Citizenship Through Service and Excellence in Everything We Do

Air Force Junior Reserve Officer Training Corps

SANTIAGO HIGH SCHOOL

AIR FORCE JROTC
CA-20065

2017 Distinguished Unit with Merit
2014, 2015, 2016 2018 Distinguished Unit

CADET GUIDE
AFJROTC CA-20065 36-1
Dated: 1 August 2018

Citizenship Through Service and Excellence in Everything We Do
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) 2018-2019 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: physical training, military drill, academics, and uniform wear/inspection. Cadets participate in extracurricular events and curriculum related activities, which enhance our classroom studies and team-building skills. 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, Leadership Education and Physical Training (PT). A monthly calendar of events will be posted on the AFJROTC website (https://santiago.cnusd.k12.ca.us/programs__activities/afjrotc); 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 co-curricular 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 at Santiago High School: (951) 739-5600 ext. 2838.

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.


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 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
We would like to maintain an accurate e-mail/phone distribution list, so we can give parents information about the program or upcoming events. Please print your e-mail address IN CAPITAL LETTERS SO IT IS EASY TO READ. We will do a test of all e-mails in late August.

Parent Email Address:__________________________________

Parent Phone Number: Home__________________ Mobile:__________________

Parents,

During the course of the 2018/2019 school year, we will post pictures of your son/daughter in action…whether in the classroom, performing drill, community service, or other military functions such as field trips, parades or military ball on our website, Instagram site, and the AFJROTC Facebook page. From time-to-time, the Air Force requests action pictures to be included in their monthly newsletter, as well.

Please acknowledge below that we have your permission to place your child’s pictures on these sites.

____ YES

____ NO

________________________________CADET NAME

________________________________PARENT/GUARDIAN PRINTED NAME

________________________________PARENT/GUARDIAN SIGNATURE
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 JROTC instructors 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.

(Printed Name of Cadet)

(Parent/Guardian)  (Signature of Parent/Guardian)  (Date)

AFJROTC Cadet:

As a Cadet in JROTC, I know that it is my responsibility to monitor my individual physical performance during any activity and to inform the AFJROTC instructor of any problem.

________________________________  ______________________________________  _______________________
(Printed Name of Cadet)  (Signature of Cadet)  (Date)

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.

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? (i.e., allergies, pregnancy, etc.) YES – NO
   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.
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 extra-curricular 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’ follower ship 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 are kept and worn.

   **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.

1.8. **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 instill these values in themselves and their fellow cadets to the best of their ability at all times.

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 is 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 a 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 AFJROTC CA-20065 motto is “Citizenship Through Service and Excellence in Everything We Do.”

*Figure 1.1. 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 personal appearance and fulfills all 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.
- Managing the cadet corps senior staff.
- 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 have the opportunity to 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 group staff meeting.
- Establishing unit goals for the position within two weeks of assuming the position.
- Identifying and establishing goals for the staff, 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.
- Holding promotion and awards boards on a monthly and quarterly basis.
- Coordinating with squadron commanders on cadet operations and staff functions and activities.
- Supervising club activities (model rocket, model airplane, etc.)
- 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 staff meetings.

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 as a former group commander.
- Completing duties assigned by the SASI/ASI.
- 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 staff meetings.

CADET GROUP JUDGE ADVOCATE: The Judge Advocate (CG/JA) is supervised by the Cadet 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 JA staff positions, and brief the other officers on changes or updates regarding Standards of Behavior policy.
- Reviewing and scheduling disciplinary measures beyond the issue of LOCs and LORs.
- Presiding over the Disciplinary Action Committee (DAC) for company grade officers and below.
- 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:** The Inspector General (CG/IG) is supervised by the Cadet 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.

**PUBLIC AFFAIRS OFFICER:** The Public Affairs Officer (PA) is supervised by the Cadet 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.
- 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.

**SAFETY OFFICER:** The Safety Officer (SE) is supervised by the Cadet 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.
EXECUTIVE OFFICER: The Executive Officer (CG/CCE) is supervised by the Cadet Group Commander and is responsible for:
- Completing all tasked assigned by the Group Commander
- Scheduling and coordinating administrative activities of the Group Commander including group staff meetings.
- 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 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.
- 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 FIRST SERGEANT: The First Sergeant (COS/CCF) 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.

**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 KHAS members.
- Planning, organizing and implementing an effective tutoring program for cadets.
- Office Hours.
- Maintaining a roster of all KHAS 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 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 have the opportunity to 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.

**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 FIRST SERGEANT: The Cadet Logistics First Sergeant (CLS/CCF) 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.

COMPTROLLER OFFICER:  The Comptroller Officer (CLS/FM) is supervised by the Logistics Commander and is responsible for:
- Supervising, controlling, and coordinating the financial aspect of all unit fund raising activities.
- Assisting the Group staff and the SASI/ASI.
- Preparing the Group budget to include amounts for field trips, base visits, transportation, equipment and supplies, military balls, picnics, etc.  This project will require close coordination with other staff officers.
- 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 FIRST SERGEANT:  The Cadet Services First Sergeant (CSS/CCF) 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.
HONOR GUARD TEAM COMMANDER: The Cadet Honor Guard Team Commander (CSS/HG) is supervised by the Services Commander and 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.
- Attending group staff meetings (as required.)

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 non-competitive 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.
- Forming a Color Guard Team of no less than four members.
- 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.

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.

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.
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.

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 FIRST SERGEANT: The Cadet Activities First Sergeant (CAS/CCF) 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.

**DEPUTY DRILL TEAM COMMANDER (Color Guard):** The Cadet Deputy Drill Team Commander (Color Guard) (CAS/DCG) is supervised by the Drill Team Commander and is responsible for:
- Training all members of the competitive Color Guard Team.
- Ensuring that all equipment needed by the competitive Color Guard Team is on hand or on order.
- Coordinating all competitive Color Guard Team competitions.
- Maintaining a competitive 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.

**REMOTE CONTROL AIRCRAFT / MODEL ROCKETRY TEAM COMMANDER:** The Cadet Model Rocketry/Aircraft Team Commander (CAS/MR) is supervised by the Activities Commander and is responsible for:
- Maintaining and storing all model rocketry and aircraft equipment.
- Holding instructional classes.
- Maintaining a Model Rocketry/Aircraft 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. Unit Manning Document.**

**UNIT MANNING DOCUMENT (UMD)**

<table>
<thead>
<tr>
<th>Function</th>
<th>Position/Title</th>
<th>Authorization</th>
<th>Preferred Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cadet Command Section</strong></td>
<td>Group Commander (CC)</td>
<td>1</td>
<td>C/Col</td>
</tr>
<tr>
<td></td>
<td>Special Assistant (SA)</td>
<td>1</td>
<td>C/Col</td>
</tr>
<tr>
<td></td>
<td>Deputy Group Commander (CD)</td>
<td>1</td>
<td>C/Lt Col</td>
</tr>
<tr>
<td></td>
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<td>1</td>
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<tr>
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</tr>
<tr>
<td></td>
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</tr>
<tr>
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<tr>
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<td>C/SSgt</td>
</tr>
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<td><strong>Cadet Operations Squadron</strong></td>
<td>Operations Squadron Commander</td>
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<td>C/Maj</td>
</tr>
<tr>
<td></td>
<td>First Sergeant</td>
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<td>C/SMSgt</td>
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<tr>
<td><strong>Physical Training (PT)</strong></td>
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<td>PT Monitors</td>
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<td><strong>Class Flight (Alpha – Foxtrot)</strong></td>
<td>Commander</td>
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<td>C/Capt</td>
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<td>Class Flight Sergeant</td>
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<td><strong>Kitty Hawk Air Society (KH)</strong></td>
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<td>C/Maj</td>
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<tr>
<td></td>
<td>First Sergeant</td>
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<td>C/Capt</td>
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<td>C/MSgt</td>
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<td></td>
<td>C/SSgt</td>
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<td>Specialist</td>
</tr>
<tr>
<td>Personnel (DP)</td>
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<td>Commander</td>
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<tr>
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<td>C/MSgt</td>
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<td>NCOIC</td>
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<tr>
<td></td>
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<td>Specialist</td>
</tr>
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<td>Community Support (CS)</td>
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<td>Commander</td>
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<td>NCOIC</td>
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<td></td>
<td>C/SSgt</td>
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<td>Specialist</td>
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<td>Cadet Activities Squadron</td>
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<td>C/SMSgt</td>
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<td>First Sergeant</td>
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<td>Cyber Patriot Team (CPT)</td>
<td>C/Capt</td>
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<td>Drill Team (DT)</td>
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<td>1</td>
<td>Commander</td>
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<td></td>
<td>C/SSgt</td>
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<td>Deputy (Color Guard)</td>
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<td>Marksmanship Team (MT)</td>
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<td>Commander</td>
</tr>
<tr>
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<td>C/MSgt</td>
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<td>NCOIC</td>
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<tr>
<td>RC Aircraft/Model Rocketry (MR)</td>
<td>C/Capt</td>
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<tr>
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<tr>
<td>Orienteering Team (OT)</td>
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<td>Commander</td>
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<td>Raiders Team (RT)</td>
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<td>Sabre Team (SBT)</td>
<td>C/Capt</td>
<td>1</td>
<td>Commander</td>
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<tr>
<td></td>
<td>C/MSgt</td>
<td>1</td>
<td>NCOIC</td>
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<tr>
<td>Sports Team (ST)</td>
<td>C/Capt</td>
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<td>Commander</td>
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<td></td>
<td>C/MSgt</td>
<td>1</td>
<td>NCOIC</td>
</tr>
</tbody>
</table>

**NOTE:** A/R = As required; *= AS III
Figure 1.4. Chain of Command

```
Senior Aerospace Science Instructor / Aerospace Science Instructor

- Cadet Group Commander
- Cadet Deputy Group Commander
- Cadet Squadron Commander
- Cadet Flight Commander
- Cadet Flight Sergeant
- Element Leader
- Individual Cadet
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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.

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 behind their chair with all personal belongings properly secured below their chairs before the tardy bell stops ringing or be marked tardy. See Figure 2.1. for seating arrangement. 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 and Flight Sergeant will place themselves in front of and centered on the flight.

2.2.2. At the end of the tardy bell, the flight commander or 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/sergeant will immediately ask element leaders to “REPORT.” Each element leader will REPORT to the flight commander/sergeant giving the number and name of cadets absent 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))."
After element leaders have reported to the flight commander, the flight commander/sergeant will call the flight to PARADE REST.

2.2.3. The flight sergeant will knock once on the instructor door and wait for the instructor’s response. Once the instructor has responded, the flight sergeant will notify the instructor that the flight is prepared for instruction and report the names of the cadets absent or tardy. The instructor will state “CARRY ON.” The flight sergeant will turn to the flight commander, salute, and state “CARRY ON WITH PROCEDURES” and return to their desk. The flight commander will bring the flight to “ATTENTION” and 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 and the flight cheer. The instructor will direct the flight to take their seats, after preparing the room.

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/sergeant prepare for dismissal. The flight commander/sergeant 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/sergeant will call the flight to "ATTENTION." Cadets will come to the position of ATTENTION behind their chair and wait for further instructions.

2.2.5.2. As the bell sounds, the flight commander/sergeant will visually check that all trash is picked up and the desks are aligned. The flight commander/sergeant will then dismiss the flight by stating “FLIGHT, DISMISSED.” The cadets may then shout in unison “OORAH _______ FLIGHT!” or other 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 academics category.

<table>
<thead>
<tr>
<th>Percent of Grade</th>
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</thead>
<tbody>
<tr>
<td>Uniform wear/participation/drill/behavior</td>
<td>40%</td>
</tr>
<tr>
<td>(miss uniform wear 4 times in one semester fails)</td>
<td></td>
</tr>
<tr>
<td>Leadership Education</td>
<td>25%</td>
</tr>
<tr>
<td>Aerospace Science</td>
<td>25%</td>
</tr>
<tr>
<td>Health and Wellness</td>
<td>10%</td>
</tr>
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</table>
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.

Figure 2.1. Classroom Seating Arrangement

<table>
<thead>
<tr>
<th>1&lt;sup&gt;st&lt;/sup&gt; Element</th>
<th>EL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Element</td>
<td>EL</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Element</td>
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<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Element</td>
<td>EL</td>
</tr>
<tr>
<td>0 Element</td>
<td>Flt CC</td>
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</tbody>
</table>
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.

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

3.2.5. **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.

3.2.6. Cadets will raise and lower daily the United States flag at the school's stationary flagpole, weather permitting as determined by the SASI or ASI. Normally the flags will be raised prior to first period and lowered prior to the end of last
period. These formal, solemn ceremonies that will be accomplished in a professional manner. The responsibility for raising and lowering the flag will rotate on a weekly basis between flights beginning with “Alpha” Flight. The Flight Commander/Sergeant will designate 3 cadets, with one being designated the detail chief, to accomplish the flag detail. The detail chief will form the detail at the front entrance of the school and march them from the form-up area to the flagpole, direct the flag ceremony, march the detail back to the form-up area after the flags are raised or lowered, and secure the flags. The instructor will issue any special instructions.

3.3. **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:

3.3.1. Say "Please" and "Thank You"

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

3.3.3. Not keep people waiting.

3.3.4. Not gossip

3.3.5. Use proper telephone etiquette.

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

3.4. **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 IIIIs 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 and outgoing 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 36-2001.

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 or Chief Master Sergeant are selected by SASI and ASI.

4.5.3. **Points for Promotion.**

<table>
<thead>
<tr>
<th>Officer Ranks</th>
<th></th>
<th>Approved by SASI and ASI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colonel</td>
<td></td>
<td>600 Points</td>
</tr>
<tr>
<td>Lieutenant Colonel</td>
<td></td>
<td>500 Points</td>
</tr>
<tr>
<td>Major</td>
<td></td>
<td>450 Points</td>
</tr>
<tr>
<td>Captain</td>
<td></td>
<td>380 Points</td>
</tr>
<tr>
<td>1st Lieutenant</td>
<td></td>
<td>340 Points</td>
</tr>
<tr>
<td>2nd Lieutenant</td>
<td></td>
<td>260 Points</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enlisted Ranks</th>
<th></th>
<th>Approved by SASI and ASI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Master Sergeant</td>
<td></td>
<td>200 Points</td>
</tr>
<tr>
<td>Senior Master Sergeant</td>
<td></td>
<td>150 Points</td>
</tr>
<tr>
<td>Master Sergeant</td>
<td></td>
<td>100 Points</td>
</tr>
<tr>
<td>Technical Sergeant</td>
<td></td>
<td>70 Points</td>
</tr>
<tr>
<td>Staff Sergeant</td>
<td></td>
<td>50 Points</td>
</tr>
<tr>
<td>Senior Airman</td>
<td></td>
<td>30 Points</td>
</tr>
<tr>
<td>Airman First Class</td>
<td></td>
<td>20 Points</td>
</tr>
<tr>
<td>Airman</td>
<td></td>
<td>15 Points</td>
</tr>
</tbody>
</table>

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 = 5 points and the advanced test = 10 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:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Test</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airman Basic thru Senior Airman</td>
<td>Basic</td>
<td>10 max</td>
</tr>
<tr>
<td>Staff Sergeant thru Technical Sergeant</td>
<td>Intermediate</td>
<td>15 max</td>
</tr>
<tr>
<td>Master Sergeant thru Chief Master Sergeant</td>
<td>Advanced</td>
<td>20 max</td>
</tr>
<tr>
<td>All officers</td>
<td>Expert</td>
<td>25 max</td>
</tr>
</tbody>
</table>

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 afterschool teams: 20 points per completed semester
- Committees: 15 points per completed semester
- Community Service (8 hours minimum per semester): 2 points per completed service hour
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 4.2. for corresponding ribbon number. The points are broken up as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Ribbons (#1 thru #27)</td>
<td>30 points per ribbon and oak leaf</td>
</tr>
<tr>
<td>Basic Ribbons (#28 thru #57)</td>
<td>5 points per ribbon and oak leaf</td>
</tr>
<tr>
<td>Sponsored Badges</td>
<td>20 points per badge</td>
</tr>
<tr>
<td>Ground School Badge</td>
<td>30 points</td>
</tr>
<tr>
<td>Flight Solo Badge</td>
<td>40 points</td>
</tr>
<tr>
<td>Flight Certificate Badge</td>
<td>50 points</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Academy</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airman Leadership Academy (ALA)</td>
<td>5 points</td>
</tr>
<tr>
<td>Non-commissioned Officer Academy (NCOA)</td>
<td>10 points</td>
</tr>
<tr>
<td>Senior Non-commissioned Officer Academy (SNCOA)</td>
<td>20 points</td>
</tr>
<tr>
<td>Squadron Officers Course (SOC) <em>Officers Only</em></td>
<td>30 points</td>
</tr>
</tbody>
</table>

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: 15 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 will 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-5 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 SNCO 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 Personnel Flight 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 CSS, CSS CCF, CAS CCF
- E-7 and E-8 COS CC*, CLC CC, CSS CC, CAS CC, CCM
- O-1 thru O-3 CD*, XO, SE, IG
- O-4 and O-5 SASI*, ASI, CC, SA (if available)

* = Board President

Applications not approved will be returned with a stated reason.

4.5.12. **Stripes for Exceptional Performers (STEP) 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 had 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 First 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.

4.6.4. The Cadet Corps Commander will serve for one semester starting in August and January, and ending the beginning of the following semester with a change of command ceremony. All other key staff members and commanders will serve in their positions for one semester, starting August and January and end at the start of the following semester 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 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 Officer, 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 March to recommend cadets to receive AFJROTC cadet awards as described in Figure 4.2.

4.7.1. Order of Precedence. The following list is the order of precedence for the AFJROTC program
1. Gold Valor Award
2. Silver Valor Award
3. Cadet Humanitarian Award
4. Silver Star Community Service with Excellence Award
5. Community Service with Excellence Award
6. Air Force Association Award
7. Daedalian Award
8. American Legion Scholastic Award
9. American Legion General Military Excellence Award
10. Daughters of the American Revolution Award
11. American Veterans Award
12. Reserve Officers Association Award
13. Military Order of World Wars Award
14. Military Officers Association Award
15. Veterans of Foreign Wars Award
16. National Sojourners Award
17. Sons of the American Revolution Award
18. Scottish Rite, Southern Jurisdiction Award
19. Military Order of the Purple Heart Award
20. Air Force Sergeants Association Award
21. Sons of Union Veterans of the Civil War Award
22. Sons of Confederate Veterans H.L. Hunley Award
23. Tuskegee Airmen Incorporated AFJROTC Cadet Award
24. The Retired Enlisted Association Award
25. The Celebrate Freedom Foundation Award
27. Air Commando Association Award
28. Non-Funded National Awards (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, etc.)
   (Organization must be submitted to and approved by HQ AFJROTC: award criteria must be published in the Unit’s Cadet Guide or Operating Instruction)
29. Distinguished Unit Award with Merit
30. Distinguished Unit Award
31. Outstanding Organization Award
32. Outstanding Flight Award
33. Top Performer Award
34. Outstanding Cadet Ribbon
35. Leadership Ribbon
36. Achievement Ribbon
37. Superior Performance Ribbon
38. Academic Ribbon
39. Leadership School Ribbon
40. Special Teams Competition
41. All-Service National Competition Ribbon
42. Air Force Nationals Competition Ribbon
43. Orienteering Ribbon
44. Co-curricular Activities Leadership Ribbon
45. Drill Team Ribbon
46. Color Guard Ribbon
47. Saber Team Ribbon
48. Marksmanship Ribbon
49. Good Conduct Ribbon
50. Service Ribbon
51. Health and Wellness
52. Recruiting Ribbon
53. Activities Ribbon
54. Attendance Ribbon
55. Dress and Appearance Ribbon
56. Longevity Ribbon
57. Bataan Death March Memorial Hike Ribbon
58. Patriotic Flag Ribbon
59. General Carl Spaatz Award
60. General Ira C. Eaker Award
61. Amelia Earhart Award
62. General Billy Mitchell Award
63. General J.F. Curry Achievement Award

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 are authorized to wear ribbons earned while enrolled in United States Army, United States Navy, United States Marine Corps or United States Coast Guard JROTC. Group ribbons according to service with the order of precedence determined by the regulations of each service. AFJROTC cadets will wear AFJROTC ribbons ahead of other service JROTC ribbons or awards. Other services’ ribbons are grouped by service in the following order, Army, Navy, Marine Corps, and Coast Guard. Only four CAP ribbons (General Carl Spaatz Award, Amelia Earhart Award, General Billy Mitchell Award, and General J. F Curry Achievement Award) may be worn on the AFJROTC uniform. Badges or insignia from Active duty, Guard, Reserve, or any other non-AFJROTC group is not authorized on the AFJROTC uniform.

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—SERVICE LETTER

4.17. 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 three ribbons during each school year.
5. Earn at least seven distinct ribbons.
6. Have accumulated 30 service hours.
7. Display good citizenship and be a positive role model in all classes as evidenced by
   • no conduct grade below S (Satisfactory);
   • few, if any, disciplinary actions, especially assignment to ACP;
• no suspensions;
• no removal from any position or temporary rank in JROTC;
• no JROTC Honor Code violations; and
• no behavior that reflects negatively on the AFJROTC program.

8. Accumulate 3000 points from the activities below.

9. Be recommended by both the SASI and the ASI. NOT FOR PROMOTION: THIS CHART IS TO BE USED FOR SERVICE LETTER REQUIREMENTS ONLY

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRILL/COLOR GUARD TEAM/other JROTC teams</td>
<td></td>
</tr>
<tr>
<td>1. Attend a session/practice in preparation for performance or competition</td>
<td>2</td>
</tr>
<tr>
<td>2. Participate in a performance (school/community)</td>
<td>100</td>
</tr>
<tr>
<td>3. Perform in competition</td>
<td></td>
</tr>
<tr>
<td>• First Place</td>
<td>125</td>
</tr>
<tr>
<td>• Second Place</td>
<td>100</td>
</tr>
<tr>
<td>• Third Place</td>
<td>75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL CADETS</td>
<td></td>
</tr>
<tr>
<td>1. Achieve Leadership Positions:</td>
<td></td>
</tr>
<tr>
<td>• Cadet Officer</td>
<td>75</td>
</tr>
<tr>
<td>• 1st Sgt/Flight Commander</td>
<td>100</td>
</tr>
<tr>
<td>• Squadron Commander</td>
<td>200</td>
</tr>
<tr>
<td>• NCO/Guidon Bearer</td>
<td>25</td>
</tr>
<tr>
<td>• NCOIC/Flight Sgt</td>
<td>50</td>
</tr>
<tr>
<td>2. Become Cadet of the Month</td>
<td>100</td>
</tr>
<tr>
<td>3. Earn Outstanding Cadet Award</td>
<td>125</td>
</tr>
<tr>
<td>4. Become Flight Commander of the Month</td>
<td>100</td>
</tr>
<tr>
<td>5. Become Flight Commander of the Semester</td>
<td>125</td>
</tr>
<tr>
<td>6. Earn Leadership, Superior Performance, Achievement, Distinguished Cadet Award, and/or other performance award</td>
<td>100</td>
</tr>
<tr>
<td>7. Receive National Award Recognition (AFA, VFW etc)</td>
<td>100</td>
</tr>
<tr>
<td>8. AFJROTC and/or School Sanctioned/Sponsored Contest</td>
<td></td>
</tr>
<tr>
<td>• Submit an Entry</td>
<td>50</td>
</tr>
<tr>
<td>• Honorable Mention or Receive Recognition</td>
<td>75</td>
</tr>
<tr>
<td>• Winner</td>
<td>100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACTIVITIES (continued)</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Unit Awards</td>
<td></td>
</tr>
<tr>
<td>• Distinguished Unit</td>
<td>100</td>
</tr>
<tr>
<td>• Outstanding Flight of the Semester</td>
<td>50</td>
</tr>
<tr>
<td>• Flight Drill Competition winner</td>
<td>30</td>
</tr>
<tr>
<td>10. Earn AFJROTC Sponsored Badge (Flight, Ground School, etc)</td>
<td>50</td>
</tr>
<tr>
<td>11. Complete an Advanced Level Program, such as SNCO Academy, Squadron Officers Course, Aviation Ground School, etc</td>
<td>75</td>
</tr>
<tr>
<td>12. Complete Cadet Leadership Course</td>
<td>75</td>
</tr>
<tr>
<td>13. Receive Cadet Leadership Course honor/distinguished graduate</td>
<td>100</td>
</tr>
<tr>
<td>14. Be a Leadership Course Cadet Training Instructor (i.e. CADRE)</td>
<td>75</td>
</tr>
<tr>
<td>15. Complete Summer Orientation</td>
<td>50</td>
</tr>
<tr>
<td>16. Receive AFJROTC Sponsored Award Not Indicated Above (Activities, Academic, Service, Recruiting, etc.)</td>
<td>50</td>
</tr>
<tr>
<td>17. Earn ribbon/cluster not already listed</td>
<td>30</td>
</tr>
<tr>
<td>18. Participate in a performance (school/community) such as parade</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Particulars</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>19.</td>
<td>Participate in school/community service project (per hour)*</td>
</tr>
<tr>
<td>20.</td>
<td>Attend Dining In/Out, Military Ball or Awards Banquet</td>
</tr>
<tr>
<td>21.</td>
<td>Attend Field Day</td>
</tr>
<tr>
<td>22.</td>
<td>Attend Other Cadet Functions/Field Trips</td>
</tr>
<tr>
<td>23.</td>
<td>Recruit a new cadet that remains in the corps at least a year</td>
</tr>
<tr>
<td>24.</td>
<td>Receive a B in AFJROTC on Report Card</td>
</tr>
<tr>
<td>25.</td>
<td>Receive an A in AFJROTC on Report Card</td>
</tr>
<tr>
<td>26.</td>
<td>Be a member of Honor Flight of the Semester</td>
</tr>
<tr>
<td>27.</td>
<td>Meet requirements for Distinguished Honor Roll</td>
</tr>
<tr>
<td>28.</td>
<td>Meet requirements for Honor Roll</td>
</tr>
<tr>
<td>29.</td>
<td>Be a member of a CNUSD recognized National Honor Society</td>
</tr>
<tr>
<td>30.</td>
<td>Achieve Recognition in Academics or other Extracurricular Activities</td>
</tr>
<tr>
<td>32.</td>
<td>Make Presentation to School or Community Audience (e.g., DARE, Recruiting, etc.)</td>
</tr>
</tbody>
</table>

*AFJROTC service projects only
Figure 4.1. AFJROTC Rank Insignia

Air Force Junior ROTC Insignia

Cadet Officer Rank

- Second Lieutenant
- First Lieutenant
- Captain
- Major
- Lieutenant Colonel
- Colonel

Cadet Airman Rank

- Airman Basic
- Airman
- Airman First Class
- Senior Airman

Company Grade

- Airman

Field Grade

- Staff Sergeant
- Technical Sergeant

NCO (NCO Academy Required)

- Technical Sergeant

SNCO (SNCO Academy Required)

- Master Sergeant
- Senior Master Sergeant
- Chief Master Sergeant

(CLIC Required for CG/CADRE for FG)
Figure 4.2. AFJROTC Cadet Awards

Descriptions and Criteria.

Valor Awards. Valor awards from all services are worn ahead of all other ribbons from any service. The AFJROTC Valor Awards will be worn first, with other services’ Valor Awards worn in the following order: Army, Navy, Marine Corps, and Coast Guard. Medals and ribbons may be worn simultaneously for formal, semiformal, special occasions of a limited nature. The routine wear of medals and ribbons is prohibited.

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

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.

Silver Star Community Service with Excellence Award. Award consists of a ribbon with 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 (AFJROTCI 36-2001, Part 7)
- 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.

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.

Air Force Association (AFA) Award. This AFA-sponsored award consists of a medal and ribbon 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). The award recipient must possess/meet the following personal characteristics and eligibility criteria:

- Positive attitude (toward AFJROTC and 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).

Daedalian Award. The Order of Daedalians is a fraternity of commissioned pilots from all military services. It is 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. The award also
includes a ribbon. 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 AS class.
- Rank in the top 20% of their school class.

**American Legion Scholastic Award.** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll. 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 AS class.
- Demonstrate leadership qualities.
- Actively participate in student activities.

**American Legion General Military Excellence Award.** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch. 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.

**Daughters of the American Revolution (DAR) Award.** This award consists of a bronze medal and ribbon. 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 AS 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.

**American Veteran (AMVETS) Award.** This award consists of a medal pendant and ribbon. 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.

**Reserve Officers Association (ROA) Award.** This award consists of a bronze medal, ribbon, and certificate. 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:

- Positive attitude toward the AS curriculum.
- Outstanding personal appearance (wear of the uniform, posture, and grooming).
- Attributes of initiative, judgment, and self-confidence.
- Courtesy (promptness, obedience, and respect).
- Growth potential (capacity for responsibility, high productivity, adaptability to change).
- Demonstrate the highest personal, ethical standards & strong positive convictions.
- Rank in the top 10% of their AS class.

**Military Order of World Wars Award.** This award consists of a bronze medal pendant, certificate, and ribbon. 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.

**Military Officers Association of America (MOAA) Award.** This award, formerly known as The Retired Officers Association Award, consists of a medal pendant with ribbon. 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.

**Veterans of Foreign Wars (VFW) Award.** This award consists of a medal pendant with ribbon. 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:

- Have a positive attitude toward AFJROTC.
- Have outstanding military bearing and conduct.
- Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation).
- Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism.
- Demonstrate leadership potential.
- Attain a grade of “B” in AFJROTC with an overall average grade of “C” in all subjects for the previous semester.
- Be active in student activities.
- Not have been previous recipients of this award.

**National Sojourners Award.** This award consists of a ribbon, medal pendant, and certificate. 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.

**Sons of the American Revolution (SAR) Award.** This award consists of a bronze medal with ribbon. 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.

**Scottish Rite, Southern Jurisdiction Award.** This award consists of a medal, ribbon, and certificate. 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 extracurricular 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 a previous recipient of this award.

**Military Order of the Purple Heart Award.** This award consists of a medal pendant with a ribbon. This award annually recognizes an outstanding second- or third-year cadet (third- or fourth-year cadet in a 4-year program) who is enrolled in the AFJROTC program and demonstrates leadership ability. 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 have been a previous recipient of this award.

**Air Force Sergeants Association (AFSA) Award.** This annual award consists of a medal pendant with a ribbon. 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 25% of the AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- Not have been a previous recipient of this award.

**Sons of Union Veterans of the Civil War (SUVCW) Award.** This award consists of a medal pendant with a ribbon. This award recognizes one deserving cadet annually (may be first, second, third, or fourth year cadet). The recipient must display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability.

**Sons of Confederate Veterans H. L Hunley Award.** This award consists of a Medal ribbon and a certificate. This award should go to a rising second year cadet who has demonstrated the qualities of Honor, Courage and in particular Commitment to his/her unit throughout the school year.

**Tuskegee Airmen Incorporated (TAI) Air Force Junior ROTC Cadet Award.** This TAI sponsored award consists of a ribbon and a certificate. 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.

**The Retired Enlisted Association (TREA) Award.** This award consists of a medal set with ribbon and a certificate from TREA. 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.
The Celebrate Freedom Foundation. This award consists of a ribbon and a certificate. Awarded annually, at the SASI’s discretion, for outstanding performance in academics and cadets corps activities as a first or second year JROTC cadet.

National Society United States Daughters 1812 Award. This award consists of a ribbon, medal and certificate. Awarded annually, at the SASI’s discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.

Air Commando Association Award. This award consists of a ribbon and certificate. Awarded annually at the SASI’s discretion for completing a one page essay based on a historical AF Activities Mission possessing the thirteen critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength.

Non-Funded National Awards. (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, etc.)

Distinguished Unit award with Merit (DUAM). 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.

Distinguished Unit Award (DUA). 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.

Outstanding Organization Award. 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.

Outstanding Flight Ribbon. Awarded each academic term to members of the outstanding flight under criteria determined by the SASI. See CA-20065OI 36-1 Supplement 2 for more information.

Top Performer Award. The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). All currently enrolled cadets may be considered. Specific consideration should be given to cadets not previously recognized for superior performance. The award will recognize a cadet’s performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit’s annual assessment. Leadership qualities: involvement and positions held in extracurricular activities. Academic performance: nominee must be in good academic standing in all high school course work. Significant self-improvement. Community involvement. Other accomplishments. The SASI may nominate candidates to their respective Area Administrator. Area Administrators will present awards to nominees during their visit unless personal observation of the cadet warrants otherwise. The award consists of a certificate and a ribbon, which may be presented by the Area Administrator during the visit or the SASI if the cadet(s) is unavailable due to class scheduling conflict, etc. The ribbon may be worn for the duration of a cadet’s tenure in AFJROTC.

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

Leadership Ribbon. Awarded at the SASI’s discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

Achievement Ribbon. Awarded for a significant achievement as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period.
**Superior Performance Ribbon.** Awarded annually at the SASI’s discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

**Academic Ribbon.** Awarded for academic excellence as signified by attaining an overall grade point average of at least “B” for one academic term, in addition to an “A” average in AFJROTC.

**Leadership School Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration. For each additional Leadership School completion a Bronze Star will be awarded. A Silver Star will be awarded for outstanding performance or leadership ability at a Leadership School instead of the Bronze Star. The Silver Star is limited to 10 percent of the graduating class.

**Special Teams Competition Ribbon.** Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition to include Color Guard Teams, Rifle Teams, Drill Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, etc.

**All-Service National Competition Ribbon.** Awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Air Force Nationals Competition Ribbon.** Awarded to team members who competed 144 at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Orienteering Ribbon.** Awarded to team members for completing a unit specific Orienteering Program as part of the units curriculum.

**Co-curricular Activities Leadership Ribbon.** Awarded at the SASI’s discretion for leadership in AFJROTC co-curricular activities (such as dining-in chairperson, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This award may be earned a maximum of four times. An oak leaf cluster should be added to this ribbon for each additional award.

**Drill Team Ribbon.** Awarded for distinguished participation in a minimum of 75 percent of all scheduled drill team events and/or practices. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

**Color Guard Ribbon.** Awarded for distinguished participation in a minimum of 75 percent of all scheduled color guard events and/or practices. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

**Saber Team Bar Ribbon.** Awarded for distinguished participation in a minimum of 75 percent of all scheduled saber team events and/or practices. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

**Marksmanship Team Bar Ribbon.** Awarded for distinguished participation in a minimum of 75 percent of all scheduled marksmanship team events and/or practices. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

**Good Conduct Ribbon.** Awarded to cadets with no suspensions of any kind, no adverse reports from other staff or faculty in an academic term.
Service Ribbon. Awarded at the SASI’s discretion for distinctive performance in school, community, or AFJROTC service projects. Limited to members whose active participation in a service project contributed significantly to the goals of the organization.

* Participation in Drill Teams, Saber Teams or Color Guard Teams does not qualify for the Service Ribbon (see above criteria for Drill Team Ribbon) unless community service hours are awarded within established criteria.

Health and Wellness Ribbon. Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the wellness program will receive the Health and Wellness Ribbon. Participation includes 1) turning in the Health and Wellness Participation Consent Form and 2) sustained participation in AFJROTC physical training unless a physician’s letter states otherwise. All cadets who participate in the Presidential Physical Fitness Program and score in the 75-84 percentiles will receive a second Health and Wellness Ribbon and a Bronze Star device. If a cadet earns a percentile score of 85-95 they will receive a second Health and Wellness Ribbon and wear a Silver Star. If they receive a 96-100 percent they will receive a second Health and Wellness Ribbon and they will wear the Gold Star on the ribbon.

Recruiting Ribbon. Awarded for outstanding effort in support of unit recruiting activities. A cadet must recruit a minimum of two students who subsequently commit to the AFJROTC program for a minimum of one academic term.

Activities Ribbon. Awarded for distinguished participation in a minimum of 75 percent of all scheduled co-curricular activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year.

Attendance Ribbon. Awarded to cadets with no more than 4 excused absences and no unexcused absences in an academic term.

Dress and Appearance Ribbon. Awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards. A cadet must average a minimum of 75 points on uniform inspections during an academic term.

Longevity Ribbon. Awarded for completion of each AS year.

Bataan Death March Memorial Hike Ribbon. To honor and remember the sacrifices of the victims and survivors of World War II’s Bataan Death March, AFJROTC units may conduct 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 three days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14 mile hike are authorized to wear the ribbon.

Patriotic Flag Ribbon. Awarded to cadets who have successfully met the criteria and have been selected for Honor Guard duty with Memorial Honor Detail Team 53 at Riverside National Cemetery.

CAP Awards. Only five CAP ribbons (General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and the General J. F. Curry Achievement Award) may be worn on the AFJROTC uniform. Units should contact the nearest CAP unit to obtain awards, invite presenters, or obtain any guidance on criteria or presentation. A unit locator can be found at http://www.cap.gov/join/unitlocator/html.
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 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 at all times, 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 as long as 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 of time. Cadets who have early-release on uniform day must wear the uniform until they depart school in order 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 fastened at all times. The male tie or female tab must be worn whenever the service dress uniform coat is worn. When worn, the light weight 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, light weight 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 5.5 through 5.12 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 5.14. 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 three 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 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. *NOTE: Only issued for CIA trips and CLC.

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 heal 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. *NOTE: Only issued for CIA trips and CLC.

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 5.7

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 that 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 finish pumps are authorized for female cadets at their own expense.
SECTION D-- AIRMAN BATTLE UNIFORM (ABU) REQUIREMENTS

5.34. 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.

5.34.1. 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.

5.34.2. Accoutrements.

5.34.2.1. 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.

5.34.2.2. Rank and patches. See Figure 5.7. for rank and patch placement requirements.

5.34.3. 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.

5.34.4. 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.

5.34.5. 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.

5.34.6. Footwear.

5.34.6.1. 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.

5.34.6.2. Sage Green Boots. Will be worn with the Airman Battle uniform. Boots will be sage green, 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.

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

5.34.7.1. 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).

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

5.34.7.3. 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, and allow proper wear of headgear. Will not contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, and moisturizer), appear lopsided, touch either eyebrow, 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, human hair colors. The hair color must complement the member's complexion and skin tone. Examples of natural human hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. If wigs are worn, they must comply with paragraph 5.35.1.1.

5.35.1.1. **Wigs/Hairpieces/Extensions.** Will meet the same standard required for natural hair and will be of good quality, fit properly, and comply with safety, functionality and professionalism.

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.

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 3 ½ 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. Bangs, or side-swiped hair will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. See Figure 3.4. When in doubt, assess correct length of hair with Airman standing in the position of attention. Exception: While wearing the Physical Training Uniform (PTU), long hair will be secured but may have loose ends and may extend below the bottom edge of the collar.

5.35.3.1. The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a —rooster tail; when hair is in a bun, all loose ends must be tucked in and secured; when hair is in a ponytail, it must be pulled all the way through the elastic band and may hang naturally downward and not extending below the bottom of the collar (except while in the PTU). As with all hairstyles, a neat and professional image is essential.

5.35.3.2. **Hair accessories.** If worn, black hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized regardless of hair color.

5.35.3.3. 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. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar (see figure 5.3). Headgear must fit properly.

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

5.35.3.4. **Unauthorized:** Mohawk, mullet or etched design.

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

5.36. **Fingernails.** Male cadets are not authorized to wear nail polish while in uniform. If worn by females, nail polish will be a single color that does not distinctly contrast with the female cadet’s complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and fluorescent 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 uniform items.

5.37. **Cosmetics.** Male cadets are not authorized to wear 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 Airmen will not wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.

5.38. **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 on or off a military installation: With the exception of earrings for women (see paragraph 5.40.1.1), all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through the uniform).

5.39.2. In civilian attire on official duty: With the exception of earrings for women (see paragraph 5.40.1.1), all members are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to and/or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through clothing).

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 while in uniform. Waivers are not required for cadets with permanent yellow gold, white gold or platinum caps that were applied as a result of dental/medical necessity. Members with official documentation that they received permanent yellow gold, white gold, or platinum caps which were not applied as a result of dental/medical necessity, prior to 13 June 2011, are grandfathered. No other dental ornamentation is grandfathered.

5.39.4. Body Alteration/Modification. Intentional alterations and/or modifications to a members 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 or in civilian attire for official duty. Female cadets may wear small (not exceeding 6 mm in diameter) spherical, conservative (moderate, being within reasonable limits; not excessive or extreme) round white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If a female cadet 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.

5.40.1.2. **Bracelets.** Ankle bracelets are not authorized while in uniform. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing attention or faddish) 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; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing inappropriate attention or faddish). 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).

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 ear pieces, 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. Cadets may wear ribbons earned while enrolled in other JROTC programs. Civil Air Patrol ribbons can also be worn.
Normal order of wear is AFJROTC, CAP, and then other service ribbons grouped by service and by year achieved. Medals and ribbons will not routinely 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.

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, ear pieces 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/out or military balls. For males, this uniform consists of the blue service uniform with white plain shirt and blue 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 member 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
- Co-curricular Activities 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 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 CA-20065 Operating Instruction 36-1 Supplement 1.**
Figure 5.1. Air Force Male Grooming Standards (front view)

Figure 5.2. Air Force Male Grooming Standards (side view)
Figure 5.3. Air Force Female Grooming Standards

- **Longest hair**: 1-inch from scalp
- **Shortest hair**: 1/4-inch from scalp, but may be graduated to the hair line
- **Bottom edge of collar**
- **Less than 1-inch difference in length from front to back**
- **Max. 2 Inches**
- **Max. 1 1/2 Inches**
- **Max. 1 Inch**
- **Bulk of Hair**: Same width as the head
Figure 5.4. Air Force Junior ROTC Insignias, Badges and Tabs

**AUTHORIZED AIR FORCE JROTC BADGES/INSIGNIA/PINS**

- Officers Flight Cap and Beret Insignia
- Officers Service Cap Insignia
- Model Rocketry Badge
- Academy of Model Aeronautics Silver Wings
- Kitty Hawk Air Society Badge
- Distinguished Cadet Badge
- Shoulder Tab (Metal or Cloth)
- AEF Badge (Old)
- AEF Badge (New)

- Ground School Badge
- Flight Solo Badge
- Flight Certificate Badge

- Marksmanship Shield
- Awareness Presentation Team Badge
- Cyber Patriot Badge

- Marksmanship (Choose one only. Follow APT placement criteria. May NOT wear Marksmanship Shield and a Marksmanship Badge)
- Shapeshooter
- Expert (Choose one. Placed directly underneath ribbons. May NOT wear Marksmanship Shield and Marksmanship Badge)
Figure 5.5. Male Headgear

**CADET MALE HEADGEAR**

**SERVICE CAP**

*Enlisted Ranks will have no hat insignia on the flight cap centered top to bottom and 1 1/2 inches from front of cap*

*Officers wear hat insignia with stars*

**FLIGHT CAP**

*Enlisted Ranks will have no hat insignia on the flight cap centered top to bottom and 1 1/2 inches from front of cap*
Figure 5.6. Female Headgear

**CADET FEMALE HEADGEAR**

**SERVICE CAP**

- Centered

**FLIGHT CAP**

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

- Officers wear hat insignia with stars
- Insignia without stars is worn by enlisted
Figure 5.7. Cadet ABU

CADET ABU
Male and Female

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 (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 on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch: WHITE patch only (mandatory). Will be worn on left pocket and centered.
Figure 5.8. Cadet Lightweight Blue Jacket

1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
2. Unit patch on right sleeve ½ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
5. AFJROTC patch on left sleeve ½ to 1 inch below shoulder seam and centered.
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket.
Figure 5.9. Cadet Male Service Dress

**CADET MALE SERVICE DRESS**

1. Awareness Presentation Team (APT) badge: Center 3 inches below bottom of name tag.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of wet pocket.
4. Unit patch: Placed ½ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)*
9. AFJROTC Patch: Placed ½ to 1 inch below shoulder seam, and centered.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all ribbons earned.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.

Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI), not during regular weekly uniform days.
Figure 5.10. Cadet Female Service Dress

**CADET FEMALE SERVICE DRESS**

1. **Name tag:** authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. **Awareness Presentation Team Badge:** see note 15.
3. **Unit patch:** center ½ to 1 inch below shoulder seam.
4. **Shoulder tab:** centered between unit patch and shoulder seam. If no patch, then 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 (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *[The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.]**
9. **Flight Solo or Flight Certificate Badge:** see note 15.
10. **Ground School Badge:** see note 15.
11. **AFJROTC Patch:** center ½ to 1 inch below shoulder seam.
12. **Academy of Model Aeronautic (AMA) Wings:** see note 15.
13. **Model Rocketry Badge:** see note 15.
14. **Ribbons:** center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all ribbons earned.
15. **First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.

Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI), not during regular weekly uniform days.
Figure 5.11. 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: Must be grounded and centered over wearer’s right pocket.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank’s bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar. (See Note 9)
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.
Figure 5.12. 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 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) See Note 16.

7. Distinguished Cadet Badge. See Note 16.

8. Enlisted grade insignia worn on both left and right collar, centered side to side and top to bottom with torch points pointing toward bottom tip of collar.

9. Officer rank: cloth on epaulet only. Place rank as close as possible to shoulder seam.

10. Flight Solo or Flight Certificate Badge. See Note 16.

11. Ground School Badge. See Note 16.

12. Academy of Model Aeronautics (AMA) Wings. See Note 16.

13. AFJROTC Patch. Center on sleeve ½ to 1 inch below shoulder seam.

14. Model Rocketry Badge. See Note 16.

15. Ribbons. Centered on left side. Bottom of ribbons is aligned with bottom of name tag.

16. First badge is centered ½ inch above name tag or ribbons (as appropriate).
Figure 5.13. Flight Suit

**FLIGHT SUIT* (Male and Female)**

1. AFJROTC Patch (mandatory). Velcro attached
2. Unit patch (optional). Velcro attached. If no unit patch is used, then leave the area blank.
3. American Flag Patch (optional). Velcro attached. If no American Flag patch is used, then leave the area blank.

*Flight Suits are authorized only for those cadets currently enrolled in or that have successfully completed Aviation Honors Ground School.

*Flight suits, rank/name and unit patches are purchased and maintained with non-AF Funds.
Figure 5.14. 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 5.15. Cadet Uniform Inspection Checklist.

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<thead>
<tr>
<th>NAME</th>
<th>ABSENT</th>
<th>EXCUSED</th>
<th>NOT IN UNIFORM</th>
<th>APPEARANCE - HAIR CUT, SHAVEN, HAIR WITHIN STANDARDS</th>
<th>UNIFORM - CLEAN, Pressed, AND PROPERLY WORN</th>
<th>SHOES</th>
<th>ACCESSORIES - INSIGNIA, RIBBONS, ETC.</th>
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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 ones 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
2. Open Ranks March
3. Ready Front
4. Close Ranks March
5. Present Arms
6. Order Arms
7. Parade Rest
8. Attention
9. Left Face
10. About Face
11. Forward March
12. Right Flank March
13. Left Flank March
14. Column Right March
15. Forward March
16. To the Rear March
17. To the Rear March
18. Column Right March
19. Forward March
20. Eyes Right
21. Ready Front
22. Column Right March
23. Forward March
24. Change Step March
25. Column Right March
26. Forward March
27. Flight Halt
28. Left Face
29. Right Step 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 CO-CURRICULAR ACTIVITIES

7.1. General. There are several voluntary cadet co-curricular activities that supplement aerospace or leadership experiences. Additionally, these activities 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 activities and will serve as advisors. Additionally, active duty military and sponsors may help monitor and teach these activities.

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, Color Guard, Drill Team, and R/C and Model Rocketry Club

7.3.1. 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 high 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.

7.3.2. 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.

7.3.3. 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.

7.3.4 Radio Controlled (R/C) Aircraft and Model Rocketry Club. Members of this activity will learn how to assemble and fly radio controlled aircraft as well as build and launch model rockets. The R/C 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. Cadets who become trained in R/C aircraft flying and become members of the Academy of Model Aeronautics (AMA) may wear the AMA wings on the uniform.

7.4. 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.
7.5 **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.

7.6 **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.**

7.7 **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.

7.8 **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.

7.9 **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.

7.10 **National Awards Night.** National Awards Night is when the unit takes the opportunity to present deserving cadets national and local awards earned during the school year. It will be planned and conducted in the spring. Participation is mandatory. The Deputy Group Commander is the main point of contact for the planning and running of the event. The deputy will keep a detailed continuity book to be used for future reference.

7.11 **Military Ball.** The JROTC military ball 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 warm ups (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. Presidential Fitness Test Composition

The Physical Fitness Test includes five activities that measure muscular strength/endurance, cardio-respiratory endurance, speed, agility, and flexibility:

- Curl-ups (or partial curl-ups)
- Shuttle run
- Endurance run/walk
- Pull-ups (or right angle push-ups or flexed-arm hang)
- V-sit reach (or sit and reach)

Figure 8.2. Cadet Leadership Course Physical Fitness Standards

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 mile run - 12 minutes</td>
<td>1 mile run - 13 minutes</td>
</tr>
<tr>
<td>18 push-ups - 1 minutes</td>
<td>9 push-ups - 1 minutes</td>
</tr>
<tr>
<td>27 sit-ups - 1 minutes</td>
<td>15 sit-ups - 1 minutes</td>
</tr>
</tbody>
</table>
Chapter 9

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.

9.2. **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 Corps Commander 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.
AIR FORCE SONG

Off we go into the wild blue yonder,
Climbing high into the sun;
Here they come zooming to meet our thunder,
At 'em boys, Give 'er the gun! (Give 'er 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.