



AFJROTC OK-942 CADET GUIDE

2018-2019

**Booker T. Washington HS
Tulsa, OK**

FOREWORD

The OK-942 Air Force JROTC Group was established at Booker T. Washington High School by an agreement between the Tulsa Public School District and the United States Air Force. The Senior Aerospace Science Instructor (SASI) and the Aerospace Science Instructor (ASI) are both retired Air Force personnel with over 50 years of combined Air Force/JROTC experience. These instructors have an extensive background in leadership, management, and teaching.

The students who enroll in Air Force Junior ROTC are referred to as Cadets. The entire group of cadets is referred to as a Group. The Cadet Group is owned, managed, and operated by Cadet Officers and Cadet Non-commissioned Officers. Using this cadet organization structures allows cadets to learn leadership skills through direct activities.

The attached cadet handbook contains policy guidance, requirements and rules of conduct for AFJROTC cadets. Each cadet will study this handbook and be held responsible for knowing its contents. The handbook describes cadet operations, cadet rank and chain of command, job descriptions, procedures for promotions, awards, grooming standards, and uniform wear. It supplements AFJROTC and Air Force directives. This guide establishes the standards that ensure the entire Cadet Group works together towards common goals and will earn pride in unit achievements.

We believe most cadets will voluntarily work for the betterment of the Group if they are aware of the goals and mission of the unit. You, as a Cadet, are responsible for obtaining a thorough understanding of the contents of this cadet handbook. Only then can you maximize your experience and participation in the AFJROTC program and apply these standards to the benefit of yourself and OK-942. We wish each of you great success in your academic and JROTC endeavors.

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INTRODUCTION

The purpose of this Cadet Guide is to spotlight your personal responsibilities and obligations as a member of OK-942. You will be expected to know and comply with the policies and procedures as outlined in this guide. You should read, become thoroughly familiar with, and refer often to the information in this guide.

Cadets are expected to keep informed and to comply with all published unit orders and directions. Ignorance of directives is not an acceptable excuse for failure to comply with their provisions. When a cadet encounters situations not specifically covered by this guide or supplemental directions/instructions, they are expected to use good judgment and common sense. If there are doubts about the meaning of the directive or order, cadets should request clarification from AFJROTC cadet leadership. Further questions concerning AFJROTC academics or leadership training requirements may be referred to the appropriate Aerospace Science Instructor.

It will be a cadet responsibility to keep this guide current and to make all changes that may be published. The overall success of the BTW High School Cadet Corps this year will depend on how well each individual accepts personal responsibilities and performs their assigned duties. The Cadet Corps is dedicated to maintaining the high standards of excellence we have established at BTW. Individual efforts, attitude, and dedication will determine how successful we are in achieving our goals.

CADET HAZING POLICY

Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals.

Examples of prohibited physical activities include, but are not limited to: push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited. This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.

Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret

societies or private clubs as part of the AFJROTC program.

The AFJROTC instructors will strictly enforce the Cadet Hazing Policy

AIR FORCE CORE VALUES

Integrity first

Service before self

Excellence in all we do

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CHAPTER ONE

MISSION AND OBJECTIVES OF THE AFJROTC PROGRAM

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

2. **GOALS:** The Goals of AFJROTC are to instill values of citizenship, service to the United States, personal responsibility, and sense of accomplishment.

The AFJROTC program is grounded in the Air Force core values of integrity first, service before self, and excellence in all we do. The curriculum emphasizes the Air Force heritage and traditions, the development of flight, applied flight sciences, military aerospace policies, and space exploration.

- Academic studies
- Character education
- Life skills education
- Leadership opportunities
- Team-building experiences
- Intramural competition
- Field trips / training opportunities

3. **BENEFITS:** Cadets who are actively involved in the JROTC program develop confidence, self-discipline, self-reliance, and learn to work together as a team. In addition to the academic program teaching leadership and life skills, aerospace history, and aerospace science, the cadets also benefit from the following:

a. Leadership – The corps of cadets and the JROTC program is an active, ongoing leadership laboratory. Cadets have numerous opportunities to develop and practice leadership skills as they plan, organize, manage, lead and participate in community service projects, field trips, drill competitions, and other corps activities. Leadership responsibilities for upperclassmen include group staff positions or corps event planning.

b. Credits – JROTC is an elective or PE credit. Additional years of JROTC are local elective credits.

c. Certificate of Completion – A Certificate of Completion is awarded for the

successful completion of three or four years of AFJROTC. This certificate will enable a cadet to enlist in any branch of the armed services at an advanced rank with increased pay and benefits.

d. Cadet Leadership Courses (CLC) – Each summer, cadets may attend one of three CLCs. Description of schools is as follows:

(1) **Brownwood Cadet Leadership Course/Cadet Staff Leadership Course (CLC/CSLC)**: Consists of a basic and advanced summer camp located at Howard Payne University in Brownwood, Texas, hosted by a collection of high school AFJROTC units.

CSLC: The objective is to broaden your management and leadership skills with the ultimate goal of helping you become a cadet leader at your home unit.

CLC: The objective is to broaden your team building skills and leadership skills.

(2) **BTW Junior Cadet Leadership Course (JCLC)**: this is a basic course hosted by BTW High School. This is a “day camp,” with cadets reporting in daily at 0800, finishing each day at approximately 1500. This camp will normally be scheduled in July, lasting one week. This camp will be attended by cadets having just completed their first year in JROTC.

(3) **YLC**: The Youth Leadership Conference is sponsored by the Military Order of the World Wars. Not exclusively for JROTC cadets, it is a weeklong conference on leadership, civics, and patriotism, held during the summer at an Oklahoma university. Attendance is by selection only.

Selection Criteria for CLC

1. **MUST** wear uniform throughout the school year.
2. **MUST** pass JROTC classes.
3. **MUST** pass all core classes.
5. **MUST** be able to participate in physical fitness training.

CHAPTER TWO

ADMISSION, TRANSFER, AND DISENROLLMENT OF STUDENTS

1. **ELIGIBILITY:** To be eligible for and to participate in the AFJROTC OK-942 program, a student must be:

- a. Enrolled in a course of instruction at BTW High School.
- b. Of good moral character.
- c. Physically fit to participate in AFJROTC training. A cadet is considered physically fit if he or she is qualified for the Physical Education (PE) Program.

Cadet Reserve Program. Cadets may be enrolled as a “Reserve Cadet” if approved by the SASI/ASI and the cadet has completed at least one full year of traditional AFJROTC. This option is only used when a cadet is highly deserving of being a part of the program, but cannot fit a regular AS class into their school schedule. Cadets who are a part of the reserve program must still wear the uniform weekly as required by other cadets, and they are also eligible to be a part of all other co-curricular activities.

2. **TRANSFER:** Students who transfer from other JROTC units may receive full credit for training already received, with appropriate documentation from their previous unit. It is the student’s responsibility to forward all documentation to the aerospace science instructors. The student transfer may wear AFJROTC equivalent ribbons earned from another branch.

3. **DISENROLLMENT:** A cadet may be disenrolled for any reason deemed necessary by the SASI. Below are examples of some reasons:

a. **Failure to maintain acceptable course standards, to include, but not exclusively: haircut, unauthorized hair color, grooming, improper uniform wear, failure to wear the AFJROTC PT gear, etc.**

b. Ineptitude, indifference to training, disciplinary infractions, or reasons involving undesirable traits of character.

c. Failure to remain enrolled in school.

d. Failure to maintain a passing grade in JROTC course work.

e. Insubordination toward JROTC cadet leaders or BTW faculty / staff.

f. SASI Discretion.

4. **CADET RESPONSIBILITY:** Each cadet will abide by the rules and regulations of the Aerospace Science Department and accept responsibility for the proper care and maintenance of their uniform, textbooks, and any other AFJROTC equipment. Each cadet is also responsible for his or her debts. Failure to promptly pay cadet obligations may result in dismissal from the corps.

5. **OFFICER/NCO RESPONSIBILITIES:** A cadet OFFICER or NCO has special leadership responsibilities by virtue of their achievement in becoming a cadet officer or NCO. They are held to much higher standards and are expected to set a positive example in all actions. Among other general responsibilities to maintain rank/position, cadet officers and NCOs are expected to:

a. Take the initiative when leadership action on their part is needed to insure the unit mission is successfully accomplished. This includes taking an active role in team activities.

b. Complete AFJROTC class and program assignments conscientiously.

c. Participate regularly in at least one after school LDR activity OR regularly attend community service events hosted or co-hosted by OK-942 AFJROTC. See Chapter 9 for a listing of these activities.

d. Follow school and AFJROTC guidelines, setting the example for subordinate cadets.

Note: ***Officers and NCOs who fail to wear their uniform at the designated time may lose their Corps position and/or be reduced in rank.***

CHAPTER THREE

GENERAL INFORMATION

1. **CADET DAILY BRIEFING:** This is one of the main forms of communication to cadets. All are expected to listen attentively to the daily briefing in class and ask for clarification as needed. The Flight Commander is responsible to ensure all members understand the brief.

2. **ORGANIZATION:** The unit will be organized as one operational Group, an A level staff, and three squadrons.

3. **CHAIN OF COMMAND:** Within the Corps of Cadets, the chain of command is as follows:

a. Cadet Airmen report to their Flight Commander, who in-turn reports to their Squadron Commander.

b. The Vice Group Commander will act on behalf of the Group Commander during the Group Commander's absence.

c. See Attachment 1 for the organizational chart.

4. **TEXTBOOKS:** The textbooks used in the AFJROTC program are furnished to the cadets without charge. All textbooks, hardback and paperback, are controlled items and will remain in the classroom with few exceptions.

5. **AFJROTC ACADEMIC PROGRAM:** The program is divided into three graded parts. The first part is called Aerospace Science and consists of classroom instruction on subjects pertaining to Aerospace Science. This portion counts for 40 percent of the cadet's grade. The second part is called Leadership Education and consists of drill, inspections, and leadership education. It counts for another 40 percent of each semester grade. The remaining 20 percent comes from participation in the Cadet Wellness Program. Cadets will be tested against the President's Fitness Program standards at the beginning of the first semester and the end of the second semester.

6. **UNIFORMS:** Cadets are required to wear their uniform on the Thursday uniform day. Failure to wear your uniform on uniform day or to make-up a uniform inspection on the established day will result in a zero for that week. Continued failure to wear the uniform will result in dismissal from AFJROTC. Officers and NCOs will be removed from their positions and all may be reduced in rank.

CHAPTER FOUR

CADET REMOVAL PROCESS

1. **GENERAL:** Cadets may need to be removed from AFJROTC based on numerous circumstances. Some of these situations may include, but are not limited to:

- a. Failure to wear the AFJROTC uniform as directed.
- b. Failure to maintain proper military grooming or correct grooming violations.
- c. Involvement in illegal activity (Immediate Removal).
- d. Refusal to participate in PT or wear the issued PT gear.
- e. Disrespect towards instructors.

2. **PROCESS:** Cadets who fail to perform based on the minimum expectations of an AFJROTC cadet will be formally counseled by the cadet corps commander (if available), the SASI, or ASI. A counseling letter will be provided to the cadet based on three strikes, but understand a cadet may be removed at any time. Below outlines the process for cadet violations:

- a. *First Offense:* Cadet signs counseling memo acknowledging the problem area and how to correct it.
- b. *Second Offense:* Cadet signs counseling memo and parent will be contacted via email with a CC to the counselor.
- c. *Third Offense:* Instructors contact parent and counselor to begin cadet removal process.

3. **VARIATIONS:** Extenuating circumstances will be handled on a case-by-case basis.

MEMORANDUM FOR CADET _____ FLIGHT: _____

FROM: Booker T. Washington High School AFJROTC

SUBJECT: Letter of Counseling

This memo is to formally notify you of your failure to perform to the minimum expectations of an AFJROTC cadet. This behavior cannot be tolerated and must be corrected if you desire to remain in the cadet corps. ***Failure to do so will result in removal from this program.*** You will sign below acknowledging receipt of this memo.

FAILURE TO WEAR UNIFORM

	1	2	3
Date			
Signature			
Parent Contact			

GENERAL BEHAVIOR

	1	2	3
Date			
Infraction			
Signature			
Parent Contact			

<SIGNED>

Martin Keiner, Lt Col, USAF (Ret)
Senior Aerospace Science Instructor

CHAPTER FIVE

CADET CONDUCT AND MILITARY COURTESY

1. **GENERAL:** Cadets are expected to be courteous and conduct themselves with honor at all times. This will reflect credit upon themselves, their parents, OK-942, BTW High School, and the United States Air Force. Cadets will not use abusive, vulgar, obscene, or profane language. Cadets will not annoy or harass other cadets with insulting, inflammatory, insinuating, or defaming remarks or obscene gestures. Cadets will not indulge in horseplay such as hitting, slapping, sparring, or wrestling that frequently develops into undesirable behavior. Cadets will not indulge in forms of physical contact such as “romantic” HUGGING, KISSING, or EMBRACING (Public Display of Affection- “PDA”) within the confines of the AFJROTC area, while on any AFJROTC trip, or ANYWHERE WHILE IN UNIFORM. Cadets are expected to maintain high standards of conduct and behavior.

Note: School and District policy allows LIMITED use of cell phones and other electronic devices in the classroom (see BTW Student Handbook for specifics). For AFJROTC, cadets will **NOT** use, display, monitor, or take out their cell phones or other electronic devices without the express approval of the SASI or ASI. Failure to adhere to these restrictions will result in confiscation and turnover of the item to school administrators.

3. **MILITARY COURTESY DURING ALL FORMATIONS:** The practice of saying “Yes Sir, Yes Ma’am or No Sir, No Ma’am” to the SASI/ASI will be observed at all times. This also applies to junior cadets addressing Cadet Officers of higher rank during military formations. A cadet officer is addressed by cadets of lower rank by his/her last name (Example: Captain Smith) OR, a cadet officer may be addressed as “Sir” or “Ma’am”. NEVER address a cadet officer during formations by his/her first name. This is a long-established military courtesy that will soon become a habit. All cadets will be addressed by their rank followed by their last name. If you are an observer/bystander, do NOT engage with the cadets in the formation or otherwise distract or harass them.

4. **CALLING THE ROOM TO ATTENTION:** When a distinguished visitor or other preannounced guest enters the classroom, the first person to see the visitor will call the room to attention. Cadets will remain at attention until the command “At Ease”, “As you were”, etc. is given. The room does not need to be called to attention if a student enters the room to deliver a note, etc. but it is better to err by calling the room to attention if you are not sure.

5. **TELEPHONE PROCEDURES:** Cadets have access to a telephone in the SASI and ASI offices. The telephone will **not** be used by cadets for any activity without the specific

permission of the SASI/ASI. Calls home to be picked up or to obtain JROTC related information is considered official use. The office phone is the primary phone for SASI/ASI use. Answer the AFJROTC phone in the following manner:

“Booker T Washington AFJROTC, Cadet (your last name), how may I help you?”

6. GENERAL JROTC FACILITY RULES:

a. Before School: Cadets may come to the classroom before school hours; however, no “horseplay” is allowed. Cadets will remain in the classroom or return to the Commons; in no case will loitering be allowed outside the classroom or in the hallways.

b. During the school day: Normally, cadets will NOT come to the JROTC classroom unless they have pre-coordinated with the SASI or ASI to work on a specific project.

c. Lunch: The cadet classroom is closed for cadet use during lunch periods. Cadets may eat in the cadet workroom as long as they behave appropriately and the noise in the workroom does not interfere with the class session next door. Lunch in the workroom is a privilege, not a right, and will be rescinded if cadets fail to keep the workroom clean and orderly.

d. After School: Only cadets involved in after-school AFJROTC activities should be in the classroom after school. Cadets monitoring activities will not interact or interfere with ongoing team practices (APT, Drill, Color Guard) if they are not a member of that team. Cadets may remain in the workroom until 1615 (4:15 pm). After that time, they must leave the school grounds unless they are involved in an authorized JROTC practice session or work assignment. Any exceptions to these rules may be made by the SASI/ASI on a case by case basis.

7. SALUTES:

a. The salute is a courteous exchange of military greeting the world over. Military personnel consider the salute as a respectful greeting between members and it is one of the oldest traditions binding military professionals together. You will be taught the proper manner of saluting and the rules which govern its use among the military services. Please note that the BTW campus is a no hat/no salute area.

b. Saluting between cadets, cadet officers, and commissioned officers (ie.SASI) is

required at all times when in uniform outdoors. Under a porch or awning is considered indoors for saluting purposes.

c. The salute is rendered indoors only when cadets are reporting to cadet officers or the SASI/ASI. The proper sequence of “reporting in,” includes rendering the salute and the statement, “Sir/Ma’am, Cadet (last name) reports as ordered,” or other appropriate comment. The cadet holds the salute until it is returned or otherwise acknowledged by the officer. When the purpose of the report or meeting is completed, the cadet salutes again to report out. The officer will acknowledge the salute and the cadet will exit and leave.

d. The salute is never given or returned while running. The cadet will come to quicktime (marching), and render the salute when approximately six paces from the officer.

e. If a cadet observes the American Flag being raised or lowered while in uniform, they will come to attention and render the hand salute until the flag has reached the summit or base of the flagstaff. If the cadet is in civilian clothes, they will come to attention, remove headgear if worn, and place their right hand over their heart until the function is complete.

f. During the Pledge of Allegiance while in uniform, the cadet will stand at attention. When in civilian clothes, stand at attention and place the right hand over the heart.

g. When the cadet is outdoors in uniform and the National Anthem is played, the cadet will stand at attention, face the flag or music, and render the hand salute until the music stops.

h. If a cadet is late for a formation, they will approach the person in charge when the formation is at a halt, salute, and request permission to fall in.

i. Cadet officers and NCOs should correct saluting violations in a courteous manner when such violations are made by cadets junior to them.

j. When in uniform and both arms are full, only a verbal greeting, “Good morning, sir or ma’am”, or “Good afternoon, sir or ma’am” is required. The officer will acknowledge the verbal greeting in the same manner. No salute is exchanged.

k. The BTW campus is a no saluting/no hat area in all common areas to include the parking lots and athletic fields. Saluting and headgear wear is mandatory during extra-curricular activities and field trips as directed by SASI/ASI.

CHAPTER SIX

PERSONAL APPEARANCE AND WEAR OF THE UNIFORM

The AFJROTC uniform is, with certain minor exceptions, the same uniform worn by active duty Air Force members. Cadets must constantly be aware of their responsibility for maintaining their uniform in good order, and for wearing it correctly. Uniforms are issued clean and in good repair. It is each cadet's responsibility to keep it that way.

1. UNIFORM GRADE MAKEUP POLICY: If a cadet is absent on uniform day, they will make up their uniform grade their first day back to school. If a cadet is not in uniform due to negligence, they may wear their uniform the following school day for reduced credit. Failure to wear the uniform on the scheduled day without earning make up credit or being excused by the SASI/ASI will result in a zero grade and one strike against them for the three missed uniform days in a semester policy.

UNIFORM CONFIGURATIONS:

- a. Service Dress Uniform – Dress Coat, Tie/Tab, Entire Uniform
- b. Service Uniform – No Dress Coat, Entire Uniform
- d. ABU – Cadet Airman Battle Uniform (ABU)
- e. PT Uniform – Cadet PT Gear

3. UNIFORM STANDARDS: Each member of the BTW Cadet Corps must maintain high standards of uniform dress and personal appearance. Cadets will comply with the following standards:

- (a) Keep the uniform clean, neat, and pressed.
- (b) Wear the cap when outdoors and off campus-remove it indoors.
- (c) Keep hands out of pockets.
- (d) Keep all buttons buttoned, zippers zipped.
- (e) Do not put bulky items/jingling change in pockets.

(f) Keep shoes shined and clean; this includes the heels and edges of the soles.

(g) Keep all metal devices such as belt buckles, badges, ribbons, or insignia clean.

(h) When the military uniform is worn to school, only authorized uniform items will be worn with it. **Do not mix uniform items with civilian clothing at any time.**

(i) Uniform covers/caps will be worn outdoors when off campus. Always take hats off when indoors. When not being worn, it may be carried in your hand or in your backpack. Berets may be worn, if authorized for a particular cadet/team. Solid-color berets, white, dark blue and/or black ONLY, with officer or enlisted rank insignia. Berets may be worn on regular uniform days.

(j) Keep the shirt tucked in neatly with the gig line (shirt edge, belt buckle, and trouser fly) lined up in a straight line and trim off all loose threads. Replace missing buttons promptly.

(k) Cadets will wear AFJROTC-issued shoes. Shoes should have a high shine with the edges of the soles and heels black. Edging will be clean and free of dirt.

Exception: Female cadets may wear black leather or leather looking, plain, close-toed heels or flats without decorative stitching or designs with the uniform (requires SASI/ASI approval). If purchased, ensure they can be returned if not authorized with the uniform.

(l) Cadet insignias are oxidized silver; do not attempt to shine these items.

(m) Carry backpack/books in the left hand so that the right hand is free for saluting.

4. REQUIRED AFJROTC UNIFORM WEAR DAYS: Uniforms will be issued and worn on the designated uniform day within 6 weeks of enrollment into AFJROTC. The type of uniform to be worn or special uniform requirements for the coming week will be posted and announced to each flight by on Friday the week prior.

NOTE: The uniform must be worn the entire school day to receive grade credit.

The uniform may be removed for PE, dance, sports or lab work only if prior approval is granted by the SASI/ASI. Upon completion of the activity (sports, lab, etc.), cadets

MUST put their uniform back on. Any cadet out of uniform on the uniform day will receive a zero uniform grade, regardless of what was earned in flight inspection, once the infraction is verified by the SASI/ASI.

5. MALE CADETS IN UNIFORM: These specific standards apply (derived from AFI 36-2903):

a. General guidance on 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. When your hair is groomed, it will not touch your ears or eyebrows, and only the closely cut or shaved hair on the back of your neck should touch the collar.

b. Bulk and tapering: Your hair will not exceed 1 1/4 inch in bulk regardless of the length. Bulk is *the distance that the hair projects from the scalp when groomed* (as opposed to length of the hair). The bulk and length of your hair must not interfere with wearing any Air Force headgear properly, and it must not protrude below the front band of the headgear. Your hair must have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance means that, when viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point.

c. Dyes: Your hair may not contain or have attached to it any visible foreign items. If you dye your hair, it should look natural. You may not dye your hair an unusual or unnatural color or one that contrasts with your natural coloring.

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

e. Faddish haircuts: No extreme or faddish hairstyles are allowed. Hair may not protrude below the front band of properly worn headgear.

f. Jewelry: A wristwatch may be worn and no more than 3 rings (maximum of two on one hand) altogether on both hands (but no thumb rings). Bracelets may be worn if neat and conservative and not wider than 1/2 inch. Colored bracelets that support a cause are not allowed. Once again, male cadets are not permitted to wear any earrings. One necklace may be worn, but it must be out of sight.

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

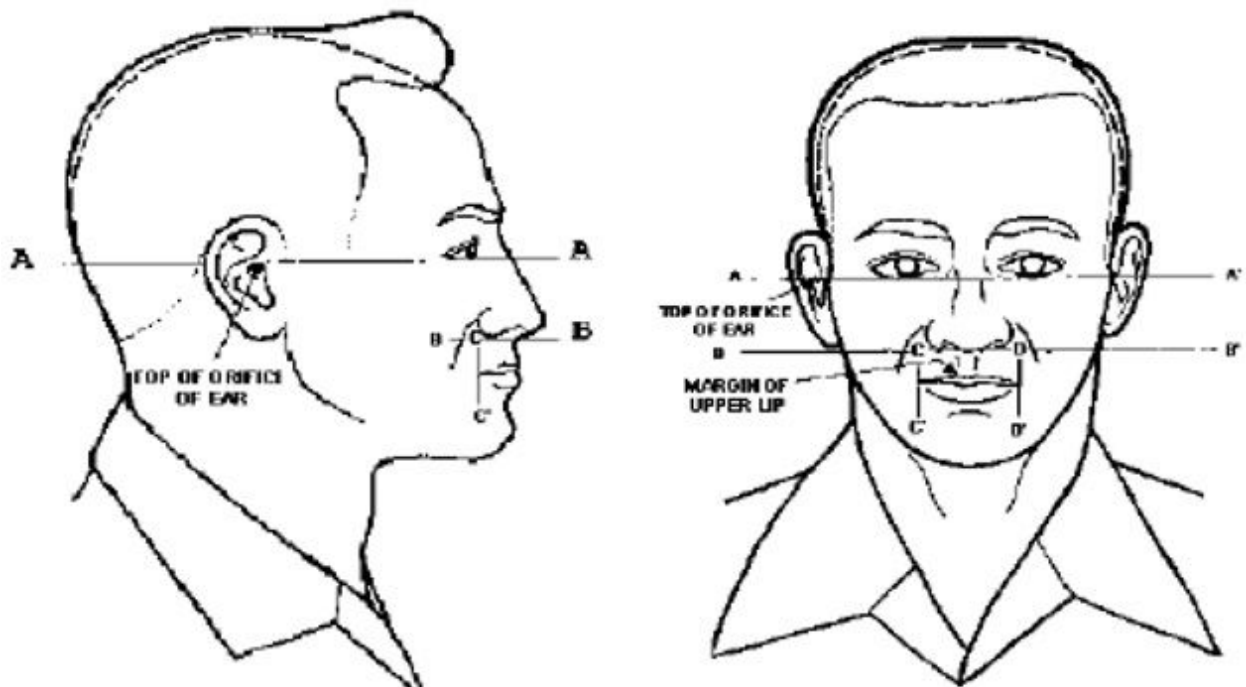


Figure 9.10 "Male Grooming Requirements"



Authorized Female Hairstyles

6. FEMALE CADETS IN UNIFORM: These specific standards apply:

a. Cosmetics: Must be conservative. All non-natural colored lipstick, eyeliner, etc. is prohibited. Nail polish may be worn if it is the same conservative color on all nails. Designs, decorations, and/or decals are **not** allowed.

b. Hair Styles: No minimum hair length to a maximum bulk of 3 1/2 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 eyebrows and parallel to the ground. When in doubt, assess correct length of hair with cadet standing in the position of attention. If worn, black/brown hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized regardless of hair color. 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. 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. 1/4 inches), show no more than 1/4 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. Exception: Micro-braids or twists are not required to continue to the end of the hair.

c. Hair will not contain excessive amount of grooming aids nor touch eyebrows. Hair color/ highlights/frosting must not be faddish. Examples of natural looking for human beings: Blonde/Brunette/Red/Black. Cadets may not dye hair more than one color (i.e. black and red braids). Females may shave their entire head but no shorter than 1/4 inch. Females will not shave a portion of their hair.



Authorized Braid Styles



Authorized Ponytail Style/Authorized Scrunchie



Unauthorized Female Hairstyles

d. Fingernails. Male cadets are not authorized to wear nail polish. If worn by female cadets, nail polish will be a single color that does not distinctly contrast with the female cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and 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 1/4 inch in length beyond the tip of the finger and must be clean and well groomed.

e. Skirts. The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt should fit smoothly, should 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.

f. Earrings: Women may wear small, conservative round or square white pearl, gold, white diamond, or silver spheres that fit tight against the ear and will not extend below the earlobe. ALL EARRINGS WILL BE WORN IN THE LOWEST FLESHY LOBE AREA OF THE EAR. EARRINGS ARE **NOT** ALLOWED IN THE EAR CARTILAGE.

7. AUTHORIZED WEAR OF THE UNIFORM:

a. The AFJROTC cadet uniform is, with certain exceptions, the same as that worn by active duty personnel. It is the distinctive dress of a proud and honorable profession. Cadets should always wear the uniform correctly and with pride. AFJROTC regulations require that cadets wear the uniform all day, one day each week. Changing out of uniform without permission will result in a zero grade for that day. Uniform day is **Thursday** of every week unless specified otherwise.

b. Each member of the Corps must maintain high standards of dress and personal appearance. The uniform must be kept clean, neat, and in good condition. If a uniform item becomes worn and unserviceable, or is outgrown, it should be reported to the ASI and returned to Logistics for a replacement. All returned items must be clean (clothing items require dry-cleaning). Cadets will be required to pay for the replacement cost of any uniform item damaged or lost through carelessness or neglect of the cadet.

c. Uniform items and insignia for AFJROTC cadets, and proper wearing

instructions, are prescribed in attachments to this handbook.

NOTE: T-SHIRT & BLACK SOCKS MANDATORY. A plain, white V-neck T-shirt must be worn with the issued AFJROTC uniform. (T-Shirt sleeves should not extend below the shirt sleeve). Additionally, all cadets will wear plain black, calf-high socks with the uniform (no ankle socks).

d. The semi-formal uniform, which consists of the blue uniform with a white button-down shirt and AFJROTC-issued tie/tab or black/navy bowtie (males only), is authorized for the Military Ball. The white shirt is purchased at the cadet's expense.

e. Cadets may wear their uniform for special occasions such as weddings, graduations, etc. Permission for this must be obtained first from the ASI.

f. The Airman Battle Uniform (ABU) may be worn as specified for Corps functions or by the cadet's choice once a week. It may not be worn in lieu of the blue uniform on uniform days. During the current academic year (AY 2019), ABUs are issued to command staff and PT team members. Based on future availability, they will be issued to all AS 3 & 4 cadets in addition to command staff and PT team. Cadets must wear the ABU uniform correctly, to include cover, t-shirt, name/AFJROTC tapes, belt, socks, and sage green boots.

8. UNAUTHORIZED UNIFORM WEAR:

The AFJROTC cadet uniform is, with a few differences, identical to the uniform worn by US Air Force personnel. Care must be taken to not bring discredit or disgrace upon all the uniform represents. Since this is the case, only wear the uniform when directed to by the SASI/ASI for official Corps functions. Any cadet that wishes to wear the uniform to a function outside the Corps must get permission from the SASI/ASI. Do not wear the uniform while participating in any partisan political demonstrations, for commercial purposes (sales outside official JROTC fundraisers) or in any other inappropriate activity.

9. RIBBONS, MEDALS, AND BADGES:

a. See attachments section for proper placement of ribbons and badges. **Medals will not be worn simultaneously with the ribbons.** Medals may be worn for formal, semi formal, and special occasions ONLY. The order of precedence will be the same as for ribbons. All or some ribbons are mandatory with the service dress coat.

b. Ribbons of other services: AFJROTC cadets are **NOT** authorized to wear the medals/ribbons awarded by other services' JROTC programs. The SASI is authorized to award the AFJROTC equivalent medal/ribbon to be worn in place of the sister service medal/ribbon.

c. Only five Civil Air Patrol ribbons, if awarded before 30 July 2018, (General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and General J. F. Curry Achievement Award) are authorized on the AFJROTC uniform until 1 August 2021, after which they are no longer authorized. Badges or insignia from any other non-AFJROTC groups are not authorized on the AFJROTC uniform.

d. Valor Awards: Wear valor awards ahead of other ribbons.

e. Order of Precedence: The medal or ribbon with the highest precedence is worn nearest the lapel on the top row. The ribbon or medal with the lowest precedence is worn on the bottom row furthest from the lapel. Consult ribbon chart in this guide.

f. Oak Leaf Clusters and Stars:

(1) Bronze: Bronze oak leaf clusters are worn on the ribbon to designate the second or subsequent award of any ribbon.

(2) Silver: Silver oak leaf clusters are worn on the ribbon in lieu of five bronze oak leaf clusters.

(3) Stars: Bronze and silver stars are awarded to those who achieve the applicable score on their fitness assessments.

g. Badges:

(1) Distinguished Cadet Badge: Awarded to the cadet who has high moral character and outstanding military potential. This badge is passed to the next recipient at the end of the school year as selected by the SASI.

(2) Aerospace Education Foundation (AEF): Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining a minimum 3.3

grade point average (GPA) with no grade below a 2.0 GPA on their transcript. The individuals must be recommended by the SASI.

(3) Model Rocketry Badge: Awarded to cadets who have fulfilled model rocketry program requirements and competed in at least one JROTC sanctioned competition.

(4) Awareness Presentation Team Badge: Awarded to cadets who have fulfilled APT program requirements and competed in at least 2 AFJROTC APT events.

(5) Kitty Hawk Air Society Badge: Awarded to cadets who maintain the academic standards necessary for nomination to KHAS, are nominated, and complete the induction requirements.

10. CORFAM SHOES: Cadets are permitted to wear corfam (patent leather) shoes if they are in a presentable condition and purchased at the cadet's own expense. Corps issued corfam shoes are for drill performance teams only and will only be worn during authorized competition events.

11. UNIFORM CLEANING: Cadet coats, pants, skirts, hats, ties, and tie tabs WILL BE DRY-CLEANED ONLY. The cost of dry cleaning is the individual cadet's responsibility.

a. The care directions for the light blue shirt permit home laundering, but it is strongly recommended that it be dry cleaned. It is the cadet's responsibility to pay for any damage done to the shirt due to home laundering. Light starch at the cleaners is encouraged to give the shirt a crisp appearance.

b. ABUs can be laundered or dry cleaned.

12. UNIFORM TURN IN: All uniform items will be accounted for, dry cleaned before turn in, on clothes hangers, inside plastic bags with cleaning tickets still attached, ready for re-issue.

13. WEEKLY INSPECTION: All AFJROTC cadets are required to wear their uniforms and be inspected normally once each week. Uniforms are worn all day except as previously identified. *Failure to wear the uniform all day will result in a "zero" for a grade.*

On inspection day, each cadet will be graded on proper wear of the uniform, personal grooming, military bearing, and customs and courtesies. There is a maximum of 100 points available for each scheduled inspection. The SASI/ASI will record the final grade

each week.

14. GENERAL UNIFORM WEAR

a. **BLUE SHIRT:** Shirts will be pressed/dry cleaned and worn with the shirt-tail pulled down tightly in the pants and tucked in at the sides. The only creases on the shirt will be down the sleeves. Items will not be carried in the shirt pockets. The male short sleeve shirt may be worn with the collar open or with a necktie. The “military press” (creases down the front of the shirt over the breast pockets) is NOT authorized on Air Force shirts. Many dry cleaners are accustomed to pressing Army and Marine Corps shirts in this fashion. It is a good idea to tell the dry cleaner not to do this to your shirt when turning it in for cleaning.

b. **BUTTONS AND PANTS:** Uniform buttons will be buttoned always. Attention needs to be paid to the rear pocket button on the men’s trousers. The bottom of the trouser legs will touch the shoes in such a manner as to cause a slight break in the crease. The back of the trouser leg will be hemmed to be 7/8 of an inch longer than the front. Hemming issues should be brought to the ASI for correction.

c. **DRESS COAT:** The outside pocket of the service coat is for decorative purposes only; nothing should be carried in it. The service coat may be removed in the classroom if it becomes too warm. The necktie will not be removed or loosened even though the coat is removed. The coat will be donned and buttoned prior to leaving the classroom.

d. **FLIGHT CAP:** The male flight cap (garrison cap) will be worn slightly to the right with the vertical crease of the cap at the center of the forehead in a straight line with the nose and approximately one (1) inch above the eyebrows. The crown is not crushed. The female flight cap is worn in the same manner as the male cap except it may be one (1) to one and a half (1-1/2) inches above the eyebrows with the top of the cap opened to secure it to the head. Hair may show in the front of the cap.

e. **BELT:** The male belt is threaded through the loops of the trousers to the left and the female belt to the right. When buckled, only the metal on the tip of the belt should show. The adjustable belt clamp on the back of the belt buckle is used to change the length of the belt. Excess belt in the back should be trimmed to present a neat appearance. Be careful not to trim the belt too short so that no excess is left in case the belt needs to be lengthened due to the cadet’s natural growth.

f. **SHOES:** Shoes will be laced to the top, tied, and shined. The heel and sole must be kept clean and black. The seams between the sole and upper (the leather part

of the shoe) must be kept free of built up dirt and dust. An old toothbrush and warm water works well for cleaning this part of the shoe.

g. **UNIFORM SETUP:** See attachments section at the end of this document for uniform diagrams on proper wear of badges, rank, and other accouterments.

15. UNIFORM CARE AND OBLIGATIONS: Protecting government and school property is each cadet's responsibility. All AFJROTC uniform items and books are loaned to you by the United States Air Force. These items remain the property of the Air Force and must be accounted for at all times.

a. At the time you are issued your uniform and equipment items, you will be required to sign a hand receipt and place your initials on each line for individual items. Each item then becomes your personal responsibility. If you lose it, or willfully or negligently destroy it, you will be required to pay for it.

b. One complete uniform with all accessories and insignia will be issued to each cadet. It is important to understand that all items must be turned in when a cadet leaves or is removed from AFJROTC. **REMEMBER: The uniform must be PROFESSIONALLY DRY-CLEANED, on clothes hangers, under plastic wrap, with cleaner's tags still attached, and turned in ON TIME.**

c. To preclude unnecessary expense or delay for the cadet and to provide efficient turn-in of uniforms and equipment, the following suggestions are offered:

(1). **DO NOT** leave uniform items in unlocked lockers, or unattended in other places at school. This includes the AFJROTC classroom, workroom, and instructors' office. The only time you should leave your uniform behind in the JROTC area is if you have turned it in **IN PERSON** to the ASI for alterations. Uniforms misplaced in the JROTC area will be considered lost (and your financial responsibility to replace) just as if you had lost the uniform in any other location.

(2). **DO NOT** lend uniform items or insignia to other cadets or persons.

(3). **DO NOT** permit another cadet or person to turn in or exchange your uniform or equipment items.

(4). **DO NOT** carry your flight cap under your belt or waistband. Carry in your hand or in your backpack.

(5). **DO NOT** place your AFJROTC equipment in the care of others. **IF YOUR ITEMS ARE LOST, YOU ARE RESPONSIBLE FOR PAYING FOR THEM.**

d. Clothing items that become worn or unserviceable should be turned in as soon as possible. If the unserviceable condition is due to fair wear and tear from normal use, then the item will be replaced at no cost. Items of clothing that do not fit properly should be exchanged.

e. When a uniform or equipment item is lost, a second item will be issued, but the cadet will be required to pay for all lost or stolen items. When turning in, exchanging, or purchasing uniform items or equipment, deal only with the designated supply personnel or ASI.

CHAPTER SEVEN

LEADERSHIP DEVELOPMENT REQUIREMENT (LDR) ACTIVITIES

1. **COLOR GUARD:** The unit Color Guards present the National, State, and other flags at school and community events and color guard competition. The elite color guard is selected from the pool of color guard cadets based on performance and academic grades. Cadets on elite color guard must maintain academic eligibility or face removal from the team. Cadets may earn the color guard shoulder tab.

2. **DRILL TEAM:** The unit Drill Team represents BTW at drill competitions and ceremonial functions. All cadets are eligible to compete for a position on the Drill Team. Drill Team practice is held several times each week, all year, so only the most dedicated should join. Cadet may earn the drill team shoulder tab.

a. **Exhibition Drill Team.** Competes based on variations to regulation drill, usually specified in rules published by drill meet/competition host unit.

1. **Armed Exhibition Team.** Includes non-regulation drill with rifles. These teams will normally prepare/practice against the rules established by each individual competition host.

2. **Unarmed Exhibition Team.** Includes non-regulation drill. Rules vary according to drill meet/competition. Also called Stomp Team.

b. **Regulation Drill Team.** Competes based on applicable Air Force regulations.

1. **Armed Regulation Team.** Drill is performed while carrying replica drill rifles.

2. **Unarmed Regulation Team.** Drill is performed without rifles.

3. **PHYSICAL FITNESS TEAM:** Unit Physical Fitness Team members practice to develop enhanced individual physical fitness for competition. During football season, the PT team performs exercises upon each touchdown by the BTW team in order to display our school spirit and support our team. Cadets may earn the PT Team

shoulder tab.

4. **AWARENESS PRESENTATION TEAM (APT):** The APT is formed to give presentations to elementary and middle schools to help younger students develop into good citizens. Middle school presentations also serve to spread awareness of the JROTC program and are critical to our recruiting efforts. Historical feeder schools, especially Carver Middle School should be well supported by the APT. Team members participating in two or more events may be awarded the AFJROTC Awareness Presentation Team Badge.

5. **FLYING HORNETS MODEL ROCKETRY CLUB:** Unit members with an interest in learning more about rocketry and space science may join the Model Rocketry club. They will complete training programs, build and launch model rockets, and compete in model rocketry competitions. Team members can earn the AFJROTC Model Rocketry Badge.

6. **CYBERPATRIOT TEAM:** CyberPatriot, the National High School Cyber Defense Competition, is sponsored by the Air Force Association in conjunction with the USAF. This national competition excites high school students and motivates them toward careers in cyber defense and other STEM disciplines, while instilling greater national cyber security awareness in the tens of thousands reached.

7. **AERO CLUB:** This team is open to all cadets interested in aviation careers, especially as a pilot. Members will learn how to effectively fly unit drones and maintain the equipment, along with studying various ways to begin an aviation career. Aero Club members receive preference when selections are being made for Civil Air Patrol orientation flights.

8. **CURRICULUM IN ACTION (CIA) FIELD TRIPS:** Field trips are available to all cadets who maintain good standing in AFJROTC. These include trips to military bases, space flight facilities, museums, college campuses, airports, etc. The trips are designed to expand your knowledge about the world of aerospace science. The corps typically takes one day trip and one overnight trip during the school year, with one day trip as an absolute minimum. Cadets must be academically eligible and have written parental/guardian approval to participate.

9. **KITTY HAWK AIR SOCIETY:** As the AFJROTC version of National Honor Society, membership in KHAS is offered to those who have met challenging academic standards and completed the induction process. Those who have a 3.5 cumulative GPA, are well-rounded, in good standing in JROTC, and are selected by the SASI and KHAS/CC are eligible for induction into KHAS.

10. **STRATEGY & TACTICS CLUB:** This club is for tabletop wargaming/role playing game enthusiasts, primarily to encourage socializing and unit esprit de corps.

11. **SOCIAL ACTIVITIES:** The unit holds an annual Military Ball which is mandatory for all cadets. The top level annual awards are presented after a catered dinner, followed by a live DJ. Other events are planned and executed by cadets during the year, such as informal picnics and classroom holiday parties to help cadets become better acquainted with each other and build camaraderie within the JROTC family. All official AFJROTC activities must be approved by the SASI/ASI.

12. **FUNDRAISING ACTIVITIES:** OK-942 sponsors fund-raising activities to generate money to purchase special equipment and support field trips and social activities. Each cadet is expected to participate in these efforts. The primary event is the fall fundraiser, which usually runs through the month of October. Please note that the yearly fundraiser is designed to defray all cadet costs for the academic year. **The harder cadets work at fundraising, the less they'll need to ask for money** from parents/guardians to attend events or go on field trips.

Note: All AFJROTC sponsored events require parental/guardian approval and supervision by the SASI/ASI. When school-sponsored transportation is provided, cadets are expected to travel and return on the school-sponsored transportation. Exceptions to this rule require prior written approval by parents/guardians.

CHAPTER EIGHT

CADET PROMOTIONS, CORPS COMMANDER SELECTION, AND DEMOTIONS

1. Promotion provides challenge and motivation to the members of AFJROTC. This attention and interest is proper since the insignia of promotion reflects visible evidence of progression and standing among fellow cadets. It should be noted that the insignia of rank is evidence of growing maturity, the ability and willingness to accept additional responsibility, and a demonstrated growth of leadership.

2. Promotions in OK-942 are based on uniform wear and grooming, academic and leadership grades, testing, and demonstrated leadership abilities. Each cadet should understand how selections for command and staff positions are made to permit equal opportunity for advancement. The SASI may waive any of the requirements in this chapter based on the needs of the Corps.

Note: Cadets may advance no more than two grades per Semester via the Cadet Promotion System. Promotions are normally held at the end of the 1st, 2nd, and 3rd 9-week grading periods.

3. The OK-942 promotion system is patterned after the active Air Force and conforms to guidance provided by Headquarters AFJROTC. A cadet will wear only the rank he or she has earned and tested to and this may/may not correlate with the normal rank associated with the job position within the corps that the cadet has been assigned. This is the system currently used in the active duty Air Force. It is quite common in the active Air Force to find SSgts fulfilling the work responsibilities of an MSgt or a Major filling a position calling for a Captain, etc. (Airman – Senior Airman Promotions will be based on time and activity spent within the corps).

4. The Unit Manning Document and Organizational Chart reflects a limited number of authorized leadership positions. To give as many cadets as possible the opportunity to experience an active leadership role, we may employ a semester rotation system. Rotation may be lateral, up, or down. Every cadet must understand and cooperate with the rotation system to obtain maximum leadership training. Each cadet is asked to give their successor the same degree of loyalty and respect they would expect for themselves. During your time in AFJROTC, you will experience both followership and leadership situations on an alternating basis, so stay flexible and responsive.

5. The following policies govern OK-942 appointments and promotions:

a. In April of each year, the unit A1 will distribute Unit Position Survey Forms to determine individual interests, goals, and desires regarding staff positions for the upcoming year. The completed surveys will be reviewed by the incoming cadet group commander who will develop a proposed listing for SASI/ASI review. The following will be considered in selections.

- (1) Individual desire/interest.
- (2) Grade in school/years in JROTC.
- (3) Current rank/position.
- (4) Previous experience.
- (5) Academic performance.
- (6) Attitude/Conduct
- (7) Professionalism/Maturity.
- (8) Self-discipline.
- (9) JROTC participation.
- (10) Leadership ability / Attendance at a CLC

b. To be eligible for appointment and to maintain a unit position, a cadet must possess at least a "B" in AFJROTC. They must also demonstrate an exceptional attitude, military bearing, and effective leadership potential to assume positions of higher responsibility.

c. All cadets will have a permanent rank based on the number of years of AFJROTC completed. The permanent rank is Cadet Airman for the first year of AFJROTC; Cadet Airman First Class for the second year; Cadet Senior Airman for the third year; and Cadet Staff Sergeant for the fourth year of AFJROTC.

d. Cadet Officer and NCO positions are normally filled by 2nd-4th year cadets. First year cadets will not normally be considered for cadet officer positions. However, consideration is given for previous military studies experience, such as Civil Air Patrol or cadets in higher

grade levels. Cadets must attend a CLC to advance to a cadet officer rank, but this may be waived by the SASI based on the needs of the corps.

6. CADET OFFICER BOARD. Only a select number of cadets will be promoted to officer grade. The officer corps will be comprised of those cadets with a demonstrated interest in AFJROTC as indicated by grades, demonstrated leadership abilities, and successful completion of the following criteria. The SASI has final approval authority/waiver for all officer promotions.

a. Be an AS-3 cadet Master Sergeant (or higher) and be approved by a Cadet Officer Board (normally chaired by the Cadet Group Commander along with the Vice Group Commander and Staff Commanders). The cadet must not be currently failing a subject nor have failed a semester grade in the semester prior to the test. The board will be convened on an “as needed” basis by the SASI.

b. The new cadet officer must take the Cadet Appointment and Oath of Office.

“I _____ hereby accept appointment as a cadet officer in the Junior Reserve Officer Training Corps, with full knowledge of the responsibilities attached to this position. I will live by and uphold the Cadet Honor Code. I will always seek integrity first, service before self, and excellence in all I do. I will perform the duties of my office, accept responsibility and conduct myself as an officer at all times. I further understand that I must continue throughout the school year to demonstrate my ability to hold the office to which I have been appointed.”

7. Again, we stress that the number of advanced positions of leadership are limited. There is only one Chief of Staff of the Air Force; likewise, there can be only one Group Commander at BTW. All of the other roles and duties within the unit, however, are just as important in accomplishing our mission.

8. As in the active Air Force, evaluation and promotion is based upon several factors. The Air Force calls this the “Whole Person” concept. Consideration is given to each of the following qualities:

a. Academic Leadership: How well does the cadet perform on homework, quizzes, examinations, class projects, and uniform wear? Are assignments completed on time and in a thorough manner?

b. Organizational Leadership: How well does the cadet function in positions of

leadership in the organization? Has the cadet earned the respect of subordinates? Does the cadet give proper consideration for subordinates?

c. Leadership Development Requirements: To what degree does the cadet carry interest and enthusiasm beyond the classroom? Does the cadet demonstrate excellence in several outside team activities?

d. Responsibility: There are many ways in which a cadet can reflect responsibility. The most evident measures of responsibility for AFJROTC evaluation purposes are the following:

(1) Promptness in arriving for classes or formations.

(2) Degree to which the cadet is prepared to respond to assignments/problems related to the development of leadership.

(3) Manner in which the cadet takes responsibility for their actions.

e. Service: How active is the Cadet concerning service to the community, school, and Corps?

f. Organizational Support: To what degree does the cadet perform duties above and beyond those required in normal unit operations?

9. Enlisted Cadet Promotion Requirements:

a. A system for each cadet to progress through the enlisted cadet ranks from Cadet Airman Basic to Cadet Senior Master Sergeant is outlined below. All officer candidates will be screened by the Group A1 and/or Group CC and SASI/ASI before being allowed to test for promotion. There are three opportunities for cadets to apply for promotion, once at the end of 1st, 2nd, and 3rd quarters.

b. Standard Promotion:

1. Every cadet applying for promotion must be prepared to demonstrate all criteria outlined in the promotion standards from SSgt through Senior Master Sergeant.

2. Every cadet applying for promotion to a rank of Cadet Master Sergeant

and above must attend the cadet evaluation board for an interview.

c. **Field Promotion:** Field Promotions are issued directly by the SASI for outstanding performance by a cadet going beyond the call of duty.

10. Cadet Promotion Board: A cadet promotion board will be convened by the Corps Commander three times per year. The promotion board will consist of up to four members but will include the Group CC/CD or Group First Sergeant for enlisted cadet promotions:

a. Chairperson: This cadet will ask one question regarding accomplishments in the corps and reasons for promotion. This cadet will also be the presiding officer over the board and is responsible for the discipline/conduct of board members and the board's overall standardization.

b. Officer: This cadet will ask all knowledge questions and review all requirements for cadets testing for any rank above Cadet Senior Airman.

11. The eligibility chart outlines the mandatory requirements that must be met before the cadets are eligible for a standard promotion. The cadet must submit a completed Request for Promotion to their flight commander if they desire consideration.

12. Corps Commander Selection Process. Any cadet becoming a Junior or Senior the upcoming school year may apply for corps commander. All cadets competing for one of the corps commander positions will complete an application and submit it to the ASI. The board will consist of the SASI, ASI, and the outgoing Corps Commander. Board members will score the individual applications prior to the board. Each board member will ask the interviewee opinionated questions to determine the cadet's ability to think under pressure. Finally, the SASI will take all board members scores and compile that information along with other factors to determine selections for the upcoming year.

13. Demotion of Enlisted Cadets and Cadet Officers: Cadets may be reduced in rank for cause at any time during the school year. A Cadet Officer demotion board will consist of the Group Commander, Vice Group Commander, and the Group A1 or A3. An Enlisted Cadet demotion board will consist of the Group Commander, Vice Group Commander, and the Group First Sergeant. The board's decision will go to the SASI for final approval. Cadets may be demoted by the SASI for cause at any time. Reasons for demotion include but are not limited to:

a. Failure to maintain a passing grade in AFJROTC.

- b. Failure to satisfactorily perform duties as outlined in the cadet guide job descriptions.
- c. Failure to satisfactorily perform additional duties as assigned by the SASI, ASI, or Unit Commander.
- d. Failure to maintain the additional standards of professionalism as expected for a cadet officer or NCO (such as unsatisfactory uniform wear).
- e. Major behavioral incidents. NOTE: Cadets must be academically eligible prior to being selected for promotion.

ENLISTED PROMOTION REQUIREMENTS

RANK	Time in Grade	REQUIREMENTS
C/Airman	9 weeks	Complete promotion request form/rank & core values test. Determined by time, uniform wear and cadet performance. (Also may earn 1 st stripe for attending new cadet orientation)
C/A1C	9 weeks	Complete promotion request form/rank & CV test. Determined by time, uniform wear and cadet performance
C/SrA	9 weeks	Complete promotion request form/rank & CV test. Determined by time, uniform wear and cadet performance
C/SSgt	9 weeks & AS-2	Complete promotion request form/rank & CV test. Cadet must complete the following: 1. One community service event with JROTC 2. Command and march 30-Step sequence (w/ flight) 3. Have a "B" or higher in JROTC
C/TSgt	9 weeks	Complete promotion request form/rank & CV test. Cadet must complete the following: 1. Know/Complete all requirements of a Staff Sergeant (above)
C/MSgt	9 weeks	Complete promotion request form. Cadet must complete the following: 1. Know/Complete all requirements of a Staff Sergeant (above) 2. Have an "A" in JROTC and pass all classes for previous grading period 3. Be able to carry out duties as a Flight Commander
C/SMSgt	9 weeks	Complete promotion request form. Cadet must complete the following: 1. Know/Complete all requirements of a Master Sergeant (above) 2. Lead and/or organize one community service or other major event with approval from Group CC and the CSO.
C/CMSgt	9 weeks	Selected by the Group CC and SASI/ASI as this rank is part of the cadet staff.

CHAPTER NINE

ORGANIZATION OF THE CADET CORPS

1. The organizational chart (Attachment 1) indicates how the cadet corps is organized. Organizational charts break the functions of the unit down into specialized tasks. The responsibilities associated with each task are found in the corresponding job descriptions in Chapter 11. Each cadet should study all job descriptions to gain a more complete understanding of jobs as they relate to the total mission.

2. The organizational chart reflects a the chain of command by a solid line connecting the functions or positions. Information, guidance, and decisions flow down the chain of command in oral and written instructions. Information and recommendations also flow up the chain of command. Information flow and coordination between lateral functions is also necessary for efficient staff functioning. Unless there is a free communication flow throughout the organization, the unit will quickly become ineffective. The Corps Commander, the SASI and the ASI have an “open door” policy which allows a cadet with a sensitive issue or pressing reason to not use their chain of command to approach the instructors or Group CC directly. However, in the majority of situations the chain of command should be used to allow issues to be resolved at the lowest possible level.

3. Authorized leadership positions are shown in the Unit Manning Document (Attachment 8). Cadets must learn the duties and responsibilities of assigned positions. Promotion up the chain of command will be based on job performance and potential for more responsibility.

CHAPTER TEN

CORPS MANAGEMENT AND JOB DESCRIPTIONS

As with the active Air Force, responsibilities and duties increase with grade and rank. Each cadet is expected to prepare for assuming additional responsibilities to accept higher positions. The following job descriptions outline the major duties of each leadership position contained in the Unit Manning Document. Cadets are required to attend a Cadet Leadership Course prior to assuming a cadet officer position unless waived by the SASI.

Cadets will use the established Google email account and Google drive for official business related to the corps. The top senior staff along with the SASI and ASI will be the only ones to have the login username and password. All other cadet positions will be granted access to their specific continuity folder on the drive. All permissions and login information will be changed annually upon change-over of the cadet staff.

1. CADET CORPS COMMANDER (GP/CC). Authorized Grade: C/Colonel. Supervises the Deputy Commander, Chief of Staff, all Squadron Commanders, the Group Superintendent and First Sergeant. Responsible for:

- a. Command and control of the cadet corps. Will establish and maintain a master calendar of all activities for the school year.
- b. The appearance, discipline, efficiency, training, and conduct of the corps.
- c. The accomplishment of the academic and Leadership Training Programs and any mission objectives as outlined by the SASI and ASI.
- d. Ensuring all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities.
- e. Overseeing cadet corps activities according to established cadet goals.
- f. Directing the cadet promotion system, publishing cadet policy, and directing training as necessary to insure fair, equitable, and timely promotion consideration for each member of the cadet corps.

g. Conducting at least two staff meetings per month for the improvement of the cadet corps operations and activities.

h. Presiding over all cadet officer and enlisted demotion boards.

i. Developing cadet goals for the school year and implementing a course of action to accomplish those goals.

j. Other duties as assigned by the SASI/ASI.

2. CADET VICE COMMANDER (GP/CV). Auth. Grade: C/Lt Col. Is a member of the Group Staff. Supervises cadets assigned as squadron commanders. Responsible for:

a. Assuming command of the unit in the absence of the Corps Commander as directed by the SASI/ASI. Will conduct unit staff meetings if the Group CC is absent.

b. Assisting the Cadet Corps Commander as requested by the Commander and directed by the SASI/ASI.

c. Developing and coordinating the unit staff meeting agenda with the Group Commander and Chief of Staff.

d. Monitoring and reporting monthly the status on progress towards unit goals.

e. Keeping the Cadet Commander informed of all cadet activities.

f. Sits on all cadet officer and enlisted demotion boards.

g. Other duties as assigned by the Commander or SASI/ASI.

3. CADET GROUP SUPERINTENDENT (GP/CCC) Auth. Grade: C/CMSgt. Is a member of group staff. Although not involved in direct supervision, this position requires extensive management of the enlisted corps. This is a highly prestigious and selective position. Responsible for:

a. Providing recommendations to the Chief of Staff based on inputs from all the cadets and acts as liaison between the Corps and the Group Staff.

b. Advising the SASI, ASI, and Commander of possible problems within the corps and suggesting possible solutions.

c. Sitting on all enlisted cadet demotion boards.

d. Other duties as assigned by the Commander or SASI/ASI.

4. FIRST SERGEANT (CCF). Auth. Maximum Grade: C/SMSgt. Is a member of group staff. Although not involved in direct supervision, this position requires management and leadership experience. Similar to the Group Superintendent, this is a highly prestigious and selective position. Responsible for:

a. Keeping the Commander informed on matters of drill, weekly uniform wear, and conduct of cadets. Updating the daily briefing with upcoming uniform inspections.

b. Updating information to the corps on AFJROTC regulations concerning uniform wear, standards of conduct, customs, and courtesies.

c. Maintaining a high degree of personal military bearing and appearance. Serves as an example for the entire Cadet Corps.

d. Other duties as assigned by the Commander or the SASI/ASI.

5. A1 (PERSONNEL) STAFF (GP/A1). Auth. Grade: C/Maj. Is a member of the Group Staff. Responsible for:

a. Filing and maintenance of Cadet Personnel Records. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.

b. Maintaining the Unit Organizational Chart and the Unit Manning Document (UMD).

c. Inputting new cadets into the WINGS database.

d. Updating cadet personnel records in WINGS.

e. Completing special orders pertaining to promotions, awards/ribbons, and job assignments; data input to WINGS.

f. Other duties as assigned by the Commander or the SASI/ASI.

6. A2 (PUBLIC AFFAIRS) STAFF (GP/A2). Auth. Grade: C/Maj. Is a member of the Group Staff. Responsible for:

- a. Coordinating all matters of AFJROTC publicity with the Commander and the SASI/ASI.
- b. Performing duties as the primary unit photographer. Provides photos to ASI for storage.
- c. Managing cadet folder permissions on Google Drive.
- d. Updating the AFJROTC school website.
- e. Planning and organizing major events to include Veterans Day Parade, Floral Haven flag raising, and CIA field trips.
- f. Conducting committee planning meetings.
- g. Gathering information from vendors.
- h. Organizing and executing at least two social functions for the corps each semester.
- i. Providing a detailed expense report for each activity.
- j. Ensuring the SASI/ASI approves all official cadet gatherings.
- i. Other duties as assigned by the Commander and the SASI/ASI.

7. A3 (OPERATIONS) STAFF (GP/A3). Auth. Grade: c/Major. Is a member of the group staff. Responsible for:

- a. Ensuring team commanders are performing up to expectations and handling any team personnel issues.
- b. Evaluating teams prior to competitions to ensure they are ready to perform and eliminate any teams not properly prepared. Will provide the SASI/ASI a roster of prepared teams 45 days prior to the competition date.
- c. Providing a master practice schedule to the Commander for posting in the classroom.
- d. Updating WINGS events module weekly with team practices and cadets attending those practices.

e. Responsible for the creation and upkeep of a master calendar for all unit activities throughout the year. This includes, but not limited to, projecting dates for events such as Commander's Call, Veterans Day Parade, Superintendent's Review, and the Military Ball.

f. Operates closely with CC, CV, and A-1 coordinating information regarding the needs of the unit.

8. A4 (LOGISTICS) STAFF (GP/A4). Auth. Grade: C/Major. Is a member of the Group Staff. Responsible for:

a. Organizing and coordinating all logistics activities. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.

b. Ensuring the Commander is advised and kept current on all logistical and supply problem areas.

c. Assisting the ASI in maintaining supply records in accordance with all AFJROTC Regulations. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.

d. Assisting the ASI in the issue, receipt, and accounting of all items of uniform, textbooks, equipment, and supplies related to the operation of the unit.

e. Organizing and supervising the maintenance, repair, and cleaning of AFJROTC facilities, uniforms, equipment, and supplies.

f. Assisting the SASI/ASI in inventories as required; data input to WINGS (AF database).

g. Conducting at least one full inventory each semester to include uniforms, textbooks, weapons, and ADPE computer equipment.

h. Other duties as assigned by the GP/CC or the SASI/ASI.

9. LEADERSHIP DEVELOPMENT REQUIREMENTS SQUADRON COMMANDER (LDR/CC). Auth Grade: C/Maj. Supervises the LDR Squadron. Responsible for:

a. Scheduling and conduct of all after school team practices.

b. Supervision of the individual team commanders

c. Preparation for any drill meets and/or competitions attended by any LDR team.

- d. Recruiting and publicity for LDR's within and outside the Cadet Corps.
- e. Other duties as assigned by the GP/CC or the SASI/ASI.

10. TRAINING SQUADRON COMMANDERS (TRSA/CC, TRSB/CC). Auth Grade: C/Maj. Supervises the Training Squadron. Responsible for:

- a. Responsible for the general welfare of the academic flights.
- b. Assigns tasks and goals to the designated flight commanders.
- c. Responsible for the unit Wellness program, to include scheduling PT testing, selection of flight PT monitors, and recording PT testing data in WINGS.
- d. Other duties as assigned by the GP/CC or the SASI/ASI.

11. COLOR GUARD COMMANDER/NCO (LDR/CG). Supervises the Color Guard. Responsible for:

a. Coordinating closely with the LDR Commander on all team activities to include Elite Guard membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.

b. Recruiting eligible cadets for team membership who meet unit academic and leadership requirements. Will establish an Elite Guard team to perform at special events.

c. Training and educating team members as to the team's objectives, procedures, and requirements.

d. Leading the team drill, ceremonial functions, and competition as required. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation in WINGS.

e. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team's activity schedule.

f. Other duties as assigned by the LDR/CC and the SASI/ASI.

12. DRILL TEAM COMMANDER/NCO (LDR/DT). Supervises the Drill Team. Responsible for:

a. Coordinating closely with the LDR Commander on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.

b. Recruiting eligible cadets for team membership who meet Unit academic and leadership requirements. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation in WINGS.

c. Training and educating team members as to the team's objectives, procedures, and requirements.

d. Leading the team drill, ceremonial functions, and competition as required.

e. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team's activity schedule.

f. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.

g. Other duties as assigned by the LDR Commander and the SASI/ASI.

13. AWARENESS PRESENTATION TEAM (APT) COMMANDER/NCO (LDR/APT). Supervises the APT. Responsible for:

a. Coordinating closely with the LDR Squadron Commander on all team activities to include membership, training, attendance, participation, and team member credit toward ribbons and other awards. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation in WINGS.

b. Recruiting eligible cadets for team membership who meet unit academic and leadership requirements.

c. Training and educating team members as to the team's objectives, procedures, and requirements.

d. Scheduling at least one middle school visit each semester. Keep SASI/ASI

informed of awareness presentation opportunities in the area.

e. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.

f. Other duties as assigned by the LDR Squadron Commander and the SASI/ASI.

14. PHYSICAL FITNESS TEAM COMMANDER/NCO (LDR/PT). Supervises the Physical Fitness Team. Responsible for:

a. Coordinating closely with the LDR Commander on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.

b. Recruiting eligible cadets for team membership who meet Unit academic and leadership requirements. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation in WINGS.

c. Training and educating team members as to the team's objectives, procedures, and requirements.

d. Leading the team in competitions as required.

e. Review and filing of all cadet fitness screening questionnaires.

f. Developing unit fitness plans each semester outlining weekly activities and planning Presidential Fitness dates. Logs cadet fitness data in WINGS.

g. Other duties as assigned by the LDR Squadron Commander and the SASI/ASI.

15. ROCKETRY TEAM COMMANDER/NCO (LDR/RC). Supervises the Rocket Team. Responsible for:

a. Coordinating closely with the LDR Squadron Commander on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.

b. Recruiting eligible cadets for team membership who meet unit academic and leadership requirements. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation in WINGS.

c. Training and educating team members as to the team's objectives, procedures, and requirements.

d. Leading the team in preparation for competition as required.

e. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team's activity schedule.

f. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.

g. Other duties as assigned by the LDR Squadron CC and the SASI/ASI.

16. CYBER PATRIOT TEAM COMMANDER/NCO (LDR/CP) Supervises the Cyber Patriot Team. Responsible for:

a. Coordinating closely with the LDR Cdr on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.

b. Recruiting eligible cadets for team membership who meet Unit academic and leadership requirements. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.

c. Training and educating team members as to the team's objectives, procedures, and requirements.

d. Leading the team in competition as required.

e. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team's activity schedule.

f. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.

17. AERO CLUB COMMANDER/NCO (LDR/AC) Supervises the Drone Team. Responsible for:

- a. Developing a training plan to teach cadets assigned to this team how to properly maintain and fly the unit drones.
- b. Coordinating with the cadet group commander to determine events where the drones could be utilized.

18. KITTY HAWK AIR SOCIETY COMMANDER (LDR/KH) Supervises KHAS.

Responsible for:

- a. Developing unit induction procedures.
- b. Coordinating KHAS meetings and events.
- c. Assists SASI/ASI in identifying candidates for KHAS.

19. STRATEGY & TACTICS CLUB COMMANDER/NCO (LDR/ST) Supervises S&T Club. Responsible for:

- a. Leading meetings of S&T Club.
- b. Schedules meetings of S&T Club.
- c. Oversees development of guidance pertaining to S&T.
- d. Other duties as assigned by LDR/CC, SASI, or ASI.

20. FLIGHT COMMANDER. (A, B, etc. FLT/CC). Auth. Grade: Current rank.

Supervises the Flight Sergeant. Responsible for:

- a. The appearance, discipline, and training of their flight members.
- b. Acting as Liaison/Advisor to the SASI/ASI on matters pertaining to the flight.
- c. Reviewing the daily briefing and performing roll call.
- d. Marching the flight to various locations outside the classroom.
- e. Providing documentation to the Squadron Commander and SASI/ASI for identified problems in discipline, and attitude that detract from the overall completion of flight responsibilities.
- f. Administering the flight portion of the cadet promotion and awards system, i.e., evaluations, surveys, recommendations, etc.
- g. Keeping the Flight informed of all unit activities which will affect flight

members.

h. Other duties as assigned by the Training Squadron Cdr or the SASI/ASI.

21. FLIGHT SERGEANT. (A, B, etc. FLT/CCF). Auth. Grade: Current rank.

Responsible for:

- a. Preparing the Flight for inspection.
- b. Assisting the Flight Commander as required, assuming their position in their absence.
- c. Maintaining order and discipline at all times.
- d. Assisting in the training of the flight member.
- e. Other duties as assigned by the Flight Cdr or the SASI/ASI.

CHAPTER ELEVEN

AWARDS AND DECORATIONS

Several distinctive awards are authorized for the AFJROTC cadets to recognize outstanding performance in academics and leadership, of the specific display of valor. Medals, ribbons, badges, and certificates are awarded in accordance with AFROTC publications in the following categories:

Note 1: National Awards are determined based on recommendations from a committee chaired by the Commander. In turn, the Commander forwards award recommendations to the SASI for final disposition.

Note 2: Medals and ribbons WILL NOT be worn simultaneously. Medals may be worn for formal, semi-formal, and/or special occasions of a limited nature (as specified by the SASI). Place medals on the mounting rack in the proper order of precedence. Refer to AFI 36-2903 for instructions on stacking multiple medals, and wear of devices on ribbons and medals. **The ROUTINE WEAR of medals is PROHIBITED.**

SPECIAL AWARDS:

1. **Gold Valor Award** - awarded to cadets for voluntary acts of self-sacrifice and personal bravery involving conspicuous risk of life above and beyond the call of duty.

2. **Silver Valor Award** - awarded to cadets for a voluntary act of heroism which does not meet the risk-of-life requirement of the Gold Valor Award.

3. **Cadet Humanitarian Award** - to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens.

4. **Silver Star Community Service with Excellence Award** - consists of a ribbon with silver star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units who have

- The highest "per cadet average" community service hours.
- "Countable" hours must be logged into WINGS and be accomplished IAW published guidance (AFJROTCI 36-2001, Part 7).
- Countable hours will be the period from 11 April (previous year) to 10 Apr (current year). HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for

that period to calculate the Top 5% units and notify the units earning the Award.

- Instructors at the Top 5% units will determine which of their cadets have contributed to the unit earning the new award.

5. Community Service with Excellence Award. It is intended to recognize individual cadets who provide significant leadership in the planning, organizing, directing, and execution of a major unit community service events.

NATIONAL AWARDS: Presented to cadets selected by a representative of the national organization giving the award or the SASI/ASI. Order of Precedence and normal award criteria are listed below. Cadets may only receive one National-level Award for each year they are in AFJROTC.

1. Air Force Association Award - awarded annually to an outstanding third-year cadet who demonstrates a positive attitude, exemplary personal appearance, and attributes of initiative, judgment, courtesy, and self-confidence.

2. Daedalian Award - awarded annually to an outstanding third-year cadet who is in the top 10% of the ROTC class, the top 20% of the academic class, and demonstrates an understanding of appreciation for patriotism, love of country, service to nation, and shows potential and desire to pursue a military career.

3. American Legion AFROTC Scholastic Award - awarded annually to a third or fourth-year cadet who is in the top 10% of the academic class, top 25% of the ROTC class, and who demonstrates outstanding leadership qualities and participates actively in ROTC.

4. American Legion AFJROTC General Military Excellence Award - awarded annually to an outstanding third OR fourth-year cadet who is in the top 25% of the ROTC class and demonstrates outstanding military leadership, discipline, character, and citizenship.

5. American Veterans Award - awarded annually to cadet who has made an "A" in JROTC, is in good standing in all other classes, and demonstrates a strong, positive attitude toward JROTC and service in the Air Force, and exemplary personal appearance, strong initiative, dependability, judgment, self-confidence, and strong officer potential.

6. Reserve Officers Association Award - awarded annually to a cadet who is in the top 10% of the ROTC class, and has demonstrated a positive attitude, exemplary personal appearance, and personal attributes of courtesy, judgment, high ethical

standards, and shows growth potential on positions of leadership responsibilities.

7. Military Order of World Wars Award - awarded annually to a cadet who demonstrates excellence in military and scholastic performance, actively participates in JROTC, and endeavors to serve the nation and is committed to continuing in JROTC.

8. Military Officers Association of America Award - awarded annually to a 3rd Year cadet who is in good academic standing, and demonstrates high moral character, loyalty to the unit, school, community, and country, and shows exceptional potential for leadership.

9. Veterans of Foreign Wars Award - awarded annually to a 3rd or 4th year cadet who has at least a "C" average in all class work ("B" in JROTC), and demonstrates a positive attitude toward ROTC, outstanding bearing and conduct, strong personal attributes of courtesy, self-discipline, and leadership ability and appreciates ROTC training.

10. Military Order of the Purple Heart Award - awarded annually to a 3rd or 4th year cadet who has demonstrated a positive attitude toward AFJROTC and country, and has proved to be a leader in the Corps, active in school and community affairs, and has maintained a "B" average in all class work for the previous semester.

11. Air Force Sergeants Association Award – awarded annually to an outstanding 3rd or 4th-year cadet demonstrating leadership, discipline, character, and citizenship. The cadet must be in the top 25% of their JROTC class.

12. Tuskegee Airman Award – 1st- 3rd year cadet who maintains a "B" or better in the AS class, be in good standing and actively participates in Corps activities and 50% of activities.

13. The Retired Enlisted Association Award – awarded annually to a deserving cadet (any year group, serving in an enlisted rank) demonstrating outstanding leadership throughout the course of the school year.

14. The Celebrate Freedom Award – awarded annually for outstanding performance in academics and corps activities to a deserving first or 1st or 2nd year JROTC cadet.

15. Air Commando Association Award – awarded annually to a cadet submitting a one-page essay based on a historical Air Force Special Operations Mission

possessing the thirteen critical attributes of success, to include: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength.

AFJROTC AWARDS: Authorized by AFROTC publications and presented to cadets selected by the SASI/ASI. Every effort will be made to recognize top performers on a semester and annual basis. Award criteria are as listed below:

1. **Distinguished Unit Award (DUA) or DUA with Merit** - awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA “outstanding” rating is earned. The distinction of “with merit” can be earned during a HQ inspection year and this is a separate ribbon earned by all cadets present for the inspection.

2. **Outstanding Organization Award (OOA)** – awarded to cadets enrolled during the academic year when a unit is selected by AFJROTC to receive the OOA.

3. **Outstanding Flight Ribbon** - awarded annually to members of the outstanding flight as determined by the SASI.

4. **Top Performer Award** - This Headquarters AFJROTC award is presented to a maximum of 2% of the current unit cadet population. The award will recognize performance in the following key areas: leadership and job performance, leadership qualities, academic performance, self-improvement, and community involvement.

5. **Outstanding Cadet Ribbon** - awarded annually to the outstanding 1st, 2nd, 3rd, and 4th year cadets (one selected for each year group). Selected cadets must demonstrate high moral character, positive personal attributes, display outstanding military potential, and attain academic and military excellence.

6. **Leadership Ribbon** - awarded annually to cadets who have demonstrated sustained leadership performance in a position of leadership in corps training activities and display outstanding leadership ability above and beyond expected performance. (Limited to 5% of the cadet corps.)

7. **Achievement Ribbon** –Awarded for a specific achievement related to a project or task as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period. (Limited to 5% of the cadet corps.)

8. Superior Performance Ribbon - awarded annually to cadets who have demonstrated outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Achievement must be clearly outstanding and exceptional. (Limited to 10% of the cadet corps.)

9. Academic Ribbon - awarded annually for academic excellence by attaining an overall grade point average of at least “B” for an academic term and an “A” average in AFJROTC.

10. Cadet Leadership Course Ribbon - awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class.

11. Special Teams Competition Ribbon - awarded to team members for placing first, second, or third in an Air Force or Joint Service competition to include color guard, drill, saber, academic bowl, Cyber Patriot, model rocketry, orienteering, etc.

12. Joint/All-Service National Competition Award - Is a medal/ribbon awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Academic Bowl Teams, Cyber Patriot, etc.

13. Air Force Nationals Competition Award - Is a medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Academic Bowl Teams, CyberPatriot, etc.

14. Leadership Development Requirement (LDR) Leadership Ribbon - Is a ribbon awarded at the SASI’s discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, drill team commander, color guard team commander, military ball chairperson, etc.).

15. Drill Team Ribbon - Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in the annual Tulsa Public Schools drill competition. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

16. **Color Guard Ribbon** - awarded each semester to cadets who participate in at least 5 “official” color guard activities (flag presentation at a pep rally/sporting event/other public or school presentation; or compete in at least one drill meet competition; etc.).

17. **Marksmanship Team Ribbon** - Cadets must be on the marksmanship team for an entire year season to be eligible to qualify and must have competed in at least 1 marksmanship postal competition. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

18. **Good Conduct Ribbon** - Cadets must not have received a referral (this includes no suspensions/TRAICE) and not missed more than 5 days of school (unexcused absences) for an entire school year to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

19. **Service Ribbon** - awarded not more than once each semester to cadets for distinctive performance in school, community, or AFJROTC service projects outside of normal classroom time. This award is limited to cadets whose active participation in a service project significantly contributed to the goals of the organization.

20. **Health and Wellness Ribbon** - awarded not more than once each year for sustained participation in the AFJROTC physical fitness program and completion of the Presidential Fitness Test at the end of the second semester with a minimum score of 25. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the 75-84% Physical Fitness Test 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. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon.

21. **Recruiting Ribbon** - awarded each semester to cadets who have participated and supported unit recruiting activities or have personally recruited at least 1 new member (never enrolled in any level of JROTC before) for the unit.

22. Activities Ribbon - awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to model rocketry clubs, academic bowl teams, etc. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year.

23. Attendance Ribbon - awarded to cadets who have no more than three excused absences (no unexcused) from AFJROTC classes during an entire school year.

24. Dress & Appearance Ribbon - Is awarded to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible.

25. Longevity Ribbon - awarded annually at the annual awards ceremony to cadets completing and passing a full academic year in ROTC.

26. Bataan Death March Memorial Ribbon – Is a 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 courses, tracks, etc.,). Units may complete the full hike in a span of one to no more than 3 days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon.

27. Patriotic Flag Ribbon – awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events.

SHOULDER CORDS: The following shoulder cords are authorized for wear based upon position. In accordance with new HQ guidance, many cords that were acceptable in the past are no longer allowed for wear. Only the cords listed below may be worn. Cords must be worn on the left shoulder, grounded to the shoulder seam, with no metal tips, and no wider than one inch. Shoulder cords may only be worn with the service dress coat and blue shirt. They are NOT authorized with ABUs or with the lightweight jacket.

1. CORDS AND POSITIONS

- a. Group Commander and Vice Commander: White cord
- b. A level staff: Black cord
- c. Squadron Commanders: Orange cord
- d. Flight Commanders: Blue cord

CERTIFICATES OF TRAINING AND COMPLETION: There are two types of certificates that may be awarded to AFJROTC cadets; the “CERTIFICATE OF COMPLETION” and the “CERTIFICATE OF TRAINING”. Information concerning each certificate is provided below to enable cadets who qualify for minimum enrollment to assess the value of each certificate.

1. **CERTIFICATE OF COMPLETION:** Presented to cadets of good standing who have completed all four years of the AFJROTC program. Cadets who have this certificate in their possession when they enroll in a senior ROTC program or upon enlistment in the Armed Forces of the United States may gain benefits offered by successful completion of the AFJROTC program.

2. **CERTIFICATE OF TRAINING:** Presented to cadets of good standing who have completed two successful years of the AFJROTC Program.

3. These certificates are not awarded automatically based upon academic grades. Consideration is given to the total performance and achievement as a member of the unit. It is possible to complete the AFJROTC course for academic credit and not be considered to have met the Whole Person Concept requirements for the award of a certificate. The SASI will make the final determination.

CHAPTER TWELVE

CADET HEALTH AND WELLNESS PROGRAM

1. The cadet health and wellness program is organized and performed by the cadets. The Training Squadron Commanders have overall responsibility for this in developing an exercise program for the entire school year. All cadets participating must have a completed/signed fitness screening questionnaire on file with the unit.
2. The focus at the beginning and end of each year is the Presidential Fitness Test. The test includes a 1-mile run, push-ups, sit-ups, v-sit flexibility test, and shuttle run. The initial test must be completed within the first 45 days of school and a final test will be accomplished within the last 30 days of school. Additional tests may be conducted throughout the year. Cadet testing data is then loaded into WINGS by the TRS Commanders to produce a report of final scores.
3. The expectation is that all cadets will put forth maximum effort when completing fitness testing. Anything less is not acceptable.
4. Cadets will conduct the wellness program on scheduled Tuesday and Wednesday block days of each week. Each session will include at a minimum a stretching, calisthenics, and cardio phase. Any time remaining may be used for an activity of the flight's choosing.
5. Cadets are expected to dress out in the provided PT Gear each week to include tennis shoes. Failure to do so not only affects the cadet's grade, but it may also impact promotion eligibility. Air Force PTG may not be mixed with locally purchased PT gear. Cadets will be issued PT Gear consisting of a t-shirt, shorts, a sweatshirt, and sweatpants. These four items may be worn in any combination, i.e. t-shirt with sweatpants or sweatshirt with shorts. The PT t-shirt must be worn tucked into the shorts or sweatpants. Cadets **MUST** wear athletic shoes to participate in PT. Socks will be solid black or white (a small logo, no larger than one inch is authorized).
6. PT grades are 100 points per session; 50 points for participation, 50 points for uniform wear. If a cadet is not wearing the PT Gear but participates in the PT activity, they may be awarded 50 points.

CHAPTER THIRTEEN

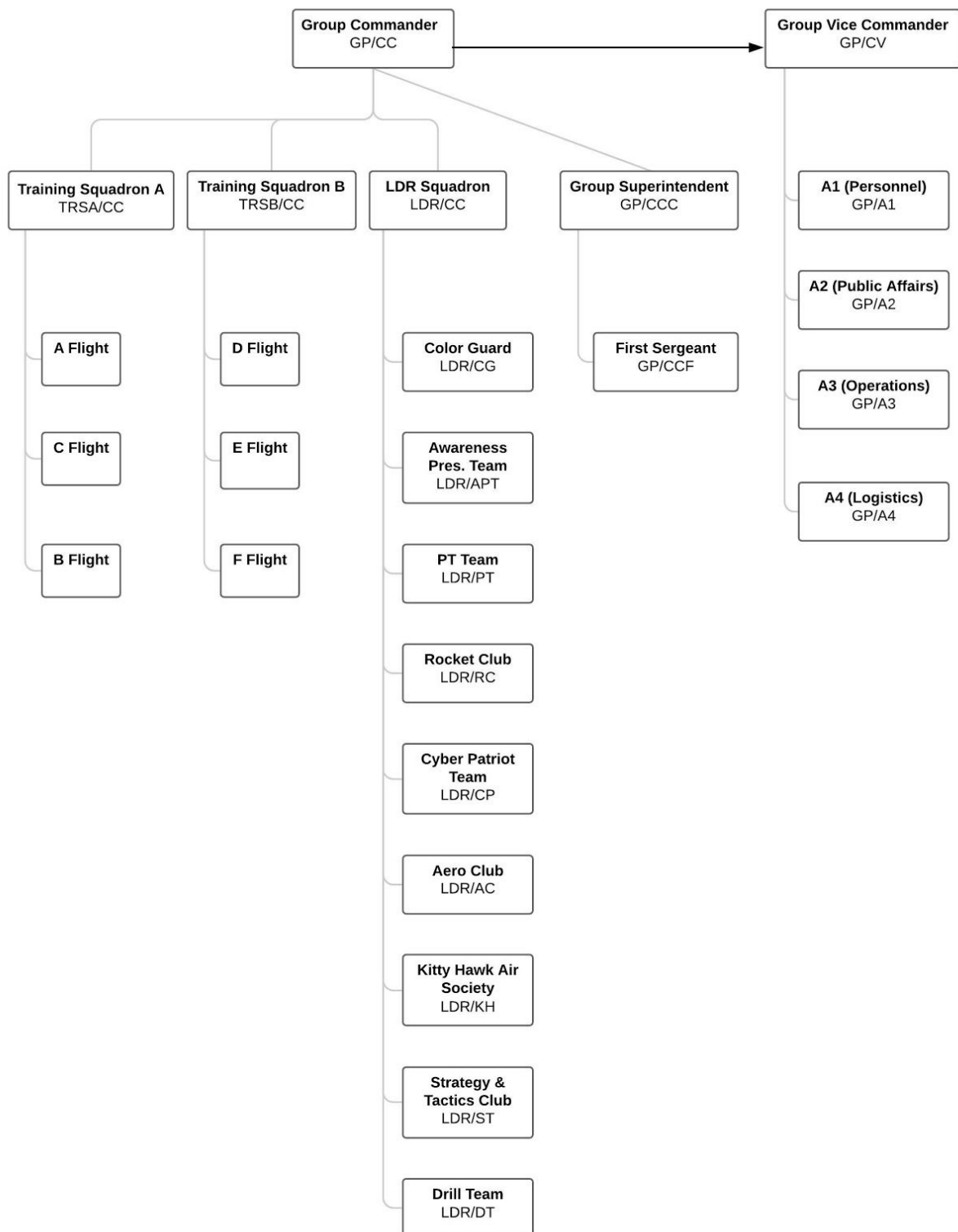
UNIT STAFF MEETING PROCEDURES

1. The Corps Commander will hold staff meetings at least twice per month.
2. Staff meetings are held to provide the opportunity for face-to-face communication between the commander and the staff. It is a vehicle for corps problem solving and allows the cadet staff to participate in the unit planning and remain informed about issues and activities of importance to the unit goals and objectives. It is the responsibility of designated Corps Staff members to be present at staff meetings. Failure to attend staff meetings could result in loss of position/rank.
3. The following staff meeting procedures apply:
 - a. The group commander will normally conduct the meeting. The ranking officer will chair in the commander's absence. Meetings will not be cancelled due to absences.
 - b. A meeting agenda will be created. The agenda will be approved by the commander and include at a minimum a status report of each Squadron Commander (TNG A & B, LDR), the A Staff, and status of unit goals. Final agenda approval is by SASI/ASI. (Agenda will be finalized one full day prior to staff meeting).
 - c. The Group Superintendent (GP/CCC) will serve as recorder and prepare minutes of each meeting detailing decisions reached, actions taken, and assignments made with detail concerning the action officer/specialist and project suspense dates to be met. The staff meeting report will be submitted to the CC within 3 school days of the meeting. After approved, a copy of the minutes will be posted on the unit bulletin board, with the electronic copy posted on Google Drive in the proper folder.
4. The Group Commander will follow-up on all pending actions directed during unit staff meeting to ensure that the responsible staff member accomplishes their required actions.
5. The meeting will begin with a status report from all Squadron Commanders/A Staff. The group commander will brief staff on special interest items and unit policy. Subsequently, briefings will be given by other staff members on the status of upcoming activities, suspense, problem areas, and recommended solutions.
6. Each function of the Corps Staff will be represented by their designated

representative at every staff meeting unless excused by the Group Commander or SASI/ASI.

ATTACHMENT 1

OK-942 ORGANIZATIONAL CHART



ATTACHMENT 2

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.

ATTACHMENT 3
UNIFORM WEAR GUIDANCE

CADET FEMALE HEADGEAR

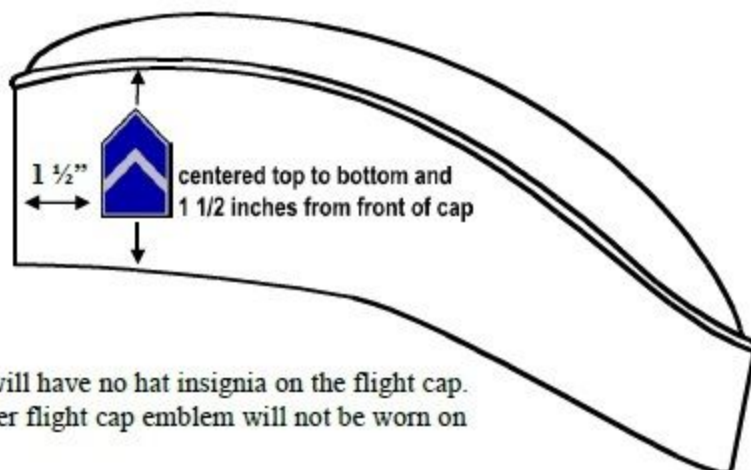
SERVICE CAP (Officer Only)

Solid Blue Color with no embroidery



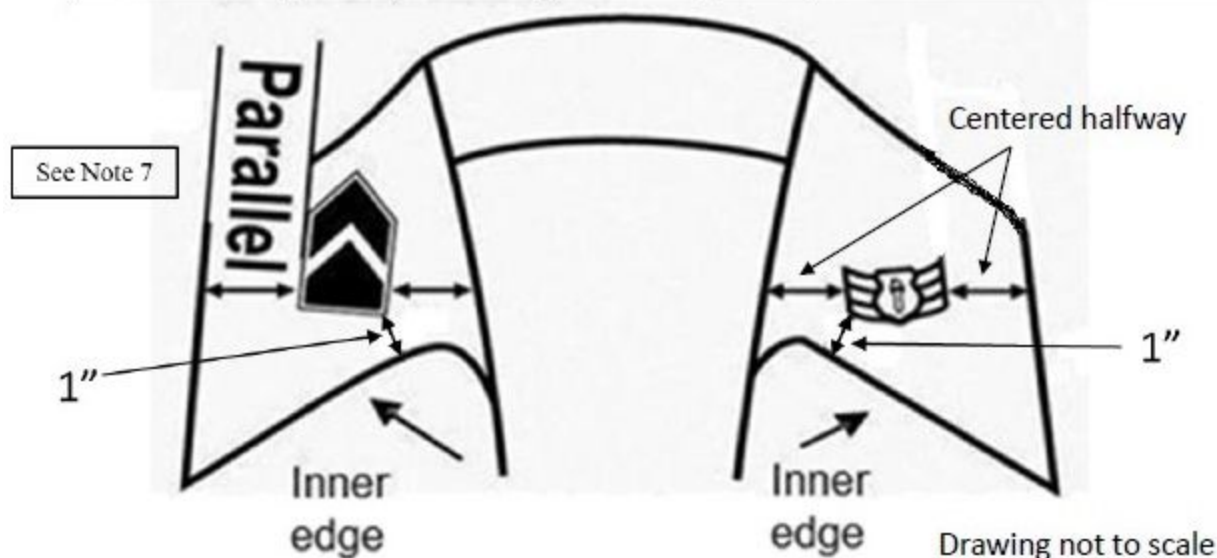
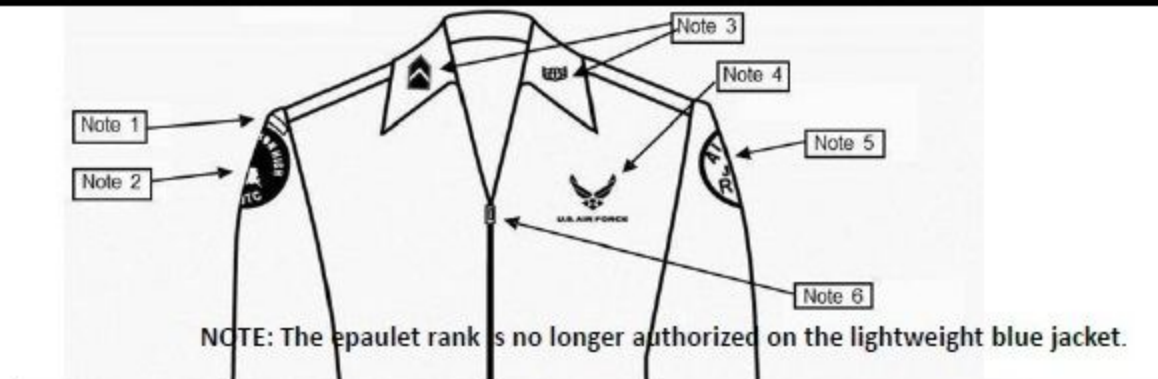
Enlisted Women's Service Caps may be worn with the Hap Arnold Wings insignia.

FLIGHT CAP* (Officer and Enlisted)



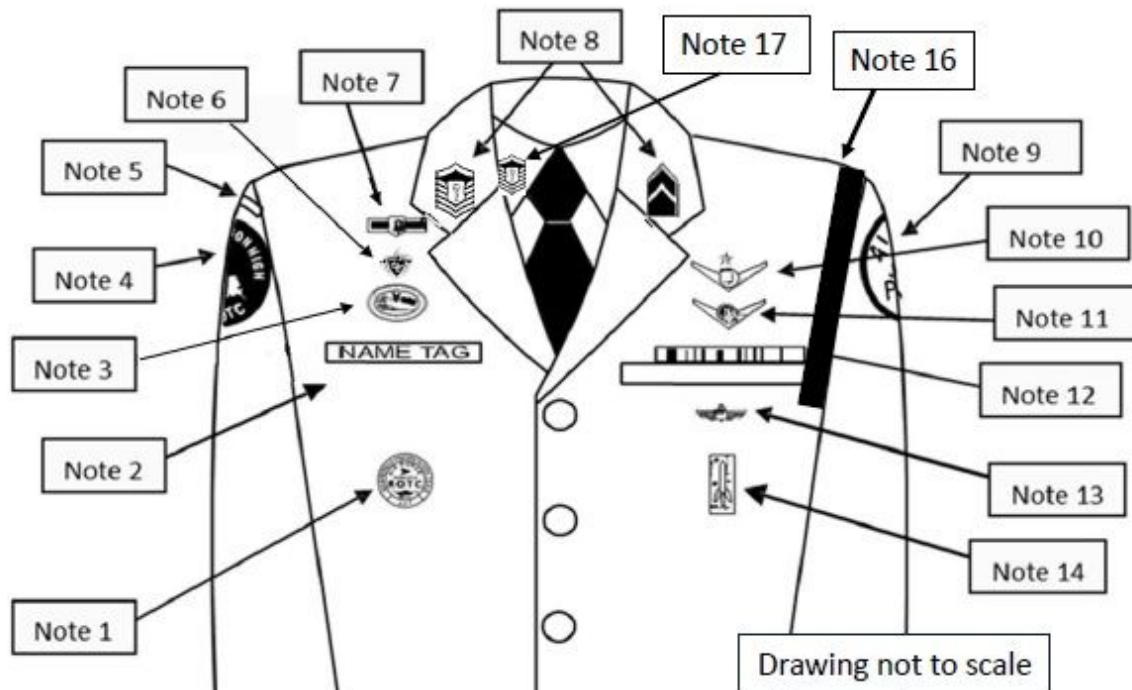
- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

CADET LIGHTWEIGHT BLUE JACKET



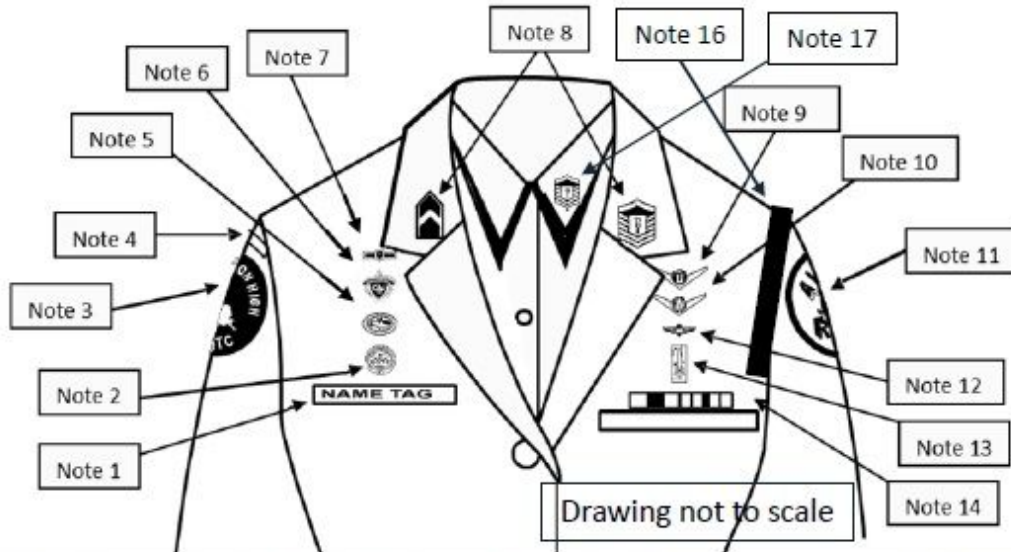
1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia centered halfway up the lapel. Bottom of insignia is horizontal with the ground.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
5. AFJROTC patch on left sleeve $\frac{1}{2}$ to 1 inch below shoulder seam centered.
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.

CADET MALE SERVICE DRESS



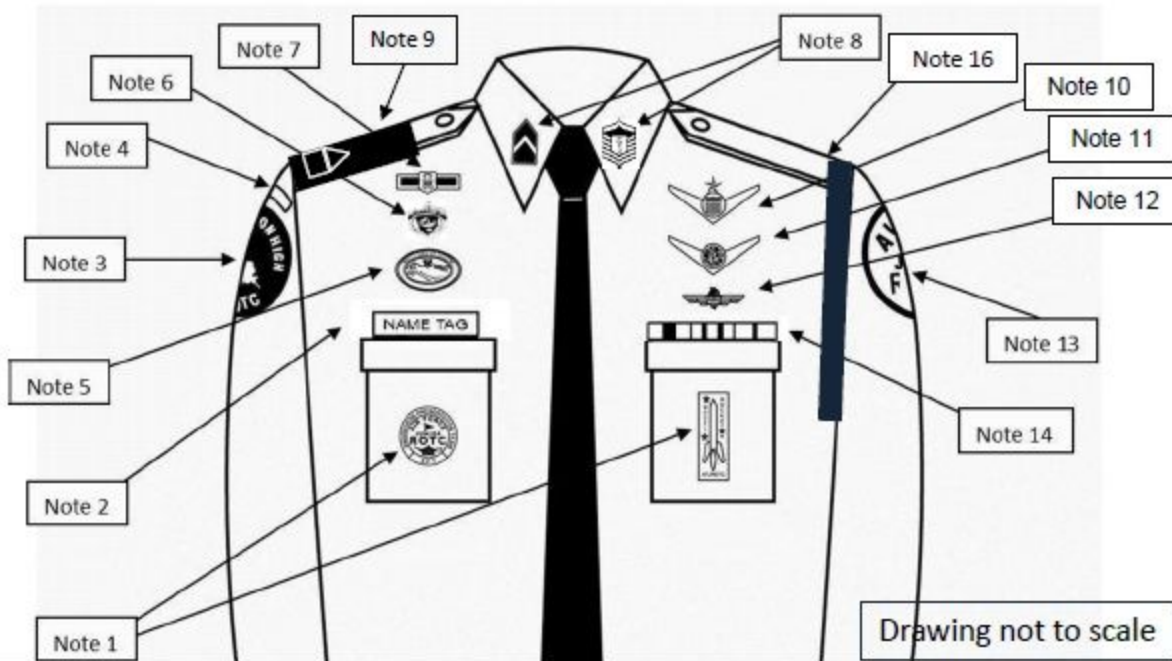
1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$ 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. 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: Place $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
10. Flight Solo or Flight Certificate Badge. See Note 15 below.
11. Ground School 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. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
14. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed $\frac{1}{2}$ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed $\frac{1}{2}$ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.

CADET FEMALE SERVICE DRESS



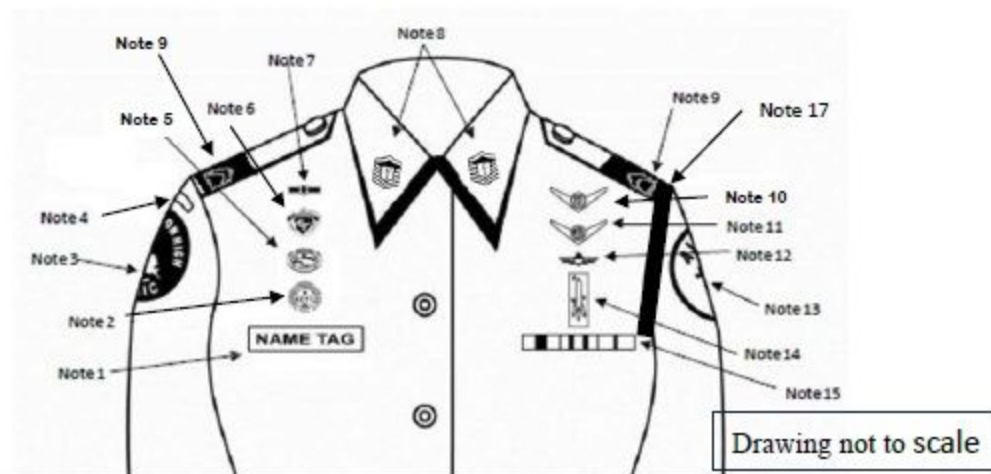
1. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge even with to 1 ½ inch higher or lower than the first exposed button.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Flight Solo or Flight Certificate Badge. See Note 15 below.
10. Ground School Badge. See Note 15 below.
11. AFJROTC Patch, mandatory. Center ½ to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
13. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
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. First badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.

CADET MALE BLUE SHIRT



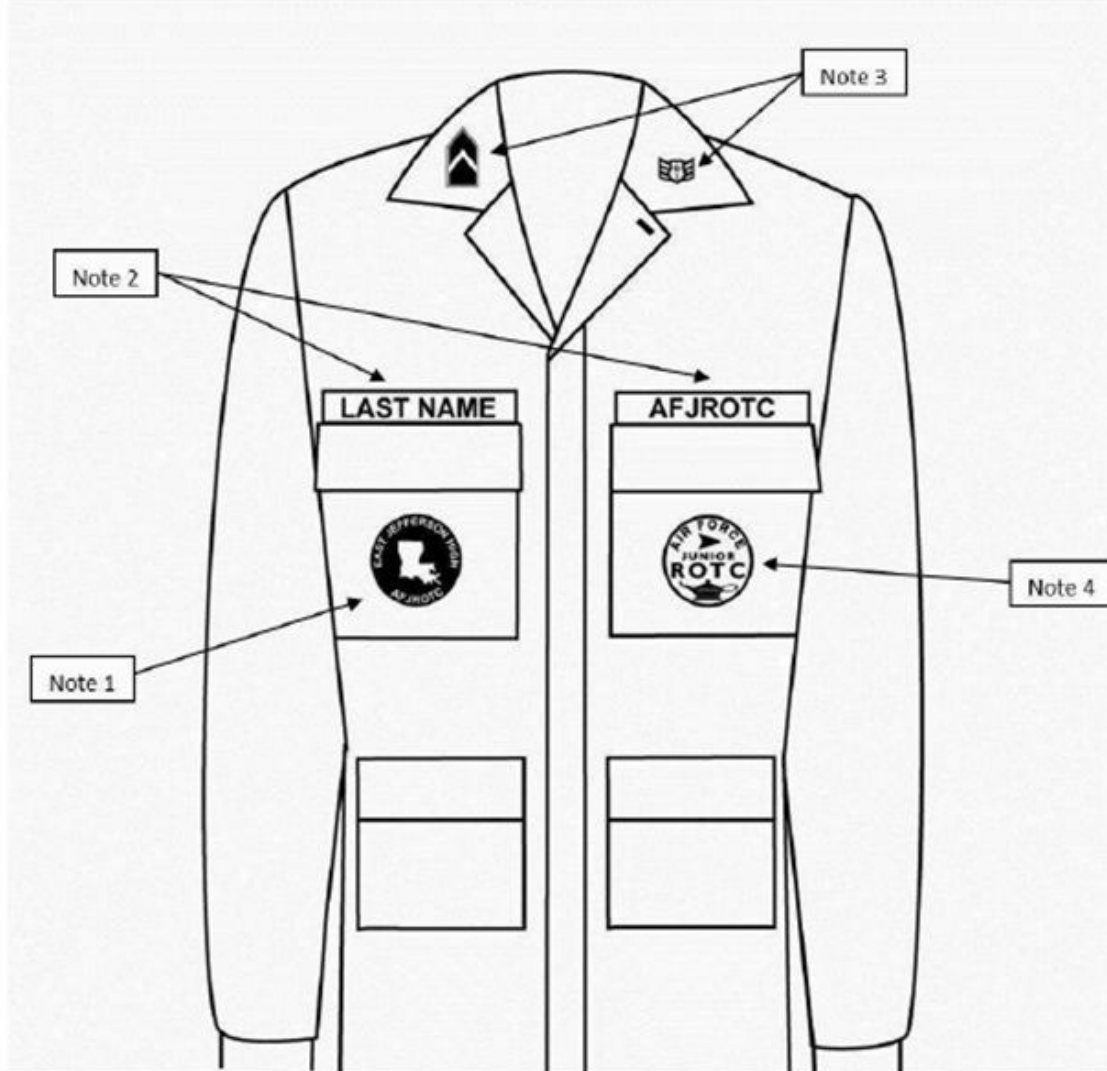
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch below the shoulder seam.
4. Shoulder tab. Centered between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge. See Note 15.
6. Aerospace Education Foundation (AEF) Badge. See Note 15.
7. Distinguished Cadet Badge. See Note 15.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar.
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
10. Flight Solo or Flight Certificate Badge. See Note 15.
11. Ground School Badge. See Note 15.
12. Academy of Model Aeronautics (AMA) Wings. See Note 15.
13. AFJROTC Patch, mandatory. Center $\frac{1}{2}$ to 1 inch below shoulder seam.
14. Ribbons are optional. Wear all, some or no ribbons earned. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.
15. 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.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet
17. Medals (regardless of what type) are not authorized for wear on this uniform.

CADET FEMALE BLUE SHIRT



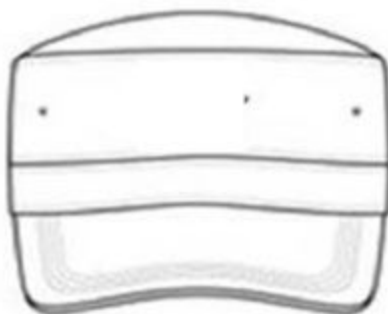
1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower 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. Flight Solo or Flight Certificate Badge. See Note 16.
11. Ground School Badge. See Note 16.
12. Academy of Model Aeronautics (AMA) Wings. See Note 16.
13. AFJROTC Patch, mandatory. Center on sleeve ½ to 1 inch below 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. First badge is centered ½ inch above name tag or ribbons (as appropriate).
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet.
18. Medals (regardless of what type) are not authorized for wear on this uniform.

CADET ABU Male and Female

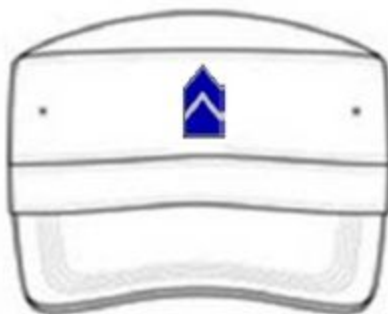


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes, dark blue (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different 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 patch only (mandatory). Will be worn on left pocket and centered.

CADET ABU HEADGEAR



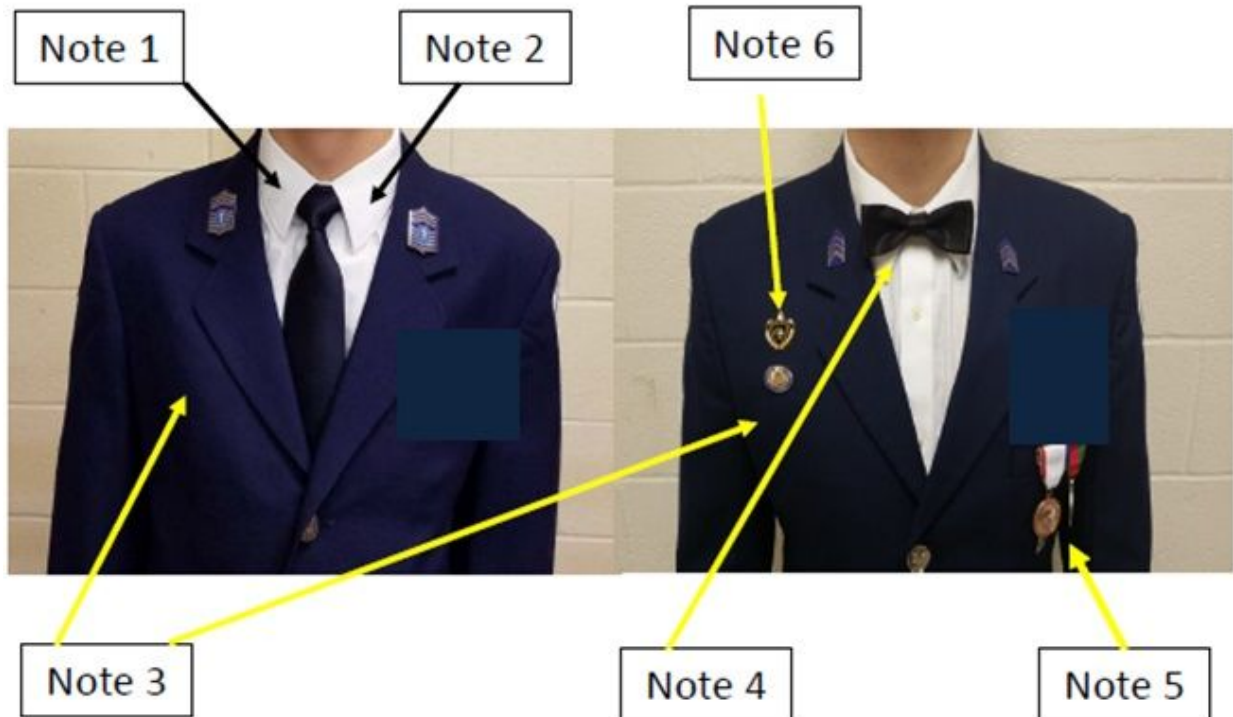
Enlisted Cadets will not wear rank on the ABU cap.



Officers will wear rank insignia on the ABU cap.

ATTACHMENT 4

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. Ribbons will not be worn on the semi-formal uniform. Large medals may be worn on the Service Dress coat only, directly under ribbon rack.
6. 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.
7. Headgear is not worn with the semi-formal dress uniform.

ATTACHMENT 5 AFJROTC BADGES



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



Choose one only. Place directly underneath
ribbons. May NOT wear Marksmanship
Shield and Marksmanship Badge. Do not
wear Marksmanship badges with medals.

Badges/Insignia not listed here are unauthorized.

SHOULDER TAB ORDER OF PRECEDENCE:

- | | | | |
|----------------------|----------------|------------|----------------|
| 1. Staff | 3. Color Guard | 5. PT Team | 7. Summer Camp |
| 2. Cadet of the Year | 4. Drill Team | 6. JCLC | |

Wear highest tab awarded, only one, per instructions in Chapter 6.

ATTACHMENT 6

AUTHORIZED RIBBONS & ORDER OF PRECEDENCE



AIR FORCE JUNIOR ROTC



1. Air Force JROTC
Gold Valor Award



2. Air Force JROTC
Silver Valor Award



3. Cadet
Humanitarian Award



4. Silver Star
Community Service
with Excellence
Award



5. Community
Service with
Excellence Award



6. Air Force
Association Award



7. Daedalian
Award



8. American Legion
Scholastic Award



9. American Legion
General Military
Excellence Award



10. American
Veterans Award



11. Reserve Officers
Association Award



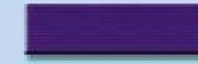
12. Military Order
of World Wars
Medal



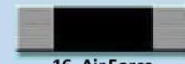
13. Military Officers
Association Award



14. Veterans of
Foreign Wars
(VFW) Award



15. Military Order
of the Purple Heart



16. Air Force
Sergeants
Association



17. Tuskegee Airman
Inc. AFJROTC Cadet
Award



18. The Retired
Enlisted Association
Award



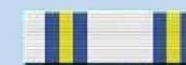
19. Celebrate Freedom
Foundation Award



20. Air Commando
Association Award



21. Distinguished
Unit Award With
Merit



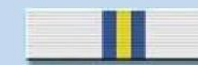
22. Distinguished
Unit Award



23. Outstanding
Organization Award



24. Outstanding
Flight Ribbon



25. Top Performer
Award



26. Outstanding
Cadet Ribbon



27. Leadership
Ribbon



28. Achievement
Ribbon



29. Superior
Performance Ribbon



30. Academic Ribbon



31. Cadet Leadership
Course (CLC) Ribbon



32. Special Teams
Placement Ribbon



33. Joint/All-Service
National Competition
Ribbon



34. Air Force
Nationals
Competition Ribbon



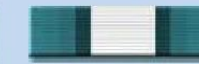
35. Orienteering Ribbon



36. Leadership Development
Requirement (LDR)
Leadership Ribbon



37. Drill Team Ribbon



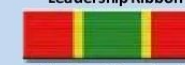
38. Color Guard Ribbon



39. Sabre Team Ribbon



40. Marksmanship Ribbon



41. Good Conduct
Ribbon



42. Service Ribbon



43. Health and
Wellness Ribbon



44. Recruiting Ribbon



45. Activities Ribbon



46. Attendance Ribbon



47. Dress and
Appearance Ribbon



48. Longevity Ribbon



49. Bataan Death March
Memorial Hike Ribbon



50. Patriotic Flag Ribbon

Version: 1 August 2018

ATTACHMENT 7

30-STEP DRILL SEQUENCE

Performance of the 30-Step Drill Sequence will be IAW AFMAN 36-2203 (Drill and Ceremonies), dated 20 Nov 2013 and is led and performed by second year cadets.

Cadet Commander will report in after the command fall-in is given.

Example: Sir/Ma'am, Unit Number, is prepared for the 30-step drill sequence.

Request permission to use your drill area, Sir/Ma'am!

- | | |
|---|--|
| 1. *Fall in
(Sizing of flight/count off is not required) | 16. To the rear march |
| 2. Open ranks march | 17. To the rear march |
| 3. Ready front | 18. Column right march |
| 4. Close ranks march | 19. Forward march |
| 5. Present arms | 20. Eyes right (<i>salute the evaluator</i>) |
| 6. Order arms | 21. Ready Front |
| 7. Parade rest | 22. Column right march |
| 8. Attention | 23. Forward march |
| 9. Left face | 24. Change step march |
| 10. About face | 25. Column right march |
| 11. Forward march | 26. Forward march |
| 12. Right flank march | 27. Flight halt |
| 13. Left flank march | 28. Left face |
| 14. Column right march | 29. Right step march |
| 15. Forward march | 30. Flight halt |

Cadet Commander will report out after the command flight halt is given.

Example: Sir/Ma'am, Unit Number, request permission to exit your drill area, Sir/Ma'am!

**Per AFMAN 36-2203 the command "Fall In" requires proper sizing and count off to be performed. During HQ AFJROTC visits, sizing of the flight/count off is not required and the commander may call "Open Ranks" immediately after the command "Fall In".*

ATTACHMENT 8

UNIT MANNING DOCUMENT

OFFICE SYMBOL	POSITION	MAX AUTH. GRADE	AUTHORIZED NUMBER
GP/CC	GROUP COMMANDER	C/COL	1
GP/CV	VICE GROUP COMMANDER	C/LT COL	1
GP/CCC	SUPERINTENDENT	C/CMSGT	1
GP/CCF	FIRST SERGEANT	C/SMSGT	1
GP/A1	PERSONNEL	C/MAJ	1
GP/A2	PUBLIC AFFAIRS	C/MAJ	1
GP/A3	OPERATIONS	C/MAJ	1
GP/A4	LOGISTICS	C/MAJ	1
TRSA/CC	TRAINING SQUADRON A COMMANDER	C/MAJ	1
TRSA/CV	VICE COMMANDER	C/1LT	1
TRSA/CS	SUPERINTENDENT	C/SMSGT	1
TRSB/CC	TRAINING SQUADRON B COMMANDER	C/MAJ	1
TRSB/CV	VICE COMMANDER	C/1LT	1
TRSB/CS	SUPERINTENDENT	C/SMSGT	1
LDR/CC	CO-CURRICULAR SQUADRON COMMANDER	C/MAJ	1
LDR/CV	VICE COMMANDER	C/1LT	1
LDR/CS	SUPERINTENDENT	C/SMSGT	1
LDR/CG	COLOR GUARD	*	1
LDR/DT	DRILL TEAM	*	1
LDR/APT	AWARENESS PRES.	*	1
LDR/PT	PT TEAM	*	1
LDR/RC	ROCKET CLUB	*	1
LDR/CP	CYBER PATRIOT	*	1
LDR/AC	AERO CLUB	*	1

OFFICE SYMBOL	POSITION	MAX AUTH. GRADE	AUTHORIZED NUMBER
LDR/KH	KITTY HAWK AIR SOC.	*	1
LDR/ST	STRAT. & TAC. CLUB	*	1
FLT/CC	FLIGHT COMMANDER	C/1LT	6
FLT/CCF	FLIGHT SERGEANT	C/TSGT	6
FLT/PTL	PHYSICAL TRAINING LEADER	C/SSGT	6
FLT/LOG	FLIGHT LOGISTICS LEADER	C/SSGT	6

* = no maximum authorized grade.

ATTACHMENT 9
CADET CREED/AIR FORCE SONG/CODE OF HONOR

AFJROTC CADET CREED

I am an Air Force Junior ROTC Cadet.

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

**I earn respect when I uphold the Core Values of Integrity First, Service
Before Self, and Excellence In All We Do.**

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

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

I will hold others accountable for their actions as well.

**I will honor those 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.

THE AIR FORCE SONG

Off we go into the wild blue yonder,

Climbing high into the sun;

Here they come zooming to meet our thunder,

At 'em boys, Give 'er the gun! (Give 'er the gun now!)

Down we dive, spouting our flame from under,

Off with one helluva roar!

We live in fame or go down in flame. Hey!

Nothing'll stop the U.S. Air Force!

CODE OF HONOR

“We will not lie, cheat, or steal, nor tolerate among us anyone who does.”

1. *A Cadet Does Not Lie*: Making partially true statements which omit information causing another to believe something other than the truth is the same as telling a lie.

2. *A Cadet Does Not Cheat*: Giving unauthorized assistance either outside or inside the classroom is the same as cheating.

3. *A Cadet Does Not Steal*: Unlawfully taking or receiving another's property is the same as stealing.