat, all-weather coat, ABU (front left pocket only). **Flight Suit** – the white, Lamp of Knowledge, AFJROTC Patch will be worn (if no unit patch is available) on the right sleeve (shoulder).

**Unit Patch (OPTIONAL):** If worn, must be on the right shoulder only (ABU on front right pocket only) Flight Suit – unit patch will be worn on the right sleeve (shoulder) of the flight Suit, if no unit patch is available, the white, Lamp of Knowledge, AFJROTC Patch will be worn (see Attachments).

**Shoulder cords:** Cadets are authorized to wear one shoulder cord (**double knot, single cord – no aiguillettes or citation cords**) on the left shoulder. This will be a single “infantry” style cord, without metal tips, no more than 2-inch wide. Wear the shoulder cord only on the light blue shirt and the service dress coat. Colors to denote different honors or leadership position may be used.

### **Criteria for wear and shoulder cord colors:**

- White – Corps Commander, Vice Commander, 1<sup>st</sup> Sergeant
- Silver/Gold – Cadet with a 4.0 GPA
- Blue/Yellow - Cadet who are inducted into Kitty Hawk and with a 3.0 GPA
- Blue & Gold – All Staff Members
- Red/White/Blue – Cadet or Staff Members of the Month
- Gold – Cadet with Academic excellence letter grade of “B” in all class and “A” in AFJROTC
- Blue – Flight Commanders for each class
- Yellow – Flight Sergeant’s for each class
- Red/Black – Drill Meet Members

On the **service dress**, the cord will be grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. 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.

**Shoulder Tabs:** Shoulder tabs are either **cloth or metal** arches denoting participation in an AFJROTC activity. **Shoulder tags are optional.** If worn, cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e. g., drill team, saber team, honor guard, etc.). If no unit patch is worn, tab will be worn no lower than 1 inch below the shoulder seam. If a unit patch is worn, shoulder tab will be centered between the unit patch and the shoulder seam.

## **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 competition. 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 light weight blue jacket or 2) the Airman Battle Uniform (ABU). Normal blue or ABU uniforms are visually depicted in these attachments.

Units may accessorize their **BLUE** drill team, color guard or exhibition uniforms with the following items only. No waiver is needed for any of the items listed below. **Additionally, NO WAIVER will be granted for any items not listed below.**

**Marksmanship Awards:** Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males wear the badge under the ribbons on the left pocket flap of the light blue shirt or below the ribbons on the service dress uniform. Females wear the badges above the ribbons on both uniforms. **Marksmanship badges will not be worn with medals.**

## **Section XVI. CADET WELLNESS PROGRAM**

The cadet Health and Wellness Program (CHWP) is a key component of the total cadet experience. Through this program, cadets will learn proper fitness and nutrition information and techniques. They will be given the opportunity to develop a sustained, healthy lifestyle. While the CHWP is optional for cadets to participate in, parents must indicate that they do not wish for their child to participate on the permission form. Cadets are graded for their participation in the wellness program based on:” dressing out,” participation, and effort...no grades re given for the amount of repetitions or times of runs. This program is also used to build teamwork and esprit de corps with in the units.

**Physical Training Gear (PTG) and Physical Fitness Training (PFT) Rear:** 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 that is customized for esprit-de-corps within a unit (usually school colors). Air Force PTG may not be mixed with local purchased PFT gear within a unit.

- **Short-Sleeved PTGB/PFT Shirt:** The short-sleeve shirt will be tucked into shorts at all times. Do not remove or cut sleeves. PTG undershirts, short and long-sleeve form fitting undershirts, (i.e. spandex. Lycra or elastic material) may be worn and visible under the short-sleeve PTG shirt. Undershirt must be tucked in. There is no color restriction on form fitting undershirt; undershirt may have small trademark log.
- **Shorts:** the PTG/PFT shorts waistband will rest at or within two inches of the natural waistline. The lining in the PTG shorts may be removed.
- **Footwear:** Cadets must wear appropriate footwear while engaging in physical fitness activities
- **Headgear:** The SASI may authorized wear of an optional solid color, that is conservative and in good taste, baseball/sport cap with the PTG/PFT uniform. If authorized, caps are to be worn outdoors only and cadet officer rank will be worn. Enlisted cadets will not have any rank on their headgear.

Bandanas and other similar head-scarves/headgear **are not authorized**

### **Fitness Assessment exercises/Measurements, 6 components:**

**1-Mile Run:** The 1-mile run will take place on the school football field. Cadets who have trouble running will be encouraged to try some running combined with walking and to try and improve their result each time. While walking, cadets will be highly encouraged to walk at a brisk pace.

**Pull Ups:** Pull ups will take place in the Shannon school gym

**Push Ups:** Place your hands slightly wider than shoulders; Keep torso straight and head aligned with spine throughout the exercise. Lower yourself until your chest comes within 3-5 inches from the floor; (your arm should be parallel with the ground). Press back to starting position. You must rest in the up position.

**Sit Ups:** Lie on your back with legs bent 90 degrees at the knee – the standard “sit-up” position. Cross your arms and place your hands so that your fingertips touch your shoulders. Have a spotter hold your feet, Curl your torso so your chest moves toward your knees. Keep your hands on our chest at all times. The sit-up does not count if your hands come off your chest. You must rest in the up position while

resting. To complete the sit-up, your shoulder blades must touch the ground. One's hips or buttock should not come off the ground to produce momentum.

**Sit & Reach:** Students remove their shoes and sit on the floor with knees fully extended feet should-width apart and soles of the feet place flat against the zero/starting mark. With hands on top of each other, palms down, and legs held flat, student reaches along the measuring line as far as possible. After three practice reaches, measurement will be recorded of the distance reached from the zero mark (both positive or negative from this point). Sit and reach tips: Participants are most flexible after a warm-up run. Best results may occur immediately after performing the endurance run.

**Shuttle Run:** Mark two parallel lines 30 feet apart and place two blocks of wood or similar objects behind one of the lines. Students start behind opposite line. On the signal "Ready, go!" the student runs to the blocks, picks up one, runs back to the starting line, places the block behind the line, runs, back, and picks up the second block and runs back across the starting line.

## **Section XVII. PHYSICAL FITNESS WAIVER**

The presidential fitness program is conducted on Friday as part of our physical fitness criteria for AFJROTC. Each cadet will wear their assigned Corps t-shirts (which will be initially given out as part of the cadet's corps fee). Corps t-shirt will be the required to wear on each Friday (participation grade) unless the cadet is part of another organization which requires them to wear their particular apparel/uniform. Failure will wear the required t-shirt, wear and/or bring their PT shorts/pants on Friday will subject you to a grade of "0%".

Each cadet who successfully participates in our physical fitness program for 2 years can apply for a school physical fitness program requirement waiver. Waiver must be completed and returned to the guidance office within 2 weeks of the final competition of sports/activity or end of the year for AFJROTC.

Any student who has not fulfilled the school Physical Fitness requirement prior to the beginning of his or her senior year will be scheduled into a separate P. E. class outside of the AFJROTC program. Participating in an athletic, cheerleading, marching band, or AFJROTC during their senior year will not qualify for the waiver without administrative approval. (See your Guidance Office for full waiver requirements in accordance with senate Bill 311.)

## **SECTION XVIII. SCHOOL JROTC LETTER CRITERIA:**

To be eligible for a school letter in JROTC, each cadet must complete or meet at least 75% of the below:

1. Have a grade average of a "B" or better in JROTC.
2. Be in good academic in all classes (No letter grade "D")
3. Be in good discipline standing within the school (No excessive unexcused absences)
4. Instill comradre and show initiative within the corps.
5. Show a positiveness towards Corps activities.
6. Show leadership and/or has participated in a leadership position
7. Has participated on the Drill Team and/or Cyber Patriot teams plus participated in at least 75% of all varsity team competitions.

**Attachments:**

Authorized Air Force JROTC Badges and Insignia

Air Force JROTC Rank Insignia's

Cadet Male Headgear

Cadet Female Headgear

Cadet Beret Headgear

Cadet ABU (Airman Battle Uniform) Male and Female

Cadet ABU Headgear

Cadet Light Weight Blue Jacket

Cadet Male Service Dress

Cadet Female Service Dress

Cadet Male Blue Shirt

Cadet Female Blue Shirt

Flight Suit (Male and Female)

Semi-Formal Dress Uniform

Sample Exhibition Uniform

Sample Uniform Pics

Instructions on Tying a Tie

Uniform Grading Sheet w/Explanation of infractions (Gigs)

First Year Cadet Course Guide

High Flight

Air Force Song

(Signed)

James D. Couch  
Major, USAF (Ret)  
Senior Aerospace Science Instructor (SASI)

(Signed)

David Franklin  
Chief Master Sergeant, USAF (Ret)  
Aerospace Science Instructor (ASI)

Attachment 7-1

**AUTHORIZED AIR FORCE JROTC  
BADGES AND INSIGNIA**



Hap Arnold Optional  
Enlisted/Officer Service  
Cap Insignia



OFFICERS  
SERVICE CAP  
INSIGNIA



MODEL ROCKETRY  
BADGE



KITTY HAWK  
AIR SOCIETY  
BADGE



DISTINGUISHED  
CADET BADGE



SHOULDER TAB  
METAL OR CLOTH



GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE

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



AWARENESS  
PRESENTATION  
TEAM BADGE

Cadets can choose only one badge. Either the APT badge or the Marksmanship Shield. Follow APT placement criteria if cadets wear the Marksmanship Shield.



AEF BADGE

The National Finalists CyberPatriot badge is the only CyberPatriot badge that may be worn. See placement in Attachments 9, 10, 11, and 12. Notes 15 and/or 16.



Badges/Insignia not listed here are unauthorized for wear.

## AIR FORCE JROTC RANK INSIGNIA

### CADET OFFICER RANK



SECOND  
LIEUTENANT



FIRST  
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT  
COLONEL



COLONEL

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

### CADET ENLISTED RANK

AIRMAN BASIC:  
NO RANK INSIGNIA



AIRMAN



AIRMAN  
FIRST CLASS



SENIOR  
AIRMAN



STAFF  
SERGEANT



TECHNICAL  
SERGEANT



MASTER  
SERGEANT



SENIOR  
MASTER  
SERGEANT



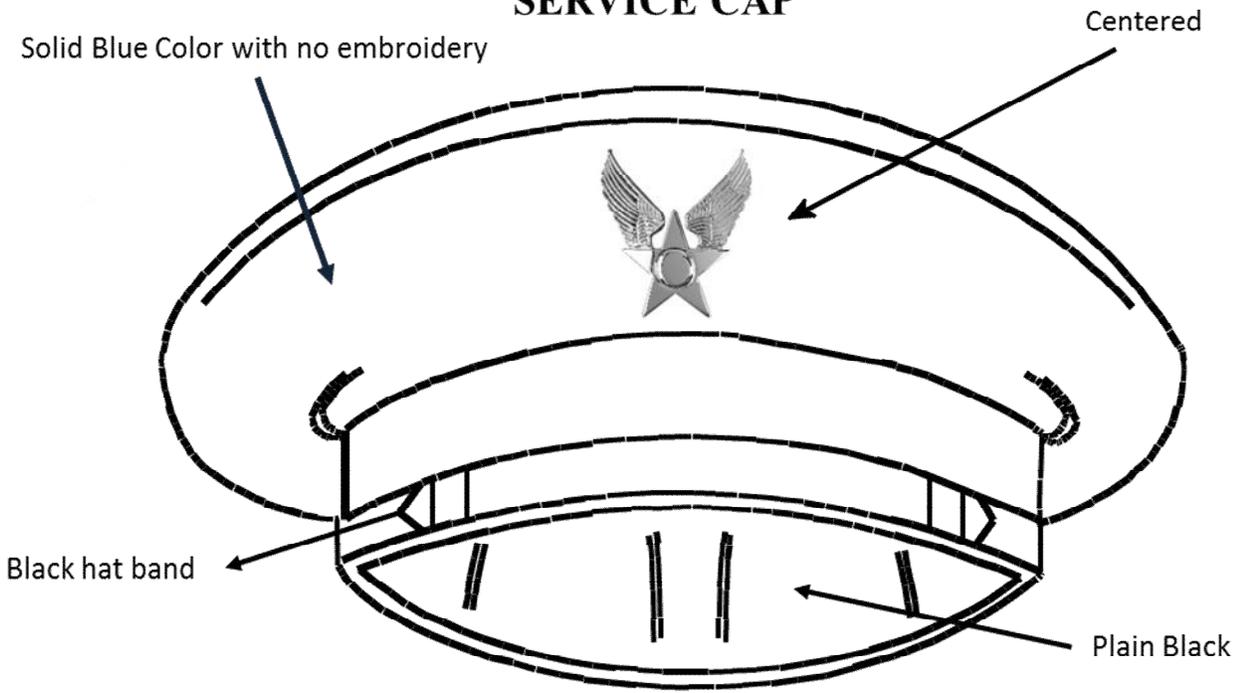
CHIEF  
MASTER  
SERGEANT

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.

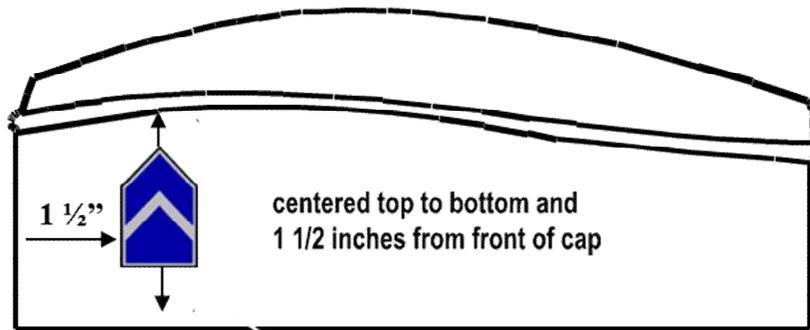
# CADET MALE HEADGEAR

## 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

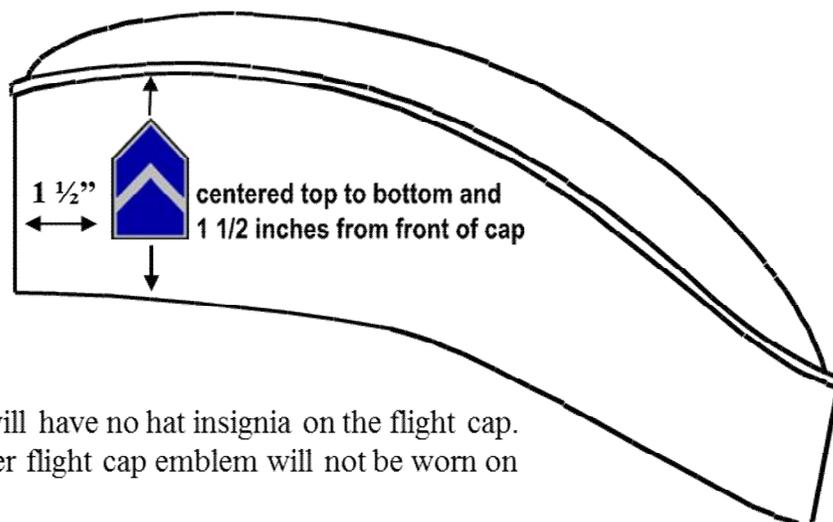
## SERVICE CAP

Solid Blue Color with no embroidery



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

## FLIGHT CAP\*



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

# CADET BERET HEADGEAR

## BERET

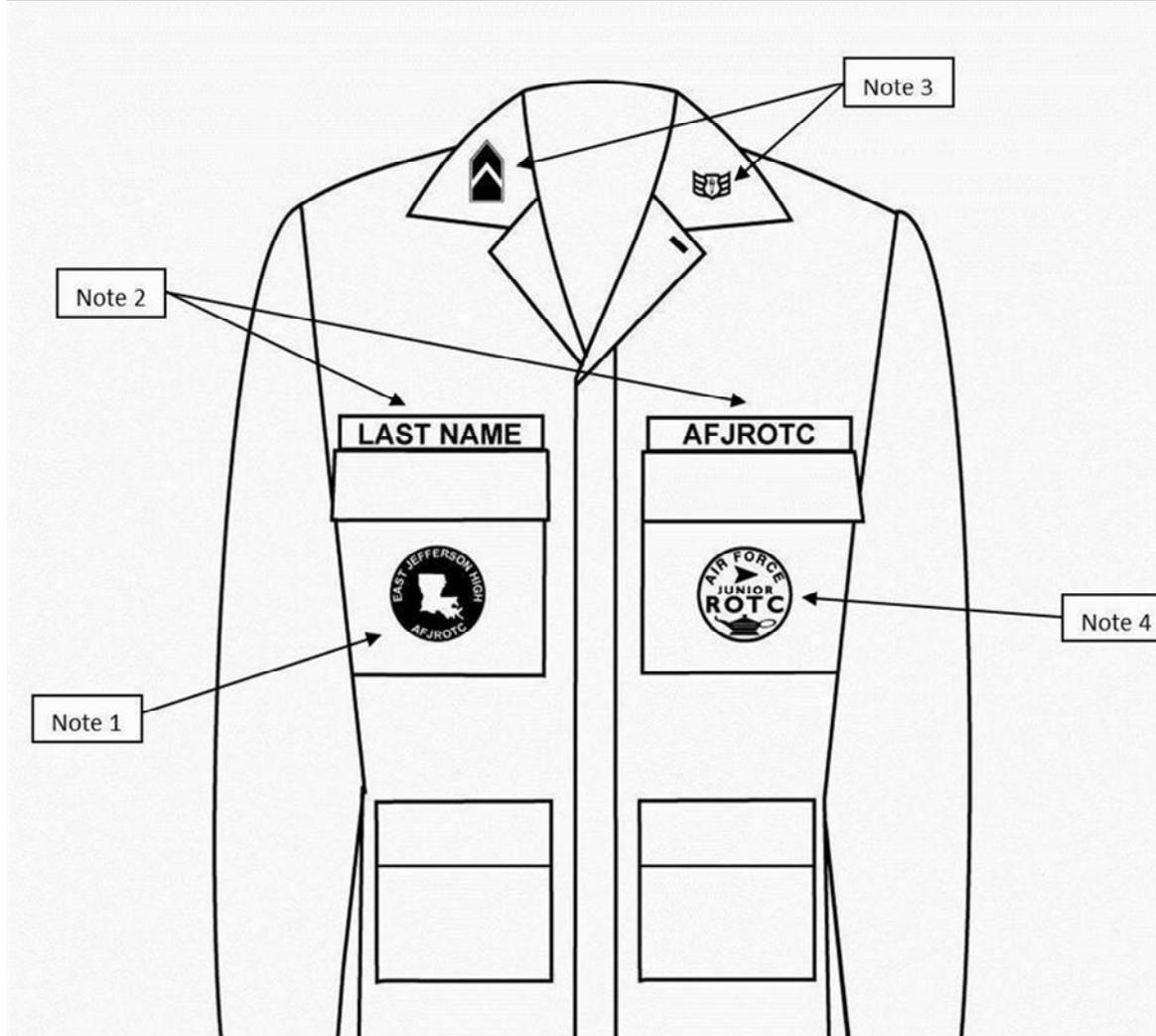


### Berets.

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.

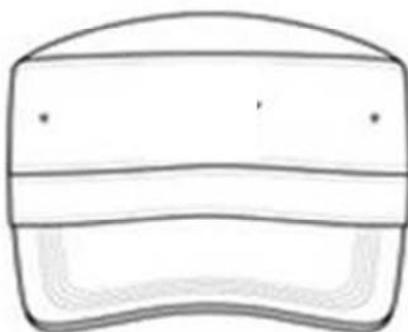
## Attachment 7-6

### CADET ABU Male and Female

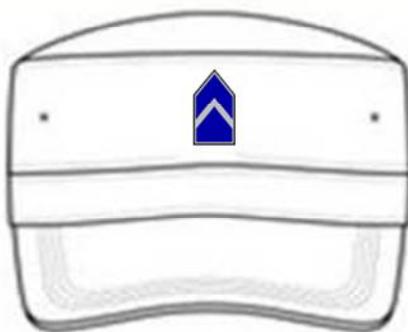


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with 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 on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC Patch (white, Lamp of Knowledge): **WHITE 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 may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots.**
7. **OCP uniforms are not authorized for wear by AFJROTC cadets at any time.**

## CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.



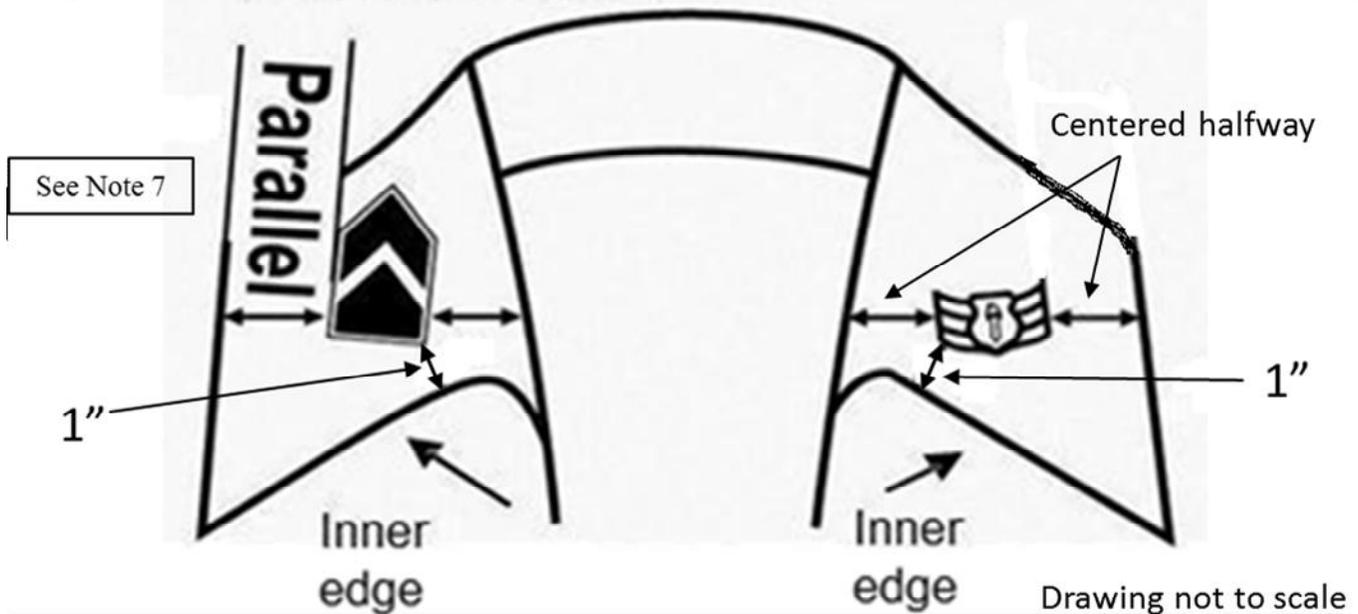
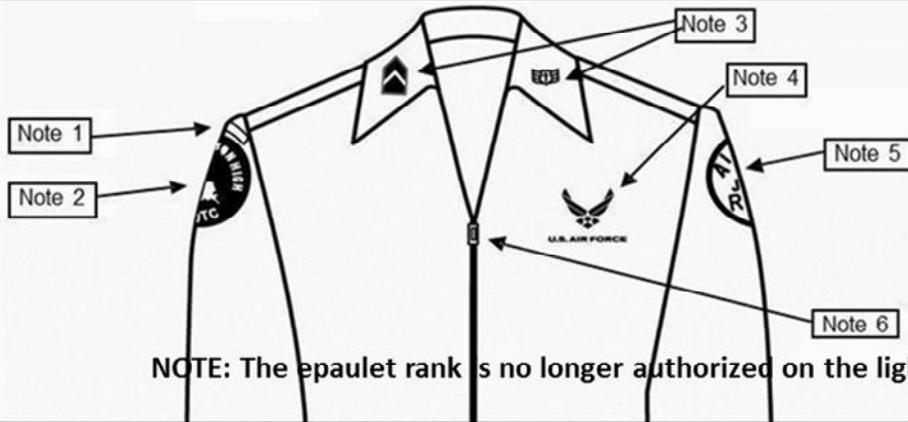
Officers will wear rank insignia on the ABU cap.

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

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

## Attachment 7-8

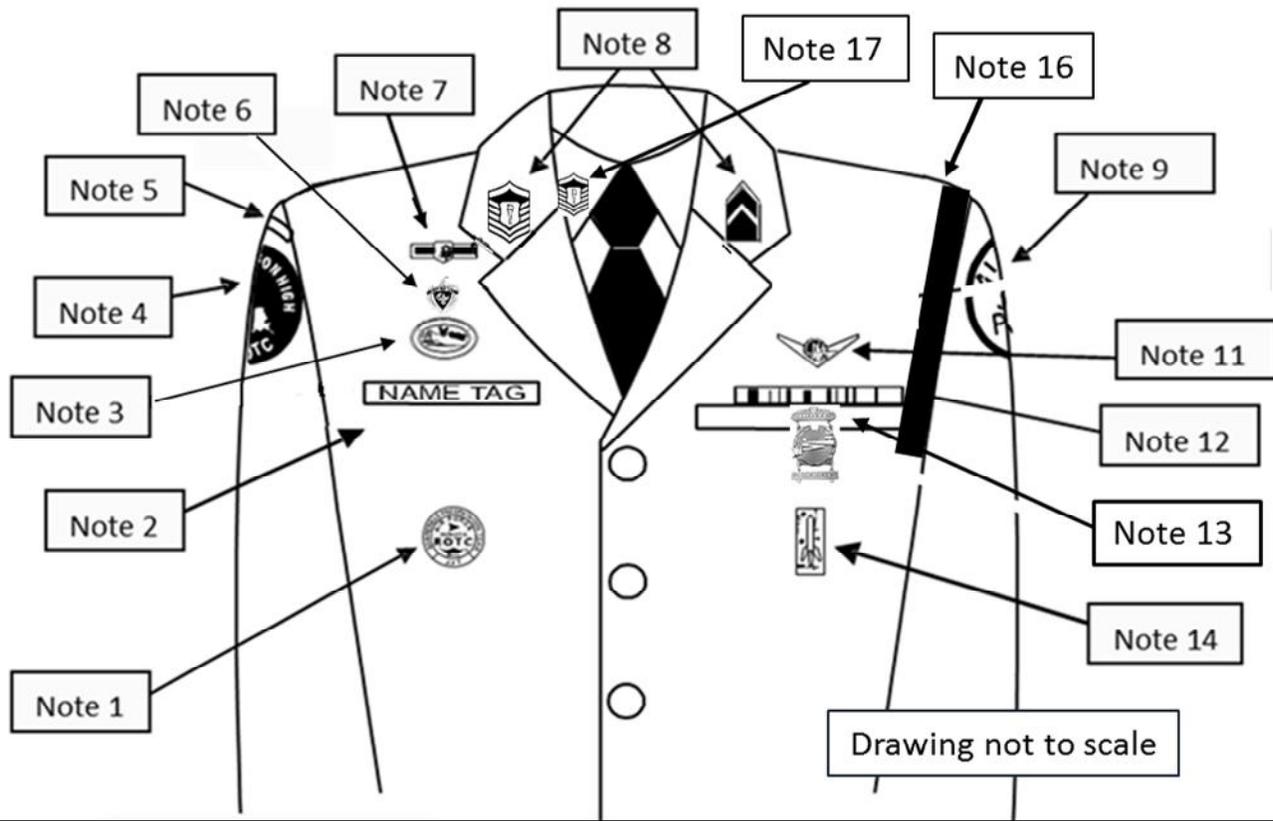
# CADET LIGHT WEIGHT BLUE JACKET



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  $\frac{1}{2}$  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  $\frac{1}{2}$  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.

## Attachment 7-9

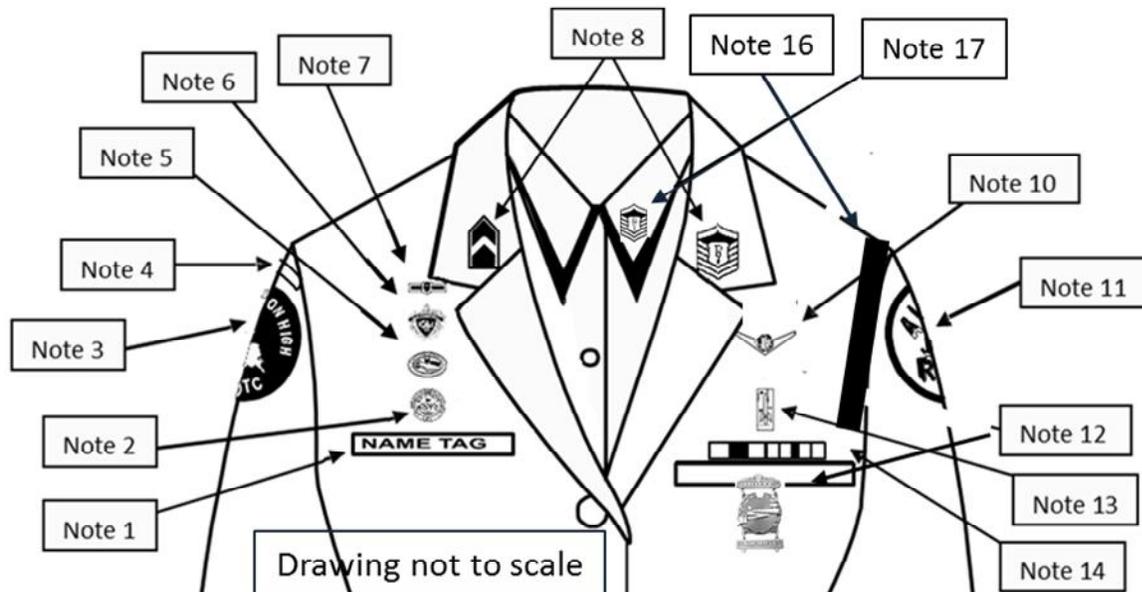
# CADET MALE SERVICE DRESS



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

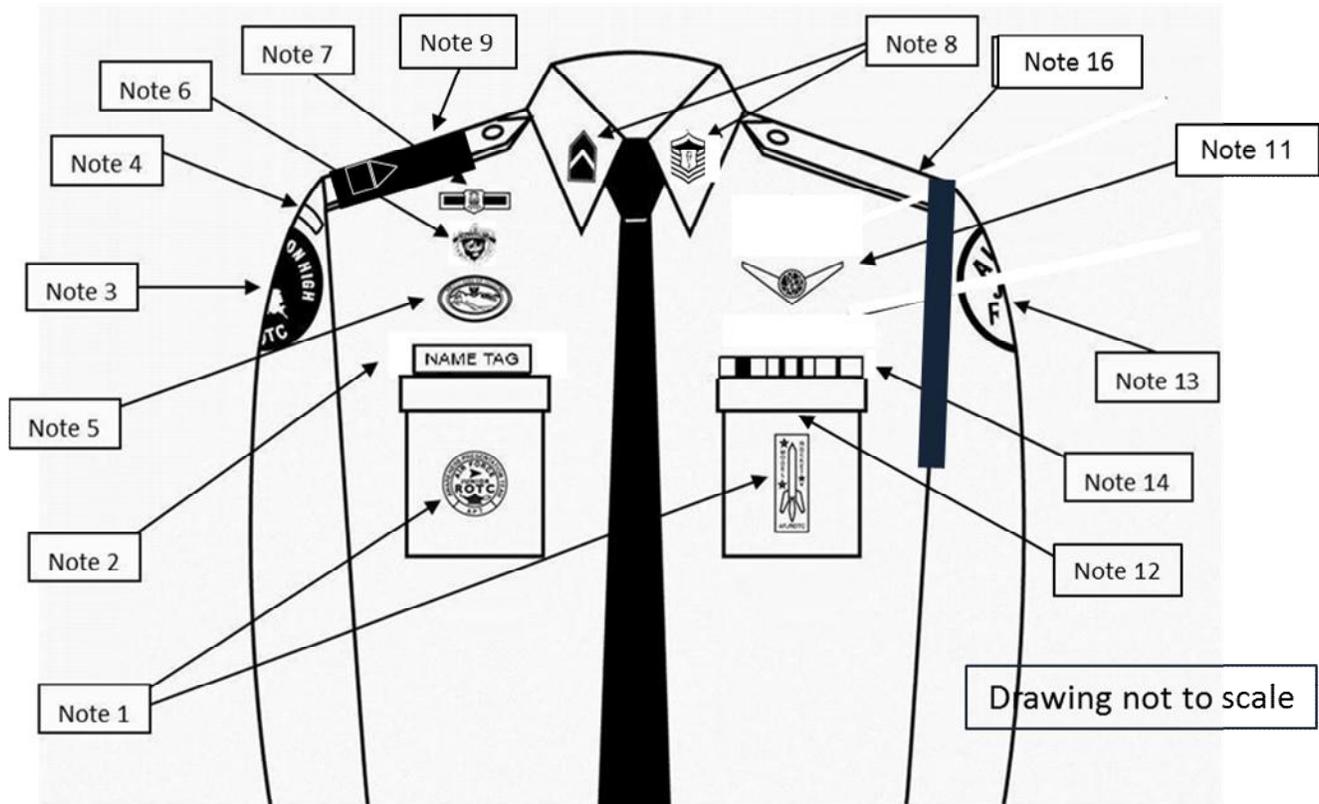
## Attachment 7-10

# CADET FEMALE SERVICE DRESS



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

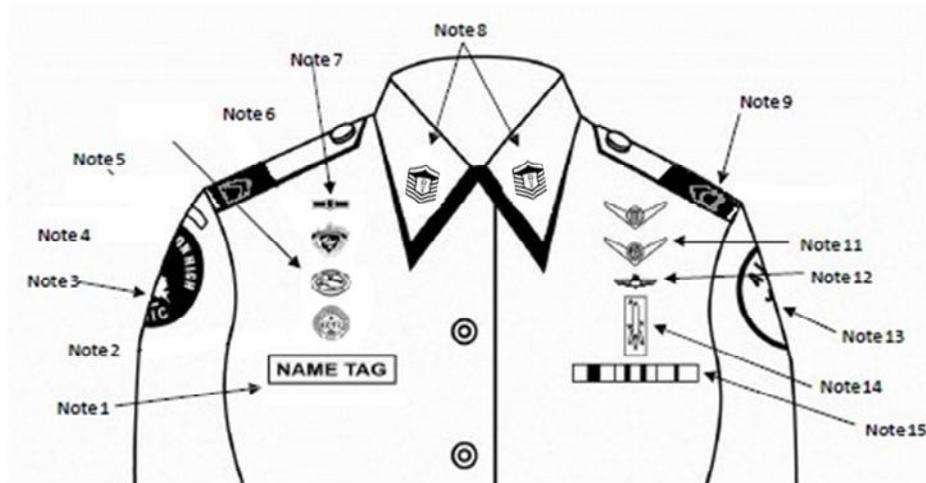
## CADET MALE BLUE SHIRT



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

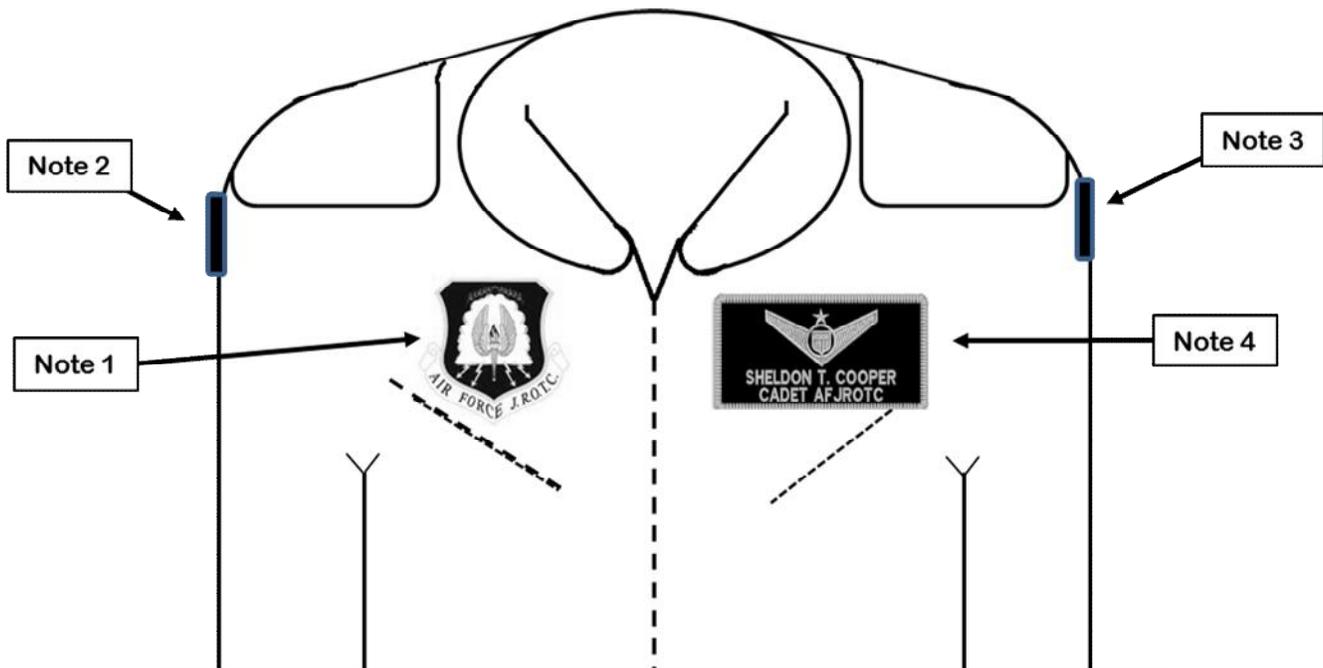
## Attachment 7-12

# CADET FEMALE BLUE SHIRT



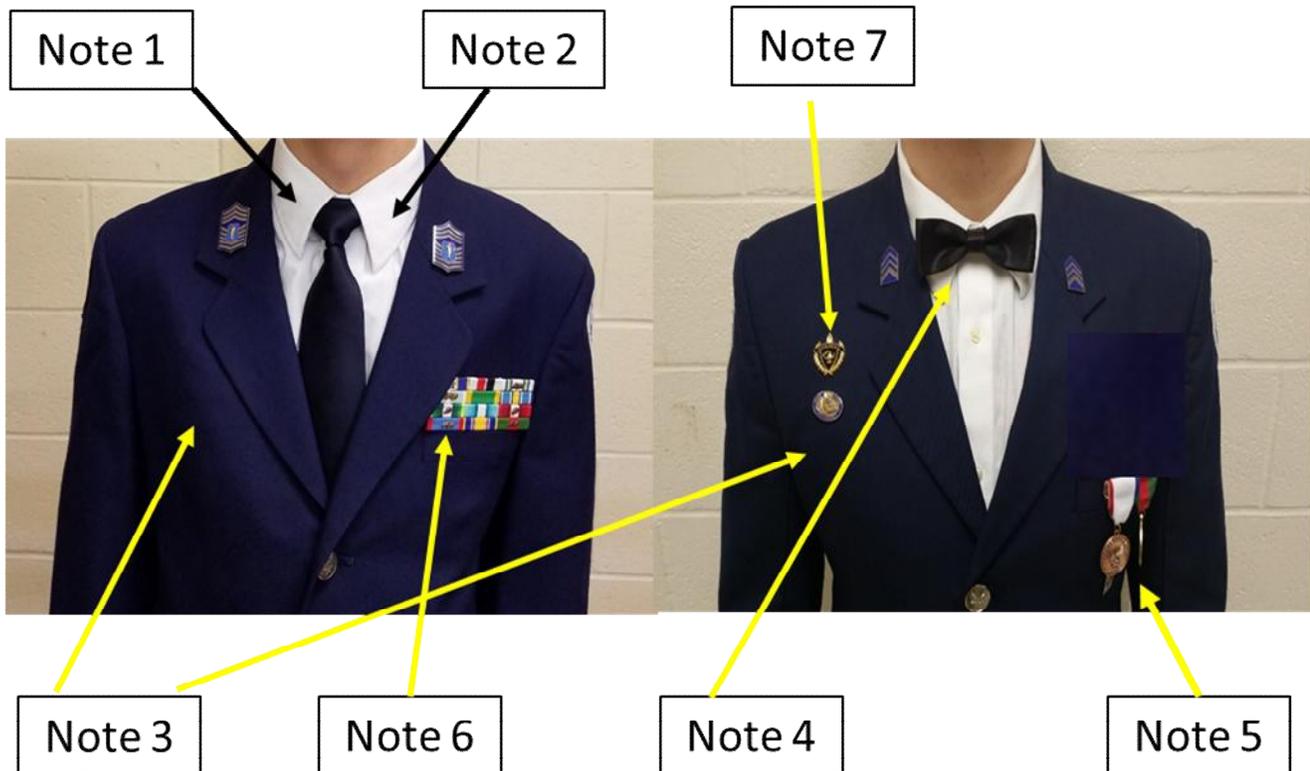
1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower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

## Attachment 7-13



1. \* AFJROTC Command Patch (mandatory). Velcro attached. 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 those programs (See Ops Supplement, Chapter 7, paras 7.2.1, 7.2.2 and 7.2.3).
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, AFJROTC **Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.**
3. \* American Flag Patch (mandatory) on left shoulder. **Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.**
4. \* Cadet Name Patch (mandatory). Velcro attached. Black background with silver 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". **Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.**
5. **Flight Suits are authorized for those cadets that are currently enrolled in or that have successfully completed AFJROTC aviation honors ground school, have been awarded the aviation ground school/unmanned aircraft badge, flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program.**
  - 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.)**

## 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  $\frac{1}{2}$  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.**

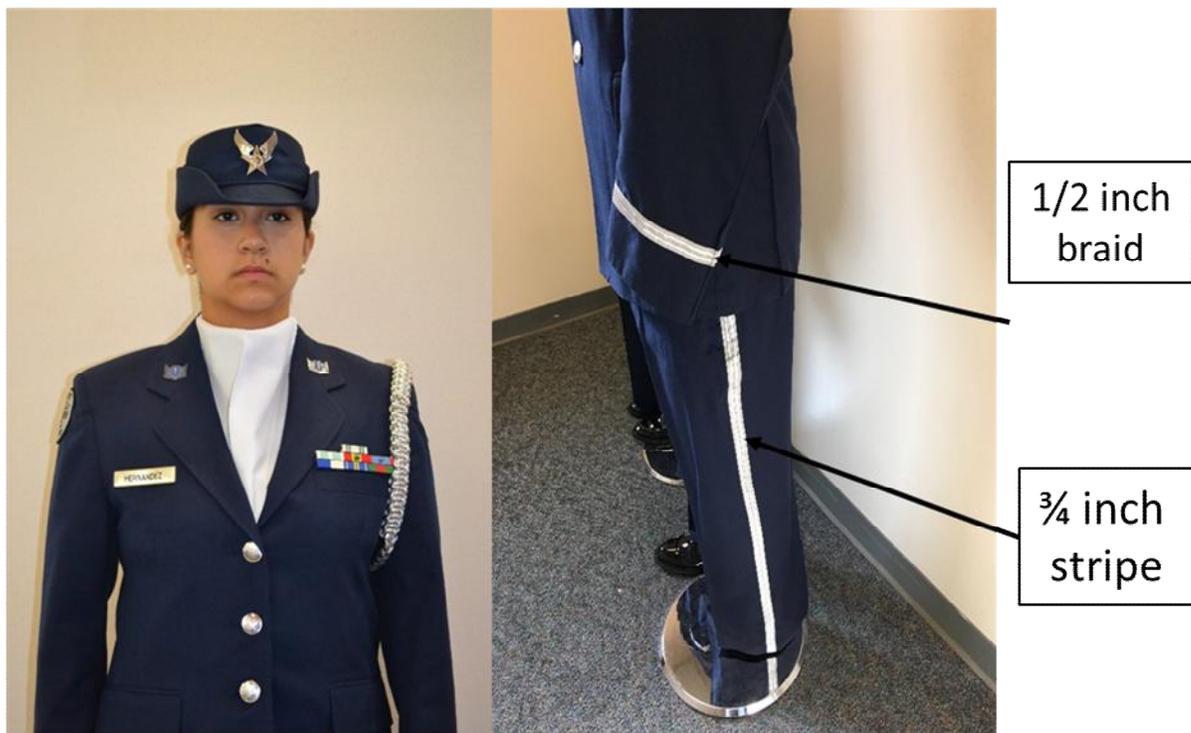
## Sample Exhibition Uniform



$\frac{3}{4}$  inch  
stripe

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  $\frac{3}{4}$  inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center  $\frac{1}{2}$  to 1 inch below left shoulder seam.
10. **Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. Black boots/corfams may be reissued to cadets. Spray boots/corfams with disinfectant spray before reissuing.**

## 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 3/4 inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days. .**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. A 1/2 inch silver, dark blue, or black only sleeve braid, 3 inches from the end of the sleeve, may be worn.
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center 1/2 to 1 inch below left shoulder seam.
10. **Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. Black boots/corfams may be reissued to cadets. Spray boots/corfams with disinfectant spray before reissuing.**

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



Attachment 7-16 (continued)

**Sample Uniform Pictures**



**Sample Uniform Pictures**



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

FEDMALL  
Purchased Air Force  
Sweat Shirt and  
Pants



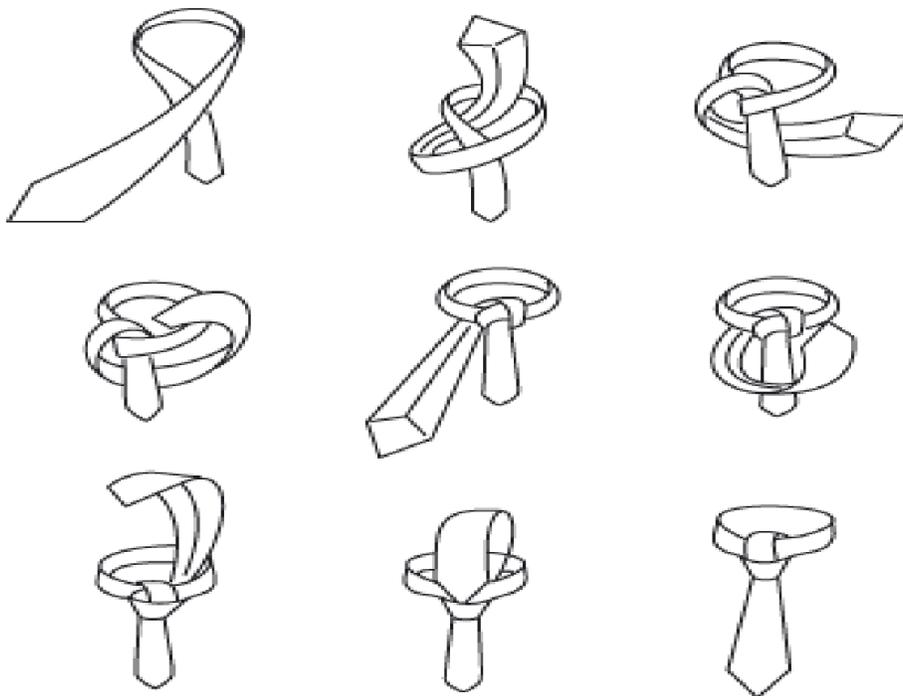
# Attachment O

## Windsor Knot (Right)

1. With the wide end 12 inches longer than the narrow end
2. Make a loop as shown
3. Bring the wide end around and behind the narrow end

4. Turn the wide end up and put it through the loop of the tie
5. Pull the wide end through and shape carefully

Note: There are several good knot tutorials on YouTube.

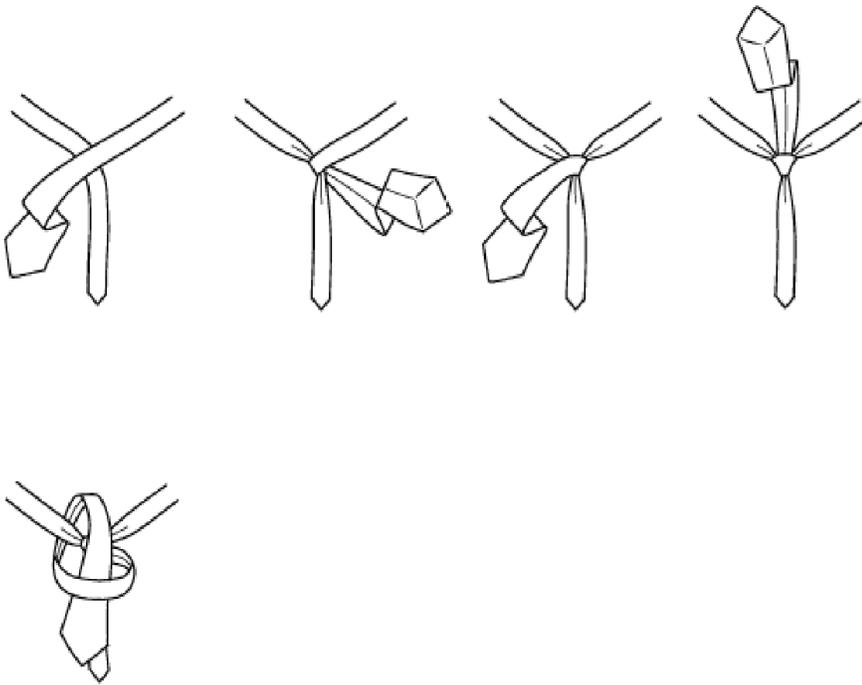


## Attachment O (cont.)

### Four-In-Hand Knot

1. With the wide end of the tie on the right side
  2. Then cross the wide end over in back and to the left bring it completely around the front to your right
- Note: There are several good knot tutorials on YouTube.

3. Bring it back and up through the center
4. Pass it through the loop in front
5. Tighten the knot neatly, forming a "dimple" with your index finger.



# Attachment P

## WEEKLY INSPECTION FORM

FLIGHT: \_\_\_\_\_ UNIFORM WORN: \_\_\_\_\_

### REASONS/EXPLANATION OF NEGATIVE GRADE POINTS FROM 100:

- |   |                                     |
|---|-------------------------------------|
| <b>A</b> -- Mandatory Item Missing (-10)          | <b>W</b> -- Wrinkle/Not Ironed (-3) |
| <b>B</b> -- Not Buttoned/Snapped/Zipped/Tied (-3) | <b>O</b> -- Other as determined:    |
| <b>D</b> -- Dirty/Dusty/Not Shined (-5)           | Gum (-20)                           |
| <b>G</b> -- Not Grounded/Flushed (-2)             | Spitting (-15)                      |
| <b>H</b> -- Hair (-5)                             | Wrong Uniform (-10)                 |
| <b>I</b> -- Improperly Displayed/Worn (-2)        | No Uniform (-50/Detention)          |
| <b>N</b> -- Not Serviceable (-10)                 | Unexcused Absent (-50)              |
| <b>U</b> -- Unauthorized Item (Strings/Lint (-2)  | Late/Talking/Not at Attention (-10) |

SHARPEST CADET: \_\_\_\_\_ (+5 MERITS)

NOTE \*\* 1-2 Merits may be give for exceptional areas

DATE: as of

2016

|                              |  |  |  |  |  |  |  |
|------------------------------|--|--|--|--|--|--|--|
| <b>Name:</b>                 |  |  |  |  |  |  |  |
| HAIR                         |  |  |  |  |  |  |  |
| HEADGEAR                     |  |  |  |  |  |  |  |
| INSIGNIA:                    |  |  |  |  |  |  |  |
| COAT/JACKET:                 |  |  |  |  |  |  |  |
| SHIRT/BLOUSE:                |  |  |  |  |  |  |  |
| T-Shirt                      |  |  |  |  |  |  |  |
| TIE/TAB:                     |  |  |  |  |  |  |  |
| PATCHES:                     |  |  |  |  |  |  |  |
| NAME TAG:                    |  |  |  |  |  |  |  |
| RIBBONS:                     |  |  |  |  |  |  |  |
| GIG LINE:                    |  |  |  |  |  |  |  |
| BELT:                        |  |  |  |  |  |  |  |
| TROUSER/SLACK:               |  |  |  |  |  |  |  |
| SKIRT:                       |  |  |  |  |  |  |  |
| HOSE/SOCKS:                  |  |  |  |  |  |  |  |
| SHOES:                       |  |  |  |  |  |  |  |
| JEWELRY:                     |  |  |  |  |  |  |  |
| OTHER- EXPLAIN:              |  |  |  |  |  |  |  |
| 1 <sup>st</sup> Sgt Tracking |  |  |  |  |  |  |  |

LOCALLY GENERATED FORM  
Attachment P (Cont.)

**INSTRUCTIONS FOR COMPLETING THIS FORM:**

- No more than five areas of infractions totaling 30 points are allowed per cadet to receive a satisfactory grade.
- Each uniform gig will be identified using “Reason/Explanation of Negative Points” next to each item.
- Use a check mark to indicate unsatisfactory grade next to cadet’s name if there are more than 30 uniform gigs identified per cadet.
- If an item requires alteration, indicate with an “X” only for the FIRST INSPECTION.

**INSTRUCTION TO THE EVALUATOR:**

- Prepare form by annotating cadet’s name on the top line prior to inspection *if not already annotated*.
- Arrange flight/team in “Line Formation” outdoors or in “Column File” indoors facing evaluator utilizing our hallway.
- Brief cadets using instructions below, titled “Instructions to the Examinee”.
- Have flight/team execute “Open Ranks” (if outdoors). OR (indoors) Flight/team will form up at assume the parade rest position, when able to move forward - come to attention, take one step forward and resume the parade rest position till cadet reaches the inspector (will stay at attention until given other instructions).
- Evaluate cadet’s uniform and document using locally generated form.
- Explain each negative merit/discrepancy as you note it and/or requirement for alteration to cadet.

-----  
**CODES UTILIZE/REASONS - or EXPLANATION OF NEGATIVE MERIT/POINTS ASSESSED:**

- |   |  |
|---|--|
| <b>A</b> -- Mandatory Item Missing (-10)          | <b>W</b> -- Wrinkle/Not Ironed (-3)        |
| <b>B</b> -- Not Buttoned/Snapped/Zipped/Tied (-3) | <b>O</b> -- Other as determined:           |
| <b>D</b> -- Dirty/Dusty/Not Shined (-5)           | <b>Gum (-20)</b>                           |
| <b>G</b> -- Not Grounded/Flushed (-2)             | <b>Spitting (-15)</b>                      |
| <b>H</b> -- Hair (-5)                             | <b>Wrong Uniform (-10)</b>                 |
| <b>I</b> -- Improperly Displayed/Worn (-2)        | <b>No Uniform (-50/Detention)</b>          |
| <b>N</b> -- Not Serviceable (-10)                 | <b>Unexcused Absent (-50)</b>              |
| <b>U</b> -- Unauthorized Item (String/Lint) (-2)  | <b>Late/Talking/Not at Attention (-10)</b> |

Attachment Q

**Cadet Course Guide (Syllabus Sample)**

**COURSE DESCRIPTION:** AFJROTC 100/200 is course taking forward steps in cadet development. The course consists of three components: Aerospace Science (40%), Leadership Education (40%), and Wellness/Physical Fitness (20%). **The Science of Flight (AS-200)** is an introductory course and customized textbook that focuses on how airplanes fly, how weather conditions affect flight, flight and the human body, and flight navigation. The course is designed to complement materials taught in math, physics, and other science-related courses and is aligned with the National Science Education Standards, the Math Standards and Expectations, and ISTE National Educational Technology Standards for Students. In this course, every lesson includes a “Quick Write” and a short story related to the lesson; a “Learn About” that tells students what they’ll learn from the lesson; a list of vocabulary words

in the lesson; “Wing Tips” that highlight specific and interesting facts; and many biographies and profiles. Each lesson closes with “Checkpoints” that will allow students to review what they have learned. An “Applying Your Learning” section at the end of each lesson presents discussion questions that will give them a chance to use what they have learned and provides another way to reinforce their understanding of the lesson’s content. The text has four chapters, each of which contains a number of lessons.

**Leadership Education 100: Traditions, Wellness, and Foundations of Citizenship** is the component of JROTC leadership education. It is intended for students who are entering the AFJROTC program and beginning their high school studies. It will introduce cadets to history, organization, mission, traditions, goals, and objectives of JROTC for all services. It introduces key military customs and courtesies, how to project a positive attitude, and exam the principles of ethical and moral behavior. It provides strategies for effective note taking and study skills for academic success. Lessons will cover how to be emotionally, mentally, and physically healthy. Avoiding and preventing violence in today’s society will also be covered. How to recognize types of bullying and how to advocate for prevention of this type of behavior. It will cover healthy living, physical fitness, and how to make safe, drug-free, and responsible decisions. This textbook will also examine the negative effects of air and water pollution, and how to help keep the environment safe. Cadets will be introduced to civics and our national government, including a historical understanding of the American flag and other important national symbols. The final chapter will also cover how the US Constitution protects our rights and freedoms as American citizens.

**Leadership Education 200: Communication, Awareness, & Leadership** stresses communications skills and cadet corps activities. Much information is provided on communicating effectively, understanding groups and teams, preparing for leadership, solving conflicts and problems, and personal development. Written reports and speeches compliment the academic materials. Cadet corps activities include holding positions of greater responsibility in the planning and execution of corps projects.

**Leadership Education 500: Drill and Ceremonies** course provides an in-depth introduction to drill and ceremonies. The course concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events and have the opportunity to personally learn drill. Though each class will follow an established lesson plan, most of the work is to be hands-on. Instructors are provided AFM 36-2203 to teach the Drill and Ceremonies course. There is also a Drill and Ceremonies Instructional DVD available to aid you in teaching drill. The **Wellness/Physical Fitness** portion will incorporate the Cadet Health and Wellness Program (CHWP). The CHWP is an exercise program focused upon individual base line improvements with the goal of achieving a Presidential Physical Fitness standard calculated with age and gender. The goal of the CHWP is to motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education I. Students **WILL** wear the Air Force JROTC uniform weekly (**Wednesday**) and the **issued** PT uniform (CORPS T-shirt’s) on **Fridays**.

### **COURSE OBJECTIVES AND GOALS:**

#### **Science of Flight: Gateway to New Horizons:**

1. Analyze the elements of flight.
2. Evaluate how atmospheric conditions affect flight.
3. Evaluate how flight affects the human body.
4. Analyze flight navigation and the purpose of aerial navigation aids.

#### **Leadership Education 100: Traditions, Wellness, and Foundations of Citizenship**

1. Analyze the heritage, organization, and tradition of service programs.
2. Analyze the benefits of positive personal behavior.
3. Evaluate healthy living through physical activity and good nutrition.
4. Apply safe, drug-free decisions.
5. Analyze the importance of citizenship in the United States.

## Attachment Q (cont.)

### **Leadership Education 200: Communication, Awareness, & Leadership:**

1. Apply the key factors of effective communications.
2. Know the ways in which personal awareness affects individual actions.
3. Know the key elements of building and encouraging effective teams.
4. Apply the key behaviors for becoming a credible and competent leader. Know the definitions of encoding and decoding.

### **LE-500: Drill & Ceremonies**

1. Know the importance of drill and ceremonies.
2. Know basic commands and characteristics of the command voice.
3. Apply and execute the concepts and principles of basic drill positions and movements.
4. Know when and how to salute.
5. Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron.
6. Know the function of the group and the wing.
7. Know how groups and wings are formed.
8. Know the purpose and definition of ceremonies and parades.
9. Know the 30-command sequence.

### **Wellness and Physical Fitness:**

1. Create an individualized training program based on national standards by age and gender.
2. Identify areas of improvements for each cadet and provide guidance for improvement.
3. Incorporate a physical training program to reach fitness goals.
4. Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
5. Create an individualized training program based on national standards by age and gender.
6. Identify areas of improvements for each cadet.
7. Incorporate a physical training program to reach goals.

**UNIFORM DAY:** WEDNESDAY and Special Events (Parades, Military Ball, etc.). Cadets are required to wear their Physical Training uniform on FRIDAYS (part of their grade).

**GRADING PROCEDURES:** Grades from the Aerospace Science portion of the course count 40% of the AFJROTC final grade and will be graded by the SASI. The Leadership Education portion of the grade counts 40% of the final grade and will be graded by the ASI. The wellness portion of the program counts for the remaining 20% of the final grade and will be graded by the SASI and/or ASI. Drill will be evaluated by the ASI and the SASI. **HABITUAL (REPEATED) NON-WEAR OF THE UNIFORM AND FAILURE TO MAINTAIN STANDARDS WILL RESULT IN A FAILING GRADE AND DISMISSAL FROM THE PROGRAM.** Grades will be computed in accordance with standard district grading policy.

| <b>MAJOR GRADES</b>               | <b>DAILY GRADES</b>            |
|-----------------------------------|--------------------------------|
| Uniform Wear & Quizzes            | Class Attendance & Preparation |
| Exams (Midterm & Final)           | Participation (Drill/PT)       |
| Parades, Special Events, Projects | Class work/Homework            |

**GRADING SCALE:** As set by the Ohio State Board of Education

## Attachment Q (cont.)

| <u>Grade</u> | <u>Percentage Required</u> |
|--------------|----------------------------|
| A            | 90 and above               |
| B            | 80 - 89                    |
| C            | 70 - 79                    |
| D            | 60 - 69                    |
| F            | 59 and below               |

**UNIFORM WEAR (Major Grade):** Uniform wear is a large part of the Air Force JROTC program. ALL cadets are required to wear the appropriate uniform each **Wednesday, from the start of the school day until released.** Make-up day for excused absences on uniform day is the VERY NEXT DAY. There will be **no uniform make-up for unexcused absences.** Failing to wear the uniform all day will result in a "0" (zero) grade for that uniform day. Multiple failures to wear your uniform (5) will lead to disenrollment from the course. Cadets are required to wear their issued **Physical Fitness** uniforms on **Fridays** unless otherwise directed. Failure to turn in uniforms by the end of the course/year will result in a being placed on the "Fines/Holds" list until the uniforms are paid for/returned to OH-881.

**EXAMS (Major Grade):** Two types of major exams will be administered during the course: midterms and finals. Tests will be a comprehensive assessment of all material taught since the last test. These tests will cover the concepts taught in all portions (AS, LE, Wellness) of the AFJROTC-100/200 curriculum.

**CLASS ATTENDANCE, PREPARATION AND PARTICIPATION (Daily Grade):** Today's workforce does not earn a paycheck unless they show up ready for work. Cadets earn grades commensurate with their class participation and effort. Cadets who are not present or prepared cannot participate fully in class. This is especially key to drill and physical fitness. Class preparation includes cadet adherence to proper grooming standards daily as outlined in Air Force Instruction and school dress code.

**TESTS/QUIZZES (Daily Grade):** Weekly and daily quizzes will be administered throughout the course. Tests/Quizzes will cover all material taught since the last quiz or test and to reinforce requirements that are required repeat verification to meet Air Force JROTC requirements (i.e. cadet guide, Chain-of-Command, 30-count drill sequence, uniform requirements, etc.).

**HOMEWORK/CLASSWORK:** Assignments are due at the beginning of the class period, unless otherwise directed or the cadet has an excused absence that day. For excused absences, the assignment will be due on the next class day that the cadet is present. Assignments not turned in on the due date because of an unexcused absence (to include ISS/ISI/Exclusion) will receive a "0" (zero) grade for that assignment.

**COMMUNITY SERVICE:** Cadets will have multiple opportunities to perform Air Force JROTC sponsored community service during each semester, and expected to participate.

**CURRICULUM IN ACTION TRIPS (CIA)/FIELD TRIPS:** Throughout the semester, the cadets will have opportunities to participate in school-sponsored activities that serve as an extension of the AFJROTC curriculum. Cadets must be in good academic and disciplinary standing to participate.

**CLASS BEHAVIOR:** The nature of the AFJROTC mission, as well as its high visibility within the school and community, requires its members to adhere to higher standards than might be found among the student population. **Inappropriate behavior**, in or out of uniform, is prohibited while in participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public displays of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats (to include spreading rumors) and physical attacks.

## Attachment Q (cont.)

(cont')

**CELL PHONES:** Cell phone policy is in accordance with Tecumseh High district instructions. Cell phones must remain turned off and out of sight during the instructional day. Students, who use the telecommunications device during the school day, will have the device confiscated. Parents may pick up the confiscated device from Tecumseh High's front office. Any student who refuses to turn over their cell phone will be considered insubordinate and will receive additional disciplinary consequences.

### **EXPECTATIONS FOR CADETS**

1. Follow the chain of command (i.e. Element Leader -Flight Sgt – Flight CC – Squadron /First Sergeant – Squadron Deputy Commander/ Squadron /CC – ASI – SASI). **DO NOT GO DIRECTLY TO THE CADET Squadron /CC WITHOUT YOUR FLT CC WITH YOU.**
2. Always use the titles sir/ma'am when addressing AFJROTC staff and senior ranking cadets.
3. Be on time. Don't be late to class, events, practices, etc. (15 minutes early is on time!!)
4. Always bring your required items to class (notebook, pen/pencil, textbook, etc).
5. Wear the correct uniform on the appropriate day.
6. Place personal belongings under your desk – nothing in the aisle.
7. Raise your hand and wait to be acknowledged; do not talk without permission.
8. Listen respectfully and attentively to speaker/presenter/fellow cadets when they are speaking.
9. Treat others with mutual respect. Profanity, vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any cadet or student will not be tolerated.
10. Remain in your seat unless given permission to move about the room
11. Remain professional; do not sit on desks, tables, trash cans, etc.
12. Unauthorized personnel are not allowed in the staff offices.
13. Always use the trash can to dispose of trash. If you see trash on the floor, clean it up.
14. No eating, drinking and **ABSOLUTELY** no **CHEWING GUM** in the classroom. (Only sealable water bottles)
15. Wearing hats or sunglasses indoors is prohibited.
16. Maintain loyalty to the Corps, school, and your values.
17. No horseplay in the AFJROTC areas.
18. Maintain self-control and your self-respect at all times.
19. Do not disrespect instructors, higher-ranking cadet officers and NCOs.

### **CLASSROOM PROCEDURES:**

1. Enter the classroom and proceed directly to your desk.
2. Place books and backpacks under your desk.
3. The Flight Commander will call the class to **"ATTENTION"** when the class begins (after morning announcements for 1<sup>st</sup> period and or after the morning bell), then the Flight Sgt gives the command to REPORT.
4. Each Element Leader will perform a ½ left face, salute the Flight Sgt and state:
  - a. **If no cadet is absent: "Sir/Ma'am, Flight XX all present and/or accounted for!**
  - b. **If there are cadets absent, "Sir, cadet (rank/last name for each person absent).**
5. Next, the Flight Sgt salutes the Flight CC and states "Sir/Ma'am, XX Flight all present (or names the cadets that are absent)".
6. The Flight CC then returns the salute, faces the Instructor, salutes and states "Sir/Ma'am, XX Flight all present (or names the cadets that are absent)".
7. After instructor returns the salute, and states "take your seats" the flight Commander will echo the command by stating "Flight, be seated".
8. When the bell rings or at the signal of the instructor, the Flight Commander will call the flight to "ATTENTION". Cadets will come to the position of ATTENTION, after coming to the position of attention, the Flight Commander will salute the Instructor and ask "Sir, permission to dismiss the Flight" After the instructor returns the salute and states "dismiss the Flight" the Flight Commander will command "DISMISSED" to the flight, at which time the flight will return a motivational response of "Yes, Sir/Ma'am!!!"

## Attachment R

### Phonetic Alphabet

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

### Military Time

Military time is based on a “24-hour clock”.

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

## Attachment S

### 30 COMMANDS DRILL EVALUATION

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

## Attachment T

### HIGH FLIGHT

By John Gillespie Magee, Jr.

Oh, I have slipped the surly bonds of earth  
 And danced the skies on laughter-slivered wings;  
 Sunward I've climbed, and joined the tumbling mirth  
 Of sun-split clouds—and done a hundred things  
 You have not dreamed of—wheeled and soared and swung  
 High in the sunlit silence.  
 Hov'ring there, I've chased the shouting wind along  
 And flung my eager craft through footless halls of air,  
 Up, up the long, delirious, burning blue  
 I've topped the windswept heights with easy grace  
 Where never lark, or even eagle flew.  
 And, while the silent, lifting mind I've trod  
 The high untrespassed sanctity of space,  
 Put out my hand, and touched the face of God.

## Attachment U

### THE AIR FORCE SONG

Words and Music by Captain Robert Crawford

|  |  |  |  |
|--|--|--|--|
| <p>Off we go into the wild<br/>         blue yonder,<br/>         Climbing high into the<br/>         sun.<br/>         Here they come<br/>         zooming to meet our<br/>         thunder,<br/>         At 'em boys, give 'er the<br/>         gun! (Giver 'er the gun<br/>         now!)<br/>         Down we dive spouting<br/>         our flame from under,<br/>         Off with one hell-uv-a<br/>         roar!<br/>         We live in fame or go<br/>         down in flame,<br/>         Hey! Nothing'll stop the<br/>         U. S. Air Force!</p> | <p>Minds of men fashioned<br/>         a crate of thunder,<br/>         Sent in high into the<br/>         blue.<br/>         Hands of men blasted<br/>         the world asunder,<br/>         How they lived God<br/>         only knew!<br/>         Souls of men dreaming<br/>         of skies to conquer,<br/>         Gave us wings ever to<br/>         soar.<br/>         With scouts before and<br/>         bombers galore,<br/>         Hey! Nothing'll stop the<br/>         U. S. Air Force!</p> | <p>Here's a toast to the host<br/>         of those<br/>         Who love the vastness<br/>         of the sky,<br/>         To a friend we send the<br/>         message<br/>         Of his brother men to<br/>         fly.<br/>         We drink to those who<br/>         gave their all of old,<br/>         Then down we roar<br/>         To score the rainbow's<br/>         pot of gold,<br/>         A toast to the host of<br/>         those who boast, the U.<br/>         S. Air Force.</p> | <p>Zoom!<br/>         Off we go into the wild<br/>         blue yonder,<br/>         Keep the wings level<br/>         and true!<br/>         If you'd live to be a<br/>         gray-haired wonder,<br/>         Keep your nose out of<br/>         the blue! (Out of the<br/>         blue, boy!)<br/>         Flying men guarding our<br/>         nation's border,<br/>         We'll be there, followed<br/>         by more.<br/>         In echelon we carry on!<br/>         Hey!<br/>         Nothing'll stop the U. S.<br/>         Air Force!</p> |
|--|--|--|--|

