

BESSEMER CITY HIGH SCHOOL

BCHS AL-934



CADET GUIDE 2023-2024



**AIR FORCE JROTC CADET GUIDE
BESSEMER CITY HIGH SCHOOL
AL-934**



MEMORANDUM FOR PROSPECTIVE AND CURRENT CADETS, AND THEIR PARENTS

FROM: AL-934 Cadet Group Cadre

Welcome! And, congratulations on your decision to enroll in a course like no other here at Bessemmer City High School *Air Force Junior Reserve Officer Training Corps (AFJROTC)*!

The AL-934 JROTC Cadet Group has a long and rich history here in Bessemmer City, and this upcoming year is sure to be another exciting and challenging year in the cadet corps. JROTC is a *team sport*, and as a member of this unique team, you will have opportunities to practice management and leadership skills by organizing and directing cadet activities. The AL-934 Cadet Group is managed and operated "*by the cadets, for the cadets*" under the guidance of the Senior Aerospace Science Instructor (SASI – a retired USAF commissioned officer), and the Aerospace Science Instructor (ASI - retired USAF noncommissioned officer). Between the two of us, we have 50+ years of experience in teaching and leading others, and are here to provide the structure and guidance that has enabled the cadet group to succeed over the years.

The core curriculum of AFJROTC provides a mix of STEM related aerospace science topics, leadership and citizenship training. However, as a cadet led and cadet run program, the Cadet Corp organization provides a unique opportunity for you to exercise your leadership skills "hands-on" as a responsible and disciplined member of the team. Extracurricular activities are critical to the program's success, and include teams such as: color guard, drill team, Raider physical training team, and an Unmanned Aerial Vehicle (UAV) team. In addition, you will have the opportunity to participate in "curriculum-in-action" field trips to government buildings, state capitol and legislative offices, military bases and other locations designed to give you first-hand knowledge of what it means to be a leader and productive citizen. Since the program is sponsored by the US Air Force, you'll also get to experience and participate in today's military culture by wearing the uniform, learning about customs and courtesies, practicing drill and ceremonies. As such, we are often asked to attend special events such as sporting events, parades, conferences and other civic minded opportunities to represent the AFJROTC program.

Consider this *Cadet Guide* the key to your *success!* It explains all the policy guidance, requirements, and rules of conduct that all cadets will follow. The standards in this guide come from a long history of military instructions, customs and courtesies.

Meeting and even exceeding the requirements of our AFJROTC unit is not for those who want it easy going or just want to look like they are in a military style unit! You will be challenged in many ways. However, committing oneself in life takes hard work and dedication. You are only truly limited in what you can achieve by the limits you place on yourself. Whatever you decide you want to do in life after high school (whether college, military, or directly to the workforce), the ASI and myself are here to help you get there. BUT...the effort must come from within you!

While others may wish to coast or not follow rules, you will not be afforded such luxuries in this program. Those who choose to not apply themselves, and work hard do not belong in JROTC. As a member of Bessemmer City High School AFJROTC, you are expected to know this guide and help

to ensure that all cadets maintain the highest degrees of personal honor and self-reliance.

Your success and personal reward, as a member of this team, is up to you! JROTC will provide many opportunities for all cadets, but excellence can only be achieved through team work, initiative and participation. So I highly encourage you to be an active participant in this program. Become a leader, or join one of the extracurricular teams. Make this program what YOU want it to be. AL-934 has an outstanding reputation in Bessemer City High School and throughout the community. We invite you to accept the challenges and participate in all the fun that this JROTC program has to offer! GO PURPLE TIGERS!!

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HISTORY OF JROTC and AL-934

The JROTC, or Junior Reserve Officer Training Corps, is a federal program with origins in the [National Defense Act of 1916](#). The primary purpose of the program was, and is, to develop characteristics and skills in cadets and students, that will help to enrich their future. Indeed, the primary mission of the JROTC program was once described as a way to motivate young men into becoming better members of society. As such, the program attempts to instill moral characteristics and professional talents into cadets. Often, cadets enrolled into a JROTC curriculum will receive opportunities and experiences unrivaled by other organizations and high schools. Through army-related values, the program creates constructive classroom sessions and activities that help to prepare cadets for the future.

Where Did JROTC Begin?

Though JROTC actually began its history with a program in 1911, the JROTC program as we know it today began as a result of the National Defense Act of 1916. When this legislation passed, it meant that military training resources could unite together under one federal umbrella allowing colleges, high schools, and other education facilities to obtain supply funding and military-trained instructors from an ROTC organization. The U.S. Code, [Title 10, Section 2031](#), defines how such programs are available to provide students with a minimum of three years of military instruction, alongside funded access to academic materials, uniforms, and instructors with experience serving in the U.S. Armed Forces.

The purpose of this access to military-inspired training was to provide students in secondary education throughout the United States with crucial social values – such as discipline, leadership, citizenship, and personal responsibility. In 1964, [the Vitalization Act](#) allowed for the concept of JROTC, and all that it stood for to expand into other areas, and services, meaning that retired armed forces members could begin teaching young cadets. Since then, numbers provided by the U.S. Army have surged over the years, with ROTC enrollment increasing by 50% between 2006 and 2012.

The History of the JROTC Curriculum

Since the very beginning of JROTC, the curriculum for learning has centered on encouraging cadets to participate in activities and studies that get them accustomed to a certain way of thinking and behaving. The curriculum leans on pillars of learner-centered, performance-based education, which links to national instructional leadership resource standards. During their education, cadets may participate in classes that examine their skills of leaderships, geography, civics, health, global awareness, life skills, and U.S. history. Every lesson they take actively engages students into higher skill performance, and tests their problem-solving skills.

Courses will generally cover some military-related subjects, ranging from those covering physical fitness, personal hygiene, and first aid, to lessons on drill instruction and self-discipline. The aim is to provide an environment that nourishes leadership skills and emphasizes core values and abilities that will prove useful throughout the cadet's life. Students will engage in purposeful, meaningful lessons that lead them to demonstrate success through various accomplishments.

The History of AL-934

The AFJROTC unit at BCHS began in August of 1993, when the school was originally called “Jess Lanier High School.” The initial faculty consisted of the Lt Col. Curtis McCarty as the Senior Aerospace Science Instructor, and three Aerospace Science Instructors; Maj. Rufus Biggs, CMSgt Billy Henson and SMSgt Elijah Porter. At the time of its inception, AL-934 was the largest AFJROTC unit in the nation with 438 cadets. The very next year, that number rose to 540 cadets.

Over the last three decades, the cadets of AL-934 have garnered numerous awards and recognitions, particularly in the area of unarmed drill competition. In 1998, AL-934 took 5th place overall at the US National Competition. They followed this up with 1st place finishes at the VFW competitions in 1999 and

2000. In both 2009 and 2010, AL-934's Drill Team took third place at the Mustang Classic Drill Competition, as well as the Best in Inspection award in 2009.

In January 2010, Jess Lanier High School became Bessemer City High School, but AL-934 continued to represent as one of the premier AFJROTC units in the state of Alabama.

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CHAPTER 1 - CURRICULUM

1.1. AFJROTC Mission. The mission of the Air Force Junior Reserve Officer Training Corps (AFJROTC) is: to develop citizens of character dedicated to serving their nation and community.

1.2. AFJROTC Goals. The goals of the AFJROTC program are to instill in high school students:

1.2.1. Personal Responsibility

1.2.2. A Sense of Accomplishment

1.2.3. Values of Citizenship

1.2.4. Service to the United States

1.3. AFJROTC Core Values.

1.3.1. Integrity: The undying devotion to truthfulness, doing one's duty, and doing what is right.

1.3.2. Courage: The state of mind or spirit that enables a person to face difficulty or danger despite fear.

1.3.3. Patriotism: Devoted love, support, and defense of one's country.

1.3.4. Competence: Having the skill, knowledge, and experience that are required to accomplish the task.

1.3.5. Tenacity: To persist in anything undertaken in spite of difficulty or obstacles.

1.3.6. Service: The giving of one's self to provide for the welfare of others.

1.4. AFJROTC Code of Honor. We pledge ourselves to:

1.4.1. Promote the best in school spirit.

1.4.2. Create and maintain standards of the highest order.

1.4.3. Respect our school's property to the fullest extent.

1.4.4. Manifest in life the high principles our school offers.

1.4.5. Respect our teachers, appointed AFJROTC officers, and classmates.

1.4.6. Obey lawful orders or instructions from our teachers, appointed AFJROTC officers and non-commissioned officers.

1.4.7. Recognize and appreciate the sacrifices parents have made to further my education and to show them all due gratitude and respect.

1.4.8. Love and revere my God, country, and flag.

1.4.9. Take pride in wearing my AFJROTC uniform.

1.5. Four Pillars of Cadet Stability.

1.5.1. Mental: Approaching life's challenges in a positive way by demonstrating self-control, stamina and good character with choices and actions; seeking help and offering help.

1.5.2. Physical: Performing and excelling in physical activities that require aerobic fitness, endurance, strength, flexibility and body composition derived through exercise, nutrition and training.

1.5.3. Social: Developing and maintaining trusted, valued friendships that are personally fulfilling and foster good communication, including exchange of ideas, views and experiences.

1.5.4. Spiritual: Strengthening a set of beliefs, principles or values that sustain an individual's sense of well-being and purpose. Spiritual fitness is about having a sense of purpose and meaning in your life. It's essential to an individual's resiliency as esprit de corps is vital to a unit's mission accomplishment. It includes but not limited to worldviews, religious faith, sense of purpose, sense of connectedness, values, ethics and morals.

1.6. Syllabus.

1.6.1. General Information.

1.6.1.1. AFJROTC is a four-year program for high school students providing elective credit. All students will be given credit towards graduation for successful completion of the AFJROTC program per the Air Force School Agreement.

1.6.1.2. Curriculum includes Aerospace Science (AS), Leadership Education (LE) and Wellness. Each academic course must consist of an AS component (40% contact time), an LE component (40% contact time), and a Wellness component (20% contact time).

1.6.1.3. Cadets are classified in the following manner:

- AS I – First year cadet
- AS II – Second year cadet
- AS III – Third year cadet
- AS IV – Fourth year cadet

1.6.2. AFJROTC Objective. Educate and train students in citizenship and life skills; promote community service; instill a sense of responsibility; and develop character and self-discipline through education and instruction in air and space fundamentals and the Air Force's core values of "Integrity First, Service Before Self and Excellence In All We Do."

1.6.3. This program will enable the students to:

1.6.3.1. Develop a high degree of strong morals, self-esteem, self-reliance, personal appearance, and leadership.

1.6.3.2. Adhere to the values of integrity, service, and excellence.

1.6.3.3. Increase their understanding of patriotism and responsibilities as US citizens.

1.6.3.4. Participate in community service activities.

1.6.3.5. Expand their skills of critical thinking and problem solving, communication and collaboration, and creativity and innovation.

1.6.3.6. Demonstrate military customs, courtesies, and traditions and develop habits of order, discipline, and social skills.

1.6.3.7. Acquire a broad-based knowledge of aerospace studies and leadership education.

1.6.3.8. Strive to graduate from high school and prepare for college and careers in the 21st century.

1.6.3.9. Cultivate a commitment to physical fitness and a healthy lifestyle.

1.6.4. Uniform wear.

1.6.4.1. Blue uniform is worn each Tuesday, unless otherwise specified by the SASI or ASI.

1.6.4.2. Physical Training Gear (PTG) is worn each Friday, unless otherwise specified by the SASI or ASI.

1.6.4.3. Blue uniform must be worn properly throughout the school day unless the SASI or ASI authorizes you to remove it. That means it must be worn properly from the time you leave your home, all the way through the school day, until the time you return home after school. Failure to wear the uniform properly at all times, will result in a uniform grade of zero.

1.6.4.4. PTG is required to be worn only during the AFJROTC class period. However, if a cadet elects to wear the uniform to school, then it must be always worn properly; no mixing or matching of the issued PTG with other non PTG clothing. Athletic shoes are the only authorized shoes to be worn with the PTG. Any mixing or matching, or unauthorized shoe wear while in PTG will result in a grade of zero for uniform wear. Cadets will be given 10 minutes to change into PTG at the start of class, but are not authorized to be tardy in order to change.

1.6.4.5. If excused absent on blue uniform wear day, make-up is on the following day. If excused absent on uniform wear day and on make-up day, you must wear the uniform the next available day, but not on Friday (wear the PTG). If the cadet is absent for the entire week, the cadet must coordinate with the SASI/ASI to schedule uniform make-up date.

1.6.4.6. Excuses such as “It is in the cleaners”, “My parents won’t pick them up from the cleaners”, “I left them at a friend’s/relative’s house”, etc. does not exempt cadets from the requirement to wear their uniforms on scheduled days.

1.6.4.7. If unable to wear the uniform due to a medical condition, a note from the doctor is required with limitations and date able to return to full uniform wear.

1.6.4.8. If you are at school and not in blue uniform on the designated uniform day, you will receive a zero on your blue uniform wear for the week. No excuses will be accepted.

1.6.4.9. If you change into or out of your blue uniform at school after being inspected, except for PE, you will receive a zero for the weekly blue uniform grade.

1.6.4.10. If you do not wear the specified uniform or are missing a key component of the uniform or you do not maintain a regulation hairstyle, you will automatically receive a score of zero on your uniform wear.

1.6.4.11. Failure to wear the uniform four times in a semester will result in disenrollment from JROTC.

1.6.5. Wellness Program.

1.6.5.1. Is and official and integral part of the Air Force Junior ROTC program.

1.6.5.2. The objective is to motivate cadets to lead healthy, active lifestyles beyond program requirements and into their adult lives.

1.6.5.3. Cadets are required to participate in weekly Physical Training (PT) sessions normally conducted on Fridays.

1.6.5.4. Cadets can only be excused from PT with a note from a doctor that includes limitations and date able to return to participate in PT.

1.6.5.5. Each week two cadets will be assigned to lead the flight in PT.

1.6.3.6. Cadets take the Physical Fitness Test (PFT) at the end of the 1st and 2d semesters.

1.6.5.7. Wellness participation is 20% of each cadet's weekly Leadership grade; failure to participate will result in points being deducted.

1.6.6. Credit Hours.

1.6.6.1. As the core curriculum changes every semester, all AS I cadets will receive 1 hour elective credit per semester for attending AFJROTC.

1.6.6.2. In addition to a different core course (AS), cadets will also have LE curriculum, STEM curriculum, Drill and Wellness (PE) activities. Due to the Wellness aspect of our course, cadets receive PE credit and do not need to take a separate PE class.

1.6.6.3. While AS and LE courses are normally designed to go in tandem, AL-934 is a blended course (9-12) on a semester schedule. Therefore, the respective AS and LE level courses (such as LE 100 and AS100), may not always be taught at the same time. However, by the end of a cadets AS IV year, they will have completed all four LE levels (100-400) and four to eight different AS courses. Examples of a regular LE/AS schedule for the AS I through

1.7. Aerospace Science I (AFJROTC I). *Prerequisite: None*

1.7.1. Required Text and Materials:

- Leadership Education 100: Traditions, Wellness, and Foundations of Citizenship
 - Chapter 1: Introduction to JROTC Programs
 - Chapter 2: Personal Behavior
 - Chapter 3: Be Health Smart
 - Chapter 4: Making Safe, Drug-Free Decisions
 - Chapter 5: The Foundations of United States Citizenship
- Drill and Ceremonies; AF Manual 36-2203, Personnel Drill and Ceremonies, V-2627
 - Chapters 1 – 4
- Aerospace Science 100: Milestones in Aviation History
 - Chapter 1: Exploring Flight
 - Chapter 2: Developing Flight
 - Chapter 3: The Evolution of Early Air Force
 - Chapter 4: Commercial and General Aviation Take Off
 - Chapter 5: The US Air Force Is Born
 - Chapter 6: The Modern Air Force
- Student Handouts
- Selected Video Tapes
- Cadet Guide

1.7.2. Course Description.

1.7.2.1. Leadership Education 100 introduces cadets to history, organization, mission, traditions, goals, and objectives of JROTC for all services. It introduces key military customs and courtesies, how to project a positive attitude, and exam the principles of ethical and moral behavior. It provides strategies for effective note taking and study skills for academic success. Lessons will cover how to be emotionally, mentally, and physically healthy. Avoiding and preventing violence in today's society will also be covered. It will cover healthy living, physical fitness, and how to make safe, drug-free, and responsible decisions. This textbook will also examine the negative effects of air and water pollution, and how to help keep the environment safe. Cadets will be introduced to civics and our national government, including a historical understanding of the American flag and other important national symbols. The final chapter will also cover how the US Constitution protects our rights and freedoms as American citizens.

1.7.2.2. Aerospace Science 100 is an aviation history course focusing on the development of flight throughout the centuries. It starts with ancient civilizations, then progresses through time to future developments in aerospace, with an introduction into cyber technologies. The intent of this textbook is to bring alive the significant discoveries in flight a reality. This book tells the story of why we are so proud of our Air Force heritage—laying the foundation for future Air Force JROTC aerospace science courses.

1.7.3. Course Objectives:

1.7.3.1. Leadership Education 100

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

1.7.3.2. Aerospace Science 100

- Describe historical facts and impacts of the early attempts of heavier-than-air flight
- Analyze the impact World War I aviation had on commercial aviation
- Examine the role aerial bombing had on the outcome of World War II
- Investigate the impact commercial jet aviation has had on US travel
- Analyze the lessons learned from global use of US airpower
- Evaluate developing technology that will affect the US Air Force of the future

1.8. Aerospace Science II/III (AFJROTC II/III). This is a blended course and includes both AS II and AS III cadets. Prerequisites: C in Aerospace Science I; B in Aerospace Science II

1.8.1. Required Text and Materials:

- Leadership Education 300: Life Skills and Career Opportunities, 2nd Edition
 - Chapter 1: Charting Your Financial Course
 - Chapter 2: Managing Your Resources
 - Chapter 3: Career Opportunities
 - Chapter 4: Aiming Towards a College Degree
 - Chapter 5: Charting Your Course
 - Chapter 6: Applying for Jobs
 - Chapter 7: Working for the Federal Government
 - Chapter 8: Developing Your Career Skills
- Drill and Ceremonies; AF Manual 36-2203, Personnel Drill and Ceremonies, V-2627
 - Chapters 1 – 8
- Aerospace Science 300: Exploring Space: The High Frontier, 2nd Edition
 - Chapter 1: The History of Astronomy

- Chapter 2: The Solar System
- Chapter 3: Space Exploration
- Chapter 4: Space Program
- Chapter 5: Space Stations and Beyond
- Chapter 6: Space Probes and Robotics
- Chapter 7: Orbiting, Space Travel, and Rockets
- Chapter 8: Cyber Security
- Student Handouts
- Selected Video Tapes
- Cadet Guide

1.8.2. Course Description.

1.8.2.1. Leadership Education 300 is designed to prepare students for life after high school. Students will learn how to save, invest, and spend money wisely, as well as how to avoid credit traps. They learn about real-life issues such as contracts, leases, personal bills, money-saving strategies. Students learn how to select a school that is right for them; how to apply for admission to a vocational or technical school, community college, or college/university. Information is provided on how to conduct the job search for students who wish to enter the workforce right after high school or after additional education and training.

1.8.2.2. Aerospace Science 300 course provides students with the latest information on exploring space and an introduction to cybersecurity and technology. Begins with early astronomy and the basic interest in the universe from the Greeks through the Renaissance and Enlightenment ages. Students will be provided an in-depth view of the solar system, including Earth, the Sun, the Moon, and planets. The text also discusses the history of space travel and more modern space probes and robotics. Students will examine the effects of space on the human body. The text also investigates the history of rockets, launch vehicles, and the coordinated systems required for a successful launch into space.

1.8.3. Course Objectives.

1.8.3.1. Leadership Education 300 Analyze the elements of successful financial management skills.

- Create a plan to safeguard personal resources.
- Analyze the different ways of pursuing a career path.
- Analyze the requirements for applying to a college or university.
- Analyze positive and negative impact of college life in meeting career goals.
- Evaluate the essential process for successfully pursuing desired career or job.
- Evaluate the benefits of working for the Federal Government.
- Create a plan for successful career development.

1.8.3.2. Aerospace Science 300

- Explain the history of astronomy throughout time.
- Analyze the various elements of the solar system.
- Investigate the components of space exploration and the current strategic plan for space exploration.
- Analyze past space programs and the effect of space on the human body.
- Examine the history of space exploration and the future of space travel.
- Discuss the role of space probes and robotics in space exploration.
- Evaluate the science and technology required for space travel.
- Analyze the concept of cyber security and methods for staying safe online.

1.9. Aerospace Science IV (AFJROTC IV). Prerequisite: B in Aerospace Science III

1.9.1. Required Text and Materials:

- Leadership Education 400: Principles of Management
 - Unit 1: Introduction to Management
 - Unit 2: Planning
 - Unit 3: Organizing
 - Unit 4: Leading
- Drill and Ceremonies; AF Manual 36-2203, Personnel Drill and Ceremonies, V-2627
 - Chapters 7 – 8
- National Endowment for Financial Education (NEFE) High School Financial Planning Program (HSFPP)® student guide
- Aerospace Science 400 (no text required)
- Student Handouts
- Selected Video Tapes
- Cadet Guide

1.9.2. Course Description.

1.9.2.1. Leadership Education 400 guides the cadet in understanding the fundamentals of management. Emphasis is placed on allowing the student to see himself/herself as a manager. Every organization, regardless of size, faces the challenge of managing operations effectively. No matter how well a manager carries out his or her job, there are always ways of doing at least part of the task more effectively. There are four building blocks of leadership considered from the military and civilian perspective. Attention to these four areas will form a strong foundation for a capability to lead others – something that can be very valuable for the rest of the cadet's life. The four areas are Management Techniques, Management Decisions, Management Functions, and Managing Self and Others.

1.9.2.2. The NEFE HSFPG ® is a financial planning program designed for the 11th and 12th grade levels and focuses on basic personal finance skills for the young adult to lay a solid foundation for financial independence and future financial decisions. Students will build confidence, apply practical skills, and exhibit sensible behaviors related to money management.

1.9.2.3. Aerospace Science 400 allows upper class cadets to manage the entire corps under AFJROTC instructor supervision. This hands-on experience affords cadets the opportunity to put theories of previous leadership courses into practice. Planning, organizing, coordinating, directing, controlling, and decision-making will be done by cadets under the supervision of AFJROTC instructors. They will put into practice their communication, decision-making, personal-interaction, managerial, and organizational skills.

1.9.3. Course Objectives and Goals.

1.9.3.1. Leadership Education 400

- Know the history and the importance of management
- Know the techniques and skills involved in planning and decision making
- Know the importance of managing change, stress, and innovation
- Know the key elements of individual and group behavior, the importance of the communication process, and the characteristics of a good leader

1.9.3.2. NEFE High School Financial Planning Program ®

- Build confidence to make financial decisions related to managing personal financial resources, building earning capacity, protecting assets, and adapting to unexpected events
- Apply sound foundational financial decision making principles immediately after completing the program and in the future
- Exhibit mindful money management behaviors that will be of immediate and future benefit to themselves and their families

1.9.3.3. Aerospace Science 400

- Apply the theories and techniques learned in previous leadership courses
- Analyze how to develop leadership and management competency through participation
- Analyze strengthened organizational skills through active incorporation
- Evaluate how to develop confidence in ability by exercising decision-making skills
- Evaluate Air Force standards, discipline, and conduct

1.10. Applicable to all Aerospace Science Courses (AFJROTC I – IV).

1.10.1. Course Descriptions.

1.10.1.1. Drill and Ceremonies provides an in-depth introduction to drill and ceremonies. The course concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events and have the opportunity to personally learn drill. Though each class will follow an established lesson plan, most of the work is to be hands-on.

1.10.1.2. The Cadet Health and Wellness Program is an exercise program focused upon individual base line improvements with the goal of achieving a national standard as calculated with age and gender. Wellness is instrumental in developing citizens of character dedicated to serving our nation and communities. The program is provided as a tool to help you develop individualized training programs for your cadets. The Wellness Program is a 36-week program modifiable to meet individual goals. Cadets will participate in weekly Physical Training (PT) sessions with cadets taking the Physical Fitness Test (PFT) within 45 days of school start and comparing results to the PFT taken within the last 30 days of school.

1.10.2. Course Objectives.

1.10.2.1. Drill and Ceremonies

- Know the importance of drill and ceremonies
- Know basic commands and characteristics of the command voice
- Apply and execute the concepts and principles of basic drill positions and movements
- Know when and how to salute
- Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron
- Know the function of the group and the wing
- Know how groups and wings are formed
- Know the purpose and definition of ceremonies and parades

1.10.2.2. Cadet Health and Wellness Program

- Motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives
- Create an individualized training program based on national standards by age and gender

- Identify areas of improvements for each cadet
- Incorporate a physical training program to reach goals

1.11. Grading Procedures.

1.11.1. Grading Scale. Grades are based on the percentage of your total grade (Academic, Leadership, PE, Drill and Uniform grades combined) and derived from the following percentage-grade scale:

90-100 = A
80-89 = B
70-79 = C

60-69 = D
59 & below = F-

1.11.2. Leadership Grade.

1.11.2.1. 40% for AS Is, AS IIs, and AS IIIs; 25% for AS IVs.

1.11.2.2. Overall assessment based on uniform wear, dress and personal appearance, classroom conduct/behavior, and physical training performance.

1.11.2.3. Negative grades can be given. For example, not wearing your blue uniform and PTG for a week, along with demerits for classroom conduct and behavior, could result in a negative grade.

1.11.2.4. All cadets wear the blue uniform one-day a week and PTG one class period a week.

1.11.2.5. Cadet Guide: All Cadet Guides remain in the classroom. Classroom sets cannot be written in. Individual copies can be downloaded from our website or be made available on a case-by-case basis.

1.11.3. Academic Grade.

1.11.3.1. 60% for AS Is, AS IIs, and AS IIIs; 75% for AS IVs.

1.11.3.2. Based on homework, tests and evaluations on related course work.

1.11.3.3. Academic grading for AS IVs includes the following:

1.11.3.3.1. 25% for Job Evaluations/Performance.

1.11.3.3.2. 25% for Event Planning.

1.11.3.3.3. 25% for homework and tests on related course work.

1.11.3.3.4. All AS IIs and AS IIIs are required to perform at least one class Color Guards per semester as part of their Academic grade (e.g. Football, Basketball, Veterans' Hall). AS IVs may be used to perform Color Guards when needed,

1.11.4. Homework/Test policy.

1.11.4.1. All homework is due at the beginning of the class period on due date.

1.11.4.2. If a cadet is absent when homework is due and the absence has been excused in accordance with school policy, the homework is due no later than the end of the first school day upon return.

1.11.4.3. For any other missed class work to include exams, the cadet has until the end of the third school day after return to make it up. You can make up tests during lunch and after school.

1.11.4.4. It is the cadet's responsibility to make up any work and to request missed work from the instructor(s) on the first day of return.

1.11.5. Flight Drill Evaluation.

1.11.5.1. Each semester, cadets are evaluated on their ability to drill a flight of cadets using a regulation drill sequence.

1.11.5.2. Grading criteria are based on your ability to call the commands in sequence, your command voice, and your flight control.

1.11.5.3. AS I cadets are evaluated on the first 10 steps, AS I and III cadets are evaluated on the first 20 steps of the 30 Step Drill Sequence (Attachment III); and AS IV cadets are evaluated on all 30 steps of the Step Drill Sequence (Attachment IV).

1.11.5.4. In addition to what is required in 1.11.5.3, any cadet wishing to be promoted to higher ranks must also pass the 10, 20, or 30 steps drill sequence depending on the rank to be obtained.

1.11.6. Event Planning Folder (Cadet Staff only).

1.11.6.1. When planning a cadet corps activity or project, a planning committee will be formed and the planning committee will:

1.11.6.1.1. Schedule a meeting with the Command Chief (CCC) who will serve as an advisor for the event.

1.11.6.1.2. Accomplish a Before Action and After Action Report (AFIMT 1768).

1.11.6.1.2.1. Before Action Report

1.11.6.1.2.1.1. Due to the CCC two months prior to event.

1.11.6.1.2.1.2. CCC has one day to review; then Group CC has one day to review and forward to ASI/SASI.

1.11.6.1.2.2. After Action Report

1.11.6.1.2.2.1. Due to the CCC no later than three working days after the activity.

1.11.6.1.2.2.2. CCC has one day to review; then Group CC has one day to review.

1.11.6.1.2.2.3. Report should be given to ASI/SASI no later than five working days after the activity or project has concluded.

1.11.6.1.3. Build an Event Planning Folder (6-part folder) with the following tabs:

- Tab A Copy of previous year's Before and After Action Report
- Tab B Current Before Action or After Action Report
- Tab C Request Forms
- Tab D Permission Slips
- Tab E Participation List
- Tab F Miscellaneous

1.11.6.1.4. SASI will give all cadets assigned to the project a grade in accordance with the Event Planning Rubric (provided and on the AL-934 AFJROTC website).

CHAPTER 2 – CORPS OPERATIONS

2.1. Conduct.

2.1.1. Lying.

2.1.1.1. Lying is making a statement that is intended to be deceiving or misleading.

2.1.1.2. A lie may be an oral or a written statement, or even committing an act, which, is purposely misleading or deceiving.

2.1.2. Stealing.

2.1.2.1. Stealing is defined as intentionally depriving someone else of his/her property without his/her consent.

2.1.2.2. If something is not yours, you should not take it without the consent of the owner.

2.1.3. Cheating.

2.1.3.1. Cheating is defined as acting dishonestly or unfairly in order to gain an advantage.

2.1.3.2. Examples include:

2.1.3.2.1. Competition. During your association with AFJROTC, you will be in constant competition with other cadets (e.g. flight competitions, rank, models, etc). Competition is one of the most important aspects of the Squadron training programs. The result of competition will affect your progress through the cadet program. It is expected therefore that you will compete fairly with your fellow cadets. Cheating is not confined to any single area - it applies to your whole life as a cadet.

2.1.3.2.2. Work for credit. In general, any work done for credit must be done without another cadet's help unless the instructor specifically authorizes such help. The instructor accepts the work with the idea that you have done it yourself.

2.2. Classroom Rules. You must abide by the following rules when in the AFJROTC classroom and area:

2.2.1. Always use “Yes Sir” “No Sir” and “Yes Ma’am” “No Ma’am” or by their rank when addressing an instructor, a guest, or reporting to a cadet officer of higher rank when in/out of uniform or in formation.

2.2.2. Non-JROTC students are not permitted to enter the JROTC classroom unless they have permission from the SASI/ASI.

2.2.3. Cadets cannot gather outside the JROTC classroom during lunch.

2.2.4. AFJROTC Classroom is a “**NO CELL ZONE**” including before, during, and after school. Cell Phones and ear buds must be **stowed** before entering the classroom. Stowed is off or silent mode in one of the cell phone pockets behind each door.

2.2.5. Do not eat any type of food, candy, mints, cough drops, or chew gum, or drink any type of beverages in the classroom, drill pad, physical training areas or office areas unless it is lunch time or you have permission from the SASI/ASI. Clear see through water bottles **WITH PURE WATER ONLY** are acceptable. Flavored waters are **NOT** allowed (e.g. Propel, vitamin water, etc).

- 2.2.6. You must store and secure book bags as directed by the SASI or ASI.
- 2.2.7. Do not sleep or put your head down on the desk unless authorized by instructor.
- 2.2.8. Do not be loud, disruptive, or participate in any form of "horseplay" or play games in the classroom (e.g. board games, card games, etc) unless it is a sanctioned activity by the ASI/SASI.
- 2.2.9. Do not enter the instructor's office or use telephones without permission.
- 2.2.10. Come to class prepared. Cadets will bring notebooks, pencil(s), pen(s) with black or blue ink, for assignments as directed by SASI/ASI.
- 2.2.11. Do not be disrespectful, inconsiderate, threatening, or use vulgarity towards teachers, visitors, or other students.
- 2.2.12. All forms of headgear or head coverings and sunglasses are not authorized for wear in the JROTC classroom.
- 2.2.13. Do not write on or deface AFJROTC property.
- 2.2.14. Do not write on the whiteboards, podium, or anything that is not yours unless given permission by the ASI/SASI, or cadet leadership team.
- 2.2.15. Do not engage in public display of affection (PDA) on campus. This applies whether in or out of uniform. Remember, when in uniform, you are representing the US Air Force.
- 2.2.16. Follow the school's dress code.
- 2.2.17. Always sit in your assigned seat unless otherwise instructed.
- 2.2.18. The room is called to attention each time the instructors or designated personnel enter the classroom unless class is in session or there is a scheduled meeting in progress.
- 2.2.19. Do not enter Male/Female Logistics without permission from Logistics staff or SASI/ASI.

2.3. Tardy Policy.

- 2.3.1. Tardies will not be tolerated in AFJROTC.
- 2.3.2. You are penalized for any unexcused tardies. Each infraction is a 20 point loss per tardy from your weekly Leadership grade.

2.4. Disciplinary Action.

- 2.4.1. Poor classroom behavior affects your Leadership grade and restricts your participation in AFJROTC activities. If you are disruptive in class or fail to do what is expected, disciplinary action will be taken.
- 2.4.2. Progressive Discipline Procedures. Any of the following may occur in any order:
 - 2.4.2.1. Verbal warning. Cadet will be informed by superior for neglect of duty. Points will be deducted accordingly for violating classroom rules.
 - 2.4.2.2. Letter of Admonishment (LOA). A letter that informs the cadet that their superior is aware of their dereliction of duty; mild form of warning.

2.4.2.3. Letter of Reprimand (LOR). Next step of LOA, a more severe punishment.

2.4.2.4. Referral to a Board of Inquiry (BOI).

2.4.3. Depending on the severity of the violation, you will be referred to the School Administration and your parents/guardian are contacted and notified of your behavior.

2.5. Board of Inquiry (BOI) Procedures.

2.5.1. BOI will be convened any time information is required or a cadet's actions require disciplinary action outside of normal chain of command procedures.

2.5.2. The Cadet Group Commander will be in charge of the BOI.

2.5.3. As a minimum, two other members of the board will include a Squadron Commander, and the Command Chief. Other members of the staff will be present as designated by the Cadet Group Commander.

2.5.4. The Cadet Group Commander will inform cadets in writing of the time, place and purpose of the BOI.

2.5.5. The board will present its case, and the cadet summoned will be given the opportunity to make a statement. One advocate for the cadet may also be present to observe, or offer information.

2.5.6. Upon dismissal, no discussion of the BOI will take place until the results are approved by SASI for release.

2.5.7. The SASI/ASI will act as the final authority for all disciplinary actions resulting from a Board of Inquiry.

2.6. AFJROTC Disenrollment Policy.

2.6.1. All enrollment and disenrollment decisions will be free from any discrimination regarding race, religion, color, ethnicity, gender or national origin.

2.6.2. The SASI is the ultimate authority and has the responsibility to ensure appropriate fitness of cadets to successfully participate in the AFJROTC Curriculum.

2.6.3. Cadets may be disenrolled at any time during the academic year with proper cause. This should be a last resort, preceded by substantiated documentation, parent/teacher conference and corrective counseling.

2.6.4. A student may be disenrolled for:

2.6.4.1. Failure to maintain acceptable standards (e.g. behavior, uniform wear, and grooming).

2.6.4.2. Inaptitude or indifference to training.

2.6.4.3. Disciplinary reasons.

2.6.4.4. Negative influence on morale and discipline of the unit.

2.6.4.5. Any other reason deemed appropriate by the SASI and the principal.

2.7. Hazing.

2.7.1. All forms of hazing, whether verbal or physical, will not be tolerated in the AFJROTC classroom or during any AFJROTC activities on or off campus.

2.7.2. Requiring cadets to perform any physical action as a reprimand, punishment, or for failure to perform, will not be tolerated during any AFJROTC activities.

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

2.7.4. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited. "Calling out" a cadet for not following grooming standards is NOT a form of hazing

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

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

2.8. Cadet Communication.

2.8.1. All cadets and parents/guardians are highly encouraged to periodically review the AL-934 webpage for reminders of upcoming events.

2.8.2. All cadets will review Google Classroom and the cadet bulletin boards daily.

2.8.3. Cadets assigned to a leadership position will also check their distribution box and distribute information as directed.

2.8.4. Cadet meetings.

2.8.4.1. All cadet meetings should be scheduled one week in advance if possible.

2.8.4.2. The cadet conducting the meeting must fill out a Bulletin Request Form and notify the Command Chief/Executive Officer (CCC) with the meeting date, time, location, who must attend, and a brief description of the meeting.

2.8.4.3. All meetings must be approved for scheduling time by CCC and must be put in a bulletin only after approval. The SASI/ASI must be informed of all planned meetings.

2.8.4.4. For emergency or Friday meetings, the cadet must obtain permission from the SASI or ASI to schedule the meeting.

2.8.5. INFORMAL group chats and messaging to conduct JROTC business are prohibited. Any formal group chat must be approved by the SASI/ASI and the ASI must be included in the group. If using text/emails to conduct JROTC business, cadets will conduct themselves with the utmost professionalism.

2.9. AFJROTC Computers.

2.9.1. All forms and files are located on AFJROTC computers and are accessible only by the AFJROT Cadet Staff. (e.g. Memorandums, Job Applications, etc).

2.9.2. Once completed, cadets must LOG OFF of the computer. Failure to log off will result in a loss of 65 Leadership points.

2.9.3. AS Is and IIs can only access identified AFJROTC computers.

2.9.4. When accessing files, ensure you have the authority to make changes and that previous versions are saved so as not to lose valuable historical information.

2.9.5. Do not move or delete any files without concurrence from the SASI or ASI.

2.10. WINGS

2.10.1. WINGS is Headquarters AFJROTC's online cadet and unit management system.

2.10.2. Only instructors and select Staff cadets have access to WINGS.

2.10.3. WINGS is used to maintain cadet records to include parent consent forms, rank, awards, curriculum enrollment, event participation, community service hours, physical fitness test completion, and uniform tracking/issuance.

2.11. Certificate of Completion and Training.

2.11.1. Cadets will be awarded an AF Form 1256, Certificate of Training, for successful completion of two academic program years of AFJROTC with SASI concurrence.

2.11.2. AFJROTC Form 310, AFJROTC Certificate of Completion, will be awarded to all cadets for successful completion of three or four academic program years of AFJROTC with SASI concurrence.

2.11.3. After successful completion of three or four academic years, and with SASI concurrence, cadets may elect to take the 100 question NOCTI certification test. If passed, the cadet will be awarded NOCTI certification in "Leadership and Employability" good for up to six college credit hours.

2.11.3. The SASI will review the cadet's entire enrollment to determine if a Certificate of Training/Completion is to be awarded.

2.11.4. Cadets are responsible for maintaining a copy of their certificates.

2.12. Advanced Enlistment.

2.12.1. In accordance with DODI 1205.13, JROTC cadets may be eligible for enlistment at a higher grade.

2.12.2. Cadets should contact a recruiter for specific information on each Military Services' policies.

2.13. ROTC Course Credit.

2.13.1. A student completing at least two years of JROTC may be entitled to credit in the Senior ROTC program. See AFJROTC Instruction 36-2011, Cadet Operations, for specifics.

2.13.2. ROTC scholarships are Senior ROTC controlled.

2.14. Military Service Academy Nominations.

2.14.1. U.S. Code Title 10 sets aside up to 20 nominations per Service Academy for “honor graduates of JROTC honor schools.”

2.14.2. If the Cadet Group receives the Distinguished Unit Award, the SASI may nominate up to 5 cadets for a nomination per Service Academy per year the award was received.

2.15. Reserve Cadet Program.

2.15.1. The purpose of the Reserve Cadet Program is to allow certain cadets who are unable to fit the normal Aerospace Science class in their schedule the opportunity to participate in AFJROTC Leadership Development Requirement activities.

2.15.2. This program is voluntary for cadets who were previously enrolled in Aerospace Science for at least two semesters. The program offers no school academic credit nor does time in Reserve status count toward the Certificates of Training or Completion.

2.15.3. Requirements.

2.15.3.1. Cadet must have completed at least two semesters of Aerospace Science and received an B or higher each semester.

2.15.3.2. Provide written approval from parent/guardian and agree to follow the program’s guidelines.

2.15.3.3. Participate in any fundraising project while in the program.

2.15.3.4. Maintain one set of issued service uniform.

2.15.3.5. Wear the uniform on all required uniform wear days. Failure to wear the uniform two or more times during a semester voids the cadet’s reserve status. It is the cadet’s responsibility to present themselves to an instructor each week for inspection.

2.15.3.6. Be attached/assigned to a current flight for formations and any Leadership Development Requirement activities.

2.15.3.7. Take all promotion tests.

2.15.3.8. Attend all mandatory formations and meetings including Color Guards.

2.15.3.9. Reserve AS III and IV cadets must hold a position in the Corps, participate in Color Guards, and complete event planning assignment.

2.15.3.10. Turn in all uniform items dry-cleaned at the end of the year/semester.

CHAPTER 3 – CORPS ORGANIZATION

3.1. General. Management of the cadet corps is an integral part of the AFJROTC program. Cadets assigned to leadership positions in an established organizational command structure conduct this management. These cadets are assigned specific tasks and responsibilities that are necessary for the cadet corps to successfully function and carry out its objectives.

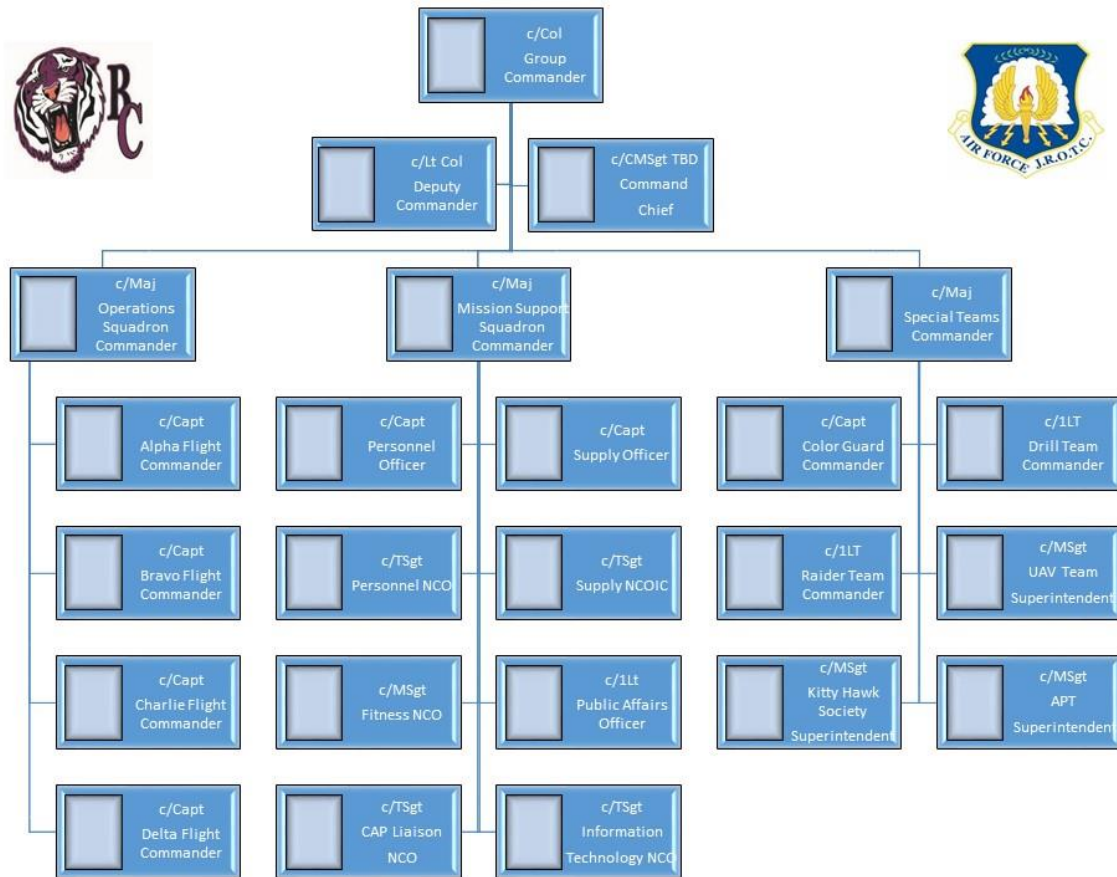
3.2. Organizational Chart. Alabama 934 (AL-934) cadet corps is organized as a Group as illustrated below:

AL-934 Cadet Group

Principal

Senior Aerospace Science Instructor (SASI)

Aerospace Science Instructor (ASI)-----Special Assistant



3.3. Job Description. The following are job responsibilities for positions in the AL-934 Cadet Group:

3.3.1. Cadet Group Commander (GP/CC) is responsible for:

- Command and management of the group
- Commanding the group in mass formations
- Overseeing all group activities
- Holding staff meetings as necessary
- Reviewing Staff Summary Reports
- Chairing the Board of Inquiry
- Recommending cadets for promotions, jobs, and awards
- Assisting the SASI/ASI as needed
- Serving as Commander of Alpha Flight
- Consolidating and preparing no-show letter; placing letter in ASI folder on AFJROTC Staff

3.3.2. Deputy Commander (GP/CV) is responsible for:

- Assuming duties as Cadet Group Commander in his/her absence
- Commanding the group in mass formations
- Overseeing all group activities
- Holding staff meetings as necessary
- Reviewing Staff Summary Reports
- Chairing the Board of Inquiry
- Recommending cadets for promotions, jobs, and awards
- Assisting the SASI/ASI as needed
- Serving as Commander of Alpha Flight
- Consolidating and preparing no-show letter; placing letter in ASI folder on AFJROTC Staff

3.3.3. Group Command Chief (CCC) is responsible for:

- Assign event POCs. Ensure all needs are met and work is progressing/accomplished on time
- Ensuring event folders are reviewed at each level within a timely manner
- Maintaining the classroom's upcoming events calendar to ensure no meetings conflict
- Inputting events in WINGS at least 2 weeks prior to the event start date
- Inputting event rosters in WINGS; updating roster within 5 days of event completion
- Notifying SASI/ASI when WINGS events are completed and ready for close-out
- Providing information to the Operations Flight Commander for input in the bulletin or posting on the JROTC website/social media
- Scheduling and maintaining list for Class Color Guards
- Attending/monitoring Boards of Inquiry
- Verify copies of work schedules are available and met
- Organize and supervise cadet mentorship/sponsorship program for new cadets
- Command and management of the Health and Wellness Program
- Planning and training flight leadership on stretching and exercises
- Submitting weekly in class flight workout to SASI/ASI no later than first day of week
- Tracking and scheduling Physical Fitness Test each semester
- Holding after school physical training sessions (if interest exists)
- Maintaining athletics safety bulletin board

3.3.4. Operations Squadron Commander (OS/CC) is responsible for:

- Assuming duties as Cadet Group Commander in absence of GP/CC or GP/CV
- Command and management of the squadron
- Commanding the squadron in mass formations
- Inspecting and monitoring Squadron activities and events
- Holding quarterly inspections within Squadron (Alpha/Bravo/Charlie/Delta)
- Ensuring all standards are met within the squadron
- Providing schedule of competitions, events and training to the SASI/ASI
- Assisting the Group Commander, SASI/ASI as needed
- Tracking Work “No- Shows” for squadron personnel; providing a list to the GP/CC weekly
- Tracking each flight’s six-week plan

3.3.5. Mission Support Squadron Commander (OS/CC) is responsible for:

- Command and management of the squadron
- Inspecting and monitoring Squadron activities and events
- Ensuring overall performance of the Personnel, Logistics and Communications flights
- Ensuring all standards are met within the squadron
- Providing schedule of events and training to the SASI/ASI
- Assisting the Group Commander, SASI/ASI as needed
- Tracking Work “No- Shows” for squadron personnel; providing a list to the GP/CC weekly
- Tracking each team’s six-week plan

3.3.6. Special Teams Commander (OS/CC) is responsible for:

- Command and management of all special teams
- Inspecting and monitoring team activities and events
- Ensuring APT and KHAS teams are adequately supplied
- Ensuring that Special Team meetings do not conflict
- Coordinating dates/times for competitions and KHAS community services events with SASI/ASI
- Tracking permission slips for competitions and events (if required)
- Providing SASI/ASI with team’s six-week training plans
- Verifying APT coordination for school visits
- Ensuring KHAS coordinates quarterly community service events
- Attending team practices at least once a month
- Ensuring additional activities and training once competition rounds are complete
- Ensuring all standards are met
- Providing schedule of competitions, events and training to the SASI/ASI
- Assisting the Group Commander, SASI/ASI as needed
- Ensuring superintendents track performance for ribbons and cords
- Ensuring superintendents maintain and keep an inventory of all supplies
- Tracking Work “No- Shows” for squadron personnel; providing a list to the GP/CC weekly
- Tracking each team’s six-week plan

3.3.7. Drill Team Commander (DT/CC) is responsible for:

- Command and management of the Armed, and Unarmed Drill Teams
- Coordinating with other teams in creating a working training schedule
- Providing schedule of events to the SASI no later than fourth week of term
- Providing training schedule to ASI no later than fourth week of term

- Coordinating with SASI/ASI ensuring all members are in good academic standing prior to team approval
- Approving the competition teams 2 weeks prior to each competition
- Serving as the project officer of all drill team performances unless otherwise specified
- Ensuring SF 702 is used for rifle sign-in/out

3.3.8. Color Guard Commander (CG/CC) is responsible for:

- Command and management of the Color Guard
- Coordinating with other teams and the Special Teams Commander in creating a working training schedule
- Providing training schedule to Special Teams Commander no later than fourth week of term
- Maintaining and keeping an inventory of all supplies
- Training all members in color guard routines/procedures
- Selecting the competition teams 2 weeks prior to each competition
- Serving as the project officer of all color guard performances unless otherwise specified
- Ensuring replicas are only used with adult supervision
- Maintaining accurate records for awarding ribbons, cords and letters
- Preparing SF 702 monthly

3.3.9. Raider Team Commander (RD/CC) is responsible for:

- Command and management of the Raider team
- Verifying competition dates and rules
- Providing SASI/ASI number of teams and names for registration
- Providing schedule of competitions and training to the Special Teams Commander no later than fourth week of term
- Referencing applicable websites and other sources to create relevant study material
- Tracking performance for earning badges/ribbons
- Coordinating additional activities and training once competition rounds are complete
- Inventorying equipment quarterly
- Maintaining operative effectiveness of all required competition and training equipment

3.3.10. Awareness Presentation Team (APT) Superintendent is responsible for:

- Command and management of APT Team
- Preparing presentations for recruiting, bullying awareness, Red Ribbon Week, and Program Preview
- Coordinating APT and recruiting visits with school administrations
- Presenting drug and bullying awareness to elementary and middle school students
- Providing information about JROTC to middle and high school students
- Coordinating with elementary and middle schools to select mutually convenient dates for presentations; provide proposed schedule to Special Teams Flight Commander and SASI/ASI at least two weeks prior to event
- Coordinating with classroom flight commanders to ensure that all members are in good academic standing
- Teaching cadets public speaking skills

3.3.11. Unmanned Aerial Vehicle (UAV) Superintendent is responsible for:

- Command and management of the CP team
- Verifying competition dates and rules
- Providing SASI/ASI number of teams and names for registration
- Providing schedule of competitions and training to the Special Teams Commander no later than fourth week of term

- Referencing applicable websites and other sources to create relevant study material
- Tracking performance for earning badges/ribbons
- Coordinating additional activities and training once competition rounds are complete
- Inventorying Computer Equipment Quarterly
- Maintaining operative effectiveness of all UAV equipment

3.3.12. Kitty Hawk Air Society (KHAS) Superintendent (KHS) is responsible for:

- Command and management of team
- Maintaining a record of attendance to meetings and events
- Providing schedule of events to Special Teams Flight Commander no later than fourth week of term
- Tracking performance and establishing criteria for induction
- Tracking attendance at meetings, community service events, and grades to ensure continued eligibility and/or probation status
- Organizing and supervise the cadet tutoring program
- Requesting list of cadets on academic ineligibility listing from SASI/ASI
- Preparing tutoring contracts and distributing to cadets (must have SASI/ASI approval)
- Organizing quarterly community service activities
- Providing information to Public Affairs as necessary

3.3.13. Supply Officer (SUPO) is responsible for:

- Management of all logistics and supplies
- Assigning the work schedule for airmen and superintendents.
- Inspecting logistics activities
- Holding staff meetings quarterly at a minimum
- Conducting quarterly inventory of uniform using WINGS and providing copies to ASI and SASI
- Maintaining log for uniform ancillary items

3.3.14. Supply NCOIC (SUPNCO) Male/Female is responsible for:

- Training subordinate personnel in proceeding responsibilities
- All proceeding responsibilities may be delegated to Logistics Airmen after period of training
- Issuing and collecting uniforms to/from cadets; including rank, ribbons, and awards
- Maintaining a record of uniform issuance for all cadets
- Maintaining an inventory of all uniform supplies
- Ensuring cleanliness of logistics spaces
- Updating issuing sheet

3.3.15. Personnel Officer (PERO) is responsible for:

- Command and management of all personnel issues
- Maintaining/updating cadet records in WINGS
- Inputting PFT scores in WINGS
- Inputting Special Orders in WINGS including updating comments section on individual cadet records identifying the reason ribbon was earned
- Providing WINGS Cadet Transcripts when requested by cadet or SASI/ASI
- Ensuring all Special Orders are labeled, dated and formatted correctly and that they have the correct labeled information attached. After ensuring the Special Order is correct then the Commander must sign and pass it on to the Group Commander
- Creating/maintaining tracking sheet of all Special Orders
- Creating/maintaining tracking sheet of all Service Hours

- Submitting Award Request when individual cadet reaches 20 Service Hours
- Creating/maintaining tracking sheet for Patriot Flag ribbon
- Maintaining folder for all Patriot Flag ribbon requests
- Submitting Patriot Flag Award Request quarterly one week prior to promotion cycle
- Submitting bulletin request two weeks prior to Patriot Flag ribbon cut-off date to notify cadets to submit a memo
- Holding staff meetings quarterly at a minimum

3.3.16. Personnel NCO (PERNCO) is responsible for:

- Updating the File Plan annually or as needed
- Reprinting the Filing Cabinet contents labels as needed
- Filing, organizing, or discarding cadet records as advised by the ASI/SASI
- Maintaining the JROTC archives as advised by the ASI/SASI
 - Current cadet records kept in office; three previous years records kept in storage
 - Current and one year previous files kept in office; two years previous kept in storage
- Coordinating with the PERO to ensure all cadet personal information in WINGS is correct
- Typing, maintaining and recording all special orders
- Ensuring all attached forms to a special order are correctly labeled
- Passing the special order through the chain of command (PERO, MS/CC, GP/CC, ASI, SASI)
- Obtaining Awards Request memo for each event from the SASI/ASI

3.3.17. Public Affairs Officer (PAO) is responsible for:

- Presenting a newsletter covering JROTC newsworthy events monthly
- Preparing submissions for HQ AFJROTC Facebook page and monthly newsletter
- Verifying activities board updated at least once a month
- Recording all JROTC events (motion and still) for historical purposes
- Maintains a data base of all JROTC events on the classroom computers
- Reviewing all photos; delete unnecessary/bad photos
- Preparing an article/story/column for each event immediately after event. This will be a completed story for each event, which will ensure articles are ready for monthly newsletters for the corps' website
- Editing and consolidating submitted articles into newsletter
- Ensuring event POCs coordinate media coverage for the event and creating a video relating to the event. It is not only the Public Affairs Officer's job to make sure of the speedy update of this video but also the POCs' responsibility
- Providing pictures and stories to ITNCO

3.3.18. Information Technology NCO (ITNCO) is responsible for:

- Posting photos and stories regarding corps events and competitions on the JROTC website and social media sites
- Updating the JROTC website calendar weekly or as needed
- Coordinating with event POCs to get information for the website calendar including dates, times, locations, and copies of permission slips
- Providing PAO and SASI/ASI all social media logins/passwords

3.3.19. A/B/C/D Flight Commander (AF/CC, BF/CC, CF/CC, DF/CC) is responsible for:

- Command and management of the flight
- Commanding flight in mass formations
- Training flight in drill and ceremonies
- Inspecting flight to ensure proper uniform wear
- Develop schedule for weekly PT leaders
- Monitor PT sessions ensuring participation and proper form
- Taking command of the flight in absence of SASI/ASI/Classroom Tutor

3.3.20. A/B/C/D/E/ Flight Sergeant (AF/FS, BF/FS, CF/FS, DF/FS) is responsible for:

- Assuming duties of flight commander in his/her absence
- Maintaining a weekly attendance and uniform grade sheet for the flight
- Developing a seating chart for the flight
- Maintaining discipline within the flight
- Pass out all assignments in flight box/binder

3.3.21. CAP Liaison NCO (CAPNCO) is responsible for:

- Coordinating with event Civil Air Patrol POCs to arrange jointly participated activities
- Providing schedule of events to MS/CC no later than fourth week of term
- Providing PAO and SASI/ASI documentation (write-up, photos, etc.) of all activities conducted for inclusion in historical records and newsletter.

3.3.22. Fitness NCO (FITNCO) is responsible for:

- Prepare overall fitness plan to achieve cadet fitness goals no late than fourth week of the term
- Updating plan weekly and post on Cadet Bulletin Board
- Track fitness levels for all cadets to ensure goals are being met. Adjust plan if required
- Notify (in writing) PERSO of all cadets that earn a PT ribbon or badge.

3.4. Position Assignment/Job Application. All Aerospace Science IVs members must hold a position within the Corps as part of their grade. Any unassigned positions may be filled by lower classmen.

3.4.1. Cadet Staff members must turn in a job application/memo to the Cadet Group Commander by the designated suspense date. 1st semester jobs are chosen in May prior to school start. 2d semester jobs are due in December and selections finalized in January.

3.4.2. ASII and AS III cadets will be considered for positions at the beginning of the school year or as needed. Job application/memo must be turned in to the Cadet Group Commander by the designated suspense date. ASII and ASIII cadets can apply for vacant positions anytime during the school year.

3.4.3. Cadet Group Commander, ASI/SASI will review these applications, and will assign cadets to jobs based on their rank, leadership potential and ability, academic performance, Leadership Development Requirements participation, and recommendations from the staff.

3.4.4. Job assignments are rotated to ensure all cadets have an opportunity to participate in the management of the Corps. Positions are normally held for one semester, but can be suspended or extended based on job performance.

3.4.5. Position Resignation. If a Cadet Staff member wishes to relinquish their position, they must submit a letter of resignation to the Group Commander explaining their reason for resigning the position.

3.5. Job Expectations.

3.5.1. As a staff officer or NCO, you are expected to carry out your job responsibilities in a timely and efficient manner. If you cannot meet these requirements, you may be removed from your position with possible penalties to your grade.

3.5.2. Cadets are required to show up and perform their specific duties on the date and time they are scheduled. It is mandatory for cadets to work for a minimum of 15 minutes on their scheduled date and time.

3.5.3. Cadets failing to show for their job (without prior coordination with their superior) or failing to meet job performance standards may receive the following disciplinary actions:

3.5.3.1. Verbal Warning. Written confirmation will be filed in cadet's Personal Information File (PIF).

3.5.3.2. Written Letter of Admonishment (Original filed in PIF).

3.5.3.3. Meeting with Squadron Commander. Written documentation of meeting will be filed in PIF.

3.5.3.4. Board of Inquiry (BOI). Written documentation will be filed in PIF.

3.5.3.5. Points will be deducted on Job Evaluation.

3.6. Cadet Staff Meetings. The Cadet Group Commander, through the Command Chief, will announce each cadet staff meeting via the bulletin board, and through any sanctioned group chat.

3.6.1. Cadet Staff meetings will be held weekly, at which time each Staff Officer, Flight Commander and/or Superintendent will brief their areas of responsibility.

3.6.2. All POCs will brief the status of their upcoming events.

3.6.3. The Cadet Group Commander will preside at these meetings. In absence of the Cadet GP/CC, the GP/CV will preside over the meeting

3.7. Weekly Work and Sign-in Schedules.

3.7.1. A weekly schedule and sign-in sheet consisting will be created by each Staff Officer/NCO.

3.7.2. This weekly schedule and sign-in sheet must be turned into the respective Squadron Commander. The Squadron Commander will consolidate and present to the Group Commander.

3.7.3. The Group Commander will consolidate for the group and post on the AFJROTC Staff, ASI folder.

3.8. Flight Meetings.

3.8.1. Flight meetings may be called by the Flight Commanders to obtain any information necessary or to address any situations/upcoming events.

3.8.2. These meetings must be approved by the Operations Squadron Commander for Alpha-Delta Flights and the Deputy Group Commander for other staff elements.

3.9. Missing Meetings.

3.9.1. If a cadet misses a meeting, they are required to have a memorandum to the POC no later than lunch the day after the meeting. There are no exceptions.

3.9.2. Any or all of the following disciplinary actions may occur:

- 20 points for missing meeting
- 40 points for missing Cadet Staff Meeting
- 30 points for Neglect Duty
- 35 points for Insubordination

3.10. Documenting Cadet Performance.

3.10.1. If supervisors experience difficulties with subordinates, they must report and document the problem the day of the incident. Supervisors will write a memo for record of the incident and place it in cadet's PIF.

3.10.2. The Cadets involved must sign the memorandum acknowledging their understanding that the document is being placed in their PIF.

3.11. Job Evaluations.

3.11.1. Job Evaluations are accomplished every progress period and are mandatory for Cadet Staff and AS IV members only. The Job Evaluation is 25% of the ASIV's grade and are reviewed by the ASI/SASI.

3.11.2. Job Evaluations for non-Cadet Staff members are optional but highly encouraged as they are an excellent method of performance feedback and improvement. They will not reflect on the cadet's grade.

3.11.3. Evaluations should be filled out with honesty as they are a reflection of a cadet's job performance. The job evaluation should start with the direct senior commander and passed up the ranks until it is signed by the SASI.

3.12. Job Folders.

3.12.1. Job Folders are for staff members holding key job positions. They contain job information to be updated as necessary and are reviewed quarterly by the Group Commander.

3.12.2. The folders are updated on the AFJROTC server under the specific job folder. Each folder counts for a grade which is given by the Group Commander during their evaluation of the folders.

3.12.3. Job folders must be updated monthly with current date/year, information, etc.

CHAPTER 4 - PROMOTIONS

4.1. Cadet Rank.

4.1.1. All references to cadet rank will have the word "Cadet" as part of the cadet grade, i.e. Cadet Major Allyson Souza.

4.1.2. Grade is represented by standardized AFJROTC insignia (Attachment IX) that is worn on the cadet uniform. Cadets must also know and recognize active military service rank (Attachment VIII).

4.1.3. The order of rank from lowest to highest is as follows:

<u>Cadet Enlisted Rank</u>	<u>Symbol</u>
Airman Basic	C/AB
Airman	C/Amn
Airman First Class	C/A1C
Senior Airman	C/SrA
Staff Sergeant	C/SSgt
Technical Sergeant	C/TSgt
Master Sergeant	C/MSgt
Senior Master Sergeant	C/SMSgt
Chief Master Sergeant	C/CMSgt
<u>Cadet Officer Rank</u>	
Second Lieutenant	C/2d Lt
First Lieutenant	C/1st Lt
Captain	C/Capt
Major	C/Maj
Lieutenant Colonel	C/Lt Col
Colonel	C/Col

4.2. Permanent Rank.

4.2.1. First-year cadets start with the rank Cadet Airman Basic. AS I permanent rank is Airman, ASS II is A1C, AS III is SrA and AS IV is SSgt.

4.2.2. There are two methods of earning a higher rank:

4.2.2.1. Pass a promotion test (permanent rank).

4.2.2.2. Earn a "spot" promotion (Staff leadership; held as long as in position) .

4.2.3. Cadets have 5 working days to pick up their new rank. After the 5 day period, their new rank will be redlined and they will have to retake the test next promotion period.

4.3. Promotion Tests.

4.3.1. Each quarter, a promotion test is given for a permanent rank. This examination tests your knowledge of various leadership topics and Corps knowledge.

4.3.2. To earn the promotion, you must pass the test and be in good academic standing (2.00 GPA, no more than one F and the F cannot be in JROTC, and have no unsatisfactory citizenship grades). They also must pass a rank test, JROTC Creed test and Drill test each promotion.

4.3.3. All Cadets testing for rank must pass the written test with 70% or higher. This test counts as an academic grade.

4.3.4. Discussing any part of the promotion test is considered cheating and will be handled accordingly.

4.4. Spot Promotions.

4.4.1. Spot promotion system promotes enlisted cadets who have performed above and beyond.

4.4.2. Spot promotions are given at the recommendation of the Group Commander and with approval of the SASI and ASI.

4.4.3. Cadets can only be afforded one Spot Promotion per school year.

4.4.4. Spot promotions to 2d Lt and above are reserved for Staff positions with recommendation of the SASI/ASI.

4.5. Guidelines for Promotion.

4.5.1. All cadets must score at least 70% on their written promotion tests.

4.5.2. All cadets promoted to c/SSgt, or higher ranks will be reviewed by the Squadron and Group Commanders. The board will consider each cadets conduct, merit, and Corps participation. Additionally, cadets must participate in at least one Leadership Development Requirement event during the promotion cycle excluding fundraisers.

4.5.3. Cadets must have GPA 2.0 or higher; can only have one F that is not in JROTC

4.5.4. Cadets attempting to promote to C/2d Lt, or higher must hold a position in the corps

4.5.5. Cadets attempting to promote to C/2d Lt, or higher:

4.5.5.1. Must take their latest staff evaluation score and their promotion test, add the two together and divide by 2.75. (If the cadet does not have a job evaluation score, the promotion test will be divided by 1.375).

4.5.5.2. Add any Promotion Extra Credit Checklist points they have earned.

- Example: Staff evaluation score of 98 plus promotion test score of 70 would total 168
- Divide 168 by 2.75 = 61
- Add Extra credit checklist points of 45; $45 + 61 =$ Total promotion score of 106

4.5.6. To allow for promotion at the higher levels, when a cadet does not promote, the merit points they earn for ribbons and other performance (other than those items requiring continuous participation) will carry over to the next promotion cycle but will not carry over to the next school year.

4.5.7. Total combined points required, (promotion test or evaluation plus Promotion Extra Credit Checklist totals), for each promotion are:

Rank	Total Promotion Points
1. Airman	75
2. Airman First Class	75
3. Senior Airman	80
4. Staff Sergeant	85
5. Technical Sergeant	90
6. Master Sergeant	95
7. Senior Master Sergeant	100
8. Chief Master Sergeant	100
9. 2d Lieutenant	105
10. 1st Lieutenant	105
11. Captain is an appointed rank	
12. Major is an appointed rank	
13. Lieutenant Colonel is an appointed rank	
14. Cadet Colonel is an appointed rank	

Rank	Study Material
C/Airman	Cadet Guide
C/Airman First Class	Cadet Guide, Drill & Ceremony (D&C)-10 Step
C/Senior Airman	Cadet Guide, D&C 20 Step, Rank, Creed, LE 100
C/Staff Sergeant	Cadet Guide, D&C 20 Step , Rank, Creed, LE 100, 200
C/Technical Sergeant	Cadet Guide, D&C 30 Step, Rank, Creed, LE 100, 200, 300
C/Master Sergeant	Cadet Guide, D&C 30 Step, Rank, Creed, LE 100, 200, 300, 400
C/Senior Master Sergeant	Cadet Guide, D&C 30 Step, Rank, Creed, LE 100, 200, 300, 400
C/Chief Master Sergeant	Cadet Guide, D&C 30 Step, Rank, Creed, LE 100, 200, 300, 400
C/2d Lieutenant	Cadet Guide, D&C 30 Step, Rank, Creed, LE 100, 200, 300, 400
C/1st Lieutenant	Cadet Guide, D&C 30 Step, Rank, Creed, LE 100, 200, 300, 400

CHAPTER 5 – UNIFORM AND AWARDS

5.1. General.

5.1.1. Each cadet in AFJROTC is issued a standard Air Force blue uniform and specialized unit PT gear (PTG) at the beginning of the school year at no cost.

5.1.2. You are required to properly wear the uniform as a part of your leadership training, and it is a sizeable portion of your Leadership grade. Complete knowledge of the uniform is necessary to earn a satisfactory grade in uniform wear.

5.2. Issuance.

5.2.1. When you are issued the uniforms, you become responsible for its maintenance and protection. However, the Blue uniform is the property of AFJROTC and will be returned when a member is no longer part of the unit.

5.2.2. Any lost or damaged uniform items must be paid for by the cadet responsible for the uniform. You must dry clean your uniform before turning it in at the end of the school year.

5.2.3. Cadets who fail to turn in their dry cleaned uniform prior to the final week of school will receive an incomplete grade for the semester and a due bill (fine slip) will be placed in their school record. NOTE: Please contact the SASI/ASI if there is a financial difficulty and the uniform cannot be cleaned.

5.2.4. All items must be DRY CLEANED with the exception of the cadet blue shirt. It is the CADET'S responsibility to clean and repair the uniform. The blue pants, service coat and light weight blue jacket cannot be laundered (cleaned in washing machine). Laundering ruins the items and the student will receive a fine slip for payment. Drvel or similar home dry-cleaning is not allowed.

5.3. Grading Policy.

5.3.1. There are multiple uniform combinations that may be worn. Each Tuesday, cadets wear a specific blue uniform combination. Cadets are provided the uniform wear schedule at the beginning of each semester. This information can also be found on the Cadet Bulletin Board, AL-934 website and Google Classroom.

5.3.1.1. The specified blue uniform will be worn to and from school for the ENTIRE school day.

5.3.1.2. Cadets participating in other school activities, e.g. football, are permitted to change out of their uniforms only after they present a memorandum to the ASI indicating the student's participation in stated activity. The letter will be placed in the cadet's file for reference. A cadet must prepare one letter per activity (e.g. football, track, etc) covering the duration of the activity.

5.3.1.3. If excused absent on blue uniform wear day, make-up is on Wednesday. If excused absent on uniform wear day and on Wednesday's make-up day, you must wear the uniform on Thursday. Unless specified by the ASI/SASI, Friday is only for the PTG uniform.

5.3.2. Every Friday, cadets must wear the AFJROTC Physical Training Gear (PTG). At a minimum, cadets must wear issued PTG shirt, shorts sweatpants, and/or sweatshirt with white or black socks, and athletic shoes. The specific uniform combination for each Friday will be set by the Cadet Command Chief and must be posted as part of the weekly schedule no later than the Friday prior to the coming weeks activities

5.3.2.1. Cadets are required to wear the PTG for their respective JROTC class period.

5.3.2.2. Cadets will be given 10 minutes to change into PTG after roll is taken. Cadets are NOT authorized to be late in order to change into uniform and will be marked tardy.

5.3.2.3. When in PTG, all cadets must be in proper grooming standards. Exception females may wear their hair in a ponytail.

5.3.3. Cadet Staff and Special Team members will wear the Airman Battle Uniform (ABU) every second and fourth Wednesday.

5.3.3.1. Cadets are required to properly wear the ABU uniform the entire day.

5.3.3.2. The cadet Group Commander may request the ABU wear date be changed to another day by submitting a formal memorandum to the ASI/SASI.

5.4. Dress and personal appearance standards.

5.4.1. The uniform AFJROTC cadets wear, with certain exceptions, is the same as that worn by active duty Air Force personnel. Just as the person on active duty, you are also obligated to wear the uniform properly.

5.4.2. Pride in one's personal appearance and wearing the uniform, greatly enhances the esprit de corps essential to an effective corps. Therefore, it is most important for all cadets to maintain a high standard of dress and personal appearance. The five elements of this standard are: neatness, cleanliness, safety, uniformity, and military image.

5.4.3. Masks: Face coverings are authorized to be worn in uniform, but must be black (Blues) or matching ABU/OCP camouflage pattern (only worn when in camouflage uniform), with no markings, logos, or graphics visible. No jewelry of any kind is authorized to be worn under the face mask. In addition, all grooming standards (i.e. shaving) must be maintained even if wearing a mask.

5.4.4. The following are the guidelines for the blue uniform wear:

5.4.4.1. Flight Cap (when issued) is to be DRY CLEANED ONLY. The flight cap is to be worn on the head with the front crease directly above the nose and the bottom of the cap tilted forward in a position that allows two finger widths between the top of the nose and the bottom of the cap. Hair must not protrude in front of the cap. The flight cap must be worn when outdoors. Do not wear your hat indoors unless performing Color Guard duties. Cadet must write name on white tag inside hat.

5.4.4.2. Short Sleeve Shirt: The shirt will always be tucked into the slacks to school/during school/home from school. If wearing a tie/tie tab with the shirt, always button the top button of the shirt (leave it unbuttoned otherwise). The shirt should be cleaned and ironed weekly. The sleeves are to be creased, with the exception of JROTC patches. A plain white V neck undershirt under your blue uniform shirt is MANDATORY.

5.4.4.3. Trousers/Slacks (DRY CLEAN ONLY): The bottom of the trousers should rest on the front of the shoes with a slight break in the crease. Always wear your belt with your slacks. The belt should be tight enough to hold up your pants without buckling the fabric. When you adjust the belt buckle cut off any excess material hanging past the edge of the belt. Keep the pocket buttoned and do not place bulky items in it.

5.4.4.4. Service Coat (DRY CLEAN ONLY): The service coat should be properly fitted so that if you hang your arms naturally, the coat sleeves extend roughly one half of an inch from the base of the thumb. When the service coat is the designated uniform wear, it must remain on at all times.

5.4.4.5. Lightweight Jacket/Liner (DRY CLEAN ONLY): When worn, the jacket must be zipped at least 1/2 way up at all times. The liner is not to be removed from the jacket.

5.4.4.6. Shoes/Socks: Keep your shoes shined, including the heels and the edge of the soles. Socks must be plain, BLACK, dress socks with no logos; no other color is allowed, this will result in an automatic zero. No ankle socks.

5.4.4.7. Gig Line: The gig line is the line formed by the front of your shirt line, the right edge of your belt buckle, and the flap of your fly. This line should be straight and unbroken. Male belts are routed from wearers left to right and female belts routed from wearer's right to left.

5.4.4.8. Insignia: Proper insignia placement on the uniform is illustrated on the Uniform Diagrams in Attachments XII-XVII. Also, refer to Attachment XXII for the Ribbon Chart to determine the order of precedence for your ribbon bar.

5.4.4.9. Tie/Tie Tab (DRY CLEAN ONLY): The tie should be tied with a Four-in-Hand Knot or a Windsor Knot. The tip of the tie must cover a portion of the belt buckle, but cannot extend below the bottom of the belt buckle. The top shirt button should not be visible. The Tie Tab should be neatly and comfortably fitted around the neck. Clip on ties are NOT authorized. Cadet must write name on white tag on tie or tie tab.

5.4.5. Blue Uniform Wear Checklist

- Undershirt – “V” neck white t-shirt – **MANDATORY**
- Socks – black – **MANDATORY**
- Hat – **MANDATORY**
- Hair – **MANDATORY (Within Air Force Standards)**
- Shave – **MANDATORY**
- Shirt – **MANDATORY**
 - Name Tag – **MANDATORY**
 - Blue for blue shirt
 - Silver for Service Dress
 - Ribbons – When designated; refer to the AFJROTC web site, uniform combination memorandum, or whiteboard
 - Rank – **MANDATORY** when promoted
- Trousers – **MANDATORY**
 - Belt – **MANDATORY (Hint: when feeding belt through loops, females are always right; males are left)**
- Shoes – **MANDATORY**
- Light Weight Jacket – According to weather and weekly uniform wear schedule
- Service Coat with tie or tie tab – when required according to weekly uniform wear schedule

5.4.6. The following outlines the guidelines for the Physical Training Gear (PTG):

5.4.4.1. T-shirts may be tucked into shorts or sweatpants, or left hanging loosely provided the shirt is not so large that it fully covers the shorts beneath. Short and long-sleeved solid white, black or light gray form fitting undershirts (i.e. spandex, lycra or elastic material) may be worn and visible under the short-sleeved PTG shirt. If worn, undershirt must be tucked in at all times. Undershirt may have a visible small trademark logo.

5.4.4.2. Short, mid and full length solid black, white or dark purple form fitting sportswear (i.e. spandex, lycra or elastic material) are authorized under the PT shorts. A small visible trademark logo is authorized.

5.4.4.3. Socks are mandatory. Socks will be white or black and may have a small trademark logo.

5.4.4.4. Athletic style shoes are mandatory. There are no restrictions on the color of athletic shoes.

5.4.4.5. All cadets must be in grooming standards. Exception females may wear their hair in a ponytail.

5.5. Personal Grooming Standards.

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

5.6. Male Grooming Standards.

5.6.1. Hair must have a 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 cadet’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.

5.6.2. Hair will not exceed 2 ½ in bulk, regardless of the length and will not exceed 1/4 inch at the natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear.

5.6.3. Hair will not contain excessive amounts of grooming aids, be dyed an unnatural hair color, have any foreign items attached to it.

5.6.4. Unauthorized: Mohawk, mullet, cornrows, dreadlocks or etched shapes/design.

5.6.5. Airmen 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.

5.6.6. Sideburns will be straight and even width (not flared) and will not extend below the lowest part of the exterior ear opening. Sideburns will end in a clean-shaven horizontal line.

5.6.7. Face must be without hair with the exception of a mustache. If a mustache is worn, it must be neatly trimmed and will not extend beyond the corners of the mouth or below the lip line of the upper lip.

5.6.8. If you do not have a regulation hairstyle or do not shave, you will automatically receive a score of zero on your uniform wear.

5.6.9. Cannot wear earrings or any type of facial piercing when in uniform. Clear healing post are authorized.

5.6.10. May wear a wristwatch of normal color, rings (no more than three rings combined on both hands, and no thumb rings).

5.6.11. No sunglasses are allowed to be worn in uniform unless authorized by prescription.

5.7. Female Grooming Standards. (See Attachment XVIII, pages 73 – 75)

5.7.1. There is no minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear.

5.7.2. 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 worn in authorized ponytail or long braid(s). One or two braids or a single ponytail may be worn down the member's back with bulk not exceeding the width of the head and 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 cannot be worn over the shoulder or pulled in front of the body. It must go down the member's back. Bangs, or sideswiped hair, may touch eyebrows but will not touch or cover eyes.

5.7.3 **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.

5.7.4. Pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will *not* present the appearance of a rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured.

5.7.5. Hair accessories. If worn, fabric scrunchies, hairpins, combs, clips, headbands, elastic bands and barrettes can be black or match the hair color (i.e., blonde, brunette, natural red, and black). Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed one-inch in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).

5.7.6. Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized.

5.7.6.1. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar. Headgear must fit properly.

5.7.6.2. All locs, braids, and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids or twists and must be tightly fused/interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs/braids shall be of uniform dimension, small in diameter (approx. 1/4 inches), show no more than 1/4 inch of scalp between the braids and must be tightly interwoven to present a neat, professional appearance. A loc, braid or twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards in paragraph 5.6.2. above. Exception: Micro-braids or twists are not required to continue to the end of the hair.

5.7.7. Unauthorized: Mohawk, mullet or etched design.

5.7.8. Hair color, highlights, lowlights, and frosting will not be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, and natural red).

5.7.9. If you do not have a regulation hairstyle, you will automatically receive a score of zero on your uniform wear.

5.7.10. Cadets cannot wear any type of facial piercing while in uniform. Clear healing post are authorized for ear piercings only.

5.7.11. Female cadets can wear earrings IAW AFI 36-2903 standards. Female cadets may wear small (not exceeding 6 mm in diameter) round or square white diamond, gold, white pearl, or silver earrings. If a female cadet has multiple holes, only one set of earrings are authorized and must be worn in the lower earlobes.

5.7.12. Cadets can wear a wristwatch of normal color, rings (no more than three combined, and no thumb rings).

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

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

5.7.15. No sunglasses are allowed to be worn in uniform unless authorized by prescription.

5.8. Awards and Decorations. The Cadet Awards and Decorations Program fosters morale, esprit de corps, and recognizes achievements of AFJROTC cadets.

5.8.1. **AFJROTC National Awards.** When earned, these awards will be awarded annually at the AL-934 Annual Awards Ceremony. The awards are presented to cadets who demonstrate exceptional leadership, academics, and participation in the corps. A colored description of each AFJROTC National award can be viewed on the Ribbon Chart.

5.8.2. **AFJROTC Awards.**

5.8.2.1. **Distinguished Unit (with Merit if applicable) Award.** Awarded to cadets enrolled during the period a unit's rating is Distinguished. AS I and II cadets must have a C or higher and AS III and IV cadets must have a B or higher in AFJROTC to be eligible.

5.8.2.2. **Outstanding Organization Award.** Awarded to cadets enrolled during the period a unit's rating is Outstanding. AS I and II cadets must have a C or higher and AS III and IV cadets must have a B or higher in AFJROTC to be eligible.

5.8.2.3. **Outstanding Flight Ribbon.** Awarded yearly to the flight with the highest combined average. Cadets must have the flight average or above to receive the ribbon.

5.8.2.4. **Top Performer Award.** Awarded by HQ AFJROTC to select individuals for leadership and job performance specifically in preparation for the Unit Evaluation conducted by HQ AFJROTC personnel.

5.8.2.5. **Outstanding Cadet Ribbon.** Awarded to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.

5.8.2.6. **Leadership Ribbon.** Awarded for outstanding performance in a position of leadership as an AFJROTC cadet.

5.8.2.7. **Achievement Ribbon.** Awarded for significant achievement as deemed appropriate by the SASI. Only one ribbon per year will be awarded.

5.8.2.8. **Superior Performance Ribbon.** Awarded for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC at the discretion of the SASI.

5.8.2.9. **Academic Ribbon.** Awarded each semester for academic excellence as signified by attaining an overall grade point average of at least a “B” for the academic term, in addition to an “A” average in AFJROTC over the same grading period.

5.8.2.10. **Cadet Leadership Course Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration. Silver star may be awarded for outstanding performance.

5.8.2.11. **Special Teams Competition.** Awarded to team members for placing 1st, 2d or 3d in an Air Force or Joint Service Competition to include Color Guard Teams, Armed Teams, Unarmed Teams, Academic Competition Teams, CyberPatriot Teams, etc. Teams that did not place shall be awarded an Activities Ribbon.

5.8.2.12. **Leadership Development Requirements (LDR) Leadership Ribbon.** Awarded for leadership in AFJROTC LDR activities. The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others.

5.8.2.13. **Drill Team Ribbon.** Awarded each year for achieving at least 85 percent attendance at practice and participated in at least 3 drill performance events (i.e. competition, special school events, community demonstrations). Cadets must be on the drill team for the entire year/drill season. The team commander gives his/her recommendation and the ASI/SASI will approve.

5.8.2.14. **Joint Leadership Academic Bowl (JLAB) Ribbon.** Cadets must be a member of the JLAB team. Awarded each year for achieving at least 85 percent attendance at practice and participated in all on-line competitions for which team has qualified. Cadets must be on the JLAB team for the entire year. The team superintendent gives his/her recommendation and the ASI/SASI will approve.

5.8.2.15. **Cyber Patriot Ribbon.** Cadets must be a member of the Cyber Patriot team. Awarded each year for achieving at least 85 percent attendance at practice and participated in all on-line competitions for which team has qualified. Cadets must be on the Cyber Patriot team for the entire year. The team superintendent gives his/her recommendation and the ASI/SASI will approve.

5.8.2.16. **Color Guard Ribbon.** Awarded to cadets for completing 5 class color guard performances. Once eligible, cadets will submit a memo to the SASI/ASI with performance dates. For each additional ribbon earned, bronze and/or silver oak leaf cluster will be awarded.

5.8.2.17. **Good Conduct Ribbon.** Awarded annually to cadets with a B or higher in AFJROTC, no more than 5 unexcused absences, no more than 2 tardies, and no suspensions.

5.8.2.18. **Service Ribbon.** Awarded for the completion of 20 service hours outside of AFJROTC. Cadets must use the community service form to turn in service hours to the Support Flight Commander.

5.8.2.19. **Health and Wellness Ribbon.** Awarded by the SASI for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84 percentiles will receive a Bronze Star device; 85-95 percentile will receive a Silver Star device; and 96-100 percent will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon.

5.8.2.20. **Recruiting 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. The recruited cadets must be in the corps for at least one semester, meet academic standards and cooperate with peers and instructors. At the end of the semester the recruited and recruiter will present a memorandum to the ASI and SASI requesting award of the ribbon.

5.8.2.21. **Activities Ribbon.** Awarded for participation in Leadership Development Requirement activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams with approval by the SASI or ASI.

5.8.2.22. **Attendance Ribbon.** Awarded to the cadet who had no more than 3 absences (no unexcused) and 2 unexcused tardies in the year.

5.8.2.23. **Dress and Appearance.** Awarded to cadets who:

- Follow uniform procedures
- Receive 90% or an "A" on Leadership grade
- Received no less than 80% on any uniform inspection
- Flight Commander recommendation for proper uniform wear

5.8.2.24. **Longevity Ribbon.** Awarded for the successful completion of each year in JROTC with a grade of C or higher for AS I and II cadets and B or higher for AS III and IV cadets.

5.8.2.25. **Bataan Death March Memorial Hike Ribbon.** To honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct or participate in an optional 14-mile Bataan Death March Memorial Hike. Cadets who fully complete the 14 mile hike are authorized to wear the ribbon.

5.8.2.26. **Patriotic Flag Ribbon.** Awarded to cadets for participation in non-color guard events specifically designed to honor our nation's flag. In order to receive this award, cadets must have participated in raising and/or lowering the school's flags a minimum of 5 times. Once eligible, cadets will submit a memo to the SASI/ASI with participation dates. For each additional ribbon earned, bronze and/or silver oak leaf cluster will be awarded.

5.9. Devices.

5.9.1. Bronze and Silver Oak Leaf Clusters.

5.8.1.1. If awarded the same ribbon more than once, you will receive an oak leaf cluster. The bronze oak leaf cluster (equals 1 award) represents the second and subsequent award. No more than four clusters are permitted on any one ribbon. The silver oak leaf cluster (equals 5 awards) represents the 6th, 11th, etc. .

- Example: Cadet earns 9 Activities ribbons
- Cadet wears ribbon with 1 silver and 3 bronze oak leaf clusters
- Ribbon (1 award) + 1 silver oak leaf cluster (5 awards) + 3 bronze oak leaf clusters = 9 Activities Ribbons awarded

5.9.1.2. Silver oak leaf clusters are worn to the wearer's right of any bronze oak leaf clusters on the same ribbon.

5.9.2. **Bronze, Silver, and Gold Stars.** All cadets who score 75 percent or above on the PFT will receive a Health and Wellness Ribbon with a star.

5.9.2.1. 75 – 84 percentile receives a Bronze Star; 85 – 95 percentile receives a Silver Star; and 96 – 100 percentile receives a Gold Star.

5.9.2.2. Duplicate awards of the Bronze, Silver, or Gold percentile will be denoted by the addition of another star on the ribbon. Should a cadet score in a higher percentile, only the star representing higher percentile will be worn. In no case will a cadet mix different color stars on the same ribbon.

5.10. Cadet Badges. Are awarded for specific accomplishments or teams.

5.10.1. **Ground School Badge.** Awarded for successful completion of an aviation ground school program prescribed by the FAA. The badge is worn on the uniform at all times.

5.10.2. **Flight Solo Badge.** Awarded to those cadets possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft. Documentation of the solo flight must be presented to the SASI. The badge is worn on the uniform at all times.

5.10.3. **Flight Certificate Badge.** Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. The badge is worn on the uniform at all times.

5.10.4. **Aerospace Education Foundation (AEF) Academic Cadet Badge.** Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below "C" on their transcript. The individuals must be recommended by the SASI.

5.10.5. **Awareness Presentation Team (APT) Badge.** Presented to cadets with 85% attendance to meetings, participate in the school presentations, and are approved by the ASI/SASI.

5.10.6. **Distinguished Cadet Badge.** Awarded to one cadet annually. This award is the single most prestigious award afforded to a cadet. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence.

5.10.7. **Kitty Hawk Air Society (KHAS) Badge.** Awarded to cadets who are members of the KHAS and meet team requirements. This badge is not authorized for wear if the cadet is on probation.

5.11. Shoulder Cords.

5.11.1. Cadets are authorized to wear one, “infantry” style shoulder cord. Cords will be worn on the left shoulder, grounded to the shoulder seam. Wear the cord only on blue shirt and service dress coat. On the service dress coat, cords should be pinned to the shoulder with the pin hidden beneath the cord. On the blue shirt, cords should be pinned to the shoulder under the shirt epaulet. See Attachments XIII-XIV for males and XVI-XVII for females.

5.11.2. Once earned, the cord is a mandatory item on the blue shirt or service dress. For cadets earning multiple cords, the cord with the highest precedence will be worn.

5.11.3. **Group CC Cord.** White/Metallic Gold; worn by the 1st and 2d semester Group Commanders.

5.11.4. **Staff Cords.** Royal Blue; mandatory for all cadets holding a Staff position. The Staff Cord takes precedence over other cords except Cadet of the Quarter cord. It is to be returned if you no longer hold an upper staff position or at the end of the school year.

5.11.5. **Squadron Commanders.** Dark Green

5.11.6. **Flight Commanders.** Kelly Green

5.11.7. **Flight Sergeants.** Scarlet Red

5.11.8. **Color Guard Commander.** White/Purple.

5.11.9. **Color Guard Members.** White. Must be a formal member of the team, proficient in Drill and Ceremonies, completed five events, and approved by the ASI/SASI.

5.11.10. **Awareness Presentation Team Cord.** Gold; presented each year to team members that have 85% attendance, compete in two tiers of competition, must be an AS II cadet or above, and at the discretion of the SASI/ASI.

5.11.11. **Drill Team Commander Cord.** Metallic Silver/Purple. Must be proficient in Drill and Ceremonies, and approved by the ASI/SASI.

5.11.12. **Drill Team Members.** Metallic Silver. Must be a formal member of the team, proficient in Drill and Ceremonies, completed five events, and approved by the ASI/SASI.

5.11.13. **Kitty Hawk Air Society Cord.** Red; presented each year to team members who have 85% attendance, participated in two community service events, currently meet academic requirements, must be an ASII cadet or above, and at the discretion of the SASI/ASI.

CHAPTER 6 – CUSTOMS AND COURTESIES

6.1. Saluting.

6.1.1. The salute is deeply rooted in military history from the times when warriors raised their right arms to show that no weapon was present, to when knights raised their visors with their right hand as a sign of greeting, and to when American soldiers removed their hats to greet and show respect to others. The salute is a way of saying "Hello" while showing respect to officers' senior in rank. Sometimes the hand salute is rendered to honor the colors, a mark of respect for our country. The way cadets execute a salute is important. A smart salute indicates pride in self and corps. A sloppy salute indicates a lack of confidence, pride, and respect. Cadets should develop the habit of carrying books or other objects with the left hand to free the right hand for saluting.

6.1.2. When a cadet is outside in uniform, upon recognition they must salute:

6.1.2.1. The President.

6.1.2.2. All commissioned officers of the United States military services. Cadets need to be especially aware of their surroundings since we are located near a military installation.

6.1.2.3. AFJROTC instructors when in uniform (both SASI and ASI). Salute them also when not in uniform if formally reporting to them.

6.1.2.4. Cadet officers senior in rank and grade who are in uniform.

6.1.2.5. For all saluting situations, reference AFM 36-2203, Drill and Ceremonies.

6.1.3. Cadets will not render hand salutes indoors EXCEPT when formally reporting to an AFJROTC instructor.

6.1.4. Hand salute is done in the following two counts:

6.1.4.1. COUNT 1. Raise the right hand smartly and directly to the forehead while at the same time, extend and join fingers. Keep the hand palm flat, forming a straight line between the fingertips and the elbow. As the hand gets close to the face, tilt the palm slightly toward the face and hold the upper arm horizontally, slightly forward of the body, and parallel to the ground. Finally touch the tip of the middle finger of the right hand to the outside corner of the right eyebrow or to the front right corner of glasses.

6.1.4.2. COUNT 2. Bring the arm smoothly and smartly downward, retracing the path used to raise the right hand and arm after the person you are saluting returns the salute. The salute should always be rendered while either standing at attention or marching at attention.

6.2. Reporting procedures (in/out of the instructors' office). It is important that you observe proper reporting procedures when reporting in to the instructors' office. You will abide by the following steps when reporting in/out:

6.2.1. Knock once on the office door and wait for permission to enter or acknowledgment depending on whether the door is already open or not. Do not walk into the instructors' office unless told to do so.

6.2.2. Stand at attention and render a hand salute.

6.2.3. Report in by saluting and stating “Cadet, Last Name, Reporting Ma’am/Sir.” If you are ordered or asked by the SASI or ASI to report to them you must state “Cadet, Cadet Last Name, Reporting as Ordered, Ma’am/Sir.”

6.2.4. Wait for the instructor to return your salute and then drop yours.

6.2.5. Once you have completed talking to the instructor and are dismissed, stand at attention by the doorway and render a salute.

6.2.6. Wait for the instructor to return your salute and then drop yours and exit the office. Any business that needs to be conducted with the SASI/ASI, must be dealt with during lunch or after school, unless you have previous arrangements with the SASI/ASI.

6.3. Flag etiquette.

6.3.1. The flag and national anthem are symbols of the people, their land, and institutions. Thus, when we salute these symbols, we are saluting the nation. Flag ceremonies occur during parades, reveilles, retreats, and prior to special events. Reveille starts the official day while retreat signals the end of the official duty day. Most flag ceremonies will be conducted with the playing of the national anthem.

6.3.2. All cadets will render the following courtesies:

6.3.2.1. A male removes his hat, holds it in his right hand, and places his right hand over the heart.

6.3.2.2. A female places her right hand over her heart but does not remove her hat.

6.3.2.3. When attending any outdoor event and the U.S. flag is carried past a cadet, the cadet, if in uniform, should stand at attention, face the path of the flag, render a proper salute six paces before the flag is even with them, and hold the salute until the flag passes six paces beyond them.

6.3.2.4. When ceremonies occur indoors and the national anthem or "To the Colors" is played, face the flag and take the position of attention. If the flag is not visible, take position of attention and face the music. Do not salute unless under arms.

6.3.2.5. On Travis or any other military base, at the first note of the national anthem, all vehicles will come to a stop and the occupants will sit quietly until the last note of the music.

6.3.2.6. If the base is playing the National Anthem while you are outside, you should stop, face either a visible flag or the direction of the music, and render the proper courtesies. When in uniform, cadets will stop and salute towards the music or the flag.

6.4. Flag Detail.

6.4.1. AFJROTC cadets will raise and lower the United States and Alabama flags each school day or special occasion, weather permitting, as determined by the SASI/ASI. These are formal, solemn ceremonies that will be accomplished in a professional manner. The SASI or ASI will give any special instructions.

6.4.2. The senior cadet will act as the flag detail chief and will form the detail in the area outside of the classroom, march the detail to the flagpole, direct the flag ceremony, march the detail back to the classroom, and secure the flags. The flag detail chief is responsible for knowing when the flags are to be at half staff.

6.5. Pledge of Allegiance.

6.5.1. In military formations and ceremonies, the Pledge of Allegiance shall not be recited.

6.5.2. At protocol functions, social, and sporting events that include civilian participants, cadets should when in uniform outdoors, stand at attention, remain silent, face the flag, and render the hand salute.

6.5.3. When in uniform indoors, stand at attention, remain silent, and face the flag. Hand salute is not rendered and reciting the pledge is optional.

6.6. Cadet Etiquette.

6.6.1. Proper etiquette is "the customary rules of conduct or behavior in polite society." Our civilized society is more pleasant to live in, go to school in, and work in when all members practice proper etiquette and good manners. "Treat Others as You Want to Be Treated" is the code to live by and is the desired behavior for all cadets.

6.6.2. Proper cadet etiquette includes:

6.6.2.1. Say "Please" and "Thank You."

6.6.2.2. Use "Yes Ma'am/Sir " when addressing AFJROTC instructors, military service members, school officials, teachers, and visitors at all times.

6.6.2.3. Do not keep people waiting.

6.6.2.4. Do not gossip.

6.6.2.5. Use proper telephone etiquette.

6.6.2.6. Use "Mr., Ms., or Mrs." and last name when addressing civilians and "Military Grade" and last name when addressing military personnel.

6.6.2.7. Do not interrupt others when they are talking.

6.6.2.8. Cadets will respect senior cadets.

6.7. Classroom Etiquette.

6.7.1. When either the SASI or ASI enters the classroom area from the main entrances (this does not include logistics, the storage room, or the office), the first cadet to see them must call the room to ATTENTION.

6.7.2. The classroom area should also be called to attention for any commissioned officers and the principal.

6.7.3. If the person in the room is higher ranking than the person entering, the room is not called to attention.

6.7.4. The only times when this is not necessary is if there is lesson/class or meeting in progress.

6.8. Position of Honor.

6.8.1. This military courtesy began centuries ago when men fought with swords. Since men were primarily right handed, the heaviest fighting occurred on the right side. The left side became a defensive position since the shield was normally carried with left hand/arm. Thus, since units were proud of their fighting ability, the right side (sword bearing side) or right of the battle line became the position of honor, assumed by great warriors and leaders.

6.8.2. A cadet will, while in uniform, walk or sit on the LEFT side of an AFJROTC instructor, military service member, or senior cadet officer who assumes the position of honor on the RIGHT.

CHAPTER 7 – LEADERSHIP DEVELOPMENT REQUIREMENT (LDR) ACTIVITIES

7.1. General.

7.1.1. The AFJROTC program participates in numerous Leadership Development Requirement (LDR) activities during the school year. All of these activities are announced in daily operations bulletins and signup sheets are posted in the classroom. Cadets can earn promotion points by participating in these activities.

7.1.2. The points are tracked on the Cadet's Quarterly Promotion Checklist filled out at the end of the quarter. The activities ribbon will normally be awarded for events unless otherwise noted. Merit points are awarded only for activities in which it is specifically stated.

7.2. JROTC LDR Ineligibility.

7.2.1. A cadet must have a 2.0 GPA or higher and no more than one F at the quarter grading period to participate in LDR activities. The F must not be in AFJROTC.

7.2.2. A cadet must not have "chronic" attendance issues (more than 10 days in a semester) in order to participate in LDR activities.

7.2.3. These policies are in line with the school's academic ineligibility and attendance policies.

7.3. Discipline for Cadets Who Back Out of Events.

7.3.1. Cadets that back out of an event one school day before will lose 40 Leadership points.

7.3.2. Cadets who back out on the day of an event will lose 100 points on the weekly Leadership grade.

7.3.3. As always, real emergencies and special circumstances are excusable at any time without penalty. The SASI/ASI will grant a waiver to a cadet who must back out due to special circumstances.

7.3.4. All cadets must make every effort (call, text, email) to notify the POC and ASI/SASI if they cannot attend an event. This includes AS III and IV cadets participating in Class Color Guards. The cadet must also submit a memo on the first day of school following the event.

7.4. Uniform and grooming standard requirements for LDR participation.

7.4.1. Cadets must be in uniform and within grooming standards for LDR participation. Uniform requirements will be identified on the permission slip or designated by the SASI/ASI (e.g. Service Dress, Blue Shirt, Green AFJROTC T-shirt, etc).

7.4.2. Cadets not in designated uniform will not be allowed to participate.

7.5. Raider Competition Team.

7.5.1. Raider Teams are the most physically demanding extracurricular activity in AFJROTC. A well-rounded Raider Team must be in top-notch shape as many of the activities include push-ups, sit-ups, and/or running.

7.5.2. A Raider Team will consist of 10-14 members, but only 10 participate in each event, with a four cadet maximum considered as "event alternates". Every team event will require 10 cadets and these can be comprised of any combination of your 14-person team. Teams can be all male, all female, or mixed.

7.5.3. MIXED TEAMS must have a minimum of FOUR females in every event, and no more than NINE females total performing. Increased numbers of females are not generally recommended as you will be competing against teams that are made up with 6 males and 4 females in each event and this may place your team at a disadvantage. NOTE: Smart mixed teams have both a male and female alternate if possible, just in case.

7.5.4. MALE TEAMS are generally comprised of all male members, however due to injury or personal preference; the team may contain females in any quantity.

7.5.5. FEMALE TEAMS are just that, teams comprised solely of female team members.

7.5.6. Cadets will substitute only within the team they are assigned. Male team members cannot substitute onto the Mixed Team, etc. Substitutions can be done ONLY prior to the start of an event and can be done for any reason. You do not have to go through a medic, nor does it have to be a medical need. You have a 12-member team to form your best 10 Raiders in any/every event.

7.5.7. The Raider Nationals are comprised of FIVE total events. These events are designed to test your cadets' physically as well as their ability to work as a team. Teams must enter and score in all five events in their division to be eligible for the overall title. The event overviews are as follows:

7.5.7.1. Physical Team Test (PTT): (Annex 14-A, PTT): 10 TEAM MEMBERS; The PTT will consist of numerous items that require individual and team agility, strength, balance and stamina.

7.5.7.2. Rope Bridge: (Annex 14-B, Rope Bridge): 10 TEAM MEMBERS: Standard one rope bridge according to this SOP and FM 3-97.61 (Military Mountaineering). Rope length must be at least 150'; low stretch ropes (Kermantle) may be used (NOTE: YOU MUST HAVE YOUR OWN ROPE or make arrangements to borrow a rope from another team).

7.5.7.3. Cross Country Rescue: (Annex 14-C, Cross Country Rescue): 10 TEAM MEMBERS: The event will be cross country run carrying rucksacks and one weighted stretcher.

7.5.7.4. Raider Gauntlet: (Annex 11-4, Raider Gauntlet): 10 TEAM MEMBERS: Team maneuvers carrying rucksacks and crates through roughly 1 mile of woody terrain while overcoming numerous technical obstacles that require great teamwork & strategy to complete.

7.5.7.5. Kilometer Team Mountain Run: (Annex 14-E, 5K Team Run): 10 TEAM MEMBERS for this event. Team runs together without gear of any kind. Team runs to halfway point, entire team gets a turn-around marker, and then the team retraces their path and ends at the starting point. Team must all be within the 10-yard box at the completion to finish without penalty

7.5.8. Cadets can earn the Raider Team Ribbon and cord if they meet participation requirements.

7.6. Awareness Presentation Team (APT).

7.6.1. This cadet team volunteers time in the district's elementary and middle schools to discuss the prevention of bullying, drug and alcohol use.

7.6.2. APT also focuses on recruiting new cadets. They represent the Corps at the 8th Grade Program Preview meeting with parents and middle school students to recruit incoming freshmen into the JROTC program.

7.6.3. Cadets can earn an Awareness Presentation Team Badge if you meet the team participation requirements.

7.7. UAV Team.

7.7.1. This cadet team consists of 3-5 students, grades 9-12, who train to compete at Aerial Drone Competitions throughout the nation. This program was created to inspire students toward careers in robotics, drones or other science, technology, engineering and mathematics (STEM) disciplines critical to our nation's future.

7.7.2. Students on Aerial Drone Competition teams will learn about drones, flight principles, programming, documentation and communication skills while having fun competing with and against other drone teams. Students will also be exposed to drone related workforce and career opportunities.

7.8. Drill Team.

7.8.1. The Drill Team consists of Color Guard, Unarmed, and Armed Drill Teams that may compete in Inspection, Exhibition and Regulation categories.

7.8.2. Practices normally take place multiple times each week after school and lunchtime.

7.8.3. Cadets can earn a ribbon and/or cord if they meet team participation requirements.

7.8.4. Each drill team member will sign a cadet contract to be reviewed by parent/guardian.

7.9. Kitty Hawk Air Society (KHAS).

7.9.1. KHAS is the official National Honor Society of AFJROTC. This society upholds academic standards and promotes further interest in academic achievement and development.

7.9.2. KHAS members are required to complete one community service event each quarter and must participate in tutoring other cadets.

7.9.3. An invitation to join this honor society will be extended to all cadets who have successfully completed at least 2 semesters in JROTC, possess good character, earn a minimum academic grade of 90 in their Aerospace Science course and possess a 3.2 GPA (juniors and seniors must complete at least 1 semester before consideration for induction).

7.9.4. Cadets can earn a KHAS badge and cord if they meet team participation and academic requirements.

ATTACHMENT I - 2022–2023 Corps Goals

Cadets are responsible for knowing the Corps Goals. Cadets will fill in this information the first week of school.

Cadet Impact Goals:
1.
2.
School Impact Goals:
1.
2.
Community Impact Goals:
1.
2.
My Personal JROTC Goal:

ATTACHMENT II - Chain of Command

Cadets are responsible for knowing the Chain of Command. Cadets will fill in this information the first week of school.

Commander in Chief:	The Honorable
Vice President:	The Honorable
Secretary of State:	The Honorable
Secretary of Defense:	The Honorable
Secretary of the Air Force:	The Honorable
Chairman, Joint Chiefs of Staff:	
Chief of Staff, U.S. Air Force:	
CMSgt U.S. Air Force:	
Bessemer School District Superintendent:	
BCHS Principal:	
BCHS Vice Principals:	
Senior Aerospace Science Instructor (SASI):	
Aerospace Science Instructor (ASI):	
Cadet Group Commander	
Cadet Deputy Group Commander	
Cadet Squadron Commander***	
Cadet Command Chief	
Flight Commander***	
Flight Sergeant***	

*** Your respective Squadron/Flight Commander and Flight Sergeant

ATTACHMENT III - JROTC Events (subject to change)**Curriculum-In-Action**

Cadet Leadership Course
Annual Awards Night Ceremony
Group Change of Command
Military Ball
New Cadet Orientation Program (NCOP)/Drill and Ceremonies Instruction Day
Unit Evaluation

Competitions and Sports

Raider Team Competitions
Drill Competitions
UAV Team Competitions

Field Trips

Southern Museum of Flight
CAP Orientation Flights
US Space and Rocket Center
Maxwell AFB

School and Community Service

Awareness Presentation Team Events
9/11 Memorial Ceremony
Valentines for Veterans
Bataan Memorial Death March
Charity Fundraising Events
Veterans Day Program
Bessemer City Recreation Center

MANDATORY EVENTS

Cadets must attend the following JROTC events for the school year:

1. Unit Evaluation (All Cadets) – To Be Determined (TBD)
2. Awards Night and Change of Command (All Cadets) – TBD
3. Change of Command Ceremony (All Cadets) – TBD

ATTACHMENT IV - 30 Step Drill Sequence

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. FALL IN (Report In – “Ma’am/Sir, AL-934, is prepared for the 30-step drill sequence. Request permission to use your drill area, Ma’am/Sir!) 2. Open Ranks, MARCH 3. Ready, FRONT 4. Close Ranks, MARCH 5. Present, ARMS 6. Order, ARMS 7. Parade, REST 8. ATTENTION 9. Left, FACE 10. About, FACE 11. Forward, MARCH 12. Right Flank, MARCH 13. Left Flank, MARCH 14. Column Right, MARCH 15. Forward, MARCH | <ol style="list-style-type: none"> 16. To the Rear, MARCH 17. To the Rear, MARCH 18. Column Right, MARCH 19. Forward, MARCH 20. Eyes, RIGHT 21. Ready, FRONT 22. Column Right, MARCH 23. Forward, MARCH 24. Change Step, MARCH 25. Column Right, MARCH 26. Forward, MARCH 27. Flight, HALT 28. Left, FACE 29. Right/Left Step, MARCH 30. Flight, HALT (Report Out – “Ma’am/Sir, AL-934, request permission to exit your drill area, Ma’am/Sir!) |
|---|--|

After Completing Drill Sequence:

- A. Call next cadet to perform 30 Step, “Cadet _____, FRONT AND CENTER”
- B. New commander states, “RETURN TO RANKS” (Old commander returns by same route to same position in the ranks)
- C. New commander states, “At My Command, Flight, FALLOUT”

ATTACHMENT V - 50 Step Drill Sequence

1. FALL IN (Report In – “Ma’am/Sir, AL-934, is prepared for the 50 Step Drill Sequence. Request permission to use your drill area, Ma’am/Sir!)
2. Count, OFF
3. Hand, SALUTE
4. Open Ranks, MARCH
5. Ready, FRONT
6. Close Ranks, MARCH
7. Present, ARMS
8. Order, ARMS
9. Parade, REST
10. ATTENTION
11. Left, FACE
12. About, FACE
13. Count, OFF
14. Close, MARCH
15. Extend, MARCH
16. Forward, MARCH
17. Column Right, MARCH
18. Forward, MARCH
19. To the Rear, MARCH
20. Count Cadence, COUNT
21. To the Rear, MARCH
22. Column Right, MARCH
23. Forward, MARCH
24. Eyes, RIGHT
25. Ready, FRONT
26. Right Flank, MARCH
27. Left Flank, MARCH
28. Column Left, MARCH
29. Forward, MARCH
30. Column Left, MARCH
31. Forward, MARCH
32. Close, MARCH
33. Forward, MARCH
34. Extend, MARCH
35. Forward, MARCH
36. Counter, MARCH
37. Forward, MARCH
38. Counter, MARCH
39. Forward, MARCH
40. Change Step, MARCH
41. Left Flank, MARCH
42. Mark Time, MARCH
43. Flight, HALT
44. About, FACE
45. Dress Left, DRESS
46. Ready, FRONT
47. Half Left, FACE
48. Half Right, FACE
49. Right/Left Step, MARCH
50. Flight, HALT (Report Out – “Ma’am/Sir, AL-934, request permission to exit your drill area, Ma’am/Sir!)

After Completing Drill Sequence:

- A. Call next cadet to perform 50 Step, “Cadet _____, FRONT AND CENTER”
- B. New commander states, “Return to Ranks” (Old commander returns by same route to same position in the ranks)
- C. New commander states, “At My Command, Flight, FALLOUT”

ATTACHMENT VI – Flag Detail Procedures

Report to School’s Administrative Office to Raise Flags

Regular School Days – 0820

Common Planning Days – 0940

Check Flag Day App or <https://halfstaff.org/calendar/> for half staff days.

Raise Flags

Detail Commander commands:

Forward, MARCH – detail marches to Flag Pole

Detail, HALT at Flag Pole

Right, FACE

POST

Detail Commander unties halyards

Detail attaches Flags

Detail Commander Raises flags out of details’ reach

Detail Commander commands Present , ARMS

Detail Commander raises flags briskly

When flags reach top of flag pole, Detail Commander performs hand salute then commands Order, ARMS

Detail Commander attaches halyards to flag pole

Detail Commander commands:

Outward, FACE

POST

Left, FACE

Forward, MARCH

Detail Commander commands Detail, HALT then FALL OUT

Lower Flags

Detail Commander commands:

Forward, MARCH – detail marches to Flag Pole

Detail, HALT at Flag Pole

Right, FACE

POST

Detail Commander unties halyards and holds in left hand

Detail Commander commands Present, ARMS

Detail Commander performs hand salute

Detail Commander lowers flags slowly

When flags are within reach of detail, Detail Commander commands Order, ARMS

Detail unclips flag from halyards

Detail Commander attaches halyards to flag pole

Detail folds flags and after flags are folded resumes posted positions

Detail Commander commands:

Outward, FACE

POST

Left, FACE

Forward, MARCH

Detail Commander commands Detail, HALT then FALL OUT

ATTACHMENT VII – Example Physical Training Leader (PTL) Procedures

1. Flight Sergeant:
 - a. Commands “Flight Attention”
 - b. Flight falls out to drill pad in line formation
2. PTL takes control of the flight to prepare for stretching. Commands:
 - a. “Flight At My Command”
 - b. “Open Ranks, March”, “Ready, Front”
 - c. “Half Right, Face”
3. Warm-Up/Stretches:
 - a. Jumping Jacks
 - b. Right Arm Over Left; Left Arm Over Right
 - c. Right Tricep; Left Tricep
 - d. Right Quad; Left Quad
 - e. Down The Middle, Stretch to Right, Stretch to Left
4. PTL leads stretches. Example Command: “Right Over Left, Position of Exercise, Ready Begin”
5. Stretches completed, PTL commands:
 - a. “Half Left, Face”.
 - b. “Close Ranks, March”.
 - c. “Right, Face”.
 - d. “Column of Files From the Right, (wait for element leaders to say Stand Fast) Forward, March”
6. Before each exercise, PTL tells flight the following:
 - a. Type of exercise
 - b. Number of reps
 - c. Single or four count
 - d. Muscle groups activated
7. Example Exercise. PTL Commands:
 - e. “Push-Ups, Position of Exercise, Ready Move” (Cadets get in push-up position)
 - f. “Ready Begin” (Start performing exercise; count reps out loud)
 - g. “Recover” (Cadets return to position of attention)
8. PT Complete and exit. PTL Commands:
 - h. “Half Left, Face”
 - i. “Close Ranks, March”
 - j. “Right, Face”
 - k. “Column of files from the right, Forward, March”

ATTACHMENT VIII - Air Force Active Duty Ranks

OFFICER



General



Lieutenant General



Major General



Brigadier General



Colonel



Lieutenant Colonel



Major



Captain



First Lieutenant



Second Lieutenant

ENLISTED



Chief Master Sergeant of the Air Force



Senior Master Sergeant



Technical Sergeant



Senior Airman



Chief Master Sergeant



Master Sergeant



Staff Sergeant



Airman First Class



Airman

ATTACHMENT IX - Insignia

Cadet Officer Rank



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

Cadet Enlisted Rank



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

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

ATTACHMENT X - Badges

**AUTHORIZED AIR FORCE JROTC
BADGES AND INSIGNIA**



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



METAL OR CLOTH



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



UNMANNED AIRCRAFT
BADGE

Cadets may only wear one of these badges on their uniform



AWARENESS
PRESENTATION
TEAM BADGE

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



AEF BADGE

Badges/Insignia not listed here are unauthorized for wear.

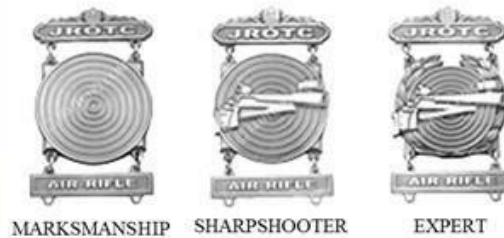
ATTACHMENT X - Badges

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

Marksmanship Badges – Wear Only One



CMP Awarded Badges



MARKSMANSHIP SHARPSHOOTER EXPERT

Unit Awarded Badges

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

Marksmanship
Shield

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

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

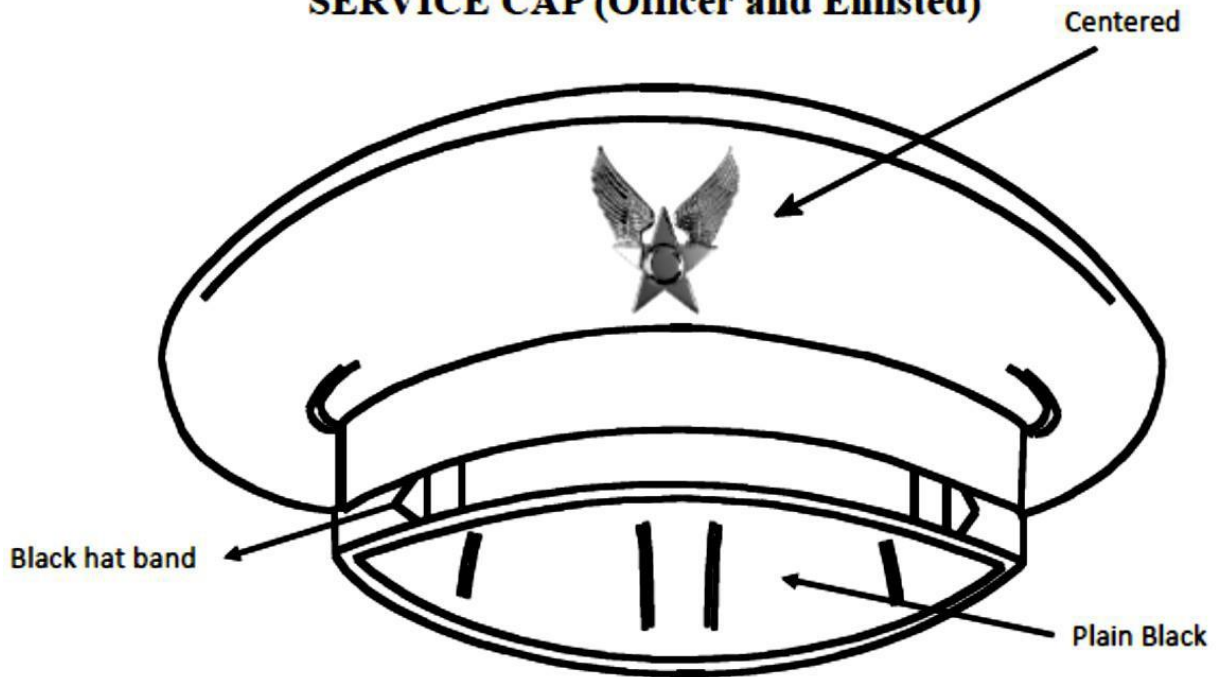
Marksmanship badges will not be worn with medals.

Badges/Insignia not listed here are unauthorized for wear.

ATTACHMENT XI - Male Headgear

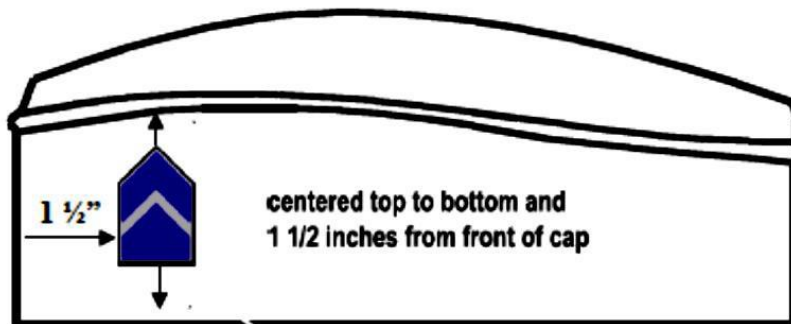
CADET MALE HEADGEAR

SERVICE CAP (Officer and Enlisted)



Officer Service Cap may also be worn with the large officer service cap insignia.

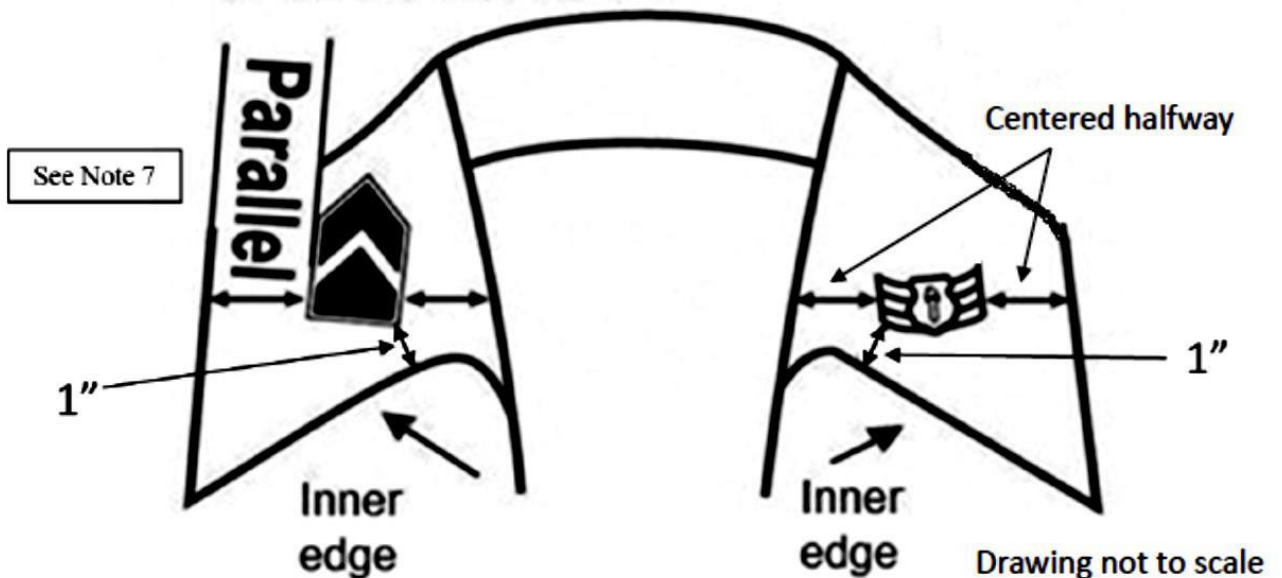
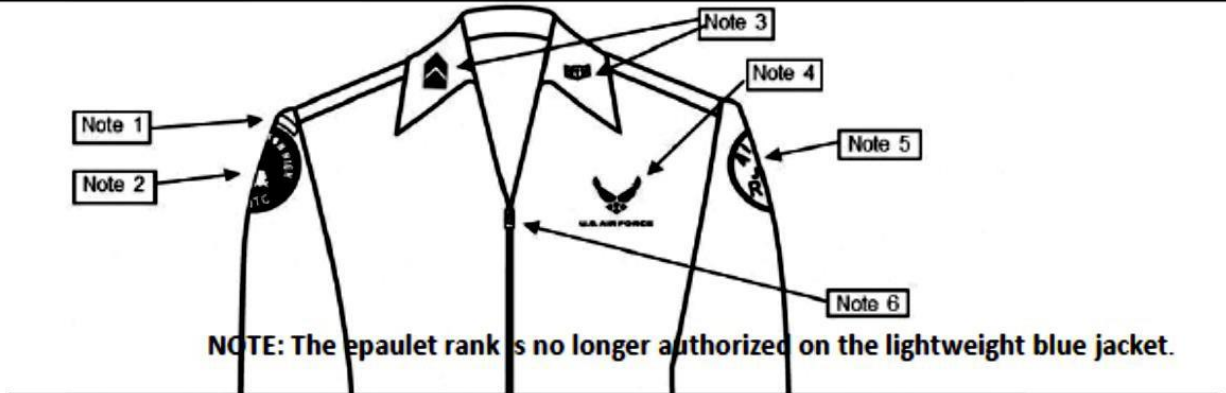
FLIGHT CAP* (Officer and Enlisted)



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

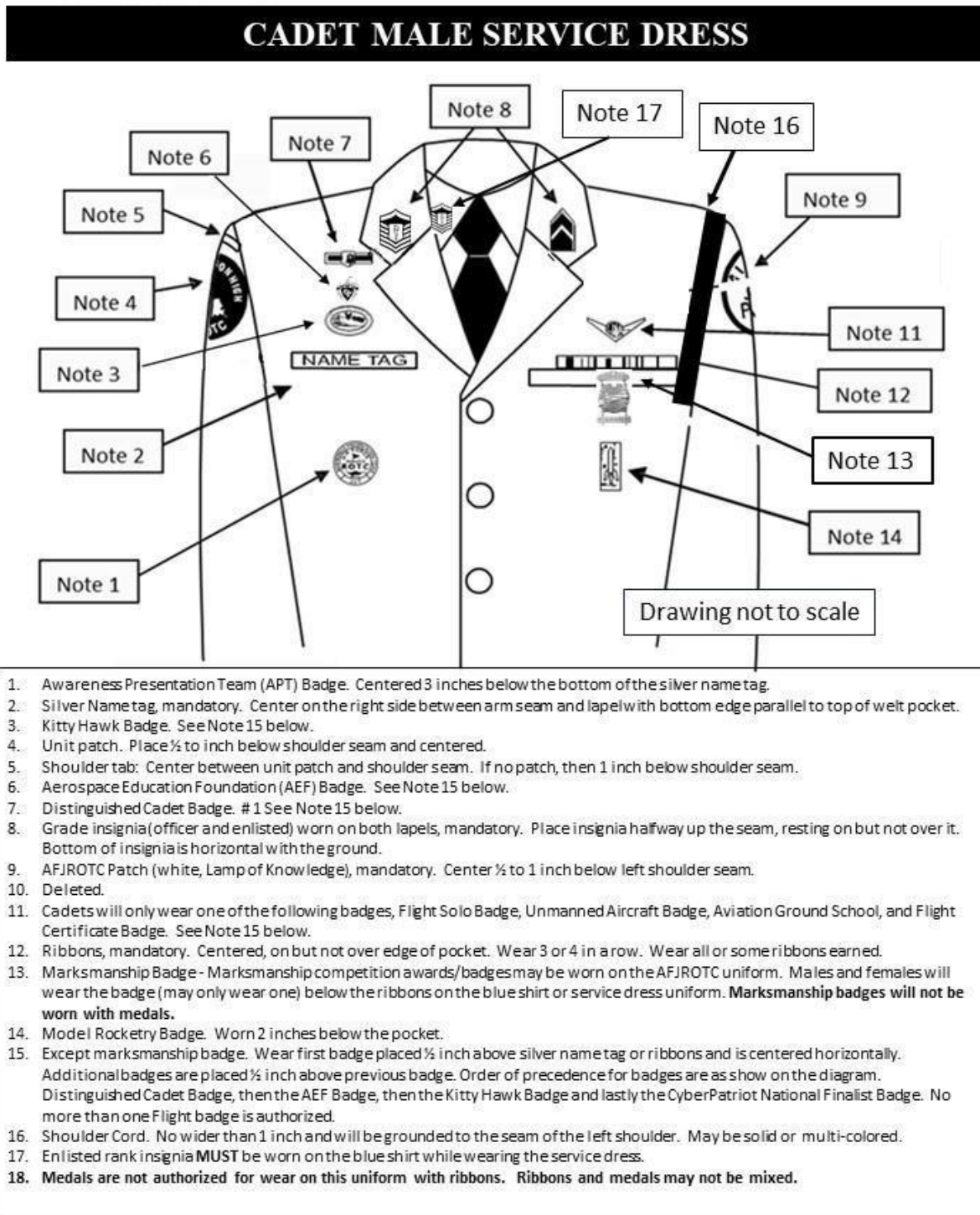
ATTACHMENT XII - Lightweight Blue Jacket

CADET LIGHTWEIGHT BLUE JACKET



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

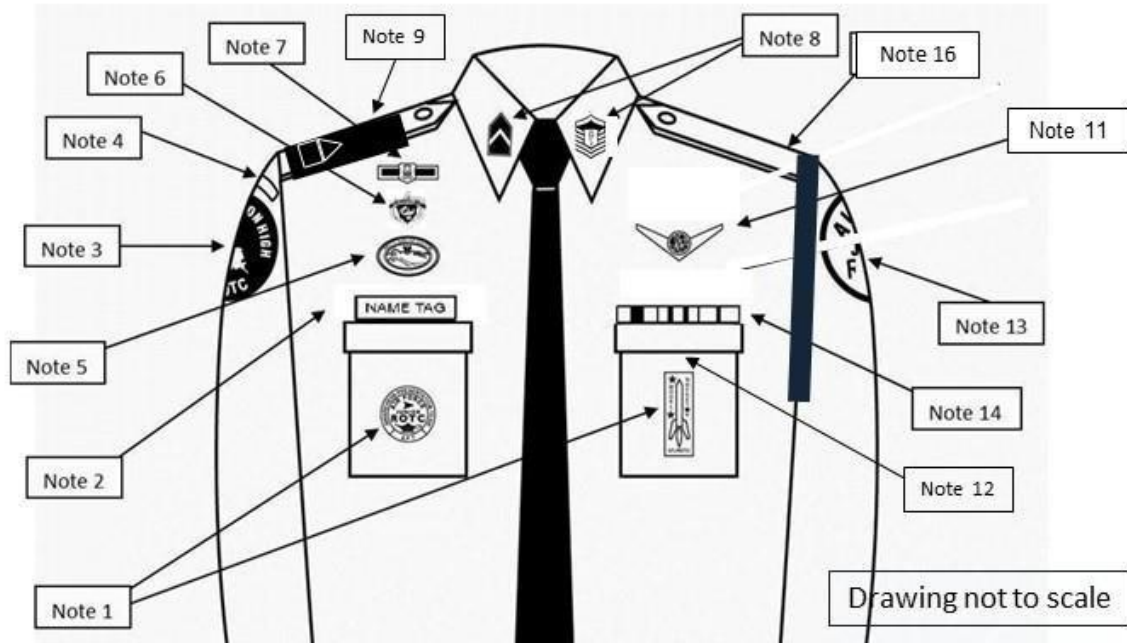
ATTACHMENT XIII - Male Service Dress



NOTE: When medals are worn, the top of the medal will be even with the top of the welt pocket, centered on the pocket.

ATTACHMENT XIV - 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.**

ATTACHMENT XV - Female Headgear

CADET FEMALE HEADGEAR

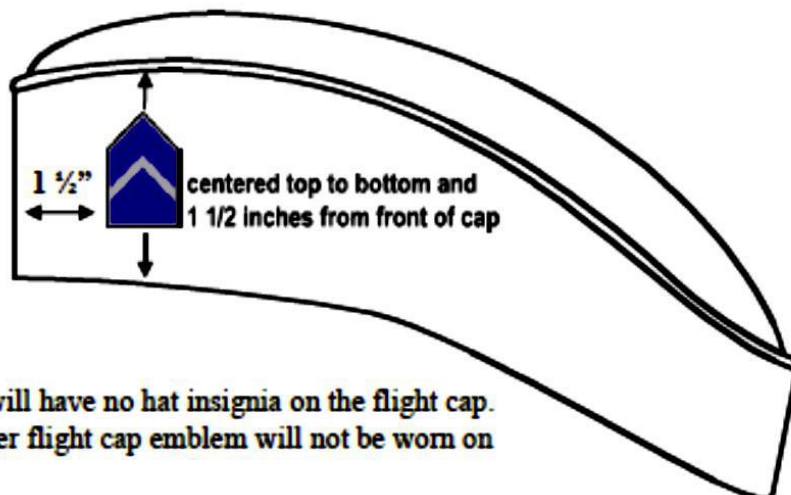
SERVICE CAP (Officer Only)

Solid Blue Color with no embroidery



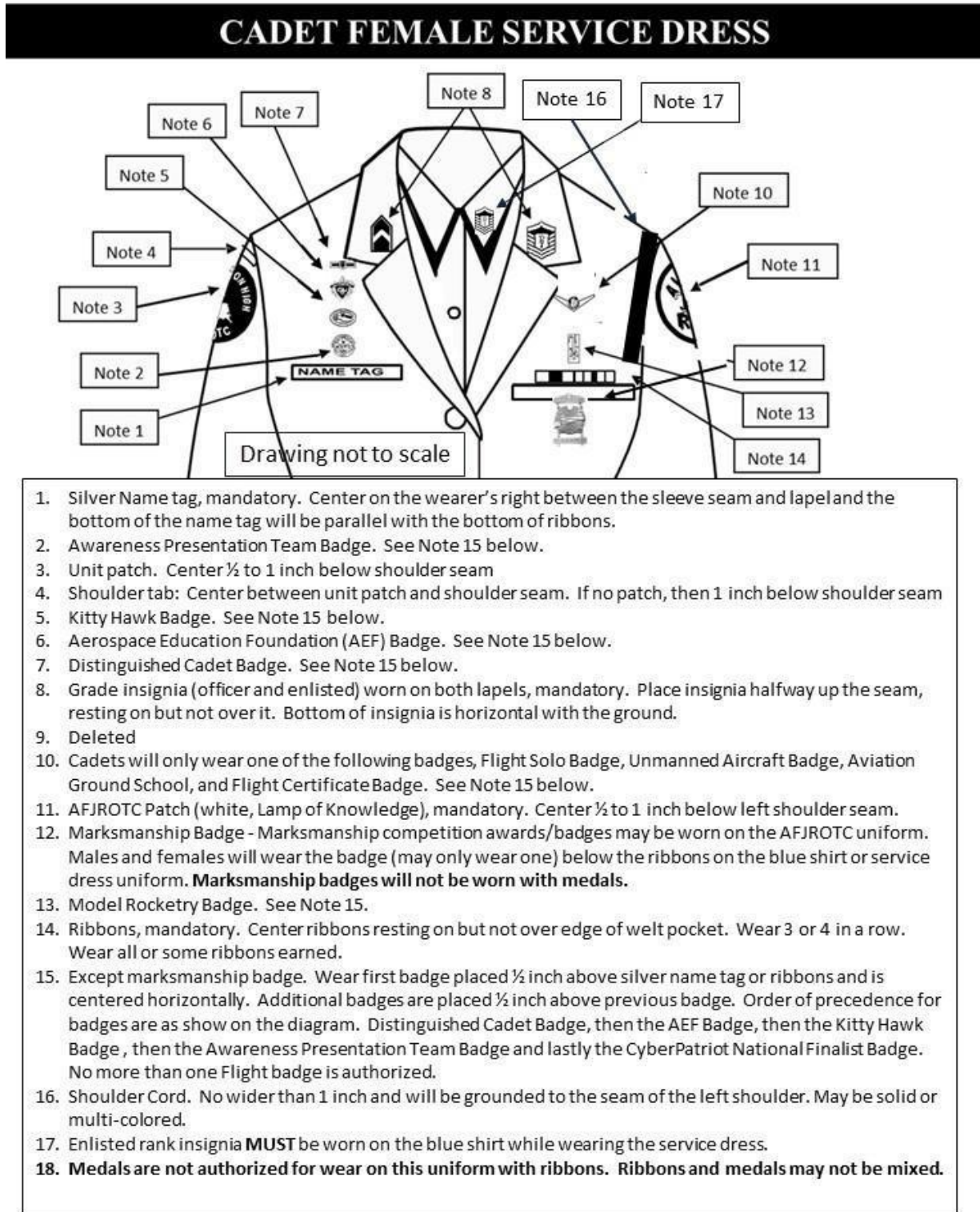
Enlisted Women's Service Caps may be worn with the Hap Arnold Wings insignia.

FLIGHT CAP* (Officer and Enlisted)



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

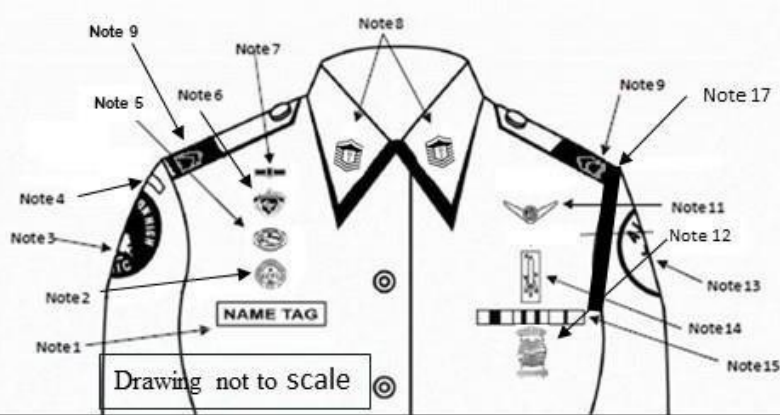
ATTACHMENT XVI - Female Service Dress



NOTE: When medals are worn, the top of the medal will be even with the top of the welt pocket, centered on the pocket.

ATTACHMENT XVII - Female 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.**

ATTACHMENT XVIII – Female Hair Grooming Standards (Authorized Styles)



Braids

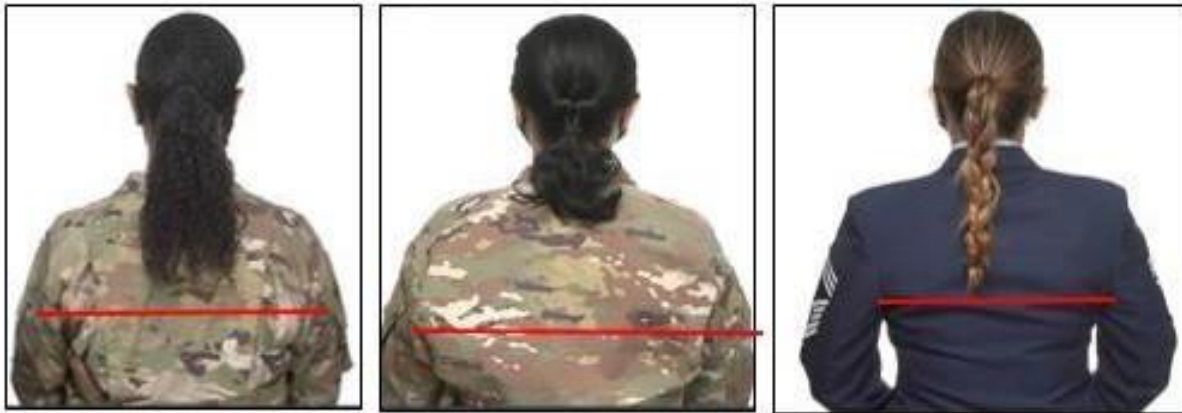


Twists



Locs

ATTACHMENT XVIII – Authorized Female Ponytails and Long braid(s) Hair Styles Examples.



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



Braided Ponytails/Multiple Braids in a Single Ponytail



Two Braids Looped Underneath/Two Braids

ATTACHMENT XVIII – Unauthorized Female Ponytail Examples



Exceeds Length Requirement

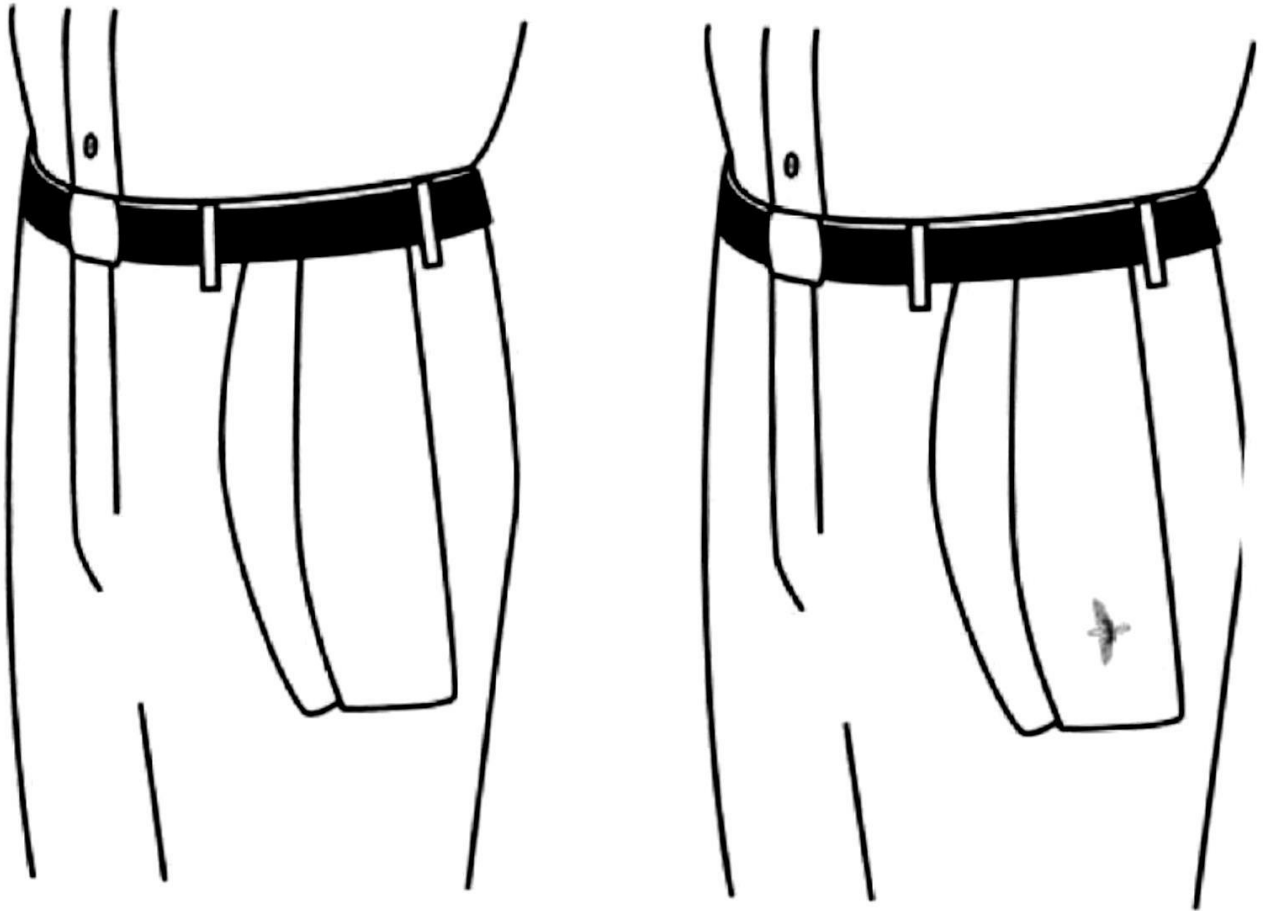


Bulk Exceeds Width of Head



Ponytail Fasten on the Crown of Head

ATTACHMENT XIX – Proper Flight Cap Stowage (Indoors)



ATTACHMENT XX – Military Time and Phonetic Alphabet

TIME		PHONETIC ALPHABET	
Civilian	Military		
12:30 a.m.	0030	A	Alpha
1:00 a.m.	0100	B	Bravo
2:00 a.m.	0200	C	Charlie
3:00 a.m.	0300	D	Delta
4:00 a.m.	0400	E	Echo
5:00 a.m.	0500	F	Foxtrot
6:00 a.m.	0600	G	Golf
7:00 a.m.	0700	H	Hotel
8:00 a.m.	0800	I	India
9:00 a.m.	0900	J	Juliet
10:00 a.m.	1000	K	Kilo
11:00 a.m.	1100	L	Lima
12:00 noon	1200	M	Mike
1:00 p.m.	1300	N	November
2:00 p.m.	1400	O	Oscar
3:00 p.m.	1500	P	Papa
4:00 p.m.	1600	Q	Quebec
5:00 p.m.	1700	R	Romeo
6:00 p.m.	1800	S	Sierra
7:00 p.m.	1900	T	Tango
8:00 p.m.	2000	U	Uniform
9:00 p.m.	2100	V	Victor
10:00 p.m.	2200	W	Whiskey
11:00 p.m.	2300	X	X-Ray
12:00 midnight	2400	Y	Yankee
		Z	Zulu

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ATTACHMENT XXI – Promotion Checklist

PROMOTION EXTRA CREDIT CHECKLIST				
Name:		Flight:		
1. Additional credit for awards/ribbons/badges earned will be added to passing test score to obtain total score.				
2. Only awards/ribbons/badges received or extracurricular activities during specific promotion cycle are to be counted.				
AWARDS / RIBBONS / BADGES / CORDS				
	Value	1st	2nd	3rd
1. ANY NATIONAL AWARD	10			
2. Distinguished Unit Award (DUA) with Merit Award	10			
3. Distinguished Unit Award	7			
3. Outstanding Organization Award	4			
4. Outstanding Flight Ribbon	4			
5. Top Performer Award	4			
6. Outstanding Cadet Ribbon	4			
7. Leadership Ribbon	4			
8. Superior Performance Ribbon	4			
9. Achievement Ribbon	4			
10. Academic Ribbon	4			
11. Cadet Leadership Course Ribbon	3			
12. Special Teams Competition Ribbon	3			
13. Orienteering Ribbon	3			
14. LDR Leadership Ribbon	3			
15. Drill Team Ribbon	3			
16. Color Guard Ribbon	3			
17. JLAB Ribbon	3			
18. Cyber Patriot Ribbon	3			
19. Good Conduct Ribbon	3			
20. Service Ribbon	3			
21. Health and Wellness Ribon (Bronze 4, Silver 5, Gold 6)	3			
22. Recruiting Ribbon	3			
23. Activities Ribbon	3			
24. Attendance Ribbon	3			
25. Dress and Appearance Ribbon	3			
26. Longevity Ribbon	3			
27. Baatan Death March Memorial Hike Ribbon	3			
28. Patriotic Flag Ribbon	3			
29. COVID-19 Ribbon				
30. CAP Awards (5ea) - Spaatz, Eaker, Earhart, Mitchell, or Curry	3			
31. Academic Competition Cord	3			
32. Cadet of the Quarter Cord	3			
33. Drill Team Cord	3			
34. Kitty Hawk Cord	3			
35. Distinguished Cadet Badge	10			
36. Flight Solo Badge/Ground School Badge	10			
37. Aerospace Education Foundation (AEF) Badge	5			
38. Awareness Presentation Team (APT) Badge	5			
39. Kitty Hawk Air Society Badge	5			
40. Model Rocketry Badge	5			
41. Team Member of the Month	3			
Awards/Ribbons/Badges/Cords Totals				

ATTACHMENT XXI - Promotion Checklist

LEADERSHIP DEVELOPMENT REQUIRMENTS (LDR) ACTIVITIES				
	Value	1st	2nd	3rd
AFJROTC Leadership Development Requirements Activities				
ACADEMIC COMPETITION	4			
APT	4			
CYBER PATRIOT	4			
DRILL	5			
KITTY HAWK AIR SOCIETY	4			
School Extra Curricular (EC) Activities				
Any School Sport (Not conditioning)	1			
Any School Club	1			
Honor Society	1			
Marching Band	1			
Miscellaneous	1			
Safety Committee	1			
Student Council	1			
LDR and EC Activities Totals				
Event Attended 1st Quarter -				
Event Attended 2nd Quarter -				
Event Attended 3rd Quarter -				
Awards/Ribbons/Badges/Cords + LDR/EC Activities TOTALS				

ATTACHMENT XXII – Ribbon Chart

Air Force and Space Force JROTC Ribbon Chart

1. Gold Valor Award	2. Silver Valor Award	3. Cadet Humanitarian Award	4. Silver Star Community Service w/Excellence Award	5. Community Service with Excellence Award	6. Air Force Association Award
7. Daedalian Award	8. Daughters of the American Revolution Award	9. American Legion Scholastic Award	10. American Legion General Military Excellence Award	11. Reserve Organization of America (ROA) Award	12. Military Officers Association Award
13. Veterans of Foreign Wars (VFW) Award	14. National Society United States Daughters of 1812	15. National Sojourners Award	16. Scottish Rite, Southern Jurisdiction Award	17. Military Order of the Purple Heart	18. Sons of the American Revolution Award
19. Military Order of World Wars Medal	20. American Veterans Award	21. Air Force Sergeants Association	22. Tuskegee Airman Inc. Award	23. The Retired Enlisted Association Award	24. Celebrate Freedom Foundation Award
25. Air Commando Association Award	26. Distinguished Unit Award w/Merit	27. Distinguished Unit Award	28. Outstanding Organization Award	29. Outstanding Flight Ribbon	30. Top Performer Award
31. Outstanding Cadet Ribbon	32. Leadership Ribbon	33. Superior Performance Ribbon	34. Achievement Ribbon	35. Academic Ribbon	36. Cadet Leadership Course Ribbon
37. Special Teams Placement Ribbon	38. All-Service National Competition Ribbon	39. Air Force Nationals Competition Ribbon	40. Orienteering Ribbon	41. Leadership Development Requirement (LDR) Leadership Ribbon	42. Drill Team Ribbon
43. Color Guard Ribbon	44. Sabre Team Ribbon	45. Marksmanship Ribbon	46. JLAB Ribbon	47. Cyber Patriot Ribbon	48. StellarXplorers Ribbon
49. Raiders Team Ribbon	50. Military Model Building Ribbon	51. Unmanned Aircraft Systems (UAS) Ribbon	52. Robotics Ribbon	53. Good Conduct Ribbon	54. Service Ribbon
55. Health and Wellness Ribbon	56. Recruiting Ribbon	57. Activities Ribbon	58. Attendance Ribbon	59. Dress and Appearance Ribbon	60. Longevity Ribbon
61. Bataan Death March Memorial Hike Ribbon		62. Patriotic Flag Ribbon	63. COVID-19 Ribbon	64-68. CAP Ribbons	

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NOTE: For assistance in organizing your ribbon rack, please reference the Ribbon Rack Builder at www.uniformribbons.com/afjrotc

ATTACHMENT XXIII - Air Force Song**THE AIR FORCE SONG**

(Verse I)

Off we go into the wild blue yonder,
Climbing high into the sun;
Here they come zooming to meet our thunder,
At 'em now, Give 'em the gun! give em the gun!
Down we dive, spouting our flame from under,
Off with one helluva roar!
We live in fame or go down in flame. Hey!
Nothing'll stop the U.S. Air Force!

(Verse II)

Brilliant minds fashioned a crate of thunder,
Sent it high into the blue;
Valiant hands blasted the world asunder;
How they lived God only knew!
Boundless souls dreaming of skies to conquer
Gave us wings, ever to soar!
With scouts before and bombers galore. Hey!
Nothing'll stop the U.S. Air Force!

(Verse III)

Here's a toast to the host
Of those who love the vastness of the sky,
To a friend we send a message of the brave who serve on high.
We drink to those who gave their all of old
Then down we roar to score the rainbow's pot of gold.
A toast to the host of those we boast, the U.S. Air Force!

(Verse IV)

Off we go into the wild sky yonder,
Keep the wings level and true;
If you'd live to be a grey-haired wonder
Keep the nose out of the blue!
Fly to fight, guarding the nation's border,
We'll be there, followed by more!
In echelon we carry on.
Oh, nothing'll stop the U.S. Air Force!