

# The CA-20063rd Cadet Guide



**Cadet Guide 2023-2024**

This Guide is intended to serve as a quick reference. It supports the leadership and personal development objectives of AFJROTC by outlining cadet responsibilities, conduct, uniform, personal appearance standards, cadet corps organization, operation, and extracurricular activities. This handbook is a supplement to Air Force and HQ AFJROTC directives. It is an informative but not an exhaustive resource document. All CA-20063rd AFJROTC activities at Golden Valley High School will comply with the instructions and policies contained herein.

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## **Chapter One** **AFJROTC Overview**

**1.1 Mission.** The United States Air Force and the William S. Hart Union High School District make considerable resources available for utilization within the JROTC program. They make this commitment for this intended purpose:

### **To Develop Citizens Of Character Dedicated To Serving Their Community and Nation**

**1.2 Objectives.** The CA-20063rd Cadet Corps exists to instill in cadets the values associated with citizenship and community service for the betterment of society and of the individual members of the corps using the following objectives:

- A. Cadets Will Value The Principles Of Citizenship And Community Service.**
- B. Cadets Will Develop The Highest Degree Of Personal Responsibility.**
- C. Cadets Will Attain A Sense Of Accomplishment And Self-worth.**

**1.3 Goals.** Unit impact goals will be determined and set every year for the betterment of the individual members of the corps, school, and community as reflected in the mission statement and objectives. The unit goals are to be altered by the 5th week of each year. The goals will be posted on the corps website and in each of the corps classrooms for every cadet to strive for. These are changed yearly, as previously stated.

#### **A. Cadet Impact Goals**

- 80% of cadets will achieve at least a 3.0 GPA for the first three quarters of the 2023-2024 academic year.
- All eligible cadets will promote to the next rank every promotion cycle.

#### **B. School Impact Goals**

- Each recruiting event will garner a minimum of 60 sign-ups.
- 75% of cadets will participate in a club and/or organization outside of JROTC.
- 85% of first year cadets will remain in the program throughout the 2023-2024 academic year

#### **C. Community Impact Goals**

- CA-20063rd will participate in three new community service events per semester.
- Each cadet will complete 20 hours of community service by the end of the third quarter.
- CA-20063 will achieve 6,000 hours of community service by the end of the year.

**1.4 Core Values.** The following core values, if adopted and practiced, will serve as anchors that will keep each cadet safely grounded on high moral grounds. The core values are listed as the following:

**A. Integrity First**

- Integrity embodies the notion of complete and unimpaired adherence to a strong moral code. Although a cadet may abide by corps values while participating in JROTC activities, that cadet would not exhibit integrity if those values were violated in other contexts. Integrity demands compliance in all aspects of one's life, improving their character in the long term.

**B. Service Before Self**

- Service before self entails actions that contribute to the welfare of others and bestows benefits upon them without any expectation of favor in return. It usually entails a certain amount of sacrifice, even though it might be minor in nature. It is important, especially in the role of a leader, to internalize the value as, "Service before myself," instead of using it as a crutch against subordinates with, "Service before yourself."

**C. Excellence In All We Do**

- Excellence is not an act, but a habit. If one settles with mediocrity, recognition will not be as rewarding than if one utilizes their greatest effort. One should direct himself to develop a sustained passion for the continuous improvement and innovation that will propel him into a long-term, upward spiral of accomplishment and performance.

**1.5 Cadet Honor Code.** The honor code is specific and clear in what it demands. All cadets are expected to have complete integrity in both word and deed, to possess sustained self-control, and to exhibit conscious effort in all that is done. All cadets will do their own work. However, in the attainment of group goals, cadets will assist others in a spirit of cooperation and teamwork. When questionable behavior or wrongful behavior is observed, the observing cadet will take immediate action to stop such behavior and to report that behavior to superiors. The code is applicable at all times, not just when in the uniform or participating in corps activities. When a code violation is noted, or even suspected, all cadets will diligently work to bring the offending cadet to corrective action. Arguing and evasive statements are not consistent with abiding with the code. Please note that this is NOT the Cadet Code of Honor. The Honor Code is as follows:

**I Will Not Lie, Cheat, Or Steal, Nor Tolerate Those Who Do.**

**1.6 Cadet Creed.** There is a basic creed that every AFJROTC cadet must follow throughout his/her AFJROTC career. These are the most basic responsibilities that each cadet must follow. The creed goes as follows:

*<sup>1</sup>I Am An Air Force Junior ROTC Cadet*

*<sup>2</sup>I Am Connected And Faithful To Every Corps Of Cadets Who Serve Their Community And Nation With Patriotism.*

*<sup>3</sup>I Earn Respect When I Uphold The Core Values Of Integrity First, Service Before Self, And Excellence In All We Do.*

*<sup>4</sup>I Will Always Conduct Myself To Bring Credit To My Family, School, Corps Of Cadets, Community, And To Myself.*

*<sup>5</sup>My Character Defines Me. I Will Not Lie, Cheat, Or Steal. I Am Accountable For My Actions And Deeds.*

*<sup>6</sup>I Will Uphold Others Accountable For Their Actions As Well.*

*<sup>7</sup>I Will Honor Those I Serve With, Those Who Have Gone Before Me, And Those Who Will Come After Me.*

*<sup>8</sup>I Am A Patriot, A Leader, And A Wingman Devoted To Those I Follow, Serve, And Lead.*

*<sup>9</sup>I Am An Air Force Junior ROTC Cadet*

**1.7 Cadet Code of Honor.** In order to emphasize the values and ideals used to develop the average high school student into an AFJROTC cadet, they are given a Code of Honor which details the thought processes and moral implications cadets live by.

The Code of Honor goes as follows:

*We Pledge Ourselves:*

*<sup>1</sup>To Not Lie, Cheat, Steal Nor Tolerate Those Who Do.*

*<sup>2</sup>To Promote The Best In School Spirit.*

*<sup>3</sup>To Create And Maintain Higher Standards Than Other High School Students.*

*<sup>4</sup>To Respect Our Affrotc And School's Property To The Fullest Extent.*

*<sup>5</sup>To Manifest In Life The High Principles Our School Officers.*

*<sup>6</sup>To Respect Our Teachers, Appointed Officers, And Classmates.*

*<sup>7</sup>To Obey Lawful Orders Or Instructions From Our Teachers, Appointed AFJROTC Officers,  
And Ncos.*

*<sup>8</sup>To Recognize And Appreciate The Sacrifices Our Parents/guardians Have Made To Further  
<sup>9</sup>Our Education And Show Them All Due Respect And Gratitude.*

*<sup>10</sup>To Revere My Country, The Flag, And To Take Pride In Wearing My Affrotc Uniform.*



**1.8 Program Description and Purpose.** AFJROTC is a congressionally mandated program designed to instill in students within secondary educational institutions the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. This program does expose students to "value training," leadership and personality development, and group dynamics. AFJROTC is a unique academic and citizenship program of instruction operated under public law with support provided by each of the U.S. armed services. This is NOT a recruiting program or discipline camp, nor does a student incur any military obligation whatsoever. Nonetheless, there are military benefits upon completion if one chooses to enlist in their future.

**Program Benefits.**

1. The actively participating cadets are able to develop their growth in knowledge, character, and qualities of leadership essential to their progressive development as a productive citizen of the United States of America. Cadets who demonstrate potential are given more responsibility and leadership roles.
2. The JROTC cadets can compete for a special scholarship, and those who were able to meet the qualification of the JROTC Board are awarded a three or four year scholarship.
3. Cadets who successfully completed three years of Aerospace Science are able to get two pay grades higher than other enlistees, if they choose to enter any military service after graduation (except the United States Marine Corps).
4. Students who complete two Aerospace Science may receive credit for one semester of college ROTC program (GMT), while students who complete three years of Aerospace Science may receive a credit for a full year of college ROTC program (GMT)
5. The program provides application to all Armed Service Academics and Armed Service ROTC Scholarships information. College bound cadets are counseled on ways to enhance their competitiveness for scholarships and college admissions.
6. Cadets who have completed 3 years of AFJROTC will earn a cord they can wear at graduation and stole (at the cadets expense).

**1.9 AFJROTC Instructors.** Schools will employ a minimum of one retired commissioned officer (Senior Aerospace Science Instructor) and one retired noncommissioned officer (Aerospace Science Instructor) as instructors approved by the Air Force. The instructors are members of the school faculty and enforce the policies and regulations of the William S. Hart School District and Golden Valley High School. Instructors directly supervise all cadets participating in AFJROTC unit events and activities (i.e., drill competitions, curriculum-in-action trips, base visits, etc) that enhance or supplement the program.

**1.10 Academic Program and Curriculum.** AFJROTC at Golden Valley High School is a four-year program. Cadets receive credit toward high school graduation by successfully passing AFJROTC classes. The curriculum includes 40% Aerospace Science (AS), 40% Leadership Education (LE) and 20% Wellness. All students will be given credit towards graduation for successful completion of the AFJROTC program per the Air Force school agreement.

- A. *Aerospace Science (AS).* AS acquaints students with the elements of aerospace and the aerospace environment. It introduces them to the principles of aircraft flight and navigation, the history of aviation, development of airpower, contemporary aviation, human requirements of flight, cultural and global awareness, geography, the space environment, space programs, space technology, rocketry, propulsion, the aerospace industry, and survival.
- B. *Leadership Education (LE).* LE is the portion of the AFJROTC curriculum that develops leadership skills and acquaints students with the practical application of life skills. The leadership education curriculum emphasizes discipline, responsibility, leadership, followership, citizenship, customs and courtesies, cadet corps activities, study habits, time management, communication skills, career opportunities, life skills, financial literacy, management skills, and drill & ceremonies.
- C. *Wellness Program.* Wellness is an official and integral part of the AFJROTC program. The objective of the Wellness Program is to motivate cadets to lead healthy, active lifestyles beyond program requirements and into their adult lives.

**1.11 Enrollment and Disenrollment.** All AFJROTC students must be enrolled voluntarily and participate in the full program requirements. The Program requirements include: taking AFJROTC academic courses, participation in the cadet corps activities, properly wearing the prescribed uniform each required uniform day, meeting and maintaining Air Force grooming standards, and maintaining acceptable disciplinary standards.

- A. Cadets who are consistently deficient in one or more of the areas, demonstrate a negative pattern of behavior, and are disruptive to the overall corps operations and may be disenrolled. While AFJROTC instills self-discipline, it is not to be used as a remedy for chronic student disciplinary problems. See Section 3.3 for discipline regarding minor inappropriate behaviors, and Section 3.2.5 on the prohibition of physical discipline/hazing.
- B. Disenrollment from the AFJROTC program may also be spurred by receiving a set number of referrals for bad behavior or other misconduct. This number is respectively 7 referrals per cadet (for any recurring infraction). Please refer to section 3.3.3 for more information about referrals.

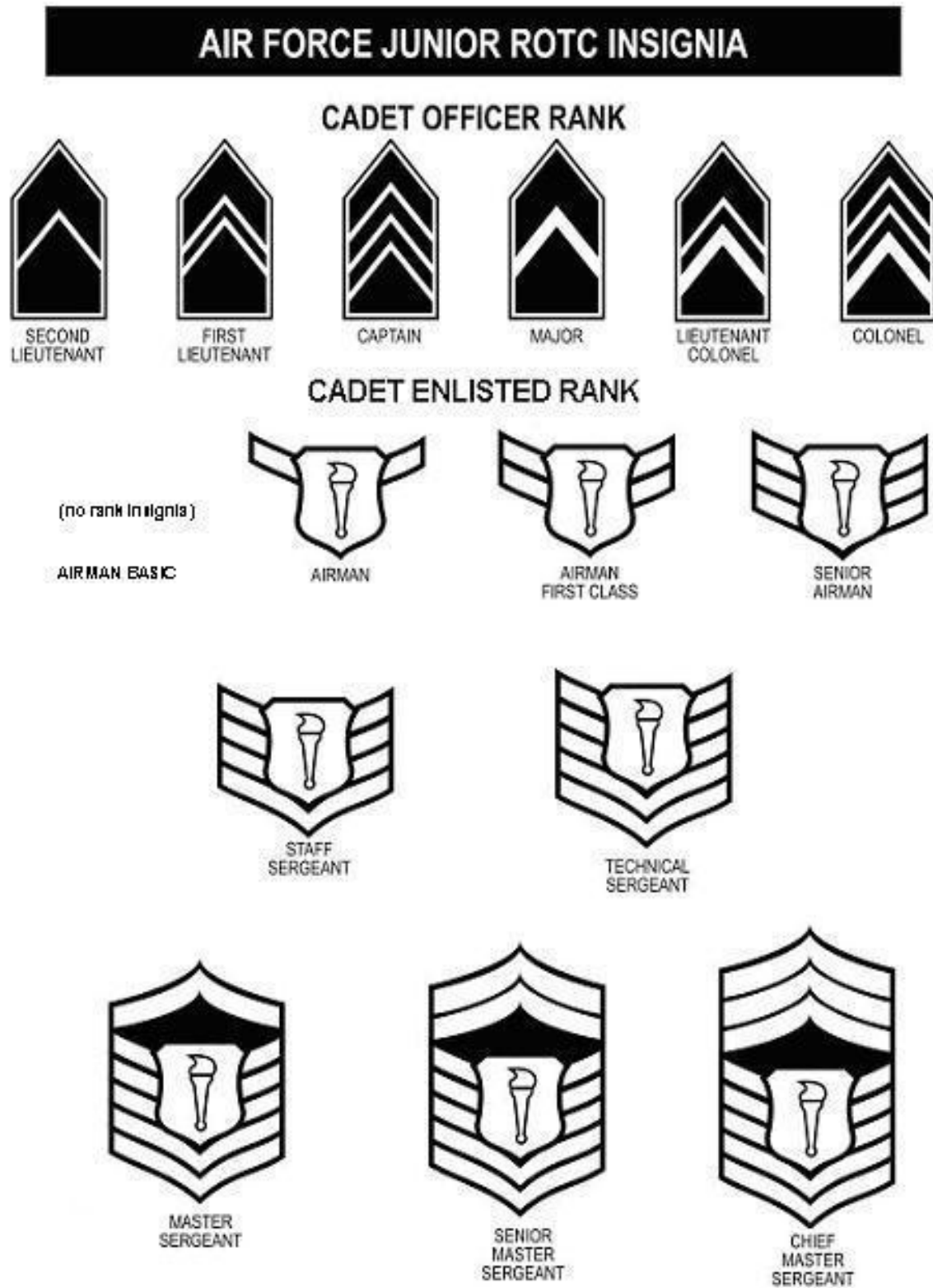
**1.12 Reserve Cadet.** A Reserve Cadet is student who either: 1) completed the entire AFJROTC Academic Program, 2) is in a 4x4 schedule and completed an AFJROTC course during one term, but not participating in an AFJROTC course during their current term, or 3) is in a traditional schedule unit where the cadet cannot participate in the AFJROTC academic program for that particular year. A student must have been a cadet for at least one academic year (academic term 4x4) prior to being considered a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, Color guard, etc.). Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding. Reserve Cadets may retain their uniform for the entire academic year. The rules for Reserve Cadet participation will be outlined in the unit's Cadet Guide.

## Chapter Two Organization

**2.1 Cadet Rank.** All cadets carry a cadet rank. It designates position within the cadet corps structure and hierarchy. The greater the responsibilities carried by a cadet, the higher the rank that cadet will hold. There are two levels of rank: Cadet Enlisted Ranks and Cadet Officer Ranks. Generally speaking, underclass cadets make up the workforce and the cadet officers provide supervision and leadership. See Figure 2.1 for cadet rank insignia. See Section 2.2 for the promotion process.

- A. Newly enrolled students enter the corps will hold the rank of Cadet Airman Basic. As a cadet progresses in knowledge, experience, and ability, the cadet may be promoted to the next higher rank. See other necessary factors for promotion in Section 2.2. Conversely, when a cadet demonstrates the inability or unwillingness to perform at the required level or demonstrates the lack of discipline to hold rank, the cadet may be reduced in rank. See Section 3.3 for the full series of consequences that may arise from continued inappropriate conduct.
- B. All cadets are assigned a permanent grade commensurate with the number of JROTC years satisfactorily completed. At the discretion of the SASI, cadets in their final term of AFJROTC may retain the highest rank to which they have been promoted, regardless of course level. The permanent grade for cadets are as follows:
  - One year of enrollment: Cadet Airman
  - Two years of enrollment: Cadet Airman First Class
  - Three years of enrollment: Cadet Senior Airman
  - Four years of enrollment: Cadet Staff Sergeant

Figure 2.1 Air Force Junior ROTC Insignia.



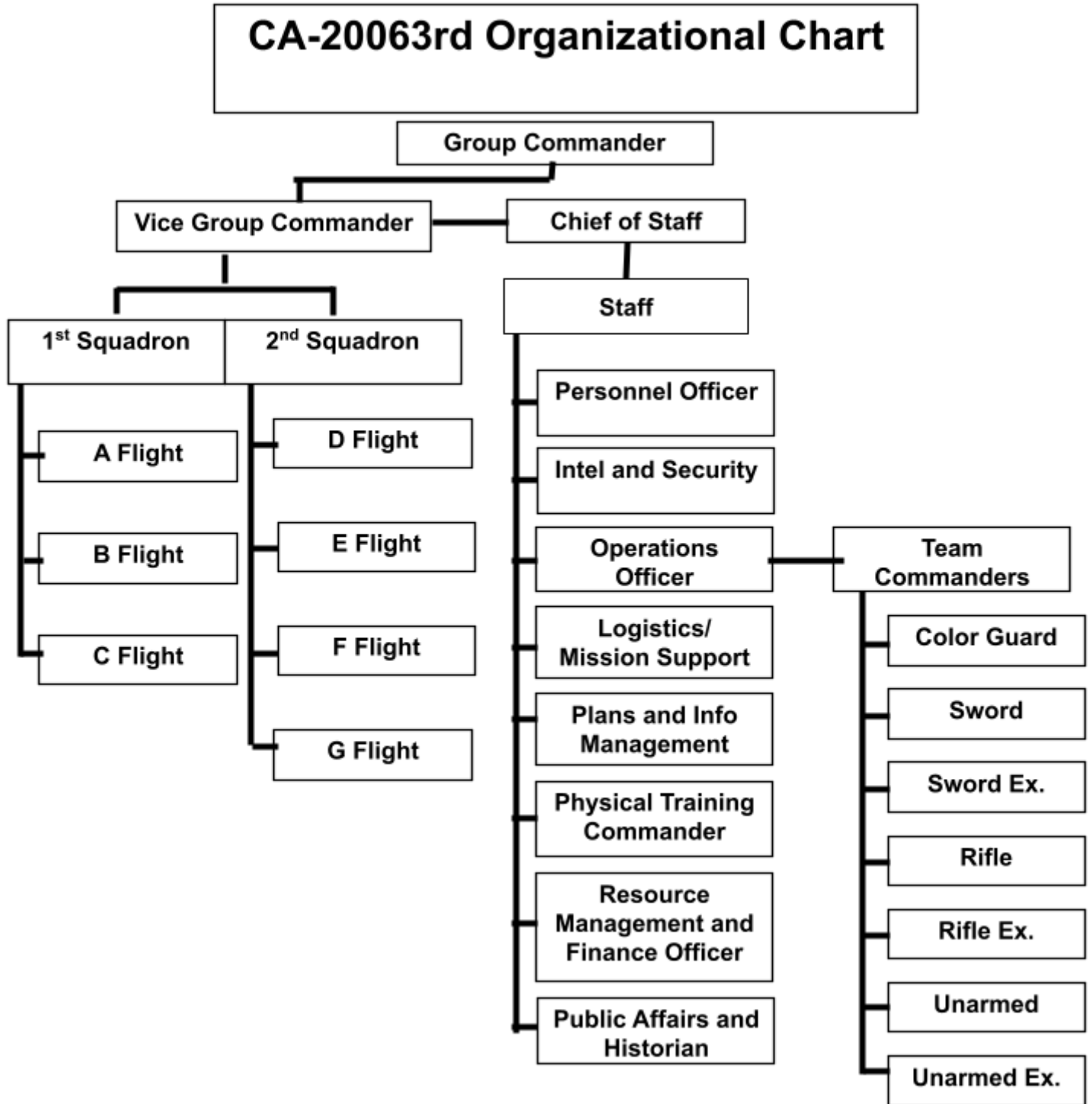
**2.2 Promotion.** In order to be advanced and be assigned responsible positions, cadets must generally demonstrate high moral standards, overall good conduct, acceptable appearance in uniform, satisfactory performance in carrying out any assigned AFJROTC responsibilities, pass a written test, and engage in a reasonable level of participation in AFJROTC activities and programs. The cadets' promotion should also be considered by their academic grade in and outside of AFJROTC, the number of years in AFJROTC, and other factors as determined by the SASI/ASI.

- A. In order to promote, a cadet must have a minimum total points from accumulated merits, monthly evaluation, and test as follows:
  - a. Promotion to any Airman rank requires 70 points. (Minimum of 70% on Test)
  - b. Promotion to any Junior Non-Commissioned Officer rank (c/SSgt.-c/TSgt.) requires 80 points. (Minimum of 80% on Test)
  - c. Promotion to any Senior Non-Commissioned Officer rank (c/MSgt. –c/CMSgt.) recommendation from a SNCO Board. (Minimum of 90% on Test and a positive recommendation from a promotion board)
- B. A new cadet in the 10th grade will be eligible upon request for the rank of Cadet Airman First Class upon enrolling in AFJROTC, being recommended by SASI/ASI, and passing the appropriate level promotion test. New cadets entering the AFJROTC program in grades 11 or 12 will be eligible upon request for the rank of Cadet Senior Master Sergeant or Cadet Staff Sergeant, respectively, upon enrolling in AFJROTC, being recommended by SASI/ASI and passing the appropriate level promotion test.
- C. Cadets at a minimum rank of c/MSgt may attend the Junior Officer Training (JOT) program in order to become a cadet officer. Rules and procedures are determined by the designated JOT instructors for the cycle. Some requirements in the evaluation process include 70% on written test, letters of recommendation, a cadet resume, and board interview.
- D. Cadet officers will take a general knowledge assessment test in order to promote, along with grade, performance, participation, and leadership/followership qualities evaluated by the SASI and cadet group commander.
- E. If a Cadet has any demerits or a negative recommendation from the SASI, ASI, Group commander, Squadron, or Flight commander, the Cadet will be considered for a hold on their promotion.

**2.3 Evaluation.** Evaluation measures achievement of AFJROTC goals and objectives, and informs cadets of their progress, which parents/guardians may keep track of as well. Instructors will brief cadets of objectives, expectations, and standards of conduct from the beginning of the school year, and guide them toward these goals. It is the responsibility of the cadet to keep track of their grades as per the habit of an academically aware high school student. If a cadet has questions regarding their grades, they are encouraged to inquire about their status before or after class. Cadets will be held accountable for academic achievement, proper wear of uniform, performance of drill maneuvers, use of military customs and courtesies, and participation in leadership activities or physical fitness.

- a. Academic performance will account for fifty percent of the grade. Uniform wear, participation in drill, fitness, and community service will account for the other fifty percent of the grade.
- b. Grades will be dropped by one letter grade on a fourth unexcused non-dress of uniform after three unexcused non-dresses.
- c. Every violation of uniform regulation, referred to as a “gig,” will be equivalent to a subtraction of 5 points from the grade of the uniform wear. If a cadet repeatedly violates a specific uniform regulation, such as not getting a haircut for weeks, it is up to the discretion of the flight commander to raise the amount of gigs per week for the continued violation as a penalty until it is corrected. Special interest items as outlined in the weekly operations order will be considered as 10 points.
- d. Cadets must wear the uniform for the entire school day in order to receive credit. Changing in/out of uniform is prohibited without permission from the SASI/ASI. Exceptions to uniform wear may be obtained from the SASI/ASI. These exceptions must be specifically requested and may be allowed for reasons such as ceramics class, gym class, field trips in other classes, etc.

2.4 Organization Chart.





**2.5 Job Descriptions.** This chapter is not intended to provide detailed instructions for every situation or to limit cadet initiative. Cadets are expected to use it as a guide and a set of minimum requirements. Cadets in the chain of command are responsible for the fulfillment of their own listed task and for the task assigned to cadets under their span of control. A number of cadets will be assigned to tasks for which there may be no written guidelines, such as assistants or NCOs. The duties of an assistant or NCO are the same as those of the commander or staff member, and the assistant/NCO must be prepared to assist the commander/staff member and take charge in his or her absence. Cadets are expected to know the task of the unit or section to which they are attached and to be prepared to assist, as required. Please refer to the cadet (name of the book that has how to do all the jobs) to ensure that your job (if applicable) is being done appropriately.

A. Group Commander (CC):

- a. Commands and controls the unit using his/her staff and subordinate leaders.
- b. Ensures proper appearance, discipline, efficiency, training, and conduct of the unit.
- c. Conducts a bi-monthly cadet staff meeting and briefs the SASI on all group activities.
- d. Manages attainment of AFJROTC mission, goals, and objectives.
- e. Assists the SASI and ASI as necessary.

B. Vice Commander (CV):

- a. Assumes command of group in the absence of the group commander.
- b. Controls, supervises, and monitors group staff activities.
- c. Ensuring proper administration of the group staff.
- d. Presides as senior member of the cadet evaluation board when necessary.
- e. Informs commander of all activities related to the group.
- f. Performs other duties as assigned by the group commander.

C. Squadron Commander (SC)

- a. Accomplishment of the mission and objectives of the cadet corps.
- b. Appearance, discipline, efficiency, training, and conduct of all cadets.
- c. Ensuring that all cadets have the opportunity to develop leadership commensurate with their individual skills.
- d. Administering cadet corps activities according to AFJROTC principles and procedures.
- e. Providing Unit Mission Brief for the unit inspection.

D. Flight Commander (FC):

- a. Appearance, discipline, efficiency, and training of the flight
- b. Starting the daily class as directed by SASI/ASI
- c. Disseminating and collecting information as necessary to/from flight members
- d. Assisting the ASI with uniform inspections.
- e. Leading and directing the flight in all functions.
- f. Representing flight to the cadet commander, SASI, and ASI.

E. Chief of Staff (CoS):

- a. Supervises and maintains all other staff members.
- b. Conducts periodic inspections of all staff and takes follow up actions.

F. A1 Personnel Officer:

- a. Input and maintains the cadet personnel file in the automated cadet information management system (WINGS).
  - b. Tracks all personnel awards, promotions prior to each uniform day, ensures that all necessary ribbons, medals, certificates, etc. are available for presentation by the SASI.
  - c. Processes all cadet information on new and returning cadets at the start of each school year and whenever a new cadet joins the unit.
  - d. Ensures that each cadets' file has the following: AFJROTC information letter signed by parent, physical training activities letter signed by parent, updated info letter with promotions, jobs, GPA, award, etc.
  - e. Advises commanders on cadet promotions.
- G. A2 Intel and Security:
- a. Monitors the storage and security of weapons/equipment and ensures that all safety procedures are being followed.
  - b. Coordinates the cadet staff.
  - c. Records staff meetings for later reference.
  - d. Performs duties as assigned by group or deputy group commanders.
- H. A3 Operations Officer (OPS):
- a. Publishes weekly operations order outlining objectives, events, uniform requirements, grooming, appearance, discipline, efficiency, training, and conduct of all cadet personnel.
  - b. Plans, coordinates, and schedules extracurricular activities with other school organizations and other Junior Reserve Officer Training Corps.
  - c. Assists the SASI in planning, coordinating, and scheduling base visitations, field trips, and similar activities.
  - d. Performs other duties that may be assigned by the group commander or deputy commander.
  - e. Ensures that all paperwork for parades, field trips, permission slips, class excusal slips are completed by deadlines.
  - f. Controls and supervises to insure successful accomplishment of unit objectives and safe completions of scheduled events.
  - g. Supervises the 1st and 2nd squadron commanders, team commanders, and model rocketry commander.
- I. A4 Logistics/Mission Support:
- a. Maintains inventory of JROTC furniture, equipment, and uniforms.
  - b. Controls receipts, issue, return, and disposal of uniform items.
  - c. Maintains office and expendable items.
  - d. Ensures that the cleanliness and organization of the supply room is maintained.
  - e. Commands and controls administrative, financial, personnel, and logistical activities in support of group mission objectives.
  - f. Plans and organizes all mission support activities.
  - g. Plans and coordinates personnel functions to include in/out processing of new cadets.
  - h. Briefs the SASI and deputy commander on mission support problems.
  - i. Ensures communications within the unit, reports to the operations officer to advise the plan of the week.

- j. Performs other duties as may be assigned by the group or deputy commander.
- J. A5/A6 Plans and Info Management:
  - a. Maintains inventory of all electronic equipment and a list of their capabilities.
  - b. Maintains the unit website.
  - c. Supervises the drone commander.
- K. A7 Physical Training Commander:
  - a. Conducts athletic events in the group.
  - b. Submits each cadet’s results on physical fitness tests and evaluations to be put into cadet’s personal files by personnel.
  - c. Advises the flight commanders, operations officer, and deputy commander on weak areas in physical training during staff meetings to allow for adjustment of the physical training curriculum.
- L. A8 Resource Management and Finance Officer:
  - a. Assists the SASI in maintaining cadet funds.
  - b. Supervises, controls, and coordinates the financial aspect of all unit money-making activities.
  - c. Attends unit staff meetings and assists the cadet staff and the ASI in planning, organizing, coordinating, and controlling unit money-making activities.
  - d. Ensures the completion of purchase orders.
- M. A9 Public Affairs and Historian:
  - a. Advertises and reminds of events on information boards and at meetings.
  - b. Maintains AFJROTC bulletin board.
  - c. Processes and controls the dispatching and mailing of all written communications within the cadet corps.
  - d. Coordinates all community service projects.
  - e. Assists the operations officer.
  - f. Coordinates activities with Golden Valley High School and other outside organizations.
  - g. Coordinates and ensures JROTC activities are appropriately entered on the associated student body activities calendar.

**2.6 Unit Manning Document.**

POSITION	MAXIMUM RANK
Group Commander:	Cadet Lt. Colonel
Vice Group Commander:	Cadet Major
Squadron commander:	Cadet Major
Flight Commander:	Cadet Captain
Chief of Staff:	Cadet Lt. Colonel
Personnel Officer:	Cadet Major

Intel and Security:	Cadet Major
Operations Officer:	Cadet Major
Logistics/Mission Support:	Cadet Major
Plans and Info Management:	Cadet Major
Physical Training Commander:	Cadet Major
Resource Management and Finance Officer:	Cadet Major
Public Affairs and Historian:	Cadet Major

### Chapter 3

#### Customs, Expectations, and Consequences

**3.1 Classroom Rules & Procedures.** Cadets are to report to the outside of the classroom before the bell signals the start of class. Officers and commanders are only permitted inside the classroom before the start of class. The squadron commander will then fall the squadron in on the drill pad. The Group Commander will also fall staff in on the drill pad to the immediate right of the squadron. Any cadet that is not in formation on time, without a pass, or excuse from a cadet officer or AFJROTC instructor will be marked tardy. Second Squadron cadets that are late due to the bus are excused; cadets that drive on their own and are late from stopping to get food/drink will not be excused. Cadets may not leave the AFJROTC classroom without permission or dismissal from a cadet officer or AFJROTC instructor. After attendance has been taken the squadron commander will give the command of “Column Files to the Classroom” and cadets will march into the classroom single file and then stand next to their assigned seats. General academic classroom policies remain for AFJROTC. Classroom procedures are as follows:

- A. **As cadets enter the classroom.** All other students visiting the AFJROTC classroom must leave or complete their duty. The squadron commander or highest ranking cadet will order cadets to get to their assigned seats and for displaced cadets to return to their proper classroom. The command of “Seats” will be given with the proper response of the cadets.

It is up to the discretion of the squadron commander or highest ranking cadet to allow cadets to sit at ease.

- B. **If cadets are too loud, out of their seats, or misbehaving.** The squadron commander, flight commander, AFJROTC instructors, or cadet officers reserve the right to place the classroom, problematic flight, or problematic cadet(s) in their seats at attention or standing at attention. Further disciplinary actions will be enforced if needed.
- C. ***Within the classroom, cadets will:***
- a. Not speak out of turn or have side conversations, unless ordered to be at rest. If permitted to talk, cadets will speak in a conversational tone, monitoring their own and others' volume and language.
  - b. Not eat/drink anything other than water from a closed container so as to not attract any bugs, insects or rodents to the classroom.
  - c. Place trash in the proper containers and check the area around them for any trash before they leave.
  - d. Act mature and not throw any item across the room or to/at another cadet.
  - e. Return desks to their proper place before they leave.
  - f. Show respect by removing sunglasses, hats, hoodies, and headphones upon entering, and informing others to do so as well.
  - g. Not use their cell phones, tablets, music players, or any other electronic device unless permitted by an AFJROTC instructor. E-reading devices are allowed as long as they are not distracting or being used during instruction. Use of Cell Phones, Headphones, Earpieces, and Bluetooth Technology is prohibited without authorization from the SASI/ASI or Cadet Staff.
    - i. Electronic devices or other distracting items are subject to confiscation. See Section 3.3 for further information.
  - h. Show respect by not sitting, lying down, standing, or resting feet on desks. Cadets with a medical condition, for example, an injury that requires an elevated foot, will receive accommodation and understanding after notifying the SASI or ASI.
  - i. Not rest heads on their desks unless authorized by an instructor due to illness.
  - j. Always wear proper footwear and clothing. Walking around barefoot or half-dressed, such as after a uniform fitting, is prohibited.
  - k. Not distract each other during instruction. This applies to commanders, staff, upperclassmen, and officers as well, unless provided with good reason.
  - l. Not engage in any personal displays of affection (PDA) at any time, as it is a professional environment.
  - m. Be prepared for class and activity. This applies to any items necessary for physical training, uniform, or class. It also includes having all assignments, paperwork, or staff tasks completed and ready for review.
  - n. Not enter the storage room without permission or accompaniment from the SASI, ASI, or logistics officer or logistics staff.
  - o. Not write on the board or on any other visual aid without the instructor's permission.
    - i. Flight Commanders and Flight NCOs may have their permission to use their respective board revoked if they do not use the board correctly, or if they add any material that is not substantial to the corps.

- p. Remain in their seats unless given permission from the cadet in charge of the room/flight/squadron, SASI, ASI, or cadet officer.
  - q. Any entrance into the classroom mandates the taking of seats at attention. The command at ease may be given by flight commander, squadron commander, cadet officer, SASI, or ASI
  - r. When given the command at ease cadets must stand in the position of parade rest:
    - Cadets may also:
      - 1. Look around.
      - 2. Move minimally.
    - Cadets may not:
      - 3. Move away from their position.
      - 4. Speak loudly.
  - s. Any ordered exits of the classroom must be conducted column of files manner.
- D. Cadets with guests or Cadets not mandated to stay in classroom:**
- a. Guests are to adhere to the same rules as cadets.
    - i. Guests absolutely may not:
      - 1. Eat inside the classroom
      - 2. Sit on desks at any time
      - 3. Sit on floors unless given permission by cadet staff, SASI, or ASI
      - 4. Enter additional classroom
      - 5. Use the whiteboard

**3.2 Cadet Etiquette.** Cadets expected to be well-behaved and courteous at all times. Poor behavior will not be tolerated or excused, as it brings discredit on the corps of cadets as well as oneself. Mature behavior is important in all classes, not just in AFJROTC. Cadets become leaders by exhibiting qualities of intelligence, good judgment, decisiveness and initiative. Cadets inspire others by setting examples of confidence and maturity. In order to realize the highest potential, cadets must maintain high standards of self-discipline, high ideals, good manners, social grace, appropriate dress (in and out of uniform), good grooming, and language use.

1. **Salute.** The salute is a traditional greeting between military personnel and is deeply rooted in military history. The way cadets execute a salute is important. A smart salute indicates pride in self and corps. A sloppy, lackadaisical salute indicates lack of confidence and pride. Cadets should develop the habit of carrying books or other objects with the left hand or on the left shoulder to free the right hand for saluting. Salutes are usually rendered outside and in uniform, with few exceptions. The following includes general guidelines about saluting:
  - a. Salutes will be held until returned or acknowledged by the recipient. Those that should be saluted while outside and in uniform include:
    - i. Government officials such as the President.
    - ii. AFJROTC instructors. This includes the SASI, ASI, and instructors from other JROTC corps.
    - iii. Cadet officers.
  - b. A salute is never given or returned while running. The cadet will come to quicktime, a regular walking or marching pace, to render a salute.

- c. A salute is only given indoors when participating in a ceremony or reporting to a senior cadet, SASI, or ASI. All other salutes are to be done outside with both cadets wearing a flight cap, beret, or service cap.
  - d. If a cadet is late for formation or is summoned, they will wait patiently at parade rest along the perimeter of the drill pad if one is in use so as to not interrupt or interfere with drill performance/instruction. Upon commander or NCO acknowledgement, the cadet will assume the position of attention, salute, and say: "Sir/ma'am/sergeant, Cadet [first and last name] reports as ordered."
  - e. While in uniform both inside and outside, when the Pledge of Allegiance is given, each cadet will stand at attention. If in civilian clothing, the cadet will assume the position of attention and place their right hand or headgear over their heart and say the pledge with pride.
  - f. Senior cadets will correct saluting violations in a helpful manner on the spot. Cadets will not be placed in a degrading or embarrassing situation by public reprimand. Senior cadets will not harass cadets for not saluting on the spot. Instead, a small reminder should be given when not in public. If a cadet adamantly or repeatedly refuses or fails to salute, then further consequences may be pursued along the lines of disobeying a direct order. See Section E for further information on hazing.
2. **Position of Honor.** The right side is the position of honor. While in uniform, a cadet should walk or sit on the left side of an AFJROTC instructor, military service member, or higher ranking cadet officer who assumes the position of honor on the right. The cadet on the left must conform to the step and cadence of the person within the position of honor. Respect should be dutifully extended in the common courtesies of holding doors, carrying equipment, etc.
  3. **Use of Titles.** The SASI/ASI may address cadets as Mr., Mrs., and Miss, or by cadet rank and last name. Officers, Commanders, and SASI/ASI are to be addressed as Sir/Ma'am under any and all circumstances. Cadets are to address each other by last name and address enlisted cadets by Cadet or last name. Cadets will address their AFJROTC instructors by rank and last name or "Sir"/"Ma'am" as to maintain a professional environment.
  4. **Respect for Authority.** Responsible and successful citizens develop respect for authority. Persons of authority are those who have been given additional responsibility and maintain a sense of accountability. Cadets are expected to accept this concept and show the proper respect and courtesies to other cadets who have been placed in positions of authority.
  5. **Physical Discipline and Hazing.** Any form of hazing, whether verbal or physical will not be tolerated within any AFJROTC unit or activity. 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. No unit may encourage, facilitate, or otherwise condone unauthorized clubs, secret societies or private clubs as part of the AFJROTC program.

**6. Inter-Cadet Conflict:**

- a. Must be dealt with outside of the classroom or brought to the attention of the Flight Commander, Staff, ASI, or SASI.
- b. Any making of a scene will result in the issuing of punishment..
- c. Upon extreme escalation, Administrative consequences may be inflicted.

**7. Cadet Interaction:**

- a. General:
  - i. Officers, Commanders, and SASI/ASI are to be addressed as Sir/Ma'am under any and all circumstances
- b. Enlisted Cadets:
  - i. Address one another by last name
- c. Cadet Officers:
  - i. Address each other by last name
  - ii. Address enlisted cadets by Cadet or last name

**8. Inspections:**

- a. Inspectors must keep time dedicated per cadet to a reasonable minimum. Maintain precision while at the same time not giving a certain cadet more time than necessary.
- b. While all aspects of uniform wear are to be verified, give a prominent segment of the inspection period to the special attention items detailed in the weekly Operations Orders.
- c. Knowledge is to be deemed gassed if information cannot be recalled immediately.
- d. Flight NCO's are the first to be inspected after the Flight commander has called them to post. Once the F/cc has completed the inspection of the NCO, they will then inspect the flight. An officer within the flight, or from the staff flight will inspect him/her at a later time.
- e. Maintain bearing at all times during inspection.
- f. It is the responsibility of the Flight Commander and NCO to ensure that they know the special attention items for the inspection, as well as general knowledge and uniform regulations (i.e. phonetic alphabet, regulations on hair, regulations on the cadet uniform, etc).

**9. Cadet Responsibility:**

- a. Cadets are responsible for keeping their cadet folders updated at all times.
- b. Element leaders are responsible for the cadets within their elements. In the aspect of chain of command, element leaders are between the cadet and the NCO, and should be the cadets first destination in the need of information or presentation of inquiry.
- c. If a cadet asks a question to which the answer is unknown, it is the cadet's responsibility to continue up the chain of command until the full answer can be given.



- d. Cadets who are members of a team are responsible for the maintenance of their associated items, as well as the shared responsibility of keeping the back room clean and organized.
- e. Cadets' backpacks are to be kept at their seats beneath the desks and to not exceed the area of their desk, nor should they be occupying walkways.

#### 10. Staff Responsibility:

- a. The only corps members allowed to stand in the front of the room are staff, including the NCOs if the Flight Commander is not present or not in the room. It is the responsibility of these allotted people to keep the front of the room in order. The backpacks of these people are to be kept in a designated and discreet area.
- b. Flight commanders are mandated to keep track of their cadets progress. They are required to keep a record of their cadet's attendance to community service, demerit reception, and commendable actions or achievements.
- c. Commanders and staff members hold the responsibility of keeping cadets orderly while on the bus and while moving to the classroom.

**3.3 Consequences for Poor Behavior.** As a reflection of the cadet honor code, "I will not lie, cheat, or steal, nor tolerate those who do," and core value of, "Integrity first," cadets will abide by their etiquette and expected behavior, along with reporting those who break it. Cadets will own up to their mistakes with respect and accountability. To encourage proper behavior, the following consequences can be expected when violations occur:

#### A. General Consequence Order

- a. Verbal warning.
- b. Written counseling/demerits.
- c. Counseling with a board of cadet leadership and/or SASI/ASI to review cases of misconduct, insubordination, adverse attitude towards the JROTC program, violation of the honor code and failure to meet standards.
- d. Demotion, combined with a board of top cadet leadership.
- e. Contact with a school counselor or parent.
- f. Disenrollment. See Section 1.9 for information about disenrollment.

#### B. Merit/Demerit System

- a. Merits and demerits serve as rewards for good deeds and punishment for poor behavior, respectively.
  - i. Merits will be given for cadets who attend AFJROTC sponsored community service events, with the following rules of thumb: one merit for showing up, and one merit for every hour attended. Cadets may provide their non-AFJROTC sponsored community service hours, but two independent hours will be equal to one merit. Merits may also be given in reward to AFJROTC-sponsored donation events. Each merit over the required number to promote to a given rank will count as one correct answer on a promotion test. Merits will not carry over to the next promotion cycle unless the cadet did not promote due to a failed promotion test, failure in an AFJROTC or academic class, did not meet the merit requirement, or was chosen not to promote.

- ii. Demerits will be issued to cadets as punishment for poor behavior after a verbal warning. They will be given only by cadet officers; if a cadet of enlisted rank wishes to give a demerit, they must inform a cadet officer of the situation for them to issue it. Demerit will serve as a negation of the same number of merits from the current promotion cycle, and will remain in the cadet's personnel file for reference if the cadet wishes to apply for a staff job or leadership position.
- iii. Each demerit will be paired with a review. Reviews will consist of a small board with the cadet(s) involved either separately or together, and one or more cadet officers to mediate. This is so cadets will understand the reason for their demerit and to prevent further misconduct.
- iv. If a cadet chooses to decline a demerit, they will be assigned a staff board to discuss the situation that caused it. The amount of demerits will be subject to increase/decrease, or may lead to demotion for the cadet in question.

### **C. Referral System**

- a. The consequences brought on by the demerit system did not have enough effect on the cadets in the aspect of consequential development. In order to combat this, the referral system was put in place as a means of a more severe punishment for cadet infraction.
- b. The consequence order goes as follows for 1st-3rd year cadets:**

# of demerits	Effect scale	Non-Grade-affecting Consequences
1st demerit	+1 demerit to folder	Warning
2nd demerit	+1 demerit to folder	Standards w/ reason for punishment from F/cc to squad for meetings
3rd demerit	+1 demerit and -2.5% of grade on next AS100 test	Revocation of privileges
4th demerit	+1 demerit and -5.0% of grade on next AS100 test	Detention and Parental Contact
5th demerit	+1 demerit and -7.5% of grade on next AS100 test	Official Board warning
6th demerit	+1 demerit and -10.0% of grade on next AS100 test	Board (Discuss possible demotion)
7th demerit	+1 demerit and mandatory supervised lesson or academic study	Possible Ejection from program

c. The consequence order goes as follows for 4th year cadets:

# of demerits	Effect scale	Non-Grade-affecting Consequences
1st demerit	+1 demerit to folder	Warning
2nd demerit	+1 demerit and no use of electronic devices in class (even if time allotted)	Standards w/ reason for punishment issued by higher-ranking cadet and delivered to operations commander for review with Top 3
3rd demerit	+1 demerit and no free reign among the classroom during AS lessons or free time	Detention at next available time and Parental Contact
4th demerit	+1 demerit and sit at attention during AS lessons	Official Board warning
5th demerit	+1 demerit and forced, supervised academic work during AS lessons	Board (Discuss possible demotion)
6th demerit	+1 demerit and stand against wall at attention at all times unless work is ordered	Possible Ejection from program

#### D. Cadet Officer Consequences.

- a. Cadet officers will be held to a higher standard in terms of behavior, attitude, conduct, and leadership. Violations will be dealt with in private as to not reflect badly upon the entire group of cadet officers. Nonetheless, cadets with enlisted ranks should be assured that violations will be dealt with with the same maturity and professionalism, if not more. Because cadet officers do not follow the typical enlisted merit & test based promotion cycle, they will follow a three-strike system. After verbal warnings and/or boards with the chain of command, a strike will serve as written counseling. If three strikes are given with a sufficient number of evaluation boards, it is up to the chain of command to determine if the cadet should be demoted to a lower cadet officer rank or to return to an enlisted rank.
- b. Cadets with an enlisted rank should feel safe in telling a cadet officer of another's wrongdoings or calling out a cadet officer without accusation of perjury within reason. Cadet officers will not use rank to justify nor excuse their behavior if it is inappropriate, as they are not only held to a higher standard, but set it as well.

## Chapter 4

### Uniform Accountability

**4.1 Uniform Wear.** Uniforms will be issued by logistics at the beginning of the school year. Uniforms are on a loan basis and will be turned in upon request. Excluding ribbons and name

plates, all items remain the property of the Air Force. Cadets are prohibited from wearing the uniform any time besides the designated uniform days or events without permission from the SASI. On uniform days, cadets are expected to wear the uniform from when they leave the house to when they return home; those who change in/out of uniform at any point in the day without permission from the SASI will be given no credit for that uniform day. Uniform regulations are derived from the AFJROTC 36-2001 Operational Supplement Chapter 7. Abide by that document if there are any discrepancies between this document and the supplement document.

- A. The operations officer will determine the uniform of that Tuesday, with concurrence from the cadet group commander and SASI, and will post such uniform information in the weekly operations order by the Friday of the prior week. Cadets are required to know uniform combinations by name. The uniform combinations are as follows:
  - a. Combination A: Blue service coat, light blue shirt, tie or tie tab, blue pants. Accouterments will be worn on the blue service coat. Medals will only ever be worn on the blue service coat. This is considered the most formal uniform. Known as “Class A.”
  - b. Combination B: Light blue shirt, tie or tie tab, blue pants. Ribbons and nameplates will be worn on the light blue shirt. Known as “Class B.”
  - c. Combination C: Light blue shirt, blue pants. Known as “Class C.”
  - d. Combination D: Optional ABU issued to junior and senior cadets. This uniform is worn only once a month.
- B. **Physical Training Uniform Wear.** The physical training uniform consists of the PT shirt, PT shorts, and athletic shoes and will be worn during physical training every Monday. (See Chapter 6 for more information about the Wellness Program.)
  - a. During cold weather cadets are allowed to wear conservative supplemental clothing under the PTU.
  - b. The “Modified PT Uniform” consists of the physical training shirt or AFJROTC polo shirt, blue denim jeans, and athletic shoes. This is sometimes worn for community service events if volunteer shirts or unit polos are not provided.
  - c. There are no color restrictions for athletic shoes.

**4.2 Uniform Waiver.** The AFJROTC H.Q. has granted the CA-20063rd Cadet Group authorization to wear a patch customized and designated for the unit. It is to be worn on the right arm of the uniform centered to the arms seam and an inch below the shoulder seam line.

**4.3 Uniform Wear Make-Up Policies.** If a cadet fails to wear uniform or is absent on the designated uniform day as outlined in the weekly operations order, it is the responsibility of the cadet to make up the uniform wear on the nearest day with an AFJROTC class.

- A. First squadron cadets may not make up uniform wear on Fridays.
- B. Grades will be dropped by one letter grade for each unexcused non-dress of uniform after three unexcused non-dresses.
- C. Uniform wear for extracurricular activities may count as a substitute for weekly uniform wear requirements at the discretion of the SASI.

**4.4 Uniform Care.** It is the responsibility of each cadet to maintain their uniform, to inform logistics of any uniform malfunction or damage, and to request new uniform items through logistics. Logistics will replace damaged uniform items only on Mondays. Opportunities for uniform dry cleaning will be provided. The light blue shirt may be machine washed, with special attention paid to the cleanliness of the collar. Military presses from dry cleaning companies are prohibited. Service coats, windbreakers and liners, trousers, skirts, covers, ties, and tie tabs must be dry cleaned only. Belts rarely need cleaning, but a light rinse with soap and water will suffice if necessary.

**4.5 Prohibited Uniform Activities.** Cadets will not perform manual labor, engage in sports activities, attend political rallies or protests, run unless following a direct order, walk on dirt or grass without permission from a cadet officer or AFJROTC instructor, engage in excessive personal displays of affection, use vulgar or degrading language, engage in horseplay, or participate in any act that would generally degrade the uniform. Cadets must remember that questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC CA-20063<sup>rd</sup> program, Golden Valley High School, and the Air Force. The uniform will be worn properly, neatly, cleanly, and with pride.

## **4.6 Uniform Regulations**

### **4.6.1 Grooming Standards**

**4.6.1.1 Men's Hair.** 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).

**4.6.1.2 Hair-Male.** Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with a 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 to have hair extensions.

**4.6.1.3 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.

**4.6.1.4 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.

**4.6.1.5 Beards.** Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official. SASI will submit a 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.

**4.6.1.6 Fingernails.** Male cadets are not authorized to wear nail polish.

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

**4.6.1.8 Undergarments (Mandatory).** Appropriate undergarments are required to be worn with all uniform combinations. Wear an 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 4.6.1 Male Hair Grooming Standards.**



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

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

**4.6.1.11** 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 grey. 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).

**4.6.1.12** Hair accessories. If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. 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).

**4.6.1.13** 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 3.2). Headgear must fit properly.

**4.6.1.14** 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.

**4.6.1.15** 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 4.6.1.9** above. Exception: Micro-braids or twists are not required to continue to the end of the hair.

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

**4.6.1.17** 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.

**4.6.1.18 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 38 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.

**4.6.1.19 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 a 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.

**4.6.1.20 Undergarments (Mandatory).** Appropriate undergarments are required to be worn with all uniform combinations. Wear a 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.

**4.6.1.21 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.

**4.6.1.22 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.

**Figure 4.6.1 Female Hair Grooming Standards.**



**Ponytail/Pull-through Ponytail Style/Braided Ponytail**



**Braided Ponytails/Multiple Braids in a Single Ponytail**



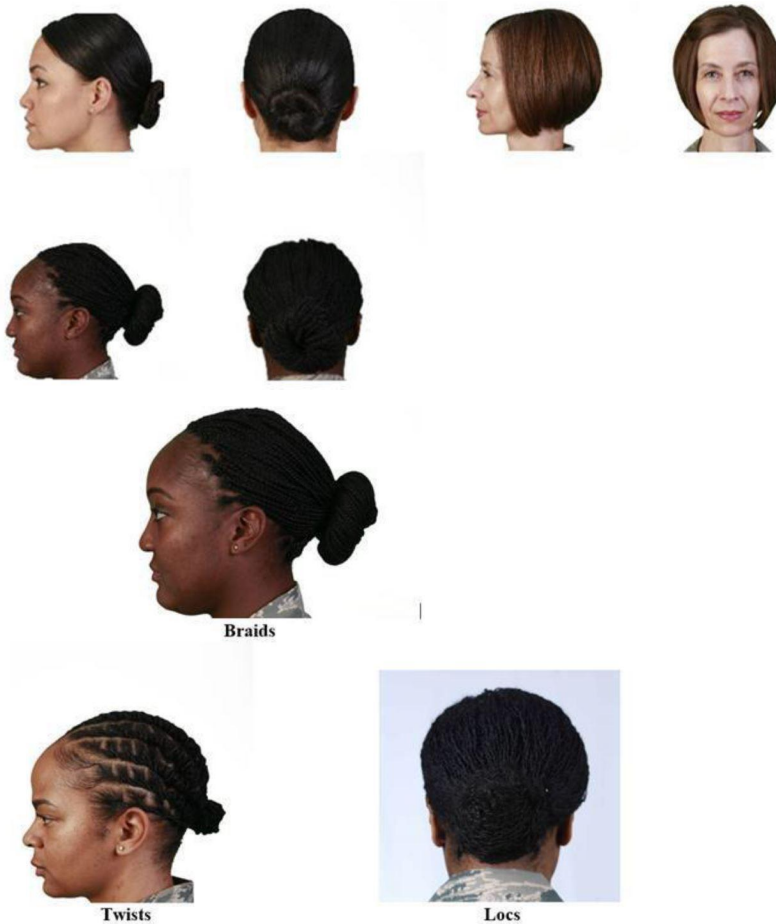
**Pulled back secured and does not exceed 6-inch radius**



**Pulled back secured and does not exceed 6-inch radius**



**Two Braids Looped Underneath/Two Braids**



#### 4.6.2 Short Sleeve Light Blue Shirt.

- A. A plain white V-neck undershirt must be worn so that the top of the undershirt is not exposed.
- B. When not wearing a tie/tie tab, all buttons except the top button are buttoned.
- C. The shirttail is always pulled down into the trousers tightly and tucked at the sides to make it nearly for fitting.
- D. The only creases on the shirt are down the sleeves; military presses are prohibited.
- E. Nothing will be carried in the shirt pockets.
- F. The unit patch will be sewn on the right sleeve  $\frac{1}{2}$ -1 inch below the shoulder seam and centered.
- G. The AFJROTC patch will be sewn on the left sleeve  $\frac{1}{2}$ -1 inch below the shoulder seam and centered.
- H. Metal shoulder tabs will be centered between the unit patch and shoulder seam; if no patch, then place 1 inch below shoulder seam.
- I. Medals will not be worn on the short sleeve light blue shirt.
- J. Cadet enlisted ranks will be placed with the edges of the chevron touching both seams on the collar.
- K. Cadet officers will wear cloth epaulets as close to the shoulder seam as possible.

- L. Staff or leadership ropes will be pinned as close to the shoulder seam as possible; if the rope has a small loop, the loop may be placed under the button of the epaulet to wear the rope closer to the cadet's neck.
- a. **Accouterments for Male Cadets.**
- i. Name Tags will be grounded and centered above the right breast pocket.
  - ii. Ribbons will be worn grounded and centered above the left breast pocket.
  - iii. Ties will be fastened with a full Windsor knot, with the bottom of the tie falling within 1 inch above or below the belt buckle when standing at attention; if issued and permitted, tie bars will be placed between the bottom edge of the knot and bottom tip of the tie.
    1. Refer to Figure 4.5.3 for visual placement of accouterments on the male light blue shirt.
    2. Note 8: Miniature metal cadet officer insignias will not be worn on the collar; only cloth epaulets are permitted.
- b. **Accouterments for Female Cadets.**
- i. Nametags will be grounded and centered two-three finger lengths from the second button down on the right side.
  - ii. Ribbons will be worn grounded and centered two-three finger lengths from the second button down on the left side.
  - iii. Tie tabs will be worn with the hook and loop fastening under the collar to align the tips of the tie tab with the tips of the light blue shirt's collar in the front, and must not be visible from under the back of the collar when viewed from behind.
    1. Refer to Figure 4.5.3 for visual placement of accouterments on the female light blue shirt.
    2. Note 8: Miniature metal cadet officer insignias will not be worn on the collar; only cloth epaulets are permitted.

Figure 4.6.2 Cadet Male Blue Shirt.

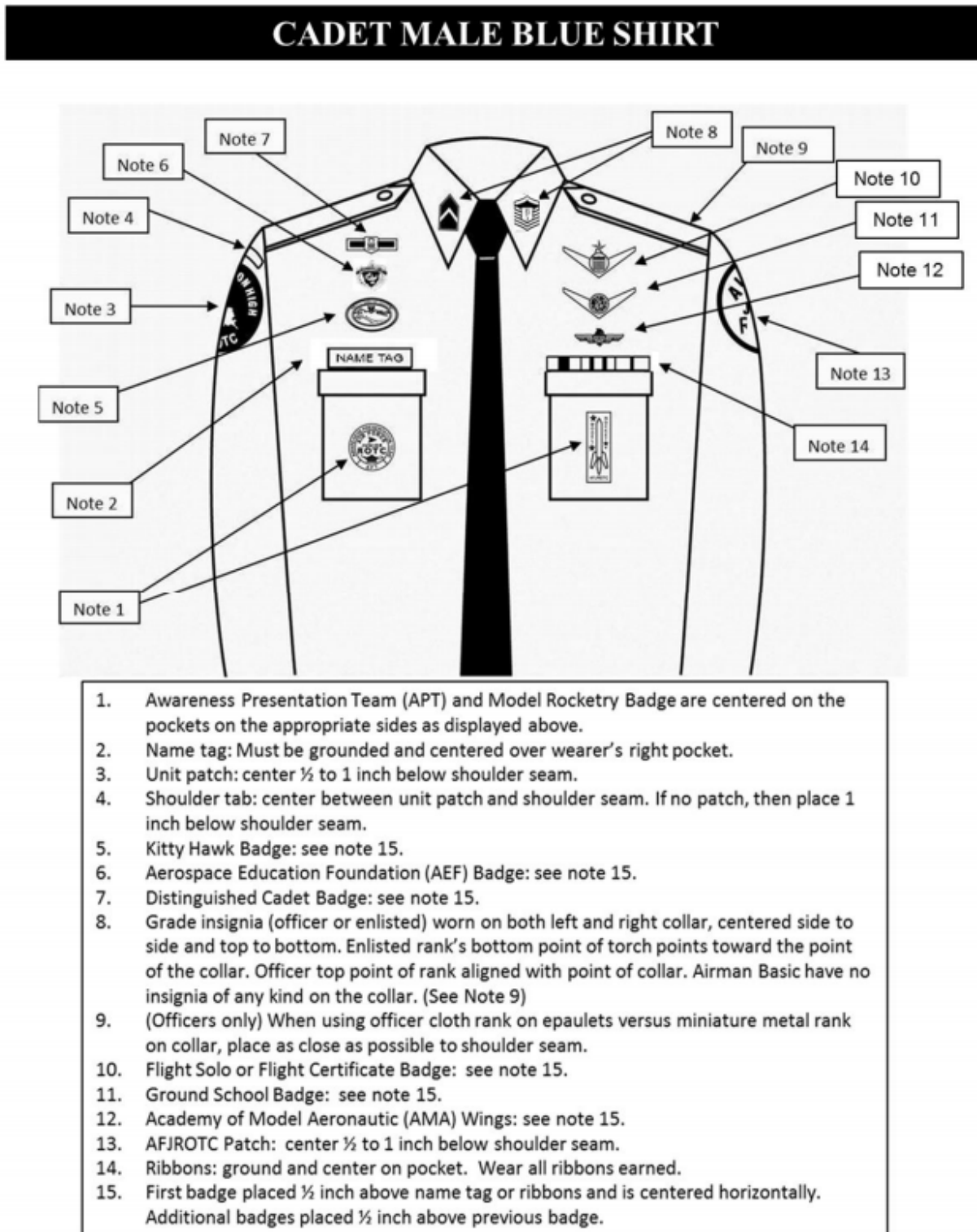
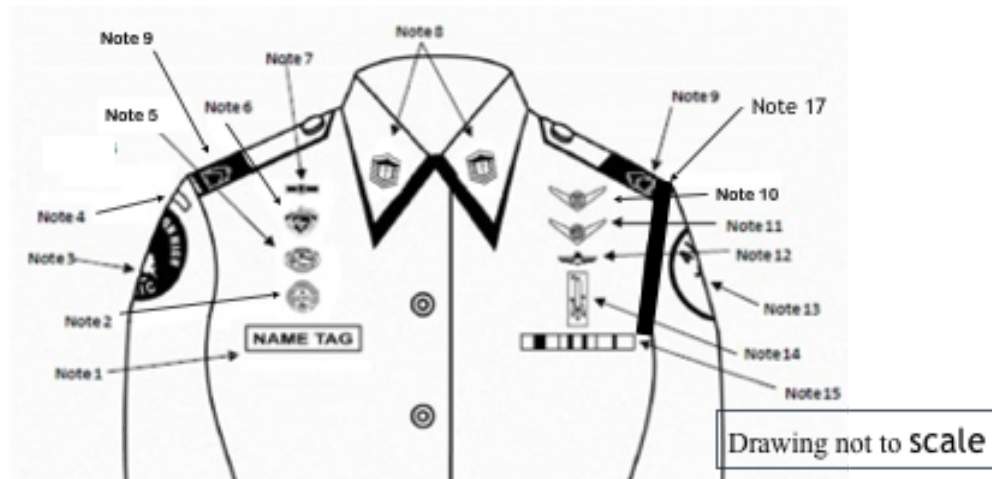


Figure 4.6.2 Cadet Female Blue Shirt.

## CADET FEMALE BLUE SHIRT



Drawing not to scale

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. Flight Solo or Flight Certificate Badge. See Note 16.
11. Ground School Badge. See Note 16.
12. Academy of Model Aeronautics (AMA) Wings. See Note 16.
13. AFJROTC Patch (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. First badge is centered ½ inch above name tag or ribbons (as appropriate).
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.

**4.6.3 Lightweight Jacket/Windbreaker.** The option to wear the windbreaker is at the discretion of the cadet, along with the option to include the inner lining, unless it is required as the assigned

uniform for the week at the discretion of the operations officer. Windbreakers are not permitted to be worn with the service coat, but may be worn in place of a service coat if the cadet was not issued one with the permission of a cadet officer or AFJROTC instructor. The sleeves will cover the wrists and no farther without producing wrinkles when at the position of attention; rolling or pushing up the sleeves of the windbreaker is not permitted. The windbreaker must be zipped to the second top button when worn.

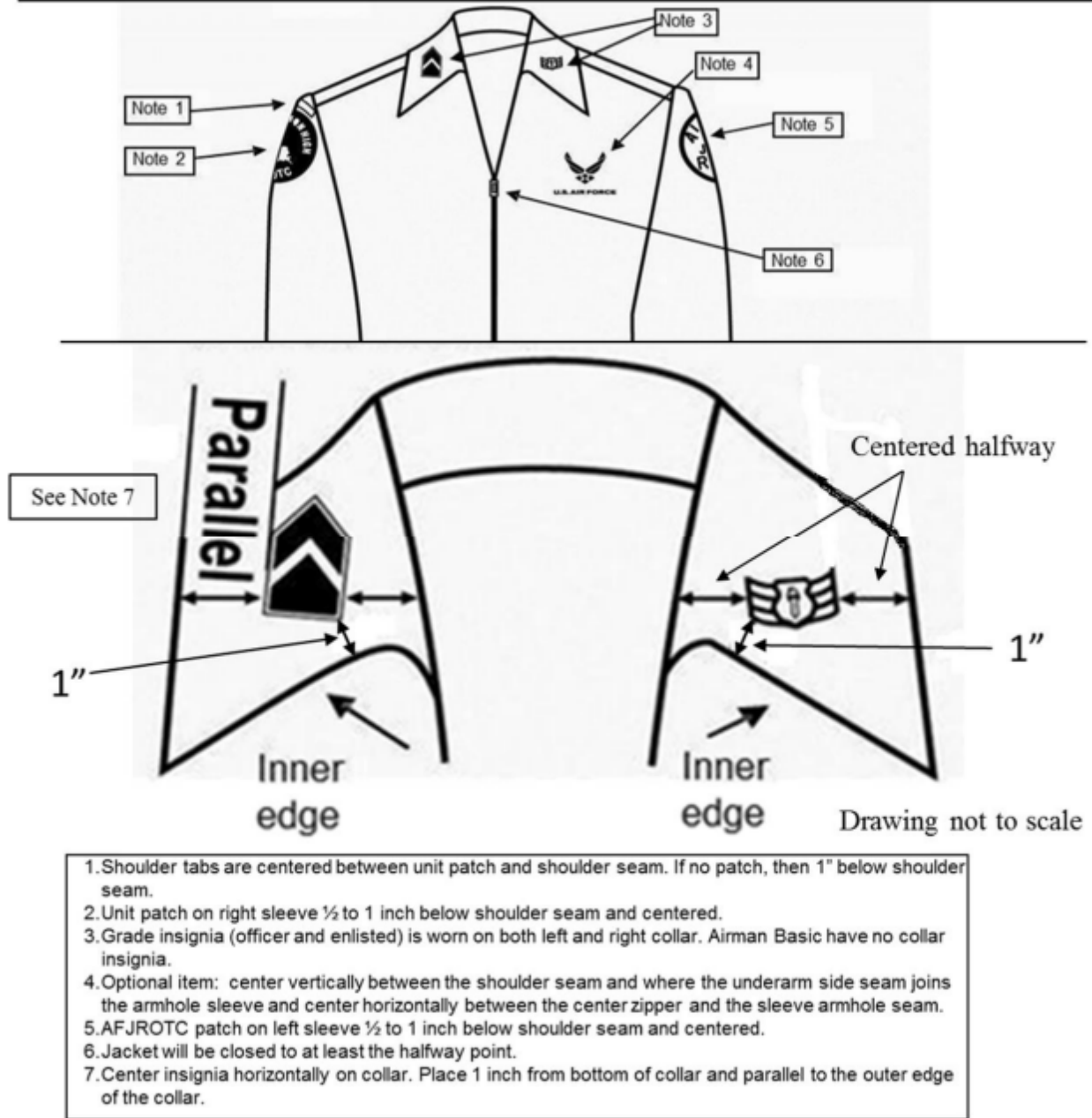
A. Windbreaker:

- a. Cadet enlisted ranks will be worn on the light blue shirt, not the windbreaker.
- b. Miniature metal cadet officer ranks will not be worn with the windbreaker.
- c. The unit patch will be sewn on the right sleeve  $\frac{1}{2}$ -1 inch below the shoulder seam and centered.
- d. The AFJROTC patch will be sewn on the left sleeve  $\frac{1}{2}$ -1 inch below the shoulder seam and centered.
- e. Metal shoulder tabs will not be worn with the windbreaker.
- f. No other accoutrements will be worn on the windbreaker, they will be worn on the light blue shirt as usual.
  - i. See Figure 4.6.3 .for proper placement of accoutrements on the cadet lightweight blue jacket.



Figure 4.6.3 Cadet Lightweight Blue Jacket.

**CADET LIGHTWEIGHT BLUE JACKET**



NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket.

**4.6.4 Service Coat.**

A. For male cadets:

- a. sleeves should end 1 inch from the heel of the thumb with arms hanging naturally,
  - b. the bottom of the coat should be fingertip length when hands are slightly cupped.
  - c. The bottom rear slit should not split open.
  - d. All buttons must be buttoned
- B. For female cadets:
- a. sleeves should come to the heel of the hand and should follow the contours of the figure but allow ease of movement without pulling in back of the waist.
  - b. Coats must be large enough in the shoulders to permit simultaneous full forward reach with both arms.
  - c. The shoulder seams should rest over the edge of the shoulders or slightly to the outside of the shoulders.
  - d. All buttons must be buttoned.
- C. Removal of the coat is only permitted within the AFJROTC classroom, with permission of a cadet officer or AFJROTC instructor, and if the name tag is worn on the light blue shirt underneath.
- D. Cadet officers are required to wear cloth epaulets on the shoulders of the light blue shirt.
- A. The silver name tag:
- a. Will be centered 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.
  - b. Ribbons will be resting on, but not above or over, the upper left welt pocket. Medals will be placed directly under the ribbons, on top of the upper left welt pocket.
  - c. If more than three medals are worn, the next row will be placed  $\frac{1}{4}$  inch below the preceding row.
  - d. Staff and leadership ropes will be pinned as close to the shoulder seam as possible;
    - i. If the rope has a small loop, the loop may be pinned under the collar to wear the rope closer to the cadet's neck.
  - e. The unit patch will be sewn on the right sleeve  $\frac{1}{2}$ -1 inch below the shoulder seam and centered.
  - f. The AFJROTC patch will be sewn on the left sleeve  $\frac{1}{2}$ -1 inch below the shoulder seam and centered.
  - g. Metal shoulder tabs will be centered between the unit patch and shoulder seam;
    - i. If there is no patch, then place 1 inch below the shoulder seam.
      - 1. See Figure 4.6.4 for male service coat accoutrements and
      - 2. Figure 4.6.4 for female service coat accoutrements;
      - 3. Though metal shoulder tabs, medals and ropes are not shown in the figures, they will be worn as described.

Figure 4.6.4 Cadet Male Service Dress.

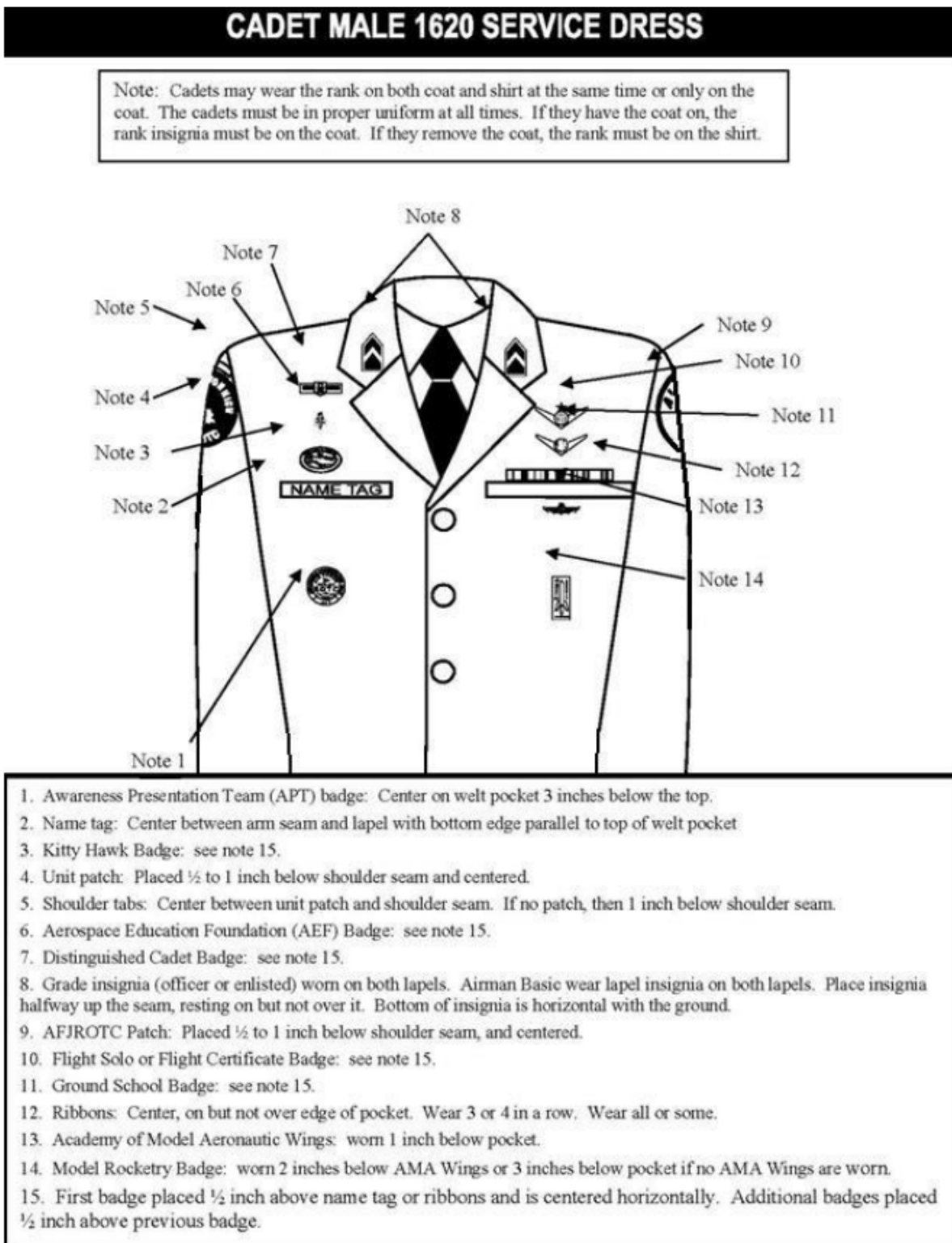
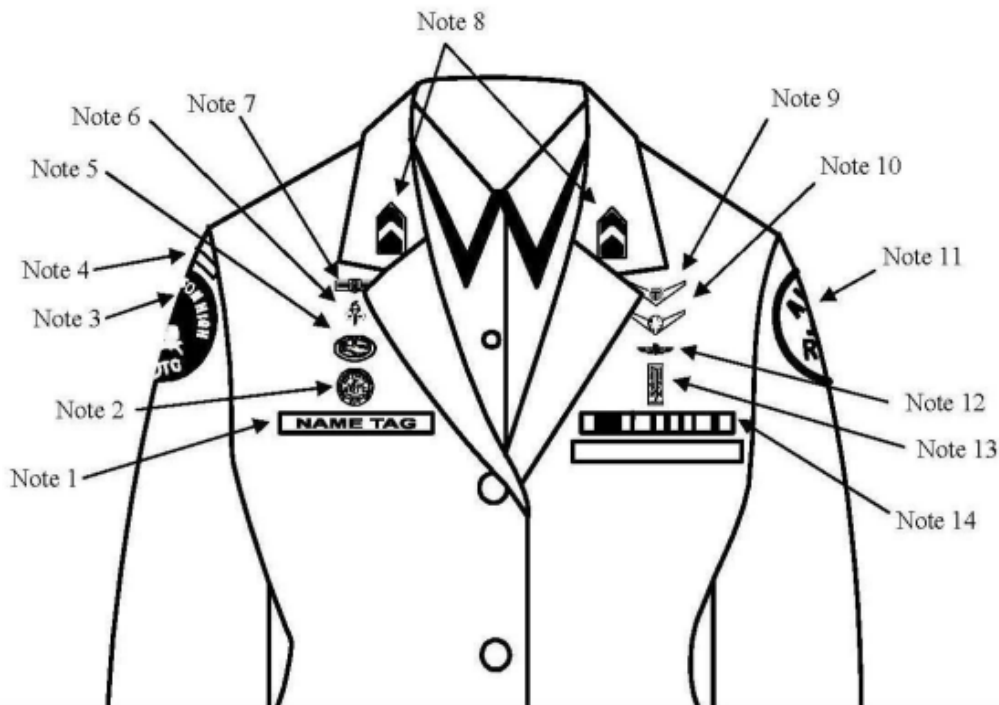


Figure 4.6.4 Cadet Female Service Dress.

## CADET FEMALE 1620 SERVICE DRESS

Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Airman Basic wear lapel insignia on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Flight Solo or Flight Certificate Badge: see note 15.
10. Ground School Badge: see note 15.
11. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
12. Academy of Model Aeronautics (AMA) Wings: see note 15.
13. Model Rocketry Badge: see note 15.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some.
15. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

**4.6.5 Trousers/Skirt.**

## A. Requirements:

- a. The fronts of the pant legs should rest on the shoes, making a slight break in the front crease.
- b. The bottom edge of the rear of the pant legs should rest just above the top of the heel and well below the top of the heel cup.
- c. The rear should be no longer than  $\frac{3}{4}$  inch below than the front.
- d. The upper portion of the legs should fit loosely.
- e. The waist should fit snugly and permit wear without the pocket openings to be spread open.
- f. The rear pocket of trousers will always be buttoned, and articles should not be bulky or visible.
- g. The zipper tab will be pressed down to permit the fly to be neatly closed.

## A. Female cadets

- a. Must wear trousers around the waist instead of the hips.
- b. Skirts are optional, but must be worn with the proper shoe and hosiery.
  - i. The hem of the skirt must fall within 1 inch above or below the kneecap while standing at attention at the individual cadet's opinion and establishment.

**4.6.6 Belt.**

## A. Requirements:

- a. Must be worn at all times with items that have belt loops.
- b. It fits snugly around the waist without bunching.
- c. The silver tip will be exposed beyond the buckle as much as possible without exposing attached blue webbing.
- d. The belt will be inserted on the right side for male cadets, and female cadets will insert the belt on the left.
- e. The edge of the Buckle's tip must create a line with the fly of the trousers and the overhang of the shirt

**4.6.7 Shoes.**

## A. Requirements:

- a. The issued black oxfords must be kept:
  - i. Free of debris
  - ii. Highly polished
  - iii. Laced to the top.
  - iv. Edge dressing may be used on the sides and top of the sole.
  - v. The use of "instant shine" products is prohibited, as they will promote quicker deterioration of the shoe.

## B. If a female cadet chooses to wear a skirt, black pumps are required.

- a. Black pumps will be low cut and rounded throat (the top opening) with a raised heel no higher than 2-1/2 inches (measured from the inside sole of the shoe to the end of the heel lift).
- b. The tip of the heel can not be less than  $\frac{1}{2}$  inch in diameter or larger than the body of the shoe.
- c. Faddish styles will not be worn (e.g. extreme toes, pointed or squared, or extreme heel shapes).

- d. They will be plain, clean and serviceable, and without ornamentation such as buckles, bows or straps.
- e. The material will be smooth, scotch-grained leather or a man made material.
- f. They may be high-gloss or patent finish.

#### **4.6.8 Headgear.**

##### **A. Requirements:**

- a. Headgear must be worn at all times in which a cadet is outside and in uniform.
- b. Headgear must be promptly removed upon entering any building.
- c. A cadet officer may allow or order cadets to remove their headgear if the weather is too windy.

##### **B. The flight or garrison cap, referred to as a “cover” is worn**

- a. With the crease straight with the nose and approximately a two-finger spacing between the bridge of the nose and the bottom of the cap.
- b. Cadet officers will wear an ROTC officer insignia on the front left fold of the cap.
- c. If inside or permitted to remove it outdoors, the cap will be placed under the belt on the wearer’s left side between the first and second belt loops with the opening of the cap facing the rear.
- d. The cap will not be pulled upwards when placed under the belt, it must rest less than one inch higher than the belt.
  - i. See Figure 4.5.8.1 for the male and female flight caps, and the placement of cadet officer insignias.

##### **C. The service cap, also known as an officer cap or “O-cap,”:**

- a. Will only be worn by cadet officers, staff, or color guard members as permitted by the SASI.
- b. Only the officer service cap insignia is worn on the service cap.
- c. Any other insignia must be approved by the AFJROTC HQ.
  - i. See Figure 4.5.8.2 for the service cap.

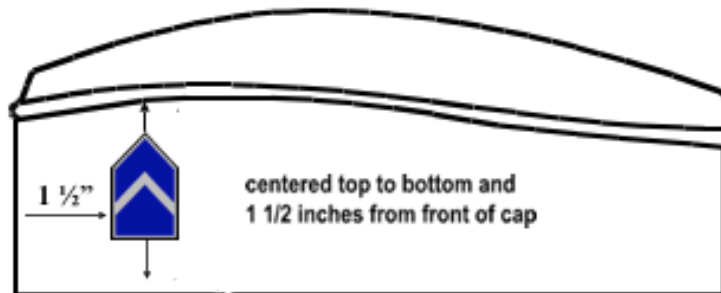
##### **A. Berets must be**

- a. Issued ahead of time to allow for the proper shaping.
- b. Edge binding will lay 1 inch above the eyebrows in a straight line across the forehead.
- c. The patch will be aligned above the left eye.
- d. Excess material will be pulled between the top and middle of the right ear.
- e. Hair should not extend below the front bottom edge of the beret.
- f. Cadets are required to research the beret shaping technique on their own time to set overnight.

**Figure 4.6.8 Flight Cap.**

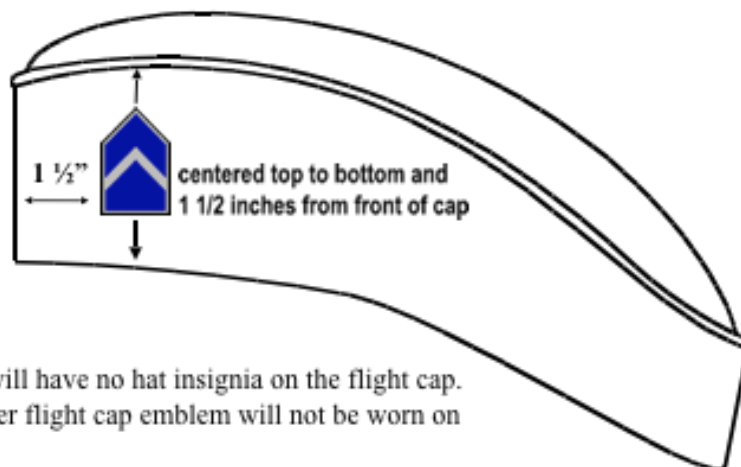
## CADET MALE HEADGEAR

### FLIGHT CAP\*



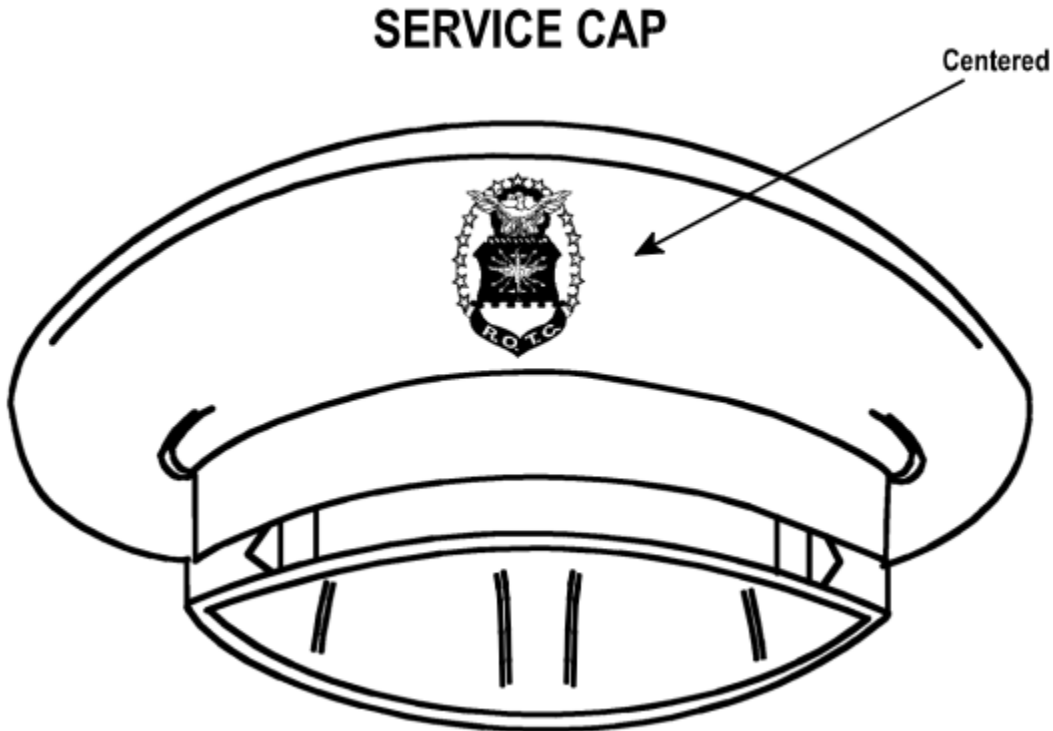
- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

## CADET FEMALE HEADGEAR



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

Figure 4.6.8 Service Cap.



#### 4.6.9 Undergarments.

##### A. Requirements:

- a. A white v-neck shirt is required for all classes of uniform, worn under the blue service shirt.
  - b. Black crew socks without a visible logo must be worn in all classes of uniform, and must fall on or above the top of the ankle.
- A. Female cadets must wear proper hosiery if a skirt is worn.
- a. Hosiery must be unpatterned and dark/nude.

#### 4.6.10 Jewelry.

- A. While in uniform, you may wear *a wristwatch and rings*, but *no more than three rings at any one time*. You may wear *one bracelet if it is neat and conservative*. However, the bracelet must not detract from military image, must not be wider than one-half inch, and must not subject anyone to potential injury. You may not wear ornaments on your head or around your neck. Thumb rings are not allowed in uniform. Colored bracelets that support a cause are not allowed.
- B. 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, 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.
- C. 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). Female cadets in uniform, however, are allowed to wear conservative earrings, pierced or clip style, in their earlobes.

#### 4.7 Cadet Airman Battle Uniform (ABU).

A. The ABU is only worn once a month with authorization from the SASI and group commander as outlined in the weekly operations order.

- a. Do not starch or hot press the ABU.
- b. Light ironing and center creasing of sleeves is authorized; however, repeated hot pressing or heavy ironing will accelerate the overall wear of the fabric.

#### B. Headgear.

- a. Proper headgear must be worn at all times when outside and in the ABU.
  - i. The patrol cap will be 50% nylon and 50% cotton, with an Air Force digitized tiger stripe print.
  - ii. The ABU patrol cap will rest squarely on the head with the bottom of the cap parallel with the ground.
  - iii. The brim of the cap will face forward.
  - iv. Cap may not be pushed, rolled, folded or tucked in (e.g. ranger fold).
  - v. Cadet officers will wear the cadet officer insignia centered on the front of the cap.

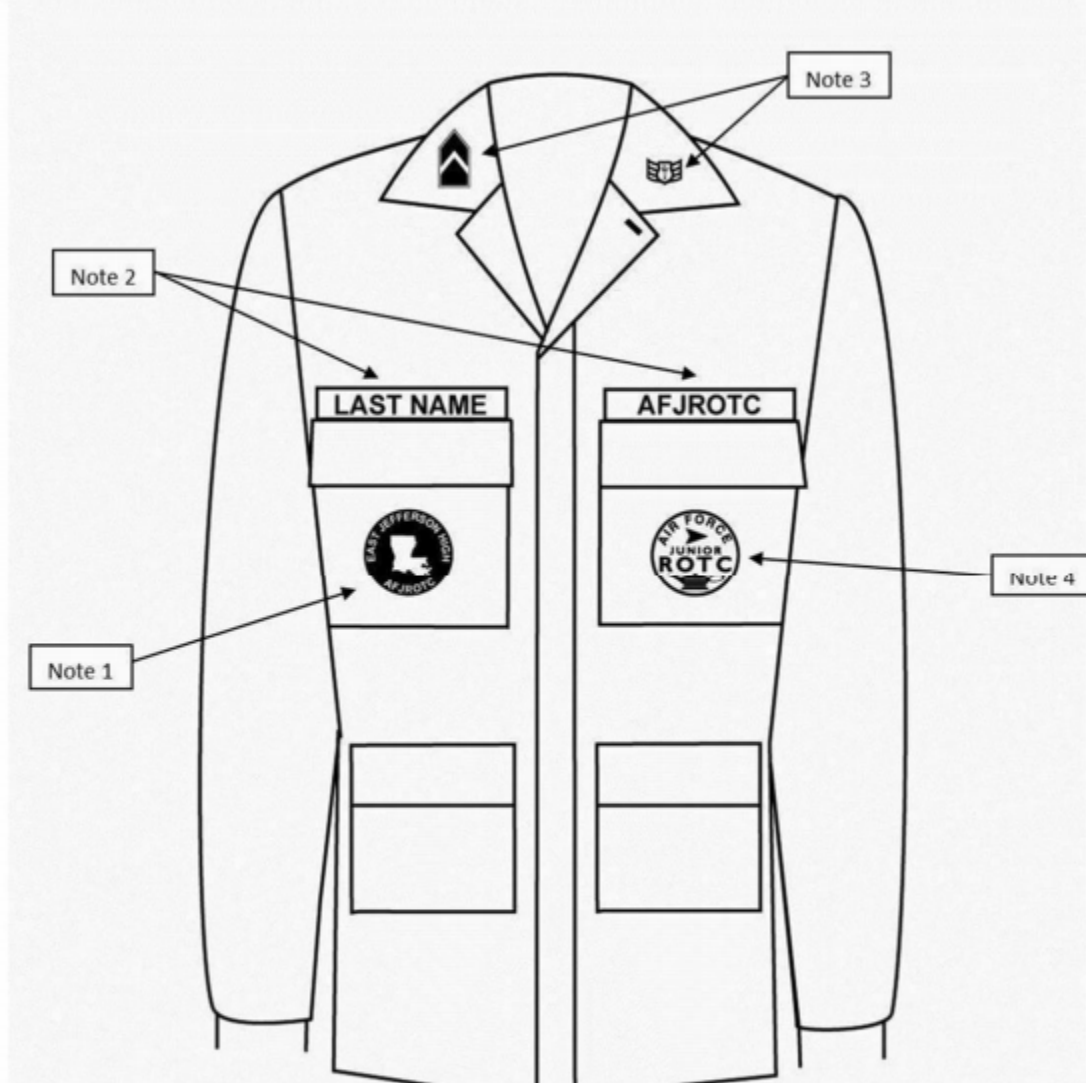
#### C. Coat.

- a. The ABU coat will be 50% nylon and 50% cotton, with button fastenings and an Air Force digitized tiger stripe print.
  - i. The bottom of the ABU coat will rest at the hips.
  - ii. Pockets will be secured and items stowed in pockets will not be visible except pens stowed in the pen pocket on the sleeve.
  - iii. The top button of the ABU coat will not be fastened; however, all other buttons will be secured at all times.
  - iv. If authorized in the weekly operations order, sleeves may be rolled up on the ABU coat;
    1. However
      - a. Cuffs will remain visible and the sleeve will rest at
      - b. Or within 1 inch of the forearm when the arm is bent at a 90-degree angle.
    2. Regardless as to whether the sleeves are rolled up or unrolled, the cuffs will remain visible at all times.
- b. **Accouterments.** Cadet ranks will be centered, perpendicular to, and begin 1 inch from the bottom of the collar.
  - i. Name Tapes will be an Air Force digitized tiger print background with dark blue block lettering.
    1. The nametapes will be worn immediately above the upper ABU coat pockets.
      - a. Cut off or fold tapes to match pocket width.
    2. The "AFJROTC" nametape will be worn above the upper ABU pocket on the wearer's left.
    3. The last name name tape will be worn above the upper ABU pocket on the wearer's right.

4. Metal shoulder tabs will be centered between the unit patch and shoulder seam;
  - a. if no patch, then place 1 inch below shoulder seam.
5. See Figure 4.6.2.1 for proper accoutrement placement on the ABU;
  - a. Though metal shoulder tabs are not shown in the figures, they will be worn as described.

**Figure 4.7.1 Cadet Male and Female ABU.**

## CADET ABU Male and Female



1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch (mandatory). Will be worn on left pocket and centered.

### 4.7.2 Belt.

A. Requirements;

- a. Desert Sand colored (Tan).
- b. A one piece rigger style, nylon, web belt (1 ¾ inch wide) will be worn with ABU trousers.
- c. Belt may extend past the buckle.

#### **4.7.3 Trousers.**

##### **A. Requirements:**

- a. Trousers will be 50% nylon and 50% cotton, with button fastenings and an Air Force digitized tiger stripe print.
- b. The trouser waistband will rest on the Airman's waist.
- c. Pockets will be secured and items stowed in pockets will not be visible except pens stowed in the pen pocket.
- d. Whether tucked in or bloused, the trouser must be evenly bloused (gathered in and draped loosely) over the top of the combat boot and must present a bloused appearance.

#### **4.7.4 Footwear.**

##### **A. Requirements:**

- a. Boots will be sage green, lace up with plain rounded toe or rounded capped toe with or without a perforated seam.
- b. Laces will either be tied and tucked in the boot or tied and wrapped around the boot;
  - i. Boot laces visibly tied in an untucked bow tie are prohibited.

#### **4.7.5 Undergarments.**

##### **A. Requirements:**

- a. A desert sand (tan), short or long sleeved t-shirt will be worn under the ABU coat.
- b. Sage green socks will be worn with the sage green boots.

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#### **4.8.1 Cadet Male and Female OCP'S**

## Attachment 7-6b



## CADET OCP Male and Female

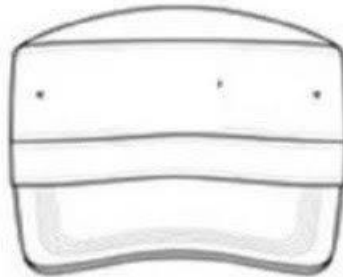


1. **T-Shirt. T-Shirt is Desert Sand, Tan, or Coyote Brown color.**
2. **The American Flag Patch (MANDATORY) and will be FULL COLOR (cloth), will be placed on right sleeve using Velcro attachment (centered at the top of the Velcro area)**
3. Unit patch (optional) full color. If worn, will be placed on right sleeve using Velcro attachment (centered in the middle of the Velcro area).
4. Last Name and AFJROTC tapes. Letters are Spice Brown color (mandatory using Velcro attachment.
5. Grade insignia (officer or enlisted) (mandatory). The standard miniature blue/silver AFJROTC rank will be worn.
6. AFJROTC Patch (white, Lamp of Knowledge): **WHITE patch only (mandatory)**. Will be worn on left shoulder using Velcro attachment (centered in the middle of the Velcro area).
7. **Berets, ascots, and shoulder cords will not be worn with OCPs.**
8. OCP Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing OCP boots. (Black boots will not be worn with OCPs)
9. Tan Rigger Belts maybe worn with OCPs.
10. OCPs may be bloused; the trousers will not extend below the third eyelet from the top of the boot.

4.8.2 ABU/OCP Headgear

Attachment 7-7

**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.

**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.**

## Chapter 5 Wellness Program

**5.1 General.** Although AFJROTC does not have cadet weight or physical fitness standards, cadets are encouraged to establish their own physical fitness training program. If cadets start a personal program now and stay physically active, they will reap the benefits of a physically fit body throughout their lives.

**5.2 Policies.** The Physical Training Commander will outline the Wellness Program for cadets at the beginning of classes. As in other parts of the AFJROTC, class performance and participation will be recognized. Cadets not participating without exemption from the SASI/ASI will have points deducted from their grade. See Section 2.3.1 for the basis of grading.

1. **Medical Evaluation.** It is always advisable to consult a physician prior to initiating any exercise program. Parental permission will be obtained prior to participation in the AFJROTC Wellness Program. Cadets must have a parent or doctor's note to be excused from a given PT day. Doctor's notes must not be open ended, and have a duration/ending date.

**5.3 Establishing Cadet Performance.** This physical fitness training program will include numerous activities and a personal fitness regimen with attainable objectives. The Physical Fitness NCO will input cadet information into CIMS to track wellness program progress as well as to identify those cadets who are eligible to receive superior awards for their performance. Individualized training programs are based on national standards by age and gender. Areas of improvements as well as how to reach program goals will be identified for each cadet.

## Chapter 6 Extracurricular Activities

**6.1 General.** There are several voluntary extracurricular activities which supplement aerospace or leadership experiences. Additionally, these activities bring cadets together with common interests, build esprit de corps, create lasting friendships, and guarantee a good & educational time to those who get involved. Involvement teaches responsibility, teamwork, and cooperation. The SASI and/or ASI will chaperone all activities. The following description of activities is not all-inclusive and may change depending on what activities the cadets choose to organize and incorporate into the program.

**6.2 Events/Activities.** There will be activities for cadets to participate in throughout their time in the AFJROTC program. Some will be required, while others will be optional and at the individual's own expense. The following events are some that have been done in previous years.

- A. Military Ball. The Corps annual semi-formal dance, taking place around mid-year.
- B. Awards Night. The final event at the end of second term, when awards are distributed and cadet seniors are recognized.
- C. Parades. The unit's color guard team participates in local parades such as high school homecoming parades and the Santa Clarita Valley 4th of July Parade.
- D. Field Day. Field Day is a chance for cadets to get together and have a friendly competition. Events may include volleyball, horseshoes etc., and may be carried out with other local AFJROTC units.
- E. Community Service Events. The Corps fulfills its mission statement and objectives by participating in various local community service events throughout the year.
- F. Curriculum in Action Trips. The classes will take at least one field trip annually to support the curriculum. Some examples include the Kennedy Space Center, California Science Center, and local military bases.
- G. Orientation Flight Day. Third-year cadets in the AFJROTC program may be selected to participate in an O-Flight Day at Whiteman Airport in Pacoima, CA in which they will learn to do a preflight check of an aircraft and fly it.
- H. Fundraisers. To raise money for field trips, military balls and other activities.

### 6.3 Special Teams.

Drill Teams are an exciting extension of the discipline, teamwork, and leadership skills learned in class. Teams perform at JROTC ceremonies, inspections, and competitions. When they participate in local competition, they can confer as much pride on their school as varsity team sports. JROTC drill teams are considered an excellent means of creating appropriate attention, publicity, and interest in the JROTC program and for maintaining a high state of morale. The drill team consists of approximately 10-19 cadets, including the drill team commander. All cadets are eligible for the drill team provided they are in good academic and moral standing, able to attend team practices, and approved by the team commander.



#### 6.4 Team Information.

**DRILL TEAM:** The Unarmed Drill team in AFJROTC is a unit that showcases impeccable marching and drill maneuvers. Composed of dedicated cadets, this team practices rigorously to master intricate routines that demonstrate military precision and excellence. Through their performances at competitions and public events, the Drill team embodies the core values of AFJROTC, emphasizing teamwork, respect, and commitment.

**SWORD TEAM:** The Sword team in AFJROTC is a unique and disciplined group of cadets who master the art of traditional saber drill and techniques. Through rigorous training, they develop their skills in handling ceremonial swords with precision and grace. This team adds a touch of tradition and heritage to the unit, exemplifying the values of honor, respect, and attention to detail in their performances.

**RIFLE TEAM:** Rifle Team is arguably one of the more difficult teams available as Rifle Team Drill involves carrying, maneuvering, and marching with a drill rifle about 10 lbs in weight. Rifle Team knowledge includes memorizing an extensive amount of parts, characteristics, and more on top of basic AFJROTC Knowledge. With (about 1 year of) Rifle Team experience, Cadets may join the Rifle Exhibition team, which involves more creative and complex drill sequences with a drill rifle. Experience with Rifle Drill is also necessary to participate in Color Guard Drill.

**COLOR GUARD:** The Color Guard team holds the honor and responsibility for presenting and protecting the national colors, as well as the state and/or organization flag. The team is often called upon for local events that include presenting the colors, or parades for patriotic holidays. The Color Guard team also participates in various competitions, in which members of this team are required to learn and understand general Air Force knowledge, general state knowledge, and government Chain of Command. Due to the extent of the activities of the Color Guard it is regarded as one of, if not, the most prestigious team.

**MARKSMANSHIP:** The marksmanship team in AFJROTC is an exceptional group of cadets who display precision, discipline, and skill in their shooting abilities. Through rigorous training and practice, they hone their marksmanship techniques and learn essential firearm safety protocols. Representing the values of the Air Force, this team fosters camaraderie and teamwork while showcasing their talent in shooting competitions.

**MODEL ROCKETRY:** The model rocketry team in AFJROTC is an innovative and enthusiastic group of cadets who are fascinated in the realm of aerospace engineering and design. Through hands-on experience, they learn to construct and launch model rockets, gaining valuable insights into principles of flight and propulsion. The team gains a passion for science and technology while promoting teamwork and problem-solving skills among its members.

**Drone Team:** The Drone team in AFJROTC is a cutting-edge group of cadets who embrace the world of unmanned aerial vehicles and modern technology. Through hands-on training, they learn to build, operate, and pilot drones. This team exemplifies the Air Force's commitment to innovation and adaptability, as they explore the possibilities of drone technology for both civilian and military applications.

**Archery:** The Archery team in AFJROTC is a skilled and focused group of cadets who excel in the art of precision shooting with bows and arrows. Through dedicated practice and training, they develop their archery techniques, strengthening their concentration and aiming abilities. This team not only creates a sense of discipline and patience but also promotes a deep appreciation for the historical and sportive aspects of archery.

**Kitty Hawk:** The Kitty Hawk team in AFJROTC is a dedicated group of cadets who offer assistance and support to their peers in various academic subjects. With their commitment to academic excellence, they provide tutoring and guidance to fellow cadets, fostering a culture of learning and collaboration within the unit. This team plays a crucial role in helping cadets succeed in their studies and achieve their academic goals while upholding the values of the Air Force.

**Raider Team:** The Raider team in AFJROTC is a physically fit group of cadets who undertake challenging obstacle courses, rope bridges, and cross-country runs. Through tough training, they develop their strength, endurance, and teamwork skills. This team exemplifies the spirit of determination and camaraderie, reflecting the core values of the Air Force as they push their limits and strive for excellence.

**6.5 Clubs.** Cadets have opportunities to participate in various clubs in the AFJROTC program, each with different goals and outcomes. The following are some that have been done previously.

A. Kitty Hawk Air Society.

- a. This program serves as a study hall and tutoring for cadets who need to complete classwork for the AFJROTC program or homework for a failing class. The Kitty Hawk Commander will determine which dates the group will meet.

B. Model Rocketry.

- a. This program is generally conducted once every two to three years. Cadets must research and write a paper based on a past historical event in which a rocket has been used to achieve a goal. Essay requirements will be outlined by the model rocketry commander and SASI. Cadets will then build and launch their own rocket using an issued kit to be eligible for the model rocketry badge.

C. Drone.

- a. Cadets may learn how to pilot a drone for flight, orienteering, and photography.
- b. Cadets may learn how to construct and maintain an AFJROTC approved aerial vehicle.
- c. Cadets may participate when the use of a flight simulator is authorized by the Drone Team Commander.

## Chapter 7 Awards and Decorations

**7.1 General.** The cadet awards and decorations program is designed to foster morale, provide incentives, enhance esprit de corps, and to recognize achievement among the AFJROTC cadets. Awards are generally distributed during the Awards Ceremony at the end of the year, but some may be issued after one semester at the discretion of the SASI and ASI. Guidelines follow the AFJROTC Operation Supplement Chapter 7.

**7.2 Basis for Distribution.** Cadets are evaluated on their accomplishments with reference to the criteria set forth in the following requirements. Requirements must be met completely before a cadet is considered for an award. The cadet group commander will convene a board containing members of the command staff in which they will determine which cadets are most deserving of each award. Results of the board's proceedings will be forwarded to the SASI through the ASI for final determination. See Figure 7.2 for the order of award placement. See Chapter 4 for award and ribbon placement regulation on each respective uniform.

- A. **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. In accordance with AFJROTC Operations Supplement Chapter 7.
- B. **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. In accordance with AFJROTC Operations Supplement Chapter 7.
- C. **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 hardships on their fellow citizens. This award is not to be used to recognize day-to-day service in the community. In accordance with AFJROTC Operations Supplement Chapter 7.
- D. **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. In accordance with AFJROTC Operations Supplement Chapter 7.
- E. **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 benefits the local community. This is not an award given to

participants but to the key leader(s) of the project. In accordance with AFJROTC Operations Supplement Chapter 7.

- F. **Air Force Association (AFA) Award.** This AFA-sponsored award consists of a medal and ribbon and is presented annually at each unit to the outstanding second-year (in a 3-year program) or third-year cadet (in a 4-year program). The award recipient must possess/meet the following personal characteristics and eligibility criteria:
- Positive attitude (toward AFJROTC and school).
  - Outstanding personal appearance (uniform and grooming).
  - Display personal attributes such as initiative, judgment, and self-confidence.
  - Courteous demeanor (promptness, obedience, and respect for customs).
- G. **Daedalian Award.** The Order of Daedalians is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Livadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. The award also includes a ribbon. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:
- Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.
  - Indicate the potential and desire to pursue a military career.
  - Rank in the top 10% of their 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.
- H. **Daughters of the American Revolution (DAR) Award.** This award consists of a bronze medal and ribbon. This award is presented annually to one third-year (in a 3-year program) or fourth-year cadet (in a 4-year program) that meets the following criteria:
- Rank in the top 25% of their 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. The award devices and presenter can be requested from the nearest DAR chapter.

- I. **American Legion Scholastic Award.** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements. Each cadet must:
- Rank in the top 10% of the high school class.
  - Rank in the top 25% of their 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. 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.
- J. **American Legion General Military Excellence Award.** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's general military excellence. Each cadet must:
- Rank in the top 25% of their AFJROTC class.
  - Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
  - The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award. 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.
- K. **Reserve Officers Association (ROA) Award.** This award consists of a bronze medal, ribbon, and certificate. This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:
- Positive attitude toward the AS curriculum.
  - Outstanding personal appearance (wear of the uniform, posture, and grooming).
  - Attributes of initiative, judgment, and self-confidence.
  - Courtesy (promptness, obedience, and respect).
  - Growth potential (capacity for responsibility, high productivity, adaptability to change).
  - Demonstrate the highest personal, ethical standards & strong positive convictions.
  - Rank in the top 10% of their AS class.
  - The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient of the award. The local ROA chapter contacts each ASI and furnishes the name of the ROA representative for presentation purposes. If no contact is made, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association.

- L. **Military Officers Association of America (MOAA) Award.** This award, formerly known as The Retired Officers Association Award, consists of a medal pendant with ribbon. This award is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must:
- Be a member of the junior class.
  - Be in good academic standing.
  - Be of high moral character.
  - Show a high order of loyalty to the unit, school, and country.
  - Show exceptional potential for military leadership.
  - 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.
- M. **Veterans of Foreign Wars (VFW) Award.** This award consists of a medal pendant with ribbon. This award is presented annually to an outstanding second- or third-year cadet in a 3-year program (third- or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:
- Have a positive attitude toward AFJROTC.
  - Have outstanding military bearing and conduct.
  - Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation).
  - Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism.
  - Demonstrate leadership potential.
  - Attain a grade of “B” in AFJROTC with an overall average grade of “C” in all subjects for the previous semester.
  - Be active in student activities.
  - Not have been previous recipients of this award.
  - 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.
- N. **National Society United States Daughters 1812 Award.** Awarded annually, at the SASI’s discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits. This award consists of a ribbon, medal and certificate.
- O. **National Sojourners Award.** This award consists of a ribbon, medal pendant, and certificate. This award is presented annually recognizing an outstanding first- or

second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must:

- a. Be in the top 25% of their academic class.
- b. Encourage and demonstrate ideals of Americanism.
- c. Demonstrate potential for outstanding leadership.
- d. 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.

- P. **Scottish Rite, Southern Jurisdiction Award.** This award consists of a medal, ribbon, and certificate. This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:
- a. Contribute the most to encourage Americanism by participation in Co-Curricular activities or community projects.
  - b. Demonstrate academic excellence by being in the top 25% of class.
  - c. Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism.
  - d. Not have been previous recipients of this award.
  - e. 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.
- Q. **Military Order of the Purple Heart Award.** This award consists of a medal pendant with a ribbon. This award annually recognizes an outstanding second- or third-year cadet (third- or fourth-year cadet in a 4-year program) who is enrolled in the AFJROTC program and demonstrates leadership ability. Each cadet must:
- a. Have a positive attitude toward AFJROTC and country.
  - b. Hold a leadership position in the cadet corps.
  - c. Be active in school and community affairs.
  - d. Attain a grade of “B” or better in all subjects for the previous semester.
- R. **Sons of the American Revolution (SAR) Award.** This award consists of a bronze medal with ribbon. This award recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program who is enrolled in the AFJROTC program. The



recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must:

- a. Be currently enrolled in the AFJROTC program.
- b. Be in the top 10% of their AFJROTC class.
- c. Be in the top 25% of their overall class.
- d. The SASI and the Principal select the recipient of the award. 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

S. **Military Order of World Wars Award.** This award consists of a bronze medal pendant, certificate, and ribbon. This award is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit. 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.

T. **American Veterans (AMVETS) Award.** This award consists of a medal pendant and ribbon. This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:

- a. A positive attitude toward AFJROTC programs and service in the Air Force.
- b. Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).
- c. Personal attributes (initiative, dependability, judgment, and self-confidence).
- d. Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
- e. Obtained a grade of "A" (or the numerical equivalent) in their AS class.
- f. 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 should make the presentation if a participating local post or department representative is available.

U. **Air Force Sergeants Association (AFSA) Award.** This annual award consists of a medal pendant with a ribbon. This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:

- a. Be in the top 25% of the AFJROTC class.
  - b. Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
  - c. Not have been a previous recipient of this award.
  - d. The SASI, as chairperson, with the ASI, recommends the recipient of the award at least 60 days prior to the desired presentation date. 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 to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.
- V. **Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award.** This TAI sponsored award consists of a ribbon and a certificate. This award is presented annually to two cadets. Cadets may be first-year, second-year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:
- a. Attain a grade of “B” or better in their AS class.
  - b. Be in good academic standing.
  - c. Actively participate in cadet corps activities.
  - d. Participate in at least 50% of all unit service programs.
  - e. The SASI and ASI select the recipients. This award is mailed to all units proactively by AFJROTC Unit SC-065, C.A. Johnson Preparatory Academy. AFJROTC Unit SC-065, C.A. Johnson Preparatory Academy will mail all award devices and certificates in one mass mailing. A follow-up report is required after the award is presented. Provide SC-065 the names and grades of the recipients and date award was presented on the supplied mail back form.
- W. **The Retired Enlisted Association (TREA) Award.** 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. This award consists of a medal set with ribbon and a certificate from The Celebrate Freedom Foundation. Awarded annually, at the SASI’s discretion, for outstanding performance in academics and cadet corps activities as a first or second year JROTC cadet. This award consists of a ribbon and a certificate.
- X. **The Celebrate Freedom Foundation (CFF) Award.** Cadets may only receive this award once. The awards program recognizes 9th, 10th, 11th and 12th grade students enrolled in AFJROTC programs. 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)

- Y. **Air Commando Association Award.** Awarded annually at the SASI's discretion for completing a one page essay based on a historical AF Special Operations Mission possessing the thirteen critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. This award consists of a ribbon and certificate.
- Z. **Distinguished Unit award with Merit (DUAM).** Awarded to cadets enrolled during the same academic year in which:
- The unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards.
  - 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.
- AA. **Distinguished Unit Award (DUA).** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.
- BB. **Outstanding Organization Award.** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. OOA recipients do not receive a streamer.
- CC. **Outstanding Flight Ribbon.** Awarded each academic term to members of the outstanding flight under criteria determined by the SASI.
- DD. **Top Performer Award.** The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). This award is only presented during a formal Staff Assistance Visit or Unit Evaluation conducted by HQ AFJROTC personnel. The award consists of a certificate and a ribbon, which is presented by the Region Director during the visit, unless personal observation of the cadet warrants otherwise. Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC. All currently enrolled cadets may be considered, but specific consideration should be given to cadets not previously recognized for superior performance. SASIs may nominate a maximum of

2% of their cadets to their Region Director based on a cadet's performance in the following key areas:

- a. Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment.
- b. Leadership qualities: involvement and positions held in Co-Curricular activities.
- c. Academic performance: nominee must be in good academic standing in all high school coursework. Significant self improvement. Community involvement. Other accomplishments.

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

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

**GG. Superior Performance Ribbon.** Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

**HH. Achievement Ribbon.** Awarded for a significant achievement as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period.

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

**JJ. 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. 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.

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

- LL. **All-Service National Competition Award.** 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.
- MM. **Air Force Nationals Competition Award.** 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.
- NN. **Orienteering Ribbon.** Awarded to team members for completing a unit-specific Orienteering Program as part of unit curriculum. Criteria for this award will be established by SASI and published in Cadet Guide or Unit Operation Instruction if approved.
- OO. **Leadership Development Requirement (LDR) Leadership 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.
- PP. **Drill Team Ribbon:** Awarded to cadets for placing in Air Force or Joint drill competition and being inducted to the team. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
- QQ. **Color Guard Ribbon:** Awarded to cadets for placing in Air Force or Joint drill competition and being inducted to the team. Cadets must participate in a minimum of five color guard events. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
- RR. **Saber Team Ribbon:** Awarded to cadets for placing in Air Force or Joint drill competition and being inducted to the team. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
- SS. **Marksmanship Team Ribbon.** N/A. No team has been approved. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
- TT. **JLAB Ribbon.** Cadets must be a member of the JLAB team and actively compete in JLAB activities and competitions.
- UU. **Cyberpatriot Ribbon.** May be awarded to members of the CyberPatriot program. These individuals have demonstrated outstanding achievement while participating in the CyberPatriot STEM program in any capacity. For each additional award earned, an additional bronze oak leaf cluster is authorized.

- VV. **StellarXplorers Ribbon.** May be awarded to StellarXplorer team members who have demonstrated outstanding achievement while participating in the StellarXplorers STEM program in any capacity. For each additional award earned, an additional bronze oak leaf cluster will be worn.
- WW. **Raiders Team Ribbon.** Awarded to cadets for placing in an Air Force or Joint Drill Competition and being inducted to the team. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
- XX. **Military Model Building Ribbon.** Awarded to cadets for successfully writing a one-two page essay about any spacecraft and successfully building and launching a model rocket. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
- YY. **Unmanned Aircraft Systems (UAS) Ribbon.** Awarded to cadets for successfully building and Piloting an Unmanned Aircraft. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
- ZZ. **Robotics Ribbon.** Cadets must be a member of the Robotics club/team. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.
- AAA. **Good Conduct Ribbon.** Cadets will have no suspensions, no adverse reports, or referrals, from faculty or staff. No missed uniform grades. Regulations will apply per semester.
- BBB. **Service Ribbon.** Awarded at the SASI's discretion 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. Cadets must participate in a minimum of fifteen community service hours per semester in order to be eligible. 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.
- CCC. **Health and Wellness Ribbon.** Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the unit's wellness program will receive the Health and Wellness Ribbon. In addition to AFJROTC Operations Supplement Chapter 7, cadets must not walk during their timed mile assessment.
- DDD. **Recruiting Ribbon.** Awarded for outstanding effort in support of unit recruiting activities. Cadets must recruit two outside students into the AFJROTC program, or participate in at least one recruiting event.

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

FFF. **Attendance Ribbon:** Cadets will have no unexcused absences or no more than four excused absences or two tardies.

GGG. **Dress and Appearance Ribbon.** Cadets must wear the uniform on all designated days with no unexcused missed days. Cadets must consistently receive no uniform gigs, and/or receive “best dressed” at least twice.

HHH. **Longevity Ribbon.** Awarded for completion of each AS year, with a “C” or higher.

III. **Bataan Death March Memorial Hike Ribbon.** To honor and remember the sacrifices of the victims and survivors of World War II’s Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. See AFJROTC Operations Supplement Chapter 7 for more information.

JJJ. **Patriotic Flag Ribbon.** May be 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. Cadets must specifically attend the flag retreat ceremony during the fall semester and flag retirement ceremony in the spring semester in order to receive the ribbon.

KKK. **Covid-19 Resiliency Ribbon.** May be awarded by the SASI discretion to any cadet who was enrolled in an AFJROTC course of study from March 1, 2020 to June 30, 2021. This is a one-time award. This award was presented to any cadet who was enrolled, participated and completed an online, virtual, or on campus, in person, AFJROTC course during this period.

#### ***CAP Awards.***

LLL. Only five **CAP ribbons** (General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and the General J. F. Curry Achievement Award) may be worn on the AFJROTC uniform. Units should contact the nearest CAP unit to obtain awards, invite presenters, or obtain any guidance on criteria or presentation. A unit locator can be found at <http://www.cap.gov/join/unitlocator/htm>

MMM. **Bi-Monthly Cadet Award.** Cadets may be nominated this award for outstanding grade, participation, and attitude within a given two-week period per flight. The chain of command will decide who will receive the award based off of the nominations as

submitted by flight commanders. There will be one cadet receiving the award per squadron.

**Figure 7.2 Ribbon Chart**





# AIR FORCE JUNIOR ROTC



*Integrity first, Service before self, and Excellence in all we do*



Valor Award (Gold)



Valor Award (Silver)



Cadet Humanitarian Award



Silver Star Community Service with Excellence Award



Community Service with Excellence Award



Air Force Association Award



Daedalon Award



Daughters of the American Revolution Award



American Legion Scholastic Award



American Legion General Military Excellence Award



Reserve Officers Association Award



Military Officers Association Award



Veterans of Foreign Wars (VFW) Award



National Society, Daughters of 1812



National Sojourners Award



Scottish Rite, Southern Jurisdiction Award



Military Order of the Purple Heart



Sons of the American Revolution Award



Military Order of World Wars Medal



American Veterans Award



Air Force Sergeants Association



Tuskegee Airmen Inc AFJROTC Cadet Award



Retired Enlisted Association Award



Celebrate Freedom Foundation Award



Air Commando Association Award



Distinguished Unit Award with Merit



Distinguished Unit Award



Outstanding Organization Award



Outstanding Flight Ribbon



Top Performer Award



Outstanding Cadet Ribbon



Leadership Ribbon



Superior Performance Ribbon



Achievement Ribbon



Academic Ribbon



Cadet Leadership Course Ribbon



Special Teams Competition Ribbon



All-Service National Competition Ribbon



Air Force Nationals Competition Ribbon



Orienteering Ribbon



Leadership Development Requirement (LDR) Leadership Ribbon



Drill Team Ribbon



Color Guard Ribbon



Sabre Team Ribbon



Marksmanship Ribbon



JLAB Ribbon



Cyber Patriot Ribbon



StellarXplorers Ribbon



Raiders Team Ribbon



Military Model Building Ribbon



Unmanned Aircraft Systems (UAS) Ribbon



Robotics Ribbon



Good Conduct Ribbon



Service Ribbon



Health and Wellness Ribbon



Recruiting Ribbon



Activities Ribbon



Attendance Ribbon



Dress and Appearance Ribbon



Longevity Ribbon



Bataan Death March Memorial Hike Award



Patriotic Flag Ribbon



COVID-19 Resiliency Ribbon



CAP General Carl Spaatz Award



CAP General Ira C. Eaker Award



CAP Amelia Earhart Award



CAP General Billy Mitchell Award



CAP General J.F. Curry Achievement Award