

Cadet Name: _____

Air Force Junior Reserve Officer Training Corps

SANTIAGO HIGH SCHOOL



65TH CADET GROUP AIR FORCE JROTC CA-20065



**2017, 2020, 2023 Distinguished Unit with Merit
2014- 2016 2018, 2019, 2022 Distinguished Unit**

CADET GUIDE

AFJROTC CA-20065 36-1

Dated: 1 August 2023

Developing teamwork, leadership, and growth with integrity, service, and excellence



**DEPARTMENT OF THE AIR FORCE
CA-20065 AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS
SANTIAGO HIGH SCHOOL, CORONA, CA**




1 August 2023

MEMORANDUM FOR: Parents and Cadets

FROM: CA-20065 Senior Aerospace Science Instructor

SUBJECT: Welcome to Santiago High School Air Force Junior Reserve Officer Training Corps (AFJROTC) 2023-2024 Academic Year

1. On behalf of Santiago High School and the U.S. Air Force, welcome parents as well as new and returning cadets, to AFJROTC! We look forward to providing your sons and daughters a quality education and training in a safe, enjoyable environment. We are excited about starting a new school year with your cadet. Our mission is: “Developing Citizens of Character Dedicated to Serving Their Nation and Community”. The program will teach Aerospace Science, Leadership, customs, and courtesies of the Air Force, and offer the cadets a chance to learn more about themselves, the community, and individual potential to succeed! The schedule includes academics, physical fitness, military drill, and uniform wear/inspection. Cadets participate in academics on Mondays and Tuesdays; physical fitness on Thursdays and Fridays; uniform wear/inspections on Wednesdays. Leadership development activities, which enhance our classroom studies and team-building skills are available after school Monday through Friday. We encourage you to get involved in these activities and experience what AFJROTC is about!
2. This year, the Instructor Staff will instruct Aerospace Science III (see page 1 paragraph 1.4.c.). A weekly calendar of events will be posted on the AFJROTC website ([https://](https://sites.google.com/cnused.k12.ca.us/santiago-hs-afjrotc/home)<https://sites.google.com/cnused.k12.ca.us/santiago-hs-afjrotc/home>); be aware *occasional* short notice requests arise, requiring your cadet to verbally notify you. In the event your child is temporarily unable to perform PT, wearing the PT uniform will remain a requirement for participation points. Please provide a note from your child’s health care provider, which we will place in your child’s file.
3. The cadet corps will be led and managed by the cadet officers and noncommissioned officers. These leadership opportunities are competitive and rewarding as they assist in developing leadership and management skills, useful for post-secondary applications. Throughout the academic year, cadets will have community service and leadership development activities which will be fun and interesting. Increases in rank, earning ribbons and positions of advancement are competitive. Cadets will be expected to follow the rules and procedures outlined in this guide.
4. Please help us ensure you and your child reads this cadet guide and understand its policies. Please fill out pages iii through vii and have your cadet return it to class. Your signature confirms understanding by both you and the cadet. If you have any questions or feedback, please do not hesitate to call me or MSgt Alton Randle at Santiago High School: (951) 739-5600 ext. 2838 or 2808.


MICHAEL H. MANNEY, Major, USAF (Ret.)
Senior Aerospace Science Instructor
Santiago High School

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SANTIAGO HIGH SCHOOL
AIR FORCE JUNIOR RESERVE OFFICERS TRAINING CORPS (AFJROTC)
CADET AGREEMENT

FORWARD

AFJROTC offers credit as physical education and/or elective courses through Santiago High School. It is a unique course of instruction because the Air Force has established certain requirements that must be met before credit can be given. This agreement, like an educational contract, serves to communicate general guidelines concerning requirements and encourages a commitment to develop self-discipline and responsibility.

Participation in AFJROTC **does not** commit or obligate any student to military service, nor does it guarantee special consideration if a student chooses to enter the service. However, a cadet who completes two or more years of AFJROTC may qualify for advanced rank upon enlistment in the military.

AGREEMENT

I, _____, STUDENT ID _____ voluntarily enroll in the Santiago High School AFJROTC program for a period of one academic year and I will:

1. Wear the uniform issued to me on the prescribed uniform wear day and clean the uniform after wearing or as directed by the Senior Aerospace Science Instructor or Aerospace Science Instructor (SASI/ASI.)
2. Maintain my hair and personal appearance within published standards while wearing the uniform.
3. Abide by Santiago High School student rules of conduct and will refrain from behavior that will discredit the Corona Norco Unified School District, Santiago High School or the cadet corps.
4. Attend **all** classes unless excused in accordance with school policy.
5. Accept monetary responsibility for the issued uniform, books, and equipment.
6. Maintain published Santiago High School and AFJROTC academic standards.
7. Turn in government issued uniform(s) after having them **laundered and/or dry-cleaned** as directed by the SASI/ASI.
8. Wear the **issued** physical training uniform and participate in physical training activities (unless a medical condition prohibits full participation). A note documenting the condition from a physician must accompany the Cadet Health/Wellness Program Participation Consent Form. NOTE: Regardless of medical condition, cadets are still required to dress out in their physical training uniform.

I understand that failure to abide by this agreement may result in demotion, and removal from cadet positions, not being allowed to participate in AFJROTC field trips and extra-curricular activities, no military training credit, and/or disenrollment from AFJROTC.

CADET SIGNATURE/DATE

(CONTINUED ON BACK)

I have discussed the agreement with my son/daughter. In the event my son/daughter damages an accountable issued item beyond fair wear and tear, does not turn them in or does not turn in the accountable issued items in

**SANTIAGO HIGH SCHOOL
AIR FORCE JUNIOR RESERVE OFFICERS TRAINING CORPS (AFJROTC)
CADET AGREEMENT**

the **properly cleaned condition**, I will assume responsibility for the replacement cost and/or cleaning costs of said issued items which are property of the U.S. government. In the event a book is damaged beyond fair wear and tear, I will assume responsibility for its replacement cost.

PARENT/GUARDIAN SIGNATURE/DATE

**SANTIAGO HIGH SCHOOL AFJROTC
CADET PHOTO/DATA ENTRY RELEASE FORM**

Printed Name of Cadet: _____
Last Name/First Name/Middle Initial

Cadet Photo Release
Form: SY 2024

We (Air Force Junior ROTC) are sending you this parental consent form to request permission to use your child's photo/image and name for US Air Force advertising purposes to include on social and other media. Please check one of the following choices:

- I GRANT permission for my child's photos/images and name to be used for US Air Force advertising purposes to include on social and other media.

- I GRANT permission for photos/images of my child without any other personal identifiers to be used for US Air Force advertising purposes to include on social and other media.

- I DO NOT GRANT permission for photos/images of my child to be used for US Air Force advertising purposes to include on social and other media.

Cadet Access Module and Data Entry into WINGS: SY 2024

We (Air Force Junior ROTC) are sending you this parental consent form to inform you that AFJROTC cadets will be entering your student's information / participation in the Cadet Access Module of WINGS.

The information being input will fall in all of the following areas:

1. Physical Fitness (PT) Module: Health/Wellness Scores for each event
2. Events Module: Community Service, Curriculum in Action Trips, Fund Raisers, Competitions, Cadet Leadership School, Co-Curricular Activities that your student participated in while in JROTC
3. Unit Management Module: Issuing of Cadet Rank/Promotions, Cadet Awards, Creating Unit Goals
4. Logistics Module: Issuing / Returning and Ordering of Uniforms

The cadets accessing the Cadet Module of WINGS will not have access to any of the following information pertaining to your student: Address, Phone number, Email address, Date of Birth, Social Security Number.

- I GRANT permission for cadets to upload data relating to my child as outlined above.

- I DO NOT GRANT permission for cadets to upload data relating to my child as outlined above.

Printed name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

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**CADET HEALTH/WELLNESS PROGRAM
 CADET PARTICIPATION CONSENT
 FORM WITH HEALTH SCREENING
 QUESTIONNAIRE
 FOR CA-20065: Santiago High School
 2023-24**

AFJROTC Cadet Health/Wellness Program is designed to work with the cadet to help them improve their physical fitness. All physical activity sessions will be supervised and monitored by at least one of our instructors. These sessions include walking, running, and calisthenics exercises. The AFJROTC instructors have been trained in administering CPR if needed.

Parent/Guardian

By granting permission, we understand there are risks associated with any physical activity. It is our responsibility to inform the AFJROTC instructor of anything that should keep our child from participating in the AFJROTC Cadet Health/Wellness Program. In the event of a medical problem, we understand that any medical care that may be required is our personal financial responsibility.

_____ has permission to participate in the Cadet Health/Wellness Program **YES - NO**
 (Printed Name of Cadet) (Circle one)
 Last Name/First Name/Middle Initial

Printed Name Parent/Guardian: _____ Signature Parent/Guardian: _____

Dated: _____

It is mandatory to complete this screening form prior to participating in the Cadet Health/Wellness Program.

Return this completed questionnaire to your SASI or ASI and advise them if you responded "Yes" to any of the questions below.

- | | |
|--|---------------------|
| | (Circle one) |
| 1. Has there been any significant change to your health in the past 6 months? | YES - NO |
| 2. Are you currently on a medical profile exempting you from PT activities? | YES - NO |
| 3. Has a physician ever indicated you have heart disease, heart or breathing troubles? | YES - NO |
| a. Do you suffer from pains in your chest, especially with physical activity? | YES - NO |
| b. Do you feel faint or have dizzy spells during or after physical activity? | YES - NO |
| c. Do you have shortness of breath related to asthma or any other condition that exercise could aggravate? | YES - NO |
| 4. Have you experienced a significant weight change in the past 6 months? | YES - NO |
| If "Yes", indicate the estimated amount: Gained / Lost _____ lbs. | |
| 5. Have you ever been diagnosed or displayed symptoms of heat stress? | YES - NO |
| 6. Do you take any dietary, herbal, or nutritional supplements, which contain any of the following?
Substances: Ephedra/Ephedrine, Guarana, Phenylephrine, Pseudoephedrine? | YES - NO |
| If "Yes" please list: _____ | |
| 7. Do you have any other medical issues that may cause a safety concern during physical exercise? | YES - NO |
| (i.e., allergies, pregnancy, etc.) | |
| If "YES" please list: _____ | |

Note: If cadet's health status changes during this school year cadet will notify AF JROTC Instructor.
 The Privacy Act of 1974 applies. The sole purpose of this form is to gather information to be used for screening a candidate for participation as an AFJROTC cadet in the AFJROTC Cadet Health/Wellness Program. This form is for internal use only. Disclosure is voluntary; failure to disclose will result in the inability to participate in PT activities.

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OVERVIEW

This cadet guide establishes AFJROTC CA-20065 aerospace science course enrollment standards, curriculum, and academic requirements. It supports the leadership and personal development objectives of AFJROTC by outlining cadet responsibilities, cadet conduct, uniform and personal appearance standards, and the cadet corps' organization, operation, and extracurricular activities. This cadet guide is not an all-inclusive guide on how to run a successful corps, operating instructions and continuity books will supplement it to ensure the corps is operating in an effective and efficient manner. This cadet guide supplements leadership texts and Air Force and Holm Center directives. All cadets will read this guide, maintain a copy of it, understand its contents, and comply with its standards to satisfactorily meet AFJROTC course objectives. The Cadet Corps Commander will review this guide at least annually and recommend changes to the SASI.

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Chapter 1

MISSION, CURRICULUM, ENROLLMENT, CONTRACT, CODES, AND ORGANIZATION

SECTION A—OVERVIEW, MISSION, AND OBJECTIVES

1.1. **AFJROTC Program Overview.** AFJROTC **provides leadership training** and an aerospace science program for high school students. Secondary school students who enroll in the AFJROTC program are offered a wide variety of curricular and leadership development activities. The program explores the historic and scientific aspects of aerospace technology and teaches students self-reliance, self-discipline and other characteristics found in good leaders. The program is open to 9th-12th grade students who are citizens of the United States or resident alien. The program is **not a recruiting tool for the military services** and those students who participate in AFJROTC **do not incur any obligation to the Air Force.**

1.2. **AFJROTC Mission.** The mission of AFJROTC is to **develop citizens of character dedicated to serving their nation and community.** The AFJROTC program educates and trains high school students in citizenship, promotes community service, instills personal responsibility, character, self-discipline, and provides instruction in air and space fundamentals.

1.3. **Objectives.** In accomplishing the AFJROTC mission of developing citizens of character, students will develop:

- a. Patriotism and an understanding of our personal obligations as U.S. citizens.
- b. An appreciation of the basic elements and requirements for national security.
- c. Respect for and an understanding of constituted authority in a democratic society.
- d. Habits of orderliness, well grooming, attention to detail, and a sense of responsibility.
- e. Develop strong morals, self-reliance, self-esteem, leadership, and communication skills.
- f. Develop social skills and values and adhere to the Cadet Code of Conduct and Honor Code.
- g. Be familiar with military customs, courtesies, and traditions.
- h. Participate in community service activities.
- i. A knowledge of and appreciation for the traditions of the Air Force
- j. Graduate from high school and pursue higher education or vocational goals.

SECTION B—CURRICULUM

1.4. **Aerospace Science:** The Aerospace Science curriculum consists of four courses with each course normally covering an entire school year:

- a. **Aerospace Science I:** An introduction to the development of civilian and military aerospace power, U.S. military history, and the role of the military in the U.S. aerospace community. The leadership portion of the course promotes follower ship and leadership fundamentals, customs and courtesies of the Armed Forces, drill and ceremonies, organization and management instruction, communication, and problems solving techniques. Practical activities in these subjects promote individual self-reliance, discipline, responsibility, and citizenship.
- b. **Aerospace Science II:** An introduction to the science of flight. It is a general study of meteorology, aviation physiology, aeronautics, aerospace propulsion systems and navigation. The leadership portion of the course covers communication skills, an introduction to leadership theory, an understanding of individual and group behavior, and provides the forum for the application of these skills during drill and ceremonies.

- c. **Aerospace Science III:** An introduction to the world's cultures through the study of world affairs, regional studies, and cultural awareness. The course delves into history, geography, religions, languages, culture, political systems, economics, social issues, environmental concerns, and human rights. The leadership area refines communication and management techniques and fine-tunes the cadets' followership and leadership skills as a basis for assuming cadet corps command and staff positions.
- d. **Aerospace Science IV:** An introduction into space exploration this science course includes the latest information available in space science and space exploration. The course begins with the study of the space environment from the earliest days of interest in astronomy and early ideas of the heavens, through the Renaissance, and on into modern astronomy. It provides an in-depth study of the Earth, Sun, stars, Moon, and solar system, including the terrestrial and the outer planets. It discusses issues critical to travel in the upper atmosphere such as orbits and trajectories unmanned satellites, and space probes. It investigates the importance of entering space and discusses manned and unmanned space flights, focusing on concepts surrounding spaceflight, space vehicles, launch systems, and space missions. The leadership portion of the course integrates and applies all previous academic and leadership instruction by requiring the cadet commander and senior staff to run all aspects of the cadet corps. These duties and responsibilities include command, operations, administration, personnel, awards and decorations, finance, public affairs, discipline, and resource management. These duties are rotated during the year to give each cadet the opportunity to plan, organize, coordinate, direct, and control different command and staff functions. The emphasis is on performance and constructive feedback to provide positive learning experiences for each cadet while he or she directs and controls the corps resources.

SECTION C—ADMISSION AND DISENROLLMENT

- 1.5. **Admission.** To be eligible for enrollment in the AFJROTC program at Santiago High School, each cadet must be:
- a. An American citizen or resident alien.
 - b. Physically fit to participate in AFJROTC training.
 - c. Enrolled and attending a regular course of instruction at Santiago High School.
 - d. TRANSFERS. Transfer students from other JROTC Units will receive credit for training already received. No guarantees are made about retaining rank earned in a former unit. Earned Awards will be converted to their Air Force JROTC equivalent.

**ENROLLMENT INTO AFJROTC IS STRICTLY VOLUNTARY ON THE PART OF THE STUDENT.
THERE IS NO SERVICE OBLIGATION FOR ENROLLMENT INTO THE AFJROTC PROGRAM.**

- 1.6. **Dis-enrollment.** A cadet may be dis-enrolled for any of the following reason:
- a. Failure to maintain acceptable cadet standards, to include but not limited to proper military bearing, acceptable conduct both on and off campus, proper attitude, haircut and proper wear of the uniform.
 - b. Violation of the CNUSD Student Handbook or Cadet Honor Code.
 - c. Inaptitude or indifference to training.
 - d. Failing AFJROTC academics or training.
 - e. Individual request
 - f. Any other reason deemed appropriate by the principal and instructors.

SECTION D--CONTRACT, CODE OF CONDUCT, HONOR CODE, AND CODE OF ETHICS

1.7. **Cadet Contract.** All cadets will complete annually or upon enrollment the cadet contract (pg. iii), which will be filed in their cadet personnel file.

1.7.1. **Reserve Cadet.** Cadets that have completed at least one year of active enrollment in a JROTC class are eligible to participate as a Reserve Cadet in JROTC events when their schedules will not allow them to take further JROTC classes. Eligibility is based on the number of active enrollment years in JROTC classes. One year of active enrollment allows only one year of reserve eligibility. Two years will allow for two years of reserve eligibility. The SASI must approve all Reserve Cadets. Reserve Cadets **will** wear their uniform on uniform wear days with the cadet corps and as required by the activities in which they are a participant. Reserve Cadets are **required** to participate in one of the JROTC activities to include community support and Leadership Development Requirements (LDR). A separate reserve cadet contract will be signed by the cadet and parents.

1.8. **Cadet Honor Code, and Cadet Code of Ethics.** These codes are closely related and supplement each other. They belong to the cadets and guide them as they strive to become productive citizens in a society with demanding and often conflicting standards and questionable role models. Cadets should always instill these values in themselves and their fellow cadets to the best of their ability.

1.8.1. **Cadet Honor Code.** This code is a general guide for a cadet's conduct.

1.8.2. ***"A Cadet will not Lie, Cheat, or Steal nor Tolerate Among Them, Anyone Who Does."*** These simple words are the basis for a code to live by that will last the remainder of a cadet's life. A cadet should be **HONEST** in both words and deeds. A cadet should not make quibbling and evasive statements, should do their own work, and assist others in a sense of cooperation to meet corps goals. The code requires self-control and a conscious effort to not take the easy road to short term success, but to take the road that requires hard work for long-term success. Eventually living by the code will become an ingrained habit and a part of the cadet's total lifestyle. The Honor Code stresses that lying, cheating, or stealing is not tolerated, and that **HONOR** is a noble, moral standard that is the essence of the corps and important in making the cadet a good citizen.

1.8.3. **Cadet Code of Ethics.** Cadets will:

1.8.3.1. Respect their parents, school officials and staff, teachers, and community leaders.

1.8.3.2. Refrain from any act or derogatory word(s) that would discredit them, family, school, or corps. Vulgar conduct and language are not socially acceptable.

1.8.3.3. Dedicate themselves to succeed in academics, athletics, extracurricular activities, and work.

1.8.3.4. Perform all assigned duties and meet all obligations in a timely manner.

1.8.3.5. Maintain self-respect, self-control, and good behavior.

1.8.3.6. Be honest and understand that honorable failure is better than success through unfair means.

1.8.3.7. Be proud of their uniform and commitment to AFJROTC which sets them apart from others.

1.8.3.8. Be an exemplary role model with high standards of conduct.

1.8.3.9. Respect other cadets and follow the directions of senior cadet officers.

1.8.3.10. Place the good of the corps ahead of personal gain.

SECTION E--ORGANIZATION

1.9. **Organization.** The AFJROTC CA-20065 Cadet Corps is organized as the 65th Cadet Group as shown in Figure 1.1.

1.10. **Position Descriptions.** Position descriptions for cadet corps staff positions are contained in Figure 1.2. Like the Air Force, assigned responsibilities and duties will increase with promotion. Cadets earn their positions and are entrusted to carry out their duties, to include supervisory responsibilities, to the best of their ability.

1.11. **Unit Manning Document.** The Group's Unit Manning Document (UMD) is used as a guide for position and rank authorizations for CA-20065. Changes to the UMD to enhance cadet operations will be made in accordance with AFJROTC Instructions and will be approved by the SASI. The Unit Manning Document is contained in Figure 1.3.

1.12. **Chain of Command.** Each cadet will know the chain of command in Figure 1.4. The chain of command defines lines of authority and communication. Cadets should use the chain of command for cadet business such as questions on uniforms, customs and courtesies, drill, cadet promotions, cadet awards, extracurricular activities, and class rules and procedures. **A PERSONAL MATTER, INAPPROPRIATE CONDUCT BY ANY CADET, OR QUESTIONS CONCERNING ACADEMICS SHOULD BE ADDRESSED DIRECTLY AND IMMEDIATELY TO ONE OF THE AFJROTC INSTRUCTORS.**

1.13. **Corps Motto.** The corps motto reflects the cadets' commitment to AFJROTC. The motto will appear on stationary and other cadet clothing, awards, and symbols. The 65th Cadet Group motto is **“Developing Teamwork, Leadership and Growth with Integrity, Service and Excellence.”**

Figure 1.1. 65th Cadet Group Organization Chart.

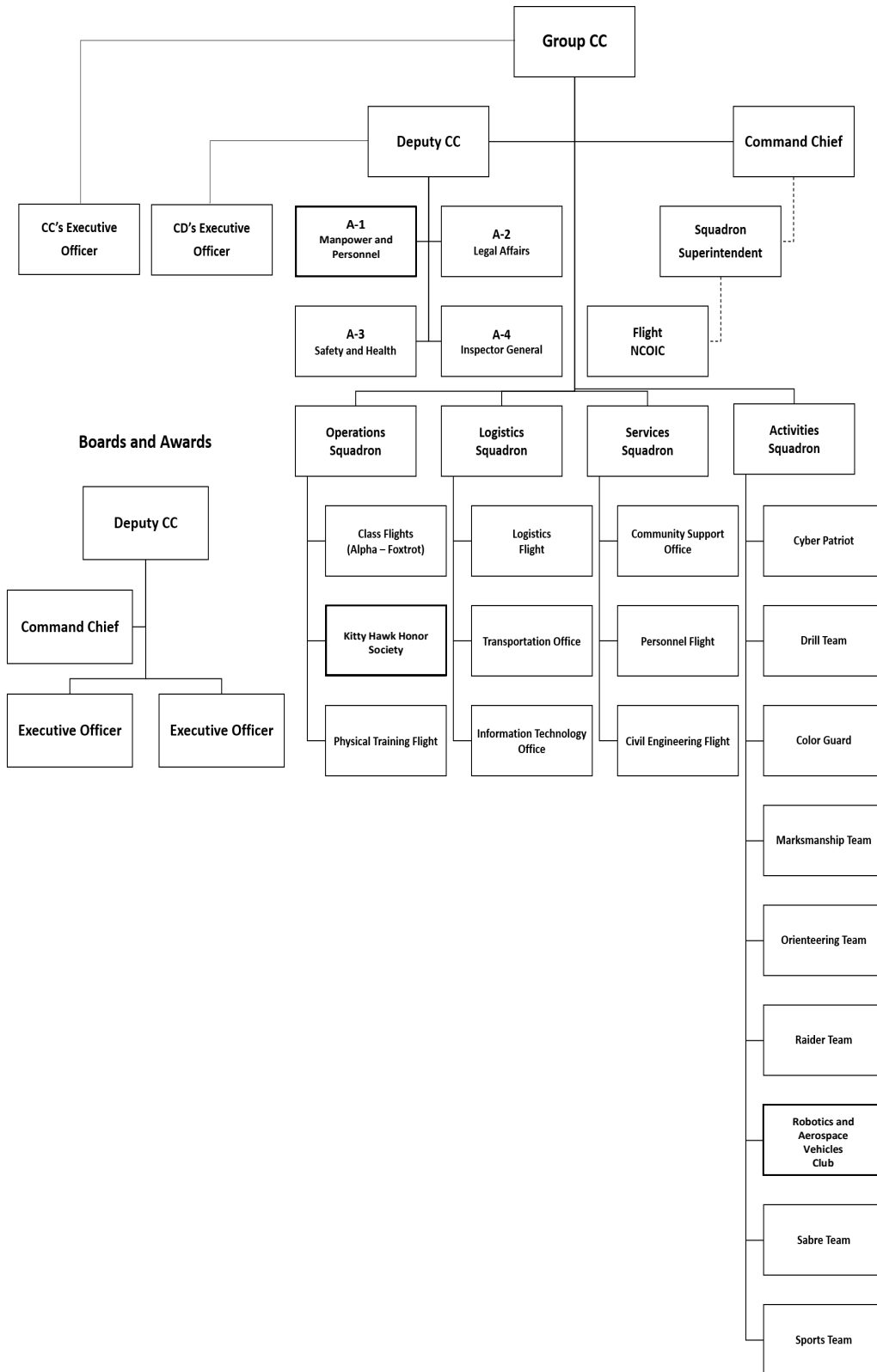


Figure 1.2. Position Descriptions. (NOTE: the following descriptions do not list all responsibilities; review the appropriate operating instruction or continuity book for more detail.)

CADET GROUP (CG) STAFF

CADET GROUP COMMANDER: The Cadet Group Commander (CG/CC) is supervised by the SASI/ASI and is responsible for:

- The appearance, discipline, efficiency, training, and conduct of the group. Ensures the group maintains standards of uniform and personal appearance and fulfills required AFJROTC customs and courtesies.
- Advising the SASI/ASI on corps operations, policies, and procedures.
- Accomplishing all corps programs and missions.
- Recommending cadets for positions, awards, and promotions.
- Publicizing cadet activities and accomplishments.
- Attending all cadet co-curricular activities to ensure a successful outcome.
- Personally commanding the corps during parades, reviews, etc.
- Ensuring all cadets can develop their leadership qualities.
- Training one or more cadets on the responsibilities of the position and creates a continuity folder to help the replacement with the position the following semester.
- Planning and conducting a weekly officer meeting.
- Establishing unit goals for the position within two weeks of assuming the position.
- Identifying and establishing goals for the cadet officers, and members of the group.

CADET DEPUTY GROUP COMMANDER: The Cadet Deputy Group Commander (CG/CD) is supervised by the Cadet Group Commander and is responsible for:

- Assuming command of the group during the absence of the Group Commander.
- Managing the cadet corps directors.
- Holding promotion and awards boards on a monthly and quarterly basis.
- Coordinating with squadron commanders on cadet operations and directorate functions and activities.
- Identifying goals for the directors
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creates a continuity folder to help the replacement with the position the following year.
- Attending group officer meetings.
- Planning and conducting the Fall/Spring Promotion and Job Assignment Night

SPECIAL ASSISTANT TO THE SASI/ASI: The Special Assistant (CG/SA) to the SASI/ASI is supervised by the SASI/ASI and is responsible for:

- Serving in an advisory capacity for the group commander.
- Completing duties assigned by the SASI/ASI.
- Coordinating and executing unit sponsored competitions.
- Planning Cadet Leadership Courses (CLC) and facilitating CLC Cadre Mentor courses.
- Providing leadership and participating in group activities.
- Training one or more cadets on the responsibilities of the position and creates a continuity folder to help the replacement with the position the following year.
- The Cadet Guide.
- Attending group officer meetings.
- Developing the Master Calendar of Events for the following year

HONOR GUARD TEAM COMMANDER: The Cadet Honor Guard Team Commander (CSS/HG) is responsible for:

- Organizing, recruiting, and training the Honor Guard.
- Communicating the status of Memorial Honor Detail (MHD) Team 53 with MHD – Riverside Dispatcher on a monthly basis.
- Preparing and maintaining all Honor Guard Equipment.
- Ensuring that all members and supervisors are aware of meeting times.
- Maintain Honor Guard member recall roster.
- Prepare Honor Guard members for performances and details.

- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.

CADET GROUP MANPOWER AND PERSONNEL DIRECTOR: The Manpower and Personnel Director (CG/A-1) is supervised by the Cadet Deputy Group Commander and is responsible for:

- Coordinating with the school and local newspapers to ensure AFJROTC cadets and activities receive adequate publicity. All articles submitted for publication must have prior approval by the SASI/ASI.
- Providing for a photographic record of all AFJROTC activities and events.
- Publishing the cadet newsletter after the final draft has been proofread and approved by the Group CD, CC, ASI, and the SASI.
- Maintains the ribbon request system.
- Maintaining the Corps website.
- Submitting news articles to higher headquarters. All articles must be approved by the SASI/ASI.
- Coordinating and scheduling recruiting visits to intermediate feeder schools, as required by the Group CC.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.
- Attending group staff meetings.

CADET GROUP LEGAL AFFAIRS DIRECTOR: The Legal Affairs Director (CG/A-2) is supervised by the Cadet Deputy Group Commander and is responsible for:

- Overseeing the identification and handling of breaches of the Cadet Honor Code, Air Force Core Values, Air Force Junior ROTC Cadet Guide, Santiago High School Student Handbook, and expectations as determined by the SASI, ASI, teachers, and school administration and staff.
- Establishing policies regarding handling of breaches of conduct, approve assignment of A-2 staff positions, and brief the other officers on changes or updates regarding Standards of Behavior policy.
- Overseeing the Judge Advocate (JA) review and scheduling of disciplinary measures beyond the issue of LOCs and LORs.
- Presiding over the Disciplinary Action Committee (DAC) for company grade officers and below.
- Establishing a Defense Council (DC) and guidelines to ensure the proper defense of the accused.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.
- Attending group staff meetings.

CADET GROUP SAFETY AND HEALTH DIRECTOR: The Safety and Health Director (CG/A-3) is supervised by the Cadet Deputy Group Commander and is responsible for:

- Conducting an overall mishap prevention program for the welfare of every member of CA-20065.
- Assisting and advising the commander on safety matters to maintain compliance with CNUSD, Local, State, Federal and Department of Defense regulations.
- Administering the CA-20065 Santiago Emergency Response Team (SERT) program, with ground safety being the primary office of responsibility
- Conducting weapons safety classes for cadets using replica rifles, sabers, marksmanship rifles and conduct compliance inspections of teams that utilize replica and marksmanship weapons.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.
- Attending group staff meetings.

CADET GROUP INSPECTOR GENERAL DIRECTOR: The Inspector General Director (CG/A-4) is supervised by the Cadet Deputy Group Commander and is responsible for:

- Opening lines of communication between the cadet corps and senior staff by creating an atmosphere of trust in which issues can be objectively and fully resolved without retaliation or the fear of reprisal.
- Training squadron and flight leadership in evaluating the operation of flights, to include the flight's effectiveness in doing personal appearance inspections.

- Conducting a self-inspection of the group once each semester to ensure standardization of goals and objectives, and compliance with all applicable AFJROTC regulations.
- Track group goals and present progress to group staff each nine-week period.
- Resolving problems affecting the CA-20065 AFJROTC cadet group mission promptly and objectively.
- Ensuring the existence of responsive complaint and inspection programs characterized by objectivity, integrity, and impartiality.
- Educating CA-20065 AFJROTC cadet group members regarding the privileges of and protection for those contacting an inspector general.
- Ensuring Inspectors General, Inspector General staff members, and Investigating Officers are trained to conduct thorough, unbiased investigations and inspections based on fair and objective fact-finding.
- Ensuring the concerns of the CA-20065 AFJROTC cadet group members and the best interests of the CA-20065 AFJROTC cadet group are addressed through objective fact-finding.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.
- Attending group staff meetings.

EXECUTIVE OFFICER: The Executive Officer (CG/CCE) is supervised by the Cadet Group Commander/Deputy Group Commander and is responsible for:

- Completing all tasked assigned by the (Deputy) Group Commander
- Scheduling and coordinating administrative activities of the (Deputy) Group Commander including group staff meetings.
- Scheduling, coordinating and setting-up Commander's Calls.
- Reviewing, publishing, and coordinating staff meeting slides.
- Assisting the Deputy Commander with monthly and quarterly promotion and award boards.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.
- Developing a cadet operations and activities calendar.
- Discussing weekly scheduled activities with the SASI and ASI and publishing weekly operations orders.
- Attending group staff meetings.
- This position should be for AS IIIs that show the potential for becoming a (Deputy) Group Commander in order gain insight on the inner workings of the group staff.

CADET GROUP COMMAND CHIEF MASTER SERGEANT: The Group Command Chief Master Sergeant (CG/CCM) is supervised by the Cadet Group Commander and is responsible for:

- Assisting the cadet group commander promoting morale, welfare and health of airmen. This includes arranging for sports, recreation, entertainment and social events.
- Keeping in touch with enlisted cadets by frequent visits to work areas, counsel them on personnel problems and hear complaints.
- Supporting justified grievances of subordinates, advising the commander on morale and discipline and passing on more complex problems to the commander and personnel officer.
- Overseeing the Cadet Airman Academy, Non-commissioned Officer Academy, and Senior Non-commissioned Officer Academy curriculum.
- Assisting the Deputy Commander with monthly and quarterly promotion and award boards.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.
- Attending group staff meetings.

CADET OPERATIONS SQUADRON (COS)

CADET OPERATIONS SQUADRON COMMANDER: The Cadet Operations Squadron Commander (COS/CC) is supervised by the Cadet Group Commander and is responsible for:

- Coordinating all cadet flight activities.
- Ensuring flight commanders accomplish all assigned tasks.
- Ensuring flight recall rosters are current and published.

- Developing and maintaining a COS Continuity Book.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.
- Attending group staff meetings.

CADET OPERATIONS SQUADRON SUPERINTENDENT: The Superintendent (COS/CCS) is supervised by the Operations Squadron Commander and is responsible for:

- Performing duties as assigned by the Ops Sq/CC.
- Advising the squadron commander of problems and concerns with enlisted members of the squadron.
- Supervising and training flight sergeants.
- Ensuring proper uniform and grooming standards within the squadron.
- Assisting the CCM in developing curriculum and schedules for the three cadet enlisted academies.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.
- Attending group staff meetings in the absence of the squadron commander.

CLASS FLIGHT COMMANDER: The Cadet Class Flight Commanders (A thru F Flt/CC) are supervised by the Operations Squadron Commander and are responsible for:

- Assisting the Cadet Operations Squadron Commander as directed.
- Commanding, controlling and supervising the activities within their respective flight, including classroom management and cadet supervision during field trips and similar functions.
- Enforcing the proper wear of the uniform by all cadets.
- Ensuring all cadets can develop leadership skills according to their individual abilities.
- Ensuring the Squadron Commander is advised on all personnel issues, discipline problems and motivation concerns.
- Forming flights for all parades and other group activities related to drill and ceremonies.
- Submitting recommendations for promotions and leadership positions for all cadets assigned to their flight.
- Instructing the flight, inspecting cadet uniforms, and judging competitive activities when requested.
- Completing cadet evaluations.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.

KITTY HAWK HONOR SOCIETY (KHAS) FLIGHT COMMANDER: The Cadet Kitty Hawk Honor Society Flight Commander (COS/KH) is supervised by the Operations Commander and is responsible for:

- Recruiting members who are eligible.
- Organizing an annual induction ceremony for new KHHS members.
- Planning, organizing and implementing an effective tutoring program for cadets.
- Office Hours.
- Establishes the JROTC Leadership Academic Bowl (JLAB) Team.
- Maintaining a roster of all KHHS members.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.
- Attending group staff meetings.

PHYSICAL TRAINING FLIGHT COMMANDER: The Cadet Physical Training Flight Commander (PT Flt/CC) is supervised by the Operations Squadron Commander and is responsible for:

- Coordinating all PT activities and competitions.
- Ensuring that all equipment needed to conduct PT is on hand.
- Project officer for semi-annual Field Day competitions.
- Coordinating semi-annual PT tests.
- Maintaining a recall roster of all Class Flight PT monitors.
- Establishing goals for the position within two weeks of assuming the position.

- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.

CLASS FLIGHT SERGEANT: The Cadet Class Flight Sergeant is supervised by the respective Flight Commander and is responsible for:

- Taking control of the class in the absence of the Flight Commander and SASI/ASI.
- Inspecting cadet uniforms and judging competitive activities.
- Assisting the Flight Commander in training cadets to properly execute all drill movements in accordance with Air Force directives.
- Training the Element Leaders to assume the duties of Flight Sergeant in case of absence.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.
- Attending group staff meetings in the absence of the flight commander.

CLASS ELEMENT LEADER: Cadet Class Element Leaders are supervised by the respective Flight Commander and are responsible for:

- Learning the duties and responsibilities of the Flight Sergeant.
- Leading the element in all drill activities and, if they are the ranking Element Leader, assuming command of the flight in the absence of the Flight Commander and Flight Sergeant.
- Training cadets assigned to the element on proper execution of drill movements in accordance with Air Force directives.
- Maintaining order and ensuring all cadets assigned to the element follow all applicable classroom rules.
- Assuming the duties of Flight Sergeant when requested/required.

FLIGHT/SQUADRON GUIDE: The flight guides are supervised by the respective Flight/Squadron Commander and is responsible for:

- Leading the flight or squadron by carrying the flight/squadron guidon during drill activities.
- Calling cadence during drill.

CADET LOGISTICS SQUADRON (CLS)

CADET LOGISTICS SQUADRON COMMANDER: The Cadet Logistics Squadron Commander (CLS/CC) is supervised by the Cadet Group Commander and is responsible for:

- Discussing weekly scheduled activities with the SASI, ASI and Ops Sq/CC and submitting the logistics schedule to the Executive Officer for inclusion into the weekly operations order.
- Coordinating all logistics activities and maintaining the schedule board.
- Maintaining WINGS.
- Ensuring flight commanders accomplish all assigned tasks.
- Ensuring flight recall rosters are current and published.
- Developing and maintaining a CLS Continuity Book.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.
- Attending group staff meetings.

CADET LOGISTICS SQUADRON SUPERINTENDENT: The Cadet Logistics Superintendent (CLS/CCS) is supervised by the Logistics Commander and is responsible for:

- Performing duties as assigned by the Logistics Sq/CC.
- Advising the squadron commander of problems and concerns with enlisted members of the squadron.
- Maintaining WINGS.
- Supervising and training flight sergeants.
- Ensuring proper uniform and grooming standards within the squadron.
- Assisting the CCM in developing curriculum and schedules for the three cadet enlisted academies.
- Establishing goals for the position within two weeks of assuming the position.

- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.
- Attending group staff meetings in the absence of the Cadet Services Squadron Commander.

LOGISTICS FLIGHT COMMANDER: The Logistics Flight Commander (CLS/LG) is supervised by the Logistics Commander and is responsible for:

- Assisting in the inventory, issue, receipt, cleaning, ordering, and turn-in of uniforms.
- Providing guidance to the group staff on supply procedures.
- Maintaining the cleanliness of the supply and logistics rooms and ensuring that only authorized cadets have access to the rooms or any accountable items.
- Maintaining WINGS.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.

TRANSPORTATION OFFICER: The Transportation Officer (CLS/TO) is supervised by the Logistics Commander and is responsible for:

- Supervising, controlling, and coordinating the transportation aspect of all unit activities.
- Maintaining the unit electric vehicle.
- Reviewing transportation requests and forwarding to the SASI/ASI
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.

INFORMATION TECHNOLOGY OFFICER: The Information Technology Officer (CLS/IT) is supervised by the Logistics commander and is responsible for:

- Maintaining and inventorying all computer related equipment.
- Maintaining and setting up public announcement systems when needed.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.

CADET SERVICES SQUADRON (CSS)

CADET SERVICES SQUADRON COMMANDER: The Cadet Services Squadron Commander (CSS/CC) is supervised by the Cadet Group Commander and is responsible for:

- Discussing weekly scheduled activities with the SASI, ASI and Ops Sq/CC and submitting the services schedule to the Executive Officer for inclusion into the weekly operations order.
- Coordinating all services activities and maintaining the schedule board.
- Ensuring flight commanders accomplish all assigned tasks.
- Ensuring flight recall rosters are current and published.
- Plan, coordinate, and implement military ball, national awards night and other squadron social functions.
- Developing and maintaining a CSS Continuity Book.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.
- Attending group staff meetings.

CADET SERVICES SQUADRON SUPERINTENDENT: The Cadet Services Superintendent (CSS/CCS) is supervised by the Services Commander and is responsible for:

- Performing duties as assigned by the Services Sq/CC.
- Advising the squadron commander of problems and concerns with enlisted members of the squadron.
- Supervising and training flight sergeants.
- Ensuring proper uniform and grooming standards within the squadron.
- Assisting the CCM in developing curriculum and schedules for the three cadet enlisted academies.
- Establishing goals for the position within two weeks of assuming the position.

- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.
- Attending group staff meetings in the absence of the Cadet Services Squadron Commander.

COMMUNITY SUPPORT FLIGHT COMMANDER: The Community Support Flight Commander (CSS/CS) is supervised by the Services Commander and is responsible for:

- Coordinating community service activities.
- Maintaining the number of community service hours in WINGS.
- Maintaining an accurate roster that records cadet community service, competition, performance, and activity hours.
- Developing and maintaining a Community Support Continuity Book.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.

PERSONNEL FLIGHT COMMANDER: The Personnel Flight Commander (CSS/DP) is supervised by the Services Commander and is responsible for:

- Preparing, maintaining, and updating an Individual Personnel Record and folders for all cadets.
- Update personnel records in WINGS.
- Monitoring the Awards and Decorations program.
- Filing cadet evaluation reports and promotions.
- Updating promotion and awards orders.
- Publishing and maintaining cadet promotion and awards orders.
- Ensuring the organizational charts and chain of command listings are posted and current.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.

CIVIL ENGINEERING FLIGHT COMMANDER: The Civil Engineering Flight Commander (CSS/CE) is supervised by the Services Commander and is responsible for:

- Maintaining the AFJROTC facilities and grounds and reporting discrepancies to the SASI/ASI.
- Ensuring the cleanliness and orderliness of the classroom, grounds, cadet area, and the SASI/ASI offices.
- Aligning chairs, desks, and other furniture in the classroom and staff area.
- Decorating the classroom, grounds, and cadet area, as required and approved.
- Ensuring that furniture and equipment is adequate, clean, and in good repair.
- Providing a storage area for all books and ensuring that these areas are used properly.
- Preparing the drill area for drill evaluation, parades, and ceremonies.
- Ensuring personal items are not stored in the classroom or cadet staff area. CE has authority to remove personal items and deposit them in the school "lost and found" area.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.

CADET ACTIVITIES SQUADRON (CAS)

CADET ACTIVITIES SQUADRON COMMANDER: The Cadet Activities Squadron Commander (CAS/CC) is supervised by the Cadet Group Commander and is responsible for:

- Discussing weekly scheduled activities with the SASI, ASI and CG/CC and submitting the activities squadron schedule to the Executive Officer for inclusion into the weekly operations order.
- Hosting, organizing, coordinating competitive events.
- Coordinating all squadron activities and maintaining the scheduling board.
- Ensuring flight commanders accomplish all assigned tasks.
- Ensuring flight recall rosters are current and published.
- Developing and maintaining a CAS Continuity Book.
- Establishing goals for the position within two weeks of assuming the position.

- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.
- Attending group staff meetings.

CADET ACTIVITIES SQUADRON SUPERINTENDENT: The Cadet Activities Superintendent (CAS/CCS) is supervised by the Activities Commander and is responsible for:

- Performing duties as assigned by the Activities Sq/CC.
- Advising the squadron commander of problems and concerns with enlisted members of the squadron.
- Supervising and training flight sergeants.
- Ensuring proper uniform and grooming standards within the squadron.
- Assisting the CCM in developing curriculum and schedules for the three cadet enlisted academies.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.
- Attending group staff meetings in the absence of the squadron commander.

CYBER PATRIOT TEAM COMMANDER: The Cadet Cyber Patriot Team Commander (CAS/CP) is supervised by the Activities Commander and is responsible for:

- Coordinating all training for members of the Cyber Patriot Team with the designated CP coach.
- Ensuring that all equipment needed by the Cyber Patriot Team is on hand or on order.
- Coordinating all Cyber Patriot Team competitions with the CP coach.
- Forming a Cyber Patriot Team of no less than five members.
- Maintaining a Cyber Patriot Team member recall roster.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.

DRILL TEAM COMMANDER: The Cadet Drill Team Commander (CAS/DT) is supervised by the Activities Commander and is responsible for:

- Training all members of the Drill Team in armed and unarmed drill.
- Ensuring that all equipment needed by the Drill Team is on hand or on order.
- Coordinating all Drill Team activities and competitions.
- Forming an Exhibition Drill Team of no less than four members.
- Maintaining a Drill Team member recall roster.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.

COLOR GUARD TEAM COMMANDER: The Cadet Color Guard Team Commander (CSS/CG) is supervised by the Services Commander and is responsible for:

- Training members of the Color Guard Team in ceremonial drill.
- Ensuring that all equipment needed by the non-competitive Color Guard Team is on hand or on order.
- Coordinating all non-competitive Color Guard Team activities.
- Coordinating all competitive Color Guard Team competitions.
- Forming a Color Guard Team of no less than four members for events and competitions.
- Maintaining a Color Guard Team member recall roster.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.

MARKSMANSHIP TEAM COMMANDER: The Cadet Marksmanship Team Commander (CAS/MT) is supervised by the Activities Commander and is responsible for:

- Maintaining and storing all marksmanship equipment.
- Maintaining the range.

- Holding competitive marksmanship training with the presence of a certified Civilian Marksmanship Program (CMP) instructor.
- Maintaining a Marksmanship Team recall roster.
- Organizing and competing in marksmanship meets.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester or year.

ORIENTEERING TEAM COMMANDER: The Cadet Orienteering Commander (CAS/OT) is supervised by the Activities Commander and is responsible for:

- Maintaining and storing all orienteering equipment.
- Holding competitive orienteering training.
- Maintaining an Orienteering Team recall roster.
- Organizing and competing in orienteering meets.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester or year.

RAIDER TEAM COMMANDER: The Cadet Raider Team Commander (CAS/RT) is supervised by the Activities Commander and is responsible for:

- Organizing, recruiting, and training the Raider Team.
- Preparing and maintaining any Raider Team equipment.
- Ensuring that all members and supervisors are aware of meeting times.
- Maintaining a Raider Team member recall roster.
- Prepare Raider Team members for Raider competitions.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.

ROBOTICS AND AEROSPACE VEHICLES TEAM COMMANDER: The Cadet Robotics and Aerospace Vehicles Team Commander (CAS/RV) is supervised by the Activities Commander and is responsible for:

- Maintaining and storing all robotics, drones and model rocketry equipment.
- Holding instructional classes.
- Maintaining a Robotics and Aerospace Vehicles Team recall roster.
- Organizing and competing in meets.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.

SABRE TEAM COMMANDER: The Cadet Sabre Team Commander (CAS/SBT) is supervised by the Activities Commander and is responsible for:

- Training all members of the Sabre Team in sabre drill.
- Ensuring that all equipment needed by the Sabre Team is on hand or on order.
- Coordinating all Sabre Team activities and competitions.
- Maintaining a Sabre Team member recall roster.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.

SPORTS TEAM COMMANDER: The Cadet Sports Team Commander (CAS/ST) is supervised by the Activities Commander and is responsible for:

- Maintaining and storing all sports equipment.
- Holding competitive sports training.
- Maintaining a Sports Team recall roster.
- Organizing and competing in sports meets.
- Establishing goals for the position within two weeks of assuming the position.

- Training one or more cadets on the responsibilities of the position and creating a continuity folder to help the replacement with the position the following semester.

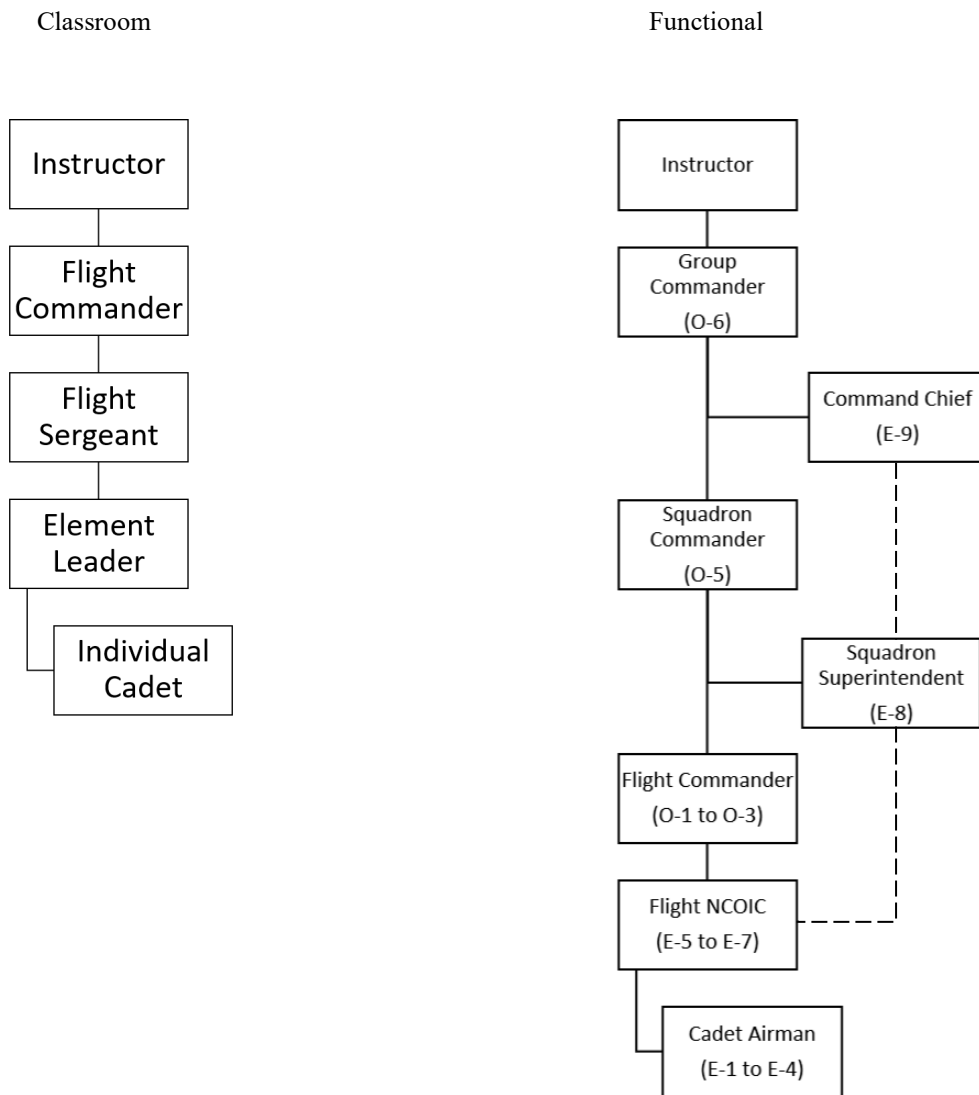
Figure 1.3. 65th Cadet Group Unit Manning Document.**UNIT MANNING DOCUMENT (UMD)**

<u>Function</u>	<u>Position/Title</u>	<u>Authorization</u>	<u>Preferred Rank</u>
Cadet Command Section	Group Commander (CC)	1	C/Col
	Special Assistant (SA)	2	C/Col
	Honor Guard Commander (HG)	1	C/Col
	Deputy Group Commander (CD)	1	C/Lt Col
	Manpower and Personnel Director (A-1)	1	C/Lt Col
	NCOIC APT/Public Affairs Flight	1	C/MSgt
	APT/Public Affairs Specialist	6	C/SSgt
	Legal Affairs Director (A-2)	1	C/Lt Col
	Judge Advocate (JA)	1	C/Maj
	JA Director of Staff (JAD)	1	C/Capt
	JA NCOIC (JAN)	1	C/SMSgt
	Honor Enforcement (HE)	6	C/SSgt
	Defense Counsel Officer (DC)	1	C/Maj
	Defense Counsel NCOIC (DCN)	1	C/SMSgt
	Safety and Health (A-3)	1	C/Lt Col
	Weapons Safety NCOIC (SEW)	1	C/SMSgt
	Ground Safety NCOIC (SEG)	1	C/SMSgt
	Inspector General (A-4)	1	C/Lt Col
	Executive Officer (CCE)*	2	C/Maj
	Command Chief Master Sergeant (CCM)	1	C/MSgt
Cadet Operations Squadron	Operations Squadron Commander	1	C/Lt Col
	Superintendent	1	C/SMSgt
Physical Training (PT)	Commander	1	C/Capt
	PT Monitors	8	C/SSgt
Class Flight (Alpha – Foxtrot)	Commander	6	C/Capt
	Class Flight Sergeant	6	C/MSgt
	Class Flight Guidon Bearer	6	C/TSgt
	Element Leader	A/R	A/R
Kitty Hawk Honor Society (KH)	Commander	1	C/Maj
	NCOIC	1	C/MSgt
Cadet Logistics Squadron	Commander	1	C/Lt Col
	Superintendent	1	C/SMSgt
Logistics (LG)	Commander	1	C/Capt
	NCOIC	1	C/MSgt
	Specialist	6	C/SSgt
Transportation (TO)	Transportation Officer	1	C/Capt
	NCOIC	1	C/MSgt
Information Technology (IT)	Information Technology Officer	1	C/Capt
	NCOIC	1	C/MSgt
Cadet Services Squadron	Commander	1	C/Lt Col
	Superintendent	1	C/SMSgt

Community Support (CS)	Commander	1	C/Capt
	NCOIC	1	C/MSgt
	Specialist	6	C/SSgt
Personnel (DP)	Commander	1	C/Capt
	NCOIC	1	C/MSgt
	Specialist	6	C/SSgt
Civil Engineering (CE)	Commander	1	C/Capt
	NCOIC	1	C/MSgt
	Specialist	6	C/SSgt
Cadet Activities Squadron	Commander	1	C/Maj
	First Sergeant	1	C/SMSgt
Cyber Patriot Team (CPT)	Commander	1	C/Capt
	NCOIC	1	C/MSgt
Drill Team (DT)	Commander	1	C/Capt
	NCOIC	1	C/MSgt
Color Guard (CG)	Commander	1	C/Capt
	NCOIC	1	C/MSgt
Marksmanship Team (MT)	Commander	1	C/Capt
	NCOIC	1	C/MSgt
Robotics and Aerospace Vehicles (RV)	Commander	1	C/Capt
	NCOIC	1	C/MSgt
Orienteering Team (OT)	Commander	1	C/Capt
	NCOIC	1	C/MSgt
Raiders Team (RT)	Commander	1	C/Capt
	NCOIC	1	C/MSgt
Sabre Team (SBT)	Commander	1	C/Capt
	NCOIC	1	C/MSgt
Sports Team (ST)	Commander	1	C/Capt
	NCOIC	1	C/MSgt

NOTE: A/R = As required; *= AS III

Figure 1.4. Classroom and Functional Chain of Command



Chapter 2

CLASSROOM RULES/PROCEDURES, GRADING SCALE, AND DISTRIBUTION

2.1. **Classroom Rules.** All cadets will abide by the following class rules to receive AFJROTC course credit. Cadets will **NOT**:

2.1.1. Chew gum, eat food, or drink beverages in the classroom. Food and beverages are permitted in the cadet conference room during lunch periods. It is the responsibility of all cadets to police after themselves prior to leaving the facility.

2.1.2. Wear hats or other headgear indoors during any cadet activity. The wear of bandannas, doo rags and other faddish clothes are prohibited during any corps or school sanctioned activity. Exception: Honor Guard, Drill Team and Color Guard are permitted to wear approved head gear during performances.

2.1.3. Talk when the instructor or a guest lecturer is talking unless recognized.

2.1.4. Throw object(s).

2.1.5. Write on the dry erase board, post anything on the bulletin board, or on any other visual aid without the instructor's permission.

2.1.6. Place books, athletic/book bags, purses, and other personal belongings on the desk.

2.1.7. Sleep or put head down on the desk unless authorized by instructor due to illness.

2.1.8. Be loud, disruptive, or participate in any form of "horseplay."

2.1.9. Forget to always address the instructor or guest lecturer as "Sir" or "Ma'am" or cadet officers when in uniform or in formation in or out of uniform as "Sir" or "Ma'am."

2.1.10. Enter instructor offices without being given permission to enter and to address the instructor.

2.1.11. Come to class not prepared. Cadets will bring notebooks, pencil(s), pen(s) with black or blue ink, and Cadet Guide.

2.1.12. Be disrespectful, inconsiderate, threatening, or use vulgarity towards teachers, visitors, or other students.

2.1.13. Leave class without permission.

2.1.14. Purchase food from the group pantry unless authorized by the flight commander.

2.2. **Classroom Procedures.** The following are the daily classroom procedures:

2.2.1. Cadets will stand at PARADE REST to the left of their desk with all personal belongings properly secured below their chair before the tardy bell stops ringing or be marked tardy. While standing at PARADE REST, cadets will remain silent, take note of any assignments or announcements on the dry erase board, and be prepared to begin class immediately when the SASI or the ASI enters the classroom. The Flight Commander will place themselves behind the lectern to take attendance.

2.2.2. At the end of the tardy bell, the flight sergeant will call the flight to "**ATTENTION.**" Any cadet not standing at ATTENTION with belongings properly secured will be reported as TARDY. The flight commander will immediately ask element leaders to "**REPORT.**" Each element leader will REPORT to the flight commander giving the name of cadets absent or tardy from their element. For example, "**SIR (or MA'AM) FIRST (SECOND, THIRD...ETC.) ELEMENT LEADER REPORTS: ALL CADETS ARE PRESENT AND OR ACCOUNTED FOR, WITH NO EXCEPTIONS (or WITH THE EXCEPTION OF CADET(S) last name(s) who is absent (tardy).**" The flight commander will give

the command to “**POST**” and the flight will turn to face the United States Flag and recite the Pledge of Allegiance to the U.S. flag, followed by the Air Force Song on Monday/Tuesday, Cadet Creed on Wednesday, and the flight cheer on Thursday/Friday. At this time, the flight commander will put the flight at “**PARADE REST**” and make group, squadron, or flight announcements, as required.

2.2.3. The flight sergeant will notify the instructor that the flight is “prepared for instruction.” Upon entry of the instructor, the flight commander will bring the room to “**ATTENTION**”. The instructor will state “**CARRY ON.**” The instructor will direct the flight to take their seats.

2.2.4. Unexcused absences and excessive tardiness will negatively affect a flight’s Honor Flight competition standing and the cadet's daily grade and eventually their course grade. Being on time and attending school are qualities that will ensure success in school and later in the job market.

2.2.5. Approximately two minutes before the class dismissal bell rings, the instructor will direct that the flight commander to prepare for dismissal. The flight commander will position themselves at their desk and state “**PREPARE FOR DISMISSAL.**” Cadets will stop class work and put books and classroom materials away. Cadets will place materials in their backpacks, pick up any trash in the immediate vicinity of their desks, align their desks with others in their elements, and prepare to stand at the position of PARADE REST for dismissal.

2.2.5.1. Shortly before the bell rings or at the signal of the instructor, the flight commander will call the flight to “**ATTENTION.**” Cadets will come to the position of ATTENTION next to their desk and wait for further instructions.

2.2.5.2. As the bell sounds, the flight sergeant will visually check that all trash is picked up and the desks are aligned. The flight commander will then dismiss the flight by stating “**FLIGHT, DISMISSED.**” The cadets may then shout in unison “**OORAH _____ FLIGHT!**” or another appropriate chant. Cadets can then retrieve their personal belongings and in an orderly fashion depart the classroom.

2.2.6. To show respect to the Superintendent, administrators, parents, teachers, and any other visitors, the cadet who first recognizes the visitor will in a confident, authoritative voice, state “**FLIGHT, ATTENTION.**” All cadets will come to the position of ATTENTION to the left of their desks, facing forward, and remain standing silently until directed to take their seats by the instructor.

2.2.7. The flight commander or in their absence the flight sergeant is responsible for the conduct of their flight during the class period. All cadets will abide by any flight commander/sergeant instructions.

2.2.8. The flight guidon bearer will retrieve the flight's guidon, post it before the tardy bell sounds and return it to the storage rack at the end of the class period.

2.3. **Grading Scale.** Aerospace Science Instructors will use the following grading scale and assign a letter/numerical grade using the school's published grading scale for each grading period. Instructors will maintain a computerized grading system that can be reviewed at any time. Progress reports will be accomplished, and sponsors will be notified by phone of any grade and/or behavior concerns. Cadets should review their grades and immediately identify any discrepancies to their instructor. Cadet can request extra credit work that will be weighted into the academic category.

Percent of Grade

- Uniform wear (includes PT uniform)	50%
(4 missed Wednesday uniform wears in one semester fails)	
- Aerospace Science/Leadership Education	25%
- Mass formation attendance	10%
- Health and Wellness participation	15%

2.3.1. **Homework Policy.** Cadets must accomplish and turn in all assigned homework and assignments on time to successfully complete the AFJROTC course. All homework assignments are due at the beginning of the next class period unless excused by the instructor. If a cadet is absent on a day a homework assignment is due and has been excused in accordance with school policy, homework is due not later than the end of the third school day upon their return. This

policy also applies to any other work, to include exams that must be made up on day(s) that the cadet was excused. It is the cadet's responsibility to ask the SASI/ASI for missed work or assignments and to make up any work. Only the instructor can make exceptions to the above policies.

2.4. Cadet Bulletin/Announcement Boards and Cadet Distribution Box. All cadets will review daily the cadet bulletin announcement board located in the AFJROTC Classroom. The flight commander or flight sergeant will retrieve any correspondence from their flight distribution box before instruction begins.

Chapter 3

CUSTOMS AND COURTESIES

3.1. **Salute.** The salute is a traditional greeting between military personnel. The salute is deeply rooted in military history from 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 "3-corner" hats to greet others and show them respect. The salute is a way of saying "Hello" while showing respect to senior ranking officers. 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, lackadaisical salute indicates lack of confidence and pride. Cadets should develop the habit of carrying books or other objects with the left hand to free the right hand for saluting.

3.1.1. Cadets should, when wearing the uniform, outside, and not under cover, salute:

3.1.1.1. The President.

3.1.1.2. All commissioned and warrant officers of United States military services.

3.1.1.3. AFJROTC instructors. Salute them also when not in uniform when formally reporting to them.

3.1.1.4. Cadet officers senior in rank when in uniform.

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

3.2. **Flag Customs and Courtesies.** 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 United States national anthems. All cadets will render the following courtesies:

3.2.1. When in uniform outdoors, and the national anthem is played, stand at attention, face the flag (or direction of music), render the military salute, and hold it from the first note of the music until the last note. When in civilian clothes, stand at attention, face the flag (or music), and place the right hand over the heart. A male removes his hat, holds it in his right hand, and places his right hand over the heart. A female places her right hand over her heart but does not remove her hat.

3.2.2. When attending any outdoor event and a United States 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.

3.2.3. When ceremonies occur indoors, and the national anthem 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.

3.3. **Pledge of Allegiance.** In military formations and ceremonies, the Pledge of Allegiance shall not be recited. 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. When in uniform indoors, stand at attention, remain silent, and face the flag. Hand salute is not rendered and reciting of the pledge is mandatory at the beginning of the class period in and out of uniform.

3.4. **Cadet Etiquette.** Proper etiquette is "the customary rules of conduct or behavior in polite society". Our civilized society operates smoother and is more pleasant to live, go to school, and work in when all members practice proper etiquette and good manners. The axiom, "Treat Others as You Want to Be Treated", is a good one to live by and is the desired behavior of all cadets. Cadets should:

3.4.1. Say "Please" and "Thank You"

3.4.2. Use "**Yes Sir/Ma'am**" when addressing AFJROTC instructors, military service members, school officials, teachers, and visitors always.

3.4.3. Not keep people waiting.

3.4.4. Not gossip

3.4.5. Use proper telephone etiquette.

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

3.5. **Position of Honor.** 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. **Thus, a cadet should, 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 4

PERSONNEL

SECTION A--CADET RANK

4.1. **Cadet Rank.** There are two ranks a cadet may hold, permanent and temporary. All references to cadet rank will have the word "Cadet" as part of the cadet rank (i.e. Cadet Major Josh Smith.) Rank is represented by standardized AFJROTC insignia (Figure 4.1) that are worn on the cadet uniform. Cadets must also know and recognize active military service rank.

4.1.1. **Permanent Rank.** This rank is commensurate with the number of years of successful AFJROTC completion that will be awarded the second semester, provided satisfactory progress has been made for the entire year. Retention of the permanent rank is contingent upon satisfactory performance and behavior. Permanent rank for the first year is CADET AIRMAN, second year CADET AIRMAN FIRST CLASS, third year CADET SENIOR AIRMAN, and fourth year CADET STAFF SERGEANT. Permanent officer status will be awarded to cadets holding officer positions for two or more grading periods.

4.1.2. **Temporary Rank.** Cadets will be awarded on cadet orders a temporary rank based on their performance. Since the rank is temporary, it may not be carried over automatically from year to year, performance determines achieving and retaining rank. Officer ranks are hard to achieve and usually awarded to AS IVs and AS IIIs cadets who have met stringent criteria, when circumstances dictate AS IIs who show advanced leadership potential may be awarded officer rank. Thus, a cadet officer's entire academic record, performance and conduct will be closely scrutinized by the SASI and ASI to determine if officer ranks are warranted. A cadet will wear the insignia of the cadet temporary rank. Normally, cadets will not hold a temporary rank higher than the maximum rank authorized for the position in the Unit Manning Document (UMD).

SECTION B--HAZING

4.2. **Hazing.** Hazing of cadets, at any time, will not be tolerated and is **STRICTLY PROHIBITED**. The SASI will deal harshly with any cadet who uses their leadership position, seniority, or rank to engage in behavior, physical or verbal, that is demeaning, retaliatory, or dangerous for personal gain. This prohibition includes directing a cadet to do pushups or other physical activities for punishment or to directing comments towards a cadet that can be interpreted as threatening, demeaning, or containing prejudicial comments or overtones. The SASI will brief all cadets on this policy in August and January.

SECTION C--CADET PROMOTIONS AND POSITION ASSIGNMENTS

4.3. **Objective.** The cadet promotion system promotes cadets to permanent ranks commensurate with the number of years of successful completion of AFJROTC, promotes cadets to temporary ranks based on past performance and potential to serve in the higher rank, and promotes exceptional performers. The cadet position assignment system places cadets in leadership positions where they can demonstrate and refine their leadership skills. Promotions and assignments are not based solely on past performance, but on the cadet's potential and willingness to assume positions of increased responsibility. Promotions are tied to assignment to leadership positions where a cadet can make and learn from their mistakes.

4.4. **Responsibilities.** The SASI will promote the commander and deputy commander on cadet orders. The incoming cadet corps commanders will submit staff position recommendations to the SASI and ASI, who will approve all key staff and commander assignments.

4.5. Promotion System:

4.5.1. **Promotions.** Promotions provide a constant challenge and motivation. Change of rank is evidence of progress, standing, growth, maturity, leadership, and willingness to accept responsibility. Promotions are based on academic effort, Corps involvement, personal desire, and achievement. A lack of activity or promotions DOES NOT affect grades. Rank structure is maintained in the Unit Manning Document (UMD) established by AFJROTCI 36-2010 Operational Supplement, Chapter 1.

4.5.2. **Promotion overview.** Promotions will be based on a Promotion Fitness Profile (PFP). Points will be scored in the following areas: leadership testing, drill, academics, activity, awards, time-in-grade, and teacher evaluation. The ranks of Colonel are selected by SASI and ASI.

4.5.3. Points for Promotion.

Officer Ranks

Honorary Ranks	Approved by SASI and ASI	
Colonel	Approved by SASI/ASI	
Lieutenant Colonel	900	Points
Major	800	Points
Captain	600	Points
1st Lieutenant	500	Points
2nd Lieutenant	400	Points

Enlisted Ranks

Chief Master Sergeant	300	Points, and approved by SASI/ASI
Senior Master Sergeant	250	Points
Master Sergeant	200	Points
Technical Sergeant	150	Points
Staff Sergeant	100	Points
Senior Airman	75	Points
Airman First Class	50	Points
Airman	25	Points

4.5.4. Areas for Promotion Points

4.5.4.1. Promotion Fitness Exam (PFE): There are two separate written tests: basic and advanced. The maximum points earned on the basic test = 10 points and the advanced test = 20 points. The PFE can be taken once per month. For officer rank, totals of both exams will be included on the promotion form.

4.5.4.2. Promotion Drill Test (PDT): There are four separate drill tests: basic, intermediate, advanced, and expert. The drill tests are broken up as follows:

<u>Rank</u>	<u>Test</u>	<u>Points</u>
- Airman Basic thru Senior Airman	Basic	10 max
- Staff Sergeant thru Technical Sergeant	Novice	20 max
- Master Sergeant thru Chief Master Sergeant	Intermediate	30 max
- 2 nd Lieutenant thru Captain	Advanced	40 max
- Major thru Colonel	Expert	50 max

4.5.4.3. Academic: A-5, B-4, C-3. For academic points, no more than one F. (30 points max). Points are from most recent term and reset each term.

4.5.4.4. Service/Activity: Accumulation of service, activity, and club involvement. The points are broken up as follows:

- Participation in Leadership Development Requirements: 20 points per completed semester

- Committees: 15 points per completed semester
- Community Service (8 hours minimum per semester): 3 points per completed service hour
- Promotion Night attendance: 15 points per semester
- Field Day attendance: 15 points per semester, additional 5 points for field day warriors
- Military Ball attendance: 20 points
- Annual Drill and Raiders Competition attendance: 15 points
- Curriculum in Action trip: 10 points

4.5.4.5. Awards/Decorations/Badges: For awards, decorations, and badges, the cadet must have earned them prior to the promotion board. Reference Figure 4.3. for corresponding ribbon number. The points are broken up as follows:

<u>Type</u>	<u>Points</u>
- National Ribbons (#1 thru #25)	30 points per ribbon and oak leaf
- Basic Ribbons (#26 thru #68)	5 points per ribbon and oak leaf
- Sponsored Badges	20 points per badge
- Ground School Badge	30 points
- Flight Solo Badge	40 points
- Flight Certificate Badge	50 points

4.5.4.6. Merits: 5 points per merit awarded since last promotion, (20 points max). Demerits cancel merits and may result in non-selection for promotion.

4.5.4.7. Academies: Enlisted cadets have an opportunity to attend one of the three academies during each term. Attendance to the academies is strongly encouraged for personal and leadership growth within the corps. The points for full participation in the academies are broken up as follows:

<u>Academy</u>	<u>Points</u>
- Cadet Airman Leadership Academy (CALA)	10 points
- Cadet Non-commissioned Officer Academy (CNCOA)	15 points
- Cadet Senior Non-commissioned Officer Academy (CSNCOA)	20 points
- Cadet Squadron Officers Course (CSOC) *Officers Only*	30 points

4.5.4.8. Teacher Recommendation: Section score 4 or higher earns 3 points each section (20 points max). A new recommendation is required for each application.

4.5.4.9. Inspections: Total inspection average divided by 4. (25 points max). Last four inspections. If new, use an average until four inspections is accumulated.

4.5.4.10. Time-in-Grade: Accumulate 1 point per month in a given rank. Accumulation of points will reset after each promotion. Summer = 1 month.

4.5.4.11. Completed years of JROTC: 20 points per years completed.

4.5.4.12. Cadet Leadership Course (CLC): Graduation from CLC earns 30 points (add 5 points for distinguished graduate honors). CLC CADRE staff attendance and completion earns 40 points. CLC graduation is required for promotion consideration above enlisted grades, regardless of points earned in all other categories. CLC CADRE is required for field grade (Major and above) promotions.

4.5.5. **Academics for Promotion.** To be considered for promotion to or within an officer rank, cadets must have and maintain a 2.8 GPA per term. Senior NCOs must maintain a 2.5. All must maintain satisfactory citizenship. Should cadets not meet these standards, then the SASI may place them on probation for the next grading period. If the cadet fails to achieve these minimum standards while on probation, the SASI may reduce them in rank and remove them from the assigned position. Cadets can appeal the decision within 10 calendar days of notification to the SASI for final review and action. All other cadets must maintain a "C" average in AFJROTC courses to be eligible for temporary promotion. A "D"

in an AFJROTC course makes a cadet ineligible for temporary and permanent promotion. If a cadet fails AFJROTC, then they are ineligible for permanent promotion.

4.5.6. Promotion Authorization Per Cycle. Due to UMD limitations, only **five cadets per rank** of E-6 and above may be promoted per board.

4.5.7. Promotions for Length of Service. Rank may be awarded dependent upon length of Satisfactory Service. The minimum permanent ranks authorized are:

- | | | |
|----------|--------------------------|-----------------------------------|
| - AS I | Cadet Airman | Cadet E-2 (end of First Semester) |
| - AS II | Cadet Airman First Class | Cadet E-3 |
| - AS III | Cadet Senior Airman | Cadet E-4 |
| - AS IV | Cadet Staff Sergeant | Cadet E-5 |

4.5.8. Academic Promotion. Enlisted cadets may earn one Academic Promotion per school year up to E-8 (Note: must be a Senior NCO Academy graduate for E-7 and above.) To earn this promotion, a cadet must fulfill the requirements for an Academic Ribbon. This promotion may be applied for at the end of any term, when applying for the Academic Ribbon.

4.5.9. Promotion for Position. In the event a cadet is appointed to a cadet staff officer position and is not qualified to hold a rank of Master Sergeant or above (i.e., not a CSNCO Academy graduate) the cadet will be temporarily promoted to Technical Sergeant. For NCOIC positions, non-qualified cadets will be promoted to Staff Sergeant. Promotion is limited by position as outlined in the UMD.

4.5.10. Standard Promotion. Each cadet must be in rank for a minimum of two months. To qualify to meet the Promotion Board, the cadet must properly complete CA-20065 Form 3. Cadets may not skip ranks for a Standard Promotion.

4.5.11. Application and Board. CA-20065 Form 3, with supporting documentation (CA-20065 Form 2s for all, Form 709 and 709-1 for officers only) must be submitted to the Unit Commander's Executive office two days prior to the promotion board. Applying does not ensure promotion. A cadet's personnel file and control roster status (merits/demerits) will be considered. The promotion board will meet no later than (NLT) the last week of each month. Because of UMD rank limitations, an application for promotion does not guarantee promotion. The board will be made up of key staff members in the following manner:

- | | |
|----------------|--|
| - E-2 thru E-6 | CCM*, COS CCF, CLS CCF, CSS CCF, CAS CCF, Reviewing Official: CD |
| - E-7 and E-9 | COS CC*, CLS CC, CSS CC, CAS CC, CCM, Reviewing Official: CD |
| - O-1 thru O-3 | CD*, COS CC, CLS CC, CSS CC, CAS CC, Reviewing Official: CC |
| - O-4 and O-5 | CD*, Any C/Lt Col or above, Reviewing Official: SASI |
- * = Board President

Applications not approved will be returned with a stated reason.

4.5.12. Promotion Recognition In Distinguished Excellence (PRIDE) Promotion. At any time, the SASI/ASI may award promotion to an individual in recognition for Outstanding Service and support of the Corps.

4.5.13. Transfers. Cadets who transfer from another JROTC program will assume temporarily their permanent and temporary ranks they earned in their last unit.

4.5.14. Maximum Rank. Scoring sufficient points for a given rank does not guarantee promotion. Promotion is limited by UMD and rank maximums for AS level. The maximum rank for each class level is: AS 1 – Cadet Senior Master Sergeant; AS 2 – Cadet Second Lieutenant; AS 3 – Cadet Major; AS 4 – Cadet Colonel. AS 1s must be graduates of Senior NCO academy to attain MSgt and above. AS 2s must have graduated from CLC as a cadet to attain Second Lieutenant and above. AS 3s must have graduated from an SOC and attended CLC as a cadre to attain Major. For Lieutenant Colonel and above, AS 4s must have completed the AS 3 requirements and be assigned an authorized UMD position for the rank. The SASI will only waive class rank restrictions to fulfill cadet staffing needs at the request of the Corps Commander.

4.5.15. Promotion Administration Procedure. After board selection, the SASI gives final approval to all promotions. Names of the cadets to be promoted will be submitted to the Personnel Flight (CSS/DP) for publication. CSS/DP will also enter the data in a Promotion File and ensure cadets enter all promotion actions in their personnel file. Orders will be written and posted NLT four school days after the results are finalized.

4.6. Position Assignment Policies:

4.6.1. Cadets who are seniors and fourth year cadets with CLC Cadre experience receive priority for assignment to senior cadet staff, commanders, and officer positions. If there is a lack of qualified seniors, then qualified juniors will be assigned to those positions. In rare cases, exceptional sophomores may be assigned to officer positions and the maximum rank they may attain during their sophomore year is cadet Second Lieutenant.

4.6.2. Cadets initially assigned to cadet positions will normally be promoted a rank below the preferred rank for the position in the cadet UMD. This is an incentive for the cadet to continue to perform to be eligible for promotion to the highest rank authorized for the position.

4.6.3. The SASI and ASI will select the Cadet Corps Commander and Deputy Commander.

4.6.3.1. Selection Criteria. The commander and deputy commander will be selected for each semester by the SASI with input from the ASI. Eligible cadets will submit a CA-20065 Form 3, with supporting documentation, to include a resume showing accomplishments in the unit.

4.6.3.2. Selection of the fall and spring semester commander and deputy commander will take place prior to Awards Night in the spring semester of the previous school year. Eligible cadets are as follows in ranking order:

1. AS-3 in the grade of O-4 in a squadron command position or above
2. AS-3 in the grade of O-4 in an executive staff position
3. AS-3 in the grade of O-4 who has previously commanded a squadron
4. AS-3 in the grade of O-3 and O-4 eligible and commanding at the squadron level

4.6.3.3. Fall semester commander and deputy commander will be responsible for conducting CLC during the summer prior to the start of the new school year unless circumstances do not allow. In the event a summer CLC is not conducted, all attempts will be made to conduct CLC prior to the end of the calendar year. The spring semester commander and deputy commander will be special assistants to the instructors and responsible for the drill and raider competitions held in the fall.

4.6.3.4. Interview Process. A face-to-face interview will be conducted for each candidate. Interviews will take place the first week of April. Candidates should bring two copies of their resume and be prepared to answer questions pertaining to unit goals.

4.6.4. The Cadet Corps Commander will serve for one term. Fall semester commanders will start 1 June of the previous school year. Spring semester commanders will start 1 January of the current school year. Formal assumption of command and change of command ceremonies will occur at the first job assignment night and national awards night respectively. All other key staff members and commanders will serve in their positions for one term, during the same time frame to afford transition from the old to the new staff, and to plan summer activities such as CLC.

4.6.5. Personnel (CSS/DP) will publish and distribute assignment orders in September, January, and June. Position assignments and rank change amendments to correct errors and to assign and change positions will be published as required. Change of command orders will be published in January and May.

4.6.6. First year cadets who participate or have participated in Civil Air Patrol and similar programs and scouting where they were Eagle Scouts or Gold Award recipients are eligible for promotion to cadet Senior Airman and assignment to first level leadership positions such as flight sergeant.

4.6.7. Cadet Review Board (CRB). The Cadet Review Board handles the application and interview process for cadets applying for staff positions for the next semester. The CRB will consist of the Deputy Commander, Executive Officers, and Command Chief Master Sergeant who will conduct the interviews of cadets applying to cadet officer and senior NCO

positions. For cadets applying to Command Staff positions, the Corps CC will replace the Command Chief Master Sergeant on the board. Recommendations based on the interviews will be submitted to the Corps CC for review before finally being submitted to the SASI. (See form JA-004).

4.6.8. All position assignments will be announced on **CADET SPECIAL ORDERS** initiated by the Personnel Flight (CSS/DP. Orders will reflect AFJROTC TRAINING MATERIAL at the top and bottom of all pages of the order. The SASI will approve all orders and position assignments. All probation letters, notification letters, and orders will be filed in the cadet's personnel file that can be reviewed by the cadet at any time. Cadet personnel files are maintained and secured in the Cadet Staff Room. If a cadet leaves the unit, they cannot hand carry their cadet personnel file, the gaining unit must request that their cadet personnel file be sent to them upon the cadet's enrollment in their program.

4.6.9. **Cadet Personnel File.** These files are to be used by the group staff, supervisors, and CSS personnel who are required to make inputs. The personnel file is a six-part folder. The sections are as follows: **Section I** – Cadet Oath, cadet record, and promotion orders; **Section II** – Cadet Agreement Memo, Health and Wellness Participation Consent form; **Section III** – Cadet Performance Reports; **Section IV** – Cadet Assignment applications; **Section V** – Merit/Demerit Balance sheet, Counseling records, LOCs, and LORs; **Section VI** – community service activities, quarterly awards, uniform requirements, and yearly calendar of events.

SECTION D--AFJROTC CADET AWARDS

4.7. **Cadet Awards and Decorations.** The Cadet Awards and Decoration Program fosters morale, esprit de corps, and recognizes achievements of AFJROTC cadets. The SASI will convene the Cadet Awards Board in February to recommend cadets to receive AFJROTC cadet awards as described in the guidelines below.

4.7.1. **Order of Precedence.** The following list is the order of precedence for the AFJROTC program.

4.7.1.1. AFJROTC Awards. Cadets may only receive one National-level Award for each year they are in AFJROTC and not receive the same National-level award twice during their AFJROTC career (this does not apply to National competition awards). Medals will not be worn on regular uniform days.

4.7.1.2. Guidelines for National-level Awards will be followed to the fullest extent possible. Deviations from established award criteria will not be the norm, but based on a case, by case basis, to uphold the “spirit of intent” of an award.

1. **Gold Valor Award.** Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty. Forward recommendations for valor awards through the jrotc.jrs.support@au.af.edu mail box or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the Director, HQ AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days or during any type of competition.

2. **Silver Valor Award.** Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award. Forward recommendations for valor awards to the jrotc.jrs.support@au.af.edu mail box or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the Director, HQ AFJROTC for final

approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days or during any type of competition.

3. **Cadet Humanitarian Award.** Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community. Forward recommendations for this award to the jrotc.jrs.support@au.af.edu mail box or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the award to the Director, HQAFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days or during any type of competition.



4. **Silver Star Community Service with Excellence Award.** Award consists of a ribbon with a Silver Star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. "Countable" hours must be logged into WINGS and be accomplished IAW published guidance in AFJROTCI 36-2010. Countable hours will be the period from 11 April (previous year) to 10 Apr (current year). HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the units earning the Award. Instructors at the Top 5% units will determine which of their cadets have contributed to the unit earning the new award. Ribbon must be purchased from a vendor using MILPER funds. For each additional award earned an additional large silver star will be awarded.



5. **Community Service with Excellence Award.** Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project. Forward recommendations for Community Service with Excellence Award to the jrotc.jrs.support@au.af.edu mailbox for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. These Items may be issued to cadets, but medals from these organizations WILL ONLY be worn during events such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.



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



ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. The award recipient must possess/meet the following personal characteristics and eligibility criteria:

- Top 1% of the cadets in a unit in the following areas, academics, leadership, and professionalism.
- Positive attitude (toward AFJROTC and the school).
- Outstanding personal appearance (uniform and grooming).
- Display personal attributes such as initiative, judgment, and self-confidence. Courteous demeanor (promptness, obedience, and respect for customs).

7. **Daedalian Award.** Cadets may only receive this award once. The Order of Daedalian's was named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:



- Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.
- Indicate the potential and desire to pursue a military career.
- Rank in the top 10% of their AFJROTC class.
- Rank in the top 20% of their school class.

8. **Daughters of the American Revolution (DAR) Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually to one third-year (in a 3-year program) or fourth-year cadet (in a 4-year program) that meets the following criteria:



- Rank in the top 25% of their AFJROTC class.
- Rank in the top 25% of their high school class.
- Demonstrate qualities of dependability and good character.
- Demonstrate adherence to military discipline.
- Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.

9. **American Legion Scholastic Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements. Each cadet must:



- Rank in the top 10% of the high school class.
- Rank in the top 25% of their AFJROTC class.
- Demonstrate leadership qualities.
- Actively participate in student activities

10. **American Legion General Military Excellence Award.** Cadets may only receive this award



once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's general military excellence. Each cadet must:

- Rank in the top 25% of their AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

11. **Reserve Organization of American (ROA) Award.** Cadets may only receive this award



once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually for military and academic

achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:

- Be in the top 10% in the AFJROTC program.
- Be in the top 25% in academic grades.
- Be recognized for having contributed the most to advancing the objectives of the AFJROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline, and a sound work ethic.

12. **Military Officers Association of America (MOAA) Award.** Cadets may only receive this



award once. This award, formerly known as The Retired Officers Association Award. Ribbon for this award may be worn on the cadet's

ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must:

- Be a member of the junior class.
- Be in good academic standing.
- Be of high moral character.
- Show a high order of loyalty to the unit, school, and country.
- Show exceptional potential for military leadership.

13. **Veterans of Foreign Wars (VEW) Award.** Cadets may only receive this award once. Ribbon



for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award presented

annually to an outstanding second or third-year cadet in a 3-year program (third or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

- Positive attitude toward the AFJROTC program
- Must be enrolled as a 10th-12th grade AFJROTC student
- Must maintain a "B" average in AFJROTC curriculum and a "C" average in all remaining subjects with no failing grades in the previous semester
- Active in at least one other student extracurricular activity (music, athletics, government, etc.)
- Not a previous recipient of this award.

14. **National Society United States Daughters 1812 Award.** Cadets may only receive this award



once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. Awarded

annually, at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.

15. **National Sojourners Award.** Cadets may only receive this award once. Ribbon for this award



may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually recognizing an outstanding first- or second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must:

- Be in the top 25% of their academic class.
- Encourage and demonstrate ideals of Americanism.
- Demonstrate potential for outstanding leadership.
- Not have previously received the award.

16. **Scottish Rite, Southern Jurisdiction Award.** Cadets may only receive this award once.



Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:

- Contribute the most to encourage Americanism by participation in LDR activities or community projects.
- Demonstrate academic excellence by being in the top 25% of class.
- Demonstrate the qualities of dependability, good character, self-discipline, good citizenship, and patriotism.
- Not have been previous recipients of this award.

17. **Military Order of the Purple Heart Award.** Cadets may only receive this award once.



Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC program and demonstrates leadership ability. (Seniors are not eligible) Each cadet must:

- Have a positive attitude toward AFJROTC and country.
- Hold a leadership position in the cadet corps.
- Be active in school and community affairs.
- Attain a grade of "B" or better in all subjects for the previous semester.
- Not a previous recipient of this award.

18. **Sons of the American Revolution (SAR) Award.** Cadets may only receive this award once.



Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award recognizes an outstanding second-year cadet in a 3-year program or third year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must:

- Be currently enrolled in the AFJROTC program.
- Be in the top 10% of their AFJROTC class.
- Be in the top 25% of their overall class.

19. **Military Order of World Wars Award.** Cadets may only receive this award once. Ribbon



for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.

20. **American Veterans (AMVETS) Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:



- A positive attitude toward AFJROTC programs and service in the Air Force.
- Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).
- Personal attributes (initiative, dependability, judgment, and self-confidence).
- Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
- Obtained a grade of "A" (or the numerical equivalent) in their AS class.
- Be in good scholastic standing in all classes at the time of selection and at the time of presentation.

21. **Air Force Sergeants Association (AFSA) Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:



- Be in the top 10% of the AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- Not a previous recipient of this award.

22. **Tuskegee Airmen Incorporated (TAI) Cadet Award.** Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award is presented annually to two cadets. Cadets may be first-year, second year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:



- Attain a grade of "B" or better in their AS class.
- Be in good academic standing.
- Actively participate in cadet corps activities.
- Participate in at least 50% of all unit service programs.

23. **The Retired Enlisted Association (TREA) Award.** Cadets may only receive this award once. Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.



24. **The Celebrate Freedom Foundation (CFE) Award** for Excellence in Academic Programs. Cadets may only receive this award once. The awards program recognizes 9th, 10th, 11th, and 12th grade students (including home-schooled students) enrolled in AFJROTC program. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. Cadets must demonstrate the following personal characteristics to be eligible for nomination:



- Outstanding personal appearance (uniform and grooming)

- Display personal attributes such as initiative, judgment, and self-confidence
- Courteous demeanor (promptness, obedience, and respect for customs)
- Growth potential (capacity for responsibility, high productivity, and adaptability to change)
- Possess the highest personal and ethical standards and strong positive convictions
- Shows the potential and desire to pursue a military career
- Rank in the top 5% in his/her AS class with a grade average of A or numerical equivalent
- Rank in the top 15 % of his/her academic class
- Demonstrates a positive attitude (toward AFJROTC and school)

25. **Air Commando Association Award.** Cadets may only receive this award once. Awarded annually at the SASI's discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the 13 critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness, and family strength. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.



26. **Distinguished Unit Award with Merit (DUAM).** Award consists of a ribbon awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. For each additional ribbon earned an additional small silver star will be awarded.



27. **Distinguished Unit Award (DUA).** Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. For each additional ribbon earned an additional small silver star will be awarded.



28. **Outstanding Organization Award (OOA).** Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. OOA recipients do not receive a streamer. For each additional ribbon earned an additional small silver star will be awarded.



29. **Outstanding Flight Ribbon.** Is a ribbon awarded each academic term to members of the Honor Flight. Honor Flight distinction is based on the honor drill evaluation, flight attendance record, and flight community service hours. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



30. **Top Performer Award.** The award consists of a ribbon and certificate presented/awarded only by Headquarters, AFJROTC personnel. This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population (Unduplicated headcount). Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC. Consideration for the Top Performer Awards. All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASIs may nominate) a maximum of 2% of a unit's cadets based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities.



Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.

31. **Outstanding Cadet Ribbon.** Is a ribbon awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadets. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. Outstanding Cadet Ribbon with silver star. Cadets chosen as State, Pacific and European "AFJROTC and AFA Cadet Leadership Award" winners will be awarded the "Outstanding Cadet Ribbon" with silver star. Exception: If a cadet has previously earned the Outstanding Cadet Ribbon or earns it in the future, that cadet will wear only one ribbon; that would be the Outstanding Cadet Ribbon with silver star, since that award is of higher precedence.



32. **Leadership Ribbon.** Is a ribbon awarded for outstanding performance in a position of leadership as an AFJROTC cadet. Cadets who have consistently displayed outstanding leadership ability above and beyond expected performance in flight, LDRs, and community service will be considered. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



33. **Superior Performance Ribbon.** Is a ribbon awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. The ribbon will be awarded for a single or sustained performance of a superior nature where the achievements and services are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



34. **Achievement Ribbon.** Is a ribbon awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. Cadets who are recognized as Most Outstanding in a particular category will earn this ribbon. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



35. **Academic Ribbon.** Is a ribbon awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term (cadet may only receive one award annually), in addition to an "A" average in AFJROTC. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



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



37. **Special Teams Placement Ribbon.** Is a ribbon awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service (local, regional, state or national-level) Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



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



For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

39. **Air Force Nationals Competition Award**. Is a medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, StellarXplorers etc.



For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

40. **Orienteering Ribbon**. Is a ribbon awarded to team members for completing a unit-specific Orienteering program as part of unit curriculum. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



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



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



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



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



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



46. **Joint Leadership Academic Bowl (JLAB) Ribbon**. Cadets must be a member of the JLAB team. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



47. **Cyber Patriot Ribbon.** Cadets must be a member of the Cyber Patriot team. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. **(This ribbon replaces the Cyber Patriot pin, which is no longer authorized for wear on the cadets uniform.)**



48. **StellarXplorers Ribbon.** Cadets must be a member of the StellarXplorers team. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. **(This ribbon replaces the StellarXplorers pin, which is no longer authorized for wear on the cadets uniform.)**



49. **Raiders Team Ribbon.** Cadets must be a member of the Raiders Team for the entire school year and compete in at least one competition. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



50. **Military Model Building Team Ribbon.** Cadets must be a member of the Military Model Building Team. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the bronze oak leaf cluster.



51. **Unmanned Aircraft Systems (UAS) Ribbon.** Cadets must be a member of the UAS team. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



52. **Robotics Ribbon.** Cadets must be a member of the Robotics club/team. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



53. **Good Conduct Ribbon.** Cadets must not have received a referral (this includes no ISS/OSS) for an academic term (cadet may only receive one award annually) to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.



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



55. **Health and Wellness Ribbon.** Is a ribbon awarded for participation in the unit health and wellness physical fitness program. 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% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the bronze, silver or gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.)

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



57. **Activities Ribbon.** Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for a ribbon on the ribbon chart. These include, but are not limited to, model rocketry clubs, sports teams, and any other LDR team event that does not currently have a ribbon on the ribbon chart. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



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



59. **Dress and Appearance Ribbon.** Is awarded to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



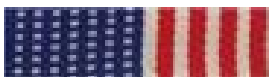
60. **Longevity Ribbon.** Is a ribbon awarded for successful completion of each AFJROTC school year or semester. Cadets may only receive one award annually. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



61. **Bataan Death March Memorial Hike Ribbon.** Is a ribbon awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC and SFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.). Units may complete the full hike in a span of one to no more than 3- days. Cadet safety must be always monitored and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon. Additionally, no fees can be charged to participate in the Memorial March. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



62. **Patriotic Flag Ribbon.** Is a ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding



ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of five flag events. Criteria for this award will be published in the unit's Cadet Guide. Ribbon may be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

63. **COVID-19 Ribbon.** Is a ribbon awarded by the SASI to any cadet who was enrolled in an AFJROTC course of study from 1 March 2020 to 30 June 2022. A course of study is defined as any cadet who was enrolled, participated and completed in an on-line, virtual, or on campus in person, AFJROTC course during this period. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



4.7.1.3. Cadets receiving Civil Air Patrol (CAP) awards listed below - ribbons may be worn by cadets during regular uniform days and will be worn in the precedence listed below following the Patriotic Flag Ribbon. CAP Medals will not be worn on regular uniform days (see para 4.7.1.4).

- 64. General Carl Spaatz Award
- 65 General Ira C. Eaker Award
- 66. Amelia Earhart Award
- 67. General Billy Mitchell Award
- 68. General J.F. Curry Achievement Award

4.7.1.4. AFJROTC and CAP Medals may be worn on the semi-formal uniform only for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals will not be worn on regular uniform days.

4.8. **Devices.** If a ribbon is initially awarded with a star, adding a star will indicate an additional award. Additional awards of ribbons initially awarded without devices will be indicated by the addition of oak leaf clusters. Wear a maximum of four devices on each ribbon. Place silver devices to the wearer's right of bronze devices. Replace the bronze device with a silver device after receipt of the fifth bronze device. Place clusters horizontally and tilt slightly downward to the wearer's right to allow maximum number of clusters and other devices on the ribbon. Tilt all oak leaf clusters or none. If all devices do not fit on a single ribbon, wear a second ribbon. When future awards reduce devices to a single ribbon, remove the second ribbon.

4.9. **Ribbons of Other Services.** AFJROTC cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in sister-service JROTC program. Sister-service JROTC ribbons/medals may not be worn by AFJROTC cadets. It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.

SECTION E--OUTSTANDING CADET OF THE FLIGHT AWARD

4.10. **Purpose and Criteria.** This award program promotes personal excellence and teamwork within the flight, each quarter. The flight commander of each aerospace science class recommends to the Cadet Operations Squadron Commander (COS/CC) their outstanding cadet each quarter in a one-page written recommendation not later than 10 days after the end of the quarter. The Deputy CC will review recommendations and designate the outstanding cadet in each flight. The award is based on the "whole person" concept which includes academic excellence; teamwork; cooperation with the flight commander and instructors; uniform wear and personal appearance excellence; school, community, and corps involvement; and conduct.

4.11. **Recognition.** Each of the outstanding cadets will receive a certificate of recognition, maximum publicity in school, community, and corps publications; a notification to parents; credit for AFJROTC service award; and priority selection for any incentive flights. Additionally, their picture will appear with a short summary of accomplishments on the Outstanding Cadet of the Flight recognition board.

SECTION F--HONOR FLIGHT AWARD

4.12. **Purpose and Criteria.** Recognizes the flight that works as a team to excel in AFJROTC academics, uniform wear and personal appearance, and drill competition. The overall academics, uniform wear, and personal appearance score will be the average for all flight members. All competition categories will be weighted to recognize differences between AS I and upper-class cadets, which will be described in a SASI memorandum each year. The drill sequence for the drill competition will be given to each flight commander early in the semester and practice times will be set aside during the semester. The SASI and ASI will select the honor flight at the end of the first semester and prior to the annual awards ceremony in the spring.

4.13. **Recognition.** Each member of the flight will receive the outstanding flight ribbon and the flight commander will receive an award streamer for his or her flight guidon.

SECTION G--CERTIFICATES OF COMPLETION AND TRAINING

4.14. **Certificate of Completion.** Presented to a cadet in good standing who has successfully completed at least three years of AFJROTC. The SASI/ASI reviews the entire period of enrollment and determines if a certificate is to be issued, since the SASI certifies to the armed services that the cadet has earned and deserves training credit. A cadet must have this certificate in their possession when enrolling in college ROTC or when enlisting in the armed services to receive the following training credit:

4.14.1. 3-years completed – excused from one semester of the General Military Course (GMC) of the college AFROTC program. 4-years completed – excused from one year of the General Military Course (GMC) of the college AFROTC program. The cadet must contact the Professor of Aerospace Science at the college or university where the cadet is enrolled to receive training credit.

4.14.2. Enlistment in pay grade E-2 in the Army, Navy, Air Force and Marine Corps after completion of basic training. This provides immediate substantial monetary benefit and accelerated promotion ahead of other enlistees who enter active duty at the same time.

4.15. **Certificate of Training.** Presented to a senior cadet in good standing who successfully completes two years of AFJROTC. Like the Certificate of Completion, the SASI will review the cadet's entire enrollment to determine if a certificate of training is to be awarded. The cadet must have the certificate in their possession to receive the following training credit:

4.15.1. Enlistment in pay grade E-2 in the Army, Navy, Air Force and Marine Corps after completion of basic training. This provides immediate substantial monetary benefit and accelerated promotion ahead of other enlistees who enter active duty at the same time.

4.16. **Eligibility.** These certificates are very important documents and are not awarded automatically based solely on academic grades. Total performance and conduct is considered and it is possible to successfully complete the AFJROTC courses but not be awarded a certificate. The SASI will determine whether a certificate will be issued.

SECTION H—JROTC SERVICE LETTER (for letterman's jacket)

4.17. **JROTC Service Letter Criteria.** To qualify for an AFJROTC letter, a student must meet the following criteria:

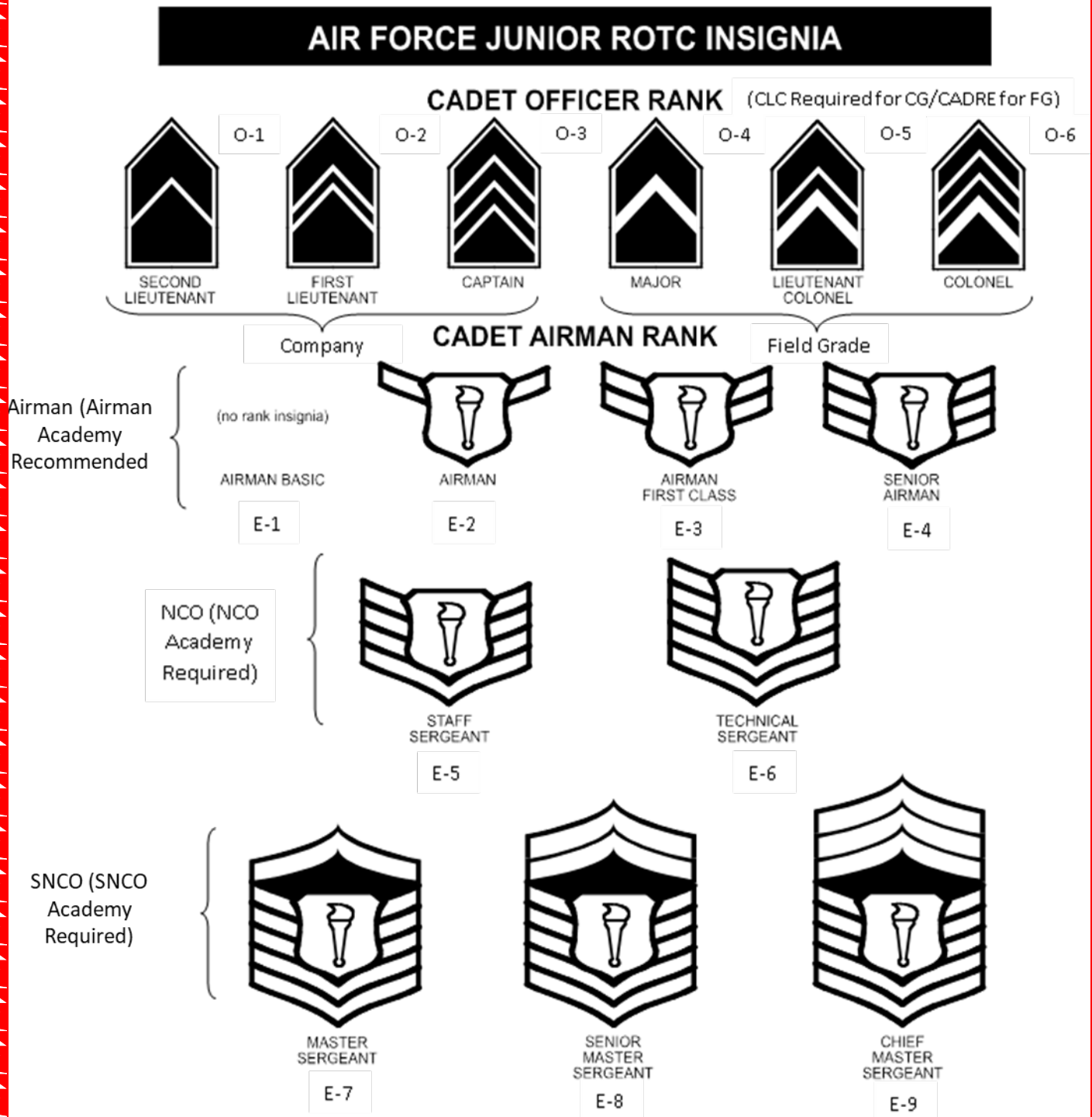
CADETS MUST:

1. Have successfully completed two full years of AFJROTC.
2. Be in good academic standing with at least a B average in AFJROTC.
3. Have completed an AFJROTC Cadet Leadership Course.
4. Earn at least one (1) national award
5. Earn at least three (3) distinct ribbons average per year.
6. Have accumulated fifteen (15) service hours average per year.

7. Display good citizenship and be a positive role model in all classes as evidenced by
 - a. no conduct grade below S (Satisfactory);
 - b. few, if any, disciplinary actions, especially assignment to ACP;
 - c. no suspensions;
 - d. no removal from any position or temporary rank in JROTC;
 - e. no JROTC Honor Code violations; and
 - f. no behavior that reflects negatively on the AFJROTC program.
8. Be recommended by both the SASI and the ASI.
9. Have participated in at least one (1) activity in the following categories:
 - a. Teams: Cyber Patriot, Drill Team, Color Guard, etc.
 - b. Leadership experience: NCOIC, Superintendent, Commander
 - c. Advanced education: NCOA, SNCOA, SOC
 - d. Community Service: community color guard detail or two (2) JROTC related community service events outside of school

4.17.1 Cadets who desire a letter for their letterman's jacket must submit a service letter request form to the SASI or ASI no later than the end of the third quarter (i.e. spring first quarter). The names of the submitting cadets will be passed to the Associated Student Body (ASB). Cadets are responsible for the purchase of their own letters.

Figure 4.1. AFJROTC Rank Insignia



Cadet Company Grade: “Sir/Ma’am, the rank insignia of a cadet ____ (rank) consists of a chevron of __ (number) inverted stripe(s), Sir/Ma’am.”

Cadet Field Grade: “Sir/Ma’am, the rank insignia of a cadet ____ (rank) consists of __ (number) inverted stripes one double-wide, __ (number) regular, Sir/Ma’am.”

Cadet Enlisted Grade: “Sir/Ma’am, the rank insignia of a cadet ____ (rank) consists of a shield with a torch in the center and __ (number) stripes, __ (number or none) of which are inverted, Sir/Ma’am.”

Figure 4.3. AFJROTC Ribbon Chart



Chapter 5

UNIFORMS, EQUIPMENT, BOOKS, AND PERSONAL APPEARANCE

SECTION A--ACCOUNTABILITY, CADET RESPONSIBILITIES, AND GENERAL POLICIES

5.1. Cadet Uniform. Cadets are required by Public Law (Title 10 U.S. Code § 2031 paragraph (b)(5)) to wear the uniform on "Uniform Day" each week, and on other special occasions designated by the AFJROTC Department. Weekly wear of the Air Force Junior ROTC uniform is intended to provide practical experience in military grooming, behavior, and appearance, and to instill high personal appearance standards. Air Force Instructions provide authority and details for wear of the uniform. Uniform wear will be covered in detail in class. The AFJROTC cadet uniform is, with certain exceptions, the same one that is worn by active-duty Air Force members. Cadets must keep the uniform clean, neat, and in good condition always, with badges, ribbons, insignia, and other metallic devices properly maintained. **UNIFORM DAY is WEDNESDAY.** Only the SASI or ASI will grant exceptions to this policy. **All cadets will wear the uniform the entire school day from when the first bell rings until the final bell rings dismissing Santiago High School students.**

5.1.1. Uniforms will be worn only at times and locations specified by the AFJROTC Department. Unauthorized wear of the uniform, including distinctive items of the uniform, is prohibited and punishable under Federal Law. On designated uniform days, uniforms will be worn after school only until the cadet is reasonably able to change into civilian clothing. Uniforms will not be worn at work after school. However, it may be worn to work if you change to civilian clothes prior to starting work. Cadets will not wear the AFJROTC uniform while participating in career center classes when the possibility of damage to the uniform may occur (contact the instructors for guidance), student demonstrations, or while acting as guards, baggage handlers or persons responsible for crowd control. Wear the uniform only when fulfilling AFJROTC requirements or participating in AFJROTC activities.

5.1.2. All cadets are expected to wear the uniform for the entire school day. However, school duties or other commitments may require a cadet to wear it for a shorter period. Cadets who have early-release on uniform day must wear the uniform until they depart school to receive credit for doing so. Cadets **must** have the approval of the SASI or ASI before changing out of the uniform before the end of the day. Exceptions to the uniform wear procedures and policy can only be approved by the SASI or ASI.

5.1.3. During the school day, any cadet who must change out of the uniform due to health or physical reasons will report to the assistant principal for assistance. The assistant principal will assist the cadet in arranging for a change of clothing.

5.1.4. Cadets may remove the service dress coat or light weight jacket inside any classroom. Neckties will not be loosened or removed, shirt sleeves will not be turned up, and buttons of the shirt will be kept always fastened. The male tie or female tab must be worn whenever the service dress uniform coat is worn. When worn, the lightweight jacket will be zipped at least halfway, and the service dress coat will be completely buttoned.

5.2. Receipt for Uniform, Books, and other Equipment. When a cadet is issued a uniform, they will sign a Custody Receipt Form and place their initials beside each issued uniform item. Cadets will also sign for books, course materials and shoes that are issued to them. Each item then becomes the property of the cadet who is responsible for its care. If the item is lost or willfully or negligently destroyed, beyond normal wear and tear, the cadet must pay for it at current replacement cost. The ASI will publish a price listing for all accountable items. The ASI prior to purchase must authorize any item substitution.

5.3. Uniform Maintenance. Cadets will be issued one complete, clean uniform with all accessories and insignia. **Cadets will pay to dry clean and launder the blue uniforms during the school year and prior to turn in, upon disenrollment, or graduation.**

5.4. Turn-in of Uniform and other Issued Items. Cadets will return all items issued except for shoes and socks or pay for them at the end of the school year or upon disenrollment during the school year. They will return a clean uniform in a cleaner's bag pressed and on hangars along with a receipt from the cleaners. Service coat, lightweight jacket, pants, ties, tie-tabs, and flight caps are **DRY CLEAN ONLY.** Any books issued must be returned in the same condition as they were issued, minus normal wear and tear.

5.5. Recommendation to Prevent Paying for Uniform or other issued Items. To prevent paying for uniforms, books, and equipment, we encourage cadets to:

5.5.1. NOT leave items unattended or in unlocked or shared lockers

5.5.2. **NOT lend items to other cadets**

5.5.3. NOT allow others to turn in accountable items

5.5.4. NOT carry flight caps with books but tuck them under the belt properly on the left side

5.5.5. PLACE their name in their hat, jackets, and shoes

5.5.6. TURN IN any found uniform items to an AFJROTC instructor

5.5.7. RETURN uniform items that become worn or otherwise unserviceable to the ASI. If unserviceable due to normal wear and tear, item will be replaced at no cost. If a uniform item does not fit, return promptly for replacement.

5.6. Uniform Wear Standards. Cadets will wear the uniform as prescribed in Air Force Instruction (AFI) 36-2903 and AFJROTCI 36-2001. Refer to Figures 5.7 through 5.18 for proper uniform wear and combination standards.

5.7. Weekly Uniform Wear Day. Cadets will wear the service dress uniform when directed by the SASI through the Cadet Group Commander on Wednesday. On the mandatory uniform day, cadets may wear any authorized uniform combination prescribed in AFI 36-2903 and this cadet guide and as directed by the SASI/ASI. Cadets will be inspected on uniform wear and personal appearance on uniform days using the inspection sheet contained in Figure 5.20. The instructor will prescribe in a memorandum who can wear specialized uniform items such as cords, berets, and ascots, when they can be worn, and how they will be worn and maintained.

5.8. Uniform Make-up Criteria. Each cadet will ensure that the uniform is ready for inspection on the designated uniform day or for other mandatory uniform formations. PLANNING AHEAD is the key. Assemble the uniform, iron shirts, and polish shoes the night or a few nights before. "The uniform is in the cleaners, too small, or missing uniform items" are not excuses for not wearing the uniform. The Logistics Flight Commander will publish a schedule when logistics will be open. If the cadet reports without wearing the uniform, they will receive a zero for their daily grade and uniform inspection. If a cadet is absent and is excused in accordance with school policies, there is no penalty if the cadet makes up the missed uniform day, normally the following day when they have the AFJROTC class scheduled. Unexcused absences or failure to make up the missed uniform day will result in a zero. Cadets will wear the uniform on the first AFJROTC day after they return to school for the entire school day and have the SASI/ASI inspect them to receive uniform credit. Failure to wear the uniform as directed and to not make up any excused absences will seriously jeopardize the course grade. The SASI will consider disenrollment after four failures to wear the uniform during any grading period.

5.9. Uniform and Civilian Clothing. Cadets will not mix uniform and civilian clothing. If a cadet has a legitimate reason not to wear the uniform or any uniform item due to medical conditions, they must present medical documentation and receive a SASI waiver.

5.10. Prohibited Activities When Wearing the Uniform. Cadets may not hitch hike, perform labor, engage in sport activities, or do anything that would degrade the uniform. Further, questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC program, Santiago High School, and the Air Force. Conversely, proper conduct and pride reflects favorably upon the cadet and enhances the corps' image throughout the community. Thus, wear the uniform PROUDLY and constantly strive to present a neat, clean, and well-groomed appearance at all times.

SECTION B--MALE BLUE UNIFORM REQUIREMENTS

5.11. **Male Uniforms.** There are three combinations of male cadet blue uniforms. They are: the Service Dress Uniform includes the coat, shirt, trousers, and accessories; the long sleeve light blue shirt, trousers, and accessories and the short sleeve light blue shirt, trousers, and accessories. See AFI 36-2903 and this cadet guide for proper placement and maintenance of authorized uniform accessories.

5.12. **Belt.** Dark blue with silver tip, 1 1/4 inches wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The male cadet "gig" line is the straight line formed by the front edge of the shirt, the belt buckle, and the trousers fly. Check frequently to ensure the "gig" line is straight.

5.13. **Coat, Service Blue.** With arms hanging naturally, sleeves should end 1/4 inch from the heel of the thumb. Bottom of the coat should be fingertip length when hands are slightly cupped. All buttons must be buttoned to include pockets. Flat items may be carried in the inside pockets. The coat may be removed in classrooms or the media center when it becomes uncomfortably warm or when a lab coat must be worn, or it may be unbuttoned in the classroom to avoid binding or wrinkling. It will NOT be unbuttoned or removed in public areas (hallways, common areas, or cafeteria). When removed it will be hung up or carefully draped over a chair back. The coat must be put back on and **BUTTONED** before leaving the classroom. The coat will have the unit patch on the right sleeve and AFJROTC patch on left sleeve as prescribed in AFJROTCI 36-2001.

5.14. **Cap, Blue Service (Wheel Cap).** This is an optional item for cadet officers and graduating seniors that may be purchased by the cadet from clothing sales. It is worn squarely on the head with two-finger spacing between the bridge of the nose and the bill of the cap. Service cap will have a plain visor.

5.15. **Cap, Blue Garrison (Flight Cap).** Worn slightly to the right with vertical crease at center of the forehead in a straight line with the nose and approximately one inch above the eyebrow. The crown will not be crushed. Flight cap will not have officer silver braid. Flight caps will be worn on blues uniform wear days.

5.16. **Jacket, Light Weight, Blue Windbreaker.** Must be zipped up at least halfway. Sleeve cuff, collar, and side sizing tabs on lower side hems must be buttoned. The windbreaker will not be worn over the service dress jacket or with civilian clothing. The jacket will have the unit patch on the right sleeve and AFJROTC patch on the left sleeve as prescribed in AFJROTCI 36-2001

5.17. **Shirt, Light Blue, Long Sleeve with Epaulets.** Sleeves should extend to the heel of the thumb. Military creases in front and back are prohibited. Shirt is always worn with the tie and the top button is always buttoned. The shirtsleeves will remain buttoned.

5.18. **Shirt, Light Blue, Short Sleeve with Epaulets.** With arm bent at a 90-degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie or with open collar. If worn with an open collar, a "V" neck tee shirt must be worn so that no top of the tee shirt is exposed. When wearing a tie, all buttons will be buttoned. When not wearing a tie all buttons except the top button are buttoned. Under either option, the shirttail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting. The only creases on the shirt are down the sleeves. A pen or pencil may be carried in the shirt pocket if they do not show or interfere with the flap being buttoned or staying flat against the chest. Bulky items such as glasses will not be carried.

5.19. **Socks.** Socks must be solid BLACK. Other dark colors are not authorized.

5.20. **Tie, Blue.** The tie is secured by either a Windsor or four-in-hand knot, Figure 5.13. The tip of the tie will extend no more than 1 and 1/2 inches above or below the belt line. It is worn outside the shirt and is not tucked in. Pre-tied ties are not authorized.

5.21. **Trousers, Dark Blue.** Trim fitted with no bunching at the waist or bagging at the seat. The bottom of the trousers will rest on the front of the shoes with a slight break in the creases. The back of the trouser leg will extend approximately 7/8 inch longer than the front. The trousers must be of matching material to the service coat and the cap. The rear pocket

of the trousers will be buttoned always and articles should not be bulky and not be visible. The zipper tab will be pressed down to permit the fly to be neatly closed.

5.22. **Shoes. Black male oxfords.** Shoes will be laced to the top and will be highly shined. The soles and heel edges will be coated with sole and heel dressing. Optional high gloss black corfam shoes or patent leather are authorized at the cadet's own expense.

SECTION C--FEMALE BLUE UNIFORM REQUIREMENTS

5.23. The three female uniform combinations are: the Service Dress Uniform includes the coat, blouse, trousers or skirt, and accessories; the long sleeve blouse with trousers or skirt and accessories, and the short sleeve tuck-in blouse with trousers or skirt. Authorized accessories are placed and maintained as outlined in AFJROTCI 36-2001, and this cadet guide.

5.24. **Service Coat, Blue.** Coat should follow the contours of the figure but allow ease of movement without pulling in the back of the waist. The sleeves should come to the base (heel) of the hand. The coat and slacks or skirt must match the color shade and material. Items will not be carried in the jacket pockets. The coat may be removed in the classrooms or the media center when it becomes uncomfortably warm. It may also be unbuttoned in the classroom to avoid binding or wrinkling. It will not be removed in school public areas such as hallways, or in the commons. When removed it will be hung up or carefully draped over the back of a chair. The coat will be put on and buttoned before leaving the classroom or media center.

5.25. **Flight Cap, Blue.** Worn with the crease straight with the nose, with insignia over the left eye, and worn one inch to one and one-half inches above the eyebrow. Flight caps will be worn on blues uniform wear days.

5.26. **Hose.** Commercial sheer, nylon hose in black or off-black, dark blue, dark brown, or neutral that complement the uniform and the cadet's skin color. Patterned hose is not allowed.

5.27. **Socks.** Black, commercial socks without design will be worn with slacks and oxfords.

5.28. **Jacket, Light Weight, Blue Windbreaker.** Should fit loosely over the hips when zipped. Cuffs of the sleeves should cover the wrists but not extend beyond. Over blouse is not exposed below the jacket. Jacket must be zipped up at least halfway. Figure 5.12

5.29. **Blouse, Light Blue, Short Sleeve, and Pointed Collar.** May be worn with or without tab, except tab is worn with Service Dress Uniform. Blouse is worn tucked in or out.

5.30. **Blouse, Light Blue, Long Sleeve, and Pointed Collar.** Must be worn with tab at all times and may be worn tucked in or out.

5.31. **Slacks, Blue.** Will fit naturally over the hips with no bunching at the waist or fullness in the seat. Bottom of slacks will rest on the front of the shoes with a slight break in the creases. Back of the slacks will extend approximately 7/8 inch longer than the front. Slacks are tailored to straight hanging and any alterations to modify the leg shape must be approved by the SASI. Articles carried in the pockets will not be visible or present a bulky appearance

5.32. **Skirt, Blue.** Will be free hanging and the length will be no shorter than the top of the kneecap and no longer than the bottom of the kneecap. Hose will be worn with the skirt.

5.33. **Shoes.** Will be issued black oxford shoes to be worn with uniform. Shoes will be laced to the top and highly shined. High gloss or patent finish pumps and slip-on shoes are authorized for female cadets at their own expense. Refer to AFJROTC Operational Supplement Chapter 7 for detailed information.

SECTION D-- AIRMAN BATTLE UNIFORM (ABU) REQUIREMENTS

5.34. Currently enrolled cadets will wear the ABU, with the following instructions:

5.34.1. ALL cadets will wear the U.S. Air Force blue uniform, as prescribed in the weekly Operations Order (OPORD), on the first uniform wear day of the month or as otherwise directed by the SASI/ASI, once issued.

5.34.1.1. Cadets will be issued in order of precedence. Enforcement of precedence is the responsibility of the Cadet Logistics Squadron commander. Enforcement authority may be delegated to the Logistics Flight commander.

5.34.1.1.1. All officers starting from AS-4 to AS-2.

5.34.1.1.2. All Senior NCOs who have graduated from a Cadet Leadership Course (CLC) or equivalent summer program (i.e. Devil Pups, CAP Encampment).

5.34.1.1.3. All cadets that are actively participating and meeting the requirements for the drill teams (armed and unarmed), color guard and raider team.

5.34.1.1.4. Cadets that have graduated from CLC and have an A in AFJROTC and passing all other classes with a C or better.

5.34.1.1.5. All remaining cadets.

NOTE: Airman Battle Uniform (ABU), Men's, Women's. ABUs may be worn off campus for short convenience stops and when eating at restaurants where people wear comparable civilian attire. Do not wear ABUs off campus to eat in restaurants where most diners wear business attire. Do not starch or hot press the ABU. Light ironing is authorized; however, repeated hot pressing or heavy ironing will accelerate the overall wear of the fabric. Females may wear the male version of the ABU.

5.34.2. ABU Coat (Shirt). The bottom of the ABU coat will rest at the hips. Pockets will be secured and items stowed in pockets will not be visible except pens stowed in the pen pocket on the sleeve. The top button of the ABU coat will not be fastened; however, all other buttons will be secured at all times. Commanders may authorize sleeves to be rolled up on the ABU coat; however, the cuffs will remain visible and the sleeve will rest at, or within 1 inch of, the forearm when the arm is bent at a 90-degree angle. Regardless as to whether the sleeves are rolled up or unrolled, the cuffs will remain visible at all times. The ABU coat may be removed in immediate work area as determined appropriate by local leadership, however, the ABU coat will be worn while interacting with the public. When ABU coat is removed, t-shirt (ref paragraph 5.34.3) will be worn.

5.34.3. Accoutrements.

5.34.3.1. Nametapes. Nametapes will be an Air Force digitized tiger print background with dark blue block lettering. The nametapes will be worn immediately above the upper ABU coat pockets. The "AFJROTC" nametape will be worn above the upper ABU pocket on the wearer's left. The last name nametape will be worn above the upper ABU pocket on the wearer's right.

5.34.3.2. Rank and patches. See Figure 5.10. for rank and patch placement requirements.

5.34.4. T-Shirt - Desert Sand colored (Tan). A desert sand (tan), short or long sleeved t-shirt will be worn under the ABU coat. Exception: Instructors may authorize cadets to wear a standardized color undershirt during CLC, Raiders Team or Sports Competitions T-shirts must be tucked into the trousers.

5.34.5. Trousers. The trouser waistband will rest on the cadet's waist. Pockets will be secured and items stowed in pockets will not be visible except pens stowed in the pen pocket. Tucking the ABU trouser into the boot is optional. Whether tucked in or bloused, the trouser must be evenly bloused (gathered in and draped loosely) over the top of the combat boot and must present a bloused appearance.

5.34.6. Belt. Desert Sand colored (Tan). A one piece rigger style, nylon, web belt (1 ¾ inch wide) will be worn with ABU trousers. Belt may extend past buckle. **DO NOT** cut the rigger style belt.

5.34.7. Footwear.

5.34.7.1. Socks (sage green). Sage green socks will be worn with the sage green boots. Plain white socks may be worn under the sage green socks as long as the white socks are not visible.

5.34.7.2. Sage Green or Coyote Brown Boots. Will be worn with the Airman Battle uniform. Boots will be sage green or coyote brown, lace up with plain rounded toe or rounded capped toe with or without a perforated seam. A zipper or elastic inserts may be worn; however, if worn, they will be without design.

5.34.8. ABU Patrol Cap. Will only be worn with the Airman Battle Uniform.

5.34.8.1. The ABU patrol cap will rest squarely on the head with the bottom of the cap parallel with the ground. The brim of the cap will face forward. Cap may not be pushed, rolled, folded or tucked in (e.g. ranger fold).

5.34.8.2. Officers will center rank on the front of the cap.

5.34.8.3. Enlisted will not wear rank insignia on the ABU patrol cap.

SECTION E-- PERSONAL APPEARANCE

5.35. **Personal Grooming Standards.** This section outlines personal grooming while wearing any Air Force uniform. SASI's discretion may be used to determine if individual's personal grooming is within standards of AFI 36-2903. SASIs do not have authority to waive grooming and appearance standards except as identified in AFI 36-2903. The personal grooming standards listed are minimum standards that represent common appearance issues and are **not** all-inclusive. Although cadets have the right, within established limits, to express their individuality through their appearance, the Air Force has defined what is and what is not an acceptable, professional military image for cadets. Except for minor variations based on gender differences, all cadets enrolled in AFJROTC must comply with the same personal grooming standards of the Air Force. The Corps Commander has the responsibility to determine compliance with the letter and intent of AFI 36-2903 and to correct the obvious violations regardless of whether the situation identified is clearly written in AFI 36-2903.

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

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

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

5.35.2. **Hair-Male.** Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 1¼ inch in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (**not** all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched design. Male cadets are not authorized hair extensions. See Figure 5.1 for sideburns, mustache and beard and for graphic examples of male hair standards.

5.35.2.1. **Sideburns.** If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. See Figure 5.1, orifice of the ear opening is at reference point A.

5.35.2.2. **Mustaches.** Male cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See Figure 5.1, reference points B, C, and D.

5.35.2.3. **Beards.** Beards are not authorized unless for medical reasons, when authorized by the SASI on the advice of a medical official. If the SASI authorizes, members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance. SASIs and ASIs will monitor progress in treatment to control these waivers. If necessary for medical reasons, facial hair will be kept neat and conservative (moderate, being within required limits (not more than ¼ inch); not excessive or extreme), as defined by the SASI.

5.35.3. **Hair-Female.** No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with the cadet standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

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

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

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

5.35.3.2.2. A braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards in paragraph 5.35.3 above. Exception: Micro-braids or twists are not required to continue to the end of the hair.

5.35.3.3. Unauthorized: Mohawk, mullet or etched design.

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

5.36. **Fingernails.** If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

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

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

5.38. **Tattoos/Brands/Body Markings.** For purposes of this guide, a tattoo is defined as a picture, design, or marking made on the skin or other areas of the body by staining it with an indelible dye, or by any other method, including pictures, designs, or markings only detectible or visible under certain conditions (such as ultraviolet or invisible ink tattoos). A brand is defined as a picture, design, or other marking that is burned into the skin or other areas of the body. Body markings are pictures, designs, or other markings as a result of using means other than burning to permanently scar or mark the skin. Cadets who violate the prohibitions and provisions in AFI 36-2903 paragraphs 3.4.1 and 3.4.1.1, 3.4.2, and 3.4.2.1 are subject to disenrollment in AFJROTC.

5.38.1. Tattoos/Brands/Body Markings. (Unauthorized content). Tattoos/brands/body markings anywhere on the body that are obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited. Tattoos/brands/body markings with unauthorized content that are prejudicial to good order and discipline or the content is of a nature that tends to bring discredit upon the Air Force are prohibited. Cadets found to be wearing such markings are subject to disenrollment from AFJROTC.

5.39. **Body Piercing/Ornamentation.**

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

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

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

5.39.4. Body Alteration/Modification. Intentional alterations and/or modifications to a member's body that result in a visible, physical effect that disfigures, deforms or otherwise detracts from a professional military image are prohibited. Examples of prohibited conduct include (but are **not** limited to) tongue splitting or forking, tooth filing, acquiring visible, disfiguring skin implants. Gouging (piercing holes large enough to permit light to shine through) is permitted as long as the gages are removed to comply with paragraphs 5.39.1 and 5.39.2 above. Be advised that gouging is not permitted in the U.S. military and will be a disqualifier for those who seek entry into **any** of the services.

5.39.4.1. Cadets who intentionally alter and/or modify any part of their bodies in order to achieve a visible, physical effect that disfigures, deforms or otherwise detracts from a professional military image may be subject to disenrollment, as determined appropriate by the SASI.

5.40. **Jewelry, Eyewear, and Electronic Devices.** Personal accessories not listed in this guide are not authorized for wear while in uniform.

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

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

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

5.40.1.3. **Watches.** Must be conservative and only one can be worn around the wrist while in uniform, PTU, or civilian attire in an official capacity. Conservative examples (**not** all inclusive) are solid color black, brown, silver or gold. Prohibited examples are diamond covered, neon, bright colors, and bands that exceed 1-inch width.

5.40.1.4. **Rings.** Cadets may wear a total of no more than three rings while in uniform. Rings will be worn at the base of the finger and will not be worn on the thumb.

5.40.1.5. **Necklaces.** Will not be visible at any time while in uniform. If worn, it will be concealed under a collar or undershirt.

5.40.2. Eyeglasses/Sunglasses/Contact Lenses. Will be worn in the manner for which they are made while in uniform. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform.

5.40.2.1. Eyeglasses and sunglasses may have conservative ornamentation on nonprescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo must be same color as frames or lenses. Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted or photosensitive lenses are authorized. Faddish styles and mirrored lenses are prohibited. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/Lasik surgery and when authorized by a SASI on the advice of a medical official.

5.40.2.2. Contact Lenses. Contact lenses will be natural looking in shape and design. They will be clear in color and not change the color of the cadet's natural eye color.

5.40.3. Handheld Electronic Devices. Handheld electronic devices are small electronic equipment such as cellular phones (personal or official), MP3 or similar players, radio, or hands-free devices (e.g. Bluetooth). Holster and other storage devices used to carry handheld electronic devices will be plain black, silver, dark blue, or gray. One handheld electronic device may be attached to a belt/waistband on either side, clipped to a purse, or carried in the left hand.

5.40.3.1. Wear/use of an earpiece, any blue tooth technology or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. (Exception: Headphones and earphones (iPods, MP3 type players, etc.) are authorized while wearing the physical training uniform (PTU) during individual or personal PT in the fitness center or on designated running areas unless prohibited by the school). Use of a hands-free device is authorized while in uniform operating a motor vehicle if local ordinances permit.

5.40.3.2. While walking in uniform use of personal electronic media devices, including earpieces, speaker phones or text messaging is limited to emergencies or when official notifications are necessary. Military customs and courtesies take precedence.

SECTION F--GENERAL UNIFORM AND PERSONAL APPEARANCE COMMENTS

5.41. **Buttons.** Replace buttons promptly. Buttons on the service dress are oxidized silver as are most of the insignia. DO NOT polish.

5.42. **Uniform Loose Strings.** Trim loose strings ("cables") and frayed seams on the uniform.

5.43. **Ribbons.** All authorized ribbons must be worn when in service dress and on shirts and blouses. Ribbons are optional on other uniform combinations but are encouraged to be worn. Ensure they do not become frayed or worn. Medals and ribbons will not be worn together. The wear of regular sized medals on the service dress or semi-formal dress uniform for special occasions such as dining outs and the military ball is authorized, however, they will not be combined with the wear of ribbons.

5.44. **Gum, Smoking, and Headsets.** The chewing of gum is prohibited while in uniform. SMOKING or use of any tobacco product is prohibited while in uniform. The wear of headsets, earpieces is prohibited while in uniform. Exception: A medical hearing device for the hearing impaired is authorized.

5.45. **Umbrellas.** Umbrellas will be plain, solid colored black and carried in the left hand.

5.46. **Semiformal Uniform.** The SASI will authorize wear of a semiformal uniform to appropriate corps and other formal activities or functions such as dining ins/outs or military balls. For males, this uniform consists of the blue service uniform with white plain shirt, black or blue tie or bow tie. For females, this uniform consists of the blue service uniform with a plain white blouse with blue, satin tie tab. Ribbons are worn but not the flight cap.

THE UNIFORM MUST BE WORN PROPERLY AT ALL TIMES. IT MUST BE CLEAN AND WELL PRESSED. THE CADET MUST PRESENT AN OVERALL APPEARANCE OF NEATNESS AND PRIDE. REMEMBER!!! WHEN IN UNIFORM, YOU BECOME A REPRESENTATIVE OF THE UNITED STATES AIR FORCE - A PROUD SERVICE WITH AN OUTSTANDING REPUTATION AND HISTORY.

5.47. **Insignia, Badges, Patches, Cords and Tabs.** See Figure 5.4 for authorized badges.

5.47.1. **Ground School Badge.** Awarded for completion of the honors ground school curriculum option or completion of an aviation ground school program prescribed by the FAA. Seniors may wear the badge after the first grading period if they are receiving a passing grade.

5.47.2. **Flight Solo Badge.** Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or unpowered aircraft.

5.47.3. **Flight Certificate Badge.** Awarded to any cadet who possesses a FAA flight examiner pilot's certificate for either powered or unpowered aircraft.

5.47.4. **Awareness Presentation Team Badge.** Awarded for participation in an Awareness Presentation Team.

5.47.5. **Kitty Hawk Air Society Badge.** Awarded to cadets who are members of the Kitty Hawk Air Society.

5.47.6. **American Modeling Association (AMA) Wings.** Awarded to cadets who are members of a local AMA chartered model airplane club. Contact the AMA to obtain badge for qualifying cadets.

5.47.7. **Distinguished AFJROTC Cadet Badge.** This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second-year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence.

The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The recipient should hold the following awards prior to selection:

- Leadership Ribbon
- Achievement Ribbon
- Superior Performance Ribbon
- Academic Ribbon
- Leadership Development Requirement Leadership Ribbon
- Service Ribbon

5.47.8. **Air Force Association (AFA) Academic Excellence Award.** 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 individual must be recommended by the SASI.

5.47.9. **Model Rocketry Badge.** Awarded to cadets who have fulfilled model rocketry program requirements.

5.47.10. **AFJROTC Shoulder Patch.** Wear of the AFJROTC official shoulder patch is mandatory on all outer garments except the raincoat, overcoat, and all weather coat. Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder and the AFJROTC patch on the left shoulder with the AFJROTC shoulder patch taking precedence.

5.47.11. **Unit Shoulder Patch.** If a school/unit patch is used, all cadets will wear it. The overall dimensions of the school patch will not exceed 3-inches by 3 ¼ inches for rectangle and 3-inches in diameter for round patches to include any boarder material. The AFJROTC emblem is for the exclusive use of AFJROTC and should not be altered or included in the design of school shoulder patches. Wear the AFJROTC patch on the left and the school patch on the right sleeve ½ to 1 inch below the outer shoulder seam.

5.47.12. **Shoulder Cords.** Cadets are authorized to wear one shoulder cord on the left shoulder. Wear the cord only on the short or long sleeve light blue shirt and the service dress coat.

5.47.13. **Shoulder Tabs.** Shoulder tabs are cloth or metal arches denoting participation in JROTC activity. Cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat, lightweight blue jacket, and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.).

5.47.14. **For additional details regarding the authorization and wear of cords, badges and tabs, see AFJROTC Operational Supplement Chapter 7 dated 15 May 2022.**

Figure 5.1. Male Hair Standards Examples.

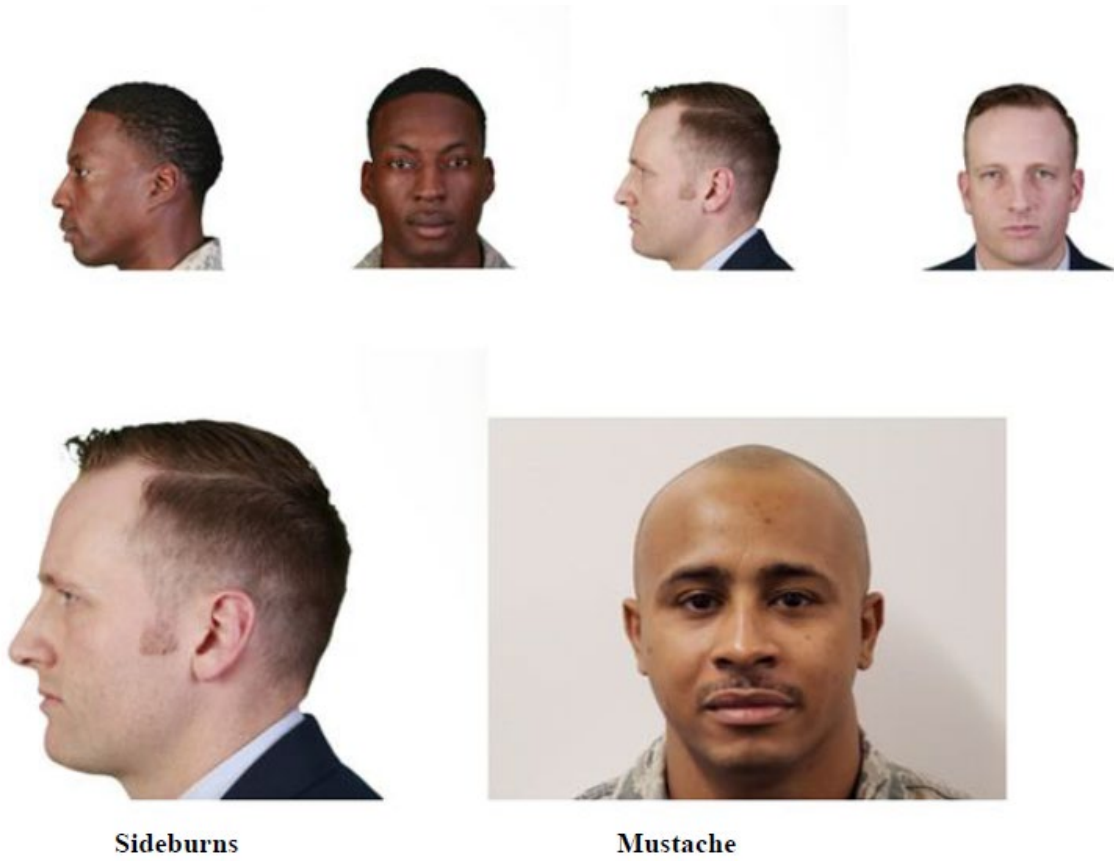
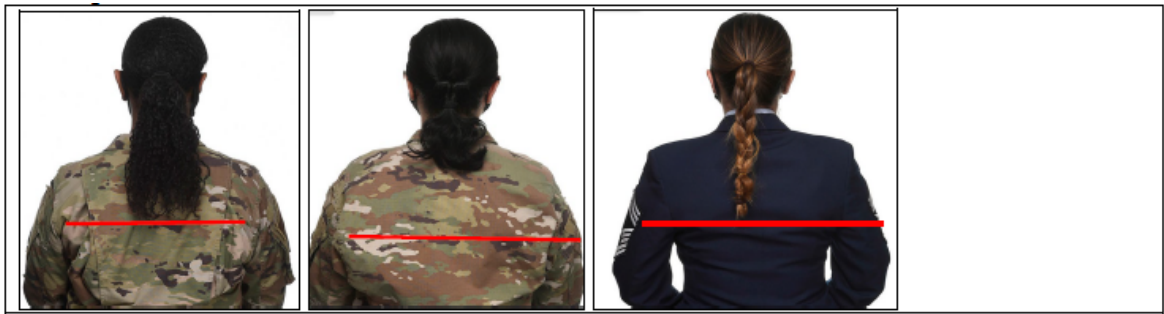


Figure 5.2. Female Hair Standards Examples.



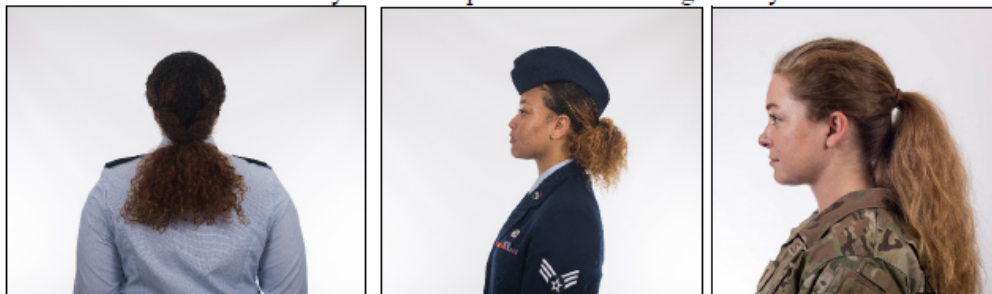
Figure 5.3. Authorized Female Ponytails/equivalent and long braid(s) Hair Styles Examples.



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



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius



Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids

Figure 5.4. Female Hair Styles Examples.



Figure 5.5. Unauthorized Female Ponytail Examples.

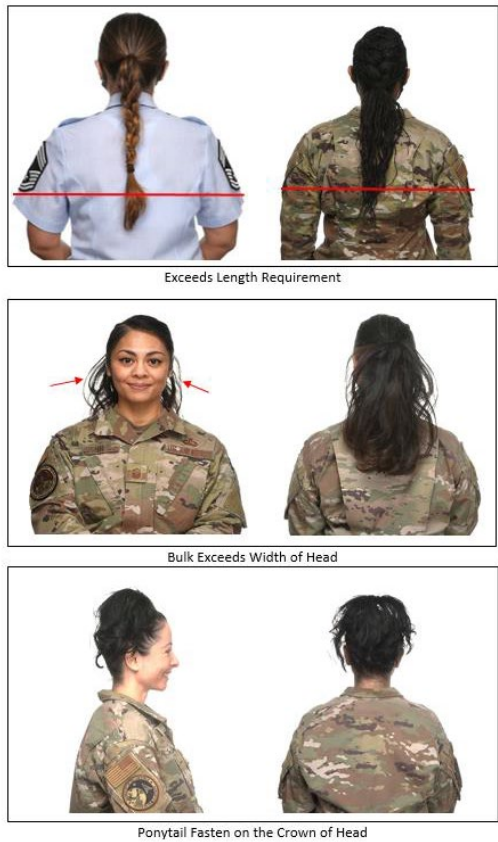


Figure 5.6. Air Force Junior ROTC Insignias, Badges and Tabs

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA



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

The National Finalists CyberPatriot badge is the only CyberPatriot badge that may be worn. See placement in Attachments 9, 10, 11, and 12. Notes 15 and/or 16.


Badges/Insignia not listed here are unauthorized for wear.

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.

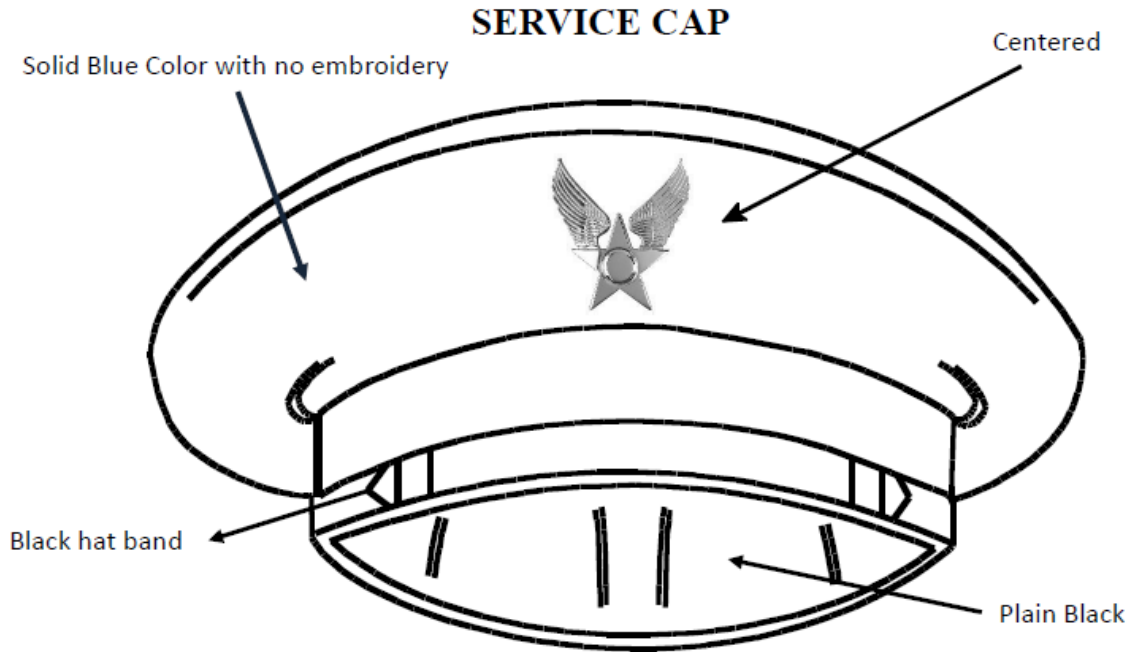
Males and females may wear the marksmanship badge (may only wear one) below the ribbons on the blue shirt or service dress uniform or

Marksmanship badges will not be worn with medals.

Badges/Insignia not listed here are unauthorized for wear.

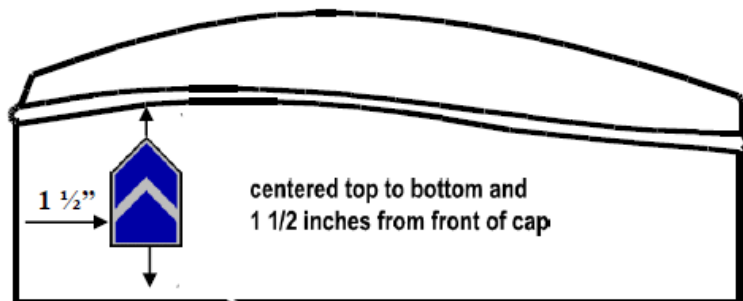
Figure 5.7. Male Headgear

CADET MALE HEADGEAR



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

FLIGHT CAP*



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

Figure 5.8. Female Headgear

CADET FEMALE HEADGEAR

SERVICE CAP

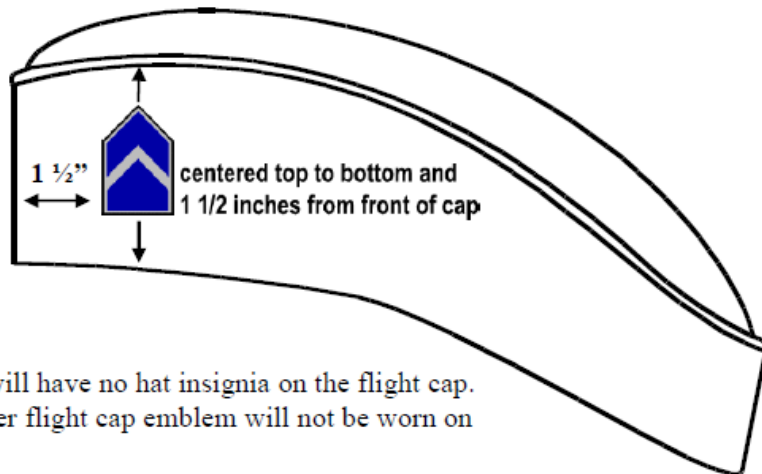
Solid Blue Color with no embroidery

Centered



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

FLIGHT CAP*



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

Figure 5.9. Cadet Beret Headgear

CADET BERET HEADGEAR

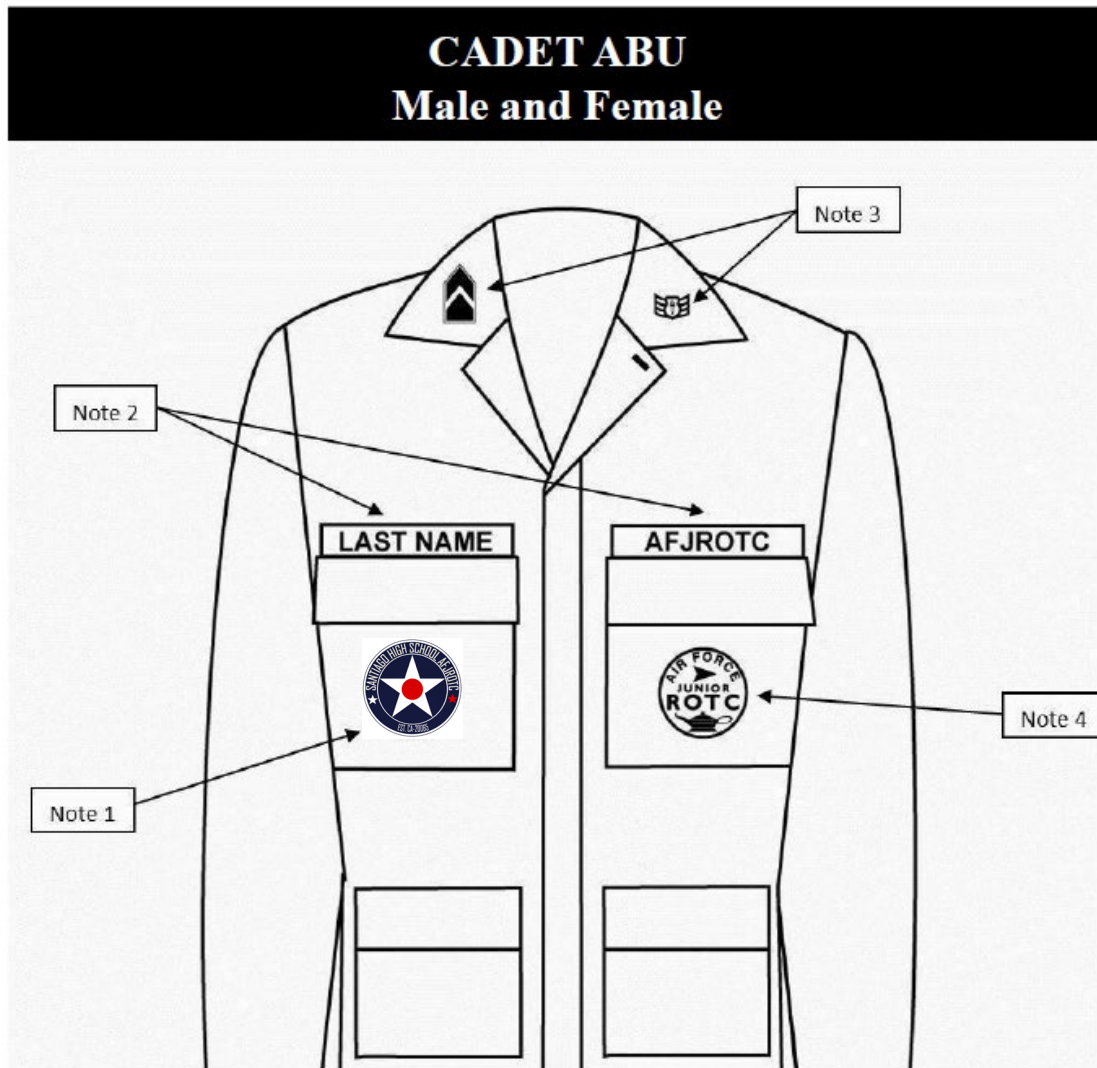
BERET



Berets.

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

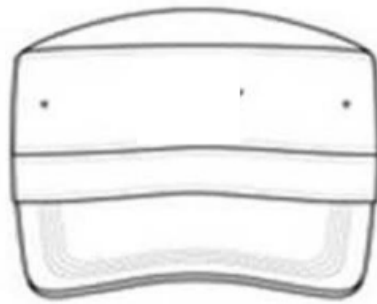
Figure 5.10. Cadet ABU



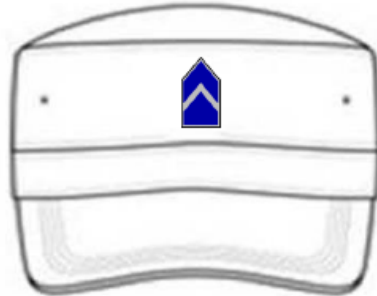
1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered 1-inch up from the bottom of the collar and parallel to the outer edge of the collar. Airman Basic have no collar insignia.
4. AFJROTC Patch (white, Lamp of Knowledge): **WHITE patch only (mandatory)**. Will be worn on left pocket and centered.
5. **Berets, ascots, and shoulder cords will not be worn with ABUs.**
6. ABU sage green **or coyote brown boots** may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots.
7. **OCP uniforms are authorized for wear by AFJROTC cadets, but unavailable at this time.**

Figure 5.11. Cadet ABU Headgear

CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.



Officers will wear rank insignia on the ABU cap.

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

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

Figure 5.12. Cadet Lightweight Blue Jacket

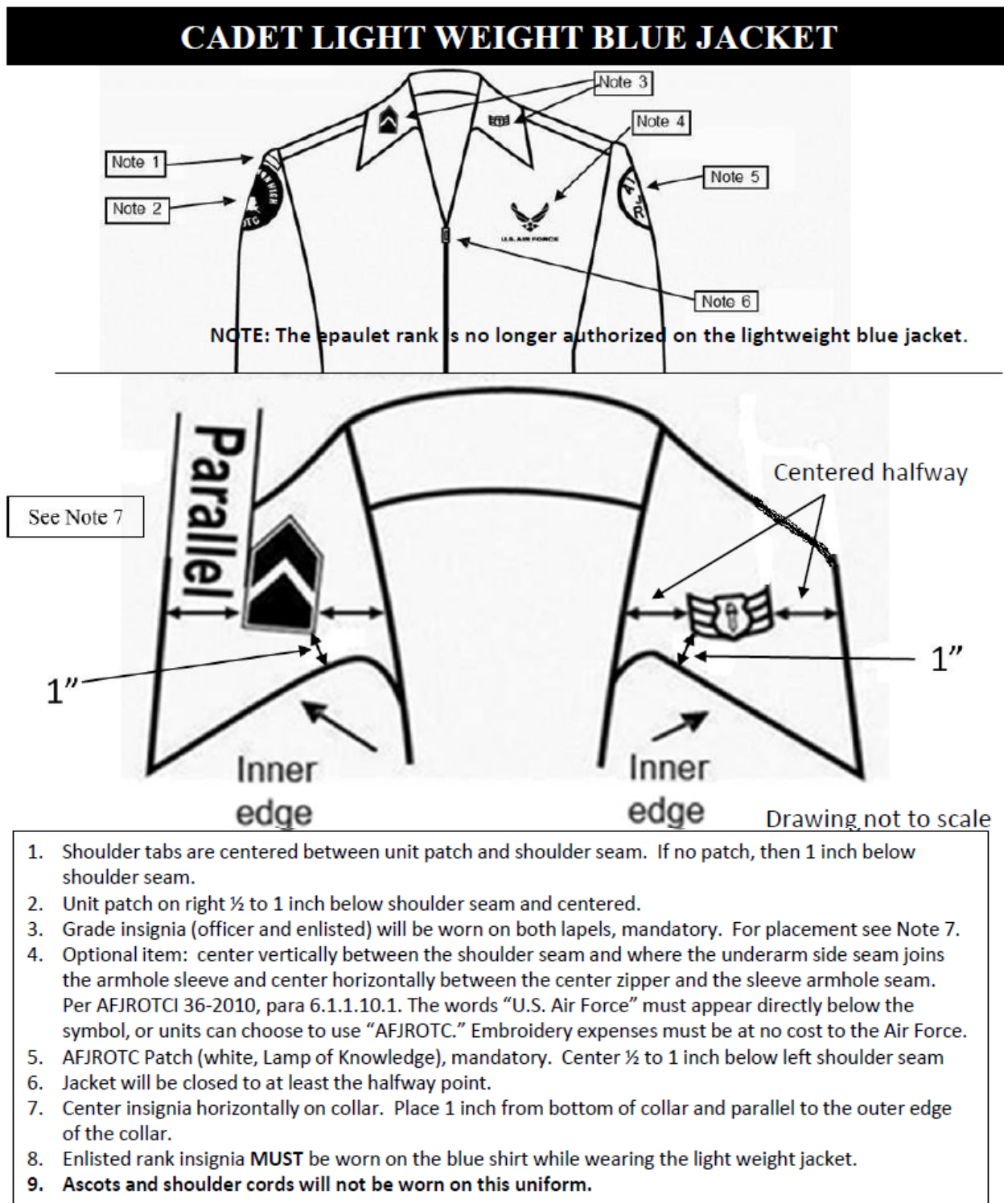


Figure 5.13. Cadet Male Service Dress

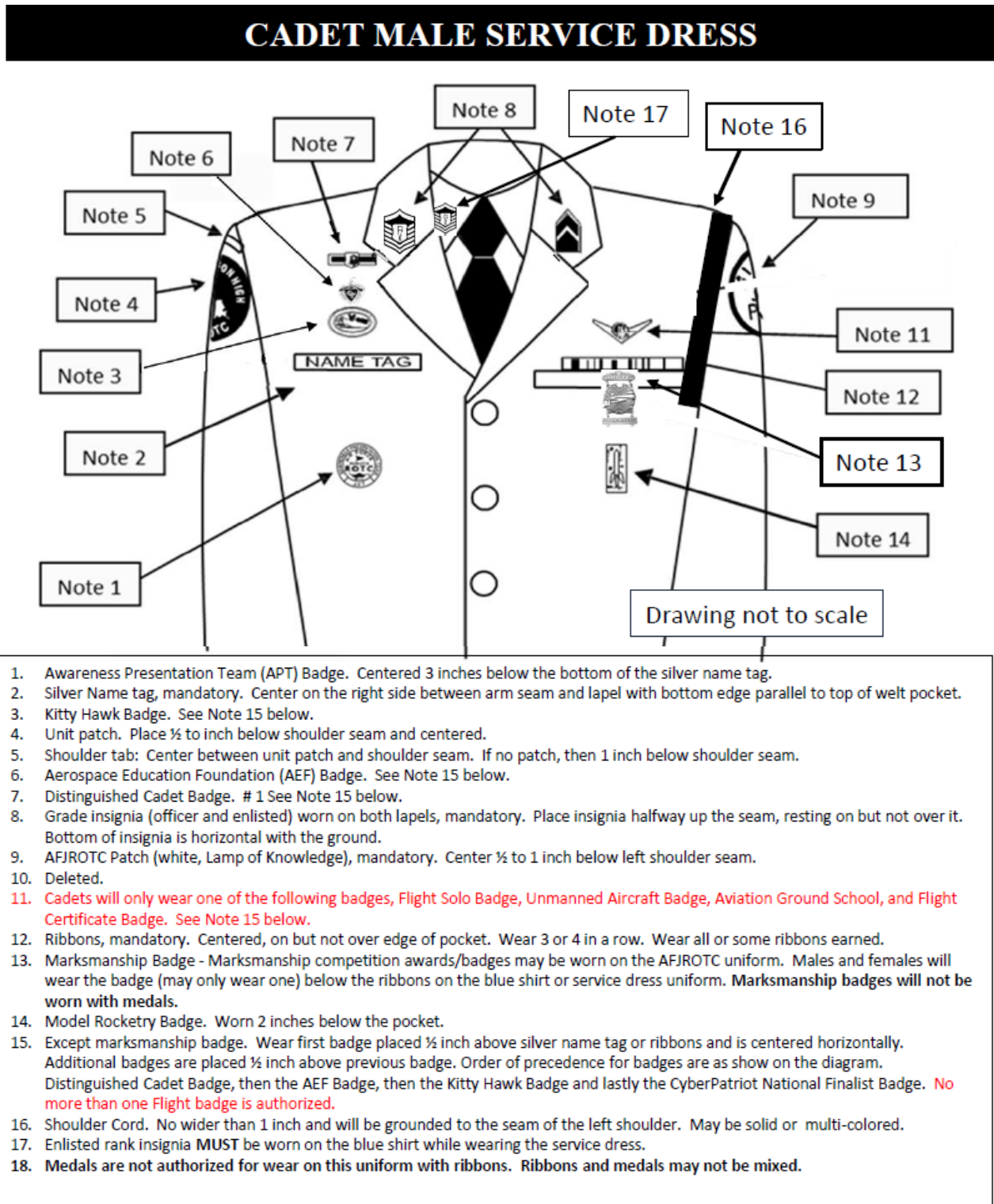
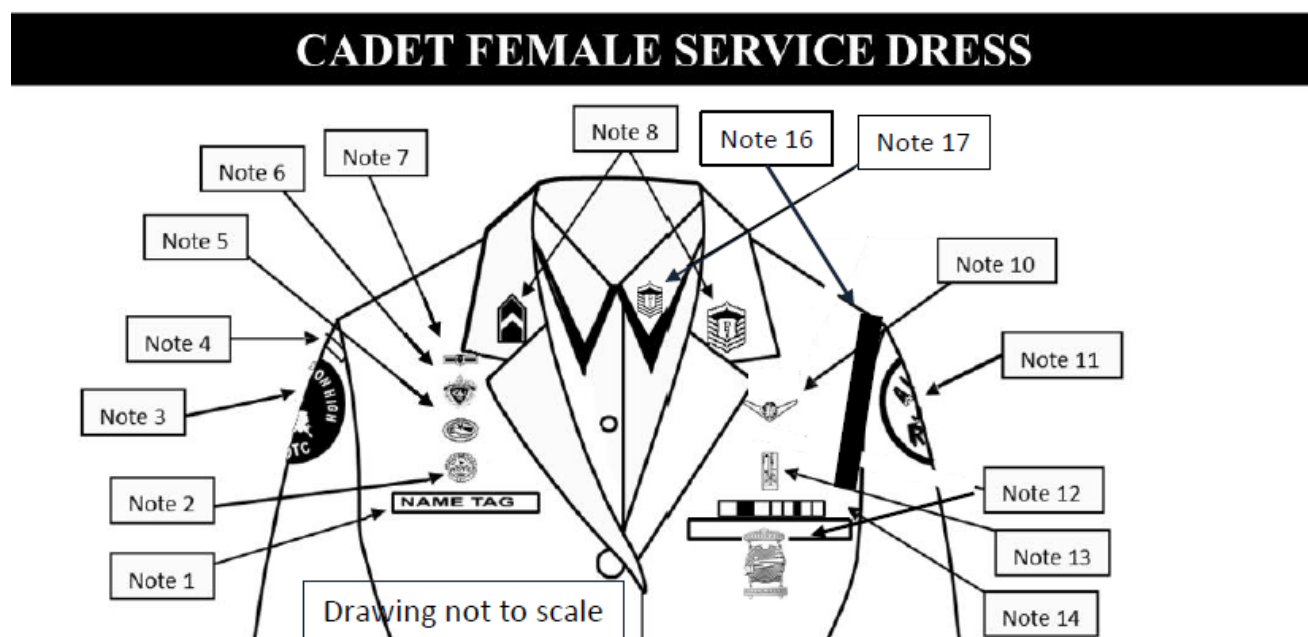
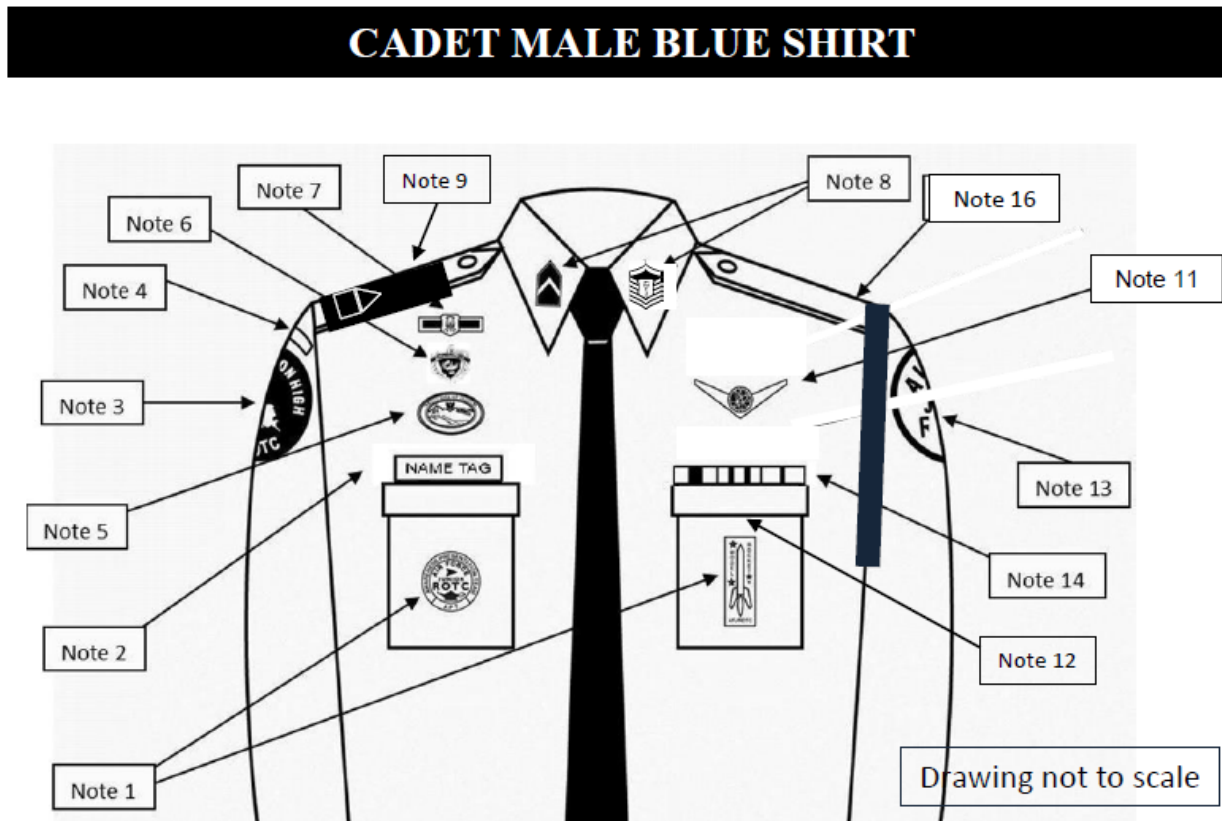


Figure 5.14. Cadet Female Service Dress



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

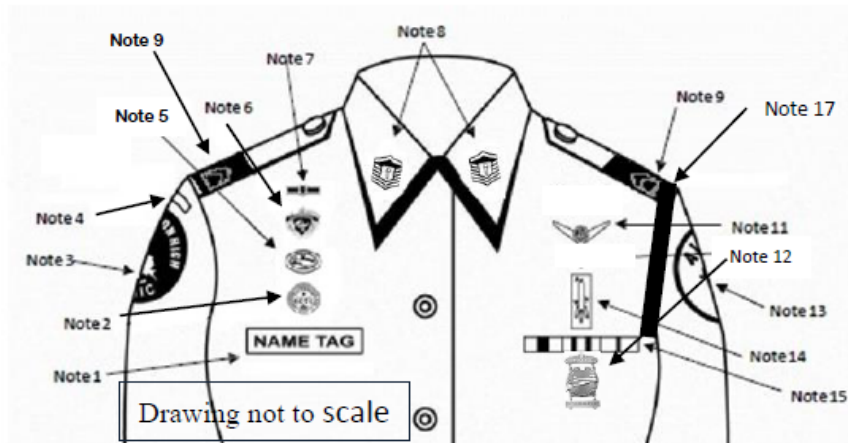
Figure 5.15. Cadet Male Blue Shirt



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.

Figure 5.16. Cadet Female Blue Shirt

CADET FEMALE BLUE SHIRT



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

Figure 5.17. Flight Suit

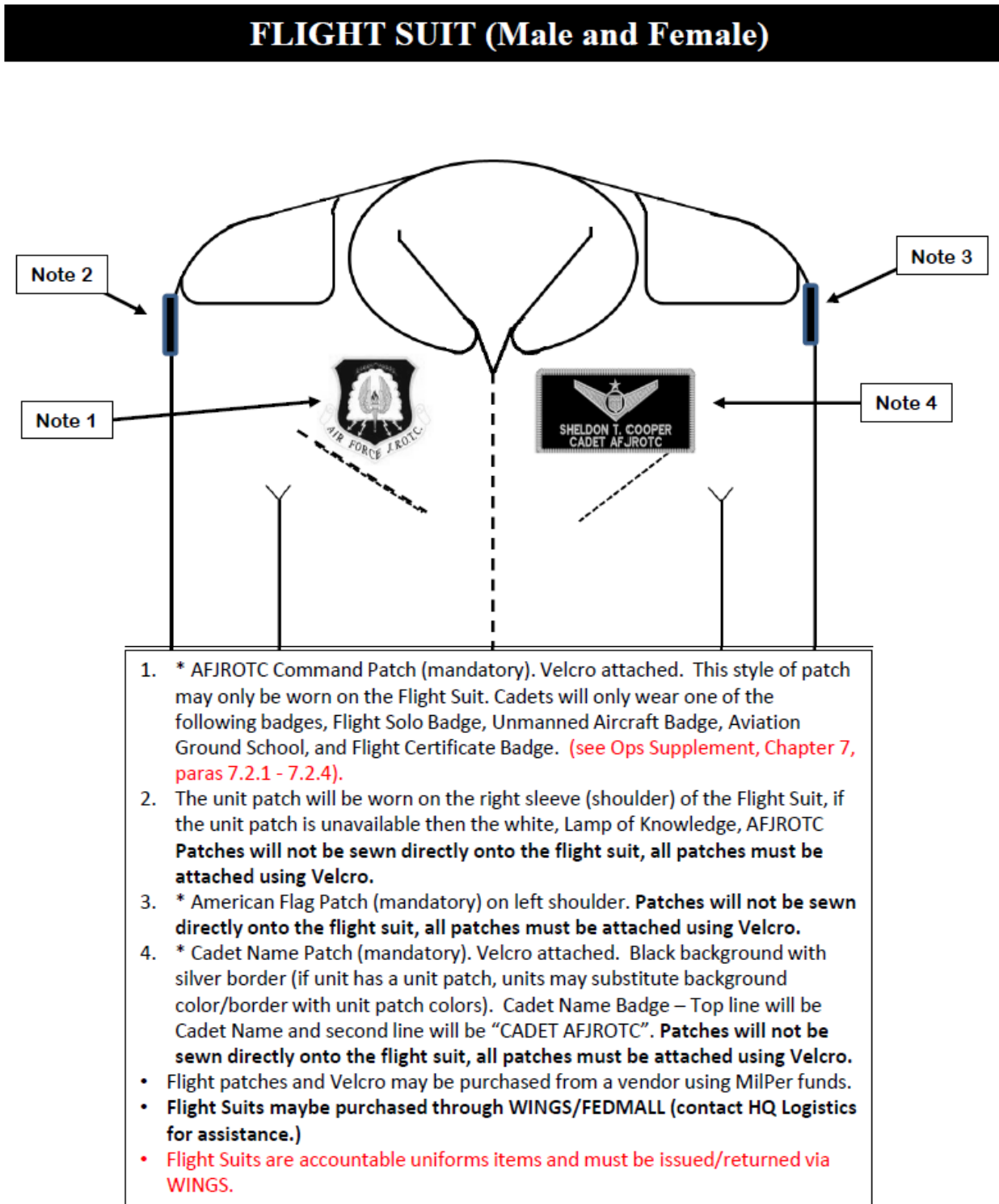
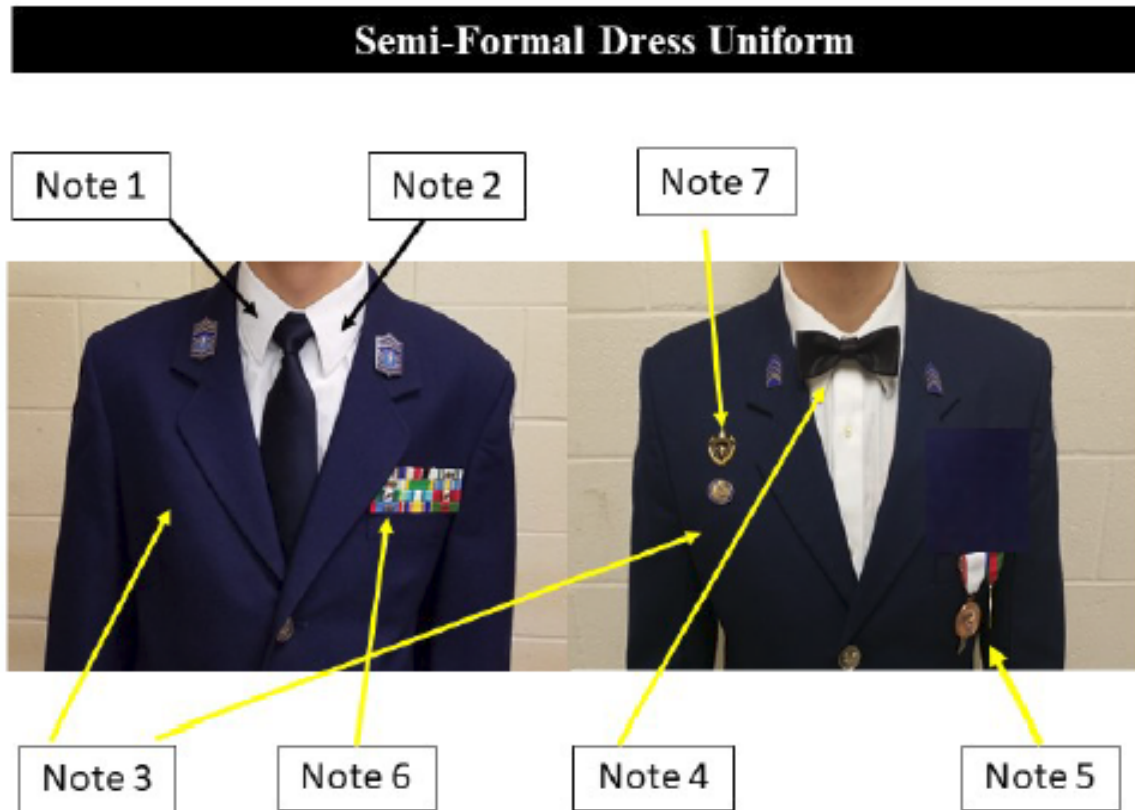


Figure 5.18. Semi-Formal Dress Uniform



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

Figure 5.19. How to Tie a Tie.



1. The wide end "A" should extend about 12 inches below narrow end "B" (as a start). Cross wide end "A" over narrow end "B".



2. Bring wide end "A" up through loop between collar and tie; then back down.



3. Pull wide end "A" underneath narrow end "B" and to the left, and back through the loop again.



4. Bring wide end "A" across the front from left to right.



5. Pull wide end "A" up through the loop again.



6. Bring wide end "A" down through the knot in front.



7. Using both hands, tighten the knot carefully and draw up to collar.

Figure 5.20. Cadet Uniform Inspection Checklist.

NAME	ABSENT	EXCUSED	NOT IN UNIFORM	ABUs or Blues	DNM=0, Meets=15, EXC=20			DNM=0, Meets=20, EXC=30			DNM=0, Meets=10, EXC=15			DNM=0, Meets=10, EXC=15			TOTAL POINTS	
					HAIR	APPEARANCE	UNIFORM	FOOTWEAR	ACCESSORIES	100 possible								
				A/B														
				A/B														
				A/B														
				A/B														
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Chapter 6

DRILL AND CEREMONIES

6.1. **Drill and Ceremonies.** Drill and ceremonies are an important part of AFJROTC training. As a first year Aerospace Science cadet, cadets learn basic drills and how to follow commands. A lot of time will be spent outside developing one's drill and ceremonies skills. The primary reference that all cadets will become familiar during leadership training is the Drill and Ceremonies manual (AFMAN 36-2203.) As a second, third-, and fourth-year cadet, cadets will learn more difficult commands, lead the formation, and must be able to train cadets on proper drill sequences, commands, and basic drill fundamentals.

6.2. **Mandatory Flight Commands.** All second, third-, and fourth-year cadets must command a flight to perform in order the following commands in Figure 6.1. The cadet serving as Flight Commander will report in and out by saluting the individual who controls the field of performance and normally evaluates the flight's performance. Cadets will be graded on their ability to properly execute these commands and direct the flight within a specified drill area.

Figure 6.1. The Thirty Commands

Flight Commander:

Will Report In, and then give the following commands:

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

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

Chapter 7

SPECIAL TEAMS AND LEADERSHIP DEVELOPMENT REQUIREMENTS

7.1. **General.** There are several voluntary cadet leadership development requirements (LDR) that supplement aerospace or leadership experiences. Additionally, these LDRs bring cadets together with common interests, build esprit de corps, are ways to create lasting friendships, and guarantee a good time to those who get involved. Involvement teaches responsibility, teamwork, and cooperation. It also is a positive, visible way to publicize to the community the values at work that we teach to our cadets. The SASI and/or ASI will monitor all LDRs and will serve as advisors. Additionally, active-duty military and sponsors may help monitor and teach these LDRs.

7.2. **Kitty Hawk Air Society.** This AFJROTC Honor Society promotes academic excellence, service, and patriotism. An invitation to join will be extended only to cadets who have a "B" average in their AFJROTC courses and an overall "B" school average with no failing grades. Cadets will complete a pledge program to become a member. A distinctive badge will be awarded upon indoctrination into this elite AFJROTC CA-20065 Honor Society.

7.3. **Commander's Honor Guard.** The SASI and ASI will closely monitor the Corps Commander's Honor Guard. The most senior returning Honor Guard cadet will normally command this highly selective group that will perform at special military and civilian events. Individual's selected for this elite group must exhibit the highest behavior and personal appearance standards and must possess a thorough knowledge of drill and ceremonies. A cadet must complete one distinguished year in either drill team, color guard, or sabre team to become eligible for honor guard. Only the SASI may grant waivers for this requirement.

7.4. **Color Guard.** This elite cadet corps presents and posts the US, California, and school colors at school, Corps, and community functions. This co-curricular activity provides an opportunity for cadets to learn to respect and properly present national and state flags. There will normally be a male and female color guard that will work closely with a Base Honor Guard. Color Guard Commander will be selected by the Cadet Group Commander and approved by the SASI. The commander will be a cadet who has completed at least one distinguished year in color guard. The Color Guard Commander will write an operating instruction describing color guard operation and membership to include practice times and distinctive uniform items which will be approved by the SASI/ASI.

7.5. **Drill Team.** Cadets who enjoy drill, "polish" their drill skills learned in the leadership laboratory and form a drill team that performs in local and area wide drill competitions and demonstrations. Drill practice will normally be three times a week immediately after school. Participation, for example the Color Guard, requires an extra commitment from cadets since they will spend many hours learning the manual of arms, perfecting close-order teamwork, practicing standardized movements, developing "free-style" movements, and taking care of their uniform. During competitions, not only is drill precision evaluated, but also the uniform and personal appearances are graded as part of the competition. Drill Team Commander will be a cadet selected by the Cadet Group Commander and approved by the SASI. The commander will be a cadet who has completed at least one distinguished year on the drill team. Drill Team Commander will write a drill team operating instruction that includes practice times and distinctive uniform items that will be approved by the SASI/ASI.

7.6. **Marksmanship Team.** The Marksmanship program promotes teamwork, self-confidence, concentration, and basic marksmanship skills. Cadets compete in the Olympic three position 10-meter Air Rifle format. The program has a rigorous process for acceptance. Cadets must have a minimum 2.3 cumulative GPA and no failing classes. Cadets must attend the safety class and pass at 100% on a written test annually. Only four cadets on Varsity and four cadets on Junior Varsity so only the best shots are selected for the teams. Team tryouts are held during the 2nd week of school in the fall semester and 1st week in February.

7.7. **Raider Team.** The Raider Team executes a voluntary cadet physical fitness program which includes activities such as 5K trail run or foot-march, first aid and CPR training, and basic outdoor survival skills. This team promotes high levels of physical fitness within the cadet corps. The commander will ensure the Raider Team standard operating procedures is maintained, kept up to date and approved by the SASI/ASI

7.8. **Robotics and Model Rocketry Club.** Members of this activity will learn how to assemble, program, and remotely control robotic vehicles as well as build and launch model rockets. The Robotics and Model Rocketry Club is an after-

school activity. Cadets who meet the AFJROTC qualifications are also eligible for a model rocketry badge that is worn with the uniform.

7.9 Sports Team. All cadets that have a signed Health and Wellness Participation Consent Form may join the Sports Team. The Sports Team competes with other JROTC units in a multitude of disciplines (basketball, football, tug-o-war, running, etc.). The commander will be a cadet who has completed at least one year on the sports team. The commander will write a sports team operating instruction that includes practice times and distinctive uniform items that will be approved by the SASI/ASI.

7.10. Awareness Presentation Team. Worthwhile voluntary activity consists of cadets that like to and feel comfortable talking to elementary and middle school students about such social issues as drug education and staying in school. Our involvement in these social issue awareness and training brings our Corps favorable publicity and is a valuable social service to the community. **Cadets can earn an APT badge to wear on the uniform if they participate in three events.**

7.11. Other Teams or Clubs. Other teams and clubs may be initiated when there is sufficient interest among the corps. In the event there is sufficient interest in forming a team or club, the senior member of the group will, in writing, petition the SASI to initiate the team or club. The petition should include all interested parties, funding, logistical, and administrative requirements to start the team or club and an initial operating instruction or charter describing the purpose and activities of the team or club.

7.12. Curriculum in Action (CIA) Trips. This is an important part of the AFJROTC curriculum. Visits will occur in the fall but primarily in the spring. The SASI/ASI will choose cadets who are students in good standing, have passing grades in all classes to include AFJROTC, have not had a history of uniform or personal appearance violations, and are released by their teachers to attend the field trip. The SASI will publish a field trip memorandum to show who has been selected for the trip, dress requirements, and other instructions, which must be complied with to participate on the trip. The school and school board for those out of state field trips must approve these trips. Cadets must have their parent/guardian's permission to participate. Trips will normally occur on weekends and sometimes during school days.

7.13. Fund Raising Projects. The corps needs money to support many of its activities and community service projects. Various fund-raising activities are done each school year to raise money. The extent that cadets and their sponsors support these activities will determine the level of funding the corps has to minimize costs for social and formal functions and to purchase items that will enhance the corps' operation and cadet esprit de corps. The Cadet Comptroller Officer (CSS/FM) will serve as fund raising coordinator.

7.14. Military Ball and Awards Banquet. The JROTC military ball and awards banquet is an annual formal function that is planned and attended by the cadets enrolled in JROTC. Military personnel and male cadets dress in formal uniforms and female cadets may wear a formal dress. Male guests are expected to dress in a suit and female guests a formal dress. Females attending the ball are encouraged to wear a conservative formal dress, one that is either floor length or at the knee and does not show an excessive amount of skin. There are different sections to a military ball including a reception hour, receiving line, dinner and dance portion. The reception hour is when guests are encouraged to mingle. The dinner has multiple courses, during which there are toasts and traditions observed that are specific to each military branch. Guests are required to follow a printed program and respond correctly to each toast or tradition, including standing when the American flag is presented. This is a great event for cadets to experience their first formal dinner and dance at a price that is significantly less than the annual Prom. The military ball will be planned and conducted in the spring. **Participation is mandatory** and is a highlight of the spring activities. The Cadet Services Squadron Commander is the main point of contact for the planning and running of the event, they will keep a detailed continuity book to be used for future reference.

Chapter 8

HEALTH AND WELLNESS PROGRAM

8.1. **General.** Although AFJROTC does not have cadet weight or physical fitness standard; we encourage cadets to establish their own physical fitness-training program. For cadets enrolling in a college ROTC program, service academy, or for those enlisting in a military service, they will have to attain and maintain minimum weight and physical fitness standards. If you start a program now and stay physically active, you will reap the benefits of a physically fit body throughout your adulthood. If you are physically fit, you will perform better in school and in all of your activities.

8.2. **Policies.** The Cadet Group Commander will publish an operating instruction that outlines the health and wellness program for cadets. We will take advantage of the excellent Santiago High School physical fitness equipment and professional trainers to develop a program. Each cadet who has a health and wellness participation consent form and actively participates in the health and wellness program will be awarded the AFJROTC Health and Wellness Ribbon.

8.2.1 Prior to starting any fitness training program or assessment, the unit must obtain parental permission using the current year Parental Consent form found in WINGS.

8.2.2. Prior to conducting the unit Wellness Program, the unit will conduct and load the Cadet Presidential Fitness Test (PFT) initial assessment into WINGS in “PFT Assessment” within the first 45 days of school to determine each cadet’s fitness level. Figure 8.1 shows the composition of the Presidential Fitness Test.

8.2.3. The SASI/ASI will also conduct a final PFT assessment before the end of the school year to determine cadet’s overall improvement and load the final scores into WINGS.

8.2.4. Units may choose to use the Cadet Wellness Program located in WINGS “Published Files” or develop its unique version of a Cadet Wellness Program.

8.2.5. When any student has a medical condition that may prevent the student from participating in any exercise, the instructors will consult the school's health staff and parents for full resolution before requiring exercise participation by the student.

8.2.6. The SASI and ASI have current Cardiac Pulmonary Resuscitation (CPR) certification. These certifications are granted from a hands-on program that is recognized by the American Red Cross.

8.2.7. Physical Training Flight Commander will prescribe the physical training for the week for all flights, in a memo and present it to the Cadet Group Commander at the weekly staff meeting. The commander will forward the memo to the SASI/ASI for approval. The memo will contain at a minimum the type of warmups (both aerobic and anaerobic), an aerobic exercise (i.e. running), and two types of team sports to choose from.

8.3. **Competitions.** During the year, physical fitness and athletic competitions will become a part of field days, flight, and other corps competitions.

8.4. **Cadet Leadership Course (CLC) Physical Fitness Standards.** CLC is a demanding course and requires cadets who desire to participate to be physically fit to minimize injury during physical fitness training at the encampment. The standards in Figure 8.2. must be met by all cadet participants before participation will be granted. Exception: Cadets who are awarded the Health and Wellness ribbon with gold, silver, or bronze stars are automatically fitness eligible pending other CLC criteria are met. Cadet Cadre participants must take the U.S. Air Force physical fitness assessment as part of their overall Cadet Cadre evaluation.

Figure 8.1. Air Force Fitness Test Composition

The Physical Fitness Test includes three activities that measure muscular strength/endurance and cardio-respiratory endurance:

Sit-ups
1 mile endurance run/walk
Push-ups

Figure 8.2. Cadet Leadership Course Physical Fitness Standards**Male**

1 mile run - 12 minutes

18 push-ups - 1 minutes

27 sit-ups - 1 minutes

Female

1 mile run - 13 minutes

9 push-ups - 1 minutes

15 sit-ups - 1 minutes

Chapter 9

ADDITIONAL TRAINING

9.1. **General.** We will offer numerous training opportunities for cadets beyond what is taught in the classroom and in leadership laboratories. We feel that, although participation is voluntary, cadets who participate will reap personal and leadership developmental benefits.

9.1.1. **Cadet Airman Leadership Academy (CALA).** The CALA is a week-long, one-hour per day, after school course taught by the Cadet Command Chief Master Sergeant. The course is designed to give new cadets in the grades of E-4 and below a better understanding of how the corps of cadets operates, provide additional formation drill training, and prepare the cadets for front-line leadership positions.

9.1.2. **Cadet Non-commissioned Officer Academy (CNCOA).** The CNCOA is a week-long, one-hour per day, after school course taught by the Cadet Command Chief Master Sergeant. The course is designed to give cadets in the grades of E-5 and E-6 an enhanced understanding of how to manage cadets and corps activities at the flight level, provide additional formation drill training, and prepare the cadets for middle-management leadership positions.

9.1.3. **Cadet Senior Non-commissioned Officer Academy (CSNCOA).** The CSNCOA is a week-long, one-hour per day, after school course taught by the Cadet Command Chief Master Sergeant. The course is designed to give cadets in the grades of E-7 and E-8 further understanding of how to manage cadets and corps activities at the squadron level, provide formation command drill training, and prepare the cadets for upper-management leadership positions.

9.1.4. **Cadet Squadron Officer Course (CSOC).** The CSOC is a two week-long, one-hour per day, after school course taught by the Corps Commander. The course is designed to educate cadets in the grades of O-3 and below how to properly lead cadets and command corps activities at the squadron level and below, provide leadership activities to train on what has been learned, and prepare the cadets for command positions.

9.2. **Cadet Leadership Course.** This program offers cadets an opportunity to refine their leadership and communications skills and to plan the next year's activities in a tightly controlled and monitored training environment. Additionally, we will develop a physical fitness program and orientation schedule as part of the training schedule. On a volunteer basis, active military members and members of the community will teach academics, chaperone activities, and conduct training. Since the number of cadets eligible to attend is limited, priority will be given to cadets who have the potential to fill leadership positions and incoming freshmen. The Cadet Special Assistants will help the SASI/ASI develop a training schedule and training objectives. Training will be conducted, in large part, by cadets who excelled in AFJROTC and in a previous cadet leadership encampment serving as cadre in leadership positions from Cadet Commander to Imbedded Mentors. See the Southwest Coast Cadet Challenge Cadet Leadership Course Standard Operating Procedures for more information.

Chapter 10

CADET CORPS STANDARDS OF BEHAVIOR

10.1 General. A cadet's poor and unacceptable behavior/performance will not be tolerated. When a cadet, especially a leader exhibits poor and or unacceptable behavior/performance, a member of the cadet's chain of command will render immediate informal counseling. All actions, both positive and negative will be recorded in the cadet's personnel folder.

10.2 Additional Actions. After multiple informal counseling sessions have failed, a member of the cadet's chain of command will generate a formal Letter of Counseling (LOC) for SASI/ASI review. After multiple LOC's have been rendered and the cadet continues to demonstrate unacceptable behavior/performance, a letter of reprimand (LOR) will be administered by the SASI/ASI.

10.2.1 Acknowledgement of Receipt. The cadet must acknowledge understanding and receipt of both, the LOC and LOR.

10.2.2 Remediation Actions. Upon a cadet being administered a LOR, severe consequences may result, including, but not limited to:

- *Demotion
- *Removal from leadership position
- *Disenrollment from the AFJROTC program

10.3. Additional Guidance. Further guidance is available in CA-20065 Operating Instruction 60-1.

NOTES

Chain of Command

AFJROTC Chain of Command

Commander in Chief		
Secretary of Defense		
Secretary of the Air Force		
Chief of Staff, U.S. Air Force		
AETC Commander		
Air University Commander		
Holm Center Commander		
Director, AFJROTC		
Director, Region 4, AFJROTC		
SASI, CA-20065		
ASI, CA-20065		

CA-20065 Chain of Command

Cadet Group Commander		
Cadet Deputy Group Commander		
Cadet Operations Squadron Commander		
Cadet Logistics Squadron Commander		
Cadet Services Squadron Commander		
Cadet Activities Squadron Commander		

CA-20065 Group Directors and Staff

Public Affairs and Recruiting (A-1)		
Legal Affairs (A-2)		
Safety and Health (A-3)		
Inspector General (A-4)		
Group CC's Executive Officer		
Group CD's Executive Officer		
Command Chief Master Sergeant		

NOTES

AIR FORCE SONG

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

AFJROTC CADET CREED

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