



USAF JROTC  
CA-891  
Handbook  
2025-26



Cadet Name

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# FOREWORD

*This edition is current as of 30 August 2025. The following changes were made:*

- 1. Uniform regulations entirely redone based off CH.7 of the Operational Supplement (Section 3)*
- 2. Promotion requirements changed (Section 6)*
- 3. Ribbon Summaries rewritten for better comprehension and in depth (Section 7)*
- 4. Removal of Major Fink, and addition of Senior Master Sergeant Perez*
- 5. Moved Air Force Knowledge to the front, subsequently renumbered all sections (Section 1)*
- 6. Adjusted Uniform price chart to separate different uniforms visually (Section 3)*
- 7. Job Descriptions reordered to match page prior to (Section 11)*
- 8. Addition of PT shirt tuck requirement (Section 3)*
- 9. Addition of Temporary-to-Permanent officer status regulations (Section 11)*
- 10. Adjustment of Honor Code to match AFJROTC specific code (Section 1)*
- 11. Addition of PT punishment rules within CA-891 (Section 12)*

The purpose of the Cadet Handbook is to give cadets the most basic information about the CA-891 AFJROTC program here at Bakersfield High School. This handbook is designed as a quick reference guide on basic customs, courtesies, how to wear the uniform, promotion, demotion, awards and decorations. Questions concerning management of the AFJROTC Program will be directed to the ASI for clarification.

## HOW CAN I BENEFIT FROM JROTC?

With the AFJROTC program, there are many opportunities for recognition in the form of medals, ribbons, and scholarships from many national organizations. There is also the less tangible, but very important, benefit of learning enough about the military to make an informed decision on whether to consider it after high school or college, and to vote intelligently on military issues when the time comes. Cadets who choose to enter any of the armed services after high school may enlist with one or even two pay grades (stripes) higher than other enlistees.

In addition to the short-term benefits of the AFJROTC program, the Air Force offers several outstanding long-term benefits to cadets who complete the program (3 years minimum). Probably the best known are the scholarships, some going as far as an unlimited four-year full ride, which includes no limit on tuition, books, fees, and a monthly stipend. Through AFJROTC, the Air Force offers a wide range of scholarships to qualifying and interested cadets who wish to continue with senior ROTC in college. Visit the official Air Force ROTC website at [www.afrotc.com](http://www.afrotc.com) for the most current information and application.

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## Section 1- Air Force Knowledge

### 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 boys, 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 flames. Hey!  
Noting'll stop the U.S. Air Force!

### Honor Code

**I WILL NOT LIE, CHEAT, OR STEAL. NOR WILL I TOLERATE THOSE WHO DO.**

### Air Force Core Values *We live by the Air Force Core Values*

**Integrity First** (*Doing the right, honest thing even when no one is watching*)

**Service before Self** (*Care for others before yourself*)

**Excellence in All We Do** (*Giving 100% whatever the job or task*)

### Life Views to Live By

**You are the captain of your ship**

*You are responsible for the choices you make, for the direction in life you follow*

**People don't care how much you know until they know how much you care**

*To get respect from others, respect them*

*Do unto others as you would have them do unto you*

### Cadet Creed

**I AM AN AIR FORCE JUNIOR ROTC CADET.**

**I AM CONNECTED AND FAITHFUL TO EVERY CORPS OF CADETS WHO SERVE THEIR COMMUNITY AND NATION WITH PATRIOTISM.**

**I EARN RESPECT WHEN I UPHOLD THE CORE VALUES OF INTEGRITY FIRST, SERVICE BEFORE SELF, AND EXCELLENCE IN ALL WE DO.**

**I WILL ALWAYS CONDUCT MYSELF TO BRING CREDIT TO MY GOD, FAMILY, SCHOOL, CORPS OF CADETS, COMMUNITY, AND TO MYSELF.**

**MY CHARACTER DEFINES ME. I WILL NOT LIE, CHEAT, OR STEAL.**

**I AM ACCOUNTABLE FOR MY ACTIONS AND DEEDS.**

**I WILL HONOR THOSE I SERVE WITH, THOSE WHO HAVE GONE BEFORE ME, & THOSE WHO WILL COME AFTER ME.**

**I AM A PATRIOT, A LEADER, AND A WINGMAN DEVOTED TO THOSE**

**I FOLLOW, SERVE, AND LEAD.**

**I AM AN AIR FORCE JUNIOR ROTC CADET**

## Section 2 - Facts about AFJROTC at Bakersfield HS

**AFJROTC Mission**      The United States Air Force established Junior Reserve Officer Training Corps to “develop citizens of character dedicated to serving their Nation and community.”

**CA-891**                      CA stands for California, 89 stands for year CA-891 was established (1989). 1 stands for first unit organized in 1989 in California

**CA-891 Motto**              “Best of the Best”

Learn the job & finish the job,  
Never Quit,  
Keep it Positive,  
One Step at a Time.

**Academic Credit of JROTC**      10 Credits of Elective per year

**CA-891 Address**              Bakersfield High School  
AFJROTC CA-891  
1241 G St., IT 206  
Bakersfield, CA 93309

**Phone**                          School: (661) 324-9841

**Senior Aerospace Science Instructor (SASI)** SMSgt Angelina\_Perez –  
Angelina\_perez@kernhigh.org

**Aerospace Science Instructor (ASI)** MSgt Brian Spicer - brian\_spicer@kernhigh.org

## Section 3 - Uniform

**A. Why wear the uniform?** It is a privilege to wear an Air Force uniform. Here are a few important reasons:

- 1) The uniforms you wear represent the United States Air Force and the many men and women who have served, serve now, or will serve the United States of America.
- 2) The uniform symbolizes the freedoms we enjoy in the USA.
- 3) It honors those who have given the ultimate sacrifice of their lives to preserve and protect our country.
- 4) Wear the uniform with pride.
- 5) Go the extra mile to wear it properly and your fellow Drillers will respect what you represent.

**B.** The following are issued to each cadet upon entrance into JROTC:

<p><b><u>FEMALE</u></b></p> <p>Class A Coat                   \$ 148.76</p> <p>Shirt (SS)                       \$ 13.76</p> <p>Slacks                           \$ 52.67</p> <p>Skirt                             \$ 49.91</p> <p>Black socks                   \$ 1.03</p> <p>Shoes (leather)               \$ 60.03</p> <p>Flight cap                     \$ 10.99</p> <p>Tab (female tie)               \$ 9.67</p> <p>V-Neck T-shirt                \$ 3.58</p> <p>Belt w/ Chrome Tip           \$ 6.31</p> <p>Belt Buckle                    \$ 3.70</p> <p>Silver name tag on Class A   \$ 7.50</p> <p>Blue Name Tag                 \$ 3.00</p>	<p><b><u>MALE</u></b></p> <p>Class A Coat                   \$ 161.07</p> <p>Shirt (SS)                     \$ 15.73</p> <p>Slacks                         \$ 56.40</p> <p>Black socks                   \$ 1.03</p> <p>Shoes (leather)               \$ 61.97</p> <p>Flight cap                     \$ 13.06</p> <p>Tie                             \$ 6.31</p> <p>V-Neck T-shirt                \$ 3.58</p> <p>Belt w/ Chrome Tip           \$ 6.31</p> <p>Belt Buckle                    \$ 3.70</p> <p>Silver name tag on Class A   \$ 7.50</p> <p>Blue Name Tag                 \$ 3.00</p>
<p><b><u>Optional</u></b></p> <p>Coat (Light Weight)         \$90.37</p>	<p><b><u>Optional</u></b></p> <p>Coat (Light Weight)         \$ 96.07</p>
<p><b><u>Physical Fitness (PT gear)</u></b></p> <p>Blue T-Shirt                  \$7.09</p> <p>Blue Shorts                   \$14.25</p> <p>Sweat Top                     \$10.40</p> <p>Sweat Bottoms                \$15.86</p>	<p><b><u>Physical Fitness (PT gear)</u></b></p> <p>Blue T-Shirt                  \$7.09</p> <p>Blue Shorts                   \$14.25</p> <p>Sweat Top                     \$10.40</p> <p>Sweat Bottoms                \$15.86</p>
<p><b><u>Officers</u></b></p> <p>Wear navy blue beret        \$25.50</p>	<p><b><u>Officers</u></b></p> <p>Wear navy blue beret        \$25.50</p>
<p><b><u>ABUS (Camos) FEMALE OR MALE</u></b></p> <p>Pants                          \$45.57</p> <p>Blouse                         \$40.55</p> <p>T-Shirt                         \$5.34</p> <p>Hat                             \$5.96</p> <p>Boots                          \$115.00</p>	<p><b><u>OCPs (Camos) FEMALE OR MALE</u></b></p> <p>Pants</p> <p>Blouse</p> <p>T-Shirt</p> <p>Hat</p> <p>Boots</p>

## Section 3 – Uniform (Continued)

### C. Classification (Class) of Uniforms

Class A	Class A Coat with tie (male) or tab (female); slacks.
Class A (S)	Same as above except females wear skirt.
Class A (F)	Class A formal, only for Military Ball; White shirt with tie and females wear skirt.
Class B	Both male and female wear shirt and tie/tab; (Light Weight coat OK if cold).
Class C	Open collar (male and female); V-neck T-shirt mandatory.
Class D (Utilities)	Airman Battle Uniform (ABUs) Camouflage uniform and Boots; Operational Camouflage Pattern (OCPs) uniform and Boots
Class PT	Issued blue T-shirt and shorts; tennis shoes and White socks.

### D. Do's and Don'ts of Uniform

- Do wear uniform all day, unless you get permission from MSgt Spicer or SMSgt Perez;
  - Do wear the uniform properly; always remember what the uniform represents;
  - Do be polite and respectful;
  - Do wear the flight cap outside;
  - Do salute SMSgt Perez, MSgt Spicer and cadet officers outside.
- 

- Do Not wear piercings (out of regs) when in uniform, at any time.
- Do not wear crew neck t-shirts or t-shirts with logos or designs;
- Do not ever wear white socks, or any other type, except black;
- Do not wear colored bracelets with uniform;
- Do not use profanity when in uniform;
- Do not wear class A coat unbuttoned, ever;
- Do not button top button of shirt unless you wear tie or tab;
- Do not carry backpack over shoulder; it will damage shirt, coat, nametags and ribbons;
- Do not wear earphones when in uniform.

### Section 3 – Uniform (Continued)

#### E. How to earn uniform (First Year Cadets only)

- 1) Perform the following
  - A) Attention and Parade Rest
  - B) Facing movements
  - C) Recite core values to MSgt Spicer or
  - D) Have hair in compliance (male/female standards)
  - E) Know different classes of uniforms

#### F. How to care for uniform

- 1) Never wash Class A coat, slacks, hat or skirt (**dry clean only**).
- 2) Carry handkerchief in purse or backpack (females), or back pocket (males), to wipe back of neck throughout day (prevents ring around collar).
- 3) Wash shirt and light weight coat in cold water.
- 4) Prep uniform for next uniform day, the same day you take it off. Take time to hang everything and carefully put items away.
- 5) Do not wear backpacks in uniform. (Damages the shirt, coats, nametags and ribbons.)

#### G. Uniform Inspections

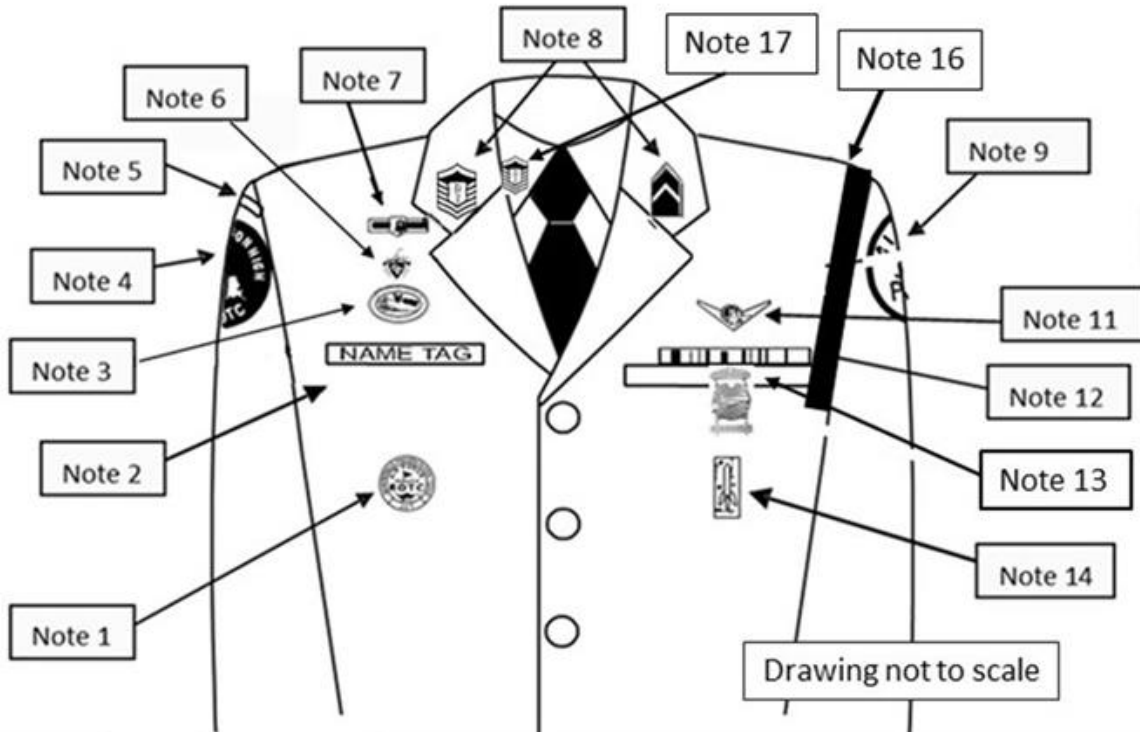
The Air Force uniform is worn on uniform day, Thursday, unless changed by the group commander. Wearing of the uniform for the day is worth 100 points. **You must wear it all day.** You must wear the class type uniform identified by the group commander. You are inspected each uniform day by a ranking cadet or your flight leadership. Points are marked off for each part of the uniform worn incorrectly. The uniform must be worn all day. If the cadet is seen out of uniform and did not receive clearance to do so by the SASI or ASI, they do not get uniform points for that day. They will no longer be eligible for promotion unless they make it up.

The PT uniform is also inspected. That inspection is worth 20 points (5 points for correct shorts, t-shirt, white socks, and tennis shoes). The points for wearing the correct t-shirt will not be granted unless t-shirt is tucked into PT bottoms. Up to 30 points are earned for participation in that day's physical training (PT). Total points a cadet can earn on PT day are 50.

## Section 3 – Uniform (Continued)

### Positioning of Items on Service Coats

## CADET MALE SERVICE DRESS

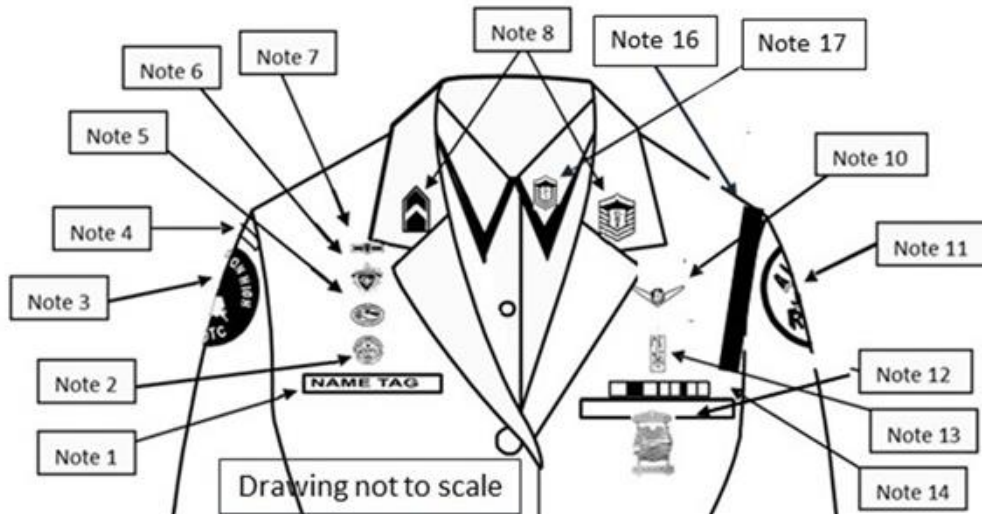


### Male Service Coat:

1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Nametag, 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. 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 ½ to 1 inch below left shoulder seam.
10. Deleted.
11. Cadets will only wear one of the following badge: Fight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
12. Ribbons, mandatory. Centered, on but not over edge of pocket. Wear 3 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 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 and lastly the CyberPatriot National Finalist Badge. No more than one Flight badge is authorized.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia MUST be worn on the blue shirt while wearing the service dress.
18. Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.

## CADET FEMALE SERVICE DRESS

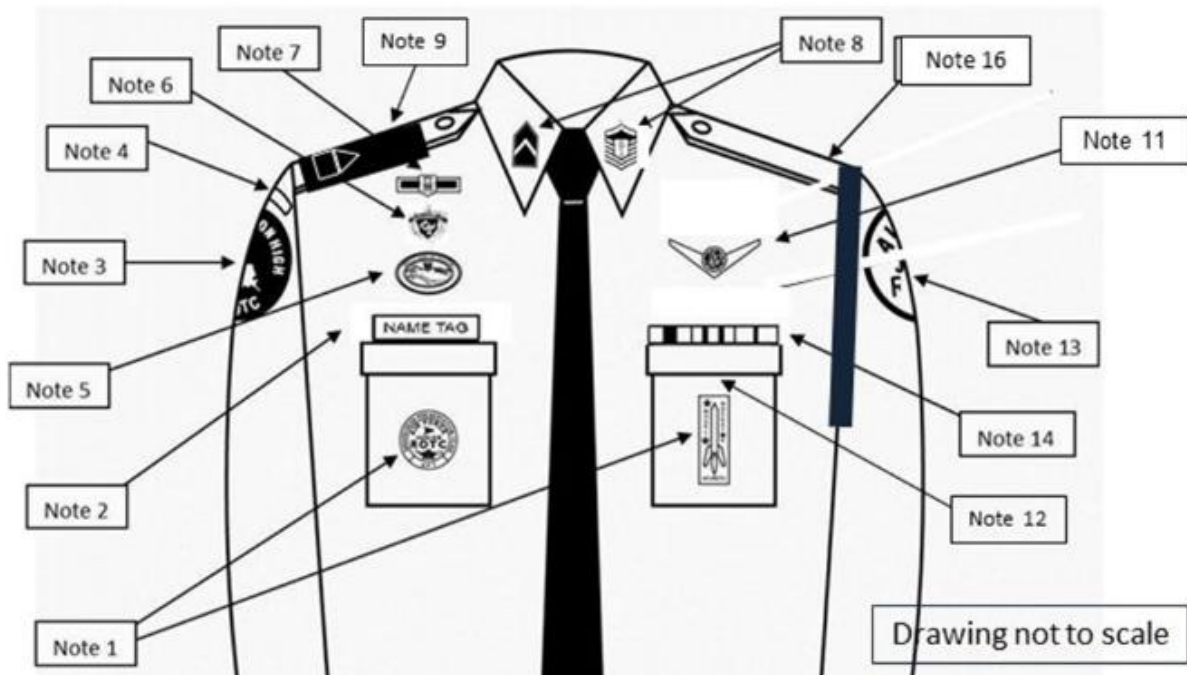


### Female Service Coat:

1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit Patch. Center  $\frac{1}{2}$  to 1 inch below shoulder seam.
4. Shoulder Tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade Insignia (officer & enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with ground.
9. Deleted
10. Cadets will only wear one of the following badges: Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, or Flight Certificate Badge. See Note 15 below.
11. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center  $\frac{1}{2}$  to 1 inch below left shoulder seam.

12. Marksmanship Badge – Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. Model Rocketry Badge. See Note 15 below.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 in a row. Wear all or some ribbons earned.
15. Except marksmanship badge. Wear first badge placed  $\frac{1}{2}$  inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed  $\frac{1}{2}$  inch above previous badge. Order of precedence for badges are as shown on the diagram. Distinguished Cadet Badge, then AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the Cyberpatriot National Finalist Badge. No more than one Flight badge is authorized.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.

## CADET MALE BLUE SHIRT



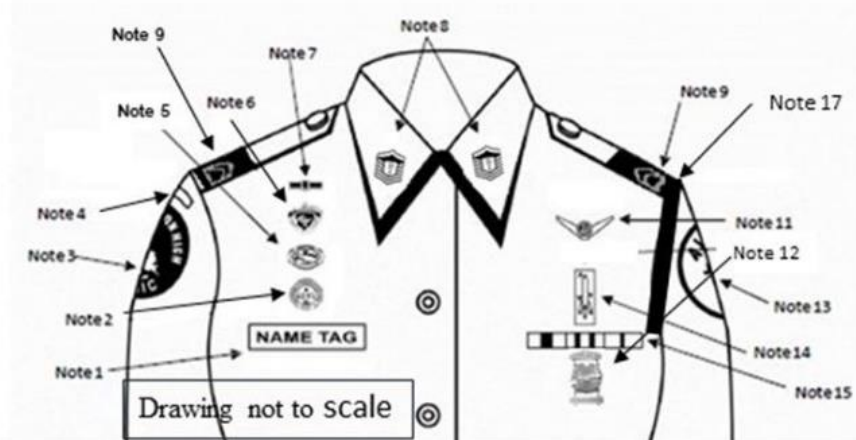
### Male Blue Shirt:

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. Unti 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 point 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

**10**

11. Cadets will only wear one of the following badges: Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, 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
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ 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 wearer's left. Wear 3 in a row.
15. Except marksmanship badges. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge. Order of precedence for badges are as shown on the diagram. Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk Badge, and finally the CyberPatriot National Finalist Badge. No more than one Flight badge is authorized.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet. May be solid or multi-colored.
17. **Medals (regardless of what type) are not authorized for wear on this uniform.**

## CADET FEMALE BLUE SHIRT



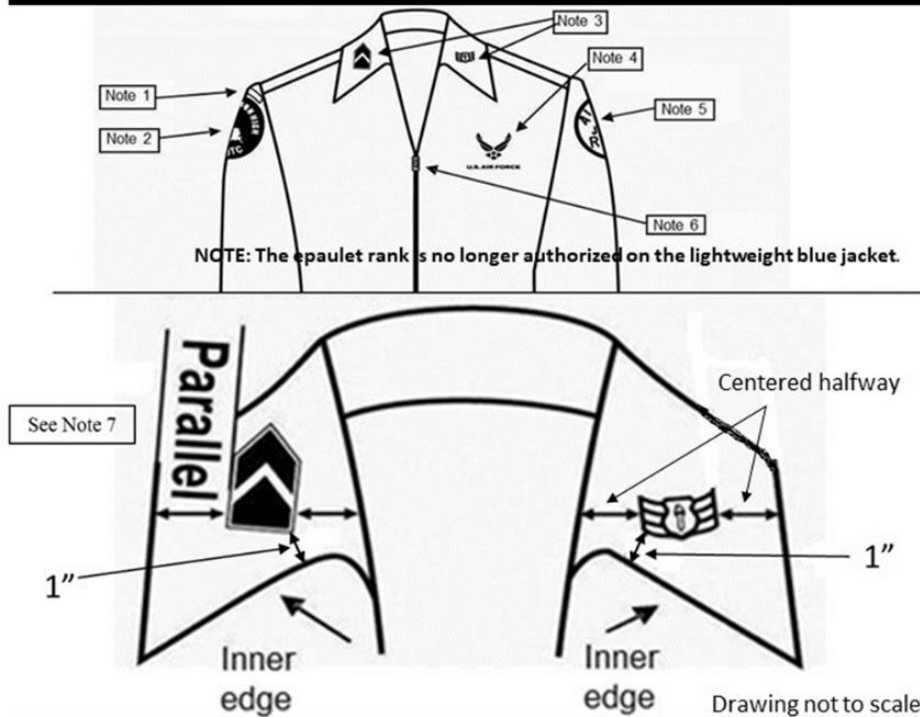
### Female Blue Shirt:

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 cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only.
10. Deleted
11. Cadets will only wear one of the following badges: Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, or Flight Certificate Badge. See Note 16 below.

**12**

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. Centered 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 blue name tag and centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as shown on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. No more than one Flight badge is authorized.
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-colored.
18. **Medals (regardless of what type) are not authorized for wear on this uniform.**

## CADET LIGHT WEIGHT BLUE JACKET

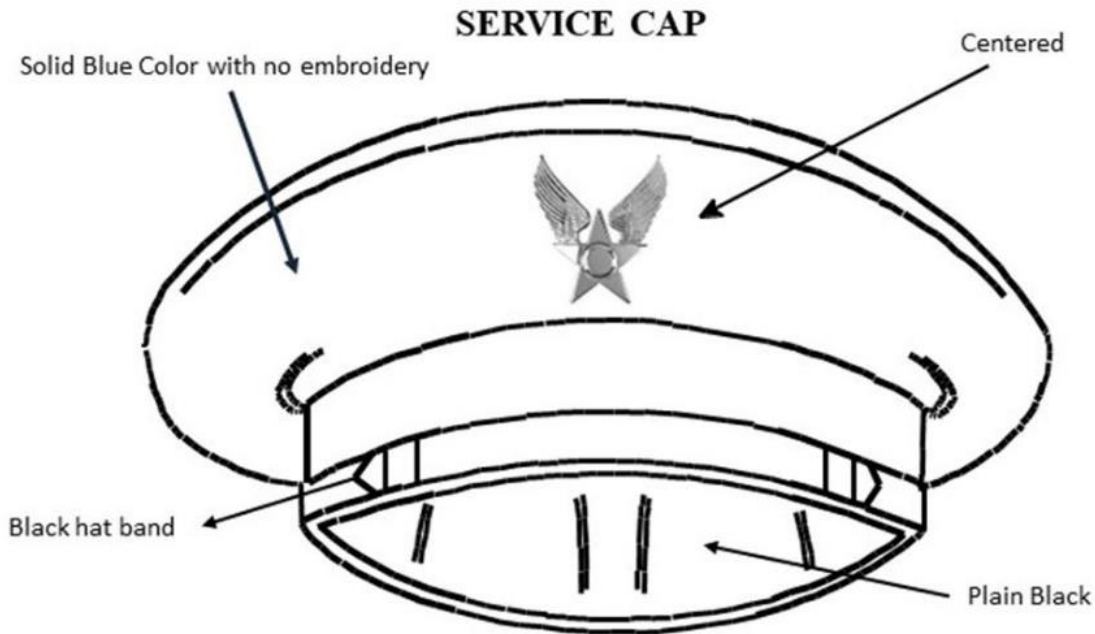


### Lightweight Blue Jacket:

1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
3. Grade insignia (Officer and Enlisted) 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 AFJROTC 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.

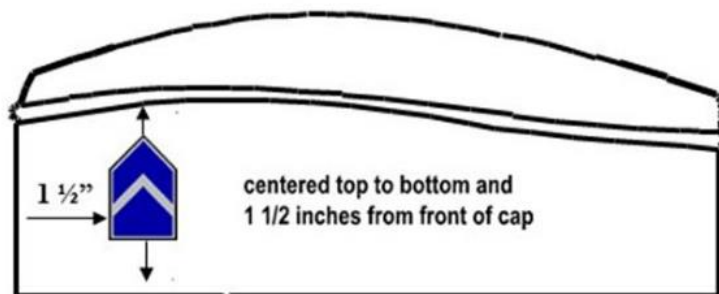
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.
9. **Ascots and shoulder cords will not be worn on this uniform.**

## CADET MALE HEADGEAR



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

### FLIGHT CAP\*



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

## CADET FEMALE HEADGEAR

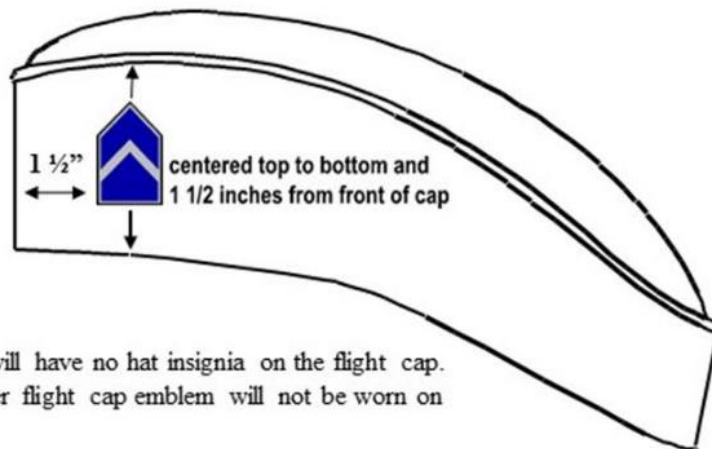
### SERVICE CAP

Solid Blue Color with no embroidery



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

### FLIGHT CAP\*



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

## CADET BERET HEADGEAR

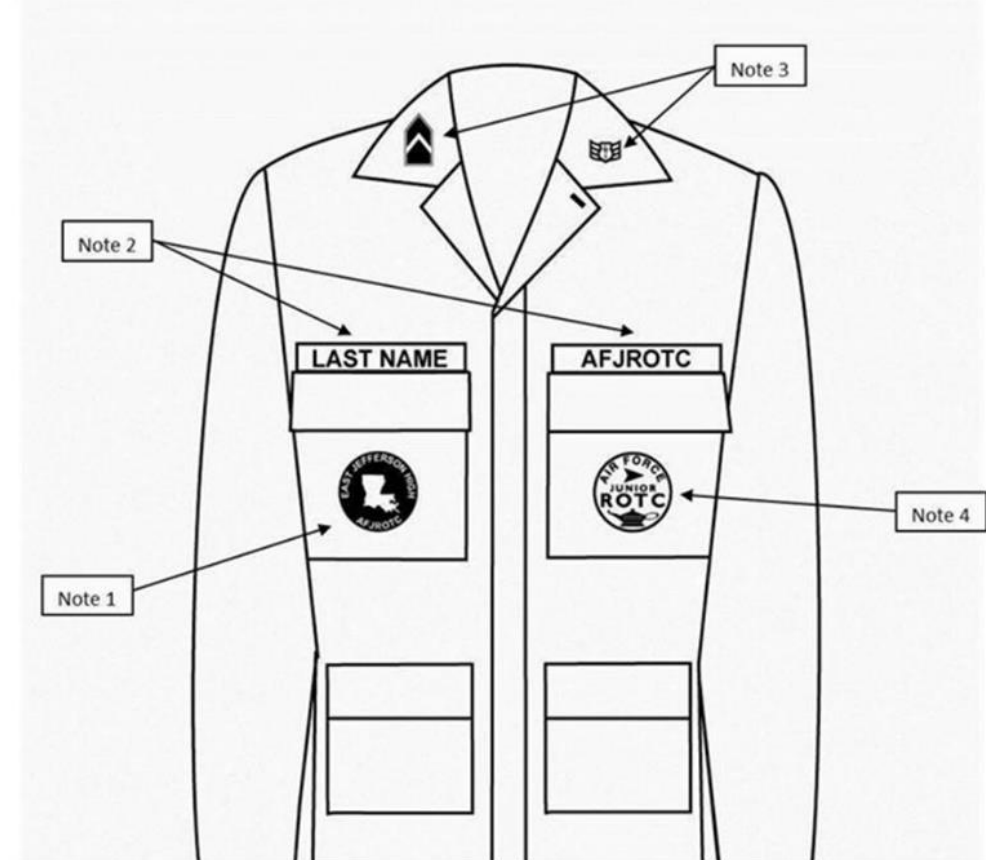
### BERET



#### **Berets:**

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

## CADET ABU Male and Female



### Airman Battle Uniform (ABU):

1. Unit Patch (optional). If worn, will be placed on right pocket and centered.
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (Officer or Enlisted) (mandatory). Will be worn on the left and right collars, centered 1-inch up from the bottom of the collar and parallel to the ground while remaining on the collar.
4. AFJROTC Patch (white, Lamp of Knowledge) (mandatory). Will be worn on the left pocket and centered.

**5. Berets, ascots, and shoulder cords will not be worn with ABUs.**

6. ABU sage green boots and coyote brown boots may be worn. (Black boots WILL NOT be worn with ABUs)

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**CADET OCP  
Male and Female**



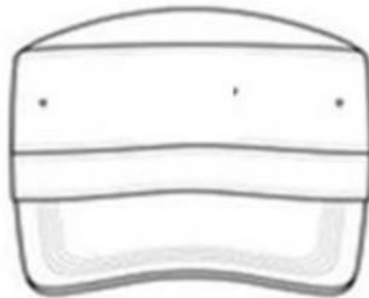
**Operational Camouflage Pattern (OCP):**

1. T-Shirt. T-Shirt will be Desert Sand, Tan Coyote Brown in color.
2. The American flag patch (mandatory) will be full color (cloth), will be centered on the top of the right sleeve using Velcro attachment, with equal space on sides and top of patch to edge of Velcro.
3. Unit patch (optional) full color. If worn, will be placed on the right sleeve centered in the Velcro area beneath the American Flag.
4. Last name tape (mandatory – must be cadet's name). Letters will be spice brown for AFJROTC tape using Velcro attachment.
5. AFJROTC tape (mandatory). Letters will be spice brown for AFJROTC using Velcro attachment.
6. Grade Insignia (Officer or Enlisted) (mandatory). Will be standard metal rank pinned in the Velcro area in center of chest.
7. AFJROTC Patch (mandatory) (white circular Lamp of Knowledge patch) will be attached centered on velcro area on left sleeve attached by Velcro.
8. **Berets, ascots, and shoulder cords will NOT be worn with OCPs.**
9. OCP Coyote Brown boots will be worn. (Black boots WILL NOT be worn with OCPs).

10. Tan rigger belts will be worn with OCPs.
11. OCPs must be bloused; the trouser leg will not extend past the third eyelet from the top of the boot. Methods of blousing include tucking trouser leg inside of boot and utilizing built-in ribbon ties or elastic "Blousing Straps/Bands" to tuck cuff of trouser leg underneath strap/band.

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## CADET ABU and OCP HEADGEAR



Enlisted Cadets will not wear rank on the ABU/OCP cap.



Officers will wear rank insignia on the ABU/OCP cap.








### Utility/Cami (ABU/OCP) Headgear:

1. No other style of head gear is authorized for wear with ABUs/OCPs
2. Exception is for Cadet Leadership Course/Summer Leadership School (CLC/SLS) specific headgear that will ONLY be worn during the period of the CLC/SLS course.
3. Exception for ABUs only is a dark blue American made baseball cap may be substituted for the ABU cover.



## Section 2 – Uniform (Continued)

### How to tie a Windsor

	<p>1. Situate the tie so that the end "A" is longer than end "B" and cross "A" over "B".</p>		<p>4. Bring "A" across the front from left to right.</p>
<p>2. Bring "A" up through loop between collar and tie; then back down.</p>		<p>5. Pull "A" up through the loop again.</p>	
	<p>3. Pull "A" underneath "B" and to the left, and back through the loop again.</p>		<p>6. Bring "A" down through the knot in front.</p>
		<p>7. Using both hands, tighten the knot and draw up to collar.</p>	

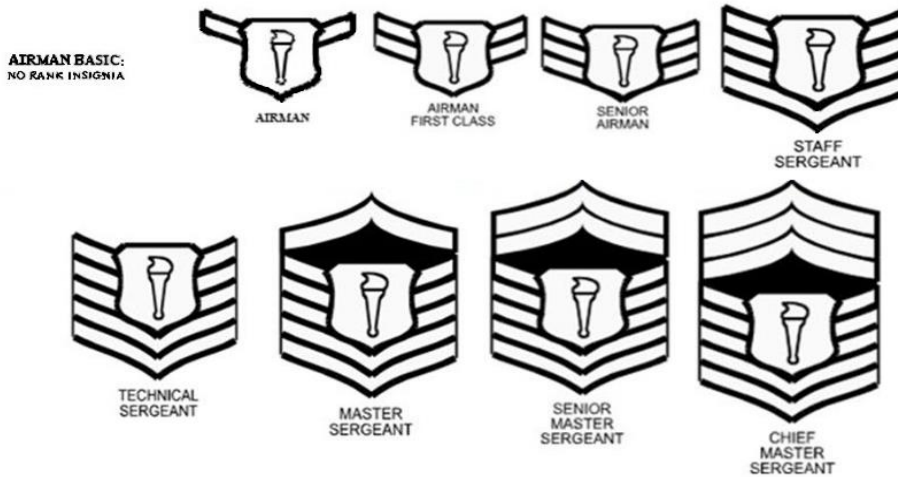
**Section 4 –Ranks of Officers and Enlisted in AFJROTC**

**CADET OFFICER RANK**



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

**CADET ENLISTED RANK**



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

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

**Rank Abbreviations:**

(All cadet ranks have "C/" in front of rank signifying cadet status)

Enlisted		Officer	
E-1; Airman Basic	(AB)	O-1; 2 <sup>nd</sup> Lieutenant	(2 <sup>nd</sup> Lt)
E-2; Airman	(Amn)	O-2; 1 <sup>st</sup> Lieutenant	(1 <sup>st</sup> Lt)
E-3; Airman 1 <sup>st</sup> Class	(A1C)	O-3; Captain	(Capt)
E-4; Senior Airman	(SrA)	O-4; Major	(Maj)
E-5; Staff Sargeant	(SSgt)	O-5; Lieutenant Colonel	(LtCol)
E-6; Technical Sargeant	(TSgt)	O-6; Colonel	(Col)
E-7; Master Sargeant	(MSgt)		
E-8; Senior Master Sargeant	(SMSgt)		
E-9; Chief Master Sargeant	(CMSgt)		

## Section 5 –Enrollment and Disenrollment

**Conditions for Enrollment.** For a student to enroll in AFJROTC he/she must be—a volunteer by choice to be in JROTC; enrolled at BHS; be a citizen of the United States (provisions exist for SASI to enroll non-citizens); and physically fit for JROTC training under standards prescribed by the Department of the Air Force.

**Grounds for disenrollment from AFJROTC:** AFJROTC student disenrollment can occur at any time during the academic year with proper cause. This should be a last resort, preceded by substantiated documentation and corrective counseling, to maintain the morale and discipline of the unit. Student disenrollment is for: 1) Failure to maintain acceptable standards (including uniform wear and grooming). 2) Inaptitude or indifference to training. 3) Disciplinary reasons. 4) Any other reason deemed appropriate by the AFJROTC SASI and the principal.

**Reserve Cadets.** Students designated as Reserve Cadets by the SASI can participate in all corps activities/LDR activities when they are available to do so. Reserve Cadets participating in corps clubs and/or competitive teams will complete all required training and will abide by all eligibility rules. Reserve cadets wear AFJROTC uniforms at events in which they are participating. As reserve cadets, they must abide by grooming and behavioral standards set for by Air Force JROTC. Reserve cadet status is limited to one year per cadet.

**NOTE:** JROTC Instructors will use the following remedial actions to correct a cadet's behavior and document the actions in Infinite Campus: 1. Verbal counseling. 2. Phone call/meeting with parent/guardian. 4. SASI/ASI meeting with school counselor or other school staff for cadet's removal from AFJROTC.

## Section 6 - Promotion Requirements in CA-891

### A. Below the Zone (First year cadets only)

- 1) Eligible at 3<sup>rd</sup> Friday of September
- 2) Have an A in ROTC
- 3) At least a 2.00 GPA (Grade Check complete by 3<sup>rd</sup> Wed of Sept)
- 4) Wore the uniform every uniform day or have made it up
- 5) Dressed down for PT every PT day
- 6) No negative reports from other teachers or Administration
- 7) Complete and document 5 hours of community service
- 8) Fill out Below-the- Zone Form provided by SASI
- 9) Fulfill knowledge listed on promotion form and have flight commander sign off

### B. Airman Basic thru TSgt

- 1) Eligible every quarter
- 2) Earned B in ROTC
- 3) Earned 2.00 (C Average) for quarter
- 4) Wore the uniform every uniform day or have made it up
- 5) Dressed down for PT every PT day
- 6) No negative reports from other teachers or Administration
- 7) Complete and document 5 hours of community service
- 8) Prepare memorandum as prescribed by SASI

### C. MSgt thru CMSgt

- 1) Eligible every quarter
- 2) Earned A in ROTC
- 3) Earned 2.50 (GPA for quarter)
- 4) Wore the uniform every uniform day or have made it up
- 5) Dressed down for PT every PT day
- 6) No negative reports from other teachers or Administration
- 7) Complete and document 10 hours of community service
- 8) Prepare memorandum as prescribed by SASI
- 9) Score 80% on promotion test provided by ASI or SASI

### D. Officers (*wear berets and epilates unless they are temporary ranks*)

- 1) Eligible each semester
- 2) Earn A in ROTC
- 3) Earn 3.00 for Semester (2<sup>nd</sup> Lt thru Capt)  
Earn 3.33 for Semester (Major thru Col)
- 4) Wore the uniform every uniform day or have made it up
- 5) Dressed down for PT every PT day
- 6) No negative reports from other teachers or Administration
- 7) Complete and document 20 hours of community service for each semester
- 8) Prepare memorandum as prescribed by SASI
- 9) Majors score 90% on promotion test;  
Lt Col and above 95%

# Section 7 – Award, Ribbons and Decorations

## Air Force and Space Force JROTC Ribbon Chart

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

## Section 7 – Awards, Ribbons, and Medals

### AWARDS AND RIBBONS DESCRIPTIONS

**Categories:** Several distinctive and coveted awards are authorized for wear by AFJROTC cadets based upon demonstrated performance of academic and leadership excellence or valor. These awards and decorations will be on display in the Aerospace Science Classroom throughout the year. There are two categories of awards, some of which have accompanying medals and certificates. The two categories are:

A. **National Awards:** Presented to cadets who are selected by the SASI and ASI and approved by the principal.

B. **AFJROTC Awards:** Authorized by AFROTCR 900-9 and presented to cadets elected by the SASI and ASI and approved by the principal.

### Ribbon Summaries:

The following is a brief summary of the AFJROTC ribbons a cadet can compete for:

**DISTINGUISHED UNIT AWARD with MERIT (DUAM)** - Awarded to cadets enrolled during the same academic year in which 1) the unit receives an 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 in the same academic year. For each additional ribbon earned an additional small silver star will be awarded.

**DISTINGUISHED UNIT AWARD (DUA)** - Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. For each additional ribbon earned an additional small silver star will be awarded.

**OUTSTANDING ORGANIZATION AWARD (OOA)** - Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. For each additional ribbon earned an additional small silver star will be awarded.

**OUTSTANDING FLIGHT 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 leaf cluster.

**TOP PERFORMER AWARD** - The Cadet Top Performer Award is an HQ AFJROTC award presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). All currently enrolled cadets may be considered. Specific consideration should be given to cadets not previously recognized for superior performance. For each additional ribbon earned, an additional bronze oak leaf cluster will be awarded. Consideration for this award is based on a cadet's performance in the following key areas:

- 1) Leadership and job performance in primary duty and specifically in preparation for the unit's assessment.
- 2) Leadership qualities: involvement and positions held in Leadership Development Requirement activities.
- 3) 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** - Awarded annually to the 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 maintain a 2.5 GPA.

**LEADERSHIP RIBBON** – Awarded for outstanding performance in a position of leadership as an AFJROTC cadet and who has consistently displayed outstanding leadership ability above and beyond expected performance. A bronze oak leaf cluster will be awarded for each additional ribbon earned and a single oak leaf cluster will be used for the fifth bronze oak leaf cluster.

**SUPERIOR PERFORMANCE RIBBON** - Awarded to no more than the top 10% of the corps annually for outstanding achievement or meritorious service rendered on behalf of AFJROTC. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

**ACHIEVEMENT RIBBON** – Awarded for a significant achievement in AFJROTC or other school activities/events. Each additional ribbon earned is awarded with a bronze oak leaf cluster.

**ACADEMIC RIBBON** - Awarded for academic excellence by attaining an overall GPA of at least "B" for one academic year and an "A" average in AFJROTC. Cadet may only receive one award annually. For each additional ribbon earned, a bronze oak leaf cluster will be awarded.

**CADET LEADERSHIP COURSE (CLC) 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. A Silver Star is awarded for outstanding performance or leadership ability at a CLA instead of the Bronze Star and is limited to 10% of the class.

**SPECIAL TEAMS PLACEMENT RIBBON** - Awarded to team members for placing 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> in an Air Force or Joint Service competition in include Drill Teams Color guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, Stellar Xplorers, 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 fifth bronze oak leaf cluster.

**ALL SERVICE NATIONAL COMPEITION AWARD** – This medal/ribbon is awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Academic Bowl Teams, CyberPatriot,

StellarXplorers, etc. An additional bronze oak leaf cluster will be awarded for each additional ribbon earned.

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**AIR FORCE NATIONALS COMPETITION AWARD** – This medal/ribbon is awarded to team members working competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers, etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single oak leaf cluster will be used for the fifth award of the bronze oak leaf cluster. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

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

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

**DRILL TEAM RIBBON** - This ribbon is awarded to cadets who participated on the drill team for an entire year/drill season and must have competed in at least three drill performance events. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**COLOR GUARD RIBBON** – This ribbon is awarded to cadets who perform at least five color guard performance events. For each additional ribbon earned, an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the fifth bronze oak leaf cluster.

**SABER TEAM RIBBON** - Awarded to cadets who perform at least 3 saber team events (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**MARKSMANSHIP TEAM RIBBON** - Awarded to cadets who participate on the marksmanship team for an entire year/season and must have competed in at least 1 marksmanship competition event (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**JOINT LEADERSHIP ACADEMIC BOWL (JLAB) RIBBON** - Awarded to cadets who are a member of the JLAB team for at least one year/season. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

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**CYBERPATRIOT RIBBON** - Awarded to cadets who are a member of the CyberPatriot team for at least one year/season. For each additional ribbon earned and 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.

**STELLARXPLORERS RIBBON** - Awarded to cadets who are a member of the StellarXplorers team for at least one year/season. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**RAIDERS TEAM RIBBON** - Awarded to cadets who are a member of the Raiders Team for at least one year/season. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**MILITARY MODEL BUILDING TEAM RIBBON** - Awarded to cadets who are a member of the Military Model Building Team for at least one year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the bronze oak leaf cluster.

**UNMANNED AIRCRAFT SYSTEMS (UAS) RIBBON** – Awarded to cadets who are a member of the UAS team for at least one year. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**ROBOTICS RIBBON** - Awarded to cadets who are a member of the Robotics club/team for at least one year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**GOOD CONDUCT RIBBON** - Awarded to cadets for maintaining good conduct as an AFJROTC cadet. To qualify for this ribbon, cadets must not have received a referral (this includes no ISS/OSS) for an academic term (cadet may only receive one award annually). An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

**SERVICE 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 unless community service hours are also awarded. Refer to the criteria for these other ribbons.) 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.

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**HEALTH AND WELLNESS RIBBON** - Awarded for participation in the unit health and wellness physical fitness program for an academic year/term. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent award of the Health and Wellness ribbon will be denoted by the addition of a bronze oak leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. Cadets already wearing the ribbon with oak leaf cluster(s) will wear the highest-level Star Device(s) affixed to the wearers right of the ribbon.

**RECRUITING RIBBON** - Awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC. 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** - Awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for a ribbon on the ribbon chart. These include, but are not limited to, model rocketry clubs, sports teams, and any other LDR team event that does not currently have a ribbon on the chart. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**ATTENDANCE RIBBON** - Awarded to cadets who have no more than three school absences during academic term. Cadets may receive one award annually. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

**DRESS AND APPEARANCE RIBBON** - Awarded to cadets who maintain a 90% or higher average on weekly uniform grades, Cadets receiving this award will maintain the highest grooming and dress standards possible. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**LONGEVITY 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. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

**BATAAN DEATH MARCH MEMORIAL HIKE 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. 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. No fees can be charged to participate in the Memorial March. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as The Air Force Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**PATRIOTIC FLAG 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. To receive this award, cadets must have participated in a minimum of five flag events. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**OTHER JROTC SERVICE RIBBONS** - AFJROTC cadets are **not authorized** to wear ribbons/medals earned/issued from the United States Army, United States Navy, or United States Marine Corps AFJROTC programs unless they were previously enrolled in a sister service JROTC program. When authorized, AFJROTC cadets will wear AFJROTC ribbons above and to the left of other service JROTC ribbons or awards. Group ribbons according to service with the order of precedence determined by the regulations of each service. Other services' ribbons are grouped by service in the following order: Army, Navy, and Marine Corps.

**OTHER RIBBONS**—Other ribbons not described in this section can be found in the AFJROTC Chapter 7 Operational Supplement. Your JROTC instructors have a copy for you to review.

## Section 8 – Ropes

Braided ropes represent official positions in CA-891 or recognition of academic accomplishment or cadet of the quarter. Cadets can only wear one infantry style rope on the left shoulder. Meaning it may not have any aiguillettes (metal tips), citation cords, or extra loops. Below lists what each colored rope represents:

1. Gold – Group Commander
2. Gold – Deputy Group Commander
3. Gold/Black – Group First Sergeant
4. Gold/White Rope – Staff Positions (Logistics, Maintenance, Personnel, etc.)
5. Black/Silver – Squadron Commander
6. Red – Flight Commander
7. Red/White – Flight Sergeant
8. Blue/White – Element Leaders
9. Sky Blue – Guard and Drill Commanders
10. White – Drill Team Members at Meets only
11. Silver – Official Color Guard

## Section 9 - Dress and Personal Appearance

This chapter outlines personal grooming while wearing any Air Force uniform. SASI's discretion may be used to determine if an individual's personal grooming is within the standards of this instruction. The personal grooming standards instead are minimum standards that represent common appearance issues and are not all-inclusive. Although, cadets have the right, within established limits, to express their individuality through their appearance, the Air Force has defined what is and what is not acceptable, professional military image for cadets. Except for minor variation based on gender differences, all Air Force Junior ROTC cadets must comply with the same personal grooming standards. SASIs/ASIs have the responsibility to determine compliance with this instruction and to correct the obvious violations regardless of whether the situation identified is clearly written in AFI 36-2010, and Chapter 7: Uniform and Awards, Operational Supplement. SASIs do not have authority to waive grooming and appearance standards except as identified in that instruction.

### **Minimum Air Force JROTC Specific Male Cadet Grooming Guidelines Hair:**

Keep hair clean, neat, and trimmed. Hair should not touch ears or eyebrows, and only the closely cut or shaved hair on the back of your neck should touch the collar. When viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point.

**Bulk Hair:** Hair should not exceed 1 1/4 inch in bulk regardless of the length. Bulk is the distance that the hair projects from the scalp when groomed. A number five or six on the clipper guide generally will allow this thickness to be attained. In no case will the bulk or length of your hair interfere with the proper wear of any Air Force headgear.

**Dyed Hair:** If you dye your hair, it should look natural. You may not dye your hair an unusual color or one that contrasts with your natural coloring. Examples of natural hair colors are brown, blonde, brunette, natural red or black. All Cadets are authorized to wear natural color hair regardless of their natural born hair color, but when combined or frosted, the colors must blend to not present an unnatural appearance between colors. For example, hair colors may be displayed as a "salt-and-pepper" look as this presents a naturally blended hair color and is, therefore, authorized. Prohibited hair colors examples are (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

**Hair Styles:** Hair may not contain or have attached to it any visible foreign items. No braided hairstyles. You will not wear wigs or hairpieces, except for cosmetic reasons to cover natural baldness or physical disfigurement.

**Sideburns:** Must be neatly trimmed and match the shape as the haircut. Sideburns must not extend beyond the bottom of the ear opening, be straight and of even width, and end in a clean shaven, horizontal line.

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## **Section 9 - Dress and Personal Appearance (Continued)**

**Facial Hair:** Face must be clean shaven (daily), except that a mustache is permitted. Mustaches must be neatly trimmed, must not extend downward beyond the lip line of the upper lip and may not extend sideways beyond a vertical line drawn upward from the corner of the mouth.

### **Minimum Air Force JROTC Specific Female Cadet Grooming Guidelines**

Hair should be no longer than the bottom of the collar edge at the back of the neck or touch eyebrows.

**Be conservative** - No extreme or faddish styles are allowed. It should also look professional and allow you to wear uniform headgear in the proper manner, so your hair must not be too full or too high on the head.

**Hairstyle should not need many grooming aids.** Use of pins, combs, barrettes, elastic bands or similar items, must be plain, similar in color to your hair, and modest in size.

**Wigs or hairpieces must govern natural hair styles.** Hair color/highlights/frosting (must not be faddish). Examples of natural looking for human beings: Blonde/Brunette/Red/Black/Grey.

**No shaved heads or flat-top hairstyles for women.** Micro-braids and cornrows are authorized for women.

**Hair may be visible in front of women's flight cap.** However, long hair will be secured with no loose ends.

**Fingernails.** Must be kept neat and clean. If worn, nail polish must be in good taste, of a conservative color, and not contain any ornamentation. Nails must not exceed  $\frac{1}{4}$  inch in length pass the tip of finger.

### **Cadet Appearance**

## Section 9 - Dress and Personal Appearance (Continued)

**Jewelry:** While in uniform, a wristwatch and rings (no more than 3 at any time) may be worn. Thumb rings are not allowed in uniform. One bracelet, if neat, conservative and not wider than one-half inch, may be worn. Bracelet must not detract from military image, nor subject anyone to potential injury. Colored bracelets that support a cause are not allowed. No ornaments on your head or around your neck may be worn. Female cadets in uniform may wear earrings if the earrings are conservative and kept within sensible limits. For example, you may wear ONE small spherical (diamond, gold, black, white pearl, or silver) pierced or clip earring on each earlobe. The earring worn in each earlobe must match. Earrings should fit tightly without extending below the

earlobes unless they are clip earrings. Male cadets in uniform may not wear earrings.

**Rings.** Airmen 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 on the base of the finger and may be worn on the thumb.

**Eyeglasses or Sunglasses.** Glasses that do not have any ornaments on the frames or lenses may be worn in uniform indoors or 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.

**Tattoos or Brands.** Whether you are in or out of uniform, tattoos or brands are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that exceed one-quarter of the exposed body part, and those above the collarbone and readily visible when wearing an open collar uniform, will not be exposed.

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

**Cosmetics:** Must be conservative and in good taste. 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.

**Eye Contact.** Colored eye contact lenses may be worn in natural color of human's eye.

**\*Please Note: "Conservative" in this Cadet Guide is defined as anything or color that is natural color to your own skin, toned down, not brilliant, fluorescent, does not match school colors, and does not stand out.**

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## Section 10 –Chain of Command

### CA-891 AFJROTC Group Organization

BHS Principal

SMSgt Perez (SASI)

MSgt Spicer (ASI)

Cadet Group Commander (Gp/CC)

Deputy Group CC<sup>1</sup>

#### Group Command Positions

Personnel CC (Covers WINGS, Flight binders)

Logistics CC (Covers uniform inventory at group and on WINGS, cage, equipment room, van)

Operations CC (Covers color guard, drill team, recruiting)

Service CC (Covers community service, drill and color guard)

Public Affairs CC (Communicates to school paper and news agencies; oversees websites)

1st Sergeant (Responsible for welfare of enlisted, promotion ceremony)

Director of Operations (Plan and coordinate all group activities, facilities and resources)

Group Commander

Deputy Group Commander      Group First Sergeant

Director Of Operations

**Group XO<sup>2</sup>**

**Squadron CC**

**Squadron CC**

Flt CC

Flt CC

Flt CC

Flt CC

Flt CC

Flt Sgt

Flt Sgt

Flt Sgt

Flt Sgt

Flt Sgt

Guidon

Guidon

Guidon

Guidon

Guidon

Elem. Ldrs	Elem. Ldrs	Elem. Ldrs	Elem. Ldrs	Elem. Ldrs
Logistics NCO	Logistics NCO	Logistics NCO	Logistics NCO	Logistics NCO
PT NCO	PT NCO	PT NCO	PT NCO	PT NCO
Services NCO	Services NCO	Services NCO	Services NCO	Services NCO

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### Section 11 –Job Descriptions

**Group Commander (Temp. Rank- Col)** Top leader in the group; responsible for all activity, service and leadership development; Runs status meetings where leaders report status; runs commander calls/promotion ceremony.

**Deputy Group Commander (Temp. Rank- LtCol)** Second in command; helps commander fulfill duties; fills in when commander is absent. Mission Support, Operations, and Logistic Commanders report directly to him/her.

**Director of Operations (Temp. Rank- LtCol)** Third in command; plans all events and keeps track of everything in the corps/manages meetings.

**Group First Sergeant (Temp. Rank- CMSgt)** Reports to Group Commander; oversees enlisted personnel; is responsible for the quarterly promotion ceremonies. Should know all enlisted personnel in group and monitor morale, to include complaints.

**Group Personnel Commander (Temp. Rank- Capt)** Reports to the group commander; oversees the following— Promotions, Flight Books, WINGS Input of cadet enrollment, and ribbon/awards; establishes personnel folders for each cadet; and identifies at least one cadet from each flight to carry out personnel duties.

**Logistics Commander (Temp. Rank- Capt)** Reports to Group Commander. Responsible to ASI for management of Uniform inventory in WINGS, uniform management in storage room, cage maintenance, and PT equipment; and identifies at least one cadet from each flight to carry out logistic duties.

**Group Squadron Commander (Temp. Rank- Capt)** In charge of their assigned flights; responsible for reporting to the group commander about how their flights are and if there're any issues.

**Flight Executive Officer (Temp Rank Captain)** in command of two three flights; Oversees flight commanders efforts to lead their flight and mentor the flight commanders. Reports status of flights to group commander at meetings.

**Service Commander (Temp. Rank- Capt)** Reports to Group Commander; Oversees Drill and Color Guard; supervises military ball preparation and execution; ensures community service is posted in WINGS and identifies at least one cadet from each flight to carry out service duties.

**Public Affairs Commander (Temp. Rank -Major)** Represents the group at public events (9/11, Veterans Day parade, community service events); oversees development of website and other social media platforms; ensures school paper, Bakersfield Californian, and TV networks hear about noteworthy events of group per guidance from SASI (SMSgt Perez).

**Drill Commander (Temp. Rank- Capt)** In charge of the Drill Team and each of the smaller teams that make up the CA-891 team. Also records all drill team invitations and coordinates applications; executes the BHS Drill Meet each year.

**Color Guard Commander (Temp. Rank- Capt)** In charge of the Color Guard Team and each of the smaller teams that make up the CA-891 team. Also records all color guard invitation and coordinates applications. Inserts presentation of colors service information into WINGS.

**Flight Commander (Temp. Rank- 2<sup>nd</sup> Lt)** Top leader in the flight; responsible for all activity, service and leadership development; a goal is for him/her to know each member of flight and prepare them for promotion and leadership opportunities; takes charge of roll call and ensure roll is documented.

**Flight Sergeant Designated (Temp. Rank- MSgt)** Senior Noncommissioned Officer (SNCO) of flight; responsible for quieting cadets down during flight meetings, in the classroom, or when flight gets together. Assist with roll call.

**Guidon Bearer (Temp. Rank- SSgt)** Responsible for the guidon & is proficient in retrieving and posting the guidon.

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**Element Leader (Temp. rank-SrA)** One of better marchers; can be designated to develop their element for marching; learn to march better and step in for guide when necessary. Normally three identified per flight.

**Note on Temporary Ranks:** Temporary ranks end when the position ends. Cadets then return to their permanent ranks. Those who held officer status temporary ranks retain officer status at end of job, but permanent rank automatically becomes 2<sup>nd</sup> Lt. Cadets are encouraged to pursue promotion in their permanent ranks each quarter.

## Section 12-- Cadet Officer and NCO Authority and Limitations

**Authority:** Cadet officers and noncommissioned officers (NCOs) are authorized to take charge of and direct subordinate cadets in the performance of AFJROTC Leadership Training. They will always judiciously enforce military discipline and will never demean, belittle, harass, use obscene language, or physical force. In addition, physical punishment will not be used by any member of AFJROTC at any time. Utilization of PT as punishment will be within reasonable amounts for the action that provoked punishment, and the one issuing punishment **MUST** accompany punished cadet in PT activities. Proven abuse of cadet officer or NCO authority will result in disciplinary action of the individual concerned.

**Limitations:** Cadets **WILL NOT** attempt to use AFJROTC rank or position in order to obtain personal gain or favor. They will never ask a teacher or administrator for special consideration because of their cadet status. Cadet rank is an AFJROTC Leadership training tool; therefore, cadet rank exists only in authorized AFJROTC activities.

**Hazing:** Hazing is defined as “the practice of directing someone of lesser rank to perform a humiliating action, which entails the surrender of dignity and self-respect, or a hazardous action which exposes one to physical injury or bodily harm.” **ANY TYPE OF PHYSICAL OR MENTAL ABUSE AND PUNISHMENT IS STRICTLY PROHIBITED.** The SASI will deal harshly with any cadet who uses their leadership position, seniority, or rank/grade to engage in any behavior, physical or verbal, that is demeaning, retaliatory, or dangerous for personal gain. This prohibition includes directing a cadet to perform any activities that can be interpreted as threatening, demeaning, or containing prejudicial or sexual comments or overtones.

**Mutual Respect:** The hallmark of Air Force JROTC is mutual respect (treating others as you want to be treated). This takes patience, dedication, tact, and a sincere desire to lead others using motivation and persuasion, not fear and an angry voice. Challenge yourself to develop leadership skills. Anyone can lead by fear, intimidation, frustration or time limits, but those who follow such leaders will seek employment elsewhere and will not serve out of a desire to the cause they are engaged in.



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- 1) CC – Cadet Commander
- 2) XO – Executive Officer