



GA-062 AFJROTC CADET OPERATING INSTRUCTIONS

Cadets Name

Class

August 2022 v2

CADET OPERATING INSTRUCTIONS

| | |
|------------------------------------------|-------|
| CADET CORPS ORGANIZATION | 1 |
| CLASSROOM POLICY | 2-3 |
| UNIFORM WEAR | 4-5 |
| NORTHSIDE HIGH SCHOOL UNIFORM POLICY | 6 |
| CADET APPEARANCE AND GROOMING GUIDELINES | 7-17 |
| VISUAL AID ATTACHMENTS | 18-42 |
| HOW TO TIE A TIE DIAGRAM | 43 |
| PROMOTION POLICY | 44-45 |
| PROMOTION POLICY FORM F-201 | 46 |
| PROMOTION POLICY FORM F-202 | 47 |
| PROMOTION POLICY FORM F-203 | 48 |
| MERIT/DEMERIT SYSTEM | 49-50 |
| DISENROLLMENT | 51 |
| TOP THREE MERIT EARNERS | 52 |
| PHYSICAL DISCIPLINE/HAZING/RESERVE CADET | 52 |
| AFJROTC LETTER | 53 |
| CADET OF THE SEMESTER | 54 |
| KITTY HAWK BY-LAWS | 55-56 |
| AFJROTC ASSEMBLY AND MILITARY BALL | 57 |
| TELEPHONE POLICY | 58 |
| EXTRA-CURRICULAR ORGANIZATIONS | 59 |
| AFJROTC AWARDS (RIBBONS) LIST | 60-65 |
| ORGANIZATIONAL CHART | 65-67 |
| RIBBON CHART | 68 |

CADET CORPS ORGANIZATION

The purpose of this COI is to specify the cadet corps organization and establish a method for rotation of cadet corps positions.

1. GENERAL: The Holm Center recommends that all AFJROTC units with less than 250 cadets be organized as a cadet group. This COI establishes the GA-062 Cadet Group with an expanded group staff under the direction of the Operations Support Squadron Commander, Logistics Support Squadron Commander and two Operational Squadrons each with two or more flights. Each flight will be manned by approximately an equal number of AS I's, II's, III's and IV's. The Cadet Group Commander (GP/CC) will be the senior cadet in the chain of command regardless of rank. Previous group commanders will serve as special assistants (Corps Advisor) to the current group commander and will support the GP/CC as required

2. CADET APPOINTMENT AND ROTATION: The SASI selects the cadet corps commander, subordinate commanders, and staff members. The Group Commander will be announced at a mass formation during the second half of the first and second semesters.

3. CHAIN OF COMMAND: The cadet corps will normally be organized as depicted below

| | Grp/CC (c/Col) | Grp/Vice (c/Lt Col) | C. Advisor (c/Col) | Command Chief (c/ CMSgt) | |
|----------------------|----------------------|-----------------------------------------|------------------------------|--------------------------------|------------------------|
| Sq/CC (1) (c/Maj) | Sq/CC (2) (c/Maj) | OSS/CC (c/Maj) | Color Guard/CC (c/2Lt) | Kitty Hawk/CC (c/2Lt) | Log Officer (c/2Lt) |
| A-FLT (c/2Lt) | E-FLT (c/2Lt) | PT Officer (c/2Lt) | | | |
| B-FLT (c/2Lt) | F-FLT (c/2Lt) | Personnel Officer (c/2Lt) | | | |
| C-FLT (c/2Lt) | G-FLT (c/2Lt) | Public Affairs Officer (c/2Lt) | | | |
| D-FLT (c/2Lt) | | | | | |

//SIGNED//

Colonel Keith D. Wilson, USAF (ret.)
Senior Aerospace Science Instructor (SASI)
GA-062 Northside HS, AFJROTC

CLASSROOM POLICY

1. **GENERAL:** The classroom will be conducted in a military manner.

2. **ATTENDANCE POLICY:** All AFJROTC cadets are expected to attend all classes before school mass formations. Cadets are encouraged to participate in extra-curricular activities such as Award night, Dining In, Military Ball and Christmas Parade.

a. **Cadets who are absent from class for any reason are required to make up all work missed.** It is each cadet's responsibility to obtain assignments or handouts immediately upon return. If absent on uniform day, cadets are required to wear the uniform on their first day back. You will have (4) days to make up a missed uniform day. Make ups must be done during the week that the uniform wear day was missed. The last make up day will be the Tuesday of the following week.

b. Final Exam exemption. To exempt the AFJROTC final exam, a cadet must qualify for the attendance ribbon, have at least a 90 overall average in AFROTC and not have been in ISS or received major discipline from an AFROTC instructor.

3. **PREPARATION FOR CLASS:** Each cadet is required to bring to class a pen or pencil and paper every day. **Cadets are required to be at the position of "Parade Rest" by their seats when the tardy bell rings.** Being in the cadet/instructor's office is not an excuse for not being at your seat when the tardy bell rings. If an assignment is given by an instructor, the assignment must be completed before the beginning of that instructor's next class. Cadets must always be ready for a pop quiz on all material covered.

4. **CLASSROOM PROCEDURES:** If a cadet needs to see an instructor during a class, they will coordinate with the classroom instructor, BEFORE the class begins. At the time approved by the classroom instructor, the cadet will ask the Flight Commanders to check and see if the other instructor is available. NO cadet is allowed into the cadet/instructor's office during class, without prior approval by both the classroom instructor and instructor to be visited. NO cadet is allowed to depart the classroom into the hall without an instructor's permission unless they are leaving the classroom with a school administrator.

a. **No opened food or drink is allowed in the classroom or cadet office.** Water is the only item allowed to be consumed in the classroom. With Instructor approval, closed food or drink containers may be placed in the cubbyholes. Cadets are expected to participate in all classroom discussions. When the instructor first enters the room to begin class, the class will be called to attention. When a guest military speaker enters the classroom to speak to the class, the class will be called to attention. When the class dismissal bell rings, the class will be called to attention as directed by the instructor (Flight Commander will dismiss if the instructor has already departed the class).

b. **Chewing gum in the classroom or cadet office is prohibited at all times.** Cadets who chew gum will be given appropriate demerits and assigned housekeeping duties of removing gum from under desks. Cadets will sit up in their chairs with their feet on the floor directly in front of their desk (not in the aisle or on another desk). Cadets will not place their heads on the desks or close their eyes during class. Cadets who feel sleepy may stand up in the back of the room (permission is not needed).

c. COIs and AFJROTC books are the only items allowed on top of the desk during class. Other items must be stored in the cubbyholes or under the desk chair. Cosmetics or hand lotion will not be opened in the classroom. Cadets will sit in their assigned seats unless given permission by an instructor to move.

d. During testing, cadets are not allowed to talk until every cadet has finished and turned in their test. Cadets must arrive at class every day with a pen or pencil.

5. INFORMATION BOARD: Cadets are required to check the information board in the AFJROTC classroom everyday (even if they do not have a class in that room that day, due to other school activities or class absences). Cadets are responsible for all information posted in the **Official Section** of the board and it may be part of any test or quiz from the day after it is posted.

6. GRADING POLICY: A Cadet's final grade in AFJROTC will be determined by the following sub categories:

| | |
|---------------------------------------------|-----|
| Aerospace Science/Leadership/Uniform | 45% |
| Physical Training | 20% |
| Daily (Pop Quiz, Writing Assignments, etc.) | 15% |
| Final | 20% |

Federal law requires that all Junior ROTC Cadets wear the military uniform an average of at least once a week to complete program requirements and participate in the Physical Training (PT) program which includes the wear of PT gear on PT days (usually Fridays).

Therefore cadets, who fail to wear the uniform as required, or do not participate in PT, will not receive a passing grade or credit in AFJ ROTC. A cadet must pass 6 semesters (receive 3 credits) of AFJROTC to receive an Air Force certificate of Completion, as well as, a Pathway competition in Career Tech.

-Cadets may earn a PE credit for completing 3 years of AFJROTC. In addition, cadets may earn a science credit for taking the Science of Flight Class.

UNIFORM WEAR

1. GENERAL: The uniform worn by Northside High School Junior ROTC Cadets is an official US Air Force uniform, therefore, we are required to follow the official guidance of AFI 36-2903, Air Force Dress and Appearance Regulation. Only the insignia is different to denote membership in Junior ROTC. The normal uniform day at Northside High School is Wednesday. All cadets are required to wear their uniform during the entire school day on uniform day unless they have received prior exemption from the SASI/ASI. Wearing the uniform is a weekly graded assignment and therefore must be made up if missed. **Cadets absent on uniform day will wear their uniform on their first day back in school. However, cadets have until the following Tuesday to make up a missed uniform wear grade.** For example, a cadet was absent on Wednesday, May 1, the cadet has until Tuesday, May 7 to make up his/her uniform grade. When making up a missed uniform grade, it is the cadet's responsibility to coordinate with their Flight Commander and/or the SASI/ASI to receive his/her grade. **Failure to make up the uniform wear grade will result in the cadet earning a zero for that assignment.**

a. Cadets will not wear their uniforms (other than to Northside High School during normal school hours) without the specific permission of the SASI/ASI. Parts of the uniform (belts, jackets, etc.) will not be worn separate from a complete uniform. Cadets may NOT wear (mix/match) the AFJROTC uniform with civilian clothing. Cadets may wear their uniform to church, weddings, or special events with prior approval from the SASI/ASI. Cadets will NOT wear the uniform or Spirit Shirts while assigned to ISS.

b. When wearing the uniform, cadets must remember that they are wearing a symbol of their country and, therefore, must wear it correctly and conduct themselves with special dignity and restraint. The way cadets wear their uniforms affects public opinion about Air Force Junior ROTC at Northside High School and the US Air Force. Cadets are expected to wear the uniform properly and present a professional military appearance at all times when in uniform. Public display of affection (PDA) is not permitted while participating in AFJROTC activities. PDA is also not permitted when wearing the uniform. Nametags and ribbons (when awarded) are a required part of the uniform.

c. Whenever the uniform is worn, it must be clean and in good repair. Cadets are personally responsible for the proper care and cleaning of their uniform. While wearing the uniform, cadets will not engage in any activity, such as gym class, sporting events, certain types of work, etc., that could soil or ruin the uniform. Cadets are issued new or professionally cleaned uniforms. Cadets turning in uniform items for any reason must have the item professionally cleaned prior to turning them in. NOTE: All dark blue uniform items must be dry cleaned; only the light blue shirt or blouse may be washed. If dark blue items are washed they will become unserviceable and the cadet will have to buy a replacement. Cadets who turn in unclean items will be charged a cleaning fee to cover the cost of cleaning the items. Cadets who fail to properly return ALL their uniform items will be placed on the school debt list, will not be allowed to participate in school graduation ceremonies, and will not receive an AFJROTC completion certificate.

2. LOCAL UNIFORM POLICY: The following directions are provided for GA-62 cadets:

a. When wearing the cadet uniform, cadets must follow Air Force rules and wear the uniform hat at all times while outside of buildings. **Northside High School covered walkways will be considered outdoors.** Uniform hats must be worn when in uniform and entering or exiting a car or bus.

b. The flight hat, when not worn, may be tucked under the belt on the left front side. Leave 1" extending above the belt. Ensure the belt is tight enough to prevent the hat from sliding down and being lost.

c. The SASI has authorized optional wear of the cadet semi-formal uniform for the Military Ball. This includes males wearing a white shirt with the service dress coat. Since there is no equivalent female uniform, female cadets are authorized to wear a semi-formal civilian dress or their AFJROTC service dress uniform.

d. The following shoulder cords are authorized for wear with cadet uniform (only one at a time). A gold cord may be worn by the top merit earner. Kitty Hawk Honor Society and Staff members in good standing (not inactive or on probation) may wear the blue and white over/under cord. The Cadet of the Semester may wear the white cord.

e. The royal blue spirit tee shirt will be issued to each cadet. This shirt is worn for unit activities. Since the tee shirt is part of a uniform, it must **always** be tucked in when worn. If belt loops are on the pants/shorts being worn with the spirit shirt, a belt must be worn as well.

f. Cadets who are in class on uniform day and are **not in uniform** will be inspected for personal appearance during the regular inspection (i.e. haircut, shave, earrings, fingernail polish, etc.). Discrepancies will be taken off from the inspection when they make up that missed uniform. Missed uniform grade must be made up no later than the Tuesday of the following week.

g. Cadets will be issued a white V or U necked t-shirt. The T-shirt will be worn under the blue shirt to prevent stains from forming. Wearing the white T-shirt **is mandatory** and a part of the uniform inspection grade.

3. Any person within the jurisdiction of the U. S. who wears a uniform or a distinctive part of a uniform of the armed services without proper authority is subject to penalties under 18 USC 702.



NORTHSIDE HIGH SCHOOL
AFJROTC GEORGIA 62
926 Green Street, Warner Robins, Georgia 31093
(478) 929-7784

MEMORANDUM FOR NHS PRINCIPAL

FROM: NHS AFJROTC GA-062

SUBJECT: Uniform Policy for AFJROTC Cadets at North High School

1. All students enrolled in AFJROTC at Northside High School will be issued an Air Force JROTC uniform. This uniform is on loan from the USAF and must be worn in accordance with Air Force uniform wear policies. **There is no rental fee.** The only requirement is that when the uniform is returned, it must be professionally cleaned.
2. **The normal uniform day at NHS will be Wednesday.** All cadets will be required to wear the uniform all day on every uniform day. If the uniform day is changed from Wednesday, cadets will be notified at least a week in advance.
3. Cadets who are present at NHS on uniform day, but do not wear the uniform, will receive a grade of zero for that uniform inspection. They can make-up that zero on any day up until the next scheduled uniform day. Cadets who are absent from school on uniform day will wear the uniform on their first day back with no penalty in grade.
4. Cadets who have not been issued a full uniform due to a shortage of one or more parts will be exempt from wearing the uniform unless receiving special authorization from an ASI. Until they have a full uniform, they will wear the NHS AFJROTC blue spirit shirt on uniform day. **Since the spirit shirt is considered a uniform item, cadets must present a professional appearance. Therefore the spirit shirt must be tucked in to present a professional appearance or business attire. If the pants/shorts worn with the spirit shirt has belt loops, a belt must be worn.**
5. **When wearing the cadet uniform, cadets must follow Air Force rules and wear the uniform hat at all times while outside of buildings.** Uniform hats **must** be worn when in uniform and entering or exiting a car or bus.
6. **On physical training days (normally Friday)** cadet footwear must be suitable for physical training including running.

//SIGNED//

KEITH D. WILSON, COLONEL, USAF (ret)
Senior Aerospace Science Instructor

1st Ind.

The above policy is approved for AFJROTC Cadets at Northside High School.

//SIGNED//

Mrs. Markeeta Clayton
Principal Northside High School

CADET APPEARANCE AND GROOMING GUIDELINES

7.9. (Change) **Personal Grooming Standards.** This chapter outlines personal grooming while wearing any Air Force uniform. SASI's discretion may be used to determine if individual's personal grooming is within standards of this instruction. The personal grooming standards listed are minimum standards that represent common appearance issues and are not all-inclusive. Although Cadets have the right, within established limits, to express their individuality through their appearance, the Air Force has defined what is and what is not an acceptable, professional military image for Cadets. Except for minor variations based on gender differences, all Air Force Junior ROTC cadets must comply with the same personal grooming standards. SASIs/ASIs have the responsibility to determine compliance with this instruction and to correct the obvious violations regardless of whether the situation identified is clearly written in this instruction. SASIs do not have authority to waive grooming and appearance standards except as identified in this instruction.

7.9.1. (Change) **Hair-male and female.** Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear. Will *not* contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (**Exception:** female bangs), or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. **Examples of natural hair colors are brown, blonde, brunette, natural red or black.** All Cadets are authorized to wear natural color hair regardless of their natural born hair color, but when combined or frosted, the colors must blend together so as to not present an unnatural appearance between colors. For example, hair colors may be displayed as a "salt-and-pepper" look as this presents a naturally-blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another with dyes, tints, bleaches and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear. **Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.** SASIs may temporarily authorize cancer patients to wear approved caps (black or tan) due to a temporary medical condition (i.e., radiation and/or chemotherapy).

7.9.1.1. (Change) **Wigs/Hairpieces/Extensions.** Are authorized and will meet the same standard required for natural hair, be of good quality, fit properly, and comply with safety, functionality and professionalism. (**Note:** Extensions are still prohibited for males). Wigs/Hairpieces/Extensions will *not* be used to cover unauthorized hair styles.

7.9.1.2. (Change) **Hair-Nets.** Worn as required for health or safety reasons. Made of natural or a synthetic material; must be conservative (plain and moderate, being within reasonable limits; not excessive or extreme), solid color similar to the member's hair color, also strong enough to support and control hair and contain no metal fasteners. Hair-nets are only authorized when performing related duties as determined by applicable SASI.

7.9.2. **Jewelry.** While in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI.

7.9.3. (Change) **Rings.** **Airmen may wear a total of no more than three rings;** wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger, and may be worn on the thumb.

7.9.4. **Necklaces.** Will not be visible at any time. If worn, will be concealed under a collar or undershirt.

7.9.5. **Bracelets.** **Ankle bracelets are not authorized.** Cadets may wear one bracelet around their wrist. **If**

worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized. If worn, medical alert/identification bracelets will be conservative and moderate. Bracelets will not be excessive or extreme, which is defined as plain, not drawing inappropriate attention. Gemstones/tennis bracelets may only be worn with the mess dress uniform. **Bracelets espousing support for cause, philosophy, individual or group are not authorized** (Exception: Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized). **No rubber or fabric type bracelets are allowed.**

7.9.6. Eyeglasses/Sunglasses. Will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored or photosensitive lenses are authorized. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/Lasik surgery and when authorized by a SASI or commandant on the advice of a medical official.\\]

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

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

7.9.9. Back Packs. Cadets may wear a back pack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).

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

7.10. Specific Female Cadet Grooming Guidelines. (See Figure 3-2, Figure 3-3, and Figure 3.4).

7.10.1 **(Change) Hair-Female. No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear.** Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back.

Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with the cadet standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

7.10.1.1. Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail or equivalent, it must be a single ponytail or equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

7.10.1.2. Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color (similar to the individual's hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed length and bulk standard and headgear must fit properly.

7.10.1.2.1. All locs, braids and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately ¼ inches), show no more than ¼ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.

7.10.1.2.2. A braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards. **Exception:** Micro-braids or twists are not required to continue to the end of the hair.

7.10.1.3. Unauthorized: Mohawk, mullet or etched design.

7.10.2. **(Change.) Hair accessories.** Hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Invisible hairnets are authorized; hairnet must match hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. **Headbands or fabric scrunches will not exceed two-inches in width.** Ornaments are *not* authorized (i.e., ribbons, beads, jeweled pins).



Scrunchie



Hair Clips

7.10.3. **(Change) Fingernails.** If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. **Do not apply designs to nails or apply two-tone or multi-tone colors;** however, white-tip French manicures are

authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

7.10.4. Skirts. The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. **Wearing hosiery with the skirt is optional.** Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

7.10.5. **(Change.)** Earrings. **Male cadets are not authorized to wear earrings while in uniform. Female cadets may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes.** Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, male and female cadets **are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.).** Piercing holes will not be large enough to permit light to shine through.

7.10.6. Undergarments (Mandatory).

7.10.6.1. Females. Appropriate undergarments are required to be worn with all uniform combinations. Wear bra and underpants with all uniforms. Wear of the white V-neck style or athletic tank top undershirt when wearing opened collar service uniforms is authorized. Undershirt will be tucked into slacks or skirt. Undershirts will not have pockets.

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

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

7.12. **(Added).** Body Piercing/Ornamentation

7.12.1 **(Added).** **In uniform with the exception of earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through the uniform).**

7.12.2. **(Added).** **Plugs for guage holes in the ear lobes are not authorized (regardless of color, i.e., flesh colored).** There are no exceptions per AFI 36-2903.

7.12.3 (Added). Dental ornamentation: Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited.

Figure 3.2. Female Hair Style Examples

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



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



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius



Pulled back secured and does not exceed 6 inch radius

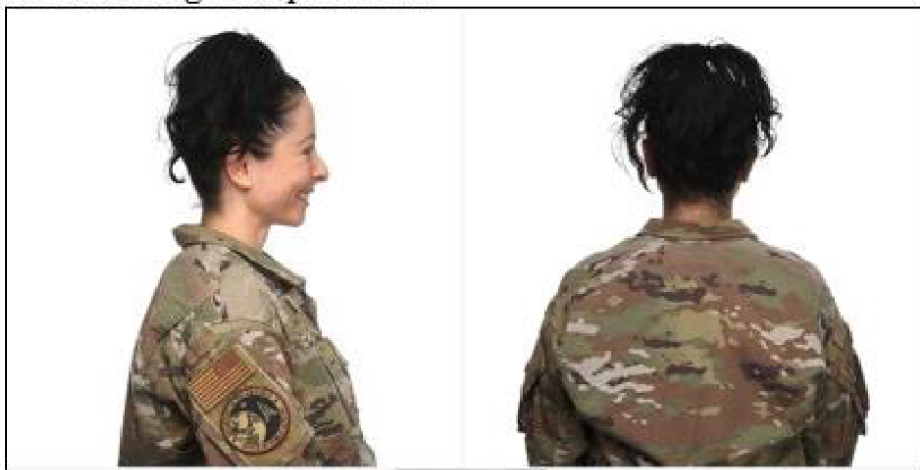


Two Braids Looped Underneath/Two Braids

Figure 3.3. Unauthorized female Ponytail Examples.



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

Figure 3.4. Female Hair Style Examples



7.13. Specific Male Cadet Grooming Guidelines. (See Figure 3.1)

7.14. (Change). Hair-Male. Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. **Hair will not exceed 2 ½ inches in bulk**, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized. **Prohibited examples (not all-inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes and/or design**. Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are not authorized hair extensions. See **Figure 3.1**

7.14.1. (Change). Mustaches. Male Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.

7.14.2. (Change). **Beards are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation**. Beard wear authorized for religious reasons are governed by AFJROTCI 36-2001. **When authorized for medical reasons, members will keep all facial hair trimmed not to exceed ¼ inch in length**. Individuals granted a shaving profile may shave or trim their facial hair to present a neat, clean, professional image.

7.15. Sideburns. **If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line.** See **Figure 3.1**

7.16. Mustaches. Male Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See **Figure 3.1**

7.17. **Fingernails. Male Cadets are not authorized to wear nail polish.**

7.18. **Cosmetics.** Male Cadets are not authorized to wear cosmetics.

7.19. Undergarments (Mandatory)

7.19.1.1. Appropriate undergarments are required to be worn with all uniform combinations. Wear undershirt and underpants with all uniforms. Wear the white V-neck or athletic style tank top undershirt when wearing opened collar service uniforms only. Undershirt will be tucked into trousers. Undershirts will not have pockets.

7.19.1.2.

Figure 3.1. Male Hair Grooming Standards.



Sideburns

Mustache

Added. Hands in pockets are allowed while standing or walking and beverage consumption as indicated while walking.

7.20. Specific Cadet Uniform Wear Guidelines.

7.20.1. Cadet Uniform Wear Guidance/Policy for School Hosted JROTC Events:

7.20.1.1. School Sponsored Military Ball with Awards Ceremony: Units have two options they may choose to utilize.

Option 1: All cadets can wear the AFJROTC and SFJROTC Service Dress uniform.

Option 2: Each male and female cadet will be given the individual option to wear their AFJROTC and SFJROTC Service Dress uniform or to wear formal or semi-formal civilian attire. Any civilian attire worn must be in compliance with any/all school and district policies.

NOTE: Option 2 would allow block schedule school students to attend who are not currently in AFJROTC and SFJROTC and who may not have uniforms currently issued to them.

7.20.1.2. School Sponsored Dining-Ins/Dining-Outs with Awards Ceremony: All AFJROTC and SFJROTC cadets will wear their AFJROTC and SFJROTC Service Dress uniform.

7.20.1.3. For any other event, the SASI, in conjunction with the school Principal will decide on the appropriate attire for AFJROTC and SFJROTC cadets.

7.20.2. Cadet Uniform Wear Guidance for Fundraising:

7.20.2.1. There are no concerns with businesses contributing money to an AFJROTC and SFJROTC booster club or other private clubs associated with AFJROTC and SFJROTC that are NOT established by the Air Force as part of the program.

7.20.2.2. If businesses make a monetary donation, AFJROTC and SFJROTC instructors and cadets may not advertise for the business in return – particularly in uniform. Doing so would present the “appearance” of an Air Force endorsement of the businesses making the donation. Such an appearance could be interpreted as a violation of the Joint Ethics Regulation.

7.20.2.3. AFJROTC and SFJROTC personnel/cadets should not solicit donations from local businesses at any time.

7.20.2.4. Incorporating Corporate Sponsorship/local business donations as a way to help boost funding for your AFJROTC and SFJROTC program are a great way to fund Leadership Development Requirements (LDR) for your cadets. The key is to contact your district and follow the above guidance to help keep sponsors and AFROTC and SFJROTC units within the scope of the Joint Ethics Regulation.

Added. Hands in pockets are allowed while standing or walking and beverage consumption as indicated while walking.

Attachment 7-1

Added. Hands in pockets are allowed while standing or walking and beverage consumption as indicated while walking.



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



METAL OR CLOTH



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



UNMANNED AIRCRAFT
BADGE

Cadets may only wear one of these badges on their uniform



AWARENESS
PRESENTATION
TEAM BADGE

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



AEF BADGE

Badges/Insignia not listed here are unauthorized for wear.

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

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



Marksmanship
Shield

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

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

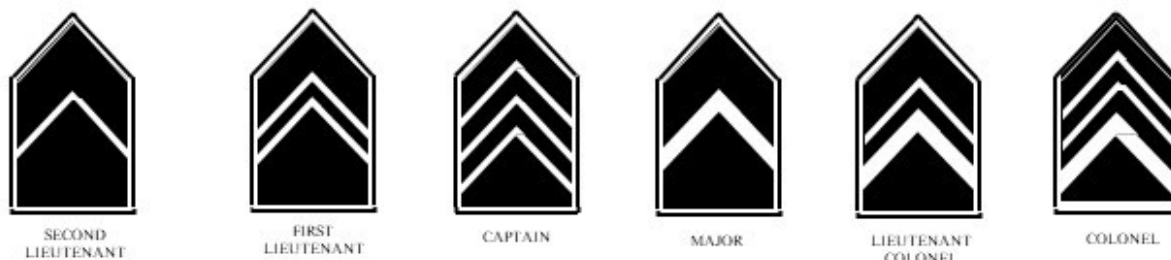
Marksmanship badges will not be worn with medals.

Badges/Insignia not listed here are unauthorized for wear.

Attachment 7-2

AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK

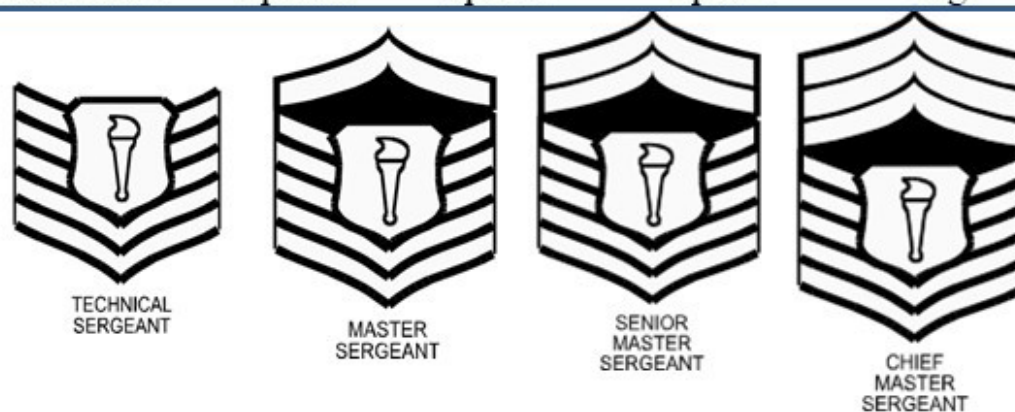


NOTE: Cadet Officer rank used is either cloth epaulet or collar rank, depending on specific uniform worn.

CADET ENLISTED RANK



For SFJROTC Spec 1 Spec 2 Spec 3 Sgt



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

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

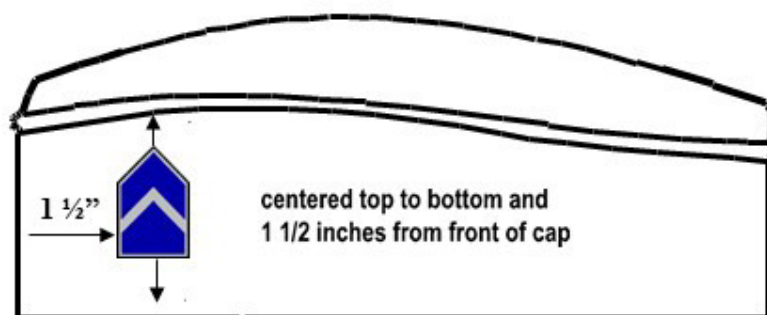
CADET MALE HEADGEAR

SERVICE CAP



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

FLIGHT CAP*



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

Attachment 7-4

CADET FEMALE HEADGEAR

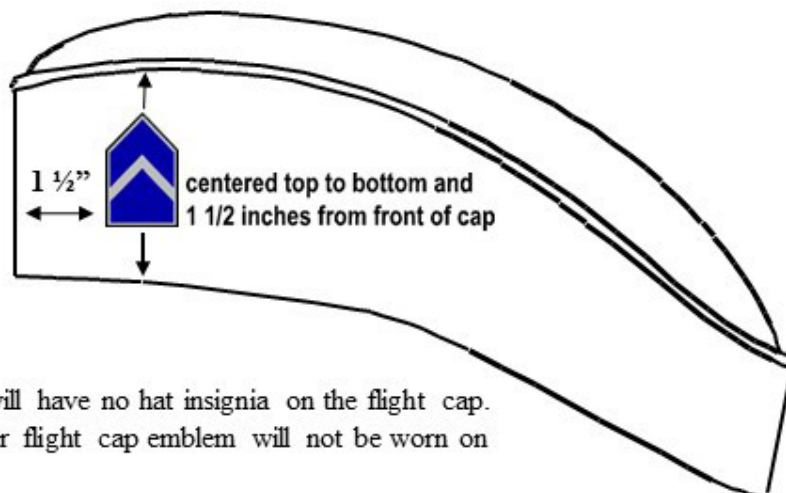
SERVICE CAP

Solid Blue Color with no embroidery



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

FLIGHT CAP*



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

CADET BERET HEADGEAR

BERET

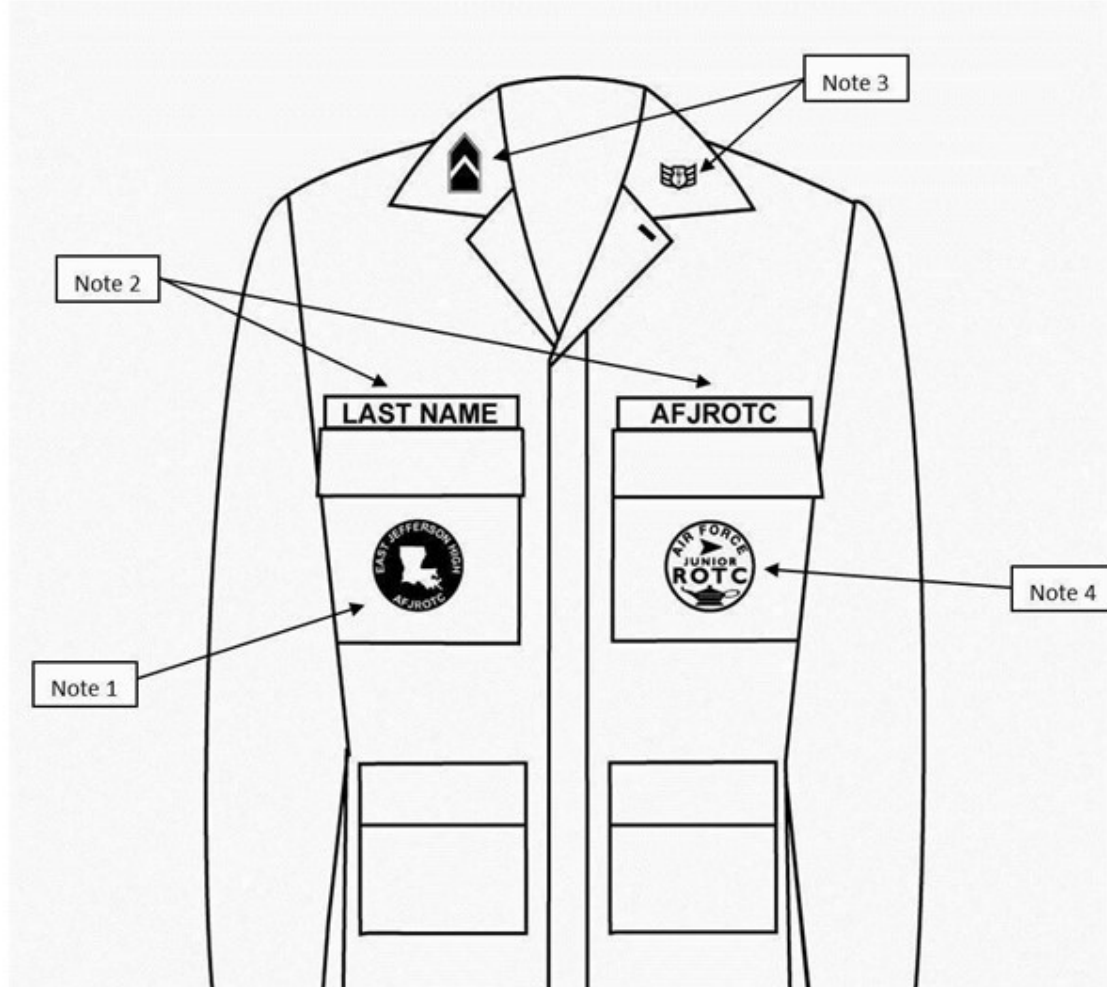


Berets.

1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear. Wear the stiffener with the aligned insignia above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. The insignia will be centered, $\frac{1}{4}$ inch above and parallel to the headband.
3. The wear of a "Beret Flash" is not authorized.

Attachment 7-6a

CADET ABU Male and Female



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

Attachment 7-6b

CADET OCP Male and Female

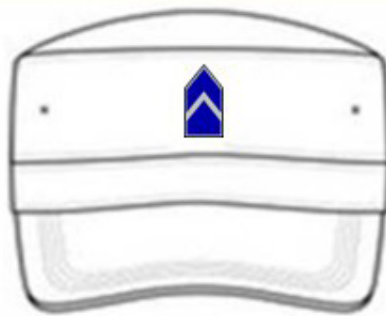


1. T-Shirt. T-Shirt Desert Sand, Tan or Coyote Brown color.
2. The American Flag patch (mandatory) and will be full color (cloth), will be placed on right sleeve using Velcro attachment (centered at the top of the Velcro area).
3. Unit patch (optional) full color. If worn, will be placed on right sleeve using Velcro attachment (centered in the middle of the Velcro area).
4. Last Name and AFJROTC tapes. Letters are Spice Brown color (mandatory using Velcro attachment.
5. Grade insignia (officer or enlisted) (mandatory). The standard miniature blue/silver AFJROTC rank will be worn.
6. AFJROTC Patch (white, Lamp of Knowledge): **WHITE patch only (mandatory)**. Will be worn on left shoulder using Velcro attachment (centered in the middle of the Velcro area).
7. **Berets, ascots, and shoulder cords will not be worn with OCPs.**
8. OCP Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing OCP boots. (Black boots will not be worn with OCPs)
9. Tan Rigger Belts maybe worn with OCPs.
10. OCPs may be bloused; the trousers will not extend below the third eyelet from the top of the boot.

CADET ABU and OCP HEADGEAR



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



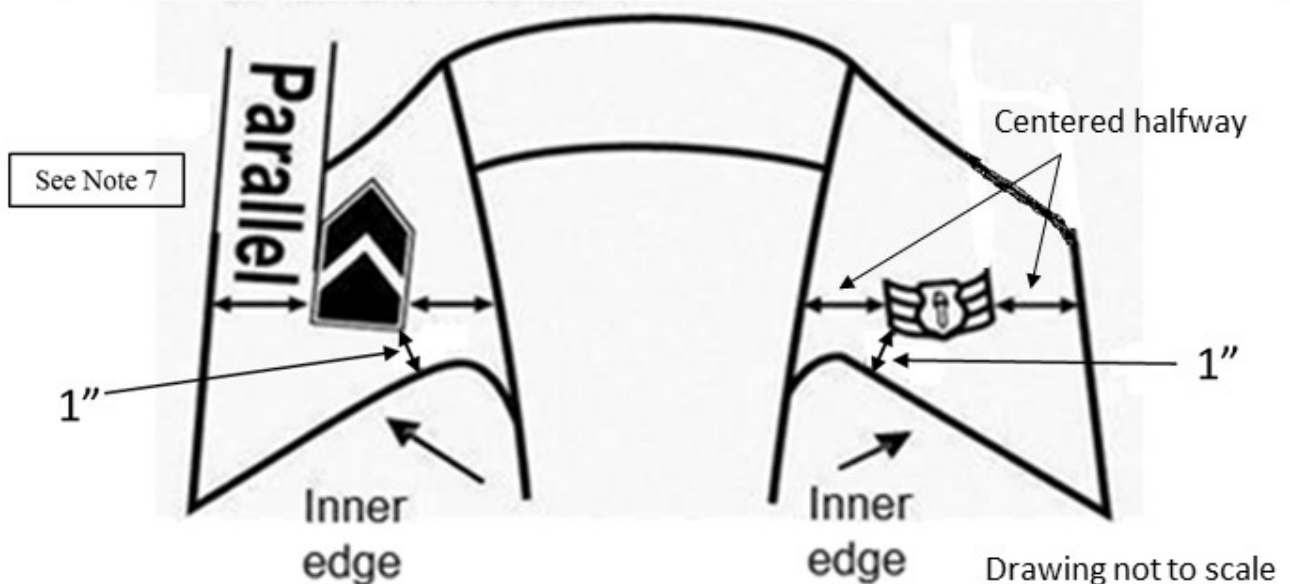
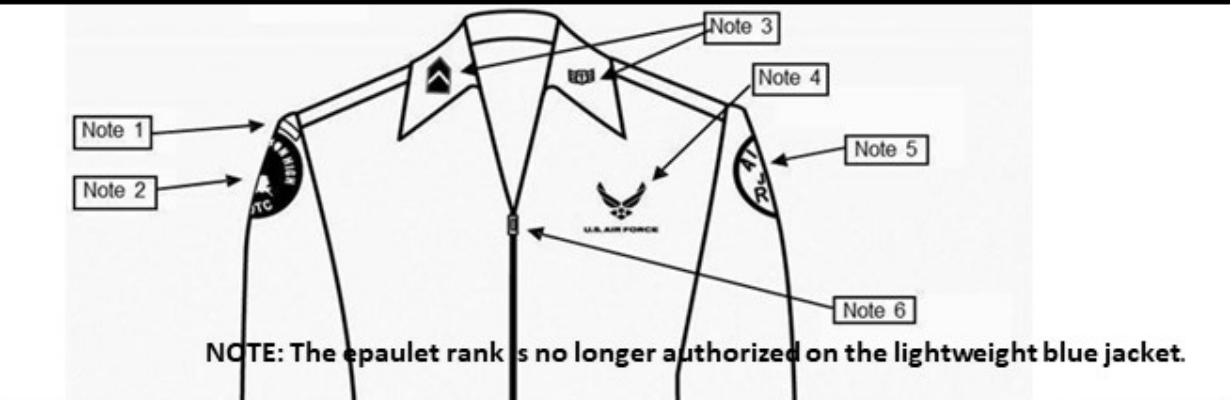
Officers will wear rank insignia on the ABU/OCP cap.

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

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

Attachment 7-8

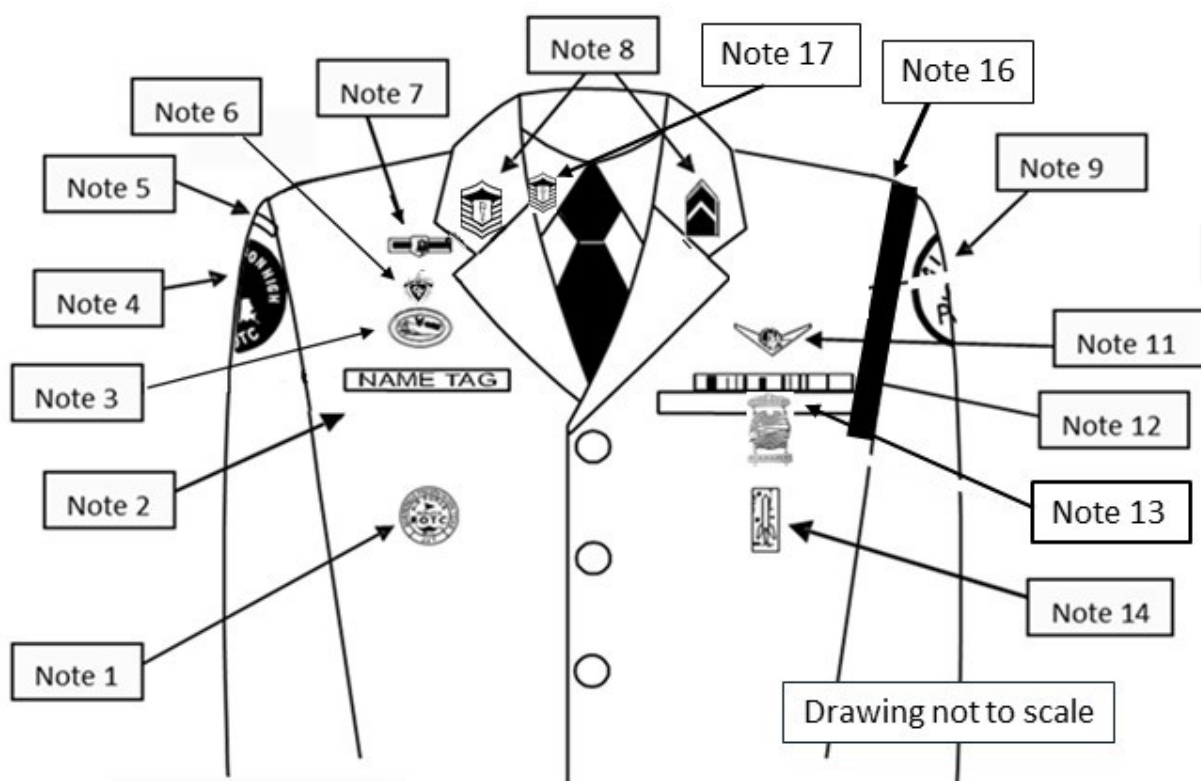
CADET LIGHT WEIGHT BLUE JACKET



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

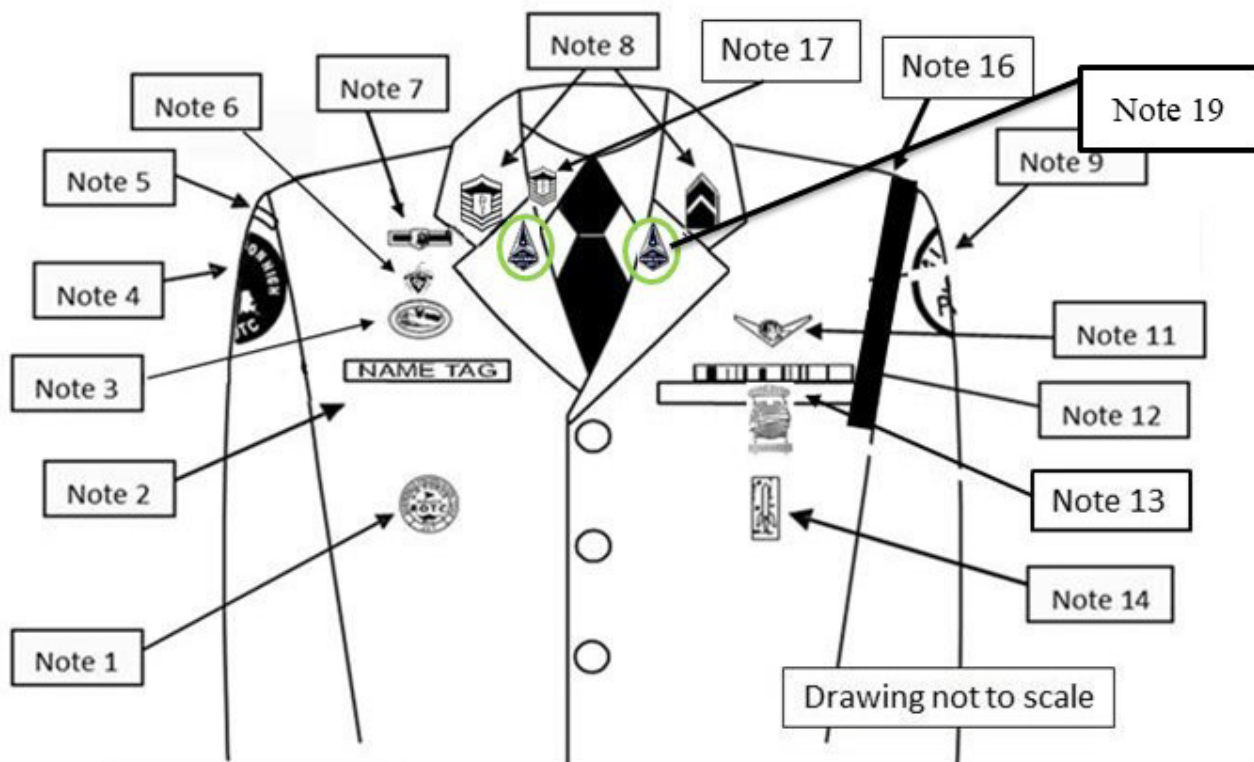
Attachment 7-9

CADET MALE SERVICE DRESS



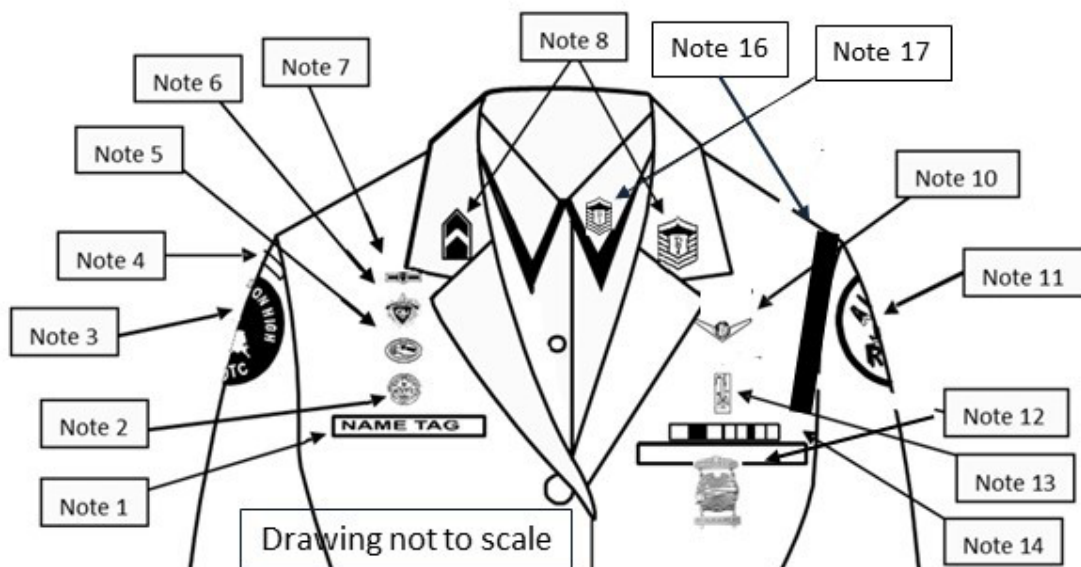
1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$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

CADET MALE SERVICE DRESS



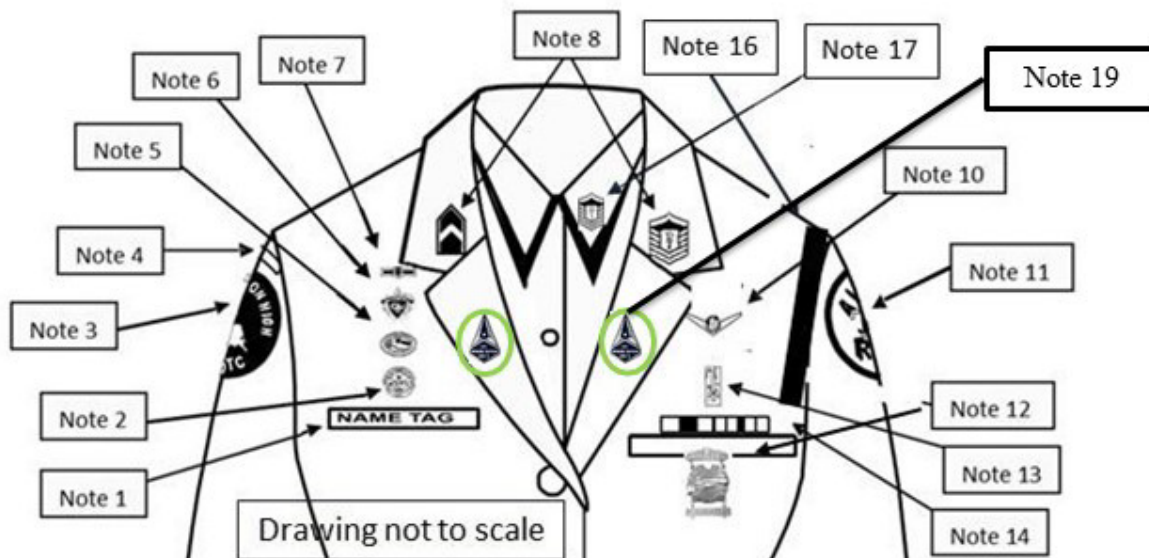
1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$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

CADET FEMALE SERVICE DRESS



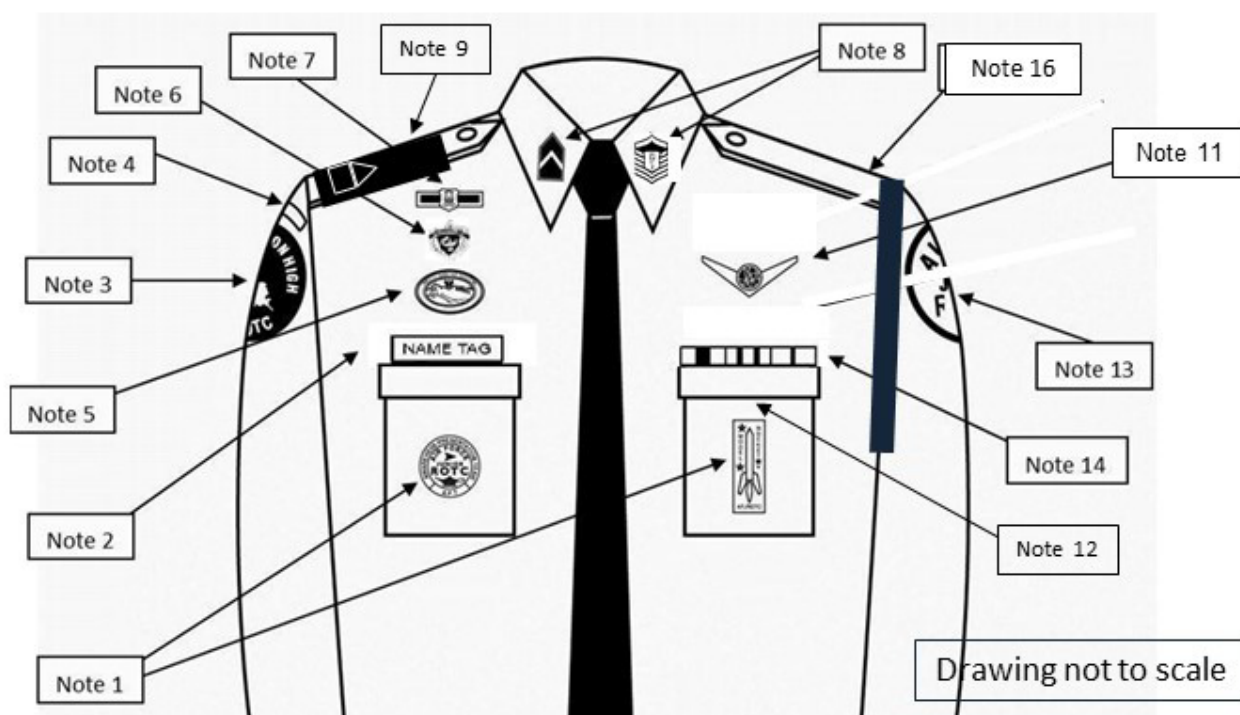
1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center $\frac{1}{2}$ to 1 inch below shoulder seam
4. Shoulder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

CADET FEMALE SERVICE DRESS



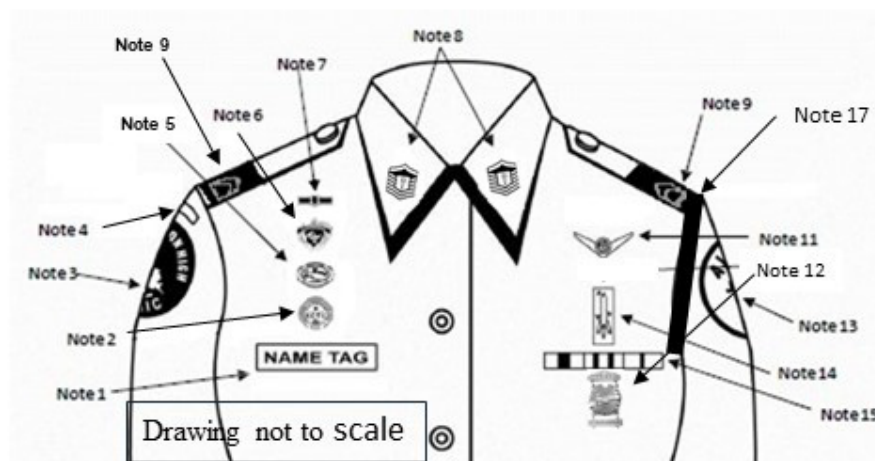
1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center $\frac{1}{2}$ to 1 inch below shoulder seam
4. Shoulder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

CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch below the shoulder seam.
4. Shoulder tab. Centered between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge. See Note 15.
6. Aerospace Education Foundation (AEF) Badge. See Note 15.
7. Distinguished Cadet Badge. See Note 15.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar.
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
10. Deleted
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
12. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
14. Ribbons are optional. Wear all, some or no ribbons earned. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.
15. Except marksmanship badges. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk Badge, and finally the CyberPatriot National Finalist Badge. No more than one Flight badge is authorized.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet. May be solid or multi-colored.
17. **Medals (regardless of what type) are not authorized for wear on this uniform.**

CADET FEMALE BLUE SHIRT



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

SPACE FORCE JROTC BLUE SHIRT



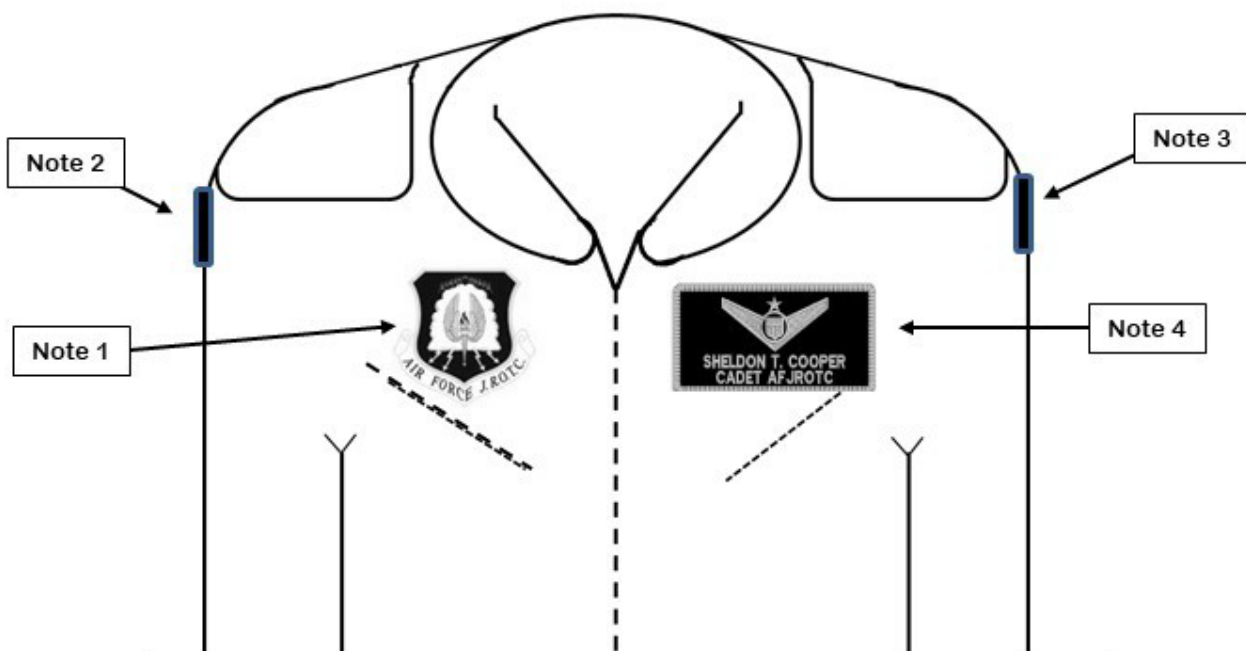
Female Uniform



Male Uniform

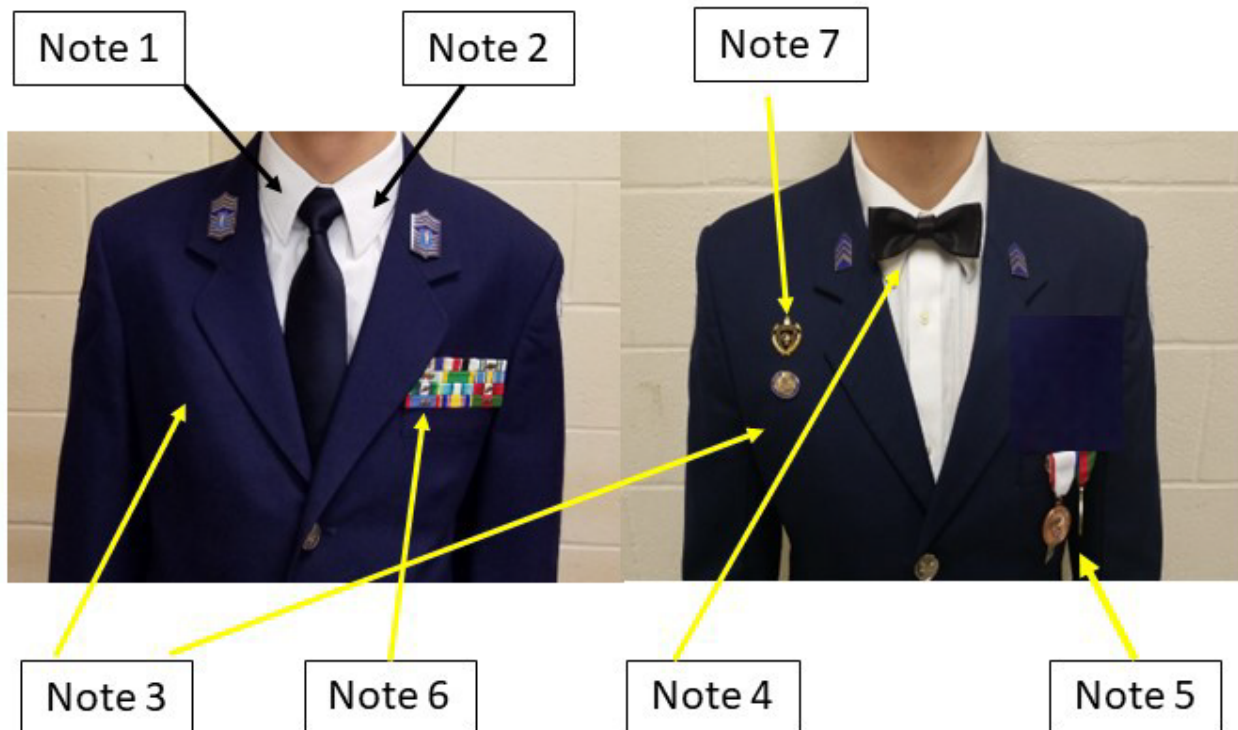
- Only one of the USSF Distinguished Lapel Insignia will be worn on the men's blue shirt and the women's blue blouse. Both men and women will wear one insignia centered $\frac{1}{2}$ inch above the nametag. The Lapel Insignia is mandatory and not subordinate to other identification badges worn in the same position above the nametag on women's blue blouse.

FLIGHT SUIT (Male and Female)



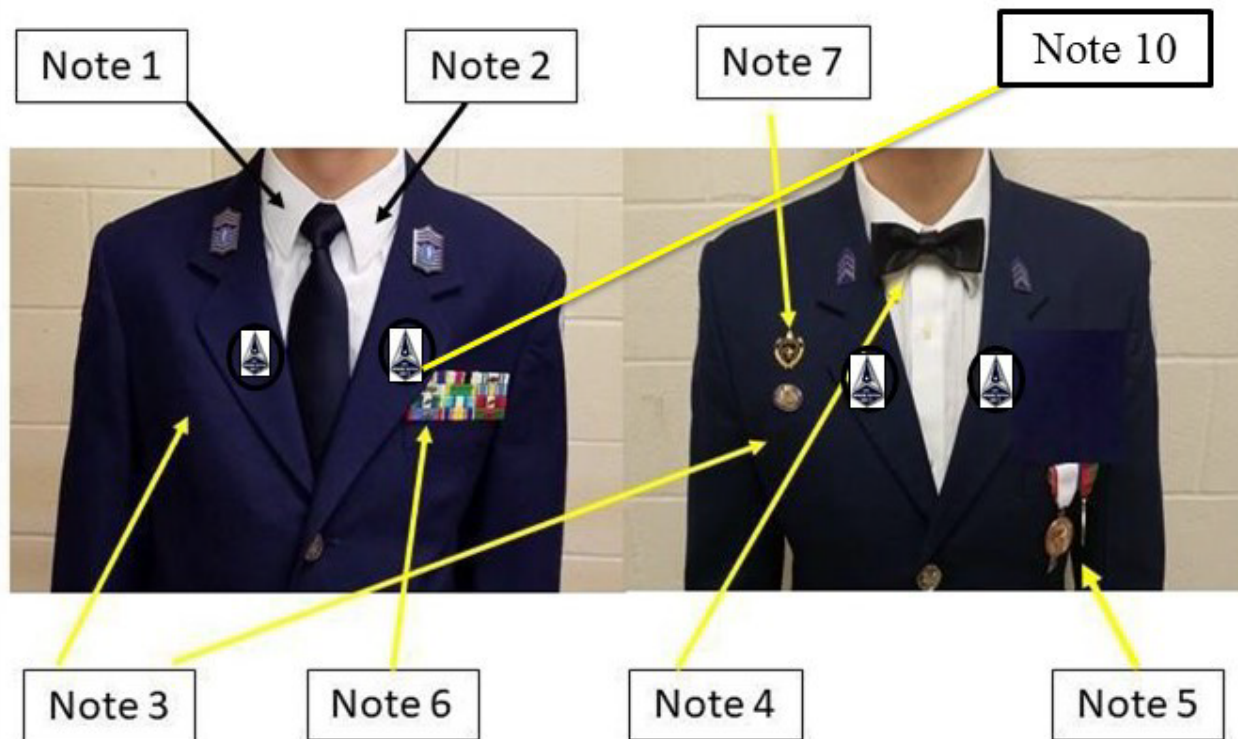
1. * AFJROTC Command Patch (mandatory). **Patches may be sewn directly onto the flight suit or attached using Velcro.** This style of patch may only be worn on the Flight Suit. Cadets can only wear ONE ground school, flight solo or flight certificate badges upon successful completion one of those. (see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

Semi-Formal Dress Uniform



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

Semi-Formal Dress Uniform



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

10. USSF Lapel pin will be centered on lapel, parallel with each other and the floor. Green circles only denote location and are not part of the uniform

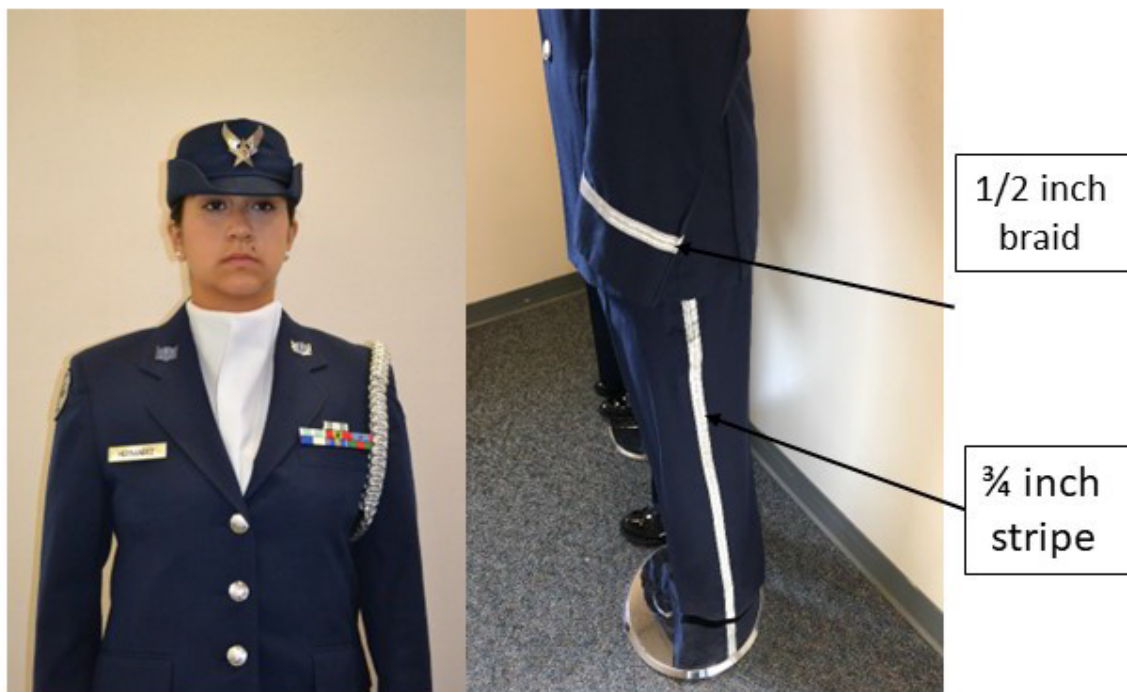
Sample Exhibition Uniform



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

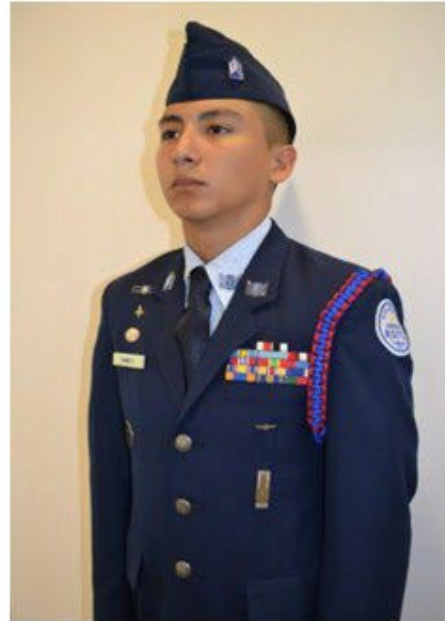
1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Shoulder Cord. Cadets are authorized to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

Sample Exhibition Uniform



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

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



Sample Uniform Pictures



Sample Uniform Pictures



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

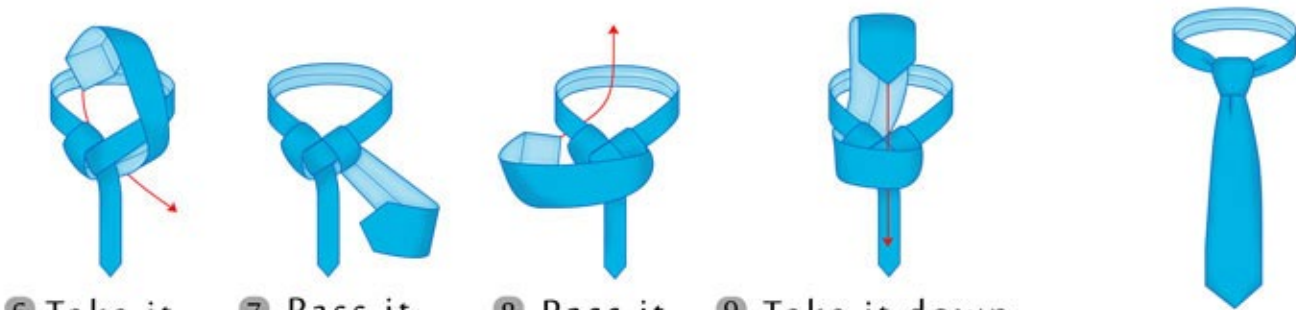
FEDMALL
Purchased Air Force
Sweat Shirt and
Pants



Windsor Knot Directions



- 1 Make the neck loop 2 Bring the wider end up through the loop 3 Take it down 4 Pass it to the right from behind the thinner end 5 Pass it through the loop



- 6 Take it out 7 Pass it to the left 8 Pass it up through the loop 9 Take it down through the central wrap 10 Tighten the knot forming a dimple at the center

101KNOTS

PROMOTION POLICY

The purpose of this COI is to establish cadet promotion policies for AFJROTC GA-62.

1. GENERAL: The Holm Center directs permanent ranks for Air Force Junior ROTC cadets based on years in Junior ROTC. When starting AFJROTC a cadet has the permanent rank of cadet basic (c/AB). At the middle of the 2nd semester of JROTC a cadet will be promoted to cadet airman (c/Amn). At the middle of the 4th semester of JROTC a cadet will be promoted to cadet airman first class (c/A1C). At the middle of the 6th semester of JROTC a cadet is promoted to senior airman (c/SrA). At the middle of the 8th semester of JROTC a cadet is promoted to cadet staff sergeant (c/SSgt). Cadets who are removed from cadet corps positions before the end of the semester may be returned to their previous temporary rank or to their permanent rank.

2. TEMPORARY PROMOTIONS: There are three types of temporary promotions: regular promotions, position promotions, and pep promotions. Total rank in the cadet corps is limited by the maximum authorized by the cadet Unit Manning Document (UMD). To help meet those limitations the maximum temporary rank for cadets by school grade level is as follows:

| | | | |
|-----------|---------------|--------|-----------------|
| Freshmen | - Cadet TSgt | Junior | - Cadet Captain |
| Sophomore | - Cadet CMSgt | Senior | - Cadet Colonel |

Exceptions to this policy may be made by the SASI for position promotions. To be eligible for a temporary promotion a cadet must be in good standing with Northside HS (not assigned to ISS during the promotion period up to actual effective date) and AFJROTC (no JROTC discipline problems). Also they cannot have a demerit balance and must have at least a current passing grade in AFJROTC (most promotions require a 75 or higher average in AFJROTC).

3. REGULAR PROMOTIONS: Regular promotions take place twice each semester. The first cycle is during the middle of each semester and the second cycle is at the end of each semester. Both cycles include promotion to all ranks. Exception: Cadet CMSgt will not be promoted to C/2Lt. until the Spring Awards promotion cycle. Cadets receive cadet officer rank by position promotion when selected to serve in a cadet officer position. Cadet officers are eligible for promotion only at the end of the semester promotions. A promotion close-out date (PCD) will be set by the GP/CC and SASI. All information used for promotions will be as of this date. NO grades or uniform inspections will be made up after this date. Regular promotions are patterned after the Air Force and include both fully qualified and best qualified.

a. The first (3) regular promotions to c/Amn, c/A1C, and c/SrA, are on a fully-qualified basis. ALL cadets who meet the minimum requirements for promotion on the promotion close out date are promoted. Flight Commanders are responsible for all fully qualified promotions in their class. All other regular promotions are on a best qualified basis. Best Qualified cadets are determined by a promotion score. The scores of all cadets competing for promotion are listed in numerical order with the highest score on top and the lowest score on the bottom. The SASI will provide the cadet group commander with a promotion quota expressed as a percent. If the promotion quota is 50%, then the top half of the list will be promoted, and the bottom half will not be promoted. All recommended promotion lists will be submitted by the group commander to the SASI/ASI for approval.

b. After each promotion cycle, all cadets who were not promoted will be counseled. Flight Commanders will counsel each non-promoted enlisted cadet and the deputy group commander will counsel each non-promoted cadet officer. The purpose is to make sure all non-promoted cadets understand why they were not promoted and what they can do to increase their chance of promotion during the next cycle.

c. Promotion boards will be conducted for promotion to the following ranks: MSgt and above. The Personnel Officer will coordinate with the group commander to select cadet officers to be board members. All board members must be of a higher rank than the cadets meeting that board. The Personnel Officer is a non-voting member of each board. The group commander will not normally be a board member. The **group commander, SASI OR ASI** must be present during all promotion board meetings.

d. Cadets who are placed in ISS will not be considered for promotion during the promotion period they are in ISS. Cadets who are expelled from NHS will be demoted to their permanent rank. Upon returning to AFJROTC at NHS they will start at their permanent rank unless given a position promotion.

4. POSITION PROMOTIONS: Cadets who are selected to fill cadet officer positions and are not already at the rank noted below, will receive position promotions: Flight Commanders will be promoted to cadet 2nd Lt; Squadron Commanders will be promoted to cadet Captain; the Deputy Group Commander will be promoted to cadet Lt Col; and the Group Commander will be promoted to cadet Col. Enlisted cadets selected to be Staff NCOIC's will be promoted to SSgt, First Sergeants will be promoted to MSgt, and the Command Chief will be promoted to C/CMSgt. Cadets will be allowed to retain the higher rank of a position promotion **ONLY** if they successfully serve in that position. If they are removed from that position, they will return to their previous temporary rank **or** their permanent rank as determined by the SASI / ASI.

5. PEP PROMOTIONS: The Air Force uses a special promotion system to recognize and reward exceptional performance outside of the regular promotion system. Here at GA-62, a small number of exceptional cadets each year receive **Promotions for Exceptional Performers (PEP) promotions**. The Top Merit Winner is eligible for a PEP promotion, if he/she meets the criteria outlined under the Top Three Merit Earners in this COI. Cadets who are identified by the SASI / ASI as exceptional performers are also eligible for PEP promotions. Cadets are considered for PEP promotions all year as well as during Cadet Leadership Course and while performing community service between semesters. PEP promotions are limited to no more than 1 per period (Jun-Dec and Jan-May).

6. DEMOTION:

a. **Cadet Officers:** Any cadet officer who receives ISS, OSS, Saturday School or After School Detention will be reduced one rank. Cadets holding Staff positions and Flight Commanders positions will continue performing their Staff, Flt/CC duties IAW their assigned class course code. Demoted cadets will fall back into the normal promotion cycle.

b. **Cadet NCO:** Any cadet NCO, E-7 and above who receives ISS, OSS, Saturday School or After School Detention will be reduced one rank. Demoted cadets will fall back into the normal promotion cycle.

c. **Team Captains:** Any cadet in the position of Team Captain who receives ISS, OSS, Saturday School or After School Detention will be reduced one rank and remove from their position as Captain. Demoted cadets will fall back into the normal promotion cycle. In addition, they may compete or be reinstated as Team Captain after on full semester out of the position.

ENLISTED PROMOTION WORKSHEET TO - AB - SrA F-201 DEC 2020

Name _____ Promotion Close-out Date (PCD) _____

Current Cadet Rank : Cadet AB _____ Cadet Amn _____ Cadet A1C _____ Flight _____ Class _____

SECTION 2 ELIGIBILITY: TO BE FILLED OUT BY FLIGHT COMMANDER

1. HAS CADET BEEN IN **OSS, ISS or Saturday School** THIS PROMOTION CYCLE?

YES _____ NO _____

(If yes then **not qualified**, skip to **cadet counseling** at bottom of section) **DO NOT** complete form

2. CHECK CADETS MERIT BALANCE ON PCD: Merit Balance _____ qualified Demerit Balance _____ not qualified

3. CURRENT OVERALL ROTC GPA _____ Above 70 is qualified _____ Below 70 is not qualified _____

4. CURRENT INSPECTION AVERAGE _____ Above 70 is qualified _____ Below 70 is not qualified _____

If cadet **is not** qualified in any area. Reason for disqualification: _____

Signature of cadet (*after counseling*)

Signature of Flight Commander (*after counseling*)

Date counseled

5. DEMONSTRATED PROFICIENCY IN THE FOLLOWING and be able to RECITE the honor code and core values.

To Amn

Attention _____
Parade Rest _____
Left Face _____
Right Face _____
About Face _____
Present Arms _____
Order Arms _____

To A1C

Attention _____
Parade Rest _____
Left Face _____
Right Face _____
About Face _____
Present Arms _____
Order Arms _____
Hand Salute _____
Forward March _____
Halt _____

To SrA

Attention _____
Parade Rest _____
Left Face _____
Right Face _____
About Face _____
Present Arms _____
Order Arms _____
Hand Salute _____
Right Step March _____
Left Step March _____
Right Flank March _____
Left Flank March _____
To The Rear March _____
Forward March _____
Halt _____

Proficiency Check conducted by _____ Pass _____ Fail _____

6. PARTICIPATION IN COMMUNITY/SCHOOL SERVICE ACTIVITY: (not required to Amn)

To A1C: one required Yes _____ No _____

To SrA: two required Yes _____ No _____

NOT PROMOTED _____
Sq/CC _____

PROMOTED _____
Sq/CC _____

I understand that I was not promoted due to the
Following reason:

I understand I have been promoted and accept the
increased responsibility that comes with promotion.

(Signature of cadet)

ENLISTED PROMOTION WORKSHEET TO - SSgt - CMSgt

F-202 DEC 2020

Name _____ Promotion Close-out Date (PCD) _____

Current Cadet Rank: C/SrA ___ C/SSgt ___ C/TSgt ___ C/MSgt ___ C/SMSgt ___ Flight ___ Class ___

SECTION 2 ELIGIBILITY: TO BE FILLED OUT BY FLIGHT COMMANDER

1. HAS CADET BEEN IN OSS, ISS, Saturday School or any other disciplinary action THIS PROMOTION CYCLE?

YES ___ NO ___

(If yes then **not qualified**, skip to **cadet counseling** at bottom of section) **DO NOT** complete form.

2. CHECK CADETS MERIT BALANCE ON PCD demerit balance ___ not qualified merit balance ___ qualified

3. CURRENT OVERALL ROTC GRADE below 75 is not qualified ___ 75 and above is qualified ___

4. CURRENT INSPECTION AVERAGE below 80 is not qualified ___ 80 and above is qualified ___

5. DEMONSTRATED COMMAND ABILITY: TSgts and above must successfully command a flight in the 30 drill sequence. This cannot be read from a paper. (pass/fail) fail ___ not qualified pass ___ qualified

6. EVALUATION BY TRAINING OFFICER: (A-G) (1-50 points) _____

A. 0-10 (Doesn't wear uniform/poor grooming standards, perform job duties, volunteer, has behavior issues)

B. 10-20 (Sometimes: wears uniform, in grooming standards, volunteers, follows rules, participates in class, get some of his job duties done)

C. 20-30 (Average person: attends class, no behavior issues, doesn't volunteer, wears uniform/ good grooming, get job done)

D. 30-40 (Above average: Volunteers 3-4 times, participates in class, sometimes OIC, follows rules, good grooming and good uniform wear, assist others to accomplish jobs)

E. 40-50 (Outstanding: Does things without being asked, excellent grooming/uniform wear, at Parade rest, always volunteers, OIC for more than 4 activities, participates in all class activities, helpful to all)

F. COMMUNITY SERVICE PARTICIPATION One point for each activity up to 20 (1-20 points) _____

G. AWARDS AND DECORATIONS: 1Pt per ribbon/cluster, 2 per badge, 3 per medal. _____

If cadet is **not** qualified in any area. Reason for disqualification: _____

Signature of cadet (after counseling)

Signature of Flight Commander (after counseling)

Date counseled

SECTION 3: TO BE FILLED OUT BY BOARD MEMBERS

7. BOARD SCORE (Percentage score from board evaluation forms) _____ %

Minimum Score Promoted: _____

Your total score: _____

(Determined by SASI)

Add (6A-G) + 7= total score

SECTION 4: TO BE FILLED OUT BY Flight Commander and Squadron Commander

NOT PROMOTED _____ Sq/CC _____

PROMOTED TO _____ Sq/CC _____

I understand that I was not promoted due to the following reason:

I understand I have been promoted and accept the increased responsibility that comes with promotion.

Signature of cadet

Date

I decline the promotion: _____

Signature of cadet (after counseling)

Signature of cadet

Date

Signature of Flight Commander (after counseling)

Signature Flight Commander

Date

Approve/Disapproved Colonel Wilson: _____

Date entered into WINGS _____ Personnel: _____

OFFICER PROMOTION WORKSHEET

F-203 DEC 2020

SECTION 1: TO BE FILLED OUT BY CADET

Name _____ Promotion Close-out Date (PCD) _____

Current Cadet Rank: C/2Lt ____ C/1Lt ____ C/Capt. ____ C/Major ____ C/Lt Col ____ Flight ____ Class ____

SECTION 2 ELIGIBILITY: TO BE FILLED OUT BY SQUADRON COMMANDER

1. HAS CADET BEEN IN OSS, ISS, Saturday School or any other disciplinary action THIS PROMOTION CYCLE?

YES ____ NO ____

(If yes then **not qualified**, skip to **cadet counseling** at bottom of section) **DO NOT** complete form.

2. CHECK CADETS MERIT BALANCE ON PCD: Merit Balance ____ **qualified** Demerit Balance ____ **not qualified**

3. CURRENT **OVERALL** ROTC GPA: < 75 **not qualified** ____ 75 and above **qualified** ____

4. CURRENT **INSPECTION** AVERAGE: < 85 **not qualified** ____ 85 and above **qualified** ____

5. LAST REPORTED SCHOOL GPA: Semester/Progress Report (Minimum 70%) ____

6. EVALUATION BY SQUADRON COMMANDER: (A-G) (1-50) ____

A. **0-10** (Doesn't wear uniform/poor grooming standards, perform job duties, volunteer, has behavior issues)

B. **10-20** (Sometimes: wears uniform, in grooming standards, volunteers, follows rules, participates in class, get some of his job duties done)

C. **20-30** (Average person: attends class, no behavior issues, doesn't volunteer, wears uniform/ good grooming, get job done)

D. **30-40** (Above average: Volunteers 3-4 times, participates in class, sometimes OIC, follows rules, good grooming and good uniform wear, assist others to accomplish jobs)

E. **40-50** (Outstanding: Does things without being asked, excellent grooming/uniform wear, at Parade rest, always volunteers, OIC for more than 4 activities, participates in all class activities, helpful to all)

F. **COMMUNITY SERVICE PARTICIPATION** One point for each activity up to 20 (1-20 points) ____

G. **TEAM MEMBERSHIP:** Three points per activity up to a maximum of 21 points ____

If cadet **is not** qualified in any area listed above, state the reason for disqualification and complete the signature areas:

Signature of cadet (after counseling)

Signature of Squadron Commander (after counseling)

Date counseled

TO BE FILLED OUT BY BOARD CHAIRMAN

7. BOARD SCORE: (Percentage score from board evaluation forms) ____%

Minimum Score Promoted: ____
(Determined by SASI)

Your total score: ____
Add (6A-G) + 7 = total score

(Circle Appropriate Action)

Promoted/Not Promoted

Approved/Disapproved

Date entered into WINGS and Orders Complete: ____

Squadron Commander: ____

Colonel Wilson : ____

Personnel: ____

MERIT/DEMERIT SYSTEM

1. GENERAL: Cadet Officers and senior NCO's have the authority to recommend cadets for merits and demerits. **Only the Senior Aerospace Science Instructor and the Aerospace Science Instructors have the authority to approve merits and demerits.** Normally merits and demerits will be awarded according to the guidelines of this policy. Each cadet's merit/demerit total returns to "0" at the end of each semester. Merits for extra-curricular organization participation are awarded at the end of the semester.

2. MERITS: Cadets recommending merits will use the CADET MERIT FORM (F-101). If more than one cadet is recommended for merits for the same reason, multiple cadet names may be placed on the form F-101. Cadet leaders in charge of activities (OIC or NCOIC) are responsible for providing the Command Chief with a copy of the activity attendance roster. The Command Chief will record all MERITS/DEMERITS on the Merit/Demerit spreadsheet located on the staff stick.

3. DEMERITS: Demerits may be given to those cadets who violate regulations, misbehave, fail to comply with school or JROTC policies, or who fail to comply with instructions given by a superior. The number of demerits given will be determined by the nature of the offense. This COI details some of the infractions that warrant demerits and the amount **normally** awarded. Demerits will nullify an equal number of merits. Cadets recommending demerits will use the CADET DEMERIT FORM (F-102). Print all information. Be specific when stating the reason for demerits. **After completing the top block, the cadet receiving the demerits must review and sign the form. If the cadet feels the demerits are not justified, he/she may check the appeal block and write the reason in the space provided (make sure enough details are included for the investigating officer). Refusal to sign the demerit form is an admission of guilt.** CLASSROOM DEMERIT FORMS (F-103) may ONLY be used by Flight Commanders for offenses that occur during class. Appeals must be made directly to the SASI or ASI at the time of issue. Place all completed form F-101's, F-102's and F-103's in the appropriate Merit/Demerit box located in the Staff Office. The Command Chief will log them onto the "merits/demerits" spreadsheet on the staff stick. **All merits and demerits must be approved by the SASI or ASI before entering the information on the MERIT / DEMERIT spreadsheet.**

CADET EVALUATION BOARD: **The accumulation of an excessive number of demerits or multiple repetitions of the same offense may reflect an attitude problem.** Therefore, cadets who accumulate excessive demerits or, are issued demerits three times for the same offense are subject to being brought before the **Cadet Evaluation Board for review and counseling**, and may be recommended to the SASI or ASI for punitive action.

The following general guidelines will be used in determining excessive demerits.

| | | | |
|--------------|---|-------------|----|
| Cadet AB | - | Cadet SrA | 20 |
| Cadet SSgt | - | Cadet CMSgt | 10 |
| Cadet 2nd Lt | - | Cadet Col | 4 |

SITUATIONS NORMALLY ASSOCIATED WITH MERITS:

| | |
|--------------------------------------------------------------------------------------------------|------|
| Cadet of the Semester – nominee..... | 5 |
| Cadet of the Semester - winner..... | 10 |
| Sharpest cadet during inspection..... | 5 |
| Knock-out drill winners..... | 1-5 |
| Raising and Lowering the flag every day (end of semester only)..... | 1 |
| Recruiting a new student for AFJROTC..... | 5 |
| Home football game support (honor guard, parking cars)..... | 5 |
| Special work detail outside normal cadet duty..... | 2-5 |
| Community service project participation guidelines | 5-10 |
| Performance in a Team Event..... | 5 |
| Extra-curricular activities: (maximum of 50 merits per semester) | |
| Drill Teams and Competition Color Guard – with over 75% of regular practices.... | 1 |
| Rocketry, Sabre and APT teams - <u>must have</u> over 50% participation in activities.... | 1 |
| Each additional team (sports) with 50% participation (per semester) | 1 |

SITUATIONS NORMALLY ASSOCIATED WITH DEMERITS:

| | |
|----------------------------------------------------------------------------|------|
| Violation of the cadet honor code..... | 25 |
| Disrespect/discourtesy (minor/major)..... | 5/10 |
| Disobeying school dress code rules when not in uniform (minor/major)..... | 2/10 |
| PDA Public display of affection..... | 5 |
| Moving/talking in formation..... | 2 |
| Failure to: | |
| Remain in uniform all day on uniform day (unexcused)..... | 10 |
| Remove unauthorized jewelry after warning | 10 |
| Wear uniform on uniform day (unexcused)..... | 5 |
| Wear hat when required (minor/major)..... | 2/5 |
| Carry out duty(minor/major)..... | 2/5 |
| Salute when required..... | 2 |
| Return documents as required (per late day)..... | 2 |
| Classroom: | |
| Classroom disruption (minor/major) | 5/10 |
| Sleeping during class (minor/major)..... | 5/10 |
| Non-attention during class- head down or eyes closed(minor/major) | 2/5 |
| Not prepared for class (no book, pencil, agenda, etc.) (minor/major) | 2/5 |
| Unexcused late to class (minor/major) | 2/5 |
| Talking/eating/drinking/not at parade rest at seat (minor/major)..... | 2/5 |
| Marking on front board without permission or on desk(minor/major) | 2/5 |
| Chewing gum/eating/drinking (except water) in class (minor/major)..... | 2/5 |
| Unauthorized use of phone/earbud(minor/major) | 2/5 |

Uniform and grooming problems:

| | | |
|----------|---------------------------------------------------------------------|------|
| | Wearing a civilian coat with the uniform(minor/major) | 5/10 |
| | White socks (or any color other than black)..... | 2/5 |
| | Article in the mouth (straw, gum, candy, etc.)..... | 2 |
| | Buttons unbuttoned..... | 2 |
| | Bulky item in pocket..... | 2 |
| | Crew neck instead of V-neck t-shirt or athletic style tank top..... | 2 |
| | Jacket zipped less than half way..... | 2 |
| Male : | Needs haircut or shave (minor/major)..... | 2/10 |
| | Sideburns or mustache out of limits(minor/major) | 2/5 |
| Female : | More than one pair of ear rings or three rings(minor/major) | 5/10 |
| | Hair improperly arranged (minor/major)..... | 2/5 |
| | Wrong color hair barrette..... | 2 |
| | Fingernails polished in a non-conservative way..... | 2 |

DISENROLLMENT/ DISCIPLINARY PROCEDURES

It is necessary that morale and discipline be maintained within the unit. If a cadet demonstrates inappropriate conduct (i.e. excessive ISS/OSS, harassing fellow cadets, intentionally disobeying AFJROTC classroom procedures, etc.), the cadet will be disenrolled. Additionally, cadets will be disenrolled if they fail to wear the uniform as required and they will not receive a passing grade or earn a credit in AFJROTC. The disenrollment of an AFJROTC cadet may occur at any time during the academic year with proper cause. However, instructors will work together with the cadets, their parents, unit cadet leaders, school counselors and administrators to resolve issues. The cadet will either choose to comply as required, or will be removed from AFJROTC

ISS: Cadets are not to wear their uniform in ISS. Cadets are to make up their uniform grade by wearing their uniform on the first day back to class after being released from ISS.

Kitty Hawk Members: If assigned to Saturday school, the cadet will be placed on probation for the first offense. The second offense, the cadet will be dismissed from Kitty Hawk. If assigned ISS/OSS, it is an automatic dismissal from Kitty Hawk. Cadets may reapply to Kitty Hawk the following semester after the dismissal.

TOP THREE MERIT EARNERS

Earning merits represent a positive attitude and commitment to the AFJROTC program by becoming involved in various AFJROTC activities. In order to promote this attitude throughout the corps, in a competitive manner, the top three net-merit earners will be formally recognized and rewarded at the completion of each semester. The Command Chief will track merits and demerits. Flight Commanders will coordinate with Command Chief before the end of each semester to ensure the accuracy of the merit/demerit tracking process. NOTE: net merits equal total merits earned minus demerits received during a given semester. The top three merit earners will be recognized and rewarded in the following manner:

(1) First Place Winner: A plaque, a superior performance ribbon and a gold shoulder cord which will be worn with the uniform during the following semester.

(2) Second Place Winner: A plaque and an achievement ribbon.

(3) Third Place Winner: A plaque.

(4) Additionally, each first place winner below the rank of C/TSgt will receive a PEP promotion to the next higher rank. All three winners will be given preference, whenever possible, for special activities that occur during the next semester.

PROHIBITION ON PHYSICAL DISCIPLINE AND HAZING

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

-Examples of prohibited physical activities include, but are not limited to: push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.

-Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.

-This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.

-Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

RESERVE CADET

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

*The student has completed the entire AFJROTC Academic Program at the school and cannot continue without duplicating curriculum courses.

Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion. Reserve Cadets will retain their uniform for the entire academic year. Reserve cadets will wear their uniform on designated uniform days and report to the AFJROTC classroom for uniform inspection.

NORTHSIDE AFJROTC SCHOOL LETTER

1. GENERAL: The Northside AFJROTC school letter will be awarded one time each year at the Spring Awards night. All AFJROTC cadets are eligible to earn the letter provided they meet the following criteria from one of the following categories. Cadets **WILL NOT** be awarded a letter if they have had ISS, OSS, Saturday School or after school detention during the school year. Cadets who are failing AFJROTC will not be awarded a letter.

CATEGORIES:

- a. **TEAM MEMBERSHIP:** A cadet must belong to at least one AFJROTC team and earn at least 10 team merits during the school year.
- b. **COMMUNITY SERVICE:** A cadet must qualify for the AFJROTC Service Ribbon two semesters **or** complete at least 5 AFJROTC community service projects with AFJROTC during the school year.
- c. **QUALITY STATUS:** A cadet must meet all of the following criteria:
 1. Good Conduct Ribbon
 2. Attendance: no more than 6 absences in a school year.
 3. Dress and Appearance Ribbon
 4. A minimum of 80% final AFJROTC grade for first semester
 5. A minimum of 85% AFJROTC overall and a 95% average uniform grade.
 6. No ISS, OSS, Saturday School or after school detention during the AY.

2. Once a cadet has been awarded a letter, they will be authorized to purchase a letterman jacket.

3. At the beginning of the second semester the GA-062 GP/VCC and Kitty Hawk Commander will be responsible for working with the group staff to determine the cadets who may be eligible to receive the letter. The GP/VCC and Kitty Hawk Commander will be responsible for determining the cadets who **WILL** receive the Northside Letter at the Spring Awards. The GP/VCC and Kitty Hawk Commander will coordinate with the SASI to determine the final eligibility list and add the list to the Spring Awards script.

CADET OF THE SEMESTER

1. GENERAL: The *Cadet of the Semester* program is designed to recognize outstanding cadets in the following categories: Airmen (AB-SrA). Each Flight Commander will review all eligible cadets in their class to nominate their best candidate to meet the group board. Cadets must be in good standing with AFJROTC (passing AFJROTC, no missed uniforms, a positive merit balance etc....) and in good standing with NHS (have NOT received an ISS, OSS, Saturday School or detention during the current semester, etc....). **Flight Commanders should evaluate the same factors the board will consider: overall AFJROTC grade, total merits, total community service, military bearing, appearance in uniform, and performance of cadet job if applicable.**

2. FLIGHT COMMANDER RESPONSIBILITIES: Each flight commander should:

- a. Maintain a list of all eligible flight members
- b. Consider the factors listed in paragraph 1, when nominating candidates.
- c. Flight Commander must make their nominations during the following months:
Oct and Mar

3. SQUADRON (1) AND SQUADRON (2) COMMANDER RESPONSIBILITIES:

- a. Ask Flight Commanders to nominate cadets for Cadet of the Semester
- b. Receive nominees from each flight on first school day of the month noted in para 2.d.
- c. Verify cadet nomination form information including:
 - Cadet good standing and grade from SASI
 - Correct rank for category from role book or main data bank
 - Correct total merits and total community service from tracking sources
- d. Complete letter to each cadet (AFTER nomination is verified with the SASI).
- e. Provide nomination forms to the Command Chief.

4. COMMAND CHIEF MASTER SERGEANT RESPONSIBILITIES: The CCC should:

- a. Serve as president of the board for Airman.
- b. Select (2) senior NCOs to serve as board members (rotate this responsibility).
- c. Convene each board on the first Wednesday after nominations are verified.
- d. Discuss with board members standard questions to ask each candidate.
- e. Provide the SASI with the names of nominees and board results after board meets.
- f. Update Cadet of the Semester Certificate with name and picture of cadet winner.
- g. Complete a Merits Form 101 recommending (10) merits for the winner and (5) merits for each of the other nominees.

5. PUBLIC AFFAIRS OFFICER RESPONSIBILITIES: The PA Officer should:

- a. Place an announcement in the orders of the day to recognize the nominees.
- b. Place an announcement in the orders of the day to recognize the winner.
- c. Take a picture of the winner for the cadet yearbook.
- d. Place name on Cadet of the Semester plaque hanging in classroom.

6. INSTRUCTOR STAFF RESPONSIBILITIES: The SASI and ASI should:

- a. Verify cadet nominees are in good standing with AFJROTC.
- b. Announce the winning cadet in every ROTC class.
- c. **Approve (10) merits for each winning cadet and 5 merits for each of the other nominees.**
- d. Award the winning cadet the white shoulder cord.

**FLIGHT OF THE EAGLE CHAPTER
BY-LAWS TO THE GEORGIA STATE CONSTITUTION
KITTY HAWK AIR SOCIETY**

Article I

Section 1. NAME. The Kitty Hawk Air Society (KHAS) Unit at GA-62 will be known as the “**EAGLE CHAPTER**” **FLIGHT**. This chapter is organized at Northside High School, Warner Robins, Georgia, 17 Dec 1993.

Section 2. OBJECTIVES. The objectives of this organization are to promote high academic achievement and encourage community service involvement. At the beginning of each school year a special program will be adopted to carry out the objectives of this organization. The program includes supporting school activities, AFJROTC events, community service projects and the AFJROTC Tutorial Program. The activities for the year will be published in a calendar of events.

Article II

Section 1. MEMBERSHIP.

- a. INACTIVE.** Any member who fails to maintain academic standards (90% average in uniform grade, 90% in AFJROTC, and 80% GPA) or who without valid reasons fails to attend 75% of the announced meetings or has failed to participate in at least 4 hours of community service projects per semester, will be placed on inactive status. Any cadet placed on inactive status because of grades may return to active status by producing evidence of achieving the required academic standards by the next NHS Progress Report. If the academic standards are not met by the next NHS Progress Report, then the cadet will be placed on probationary status until the end of the semester. If the cadet doesn't achieve academic standards by the end of the semester, the cadet will be dismissed from the KHAS. If academic standards are met at a later time, the cadet can apply to rejoin KHAS during the next induction cycle (January or August).
- b. PROBATIONARY.** Any member who fails to uphold the standards of appropriate conduct expected of KHAS members, will be placed on probation until the beginning of the next school semester. Additionally, any member who is expelled, placed in ISS/OSS or found guilty of participating in activities harmful to the integrity of this organization will be placed on probation or removed from membership. NOTE: 1st offense of ISS constitutes probation. Members will be dismissed from KHAS for 2nd offense of ISS, or 1st integrity of this organization. The SASI will determine the severity of the unacceptable conduct that warrants dismissal from KHAS.

Section 2. MEMBERSHIP PROCEDURES. The SASI will review cadet grades and provide a list of names of those who are eligible for an invitation to join the KHAS to the membership committee. After evaluation, the membership committee will provide a list of names recommended for invitations to the SASI for final approval.

Section 3. INDUCTION. The Certificate of Membership will be awarded to cadets during the Induction Ceremony pledge program, at the appropriate time and place. The Induction Ceremony is normally held twice per school year (January and August).

Section 4. DISCIPLINE. Inactive cadets or cadets in probationary status will not be permitted to hold office or wear the Kitty Hawk insignia and cord. The cadet who is removed from office will not

be returned to that office. Another cadet will be selected to fill the vacant position in a special election. Cadets who have been placed under the inactive or probationary status will be notified via letter from the Kitty Hawk commander.

Section 5. GRADUATION. Graduation Honor Cord: Honor cords will be presented to cadets who:

1. Are active members of GA-062 and KHAS at the time of graduation.
2. Hold a certificate of completion and were active members upon completion.

(A list of names will be provided by the SASI to school administrators in May. Refer to active membership for details.)

Article III

Section 1. **ORGANIZATION.** Annual elections will normally be held during the Spring semester after new members are inducted. The SASI will nominate two cadets for each position for election by the membership.

Section 2. **INSIGNIA.** Active members in good standing are authorized to wear the KHAS badge and blue and white shoulder cord on their uniform. The KHAS badge and cord are provided to cadets at the Induction Ceremony. A list of names will be provided by the SASI to school administrators in May. Refer to active membership for details.

Section 3. **MOTTO.** The Motto of this chapter is: “Nothing less than excellence.”

Changes approved by the membership at the regularly scheduled meeting on

_____.

SASI

President of KHAS

AFJROTC ASSEMBLY AND MILITARY BALL

The purpose of this COI is to establish procedures for participation in the AFJROTC Assembly and Military Ball for AFJROTC at Northside High School GA-62

1. GENERAL: Northside High School normally joins with the other 4 high schools in Houston County to participate in a Joint Military Ball. This Ball is normally held on a Friday night near Valentine's Day at the Museum of Aviation.

2. COURT REQUIREMENTS: All participants in the Military Ball Court must have at least a **80** average in AFJROTC during the fall semester, be in good standing with AFJROTC (no discipline referrals) and the school (NO OSS or ISS during the current semester), currently maintaining at least a **75** average in AFJROTC, must have a positive merit balance (both the current semester and the previous semester) and must have participated in **at least three** AFJROTC community services or fund raisers during the current school year.

3. VOTING: The first vote will normally take place 3 weeks before the Assembly. The names of all nominated female cadets and 11th grade male cadets (who meet the requirements listed above) will be placed on the first ballot, unless they request their names be removed. Each cadet in class on the day the vote is taken will be allowed to vote for one cadet in each category. The top names in each category will become finalist. The names of the finalist will be posted on the official bulletin board. The final ballot will be during the week before the Assembly. The top two cadets in the freshmen, sophomore, and senior class will be the representatives from that class. In the junior class, the female cadet receiving the most votes will be the Queen and the cadet receiving the 2nd most votes will be on the court. The junior male with the most votes will be the King and the 2nd place junior male will be on the court. The King and Court will be announced before the assembly. **The identity of the Queen will be kept secret until the Assembly.**

4. AFJROTC Assembly: Court members may select any AFJROTC cadet **who meets the court requirements listed in paragraph 2** to escort them (however, sabre duty has priority over escort duty). The king will serve as the escort for the previous year's queen. The Saber Team will be arching sabers for the court at the assembly. The assembly and the script will be set up by the Officer in Charge (OIC).

5. Military Ball: Cadets who are in OSS or ISS at the time of the Military Ball will not be allowed to attend the Ball. Cadet guests may come from any Georgia High School **EXCEPT** alternative schools such as Crossroads (OSS/ISS restrictions apply to guests as well). Only the King and Queen will be introduced at the Military Ball. The AFJROTC Senior walk out will also take place during the ball.

TELEPHONE

1. **GENERAL:** Air Force Junior ROTC at Northside High School currently has four telephone lines and one FAX line. The cadet line is located near the cadet office door. Cadets must request permission from an instructor before using the cadet line.
2. When an instructor is not available to answer the telephone, the senior ranking cadet will answer (hint: if you are the only cadet in the room, you **ARE** the senior ranking cadet). Cadets answering the telephone **must** use proper military etiquette. When answering the telephone, **always** include the following information:

| | |
|-------------------------|-----------------------------------|
| Where they have reached | "Northside Air Force Junior ROTC" |
| Who they are talking to | "Cadet (state your last name)" |
| Polite offer to help | "May I help you?" |
3. If the caller requests the SASI (or ASI), first attempt to find the instructor the caller requested. If the instructor requested is not available but another instructor is available, **do not** ask if the caller wants to speak to the other instructor. Instead, let the other instructor answer the phone to see if he/she can help. If the instructor is teaching the class, tell the caller and ask to take a message (only disturb the class for an emergency/urgent call).
4. If all instructors are unavailable, take a written message. All messages should include the following:
 - The name of the cadet taking the message
 - The date and time the message was taken
 - The caller's name and telephone number
 - A short message
5. Personal calls may not be made during school hours. All emergency calls made during the school day **must** be made at the school office, (sickness, to be picked up, early release etc.) The telephone will be available after school and after field trips to call parents for rides.
6. **Cell Phones:** Cell phones will be Off/Silent and out of sight during class and all AFJROTC activities. Cadets must ask permission from the SASI/ASI prior to using their cell phones during an AFJROTC activity.

CADET CORPS EXTRA-CURRICULAR ORGANIZATIONS

The purpose of this COI is to provide guidance in the administration and management of the GA-62 extra-curricular organizations. The extra-curricular organizations/activities include but are not limited to:

- a. **Kitty Hawk Air Society:** is equivalent to the National Honor Society. Cadets must have at least a 3.0 overall GPA and a 90% in JROTC to be inducted into Kitty Hawk. Cadets must meet the Kitty Hawk Bi-Laws to become and remain a member.
- b. **CIA and Community Service Projects:** Will be posted in the Orders of the Day and information will be briefed by the Flight Commanders to their cadets. Information may also be posted on bulletin boards.
- c. **Teams:**

Orienteering team: A team of cadets using a map, go out in the woods to find various checkpoints. The team is required to read a map and use a compass to find the points. Whichever team is fastest and most accurate wins.

Raiders team: A team of cadets that go through various strenuous obstacle courses. The team attends competitions. To win the team must complete the course first with the fastest time.

Flickerball team: The team is evenly split into two smaller teams. The two teams go up against each other and have to score points by throwing the ball at the goal, its 1 point if you hit the back board and 3 if you get it through the hole.

Color Guard team: The team is responsible for presenting the colors at events like football games, Veterans Day celebration and community organizations. It is mostly comprised of a 4 person team, but in in some cases it be a 3, or 5 person team.

Sabre team: Sabre team is a group of cadets that arch sabers at ceremonies such as A.L.S. (Airmen Leadership School) and the homecoming. Cadets also present sabers for the military ball and Kitty Hawk Induction Ceremonies.

Honor Guard: Is a small group of cadets, usually about three. This team raises and lowers the flag at football games, and at the school in the morning and afternoon. This team also performs flag retirement ceremonies.

Model Rocketry: The model rocketry program provides an opportunity for cadets to learn the basic principles of aerospace rocketry. During the program, the cadets get the opportunity to design and build and launch model rockets and perform designated staff positions.

Softball: A team of cadets who participate in softball games and tournaments.

AFJROTC AWARDS

Awareness Presentation Team Badge

Awarded for participation on an Awareness Presentation Team. Go to WINGS | Logistics | Create Display Orders and order the Awareness Presentation Team Badge.

Kitty Hawk Air Society Badge

Awarded to cadets who are members of Kitty Hawk Air Society. The unit's Kitty Hawk chapter will spell out the requirements for entry into the society. Go to WINGS | Logistics | Create Display Orders and order the Kitty Air Society Badge.

Distinguished AFJROTC Cadet Badge

This annual award consists of a certificate and the distinguished AFJROTC Cadet Badge. The award recognizes one outstanding school year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC Program. The recipient must be of a high moral, character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The Holm Center Form 308, Certificate of Recognition, is located in WINGS | Published Files | Directory | Certificates folder. The certificate is used to present with the badge. The unit must purchase the badge from a vendor. The recipient will hold the following awards prior to selection:

- A) Leadership Ribbon
- B) Achievement Ribbon
- C) Superior Performance Ribbon
- D) Academic Ribbon
- E) Leadership Development Requirement
- F) Service Ribbon

Model Rocketry Badge

Awarded to cadets who have fulfilled Model Rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook Available in WINGS | Publishes Files | Directory | JROTC | Instruction and Guides | Model Rocketry Handbook. OPR : HOLM Center | JROSL.

Aerospace Education Foundation (AEF) Academic Cadet Badge: Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining a minimum 3.3 grade point average (GPA) with no grade below a 2.0 GPA on their transcript. The individuals must be recommended by SASI.

Distinguished Unit With Merit (DUAM).

Award consists of a ribbon awarded to cadets enrolled during the same academic in which 1) The unit receives a HQ AFJROTC evaluation with an overall rating of exceeds standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. Medal/ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned, a silver star will be awarded.

Distinguished Unit Award (DUA)

Awarded to cadets enrolled during the academic year when the unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. For each additional ribbon earned, a silver star will be awarded.

Outstanding Organization Award (OOA)

Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. OOA recipients do not receive streamer. The ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned, a silver star will be awarded.

Outstanding Flight Ribbon.

Is a ribbon awarded each academic term to members of the outstanding flight based on participation in community service projects, merits/demerits and JROTC GPA. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Top Performer Award.

The award consists of a ribbon and a certificate presented/awarded only by Headquarters, AFJROTC personnel. This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC.

Consideration for the Top Performer Award. All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASIs may nominate) a maximum of 2% of a unit's cadets based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.

Outstanding Cadet Ribbon.

Is a ribbon awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Leadership Ribbon.

Is a ribbon awarded annually for outstanding performance in a position of leadership as an AFJROTC cadet. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Achievement Ribbon.

Is a ribbon awarded for a significant achievement in AFJROTC or other school activities/ events. For non-AFJROTC team/organization, cadets must have been a team leader or placed in a competition. Individuals may not receive more than one ribbon during a 1-year period. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of a fifth bronze oak leaf cluster.

Superior Performance Ribbon.

Is a ribbon awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements of other cadets. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Academic Ribbon.

Is a ribbon awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term, in addition to an "A" average in AFJROTC. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded, A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Cadet Leadership Course (CLC) Ribbon.

Is a ribbon awarded for completion of an approved leadership school program of at least 5 days duration. For each additional CLC completion an additional Bronze Star will be awarded. Silver Star will be awarded for outstanding performance of leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class.

Special Teams Competition Ribbon.

Is a ribbon awarded to team members for placing 1st, 2nd, or 3rd in an Air Force or Joint Service Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers, etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of a fifth bronze oak leaf cluster.

Joint/All-Service National Competition Award

Is a medal/ribbon awarded to team members who competed at a Joint/All-Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers, etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

Air Force Nationals Competition Award

Is a medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers, etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

Orienteering Ribbon.

Is a ribbon awarded to team members for completing a unit-specific Orienteering program as part of unit curriculum. Cadets must attend and complete Orienteer Training and complete a yellow or higher course. For each additional ribbon earned a bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Leadership Development Requirement (LDR) Leadership Ribbon

Is a ribbon awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.). For each additional ribbon earned a bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Drill Team Ribbon

Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 3 drill performance events. i.e., competitions, special school events, community demonstrations (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Color Guard ribbon

Cadets must perform in at least 5 color guard performance events to receive this ribbon (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Saber Team Ribbon

Cadets must perform at least 3 saber team performance events to receive this ribbon (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Marksmanship Team Ribbon

Cadets must be on the marksmanship team for an entire year/season to be eligible to qualify and must have competed in at least 1 marksmanship competition event (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Good Conduct Ribbon

Cadets must not have received a referral (this includes no ISS/OSS) and not missed more than 6 days of school (unexcused absences) for an entire school year to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

Service Ribbon.

Awarded annually for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. **Cadets must participate in a minimum of 4 community service projects.** NOTE: Participation in Drill Team, Color Guard, or Saber Team activities do not qualify for the Service Ribbon (See above criteria for these other ribbons) unless community service hours are also awarded. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Health and Wellness Ribbon.

Is a ribbon awarded annually for the participation in the unit health and wellness physical fitness – program. All cadets who participate in the unit's wellness program and obtain a minimum grade of 70% in the PT may receive the Health and wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive an wear an additional Health and Wellness Ribbon with the highest-level Star Devices) affixed. Duplicate awards of the Bronze, Silver, or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.)

Recruiting Ribbon.

Is awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster

Activities Ribbon.

Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. Cadets must participate in a minimum of 3 activities. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Attendance Ribbon.

Is awarded to cadets who have no more than three excused absences from AFJROTC classes during the academic term (no more than 6 unexcused absences for the entire school year). Cadets may only receive one award annually. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

Dress and Appearance Ribbon.

Is awarded to cadets who maintain a 90% or higher average on weekly uniform grades during an academic term (awarded each semester). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Longevity Ribbon.

Is a ribbon awarded for the successful completion of each AFJROTC school year (semester with a 4X4 block schedule). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Bataan Death March Memorial Hike Ribbon.

Is a ribbon awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile course (trails, roads, course, tracks, etc.,). Units may complete the full hike in a span of one to no more than 3-days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon. Additionally, no fees can be charged to participate in the Memorial March. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as The Air Force Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Patriotic Flag Ribbon.

Is a ribbon awarded for the participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. **In order to receive this award, cadets must have participated in a minimum of 5 flag events throughout their AFJROTC career.** For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

ORGANIZATIONAL CHART

GROUP COMMANDER (CC)

- schedule and conduct staff meetings
- coordinate staff projects
- manage and update corps calendar

VICE GROUP COMMANDER (VC)

- conduct staff meetings when CC is absent
- communicate expectations of the staff
- monitor all staff officer assignments and ensure projects are completed on time

COMMAND CHIEF

- **organize and conduct Cadet of the Semester and PEP boards**
- organize and conduct Evaluation Boards
- convert sign-up sheets to community/school service records F-403

Operations Support Squadron Commander (OSS/CC)

- collect & maintain monthly attendance reports from all extra-curricular events
- collect & maintain team performance records on all team performance (competitions, parades, football support etc.)
- verify that all events are loaded and completed in WINGS
- monitor community service in WINGS
- monitor LDR events in WINGS
- review and update cadet operating instruction (GA-062 COI)

Personnel

- locate & verify cadets eligible for local awards
- publish special orders for all awards and promotion
- update cadet personnel records with awards information
- start promotion worksheets immediately after each promotion cycle
- assist flight commanders with fully qualified promotions

Public Affairs

- collect photos, newspaper articles and other cadet corps recognition data
- create a PowerPoint for the “End of the Year” Video (a review of all events)
- recruiting materials, letters, tri-fold board, etc...
- create posters announcing events
- publish monthly calendars
- maintain all bulletin boards
- post volunteer sign-up sheets as needed

Kitty Hawk Commander

- form Academic Team and compete in Academic Bowl
- plan, coordinate and schedule community service projects (ie Adopt-a-Road)
- evaluate cadets for Kitty Hawk membership
- schedule and conduct Kitty Hawk Induction Ceremony
- plan, coordinate and schedule Kitty Hawk Activities

Squadron 1 (SQ 1/CC) and Squadron 2 Commanders (SQ 2/CC)

- maintain a book with local area releases for all cadets
- ensure all flight commanders have turned in appropriate forms: Health and Wellness, Uniform Issue, MOU, Cadet Contracts, etc. on time
- maintain “Master Forms” notebook with current master copies of all forms
- schedule and conduct flight commander meetings
- add merits/demerits and ensure accurate documentation of merits/demerits on the staff stick
- With Personnel schedule and organize promotion boards and be a member of the board

Flight Commanders

- prepare uniform inspection forms as required
- conduct uniform inspections as needed
- attend flight commander/officer meetings
- ensure cadets complete all mandatory forms and turn them into the Squadron CCs
- ensure cadet promotion and award and decorations forms are completed accurately
- monitor cadets eligibility for promotions, awards and events
- encourage cadets to participate in corps activities

Logistic Support Squadron Commander (LSS)

- ensure logistic areas are cleaned and maintained
- conduct inventories at least **three** times per school year

Logistics

- assist instructor of issuing and collecting of uniform items
- maintain uniform and supply items in WINGS inventory accurately
- maintain uniform and equipment issuing logs and WINGS hand-receipt accurately
- clean and maintain armory and logistic rooms

Physical Fitness Officer

- set up a physical fitness program to include mandatory Health and Wellness exercises
- coordinate and supervise all physical fitness activities/competitions
- record participation in the physical fitness program in WINGS
- Using WINGS ensure all eligible cadets receive the Health and Wellness Ribbon

Drill Commander

- train team members on drill
- prepare team for competitions
- ensure team uniforms fit
- ensure team gear is prepared and taken to team events
- ensure team gear is returned after competition
- ensure event is loaded and completed in WINGS

Saber Team Commander

- train team members on sabers
- prepare and gather team gear for event
- ensure team uniforms fit
- ensure team gear is returned after event
- ensure event is loaded and completed in WINGS

Color Guard Commander

- train team members on color guard routine
- prepare and gather team gear for event/competitions
- ensure team uniforms fit
- ensure team gear is returned after event/competition
- ensure event/competition is loaded and completed in WINGS

Air Force and Space Force JROTC Ribbon Chart



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