

Air Force JROTC AL-951



Prattville High School Cadet Handbook

2024-2025

**2024 Alabama State Overall Champions
Distinguished Unit Award (2023-2024)**

“Champions by Choice”

Updated: 12/12/2024

Welcome to the exciting world of Alabama 951st Air Force Junior Reserve Officer Training Corps Program! AFJROTC has a proud tradition of educating and preparing young men and women into becoming more productive citizens, strengthening character, teaching responsibility, and acquainting cadets with the aerospace age. AFJROTC will be challenging, demanding, but mainly fun and very interactive.

This Cadet Handbook will help you become a more effective cadet in the AL-951 Cadet Group. The material comes from a multitude of sources like AFMAN 36-2203 (Drill and Ceremonies), AFI 36-2903 (Dress and Appearance), and various other manuals and guides. Use this as an alternative to asking others; being able to answer your own questions is the first step to success.

In AFJROTC, you will learn drill, great sportsmanship, and effective leadership and followership skills. Your best effort as well as a positive attitude is required. We are not looking for perfection, but we are looking for young men and women willing to step up and strive for excellence. Our AL-951 motto is *“Champions by Choice,”* because we choose to be the best by constantly demonstrating championship character.

In an effort to produce well-informed and helpful citizens, we encourage our cadets to get involved in our community. This is one of the most interesting and fun aspects of the AFJROTC experience.

We look forward to the life-long experiences and challenges that lay ahead. We do not meet these challenges alone, but with unity, effort, and pride that can only be found in a unit such as AL-951.

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Aerospace Science Instructor

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**CADET HANDBOOK
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**AL-951
AIR FORCE JUNIOR ROTC
CADET HANDBOOK**

1. HISTORY:

The Air Force Junior Reserve Officer Training Corps (AFJROTC) was founded under Public Law 88-647, the “Reserve Officers’ Training Corps Vitalization Act of 1964,” which authorized the military service secretaries to commission Junior Reserve Officer’ Training Corps (JROTC) units at secondary schools that apply and meet established criteria. Our unit designation, “AL-951” represents that Prattville High School (PHS) was the 1st school to be activated in Alabama (AL) during the year 1995.

During School Year (SY) 2023-2024, AL-951 earned the Distinguished Unit Award (DUA). In addition, AL-951 won 1st Place overall at the 2024 Alabama State Drill, Academic, and Fitness Competition hosted at Jacksonville State University, Jacksonville, AL.

2. MISSION/CREED/OBJECTIVES/CODES/FOCUS:

The primary mission of AFJROTC is to **“Develop citizens of character.”**

The Air Force JROTC Cadet Creed is: *“I am an Air Force Junior ROTC Cadet. I am connected and faithful to every Corps of Cadets who served their community and nation with patriotism. I earn respect when I uphold the Core Values of Integrity First, Service before Self, and Excellence in All We Do. I will always conduct myself to bring credit to my family, school, Corps of Cadets, community, and to myself. My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds. I will hold others accountable for their actions as well. I will honor those I serve with, those who have gone before me, and those who will come after me. I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and lead. I am an Air Force Junior ROTC Cadet.”*

The AFJROTC mission and AL-951 objectives are accomplished in conjunction with the Air Force Core Values: **Integrity First, Service Before Self, and Excellence in All We Do.** Air Force Core values are also a fundamental set of guidelines that can serve you throughout your life.

INTEGRITY FIRST

Means the willingness for you to do what is right even when no one is looking. It is the cadet honor code: **“I will not lie, cheat, or steal, nor will I tolerate those who do.”**

- **Courage.** Be able to tell someone that what they are doing is wrong, even if the person out ranks you. If someone has a weapon or drugs in school, tell someone!
- **Honesty.** Your word is your bond, always be truthful.
- **Responsibility.** The ability to acknowledge your duties and actions, if you sign up for a community project, be there on time, every time.
- **Justice.** Be fair in reward and punishment.
- **Openness.** The ability to allow anyone to provide feedback about your actions.

- **Self-respect.** Respect yourself and behave in ways that would bring credit upon yourself, school, community, and AFJROTC.

SERVICE BEFORE SELF

Your professional duties take priority over personal desires. Being selfless; putting others needs over your own.

- **Rule following.** Responsible cadets understand that rules have a reason for being.
- **Respect for others.** We must always act with the understanding that all people possess fundamental worth and value.
- **Discipline and Self-Control.** Show confidence, optimism, and exercise control in the following areas:
 - **Anger.** Refrain from displays of anger that would bring discredit upon yourself, school, community, and AFJROTC.
 - **Selfishness.** Do not lose control of your needs or desires.
 - **Faith in the system.** Do not lose faith in your leaders or the teachers.

EXCELLENCE IN ALL WE DO

Develop a passion for continuous improvement and motivation to do your best, always striving to exceed the standard.

- **Mutual respect.** Respect an individual regardless of their race, ethnicity, economic status, or gender.
- **Benefit of the doubt.** “Innocent until proven guilty.” Do not judge until you have the whole story and do not listen to rumors.
- **Service.** Provide services to the best of your ability.
- **Personal.** Strive to be your best academically, mentally, and physically.
- **Community.** Work together to successfully achieve a common goal.
- **Resources.** Ensure the best possible management of your resources.
- **Operations.** Total commitment to the corps’ team effort and success.
- **Cadet.** Become the best you can be, aim high - be the best!

The military honor code is an offspring of the first core value, integrity. The honor code states, ***“I will not lie, steal, or cheat. Nor will I tolerate those among us who do.”***

PHS JROTC cadet focus:

The JROTC Aerospace Science Level-I (AS-I): **learn, apply, and excel.**

The JROTC AS-II, AS-III, and AS-IV: **teach, train, and model.**

3. INSTRUCTORS:

PHS's AFROTC instructors are:

Jeffrey Kochik, Major, USAF, Retired
Senior Aerospace Science Instructor (SASI)
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4. CURRICULUM:

The PHS JROTC program has four levels, each corresponding to a year.

The **Aerospace Science (AS)** curriculum has three course levels, plus a fourth year cadet corps management level. The course levels are; AS-I, AS-II, and AS-III, plus corps management (AS-IV).

- AS-I** A Journey into Aviation History: This is an aviation history course that focuses on the development of flight throughout the centuries, starting with ancient civilizations, progressing through the modern day.
- AS-II** Cultural Studies: This course focuses on how airplanes fly, flight and the human body, and flight navigation. It teaches the principles of flight, how flight affects the body, and flight navigation.
- AS-III** The Science of Flight: This course covers issues critical to travel in space, i.e. orbits and trajectories, unmanned satellites, and space probes; and investigates the importance of entering space, discusses manned and unmanned space flights; covers human aspect of spaceflight, examines use of robotics, etc.
- AS-IV** Management of the Cadet Corps: This course allows cadets to apply the leadership skills learned throughout the course and from principles of management. Planning, organizing, coordinating, directing, controlling, decision-making and communicating are examples of skills the cadets will use to work various corps activities and develop unit goals and leverage strategies they develop to accomplish their goals.

AFJROTC **Leadership Education (LE)** provides education and training in conjunction with the Aerospace Science courses listed above. The training program includes drill and ceremonies, military customs and courtesies, and wear of the Air force uniform. Leadership education courses are:

- AS-I** Traditions, Wellness, and Foundations of Citizenship: This course introduces cadets to history, organization, mission, traditions, goals, and objectives of JROTC for all services. It contains sections on key military customs and courtesies, positive attitudes, and ethical and moral behavior. It also addresses effective note taking & study skills, emotional and physical health, preventing violence, physical fitness, how to make safe and drug-free decisions, bullying, civics, and other relevant topics.

- AS-II** Communication, Awareness and Leadership: This course stresses communications skills and cadet corps activities and covers communicating effectively, understanding groups and teams, preparing for leadership, solving conflicts & problems, and personal development.
- AS-III** Life Skills and Career Opportunities: This course prepares students for life after high school in the high-tech, globally oriented, and diverse workplace; it includes lessons on contracts, leases, warranties, legal notices, personal bills, etc.; lessons on how to select a school, apply for admission to a vocation/technical school, community college, or college; emphasizes career finding principles, job interviews, and job survival skills.
- AS-IV** Principles of Management: This course covers the importance of management; the techniques & skills involved in planning & decision making; and the key elements of individual & group behavior; the importance of the communication process; and the characteristics of a good leader. It also includes case studies.
- ALL** Physical Fitness/Wellness: This course provides practical application of physical fitness and wellness activities. It's taught to all JROTC classes on Friday. Students are required to wear the Air Force PT uniform for this class.
- ALL** Drill and Ceremonies: This course provides an in-depth introduction to military marching and advanced marching and command skills. All levels participate at progressive levels.
- ALL** Uniform Wear: This course provides guidance in grooming and attention to detail. All levels of JROTC are required to wear their uniforms each Thursday.

5. AFJROTC GRADES:

PHS JROTC cadets generally receive two days of academic instruction in the aerospace science area, two days of leadership training, and one day of physical fitness training each week. A cadet's progress reports and final grades are an average of the weighted scores earned for grooming/uniform inspections, assessments, drill, assignments, projects/presentations, physical fitness training, school, community service, and final exam. Each cadet is expected to complete five hours of community service and attend one school service event, sponsored/hosted by PHS JROTC. Students should consult their PHS JROTC class syllabus for specifics in this area.

When a student is absent from school, JROTC make-up work must be completed and turned in no later than three days after returning from the absence. Example: if absent on Monday, the student must get the assignment from the teacher on Tuesday (first day back) and turn it in by 3:00 pm on Thursday (within 3 days). If the assignment was due on the day after the absence (Monday for example), the work is due the first day back to school (Tuesday). **Students will get 10 points deducted for each day the assignment is late.** Students are required to check with their instructor on the first day of returning to school from an absence. **The three-day rule does not apply with regards to missing uniform inspections.** The student is responsible for meeting with the teacher to get the assignment, and the student is responsible for keeping up with assignments due on the day of absence and turning the assignments in on the first day back to school.

Students absent on Thursday must wear their uniform on the first non-fitness day (the following Monday). These students will get 10 points deducted for each day their uniform inspection is late (Monday = -10 points, Tuesday = -20 points, etc.). If they have not worn their uniform by the following Thursday, they will receive a "0" for the uniform inspection grade.

If a student volunteers for a service activity, but fails to participate without giving the instructor in charge appropriate advance notice relevant to the reason for the no-show, the student will receive a “0” grade for the activity.

6. WEEKLY SCHEDULE:

Monday	Operations Orders & Drill
Tuesday	AS/LE Instruction
Wednesday	AS/LE Instruction
Thursday	Uniform Inspection & Drill
Friday	Fitness / Team Building

Note: Schedule may vary. Follow the course syllabus for the weekly schedule.

7. ADMISSIONS, TRANSFER, DIS-ENROLLMENT, AND STATUS OF STUDENTS:

To be eligible for membership, continuance, and participation in the AFJROTC program, each cadet must:

- a. Be a U.S. citizen, a national of the United States or an alien admitted for permanent residence.
- b. Be enrolled in and attending a regular course of instruction, 9th grade or above, at PHS or MHS.
- c. Be of good moral character.
- d. Be physically fit to participate in AFJROTC fitness training. Note: A cadet is considered physically fit if he or she is qualified for the PHS physical education program.
- e. Pass each preceding AS course. Students who fail either semester of the AS-I program must make up that semester before proceeding to the AS-II level. The same is required for each subsequent level. See the SASI and your counselor immediately if you fall into this category.

Transfer: Transfer of students from Army, Navy, Marine, Coast Guard, or any AFJROTC programs may be admitted with full credit for training already received, if both principals agree to the participation and the course (transcript) counts for credit towards graduation. The SASI will determine the transfer rank of students coming in from other programs, per AFJROTCI 36-3001.

Dis-enrollment: AFJROTCI 36-2001 states that upon recommendation by the SASI and the approval of the principal, students may be dis-enrolled from the program for any of the following reasons:

1. Failure to maintain acceptable retention standards (uniform wear and/or grooming).
2. Inaptitude or indifference to training (inability and/or refusal to comply).
3. Disciplinary reasons.
4. Individual request (must follow PHS administrators' procedure).
5. Any other reason deemed appropriate by the JROTC SASI and the principal.

If a cadet fails to meet any of the requirements of the program as described above, they will be made aware of the failure to meet the requirement so that corrections can be made. If there is continued failure to meet requirements of the program, the cadet's parents/guardian may be contacted as appropriate and notified of the failure and that any future failures to meet program requirements will result in dis-

enrollment from the JROTC program. If the issue continues to persist, the instructors will coordinate with school administration to dis-enroll the cadet from the JROTC program.

Students must be actively enrolled in the JROTC program in order to be eligible for active JROTC cadet status and to be allowed the participation afforded the actively enrolled cadets.

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. A student must have been a cadet for at least one academic year (academic term for 4x4) prior to being considered a Reserve Cadet. If enrollment as a Reserve Cadet is approved by the SASI, they may participate in all AFJROTC activities (community service, drill team, honor guard, etc.). Reserve Cadets may retain their uniform for the entire academic year and wear the uniform on designated uniform days.

8. INSTRUCTOR OFFICE PROCEDURES:

When entering the instructor's office, the cadets will follow a set routine that will include proper address and reporting procedures. It is as follows:

1. Knock on the door one time and then move to the position of parade rest outside the door along the hall until acknowledged by an instructor.
2. Once acknowledged, snap to attention and proceed to the desk of the instructor needed. When marching to the desk, keep military bearing and cut every corner.
3. Stand at least two (2) paces away from the desk; NEVER lean on the instructor's desk; when asked, state your business.
4. Once dismissed, you will exit smartly while still having your military bearing and cut every corner out of the office.

9. CLASSROOM PROCEDURES:

Cadets will enter the classroom quietly, place all possessions, except JROTC materials, pencil/pen, and writing paper, under their assigned desk and stand beside the desk at "**Parade Rest.**" Students will not stand in formation with book bags, purses, or other items alike on their person.

The Flight Commander and Flight Sergeant position themselves at the front of the classroom, facing the class. After the tardy bell rings, the Flight Commander calls the flight to attention and directs the Flight Sergeant to take roll. The Flight Sergeant calls the last name of each cadet, the cadet must respond "**Here, Sir/Ma'am**" then snap to attention, parade rest, and then attention again. Then, they should take their seat at room position, unless instructed otherwise. Once all cadets are sitting at room position correctly, they are to be put at ease and/or at rest. The Flight Commander will then proceed to give the report to the instructor in charge of the designated flight.

Students will sit in assigned seats, facing forward at all times, with both feet on the floor. The flight commander and flight sergeant are responsible for insuring that discipline is maintained.

No military headgear will be worn inside any building, except as required for cadets simulating being "armed" as part of the Color Guard or drill team, and those participating in special ceremonies. No military or civilian headgear will be worn inside the PHS JROTC area, except as noted above.

Classroom Conduct: Be prepared (have all necessary materials on hand and assignments completed); be on time; sit in your assigned seat; follow instructions and be alert; talk only when appropriate; do not eat, drink or chew gum; be courteous to and respectful of instructors, guests, and classmates; and address fellow AFJROTC cadets properly. **Cadets must be at their desks at parade rest when the tardy bell rings or they are considered late for formation.** Cadets cannot go to the bathroom before class and arrive late for formation.

Any student tardy must be addressed by the instructor before entering into the classroom.

Students, who are not in the class at their desks at parade rest when the tardy bell rings, is in effect tardy for class, and will remain at the class door entry point (just inside the door), and execute all the formation commands being given, until roll is completed. They will respond to roll as, “**late for formation Ma’am/Sir.**”

JROTC Tardy Policy: Students are to be in their assigned JROTC classroom, standing by their assigned desk at parade rest before the tardy bell rings. Students who enter class after the tardy bell are considered late for class and late for formation.

If any adult or military member in uniform enters the classroom, the flight commander, flight sergeant, or first cadet to see the person will immediately call the class to attention. The instructor will give the class the next command.

If an instructor, special visitor, member of cadet command (top staff), or school staff member enters the classroom, the first cadet that sees it calls the room to attention.

At the end of the class, the flight commander, flight sergeant, or cadet-in-charge will call the flight to attention and dismiss the flight. Cadets will file out of the classroom quietly and in an orderly manner.

Entering the Flight Late While Marching:

When the flight is marching on the drill pad and a cadet needs to join the flight, the cadet will stand three paces from the commander of the formation and perform a salute while requesting permission to enter the flight. If accepted the cadet will enter the formation from the right; if denied, the cadet will smartly exit the drill pad and stand at parade rest on the side of the drill pad until told otherwise. The verbal command sequence is as follows:

Cadet. “Sir/Ma’am, Cadet Doe, requesting permission to enter your flight, Sir/Ma’am.” (While saluting the Commander)

Commander. “Permission granted, proceed”, or “Permission denied, stand-by”

Cadet. “Thank you, Sir/Ma’am,” or “Yes, Sir/Ma’am”

10. CLASSROOM BEHAVIORS:

- No “Yes” or “No” without “Sir” or “Ma’am”
- Early is on time, on time is late, and late is unacceptable
- Integrity first, service before self, and excellence in all we do
- Be about your business
- Follow Prattville High School’s Code of Conduct
- No gum in class and never chew gum while in uniform wear

- Never wear headphones or earbuds in uniform unless given permission
- No dress code violations in the classroom (open-toed shoes, crocs, sandals, etc.)
- No food or drinks in class other than water
- Respect your peers, instructors, and unit
- Wear your uniform with pride
- Ask permission to leave the classroom from one of your class leaders
- Don't sit on the tables
- Don't stand on your seats
- Don't place your feet on tables, desktops, or chairs
- No swearing
- No unprofessional topics within the classroom (no gossiping / be about your business)
- No improper gestures
- No throwing things in the classroom
- No horseplay
- No sleeping in class
- No racial slurs or sexist comments
- Don't use cell phones, smartwatches, headphones/earbuds, or any electronic devices unless given permission to
- No phone calls in classroom at any time
- Be a good leader and follower
- Use proper protocol when addressing instructors or other cadets / asking questions
- Act mature
- You will display friendliness and respect to fellow students, school faculty, instructors and AFJROTC cadets
- You will greet other cadets and instructors in a pleasant manner, regardless of location
- Keep the classroom tidy. Do not leave trash, personal belongings, or out-of-place classroom items, where they do not belong.
- Do not purposely break anything belonging to the unit or school without letting someone in authority know.

AL-951 Cadets will not:

- Sit on or place their feet on the desks
- Tilt chair/desk back on the rear legs
- Throw anything in the classroom
- Write on board without the instructor's permission
- Work on assignments for other classes during class without instructor's permission
- Have out any electronic devices without instructor's permission
- Move out of their seats without flight commander/sergeant's permission
- Leave the classroom without flight commander/sergeant's permission
- Use profanity at any time, inside or outside the classroom
- Eat or drink in the classroom without the instructor's permission
- Use earphones or headphones while in any uniform, unless required by the instructors
- Use cell phones, music players, or games unless required by the instructors
- **NO electronic devices will be plugged in (or charging) unless required by the instructors**

11. DISCIPLINE:

Discipline is training that develops self-control, character, and orderliness in our behavior. It is a process and/or system of rules designed to develop self-control, and orderliness that include a method of correction and chastisement to help correct. Military discipline is a mental attitude and state of training that causes obedience and proper conduct to be instinctive under all conditions. It is founded upon respect for, and loyalty to proper constituted authority.

Instructors administer AFJROTC discipline via specific tasks and/or disqualification for participation in service events and/or field trips. If these formats fail to correct the behavior, we will work with parents/guardians, or make a school discipline referral. Our goal is to build better, self-disciplined citizens. AFJROTC cadets are expected to operate with a minimum of supervision and display outstanding citizenship qualities.

Creation of disturbances, display of inappropriate attitude and/or behavior, and failure to comply with uniform and/or appearance standards are considered serious breaches of discipline.

12. CADET CONDUCT:

Conduct and attitude not meeting the approval of the standards set by the SASI/ASI will result in loss of privileges, such as: field trips drill team/Color guard participation, school/community service projects, promotions, award presentations, etc. The input from teachers on cadets who misbehave in other classes and input regarding cadets who are disciplined by the school for violating school rules will be taken into consideration by the SASI/ASI.

Cadets who receive Out of School Suspension (OSS) will be removed from leadership positions and reduced in rank/position. Those cadets who receive In-School Suspensions (ISS) will meet a cadet evaluation board to determine the fate of their leadership status. Cadets may appeal decisions in writing to the SASI. Cadets who are removed from a position and reduced in rank may work to receive reinstatement. Reinstatement must be at a unanimous decision of the AL-951 instructor staff.

If for any reason a cadet is removed from formation, drill, PT, or class, he/she will receive a 0% grade for the day's activities. Parents may also be informed via phone or email about the cadet's unacceptable behavior/action for the day.

Cadets will use the terms "Sir" or "Major" when addressing the SASI. Cadets will use the terms "Sir," "Sergeant," or "Senior Master Sergeant" when addressing the ASI. Cadets will use the terms "Sir/Ma'am" when addressing all PHS faculty and staff members. Cadets will address all cadets as "Cadet" or "Mister/Miss," then last name.

Harassment of any cadet by another cadet, regardless of rank, is strictly forbidden. Misuse of authority may result in the offender losing all rank and privileges, possible dis-enrollment from the program and referral to the principal for possible suspension from school. Examples of harassment include: improper or abusive language, requiring a lower ranking cadet to carry books or perform other personal duties, and any physical fitness training such as pushups/sit-ups, etc.

Cadets cannot require cadets to perform any form of Performance Fitness Training (PFT) as discipline, in any type of JROTC setting.

Inappropriate behavior in uniform, on or off school property, **WILL NOT BE TOLERATED.**

Prohibition on physical discipline and hazing: Any form of hazing, whether verbal or physical will not be tolerated by PHS JROTC cadets within the unit or during JROTC activities. Hazing,

maltraining, maltreatment, and sexual harassment are strictly prohibited behaviors. Requiring cadets to perform any physical action as reprimand, punishment, or failure to perform, will not be tolerated.

Definitions:

- a. Hazing: Includes those acts, which are designed to persecute, or harass via meaningless, difficult, or humiliating tasks. Any type of physical or mental abuse and punishment is prohibited.
- b. Maltraining/maltreatment: All training must have a specific purpose and objective, and it must not demean, humiliate, belittle, embarrass, or single out a particular person, or group.
- c. Sexual harassment: All cadets must be treated with dignity and respect and must treat others with dignity and respect. Any kind of inappropriate and unwanted sexual advances (nonverbal, verbal, implied, writing, actual, physical, etc.) are strictly forbidden.

Examples of prohibited physical activities include, but are not limited to push ups, running laps, or any inappropriate physical contact such as shoving/pushing, pulling/grabbing, teasing, public rebuke, belittlement, etc.

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

Unauthorized Clubs: PHS JROTC will not encourage, facilitate, or otherwise condone secret societies or private clubs as part of the JROTC program.

13. DUE PROCESS:

Cadets are required to report major rule infractions of fellow cadets to their instructors. Cadet officers and non-commissioned officers (NCOs) are required to inform the instructors of any known or suspected violations of conduct or policy. Cadet leaders (both officers and NCOs) who fail to inform the SASI of infractions that they are aware of will meet a cadet evaluation board to be held accountable for their actions.

14. CADET OFFICER AND NCO AUTHORITY AND LIMITATIONS:

Cadet officers and NCOs are authorized to take charge of and direct subordinate cadets in the performance of AFJROTC leadership training. They will judiciously enforce military discipline at all times. They will never demean, belittle, harass or use obscene language. Any abuse of cadet officer or NCO authority may result in immediate demotion and relief of command authority.

Cadet officers and NCOs are responsible for maintaining discipline and for setting a good example at all times. When a cadet in a command position cannot be present, he/she will notify the next in rank to take charge and explain the specific duties that the next in rank will incur. A cadet officer is not relieved of responsibility, even when action is delegated to another cadet. The delegating officer retains the responsibility for the actions of those under him/her.

Cadet officers may give proper orders at any time to cadets junior to them. Accordingly, they should plan, organize, coordinate, direct, and evaluate to fulfill those requirements. Cadet Commanders must fully use the cadet staff to ensure maximum learning and effectiveness.

The SASI and ASI will observe and evaluate the performance and effectiveness of cadet officers and NCOs.

Responsibilities for each specific position will be given to each cadet officer in a job description. Job descriptions are attached to this handbook.

Cadets will not attempt to use AFJROTC rank or position to obtain personal gain or favor. Cadets will not schedule to take part in any activity, in the capacity of AFJROTC cadets, without the approval of the SASI and supervision of the AFJROTC instructor. Such activities include outings, trips, athletic competitions, practices, etc.

15. CADET OFFICER AND NCO RESPONSIBILITIES:

Cadet officers and NCOs will, in a courteous manner, suggest improvements in subordinates' appearance and behavior at any time substandard performance is observed. Cadet officers and NCOs are also required to report major infractions of appearance and behavior standards to an instructor. Comments should be constructive and limited to the infraction and the corrective action required. They should not be subjective or personal in nature.

16. RHIP AND RESPECT FOR AUTHORITY:

There are two major sayings that regard to rank. They are as follows:

Rank Has Its Privileges (RHIP):

With rank comes responsibility; the powers of an officer are substantial but must be used in moderation. That means simply, don't abuse your powers. Also, rank and position doesn't matter, but respect for one another does. The purpose of an officer is to lead others, and the definition of a leader is a person who commands and leads a group toward a common goal. The main idea is to not abuse your powers and to stay humble.

Respect for Authority:

Although this is JROTC, and the cadet leaders are students, they are entitled to respect. Just because a person may be in a lower grade or may be younger doesn't mean they are lower in respect.

17. UNIFORM ISSUE AND TURN IN:

The uniform is **Federal Government property** and is issued to the cadet on loan, free of charge. Each cadet must satisfactorily pass a personal appearance inspection and submit a cadet activity fee to activate the issue of a uniform. Students who make grievous appearance and/or behavior standard violations while in uniform will be required to turn in their uniforms. These students will receive a "0" uniform inspection grade for each Thursday of the period during which the uniform is withdrawn. A personal conference between the cadet's parent/guardian, guidance counselor, and the AFJROTC instructor(s) may be required before the uniform can be reissued.

A \$35 cash or check (payable to PHS JROTC), non-refundable unit activity fee is required of all students. Payment must be received within 30 days from the first day of school. The fee will be used to help augment the costs of some unit activities. **Students not conforming to personal appearance**

standards and those who have not paid their \$35 fee by the established deadline will be graded as “failure to wear the uniform” if they have not received their uniform on the first uniform wear day. Students who have met standards and paid their fees, but have not received their uniform, will be excused until the uniform can be issued. However, these students **must** still take part in grooming inspections until the uniform is received.

Students are to return the entire uniform, at the end of the year/upon dis-enrollment from the program/school (with the exception of non-reusable items: V-Neck t-shirt, black dress socks, etc.). The uniform is Federal Government property, on loan to students enrolled in JROTC. Students will make full payment to AFJROTC for any uniform item lost or damaged, according to replacement prices charged by Air Force Military Clothing Sales Stores. Payments will be received on Tuesdays and Wednesdays only.

Cadets are required to return the uniform professionally dry-cleaned; if the uniform is not returned dry-cleaned, a cleaning fee will be charged and issued to the school bookkeeper for reimbursement.

Exception: Cadets attending Summer Leadership School will not return their uniforms at the end of the year.

Uniform maintenance/dry cleaning: Students are required to get the uniform dry cleaned throughout the school year and are required to return the complete uniform professionally dry-cleaned by the designated date at the end of the school year or upon disenrollment from the course, whichever comes first.

Request uniform item exchanges: When students outgrow uniform items, they may request a change of item on Tuesdays and Wednesdays only. The student must bring in the item and try it on. If the uniform management officer approves the exchange, cadets must dry clean the item (pants, shirts, or jackets) before the exchange can be finalized.

The Air Force will make a one-time purchase of one blue name tag (for wear with the uniform shirt/blouse) for students enrolled in JROTC for the first time. Students must purchase replacement name tags at their own expense if the name tags are lost, damaged, etc.

18. CADET APPEARANCE AND GROOMING GUIDELINES:

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

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

Special Uniform and Appearance Rules:

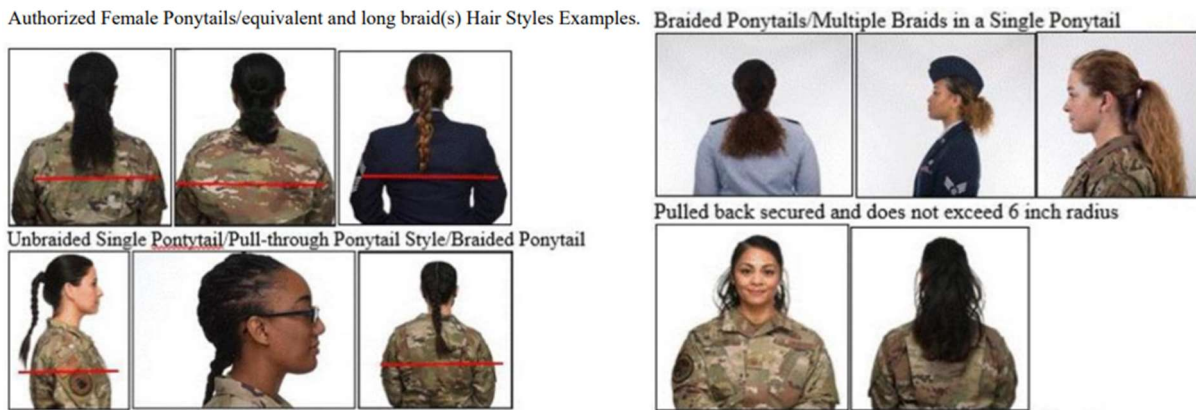
- a. Jewelry. While in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI. Cadets may wear a total of no more

than three rings. Wedding ring 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. Necklaces will not be visible at any time. If worn, necklaces will be concealed under a collar or undershirt.

- b. 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.**
- c. Earrings: Male cadets are not authorized to wear earrings while in uniform. Female cadets may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If a student 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.
- d. Eyeglasses or Sunglasses: If you wear glasses, they must not have any ornaments on the frames or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. **Sunglasses are not allowed while in a military formation.** Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.
- e. 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.
- f. Footwear: Crocs, Slides, and/or any other type of open toe shoes are not allowed in JROTC. This is a huge safety concern with the activities that we engage in (drill, fitness, etc.). If you choose to change shoes, you must do so before the tardy bell rings. All unauthorized shoes will be stored away and out of sight.
- g. Body Piercing: Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). **Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings.**

Specific Female Cadet Grooming Guidelines:

- a. Female Hair: **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.



- b. 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.



- c. 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.



- d. 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 1/4 inches), show no more than 1/4 inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.



- e. 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.

- f. Mohawks, mullets, or etched designs are unauthorized.
- g. Hair accessories. If worn, 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).
- h. 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.

Specific Male Cadet Grooming Guidelines:

- a. Male Hair: 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.



- b. 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.
- c. 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.
- d. Shaving: Male cadet's face will be clean shaved, unless he is wearing a mustache.
- e. Nails: Nails must be clean and well groomed. Male cadets are not authorized to wear nail polish.
- f. Undergarments: Appropriate undergarments are required to be worn with all uniform combinations. Wear the white V-neck or athletic style tank top undershirt when wearing opened collar service uniforms only. A white V-neck or athletic style tank top, or crew neck style (long-sleeve blue shirt only) undershirt will be worn under the shirt. Undershirt will be tucked into trousers. Undershirts will not have pockets.

19. UNIFORM WEAR PROCEDURES:

Uniform Grooming Inspections: Cadets are required to take part in grooming inspections each Thursday until the first official uniform day for the year. Grooming inspections require students to dress in their PHS JROTC class shirt (tucked), blue jean pants (with no holes), clean laced shoes, black or white calf-length socks, with a black or brown belt. **Students must also follow the uniform grooming standards.**

Weekly wear of the AFJROTC uniform is intended to provide practical experience in military grooming and promote high personal appearance standards. Cadets are required to wear the uniform each Thursday and on other days designated by the SASI.

The AL-951 AFJROTC Cadet Handbook and AFI 36-2903 provide authority and general details for wear of the uniform.

Uniforms must be worn all day on the designated uniform day (Thursday) unless specified otherwise. Failure to wear the uniform or changing out of uniform without prior permission from the SASI/ASI will result in a zero (0) for that day. Excuses that indicate a lack of responsibility, such as: "It's in the cleaners," or, "my mom didn't wash my shirt," or "I couldn't find one of my shoes," etc. are not acceptable.

Uniforms will be worn only at times and locations specified and approved by the SASI/ASI. Unauthorized wear of the uniform, or distinctive items of the uniform, is prohibited. Uniforms will not be worn at work. Cadets will not wear the uniform while participating in student demonstrations or during any other inappropriate activity. **DO NOT FIGHT OR BE A PART OF ANY TYPE OF DISTURBANCE WHILE IN UNIFORM. Doing so will result in appropriate JROTC disciplinary actions.**

Cadets may remove coats/jackets inside classrooms. Neckties will NOT be loosened or removed. Shirtsleeves will NOT be turned up. Shirt and Service Dress coat buttons will be fastened at all times while being worn. The Air Force zip up jacket must be zipped at least halfway at all times.

The uniform cap will be worn with the uniform when outdoors. As a general rule, caps will not be worn indoors. However, cadets who are performing special duties that require the cap be worn inside and those who are authorized by the SASI/ASI to do so may wear the cap indoors. Caps may be removed while driving or riding inside a vehicle.

Do not wear the uniform improperly. Wearing the coat around the waist, unloosening the tie, wearing the service coat unbuttoned, wearing the zip up jacket unzipped, etc. constitutes improper wear of the uniform. Students who do wear their uniform improperly will receive -10 to -100 points off their uniform inspection grade for the day, depending on the severity of the discrepancy. Such disrespect to the uniform will prohibit student participation in JROTC extra-curricular events and field trips.

If a cadet needs to change-out of the uniform on uniform wear day for a class; i.e. Varsity Athletics, Welding, Art, etc.; the cadet must inform the instructor staff prior to changing out of uniform. If the cadet fails to do so, the cadet will automatically receive a zero (0), no matter if already inspected or not. After the class period is over the cadet must change back into the uniform for the rest of the day. Changing out of the uniform is a privilege, not a right. DO NOT attempt to use changing out of uniform as an excuse to skip class. If it is abused, the privilege will be taken.

20. UNIFORM REPLACEMENT COST:

Female Shoes	\$50.00	Male Shoes	\$48.45
Female Blue SS Shirt	\$12.77	Male Blue SS Shirt	\$14.60
Female Pants	\$42.31	Male Pants	\$47.50
Belt	\$3.15	Belt Buckle	\$4.39
Blue Name Tag	\$5.00	Silver Name Tag	\$8.00
Female Service Coat	\$102.62	Male Service Coat	\$112.65
Zip Up Jacket	\$87.70	Flight Cap	\$11.00
Rank Insignia Metal	\$4.00 (per set)	Rank Insignia Cloth	\$2.00 (each)
Tie	\$6.00	Tie Tab	\$8.23
Sweat Shirt	\$8.10	Gray PT Shirt	\$7.20
Sweat Pants	\$10.20	PT Shorts Blue	\$14.00

After the cadet is issued all items that are required, they will be required to sign a form that shows all uniform items, etc. issued to them from the AFJROTC department. The issued items will be logged in the AFJROTC cadet portal, WINGS.

21. UNIFORM DAY POLICY:

Uniforms must be worn all day (1st - 7th periods) on the designated uniform day (Thursday of each week). Failure to wear the uniform or changing out of uniform without prior permission from the SASI/ASI will result in a failing grade for that day and will count as one **“FAILURE TO WEAR THE UNIFORM”** and a **uniform inspection grade of “0.”** Excuses that indicate a lack of responsibility, such as: “It’s in the cleaners,” or, “my mom didn’t wash my shirt,” or “I couldn’t find one of my shoes,” etc. are not acceptable. To receive credit, the uniform must be worn the entire school day unless otherwise directed by the SASI/ASI.

- a. Students absent from school/suspended on uniform day must wear the uniform on the first non-fitness day (Monday) when they return to school in order to receive credit for the day missed.

- b. If the return day is the next week's uniform day, then the student must wear the uniform twice, on Thursday and on the following Monday. Otherwise, the student will be cited with a failure to wear the uniform for the day missed.
- c. Students who are assigned ISS must report to PHS JROTC sometime during the school day and request a uniform inspection. Otherwise, the student will be cited for failure to wear the uniform.
- d. Students who check in to school after their JROTC class has met, or who check out of school before their JROTC class meets, must report to JROTC to request a uniform inspection, or receive a failing grade for the day.
- e. Students who wear the uniform less than a full school day will receive a failing uniform inspection grade.
- f. Students who are testing (PSAT, AP, etc.) may opt to wear the uniform on an alternate day, but before the next uniform wear day (Thursday). The student must request permission from the SASI/ASI in writing three school days prior to the test date/uniform day.
- g. Students who have an official school requirement that conflicts with uniform day must request, in writing, three school days prior to the uniform day that he/she be allowed to wear the uniform on an alternate day. The student's request must include the name of the event and the sponsored school official so that JROTC may verify the request. Late requests will not be honored.
- h. Uniform infractions by cadets will result in a uniform inspection deduction. Point deductions may be increased if the consistency of infractions mounts. Uniforms may be taken and parents contacted. The student will receive a zero each week thereafter until the matter is settled. Examples of infractions include improper earring wear, un-tucked shirt/blouse, wearing civilian clothes with the uniform, wearing the wrong type of shoes, wearing any part of the uniform incorrectly, having inappropriate items in the hair, females wearing the hair inappropriately, no flight cap, etc.

22. REPEATED UNIFORM INFRACTIONS:

You do not have the option of failing to meet uniform dress standards and just accepting the point deductions to maintain an inappropriate grooming standard or violate specific grooming standards. Point deductions for successive infractions for the same offense will be doubled the second occurrence, and cause the student to earn a "0" on the inspection on the third occurrence. This rule applies to what you may even consider a minor infraction. Uniform grooming standards must be respected and followed.

23. UNIT CLASS SHIRT WEAR:

The unit class shirt is considered an extension of the JROTC uniform, therefore grooming standards that apply to uniform wear also apply to wear of the unit class shirt. When worn, the unit class shirt must be tucked and uniform hair and jewelry standards will apply, unless specifically stated otherwise by the SASI/ASI in charge of the event/occasion for which the unit class shirt is being worn. Because the unit class shirt is an extension of the JROTC uniform, please do not allow others to wear your unit class shirt.

24. CADET ORGANIZATION:

AL-951 will be organized as a Group. The Group will consist of three squadrons. The cadet personnel officer will be responsible for maintaining a current cadet corps organization chart for posting on the cadet bulletin board.

AFJROTC Chain of Command:

The AFJROTC Chain of Command is as follows:

- I. Commander-in-Chief/President of the United States
- II. Secretary of Defense
- III. Secretary of the Air force
- IV. Air Force Chief of Staff
- V. Chief Master Sergeant of the Air Force
- VI. Commander, Air Education and Training Command
- VII. Commander, Air University
- VIII. Commander, Holm Center
- IX. Director of Air Force Junior ROTC

The PHS AL-951 Chain of Command is as follows:

- I. Autauga County Schools Superintendent
- II. Prattville High School Principal
- III. Prattville High School Vice Principal(s)
- IV. Senior Aerospace Science Instructor (SASI)
- V. Aerospace Science Instructor (ASI)

Corps Organization:

The organization of the cadet corps will conform to the Air Force Organizational Structure outlined in AFJROTC Instruction 36-16. An organizational chart and Unit Manning Document (UMD) are attached. Designation of the unit as a wing or group depends on the number of the cadets enrolled in the corps:

- 250 CADETS OR FEWER Operations Group**
- 251 CADETS OR MORE Wing**

Rotations of cadets in the cadet staff ensure that all cadets are given every opportunity to assume various leadership roles within the cadet corps. Whenever a cadet fails to perform satisfactorily in their appointed position, they WILL be replaced.

25. AL-951 UNIT MANNING DOCUMENT:

The AL-951 AFJROTC Cadet Operations Group UMD outlines the function, title, max grade (rank), and amount allowed in each position.

**Alabama 951st
Air Force JROTC CADET OPERATIONS GROUP**

Functional Area	Position Title	Max Grade Authorized	Max in Position
Command (CMD)	Training Group Commander	Cadet Colonel	1

Operations Group Commander	Cadet Colonel	1
Deputy Group Commander	Cadet Lieutenant Colonel	1
Director of Operations	Cadet Lieutenant Colonel	1
Command Chief	Cadet Chief Master Sergeant	1

Operations (OPS)

Squadron Commander	Cadet Major	3
Flight Commander	Cadet Captain	12
Flight Sergeant	Cadet Master Sergeant	12
Special Projects	Cadet Staff Sergeant	12
Physical Fitness (PFT)	Cadet Staff Sergeant	12
Comptroller	Cadet Staff Sergeant	12
Personnel	Cadet Staff Sergeant	12
Public Affairs	Cadet Staff Sergeant	12
Current Operations	Cadet Staff Sergeant	12
Logistics	Cadet Staff Sergeant	12

26. STAFF MEETINGS:

The cadet Group Commander or cadet Deputy Group Commander will conduct staff meetings for the cadet staff as required, but at least once monthly. Cadet Squadron Commanders will conduct squadron staff meetings as needed, with at least one per quarter. Other meetings will be called at times that do not conflict with the primary meetings. All staff meetings will be coordinated with the cadet Deputy Group Commander and approved by the SASI. These meetings should occur on Wednesdays, during Lion Period (8:40-9:20 AM).

The announcement of meetings will be made at least three school days before the meeting is to take place. Requests to hold meetings must be submitted to the cadet Deputy Group Commander at least five school days prior to desired meeting date in order to meet the three-day requirement. When the cadet Deputy Group Commander is unavailable, submit requests to the cadet Group Commander.

All cadet personnel attending staff meetings with the SASI will wear the AFJROTC uniform or the unit class shirt, depending on the day of the meeting. As a general rule, all meetings with the SASI will occur on a Wednesday during Lion Period (8:40-9:20 AM).

All cadet staff members will prepare themselves for meetings by making notes prior to the meeting of items they wish to discuss. The cadet Group Commander must be prepared to brief on any ongoing or future cadet corps activities and unit goal/strategy status.

The information management officer will be responsible for recording and maintaining minutes for staff meetings. A copy of the minutes should be submitted to the SASI.

The format for the staff meeting with the SASI will be as follows:

1. Review and discussion of AFJROTC calendar events.
2. Comments updating functional activities/projects from Group Commander.
3. Cadet Deputy Group Commander and Group Commander comments.
4. SASI/ASI comments.
5. Review of taskings/suspenses (executive officer).

27. CADET APPOINTMENTS AND ROTATIONS:

The SASI, in coordination with the ASI, will select the Group key staff, subordinate commanders, key staff officers and senior NCOs. Selection for these positions carries the temporary rank specified in the UMD. Subordinate positions not selected by the instructor staff will be selected by the cadet Group Commander and his/her key staff via cadet application and interview, as determined by the cadet Group Commander.

Cadet promotions will be made in such a manner that a cadet will experience increasing rank and responsibility. A cadet promotion board will be convened to evaluate and recommend cadets for promotions and appointments.

All veteran cadets must have successfully completed a cadet summer leadership school to be eligible for a key leadership position or officer-in-charge position. Students must successfully complete one of these leadership schools to be considered for key staff positions. The cadet Group Commander and Deputy Group Commander applicants must have served as a summer camp cadre. In order for cadets to hold key positions in the squadron chain, they must have completed the PHS JROTC drill camp. Please note that officer rank is not guaranteed for completing a summer leadership school. However, the only way to become an officer is to complete summer leadership school. Cadets who completed the PHS JROTC drill camp will not be eligible for officer rank, but will be eligible for mid-level to senior NCO ranks, depending on the leadership position they have been selected to fill. All cadets who have never been to a summer leadership school or drill camp will be limited to junior to mid-level NCO positions, based on the leadership position to which they are appointed.

The following positions will be filled by AS-IV cadets/seniors only, unless the SASI determines an exception: Group Commander, Deputy Group Commander, Director of Operations, and Command Chief Master Sergeant.

Rotation of cadet positions will generally occur each school year. The cadet personnel officer will post a list of positions and job descriptions in the classroom/cadet area. Special and temporary promotions may be made at any time to fill a need or to recognize special merit.

Cadets who accept leadership positions and promotions automatically accept the statement of understanding that follows:

I understand that I have been selected to serve in a position of responsibility. I promise to support and execute the policies, procedures, and directives of Headquarters AFJROTC, PHS, and the AFJROTC AL-951 unit. I promise to put forth my best effort, and set the best example possible, in all endeavors. I will support the values of integrity, service, and excellence. I will always be honest, loyal, self-disciplined, and responsible. I will promote service to school, community, and country. I take this obligation freely, without any mental reservations or purpose of evasion. And, I promise that I will well and faithfully discharge the duties of the office upon which I am about to enter.

28. PROMOTION CRITERIA:

Permanent rank based on your Aerospace Science (LET) level. The permanent rank for each year is as follows:

First Year (AS-I)	Cadet Airman (E-2)
Second Year (AS-II)	Cadet Airman First Class (E-3)

Third Year (AS-III) Cadet Senior Airman (E-4)
Fourth Year (AS-IV) Cadet Staff Sergeant (E-5)

As a rule, the best-qualified cadets will be selected for promotions. Promotion boards should convene immediately prior to each promotion cycle to assure each candidate meets the requirements for promotion. There will be at least one scheduled promotion.

Cadets serving in a staff position may receive a temporary rank required for the position duties. The cadet will return to their permanent rank upon completion of these duties unless they are rotated to another position calling for a higher grade than their permanent rank.

Criteria for the primary promotion selection include:

1. Attitude: positive, upbeat, motivated
2. Citizenship traits: integrity, service, effort, excellence, exceptional behavior
3. Appearance: overall uniform inspection average of at least 90
4. Dependability: follows through on all commitments to participate/serve
5. Experience: successful accomplishment of assigned job duties and responsibilities
6. Grades: AFJROTC average 85 or higher; uniform inspection and PT averages of 85 or higher
7. Involvement in AFJROTC activities: participation in community service projects
8. Initiative: handles tasks without being told to do them
9. Maturity: behaves sensibly, responsibly, and respectfully
10. Loyalty: supports JROTC activities, events, functions; follows through on commitments
11. Proven leadership abilities and potential for leadership growth
12. Passed all JROTC projects and presentations
13. Promotion board interview: exceptional results
14. Positive feedback from teachers, counselors, and/or assistant principals
15. Passed all PHS classes
16. Other items as determined by the cadet Group Commander

Cadets must also be available to participate, able to perform, and sincerely want the position and the responsibility it entails.

Normally, all staff office ranks will be filled by AS-III and AS-IV cadets when enough eligible cadets are available; exceptions occur in the flight commander positions for the first and second year flights.

The promotion board will be composed of ranking officers, Senior NCOs (SNCO), and NCOs if needed. Each board member will complete a promotion score sheet on each cadet meeting the board. The cadet Deputy Group Commander will develop a promotion board score sheet, using as a minimum, the criteria listed in above, with the approval of the cadet Group Commander.

Before each scheduled promotion board, the Squadron Commanders will review the cadets' records and evaluations before recommending the cadet to the promotion board.

Cadets who have demonstrated a potential for increased responsibility will be periodically selected for promotion.

Cadet Enlisted Promotions:

- Promotions to grades *Cadet Technical Sergeant*, and *Cadet Master Sergeant* depend on position and grade vacancies and the performance of the cadets filling the various positions.

- To be eligible for promotion to *Cadet Senior Master Sergeant* and *Cadet Chief Master Sergeant* must have attended at least two of the AL-951 hosted Summer Leadership Schools.

Cadet Officer Promotions:

- Cadets will be commissioned to the officer ranks after **successfully completing** a certified off-site summer leadership school (Southeast Region COLS, Ft. Benning JCLC, UWG CLC, etc.). Once the cadet completes the leadership school their permanent rank will be changed to reflect the advancement of grade.

Note: The current Unit Manning Document for the Cadet Operations Group specifies the number of various grades authorized for the unit.

During the school year, a cadet promotion board will be held to recognize exceptional cadets. The promotion boards will consist of at least three of the following cadet leaders:

- Operations Group Commander
- Training Group Commander
- Deputy Commanders
- Director of Operations
- Command Chief

Cadet recommendations for promotion boards will be submitted by the Flight Commanders to their Squadron Commanders. The Squadron Commanders will then report these recommendations to the Director of Operations, and then to key staff.

Note: Final approval or disapproval of cadet promotions will be made by the instructors.

29. CADET FEEDBACK:

Feedback is crucial to cadet development and training. Cadet leaders are responsible for the development and training of cadets in their charge. Cadet leaders in supervisory positions are to continuously coach, train, and provide feedback to their subordinate cadets.

30. DEMOTIONS:

The SASI and ASI will make all cadet officer demotions. All other cadets recommended for demotion by their cadet leaders or commanders will appear before a cadet evaluation board. Some offenses will not be appropriate for consideration by the board. The SASI and ASI will handle serious offenses by convening an instructor cadet evaluation board. These boards may, or may not include the cadet Group Commander. On occasion, the SASI may ask PHS teachers outside of JROTC to participate on the board.

Cadets may be removed from leadership positions, for “cause”, which includes, but is not limited to:

- a. Failure to perform assigned leadership job/duty/responsibilities satisfactorily.
- b. Failure to show and/or failure to complete assigned/volunteer duty more than once.
- c. Failure to maintain passing JROTC grades.
- d. Failure to maintain passing PHS grades.
- e. Receiving an OSS suspension or expulsion from school.

- f. Cadets receiving ISS must meet a cadet evaluation board for determination.
- g. Portraying conduct that is unbecoming or inappropriate for a cadet leader.
- h. Displaying unacceptable attitude.
- i. Insubordination (particularly to a JROTC leader or instructor, faculty member, or administrator)
- j. Becoming a disciplinary problem in JROTC class/activities or any school class/activity.
- k. Failing to attend more than two scheduled staff meetings.
- l. Failing to wear the JROTC uniform more than once during the semester.
- m. Failing to participate in such key corps activities as the military ball, parades, etc.
- n. Other issues as deemed appropriate by the instructor staff and/or as recommended by the cadet Group Commander.

31. PERMANENT/TEMPORARY GRADES:

At the beginning of the first semester each year, by the third uniform inspection, cadets will be automatically promoted to the minimum permanent grades shown below unless they have already been assigned or awarded equal or higher grade/rank.

Minimum Permanent Enlisted Grades (based upon the number of years enrolled in and passed JROTC):

JROTC Year	Cadet Rank
AS-I	Cadet Airman
AS-II	Cadet Airman First Class
AS-III	Cadet Senior Airman
AS-IV	Cadet Staff Sergeant

Temporary grade or temporary rank will normally be assigned as authorized to fill a specific UMD position. Since the grade/rank is temporary, you may not carry it from one semester/year to the next. Temporary grades/ ranks are assigned only when the job the cadet is filling requires a higher grade/rank than the permanent grade/rank. Officer rank and enlisted rank higher than Master Sergeant will normally be reserved for AS-III and AS-IV cadets. Example: if you served as flight commander last year and earned the flight commander temporary rank of cadet master sergeant as an AS-II cadet, but you did not get a leadership position as an AS-III cadet you would revert to your permanent AS-III cadet rank of cadet senior airman. You would not still be a cadet master sergeant.

32. POLICY AND PROCEDURE RECOMMENDATIONS:

Cadets may suggest new policies, procedures, actions or rules for the AL-951 AFJROTC Cadet Group. Cadets who wish to do so may submit them in writing through their Flight Commander, who will send it through the cadet chain. If approved, changes may not occur until the following school year.

33. CADET EVALUATION BOARD:

Cadet evaluation boards may be convened to determine failure to meet the standards of good conduct and character; select cadets for promotion and screen cadets for recommended promotion to permanent rank; and select cadets for outstanding accomplishments, leadership, and other achievements, as applicable. Membership of a Cadet Evaluation Board will be limited to the cadet Group Deputy Commander, Group & Squadron Commanders, and staff officers. The Deputy Group Commander will act as the board president and the personnel officer will act as the board recorder. Minimum membership for the Cadet Evaluation Board will be five cadet officers. At least one, but no more than two, senior ranking cadet NCOs will be part of the Cadet Evaluation Board when cadet enlisted members meet the board for

disciplinary issues. When cadets appeal board decisions, no more than two of the original board members may take part when boards are convened to address the appeal. Some appeals will be handled by the SASI and ASIs. At no time shall a cadet officer involved in the infraction be a part of the board. If the cadet Group and Deputy Group Commander are involved, the SASI will personally select the review board.

Evaluation Board reports will be submitted in the following manner:

1. Date and time of meeting
2. Members present
3. Purpose of the board
4. List of cadets who met the board, by flight
5. Recommendation/findings
6. Signature of board president and recorder

The findings and recommendations of cadet boards are always subject to approval of the SASI and will serve only as a basis for further action.

Members of the board will not discuss proceedings or recommendations until the cadet Group Commander and SASI announce official results with the parties involved. Failure to comply may result in board member disciplinary action.

34. SALUTING:

Cadets will salute all adult officers when outdoors and in uniform.

Cadets in uniform, indoors or outdoors, will render a salute when performing flag detail.

National Anthem, to the Colors, or Pledge of Allegiance: Stand at attention when indoors, in uniform. Cadets not in uniform will stand at attention and hold their right hand over their heart.

A cadet in charge of uniform formation will render a salute to the SASI, ASI, or adult officers upon their initial approach to the formation

Cadets will salute when reporting in to visit the SASI, when meeting a cadet evaluation board, and other times as deemed appropriate per military protocol.

35. DUTY ASSIGNMENTS:

The cadet Group Commander has overall responsibility for ensuring the cadet corps duty assignments are carried out. The cadet Deputy Group Commander and cadet Director of Operations will be responsible for scheduling all events and activities. The cadet Deputy Group Commander and cadet Director of Operations will track events by monitoring the cadet corps master calendar and by discussing upcoming events and activities with the cadet Group Commanders and special projects officer. The master calendar will be posted on the cadet information board and updated weekly, NLT than end of school on Friday.

Practice sessions, briefings, and status report meetings will all be scheduled and noted on the cadet master calendar. The most senior and/or experienced cadet will be placed in charge of the activity. A second in command will be designated. The second in command will record attendance and be ready to take charge or provide assistance to the cadet in charge as required.

36. FLAG DETAIL PROCEDURES:

Flag detail is performed during first and sixth period on Monday, Tuesday, Wednesday, and Friday. On Wednesday, flag detail is performed during first and fifth block. All cadets in these classes will be required to perform flag detail to raise and lower the flag. All details will consist of a minimum of five cadets. The flag detail officer is required to maintain a roster of those who participate. The roster will be stored in the instructor office.

37. FIELD TRIPS:

Curriculum-in-action (CIA) field trips will include visits to military installations, colleges and college ROTC units, aerospace museums, and aerospace industries. Field trips will also include opportunities for cadets to march in parades, participate in drill meets, perform Color Guard duty, visit college Air Force ROTC units, etc. In each case, parents must complete JROTC and PHS field trip permission forms and forward them to the AFJROTC department.

Field trips are a privilege, not a right. Students who present disciplinary challenges in PHS JROTC or for other teachers, those who have excessive absences and/or tardies, those who miss/fail uniform inspections, and those who are failing PHS JROTC may be denied the privilege of taking part in the trip. Refunds cannot be issued to students who are unable to attend after PHS JROTC has committed to the vendors.

Cadets who do not support AFJROTC activities will generally receive the least amount of consideration for field trips when other cadets participate more and meet all other requirements. Any exceptions must be a unanimous decision by both PHS JROTC instructors.

Cadets absent from school the day of a field trip/event are ineligible to take part. Cadets on suspension (ISS or OSS) any day of the trip/event are ineligible to take part.

JROTC will not be liable for deposits or actual payments lost when students are unable to take part in trips/events for which they have paid, and become ineligible for, or have to cancel participation for, after JROTC has made irreversible commitments with vendors/contractors.

38. SUMMER TRAINING:

AL-951 AFJROTC will provide participation for cadets in a summer leadership camp. Attendance will be voluntary and based on merit. The SASI and ASI will select cadets attending leadership schools. Announcements of summer activities will be made throughout the second semester. A required week of evaluation/preparation will be conducted in April-May. Each cadet interested in a specific leadership school must attend each day, as indicated in camp information letters. Completion and eligibility requirements for each camp will be explained in the letters. The camps are typically held in June-July.

39. CADET ACTIVITIES:

Cadet participation in AFJROTC extracurricular activities will be limited to those cadets who display a positive attitude and maintain the highest cadet standards. Members will be expected to attend all regular practice sessions. Cadet activities are limited to currently enrolled active and reserve cadets. Cadets who are absent from school, serving ISS, or suspended the day of a practice, activity, or performance are not eligible/allowed to take part in them. Also, depending on the particulars of a suspension, cadets may be removed from the team for a length of time as determined by the SASI/ASI. In addition, all school rules will apply.

Cadets who continuously bicker, argue, and/or impact the quality of practice may be suspended or removed from the team.

Cadets who continuously miss practice or who are late/leave early without a teacher/administrator note will be suspended from the team/activity at the discretion of the SASI/ASI.

Cadets who are failing AFJROTC will be suspended from the team/activity until their AFJROTC grades improve.

Cadets who are failing other classes may be suspended from the team/activity until the respective teacher verifies the cadet is no longer failing.

Cadets who present disciplinary problems for other teachers or programs will be suspended from the AFJROTC activity/team until the behavior is modified.

Cadet activity commanders/leaders may suggest a disciplinary board be held to handle problems participating cadets are causing. The SASI/ASI is the final approval authority on any recommendations made by the cadet commander/leaders and/or disciplinary boards.

Cadets involved in activities that require the use of corps funding are required to assist with JROTC fundraisers.

Only JROTC cadets can attend/take part in the JROTC service events. Participants are to follow all JROTC service event participation rules and all the rules established by the host organization. Cadets are not to take anything away from the site they did not purchase or make any additions/revisions/markings to anything that is not so expressed by the overall host/coordinator in charge.

40. CYBERPATRIOT TEAM:

CyberPatriot is the National Youth Cyber Education Program created by the Air & Space Forces Association to inspire K-12 students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future. At the core of the program is the National Youth Cyber Defense Competition, the nation's largest cyber defense competition that puts high school and middle school students in charge of securing virtual networks. During the 2023-2024 school year, our CyberPatriot Team finished 1st place out of 10 JROTC units in the state of Alabama and advanced to the semifinals.

41. DRILL TEAM:

The AL-951 Drill Team is a special group of cadets (State Champions) dedicated to perfecting their drill and ceremonies skill. The Drill Team competes in various meets against other drill teams and may advance to regional, state, and/or national competitions. The Drill Team will have three competitive segments: regulation, Color Guard, and exhibition (armed & unarmed). During the 2023-2024 school year, our Drill Team finished 1st place overall at the 2024 State Drill Competition at Jacksonville State University.

42. COLOR GUARD:

Color Guards present the U.S. flag and the state or Air Force flag at the beginning of various events. The Color Guard will perform at home athletic events, school programs, parades, and any other events approved by the principal and the SASI.

All cadets are encouraged to try out for the Color Guard. Color Guard practice will be scheduled by the commander prior to events, in coordination with the SASI/ASI.

The Color Guard will consist of a minimum of two flag bearers and two guards. The ranking cadet will carry the U.S. Flag and will give all commands.

Cadets selected for Color Guard duties will always be well groomed, have neat haircuts, shined shoes, and conduct beyond reproach. Cadets selected for Color Guard must attend all scheduled practices.

The SASI and ASI have the final approval for selection of cadets and make-up of the Color Guard.

43. SABER TEAM:

The AL-951 Saber Team is an honor team that performs at special school and community ceremonies that require a formal atmosphere distinguished with the use of saber routines.

44. RAIDER TEAM:

The AL-951 Raider Team is a special group of cadets dedicated to enhancing their general state of physical fitness. Physical fitness activities may include, but are not limited to, walking, jogging, running, push-ups, crunches, obstacle courses, etc. The Raider Team competes in various competitions against other fitness teams and may advance to regional, state, and/or national competitions. Participation is open to all cadets. Participating cadets must have the HQ AFJROTC screening form and a waiver letter on file. An AFJROTC physical fitness test will be conducted at least once per year. Those who “pass” the test will be eligible to earn a PFT ribbon. During the 2023-2024 school year, our Raider Team finished 4th place overall at the 2024 State Competition at Jacksonville State University.

45. FLAG TEAM:

Considered the “Best of the Best,” these elite cadets are requested all over the tri-county area to perform this uplifting and patriotic ceremony.

46. ACADEMIC TEAM:

The Academic Bowl is a nationally recognized competition that focuses on the ACT, SAT, and JROTC Curriculum. By participating, cadets learn the values of citizenship, leadership, academic competition, and college opportunities. Cadets compete against other Air Force JROTC Programs for a chance to make it to the final round and compete against the Army, Navy, Marine programs.

47. AWARDS AND DECORATIONS:

Many distinctive awards are authorized for AFJROTC cadets in recognition of outstanding performance in academics, leadership, or for specific displays of valor. AFJROTC awards and national awards are authorized by AFJROTCI 30-2001, and are presented to cadets selected by the AFJROTC instructors and approved by the principal. A list of awards and their requirements are attached to this handbook. Awards will be presented at appropriate ceremonies where families and friends are welcome to attend.

Organizations that sponsor national awards establish the selection criteria for their respective awards. The instructors determine which cadets meet the basic criteria for each award, then evaluate the cadets' leadership ability, corps performance/participation, and discipline record to choose a final selectee. In most cases, only one cadet is selected for each national award. When more than one of the awards is available, the SASI will determine whether or not to present just one award or more than one such award.

HQ AFJROTC establishes the criteria for the award of AFJROTC ribbons via AFOATSI 36-2001. The AFJROTC instructors determine which cadets meet the criteria for the ribbons and awards them based upon the criteria.

Only the awards listed on the AFJROTC and SFJROTC Ribbon Chart may be worn on the AFJROTC cadet uniform (Reference Ribbon Chart on paragraph 44).

48. GOAL SETTING:

The cadet key staff/leadership team is responsible for involving unit to set goals for each academic year (August – July), by the deadline provided by the SASI. The goals should be measurable. Consider the following areas: recruiting, retention, school service, community service, fitness, and unit activities (i.e., field trips and summer leadership school).

The goals should follow the **SMART** format:

1. Specific
2. Measurable
3. Achievable
4. Realistic
5. Time-bound

Additionally, the cadet key staff is responsible for developing and implementing strategies to help ensure the goals are achieved. The cadet key staff will also track the status of the strategies, revising them as needed, and the status of each goal.

49. POST HIGH SCHOOL OPPORTUNITIES & AFJROTC PROGRAM COMPLETION:

Certificates: Students who successfully complete two academic years of AFJROTC will earn certificates of training. Students who successfully complete three academic years of AFJROTC will earn certificates of completion.

Advanced Enlistment: Students who plan to join the military immediately after high school may earn advanced enlistment rank and increased pay by successfully completing at least two years of AFJROTC.

Air Force ROTC College Scholarship and Academic Credit: Students who plan to attend and subsequently enter the Air Force may apply for Air Force ROTC college scholarships that can pay tuition, book fees, and lab costs, plus provide the students a monthly stipend. Students who accept the scholarship are obligated to serve in the Air Force for a designated amount of time, depending on the chosen career profession. Furthermore, students who complete at least two years of JROTC may be eligible for college ROTC credit when enrolling in the college ROTC program.

50. AL-951 CADET JOB DESCRIPTIONS:

The following is a list of detailed descriptions of the various staff positions in our Air Force JROTC unit:

Staff Position Descriptions:

Cadet Training Group Commander (AL-951/TGC) will be responsible for:

- Command of the cadet Training Group
- Oversee the day-to-day general operations of the entire cadet Training Group
- Maintaining the discipline, motivation, appearance, effectiveness, training, and conduct of the entire cadet Training Group
- Supervising the planning and scheduling of all cadet Training group activities
- Ensuring all cadets of the cadet Training Group has the opportunity to develop leadership commensurate with their individual abilities
- Hosting a quarterly Commander's Call to announce achievements, general orders of division directors, instructor announcements, and other vital information
- Ensuring the cadet key staff develops and implements goals for their functional areas
- Holding cadet key staff meetings with the instructor staff at least twice monthly
- Directing group staff meetings
- Coordinating with the instructor staff on a regular basis for accomplishing the missions of the cadet Training Group

Cadet Operations Group Commander (AL-951/OGC) will be responsible for:

- Command of the cadet Operations Group
- Oversee the day-to-day general operations of the entire cadet Operations Group
- Maintaining the discipline, motivation, appearance, effectiveness, training, and conduct of the entire cadet Operations Group
- Supervising the planning and scheduling of all cadet Operations Group activities
- Ensuring all cadets of the cadet Operations Group has the opportunity to develop leadership commensurate with their individual abilities
- Hosting a quarterly Commander's Call to announce achievements, general orders of division directors, instructor announcements, and other vital information
- Ensuring the cadet key staff develops and implements goals for their functional areas
- Holding cadet key staff meetings with the instructor staff at least twice monthly
- Directing group staff meetings
- Coordinating with the instructor staff on a regular basis for accomplishing the missions of the cadet Operations Group

Cadet Deputy Group Commander (AL-951/DGC) will be responsible for:

- Commanding the group during absence of the AL-951/GC's.
- Assisting the AL-951/GC with all tasks and duties as requested.
- Present reports received from squadron commanders to other key staff members for further coordination.
- Ensuring all cadet activities are conducted in accordance with current Air Force AETC, AFJROTC, and Prattville HS instructions, directive policies, and procedures.
- Serving as the chairman of all Cadet Evaluation Boards (promotion, demotion, disciplinary, etc.).
- Supervising and assisting the cadet key staff in all assigned duties.
- Co-directing group staff meetings.
- Lead the Planning and schedule all administrative activities of the cadet corps

- Performing other duties assigned by the AL-951/GC and instructor staff.

Cadet Director of Operations (AL-951/DO) will be responsible for:

- Oversee the day-to-day operations of the cadet Operations Squadron(s).
- Present reports received from squadron commanders to key staff for further coordination.
- Advising the squadron commanders on daily administrative operations.
- Schedule all daily activities of the cadet corps
- Serving on all Cadet Evaluation Boards (promotion, demotion, disciplinary, etc.).
- Attending group staff meetings.
- Update Operation Orders every week by Friday
- Performing other duties as assigned by the AL-951/GC and AL-951/DC.

Cadet Command Chief (AL-951/CC) will be responsible for:

- Provide recommendations to the AL-951/GC regarding the discipline, motivation, appearance, effectiveness, training, and conduct of the enlisted cadets of the cadet corps
- Advising the group key staff on issues of the group regarding training and suggesting possible solutions
- Serving as a mentor for all enlisted cadets
- Serving on all Cadet Evaluation Boards (promotion, demotion, disciplinary, etc.)
- Attending group staff meetings
- Performing other duties assigned by the AL-951/OGC, AL-951/TGC, and instructor staff

Cadet Operations Squadron Commander (SQ/CC) will be responsible for:

- Command the Operations Squadron
- Oversee the day-to-day operations of the flights
- Relay information from group key staff to the flight commanders
- Serves as a liaison between flights and command staff
- Attend group staff meetings
- Perform other duties assigned by the cadet group commander

Cadet Flight Commander (FLT/CC) will be responsible for:

- Command of the flight
- Receive attendance report from FLT/SGT to report instructor staff
- Maintaining the discipline, motivation, appearance, effectiveness, training, and conduct of the cadets within the flight
- Coordinate with SQ/CC to plan all activities of the flight
- Recommend the top cadets within the flight for awards and recognition to the SQ/CC
- Attend group staff meetings
- Perform other duties as assigned by the SQ/CC

Cadet Flight Sergeant (FLT/SGT) will be responsible for:

- Command of the flight in the absence of FLT/CC
- Receive attendance report

- Assist FLT/CC in maintaining the discipline, motivation, appearance, effectiveness, training, and conduct of the cadets within the flight
- Attend group staff meetings
- Perform other duties as assigned by the FLT/CC

Cadet Special Projects will be responsible for:

- Plan, coordinate, and execute all special activities.
- Submit after-action reports on planned activities to AL-951/DO.
- Attend group staff meetings.
- Perform other duties as assigned by the SQ/CC.
- Cadet PFT/Drill– Will be responsible for:
 - Assumes command during weekly PT formations.
 - Operate a voluntary cadet physical fitness training program.
 - Ensure all PFT scores are accurately recorded during examinations.
 - Attend group staff meetings.
 - Perform other duties as assigned by the SQ/CC and CT.

Cadet Comptroller (Finance) will be responsible for:

- Ensuring efficient protocols are established to properly account for cadet funds
- Coordinate with Logistics NCOICs to conduct cadet financial transactions regarding uniform exchanges/purchases
- Maintain ledgers and account transactions in accordance with generally accepted accounting standards
- Attend staff meetings
- Perform other duties as assigned by the SQ/CC

Cadet Personnel will be responsible for:

- Maintain cadet personnel records following guidelines established by the AL-951/CCA
- Ensure all information is logged into WINGS portal on a regular basis
- Coordinate with Logistics NCOICs to ensure equipment issuance matches cadet records
- File all documentation in cadet records or other internal information media
- Attend group staff meetings
- Perform other duties as assigned by the SQ/CC

Cadet Public Affairs will be responsible for:

- Maintain the public affairs program
- Prepare, publish, and distribute a group yearbook
- Submit news articles to school and local newspapers concerning cadet activities
- Provide all group photographic services
- Attend group staff meetings
- Perform other duties as assigned by the SQ/CC

Cadet Current Operations will be responsible for:

- Oversee the communication sources available to all cadets

- Assist briefers with IT resources
- Attend group staff meetings
- Perform other duties as assigned by the SQ/CC

Cadet Logistics will be responsible for:

- Overseeing the issuance/return of equipment
- Maintaining the cleanliness and orderliness of the uniform storage rooms, classrooms, etc.
- Stocking the unit supply area as supplies come in
- Determining the current working status of all equipment and reporting to the instructor staff
- Attend staff meetings
- Perform other duties as assigned by the SQ/CC

Cadet Drill Team Commander (DT/CC) will be responsible for:

- Developing and maintaining the motivation, appearance, discipline, efficiency, training, and conduct of the drill team
- Assisting the ASI in the planning and coordination of all drill team practices and performances
- Ensuring special drill team uniform accessories are issued to drill team members only and collected and accounted for after each use
- Ensuring drill team members wear the uniform and its accessories properly and only when appropriate
- Ensuring all drill team members attend practices and participate in performances
- Ensuring the drill team membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and competitive team
- Developing and operationalizing a list of safety rules and drill equipment logistics rules
- Issuing/retrieving and ensuring the safe usage of rifles for practice and competitions.
- Performing other duties as assigned by the SASI/ASI

Cadet Color Guard Commander (CG/CC) will be responsible for:

- Maintaining the appearance, discipline, efficiency, training, and conduct of the team
- Assisting in the planning and coordination of all Color Guard practices and parade and ceremony performances
- Ensuring special Color Guard uniform accessories are issued to Color Guard members only
- Ensuring Color Guard members wear the uniform and its accessories properly and only when appropriate.
- Ensuring special Color Guard uniform accessories are issued to Color Guard members only and collected and accounted for after each use
- Ensuring all Color Guard members attend practices and participate in functions as assigned
- Ensuring the Color Guard membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and competitive Color Guard
- Helping ensure cadets assigned to flag detail are properly trained to handle school flag raising and retreat duties
- Performing other duties as assigned by the Group Commander

Cadet Saber Team Commander (ST/CC) will be responsible for:

- Developing and maintaining the motivation, appearance, discipline, efficiency, and training of the team
- Planning and coordinating all saber team practices and parade and special performances
- Ensuring all saber team members attend practices and participate in performances
- Ensuring the saber team membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and professional team
- Ensuring special saber team uniform accessories are issued to saber team members only and collected and accounted for after each use
- Performing other duties as assigned by the Group Commander

Cadet Flag Detail Officer (FDO) is responsible for:

- The overall school flag posting and retrieval program
- Ensuring the flags are posted each school morning and taken down before the end of each school day
- Ensure the proper training of 1st, 5th, and 6th period classes so that they can properly post, retrieve, and store the flags
- Performing others duties as assigned by the Group Commander

Cadet Wellness (Physical Fitness) Officer (WO) is responsible for:

- The overall cadet management of the cadet wellness program
- The overall cadet management of the cadet Raider Team
- Promoting physical fitness within the Group
- Developing a comprehensive cadet physical fitness program for use on Fridays
- Assisting the SASI/ASI in executing the physical fitness program and tracking assistance
- Coordinating supervision of stretching exercises prior to any physical activity
- Posting current health awareness information on the cadet bulletin board
- Overseeing the Group's participation in competitive athletic events when available
- Performing other duties as assigned by the Group Commander
- Submit choices to SASI.ASI about PT possibilities

51. AL-951 WELLNESS (PHYSICAL FITNESS) PROGRAM:

Physical Fitness is worth 20% of the AFJROTC curriculum. Physical Fitness Training (PFT) will be conducted once a week (Friday). Cadets will wear issued AFJROTC PT uniforms or Unit Purchased PT Gear for physical training. Cadets should bring a note from the Doctor if they are to be exempted from participating in physical fitness training for any amount of time. Physical Fitness is important for everyone. We should not take our health for granted. We should eat the proper nutrition needed and exercise to maintain our health.

AFJROTC PFT Examination:

Cadets will perform three different physical fitness exercises during the PFT examination: sit-up/curl-ups, push-ups/pull-ups, and mile run/walk.

Sit-Ups/Curl-Ups. Lie on your back with legs bent ninety degrees at the knee with feet 12 inches from buttocks – the standard “sit-up” position. Cross your arms and place your hands so that your fingertips touch your shoulders. Curl your torso so your chest moves toward your knees. Keep your hands on your

chest at all times. The sit-up does not count if your hands come off your chest. You must rest in the up position and cannot lean on your knees while resting. One's hips or buttock should not come off the ground to produce momentum (use a spotter to hold your feet).

Push-ups/ Pull-Ups. Place your hands slightly wider than your shoulders; keep the torso straight and head aligned with the spine throughout the exercise. Lower yourself until your shoulder touches your partner's hands (which should be at a 90 degree angle). You must rest in the up position.

Endurance Run/Walk. On a safe, one-mile distance, students begin running on the count "Ready Go." Walking may be interspersed with running. However, the cadets are encourage to meet these goals:

Females	11:00 minutes
Males	10:00 minutes

52. 30-STEP DRILL SEQUENCE (Mandatory for all second-year cadets):

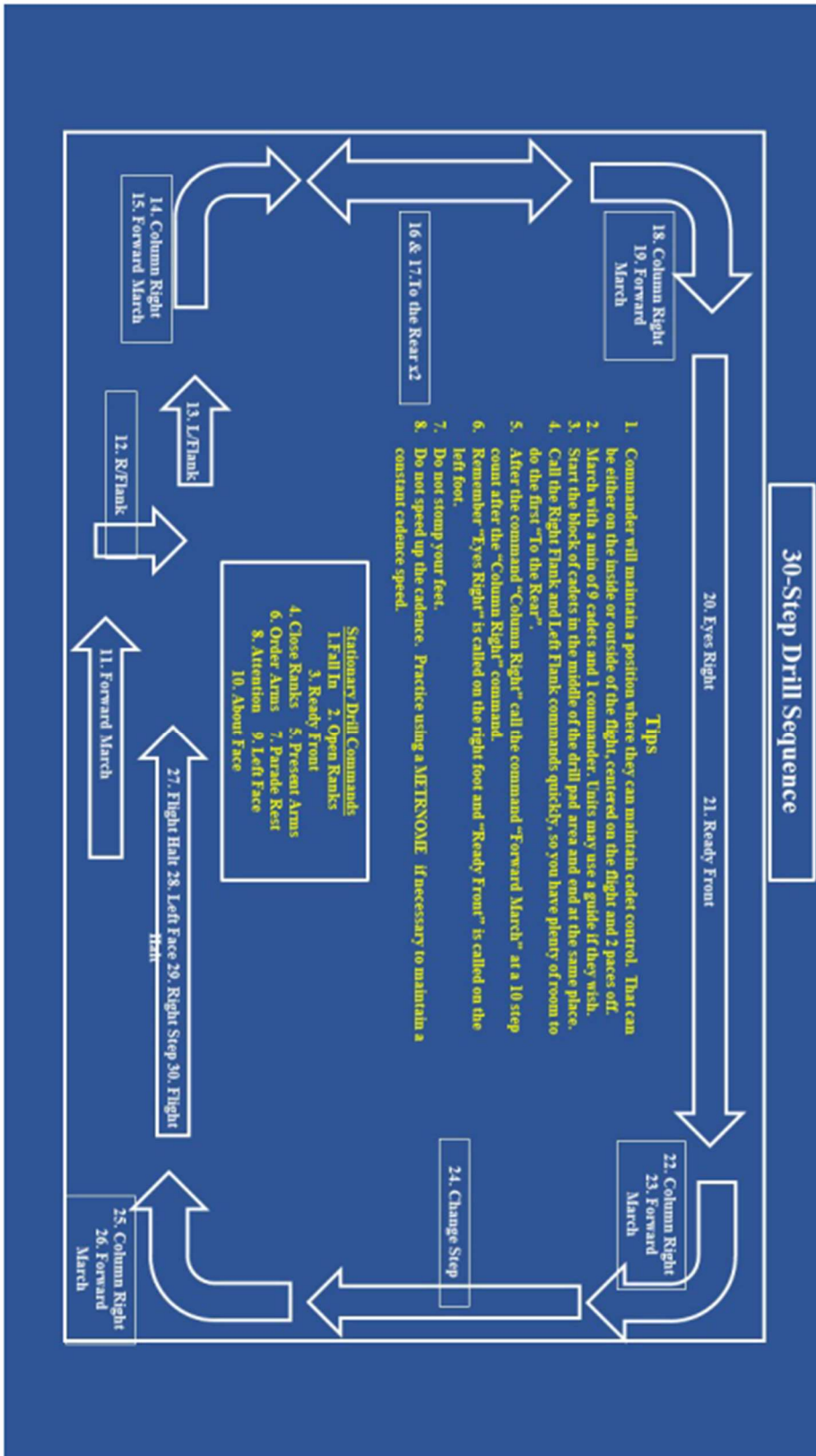
The requirement for all second-year cadets is to be able to, March. Headquarters AFJROTC has developed a 30-step drill sequence which is required to be executed by all second-year cadets or higher.

Flight Commander will report into the inspector, after the command fall-in is given. Example: Sir/Ma'am, Unit Number, is prepared for the 30-step drill sequence. Request permission to use your drill area, Sir/Ma'am!

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

Flight Commander will report out to the inspector, after the command flight halt is given. Example: Sir/Ma'am, Unit Number, request permission to exit your drill area, Sir/Ma'am!

30-STEP DRILL SEQUENCE DIAGRAM



53. BASIC DRILL:

Drill & Inspection Procedures

9.1 Basic Drill

This is an excerpt from AFI 36-2203 regarding basic Air Force drill:

3.1. Positions and Movements. This chapter explains, by word and picture, certain basic positions and movements.

3.2. Position of Attention. To come to attention, bring the heels together smartly and on line. Place the heels as near each other as the conformation of the body permits, and ensure the feet are turned out equally, forming a 45-degree angle. Keep the legs straight without stiffening or locking the knees. The body is erect with hips level, chest lifted, back arched, and shoulders square and even. Arms hang straight down alongside the body without stiffness, and the wrists are straight with the forearms. Place thumbs, which are resting along the first joint of the forefinger, along the seams of the trousers or sides of the skirt. Hands are cupped (but not clenched as a fist) with palms facing the leg (Figure 3.1.). The head is kept erect and held straight to the front with the chin drawn in slightly so the axis of the head and neck is vertical; eyes are to the front, with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are required.



Figure 3.1. Position of Attention.

3.3. Rest Positions.

3.3.1. Execute rests (parade rest, at ease, rest, and fall out) from a halt and only from the position of attention as follows:

3.3.1.1. Parade Rest. The command is Parade, REST. On the command REST, the airman will raise the left foot from the hip just enough to clear the ground and move it smartly to the left so the heels are 12 inches apart, as measured from the inside of the heels. Keep the legs straight, but not stiff, and the heels on line. As the left foot moves, bring the arms, fully extended, to the back of the body, uncupping the hands in the process; and extend and join the fingers, pointing them toward the ground. The palms will face outwards. Place the right hand in the palm of the left, right thumb over the left to form an "X" (Figure 3.2). Keep head and eyes straight ahead, and remain silent and immobile.



Figure 3.2. Parade Rest.

3.3.1.2. At Ease. The command is AT EASE. On the command AT EASE, airmen may relax in a standing position, but they must keep the right foot in place. Their position in the formation will not change, and silence will be maintained.

3.3.1.3. Rest. The command is REST. On the command REST, the same requirements for at ease apply, but moderate speech is permitted.

3.3.1.4. Fall Out. The command is FALL OUT. On the command FALL OUT, individuals may relax in a standing position or break ranks. They must remain in the immediate area, and no specific method of dispersal is required. Moderate speech is permitted.

3.3.2. To resume the position of attention from any of the rests (except fall out), the command is (for example) Flight, ATTENTION. On the command Flight, the airmen assume the position of parade rest; and at the command ATTENTION, they assume the position of attention.

3.4. Facing Movements. Execute facing movements from a halt, at the position of attention, and in the cadence of quick time. Perform facing movements in two counts.

3.4.1. Right (Left) Face. The commands are Right (Left), FACE. On the command FACE, raise the right (left) toe and left (right) heel slightly and pivot 90 degrees to the right (left) on the ball of the left (right) foot and the heel of the right (left) foot, assisted by slight pressure on the ball of the left (right) foot. Keep legs straight, but not stiff. The upper portion of the body remains at attention. This completes count one of the movements. Next, bring the left (right) foot smartly forward, ensuring heels are together and on line. Feet should now be forming a 45-degree angle, which means the position of attention has been resumed (Figure 3.3). This completes count two of the movement.



Figure 3.3. Right Face.

3.4.2. About Face. The command is About, FACE. On the command FACE, lift the right foot from the hip just enough to clear the ground. Without bending the knees, place the ball of the right foot approximately half a shoe length behind and slightly to the left of the heel. Distribute the weight of the body on the ball of the right foot and the heel of the left foot. Keep both legs straight, but not stiff. The position of the foot has not changed. This completes count one of the movement. Keeping the upper portion of the body at the position of attention, pivot 180 degrees to the right on the ball of the right foot and heel of the left foot, with a twisting motion from the hips. Suspend arm swing during the movement, and remain as though at attention. On completion of the pivot, heels should be together and on line and feet should form a 45-degree angle. The



Figure 3.4. About Face.

entire body is now at the position of attention (Figure 3.4). This completes count two of the movement.

3.4.3. Half Right (Left) Face. When instructions are given for 45-degree movements, the command Half Right (Left), FACE may be used. The procedures described in paragraph 3.4.1 are used except each person executes the movement by facing 45 degrees to the right or left.

3.5. Hand Salute. This is used for training purposes only. The command is Hand,

SALUTE, and it is performed in two counts. On the command SALUTE, the individual raises the right hand smartly in the most direct manner while at the same time extending and joining the fingers. Keep the palm flat and facing the body. Place the thumb along the forefingers, keeping the palm flat and forming a straight line between the fingertips and elbows (Figure 3.5). Tilt the palm slightly toward the face. Hold the upper arm



Figure 3.5. Hand Salute.

horizontal, slightly forward of the body and parallel to the ground. Ensure the tip of the middle finger touches the right front corner of the headdress. If wearing a non-billed hat, ensure the middle finger touches the outside corner of the right eyebrow or the front corner of glasses. The rest of the body will remain at the position of attention. This is count one of the movement. To complete count two of the movement, bring the arm smoothly and smartly downward, retracing the path used to raise the arm. Cup the hand as it passes the waist, and return to the position of attention.

3.7. Present Arms and Order Arms. The commands are Present, ARMS and Order ARMS. On the command Present, ARMS, the airman executes the first count of hand salute. Count two of hand salute is performed when given the command Order, ARMS.

3.8. Eyes Right (Left) and Ready Front. The commands are Eyes, RIGHT (LEFT) and Ready, FRONT. These commands may be given at a halt or while marching. The preparatory command and command of execution are given on the right (left) foot while marching. On the command RIGHT (LEFT), all persons, except those on the right (left) flank, turn their heads and eyes smartly 45 degrees to the right (left) (Figure 3.6). To return their heads and eyes to the front, the command Ready, FRONT is given as the left (right) foot strikes the ground. On the command FRONT, heads and eyes are turned smartly to the front (figure 3.7).



Figure 3.6. Eyes Right.



Figure 3.7. Ready Front.

3.9. Steps and Marching:

3.9.1. When executed from a halt, all steps and marching begin with the left foot, except right step and close march.

3.9.2. Both the preparatory command and the command of execution are given as the foot in the direction of the turn strikes the ground (Figure 3.8). For units no larger than a flight, the preparatory command is normally given as the heel of the left (right) foot strikes the ground, and the command of execution is given when the heel of the left (right) foot next strikes the ground.

3.9.3. For units larger than a flight, time is allowed for the subordinate commanders to give appropriate supplementary commands. The pause between commands is three paces.

3.10. Forward March and Halt.

3.10.1. To march forward in quick time from a halt, the command is Forward, MARCH. On the command MARCH, the airman smartly steps off straight ahead with the left foot, taking a 24-inch step (measured from heel to heel), and places the heel on the ground first. When stepping off and while marching, the airman will use coordinated arm swing; that is, right arm forward with the left leg and

left arm forward with the right leg. The hands will be cupped with the thumbs pointed down, and the arms will hang straight, but not stiff, and will swing naturally. The swing of the arms will measure 6 inches to the front (measured from the rear of the hand to the front of the thigh) and 3 inches to the rear (measured from the front of the hand to the back of the thigh) (Figure 3.9). If applicable, proper dress, cover, interval, and distance will be maintained; and cadence will be adhered to. Count cadence as follows: counts one and three are given as the heel of the left foot strikes the ground and counts two and four are given as the heel of the right foot strikes the ground.

3.10.2. To halt from quick time, the command is Flight, HALT, given as either foot strikes the ground. On the command HALT, the airman will take one more 24-inch step. Next, the trailing foot will be brought smartly alongside the front foot. The heels will be together, on line, and form a 45-degree angle. Coordinated arm swing will cease as the weight of the body shifts to the leading foot when halting.

3.11. Double Time.

3.11.1. To march in double time from a halt or when marching in quick time, the command is Double Time, MARCH.

3.11.2. When halted and on the command MARCH, the airman begins with the left foot, raises the forearms to a horizontal position along the waistline, cups the hands with the knuckles out, and begins an easy run of 180 steps per minute with 30-inch steps, measured from heel to heel. Coordinated motion of the arms is maintained throughout (Figure 3.10).-



Figure 3.10. Double Time.

3.11.3. When marching in quick time and on the command MARCH (given as either foot strikes the ground), the airman takes one more step in quick time and then steps off in double time.

3.11.4. To resume quick time from double time, the command is Quick Time, MARCH, with four steps between commands. On the command MARCH (given as either foot strikes the ground), the airman advances two more steps in double time, resumes quick time, lowers the arms to the sides, and resumes coordinated arm swing.



Figure 3.9. Quick Time.

3.11.5. To halt from double time, the command Flight, HALT is given as either foot strikes the ground, with four steps between commands. The airman will take two more steps in double time and halt in two counts at quick time, lowering the arms to the sides.

3.11.6. The only commands that can be given while in double time are Incline To The Right (Left); Quick Time, MARCH; and Flight, HALT.

3.12. Mark Time.

3.12.1. The command is Mark Time, MARCH. When marching, the command MARCH is given as either foot strikes the ground. The airman takes one more 24-inch step with the right (left) foot. He or she then brings the trailing foot to a position so both heels are on line. The cadence is continued by alternately raising and lowering each foot. The balls of the feet are raised 4 inches above the ground. Normal arm swing is maintained.

3.12.2. At a halt, on the command MARCH, the airman raises and lowers first the left foot and then the right. Mark time is executed in quick time only. The halt executed from mark time is similar to the halt from quick time.

3.12.3. To resume marching, the command Forward, MARCH is given as the heel of the left foot strikes the ground. The airman takes one more step in place and then steps off in a full 24-inch step with the left foot.

3.13. Half Step.

3.13.1. The command Half Step, MARCH is given as either foot strikes the ground. On the command MARCH, the airman takes one more 24-inch step followed by a 12-inch step (measured from heel to heel) in quick time, setting the heel down first without scraping the ground. The airman maintains coordinated arm swing and continues the half step until marched forward or halted.

3.13.2. To resume a full 24-inch step, the command Forward, MARCH is given as the heel of the left foot strikes the ground. On the command MARCH, the airman takes one more 12-inch step with the right foot and then steps out with a full 24-inch step with the left foot.

3.13.3. The halt executed from half step is similar to the halt executed from a 24-inch step. The half step is not executed from the halt nor are changes of direction made from the half step. It is executed only in quick time, and normal arm swing is maintained.

3.14. Right (Left) Step.

3.14.1. The command is Right (Left) Step, MARCH, given only from a halt and for moving short distances. On the command MARCH, the airman raises the right (left) leg from the hip just high enough to clear the ground. The leg will be kept straight, but not stiff, throughout the movement. The individual places the right (left) foot 12 inches, as measured from the inside of the heels, to the right (left) of the left (right) foot. Transfer the weight of the body to the right (left) foot, then bring the left (right) foot (without scraping the ground) smartly to a position alongside the right (left) foot as in the position of attention. This movement is continued in quick time; the upper portion of the body remains at attention and arms remain at the sides throughout.

3.14.2. Cadence may be counted during this movement. Counts one and three are given as the right (left) foot strikes the ground. Counts two and four are given as the heels come together.

3.14.3. To halt from the right (left) step, the preparatory command and command of execution are given as the heels come together. The halt from the right (left) step is executed in two counts. On the command HALT, one more step is taken

3.15. Change Step. The command is Change Step, MARCH. On the command MARCH, given as the right foot strikes the ground, the airman takes one more 24-inch step with the left foot. Then in one count, place the ball of the right foot alongside the heel of the left foot, suspend arm swing, and shift the weight of the body to the right foot. Step off with the left foot in a 24-inch step, resuming coordinated arm swing. The upper portion of the body remains at the position of attention throughout.

3.16. To the Rear March. The command is To the Rear, MARCH, given as the heel of the right foot strikes the ground. On the command MARCH, the airman takes a 12-inch step with the left foot, placing it in front of and in line with the right foot and distributes the weight of the body on the balls of both feet. Then pivot on the balls of both feet, turning 180 degrees to the right, and take a 12-inch step with the left foot in the new direction, with coordinated arm swing, before taking a full 24-inch step with the right foot. While pivoting, do not force the body up or lean forward. The pivot takes a full count and the arm swing is suspended to the sides as the weight of the body comes forward while executing the pivot, as if at the position of attention.

3.17. Flanking Movement. The command is Right (Left) Flank, MARCH, given as the heel of the right (left) foot strikes the ground. On the command MARCH, the airman takes one more 24-inch step, pivots 90 degrees to the right (left) on the ball of the left (right) foot, keeping the upper portion of the body at the position of attention. Then step off with the right (left) foot in the new direction of march with a full 24-inch step and coordinated arm swing. Arm swing is suspended to the sides as the weight of the body comes forward on the pivot foot. The pivot and step off are executed in one count. This movement is used for a quick movement to the right or left for short distances only. Throughout the movement, maintain proper dress, cover, interval, and distance.

3.18. Face in Marching. The command is Right (Left) Flank, MARCH. On the command MARCH, the airman executes a 90-degree pivot on the ball of the right (left) foot and, at the same time, steps off with the left (right) foot in the new

direction with coordinated arm swing. The pivot and step are executed in one count, and proper dress, cover, interval, and distance are maintained.

9.2 Reporting Procedures

For Drill:

- When reporting in for the 30 Commands Drill Evaluation:
Cadet: Sir/Ma'am, *CadetRank LastName, __Flight*, reporting in for my 30 Commands Drill Evaluation, request permission to use your drill area, sir/ma'am.
Judge: Proceed!
Cadet: Thank you, sir/ma'am!
- When reporting out for the 30 Commands Drill Evaluation:
Cadet: Sir/Ma'am, this completes my 30 Commands Drill Evaluation, request permission to exit your drill area, sir/ma'am.
Judge: Proceed!
Cadet: Thank you, sir/ma'am!

For Accountability:

- Flight Commander to Squadron Commander when all present:
Flt Cmdr: Sir/Ma'am, *__Flight*, all cadets are present and/or accounted for.
Sqdn Cmdr: Thank you, sir/ma'am!
- Flight Commander to Squadron Commander when all not present::
Flt Cmdr: Sir/Ma'am, *__Flight*, all cadets are present and/or accounted for, with the exception of 3 absent.
Sqdn Cmdr: Thank you, sir/ma'am!

54. AFJROTC RIBBON CHART:



Note: Only the awards listed on the AFJROTC and SFJROTC Ribbon Chart may be worn on the AFJROTC cadet uniform.

55. AWARDS & RIBBONS CRITERIA:

1. Gold Valor Award. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty.

2. Silver Valor Award. Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award.

3. Cadet Humanitarian Award. Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community.

4. Silver Star Community Service with Excellence Award. Award consists of a ribbon with a Silver Star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps.

5. Community Service with Excellence Award. Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project.

6. Air Force Association (AFA) Award. Cadets may only receive this award once. This AFA-sponsored award is presented annually at each unit to the outstanding second-year (in a 3- year program) or third-year cadet (in a 4-year program). Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

7. Daedalian Award. Cadets may only receive this award once. The Order of Daedalian's was named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers.

8. Daughters of the American Revolution (DAR) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

9. American Legion Scholastic Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

10. American Legion General Military Excellence Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

- 11. Reserve Organization of American (ROA) Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
- 12. Military Officers Association of America (MOAA) Award.** Cadets may only receive this award once. This award, formerly known as The Retired Officers Association Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
- 13. Veterans of Foreign Wars (VFW) Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
- 14. National Society United States Daughters 1812 Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
- 15. National Sojourners Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
- 16. Scottish Rite, Southern Jurisdiction Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
- 17. Military Order of the Purple Heart Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
- 18. Sons of the American Revolution (SAR) Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
- 19. Military Order of World Wars Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
- 20. American Veterans (AMVETS) Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
- 21. Air Force Sergeants Association (AFSA) Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
- 22. Tuskegee Airmen Incorporated (TAI) Cadet Award.** Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
- 23. The Retired Enlisted Association (TREA) Award.** Cadets may only receive this award once. Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC or SFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
- 24. The Celebrate Freedom Foundation (CFF) Award for Excellence in Academic Programs.** Cadets may only receive this award once. The awards program recognizes 9th, 10th, 11th and 12th grade students (including home-schooled students) enrolled in AFJROTC and SFJROTC programs. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

25. Air Commando Association Award. Cadets may only receive this award once. Awarded annually at the SASI's discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the 13 critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness, and family strength. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

26. Distinguished Unit Award with Merit (DUAM). Award consists of a ribbon awarded to cadets enrolled during the same academic year 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. For each additional ribbon earned an additional small silver star will be awarded.

27. Distinguished Unit Award (DUA). Is a ribbon awarded to cadets enrolled during the academic year when a 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 an additional small silver star will be awarded.

28. 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 a streamer. For each additional ribbon earned an additional small silver star will be awarded.

29. Outstanding Flight Ribbon. Is a ribbon awarded each academic term to members of the outstanding flight under criteria determined by the SASI. 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.

30. Top Performer Award. The award consists of a ribbon and 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 or SFJROTC. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

31. Outstanding Cadet Ribbon. Is a ribbon awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadets. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic excellence.

32. Leadership Ribbon. Is a ribbon awarded for outstanding performance in a position of leadership as an AFJROTC or SFJROTC 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.

33. 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 or SFJROTC. 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 and accomplishments of other cadets. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

34. Achievement Ribbon. Is a ribbon awarded for a significant achievement in AFJROTC or SFJROTC or other school activities/events. 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.

35. 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 (cadet may only receive one award annually), in addition to an “A” average in AFJROTC or SFJROTC. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded

36. Cadet Leadership Course (CLC) Ribbon. Is a ribbon awarded for completion of an approved leadership school program of at least 5 days in duration each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class. Exception: If a cadet has previously earned the CLC Ribbon or earns it in the future, that cadet will wear only one ribbon; that would be the CLC Ribbon with silver star, since that award is of higher precedence.

37. Special Teams Placement Ribbon. Is a ribbon awarded to team members for placing 1st, 2nd, or 3rd in an Air Force or Joint Service (local, regional, state or 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.

38. 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.

39. 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.

40. Orienteering Ribbon. Is a ribbon awarded to team members for completing a unit-specific Orienteering program as part of unit curriculum. 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.

41. Leadership Development Requirement (LDR) Leadership Ribbon. Is a ribbon awarded at the SASI’s discretion for leadership in AFJROTC or SFJROTC 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 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.

42. Drill Team Ribbon. Is a ribbon awarded to cadets who participated on the drill team for an entire year/drill season 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.

43. Color Guard Ribbon. Is a ribbon awarded to cadets who perform at least 5 color guard performance events (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.

44. Saber Team Ribbon. Is a ribbon awarded to cadets who perform at least 3 saber team performance events (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.

45. Marksmanship Team Ribbon. Is a ribbon awarded to cadets who participate on the marksmanship team for an entire year/season 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.

46. Joint Leadership Academic Bowl (JLAB) Ribbon. Is a ribbon awarded to cadets who are a member of the JLAB team for at least one year/season. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

47. CyberPatriot Ribbon. Is a ribbon awarded to cadets who are a member of the CyberPatriot team for at least one year/season. 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. (Note: This ribbon replaces the CyberPatriot pin, which is not authorized for wear on the cadet uniform.)

48. StellarXplorers Ribbon. Is a ribbon awarded to cadets who are a member of the StellarXplorers team for at least one year/season. 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. (Note: This ribbon replaces the StellarXplorers pin, which is not authorized for wear on the cadet uniform.)

49. Raiders Team Ribbon. Is a ribbon awarded to cadets who are a member of the Raiders Team for at least one year/season. 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.

50. Military Model Building Team Ribbon. Is a ribbon awarded to cadets who are a member of the Military Model Building Team for at least one 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 bronze oak leaf cluster.

51. Unmanned Aircraft Systems (UAS) Ribbon. Is a ribbon awarded to cadets who are a member of the UAS team for at least one year. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. 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.

52. Robotics Ribbon. Is a ribbon awarded to cadets who are a member of the Robotics club/team for at least one 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.

53. Good Conduct Ribbon. Is a ribbon awarded to cadets for maintaining good conduct as an AFJROTC or SFJROTC cadet. To qualify for this ribbon, cadets must not have received a referral (this includes no ISS/OSS) for an academic term (cadet may only receive one award annually). An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

54. Service Ribbon. Is a ribbon awarded for distinctive performance in school, community, or AFJROTC or SFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. (Note: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does 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.

55. Health and Wellness Ribbon. Is a ribbon awarded for participation in the unit health and wellness physical fitness program for an academic year/term. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent 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 wear the highest-level Star Device(s) affixed to the wearers right of the ribbon. Only the star representing the higher percentile score will be worn. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS).

56. Recruiting Ribbon. Is a ribbon awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC or SFJROTC. 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.

57. Activities Ribbon. Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for a ribbon on the ribbon chart. These include, but are not limited to, model rocketry clubs, sports teams, and any other LDR team event that does not currently have a ribbon on the ribbon chart. 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

58. Attendance Ribbon. Is a ribbon awarded to cadets who have no more than three school absences during academic term. Cadets may only receive one award annually. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

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

60. Longevity Ribbon. Is a ribbon awarded for successful completion of each AFJROTC or SFJROTC school year or semester. Cadets may only receive one award annually. Cadets in a 4X4 block schedule taking AFJROTC or SFJROTC classes both semesters during a school year may only receive one ribbon and/or cluster for that school year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

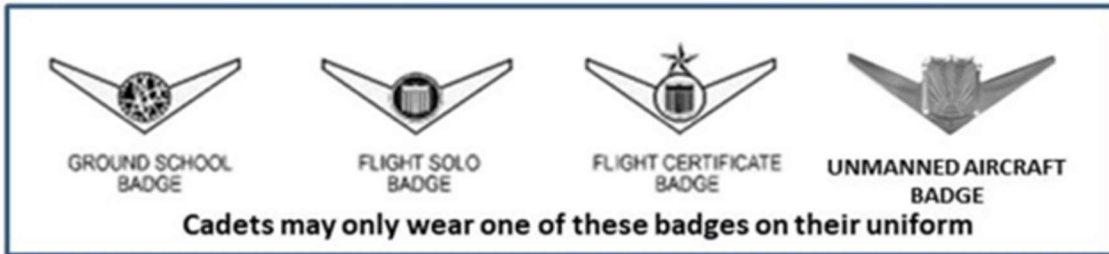
61. Bataan Death March Memorial Hike Ribbon. Is a ribbon awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March. AFJROTC and SFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.). Units may complete the full hike in a span of one to no more than 3 days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon. 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.

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

63. Resiliency Ribbon. Is a ribbon awarded by the SASI to any cadet who has displayed a high amount of resiliency to life events. Principally intended to denote resilience in the face of COVID-19 to cadets who were enrolled in AFJROTC or SFJROTC course of study from 1 March 2020 to 30 June 2022. A course of study is defined as any cadet who was enrolled, participated, and completed in an on-line, virtual, or on campus in person, AFJROTC or SFJROTC course during this period. The ribbon is now expanded to those who in the SASI's discretion have overcome significant life challenges (significant illness, tragedy at home such as fire or destruction by storm) and have shown resilience to overcome those events and press on as a cadet. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

64. Civil Air Patrol Ribbons. The authorized ribbons for cadets participating in the Civil Air Patrol cadet program which can be worn on the AFJROTC uniform are from highest to lowest precedence.

56. CADET BADGES:



Badges/Insignia not listed here are unauthorized for wear.

57. CADET RANK:

AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK

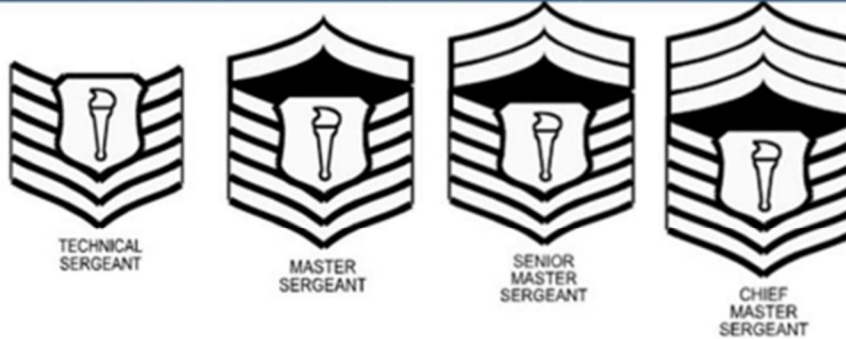


NOTE: Cadet Officer rank used is either cloth epaulet or collar rank, depending on specific uniform worn.

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.

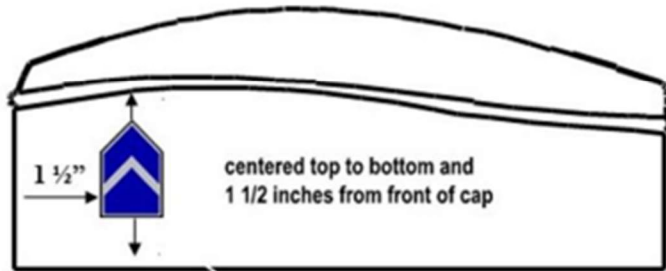
58. MALE HEADGEAR:

CADET MALE HEADGEAR



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*

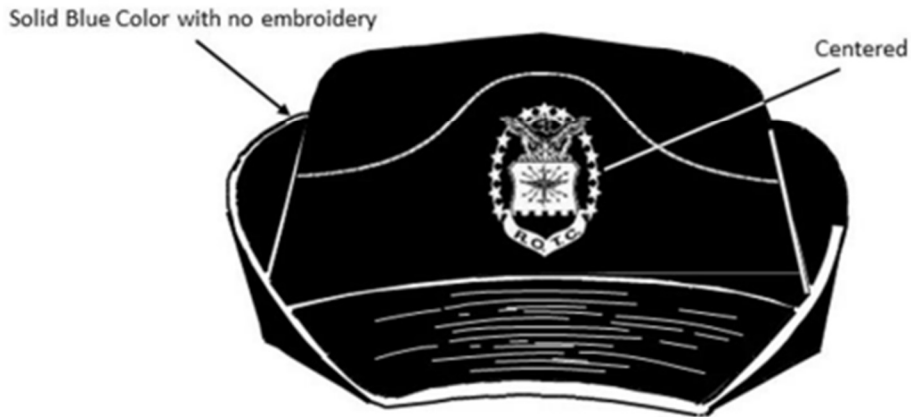


- Enlisted cadets will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

59. FEMALE HEADGEAR:

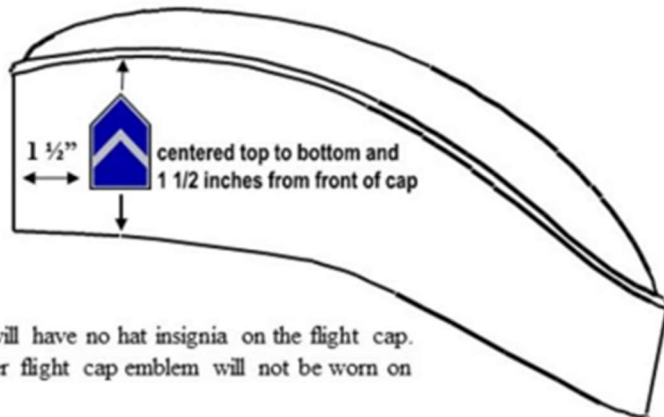
CADET FEMALE HEADGEAR

SERVICE CAP



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

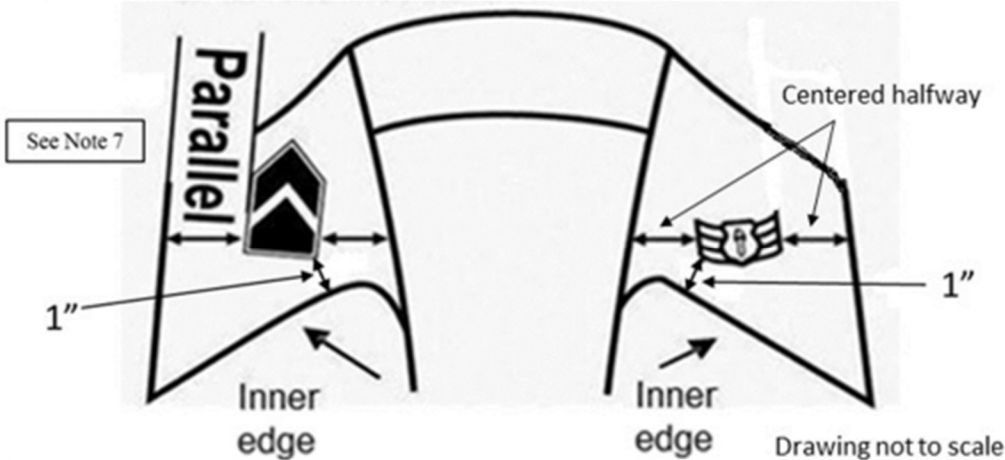
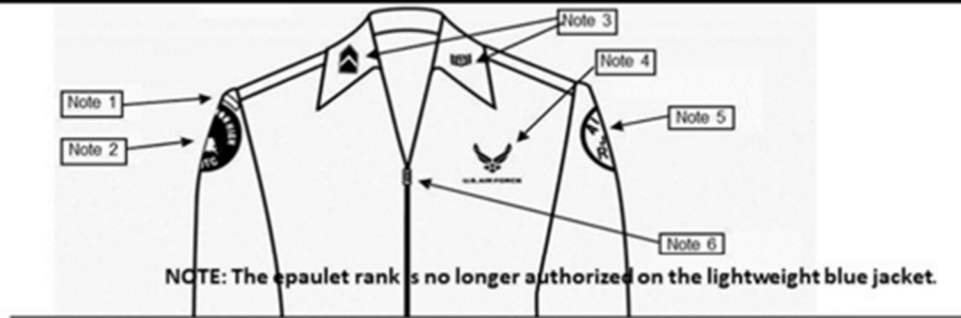
FLIGHT CAP*



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

60. LIGHTWEIGHT BLUE JACKET:

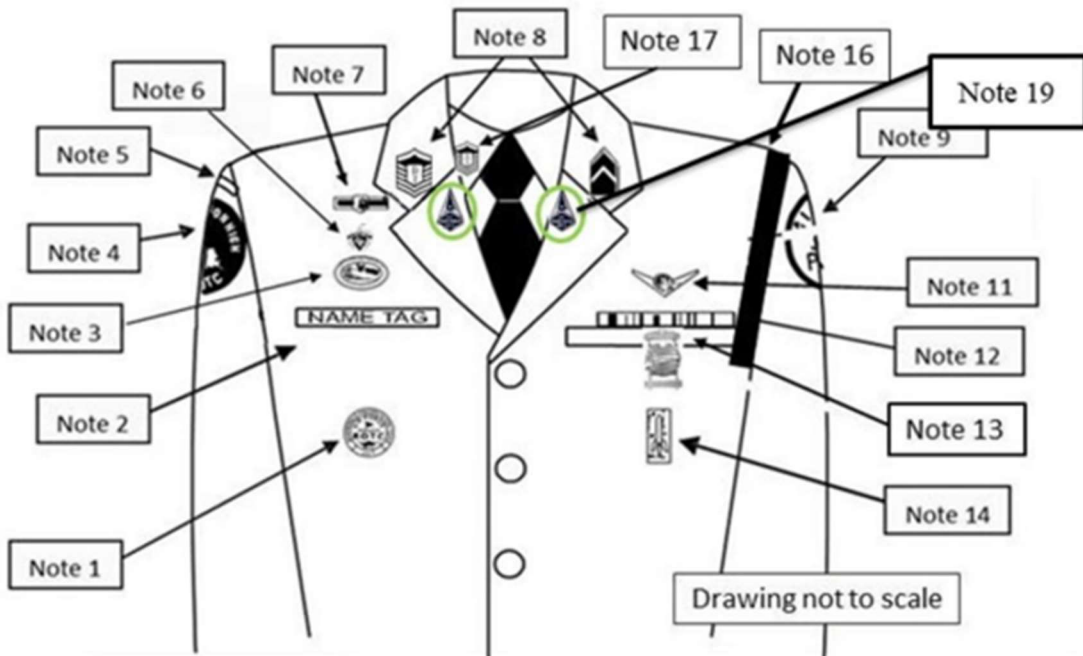
CADET LIGHT WEIGHT BLUE JACKET



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.**

61. MALE SERVICE DRESS:

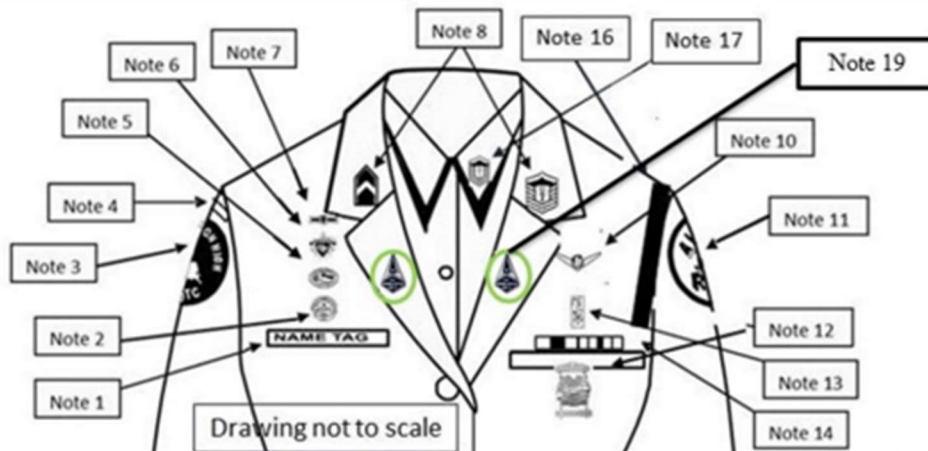
CADET MALE SERVICE DRESS



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

62. FEMALE SERVICE DRESS:

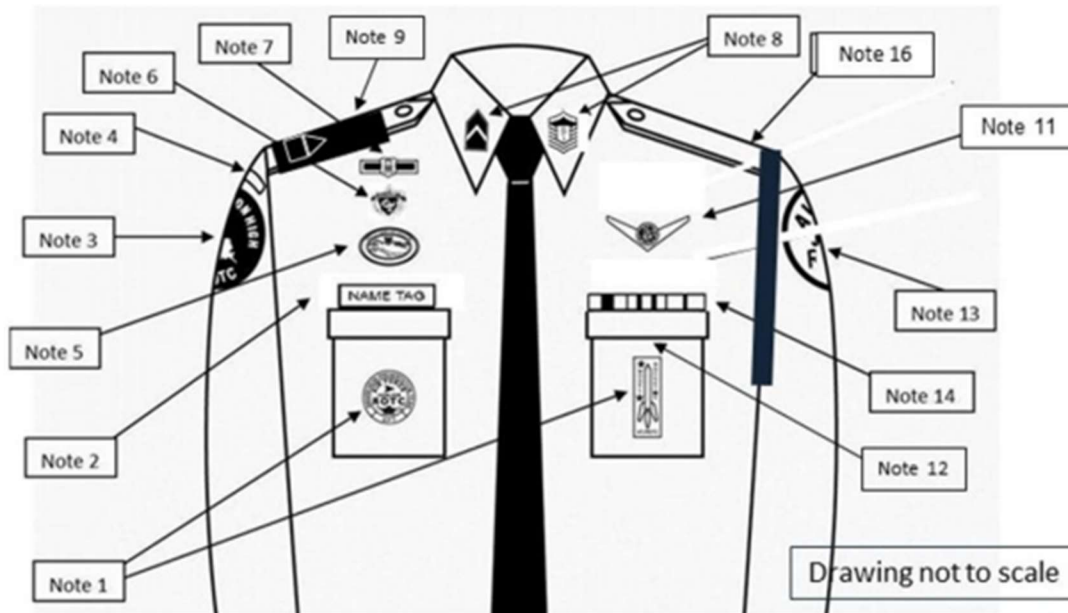
CADET FEMALE SERVICE DRESS



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.

63. MALE BLUE SHIRT:

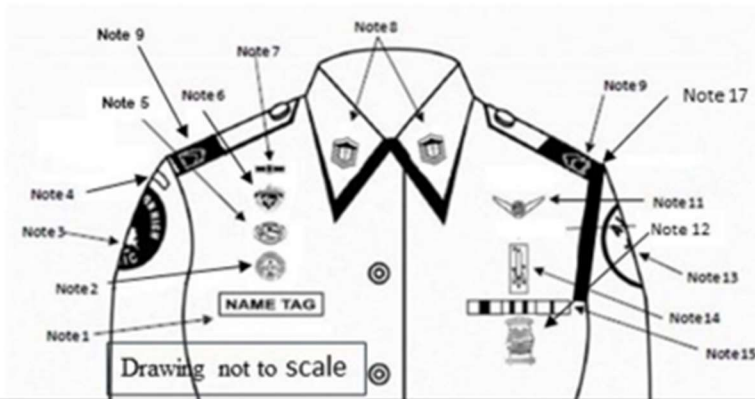
CADET MALE BLUE SHIRT



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.**

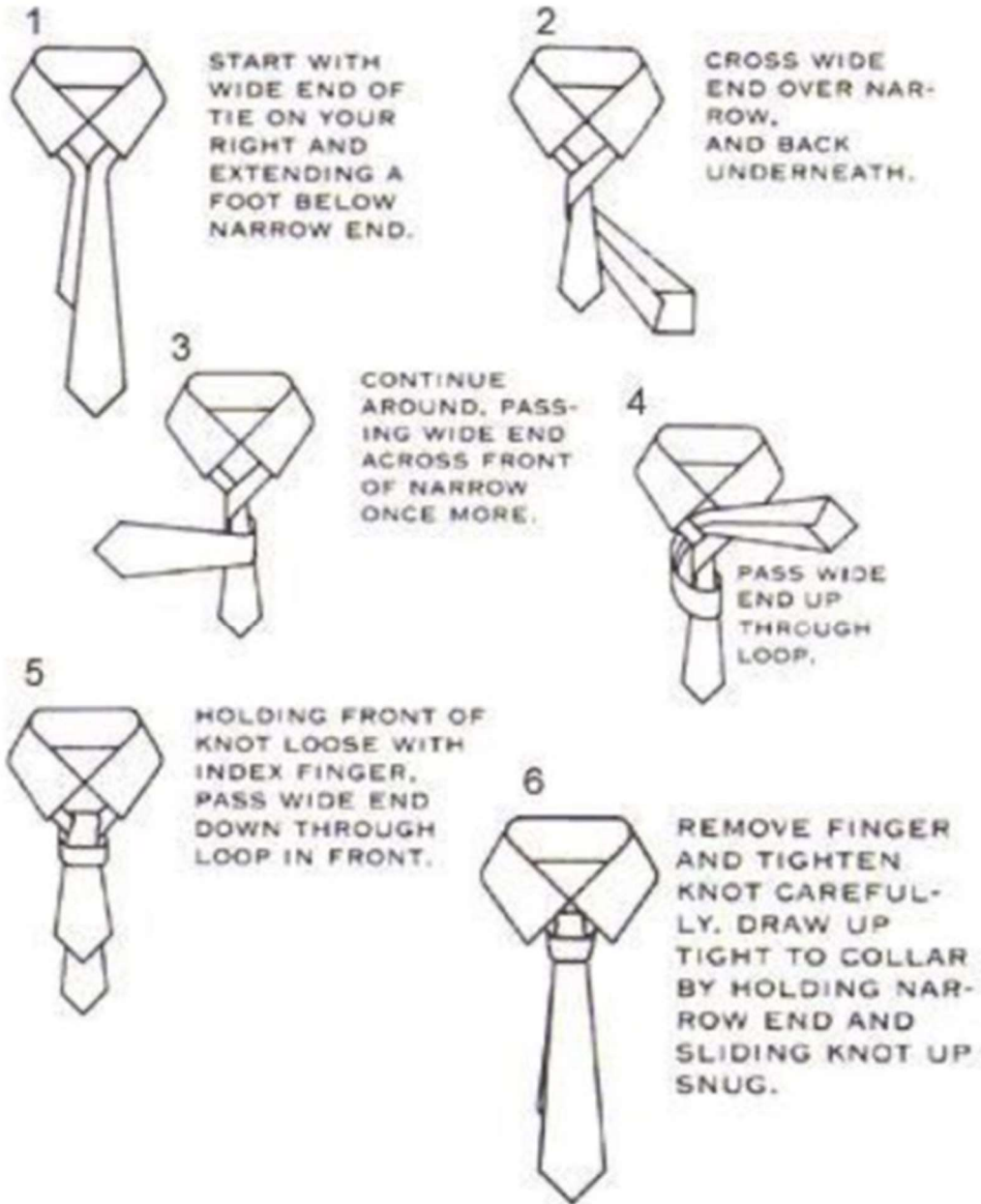
64. FEMALE BLUE SHIRT:

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.**

65. HOW TO TIE A NECKTIE:



66. UNIFORM INSPECTION SHEET:

POINT DEDUCTION AMOUNT										PRINT EACH CADET'S NAME IN A "LASTNAME, FIRSTNAME" FORMAT IN ALPHABETICAL ORDER.	
										3	Neck Tab/ Tie
										3	Placement of Headgear
										5	Jewelry/Earrings/Watch/Bra celet/Rings
										4	Male Hair - Bulk 2 1/2 in
										5	Tapered
										5	Side Burns
										5	Facial Hair
										4	Female Hair - Bulk 4 in"
										5	Length of Hair
										4	Neatly Groomed
										5	Hair Ornaments
										5	Insignia/Ranks
										5	Name Tag
										5	Ribbons/Badges
										5	Gig Line
										3	V-Neck: Visible/Color/Not a V-Neck
										4	Nails - One Neutral Color
										4	Dress Socks
										5	Shoes Shined/Clean
										3	Pressed and Cleaned
										3	Uniforms; Loose Strings
										3	Shirt Properly Tucked
										4	Position of Attention/
											TOTAL POINTS DEDUCTED
											SCORE OUT OF 100

Flight: EXAMPLE Date: _____

PHS AI-951 AFJROTC
Uniform Inspection Sheet

Inspected By: _____