

United States Air Force
Junior Reserve Officer Training Corps
(AFJROTC)



CADET GUIDEBOOK
Carrollton High School
GA-20061

"Building a Tradition of Excellence"

Academic Year 2024/2025

All Cadets are responsible for reading and knowing the information in this Guidebook.

It outlines the processes and procedures for your Air Force JROTC program.

Ensure you understand and uphold the guidelines as reflected within its pages. This material is testable.

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Chapter 1

Mission, Goals, and Objectives

The **Mission** of the Air Force JROTC (AFJROTC) program is to “develop citizens of character.”

The **Goals** of the program are to “instill values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment in high school students.”

The **Objectives** of AFJROTC are to “educate and train high school cadets in citizenship; promote community service; instill responsibility, character, and self-discipline; and provide instruction in air and space fundamentals.”

These objectives will help cadets develop:

An appreciation of the basic elements and requirements for national security.

Respect for and an understanding of the need for constituted authority in a democratic society.

Patriotism and an understanding of their personal obligation to contribute to national security.

Habits of orderliness and precision.

A high degree of personal honor, self-reliance, and leadership.

Broad-based knowledge of the aerospace age and fundamental aerospace doctrine.

Basic military skills.

Knowledge of and an appreciation for the traditions of the United States Air Force.

An interest in completing high school and pursuing higher educational goals or skills.

An understanding of the Air Force and the military as a possible career path.

Chapter 2

Admission, Transfer, and Disenrollment of Students

1. Eligibility for membership in the AFJROTC program requires a student to be:
 - a. Enrolled in and attending a regular course of instruction at Carrollton High School (CHS).
 - b. A citizen of the United States.
 - c. Of good moral character as determined by the Senior Aerospace Science Instructor (SASI).
 - d. Physically fit to participate in AFJROTC training. Cadets are considered physically fit if they are qualified for the regular CHS physical education program.
 - e. Able to be fitted with and wear a standard sized Air Force uniform and be of reasonable height and weight proportions so as to project the type of military image expected by the community.
 - f. Selected by the SASI with the approval of the principal.
 - g. The student and parent/guardian must sign the cadet participation contract and return to the AFJROTC program instructors promptly. This contract certifies student/parent agreement that their son/daughter will wear the AFJROTC uniform on the days specified, meet the established grooming standards as described in this guidebook, as well as dress out AND participate in drill and PT (physical training) every week.
2. Transfer of students from other AFJROTC units may be permitted with credit for training already received. No guarantees can be made with respect to a student's retaining temporary or permanent rank he/she was awarded in another unit prior to transferring to the EPHS AFJROTC program.
3. AFJROTC students may be disenrolled at any time during the academic year if the Senior Aerospace Science Instructor (SASI) or school administrator determines proper cause. While not all inclusive, a cadet may be disenrolled for:
 - a. Repeated failure to maintain acceptable standards (including uniform wear and grooming). Male and female hair grooming standards must be met within the first five school days of each semester (for a new cadet): Returning cadets should be within standards immediately.
 - b. Indifference to training (the cadet refuses to drill, participate in physical fitness, or will not accomplish class work).
 - c. Any other reason deemed appropriate by the SASI, or the principal, to maintain good order and discipline of the cadet corps and includes misconduct occurring on campus or during school. Disrespect to an instructor or failure to follow an instructor's directions are reasons for removal.
 - d. Disenrollment is normally preceded by parent/guardian notifications; but under extenuating circumstances, it may be the first/only action taken for gross violations of school or AFJROTC policy as well as criminal activity.
 - e. The first offense is normally parent/guardian notification of misconduct, done by phone and/or email/written notification. If the misconduct is not resolved, the second instance will typically result in an in-person meeting with the cadet, SASI, parent/guardian, counselor (if cadet or parent/guardian desires), and the appropriate Assistant Principal. If this meeting does not result in the cadet complying with AFJROTC policy, then the cadet will be disenrolled.
 - f. The disenrollment procedure begins as the Senior Aerospace Science Instructor (SASI) contacts the assistant principal for curriculum & guidance (also informing the assistant principal & CTAE director) with the removal information and circumstances. The counselors will modify the students schedule and remove them from the AFJROTC course.
 - g. The timeline for the action to occur must be within three weeks of notification but is often accomplished within days. The Air Force will not award any academic credit for a student who is removed from the course during the semester. This action is not desired, particularly late in the semester/school year, but it is required per the agreement between the United States Air Force and the school district. A disenrollment decision from the Senior Aerospace Science Instructor or the school administrator is final and may not be appealed.

4. Cadet Responsibilities: Each cadet will abide by the rules and regulations of the Air Force JROTC department and accept responsibility for the proper care and maintenance of his/her uniform, textbooks, and other equipment. Failure to do so will create obligations, which will prevent follow-on registration, graduation, and/or transfer of credit.

Chapter 3

Certificates of Completion and Training

1. In accordance with Department of Defense Operating Instruction (DODI) 1205.13, a student presenting evidence of successful completion of at least two academic years of JROTC under any military department is entitled to advanced promotion on initial enlistment in an Active or Reserve component of a military service — **ENLISTMENT RANK (E-2/E-3) IS AN AGREEMENT BETWEEN THE MILITARY SERVICE AND THE ENLISTEE (AFJROTC is not involved in this process).** At their discretion, the military departments may award a higher grade/rank for successful completion of three academic years of JROTC. There are two types of certificates that may be awarded to AFJROTC cadets: Certificate of Completion and Certificate of Training.

2. Certificate of Completion: Passing grades in every credit-granting academic period constitutes successful completion of the AFJROTC program and makes the cadet eligible by law for a Certificate of Completion. For example, this is presented to cadets *in good standing* who have satisfactorily completed three years (or three credits) of the JROTC program. AFJROTC instructors administering a 4-year program have the option of issuing an updated Certificate of Completion after 4 academic program years (or four credits). Cadets must have this certificate in their possession when joining the senior (college) ROTC program or upon enlistment in the armed forces to gain the benefits offered by successful completion of the AFJROTC program.

- a. College Benefits: A student presenting evidence of successful completion of three academic years of JROTC may be entitled to no less than one year in the Senior ROTC program. This privilege must be arranged with the Professor of Aerospace Studies (PAS) upon enrollment at the respective college or university.

- b. Enlistment in the Armed Forces: This certificate provides for potential for promotion to a pay grade of E-2 (USMC), E-3 (Air Force, Navy, or ANG) or E-2 to E-5 (Army). Pay grade E-3 is the third pay grade in the military and is equal to the rank of Airman First Class (A1C) in the United States Air Force (USAF).

Note: Each service can change the rank awarded based on their specific needs provided they adhere to the requirements of DODI 1205.13. Any cadet who is considering enlisting in the Armed Forces must get a commitment “in writing” by the respective recruiter concerning credit earned for JROTC participation.

3. Certificate of Training: Presented to cadets in good standing who have completed two years of the AFJROTC program with SASI concurrence.

- a. College Benefit: The cadet will be excused from one academic term of the General Military Corps (GMC) of the senior ROTC program. Must be arranged with the PAS upon enrollment.

- b. Enlistment in the Armed Forces: This certificate will provide for promotion to pay grade of E-2 (Army, Navy, Air Force, Marines, and ANG).

4. These promotions can provide an immediate monetary benefit upon enlistment. They also place the cadet ahead of all other personnel enlisting at the same time and make the cadet eligible for promotion before other enlistees who enter at the same time. These certificates are not awarded automatically if a cadet simply completes the program

with a minimum grade. Consideration is given to total performance and achievement as a member of the Corps. Final determination for awarding either certificate is made by the SASI and EPHS principal.

Chapter 4

Conduct, Military Courtesy, and Classroom Rules

1. AFJROTC cadets are expected to exhibit proper military conduct at all times. Such behavior will reflect credit upon themselves, their parents/guardians, the cadet squadron, Carrollton High School, and the United States Air Force. If a military unit is to function in a smooth manner, then there must be procedures/standards for everyone to follow. A unit must have discipline, or it will be unable to complete its mission. The faculty and staff at EPHS look upon AFJROTC as a group of students that should be better disciplined than the school body as a whole. They expect us to be clean-cut, role model American citizens. We should not only meet, but also exceed those expectations at all times.
2. **You are a leader in training.** However, you can't lead if you've never learned to be a good follower. You represent your community and the future of the United States. You must be willing to discipline yourself and be ready to accept responsibility. We are not here to prepare you for military service; rather, we want to help you become a better citizen. An understanding and application of self-discipline in your life will definitely place you ahead of your peers.
3. The routine and regimented discipline of the CHS AFJROTC program is a tool we use to develop each and every cadet. We expect you to behave at a level that is often much higher than other teachers at CHS may require. You are responsible for not only maintaining the standards, but also for enforcing the standards.
4. Cadets are expected to be courteous and respectful to the instructors and other cadets as well. Cadets are expected to comply with instructions given by the cadet Flight Commander and/or the Assistant Flight Commander. Cadets are expected to have a positive attitude and comply with the rules of the program. The practice of saying **"Yes Sir/Ma'am" or "No Sir/Ma'am"** to instructors is always observed in the cadet program. Such responses reflect long established military courtesy and tradition. Cadets are expected to memorize and commit themselves to the Air Force JROTC Cadet Honor Code:

Cadet Honor Code

"I will be truthful at all times, I will do my own work, I will respect the property of others, and I will not tolerate dishonorable cadets in our corps."

5. Classroom Procedures: When cadets arrive at the classroom, they will go to their seat and place their books, etc. on their respective desk—book bags go under the desk. Pencil, pen and paper are mandatory tools. Do not come to class without these tools. Cadet Guide Books will be kept in the AFJROTC classroom (and in your Google Classroom): They may be taken home by the individual cadet with instructor permission. The Cadet Guide is also available on our website: www.AirForceJROTCtrojan.COM. Promptness is critical to success in any endeavor and cadets are expected to be on-time for class. Once books etc. are placed in the classroom, all cadets will meet in the common area for announcements, general guidance, etc. When the bell rings, all cadets will assume the "Parade Rest" position. Cadets who are tardy and do not have a note from a teacher or principal will not be admitted into the classroom or marked tardy in accordance with (IAW) the CHS Student Handbook. Instructors may formalize the cadet's role in classroom management by assigning the following positions: class leader, timekeeper, scribe/admin, computer operator, etc.

6. Restroom breaks will be allowed in the event of an emergency. If you must use the restroom during class, you are required to use the AFJROTC restroom pass and must have the instructor's permission; however, **cell phones will remain with the instructor, insuring a prompt return to class.** A cadet leader is not authorized to grant permission for restroom breaks. EXCEPTION: On physical training (PT) day, restroom breaks may be authorized before/after class while dressing-out with instructor permission. You should use the restroom prior to your JROTC class time. All students late for class will be marked tardy IAW CHS established policies. Cadets who are late and have a pass will enter the classroom and report to the Flight Commander or instructor. When reporting in, the tardy cadet will state, **"Sir, cadet (last name) requests permission to join the flight."** If instruction has already begun, do not interrupt the ongoing opening exercises when you arrive late. Simply join the flight and explain your tardiness when queried by the Flt CC, Asst. Flt CC, or instructor. All cadets must have a written excuse slip or they will be marked tardy IAW school policy.

7. When the bell rings the FC will make sure all cadets assume the "Attention" position. At the beginning of the class, the Flight Commanders (FCs) will lead the class in the Pledge Of Allegiance (FIRST BLOCK ONLY). Then the FC will lead the class in the Mission Statement, Cadet Honor Code and The Core Values. Then the Flight Commander will call attendance from the flight roster. Once your name is called, You will come to attention and say "Here Sir/Ma'am" and take your seat. You will sit at attention till you are put "At Ease". After attendance is done, the FS will report to the SASI. Next, the Flt CC will read the Operations Orders/unit briefing items. The Flight CC will then Report In to the Instructors that their Flight is ready for Instruction. Upon completion, the FC will dismiss the flight to their respective classrooms.

Third Period Only: When you enter the AFJROTC classroom, You should set your stuff down at your desk and report to the formation in the "Big Room" at the position of "Parade Rest". When the bell rings the FC will make sure all cadets assume the "Attention" position. Then the FC will call attendance and once all cadets are called, they will report to the SASI. If the SASI is not present, Report to the ASI. After attendance, The FC will lead the cadets through the Mission Statement, Cadet Honor Code and the Core Values. Then the FC will read the Trojan Daily Briefing. After that, The flight should "Fall Out", The FC will call "Right Face", Then "Column Files Files (From The Left), FORWARD" The Element leader that is farthest left will repeat "FORWARD" and all other element leaders will say "STAND FAST", Then the FC will Call "MARCH". When march is called, the first element will execute "Forward March" and once the last cadet passes by the second element leader they will call "MARCH", All other elements will follow this sequence. From there the flight should report to the classroom and be behind their desk at "Parade Rest".

8. Calling Rooms to Attention: When **ANY ADULT** enters the classroom (other than the instructor) the cadet in charge of the flight, or the first cadet (may be ANY cadet) to recognize these people, will stand up at his/her desk and call the Flight to Attention until given another command to "Carry On."

9.1 Reporting to Instructors (**Cadet Initiated**): When a cadet needs to see an instructor, the cadet will:

- a) Stand at Attention outside the doorway.
- b) Knock on the door ONE time.
- c) Once you are acknowledged, (Salute Not Required) Say: **"Sir, Cadet (name) requests permission to speak with you."**
- d) When given permission, ask your question or make your statement.
- e) **Do not enter the office unless you are told to enter.**
- f) When you leave the doorway, stand at attention, acknowledge the Instructor with **"Thank You Sir."**

9.2. Reporting to Instructors (**Instructor Initiated**): When a cadet is told to see an instructor, the cadet will:

- a) Stand at Attention outside the doorway.
- b) Knock on the door ONE time.
- c) Once you are acknowledged, Salute and say: **"Sir, Cadet (name) reports as ordered."**
- d) **Do not enter the office unless you are told to enter.**
- e) After salute is returned...if told to enter then maintain your military bearing and smartly proceed to their desk using the most direct route. You will square turns and remain at "Attention" in front of

their respective desk until directed otherwise.

- f) When the conversation is finished, Say “Sir, will that be all?” or “Thank you Sir.”
- g) Come to attention, salute, and state, “Sir, Cadet (last name) requests permission to be dismissed.” When you leave the doorway, stand at attention, acknowledge the Instructor with “**Thank You Sir.**”

Note: If two cadets are directed to report in at the same time, the senior cadet will report in and report out for both cadets.

10. Classroom Rules: The following rules apply in the classroom at all times:

- ★ No electronic devices (NO CELL PHONES)—unless authorized by an instructor.
- ★ No eating candy, snacks, etc. without instructor permission.
- ★ No drinking anything other than water from a plastic bottle with a cap without instructor permission.
- ★ No gum chewing.
- ★ No personal hygiene (applying cosmetics, arranging hair, etc.).
- ★ No spraying deodorant, perfume, or anything (other cadets may have allergies).
- ★ No sleeping or head down on the desk; instead, stand in the back of the classroom.
- ★ No talking without permission.
- ★ Raise your hand to be recognized.
- ★ Address instructors and cadet officers by their titles (Colonel/Sergeant) or Sir/Ma’am.
- ★ No rude or crude behavior.
- ★ No Cussing, vulgar gestures, demanding attitude, etc. This will be dealt with quickly and harshly.
- ★ No headphones unless in the Cadet Lounge area or authorized by an instructor as EARNED TIME.

11. Cheating: Cheating is taking unfair advantage of a situation or of a fellow cadet to obtain higher grades, academic or leadership awards, better scholarship opportunities, or some other tangible gain. Cheating is not permitted in AFJROTC or EPHS (See CHS Student Handbook).

a. It is important that each cadet understands this basic requirement and makes every effort to follow it. Cadets who cheat identify themselves as people not worthy of holding cadet rank, being promoted, receiving recommendations, or obtaining scholarships, awards and other special recognition. Anyone who accepts such honors with full knowledge they did not earn them, but instead acted unfairly and improperly is considered a cheater. That person has also failed to meet the aims, goals and objectives of the program and therefore risk disenrollment from the program. Cadets who knowingly allow others to copy their work are also cheating. They are willing participants and have endorsed the act of cheating. They also face the same consequences for their actions.

b. We can take a lesson from the service academies whose young men and women adhere to a far stricter honor code. It is:” **I Will Not Lie, Cheat, or Steal—Nor Tolerate Those Who Do.**” Though this may seem a tough code to live by, it is not when you consider that when you wear the uniform, you are demonstrating the willingness to accept trust and responsibility for your actions. As a cadet, you represent the Air Force and are expected to bring honor to yourself, your family, the school and the cadet corps. The best way to do this is to guard your integrity as the most precious asset you have. Do not lie, cheat, or steal...ever!

c. Cadets who find these guidelines demanding or who believe them to be impossible to follow should speak to the instructors immediately about leaving the corps.

12. Prohibition on Physical Discipline and Hazing: Any form of hazing, whether verbal or physical will not be tolerated within any AFJROTC unit or activity. Hazing is defined as **forcing often humiliating tasks as part of a program or hash physical training and initiation**. Requiring cadets to perform any physical action as a reprimand, punishment, or for failure to perform, will not be tolerated within any AFJROTC unit or activity. Examples of prohibited physical activities include, but are not limited to push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited. This prohibition is applicable to all AFJROTC unit activities including instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity. Also, no unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program. Always treat each person with respect.

13. Quibbling: When a cadet officer or instructor gives you a directive, it will be done immediately (discussion on the matter will be addressed if time permits). **When a cadet officer gives you a directive to do something, it can be considered as an order from an instructor.** The most important lesson to learn from this program is to do what you're told, when you are told to do it, regardless of what you think or feel about the situation. To complain or try and talk your way out of doing what you're told is *Quibbling* and will not be tolerated. If you feel that you are not being treated fairly, after you do what you are told, you may use your chain of command to address the issue with the cadet leaders.

14. Addressing Other Cadets: While in the AFJROTC classroom, during any and all AFJROTC functions, or activities, field trips, etc., all cadets will address each other by "Cadet or Mr./Ms ___(Their last name)___."

15. Public Display of Affection: **No public display of affection (PDA) will be tolerated at any time**—which includes any area within the AFJROTC facility or in its vicinity. This is to include holding hands, hugging, arms around each other, kissing, etc. Cadets are to behave in a professional manner at all times (See CHS Student Handbook). Cadets that have "feelings" for one another will remain separated and not sit, or stand, nearby. Plainly stated—an instructor should NEVER see anything that would indicate a relationship exists between the two cadets.

16. Manners and Courtesies: **All cadets will use the phrase "Yes Sir, No Sir,"** etc., at all times. "Nope" or "Yep" will not be accepted. "Please and thank you" will be a regular part of every conversation. All cadets are expected to use these courtesies to every adult in this school, and every cadet officer. We expect you to carry these courtesies with you to each of your classes. **Salutes and wear of headgear outdoors is required during interactions between officers and enlisted cadets.**

17. Actions: Keep in mind that wherever you go, you should always act like a member of the Air Force Junior ROTC. You must be careful to represent the unit in a way that would bring respect to yourself and to our unit. When we are on an activity or field trip, whether after school or during school, you are required to follow these guidelines set forth for all cadets in the Corps.

Chapter 5

The Core Values of the United States Air Force

This section covers some sound advice that will help you in getting more out of AFJROTC and more out of life. It is hoped that you will pay close attention to the ideals outlined here. They are not strictly enforced regulations, but some of them are the keys to a successful life. Core values are the foundation upon which a truly quality society is built.

1. **Integrity First:** It is the willingness to do what is right even when no one is looking. It is the "moral compass" -- the inner voice; the voice of self-control; the basis for the trust imperative in today's world. Integrity is the ability to hold together and properly regulate all of the elements of a personality. A person of integrity, for example, is capable of acting on conviction. A person of integrity can control impulses and appetites. Integrity has several other moral traits indispensable to service to the unit:
 - a. **Courage:** A person of integrity possesses moral courage and does what is right even if the personal cost is high.
 - b. **Honesty:** Honesty is the hallmark of the professional cadet because in the unit, our word must be our bond. We don't cover up violations. The bottom line is we don't lie, and we can't justify any deviation.
 - c. **Responsibility:** No person of integrity is irresponsible; a person of true integrity acknowledges his or her duties and acts accordingly.
 - d. **Accountability:** No person of integrity tries to shift the blame to others or take credit for the work of others.
 - e. **Justice:** A person of integrity practices justice. Those who do similar things must get similar rewards or similar punishment.
 - f. **Openness:** Professionals of integrity encourage free flow of information within the organization. They seek feedback from all directions to ensure they are fulfilling key responsibilities, and they are never afraid to allow anyone at any time to examine how they do business.
 - g. **Self-respect:** To have integrity also is to respect oneself as a professional and a human being. A person of integrity does not behave in ways that would bring discredit upon him/her self or the organization to which he belongs.
 - h. **Humility:** A person of integrity is humble and exhibits modesty.
 - i. **Honor:** Honor is the highest form of self-respect. Lying, cheating, and stealing will not be tolerated by any cadet. The great reward of an honorable person is that they respect themselves and others. If you want respect, then you must respect yourself.
 - j. **Loyalty:** Loyalty is the quality of sincere confidence in and support for the purposes, methods, and capabilities in superiors and subordinates. This does not mean that you cannot disagree with a higher ranking cadet/superior. You have the right to express your opinion, but afterwards, you must support your superior's decision. It is not loyal to publicly criticize a superior, peer, or subordinate: a group could fall apart because only a few minor incidents.
 - k. **Discipline:** Discipline is the "cement" that bonds any military force together. At the heart of discipline is obedience to orders. (Do not obey orders because you are afraid of being punished; obey because you want to help AFJROTC become a better organization).

2. **Service Before Self:** Service before self tells us that professional duties take precedence over personal desires. At the very least it includes the following behaviors:

a. Following Rules: To serve is to do one's duty, and our duties are most commonly expressed through rules. While it may be the case that professionals are expected to exercise judgment in the performance of their duties, good professionals understand that rules have a reason for being, and the default position must be to follow those rules unless there is a clear, operational reason for refusing to do so.

b. Respect for Others: Service before self tells us also that a good leader places the troops ahead of his/her personal comfort. We must always act in the certain knowledge that all persons possess a fundamental worth as human beings.

c. Discipline and Self-control: They have a fundamental moral obligation to the persons they lead to strike a tone of confidence and forward-looking optimism. More specifically, they are expected to exercise control in the following areas:

1. Anger: Professionals are expected to refrain from displays of anger that would bring discredit upon themselves and/or the AFJROTC Squadron (such as fighting or aggressive confrontation).

2. Tobacco and Alcohol: The consumption of alcohol and use of tobacco cast doubt on an individual's fitness and shows their disrespect towards authority. Also, it is illegal if that person is under age). The person who knowingly partakes of these activities willingly contradicts the Cadet Creed and is not the type of cadet needed to be in a position of leadership or remain within the cadet corps. We strongly encourage you not to use these products!

3. Narcotics: A drug or substance affecting mood or behavior and sold for a non-medical purpose. These are typically illegal drugs and should not be used.

d. Faith in the System: To lose faith in the system is to adopt the view that you know better than those above you in the chain of command what should or should not be done. In other words, to lose faith in the system is to place self before service. Leaders can be very influential in this regard and must set the example for others to follow.

3. **Excellence in All We Do:** Excellence in all we do directs us to develop a sustained passion for continuous improvement and innovation that will propel AFJROTC into a long-term, upward spiral of accomplishments and performance.

a. Product/Service Excellence: We must focus on providing services and generating products that fully meet the requirements of the Paulding County School system.

b. Personal Excellence: Professionals must seek out and complete their high school education, stay physically fit and in good mental shape. They must demonstrate personal excellence while doing homework to the best of their ability and responding to questions in class with a knowledgeable reply.

c. Community Excellence: Community excellence is achieved when the members of an organization can work together to successfully reach a common goal in an atmosphere free of fear that preserves individual self-worth. Providing support for the local community, projects excellence, toward you as an individual and the unit as a whole.

d. Resources Excellence: Excellence in all we do also demands that we aggressively implement policies to ensure the best possible cradle-to-grave management of resources.

e. Operations Excellence: There are two kinds of operations excellence- internal and external.

1. Internal - This form of excellence pertains to the way we do business within the Corp. It involves respect on the unit level and a total commitment to maximizing the Cadet Corps excellence.

2. External - This form of excellence pertains to the way in which we treat the world around us as we conduct our operations. We must be sensitive to the rules governing environmental pollution and we must be sure to coordinate with others to complete our assigned tasks.

Chapter 6

Clothing and Equipment Account

1. **The Military Property Custodian (MPC) for the GA-20061 AFJROTC is MSgt McLain.** He is responsible for the storage, maintenance, issue, and retrieval of all Air Force clothing and equipment. He will issue each cadet a ready to wear uniform with all accessories. The cadet is not responsible for any alterations, sewing on patches, badges, etc.

2. Protecting government property is each cadet's responsibility. All uniform items (with the exception of socks) and equipment items such as textbooks, computers, plotters, charts, etc., are loaned to you by the Air Force and must be accounted for at all times. If you find any abandoned uniform items or AFJROTC equipment lying around the school, it is your responsibility to turn it in.

3. At the time a uniform or equipment item is issued, the cadet will sign a Custody Receipt Form and initial on each line for items issued. Each item signed for, then becomes the cadet's responsibility and if lost or destroyed either willfully or negligently, the cadet will pay for it. The cost of replacement of an item will be the cost that is in effect when the account is scheduled to be cleared.

4. Normally one complete uniform with all accessories and insignia is issued to each cadet. It is imperative that each cadet understands that all uniform or equipment items, (with exception of physical fitness items, socks, and shoes), must be returned or paid for before the end of the school term. If uniforms or equipment items are not returned, the AFJROTC Certificate of Training or the Certificate of Completion will not be awarded. In addition, a financial obligation will be incurred which will prevent graduation, registration, or transfer of credit until the account has been settled.

5. To preclude unnecessary expense to the cadet and/or delay of receipt of grades or diploma, and to provide for efficient turn-in of uniforms and equipment, the following suggestions are offered:

- Do not put blue uniforms in lockers at any time, see Logistics NCO for storing options.
- Do not lend uniform items to other cadets or persons.
- Do not permit another cadet to turn in your uniform or equipment items.
- Do not lend insignia or other uniform/equipment items to your friends.
- Do not carry the flight cap with your books. If not being worn, tuck it under your belt.
- Do not place uniforms in the care of others unless they are authorized for Logistics.
- Do place your name on each uniform item with suitable clothing identification tape.
- Do be alert for uniform or equipment items left or misplaced by other cadets. Turn-in such items to the Logistics Representative.

6. Clothing items that become worn or otherwise unserviceable should be returned to the MPC as soon as possible. If the unserviceable condition is due to fair wear and tear in normal use, the items will be replaced at no cost. Items of clothing that do not fit properly should be altered or exchanged. When returning or exchanging uniform items

or other equipment, deal only with the MPC.

7. Uniforms MUST BE DRY CLEANED before turning them in. A \$30 fee will be assessed for uniforms not dry cleaned. This will be recorded on a cadet's Fines & Fees account.
8. The United States Air Force uniform represents proud and honorable service.

Chapter 7

Cadet Appearance and Grooming Standards

Headquarters AFJROTC and all units worldwide are extremely proud of our collective efforts “developing citizens of character” for America. Never has this mission been more needed for our country, so it is imperative that our units reach the most students possible while maintaining the strong public image that has been our program's foundation for over half a century. The following dress and appearance guidance is provided to assist instructors accomplishing our mission more fully in today's dynamic environment. This policy is to go into effect for the upcoming 2024-2025 school year, and AFJROTCI 36-2010 and Operational Supplemental Chapter 7 will be updated to include these changes.

UNIFORM ISSUE: Table 4.2 in AFJROTCI 36-2010 is amended by removing the column, “Minimum/Mandatory Issue.” The “Maximum Issue” column will remain in effect. By eliminating the Minimum/Mandatory Issue column, instructors can better manage unit uniform issue requirements. For example, instructors may now choose between corfam or the standard issue leather shoes for their cadets or decline to purchase lightweight jackets due to local climate. **NOTE:** The Airman Battle Uniform (ABU) will be phased out at the end of the School Year 2027. Instructors may still utilize ABUs for Raider Teams, training activities, etc., but the ABU will not be worn for scheduled uniform days or for a cadet's regular wear to school attire after SY27.

STANDARD UNIFORM: The unit SASI, in coordination with ASI(s) and the principal, will designate either the Air Force blue or utility uniform as the unit's standard uniform that best serves their program and their community. Instructors are expected to have enrolled cadets issued a uniform as soon as possible but no later than 70 calendar days of the start of school or the academic term.

UNIFORM WEAR FREQUENCY: To maximize JROTC esprit-de-corps and positively impact JROTC presence within the school, an issued uniform (blues/utilities/service dress) is expected to be worn weekly. The unit SASI, in coordination with ASI(s) and the principal, may waive the weekly uniform wear requirement but shall ensure cadets wear an issued uniform during school at least once per calendar month and during formal headquarters visits. The SASI may require an issued uniform or professional citizen attire for all cadets at other times desired.

PROFESSIONAL CITIZEN ATTIRE (PCA): In addition to the standard uniform, the SASI, with approval from the principal, may authorize wear of “professional citizen attire” consisting of a non-Air Force fund AF/SF JROTC unit polo shirt utilizing Air Force blue, Space Force black or school colors, and including the AF/SF JROTC patch with unit number or unit patch. The SASI will determine a standardized pants/skirt and shoes combination worn with the AF/SF JROTC unit polo shirt that will encompass the unit's PCA. The SASI is also responsible for establishing acceptable grooming standards for their units when the PCA is worn. **NOTE:** PCA will not be considered the unit's standard uniform but may be worn during times a uniform is not required.

OPT-OUT POLICY: First-year cadets may “opt out” of the standard uniform and utilize the unit PCA instead. If the unit's non-Air Force funds cannot support the PCA option, the SASI may designate a different standardized alternate attire for opting out cadets. First-year cadets who fully participate in the AFJROTC program yet opt out of uniform and grooming requirements will count as viable AF/SF JROTC cadets. However, they may not participate externally in

activities like drill team, color guard, and other events that require an AF/SF JROTC standard uniform. These cadets can participate in other AF/SF JROTC activities at the SASI's discretion. NOTE: Units will NOT receive uniform funds for cadets who are "opting out" of wearing the uniform.

SPECIAL CIRCUMSTANCES: At a minimum, cadet staff and color guard/honor guard members shall be issued a complete service dress uniform in addition to the unit standard uniform (if different). Unless the SASI determines that extenuating circumstances exist, the service dress uniform shall be worn for color/honor guard events. For other JROTC-specific activities to include, but not limited to parades, LDRs, and/or competitions, the SASI shall determine what uniform is issued and worn. An issued uniform or PCA will be worn for all military installation visits.

CORDS/BERETS (UTILITY UNIFORM): A single shoulder cord is now authorized for wear on the utility uniform to identify leadership positions or team membership. The shoulder cord will be worn on the left shoulder, grounded to the seam. Berets will be solid color white, dark blue or black only, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin.

GROOMING: Cadets wearing the blue or utility uniform shall adhere to DAFI 36-2903 grooming standards. Exceptions: Transparent piercing spacers (no larger than 6mm) may be worn while in uniform. Additionally, the SASI may waive grooming standards in writing for individual cadets for religious, cultural, or medical reasons. Instructors will ensure the unit's cadet corps image is professional and consistent with our overall DAF and JROTC public image, especially during high-visibility events such as color/honor guard ceremonies. One example is uniform headgear is expected to be worn as prescribed DAFI 36-2903, Dress and Personal Appearance.

Since cadets wear the official uniform of the United States Air Force, any objectionable behavior in public can create an unfavorable reaction toward the AFJROTC program. Male cadets will comply with Air Force "male" standards; and female cadets will comply with Air Force "female" standards. The cadet's gender will match the information reflected on the student's birth certificate/student's school registration. Conversely, proper conduct, actions, and attitudes will create and sustain favorable public reaction, which will enhance the image of the cadet corps. Therefore, as an AFJROTC cadet, you must constantly strive to present a neat, clean, well-groomed image when wearing the uniform.

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

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

7.9.1.1 Rings. Cadets may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger, and will not be worn on the thumb.

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

7.9.1.2 Bracelets. Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) (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). 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). Colored/rubber bracelets that support a cause are not allowed to be worn in uniform.

7.9.1.3 Eyeglasses or Sunglasses. If you wear glasses, they must not have any ornaments on the frames or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.

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

7.9.3. Body Piercing. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear (other than authorized in para 7.9.7), nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings.

7.9.4. Backpacks. Cadets may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).

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

Female Cadet Grooming Guidelines

7.10.1. Hair-Female. Hair-Female. No Minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Also, one or two braids or a single ponytail may be worn with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. Bangs, or side-swiped hair may touch eyebrows but will *not* touch or cover eyes. See **Figure 7.1**. When in doubt, assess the correct length of hair with the Airman standing in the position of attention.

7.10.1.1. Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will *not* present the appearance of a rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. When hair is in a ponytail, it must be a single ponytail that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

7.10.1.2. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements. Will *not* contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or

gray. All cadets are authorized to wear hair in a natural color regardless of their natural born hair color. Prohibited hair color examples (*not* all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black/tan) due to a temporary medical condition (i.e., radiation/chemotherapy).

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



Scrunchie



Hair Clips

7.10.2. Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color (similar to the individual's hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed bulk standard (**see figure 7.1**). Headgear must fit properly.

7.10.3. All locs, braids and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately $\frac{1}{4}$ inches), show no more than $\frac{1}{4}$ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.

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

7.10.5. Unauthorized: Mohawk, mullet or etched design.

7.10.6. Fingernails. If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed $\frac{1}{4}$ inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

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

skin tone.

7.10.8. Earrings. Female cadets may wear small (not exceeding 6 mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.

7.10.9. Undergarments (Mandatory)

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

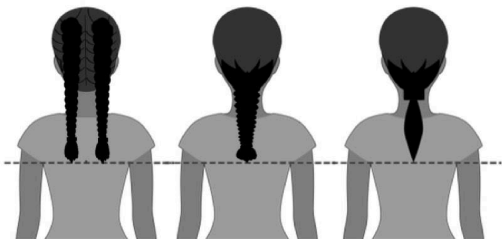
7.10.9.2. (Added) **Cosmetics.** Male Cadets are not authorized to wear cosmetics. Female Cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Cadets will not wear shades of lipstick that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

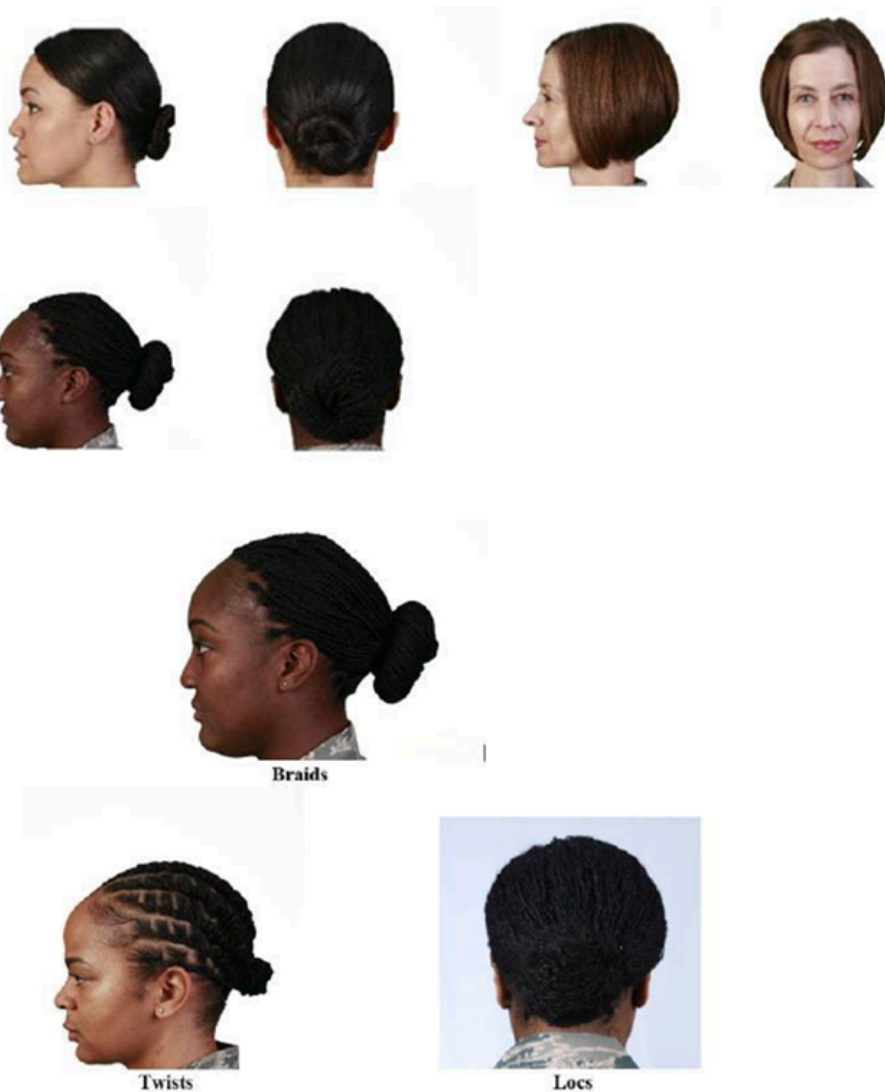
7.10.8.3. (Added) Cosmetic tattooing. Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply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

Ponytails

Female cadets may wear their hair in up to two braids or a single ponytail with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. In addition, women's bangs may now touch their eyebrows, but not cover their eyes.

Figure 7.1. Female Hair Style Examples





Male Cadet Grooming Guidelines

7.11.1. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements. Will *not* contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or gray. All cadets are authorized to wear hair in a natural color regardless of their natural born hair color. Prohibited hair color examples (*not* all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black/tan) due to a temporary medical condition (i.e., radiation/chemotherapy).

7.11.2. Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will *not* exceed 2 inches in bulk,

regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not 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 shapes/design. Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are *not* authorized hair extensions. See **figure 7.2** for graphic examples of appropriate sideburns, mustache and male hair standards.

7.11.3. 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 7.2**

7.11.4. 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 7.2**

7.11.5. Beards. Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official. SASI will submit waiver request in WINGS for review by HQ AFJROTC Waiver Review board. Members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving waiver may shave or trim their facial hair to present a neat, clean, professional image but will not shave or trim in such a manner as to give a lined/shaped appearance.

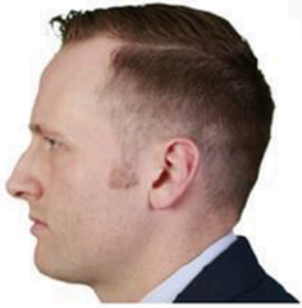
7.11.6. Fingernails. Male cadets are not authorized to wear nail polish.

7.11.7. Earrings. Male cadets in uniform may not wear earrings or any other type of facial piercings.

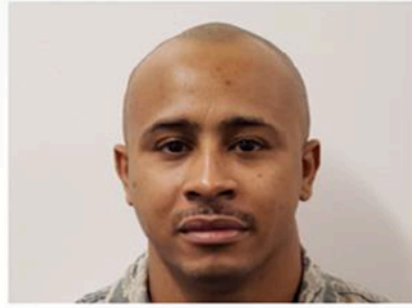
7.11.8. Undergarments (Mandatory)

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

Figure 7.2. Male Hair Grooming Standards.



Sideburns



Mustache

Chapter 8

Wearing the Air Force JROTC Uniform

Honor the Uniform: Air Force Junior ROTC cadets generally wear the same uniform—the standard Air Force service uniform—as that worn by active duty personnel in the Air Force. Cadets are expected to honor the uniform—to wear it properly and with pride. The uniform is a critical component of Air Force Junior ROTC. Whenever you wear the uniform—during indoor and outdoor training periods, at cadet social functions, and during base visits—you represent your school, AFJROTC and the Air Force. How you wear the uniform exposes you and the Air Force to praise or fault from fellow cadets, fellow students, and society at large.

The blue uniform is mandatory for official military functions such as honor guard, color guard or any function the SASI deems appropriate (student formations will not mix cadets wearing military uniforms with cadets wearing civilian clothes in the same flight during official functions). Therefore, to participate in official military functions, a cadet must be wearing the Air Force JROTC uniform.

1. **Uniform Requirements:** See attachments in the back of this guide for proper insignia placement.
 - a. The flight cap (Males) is worn slightly to the wearer's right with vertical crease of the cap in line with the center of the forehead, in a straight line with the nose; the cap extends approximately 1-inch from the eyebrows in the front; No hair may extend out the front of the Flight cap. If the cap does not fit in this manner, it is either too large or too small. See MSgt Greene if you need a different cap. The cap is always removed indoors unless you are a member of a color guard. If not worn, tuck under the belt on either side, between first and second belt loops; do not fold cap over belt.
 - b. The flight cap (Females) is worn slightly to the wearer's right with vertical crease of the cap in line with the center of the forehead, in a straight line with the nose; approximately 1 inch from the eyebrows in the front; When not wearing, tuck under the belt on either side in front. Do not fold cap over belt.
 - c. The belt is threaded through the loops to the left for males and to the right for females. When buckled, only the metal tip of the belt should show. The adjustable belt clamp is to change the length of the belt for a proper fit.
 - d. The windbreaker jacket is worn as an outer garment on chilly/cold days. The windbreaker is never worn without being zipped at least half way. If it is necessary to wear unzipped, then cadets will remove it and hang it on the back of their desk.
 - e. The shoes will be laced to the top and shined at a high gloss at all times.
 - f. If hose are worn, with any uniform, they must be commercial, sheer, nylon in neutral, dark brown, black, off-black, or dark blue shades that complement the uniform and are as close to matching the individual's skin tone as possible. Hose with a pattern is not authorized.
 - g. The socks must be plain black; no other colors are authorized. Socks must be ankle-high or higher and must not have any design on them.
 - h. The short sleeve light blue shirt is worn with the collar open. (Exception: the necktie is optional with the short sleeve blue shirt with epaulets unless otherwise directed). When worn without the tie, you must wear a white "U" or "V" neck T-shirt. The shirt tail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting. If a female is wearing the modified short sleeve shirt, she is not required to tuck the shirt in her uniform trousers. The only creases on the shirt are down the sides of the sleeves. No items will be carried in the shirt pockets. Buttoned pockets and shined shoes mark the cadet who pays attention to detail.

- i. The blue trousers are designed to be dry-cleaned. However, if this option is not possible or is too expensive, you can wash the uniform pants at home as follows:
- j. Wash the uniform pants in cold water with clothes of a similar type and color. Once the washer has finished the final spin cycle, remove the pants and let them hang dry. Do not use a dryer or you'll shrink your pants.
- k. The bottom of the trouser leg will touch the shoes in such a manner as to cause a slight break in the front trouser crease. No cuffs are worn on military uniform trousers. You need not obtain permission to alter the leg length and waist size of the trousers. The rear pocket of the trousers will be buttoned at all times. Articles carried in the pocket will not be visible. The zipper tab will be pressed down to permit the fly to be neatly closed. Sunglass cases will not be worn on the belt. Hats and gloves are not tucked under the epaulets of any uniform--at any time. Sunglasses should never be hanging from any part of your uniform. Gloves are not tucked in belts. Observance of these small details is the mark of a well-groomed cadet.
- l. The outside pockets of the service coat are for decoration only. Nothing should be carried in them. There are two inside pockets for carrying small items. All outside pockets and snaps will be secured at all times. The coat may be removed in the classroom when it becomes uncomfortably warm. If the coat is removed, it will be carefully draped over the back of the chair. The necktie will not be removed or loosened even though the coat is removed. The coat is not to be removed while eating. The coat will be put on and buttoned before leaving the classroom. **Cadets are prohibited from walking or sitting with the coat on but unbuttoned. The buttons on the service coat will be displayed in the upright position.**
- l. The Service Coat must be dry cleaned and may be pressed with a steam iron (be extremely careful not to get the iron too hot and burn it) between cleaning as necessary to maintain a neat, wrinkle free appearance. The coat does not need to be cleaned weekly. With normal wear, the uniform coat will only need to be dry cleaned every few months. **Always hang up your coat and trousers.** Do not throw them in a corner; let the dog sleep on them, etc. Do not place the service coat in the washing machine.
- m. Shirts should be cleaned every-time they're worn. Medium starch will keep the shirts neat throughout the day. Your shirt should be clean and pressed each time you wear it. There should be a crease in the sleeve of the shirt. It should be running down the center of the top of the sleeve through the center of the patch.
- n. Semi-formal uniform: A plain collar white shirt is worn with the coat and trousers on formal occasions, such as a military ball. **No nametag or cap/hat is worn with this combination.**
- o. The "GIG" line is the line formed by the edge of the shirt, the edge of the belt buckle, and the fly of the trousers. The "GIG" line should always be kept straight. Check it frequently!
- p. Only the "V" or "U" neck type T-shirt may be worn with the uniform shirt when not wearing a tie.
2. **General Rules for Wearing the Uniform:** Each cadet must wear his/her uniform at least once per week (usually on Tuesday) unless instructed otherwise. It is critical that cadets wear the uniform on the designated day (verses any make-up days). Proper wear of the uniform on the designated days is a display of discipline and shows responsibility. It also promotes teamwork and unity. **The uniform is worn All Day! If a cadet needs to change out of their uniform for any reason they may ask permission from the instructors.** If permission is denied and the cadet changes anyway, they will receive a summative grade of "0" and will not have the opportunity to recover the grade. Changing-out without instructor permission is a "0" grade.
- a. Only authorized uniform items will be worn. Do not mix any uniform items (including the windbreaker) with civilian clothing.
- b. Wear authorized insignia only.

- c. When a cadet is wearing the service coat, insignia must be worn on the blue shirt as well.
- d. All pockets will be buttoned. Hands should be kept out of uniform pockets.
- e. Cadets are required to wear headgear outdoors on the CHS campus. Headgear will also be worn for all AFJROTC drill, during off campus field trips, for special duties, such as ushering, and going to and from school. Hats will be required while drilling in uniform.
- f. Trim loose strings and frayed seams on the uniform.
- g. Avoid carrying bulky items in the pockets, which distort the uniform appearance.
- h. Shoes should have a glossy shine (hint: check heels and sides of soles)
- i. Notify Instructors of missing buttons promptly.
- j. Wristwatches, identification bracelets, and rings (three maximum) may be worn. Ornamental necklaces, pendants, ankle bracelets and other conspicuous adornments are prohibited. Do not wear rubber bands on your wrist.
- k. The blue Air Force nametag is worn over the right side of the short sleeve blue shirt: **The silver/metal Air Force nametag is worn on the right side of the service coat.**
 - 1. **Males** - parallel with and centered above the top seam of the pocket on the male uniform.
 - 2. **Females** – center name tag on right side, even width to 1½ inch higher or lower than the first exposed button.
- l. Ribbons are to be centered on the left side, parallel with the ground. Align bottom of ribbons with bottom of nametag.
- m. All insignia are fastened with metal clutches (frogs).
- n. Hitchhiking, performing hard labor, engaging in sports activities, etc., while in uniform is not permitted.
- o. Conservative sunglasses may be worn while outside only. (Exception: When in formation, during inspection, etc. only prescription glasses may be worn).
- p. Cadets should never smoke or use smokeless tobacco, etc. at any time!
- q. At the end of the school term, all uniforms will be returned and lost items will be paid for promptly.
- r. Optional items: Certain uniform items are considered optional. This means cadets may purchase certain items from the military clothing sales store on an Air Force Base, but will never be mandatory. Drill Team members and Color Guard members may be authorized special items.
- s. **SPECIAL UNIFORMS:** These uniforms may be specially authorized for the drill team and color guard.
- t. **Airman Battle Uniform (ABU):** If issued, guidance on wear will be given.
- 3. **Weekly Uniform Inspection:** Cadets will be inspected weekly on uniform wear. The uniform inspection sheet (Attachment 23) is intended to inform all cadets exactly where points may be lost during weekly inspections. Cadets should refer to this sheet when preparing their uniform.

a. Uniform Grade: Cadets will receive a uniform inspection summative grade (scale of 0 to 100) each week. If a cadet attends school but fails to wear his/her uniform on the designated uniform day (normally Wednesday), they have an opportunity to salvage their grade for the week; however, a summative grade of zero will be immediately loaded when absent or when failing to wear the uniform on the designated day. The grade will be amended and changed as the uniform wear is made-up and evaluated for correct wear (see the rubric below for make-up points). The summative grade of zero will remain permanent by the end of the week if the uniform is not worn. (Refer to the “Merits & Demerits” section to receive merits/extra credit for extra uniform wears.)

<u>Make-up Day</u>	<u>Maximum Grade</u>
Thursday	80
Friday	60

Again, failure to wear the uniform on the prescribed day or the make-up day will result in a summative “zero” uniform grade for the week. A cadet will also receive demerits for failure to wear the uniform. Cadets with an excused absence on Uniform Day and return to school before the end of the week should wear their uniform on the day they return in order not to be penalized. If you are out for the entire week with an excused absence then that student will be omitted from that week’s uniform grade

If cadets have a legitimate reason for not wearing their uniform on the assigned date, they must coordinate with Lt Col Farr or MSgt McLain **in advance**. Plan for success!

Make-up Day – The Next Scheduled School Day after the scheduled Uniform Day.

b. Any uniform wear discrepancies will be deducted from the maximum grade indicated above.

c. When a cadet is absent on uniform day (normally Tuesday), they will wear the prescribed uniform on the day they return to school that week. For example, if you miss school on Tuesday, you must wear your uniform on Wednesday. If you miss Tuesday and Wednesday, you must wear the uniform on Thursday. If you miss Tuesday – Friday and your absences are excused by CHS, you will not receive a uniform grade for that week and will not be penalized. **One missed/unexcused uniform wear will disqualify that cadet for the Dress and Appearance ribbon.**

d. Any student who is assigned ISS on a scheduled uniform day will wear the AFJROTC uniform in ISS. The ISS cadet is required to report to the AFJROTC office during the day or before/after school, and receive their uniform inspection.



Chapter 9

Saluting, Pledge of Allegiance, and National Anthem

The salute is a friendly military exchange of a greeting. Military personnel consider the salute a courteous and respectful greeting among members, and it is one of the oldest traditions binding military professionals together.

1. There are special rules at CHS governing the salute and saluting areas with which you must become familiar. When outside in uniform at CHS, saluting is always required unless directed otherwise by the SASI or ASI. Salute when you recognize the person as an officer and eye contact is made with him/her within a reasonable distance. For example, any COVERED SIDEWALK on the school campus is a NO HAT/NO SALUTE AREA. Otherwise, when outside in uniform at CHS, saluting is always required. SALUTE WHEN YOU RECOGNIZE THE PERSON AS AN OFFICER AND EYE CONTACT IS MADE WITH HIM/HER WITHIN A REASONABLE DISTANCE.

a. The salute is rendered indoors only when cadets are reporting to cadet officers or instructors. The proper sequence of reporting includes saluting and stating (unless there is a predetermined function such as attendance reporting) “Sir/Ma’am, Cadet (last name) reports as ordered”. The cadet holds the salute until it is returned or otherwise acknowledged by the officer. When the purpose of the report or meeting is completed, the cadet again salutes, the officer will return the salute, or otherwise acknowledge it, and the cadet will do an about face or turn sharply toward the most direct exit and leave.

b. A salute is never given or returned while running. The cadet will instead come to quick time (a walk) and render the salute when approximately three paces from the officer.

c. Cadets not in uniform may salute as if they were in uniform. Remember, this is a military greeting and show of respect.

d. If in uniform, and a cadet observes the American Flag being raised or lowered from any flagstaff, he/she will assume the position of attention, render the hand salute and hold it until the flag has reached the summit or base of the flagstaff. If the cadet is in civilian clothes, he/she will assume the position of attention and place the right hand over the heart. If a male cadet is wearing civilian attire including headgear, he will remove the headgear and hold it to his left shoulder so the right hand is over the heart.

e. The Pledge of Allegiance is recited and a cadet is in uniform indoors, the cadet should stand at attention, remain silent and face the flag (does not apply to classroom procedure). If most of those present are in civilian clothes, however, the cadet may exercise the option of joining with the others in reciting the pledge.

f. If the Pledge of Allegiance is recited and a cadet is in uniform outdoors, the cadet should stand at attention, remain silent, face the flag, and render the hand salute.

g. If the Pledge of Allegiance is recited and a cadet is not in uniform and is either indoors or outdoors, the cadet should stand at attention, face the flag, and recite the pledge. The right hand is over the heart during the recitation, and males will hold hats, if worn as described in paragraph 1-d above.

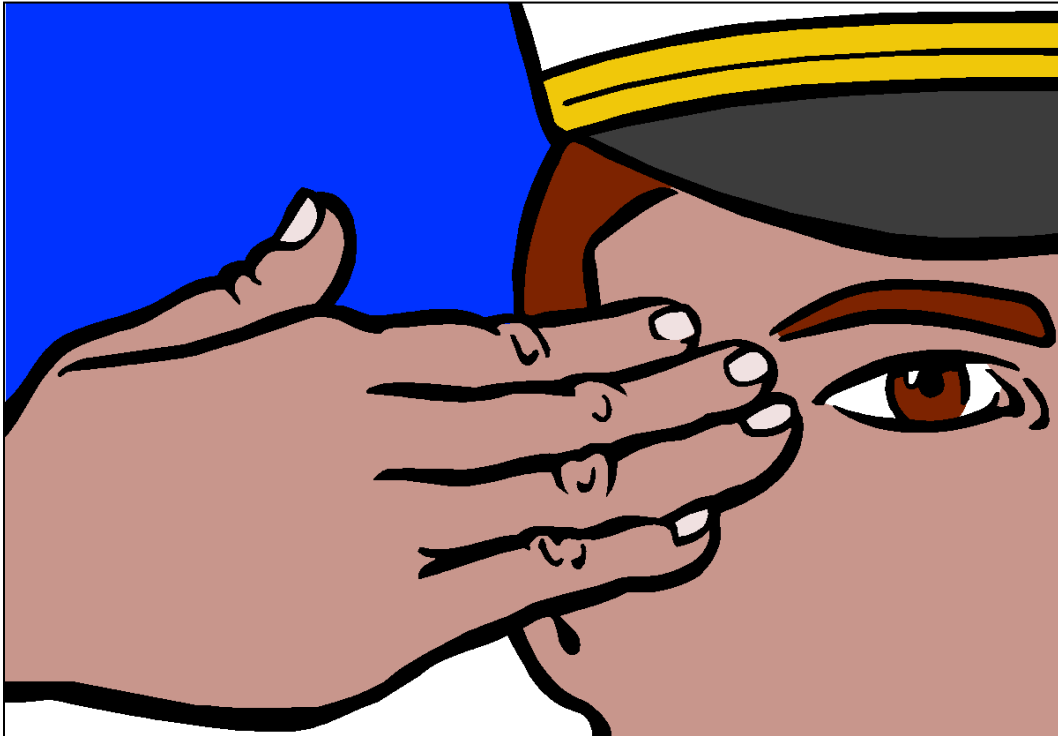
h. If the National Anthem is being played, and a cadet is in uniform indoors, the cadet should face the flag (if present; if not, face the music), but not salute unless under arms.

i. When the National Anthem is being played, and a cadet is in uniform outdoors, the cadet should stand at attention, face the flag (if it is visible, or music if it is not), and salute. (If no flag is visible and music is recorded, the cadet should simply face straight ahead while saluting).

j. If the National Anthem is being played, and a cadet is not in uniform (is in either civilian or athletic attire), and the cadet is either indoors or outdoors, the cadet should stand at attention, face the flag, and place the right hand over the heart (men will also hold the hat in the right hand as described in paragraph 1-d above).

k. If a cadet is late for formation, he/she will approach the cadet or person in charge when the formation is at a halt, salute, and request permission to fall in. Simply approach the person in charge, salute, and request permission to join the class.

2. Cadet Officers and NCOs should correct saluting errors in a courteous and helpful manner when cadets junior to them commit such errors. All cadets are expected to accept such corrections with gratitude and courtesy.



Chapter 10

Grading Policy, Makeup Work, Evaluations, Extra Credit

1. **Grading Policy:** All cadets earn their grades based on work they do. No grades are given because a cadet merely attends class. If a cadet does not work, his/her grade will suffer. All points earned will be on a scale of 0 to 100 and incorporated into the school's grading system with the following percentages (SEE SYLLABUS FOR UPDATES):

UNIFORM INSPECTION - WEEKLY	25%
ATTITUDE, DISCIPLINE, & RESPECT - WEEKLY	15%
DRILL / GROUP ASSEMBLY / ACTIVITY / ACADEMICS	30%
WELLNESS/PHYSICAL FITNESS	20%
FINAL / MID-TERM/	10%
TOTAL	100%

a. **Uniform Grade:** This refers to the actual wearing of the uniform. It reflects the cadet's degree of attention to detail, organization, and planning. Normally evaluated Tuesday unless otherwise instructed. See Attachment 23 at the end of this guide for the evaluation sheet. The ASI or flight commanders normally conduct the inspections. If the cadet does not wear the uniform properly outside of the classroom, he/she could lose points or could possibly receive a zero, with no make-up option. If any cadet has the same write-up 2 times in a row, or fails to wear their uniform regularly in an acceptable manner, they will be referred to the ASI or SASI for grade determination. A "Three Strike Rule" is used to effectively communicate these guidelines: **STRIKE 1** - Cadets who fail to meet AFJROTC uniform wear/proper grooming standards will be referred to the Aerospace Science Instructor (ASI), MSgt McLain, for counseling, the parent/guardian will be notified via email/phone call, and the cadet will receive a summative grade of zero unless the uniform is worn properly the entire next day of school. (Strike One means the cadet never made-up the uniform wear all week.) **Strike 2:** The second time a cadet fails to meet AFJROTC uniform wear/proper grooming standards then she/he will be referred to the Senior Aerospace Science Instructor (SASI), Lt Col Farr, for counseling, the parent/guardian will be notified via phone and the cadet will receive a summative grade of zero unless the uniform is worn properly the entire next day of school. Failure to make-up this second missed uniform wear will result in the cadet being placed on probation and the parent/guardian notified by letter (i.e., Cadet Probation Letter). At this time an in-person meeting will be scheduled with the cadet, SASI, parent/guardian, counselor (if cadet or parent/guardian desires), and the appropriate Assistant Principal. If this meeting does not result in the cadet complying with AFJROTC policy, then the cadet will be disenrolled. This is not desired, particularly late in the school year, but it is required by federal law. A disenrollment decision from a school administrator, or the SASI, may not be appealed. **Strike 3:** If there is a third time when a cadet fails to meet AFJROTC uniform wear/proper grooming standards (i.e., a 3rd summative grade of zero) then she/he will be referred to the Assistant Principal of Curriculum & Guidance and the applicable counselor for removal from AFJROTC. Refer to this Cadet Guide, Chapter 2, paragraph 3 for additional information. Additionally, failure to wear the uniform will result in a failing grade for "Attitude, Discipline, and Respect" for failure to follow instructions (please see the section above and refer to Chapter 14 of this guide).

b. **Drill Grade:** This refers to actual drill performance by the cadet. It will be scored on the drill pad or in some cases in the classroom, gym, etc. This will normally be scored by the (ASI) given at least once per month.

c. **Cadet Corps Assembly:** This grade is obtained by attending the mandatory Squadron Formation on a uniform day each month. The Group Formation is formed no earlier than 0800 hours and will dismiss no later than 0810 hours.

d. Attitude, Discipline, & Respect (ADR) Grade: This is a WEEKLY grade (Sep – Apr) based on the typical attitude, discipline, and respect displayed during the week by the cadet's daily actions. Your grade for this area will start at 80% (formative grade for the first four weeks in Sep; then a weekly summative grade). The Attitude, Discipline, & Respect program is designed as a leadership tool for recognizing and dealing with the mistakes and wrong choices you are apt to make as a cadet in the AFJROTC. This system is not designed to punish the individual for the mistakes they make, but rather, to give them an opportunity to correct their own mistakes. This program is designed to “get the attention” of a cadet so she/he can correct the undesirable behavior. Continuous, or repeat, violations will be documented on a Letter of Counseling and parent/guardian notification. Merits and demerits are used to track a cadet's progress or identify areas that need improvement. You must read Chapter 14 of this cadet guide for more information about Merits/Demerits. The cadet's conduct and behavior throughout the entire school environment will be a factor. All ADR grades are carefully considered by Lt Col Farr and MSgt McLain. Advanced cadet officers can award merits but the SASI will ultimately review and load all grades. In short, the cadet staff can make recommendations; however, Lt Col Farr is the final arbitrator and the teacher who makes the final decision on these grades.

Note: Lt Col Farr will evaluate the leadership/followership capabilities of cadet leaders using the Cadet Officer/Staff Evaluation Form (Attachment 19) or Basic Cadet Evaluation Form (Attachment 21).

Any cadet who is assigned In-School Suspension (ISS) loses 20 points per day and 40 points per day for Out-of-School Suspension. This action can seriously impact your overall grade. OSS/ISS or other CHS discipline brings discredit upon yourself and the AFJROTC program. If you have OSS/ISS on uniform day, you will wear the uniform and it is your responsibility to report to the SASI or ASI during the day and receive a uniform grade. You may ask the ISS/OSS teacher to send us an email and we will come down and grade your uniform wear. All cadets have the opportunity to present their individual case/circumstances to Lt Col Farr for consideration. Remember, ISS/OSS negatively impacts your SUMMATIVE grade.

e. Activity Grade: This includes workbooks, projects, study guides, homework, and any special activities. Grades can be given daily on the above activities by the SASI or the ASI. It reflects daily preparation and commitment to participate and put forth effort in the learning process.

f. Promotion Tests: Given approximately every five weeks. Each cadet will test for promotion regardless of rank or longevity in the program unless waived by the SASI.

g. Academics: Cadets will cover the applicable chapters in the Aerospace Science and Leadership Education curriculum. Academic grades will be given for the completion of homework, classroom performance questions, and quizzes.

h. Health and Wellness/Physical Fitness Grade: This is normally a weekly grade given on Friday of each week for performance during physical fitness activities, which normally include sit-ups, push-ups, lunges, and one-mile run.

i. Final/Midterm Exam/SLO Post-Test: A Mid-Term Exam is given per the school schedule. The Final Exam/SLO Post Test is given at the end of the term and may include a Drill Performance Test as well as a written Academic Exam.

2. Makeup Work: Make up work is the sole responsibility of the cadet. If a quiz or a test was missed by a legal absence, it may be made up within three school days after the absence. **It is the responsibility of the cadet to arrange a makeup work session with the SASI or ASI. The instructor will not remind cadets...it's your responsibility.** If a uniform inspection is missed by a legal absence, the cadet must make up the inspection the first day he/she is back in class. If the cadet does not wear the uniform at the appropriate time, the cadet will receive a "zero" uniform grade for the week missed. The statement, "I did not know what uniform to wear", will not be honored. Any uniform is better than none. Call a friend, flight commander or call the instructors to find out the uniform for the day. The uniform requirement will always be briefed and posted in the classroom the day prior. Prolonged absences will be dealt with on a case-by-case basis.

3. Extra Credit: Extra credit work will not normally be permitted. However, if a cadet is striving to achieve success and has completed all required assignments throughout the year, to the best of his/her ability, it will be considered on a case-by-case approach. In short, if you blow off assignments throughout the year and have "zeros" for missing assignments, don't expect the opportunity to improve your grade by doing extra credit work. You need to complete assignments throughout the year before asking for extra credit opportunities.

4. Grades will be entered into INFINITE CAMPUS for each of the following categories:

- a. Uniform (weekly);
- b. Leadership/Followership (L/F)(monthly)
- c. Drill/Group Assembly/Academics (weekly) – Activity (as occur)
- d. Health and Wellness/Physical Fitness (weekly)

Promotion Test/Midterm and Final Exam/Post-Test grades will be entered as they occur.

Chapter 11

AFJROTC Honors & Distinctions

Authority: The Principal of Carrollton High School has authorized the AFJROTC department to award graduation leadership with Awards and Distinctions based on outstanding achievement in the AFJROTC program.

Purpose: The award of these honors is reserved for a select few exceptional cadets who best represent the model cadet that other cadets may emulate. These items are not awarded to every cadet who simply meets the minimum criteria to be nominated for consideration. To ensure this privilege maintains the highest of standards, the Senior Aerospace Science Instructor (SASI) will award these distinctions extremely judiciously.

Criteria for the Award of the AFJROTC Aerospace Science AFJROTC Medallion:

- Must be a graduating senior who has served at least four “active” semesters in AFJROTC (4 credits in any sequence with the exception of the senior year).
- Must have a weighted high school GPA of 3.0, or higher, at the end of Fall semester with an A/B grade in each one of their AFJROTC classes.
- Must serve in a cadet leadership role.
- No failing academic grades for the current year.
- No failed uniform inspections, or missed uniform wears, for the current year.
- No adverse discipline/punishments from the Carrollton High School discipline code (ISS/OSS) for the current year.
- No letter(s) of reprimand, nor negative correspondence with parents, regarding failure to maintain proper behavior as outlined in Chapter 4 of this guide for the current year.
- AFJROTC instructor(s) recommendation.

Note 1: The reference to *current year* (above) refers to the semester/year when the 4th qualifying credit is completed. It is implied and expected that if invited back for a senior year these minimum standards will continue to be maintained.

Note 2: The Senior Aerospace Science Instructor (SASI) retains authority to grant an “exception to policy” in rare circumstances when truly outstanding performance overshadows a deficiency in any one aspect of the preceding criteria.

Chapter 12

Leadership Development Requirements (LDR)

1. **Color Guard:** This elite group has the honor of presenting the national and state flags at school and community events. Distinctive uniform items are worn by the Color Guard. Each cadet has an opportunity to train for the Color Guard team.
2. **Drill Team:** A tremendous amount of effort is required in this activity. Here is a chance to polish the basic skills learned. After school practice, extreme dedication, concentration, complete compliance with the Drill Team Commanders' commands, extra care of the uniform, the desire for public exhibition and recognition, and individual desire will limit this activity to about 30% of the Corps. Drill Team is considered a Club for Drill Team members only. Not for those trying to earn a spot on the team.
3. **Saber Team:** This team is trained to use ceremonial sabers for specific events. Homecoming events, recognition ceremonies, military ball, etc.
4. **Kitty Hawk Society:** This is the official AFJROTC and National Honor's Society. It strives to promote high academic standards, service to the school and community, promote initiative and self-confidence, develop leadership skills, promote academic excellence, encourage educational development after high school, and further the Air Force's role in aerospace education.
5. **Marksmanship Program:** Competitive shooting at Air Force and Georgia High School Association events. An air rifle (.177 caliber) is used for the unit's Civilian Marksmanship Program which utilizes either compressed air or compressed carbon dioxide.
6. **Rocketry Program:** Design, build, fly and recover small rockets that are made of paper, plastic, balsa wood, or other lightweight material. An exciting introduction into aerospace engineering, design, and basic concepts of flight and space.
7. **Orienteering Team:** Orienteering is a competitive sport that combines racing with navigation. It is a timed race in which individual participants use a specially created, map to select routes and navigate with a compass through diverse and often unfamiliar terrain and visit control points in sequence.
8. **Aerospace Static Model Program:** Design and/or build small rockets, planes, or other aircraft/spacecraft. Learn about aerospace engineering, design, and functionality in the Air Force.
9. **Multi-Copter Program.** We provide a group of cadets to learn and engage in one of the fastest growing STEM programs in the nation today. The ability to fly a drone and use it for recreational or commercial activities is available to all cadets in our program.
10. **Cyber Patriot Program.** Designed to inspire students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future.
11. **Raider Program.** Raider is a competitive fitness club team that will test the endurance, strength, and speed of your cadets.
12. **Air Force Weather Agency Program:** Increase cadet's knowledge and appreciation for the role weather plays in the operational world of aviation safety.
13. **Social Activities:** The cadet squadron conducts various social events that may include an Awards Banquet, Military Ball, Field Day, Picnic, Skating Party, Parades, etc. These events are planned and organized by the cadets,

open to all cadets, and are integral parts of the AFJROTC program. Many of these activities are mandatory events so you must plan accordingly.

14. **Curriculum in Action (CIA):** Trips to Air Force Bases, aerospace museums, colleges and universities are an important part of the Aerospace Science curriculum, and are real highlights of the school year. All cadets in good standing such as cadets passing the course with a 70, or higher; and/or cadets with no disciplinary infringements (i.e., ISS/OSS/instructor recommendation) will have the opportunity to participate with parent's approval.

15. **Fund Raising:** Various fund raising activities are conducted to support numerous functions. The success of any fund raising effort depends largely on the support of each cadet.

16. See The Air Force JROTC Consolidated Operational Supplement for additional information on co-curricular activities.

Chapter 13

Cadet Promotions

The quest for temporary promotion provides constant challenges and motivation to cadets. This challenge is appropriate since the change of insignia that accompanies a temporary promotion is visible evidence of progression and standing among contemporaries. Also the insignia is evidence of growing maturity, the ability and willingness to accept additional responsibility, and demonstrated growth leadership.

1. Promotions in high school AFJROTC are based on self-initiative.
2. There are two types of grades a cadet may hold:
 - a. **Permanent Grade:** Permanent grades and all permanent promotions are dependent on satisfactory performance. The lowest permanent grade increases one grade for each year in the program. For example, the lowest permanent grade for Aerospace Science AS-I cadets is Cadet Airman, for AS-II cadets it is Cadet Airman First Class, for AS-III cadets it is Cadet Senior Airman and for AS-IV cadets it is Cadet Staff Sergeant. For AS-I cadets, these grades will be assigned at the end of the first nine weeks. For advanced cadets, permanent grades will be assigned at the beginning of the new term. At that time, the insignia to be worn will be that of the cadet's permanent grade unless the cadet is awarded higher temporary grade. Officer rank may be achieved after being selected and worn while successfully serving in an Officer position. Removal from an officer position will typically result in a return to applicable AS-level permanent rank.
 - b. **Temporary Grade:** Temporary promotion is not automatic, but instead depends on the performance of the cadet. Temporary grades are awarded only when they are higher than the permanent grade. A cadet, who has both a temporary and a permanent grade, will wear the insignia of the temporary grade since it will always be higher.
 - c. Cadet Officer ranks are temporary grades usually based on the position they hold. Cadet Officer positions will normally be filled by senior cadets or deserving junior cadets. Junior cadets usually fill top NCO positions. Consideration is normally given to previous military experience such as Civil Air Patrol, prior Junior ROTC training, etc. **Cadet officers (and officer candidates) must attend the Officer Training School course each year to retain, or hold, officer rank/status (and complete the Cadet Officer Career Development assignments).** Cadets who fail to complete the annual course will return to her, his, permanent rank.
 - d. Cadets initially assigned to command and staff positions will not be awarded the highest grade authorized. This will permit promotion based on actual performance in that position.
 - e. A cadet will not normally hold a grade higher than that authorized for his/her position. Exceptions are made for cadets who are assigned to special functions or advisory positions where there special talents can be used to benefit the junior cadets.
3. The following are promotion policies:
 - a. The SASI will select the Cadet Squadron Commander, subordinate commanders, and staff members. Special Orders published by the Executive Officer will announce promotion actions approved by the SASI.
 - b. Cadets will normally serve in an assigned position for a complete academic term (i.e., semester). On occasion some positions may be rotated during the semester.
4. Cadet officer promotions are based on the "Whole Person Concept" with consideration given to the followings (see attachment 19 for officer evaluation rubric):

- a. Academic Leadership: How well does the cadet perform on quizzes and examinations, class projects and presentations? Are assignments completed on time?
- b. Organizational Leadership: How well does the cadet function in positions of leadership? Does the cadet command respect? Does the cadet give proper consideration to subordinates? How does the cadet appear in uniform? Does the cadet wear the uniform weekly as required?
- c. Co-Curricular Activities: To what degree does the cadet carry interest and enthusiasm beyond the classroom? Does the cadet participate and demonstrate excellence in all cadet activities?
- d. Responsibility: How does the cadet accept job assignments and responsibilities? Does the cadet volunteer for additional duties? Does the cadet accept responsibility for the proper care of the uniform? Is the cadet always on time? Is the cadet always prepared for class?
- e. Service: To what degree does the cadet serve the school, church, community, and the cadet corps?
- f. Organizational Support: Does the cadet perform above and beyond normal duties? To what extent does the cadet participate in the flag detail, Color Guard, parades, fundraisers, etc.?
- g. Military Appearance. Does the cadet wear the uniform weekly as required?
- h. Program Impact: What impact has this cadet made on the future of our program? Has the cadet participated on a team; initiated any new process or procedure that has elevated or significantly improved our program?

5. Enlisted: Promotions: All the enlisted cadets will have the ability to apply for promotion throughout each academic year. Each promotion will require a specific portion of the Cadet Achievement Record (CAR) be completed prior to applying to meet the promotion board. Once you've passed the promotion board, the final decision on any promotion will be made by the SASI or ASI. The cadet will then be given a specific promotion date. The SASI or ASI will review the academic and discipline records for each cadet and make the final determination on who gets promoted. In short, we will not promote cadets to a higher position simply because they complete the paperwork or meet the minimum time in grade.

6. **Promotion Eligibility:** There are three categories in the promotion system: Category One - Airman; Category Two - Noncommissioned Officer (NCO); Category Three – Officer. Each category will be eligible for promotion on a decreasing time scale:

Category 1	(Airman Basic – Senior Airman)	Every 4 ½ Weeks
Category 2	(Staff Sergeant – Technical Sergeant)	Every 9 Weeks
Category 3	(Master Sergeant – CMSgt)	Every 18 Weeks

*These are eligibility timelines and do not indicate, or imply, an automatic promotion.

You must meet a promotion board and be selected for promotion to the next higher grade.

7. Planning is the key for successful promotions in JROTC. Do not wait until the last minute to do promotion requirements. You may attempt to be promoted only to the next rank.

8. If a cadet does not meet all requirements, he/she **WILL NOT** be promoted. There still may be some cadets that could, because of hard work, extra effort, outstanding achievement, etc., be **SPOT promoted**. This will only be done **ONCE** per term at the sole discretion of the **SASI**.

NOTE: Cadets **must** meet a promotion board to advance to the next level for ranks C/Airman thru C/Master Sergeant. Officers will be interviewed by the SASI.

C/Senior and C/Chief Master Sergeant candidates must be making a positive impact at a corps-wide leadership

level. C/Officer candidates must successfully complete Officer Training School (OTS); be nominated or currently hold a staff position; and successfully progress through the Cadet Officer Development Plan. Cadets who fail to meet grade average standards for promotions during a promotion cycle, but meet all other requirements, may meet the promotion board which consists of key cadet senior officers and cadet NCOs selected by the SASI. All voting members must be of a higher rank than the cadet being considered for promotion. The board will make a recommendation based on performance and behavior. Final approval authority for all promotions is the SASI. All cadets exercising this option must meet the Board **NLT SEVEN (7)** school days after the normal promotion cycle.

PROMOTION REQUIREMENTS

1. CADET AIRMAN

- a. Demonstrate the ability to **write** the AFJROTC
 - Cadet Creed
 - Honor Code
 - Air Force Corps Values
- b. Demonstrate knowledge of the Birthday of the Air Force
- c. Identify the present U.S. President and Vice-President
- d. Perform the following stationary drill movements properly:
 - Position of Attention
 - Parade Rest
 - Present/Order Arms
 - Left/Right/About Face
 - Forward March/Halt
- e. Identify and demonstrate knowledge of requirements for the following ribbons:
 - Patriotic Flag Ribbon
 - Bataan Death March Memorial Hike Ribbon
 - Longevity Ribbon
 - Dress and Appearance Ribbon
- f. Identify mentor
- g. Complete a closed book exam on the Cadet Guide
- h. Obtain a minimum grade of **70** in the JROTC course
- i. Obtain a minimum grade of **70 or higher grade average for the term** in all courses

2. CADET AIRMAN FIRST CLASS

- a. Complete all requirements for the previous rank
- b. Demonstrate knowledge of all cadet rank insignia
- c. Perform the following stationary drill movements properly:
 - Right/Left Step
 - Open/Close Ranks
 - Right/Left Flank
 - Column Right/Left
 - To the Rear
 - Eyes Right/Ready Front
 - Change Step
- d. Demonstrate knowledge of all Air Force rank insignia
- e. Identify and demonstrate knowledge of requirements for the following ribbons:
 - Attendance Ribbon
 - Activities Ribbon

- Recruiting Ribbon
- Health and Wellness
- f. Report progress towards community service goal of 15 hours
- g. Complete a closed book exam on the Cadet Guide
- h. Obtain a minimum grade of **“70”** in the JROTC course
- i. Obtain an overall **“70 or higher grade average for the term** in all courses

3. CADET SENIOR AIRMAN

- a. Complete all requirements for the previous ranks.
- b. Command a minimum of one cadet in all stationary drill movements
- c. Demonstrate knowledge of your cadet chain-of-command
- d. Demonstrate knowledge of Wear of the Uniform chapter in Cadet Guide.
- e. Demonstrate knowledge and ability to perform all Flag Detail procedures.
- f. Demonstrate knowledge of the history and proper display of the U.S. flag.
- g. Report progress towards community service goal of 15 hours
- h. Identify and demonstrate knowledge of requirements for the following ribbons:
 - Service Ribbon
 - Good Conduct
 - Marksmanship Ribbon
- i. Complete a closed book exam on the Cadet Guide
- j. Obtain a minimum grade of **“75”** in the JROTC course
- k. Obtain an overall **“70 or higher grade average for the term** in all courses

4. CADET STAFF SERGEANT

- a. Complete all requirements for the previous ranks.
- b. Must have completed 15 hours of community service (minimum per academic year)
- c. Without assistance, command a flight through a prescribed sequence which includes:
 - Command Attention
 - Command Parade Rest
 - Command Left/Right/About Face
 - Command Left/Right Step and halt
 - Command Open/Close Ranks
- d. Prepare and submit a one-page (minimum), typed 12 font, paper on mentorship
- e. Present a Five (5) minute briefing on an approved military topic to a flight.
- f. Identify and demonstrate knowledge of requirements for the following ribbons:
 - Sabre Team Ribbon
 - Color Guard Ribbons
 - Drill Team Ribbon
- g. Complete a closed book exam on the Cadet Guide
- h. Obtain a minimum grade of **“75”** in the JROTC course
- i. Obtain an overall **“70 or higher grade average for the term** in all courses

5. CADET TECHNICAL SERGEANT

- a. Complete all requirements for the previous ranks.
- b. Identify your mentee.
- c. Give a short Briefing on the advantages of completing 3-years versus 2-years of AFJROTC membership.
- d. Without assistance, command a flight through a prescribed sequence which includes:
 - Command Forward march and halt

- Command Left/Right Flank
 - Command to the rear
 - Command column left/right
 - Command eyes right/ ready front
 - Command change step
- e. Identify and demonstrate knowledge of requirements for the following ribbons:
- Leadership Development Requirements (LDRs) Ribbon
 - Orienteering Ribbon
 - Special Teams Competition
- f. Complete a closed book exam on the Cadet Guide
- g. Obtain a minimum grade of **“75”** in the JROTC course
- h. Obtain an overall **“70 or higher grade average for the term** in all courses

6. CADET MASTER SERGEANT

- a. Complete all requirements for the previous ranks.
- b. Command basic Color Guard movements.
- c. Command basic saber movements.
- d. Help plan an event/project.
- e. Present a briefing on the qualification requirements for a general college AFROTC scholarship.
- f. Identify and demonstrate knowledge of requirements for the following ribbons:
- Leadership School Ribbon
 - Academic Ribbon
 - Superior Performance Ribbon
- g. Complete a closed book exam on the Cadet Guide and attain a passing grade of **75% on the test**
- h. Obtain a minimum grade of **“80”** in the JROTC course
- i. Obtain an overall **“75 or higher grade average for the term** in all courses

7. CADET SENIOR MASTER SERGEANT

- a. Complete all requirements for the previous ranks.
- b. Present a briefing on acquiring an appointment to the AF Academy.
- c. Demonstrate knowledge and ability to perform all Color Guard Commands; Flags and Rifles.
- d. Identify and demonstrate knowledge of requirements for the following ribbons:
- Achievement Ribbon
 - Leadership Ribbon
 - Outstanding Cadet Ribbon
- e. Complete a closed book exam on the Cadet Guide. Must attain a passing grade of **80% on the test**
- f. Obtain a minimum grade of **“80”** in the JROTC course
- g. Obtain an overall **“75 or higher grade average for the term** in all courses

8. CADET CHIEF MASTER SERGEANT

- a. Complete all requirements for the previous ranks.
- b. Demonstrate knowledge and ability to Command a prescribed Color Guard Sequence.
- c. Demonstrate knowledge of all job descriptions for all staff positions
- d. Identify and demonstrate knowledge of requirements for the following ribbons:
- Top Performer
 - Outstanding Flight Ribbon

- Outstanding Organization Award
 - Distinguished Unit Award
- e. Plan, Organize, and complete an approved School and or Community Service project.
- f. Obtain a minimum grade of “85” in the JROTC course
- g. Obtain an overall “78 or higher grade average for the term in all courses

NOTE: For full access to the promotion Operating Instruction see attachment 30



Chapter 14

Attitude, Discipline, & Respect (ADR)

(Formerly referred to as the "Merit/Demerit Program")

The Attitude, Discipline, & Respect program is designed as a leadership tool for recognizing and dealing with the mistakes and wrong choices you are apt to make as a cadet in the AFJROTC. This system is not designed to punish the individual for the mistakes they make, but rather, to give them an opportunity to correct their own mistakes. This program is designed to “get the attention” of a cadet so she/he can correct the undesirable behavior. Demerits will double on the second offense. Continuous, or repeat, violations will be documented on a Letter of Counseling and parent/guardian notification. Merits and demerits are used to track a cadet’s progress or identify areas that need improvement.

1. Your goal is to **earn more merits** than demerits! Demerits must be worked off by earning merits. **Merits and Demerits for each cadet will be recorded on Form 341A or 341B (see attachment 27) and applied to the weekly ADR grade.** The SASI will have a total of merits and demerits for each cadet for each weekly period: They will be converted into a grade and loaded onto Infinite Campus. This will be a formative weekly grade for the first four weeks of the semester then it will convert to a summative weekly grade. The list below has many examples of how merits/demerits may be earned:

Merit Activity		Demerit Activity	
Color Guard	30	Failure to Wear Uniform	40
Parade Participation	20	Disrespect	20
Build Rocket/Model Airplane	30	Insubordination to an Instructor	80
AF Presentation – See SASI	30	Insubordination to a Student Leader	30
AF Report – See SASI	20	Class Disruption	20
Additional Uniform Wear	30	Eating w/o Permission	20
100% Uniform Grade	10	Vandalizing	20
100% on Drill Grade	10	Profanity/Obscene Gestures	20
Top Fundraiser	30	Improper Uniform Wear	20
Attend Drill Comp	20	Fighting	40
Compete in Drill Comp	40	Not Following Directions	20

Special Event Participation	20	Sleeping in Class	20
Promotion	30	Stealing	40
Cleaning up the Facility	20	Public Display of Affection (PDA)	30
Meet Fundraising Goal	20	Cell Phone Usage w/o Permission	20
Lead an Activity	20	Rude Behavior	20
Community Service Event	20	Cheating	20
Flag Detail	20	Calling Cadet by First Name	20

2. The objective is to always have as many merits on your account as possible. Merits will be treated as extra-credit points for your ADR grade. The only way you will ever lose your merit points is by receiving demerits. **Every week, your beginning grade is 80%** and a maximum of 150% (SASI may exceed the maximum at his discretion). The SASI can use merits in excess of 100 to “raise” other (lower) grades such as uniform wear, or various assignments, during the same week. An instructor, or a Senior Cadet Leader, may evaluate the ADR capabilities of cadets using the Cadet Officer/Staff Evaluation Form (Attachment 17) or Basic Cadet Evaluation Form (Attachment 18). See Chapter 10 for additional grading information concerning this program. Only Merits are given during August: Demerits can be administered beginning in September.

Chapter 15

Cadet Squadron Organization

Cadet Organization: The GA-20061 AFJROTC Cadet Squadron will be organized in accordance with AFJROTC directives. A current organizational chart will be published each year.

Unit Manning Document: A Unit Manning Document (UMD) will be used as a guideline for cadet positions and rank authorizations. See attachment 16 for the UMD.

Cadet Appointment and Rotation of Duties: Air Force directives state that the Senior Aerospace Science Instructor (SASI) will select the cadet chain of command and establish rotation and promotion policies. Cadets should experience ever-increasing rank and responsibility if performance, attitude, and leadership ability warrant such advancement. Cadet positions may also be rotated, if necessary. Special promotions may be made by the SASI in order to fill a need or to recognize special merit.

Cadet Selection Criteria: Attitude, performance and dependability have always served as the measuring tools for placing cadets in leadership positions. Cadets will not be selected for leadership positions based solely on gender, ethnicity, or academic standing. Honest & hardworking are highly sought attributes of our cadet leaders.

Cadet Staff Meetings: The Cadet Squadron Commander will conduct a staff meeting for her/his key officers as required. The “Committee of Five” will meet more frequently as the Corps leadership team.

Demotion Criteria: Cadets who are unwilling or unable to perform the duties required, or clearly show that they do not intend to accept all the responsibility associated with a position will be removed from that position and awarded the appropriate permanent rank.

Permanent and Temporary Rank: Cadets will wear the permanent rank assigned to their AFJROTC academic year when not holding a position which calls for higher (temporary) rank. Temporary rank will be awarded by the SASI based on the position to which a cadet is assigned. Temporary rank will not automatically be carried over from year to year, and it may be changed any time due to position changes, special promotions, unsatisfactory performance, or demotions.

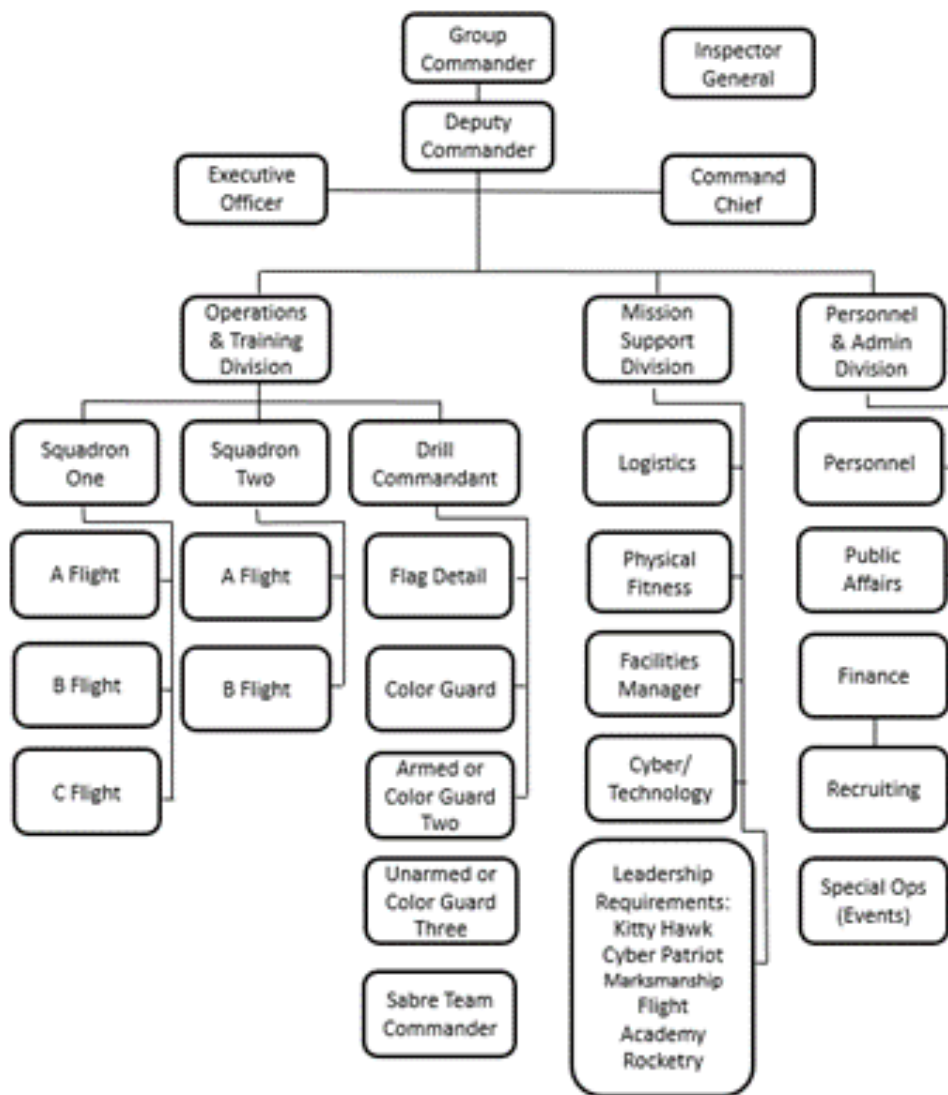
Assignment of Rank: When assigned to a position, the cadet may not be automatically awarded the highest temporary rank authorized by the UMD. Cadet performance will be monitored for a period of time before the cadet is promoted to the highest rank authorized, as determined by the SASI.

NOTE: Cadet rank may be removed at any time by the SASI for undesirable behavior or a lack of adherence to AFJROTC standards.

Organization and Staff Functions

The Organization Chart below shows the functions of the Squadron. Each cadet should become familiar with all of the functions to gain a more complete understanding of those jobs as they relate to the Squadron. This chart also reflects the Chain of Command by a line connecting the functions or positions. Information, guidance and decisions flow down the chain of command in the form of oral and written instructions. Information and recommendations, which are used by cadet leaders in decisions, also flow up the chain of command. Information flow and coordination between lateral functions are also necessary for efficient staff functioning. Unless there is a free communications flow throughout the organization, the Squadron will quickly become ineffective.

GA-20061 Organizational Chart



1

Functions, Responsibilities, and Job Descriptions:

Position Assignments: Upper level cadets may be assigned positions of responsibility in the Cadet Squadron so that they can develop leadership ability, teamwork, organizational skills, and self-discipline. Rank is awarded commensurate with the level of responsibility of the position. Each cadet is expected to perform the responsibilities and duties of the position to which he is assigned. The basic duties of the key positions follow:

1. Corps Squadron Commander is responsible for:

- a. The overall cadet corps organization; and will establish key leadership theme(s) to help inspire and lead the cadet corps to great accomplishments.
- b. Directly supervises the Director of Operations & Training, Mission Support, and Personnel & Admin, Flight Commanders, applicable staff members, and other staff positions as directed by the SASI.
- c. Understands the mission of the AFJROTC organization and is responsible for the appearance, discipline, training, and conduct of the Squadron.

- d. Maintains a command presence throughout the corps.
- e. Determines and maintains written policies that provide unit guidance.
- f. Inspects and evaluates staff functions.
- g. Conducts periodic staff meetings to ensure smooth operation of the Squadron.
- h. Administers program-wide activities according to Air Force principles and procedures.
- i. Ensures an effective chain of command exists and operates.
- j. Maintains close coordination with the SASI/ASI related to cadet corps activities.

2. Cadet Deputy Commander is responsible for:

- a. Responsible to the Corps Group Commander and, when directed by the SASI/ASI, will assume duties of the Commander.
- b. Directly supervises, tasks, and manages Director of Operations & Training and Mission Support Staff.
- c. Coordinates closely with the Group Commander and prepares the agenda for weekly staff meetings.
- d. Monitors progress of all special committees.
- e. In conjunction with the Operations Officer and the Mission Support Officer, develops and publishes a schedule of activities for the term, including Weekly Operations Orders, plans and organizes Field Day activities, parades, reviews, awards banquet, field trips, etc.
- f. Keeps the Commander informed on all activities.
- g. In conjunction with the Plans & Requirements Officer, and at the direction of the Commander, serves as the lead agency for ensuring proper standardization of the organization (i.e. IAW AFJROTC Instructions and Guidelines).

3. Executive Officer and/or Command Chief:

- a. Makes the commander and deputy commander more effective in their jobs.
- b. Tracks work that needs to be accomplished in the organization and manages suspenses owed to the instructors and AFJROTC headquarters.
- c. Manages the schedules of the commander and vice commander.
- d. May be required to fill-in during the absence of the commander, deputy commander or operations Officer.

4. Cadet Operations & Training Director is responsible for:

- a. Responsible to the Group Commander/Deputy Group Commander
- b. Utilizes each squadron commander to manage the following:
- c. Directly supports the Flight Commanders.
- d. 2..Relays information to the Flight Commanders.
- e. Understands the mission of AFJROTC and leads activities to improve the appearance, discipline, training, and conduct of all members of the unit.
- f. Acts as a liaison between commander, flights and staff.
- g. Assists Flight Commanders to ensure compliance with standards of dress and appearance.
- h. Coordinates Flag Detail teams for raising and lowering flag each school day.
- i. Performs other duties as assigned by the Commander.

5. Flight Commander(s) is responsible for:

- a. Ensuring proper appearance, training, conduct of flight members during leadership and classroom training.
- b. Leading and directing the cadet flight at all cadet formations.
- c. Reporting to the instructors on the status of the flight to include matters of discipline and problem areas.
- d. Developing those emerging leaders under her/his command such as mentoring the flight commander, flight sergeant, and element leaders.

6. Cadet Flight Sergeant is responsible for:

- a. Ensure the flight commander is successful with all duties outlined above.

- b. Fill-in during the flight commander's absence by completing all Flt CC duties listed above. Cadet Flight Sergeant is also responsible for:
- c. The flight's mentor/mentee program (i.e., will insure each AS-1 student is assigned an advanced cadet as a mentor; and will manage/monitor the flight's mentor/mentee program).
- d. Assist the flight commander and assistant flight commander with any duties, as prescribed.
- e. Additionally, reports to the Senior Enlisted Advisor on all aspects of the mentor/mentee program.

7. Cadet Drill Commandant/Drill Team Commander is responsible for:

- a. Reports to the Operations & Training Director.
- b. Responsible for oversight and management of drill team(s) and competition drill.
- c. Insures Color Guard teams operates at an optimum level.
- d. Insures flag detail is properly managed and consistently operated.

8. Cadet Flag Detail Officer

- a. Responsible to the Deputy Training Commander
- b. Make a Flag Detail schedule for the school year.
- c. Assigned cadets to Flag Detail duties each week
- d. Ensure that the U.S. Flag and Georgia State Flag is displayed each school day.
- e. Assist in training new cadets on how to raise, lower, and folding the flags.

9. Cadet Mission Support Division Chief is responsible for:

- a. Responsible to the Group Command/Deputy Commander.
- b. Managing all functions under your supervision to include, but not limited to, the following:
- c. Cadet Special Projects Officer(s) who plan, organize, and execute all major projects assigned by the Group CC or Deputy to include Veterans Day activities, Military Balls, Dining In/out, Awards Night, etc.
- d. Cadet LDR Officer(s) who develops, leads and manages learning opportunities such as the model club, the rocketry club, and other special interest events. Also, manages all standardized, formal training if required for all flights.

10. Cadet Logistics Officer is responsible for:

- a. Responsible to the Mission Support Director.
- b. Assisting the Military Property Custodian (MPC) with the receipt, issue and accountability of uniform items, equipment and supplies related to the operation of the cadet squadron.
- c. Assisting the MPC in maintaining cadet supply records in accordance with AFROTC 67-2.
- d. Conducting periodic and special inventory of equipment and supplies.

11. Physical Fitness Officer

- a. Promotes physical fitness throughout the program.
- b. Advocates a healthy diet and lifestyle of fitness.
- c. Plans weekly fitness activities that are fun, engaging, and challenging using the 500 point fitness program outlined in this Cadet Guide.

12. Facilities Manager is responsible for:

- a. Maintaining the cleanliness and safety of the AFJROTC environment.
- b. Assisting the Military Property Custodian (MPC) with the receipt, issue and accountability of uniform items, equipment and supplies related to the operation of the cadet Squadron.
- c. Assisting the MPC in maintaining cadet supply records. Conduct periodic and special inventory of equipment and supplies.
- d. Co-supervisor of Flight Logistics Representative.

13. Cadet Cyber/Technology Officer

- a. Responsible to the Mission Support Director.
- b. Coordinate Cyber Patriot issues.
- c. The use of technology to communicate within the organization and outside of the organization to the public (such as the web site, Face Book, etc.).
- d. The use of technology within the classroom—innovative ways to make learning fun and to make information more accessible to our cadets.
- e. Help provide information security for unit information systems (WINGS).
- f. Handle any other cyber or information technology issues for the unit.
- g. Properly working computer/printer systems (works with SASI or ASI if work orders are needed to fulfill this duty).

14. Cadet LDR Officer(s) is responsible for: to develop, lead, and manage learning opportunities such as the model club, the rocketry club, and other special interest events. Also, manages all standardized, formal training if required for all flights.

15. Personnel and Administration Division Director is responsible for:

- a. Responsible to the Group Command/Deputy Commander.
- b. Responsible for a large number of actions involving the effective management of personnel and administrative functions of the group to include public affairs, finance, recruiting, and special events.

16. Cadet Personnel Officer is responsible for:

- a. Making cadet assignments as directed by the Commander.
- a. Keeping the cadet organization chart current with correct names, rank, etc.
- b. Maintaining cadet personnel files by accurately updating records of cadet assignments, promotions, awards, etc.
- c. Serves on Cadet Boards and records findings/results/recommendations, etc.
- d. Maintaining organization chart and Unit Manning Document (UMD)
- e. Performs other duties as assigned by the CC, Chief of Staff, ASI, or SASI.

17. Cadet Merit and Demerit Officer is responsible for:

- a. Responsible to the Personnel & Administration Director.
- b. Establish procedures for the accurate recording of Merits and Demerits for each cadet.
- c. Provide a monthly Merit/Demerit report for cadets in the unit.

18. Cadet Public Affairs Officer is responsible for:

- a. Developing a publicity program for AFJROTC program to include appropriate bulletin board displays.
- b. Coordinating with school yearbook staff on cadet activities.
- c. Maintaining unit scrapbook and other records reflecting Squadron accomplishments.
- d. Ensuring proper video and still photograph coverage of all cadet activities.
- e. Coordinates and conducts the AFJROTC recruiting program in the high school and middle school; and the AFJROTC Wingman and retention programs.
- f. Developing an AFJROTC Yearbook as directed by the ASI or SASI.

19. Cadet Financial Management Officer is responsible for:

- a. Preparing budget to cover cadet activities.
- b. Planning fund raising activities in coordination with the Cadet Squadron Vice Commander.
- c. Preparing financial reports of each cadet activity.
- d. Maintain AFJROTC Receipt Book.

20. Cadet Recruiting Officer is responsible for:

- a. Responsible to the Personnel & Admin Director
- b. Developing a local recruiting plan for the Junior and High School students.
- c. Tracking potential recruits for the JROTC program at CHS.
- d. Establishing and maintaining local recruiting materials.

Cadet Special Projects Officer(s) who plan, organize, and execute all major projects assigned by the CC or CV/Chief of Staff to include Veterans Day activities, Military Balls, Dining In/out, Awards Night, etc.

NOTE: The commander will appoint a Cadet Project Officer (PO) for each major task assigned to the cadet corps. Project Officers will be responsible for planning, coordinating, and supervising their specific projects. Each PO will complete a project continuity notebook for each assigned task/event. The project continuity notebook (prefer electronic copies) should include, but is not limited to, the following information: point of contact roster (names, titles, and phone numbers of those contacted to coordinate the event); master list of attendees/participants by name; event budget (identifies all requirements and associated costs.); event/program itinerary; supplies, resources and materials required (as applicable); and, comments or suggestions for future project officers.

Chapter 16

Awards and Decorations

Awards and Decorations: The Cadet Awards and Decorations Program foster morale, esprit de corps, and recognize achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available.

Ribbons will not be worn with Medals (only the medals will be worn). NOTE: Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.

Gold Valor Award. Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded.

Silver Valor Award. Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded.

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. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded.

Silver Star Community Service with Excellence Award. Award consists of a ribbon with a Silver Star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. "Countable" hours must be logged into WINGS and be accomplished IAW published guidance in AFJROTCI 36-2010. Countable hours will be the period from 11 April (previous year) to 10 Apr (current year).

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. 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.

National-level Awards

These Items may be issued to cadets, but medals from these organizations WILL ONLY be worn during events such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

Air Force Association (AFA) Award. Cadets may only receive this award once. This AFA-sponsored award and is presented annually at each unit to the outstanding second-year (in a 3- year program) or third-year cadet (in a 4-year program). Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. The award recipient must possess/meet the following personal characteristics and eligibility criteria:

- Top 1% of the cadets in a unit in the following areas, academics, leadership, and professionalism.

- Advances science, technology, engineering, and mathematics (STEM) in the classroom—a critical attribute for the award!
- 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. Cadets may only receive this award once. The Order of Daedalian's 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. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:

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

The SASI selects the recipient and requests the award from the nearest Daedalian Flight. A minimum of 90 days' notice is required to allow the local chapter to obtain the award from their national headquarters and to schedule a Daedalian Flight presenter for the award.

Daughters of the American Revolution (DAR) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award is presented annually to one third-year (in a 3-year program) or fourth-year cadet (in a 4-year program) that meets the following criteria:

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

The SASI and principal select the recipient and must request the award and a presenter not later than 1 March. The award devices and presenter can be requested from the nearest DAR chapter. See Attachment 7-17 for list of award points of contact.

American Legion Scholastic Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements. Each cadet must:

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

The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 7-17 for list of award points of contact.

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

The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters.

Daedalian Award. Cadets may only receive this award once. The Order of Daedalin's 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. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:

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

The SASI selects the recipient and requests the award from the nearest Daedalian Flight. A minimum of 90 days' notice is required to allow the local chapter to obtain the award from their national headquarters and to schedule a Daedalian Flight presenter for the award.

Reserve Officers Association (ROA) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:

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

The SASI with the ASI, selects the recipient of the award. The local ROA chapter contacts each SASI before 15 January and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 January, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association.

Military Officers Association of America (MOAA) Award. Cadets may only receive this award once. This award, formerly known as The Retired Officers Association Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. 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.

The SASI selects the recipient subject to the final approval of the sponsoring MOAA chapter. The SASI requests the award devices from the nearest MOAA chapter. A MOAA representative will make the award presentation. If a MOAA chapter is not available in the area, the SASI sends the request to the MOAA headquarters.

Veterans of Foreign Wars (VFW) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award presented annually to an outstanding second or third-year cadet in a 3-year program (third or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

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

The SASI selects the recipient subject to the final approval of the sponsoring VFW chapter. The SASI requests the award from the nearest local post in February for presentation in April or May. A VFW representative will present the award at an appropriate ceremony. If no local post is available, or if the local post does not offer the award, obtain information by contacting the headquarters of the Veterans of Foreign Wars of the United States.

National Society United States Daughters 1812 Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days. Awarded annually, at the SASI’s discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.

National Sojourners Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days. 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.

The SASI selects the recipient subject to the final approval of the sponsoring National Sojourners chapter. The SASI requests the award from the nearest local chapter in February for presentation in April or May. A representative from the National Sojourners will make the award presentation at an appropriate ceremony. If no local chapter is available or if the local chapter does not offer the award, contact the headquarters of the National Sojourners.

Scottish Rite, Southern Jurisdiction Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days.

This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:

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

The SASI selects the recipient and requests the award from the nearest Scottish Rite Valley of the Southern Jurisdiction at any time during the calendar year. With a 30- day notice, a representative of the Scottish Rite Valley of the Southern Jurisdiction will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Scottish Rite Valley of the Southern Jurisdiction. The star worn on the ribbon must be procured with private or unit funds and will not be furnished by the sponsoring organization.

Military Order of the Purple Heart Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days. This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC program and demonstrates leadership ability. (Seniors are not eligible) Each cadet must:

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

The SASI selects the recipient and requests the award from the nearest Military Order of the Purple Heart unit in February for presentation in April or May. A representative of the Military Order of the Purple Heart will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Military Order of the Purple Heart.

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

The SASI and the Principal select the recipient of the award not later than 1 March. The SAR national headquarters furnishes the secretary of each applicable SAR state organization a list of the AFJROTC units in their state. A representative of SAR will present the award and correspond directly with each unit within their area. The SASI makes arrangements for presentation with the applicable state society or local chapter

Military Order of World Wars Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. 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. The SASI, with the concurrence of the principal, selects the recipient and completes the Military Order of the World Wars (MOWW) citation by summarizing the cadet's outstanding accomplishments or service to the unit. The citation and request for the medal, certificate, and ribbon are sent to the nearest local chapter of the MOWW. The SASI will make arrangements for a MOWW representative to make the presentation at an appropriate ceremony. If a local chapter is unavailable, contact the MOWW National Headquarters. If a member is not available, any active, reserve, or retired commissioned officer may present the award.

American Veterans (AMVETS) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. 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.

The SASI selects the recipient of the award and submits a brief nomination letter and biographical sketch of the cadet to the state AMVETS department where the school is located. An AMVETS representative will make the presentation if a participating local post or department representative is available. See Attachment 7-17 for list of award points of contact.

Air Force Sergeants Association (AFSA) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:

- Be in the top 10% of the AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- Not a previous recipient of this award. The SASI, as chairperson, with the ASI, recommends the recipient of the award at least 60 days prior to the desired presentation date, but not later than 15 April. The SASI requests the award and an AFSA presenter from the nearest AFSA chapter. If information on the nearest chapter is not available, or if there is no active AFSA chapter in the area, the SASI will contact the AFSA international headquarters; (please send an

email to AFSA HQ at bhill@hqafsa.org) to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.

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

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

The SASI and ASI select the recipients.

The Retired Enlisted Association (TREA) Award. Cadets may only receive this award once. Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

The Celebrate Freedom Foundation Award

The Celebrate Freedom Foundation (CFF) Award for Excellence in Academic Programs. Cadets may only receive this award once. The awards program recognizes 9th, 10th, 11th and 12th grade students (including home-schooled students) enrolled in AFJROTC programs. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Cadets must demonstrate the following personal characteristics to be eligible for nomination:

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

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

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

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

Outstanding Organization Award (OOA). Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of

recognition which will be posted in WINGS. OOA recipients do not receive a streamer. Ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned an additional small silver star will be awarded.

Outstanding Flight Ribbon. Is a ribbon awarded each academic term to members of the outstanding flight under criteria determined by the SASI. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Top Performer Award. The award consists of a ribbon and certificate presented/awarded only by Headquarters, AFJROTC personnel. This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC. Consideration for the Top Performer Awards. All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASIs may nominate) a maximum of 2% of a units cadets based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.

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

Outstanding Cadet Ribbon. Is presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). All currently enrolled cadets may be considered. 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: the nominee must be in good academic standing in all high school coursework. Significant self-improvement, community involvement, other accomplishments.

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

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

Achievement Ribbon. Is a ribbon awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

Academic Ribbon. Is a ribbon awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term, in addition to an "A" average in AFJROTC. For each additional ribbon

earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

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

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

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

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

Orienteering Ribbon. Is a ribbon awarded to team members for completing a unit-specific Orienteering program as part of unit curriculum. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

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

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

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

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

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

Raiders Team Ribbon. Cadets must be a member of the Raiders Team and have served on the team that successfully completed one Raider competition. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

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

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

Health and Wellness Ribbon. Is a ribbon awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon. (NOTE1: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS. NOTE2: Cadets who fail the final PT test will not be awarded the ribbon: Failure is usually because the cadet did try to make any fitness progress throughout the semester.)

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

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

Attendance Ribbon. Is awarded to cadets who have no more than three school absences during academic term. 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. Cadets may only receive one award annually.

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

additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

Longevity Ribbon. Is a ribbon awarded for successful completion of each AFJROTC school year, or semester. Cadets may only receive one award annually. Cadets in a 4X4 block schedule taking AFJROTC classes both semesters during a school year may only receive one ribbon and/or cluster for that school year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

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

COVID Ribbon. AFJROTC Resiliency – COVID-19 Award. Is a ribbon awarded by the SASI to any cadet who was enrolled in an AFJROTC course of study from 1 March 2020 to 30 June 2021. This is a one-time award. A course of study is defined as any cadet who was enrolled, participated and completed an on-line, virtual, or on campus, in person, AFJROTC course during this period

Patriotic Flag Ribbon. Is a ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 3 flag events (example: 3 flag folding ceremonies during Veterans Day or 3 flag detail ceremonies at the football games where the flag is lowered and folded [retired] only to be presented, enfolded, and raised). 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.

Other Awards:

The **Pioneer Aviator Award.** Known as the "Snooky Award"....Mary Anita *Neta* Snook Southern was a pioneer aviator who achieved a long list of firsts. She was the first woman aviator in Iowa, first woman student accepted at the Curtiss Flying School in Virginia, first woman aviator to run her own aviation business and first woman to run a commercial airfield. Yet "Snooky," as her friends called her, was destined to be remembered for her relationship to Amelia Earhart. Her autobiography, I Taught Amelia to Fly, aptly captures the essence of her fame, she was forever linked to the Earhart mystique as her first flight instructor. This award honors the "pioneer" instructors of GA-20061 as they prepared others to fly to great heights! Thanks to Major Hendricks (2006-2017), MSgt Cox (2006-2020), and Major Conley (2017-2021)....and, now, we honor those cadets who have earned their *aviator* status as this recipient possesses the foundational knowledge, attitude, spirit, and core value system to successfully depart high school and positively impact the world around her/him. The recipient of this award will have his/her name added to a plaque permanently displayed in our AFJROTC facility.



Chapter 17

Staff Meetings

The Cadet Corps Commander will normally hold weekly staff meetings. These meetings will be held throughout the year as directed by the C/CC or SASI.

1. Staff meetings provide the opportunity for face-to-face communication between the commander and staff. They also provide a forum for group problem solving and allow the cadet staff to participate in the planning of Squadron activities.
2. The following procedures apply for all staff meetings:
 - a. The Cadet Corps Commander will conduct the meeting.
 - b. The Cadet Corps Deputy-Commander will prepare the meeting agenda and will maintain close liaison with the Squadron Commander. The agenda will be approved by the Cadet Corps Commander and submitted to the SASI and/or ASI one day in advance of the meeting for approval.
 - c. The Cadet Executive Officer will serve as recorder and prepare a report (summary) of each meeting detailing decisions reached, actions taken, assignments made, etc. The report will be submitted through the Cadet Corps Commander to the ASI for coordination and the SASI for approval no later than two days following the meeting.
3. The Cadet Corps Commander will ensure the actions directed during the staff meetings are accomplished by the responsible staff member or cadet.
4. The Cadet Corps Commander will schedule and conduct weekly “Instructor” meetings to ensure all of the program leadership is working together towards common goals and objectives.



Chapter 18

Flight/Cadet Competition

The SASI and ASI will determine the Outstanding Flight and Outstanding Cadets each month for recognition. The purpose of this program is to enhance esprit de corps and recognize those individuals/flights that have gone “above and beyond” in the Air Force JROTC program.

1. **Outstanding Cadet of the Month:** Two cadets in the Cadet Squadron will be awarded the Outstanding Cadets of the Month. One AS I and one AS II, III, or IV. The SASI and ASI will make the final determination on who wins this award using the following process:

a. Each Flight Commander will submit their nominations to the Operations Officer no later than the last school day of the month. The Operations Officer will review the nominations and hold an evaluation board to select the appropriate cadets. Then the Cadet Operations Officer will present nominations to the Squadron CC for approval. The Squadron Commander will submit his/her prioritized list with supporting evaluations sheets to the SASI/ASI not later than the fifth day of school of the new month. The criteria used during this process should include the following:

1. Drill proficiency
2. Uniform wear
3. Academic performance (AFJROTC specific and overall grades for the month)**
4. Performance and participation in events (parades, color guard, fundraisers, etc.)

**Note: Academic performance will be validated by the SASI.

2. **Outstanding Flight of the Month:** There will be one flight each month selected as Flight of the Month. The key to winning this recognition is teamwork and team pride. The SASI and ASI will make the final determination on who wins this award using the following process:

a. It is critical the Flight Commanders get their flight “working together” if they hope to win this award. The process for Flight of the Month will mirror the Outstanding Cadets of the Month process listed in Para 1 above. Each Flight Commander will submit their written nomination to their Cadet Squadron Operations Officer not later than the last day of the month. The SOO will review the nominations and complete an evaluation of the data. The SOO will then meet with the Squadron Commander and present the nominations for review/selection. The Squadron Commander will submit his/her prioritized list with supporting evaluation sheets to the SASI/ASI not later than the fifth school day of the new month. The criteria used during this process should include the following:

1. Flight academic performance
2. Flight drill proficiency
3. Customs and courtesies
4. Flight participation in events (parades, color guard, fundraisers, etc.)

3. **Outstanding Cadet of the Year:** The SASI and ASI will select one cadet each year from each class (AS year I, II, III, IV). This award is based leadership/followership performance and overall contribution to the AFJROTC mission.

4. **Outstanding Flight of the Year:** The SASI and ASI will select one flight each year to win this award. Overall performance and participation in the AFJROTC program is the primary determinate for this award.

Chapter 19

Health and Wellness (H&W) Program

Wellness is an official part of the Air Force Junior ROTC program. It is instrumental in developing citizens of character dedicated to serving our nation and communities and is also a part of the AFJROTC curriculum at CHS.

1. Purpose of Program: to motivate cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
 - a. Create individualized training program based on national standards by age and gender
 - b. Identify areas of improvements for each cadet
 - c. Incorporate physical training program to reach goals
2. The H&W program is an exercise program developed around individual base-line improvements with the focus of achieving a national standard as calculated with age and gender. The 36-week program is modified to meet individual goals. Personal improvement is rewarded.
3. Cadet activity and progress will be tracked and filed using the AFJROTC WINGS software.

CARROLLTON HIGH SCHOOL AIR FORCE JROTC PHYSICAL TRAINING PROGRAM

A locally developed Physical Fitness Program for GA-20061 has been established in addition to the Air Force JROTC Health and Wellness program. This program is designed to give the cadets an opportunity to participate in physical activities and earn the JROTC Physical Fitness Ribbon.

On selected Fridays, all cadets will be required to participate in Physical Training (PT). PT will consist of the following three minimum events:

Sit-ups (crunches)
Pushups
1-mile run

Cadets will earn a PT grade based on the following grading criteria:

1. Number of Sit-ups in one minute - 2 points for each completed, max grade of 100 points.
2. Number of Pushups in one minute - 3 points for males and 5 points for females for each pushup completed, max grade of 100 points.
4. One-mile run – 5 to 100 points based on run time (see chart on next page). Max 125 points for run time less than 6 minutes.
5. Cadets will earn 100 points for wearing their Utility/PT uniform.

Maximum grade for PT is 400 points. Cadets who score an average of 300 points during the term and participate at least 80% of the time will earn the Health and Wellness Ribbon.

1-Mile Run Scoring Chart

Points

<u>Time</u> (minutes: seconds)	<u>Males</u>	<u>Females</u>
5:59 or less	125	125
6:00 – 6:59	100	110
7:00 – 7:59	90	100
8:00 – 8:59	80	90
9:00 – 9:59	75	85
10:00 – 10:59	70	80
11:00 – 11:59	60	70
12:00 – 12:59	50	60
13:00 – 13:59	40	50
14:00 – 14:59	30	40
15:00 – 15:59	20	30
16:00 – 16:59	10	20
17:00 or more	5	15



Chapter 20

Military Coin Challenge

Members of the U.S. military have a long-standing tradition of carrying a special coin symbolizing unit identity and esprit de corps. With bonds forged in battle, thousands of miles from home, these custom coins minted for military units – each bearing their own revered symbols and mottos – capture in metal the essence of their affiliation and their fierce pride. Known to generations of American military personnel as challenge coins, they are a vital part of military life today and are revered by troops in every branch of service.

Today, challenge coins are carried by soldiers, sailors, airmen, and Marines, as well as lawmen and firefighters. These coins identify the bearer as a member of a particular unit with a well-defined history and mission. And, wherever warriors gather, they challenge each other by “coining.” The group’s unique coin is slammed on a table, desk, or counter top, to challenge all in the group to display their own coins; he who is last must pay a penalty.

The cadets within our Air Force JROTC unit choose to honor those who have placed themselves in harm’s way by participating in a coin challenge program. The rules are listed below for all cadets who voluntarily enroll in this program; however...beware! A “challenge” can cause different effects—win the challenge and your morale soars—lose the challenge and the morale of others soar!

RULES OF ENGAGEMENT (Voluntary Program Only)

1. A participant **MUST** register their coin before participating in a coin challenge with the Executive Officer. Each Flight Sergeant will keep a binder with the name of participants and coin descriptions.
2. Authorized challenge coins may be any military organizational coin, a unit coin, a souvenir coin, old currency coins (silver dollars, silver half dollars) or any coin an instructor authorizes.
3. A challenge is made by a challenger placing his/her coin intentionally on any flat surface or unintentionally on a flat surface (i.e., dropped coins do not need to be still, stopped spinning, or flat.)
4. The participants must produce their coin within 30 seconds of a challenge without leaving the room.
5. Any participant(s) unable to produce their registered coin will buy all participants present a drink/soda of the challengers/losers choice. A drink is classified as a purchased item (Capri-Sun, sodas, Hi C, etc.). An instructor may substitute the “drink” consequence with a gesture, or act that builds character.
6. If everyone being challenged produces their coin, the challenger must buy the drinks/sodas for all the registered participants only.
7. Failure to buy drinks is a despicable crime and you will be removed from all future coin challenges. You have only one week to pay up! The flight representative will keep a record of all coin challenges.
8. Coin challenges are only allowed with prior instructor permission. Any and all unauthorized coin challenges will result in the challenger to buy drinks for all registered participants.
9. Only one coin check per 24 hours while on field trips. This will give participants who have lost or misplaced coins a chance to purchase and reregister the new coin.
10. All disputes will be decided by the **lowest** ranking cadet!



Chapter 21

Badges and Cords

Insignia Placement. Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide.

Badges. Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge.

Aviation Ground School/Unmanned Aircraft Badge. Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider) or the Remote Pilot Certification Test. Email HQ-Logistics@afjrotc.com a copy of the cadet's FAA Certificate, and then go to WINGS | Logistics | Create Display Orders and order the applicable badge. Ground School Badge.

Flight suits are authorized for cadets who are enrolled in or who have completed AFJROTC aviation honors ground school and have successfully completed the requirements for the Aviation Ground School/Unmanned Aircraft Badge.

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. Email HQ- Logistics@afjrotc.com a copy of the cadet's Flight Solo Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Flight Solo Badge. Flight suits are authorized for those cadets that have received their flight solo badge and have emailed a successful FAA test certificate.

Flight Certificate Badge. Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or unpowered aircraft. Once earned, this badge will be worn in place of the Flight Solo Badge. Email HQ-Logistics@afjrotc.com a copy of the cadet's Flight Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Pilot Certificate Badge. Flight suits are authorized for those cadets that have received their flight certificate badge

Awareness Presentation Team Badge. Awarded for participation on an Awareness Presentation Team. Criteria for becoming a member of the team will be published in the Cadet Guide or the Unit Operating Instructions. Go to WINGS | Logistics | Create Display Orders and order the Awareness Presentation Team Badge.

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

Distinguished AFJROTC Cadet Badge. This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding 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 recipient will hold the following awards prior to selection:

- a . Leadership Ribbon
- b . Superior Performance Ribbon
- c . Achievement Ribbon
- d . Academic Ribbon
- e . Leadership Development Requirement
- f . Service Ribbon

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

Model Rocketry Badge. Awarded to cadets who have fulfilled model rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook available in WINGS | Published Files | Directory | JROTC | Instruction and Guides | Model Rocketry Handbook. OPR: Holm Center/JROSL.

Other Badges or Pins. Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination.

Pins given to **CyberPatriot and Stellar Explorer cadets will not be worn** on the AFJROTC uniforms. Only cadets who receive the **National Finalist CyberPatriot badge** may wear this badge on their uniforms.

Marksmanship Awards. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**

Each Marksmanship athlete may earn one of the three marksmanship badges. They may only wear one of the badges on the uniform, not more than one at a time. These badges are earned by scores obtained in competitions, not practices. These badges are awarded by the unit's SASI.

The basic marksmanship badge - requires a combined score of 170 or above, fired in the prone, standing, and kneeling 3x10 positions.

The sharpshooter badge - requires a combined score of 220 or above, fired in the prone, standing, and kneeling 3x10 positions.

The expert badge - requires a combined score of 250 or above, fired in the prone, standing, and kneeling 3x10 positions.

The Civilian Marksmanship Program's (CMP) Junior Distinguished Badges (Gold, Silver and Bronze) are awarded to cadets who distinguish themselves by attaining a series of high rankings in designated major junior air rifle championships that include State Junior Olympic Qualifiers, CMP Cup Matches, the National Junior Olympic Championships and other National Council Three-Position Air Rifle Championships. Badges are earned through CMP and units can visit www.thecmp.org for additional information on how to qualify for the badges.

Junior Distinguished Badges are provided, at no cost, by the CMP and cannot be purchased through local vendors or HQ AFJROTC.

Shoulder Cords.

Cadets are authorized to wear **one shoulder cord (double knot, single cord** "infantry" style shoulder cord. Cords will be worn on the left shoulder, grounded to the shoulder seam. **Shoulder cords may be worn on regular uniform days with blue or utility uniform combinations (i.e., OCP/ABU).**

In order to receive a shoulder cord which you have earned, you must receive the cord from the SASI after signing a hand receipt for the cord. Cords are only current for each school year. At the end of each school year, you must return the cord to the SASI. In the event that you do not return the cord, you will be charged for the replacement cost of your cord. You are only allowed to wear one cord on your uniform. Once you receive your cord it is then a mandatory wear item. It is not optional to wear an issued cord. (All Leadership Staff members may also own an LDR cord.) If you lose your cord, you may purchase a new cord from the SASI.

On the **service dress coat**, the cord will be grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. On the **blue shirt**, the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord.

The Cords below are the only cords currently authorized within our unit. The cords have an order of precedence to be worn on Uniform days. Therefore, you must have (and wear proudly), the cord with the highest precedence. LDR cords are all equal in precedence and you may choose which ONE you desire to wear if you participate in more than one LDR.

Precedence #	Color	Denotes
1	Scarlet	Leadership/Staff Position
2	Light Blue	Kitty Hawk/Academic Tutor (LDR)
3	Navy Blue	Drill Team/Color Guard (LDR)
4	Black	Raider Team (LDR)
5	Maroon	Marksmanship/Riflery (LDR)
6	Green	Orienteering (LDR)

Attachment 1

Badges



Hap Arnold Optional
Enlisted/Officer
Service Cap



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



METAL OR CLOTH



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE

Cadets may only wear one of these badges on their uniform



AEF BADGE



AWARENESS
PRESENTATION
TEAM BADGE

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

The National Finalists CyberPatriot badge is the only CyberPatriot badge that may be worn.

Marksmanship Badges – Wear Only One



CMP Awarded

Badges

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

Do not wear Marksmanship badges with medals



Unit Awarded

Badges



Marksmanship Shield

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

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

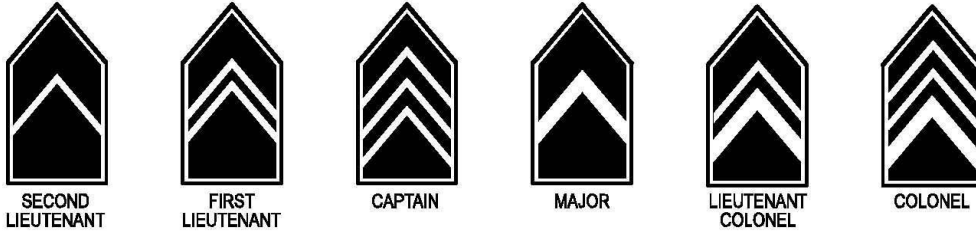
Marksmanship badges will not be worn with medals.

Badges/Insignia not listed here are unauthorized for wear.

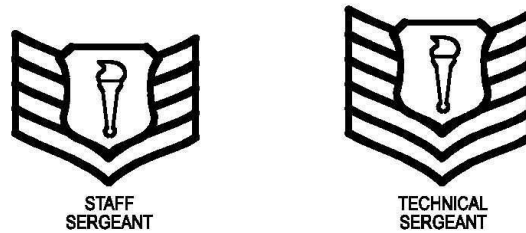
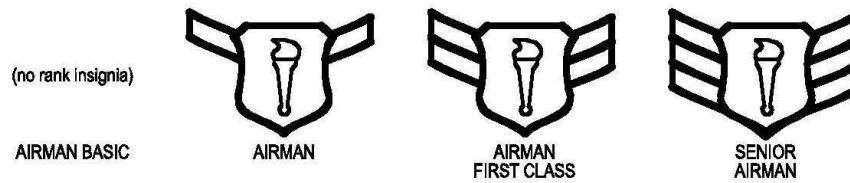
Attachment 2

AFJROTC Rank Insignia

CADET OFFICER RANK



CADET AIRMAN RANK



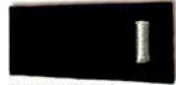
Attachment 3

USAF Rank Insignia

GRADE & INSIGNIA



Second Lieutenant (O-1)



First Lieutenant (O-2)



Captain (O-3)



Major (O-4)



Lieutenant Colonel (O-5)



Colonel (O-6)



Brigadier General (O-7)



Major General (O-8)



Lieutenant General (O-9)



General (O-10)



Airman Basic (E-1) no rank insignia



Airman (E-2)



Airman First Class (E-3)



Senior Airman (E-4)



Staff Sergeant (E-5)



Technical Sergeant (E-6)



Master Sergeant (E-7)



Master Sergeant First Sergeant



Senior Master Sergeant (E-8)



Senior Master Sergeant First Sergeant



Chief Master Sergeant (E-9)



Chief Master Sergeant First Sergeant



Command Chief Master Sergeant



Chief Master Sergeant of the Air Force

Attachment 4

Beret Headgear



Berets

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

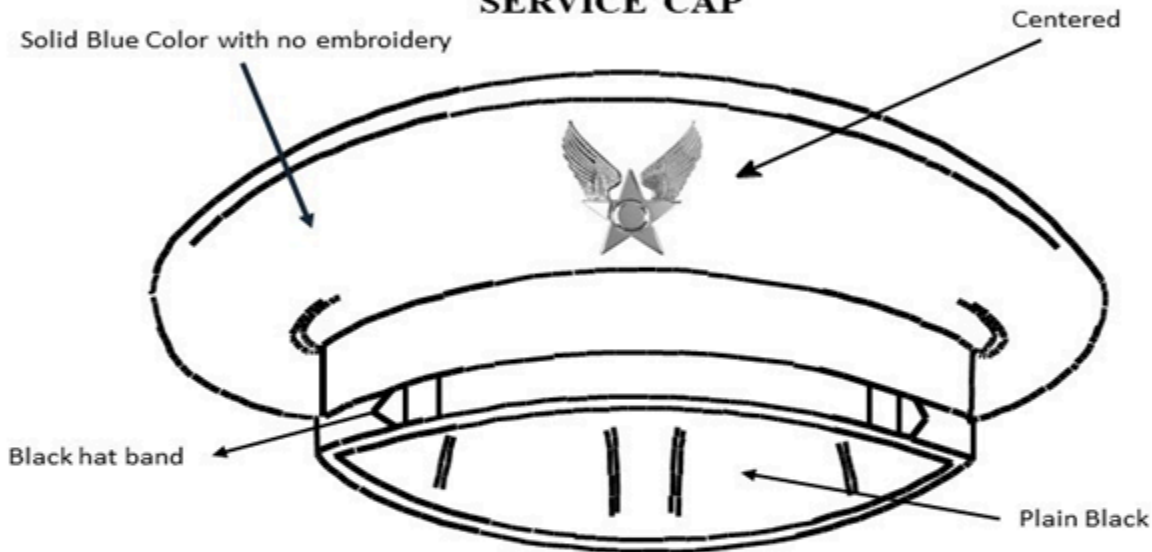
Attachment 5

Cadet Male Headgear

Attachment 7-3

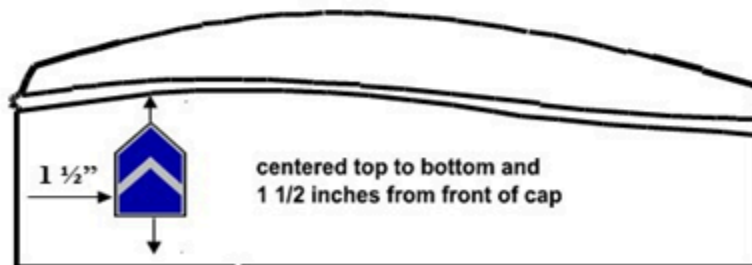
CADET MALE HEADGEAR

SERVICE CAP



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

FLIGHT CAP*



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

Attachment 6

Cadet Female Headgear

Attachment 7-4

CADET FEMALE HEADGEAR

SERVICE CAP

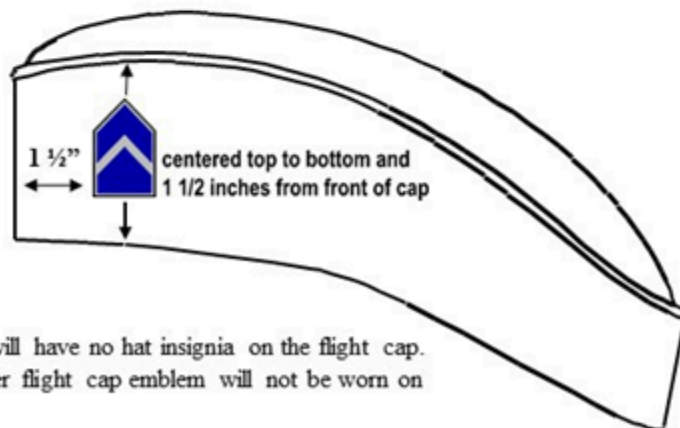
Solid Blue Color with no embroidery

Centered



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

FLIGHT CAP*

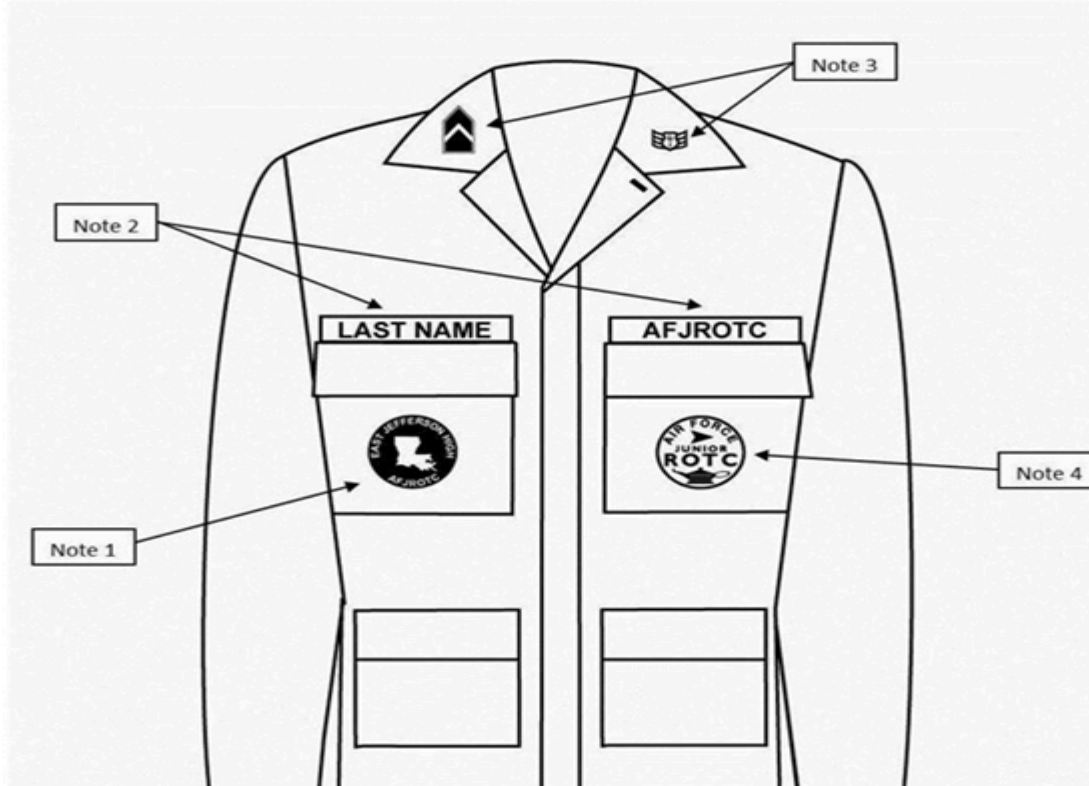


- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

Attachment 7

Cadet ABUs

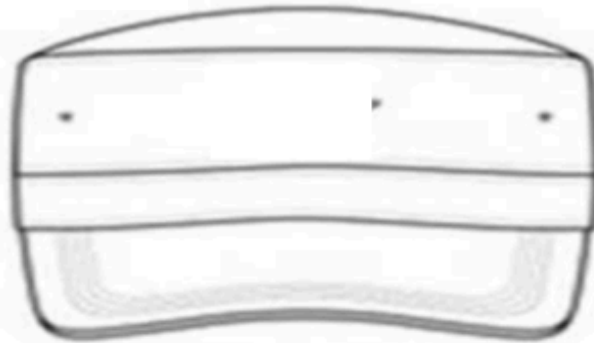
CADET ABU Male and Female



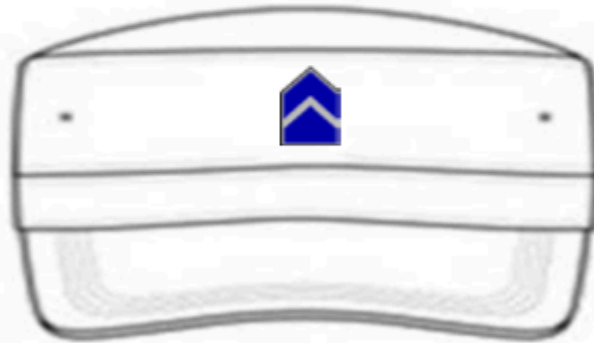
1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with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

Attachment 8

Cadet ABU Headgear



Enlisted Cadets will not wear rank on the ABU cap.



Officers will wear rank insignia on the ABU cap.

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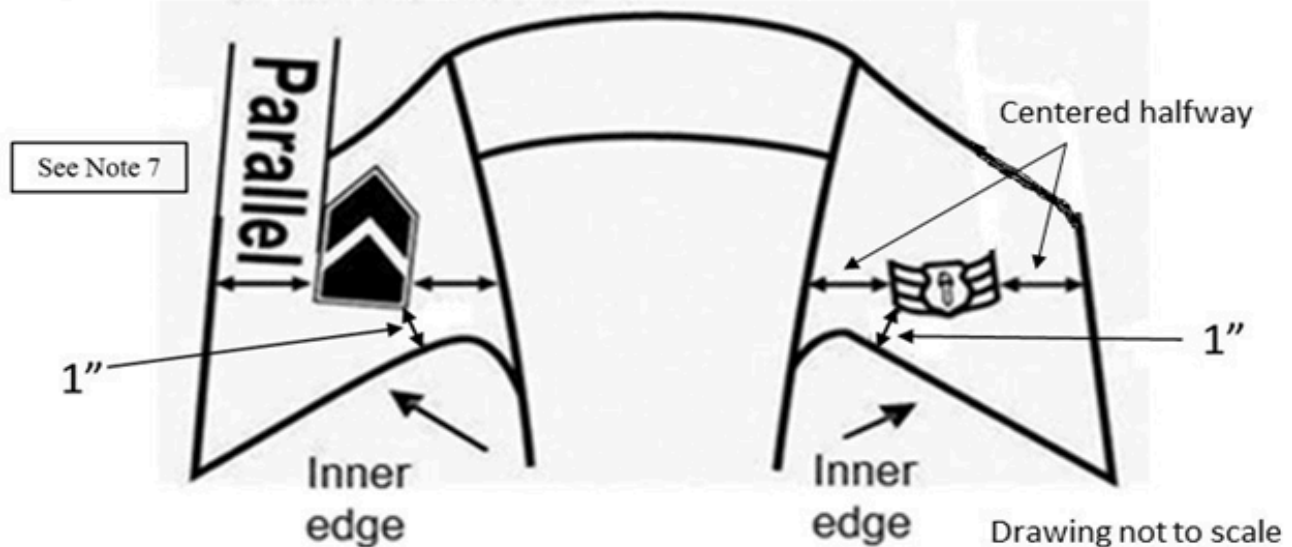
No other style of head gear is authorized for wear with ABUs.

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

Attachment 9

Cadet Lightweight Blue Jacket

CADET LIGHT WEIGHT BLUE JACKET

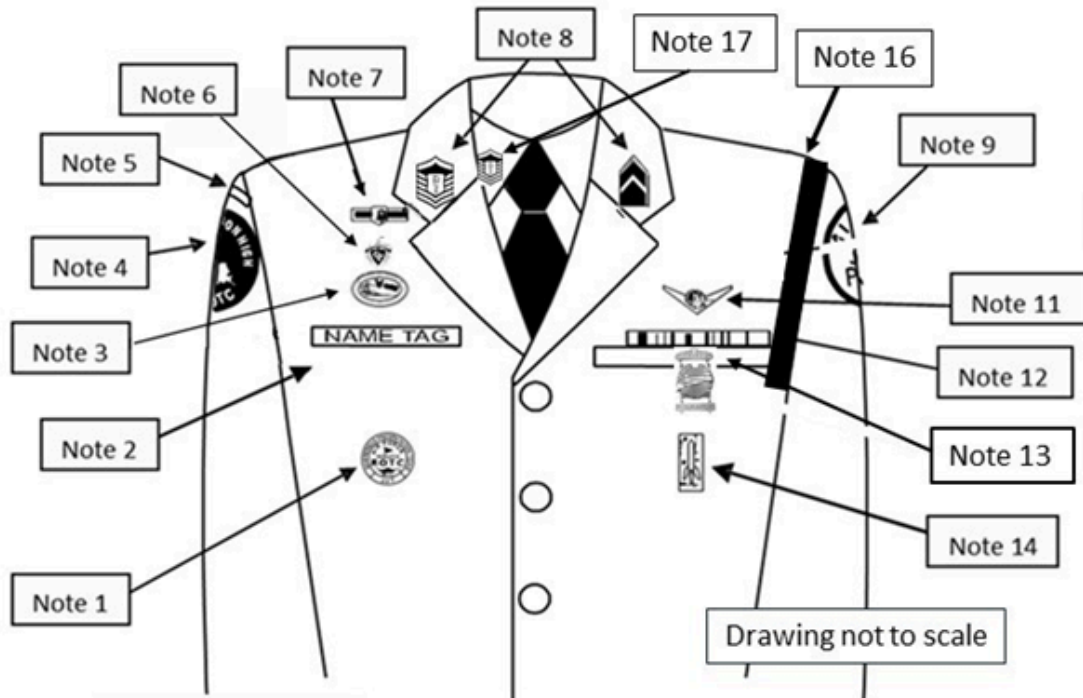


1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.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

● Attachment 10

Cadet Male Service Dress

CADET MALE SERVICE DRESS

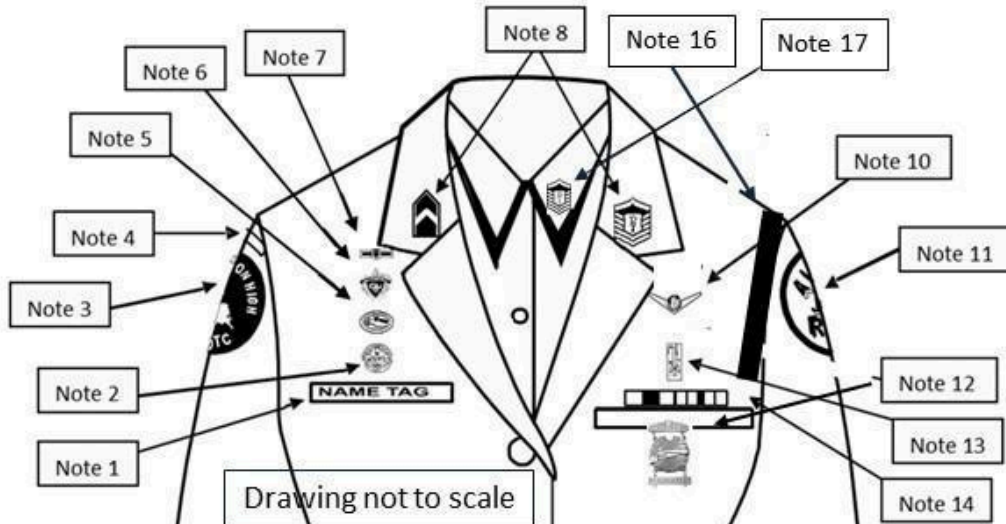


1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$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

Attachment 11

Cadet Female Service Dress

CADET FEMALE SERVICE DRESS

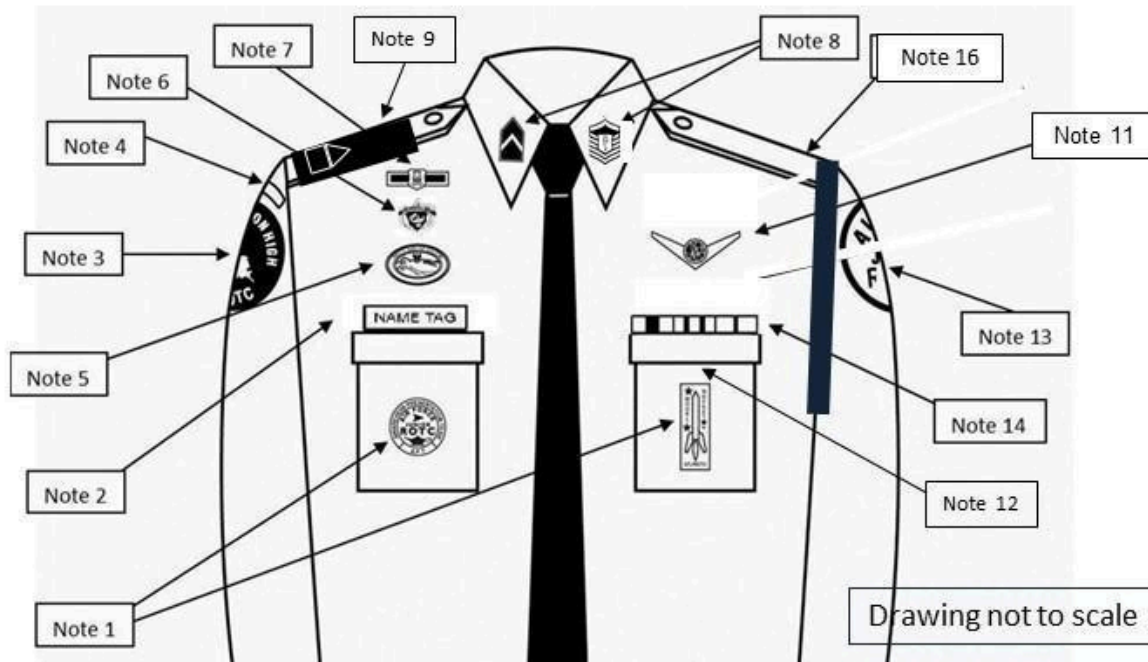


1. Silver Name tag, mandatory. **Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.**
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Deleted
10. **Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge. See Note 15 below.**
11. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
12. **Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. Marksmanship badges will not be worn with medals.**
13. Model Rocketry Badge. See Note 15.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
15. Except marksmanship badge. Wear first badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. **No more than two Flight badges are authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

Attachment 12

Cadet Male Blue Shirt

CADET MALE BLUE SHIRT

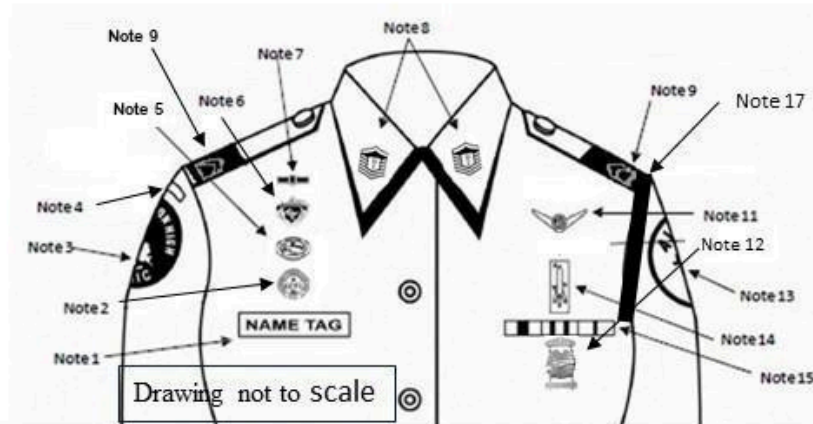


1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch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

Attachment 13

Cadet Female Blue Shirt

CADET FEMALE BLUE SHIRT

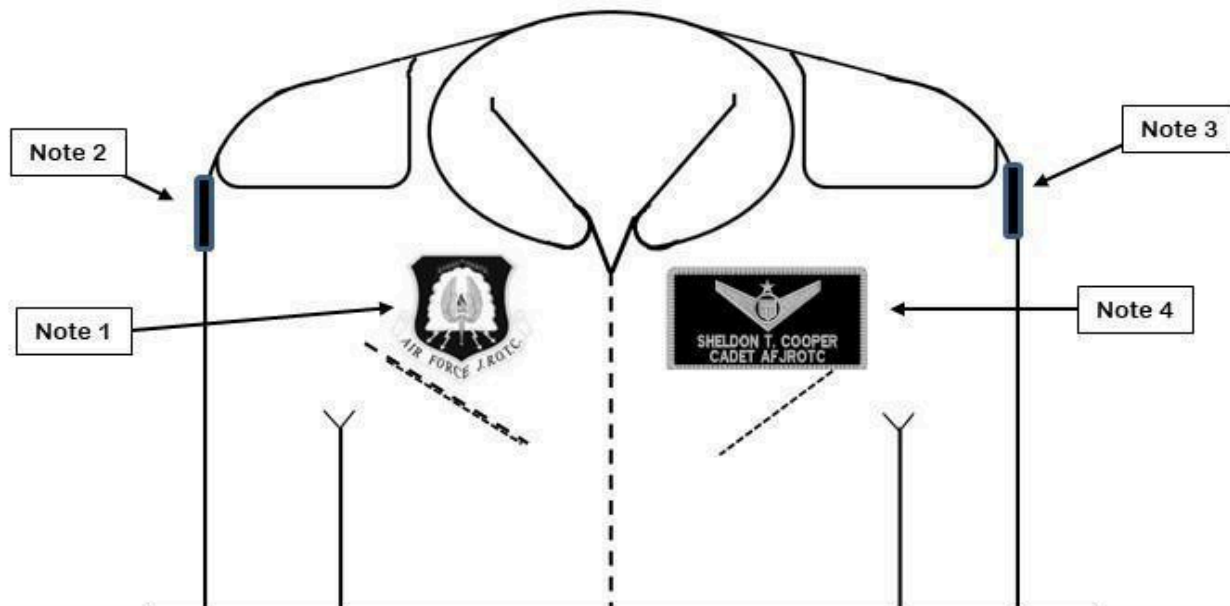


1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower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

Attachment 14

Flight Suit

FLIGHT SUIT (Male and Female)

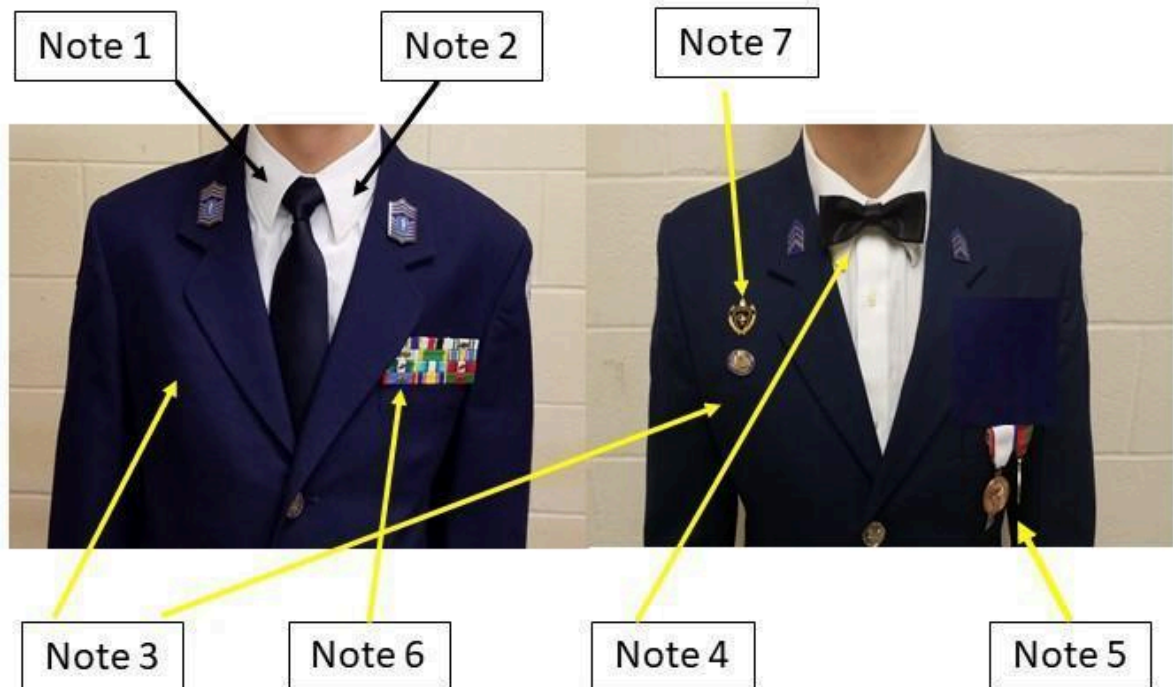


1. * AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets can only wear **ONE** ground school, flight solo or flight certificate badges upon successful completion those programs (See Ops Supplement, Chapter 7, paras 7.2.1, 7.2.2 and 7.2.3).
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge, AFJROTC **Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.**
3. * American Flag Patch (mandatory) on left shoulder. **Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.**
4. * Cadet Name Patch (mandatory). Velcro attached. Black background with silver border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be "CADET AFJROTC". **Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.**
5. **Flight Suits are authorized for those cadets that are currently enrolled in or that have successfully completed AFJROTC aviation honors ground school, have been awarded the aviation ground school/unmanned aircraft badge, flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program.**
 - Flight patches and Velcro may be purchased from a vendor using MilPer funds.
 - Flight Suits maybe purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)

Attachment 15

Semi-Formal Dress Uniform

Semi-Formal Dress Uniform



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

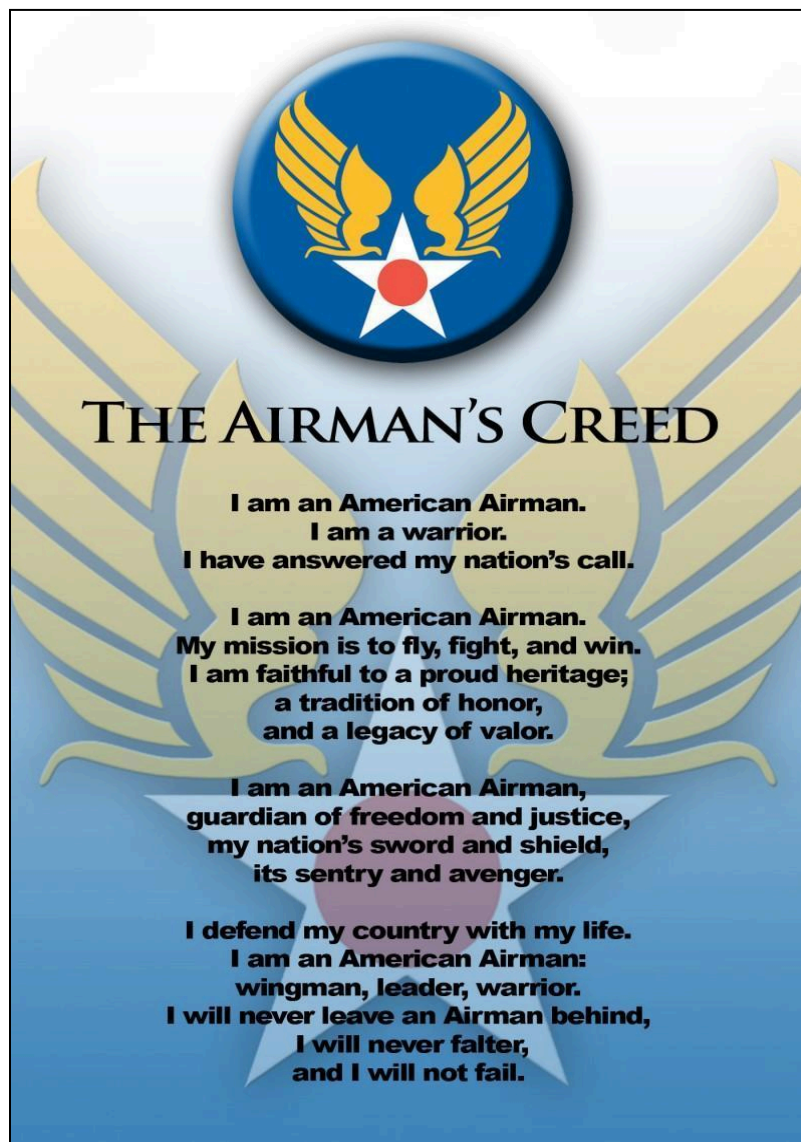
Attachment 16

The Air Force Song & Airman's Creed

The Air Force Song

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

The Airman's Creed



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Attachment 17 - Air Force JROTC Ribbon Chart

Air Force and Space Force JROTC Ribbon Chart



Version: 1 July 2023

Attachment 18

Unit Manning Document

POSITION	AUTH RANK	#AUTH	#ASSG
C/Squadron Commander	C/Colonel	1	1
C/Deputy Commander)	C/Lt Colonel	1	1
C/Executive Officer or Command Chief	C/Major or CMSgt	1	1
C/Inspector General	C/Major	1	1
C/Director Operations & Training	C/Lt Colonel	1	1
C/Flight Commander	C/Captain	6	5
C/Flight Sergeant	C/CMSgt	6	5
C/Flight Element Leader	C/MSgt	20	20
C/Flag Detail Officer	C/2Lt	1	1
C/Drill-Color Guard Commander	C/2Lt	3	3
C/Director Mission Support	C/Major	1	1
C/Logistics Officer	C/Captain	1	1
C/Logistics NCOIC	C/CMSgt	1	1
C/Personnel Officer	C/Captain	1	1
C/Wellness Officer	C/Captain	1	1
C/Facilities Manager	C/TSgt	1	1
C/Public Affairs Officer	C/Captain	1	1
C/Cyber Officer	C/1Lt	1	1
C/LDR Program Manager	C/2Lt	1	1
C/Merit-Demerit NCOIC	C/CMSgt	1	1
C/Chief Financial Officer	C/Captain	1	1
C/Recruiting Officer	C/1Lt	1	1
C/Special Operations (Spec Ops)	C/Captain	1	1
C/Students	C/TSgt	50	48
Total Cadets	---	---	100

Attachment 19

Officer Evaluation Form

OFFICER & STAFF PROMOTION/EVALUATION GRADING RUBRIC

SCALE = 100 POINTS 90+ POINTS = PROMOTION 70—89 POINTS = SATISFACTORY PERFORMANCE

69 & BELOW—UNSATISFACTORY PERFORMANCE;

EVALUATE FOR REASSIGNMENT & REALIGNMENT OF RANK COMMENSURATE W/ DUTIES

Criteria	10	9	8	7	6	5	4	3	2	1	0	Teacher Comments
Academic Leadership How well does the cadet perform on quizzes and examinations, class projects and presentations? Are assignments completed on time?	Exceptional! A leader in academics with <u>all</u> assignments completed on time or early.										Consistently fails to complete assignments, quizzes, class projects and presentations.	
Organizational Leadership How well does the cadet function in positions of leadership? Does the cadet command respect? Does the cadet give proper consideration to subordinates?	Outstanding! Sets a perfect example for all cadets to follow. Leads by example and inspires others.										Sets a poor example and causes discredit and/or dissension to the cadet corps.	
Co-Curricular Activities To what degree does the cadet carry interest and enthusiasm beyond the classroom? Does the cadet participate and demonstrate excellence in all cadet activities?	Always involved in virtually every activity outside the classroom. Quality of work is superior.										Not involved whatsoever with any activity or function outside the classroom.	
Responsibility How does the cadet accept job assignments and responsibilities? Does the cadet volunteer for additional duties? Does the cadet accept responsibility for the proper care of the uniform? Is the cadet always on time? Is the cadet always prepared for class?	Very responsible and reliable—all tasks have been completed. Cadets willingly accept and embrace additional duties. Always on time—always prepared.										Not responsible. Cannot be depended upon to accomplish any assignments or fulfill any responsibilities. Never on time. Never prepared.	
Service To what degree does the cadet serve the school, church, community, and the cadet corps?	Participates in virtually all community service activities and										Does not participate in any community service activities.	

	well-represents the corps													
Organizational Support Does the cadet perform above and beyond normal duties? To what extent does the cadet participate in the flag detail, Color Guard, parades, fundraisers, etc.?	Extraordinary performer! Always present to support the corps with flag detail, Color Guard, parades, fundraisers, etc.												Does not participate in any support functions as identified.	
Military Appearance Does the cadet wear the uniform weekly as required?	Wears the military uniform on each & every designated day. Sets the ideal example in professional appearance with no discrepancies.												Fails to wear the uniform on a weekly basis as required and/or consistently fails uniform inspections.	
Program Impact What is the impact this cadet has on the future of our program? Has the cadet participated-on a team; initiated any new process or procedure that has elevated or significantly improved our program?	Initiated a new program or improved a process that made a permanent and significant impact on our program.												Did not initiate or make any improvements to any program or area of our program.	

Total Points _____

NOTE: Evaluations are at 4 ½ week intervals with officer promotions at the 9 week time frame per SASI. Promotions are earned and not simply given as a reward for time served in the AFJROTC program. A favorite quote is “You are green and growing or ripe and rotten.” Dr. John Maxwell.

Name of Rater: _____
(Print)

Signature of Rater: _____

Comments:

Name of Cadet : _____
(Print)

Signature of Cadet: _____

My signature certifies I was briefed on my performance.
My signature does not mean I agree or disagree with the rating.

Attachment 20

Cadet Officer Career Development: GA-20061

The purpose of this program is to equip our cadet leaders for success as they transition into the officer corps. Each officer will have an officer personnel folder and these readings/requirements will become part of your **officer development plan (ODP)** which is the primary purpose of that folder. Your performance thus far has earned you this opportunity to advance in the cadet officer ranks; however, you will need additional skills to succeed which are highlighted within these readings. The first leadership lesson for you to learn is “the skills and achievements that got you to where you are...are not necessarily the skills, knowledge and abilities that will take you to the next level.” This information will introduce you to effective leadership and management techniques to help you transition to the next level! The U.S. Air Force uses a similar dual process approach (i.e., **knowledge growth** combined with **performance improvement**) to progress upward through the officer ranks.

.....

Read each chapter and complete the “Lesson Review” checkpoints at the end of each chapter (to include the “application” questions at the end of each review). Answers should be complete and typically consist of a paragraph of three, or more, sentences. This is to evaluate your understanding of the material and the application of what you just learned.

Complete the following to become eligible for cadet officer (c/2nd Lieutenant) rank. Also include a separate Word document outlining your accomplishments thus far in AFJROTC and your short term plans and future contributions as a cadet officer (length can range from 1 – 5 pages & format is similar to a resume but in narrative form). Upon completion, you will meet an officer promotion board, whereby, Lt Col Farr will interview you and complete the Officer Promotion Rubric.

Leadership Education 200: Communication, Awareness and Leadership 2nd Ed. (2016: C2Technologies, Inc.)

- € Chapter 1: Lesson 1, Learning to Communicate
- € Chapter 1: Lesson 2, Learning to Listen
- € Chapter 1: Lesson 3, Learning to Think Critically

Complete the following to become eligible for cadet officer (c/1st Lieutenant) rank. Also include a separate Word document outlining your accomplishments thus far in AFJROTC, your short term plans and future contributions as a cadet officer (length can range from 1 – 10 pages & format is similar to a resume but in narrative form). Upon completion, then Lt Col Farr will interview you and complete the Officer Promotion Rubric.

Leadership Education 200: Communication, Awareness and Leadership 2nd Ed. (2016: C2Technologies, Inc.)

- € Chapter 3: Lesson 1, Interpreting Events and Experiences
- € Chapter 3: Lesson 2, Developing a Positive Attitude
- € Chapter 3: Lesson 3, What It Takes to be a Leader

NOTE: See Lt Col Farr for the remainder of this officer career path information—this only covers basic entry requirements.

Attachment 21

Basic Cadet Evaluation Form

Name: _____ Position: _____

Flight: _____ Rank: _____ Date: _____

	1 Unsatisfactory	2 Below Average	3 Meets Standards	4 Above Average	5 Outstanding
1. TIME MANAGEMENT: Is the cadet on time for all formations and assignments? Does the cadet spend time wisely preparing for daily events?					
2. PERSEVERANCE: Does the cadet stick with each task until completed or give up when it gets to difficult or complex?					
3. WILLINGNESS TO TRY: Will the cadet attempt to perform any task, no matter how hard or demanding? Does the cadet have a positive attitude toward training?					
4. ABILITY TO WORK WITH OTHERS: Can the cadet work with others as a team to complete a task?					
5. HELPFULNESS: Does the cadet offer and/or give help to fellow flight members?					
6. ABILITY TO WORK WITHOUT CLOSE SUPERVISION: Can the cadet complete a task without constant instruction?					
7. ALERTNESS TO INSTRUCTION: Does this cadet listen, or do you have to repeat instructions over and over?					
8. MATURITY: Does this cadet display mature behavior, or does misconduct detract from performance?					

Name of Rater: _____

(Print)

Signature of Rater: _____

Comments: _____

My signature certifies I was briefed on my performance.

My signature does not mean I agree or disagree with the rating.

(Cadet Signature)

Attachment 22

AFJROTC Start Up

Mission Statement: To develop citizens of character.

Cadet Honor Code: I will be truthful at all times, I will do my own work, I will respect the property of others, and I will not tolerate dishonorable cadets in our corps.

Core Values: Integrity first, service before self, and excellence in all we do.

Attachment 23

FLIGHT _____
SCHOOL _____

WEEKLY UNIFORM INSPECTION

CARROLLTON HIGH

DATE _____

AIR FORCE JROTC/GA-20061

INSPECTOR _____

A MARK INDICATES THE CADET FAILED TO MEET THE REQUIRED STANDARD AND LOST ALL POINTS FOR THAT AREA. TOTAL POSSIBLE POINTS = 100	C A D E T ' S N A M E																		
ITEM																			
HAT PROPERLY POSITIONED/MISSING	-5																		
MALE HAIR - BULK 2.5" See note	-10																		
TAPERED	-10																		
SIDE BURNS	-3																		
FACIAL HAIR	-10																		
FEMALE HAIR - BULK 4" See Note	-10																		
LENGTH-See note	-10																		
NEATLY GROOMED	-10																		
JEWELRY-See Note EARRINGS/WATCH/BRACELET/RINGS	-10																		
PLACEMENT OF: RANK	-5																		
NAME TAG	-5																		
RIBBONS/BADGES/TIE/TAB	-5																		
STRINGS, BUTTONS BUTTONED	-5																		
GIG LINE - TO INCLUDE BELT TIP	-3																		
NAILS - ONE NEUTRAL COLOR-see Notes	-5																		
SOCKS - PLAIN BLACK/NO DESIGN	-10																		
SHOES SHINED - INCLUDES SOLES	-10																		

UNIFORM PRESSED & CLEAN/WRINKLED	-5																		
SHIRT PROPERLY TUCKED - BELT MUST BE VISIBLE IN THE BACK	-5																		
POSITION OF ATTENTION	-5																		
TOTAL MINUS POINTS																			
UNIFORM WORN ONE DAY LATE	-20																		
UNIFORM WORN TWO DAYS LATE	-40																		
UNIFORM WORN THREE DAYS LATE	-50																		
UNIFORM NOT WORN/NOT EXCUSED GRADE=0																			
CADET SCORE																			

Notes:

Hair

Males or Females having unnatural hair color:**First offense-40,second offense -60,third -100**

Ornaments in hair are not authorized:**First offense-40,second offense -60,third -100**

Male hair with bulk exceeding 2":**First offense-40,second offense -60,third -100**

Female Hair worn in a ponytail or braids will not exceed the width of the head and length will not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades:**First offense-40,second offense -60,third -100**

Jewelry

Nose Piercings or extra ear piercings will not be worn in uniform:**First offense-40,second offense -60,third -100**

Finger Nails

Unauthorized color, length, or ornamentation:**First offense-40,second offense -60,third -100**

Hickies

Not authorized in uniform:**First offense-40,second offense -60,third -100**

*All discrepancies will be reviewed by SASI or ASI and final determination will be the SASI.

Attachment 24

FLAG DETAIL PROCEDURES

Raising the Flag

1. **Four** cadets will be needed for flag detail.
2. The detail is formed in line formation on the sidewalk in front of the main entrance.
3. The 2nd cadet in line will carry the U.S. flag. The 3rd cadet will carry the GA state flag.
4. When carrying the flag, place the flag (Point up) against your chest. Place your right hand against the flag to keep it in place. Put your left hand over your right hand.
5. The cadet carrying the U.S. flag will command the detail.
6. Give the command "Forward March." Stop the detail when abeam the flagpole by giving the command "Detail Halt."
7. Give the command "Right Face". Then give the command "Post".
8. The 1st & 4th cadet (with no Flag) will step up to the flagpole and prepare the Halyards. Ensure the clips are in the proper position to attach the flags. The 4th Cadet in formation will attach the flags to the halyards and eventually raise the flags. The 1st Cadet will help to hold the halyards and assist as needed.
9. When the Halyards are prepared the Commanding Cadet with the US Flag will step toward the flagpole and open the folded flag just enough to expose the grommets. The Cadet attending to the halyards will connect the first clip to the grommet located on the blue corner of the flag. The 2nd clip will be connected to the other grommet located on the bottom red corner.
10. The Commanding Cadet will then unfold and hold the end of the US flag ensuring that it does not touch the ground.
11. Once the US Flag is attached, the Cadet carrying the State flag will step up to the flagpole. The state flag will be connected in the same manner as the US flag. The Commanding Cadet will then unfold and hold the State flag ensuring that it does not touch the ground.
12. When both flags are ready to be raised, bring both flags up keeping them off the ground and hold them at that position. (Ensure that neither flag is upside down.)
13. The cadet holding the Halyard will remain at the flagpole while the other three Cadets return to their original positions facing the flagpole (at attention).
14. The Commanding Cadet will then command "Present Arms".
15. All Cadets will salute except the Cadet raising the flags.
16. The flags will then be raised briskly.
17. Once the flags have reached the top of the pole, the Cadet raising the flag will immediately execute "Present Arms".
18. Then the Commanding Cadet will command "Order Arms".
19. The cadet at the flagpole will secure the halyards and return to his/her position with the rest of the detail.
20. The Commanding Cadet will command "Right Face".
21. The detail will then be marched back to the main entrance by giving the commands "Forward March" and "Detail Halt".
22. The Commanding Cadet will command "Fall Out".

Flag detail procedures continued...

Lowering The Flag

1. **Three** cadets will be needed for flag detail.
2. The detail is formed in line formation on the sidewalk in front of the main entrance. The same order as in raising the flag.
3. The cadet carrying the U.S. flag will command the detail.
4. Give the command "Forward March". Stop the detail when abeam the flagpole by giving the command "Detail Halt".
5. Give the command "Right Face".
6. Give the command "Post".
7. The 4th Cadet will step up to the flagpole and prepare to lower the flags.
8. The Commanding Cadet will command "Present Arms".
9. All Cadets will salute except the Cadet lowering the flags.
10. The flags will be lowered in a controlled manner. Do not allow the flag to drop by its own gravity as if you have lost control of the rope.
11. Once the bottom of the State flag is at eye level, the cadet will stop lowering the flags and execute "Present Arms."
12. The Commanding Cadet will command, "Order Arms" and then move to the flag pole.
13. At this point, the 3rd Cadet of the Detail will step up and grasp the end of the State flag, while it is being disconnected.
14. The 1st Cadet will then step up and take control of the US flag while it is being disconnected.
15. Once the flags are disconnected, you will then hold the disconnected flags in your arms against your body to keep from dropping them and step back to your position in the detail.
16. The 4th Cadet will then secure the halyards to the flagpole.
17. The 1st and 2nd Cadet will then fold the US flag in the proper way. Try to have no red material showing when folded.
18. The 3rd and 4th Cadet will fold the State flag in the proper way
19. Once the flags are folded, cadets will realign themselves in the proper position facing the flagpole.
20. When carrying the flag, place the flag (Point up) against your chest. Place your right hand against the flag to keep it in place. Put your left hand over your right hand.
21. The Commanding Cadet will command "Right Face".
22. The detail will then be marched back to the main entrance by giving the commands "Forward March" and "Detail Halt".
23. The Commanding Cadet will command "Fall Out".
24. All of the Detail will go into the Office.
25. The flags will be secured in the main office.

Attachment 25

Chain-Of-Command

Commander in Chief

President _____

Secretary of Defense (SECDEF)

The Honorable _____

Chairman of the Joint Chiefs of Staff (CJCS) (not official part of Air Force JROTC Chain-of-Command)

General _____

Secretary of the Air Force

The Honorable _____

Chief of Staff of the Air Force

General _____

Chief Master Sergeant of the Air Force (not in direct command: official part of AF Chain-of-Command)

CMSgt _____

AETC Commander

Lieutenant General _____

Air University Commander

Lieutenant General _____

Holm Center Commander

Brigadier General _____

Director, HQ AFJROTC

Colonel _____

Superintendent of Carrollton City Schools

Dr. Mark Albertus

Principal, CHS

Mr. Ian Lyle

Senior Aerospace Science Instructor (SASI)

Lt Colonel Mike Farr

Aerospace Science Instructor (ASI)

MSgt Ryan McLain

Attachment 26

DRILL SEQUENCE

Each AFJROTC student will Command the following drill sequence as part of his/her Final Examination. This sequence must be memorized. You may not use this sheet to assist you when commanding the Flight. The last week of the Semester everyone will be given a final evaluation, which will be part of your Final Examination for this class.

Fall in
Open ranks march
Ready front
Close ranks march
Present arms

(Do an about face and Report to the Instructor
“Sir, Cadet _____ ready for Drill Evaluation.”)

Order Arms
Parade rest
Attention
Left face
About face
Forward march
Right flank march
Left flank march
Column right march
Forward march
To the rear march
To the rear march
Column right march
Forward march
Eyes right
Ready front
Column right march
Forward march
Change step march
Column right march
Forward march
Flight halt
Left face
Right step march
Flight halt

The flight commander will then salute and report the demonstration complete.
“Sir, Cadet _____ completed Drill Sequence Evaluation. Request permission to be dismissed”

(Do an About Face and Command “Fall Out”)

Attachment 27

MERIT FORM

Cadet's Last Name, First Name: _____

Flight _____

EXCELLENT PERFORMANCE MERITS: _____

Description _____

Reporting Official (print): _____

Reporting Official (sign): _____

Date: _____ **CHS JROTC FORM 341A**

GA-20061

DEMERIT FORM

Cadet's Last Name, First Name: _____

Flight _____

DISCREPANCY DEMERITS: _____

Description _____

Reporting Official (print): _____

Reporting Official (sign): _____

Date: _____

CHS JROTC FORM 341B GA-20061

Attachment 28

CADET PARENT/GUARDIAN RELEASE FORMS (HEALTH/WELLNESS PROGRAM, PHOTO RELEASE, WINGS ACCESS)

Parental/Guardian Release Forms

UNIT: GA-20061

Page 1 of 2

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

Cadet Photo Release Form: SY 2024

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

- ☐ I GRANT permission for my child's photos/images and name to be used for US Air Force advertising purposes to include on social and other media.
- ☐ I GRANT permission for photos/images of my child without any other personal identifiers to be used for US Air Force advertising purposes to include on social and other media.
- ☐ I DO NOT GRANT permission for photos/images of my child to be used for US Air Force advertising purposes to include on social and other media.

Cadet Access Module and Data Entry into WINGS: SY 2024

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

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

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

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

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

Printed name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

CADET HEALTH/Wellness PROGRAM
CADET PARTICIPATION CONSENT HEALTH SCREENING QUESTIONNAIRE
SY: 2024 UNIT: GA-20061

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

Parent/Guardian

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

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

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

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

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

Note: If a cadet's health status changes during this school year cadet will notify AFJROTC instructor

This form is to gather information to be used for screening a candidate for participation as an AFJROTC cadet in the following areas: AFJROTC Cadet Health Wellness Program, Photo Consent and Cadet Access Module participation. This form is for internal use only

The Privacy Act of 1974 applies. The information herein is For Official Use Only (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C. § 522) and/or the Privacy Act of 1974 (5 U.S.C., §552a), as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

Attachment 29

Application and Agreement for the Air Force JROTC Program AY 2024-2025

Air Force JROTC is a full credit elective course offered by Carrollton High School. It is a unique course of instruction because the Air Force has established certain requirements that must be met before credit is awarded. This agreement, like an educational contract, serves to communicate general guidelines concerning the requirements and encourages a commitment to develop self-discipline and responsibility for personal action.

Our purpose is to “Develop Citizens of Character.” **Please understand two items: (1) We are a “disciplined” organization but not a “disciplinary” organization—cadets are expected to behave and follow our established guidelines; and (2) Participation in Air Force JROTC does NOT commit or obligate any student to military service.** We are not a recruiting organization, and it does not guarantee special consideration if a student chooses to enter the service. However, a cadet who completes three years of AFJROTC may qualify for advanced rank upon enlistment in the military.

APPLICATION: Please neatly print all names & dates as required below except for signatures.

I, _____, hereby apply for enrollment in the AFJROTC (GA-20061) at Carrollton High School.

AGREEMENT

1. Upon acceptance of this application and the fulfillment of the conditions on the part of the cadet, the Aerospace Science Instructors agree to the following:
 - a. Provide textbook materials.
 - b. Issue a regulation Air Force uniform to each cadet on a “loan basis” from the authorized sizes available from the Air Force. *(Failure to return all items will result in a fine placed onto your student account.)*
 - c. Provide instruction in support of the purpose of AFJROTC, which is to:
 - i. Instruct students about the Aerospace Science and Leadership Education
 - ii. Help develop informed citizens.
 - iii. Strengthen and develop character.
 - iv. Help students understand their roles in a democratic society.
 - v. Familiarize the students with the U.S. Air Force and the career opportunities that it offers to qualified graduates. Again, we are not recruiters and do not try to influence any students to join the military.
 - vi. Encourage academic achievement and career planning. Provide guidance regarding the continuing educational opportunities available through the service academies and college ROTC scholarship programs.
2. In order to maintain the high standards of courtesy, personal conduct and appearance required by the Air Force and Carrollton City School Board, as a cadet, I understand and agree to:
 - a. Take proper care of the textbook materials provided by the Air Force and return them when requested to do so.
 - b. **Wear the regulation uniform** only on those occasions prescribed by the Aerospace Science Instructors. *Refer to the Cadet Guide, Cadet Appearance & Grooming Standards. This is an all-school-day requirement;* one day a week and usually on Wednesdays. Refusal to wear the uniform or improper use of the uniform will result in a zero summative grade and probable failure of the course. Specifically, failure to wear the uniform on the assigned day; improper wear of the uniform; and/or changing-out of the uniform during the school day without instructor permission will result in a zero summative grade and removal from the course.
 - c. **FIRST-YEAR CADETS (ONLY)** will be given the option to wear the cadet polo (must be purchased) with khaki pants (AKA “Professional Citizen Attire”) on uniform day and will not have to fully comply with the Air Force grooming standards; however, these cadets will not be able to participate in some after-school, co-curricular activities since an AFJROTC uniform, or some combination of a uniform, is required. It is our desire that these cadets will enjoy our program and want to become more engaged and will choose to wear the Air Force JROTC uniform.
 - d. Maintain the uniform in a clean, properly fitted and repaired manner. Turn in the complete uniform upon demand. (Cadets are responsible for the cost of cleaning, loss, theft, damage of uniform items.)

- e. Meet the personal grooming standards established by the Air Force (especially the haircut and grooming standard for males and females.)
- f. Meet the standards of attitude, behavior, and courtesy established and taught by the instructors. Your behavior outside the classroom can reflect negatively on the AFJROTC program. (Cadets who are suspended from school risk losing their rank, position, or may be withdrawn from AFJROTC.)
- g. Maintain an acceptable standard of academic achievement. Be active in the classroom work and the extra-curricular (called LDR) activities of AFJROTC. Cadets are encouraged to participate in as many of the extra-curricular/LDR activities as possible. Cadets must meet Carrollton High School's eligibility requirements for participating.
- h. Meet the objectives of the cadets corps, which are to:
 - i. Encourage a high degree of personal honor, self-reliance, and leadership.
 - ii. Promote patriotism.
 - iii. Develop habits of orderliness and precision.
 - iv. Develop a respect for constituted authority.
 - v. Develop the ability to perform basic military skills associated with drill and ceremonies.
- i. Cadets are expected to respond positively to other cadets who have been appointed to leadership positions in the cadet group. Cadets are likewise expected to conduct themselves properly when placed in a position of leadership.
- j. Strive to develop self-discipline and responsibility for personal actions.

NOTE: Students and parents should understand that after-school and weekend activities such as parades, award/special ceremonies, and Drill competitions may require mandatory attendance. We expect students to plan for these events and only a family emergency should prevent a student from attending. The student who refuses to dedicate himself/herself to the AFJROTC program should consider another elective.

PARENTAL APPROVAL

I hereby give permission for _____ to enroll in the AFJROTC program and will encourage his/her participation. I understand that my child may be required to attend some after school activities. I understand that **there is NO commitment for military service** because of participation in AFJROTC. I understand and will help my child to maintain the high standards expected of a cadet in the AFJROTC and will ensure she/he wears the uniform as required.

STUDENT SIGNATURE _____ **Date** _____

PARENT SIGNATURE _____ **Date** _____

Notes to your Parent or Guardian

A \$35.00 Air Force JROTC Activity Fee is required (per semester) by all cadets and is due at the end of the first month of each semester——(i.e., due end of August for first semester and end of January for the second semester). *(Contact Lt. Colonel Farr for any special payment arrangements. Otherwise, non payment will result in a debt being placed onto your student account.)*

This fee will be used to offset the cost of activities such as: Cadet Ball, group events/celebrations, field trips, drill meets, Awards' Ceremony/Program, and uniform upgrades/alterations, additional name tags, upgraded ribbon racks, physical fitness clothing, etc. Additional funds may be required throughout the school term based on the number of events scheduled.

Attachment 30

PERSONNEL- Promotions

15 August 2024

GA-20061 AIR FORCE JUNIOR ROTC OPERATING INSTRUCTIONS

This instruction identifies procedures for the competitive promotion of cadets in the Cadet Corps. It applies to all cadets with exceptions.

1. INTRODUCTION: Selections for promotions are tentatively scheduled to be released two weeks after the test date. The following information explains how the promotion program operates. We want to ensure you receive timely, accurate consideration. We also want you to understand the program so you can do everything within your power to assist us in achieving this goal.

Individuals selected for promotion during the first semester will be promoted effective January 1st. The promotion eligibility cutoff date (PECD) for First Semester (FS) promotion cycle is 1 December. The PECD for 2nd Semester is May 1st. Community service hours, GPA as well as other data used in the selection process will close-out/be effective on or before the PECD. The following table is included for easy reference:

2. PROMOTION OPPORTUNITY: The cadet enlisted promotion selection program is extremely competitive, and this cycle will be no exception. The SASI will determine how many cadets can be promoted in each cycle. Therefore, the number of members selected for promotion may be relatively small, and competition for the limited quotas is tough.

3. YOUR RESPONSIBILITIES: The importance of your personal involvement cannot be overemphasized. It is up to you to ensure (1) you are prepared to test; (2) you know when you test, obtain the current study reference materials, study, and meet the testing schedule; and (3) most importantly, the data used to calculate promotions is accurate (i.e. Community Service Hours, Academic GPA). Individuals must be prepared to test on the first day of the testing cycle.

4. NO SHOW FOR TESTING: Reasons such as oversleeping, marking the wrong date or time on the calendar, reporting to the wrong building or room, forgetting your test date, failure to show up are not valid reasons for missing a test date and do not warrant rescheduling. Remember, the testing room closes at the starting time (start of class) and you will not be allowed to test if you have an unexcused tardy. Ensure you arrive on time.

5. STUDY MATERIAL: The cadet guide, information presented during daily instruction, AFM 36-2203, AFI 36-2903 are normally used in preparation for promotion. Promotion materials and any changes will be announced at the beginning of each semester.

Calculating Points and Factors for Promotion

If the factor is	then the possible maximum points are
PFE (Test)	100 points maximum
Uniform Grade	100 points maximum
Academic GPA (un-weighed)	40 points (GPA x 10)
AFJROTC Class Average	100 points maximum
Attitude, Discipline and respect (ADR) (Conduct)	100 points maximum
Community Service	20 points maximum Credit one point for each hour of community service
Extra-Curricular/Staff/COLS Participation	5 points maximum (see notes 4)

Note 1: There are 465 total points available for promotion consideration. (see table above)

Note 2: The SASI is the final authority on who is granted Extra Curricular/Staff/COLS pts.

Note 3: The points are normally calculated using the 1st and 2nd terms of the semester or a cutoff date determined by the SASI

Note 4: If a cadet has been a regular member of the Drill Team, Cadet staff, APT, Kitty Hawk or attended COLS cadets will receive 5 pts. (Regular is defined as having participated in at least 75% of practices, meetings and scheduled events.)

6. PROMOTION INELIGIBILITY CONSIDERATIONS: Cadets cannot receive Promotion Fitness Exam consideration if you have been assigned OSS, ISS, excessive tardies/absences, or any other disciplinary action deemed appropriate by the SASI. Cadets who are failing 2 or more courses will not be eligible for promotion. Cadets who are failing AFJROTC will not be considered for promotion.

7. NORMAL PROMOTION PROGRESSION: Cadets are typically permanently promoted to the next rank automatically at the end of each year based on their academic level which takes effect after they have successfully started the next academic year. Cadets who do not successfully promote based on the Promotion Fitness Exam Model during their time in AFJROTC will typically be promoted according to the model below.

Academic Year	Rank
1 st year	C/Amn
2 nd year	C/A1C
3 rd year	C/SrA
4 th year	C/SSgt

8. PROMOTION FITNESS EXAM PROGRESSION: Each semester cadets who are eligible to take the Promotion Fitness Exam will compete for promotions and will follow the model below. Note the model demonstrates a cadet's progression if he/she were to successfully promote each year based using the Promotion Fitness Exam model.

Academic Year	Rank	PFE Eligible	Promoted to:	Next AY
1 st year	C/Amn	No		
2 nd year	C/A1C	Yes	C/SrA	C/SSgt
3 rd year	C/SSgt	Yes	C/TSgt	C/MSgt
4 th year	C/MSgt	Yes	C/SMSgt	N/A

9. TEST COMPROMISE: The following are some of the general rules regarding what constitutes test compromise and may serve as a basis for punitive or administrative actions or both. This list is not comprehensive. It is your responsibility to know what is and what isn't a compromise. Think of it this way, if you have any doubt that something may be a compromise of test or study material, then it probably is.

- Questioning other cadets for the purpose of determining test content.
- Possessing, reproducing, distributing, or communicating in any way the contents of test material.
- Taking, reviewing, or having access to actual test material.
- Reviewing or having access to illegal study materials that reveal the specific content of actual or suspected test material.
- Reproducing or copying any test material, in whole or part.
- Training that concentrates on "teaching the test" or that emphasizes information known or believed to be on a specific test.
- Taking a test and claiming to be another examinee.
- Discussing actual test material or the specific contents of testable material in such a way as to highlight actual or potential test material or test questions in correspondence that is distributed.
- Removing testing material from the testing room.
- Group study. Group study is defined as any examinee or potential examinee discussing or sharing in any form, information about actual test material or marked/highlighted testable material with other examinees, potential examinees, or other unauthorized individuals; or to study for a promotion test with anyone else.
- Copying from another examinee's answer sheet or asking another examinee for help during a test administration period.
- Using equipment or material not authorized during test administration such as notes.

10. ADDITIONAL INFORMATION: If you have any questions regarding the enlisted promotion process, direct them to the SASI or ASI for clarification.

11. Your active participation and involvement in JROTC will increase your opportunity for promotion now and in the future.