

VISTA HIGH SCHOOL



2015-2016

CADET HANDBOOK

Vista High School AFJROTC

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VISTA HIGH SCHOOL
AIR FORCE JUNIOR ROTC
1 Panther Way, Vista, CA 92084
(760) 726-5611 ext. 71712



Dear Cadets,

On behalf of Vista High School and the U.S. Air Force, welcome to our Air Force Junior Reserve Officer Training Corps! You’ve chosen to participate in a superb program that offers special opportunities in education, leadership and community service. We will do this by focusing on our mission to develop citizens of character dedicated to serving their country and community.

This handbook is designed to provide a general overview of the Vista High School AFJROTC program. It cannot cover every conceivable situation; it must be interpreted using common sense and good judgment. This document is not a regulation or directive, although it does refer to Air Force Instructions and gives guidance in areas not particularly regulated. Should differences between this handbook and any Air Force Instruction or Vista Unified School District policy exist, the instruction and/or school district policy will take precedence. Assistance in the proper interpretation of information included herein may be obtained from any senior cadet or Aerospace Science Instructor.

As a cadet, you will be joining a select group of high school students worldwide. These students made a commitment to enhance their personal development through participation in the many programs and activities available to AFJROTC cadets. The information in this handbook is intended to help you get the most out of your experiences in the AFJROTC environment. However, your attitude, enthusiasm, involvement and interest are absolutely essential to the effectiveness of our program. The program is run for the cadets, by the cadets. They occupy leadership positions within the Corps of Cadets and are responsible for day-to-day management of the Corps. As the Program grows, so will their responsibilities. Remember this: “Effective leadership begins with responsible followership – before you can learn to lead, you must learn how to follow!”

Sincerely,

Vincent J. Lostetter Jr., Colonel, USAF (Ret)
Senior Aerospace Science Instructor, AFJROTC

"Leadership Excellence Starts Here"

**COLONEL VINCENT JOSEPH
LOSTETTER JR (SAS)**



AFJROTC BENEFITS

Actively participating cadets will benefit most through individual growth and developing those qualities of leadership a citizen should possess. In addition, your leaders will explain each of the following benefits that are available to cadets through enrollment in the AFJROTC courses.

AFJROTC benefits for high school cadets:

- A. Information/Assistance for Service Academies and ROTC scholarships
- B. Participation in parades and state and local ceremonies
- C. Color Guard/Saber Team/Drill Team membership opportunities
- D. Participation in social activities
- E. Counseling on vocational and educational opportunities, both military and civilian
- F. Leadership training and experience
- G. Membership in the cadet corps
- H. Community Service Opportunities

AFJROTC benefits for those pursuing future military careers:

- A. **Academy Nomination:** Up to five nominations for an Air Force Academy appointment under the Honor Unit AFJROTC quota may be submitted by the principal for those cadets who (are):
 - 1. Air Force Academy Appointment applicants
 - 2. Senior AFJROTC members
 - 3. AFJROTC Seniors who have successfully completed three years of the program
 - 4. Meet all Air Force Academy qualification requirements
- B. **Scholarships:** Senior, third year cadets of AFJROTC can qualify for various AFROTC Scholarships that range from about \$9,000 to \$25,000 per year depending upon the cadet's major and school. All applications are done online (www.afrotc.com)
- C. **CHAPA:** The Congressman Hebert Advanced Placement Award (CHAPA) allows ASI(s) to select a maximum of two cadets. Selected cadets will be able to choose up to five jobs and an aptitude area. They may enlist within 2-3 months of their desired date. CHAPA is considered a "special booking" which means that selectees do not have to compete against the large national pool of applicants for jobs
- D. **Advance Enlistment:** Three or four year Cadets earning a Completion Certificate, plus an ASI Letter of Recommendation, are entitled to advance promotion to pay grade E-3 upon initial enlistment in the military. (For additional information visit www.afjrotc.com).

NOTE: The Air Force may grant two year cadets into the Air Force as an E-2. Certificates are awarded at the annual Awards Banquet.

PRINCIPLES

AFJROTC will help make high school cadets better citizens and acquaint them with the Air Force and the aerospace environment. Be prepared for various exciting courses covering:

CLASSROOM:

- Frontiers of Aviation History
- The Science of Flight
- The Exploration of Space
- Policy and Organization
- Survival
- Aerospace Careers

MILITARY TRADITIONS:

- Personal Behavior
- Personal Responsibility
- Uniform Wear
- Flag Etiquette
- Citizenship
- Wellness
- Effective Communication Skills
- Individual & Group Collaboration
- Management Theories
- Marching Positions
- Drill Movements
- Physical Fitness
- Commands

WE PLEDGE OURSELVES TO:

- A. Promote school spirit
- B. Maintain high standards
- C. Respect school property
- D. Be model citizens of good character
- E. Respect Administrators, AFJROTC Instructors, classmates, and Flight Leaders.
- F. Love and respect our country and American flag.
- G. Take pride in wearing my AFJROTC uniform
- H. Represent the Air Force and Vista High School

MISSION

The mission of Air Force Junior ROTC is to develop citizens of character dedicated to serving their nation and community.

GOALS

Each year the Senior Staff will established a set of goals based upon cadet impact goals, school impact goals, and community impact goals. The Corps goals will vary each year.

CADET IMPACT GOALS:

1. _____
2. _____
3. _____
4. _____
5. _____

SCHOOL IMPACT GOALS:

1. _____
2. _____
3. _____
4. _____
5. _____

COMMUNITY IMPACT GOALS:

1. _____
2. _____
3. _____
4. _____
5. _____

OBJECTIVES

1. Educate and train high school cadets in citizenship and leadership
2. Promote community service
3. Instill responsibility, character, and self-discipline
4. Provide instructions in air and space fundamentals
5. Offer opportunities to experience leadership and responsibility

CORPS VALUES

1. **Integrity** first.
2. **Service** before self.
3. **Excellence** in all we do.

Integrity is essential. It is the inner voice, the source of self-control, and the basis for the trust that is imperative in today's military. It's doing the right thing when nobody is looking.

Service before self means that professional duties take precedence over personal desires. Military service is not just another job. Every military member realizes from day one, that his or her individual needs will be second to the needs of the nation. A leader unwilling to sacrifice individual goals cannot convince other unit members to do so. While personal goals often coincide with Air Force goals, there is no room for personal agendas at the expense of the institution or the American people.

Excellence in all we do directs us to develop a sustained passion for continuous improvement that will propel you into an upward spiral of accomplishment and performance.

The present times call for values that serve as a beacon toward the right path. They set the standard for our behavior, our service to country, and our treatment of one another. The corps values, integrity first, service before self, and excellence in all we do, are the foundation upon which a truly quality Air Force is built.

CADET HONOR CODE

**“On my honor as an AFJROTC cadet,
I will not lie, cheat, steal,
or commit any act of intentional
dishonesty nor tolerate those who do.”**

CURRICULUM

The curriculum emphasizes Air Force heritage and traditions, the development of flight, college and career pursuit, life and communications skills development, military aerospace policies and space exploration, and physical fitness and leadership.

All courses receive PE credit and or Elective credit.

Curriculum opportunities include:

- Academic studies
- Character education
- Life skills education
- Leadership education
- Team-building experiences
- Intramural competition
- Military Drill and Ceremonies
- Mentorship
- Field trips/training opportunities
- Community Service
- Presidential Physical Fitness Program

Students will accomplish the following during the first few weeks of the course:

- Have a parent or guardian sign a Wellness Program Participation Consent Form, a course syllabus and a Uniform Issue Letter (PE clothes and uniforms are issued free of charge)
- Wear the Air Force uniform and PE clothes a minimum of one day a week (days to be specified; first year cadets get the first semester to decide if they want to wear the uniform, but the second semester is mandatory)

- Comply with personal grooming and dress standards of the USAF

CLASS ATTENDANCE, PREPARATION AND PARTICIPATION (Daily Grade):

Today’s workforce does not earn a paycheck unless they show up ready for work. Cadets earn grades, rank, and positions commensurate with their class participation and effort. Cadets who are not present or prepared cannot participate fully in class. This is especially key to drill and physical fitness. Class preparation includes cadet adherence to proper grooming standards daily as outlined in Air Force Instructions and school dress code.

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

QUIZZES (Daily Grade): Daily quizzes will be administered throughout the course. Quizzes will cover all material taught since the last quiz or test.

EXAMS (Major Grade): Tests will be a comprehensive assessment of all material taught since the last test. These tests will cover the concepts taught in all portions (AS, LE, Wellness) of the AFJROTC curriculum.

GRADING

Grading Breakdown:

Uniform Wear: 30%
Physical Fitness: 20%
Attitude/Participation: 10%
Community Service: 10%
Exams/Quizzes/Drill: 30%

Grading Scale:

A=90% and above
B=80%-89%
C=70%-79%
D=60%-69%
F=59% and below

ORGANIZATION

The cadet corps is organized where all cadets belong to a flight within the corps. The cadet corps is organized to give each cadet experience in positions of leadership, command, and management as he/she progresses in the program. Upward progression in rank and responsibility serves to motivate each cadet to do his/her best.

PHYSICAL TRAINING AND DRILL

PT/DRILL

The PT/Drill classes are a very important part of the AFJROTC program. The PT/Drill classes will be divided depending on the bell schedule. Monday drills/inspections will last approximately 45 minutes, Tuesday/Wednesday Drills will last approximately 80 minutes, and Thursday/Friday physical training will last approximately 80 minutes.

PT:

Under the supervision of flight leaders, cadets will conduct warm-up exercises, run in formation and do the assigned workout for that week, then in the remaining time participate in sports that are scheduled under the supervision of the ASI.

Yearly Schedule:

Month	First Year	Second Year	Third Year	Fourth Year
August	Arms	Arms	Arms	Arms
September	Abs	Abs	Abs	Abs
October	Legs	Legs	Legs	Legs
November	Sports	Sport	Sport	Sport
December	Cardio	Cardio	Cardio	Cardio
January	Special	Special	Special	Special
February	Shoulders	Shoulders	Shoulders	Shoulders

March	Chest	Chest	Chest	Chest
April	Full body workout	Full Body Workout	Full Body Workout	Full Body Workout
May	Back	Back	Back	Back

Physical Training Introduction:

Every year the difficulty of the workouts are brought up by 20% from the previous year. All PT days will start with stretches, warm up lap, and end in the suitable workout for that week.

A sport is to be played if the the ***entire flight fully completes*** the assigned work out of the day. (Note: The flight is allowed to do this based on the decision of the flight leadership, but if the flight is not fully uniformed than this privilege is to be taken away and replaced with running around the track.) Flights with cadets that are in different years of JROTC will all follow the workout for the most number of cadets from each year level. So if there are 20 first years and 10 third years, the workout will be the first year workout, but at the end of that workout cadets who are not first years will conclude in an extra workout. Same for all other flights and cadet years.

PT Uniform:

PT clothes will be issued at the beginning of the year free of charge, and are **mandatory** during PT days. Failure to comply will result in a 0 for that day. PT clothes must not be mixed with other clothing, (yoga pants, other gym shorts, etc.) unless otherwise specified by the ASI. Closed toed shoes are required during PT.

If a cadet does not have his/her PT uniform he/she has the following option of:

- Fully participate in the PT workout with the clothing that they are wearing, and receive a lower grade for failure to wear the uniform .

*Cadets must have their full uniform (Grey Airforce PT shirt and Black AFJROTC shorts) to receive full credit on their uniform score.

P.T Grading:

0	1	2	3	4
Fail to Participate	Wears Uniform	Wears Uniform and does Exercise	Wears uniform, does exercise, and has positive attitude	Wears uniform,does exercise, and has positive attitude and outstanding Behavior

Schedule For PT Day:

Dress out	5 minutes
Fall into Formation	2 minutes
Warm Up Stretches	10 minutes
Two lap Run	5 minutes
Break	5 minutes
Perform Assigned Work out of that day	N/A

PT Schedule:

Dressing out:

-All cadets must change into their PT uniforms.

Formation:

-Cadets are to fall in as instructed by the Flight Commander/Sergeant.

Warm Up Stretches:

-Stretches may vary, depending on the workout being performed.

-Each stretch must be a count of 20 minimum, except cardio exercises.

Lap(s):

-Flight Formations must be performed at least once a month and be performed as a Flight. (Every Year the number of Flight formation runs will be increased)

-Running individually must be run twice a month.

-These laps will be big around the whole Stadium

Break:

-Cadets may drink water and rest at this time.

-Flight Leadership is to stop near water for break. (cadets must remain in the area instructed by Flight Commander/Sergeant)

-Very Little Socializing once the break is over transitions are to be done corresponding to the workout

P.T Workout:

- Transitions during exercises must be fast and efficient. When performing Exercises be sure to quickly and efficiently move from one station to the other

-A break will be given in the middle of the workout or in a suitable time (5 minutes).

Drill:

Cadets will be evaluated and graded each promotion cycle on Drill & Ceremonies. Drill is a very important part of the AFJROTC curriculum. It is absolutely necessary that each cadet learns and becomes proficient in drill during the first semester.

*Keep the following in mind during drill:

1. Enable a commander to move the unit from one place to another in an orderly manner
2. Teach cadets to respond instantly and subconsciously to a word or command
3. Teach cadets to act in unison
4. Esprit de corps
5. Self-discipline
6. Motivation

All cadets must participate in drill. If you are not physically able to participate, you must have a signed doctor's excuse. If not, you will be sent to the nurse's office. Cadets who do not have a written doctor's excuse and do not participate will receive a grade of zero for that day.

<i>Prerequisite:</i>	None, except each cadet must have signed permission from their parents or guardians that they are physically able to participate. PT will be conducted in accordance to the school district and state standards and directions and Air Force Instruction 36-2001.
<i>Materials used:</i>	AFJROTC Drill and Ceremonies (2004) AVD, Air Force Manual 36-2203, Drill & Ceremonies

DRILL AND CEREMONIES

Drill and Ceremonies are an important part of AFJROTC training. As a first year cadet, you will learn how to execute basic drills, demonstrate proper military bearing, and how to follow commands. We will spend a lot of time outside perfecting our drilling and military bearing. As a second, third or even fourth year cadet, you will learn to execute difficult commands, lead formations, and train cadets on proper drill sequences, commands and basic drill fundamentals.

This is the flight drill sequence (a 30 step sequence of commands) you will learn and execute with your fellow cadets.

1. Fall In
2. Open Ranks March
3. Ready Front
4. Close Ranks March
5. Present Arms
6. Order Arms
7. Parade Rest

8. Attention
9. Left Face
10. About Face
11. Forward March
12. Right Flank March
13. Left Flank March
14. Column Right March
15. Forward March
16. To the Rear March
17. To the Rear March
18. Column Right March
19. Forward March
20. Eyes Right
21. Ready Front
22. Column Right March
23. Forward March
24. Change Step March
25. Column Right March
26. Forward March
27. Halt
28. Left Face
29. Right Step March
30. Halt

NATIONAL CHAIN OF COMMAND

Every cadet in AFJROTC is required to memorize the National Chain of Command and be prepared to recite parts of it during weekly uniform inspections. Cadets will be tested several times on this material during promotion tests as well.

**PRESIDENT OF THE UNITED STATES
(COMMANDER IN CHIEF OF ARMED
SERVICES)**

SECRETARY OF DEFENSE

SECRETARY OF THE AIR FORCE

CHIEF OF STAFF OF THE AIR FORCE

CHIEF MASTER SERGEANT OF THE AIR FORCE

AIR EDUCATION AND TRAINING

COMMAND (AETC) COMMANDER

HOLM CENTER COMMANDER

AIR FORCE ROTC COMMANDER

DIRECTOR OF AFJROTC

CORPS CHAIN OF COMMAND

The chain of command is the primary channel of communication throughout the unit. The communication system must be a two-way channel with information flowing both down the chain of command and up the chain of command. Information flows from the ASI(s), and Corps Commander through the Flight Commanders to the individual cadets, and back up the chain of command. The Chain of Command for AFJROTC cadet extends downward from the ASI(s) towards the individual cadet which denotes superiority in rank as follows:

Every cadet in AFJROTC is required to memorize the Chain of Command and be prepared to recite parts of it during weekly uniform inspections. Cadets will be tested several times on this material during promotion tests as well.

Corps Senior Staff:

CORPS COMMANDER (CC)

VICE CORPS COMMANDER (CV)

OPERATIONS OFFICER (DO)

FIRST SERGEANT (CCF)

MISSION SUPPORT OFFICER (MS)

LOGISTICS OFFICER (LG)

Corps Support Staff:

- PUBLIC AFFAIRS OFFICER (PA) _____
- KITTY HAWK (ACADEMICS) OFFICER (AO) _____
- HISTORIAN (HN) _____
- RECRUITER (RC) _____
- PHYSICAL FITNESS LEADER (PTL) _____
- FINANCE OFFICER (FO) _____
- MAINTENANCE (MV) _____
- SERVICE OFFICER (SO) _____
- ASSISTANT(S) TO THE ASI _____

Flight Staff:

- ALPHA FLIGHT COMMANDER (FLT A/CC) _____
- ALPHA FLIGHT SERGEANT (FLT A/FS) _____
- ALPHA LOGISTICS SUPPORT (FLT A/LG) _____

- BRAVO FLIGHT COMMANDER (FLT B/CC) _____
- BRAVO FLIGHT SERGEANT (FLT B/FS) _____
- BRAVO LOGISTICS SUPPORT (FLT B/LG) _____

- CHARLIE FLIGHT COMMANDER (FLT C/CC) _____
- CHARLIE FLIGHT SERGEANT (FLT C/FS) _____
- CHARLIE LOGISTICS SUPPORT (FLT C/LG) _____

- DELTA FLIGHT COMMANDER (FLT D/CC) _____
- DELTA FLIGHT SERGEANT (FLT D/FS) _____
- DELTA LOGISTICS SUPPORT (FLT D/LG) _____

- ECHO FLIGHT COMMANDER (FLT E/CC) _____
- ECHO FLIGHT SERGEANT (FLT E/FS) _____
- ECHO LOGISTICS SUPPORT (FLT E/LG) _____

- FOXTROT FLIGHT COMMANDER (FLT F/CC) _____

FOXTROT FLIGHT SERGEANT (FLT F/FS) _____
FOXTROT LOGISTICS SUPPORT (FLT C/LG) _____

Drill Teams Corps (DT) Staff:

COLOR GUARD TEAM COMMANDER (CG/CC) _____

ARMED DRILL TEAM COMMANDER (AD/CC) _____

UNARMED DRILL TEAM COMMANDER (UD/CC) _____

SABER TEAM COMMANDER (SD/CC) _____

FLAG DETAIL COMMANDER (FD/CC) _____

CADET JOBS AND RESPONSIBILITIES

The responsibilities of the various jobs of the corps follow the title. Each description is simply a guideline; however, the listed responsibilities are subject to change at any time of the year if deemed necessary by the ASI(s) to better fit the functioning of the group.

Staff Jobs and Selection: Each cadet job position is held until relieved by the SASI either . At the end of each school year, the ASI, and SASI, will select an incoming Corps Commander approximately one month prior to the annual Awards Banquet. The incoming Commander conducts an interview for all qualified third year cadets and selects his or her Senior Staff upon completion. The final decision will be made by the ASI and SASI. All other staff positions will have the outgoing staff member recommend a qualified cadet to take over. The incoming Commander will make the final decision for the staff positions with the approval of the ASI(s). The incoming Commander will announce all incoming Senior Staff and Staff Members during the annual Awards Banquet.

Senior Staff: The Senior Staff is organized to provide the maximum opportunity to learn and exercise various leadership roles for each cadet. To become a leader, it is essential that you learn to follow. As you build experience and knowledge, it is expected you will advance in both rank and position. However, there is a limited number of leadership positions, so they must be earned based upon leadership potential. The Senior Staff is composed of the most experienced and best-trained cadets in the corps. The most qualified cadets gain appointment to the staff.

Accordingly, the cadet Senior Staff is expected to assume a great deal of responsibility in running the unit. All cadets must cooperate with and fully support the Senior Staff if the unit is to be an outstanding one. Failure of any Senior Staff officer to aggressively carry out their duties will result in removal from not only that staff position but also demotion to their permanent rank by the ASI(s). Senior Staff members also lead by example in the academic classroom. Senior Staff members must maintain a 3.0 GPA or higher. At the 1st grading period, if one of the Senior Staff members is below the minimum, he/she will be put on probation until the next grading period. Failure to maintain the required GPA will result in removing the cadet from the position and corresponding rank.

SENIOR STAFF

Corps Commander [CC]:

The responsibilities of this job merit the temporary rank of c/Lt Colonel

- ❖ Maintain the appearance, discipline, efficiency, training, well-being and conduct of the cadet corps.
- ❖ Ensuring that all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities.
- ❖ Administering cadet corps activities according to U.S. Air Force principles and procedures.
- ❖ Providing recommendations for cadet evaluation, promotion, and assignments.
- ❖ Directing Senior Staff activities.
- ❖ Confirming calendars are updated.
- ❖ Communication throughout the corps.

Vice Corps Commander [CV]:

The responsibilities of this job merit the temporary rank of c/Major

- ❖ Taking command of the corps during the absence of the Corps Commander.
- ❖ Controlling, supervising and monitoring Senior Staff activities
- ❖ Ensuring proper administration of the Senior Staff.
- ❖ Assigning duties to subordinates and evaluating their work for compliance and quality.
- ❖ Evaluates and rates Senior Staff members on their performance.
- ❖ Providing recommendations for cadet evaluation, promotion, and assignments.
- ❖ Overseeing the operations of the Kitty Hawk Air Society and the Awareness Presentation Team.
- ❖ Communication throughout the corps.

Operations Officer [DO]:

The responsibilities of this job merit the temporary rank of c/Captain

- ❖ Planning and organizing all Group activities, such as Group formations, parades, taking attendance for group functions, etc.

- ❖ Planning, coordinating, and scheduling extracurricular activities with other school organizations and other schools' JROTC.
- ❖ Planning and coordinating personnel functions to include in/out processing of new people.
- ❖ Assisting the ASI(s) in planning, coordinating, and scheduling base visitation, field trips and similar activities.
- ❖ Ensures all activity requests, field trip request, parental consent forms, and bus request are properly completed, coordinated, completed, and distributed.
- ❖ Checking with the administrative clerks in the performance of their duties regarding permissions slips.
- ❖ Communication throughout the corps.

Mission Support Officer [MS]:

The responsibilities of this job merit the temporary rank of c/1st lieutenant

- ❖ Planning and coordinating information management functions to ensure functions are being accomplished.
- ❖ Inform the ASI(s), the Corps Commander, and the Senior Staff of all activities on status during each weekly meeting.
- ❖ Ensuring communications within the Unit, posting the Plan of the Week no later than Thursday evening of the preceding week.
- ❖ Coordinating and ensuring AFJROTC activities are appropriately entered on the Associated Cadet Body activities calendar.
- ❖ Prepares annual events calendar and ensures it is properly disseminated.
- ❖ Confirming the proper input of data into the Cadet Information Management System (CIMS) is up to date by periodic inspection with the Logistics Officer and Awards Officer.
- ❖ Planning and coordinating public affairs activities to ensure activities are reported, newspaper published quarterly by period inspection with the Public Affairs Officer.
- ❖ Planning and coordinating on all financial matters and fund-raisers with the Comptroller.
- ❖ Planning and coordinating events to recruit new cadets into the AFJROTC program with the Recruiting Officer.
- ❖ Communication throughout the Corps.

First Sergeant [CCF]:

The responsibilities of this job merit the temporary rank of c/CMSgt

- ❖ Coordinating all activities with the Group Staff to ensure all suspense and deadlines are met.
- ❖ Facilitating all boards are properly coordinated and executed.
- ❖ Identifying and resolving any conflicts in AFJROTC.
- ❖ Coordinating BDI/COM events.
- ❖ Advising cadets on how to prepare for boards.
- ❖ Enforcing the integrity of the merit/demerit system.
- ❖ Reporting unsolvable demerit appeals to ASI(s).

- ❖ Conducting the merit/demerit system by assessing demerits, investigating the validity of all requests and informing the commander when a disciplinary board is required.
- ❖ Tracking and accounting for all merit and demerits with the assistance of flight commanders.
- ❖ Preparing and managing the promotion tests for accuracy and overseeing cadet rank promotions.
- ❖ Communication throughout the corps.

Logistics Officer;

The responsibilities of this job merit the temporary rank of c/2nd Lt

- ❖ Assisting in the issuing and turning-in of uniforms, inventory, and other accountable property.
- ❖ Organizing the Logistics Staff with the capacity that allows for a standard number of cadets to operate per shift
- ❖ Providing guidance to the cadet corps on proper supply discipline and supervising the activities of the Logistics Staff.
- ❖ Originating the proper paperwork to properly affect the ordering, receipt, stocking, survey, and disposal of military property as directed by the ASI(s).
- ❖ Ensuring the cleanliness and organization of the supply room is maintained.
- ❖ Updating the Cadet Information Management System (CIMS) when needed.
- ❖ Recommending worthy cadets for the AFJROTC Service Ribbon for outstanding conduct within the Logistics Staff for one semester.
- ❖ Communication throughout the corps.

Drill Teams Commander/ Hotel flight Commander[DT/CC]:

The responsibilities of this job merit the temporary rank of c/2nd Lt

- ❖ Distributing and collecting permission slips for extra-curricular performances and events.
- ❖ Keeping a record of all team members, their weapons release forms, and team related injuries.
- ❖ Securing competitions and submitting entry forms in a timely manner.
- ❖ Ensuring safety of all team MBR's during practice and drill competitions.
- ❖ Enforcing the GPA requirement to remain on drill teams to encourage and promote academic excellence.
- ❖ Holding team staff meetings before every event to ensure teams are ready and equipment is accounted for.
- ❖ Communication throughout their Corps.

All Senior Staff members will perform any other duties the SASI(s), ASI(s), the Corps Commander, or the Vice Commander may assign.

SUPPORT STAFF

Public Affairs Officer:

The responsibilities of this job merit the temporary rank of c/ 2nd Lt

- ❖ Selecting their NCO's to be trained and to take responsibility when the officer is absent.
- ❖ Providing newsworthy items about cadets and group activities to school, city, and other local newspapers.
- ❖ Selected pictures relevant to the cadet corps' history, tradition, accomplishments, and events are to go to the Website Coordinator for input onto the online website.
- ❖ Preparing a newsletter for quarterly production.
- ❖ Training and equipping a staff of writers, reporters, and photographers.
- ❖ Authenticating, publishing, distributing, and filing all publications of the cadet group.
- ❖ Attending as many events as the cadet group participates in order to preserve visual media and records of that year's corps.
- ❖ Maintaining up to date information and advertising events on information boards.
- ❖ Inform the Corps leaders of all activities on status during each weekly meeting.
- ❖ Performing other duties the ASI(s), the Corps Commander, the Vice Commander, or the Mission Support Officer may assign.

Kitty Hawk (Academics) Officer:

The responsibilities of this job merit the temporary rank of c/ 2nd Lt

- ❖ Selecting their NCO to be trained and to take responsibility when the officer is absent.
- ❖ Overseeing the membership and conduct of participating cadets as tutors and volunteers for various events (academic bowl).
- ❖ Planning and coordinating a tutoring schedule for cadets with a GPA of below 2.0.
- ❖ Monitoring the GPA's of the cadet corps' cadets and recommending tutoring for those with a GPA below a 2.0.
- ❖ Inform the Corps leader of all activities on status during each weekly meeting.
- ❖ Performing other duties the ASI(s), the Corps Commander, the Vice Commander, or the Plans and Programs Officer may assign.
- ❖ Prepare and deliver core capability brief

Maintenance Officer:

The responsibilities of this job merit the temporary rank of c/ Sgt

- ❖ Selecting their NCO to be trained and to take responsibility when the officer is absent.
- ❖ Overseeing a staff that is selected each week by the appointed flight to ensure that AFJROTC is kept clean at all times.
- ❖ Ensuring that all floors and desks are cleaned on a daily basis.
- ❖ Monitoring the storage and security of weapons and ensuring that all safety procedures are being followed.
- ❖ Performing other duties the ASI(s), the Corps Commander, the Vice Commander, or the

Plans and Programs Officer may assign.

Physical Fitness Officer:

The responsibilities of this job merit the temporary rank of c/ MSgt

- ❖ Establishing a comprehensive physical fitness program each year, which includes the Youth Physical Fitness competition and State of California annual test.
- ❖ Coordinating with each Flight Commander on the dates and times of each event, and ensuring all paperwork is properly completed.
- ❖ Submitting to the Awards Officer each cadet's results for proper recording and recognition.
- ❖ works right under the 1st Sgt
- ❖ Establishing a comprehensive standard of physical training throughout the year which consist complete body workout, running, strength training and circuit training exercises.
- ❖ Advising the ASI(s) on equipment needs and weak areas in physical training.
- ❖ Inform the Corps leader of all activities on status during each weekly meeting.
- ❖ Performing other duties the ASI(s), the Corps Commander, the Vice Commander, or the Plans and Programs Officer may assign.

Drill Team Vice Commander:

The responsibilities of this job merit the temporary rank of c/ Sgt-TSgt

- ❖ Assists Team Commander when needed
- ❖ Help train other team members in their role to help the team's overall performance
- ❖ The cadet is second in command and overtakes the team when the commander is absent

Finance Officer:

The responsibilities of this job merit the temporary rank of c/MSgt

- ❖ Assist the SASI with management of the Student Activity Account.
- ❖ Maintain records of transactions including deposits, withdrawal, and transactions (receipts) affecting balance of the account.
- ❖ Collect all monies related to squadron activities and provide receipts to cadets. (Done under SASI/ASI supervision)

OPERATIONS STAFF

Flight Commander [FLT /CC]:

The responsibilities of this job merit the temporary rank of c/ 2nd Lt

- ❖ The appearance, discipline, efficiency, training and conduct of the cadets who make up the flight.
- ❖ Ensuring that all cadet members of the flight have the opportunity to develop leadership skills commensurate with their individual abilities.
- ❖ Observing, evaluating, and rating cadets who are members of the flight.
- ❖ Attending all flight drill practices and group pass-in-reviews.
- ❖ Maintaining the flight's proficiency in military drill as set forth in the Air Force

AFJROTC Drill and Ceremonies Manual, and other applicable instructions.

- ❖ Training the Flight Sergeant in their duties and responsibilities.
- ❖ Ensuring the Flight Sergeant turns in the attendance report to the ASI(s) for proper accountability of all personnel.
- ❖ Inform the Corps leaders of all activities on status during each weekly meeting.
- ❖ Performing other duties the ASI(s), the Corps Commander, the Vice Commander, or the Operations Officer may assign.
- ❖ Reporting unsolvable demerit appeals to First Sergeant

Flight Sergeant:

The responsibilities of this job merit the temporary rank of c/ SSgt or c/TSgt

- ❖ Leading the class in pledge of allegiance.
- ❖ Responsible for daily attendance sheets, drilling the flight, and the discipline of the flight.
- ❖ Keeping cadets awake and engaged during class.
- ❖ Ensuring cadets have PE shirts, gym lockers, updated chain of command list, cadet handbooks, uniforms, and any material necessary for class.
- ❖ Being in charge of the flight when the flight commander is not available.
- ❖ Reporting unsolvable demerit appeals to First Sergeant

Flight Guide:

- ❖ Responsible for the direction and cadence of the march of the flight.
- ❖ Ensures the necessary security of the flight guide.
- ❖ Properly follows instruction stated by the Air Force AFJROTC Drill and Ceremonies Manual in order to execute proficient military drill.

Element Leader:

- ❖ The appearance, discipline, efficiency, training and conduct of the cadets who make up the element.
- ❖ Ensuring that all cadet members of the element have the opportunity to develop leadership skills commensurate with their individual skills.
- ❖ Teaching, observing, and evaluating members of their element.

Officers and Staff NCOs: A GPA of 2.5 or above must be maintained. Cadets have been promoted and selected for unit assignments based upon demonstrated performance, active participation, a positive attitude, and continued enthusiasm. Leadership by example is required in order to advance or remain in unit leadership positions. Cadet Officers and Staff NCOs are expected to set the example for junior cadets in every aspect of the AFJROTC program. The responsibilities of leadership must be accepted before the privileges of rank and increased responsibility is rewarded. Extra effort and time will be required, especially of cadet officers and staff NCOs. Cadets who are selected for advancement that do not wish to accept the related responsibilities and requirements must decline the promotion.

CLASSROOM PROCEDURES

Each AFJROTC academic class period is conducted differently from regular classrooms. First, the class will be designated as a specific flight within the Corps (Alpha, Bravo, Charlie, Echo, Foxtrot).

1. Enter the classroom and proceed directly to your desk.
2. Place books and backpacks under your desk.
3. Stand at the position of “**Parade Rest**” at the rear of your desk.
4. The flight commander/flight sergeant will call the class to “**Attention**” when the instructor approaches the podium and salute the instructor and state “**The Flight is Ready for Instruction**”.
5. After the instructor returns the salute, the flight commander will give the command “**Parade Rest**”.
6. The SASI/ASI or flight leadership will take roll. When the cadet’s name is called, they will come to the position of “**Attention**” and answer “**Here Sir/Ma’am**”. After answering roll, they will then return to the position of “**Parade Rest**”.
7. After roll, the Flight Commander will call the flight to “**Attention**” and place the cadets in their seats with the command “**Seats**”.
8. Approximately two minutes before the class dismissal bell rings, the instructor will direct the Flight Commander or Flight Sergeant to prepare the class for dismissal. state “**PREPARE FOR DISMISSAL**”. Cadets will stop class work and put books and classroom materials away. Cadets will clean up their desks, pick up any trash in the immediate vicinity of their desks, align their desks with others in their element, and prepare to stand for dismissal, and assume “**PARADE REST**”.
9. When the bell rings or at the signal of the instructor, the Flight Commander/Sergeant will call the flight to “**ATTENTION**”. Cadets will come to the position of **ATTENTION** and wait for further instructions.
10. The Flight Commander/Sergeant will check that all trash is picked up and the desks are aligned. The Flight Commander/Sergeant will salute and report to the SASI/ASI “**The Flight is Ready for Dismissal**”. After the SASI/ASI states “**Dismiss the Flight**”, the Flt CC/Flt Sgt will “**DISMISS**” the flight. Cadets can then retrieve their personal belongings and depart the classroom.

CLASS BEHAVIOR

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

CELL PHONES: Cell phone policy is in accordance with Vista Unified School District instructions. Cell phones must remain turned off and out of sight during the instructional day. Violators will have the device confiscated. Parents may pick up the confiscated device from the school office. Any student who refuses to turn over their cell phone will be considered insubordinate and will receive additional disciplinary consequences.

EXPECTATIONS FOR CADETS

1. Follow the chain of command (i.e. cadet-element leader - assist. Flt/CC – Flt/CC – First Sergeant – MSN Support Officer – Operations Officer – Vice Corps CC – Corps CC – ASI – SASI).
2. Always use the titles sir/ma'am when addressing AFJROTC staff and senior ranking cadets.
3. Be on time. Don't be late to class, scheduled events, practices, etc.
4. Always bring your required items to class (notebook, pen/pencil, textbook, etc).
5. Wear the correct uniform on the appropriate day.
6. Place personal belongings under your desk – nothing in the aisle.

7. Raise your hand and wait to be acknowledged; do not talk without permission.
8. Listen respectfully and attentively to the speaker/presenter or fellow cadets when they are speaking.
9. Treat others with mutual respect. Profanity, vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any fellow cadet or student will not be tolerated.
10. Remain in your seat unless given permission to move about the room
11. Remain professional; do not sit on desks, tables, trash cans, etc.
12. Unauthorized personnel are not allowed in classrooms, senior staff office, logistics area or instructor offices.
13. Always use the trash can to dispose of trash. If you see trash on the floor, clean it up.
14. No eating, drinking (except for water) and ABSOLUTELY no CHEWING GUM in the classroom (exception for lunch and other special events).
15. Wearing hats or sunglasses indoors is prohibited.
16. Maintain loyalty to the Corps, school, and your values.
17. No horseplay in the AFJROTC areas.
18. Maintain self-control and your self-respect at all times.
19. Do not disrespect instructors, higher-ranking cadet officers and NCOs.

CUSTOMS AND COURTESIES

Many customs and courtesies which are practiced and observed in the United States military have been developed and proven over hundreds of years. Customs and courtesies are expected of all AFJROTC cadets. They reflect how we expect to be treated by others as good citizens. In the VHS AFJROTC program cadets will strive to address one another as *cadet*. Additionally, cadet can be followed by their last name. (i.e. Cadet Mireles) When a cadet has earned rank, the word cadet will be followed by their rank and last name. (i.e. Cadet Airman Basic Mireles)

Usually, cadets will spend time during their first year learning all customs and courtesies. The important thing to remember is that you should treat others as you want them to treat you.

Verbal: When you are talking with the Colonel or the Master Sergeant, there are specific courtesies rendered. For the Colonel, you **must** always answer with a “*yes sir or no sir*”. For the Master Sergeant, you **must** answer with a “*yes sergeant or no sergeant*”. For cadets placed in charge, the answer will be “*yes/no sir or yes/no ma’am*”. At first, it will be difficult to answer in this manner, but this long established military courtesy will soon become an expected and comfortable habit that should be carried throughout all of your classes.

Saluting: The salute between military personnel is a recognizable military traditions. Saluting is usually conducted by a lower ranking cadet to a higher ranking officer.

The following general rules apply to saluting when in uniform:

1. The lower rank cadet will always salute first.
2. The higher rank cadet will be the first to drop the salute.

EXTRACURRICULAR ACTIVITIES

Listed below are various extracurricular activities offered by AFJROTC to all cadets. Cadets are encouraged to become involved in as many of these activities as possible. Cadets involved in extracurricular activities are expected to be dedicated to them and to maintain regular attendance to all meetings and practices. Participation in extracurricular activities will enhance the cadet’s chances for promotion to higher ranks and will qualify the cadet for respective awards.

I. Drill Teams: Color Guard and Fancy Drill Teams

A. Color Guard: The Color Guard presents the colors (American, California and U.S. Air Force Flag) for the playing of the National Anthem and the Pledge of Allegiance at special events. The commander is responsible for organizing and training the members of the Color Guard. Activities they participate in are: drill competitions, professional sports games, school varsity football games, and many other special events, upon request. Members may receive the Color Guard team ribbon, Service Ribbon, Activities Ribbon, Competition ribbon, white Color Guard cord, Color Guard Tab, and team medal when the criteria listed below are met. Membership is open to all cadets.

A1. Flag Detail: A Flag Detail made of members of the Color Guard which will be formed the first two weeks of the school year and will be under the supervision of the Flag Detail Commander. Raising and retreating of The Colors will be

performed by two members of the Flag Detail. The Colors (National and State) will be hoisted each school day morning prior to 7:30 a.m. Colors will be retreated each day after school approximately 2:45 p.m. Members of the Flag Detail will perform this detail with decorum and in a military manner. In the absence of the Flag Detail Commander or team, the Color Guard will oversee the Flag Detail responsibilities. Flag Detail members may receive the Service Ribbon with a Silver Star when the criteria listed below are met.

B. Drill Team (Armed and Unarmed): The drill team presents a marching performance at parades and at special events. The Unarmed Drill Team will perform sequences of drill and marching movements and routines. The Armed Drill Team will perform sequences of drill and marching movements and routines with drill rifles, members will also learn how to spin their rifle in accordance to the sequence. The commander is responsible for organizing and training the members of the drill team for competitions and other events. Membership is open to all cadets. Members may receive the drill team ribbon, Competition ribbon, Activities Ribbon, the respective red Armed or Unarmed Team cord, and the team medal when the criteria listed below are met.

C. Saber Drill Team: The saber drill team presents a marching performance at parades and special events. Cadets will perform drill and marching routines with sabers, cadets will also learn how to spin their saber in accordance to the drill routine. The commander is responsible for organizing and training the members of the drill team for competitions. Membership is open to all cadets. Members may receive the saber team ribbon, Competition ribbon, Activities Ribbon, the black and white Saber Team cord, and the team medal when the criteria listed below are met.

II. Plans and Programs Teams

A. APT: The Awareness Presentation Team (APT) is a team of exclusive cadets (must be a team of at least 5 or more cadets) who meet weekly and work with local schools to give presentations on topics like conflict resolution, staying in school, being good citizens or anything that will benefit and give back to the community will approval from the ASI. An example target for this team is elementary school children. The commander is responsible for creating the presentation and organizing and training the members of the APT. The commander will determine the days and times of practice with the approval of ASI(s). Membership is open to all cadets. APT will perform as often as possible. Members may receive up to 2 ribbons (Activities & Service Ribbons) and an APT badge if they have

attended all meetings and participated in the yearly presentation(s). Awards will be given by the criteria listed below

B. Kitty Hawk Air Society: Meets weekly and membership requires members to have at least a 3.0 GPA and approval by the Academics Officer. The mission of the club is to provide tutoring to cadets below 2.0 GPA, conduct a minimum of two community service events, attend or host an academic competition meet, and plan. Members may receive up to 2 ribbons (Activities & Service Ribbons) and a Kitty Hawk badge if they have carried out all their assigned tutoring shifts as designated by the Kitty Hawk Officer. *Awards will be given by the criteria listed below*

Extracurricular Team Qualifications: *All extracurricular team members must maintain at least a 2.0 GPA (3.0 for Kitty Hawk) for the 6-week grading periods (also known as good academic standing). If the GPA is less than the requirement at the end of a 6-week grading period, the cadet will be placed on probation and cannot compete (drill teams), present (APT), or tutor (Kitty Hawk) but can still practice or attend meetings. At the end of the next 6-week period if the GPA is not at 2.0 or better (3.0 for Kitty Hawk), the cadet will be removed from the extracurricular team until the end of a 6-week period in which the GPA is at least the respective requirement.*

Extracurricular Awards Eligibility: Awards can only be earned while a member is in good standing. You must be eligible, be an active participant, and have no outstanding disciplinary action to be considered in good standing. Awards to extracurricular team members must be approved by the team commander, the ASI and the SASI.

Activities Ribbon	Participation in at least one formally scheduled co-curricular activity <i>---Awarded no more than once per semester</i>
APT Badge	Completion of one school year on Awareness Presentation team <i>---Awarded only once</i>
Competition Ribbon	“Placing” in an Air Force or joint service drill meet <i>---Awarded once per competition</i>
Kitty Hawk Badge	Completion of one school year on Kitty Hawk team <i>---Awarded only once</i>

Service Ribbon

School or community performance, presentation, or service
---AwarDED once per semester if actively participating with *Flag Detail*
---AwarDED once per semester if actively participating with *Kitty Hawk*
---AwarDED once per presentation on behalf of *APT*

Team Cord Completion of two school years on a team in good academic standing

Team Ribbon Completion of one school year on a team in good academic standing
---AwarDED only once

FUNDRAISERS

To facilitate the AFJROTC mission, the unit will participate in several fundraising events. Each cadet has an option to donate \$30.00 to AFJROTC or participate in fundraisers to raise the \$30.00. This money will be used for the unit to go on curriculum-in-action field trips, school events, compete in drill and sporting competitions, etc. Cadets will be held accountable for fundraising or donating money for select events such as field trips or they will not be able to participate.

CURRICULUM IN ACTION TRIPS (CIA)/FIELD TRIPS

Throughout the semester, the cadets will have opportunities to participate in school-sponsored activities that serve as an extension of the AFJROTC curriculum. Cadets must be in good academic and disciplinary standing to participate.

When on a field trip, cadets are representatives their, community, school, the Air Force and the unit. They will be held accountable for all their actions. The following rules have been adopted

for all AFJROTC activities:

1. Cadets must have an overall GPA of 2.0, not failing any subject, have a passing grade in AFJROTC, and must be of good standing in School and AFJROTC.
2. Cadets must fundraise or donate the minimum of \$30.00
3. Permission slips must be signed and returned by the deadline.
4. Military customs and courtesies will be observed. (i.e. uniforms, demeanor, etc.)
5. Digital devices are at the discretion of the AFJROTC instructors.
 6. Cadets will report no later than 20 minutes prior to the scheduled departure time

COMMUNITY SERVICE

Community service is major area of the AFJROTC curriculum. Cadets will have multiple opportunities to perform Air Force JROTC sponsored community service during each semester. Grade will be assigned based on senior staff established community service goal.

Here are a few examples of community service opportunities:

1. School grounds cleanup
2. Beach/Park cleanup.
3. Tutoring (Kitty Hawk)
4. Color Guard events
5. Honor Guard Detail
6. Community parades
7. JROTC recruiting trips

RANKS AND PROMOTIONS

In order to assure each cadet in the AFJROTC program receives equal and impartial consideration for promotion, it is necessary to establish a promotion board. Cadets must be aware that promotions are not rewarded for just good attendance, or meeting minimum academic standards (*minimum 2.0 GPA to compete at time of promotion testing*). Promotions are given to those cadets who demonstrate outstanding performance and the potential for positions of increased responsibility. These performances are in leadership, followership, drill, community involvement, initiative, self-discipline, and overall grades. The promotee will assess a test that

will determine if he/she is eligible to move along to the next rank. A cadet must be recommended for promotion by either a Flight Sergeant, Flight Commander, Senior Staff member, ASI, or SASI.

Eligibility Criteria: The list below and the Promotion Evaluation Form at the end of this chapter outlines the minimum requirements for each grade Airmen through Major. Any cadet who does not meet **ALL** of the minimum requirements will not be eligible for promotion.

Promotion Requirements: Promotion of c/Amn through c/Lt. Col will be as follows:

1. **To *Cadet Airman*:** Uniform inspection, U.S. Chain of Command, Multiple Choice Test on AFJROTC Requirements and Goals. Must Earn a Minimum of 70% on all Evaluations to be Promoted
2. **To *Cadet Airman First Class*:** Uniform Inspection, U.S. Chain of Command, Multiple Choice Test on AFJROTC Requirements and Goals, & Evaluation on Stationary Drill Movements. Must Earn a Minimum of 70% on All Evaluations to be Promoted
3. **To *Cadet Senior Airman*:** Uniform Inspection, U.S. Chain of Command, Multiple Choice Test on AFJROTC Drill and Requirements, & Evaluation on Drill Movements (30 Count). Cadets will only be assessed on only 10 selected drill movements. Must Earn a Minimum of 70% on All Evaluations to be Promoted
4. **To *Cadet Staff Sergeant*:** Uniform Inspection, U.S. Chain of Command, Multiple Choice Test on AFJROTC Drill and Requirements, & Evaluation of all 30 Count Drill Movements. Must Earn a Minimum of 70% on All Evaluations to be Promoted
5. **To *Cadet Technical Sergeant*:** Uniform Inspection, U.S. Chain of Command, Multiple Choice Test on an extensive AFJROTC Drill Performance, & Evaluation of all 30 Count Drill Movements. Must Earn a Minimum of 70% on All Evaluations to be promoted.
6. **To *Cadet Master Sergeant*:** Uniform Inspection, U.S. Chain of Command, Multiple Choice Test on AFJROTC Ranks and Drill, & Evaluation of all 30 Count Drill Movements. Must Earn a Minimum of 70% on All Evaluations to be promoted.
7. **To *Cadet Senior Master Sergeant*:** Uniform Inspection, U.S. Chain of Command, Multiple Choice Test on AFJROTC Drill Knowledge, & Evaluation of all 30 Count Drill Movements. Must Earn a Minimum of 70% on All Evaluations to be Promoted
8. **To *Chief Master Sergeant*:** Uniform Inspection, U.S. Chain of Command, Multiple Choice Test on extensive AFJROTC Drill Knowledge & Evaluation of all 30 Count Drill Movements. Must Earn a Minimum of 70% on All Evaluations to be Promoted
9. **To *Cadet 2nd Lt through Lt Col*:** Uniform Inspection, Cadet must pass all requirements above and hold one of the leadership positions in the program. Must Earn a Minimum of 80% on All Evaluations to be promoted.

Promotion Board: The place and time will be announced in accordance with the schedule listed. The board will consider eligible cadets for promotion to the grades of c/2nd Lt. through c/Lt. Col. The composition and operation of the board will be as follows:

President	Cadet Corps Commander
Panel Members	Vice Corps Commander, Operations Officer, SASI or ASI
Non-voting Members	Cadet First Sergeant and Mission Supports

PROMOTION TO: c/2nd Lt.-Lt.Col

Date:

Flight:

Requirements [] Multiple Choice Test 80%

[] Pass/Meet the Promotion Board

Promotion Board Evaluation:

1. Military Bearing	5	10	15	20
2. Job Knowledge	5	10	15	20
3. Military Knowledge	5	10	15	20
4. Academics	5	10	15	20
5. Community/ School Activities	5	10	15	20

Total Score: /100

Promotion Eligibility Granted [] Denied []

Board Comments:

Board Procedure: The ASI(s) will brief the board on the following records to be considered:

1. Awards and Decorations: including Cadet of the Month, Best Drilled Individual.
2. Positions Held: Special details commanded, staff position, first sergeant, flight commander, flight sergeant, sergeant, drill team, color guard, Kitty Hawk Air Society, APT team, Rifle team, Flag detail, etc.
3. Participation in Group and Community Service Activities: Fundraisers, Field Trips, Military Ball, etc.
4. Uniform Wear: Individuals on the board and cadets meeting the board will be in uniform, enlisted blue shirt with tie or tab, or officer's service coat.

Board Scoring: The following criteria and point values will be used by board members in recommending promotions:

POINTS	CATEGORY	CRITERIA
20	Academics	A high GPA is a strong indicator of success
20	Community/School Activities	What are they doing outside of AFJROTC?
20	Job Knowledge	How well do they know their duties? What are they contributing to the corps?
20	Military Bearing and Uniform	Was the cadet wearing the uniform properly and was it neatly pressed? Did he/she report in properly?

20	Military Knowledge	What do they know about AFJROTC and the Air Force organization?
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Board Results: Upon completion of the board, the board president will verify that the proper scores have been entered and the totals are correct. The president will give the master score sheets and individual board member score sheets to the ASI(s) immediately after verification. Everyone on the board will be instructed not to discuss any score or other transactions with anyone else. In the event of any disclosure of the board scores, collusion or tampering with scores, the board will be dissolved and a new board appointed. Promotion board recommendations will be presented to the ASI(s) for final approval.

Orders: All promotions will be effective immediately upon announcement by the ASI(s) or Corps Commander.

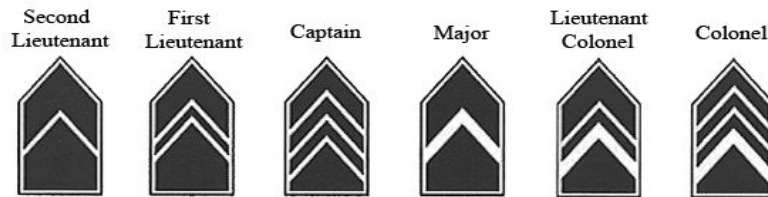
Ineligibility: Any violation of the Cadet Honor Code will render a cadet ineligible for promotion for the remainder of the academic year. In addition, all cadets must have at least a 2.0 GPA to compete for promotion and to be involved in any extracurricular activities.

Temporary Promotions: The selection of any cadet for temporary promotion denotes the selection of highly qualified cadets to an appointed position, represent the ASI's, and lead the way for the entire corps. Cadets will be expected to display a high degree of integrity, honesty, loyalty, and be prepared to accept increased responsibility. Failure to carry out these responsibilities will result in demotion to the appropriate permanent grades.

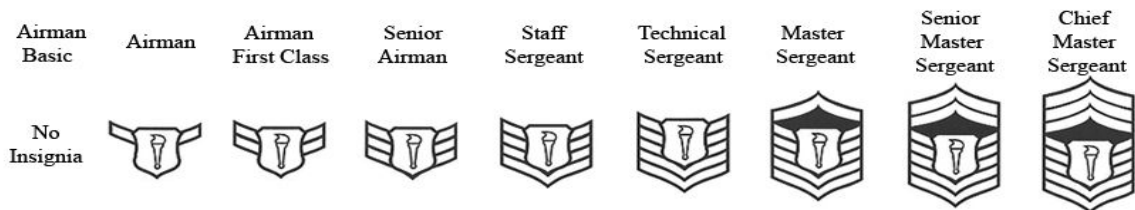
A cadet that holds a temporary rank will only test for progression of their permanent rank during the promotion cycles. Temporary ranks will be removed when the cadet is removed from the temporary position or when the school year ends, at which time the cadet reverts back to the permanent rank. At the ASIs discretion, a cadet who holds a temporary officer position for a full year may retain that rank as their permanent rank. Their permanent rank will not be progressed until they have reached the point in years and promotion cycles that allow them to progress (look below for maximum promotion cycle chart). For example, if a cadet becomes a permanent 2nd Lt at the beginning of the 3rd year, they will not be eligible for promotion until the first promotion cycle of their 4th year.

AFJROTC Cadet Ranks:

CADET OFFICER RANKS



CADET ENLISTED RANKS



Records: Every cadet will have a Personnel Record created upon entering the program. The record will contain the following information:

- Cadet Personnel Record: This will reflect such items as personal data, training, promotion/demotion data, awards and decorations, extracurricular activities, assignments, and positions held. The Squadron Staff (Senior Staff) will maintain this record.
- Performance Reports: Each cadet in the grade of c/2nd Lieutenant through c/Lieutenant Colonel will be evaluated prior to the promotion cycle, utilizing the AFJROTC Cadet Evaluation report. Any other favorable communications will also be filed in this section. Each cadet may review his/her record at any time by contacting the Senior Staff.

MERITS/DEMERITS SYSTEM

Merits and demerits are tallies of notable activities that each cadet has done. Merits are positive tallies and demerits are negative tallies. Merits and demerits ensure that each cadet is fairly rewarded or punished for their actions within the unit.

How do I earn a Demerit?

- Being out of uniform before the final bell

- b. Not wearing items such as your flight cap
- c. Wearing the flight cap in any classroom on campus
- d. Failure to salute
- e. Purposely not saluting an officer or failure to return a salute to a junior cadet when appropriate
- f. Disrespecting school or cadet property
- g. Vandalizing any property belonging to the corps or another cadet
- h. Disrespecting a fellow cadet
- i. Put downs or other verbal abuse
- j. Fighting
- k. Insubordination - purposely not following authority
- l. Undermining authority
- m. Activities unbecoming an AFJROTC cadet or activities that may bring bad publicity to the group
- n. Not showing up for maintenance duty
- o. Public Display of Affection in uniform (PDA)

How do I earn Merits?

- a. Outstanding performance
- b. Good behavior and attitude
- c. Performing voluntary or assigned tasks with particular enthusiasm or excellence
- d. Anything above and beyond normal duties with the approval of Senior Staff

What happens when I get a Merit?

By obtaining merits, you show that you are involved in AFJROTC and wish to gain increased responsibility. A merit is a way to reward you for your efforts. Merits may assist you in promotions, job opportunities, and added responsibility. Merits will be kept on record throughout the time you spend in the AFJROTC program. For more information regarding merit benefits, please refer to *Merit Grades*.

What happens when I get a Demerit?

When you receive a demerit, you are not eligible for promotion, field trips, or any other activity inside the corps until the demerits are worked off. If you are on a team, you will not be allowed to practice or perform until demerits are worked off. If you get 5 demerits or more at one time, you will be referred to the Disciplinary Board (see below for more). A single offense can be counted as multiple demerits depending on the severity of offense at the discretion of the ASI(s).

How do I work Demerits off?

To get rid of demerits, you must perform a work detail within 2 weeks of the issue date. Failure to do so will require you to meet the Disciplinary Board (see below for more). The demerits will remain in your record throughout the time you spend in the AFJROTC program, however will be deactivated once cleared. Below is a list of work details available:

- a. Clean the entire classroom

- b. Washing classroom walls
- c. Trash Detail (washing out our trash cans or removing gum from desks)
- d. Work assigned by the ASI(s)
- e. Wash and shine the AFJROTC Van

Who can issue Merits and Demerits?

Any cadet may report violations, but only Senior Staff members, Flight Commanders, and Flight Sergeants may issue demerits. The form will be submitted to the Corps Commander or Vice Commander, who will determine the amount of demerits and will post a list on the Daily Bulletin Board weekly.

Appeal of a Demerit:

A cadet who has earned a demerit may appeal the demerit. If a superior ranking cadet has issued a demerit for a reason that the recipient does not deem appropriate, the recipient must report the unfair demerit to his/her Flight Commander or Flight Sergeant. The Flight Commander or Flight Sergeant must try to solve the issue, and if necessary, contact the First Sergeant.

Merit Grades:

Merits and Demerits will be issued a certain letter grade of either A, B, or C. The points they are valued are 5, 10, and 15, respectively. Merits may be redeemed for various rewards, with the inclusion of Honor Flight points.

<i>POINT S</i>	<i>REDEEMABLE REWARD</i>
5	No maintenance for one assigned week.
5	Additional 10 points towards a uniform ins.
5	Additional 5% towards written promotion test for one cycle.
10	50 Points extra credit in the Uniform Inspection category.
15	Free uniform day (once per semester only).

** Redeemable rewards may vary throughout the school year at the discretion of the ASI(s).

DISCIPLINARY BOARD

The disciplinary board is an investigative panel made up of the Senior Staff. Based upon the infraction, the disciplinary board can recommend probation, reduction in rank, or removal from AFJROTC.

How does a cadet get sent to the disciplinary board?

- a. Accumulation of 5 demerits or more
- b. Lying, stealing, or cheating
- c. Failure to clear demerits within 2 weeks of issue date
- d. Refusing to attend a mandatory function
- e. Heavy severity to any of the demerit offenses

- f. Any act or behavior that the ASI(s) deems intolerable of an AFJROTC Cadet

AFJROTC UNIFORM WEAR

Uniform wear is a privilege earned by cadets as representatives of the United States Air Force. Cadets will be issued an Air Force blue uniform at no cost. The uniform issued includes pants, short sleeved shirt, tie/tie tab, hat, belt, and shoes. Cadets are responsible for maintaining, dry cleaning (DO NOT WASH) and RETURNING the uniform at the end of the school year. Additionally, first-year cadets are issued a physical fitness uniform at no cost consisting of a T-shirt and shorts. If the uniform is lost or damaged, it will be the parent/cadets responsibility to reimburse the AFJROTC program. Failure to return uniforms will result in financial hold and letters of indebtedness issued to the school finance office. The total cost of uniform items is approximately \$250.00.

Uniform days are every Monday from the start of the school day until released (makeup day for excused absences will be the next Tuesday/Wednesday the cadet has AFJROTC) and physical fitness days are every Thursday or Friday unless otherwise directed by the instructors. There will be no uniform make-up for unexcused absences. Failing to wear the uniform all day will result in a “0” (zero) grade for that uniform day. PT uniform will be clean and worn with athletic shoes suitable for running. All cadets will participate in PT unless excused by a doctor’s note or the school nurse (still required to dress out).

All cadets will be inspected weekly on their wear of the uniform. Inspections will be conducted by the ASI or upper-class cadets in accordance with Air Force Instruction 36-2903 and Air Force AFJROTC Instruction 36-2001. The following is how the cadets are graded during the weekly inspection.

First year cadets have the option to “try out” AFJROTC for the first semester. During this period they have the option to not wear the blue uniform. The wear of the physical fitness uniform is required and will count towards their uniform grade on PT days. (For example, Cadet Smith did not bring PT clothes during his PT session day. Cadet Smith receives a 0 for PT and a 0 for uniform.)

THREE FAILURES TO WEAR THE AFJROTC UNIFORM WILL RESULT IN AN AUTOMATIC FAILURE FOR THE SEMESTER AND REMOVAL FROM AFJROTC

Wearing the Uniform:

The uniform worn in AFJROTC is the same, with certain exceptions, as that worn by active duty Air Force personnel. Cadets will wear the uniform one day each week and at other times prescribed by the ASI(s).

Cadets should wear the uniform when flying on military aircraft and when serving as a member of Color Guard during or drill team during an event. Do not wear any part of the uniform mixed with civilian clothing and do not lend any uniform items, including the flight cap, to anyone who is not a member of AFJROTC.

Just like active duty military personnel, cadets are obligated to wear the uniform properly and proudly. In doing so, cadets uphold the dignity of the Air Force, their unit, fellow cadets, and themselves. With practice and attention to detail, the uniform and personal appearance will soon become automatic. Be proud of the uniform and the way it looks. Follow the regulations and suggestions designed to guide you in the proper wear of the uniform and in personal appearance.

UNIFORM INSPECTION

Uniform Inspection:

During your time as a cadet, you will undergo a uniform inspection at least once a week. During uniform inspection, all flights are graded on the presentation of each cadet's uniform and grooming. Before Inspection, cadets are given a 5 minute preparation period to ensure that their uniform looks both presentable and professional. It's also required that every cadet wears their uniform for the entire school day. Failure to wear the uniform for the day, will result as an automatic 0 for uniform wear during that week.

Individual Cadet Grading Scorecard example:

***Minimum standard per AFI 36-2903, Dress and Personal Appearance**

CADET UNIFORM INSPECTION SCORECARD									
CADET:	NEEDS IMPROVEMENT	SATISFACTORY	EXCELLENT						
GRADE:									
DATE:									
	0 pts	1 pt	2 pts						
PERSONAL APPEARANCE <i>Haircut, general cleanliness, cosmetics or shave</i>									
GARMENTS <i>Cleanliness, sizing, press, lint, strings, shirt tuck</i>									
ACCOUNTREMENTS <i>Patches, insignia, ribbon order, gig line</i>									
FOOTWEAR <i>Shine, boot blousing</i>									
MILITARY BEARING <i>Posture, military courtesy, focus and attitude</i>									
OVERALL RATING	TOTAL PTS:								
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">NEEDS IMPROVEMENT</td> <td style="width: 33%;">SATISFACTORY</td> <td style="width: 33%;">EXCELLENT</td> </tr> <tr> <td>Phase I 0-3 pts Phase II-IV 0-4 pts</td> <td>Phase I 4-5 pts Phase II-IV 5-7 pts</td> <td>Phase I 6-10 pts Phase II-IV 8-10 pts</td> </tr> </table>	NEEDS IMPROVEMENT	SATISFACTORY	EXCELLENT	Phase I 0-3 pts Phase II-IV 0-4 pts	Phase I 4-5 pts Phase II-IV 5-7 pts	Phase I 6-10 pts Phase II-IV 8-10 pts			
NEEDS IMPROVEMENT	SATISFACTORY	EXCELLENT							
Phase I 0-3 pts Phase II-IV 0-4 pts	Phase I 4-5 pts Phase II-IV 5-7 pts	Phase I 6-10 pts Phase II-IV 8-10 pts							
NOTES									

CADET UNIFORM COSTS

(Prices subject to change without notice)

All uniforms are issued (loaned) to students. The uniform costs are listed below. Cadets will not be charged for use of the uniform, however, if any part of the uniform lost, stolen, or damaged, it **MUST** be paid. A student debt card will placed on the cadet's account for the school until paid.

ITEM DESCRIPTION	UNIT PRICE (Subject to Change)	ITEM DESCRIPTION	UNIT PRICE (Subject to Change)
Belt/Buckle/TOTAL	\$2.57/\$3.70/\$6.27	Trousers	--
Flight Cap	--	<i>Male</i>	\$42.68
<i>Male</i>	\$10.42	<i>Female</i>	\$36.37 (Skirt \$35.79)
<i>Female</i>	\$9.26	Shoes	--
Service Coat	--	<i>Male</i>	\$46.26
<i>Male</i>	\$111.32	<i>Female</i>	\$49.11
<i>Female</i>	\$101.17	Dress Socks	\$1.35
Windbreaker	\$108.00	PT Sweat Pants	\$7.83
Necktie (males)	\$5.70	PT Sweatshirt	\$6.75
Neck Tab (females)	\$6.00	PT T-Shirt – Athlete's	\$7.12
Shirt/Blouse	\$14.00	PT Shorts – Athlete's	\$10.00

Total cost will vary by individual cadet based on what was issued

INDIVIDUAL	AVERAGE TOTAL PRICE
Male	\$200.00
Female	\$200.00

UNIFORM REGULATION REQUIRED OF ALL CADETS

General Uniform Guidelines:

- a. Keep the uniform clean, neat, and pressed.
- b. Wear the flight cap when outdoors - remove it indoors.
- c. Keep hands out of the pockets.
- d. Keep all buttons buttoned, except for top shirt button when not wearing neck tie or tab.
- e. Do not fill pockets with bulky items and do not let items stick out of the pockets.
- f. Keep shoes shined including the heels and the edge of the soles.

- g. Keep all uniform devices such as belt buckles, badges, name tag, insignia, clean and shinned.
- h. Uniform must fit properly and pants will not sag; If the uniform does not fit properly, see the Logistics Officer. Cadets should check their appearance in a mirror. Bear in mind that how you look influences others.
- i. Sunglasses must be free of ornamentation on both the frame and lenses as faddish styles and mirrored lenses are prohibited. Sunglasses are prohibited in formation. Sunglasses also cannot be worn around the neck.
- j. Only one cord will be worn on the left shoulder.
- k. If a uniform part or decoration needs replacement, see the Logistics Officer.
- l. Hygiene must be maintained at all times which includes but is not limited things such as a clean haircut, fingernails (no polish), face (boys: clean shave/girls: minimal, modest makeup)
- m. Uniform wear is required the entire educational day. For cadets that have a class that requires them to change out of the uniform, they must get permission from ASI(s). Uniform will be worn again after the class is dismissed.

CADET APPEARANCE AND GROOMING GUIDELINES

4.1. Appearance and Grooming. When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. The standards for wearing the uniform consist of four elements: neatness, cleanliness, safety, and military image. The first three are absolute, objective criteria for the efficiency, health, and well-being of the force. The fourth standard, military image is also a very important aspect of military appearance. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

The uniform standards in *AFI 36-2903* are influenced to some extent by military tradition, and they reflect the image the Air Force desires to project to the civilian community. The basic concept of the Air Force uniform is that it is plain but distinctive dress, with an absolute minimum number of badges, insignia, and devices authorized for wear on it.

Special Uniform and Appearance Rules. Here are some additional guidelines about uniform and appearance. Complete details on uniform and personal grooming requirements for AFJROTC cadets can be found in the *AFJROTC Uniform and Awards Guide*, in AFJROTC 36-2001, and in AFI 36-2903.

- **Jewelry-** While in uniform, you may wear a wristwatch and rings, but no more than three rings at any one time; thumb rings are not permitted. You may wear one bracelet if it is neat and conservative and no more than one-half inch in width. Colored bracelets that support a cause are also not allowed. Bracelets must not subject anyone to potential

injury. You may not wear ornaments on your head. Necklaces are allowed, as long as they are not visible.

Female cadets in uniform *may* wear earrings if the earrings are conservative and kept within sensible limits. For example, you may wear one small spherical (diamond, gold, white pearl, or silver) pierced or clip earring on each earlobe. The earring worn in each earlobe must match. Earrings should fit tightly without extending below the earlobes, unless they are clip earrings. Male cadets in uniform may not wear earrings.

- ***Eyeglasses or Sunglasses-*** If you wear glasses, they must not have any ornaments on the frames or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.
- ***Tattoos or Brands-*** Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform.

Excessive tattoos or brands, even if they do not violate the prohibitions in the above paragraph, will not be exposed or visible (including visible through the uniform) while in uniform. Excessive is defined as any tattoo or brands that exceed one-quarter of the exposed body part, and those above the collarbone and readily visible when wearing an open collar uniform.

The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance. The tattoo may be covered up with a skin-colored bandage while in uniform and still participate in the program. However, tattoos and brands should be discouraged. The cadet should be counseled on the fact that tattoos and brands may preclude him or her from serving in the military.

- ***Body Piercing-*** Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, lip, tongue, or any exposed body part (including anything that might be visible through the uniform). Female cadets in uniform, however, are allowed to wear conservative earrings, pierced or clip style, in their earlobes.
- ***Religious Headgear-*** Religious headgear may be worn indoors upon the approval of the SASI, school principal, and HQ AFJROTC. Religious headgear may be worn outdoors so long as it is not visible (i.e. the standard issue Air Force cap must conceal any religious headgear).

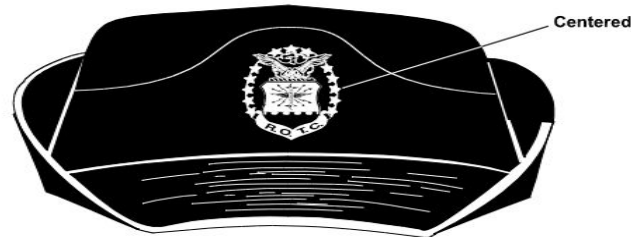
- ***Other Religious Items-*** Religious items (other than headgear) will not be visibly worn with any AFJROTC uniform unless written permission is granted by the SASI, the school principal, and HQ AFJROTC. A letter of approval must also be obtained by the leader of the cadet's faith to ensure that apparel is in keeping with doctrinal or traditional observances of the cadet's religion. No item should be authorized that will have an adverse effect on the student's health, safety, or performance of their duties. To obtain AFJROTC Director Approval, send two pictures of the cadet wearing the item via Cyber Campus using the Unit-to-HQ waiver request process. One picture should feature the cadet's profile and the other picture should have the cadet facing the camera. Wearing of the USAF chaplain's badge(s) is not authorized by the cadet unit chaplain.
- ***Pregnant Cadets-*** Female cadets are exempt from the uniform wear requirement when a pregnancy progresses to a point where it is not possible to wear the standard blouse, trousers or skirt. Air Force maternity clothing is authorized although it is not an Allowance Standard item. Purchase must be at no cost to the Air Force.
- ***Unisex Policy-*** Uniform items designated for a particular sex will not be worn by members of the opposite sex, except as authorized within AFI 36-2903. Female cadets are authorized to wear the male lightweight jacket.

Female Uniform Wear Regulation:

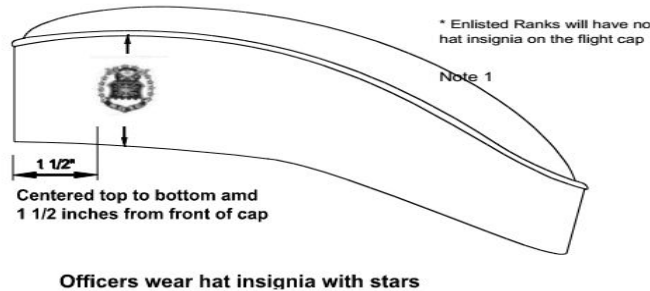
- a. **Bracelets.** Only one bracelet and one on wristwatch may be worn and it must not be wider than ½ inch or detract from the military image.
- b. **Earrings.** The only earring that may be worn must be small, plain spheres of gold, silver, pearl, or diamond. Only one earring may be worn in each ear and it must be on the earlobe and not extend past the bottom of the earlobe.
- c. **Flight Cap.** Wear the flight cap slightly to the right with the vertical crease of the cap at the center of the forehead in a straight line with the nose. The cap should be worn 1 to 1½ inches above the eyebrows, which is approximately the width of two fingers. Hair may be visible beneath the front of the flight cap, but it cannot touch the eyebrows. Each cadet's name should be inside their flight cap with tape. Cadet Officers will also wear the flight cap with insignia surrounded by stars; enlisted cadets will not wear cap insignia, unless they are Senior NCOs.

CADET FEMALE HEADGEAR

SERVICE CAP



FLIGHT CAP



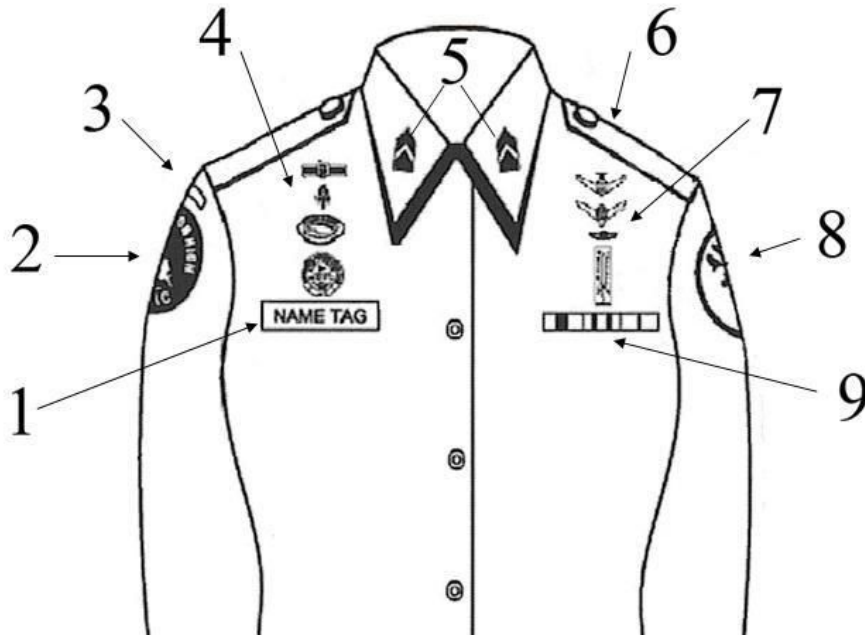
1	Centered top-to-bottom and 1½ inches from front of cap
2	Cadet officers wear hat insignia with stars
3	Enlisted rank cadets wear no hat insignia

- d. **Hair.** Hair should not be longer than the bottom of the shirt collar edge, at the back of the neck, when at the position of attention. If hair is short enough and does not pass the bottom of the shirt collar, it may be worn down or in a ponytail, but modestly. If hair extends past the shirt collar, it must be worn up into a tight neat bun. It should be styled to permit proper wear of the headgear. This means that the hair should not be too full or high on the head, and it cannot touch the eyebrows in front. Hair must not contain too many grooming aids i.e. hair clips, pins, etc. If pins, combs, barrettes, hair ties, or similar items are worn, they must be plain, similar to the color of your hair, and modest in size.
- e. **Light Blue Over blouse.** This blouse must be draped outside the skirt/slacks. A white V-neck t-shirt will be worn underneath. The blouse must be clean, pressed, and have only one crease on each sleeve. Military creases in the front and back of the shirt are not

allowed. Decorations will be worn on the shirt in the same manner or as close as possible as the regular tuck-in blouse.

- f. **Light Blue (Short-Sleeve) Shirt.** This blouse must be tucked in when worn. A white V-neck t-shirt will be worn underneath. The blouse must be clean, pressed, and have only one crease on each sleeve. Military creases in the front and back of the shirt are not allowed. Shirt garters are recommended. Decorations will be worn on the shirt in accordance to regulations.

Cadet Female Shirt

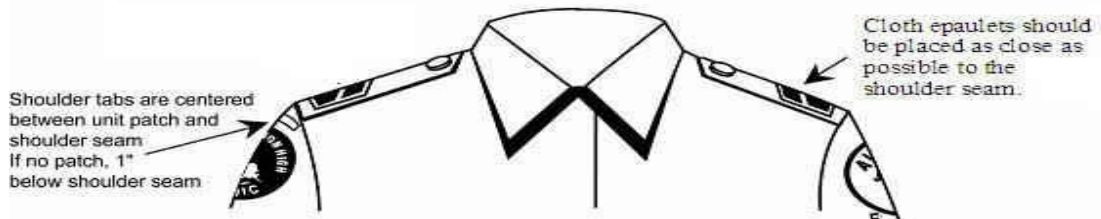


1	Nametag is centered on the right side, parallel to the ground, two inches away from the edge of the second button
2	The unit patch is on the right sleeve, ½ to 1 inch below shoulder seam, and centered
3	N/A (Shoulder tabs have been moved to new location on the uniform)
4	Badges on the right side, centered ½ inch above name tag; if there is no nametag, align ½ inch above bottom of ribbons; if there are no ribbons, ½ inch higher than the first exposed button; center additional badges ½ inch above the previous one in order of precedence, highest, to lowest closer to nametag: Example: Distinguished Cadet, Aerospace Education Foundation (AEF), Kitty Hawk Air Society, and Awareness Presentation Team (APT)
5	Cadets wear rank insignia on both collars, centered side to side and top to bottom and the bottom corners of the rank touching the edge of the collar seam; bottom point of enlisted rank torch points toward point of collar; officer top point aligned with point of collar.... -or-

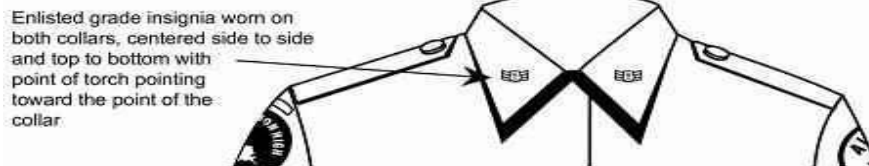
6	Cadets officers may wear cloth ranks on epaulettes; worn as close as possible to seam
7	Badges on the left side, centered ½ inch above ribbons; if there are no ribbons, align ½ inch higher than the first exposed button; center additional badges ½ inch above the previous one in order of precedence, highest, to lowest closer to welt pocket: Example: Flight Solo/Flight Certificate, Ground School, Academy of Model Aeronautics (AMA), Model Rocketry
8	The AFJROTC patch is on the left sleeve, ½ to 1 inch below shoulder seam, and centered
9	Ribbons are centered on left side, parallel to the ground, aligned with bottom of nametag; if there is no nametag, align bottom of ribbons within 1½ inches higher or lower than the first exposed button; wear up to 3 in a row

- g. **Neck Tab.** The blue neck tab will be worn around the neck, underneath the collar, with the middle centered with the gig line.
- h. **Necklaces.** If worn while in uniform, necklaces may not be visible.
- i. **Piercings.** Jewelry such as nose rings, eyebrow piercing, lip piercing, etc. cannot be worn in uniform.
- j. **Ranks, Badges, Insignia.** All ranks, badges and insignias will be worn with a plastic or plain cardboard backing to prevent these items from sagging. All badges and insignia should be shined. Badges earned by cadets enrolled in a sister service AFJROTC program may be worn on the AFJROTC uniform in the location specified by the sister service. However, any AFJROTC badge location will always take precedence over the sister service badge.

CADET FEMALE BLUE SHIRT (OFFICER)



CADET FEMALE BLUE SHIRT (ENLISTED)

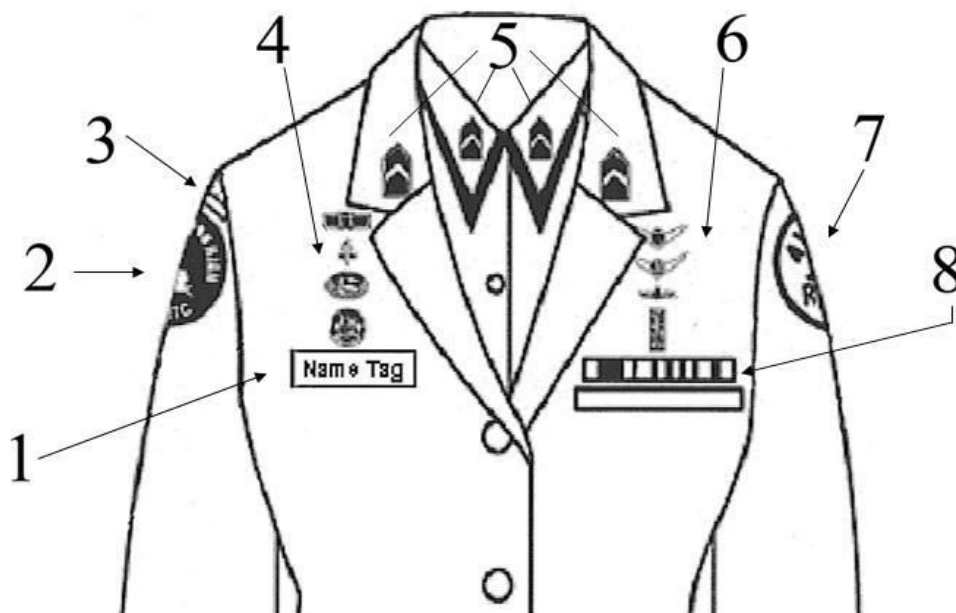


CADET FEMALE BLUE SHIRT (AIRMAN BASIC)



- k. **Ribbons.** All ribbons must be worn and should be in proper order; the lowest ribbon will be worn at the lower left position and the highest ribbon will be at the top right from the uniform wearer's perspective. If a ribbon is awarded more than once, oak leaf clusters will be used to signify each additional award. Oak leaf clusters will be placed centered on the ribbon and leaf pointed to the top right corner. If cadets earn sister service ribbons, the ribbons will be worn in the order of Air Force, Army, Navy and then Marine Corps cadet ribbons. Check with the sister service for the order of precedence of their ribbons.
- l. **Rings.** No more than a total of 3 rings may be worn at any one time or detract from the military image. Thumb rings are not permitted.
- m. **Service Dress Uniform.** This chapter has a picture of the female service dress uniform coat for enlisted and officer cadets. The length of the coat is in proportion to the cadet's height. Sleeve length is to the heel of the thumb when the arms are hanging in the position of attention. The coat may be removed while in the classroom and hung over the back of the chair. The service coat may never be worn unbuttoned. Rank, badges, insignia, ribbons and medals may be worn on the service coat.

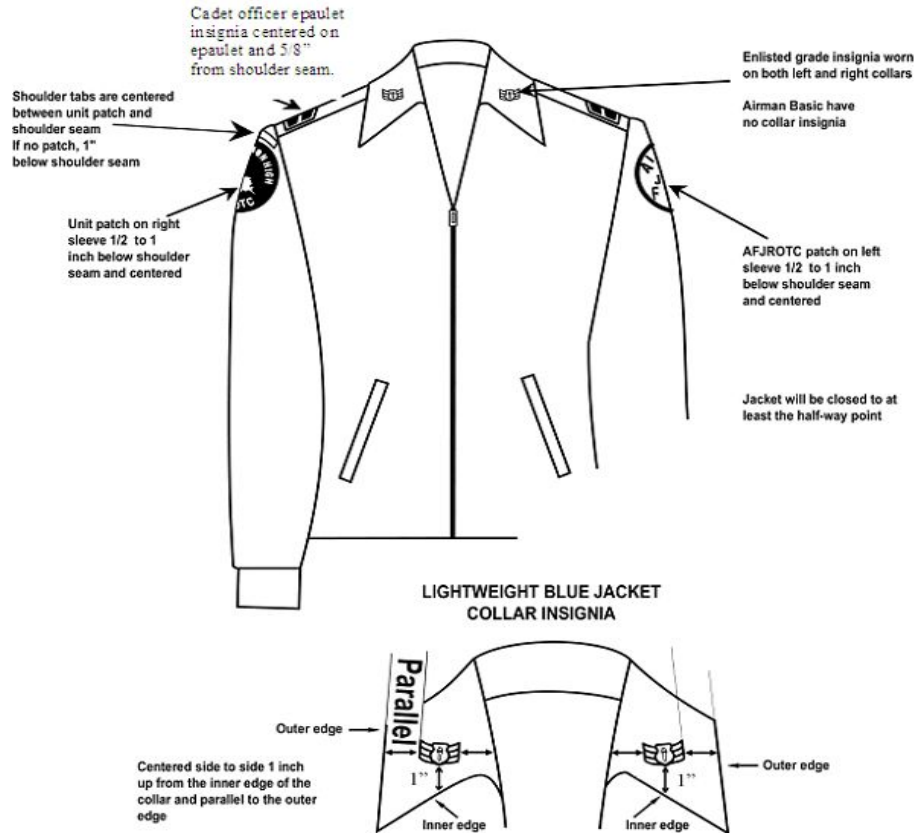
Cadet Female Service Dress



1	Nametag is centered on the right side, parallel to the ground, 1 to 3 inches higher than the top button, parallel with the welt pocket on the left side
2	The unit patch is on the right sleeve, ½ to 1 inch below shoulder seam, and centered
3	N/A (Shoulder tabs have been moved to new location on the uniform)
4	Badges on the right side, centered ½ inch above name tag; center additional badges ½ inch above the previous one in order of precedence, highest, to lowest closer to nametag: Example: Distinguished Cadet, Aerospace Education Foundation (AEF), Kitty Hawk Air Society, and Awareness Presentation Team (APT)
5	Cadets will wear the rank on both coat and shirt at the same time; if they have the coat on, the rank insignia must be on the coat; if they remove the coat, the rank must be on the shirt; place insignia on service coat halfway up the seam, resting on by not over it; bottom of insignia is horizontal with the ground
6	Badges on the left side, centered ½ inch above ribbons; if there are no ribbons, align ½ inch above top of welt pocket; center additional badges ½ inch above the previous one in order of precedence, highest, to lowest closer to welt pocket: Example: Flight Solo/Flight Certificate, Ground School, Academy of Model Aeronautics (AMA), Model Rocketry
7	The AFJROTC patch is on the left sleeve, ½ to 1 inch below shoulder seam, and centered
8	Ribbons centered on left side, resting on but not over the edge of the welt pocket; wear up to three in a row. Wear in order from lowest ribbon to highest ribbon lowest on the very bottom left and highest on the very top right)

- n. **Shoes.** All shoes will be shined and the edges will be cleaned and blackened. Do not use any other substance to shine your shoes except proper shoe polish. The wear of pre-shined military shoes is only allowed if given permission by the ASI or SASI.
- o. **Skirts, Pumps, and Hosiery.** The skirt hangs naturally over the hips with a slight flare. Skirt length is no shorter than the top of the kneecap or longer than the bottom of the kneecap. **If wearing a skirt, hosiery must be worn with the skirt.** Hose must be a commercial sheer nylon in neutral, dark brown, black, or dark blue shades that complement the uniform and the individual's skin tone. Do not wear patterned hose. Pumps may be worn with skirts and hosiery in exchange for uniform shoes but must be plain or shiny black, without design ornamentation such as buckles, bows, or straps, and cannot exceed 2½ inches tall measured from the inside sole.
- p. **Socks.** All socks must be solid black and knee high. If wearing a skirt, females may wear hose with shoes or pumps; with a skirt, socks must not extend past the ankle.
- q. **Trousers.** Female trousers have a waistband with a zipper down the front of the trousers and slant pockets on the front of each hip. The bottom front of the trousers will barely rest on the front of the shoes with a slight break in the crease. The back of the trousers will extend about 7/8 of an inch longer than the front. Proper length of the trousers can only be determined when at the position of attention. Trousers must be clean, pressed and only have one crease in the front and one crease in the back of each pant leg.
- r. **Windbreaker.** The windbreaker must be worn zipped at least half way up. This jacket may not be worn with civilian clothing. The jacket may be worn with or without the inside liner. The liner cannot be worn without the jacket. The windbreaker will not be worn with the sleeves pushed up towards the elbow. Each cadet's name should be inside the left side of their windbreaker with tape.

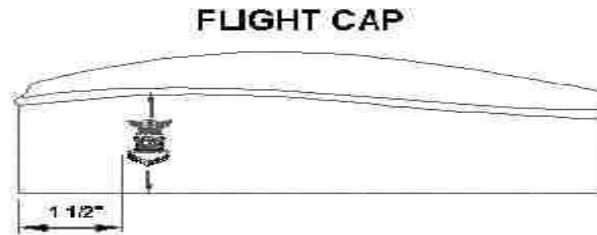
CADET LIGHTWEIGHT BLUE JACKET



Male Uniform Wear Regulation:

- a. **Bracelets.** Only one bracelet or wristwatch may be worn and it must not be wider than 1/2 inch or detract from the military image.
- b. **Earrings.** Males may not wear earrings while in uniform.
- c. **Flight Cap.** Wear the flight cap slightly to the right with the vertical crease of the cap at the center of the forehead in a straight line with the nose. The cap should be worn 1 to 1 1/2 inches above the eyebrows, which is approximately the width of two fingers. Hair cannot stick out under the front of the flight cap. The crown (back) of the cap will be straight and not crushed. Each cadet's name should be inside their flight cap with tape. Cadet Officers will also wear the flight cap insignia surrounded by stars; enlisted cadets will not wear cap insignia unless they are Senior NCOs.

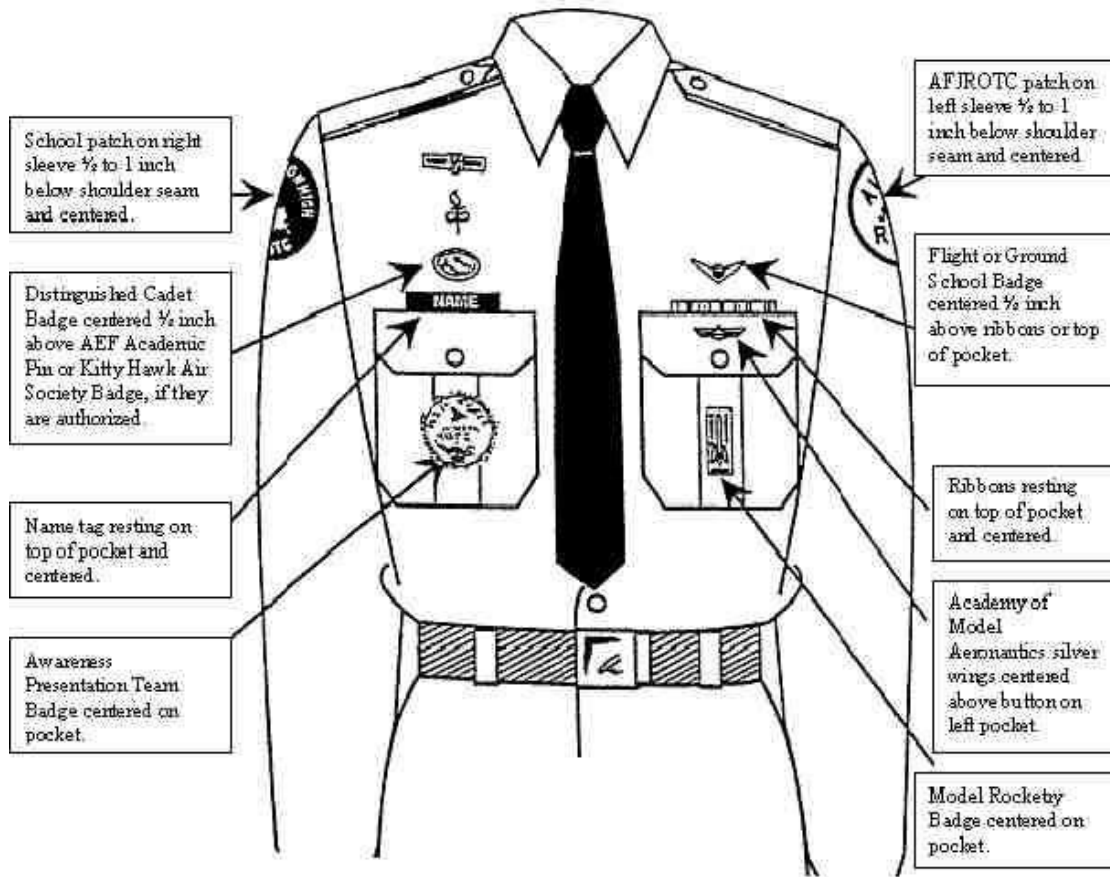
CADET MALE HEADGEAR



centered top to bottom and
1 1/2 inches from front of cap

Officers wear hat insignia with stars.
Insignia without stars is worn by enlisted.

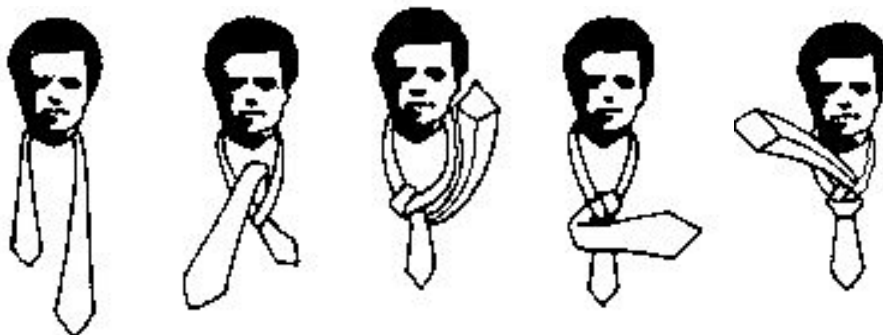
- d. **Hair.** Keep hair clean, neat, and trimmed. It should present a groomed, tapered appearance. The bulk and length of the hair must not be more than 1 inch on the top unless otherwise specified by the SASI or ASI. The bulk and length must not interfere with the proper wear of the flight cap. Hair must not touch the ears, the collar, or protrude below the front of the flight cap. Hair must not be worn in an extreme fad or fad style. Sideburns are permitted if they are neatly trimmed and tapered. They should form a clean-shaven, horizontal line at the base and not flare. Sideburns may not extend below the lowest part of the ear opening.
- e. **Jewelry.** Jewelry such as nose rings, eyebrow piercing, lip piercings, etc. cannot be worn.
- f. **Light Blue (Short-Sleeve) Shirt.** This shirt must be tucked in when worn. The bottom of the sleeve should barely touch or come within 1 inch of the forearm when bent at a 90-degree angle. The top button on the collar is worn unbuttoned unless a tie is worn, then the top button will be buttoned. A white V-neck t-shirt or undershirt will be worn. Shirt garters are recommended. The shirt must be clean, pressed, and only have 1 crease on each sleeve.



- g. **Necklaces.** If worn while in uniform, necklaces may not show.
- h. **Necktie.** No other blue necktie other than the one issued may be worn. The bottom of the tie may hang between 1½ inches above the belt buckle to 1½ inches below the belt buckle. Wear the tie outside of the shirt, not tucked in. If an Air Force tie tack is worn, it will be centered between the bottom edge of the knot and the bottom of the tie.

How to Tie a Tie:

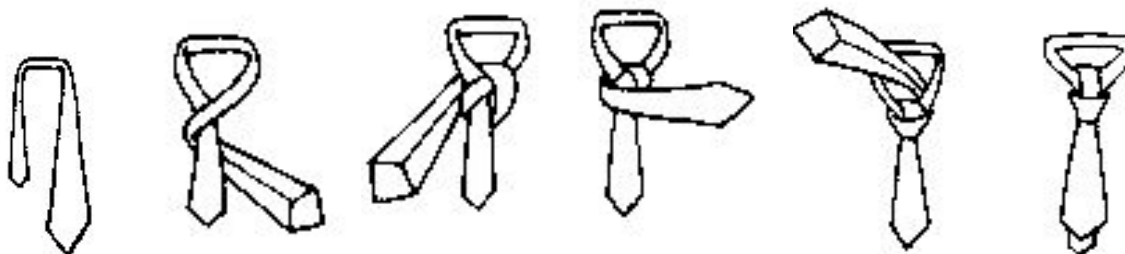
The Windsor Knot Wide and triangular - for widespread shirt collars





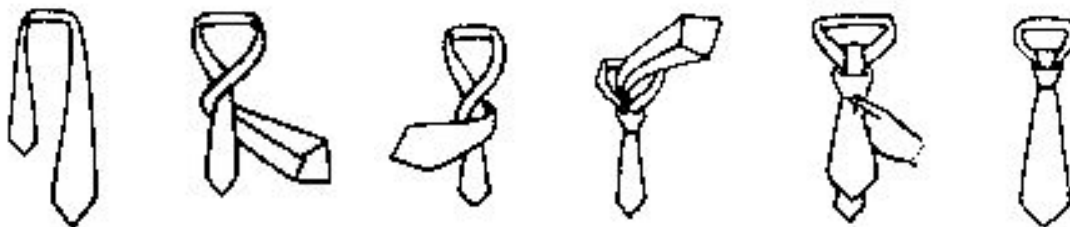
Start with wide end of the tie on your right and extending a foot below narrow end. Cross wide end over narrow and bring up through loop. Bring wide end down around behind narrow and up on your right. Then put down through loop and around across narrow as shown. Turn and pass up through loop and complete by slipping down through the knot in front. Tighten and draw up snug to collar.

The Half-Windsor Knot Medium symmetrical triangle - for standard shirt collars



Start with wide end of the tie on your right and extending a foot below narrow end. Cross wide end over narrow and turn back underneath. Bring up and turn down through loop. Pass wide end around front from left to right. Then up through loop and down through know in front. Tighten carefully and draw up to collar.

The Four-In-Hand Knot Long and straight - to complement a standard shirt collar



Start with wide end of the tie on your right and extending a foot below narrow end. Cross wide end over narrow and back underneath. Continue around passing wide end across front of narrow once more. Pass side end up through loop. Holding front

of knot loose with index finger, pass wide end down through loop in front. Remove finger and tighten knot carefully. Draw up tight to collar by holding narrow end and sliding knot snug.

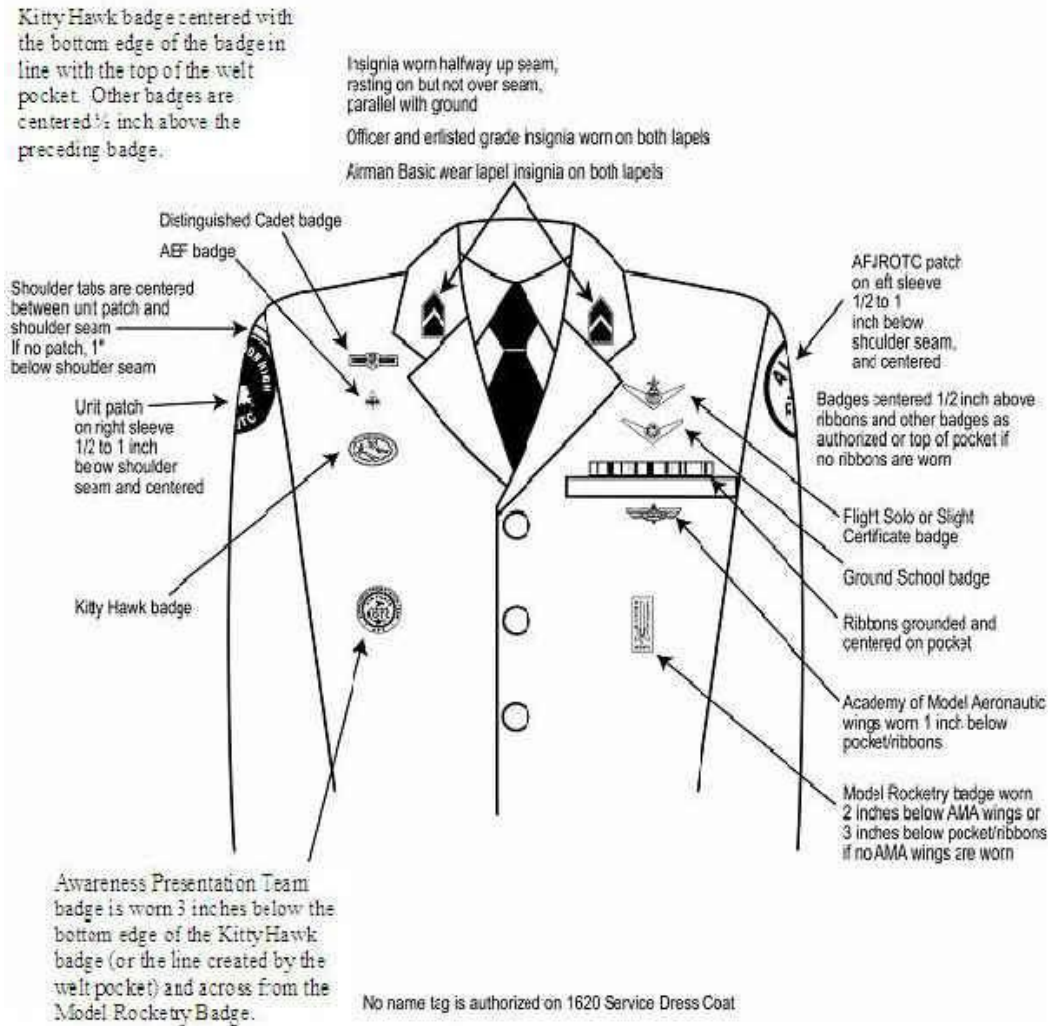
- i. **Ranks, Badges, Insignia.** All ranks, badges and insignias should be worn with a plain cardboard or plastic backing to prevent these items from sagging. All badges and insignia should be shined. Badges earned by cadets enrolled in a sister service JROTC program may be worn on the AFJROTC uniform in the location specified by the sister service. However, any AFJROTC badge location will always take precedence over the sister service badge.



- j. **Ribbons.** All ribbons must be worn and should be in proper order. If a ribbon is awarded more than once, oak leaf clusters will be used to signify each additional award. Oak leaf clusters will be placed centered on the ribbon and leaf pointed to the top right corner. The lowest ribbon will be worn at the lower left position and the highest ribbon will be at the top right from the uniform wearer's perspective. If cadets earn sister service ribbons, the ribbons will be worn in the order of Air Force, Army, Navy and then Marine Corps cadet ribbons. Check with the sister service for the order of precedence of their ribbons.
- k. **Rings.** No more than a total of 3 rings may be worn at any one time or detract from the military image. Thumb rings are not allowed.
- l. **Service Dress Uniform.** Uniform consists of the dark blue service coat and trousers, light blue shirt and tie. The sleeve length of the coat should extend $\frac{1}{4}$ inch from the heel

of the thumb when the arms are hanging naturally at the sides. The bottom of the coat should be fingertip length when the arms are hanging naturally and the hands slightly cupped. The service coat may never be worn unbuttoned. The coat may be removed while in the classroom and hung over the back of the chair.

CADET MALE 1620 SERVICE DRESS



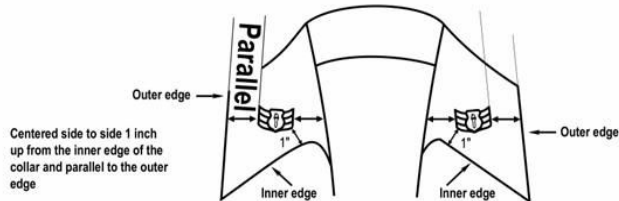
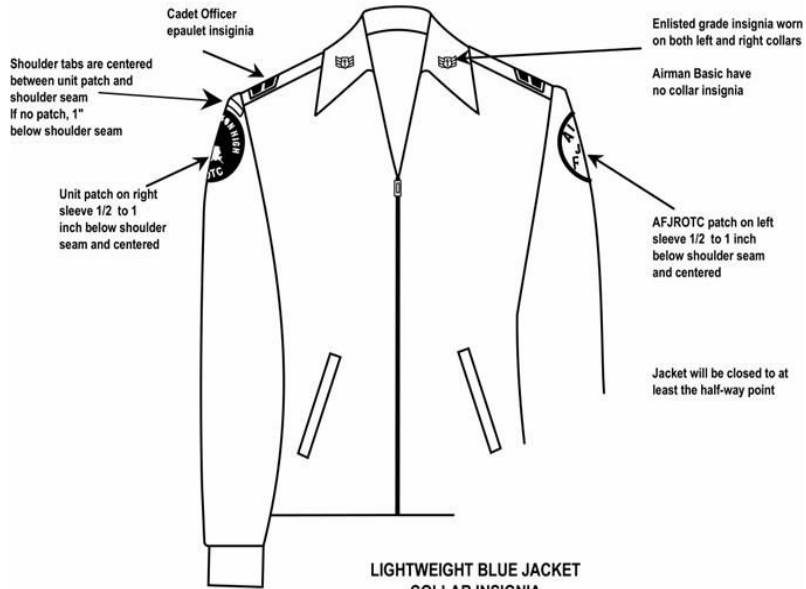
Uniform Diagram:

Centered top-to-bottom and 1 1/2 inches from front of cap
Cadet officers wear hat insignia with no stars
Enlisted rank cadets wear no hat insignia unless they are Senior NCOs

- Center Awareness Presentation Team (APT) badge side to side and top to bottom on right pocket
- Nametag is centered on the right side, resting on but not over the pocket.
- The unit patch is on the right sleeve, ½ to 1 inch below shoulder seam, and centered.
- Shoulder tabs are centered between unit patch and shoulder seam; if there is no patch, 1 inch below shoulder seam.
- Badges on the right side, centered ½ inch above name tag; if there is no nametag, ½ inch above pocket; center additional badges ½ inch above the previous one in order of precedence, highest higher, lowest closer to nametag: Distinguished Cadet, Aerospace Education Foundation (AEF), and Kitty Hawk Air Society.
- Cadets wear rank insignia on both collars, centered side to side and top to bottom; bottom point of enlisted rank torch points toward point of collar; officer top point aligned with point of collar.... –or–
- Cadets officers may wear cloth ranks on epaulettes; worn as close as possible to seam.
- Badges on the left side, centered ½ inch above ribbons; if there are no ribbons, align ½ inch higher than the welt pocket; center additional badges ½ inch above the previous one in order of precedence, highest higher, lowest closer to welt pocket: Flight Solo/Flight Certificate, Ground School, and Academy of Model Aeronautics (AMA) Wings.
- Ribbons centered on left side, resting on but not over the pocket; wear up to 3 in a row.
- The AFJROTC patch is on the left sleeve, ½ to 1 inch below shoulder seam, and centered
- Center Model Rocketry badge side to side and top to bottom on left pocket.

- m. **Shoes.** All shoes will be shined and the edges will be cleaned and blackened. Do not use any other substance to shine your shoes except proper shoe polish. The wear of pre-shined military shoes is only allowed if given permission by the ASI or SASI.
- n. **Socks.** All socks must be solid black and knee high.
- o. **Trousers.** Trouser must be trim-fitted with no bunching at the waist or bagging at the seat. Trousers must be worn up on the hipbones. The trousers rest on the top of the shoe with a slight break in the crease. The back should be 7/8-inch longer than the front. The proper length of the trousers can only be determined while standing at the position of attention. Trousers must have a button on the back pocket and it must be buttoned. If you lose a button, see the Logistics Officer. Trousers must be clean, pressed, and only have one crease in the front and one crease in the back of each pant leg.
- p. **Windbreaker.** The windbreaker must be worn zipped at least half way up. This jacket may not be worn with civilian clothing. The jacket may be worn with or without the liner. The liner cannot be worn without the jacket. The windbreaker will not be worn with the sleeves pushed up towards the elbow. Each cadet's name should be inside the left side of their windbreaker with tape.

CADET LIGHTWEIGHT BLUE JACKET



AFJROTC Badges and Insignias:

AFJROTC Badges



**OFFICERS
FLIGHT CAP
AND BERET
INSIGNIA**



**SERVICE CAP
INSIGNIA**



**OFFICERS
SERVICE CAP
INSIGNIA**



**DISTINGUISHED
AFJROTC CADET
BADGE**



AEF BADGE



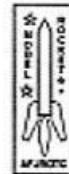
**GROUND SCHOOL
BADGE**



**FLIGHT SOLO
BADGE**



**FLIGHT CERTIFICATE
BADGE**



**MODEL ROCKETRY
BADGE**



**AWARENESS
PRESENTATION
TEAM BADGE**



**KITTY HAWK
AIR SOCIETY
BADGE**



**ACADEMY OF
MODEL AERONAUTICS
SILVER WINGS**



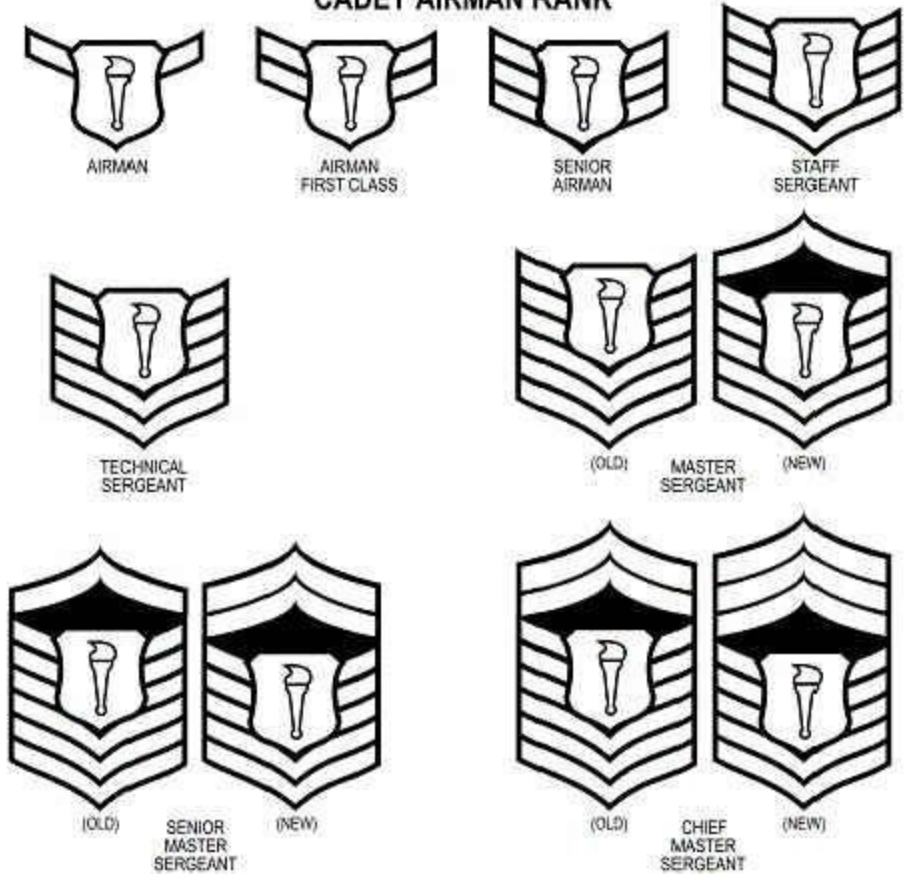
SHOULDER TABS

AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK



CADET AIRMAN RANK



AWARDS AND RECOGNITION

The objectives of the Cadet Awards and Decorations Program are to foster morale, esprit de corps, and recognize achievements of AFJROTC cadets.

UNIT AWARDS

CADET OF THE YEAR

Cadet of the Year is one of the most honorable awards a cadet can achieve and is awarded annually. The board will meet in April and the award will be presented at the annual awards ceremony (at the end of the year). Listed are the criteria for the award:

1. Upper-class cadet
2. Cadet of the Month at least once
3. GPA of 2.0 or above

BEST DRILLED INDIVIDUAL OF THE YEAR

Best Drilled Individual is a competition against first year cadets. During this event, flight commanders from each flight nominate 5 cadets to compete in this competition. Each cadet participating in BDI are graded on their drill, bearing, uniform, and military knowledge. In addition, the winner of BDI is awarded a certificate and the superior performance ribbon. Listed are the criteria for participating in BDI.

1. 1st year cadet
2. Must be nominated by Flight Commander based upon marching, tests, overall class

- performance, uniform inspections, attitude, and participation
3. Must have a uniform

CADET OF THE MONTH

Every upper-class cadet in the AFJROTC program is eligible to compete for the Outstanding Cadet of the Month award. Flight Commanders will nominate one upper class cadet from their flight for this award. Nominations will be based upon cadets' academic achievement, military bearing and personal appearance, participation in extracurricular activities, attendance and attitude. The winner will receive extra points for his/her flight towards the Honor Flight Award. The award is announced after COQ/COM/BDI. This award is an honor and the winner is expected to act accordingly. Listed are the criteria for this award:

1. Must be an upper-class cadet with a 2.0 GPA or above
2. Recommendation by flight commander based upon marching, tests, overall class performance, uniform inspections, attitude, and participation
3. Meet a Selection Board
4. No demerits

SUPERIOR CADET AWARD

The **Superior Cadet** award is announced at the annual awards and presented at the annual pass in review parade to one recipient per class. Listed are the criteria for this award:

1. Demonstrated exceptional leadership abilities
2. Whole person concept in all of AFJROTC
3. Outstanding achievement on behalf of AFJROTC

OUTSTANDING CADET AWARD

The **Outstanding Cadet** award will be announced at the annual awards ceremony and presented at the annual pass in review parade to one recipient per class. Listed are the criteria for this award:

1. Demonstrated exceptional followership abilities
2. Excelled in AFJROTC activities
3. Participant in all AFJROTC activities

ACADEMIC AWARD

Academic Award is an annual award and is announced at the annual awards ceremony, and presented at the annual pass in review parade to one recipient per class. The recipient has the highest grade point average for his/her class.

DISTINGUISHED SERVICE MEDAL

The **Distinguished Service Medal** is presented at the annual awards banquet and recognizes a cadet for logging the most community service hours and the following criteria:

1. Contributions to the unit through school, community, or unit
2. Service to the corps
3. Dedication
4. Commitment
5. High morals and values

UNIT SERVICE AWARD

The **Unit Service Plaque** is presented at the annual awards banquet to the cadet that has raised the most money for the corps during corps fund-raisers.

AEROSPACE EDUCATION BADGE

The Aerospace Education Badge is awarded by the Senior Air Force for excellence in Aerospace

ACADEMY OF MODELING AERONAUTICS WINGS

The **AMA wings** are awarded for building and successfully flying a model airplane solo.

PRIVATE PILOT GROUND SCHOOL WINGS

The **Private Pilot Ground School Wings** are awarded to cadets who successfully take and pass a course in piloting. The cadet must also have logged time behind a cockpit to qualify for this award.

ROCKETRY BADGE

Rocketry Badges are earned as 1st years in Aerospace. The cadet must build and launch a rocket and pass the written test with 80% or better.

KITTY HAWK AIR SOCIETY BADGE

Awarded to cadets who are members of the Kitty Hawk Air Society. Recipients of the **Kitty Hawk Air Society Award** have completed one full year in the society, and have tutored a minimum of two other cadets for at least two sessions per semester.

AWARENESS PRESENTATION TEAM BADGE

Awarded to cadets who are members of the Awareness Presentation Team and have presented life skills awareness at least once to children in the community or local middle or elementary schools.

LEADERSHIP RECOGNITION

The **Leadership Award** is to recognize the service of deserving corps staff to recognize their dedication and leadership of the Cadet Corp. The following positions are eligible for the Leadership Ribbon.

1. Corps Commander
2. Vice Commander
3. Senior Staff Officers
4. Flight Commanders
5. Flight Sergeants

SENIOR RECOGNITION

The **Senior Sash** is earned and may be worn at graduation by cadets that have met the following criteria:

1. Cumulative GPA 3.0 (4-year, total weighted) or above
2. Completed a minimum of two years of AFJROTC in good standing
3. Completed a minimum of 32 hours of community service
4. Receive Instructor's approval

TAB DISTINCTIONS

Drill Master and Expert Tabs. Awarded for performance on a written drill and ceremonies test proctored by the cadet drill masters at the end of the year upon supervision of the ASI(s). The top three scoring cadets or any who score above 80% (whichever is lower) on the test, receive the Drillmaster Tab, and those who pass above 70% receive the Drill Expert Tab. These distinctions are very difficult to attain. Those who achieve Drillmaster or Drill Expert distinction are considered “top notch” cadets who truly know regulation by the book. Such distinct cadets are looked upon to guide fellow and younger cadets toward discipline and to hone their leadership potential.

CORD AWARDS

**Cords signify long-term participation on a drill team or a special unit achievement. The requisites for earning cords are determined by the ASI(s). All cords that are not listed below or are not sanctioned by the ASI(s) will not be permitted for wear.*

Cadet of the Year Cord. A one-of-a-kind cord is worn by the winner of the annual Cadet of the

Year competition. The cadet who wins the competition has the right to wear the cord for the following school year, until it is passed on to the next year's Cadet of the Year.

Cadet of the Month Cord. A one-of-a-kind cord is worn by the winner of the monthly Cadet of the Month competition. The cadet who wins the competition has the right to wear the cord for the following month, until it is passed on to the next month's Cadet of the Month.

Best Drilled Individual of the Year Cord. A one-of-a-kind cord is worn by the winner of the annual Cadet of the Year competition. The cadet who wins the competition has the right to wear the cord for the following school year, until it is passed on to the next year's Best Drilled Individual of the Year winner.

Best Drilled Individual Cord. A one-of-a-kind cord is worn by the winner of the monthly Best Drilled Individual competition. The cadet who wins the competition has the right to wear the cord for the following month, until it is passed on to the next month's Best Drilled Individual winner.

Drill Team Cord. *Refer to Extra Curricular Activities page.*

Color Guard Team Cord. *Refer to Extra Curricular Activities page.*


Saber Team Cord. *Refer to Extra Curricular Activities page.*

CA-953 Ribbon Awards

**Some awards may be rewarded more than once. Each subsequent award will be worn as a cluster on the corresponding ribbon. An award that has been rewarded after the fifth time (a ribbon with four clusters) will become a ribbon with a silver oak leaf cluster. No award will be rewarded after a sixth qualification (six awards of the same kind is the maximum)*

**Awards that a cadet feels he/she has earned but has not yet been awarded, contact the Awards Officer*

HUMANITARIAN AWARDS

AWARD	CADET REQUIREMENT:	ELEMENT(S)
(Eligibility)		
Valor Award (Gold) (All Cadets)	Voluntary act of bravery and self-sacrifice involving Conspicuous risk of life beyond call of duty.	Medal, Ribbon, Citation 
Valor Award (Silver) (All Cadets)	Voluntary act of heroism that does not involve risk of life.	Medal, Ribbon, Citation






Cadet Humanitarian Award (All Cadets) Humanitarian act above and beyond the call of duty.
Not to be used to recognize community service.



Ribbon, Certificate



NATIONAL LEVEL AFJROTC AWARDS

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S)
<i>Air Force Association Award</i> (AS-III)	Excel in position of responsibility. Exhibit positive attitude; exemplary personal appearance, personal attributes, and courtesy; and show growth potential. Be an outstanding cadet and in upper 5% of AS-III. Be in upper 10% of high school class. Be recommended by the SASI for the Outstanding Cadet Ribbon.	Medal, Ribbon 
<i>Daedalian Award</i> (All Cadets)	Be patriotic and want to serve our country. Show leadership potential and a desire to serve in the military. Be in the upper 10% of AS-III. Be in upper 20% of high school class.	Medal, Ribbon 
<i>American Legion Scholastic Award</i> (AS-III or IV)	Be in upper 10% of high school class. Be in upper 25% of AS-III or IV. Demonstrate leadership qualities and participate in student activities.	Medal, Ribbon 
<i>American Legion General Military Excellence Award</i> (AS-III or IV)	Be in the Upper 25% AS-III or IV. Demonstrate outstanding leadership, discipline, character, and citizenship.	Medal, Ribbon 
<i>Daughters of the American Revolution Award</i> (AS-IV)	Be in the upper 25% AS-IV and high school class. Be dependable with good character, disciplined, a strong leader, and committed to the patriotic understanding of the importance of AFJROTC	Medal, Ribbon 

training.

American Veterans Award
(AS-I, II, III, or IV)

Possess positive attitude, outstanding personal appearance and personal character, and officer potential. Grade of "A" in AFJROTC and academics in good standing in all classes at time of selection and presentation.

Medal, Ribbon



Reserve Officers Association Award - ROA
(AS-IV)

Have a positive attitude, outstanding personal appearance, character, courtesy, growth potential, and strong ethics. Upper 10% of AS-IV.

Medal, Ribbon,
Certificate



Military Order of Word Wars Award
(AS-I, II, III)

Excel in all academics and military training. Actively Participate in AFJROTC extracurricular activities. Want to continue in AFJROTC.

Medal, Ribbon,
Certificate



Retired Officers Association Award
(AS-III/Junior)

Be a Junior, academically in good standing. Exhibit high morals and loyalty to the unit, school and country. Demonstrate exceptional military leadership potential.

Medal, Ribbon,
Certificate



Veterans of Foreign Wars Award
(AS-III or IV)

Show positive attitude towards AFJROTC. Have out-standing military bearing and conduct. Have strong positive character. Be patriotic with leadership potential. Have "A" in AFJROTC and "B" or higher in all other classes. Be active in student activities.

Medal, Ribbon,
Certificate


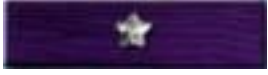






National Sojourners Award
(AS-II or III)

Be in upper 25% of high school class. Encourage and demonstrate ideals of Americanism. Demonstrate potential for outstanding leadership. Not received previously.

Medal, Ribbon,
Certificate



<i>Sons of the American Revolution Award</i> (AS-III) Scottish	Show high degree of leadership potential, military bearing and excellence in AFJROTC. Top 10% of AS-III. Top 25% of high school class.	Medal, Ribbon, Certificate 
<i>Scottish Rite, Southern Jurisdiction</i> (AS-III)	High degree of leadership, military bearing, self-discipline, good character and all around excellence. Top 25% of high school class.	Medal, Ribbon, Certificate 
<i>Military Order of the Purple Heart Award</i> (AS-III or IV)	Show positive attitude towards country and AFJROTC. Outstanding performer in corps leadership position. Be active in the school and community affairs. Have at least a "B" average in all subjects.	Medal, Ribbon, Certificate 
<i>Air Force Sergeants Association</i> (AS-III or IV)	Be in Top 25% of AS-III or IV. Show outstanding military leadership, discipline, character, and citizenship.	Medal, Ribbon, Certificate 
<i>Sons of Union Veterans of the Civil War Award</i> (AS I, I, II, or IV)	This award recognizes one deserving cadet annually (may be first, second, third, or fourth year cadet). The recipient must display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability.	Medal w/ribbon 
<i>Tuskegee Airmen Incorporated Award</i> (AS-I, II, III) 2 cadets	Attain a grade of "A" or better in AFJROTC. Be in academic good standing. Actively participate in cadet corps activities. Participate in at least 50% of all unite service projects.	Ribbon, Certificate 

AFJROTC AWARDS AND RIBBONS

AWARD	CADET REQUIREMENT:	ELEMENT(S)
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(Eligibility)

Outstanding Cadet Award
(One Cadet each AS-I, II, III, IV)

Show high morals and outstanding military potential. Demonstrate positive personal character. Attain academic and military excellence. Awarded once per school year.

Ribbon



Leadership Award
(5% of Cadets)

Assigned to and excel in a leadership position. Exhibit outstanding performance. Awarded once per school year and to COLS Cadre.

Ribbon



Achievement Award
(5% of Cadets)

Accomplish significant documented achievement (community/school service, ROTC scholarship, Academy appointment, contest winner, athletic achievement, Valedictorian/Salutatorian, etc.), first place in AFJROTC fundraising. Awarded once per school year.

Ribbon



Superior Performance Award
(10% of Cadets)

Render outstanding achievement or meritorious service in behalf of AFJROTC for a single or sustained act of a superior nature (National Merit Finalist, yearbook editor, top three cadets in PT tests, and second and third place cadets in AFJROTC fundraising, outstanding performer in community sanctioned activity). Awarded once per school year

Ribbon



Distinguished Unit Award

The **Distinguished Unit Award** indicates unit ranked in the top 20% of the AFJROTC units nationwide.

Ribbon



Aerospace & Technology Honors Camp Ribbon

Successful attendance of Aerospace & Technology Honors Camp.

Ribbon



Top Performer Award
(2% of Cadets)

SASI nominates to Area Administrator prior to Staff Assistance Visit (SAV). Leadership and job performance in primary duty and specifically in preparation for the SAV. Leadership qualities: involvement and positions held in extracurricular activities. Academic performance: nominee must be in good academic standing in all high school coursework. Significant self-improvement.

Certificate, Ribbon



Community involvement. Other accomplishments.

Academic Award
(All Cadets)

Achieve overall "B" grade point average with "A" in AFJROTC for the quarter enrolled. May be earned each quarter by active cadets.

Ribbon



Outstanding Flight Award
(All Cadets)

Member in good standing of the outstanding flight during the semester and a grade of "B" or above.

Ribbon



Leadership School Award
(All Cadets)

Leadership Schools (COLS) graduate. Awarded only once. Add "H" device for completion of Air Force Honors Camp. Add Silver Star for outstanding performance at COLS, limited to 10% of COLS class.

Ribbon



Drill Competition Award
(All Cadets)

Place in the top 10 of an Air Force or Joint drill meet (Color Guard, Saber Team, Armed and Unarmed Drill Team).

Ribbon



Orienteering Competition Ribbon

Awarded to team members for "placing" in an orienteering meet.

Ribbon



Co-Curricular Activities Leadership Award
(All Cadets)

Demonstrate exceptional leadership as COLS cadre or project officer for AFJROTC curricular activity (cadet ball, newspaper editor, drill team commander, color guard team, orientation program coordinator, etc.). Awarded once per school year.

Ribbon



Drill Team Ribbon
(All Cadets)

Participate in at least 75% of all scheduled drill team practices and events. Must be recommended by DT/CC.

Ribbon



Color Guard Ribbon
(All Cadets)

Participate in at least five scheduled color guard events. Must be recommended by CG/CC.

Ribbon



Sabre Team Ribbon

Awarded for distinguished participation in at least 75% of all scheduled sabre team events

Ribbon



[Community]Service Ribbon
(All Cadets)

Distinctive performance in a minimum of 15 hours of school, community, or AFJROTC service projects each school year. Includes AFJROTC fund raising and parades. Awarded once per school year.

Ribbon



Physical Fitness Ribbon
(All Cadets)

Successfully pass the physical fitness test and participate in weekly PT during PT days. Awarded once per school year and for Leadership School.

Ribbon



Recruiting Ribbon
(All Cadets)

Recruit at least two quality cadets or serve as member of a Cadet Recruiting team at middle school, high school, or other forum. Recruit two additional cadets to earn a cluster. Awarded once per school year.

Ribbon



Activities Ribbon
(All Cadets)

Participate in two formally scheduled co-curricular activities such as model rocketry, parades, field trips, etc. to receive award once each school year. Participate in four additional activities to receive additional cluster.

Ribbon



Attendance Ribbon
(All Cadets)

No more than four unexcused absences in a semester while actively enrolled in AFJROTC.

Ribbon



Good Conduct Ribbon
(All Cadets)

No adverse discipline reports or suspensions. Must be in good standing in the AFJROTC program.

Ribbon



Dress and Appearance Ribbon
(All Cadets)

Wear uniform on all designated uniform days, conform to all AFJROTC dress and appearance standards, and 90% uniform grade average for the semester.

Ribbon



Longevity Ribbon
(All Cadets)

Successfully complete AFJROTC course requirements for one year.

Ribbon



THE AFJROTC 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 STAR SPANGLED BANNER

***O say can you see by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming,
Whose broad stripes and bright stars through the perilous fight,
O'er the ramparts we watched, were so gallantly streaming,
And the rockets' red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there;
O say does that Star - Spangled Banner yet wave,
O'er the land of the free and the home of the brave.***

THE PLEDGE OF ALLEGIANCE

*I pledge allegiance to the Flag
of the United States of America,
and to the Republic for which it stands,
one Nation under God, indivisible,
with liberty and justice for all.*

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!
Down we dive, spouting our flame from under
Off with one helluva roar!
We live in fame or go down in flames. Hey!
Nothing can stop the U.S. Air Force!**