



# CADET GUIDE

## 2023-2024

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**GA-953 AFJROTC CHEROKEE HIGH SCHOOL**

**“Develop Citizens of Character Dedicated to Serving  
their Nation and Community”**

**“Leadership is not about titles, positions, or flowcharts. It is about one life  
influencing another.”**

**John Maxwell**

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# Chapter 1: Eligibility, Enrollment, and Disenrollment

1. **Eligible Students.** All Cherokee High School students enrolled in a regular course of instruction and physically able to participate in AFJROTC activities may join AFJROTC. All AFJROTC students must be enrolled *voluntarily* and participate in the full program to include taking AFJROTC academic courses, participate in the cadet corps and wellness program, and wear the prescribed uniform.

Only high school students in the grade of 9-12 may enroll in AFJROTC.

2. **Transfers.** Students transferring from Army, Navy, Marine Corps, Coast Guard, or other AFJROTC units are authorized full credit for training received. Transfer of rank held in another service program or Civil Air Patrol (CAP) is determined by the Senior Aerospace Science Instructor (SASI).
3. **Non-discrimination.** All enrollment and disenrollment decisions will be free from discrimination regarding race, religion, color, ethnicity, gender, or national origin. The principal and the SASI/ASI will ensure appropriate fitness of cadets to successfully participate in the AFJROTC Curriculum.
4. **Disenrollment.** AFJROTC students may be disenrolled at any time during the academic year with proper cause. A student may be disenrolled for:
  - 4.1. Failure to maintain acceptable standards (including uniform wear and Air Force grooming requirements).
  - 4.2. Inaptitude for or indifference to training.
  - 4.3. Disciplinary reasons.
  - 4.4. Any other reason deemed appropriate by the AFJROTC SASI and the principal to maintain good order and discipline of the corps.
  - 4.5. The steps to disenrollment include:
    - 4.5.1. The SASI or ASI will first counsel cadet.
    - 4.5.2. Contact parents first to help resolve the issue, via email or phone call.
    - 4.5.3. The cadets SASI or ASI will meet with an administrator.
    - 4.5.4. If the cadet continues to not meet the standards and requirements for AFJROTC, the cadet will be disenrolled and per the MOA with the U.S. Air Force and the District Superintendent.

## 5. Other Considerations.

- 5.1. Special needs and disabled students may participate in AFJROTC with the concurrence of the SASI and the principal. However, AFJROTC should not have a disproportionate number of any special groups of students as compared to the remainder of the student body.
- 5.2. All students are eligible to participate in AFJROTC regardless of sexual orientation. AFJROTC instructors will provide an environment which ensures the privacy of a cadet's sexual orientation is not infringed upon. All school policies as they relate to this subject must be upheld.
- 5.3. Cadets wishing to participate in after school co-curricular AFJROTC activities may do so at the discretion of the SASI/ASI.
- 5.4. Only students currently enrolled in the full AFJROTC program may be issued uniforms.
- 5.5. While AFJROTC instills self-discipline, it is not to be used as a remedy for chronic student disciplinary problems.

## Chapter 2: History of AFJROTC

1. The Junior Reserve Officer Training Corps (JROTC) program began in 1911 in Cheyenne, Wyoming. The originator of this idea was Army Lieutenant Edgar R. Steevers, assigned the duty of inspector-instructor of the organized military of Wyoming. The National Defense Act of 1916 authorized a junior course for non-college military schools, high schools, and other non-preparatory schools. The Army implemented Junior ROTC in 1916. Public Law 88-647, commonly known as the Reserve Officer Training Corps Vitalization Act of 1964 and directed the secretaries of each military service to establish and maintain Junior ROTC units at public and private secondary schools which apply for and are eligible according to the regulations established by each secretary. Such schools must provide a course of military instruction not less than 3 years in length as prescribed by the military department concerned.
2. In 1966, the Air Force ROTC program started with 20 units and has grown to 900 units in high schools throughout the world, including units located in the Department of Defense Schools in Europe, the Pacific and Puerto Rico. Junior ROTC enrollment worldwide includes over 120,000 cadets. Only male students were allowed as cadets in 1966, but Public Law 93-165 amended the requirement that a Junior ROTC unit have a minimum number of physically fit male students, thus allowing female students to count toward the minimum students needed for a viable unit. In 1972 the enrollment included 2,170 females making up 9% of the corps. Since then, the number of females has increased to over 47,900, 40% of the cadet corps.
3. The AFJROTC program provides citizenship training and an aerospace science program for high school youth. Enrollment in the AFJROTC program is open to all young people who are in grades 9-12, physically fit, and are United States citizens. Host schools are selected upon the basis of fair and equitable distribution throughout the nation. Retired Air Force commissioned and noncommissioned officers who are full-time faculty members of the participating high school and employed by the local school board teach AFJROTC classes.
4. Unit activation of Cherokee High School, Air Force JROTC, GA-953, began in the school year 1995-1996. The GA stands for Georgia, 95 stands for the year that the unit was established, and the number 3 stands for the third unit to be established in Georgia. GA-953 is the one of approximately 64 Air Force JROTC unit in Georgia.

# **Chapter 3: AFJROTC Mission, Purpose, Vision, and Core Values**

## **Our Mission**

“Develop citizens of character dedicated to serving their nation and community.”

## **Our Purpose**

Instill in students the value of citizenship, service to the United States, personal responsibility, character, and a sense of accomplishment. To make the greatest positive impact in the lives of our cadets as possible. This is perfectly encapsulated in our motto: “Building Better Citizens for America.”

## **Our Vision Statement**

Air Force Junior ROTC (AFJROTC) will provide a quality citizenship, character, and leadership development program, while fostering enduring partnerships and relationships with high schools, educational institutions, and communities that help meet our citizen development mission.

## **Air Force Mission and Core Values**

The mission of the United States Air Force is to fly, fight, and win—in air, space and cyberspace. The United States Air Force Core Values are Integrity First, Service Before Self, and Excellence in All We Do.

## Chapter 4: Cadet Conduct

*NOTE: Paragraphs 1-6 in this chapter are excerpts from the LEADERSHIP EDUCATION 100 Curriculum*

1. **Attitude.** A state of mind may be positive, or it may be negative. Your attitude affects the success or failure of most of your activities. Your attitude reflects your personal philosophy of life as it is shown by your actions. Your attitude is the frame of mind in which you view yourself, your work, and others.
  - 1.1. The Air Force Junior ROTC program is built around the individual. Every person in the program is a key to the success of his or her unit, and, therefore, is a key to the success of the entire unit. If you have a good attitude (that is, you will work to your potential while actively participating in the program), you will be doing your share in the cooperative operation of Air Force Junior ROTC.
  - 1.2. Cadets should work up to their potential through active participation in AFJROTC activities. Under all circumstances, cadets should be courteous and respectful and seek responsibility. Cadets are expected to be considerate, mature young men and women. Cadets are responsible for their own attitude in any given situation and will not blame their attitude on someone else or circumstance beyond their control.
2. **Discipline.** The term discipline refers to instruction aimed at guiding a person toward proper conduct or action, or to the orderly conduct and action that result from such training. In much simpler terms, military discipline is that mental attitude and state of training that renders innate obedience and proper conduct under all conditions.
3. **Respect.** Respect for authority and discipline also reinforce one another. But you must first acquire discipline. Self-discipline involves full and voluntary acceptance of authority. Understanding that some things—both pleasant and unpleasant—simply must be done and that there must also be people to ensure that those things get done will help you to respect authority.
4. **Integrity.** The basic principles of integrity and conduct are guided by a sense of right and wrong. A cadet's sense of right and wrong must be so strong that his or her behavior and motives are above suspicion. Integrity is a firm adherence to a code of moral or artistic values. In other words, integrity is honesty.
5. **Ethics.** The term ethics suggests a very personal, individual standard or philosophy and the rules of conduct that people should follow. Ethics deals with the struggle between good and evil; judging whether something we do, say, choose, or think is right or wrong. Some basic personal rules of ethics are:
  - 5.1. Be honest.
  - 5.2. Keep promises.
  - 5.3. Obey and be loyal to proper authorities.
  - 5.4. Be courageous.
  - 5.5. Grow in knowledge.
  - 5.6. Be willing to work.
  - 5.7. Be modest.
  - 5.8. Maintain and enhance your health.
  - 5.9. Don't harm people.

6. **United States Air Force Core Values.** The core values of the United States Air Force bring together the preceding aspects of proper conduct. The core values that sum these aspects up for cadets and airmen to remember are Integrity First, Service Before Self, and Excellence in All We Do.
  - 6.1. Integrity First. Integrity is a character trait. It is the willingness to do what is right even when no one is looking. It is the moral compass—the inner voice, the voice of self-control, the basis for the trust needed in today’s military. Integrity is the ability to hold together and properly regulate all elements of one’s personality. People of integrity, for example, can act on conviction, or their strong beliefs. They can control their impulses and appetites.
  - 6.2. Service before Self. This statement tells us that professional duties take precedence over personal desires.
  - 6.3. Excellence in All We Do. This expression directs us to develop a passion for continuous improvement and innovation that will propel the Air Force into a long term, upward spiral of accomplishment and performance.
  
7. **Cadet Roles and Responsibilities.**
  - 7.1. Cadets are required to follow regulations and instructions issued by the United States Air Force, Cherokee County School District, Cherokee High School, the AFJROTC Instructors and cadet commissioned and noncommissioned officers.
  - 7.2. The task for you at each level is to learn the job, do the job as well as you can, prove you are ready for the next level of responsibility, set the best example and develop into a good leader by showing an honest understanding and respect for authority.
  - 7.3. Cadets are chosen for leadership positions based on demonstrated performance, job knowledge, leadership potential and potential to take on more responsibility.
  - 7.4. Cadet leaders are entitled to respect and courtesy from subordinates and junior ranking cadets will show respect to senior and higher-ranking cadets.
  - 7.5. Cadet leaders are required to always provide a proper example and maintain good order and discipline. Whenever a cadet leader is absent, he/she will notify the next in command to take charge and explain his/her specific duties.
  - 7.6. Cadet leaders are authorized to give appropriate and reasonable orders to cadets under their supervision but have no authority to excuse them from scheduled formations or classes or to change or modify existing orders without specific orders, instructions and/or approval from the SASI/ASI. Cadets will not abuse their rank or position.
  
8. **Titles of Address.** Civilians are addressed by the title Mr., Mrs., Ms., or Miss. Military persons, including instructors, will always be addressed by their rank and last name. Cadets should be addressed by their cadet rank and last name (always use the word *cadet* as to not confuse with active-duty grades) or, it is always acceptable to address a cadet by the title of Mister or Miss and their last name. Cadet Officers may also be addressed as Sir or Ma’am.
  
9. **Saluting.** The hand salute is an established custom of exchanging a courteous greeting between individuals in military uniform. The salute is a greeting, a custom, and a mandatory courtesy that is exchanged outside when in uniform. The method of salute is described and illustrated in Chapter 15 of this handbook and in Air Force Manual (AFM) 36-2203. Salutes are not required indoors, except for formal reporting, training, and those areas designated for saluting by the SASI/ASI. Salutes are not required when cadets are not in uniform.
  - 9.1. When to Salute. Active Duty, Retired Officers, and Cadet Officers will be saluted outside in uniform on and off campus.
  - 9.2. The hand salute will be rendered while outside in uniform during the raising or lowering of the US Flag, the playing of the “National Anthem” or “To the Colors.”

- 9.3. Pledge of Allegiance at School—when at school, in or out of uniform, during the pledge of allegiance, cadets will stand at attention, place their hand over their heart and recite the pledge.
10. **Academic Standards.** Your hard work, sincere interest, effort, and positive attitude are keys to your success. Initiative, enthusiasm, and cooperation will result in your development and improvement academically. You are expected to do your homework, turn in your work, and pass your classes. The SASI and ASI will monitor your academic progress. Academic eligibility is a requirement for many of our activities and field trips. Promotion is also based on academics. A continued lack of academic performance may be consideration for removal from the AFJROTC program. The SASI and ASI are available at any time to assist you in reaching your objectives and goals.
11. **Standards.** After joining the cadet corps, new cadets should meet established standards within the first week of school. If a cadet cannot or will not meet the standards, the individual may be dismissed from the corps. Each cadet is expected to set an example for other cadets, as well as other students. This means that as soon as AFJROTC standards are known and understood, each cadet should meet or exceed them.
12. **Competition.** Healthy competition in academics, wellness and other activities is a vital part of the promotion and awards system. Keeping this in mind, aggressive and physically threatening behavior will not be tolerated and will be dealt with within the discipline guidelines of the unit and school (found in the Code of Conduct and school handbook).
13. **Public Displays of Affection (PDA).** PDA is **prohibited** between all cadets in uniform, on campus or while off campus at a sponsored AFJROTC event.
14. **Inappropriate Behavior.** Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, fighting, derogatory remarks, insubordination (disobedient to authority), disrespect, verbal threats, and physical attacks. As stated previously, this type of behavior will NOT be tolerated and will be dealt with within the discipline guidelines of the unit and school.
15. **Hazing.** Hazing is strictly forbidden. It is defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm.
- 15.1. Requiring cadets to perform push-ups or any other physical activity as punishment is forbidden.
- 15.2. Harassment, such as improper or abusive language, and coercion of lower-class or rank cadets for personal gain, is strictly forbidden. Misuse of authority will not be condoned nor tolerated.



# Chapter 5: Air Force Junior Officers Training Corps (AFJROTC) Cadet Agreement

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

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

GA-953 JROTC participates in three parades during the year. They are Homecoming, Veterans Day and the Canton Christmas Parade. These are mandatory functions and part of the cadet's grade.

Parents, please be aware that your son or daughter must be available for the parades. We understand emergencies arise and will work with you. Please do your best to schedule events and appointments around these dates in October, November and December to ensure your child can be in attendance.

We also host an AFJROTC National Awards Ceremony at Cherokee High School, and it is also a mandatory event. The event will be on April 12, 2024.

CADET NAME: \_\_\_\_\_

CADET SIGNATURE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Chapter 6: Classroom Expectations

Cadets are expected to conduct themselves in a proper manner at all times, on and off campus. Individuals who are continually unwilling to behave appropriately may be removed from the AFJROTC program. Likewise, students who consistently demonstrate good citizenship will be provided additional responsibility and recognition accordingly.

The following are expectations of students to provide a successful learning environment:

1. All students will obey the AFJROTC Honor Code.
2. No chewing gum in class or during drill practices or ceremonies.
3. Cadets will not wear hats, hoods, headbands, du-rags, or headscarves in the classroom.
4. Cadets repeatedly using profanity will be removed from the class, sent to an administrator.
5. Only use computers after permission from instructors, use of personal software is prohibited.
6. Be at your seat before the tardy bell rings, late arrivals will be marked tardy.
7. No writing on desks, textbooks, or tampering with computers or classroom equipment.
8. Cheating is prohibited! Cadets found cheating will receive a grade of "F". Repeated violations will result in dismissal from the program.
9. Military courtesy will be adhered to, including saluting and proper greeting of cadet officers.
10. Do not store personal items in the classroom without permission from an instructor.
11. Wear the uniform all day; changing will result in an "F" for uniform wear for that day.
12. Uniform inspection make-up days are the next immediate day you are in school; 10 points will be deducted for being late when the absence is unexcused.
13. Failure to attend scheduled functions will result in the loss of 25 participation points for the week.
14. Electronic devices are prohibited in the classroom and should not be visible at any time. Electronic devices will be confiscated and returned at the end of the school day, no exceptions. Cadets who refuse to give up devices will be sent to their administrator.
15. Cadets must dress out and participate in all Physical Fitness activities. Cadets will bring the appropriate athletic shoes, and the Air Force shorts/sweatpants/t-shirts/sweatshirt.
16. Classroom begins at the doorway.
17. **Each cadet should be thoroughly familiar with the cadet handbook and AFJROTC uniform and awards guide.**

Cadets may be disenrolled from the program if they fail to remain in school or if they:

  - 17.1. Do not maintain Air Force personal grooming and uniform standards.
  - 17.2. Do not abide by the school rules of behavior, including obeying the school dress code.
  - 17.3. Do not follow classroom rules, maintain a positive attitude towards training, or comply with classroom procedures.
  - 17.4. Do not maintain self-control.
  - 17.5. Disrupt the class frequently.
  - 17.6. Do not abide by the Honor Code and Classroom Rules Agreement Contract.
  - 17.7. Fail to wear the uniform **three (3)** or more times in a semester.
18. **Prohibition of Physical Discipline and Hazing.** Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated.
  - 18.1. 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.

- 18.2. Any form of verbal abuse, teasing, public rebuke, or any attempt to otherwise humiliate a cadet is prohibited.
- 18.3. This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any Personnel involved with or participating in an AFJROTC unit or activity.
- 18.4. Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

## Chapter 7: Chain of Command

Every cadet in AFJROTC is required to memorize the National Chain of Command and be prepared to recite parts of it during weekly uniform inspections. You will be tested several times on this material.

### United States Chain of Command

**President of the United States:** \_\_\_\_\_

**Secretary of Defense:** \_\_\_\_\_

**Deputy Secretary of Defense:** \_\_\_\_\_

**Secretary of the Air Force:** \_\_\_\_\_

**Chief of Staff of the Air Force:** \_\_\_\_\_

**Vice Chief of Staff of the Air Force:** \_\_\_\_\_

**Chief Master Sgt of the Air Force:** \_\_\_\_\_

**Commander, Air Education & Training Command:** \_\_\_\_\_

**Commander, Air University:** \_\_\_\_\_

**Commander, Holm Center:** \_\_\_\_\_

**Director, AFJROTC:** \_\_\_\_\_

### Cherokee High School Chain of Command

**Principal: Mr. Andrew Hall**

**CTAE Administrator: Mrs. Connie Ard**

**GA-953 SASI: SMSgt. Jeffrey Bise**

**GA-953 ASI: TSgt. Jody VanOstrand**

# GA-953 Cadet Group Chain of Command

Every cadet in AFJROTC is required to know the Cadet Group Chain of Command and be prepared to recite parts of it during the weekly uniform inspections.

## Cadet Leadership Staff

**GROUP COMMANDER (CC):** \_\_\_\_\_

**DEPUTY COMMANDER:** \_\_\_\_\_

**COMMAND CHIEF MASTER SERGEANT:** \_\_\_\_\_

**ALPHA SQUADRON (SQN) COMMANDER:** \_\_\_\_\_

**ALPHA SQUADRON (SQN) DEPUTY:** \_\_\_\_\_

**BRAVO SQUADRON (SQN) COMMANDER:** \_\_\_\_\_

**BRAVO SQUADRON DEPUTY:** \_\_\_\_\_

**CHARLIE SQUADRON (SQN) COMMANDER:** \_\_\_\_\_

**CHARLIE SQUADRON (SQN) DEPUTY:** \_\_\_\_\_

## Chapter 8: The Air Force Junior ROTC Cadet Creed

*I am an Air Force Junior ROTC Cadet*

*I am connected and faithful to every Corps of Cadets who serve their community and nation with patriotism.*

*I earn respect when I uphold the Core Values of Integrity First, Service Before Self, and Excellence in All We Do.*

*I will always conduct myself to bring credit to my family, school, Corps of Cadets, community, and to myself.*

*My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds.*

*I will hold others accountable for their actions as well.*

*I will honor those I serve with, those who have gone before me, and those who will come after me.*

*I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and lead.*

*I am an Air Force Junior ROTC Cadet.*

## Chapter 9: Course Information

### 9.1. Course Requirements and Expectations

All cadets will show reasonable and cooperative behavior, so learning is not disrupted in the AFJROTC classroom and throughout the Cherokee High School campus.

An assessment will be given for each chapter taught in both Aerospace Science and Leadership Education.

All cadets are expected to be model citizens at all times, on and off campus. It is expected that cadets will:

1. Follow directions carefully.
2. Solve problems thoughtfully and reasonably.
3. Work cooperatively and responsibly.
4. Respect themselves and others.

### 9.2 Community Service

Community service is another integral part of the AFJROTC curriculum. Each student will be required to participate in a minimum of six (6) community AFJROTC service projects (Aug-May annually). A service ribbon will be awarded to the cadet who completes five (5) or more community service events. This participation must occur within the AFJROTC program and be documented by cadet staff and instructors. Corp staff members will be responsible for planning community service projects.

**Community Service Dress Guidelines:** If the community service event requires civilian attire the following are required: Appropriate civilian clothes with no rips or tears in pants or cargo shorts with no holes. Shorts must have a minimum 6-inch inseam. All cadets must maintain uniform appearance standards.

### 9.3 Program Benefits

For participating cadets, the greatest benefits to be derived from AFJROTC are individual growth, development and becoming an informed, more responsible citizen. The following benefits are available to cadets through enrollment in AFJROTC courses:

1. **Academy Nominations.** Instructors will assist cadets in the application process to obtain an appointment to a military Service Academy.
2. **Scholarships.** Cadets who have taken AFJROTC for at least two years and are enrolled in their senior year can qualify for ROTC scholarships. These scholarships can cover most college expenses (tuition, books, and \$250 per month spending money). The AFJROTC instructors can recommend qualified cadets to the service academies (Air Force Academy,

- West Point, Naval Academy, and Coast Guard Academy).
3. **Three Year Certificate.** Students earning a three- or four-year Completion Certificate may be entitled to the following advanced promotions: Air Force, Navy E-3 Army and Marines E-2.
  4. **Prestige and Opportunity.** Membership in the Cadet Corps is worthwhile and prestigious. Additional, AFJROTC offers the following opportunities:
    - 4.1. Participation in parades and state and local ceremonies
    - 4.2. Field trips related to the AFJROTC curriculum
    - 4.3. Cadet social events and competitions
    - 4.4. Counseling on vocational and educational opportunities
    - 4.5. Leadership training and experience
    - 4.6. Summer leadership schools

## **9.4 AFJROTC Curriculum Four (4) Year Program**

### **9.4.1 Aerospace Science**

Academics are taught in 4-year sequences. The fourth year is available in schools which have the ninth through twelfth grades. Writing and speaking skills are incorporated into the Aerospace Science courses.

#### **The objectives for academic courses are for the cadet to develop:**

1. An appreciation of the basic elements and requirements for national security.
2. Respect for and an understanding of the need for constituted authority in a democratic society.
3. Patriotism and an understanding of one's personal obligation to their country.
4. Broad-base knowledge of the aerospace age and fundamental aerospace doctrine.
5. The desire to complete high school and pursue higher educational goals or skills.

### **9.4.2 Leadership Education**

Leadership education is an integral part of each year's instruction. Activities such as drill teams, clubs, and the formal cadet corps' operation all require considerable responsibilities skills. The leadership portion of the curriculum equates to 72 hours per year.

#### **The course objectives for Leadership Education are:**

1. Know the AFJROTC mission and organization, customs and courtesies, and the meaning and purpose of standards, discipline, and conduct.
2. Comprehend why the elements of effective communication skills are important to the dynamics of individual and group behavior, and key to effective leadership.
3. To teach that obtaining a degree or skill after high school is important to having a civilian or military career.
4. Know the various management theories and processes, and how values and ethics are formed to create an individual and society.



# **Chapter 10: Leadership Development Programs**

## **10.1 Color Guard (Tier 2: Activity Based)**

Color Guard is a Leadership Development Requirement within JROTC programs that is best known for presenting and posting the colors at numerous events and locations. A typical Color Guard detail would consist of two Rifle Guards, a National Flag Bearer, and a State Flag Bearer (other flags may be added, such as the Cherokee High School flag). Cadets will execute proper drill movements and techniques with precision and professionalism. The Color Guard is one of the most important LDRs due to the fact that they represent out school, the Air Force, out state, and our nation all at once. Color Guards are often utilized for openers to veterans' events, parades, school events, building openings, and other public or private events.

Cadets committed to Color Guard practices have many opportunities throughout the year to show off their exceptional appearance in uniform and aptitude in ceremonial duties when presenting the colors at football games, ceremonies, parades and other community events.

Presenting the Colors is a military tradition dating back to the beginning of our country. When performing a Color Guard, these cadets form a line. The cadets on each end carry rifles, while the cadets in the middle carry the required Colors. The opportunities the Color Guard presents are a valuable and rewarding addition to any cadet's time in Air Force JROTC.

## **10.2 Sabre Team (Tier 3: Unit Based)**

An even-numbered team of at least four cadets display the precision and sharpness of the corps by performing sabre routines and creating the sabre arches for homecoming court, military ball, graduation, and for other ceremonies and events.

Dating back to the Royal Navy, the Sabre Team or 'arching of the sabres' has been a part of military tradition throughout its history.

## **10.3 Raiders (Tier 2: Activity Based)**

Raiders is a very popular athletic LDR held within JROTC programs. Raiders is designed for small groups of physically fit and mentally tough cadets to compete in various outdoor activities preferably in a very primitive-type location with solid amenities to ensure the safety of the participants. Raiders events vary depending on location and competition, but typically involve some type of personal fitness and strength test, distance team running, obstacle course, and a rescue or first aid challenge. Other events may include the rope bridge, land navigation, and mental acuity tests.

## **10.4 JROTC Leadership Academic Bowl (Tier 1: STEM Based)**

The academic bowl requires a six-member team (4 primary members and 2 alternates) of freshman, sophomore, and junior cadets. There are three levels to the competition. The Level 1 competition occurs in November, The Level 2 competition occurs in February. The finals, or Level 3 competition, occur in June and are held in Washington, D.C. The team of cadets compete for Level 1 and Level 2

before or after school and on a school computer. The JLAB questions are a mix of JROTC curriculum, English, Math, Science and current events (international relations, politics, business, and science). For more details, see <https://cofcontests.com/organization/air-force>.

## **10.5 Marksmanship (Tier 2: Activity Based)**

The varsity and junior varsity teams practice precision shooting with Anschutz air rifles, using the entire riflery suits as would be used for CMP, college, or Olympic shooting in this sport. Cadets learn proper safety, teamwork, and rifle cleaning procedure in this LDR. The teams consist of five shooters, where the four highest scores will be counted in competition. Cadets will compete in practice to determine who will shoot in an upcoming competition based on who has the highest score. The team will shoot throughout the season, to include competition postals and postals to qualify for Air Force JROTC Nationals and All-Service JROTC Nationals. More experienced shooters will also have the opportunity to train and teach younger teammates.

## **10.6 Awareness Presentation Team (APT) (Tier 3: Unit Based)**

The Awareness Presentation Team provides cadets an opportunity to boost their public speaking skills, as well as developing interpersonal skills that will allow them to coordinate with different types of people and organizations outside of school. Cadets share information about the corps to different organizations, and have worked with the Canton Optimist Club, the American Legion, and the Military Order of World Wars in the past. APT typically shares this information to garner support and funding for important aspects of the corps to be able to support and facilitate cadet activities.

## **10.7 Flag Detail (Tier 3: Unit Based)**

A detail of four cadets will either put up or take down the American and Georgian flag each morning and afternoon. This is open to any cadet who wishes to participate first come, first serve. This is how a cadet can earn their patriotic flag ribbon and gives community service time but does not count towards their events total.

## **10.8 PT Team (Tier 2: Activity Based)**

The PT Team begins practices once Raiders is over, but it does not limit participation to those who were involved in Raiders. The main purpose of the PT Team is to keep Raiders in shape, as well as build up cadets to higher levels of physical fitness in a way that is not as intimidating or daunting for some cadets as the Raiders practices. The PT Team operates by utilizing games, support, and short informational briefings about general health and wellness to assist cadets.

## **10.9 Planning Committee (Tier 3: Unit Based)**

The Planning Committee is essentially made up of top leadership cadets as well as some staff cadets. For example, the Top 6 cadets, Public Affairs Officer, and the Recruitment and Retention Officer are typically involved. The cadets coordinate with students in the corps, instructors, the CPO, and outside organizations to plan events such as the Combat Dining-In, the Military Ball, CIA trips, fun trips and activities, as well as community or recruitment activities.



## **Chapter 11: Community Outreach**

### **11.1 Newsletter**

An AFJROTC newsletter provides very important information to the corps. This newsletter allows the cadet staff and corps members to publish articles of interest for all cadets to read. The newsletter is a vital link to keeping all cadets informed of the happenings in AFJROTC. It is each cadet's responsibility to read the newsletter often to stay informed of upcoming events.

One responsibility of the public affairs officer is the publication of the newsletter. The public affairs officer will coordinate all article submissions and publish the cadet corps newsletter for posting in the classroom and for emailing to parents by instructors. The publication will be coordinated with SASI/ASI for approval before printing.

### **11.2 Fundraising**

To accomplish our mission and provide cadets with many opportunities throughout the school year, we need to raise funds. Throughout the school year we will organize fundraisers to help offset the cost for these opportunities, such as social events, recognition programs, and many other activities for cadets. For the Cherokee High School's AFJROTC program to be successful, each cadet should volunteer and support each fundraiser as much as possible. The corps' main fundraising events are Snap! Raise and selling the Shottenkirk Jeep Raffle tickets.

# Chapter 12: Awards and Recognition

## 12.1 Recognition Programs

### 1. Cadet of the Quarter (nine-week grading period):

Every cadet in the AFJROTC program, except the Flight Commanders, Flight Sergeants, and Senior Staff are eligible to compete for the Outstanding Cadet of the Quarter award. Each Flight Commander will nominate one cadet from their flight for this award. Nominations will be based upon cadet's academic achievement, military bearing, appearance, participation in extra-curricular activities, community service, attendance, and attitude. If the Flight Commander feels there are no deserving cadets, a nomination is not required from that flight. The winner will receive recognition after board selection.

Additional criteria for nomination of award are listed below:

1. 2.5 GPA or above in all classes.
2. A grade of "A" AFJROTC.
  - 2.1. No derogatory behavior identified by AFJROTC cadet/instructor staff or school administration.
3. Recommendation by Flight Commander based upon drill, assessments, overall class performance, uniform inspections, attitude, participation, and other criteria listed above.
4. Cadet Board nomination.

### 2. Cadet Leader of the Quarter (nine-week grading period):

The cadet leader of the quarter is nominated by the cadet Group Commander and Deputy Commander and approved by the AFJROTC instructor staff. This award is presented to the Flight Commander, Flight Sergeant, or senior staff member that exhibits the high standards of professionalism expected from cadets holding these positions. Nominations will be based upon senior cadet's academic achievement, military bearing, appearance, participation in extra-curricular activities, community service, attendance, and attitude. If the group commander feels there are no deserving junior or senior cadets, a nomination is not required from the group. The board for this selection will consist of the cadet Group Commander, SASI and ASI.

Additional criteria for nomination of award are listed below:

1. 2.5 GPA or above in all classes
2. A grade of "A" AFJROTC
3. No derogatory behavior identified by AFJROTC cadet/instructor staff or school administration.
4. Recommendation by Group Commander based upon marching, assessments, overall class performance, uniform inspections, attitude, participation, and other criteria listed above.
5. Cadet Board nomination.

### 3. Cadet of the Year

The cadet leader of the quarter is nominated by the cadet Group Commander. This is one of the most honorable awards a cadet can receive and is awarded annually. The award will be presented at the annual awards ceremony at the end of the school year. Listed below are the criteria for this award:

- 1.1. Cadet of the Quarter at least once.
- 1.2. GPA of 2.5 or higher for all classes.
- 1.3. A grade of "A" AFJROTC.
- 1.4. No derogatory behavior identified by AFJROTC cadet/instructor staff or school administration.



### 4. Outstanding Flight Competition

Annually, cadets compete at the Dining-In based on squadrons. Whoever ends the games at the Dining-In with the most points will be the winner. Each cadet present at the Dining-In in the champion squadron will earn the Outstanding Flight Ribbon, having shown camaraderie, inclusion, high spirits, and teamwork throughout the competitions.

- a. **Tiebreaker.** In the event of a tie between squadrons, the tiebreaker will be a trivia session, where general knowledge of GA-953 history and leadership, as well as JROTC and national history and leadership will be the topics of the questions.

## Chapter 13: Leadership Positions, Promotion and Demotion of Cadets

**13.1 Cadet Leadership Positions.** Leadership positions are limited. As you know, there is only one President of the United States, only one Principal of Cherokee High School and only one Cadet Group Commander for the JROTC Corps. The same can also be said of the other senior leadership positions in the Cadet Corps. What we all can do is pledge to do the very best we can, regardless of personal position, to make the corps - your cadet corps - the best it can possibly be.

**13.1.1 Senior Cadet Leadership** is responsible for the planning and execution of all corps activities. The degree of cadet “ownership” is noted through training fellow cadets, daily planning cadet-initiated activities and programs, and maintaining all unit functional areas and programs as outlined in this Cadet Guidebook. These areas of responsibility include (but are not limited to) logistics inventory control and record keeping (to include uniform issue and return); cadet personnel records maintenance (to include keeping unit records on community service; individual cadet awards and decorations; jobs; ranks and promotions; health and wellness activity documentation; individual participation in unit activities and community service; financial records; etc.). Cadets are expected to utilize WINGS to manage and operate the functional areas. Misuse of authority will not be condoned nor tolerated.

13.1.2 The Group will select the key staff members for each functional area within the Corps. The SASI/ASI will monitor this process to make sure the commander’s selections are within the ability of the cadet being selected. Before announcements are made, the SASI/ASI will approve all selections. Corps Commanders will exercise judgment in selecting his/her staff. Do not simply select your friends, as they may not be the best choice for the job in question. If a cadet staff member is not performing their job properly or adequately, the commander will discuss the situation with the SASI/ASI on how to correct the situation. This discussion should include retraining options for the current position holder and/or replacement recommendations if necessary.

13.13 Each functional leader should be responsible for training their staff. The corps should be structured to facilitate cadet’s training potential replacements. The SASI/ASI will train the functional leader if necessary and then allow them to train their staff. An example of a corps structure that allows cadets to train cadets may be; Logistics officer has a logistics NCOIC a year behind within JROTC and the Logistics NCOIC moves up the officer position the following year. Each flight will have a logistics specialist that works for the logistics officer and NCOIC in satisfying logistics needs for their flight. The same structure will be true of personnel staff and health and wellness staff, and others. (See Unit Manning Document.)

**\*NOTE: YOU WILL NOT BE PROMOTED SIMPLY BECAUSE YOU ARE A MEMBER OF THE CADET CORPS. YOU MUST EARN YOUR PROMOTIONS. \***

**13.2 Cadet Promotions.** Rank Insignia. Rank insignia (Chapter 30, page 87) represents a cadet’s position and responsibility within the cadet corps. Rank insignia is also evidence of growing maturity, ability, and willingness to accept additional responsibility, and demonstrated growth of leadership qualities. The promotion system for GA-953 is generally patterned after

that of the active-duty United States Air Force. All ranks are progressive; with the exception of demotions, all cadets should only move up in rank. Cadets will not necessarily be awarded the highest rank authorized for the position they occupy. Promotion will always be based upon performance. (See Appendix 3 for the rank structure used for GA-953. This is an extract from AFJROTC Guide.)

13.2.1 Temporary Rank. Temporary rank is necessary to provide appropriate rank to the corps leadership and will be assigned based on the position held by the individual cadet. Cadets may be promoted (or demoted) based on job performance, grades, and general conduct.

13.2.2 Permanent Rank. Permanent rank is the grade permanently assigned to cadets based on "time in service" (years in AFJROTC) and passing grades in JROTC. A cadet can be demoted from permanent rank because of serious misconduct. Per AFJROTC Guide, the permanent grade for first year cadets is Airman, second year cadets are Airman First Class, third year cadets are Senior Airman and Fourth year cadets is Staff Sergeant. At the discretion of the SASI, cadets in their final term of AFJROTC may retain the highest rank to which promoted, regardless of course level. The rank for a Reserve Cadet will be the permanent rank based on the number of years the cadet completed in AFJROTC. Cadets who successfully complete a CLC permanent rank will be SSgt.

13.2.3 Normal Promotion Process (permanent position). Three weeks before the end of each school year, the Personnel Officer will provide a roster of all cadets and their current permanent ranks to the SASI/ASI, who will, in conference with the Cadet Group Commander, review to determine if permanent promotion is appropriate. The Cadet Personnel Officer will then publish appropriate promotion orders/listing.

13.2.4 Normal Promotion Process (temporary promotion). Temporary promotions are very much related to the various positions of leadership within the squadron. It is, however, possible for cadets to be promoted even though they are not assigned to specific positions.

13.2.5 At the end of each nine-week period, the Group Commander, his/her Staff Officer and Group Senior Enlisted Advisor will review their assigned personnel and submit a list of promotion recommendations to the SASI and ASI for their consideration, possible modification, and final approval.

13.2.6 Any cadet who is responsible for other cadets' efforts (i.e., Drill Team Commander, Color Guard Commander, etc.) may recommend promotion for cadets who work for them or are a part of their organization.

13.2.7 Cadets who do not have a passing grade in JROTC and do not contribute to the goals and mission of the corps will not be promoted.

13.2.8 The maximum rank attainable by the end of the first year of JROTC is SSgt and the maximum rank for ASII is Master Sergeant. At the discretion of the SASI/ASI, high performing ASII cadets may be promoted up to cadet 1st Lieutenant.

13.2.9 Spot Promotions. From time to time, the SASI may award spot promotions to especially deserving cadets. The ASI and the Group Commander may also make recommendations for spot promotions to the SASI. These promotions will be for one grade higher than the cadet's present temporary grade.

13.3 General. Cadets should remember that higher ranks are earned through work in the corps, demonstrated leadership ability, and apparent leadership potential. The limited number of higher ranks requires extra effort to achieve.

13.3.1 Promotion cycles are normally 9-week periods but can be at the discretion of the instructors.

13.3.2 The SASI and ASI will confer and determine all promotions.

13.3.3 SASI, ASI, and Group Commander determine selections for key positions.

13.3.4 Cadets must be actively involved with corps activities to be considered for promotion.

13.4 Demotion Boards. Demotion Boards are handled in the same manner as promotion boards. The board will meet to decide if the misconduct of a cadet(s) will result in demotion. Any cadet may be reduced to a rank deemed appropriate by the board, SASI, ASI, for the misconduct committed.

13.5 Cause for Automatic Removal from a Leadership Position.

13.5.1 Any cadet holding or serving in a leadership position and receiving an out of school suspension or in school suspension will be removed from their position and reverted to their permanent rank.

13.5.2 A Cadet removed from position for cause from an out of school suspension or in school suspension will not be eligible for promotion or a new position until the next semester.

13.5.3 Any cadet that holds more than one leadership position in an academic year and receives disciplinary action will be reverted to their permanent rank and lose all leadership positions.

13.6 Cadet Rank. All references to cadet rank will have the word "cadet" as part of the cadet rank or be preceded by a "C", i.e., Cadet Major Josh Smith or C/Maj Josh Smith. Rank is represented by standardized AJFROTC insignia which is worn on cadet uniforms. Cadets must also know and recognize active-duty military service rank which is relevant since cadets will interact with other military personnel.

**13.7 Promotions and Promotion Board Convene.** The Group Commander will convene the promotion board during the last week of each grading period. The board will document and forward promotion recommendations to the SASI/ASI. The Cadet Deputy Commander will chair the promotion board and the Command Chief will document the proceedings. The board will consist of the **Deputy Commander, Standard and Evaluation, Red, Black and the**



## **Operations Squadron Commanders.**

**13.7.1 Proceedings.** Although the proceedings are closed, any cadet or cadet supervisor can submit matters that they want considered by the board concerning promotion of a cadet. As a minimum the board will review the cadet's records, evaluations, and any written correspondence when determining whether a cadet will be promoted.

13.8 Promotion Requirements. The following are eligibility requirements for promotion that applies to the Cherokee High School AFJROTC program:

13.8.1 Maintain a minimum "A" grade or better in AFJROTC.

13.8.2 Maintain a minimum 2.5 G.P.A. or better in all Heights High School classes.

13.8.3 Wear the uniform weekly on assigned uniform days (**no unexcused uniform wear violations**). If a cadet has a missing uniform wear and makes it up before the next uniform day, it will clear the uniform wear violation for promotion purposes only.

13.8.4 Have no suspensions, ISS, or adverse reports at Cherokee High School during a promotion cycle.

13.8.5 Display outstanding behavior in the class.

13.8.6 Must have completed at minimum 8 hours of community service for the Corps.

13.8.7 If a cadet has any questions regarding the promotion process, they should contact their flight commander first and then one of the instructors. Promotions in the AFJROTC program are not a right but provide cadets positions of greater responsibility and leadership based on a cadet's sustained performance in the classroom and citizenship in the community.

## Chapter 14: Unit Manning Document

**14.1 Unit Organization.** The entire unit is referred to as the Group. Within the Group are three Squadrons, to which staff are assigned. Specific classes are assigned within the Squadrons, and these classes are known as Flights. Each group of students within the Flights are referred to as Elements.

**14.1.1 Alpha Squadron.** Alpha Squadron is assigned the task of maintaining personnel files, maintaining the corps' public presence and image, as well as planning and helping execute corps' events.

**14.1.2 Bravo Squadron.** Bravo Squadron handles all logistics tasks and items. These include but are not limited to cadet uniform issuance and records, adornments, and WINGS records.

**14.1.3 Charlie Squadron.** Charlie Squadron is related to all teams and LDRs, ensuring proper execution of practices, safety, and competitions.

Function	Position Title	Maximum Rank	Authorized
Group	Commander	Cadet Colonel	1
Group	Deputy Commander	Cadet Lieutenant Colonel	1
Group	Command Chief	Cadet Chief Master Sergeant	1
Squadron	Alpha Commander	Cadet Major	1
Squadron	Bravo Commander	Cadet Major	1
Squadron	Charlie Commander	Cadet Major	1
Squadron	Alpha Deputy	Cadet 1st Lieutenant	1
Squadron	Bravo Deputy	Cadet 1st Lieutenant	1
Squadron	Charlie Deputy	Cadet 1st Lieutenant	1
Staff - Alpha	Public Affairs Officer	Cadet 2nd Lieutenant	1
Staff - Alpha	Recruiting and Retention Officer	Cadet 2nd Lieutenant	1
Staff - Alpha	Special Projects Officer	Cadet 2nd Lieutenant	1
Staff - Bravo	Adornments Officer	Cadet 1st Lieutenant	1
Staff - Bravo	Standardization Officer	Cadet 2nd Lieutenant	As many as applicable

<b>Function</b>	<b>Position Title</b>	<b>Maximum Rank</b>	<b>Authorized</b>
Staff - Charlie	Raiders Commander	Cadet Captain	1
Staff - Charlie	Raiders Deputy	Cadet 2nd Lieutenant	3 (male, mixed, and female teams)
Staff - Charlie	Color Guard Commander	Cadet Captain	1
Staff - Charlie	Color Guard Deputy	Cadet 2nd Lieutenant	1 (will take charge of the sabre team)
Staff - Charlie	JLAB Commander	Cadet Captain	1
Staff - Charlie	JLAB Deputy	Cadet 2nd Lieutenant	1
Staff - Charlie	PT Commander	Cadet 1st Lieutenant	1
Staff - Charlie	Flag NCO	Cadet Staff Sergeant	1
Flight	Alpha Flight Commander	Cadet Senior Airman	1 (to be rotated)
Flight	Bravo Flight Commander	Cadet Senior Airman	
Flight	Charlie Flight Commander	Cadet Senior Airman	
Flight	Delta Flight Commander	Cadet Senior Airman	
Flight	Echo Flight Commander	Cadet Senior Airman	
Flight	Foxtrot Flight Commander	Cadet Senior Airman	
Element	Alpha Element Leader	Cadet Airman First Class	As many as applicable
Element	Bravo Element Leader	Cadet Airman First Class	As many as applicable
Element	Charlie Element Leader	Cadet Airman First Class	As many as applicable
Element	Delta Element Leader	Cadet Airman First Class	As many as applicable
Element	Echo Element Leader	Cadet Airman First Class	As many as applicable
Element	Foxtrot Element Leader	Cadet Airman First Class	As many as applicable

# Chapter 15: General Knowledge

As of: 1 Aug 2022

**15.1 AFJROTC: Air Force Junior Reserve Officers Training Corps**

**15.2 Air Force DOB:** 18 September 1947

**15.3 Designation of Unit:** The AFJROTC unit at Cherokee High School is designated as Georgia's 953rd (GA-953) AFJROTC unit. (Georgia-1995-3rd Georgia AFJROTC unit for that year).

**15.4 Air Force Core Values:** Integrity First, Service Before Self, Excellence in All We Do

**15.5 Air Force JROTC Mission Statement:**

***“Develop citizens of character dedicated to serving their Nation and Community”***

**15.6 Honor Code Pledge: “ON MY HONOR AS AN AFJROTC CADET, I WILL NOT LIE, CHEAT OR STEAL, NOR WILL I TOLERATE THOSE WHO DO.”**

**15.7 Air Force JROTC Goals.** To instill:

1. Service to the United States
2. Personal responsibility
3. Sense of accomplishment

**15.8 Air Force JROTC Objectives.**

1. Educate and train high school cadets
2. Promote community service
3. Instill responsibility, character, and self-discipline
4. Provide instruction in air and space fundamentals

**15.9 Air Force Ranks.** *Enlisted:* Airman Basic, Airman, Airman First Class, Senior Airman, Staff Sergeant, Technical Sergeant, Master Sergeant, Senior Master Sergeant, Chief Master Sergeant  
*Officers:* Second Lieutenant, First Lieutenant, Captain, Major, Lieutenant Colonel, Colonel, Brigadier General, Major General, Lieutenant General, General

**15.10 Department of Defense.** Departments of the Air Force, Army, and Navy (includes the Marines). The Coast Guard is in the Department of Homeland Security.

**15.11 Air Force Units.** From lowest to highest: Element, Flight, Squadron, Group, Wing, Numbered Air Force, Command (AETC), Air Staff (Pentagon)

**15.12 The Phonetic Alphabet:** Alpha, Bravo, Charlie, Delta, Echo, Foxtrot, Golf, Hotel, India, Juliet, Kilo, Lima, Mike, November, Oscar, Papa, Quebec, Romeo, Sierra, Tango, Uniform, Victor, Whiskey, X-ray, Yankee, Zulu.

**15.13 Time.** In the military, time is expressed using the 24-hour clock. Noon is 1200 Hours, 6 P.M. is 1800 Hours, and Midnight is 2400 or 0000 hours.

**15.14 Saluting.** Salute officers of higher rank, and when reporting to an officer; American Flag outdoors during National Anthem; when receiving and award (Shake, Take, Salute); Stand at attention during the National Anthem and the Pledge of Allegiance indoors.

**15.15 Addressing Air Force Members:** E-1 to E-4 is "Airman;" E-5 to E-8 is "Sergeant;" E-9 is "Chief;" O-1 to O-2 is "Lieutenant;" O-3 is "Captain;" O-4 is "Major;" O-5 to O-6 is "Colonel;" O-7 to O-11 is "General."  
Servicemen are referred to as "Sir" or "Ma'am."  
AFJROTC Cadets are referred to as "Mister" or "Miss."

**15.16 Start of Class:** All cadets standing by desk at parade rest prior to last bell. Call room to attention upon SASI/ASI arrival, remain standing for flag salute, "Elements report", Elements report "Element , all cadets' present or accounted for," or "Element \_\_, tardy/absent." Flight commander makes final report, and SASI/ASI fills in electronic attendance. End of Class: "Flight attention, dismissed."

**15.17 Uniform Information:** Uniform day is Wednesday. Uniform class will be announced on the board and on social media at the beginning of the week. Uniform grades are from 100 (perfect) to 0 (poor). General knowledge and drill are part of the uniform wear grade. If uniform's not worn, grade is "F". Uniform must be worn the entire school day for credit. If a cadet changes out of their uniform without instructor consent, their grade will be changed to a zero for that uniform day.

**15.18 OCP Wear:** OCPs will be issued to leadership staff, squadron staff, and other cadet officers based on position and participation in the unit's activities.

**15.19 Uniform combinations. All Blues uniform combinations require the issued pants, blue button-up shirt, dress shoes, flight cap, the belt and buckle, nametag, ribbons (if earned), white V-neck undershirt, and long black socks.**

- A. A-Class:** Service dress; Blue service dress coat with tie/tab. (Wednesday).
- B. B-Class:** Blue button-up shirt with tie/tab. (Wednesday).
- C. C-Class:** Blue button-up shirt with top button undone. (Wednesday).
- D. OCPs:** For officer wear when given the option on uniform day. Can also be worn for select parking details. (Wednesday/volunteering events).
- E. PT Uniform:** The white shirt/sweatshirt, blue shorts/white sweatpants, and sneakers. (Friday).
- F. Volunteering Uniform:** PT shirt or GA-953 spirit wear with khaki shorts or pants. (Typically for football parking)

## Chapter 16: Air Force Drill

1. Military drill is a vital part of AFJROTC curriculum. The purpose for military drill is listed below:
  1. Enables a cadet to move a unit from one place to another in an orderly manner.
  2. Teaches cadets to act in unison and together as a team.
  3. Teaches cadets to respond instantly and subconsciously to a word or command.
  4. Provides cadets with a feeling of belonging and togetherness.
  5. Develops self-discipline and motivation.

Cadets will be evaluated during each promotion cycle on Drill and Ceremonies. It is absolutely necessary that each cadet become proficient in drill during the first semester.

NOTE: All cadets must participate in drill. If you are not physically able to participate you must have a signed doctor's note or be sent to the nurse's office for evaluation. Cadets who do not have a written doctor's excuse but refuse to participate in drill will not receive credit for that day of class.

### 2. Sample Drill Terminology

- **Element:** The basic formation - the smallest drill unit comprised of at least 3 but usually 8 to 12 cadets, one of whom is designated as the element leader
- **Flight:** At least two but not more than four elements
- **Interval:** The space between cadets placed side by side - a normal interval is an arm's length
- **Distance:** The space between cadets (40 inches) as measured from their chest to the back of the cadet to their immediate front while in formation
- **Dress:** Alignment of elements side by side or in line while maintaining proper interval
- **Cover:** Cadets aligning directly behind the person to their immediate front while maintaining proper distance
- **Alignment:** Dress and cover
- **File:** A single column of cadets place one behind the other
- **Rank:** A single line of cadets placed side by side
- **Flank:** The extreme right or left (that of the troops) side of a formation
- **Step/Pace:** The distance measured from heel to heel (24 inches in quick time) between the feet of an individual marching
- **In Column:** The arrangement of units side by side with element leaders at the head
- **In Line:** The arrangement of units one behind the other with the element leaders at the extreme right flank
- **Quick Time:** The rate of marching 100 to 120 steps, 24 inches in length, per minute
- **Half Time:** The rate of marching 100 to 120 steps, 12 inches in length, per minute
- **Mark Time:** Marching in place at 100 to 120 steps per minute, raising feet 4 inches
- **Slow Time:** The rate of marching at 60 steps per minute (used in funeral ceremonies)
- **Double Time:** The rate of marching 180 steps, 30 inches in length, per minute

### 3. **General Rules for Drill Command**

- When giving commands, the leader is always at the position of attention
- While marching, the leader must be in step with the formation at all times
- The leader faces the cadets when giving commands
- The command used to revoke a command is "As You Were"
- If a command is given improperly, the cadets execute the movement to the best of their ability

### 4. **Characteristics of the Command Voice**

- **Loudness:** The volume used in giving commands
- **Projection:** The ability of your voice to reach whatever distance is desired without undue strain
- **Distinctness:** Clear enunciation
- **Inflection:** The change in pitch of the voice
- **Snap:** The extra voice quality that demands immediate response - expresses confidence and control

### 5. **Saluting & Verbal Greetings**

- The junior member initiates the salute and/or verbal greeting in time to allow the senior officer to return it
- A superior carrying articles in both hands need not return the salute but should nod or verbally acknowledge
- Salutes are not rendered indoors, with the exception of formal reporting
- Cadets will not salute or return a salute in formation unless given the command to do so - the cadet in charge salutes for the whole formation
- In groups not in formation, the first cadet that notices a senior officer approaching calls the group to attention, and all cadets face the officer and salute
- At public gatherings such as sporting events, meetings, or when a salute would be inappropriate or impractical, salutes between cadets/officers need not be rendered
- Cadet in a work detail do not salute - the person in charge salutes for the entire group
- The salute must be rendered to officers moving in marked military vehicles

### 6. **Flight Formations and Rules for Individuals "Falling Out"**

- A flight forms in at least two but not more than four elements in line formation
- A line formation is the only formation used for open ranks inspections
- A formation in column of at least two but not more than four elements is the formation used for marching
- The flight marches in line formation only for minor changes in position
- To leave ranks in line formation, the command is (Rank/Last Name), (pause), < "Front and Center" >
- Upon hearing his or her name, the cadet assumes the position of attention
- On the command < "Front and Center" >, the cadet takes one step backward, faces to the left or right, proceeds to the closest flank, and proceeds to the front of the formation by the most direct route

- The cadet halts one pace in front of and facing the person in command, salutes, and reports as directed
- To return to ranks, the cadet salutes, faces left or right, and returns by the same route to the same position in ranks

## 7. **30 Step Drill Sequence**

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

## 8. **How To: Perform an Open Ranks Inspection**

1. "Fall In":
  - Guide takes position so that the flight is centered and three paces away.
2. Size the Flight
  - Taller tap.
3. "Count Off" (in column formation)
  - The element leaders turn their heads 45 degrees and in unison, call out "ONE" and then turn their heads back to center. Each rank follows the same pattern.
4. Open Ranks:
  - Give the command <Open Ranks March>. Proper distance is 70 inches between ranks. The



flight automatically executes <Dress Right Dress> and remains so until the flight has been aligned.

5. Align the Flight:

- This is a formality. Go quickly. Do proper facing movements. After aligning elements, march three paces past the flight and execute a <Left Face>.

6. Ready Front:

- Give the command <Ready Front>. Take one pace, execute a <Right Face>, salute, and report to the inspector as appropriate. For example: “(Sir/Ma’am), GA-953 flight is prepared for inspection.” You will then be inspected and then asked to accompany him/her during the inspection.

7. Prepare the Flight:

- After you are inspected, execute a <Left Face> and give the command <Second/Third (Fourth) Elements, Parade Rest>. Now execute a <Half-Left Face> as in marching and halt one pace to the right and one pace behind the instructor

8. Inspection:

- The flight commander (sergeant) must step off with the left foot and execute an in place halt as the inspector moves from cadet to cadet. The flight commander (sergeant) follows the inspector and records all discrepancies. At the end of each element, the flight commander (sergeant) allows the inspector to pass by and then follows the inspector down the back of the element. Element leaders must call their elements to <Attention> and give their elements <Parade Rest> at the proper times. Element leaders must assume the position of <Attention> prior to calling their respective elements to <Attention>.

9. Post Inspection:

- After the last element has been inspected, the inspector will march off. The flight commander (sergeant) then marches to a position one pace to the right and three paces past the flight, executes a <Left Face> and calls the flight to <Attention>. The flight commander (sergeant) then takes one pace forwards and executes a <Right Face>. The flight commander (sergeant) will receive comments from the inspector and salute the inspector upon departure

10. Close Ranks:

- Immediately after the inspector departs, the flight commander (sergeant) executes a <Left Face> and gives the command <Close Ranks March>. The flight commander (sergeant) then marches by the most direct route to a position three paces in front of, centered on, and facing the flight. The flight commander (sergeant) will give feedback and further instructions to the flight before having them fall out.

## Chapter 17: Flag Detail

1. Flag detail will be performed on a rotation basis between selected cadets. There must be a minimum of three cadets per detail to raise or lower the flag, to include the Flag NCO, who will typically command the flag details. It is not necessary to be in uniform to complete this detail.
2. **Flags should be raised prior to 0800 each school day and will be lowered at 1455 daily.** If the flag is to be flown at half-mast the instructors will notify the cadets. In this case, the flag is raised to the top of the flagpole first and then lowered to half-mast.
3. **Flag Folding.** As a military custom, the flag is lowered daily at the last note of retreat. Special care should be taken that no part of the flag touches the ground. The flag is then carefully folded into the shape of a tri-cornered hat, emblematic of the hats worn by colonial soldiers during the war for Independence. In the folding, the red and white stripes are finally wrapped into the blue, as the light of day vanishes into the darkness of night.

**This custom is reserved for the United States Flag alone.**

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### *How to fold the Flag*

#### Step 1



To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.

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#### Step 2



Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.



**Step 3**



Fold the flag **again** lengthwise with the blue field on the **outside**.



**Step 4**



Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.



**Step 5**



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



**Step 6**



**Step 7**



When the flag is completely folded, only a triangular blue field of stars should be visible.

# Chapter 18: Air Force Junior ROTC Uniform and Awards Guide

Each cadet should be thoroughly familiar with the Cadet Guide/Air Force Junior ROTC Uniform and Awards Guide, referring to it when there is a question concerning the placement of badges, patches, and insignia.

1. This guide provides direction for HQ AFJROTC, Area Administrators, and units on uniform wear, awards, and decorations for cadets at Air Force Junior Reserve Officer Training Corps (AFJROTC) units. It implements United States Code (USC), Department of Defense (DoD), Air Force, and Air Education and Training Command (AETC) directives, and complements AFJROTCI 36-2001, AFJROTC Operations. It applies to all AFJROTC units.

2. **Badges.** The following is an excerpt from the Air Force Junior ROTC Uniform and Awards Guide with the criteria for the various badges available:

**2.1. Ground School Badge:**

Awarded for completion of the AFJROTC aviation honors ground school curriculum or completion of another aviation ground school program prescribed by the FAA. Cadets may wear the badge after the first grading period if they received a passing grade.

**2.2. Flight Solo Badge:**

Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft.

**2.3. Flight Certificate Badge:**

Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft.

**2.4. Awareness Presentation Team Badge:**

Awarded for participation on an Awareness Presentation Team.

**2.3. Kitty Hawk Air Society Badge:**

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

**2.4 American Modeling Association (AMA) Wings:**

Awarded to cadets who are members of a local AMA chartered model airplane club. Contact the AMA (list of award contacts is located on the Cyber Campus HQ Library under the Cadet Awards folder) to obtain badge for qualifying cadets.

**2.5 Distinguished AFJROTC Cadet Badge:**

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

**2.6 Aerospace Education Foundation (AEF) Academic Cadet Badge:**

Awarded to rising Junior and Senior cadets for academic excellence as signified by

attaining an overall 3.3 grade point average with no grade below “C” on their transcript. The individuals must be recommended by the SASI.

**2.7. Model Rocketry Badge:**

Awarded to cadets who have fulfilled model rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook available in the Cyber Campus HQ Library in the Guide and Handbooks folder.

Attachment 7-1

**Added.** Hands in pockets are allowed while standing or walking and beverage consumption as indicated while walking.



Hap Arnold Optional  
Enlisted/Officer Service  
Cap Insignia



OFFICERS  
SERVICE CAP  
INSIGNIA



MODEL ROCKETRY  
BADGE



KITTY HAWK  
AIR SOCIETY  
BADGE



DISTINGUISHED  
CADET BADGE



SHOULDER TAB  
METAL OR CLOTH



GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE



UNMANNED AIRCRAFT  
BADGE

**Cadets may only wear one of these badges on their uniform**



AWARENESS  
PRESENTATION  
TEAM BADGE

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



AEF BADGE

Badges/Insignia not listed here are unauthorized for wear.


### 3. Ribbons

All ribbons should be in proper order based upon the AFJROTC ribbon chart located on page 39 of this guide. If a ribbon is awarded more than once, oak leaf clusters will be used to signify each additional award unless directed otherwise. Oak leaf clusters or stars should be placed on the ribbon using Elmer's white glue. Order of precedence: The lowest ribbon will be worn at the lowest left position, and the highest ribbon will be worn at the top right. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available  
Descriptions and Criteria of AFJROTC Medals and Ribbons. **Ribbons will not be worn with Medals (only the medals will be worn).**


**NOTE: Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.**

**Units are authorized to impose additional criteria (more stringent) to meet local standards and needs without diminishing minimum standards (example: limiting the number of cadets who may earn the award where no guidance is stated, or below stated limits). If such additional criteria are imposed, they must be specifically stated in the Cadet Guide or Unit Operating Instruction.**

**Gold Valor Award.** Awards consist of a medal, ribbon, and certificate. The Gold

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

**Silver Valor Award.** Awards consist of a medal, ribbon, and certificate. The Silver

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

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

**Medals will not be worn on regular uniform days or during any type of competition.**

**Cadet Humanitarian Award.** Award consists of a ribbon and certificate. It is



intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community. Forward recommendations for this award to the [jrotc.jrs.support@au.af.edu](mailto:jrotc.jrs.support@au.af.edu) mail box or [douglas.davenport@us.af.mil](mailto:douglas.davenport@us.af.mil) (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the award to the Director, HQ.

**Silver Star Community Service with Excellence Award.** Award consists of a



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

**Community Service with Excellence Award.** Award consists of a ribbon and



certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community.

This is not an award given to participants but to the key leader(s) of the project. Forward recommendations for Community Service with Excellence Award to the [jrotc.jrs.support@au.af.edu](mailto:jrotc.jrs.support@au.af.edu) mail box for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of



the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Air Force Association (AFA) Award.** Cadets may only receive this award once.



This AFA-sponsored award is presented annually at each unit to the outstanding second year (in a 3- year program) or third-year cadet (in a 4-year program). Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

The award recipient must possess/meet the following personal characteristics and eligibility criteria:

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

**Daedalian Award.** Cadets may only receive this award once. The Order of



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

This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:

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

**Daughters of the American Revolution (DAR) Award.** Cadets may only




receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

**Medals will not be worn on regular uniform days or during any type of competition.**

This award is presented annually to one third year (in a 3-year program) or fourth- year cadet (in a 4-year program) that meets the following criteria:


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

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

**Medals will not be worn on regular uniform days or during any type of competition.**

This award is presented annually to one second- or third-year cadet (in a 3year program) or 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 and SFJROTC class.
- Demonstrate leadership qualities.
- Actively participate in student activities

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

**Medals will not be worn on regular uniform days or during any type of competition.**

This award is presented annually to one second- or third-year cadet (in a 3- year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's general military excellence. Each cadet must:

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

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

**Medals will not be worn on regular uniform days or during any type of competition. (Ribbon change from ROA)**

This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:

- Be in the top 10% in the AFJROTC and SFJROTC program.

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

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



receive this award once. This award, formerly known as The Retired Officers Association Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

**Medals will not be worn on regular uniform days or during any type of competition.**

This award is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must:

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

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



Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

**Medals will not be worn on regular uniform days or during any type of competition.**

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

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


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



once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

**Medals will not be worn on regular uniform days or during any type of competition.**


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

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

**Medals will not be worn on regular uniform days or during any type of competition.**

This award is presented annually recognizing an outstanding first- or second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must:


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

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

**Medals will not be worn on regular uniform days or during any type of competition.**

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

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

**Military Order of the Purple Heart Award.** Cadets may only receive this award  once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

**Medals will not be worn on regular uniform days or during any type of competition.**

This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC and SFJROTC program and demonstrates leadership ability. (Seniors are not eligible) Each cadet must:

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

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



**Medals will not be worn on regular uniform days or during any type of competition.**

This award recognizes an outstanding second-year cadet in a 3-year program or third year cadet in a 4-year program who is enrolled in the AFJROTC and SFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must:

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

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



Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

**Medals will not be worn on regular uniform days or during any type of competition.**

**(Ribbon change from MOWW units may wear old ribbon if MOWW is out of stock of new 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 and SFJROTC unit.

**American Veterans (AMVETS) Award.** Cadets may only receive this award once.



Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

**Medals will not be worn on regular uniform days or during any type of competition.**

This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:

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

**Air Force Sergeants Association (AFSA) Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.



**Medals will not be worn on regular uniform days or during any type of competition.**

This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:

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

**Tuskegee Airmen Incorporated (TAD) Cadet Award.** Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. This award is presented annually to two cadets.



Cadets may be first-year, second year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:

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

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



**Medals will not be worn on regular uniform days or during any type of competition.**

**The Celebrate Freedom Foundation (CFF) Award** for Excellence in Academic



Programs. Cadets may only receive this award once. The awards program recognizes 9th, 10th, 11th and 12th grade students (Including home-schooled students) enrolled in AFJROTC and SFJROTC programs. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

**Medals will not be worn on regular uniform days or during any type of competition.**

Cadets must demonstrate the following personal characteristics to be eligible for nomination:

- Outstanding personal appearance (uniform and grooming)
- Display personal attributes such as initiative, judgment and self-confidence

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

**Air Commando Association Award.** Cadets may only receive this award once.



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

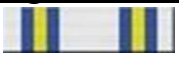
**Medals will not be worn on regular uniform days or during any type of competition.**

**Distinguished Unit Award with Merit (DUAM).** Award consists of a ribbon



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

**Distinguished Unit Award (DUA).** Is a ribbon awarded to cadets enrolled



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

**Outstanding Organization Award (OOA).** Is a ribbon awarded to cadets enrolled



during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. OOA recipients do not receive a streamer. Ribbon must be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional small silver star will be awarded.

**Outstanding Flight Ribbon.** Is a ribbon awarded each academic term to members of



the outstanding flight under criteria determined by the SASI.

Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Top Performer Award.** The award consists of a ribbon and certificate



**presented/awarded only by Headquarters, AFJROTC personnel.**

This award is only presented during a visit by HQ AFJROTC personnel.

The award is presented to a maximum of 2% of the current unit cadet corps population (Unduplicated headcount). Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC and SFJROTC.

Consideration for the Top Performer Awards. All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASIs may nominate) a maximum of 2% of a unit's cadets based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.

**Outstanding Cadet Ribbon.** Is a ribbon awarded annually to the outstanding first-



year, second-year, third year, and fourth-year cadets. The recipient from each class must be of high moral character,

demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

Outstanding Cadet Ribbon with silver star. Cadets chosen as State, Pacific and European "AFJROTC/SFJROTC and AFA Cadet Leadership Award" winners will be awarded the "Outstanding Cadet Ribbon" with silver star. Exception: If a cadet has previously earned the Outstanding Cadet Ribbon or earns it in the future, that cadet will wear only one ribbon; that would be the Outstanding Cadet Ribbon with silver star, since that award is of higher precedence.

**Leadership Ribbon.** Is a ribbon awarded for outstanding performance in a position of leadership as an AFJROTC and SFJROTC cadet.



Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Superior Performance Ribbon.** Is a ribbon awarded to no more than the top 10% of



the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of



AFJROTC and SFJROTC. 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. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

**Achievement Ribbon.** Is a ribbon awarded for a significant achievement in AFJROTC and SFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



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



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




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




**All-Service National Competition Award.** Is a medal/ribbon awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MILPER funds.




**Medal may not (ribbon may) be worn during competitions and regular uniform wear days.**


**Air Force Nationals Competition Award.** Is a medal/ribbon awarded to team  members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MILPER funds.


**Medal may not (ribbon may) be worn during competitions and regular uniform wear days.**

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

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

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

**Color Guard Ribbon.** Cadets must perform at least 3 color guard competitions to  receive this ribbon (cumulative). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Saber Team Ribbon.** Cadets must perform at least 3 saber team performance  events to receive this ribbon (cumulative). Criteria for this

award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

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



**Joint Leadership Academic Bowl (JLAB) Ribbon. (now USAA Education Foundation JLAB Ribbon)** Cadets must be a member of the JLAB team. Criteria for this award cadets must attend 80% of the practices and competed in at least one round of competition. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



**Cyber Patriot Ribbon.** Cadets must be a member of the Cyber Patriot team. Criteria for this award cadet must attend 80% of practices and compete in at least 2 rounds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. **(This ribbon replaces the Cyber Patriot pin, which is no longer authorized for wear on the cadets uniform.)**



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



**Raiders Team Ribbon.** Cadets must be a member of the Raiders Team. Criteria for this award 80% of practice and compete in 50% of the competitions. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



**Military Model Building Team Ribbon.** Cadets must be a member of the Military Model Building Team. Criteria for this award will



need to build at least 2 model aircraft at school to earn this ribbon. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the bronze oak leaf cluster.

**Unmanned Aircraft Systems (UAS) Ribbon.** Cadets must be a member of the UAS



team. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. Criteria for this

award pass the simulator test and accumulate 10 hours of flight time. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Robotics Ribbon.** Cadets must be a member of the Robotics club/team.



Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will

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

**Good Conduct Ribbon.** Cadets must not have received a referral (this includes no



ISS/OSS) for an academic term (cadet may only receive one

award annually) to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide.

**Service Ribbon.** Is a ribbon awarded for distinctive performance in school, community,



or AFJROTC and SFJROTC service projects. Limit to members whose active participation in a service project

contributed significantly to the goals of the organization. (NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded. Criteria for this award a cadet must complete 12 hours of community service. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Health and Wellness Ribbon.** Is a ribbon awarded for participation in the unit health



and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the

Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed.

Duplicate awards of the bronze, silver or gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf in the unit's Cadet Guide.

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



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



**Attendance Ribbon.** Is awarded to cadets who have no more than three school absences during academic term (cadet may only receive one award annually). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.





**Dress and Appearance Ribbon.** Is awarded to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible. Cadet will not have any missing uniform inspections. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.




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



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

**Patriotic Flag Ribbon.** Is a ribbon awarded for participation in non-color guard  events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of **15** flag events. Ribbon may be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

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

The link below maybe used to build your ribbons in the correct order: [www.airforcewriter.com/afjrotc-ribbon-rack-builder.htm](http://www.airforcewriter.com/afjrotc-ribbon-rack-builder.htm)

# Chapter 19: AFJROTC Ribbons, Awards, CAP Ribbons, Other Service JROTC Ribbons and Awards

This Uniform Ribbon Chart also indicates order of precedence when placing ribbons on the Uniform.



## Chapter 20: AFJROTC Graduation Honor Cords



1. In order to wear an AFJROTC Honor Cord during a cadet's graduation from Cherokee High school, a cadet must meet the following requirements:
  - a. Student has been active within AFJROTC for a minimum of 4 years.
  - b. Maintained an accumulative 4.0 GPA in AFJROTC
  - c. Maintained an accumulative 3.0 GPA in Core classes outside of AFJROTC
  - d. Student has been recognized as having outstanding leadership skills and participation in activities throughout the program years
  
2. In addition to the above requirements a cadet must also have earned the following AFJROTC awards (Most but not all required):
  - a. **Leadership Ribbon**- Awarded to students who have displayed outstanding leadership skills throughout the year.
  - b. **Achievement Ribbon**- Awarded for a significant achievement as deemed appropriate by the AFJROTC instructor.
  - c. **Superior Performance Ribbon**- Awarded annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature.
  - d. **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.
  - e. **Co curricular Activities Leadership Ribbon**- Awarded annually, the recipient must have demonstrated exceptional leadership in achieving objective through the coordinated efforts of others.
  - f. **Service Ribbon**- Awarded for distinctive performance in school, community, or AFJROTC projects.
  
3. The SASI will approve all candidates for wear of the AFJROTC Honor Cord.



## Chapter 21: Uniform Issue and Proper Wear

When a cadet is issued uniforms items, books, and other course materials, they will sign a Uniform and/or Book Issue Receipt form. Each item then becomes the property of the cadet who is responsible for its care. If the item is lost or willfully or negligently destroyed, beyond normal wear and tear, the cadet must pay for it at its current replacement cost. The Uniform and Book Issue Receipt form will contain the replacement costs for all accountable items. Any item substitution must be authorized by the SASI/ASI prior to purchase. Cadets will also sign for shoes and combat boots on issue control documents; although once they are worn they are not required to be returned.

Cadets will be issued one complete, clean uniform with all accessories and insignia to include an Air Force blue name tag. Cadets will ensure their uniforms are properly dry cleaned and laundered during the school year.

Cadets will return all items issued, except for shoes and socks, or pay for them at the end of the school year or upon disenrollment during the school year. They will return the cleaned uniform pressed and on hangers in a cleaner's plastic bag. Service dress, skirts, pants, ties, tabs, flight caps, and windbreakers are DRY CLEAN ONLY. **All dry clean only items must be returned with a cleaning receipt.** Cadets are responsible for paying for cleaning during the remainder of the school year. ABU's do not need to be dry cleaned when returned. **CERTIFICATES OF COMPLETION OF AFJROTC WILL NOT BE RELEASED UNTIL ALL AFJROTC UNIFORMS, COURSE MATERIALS, AND EQUIPMENT ARE RETURNED OR PAID FOR BY THE CADET. FAILURE TO PAY FOR ACCOUNTABLE ITEMS OR TO HAVE THEM PROPERLY CLEANED WILL RESULT IN COLLECTION ACTION BE INITIATED BY WHHS TO THE CADET'S PARENT/GUARDIAN.**

### 1. Wear of the Uniform

1.1. The uniform is the distinctive dress of a proud and honorable profession. All cadets must be responsible for maintaining the uniform in good order and wearing it both correctly and proudly.

1.2. The uniform will be issued to you free of charge. **If you lose or damage it through neglect, you are responsible for the cost of the lost/damaged item(s).** The price list for replacement items is located in the supply room with your signed uniform issue receipt. You can contact the Logistics Officer or instructor to obtain cost replacement information.

### 1.3. "Missing Uniform Wear Policy"

All cadets are required to wear the uniform on the appropriate uniform inspection day for the entire school day, students will be inspected weekly. If you are absent or do not wear the uniform on the assigned uniform day you will receive a zero until that uniform inspection is made up. Uniform make up days are any day prior to the next uniform inspection date. There

will be a 10-point deduction from grade on all late uniform inspections unless the absence is excused. Cadets who do not meet the prescribed standards of military dress and appearance will be evaluated accordingly and if the student continually refuses to meet standards, they will be asked to leave the program.

## **2. Operational Camouflage Pattern (OCP)**

**2.1** The OCP is authorized as an optional uniform under the following conditions:

**2.2** The principal must approve OCP wear.

**2.3** The SASI will establish the units OCP wear policy.

**2.4** OCPs may substitute for the standard service uniform no more than two uniform days per month.

**2.5** OCP will be issued in the following priority: Group Staff, CLC graduates, Drill team, AS4, AS3, AS2 then AS1 cadets.

**2.6** OCP patches, nametags, and insignia must be worn as indicated in the attachments of this guide.

**2.7** Miniature metal rank insignia will be worn on square velcro area located on the chest

**2.8** OCP footwear. Coyote brown boots are authorized with OCPs.

## **3. Physical Fitness uniform (PT uniform)**

Cadets will be issued a unit PT uniform to be worn on the required PT days.

## Chapter 22: Standards of Personal Appearance

1. Each member of the AFJROTC must maintain high standards of dress and personal appearance. It is imperative that all members present a well-groomed appearance to their fellow citizens. Further, the need for personal cleanliness, safety, and proper wear of the uniform on the part of all members requires that certain minimum standards be established. Uniforms must be kept clean, neat, correct in design and specification, and in good condition. Uniforms will be kept buttoned, including pockets, and shoes will be shined and in good repair. Badges, insignia, belt buckles, and other metallic devices must be maintained in proper luster and condition.

### 1.2. Air Force JROTC Cadets **WILL COMPLY** with the Following Standards:

## 2. The Air Force JROTC Uniform

2.1. The uniform worn by AFJROTC cadets is the same, with certain exceptions, as that worn by active-duty Air Force personnel. Cadets will wear the uniform one day a week for the entire school day and at other times prescribed by AFJROTC Instructors.

2.2. There are Three classes of Dress uniform (with exception of the OCP's); A-Class, B-Class, C-Class. See AFJROTC Uniform and Awards Guide, this handbook, and the Leadership I textbook for proper placement and maintenance of authorized uniform accessories.

2.3. You should wear the uniform when flying in a military aircraft and when serving as a member of the color guard or drill team. **Do not wear the uniform mixed with civilian clothing, and do not lend the uniform to anyone who is not a member of the AFJROTC program.**

2.4. Just as the person on active duty, you are obligated to wear the uniform properly and proudly. In doing so, you uphold the dignity of the United States Air Force, GA-953, Cherokee High School and yourself. With practice and attention to detail, all the dos and don'ts about the proper wear of the uniform and personal appearance will soon become automatic. You are responsible for your uniform, so pay attention to details; this will help you proudly represent your fellow cadets. Follow the regulations and suggestions designed to guide you in the proper wear of the uniform and in personal appearance. If there is any doubt about the proper wear of the uniform refer to one of your instructors.

## 3. Uniform Wear Restrictions.

Certain restrictions apply to wearing the military uniform. For example, cadets may not wear the uniform while hitchhiking, in student demonstrations, for crowd control, political events, or for any other inappropriate activity. (However, AFJROTC cadets may wear the uniform while acting as ushers, parking lot attendants, runners, etc., at the discretion of the SASI.)

## 4. Public Political Activity.

Parts of the Hatch Act bar prohibits cadets from engaging in any form of public political activity—such as attending rallies and political speeches or passing

out political flyers—while in uniform. Since AFJROTC cadets wear a form of the U.S. Air Force uniform, they should also follow the Hatch Act terms while in uniform.

In addition, cadets are prohibited from publicly supporting a particular candidate, party, or political issue while in the AFJROTC uniform.

Air Force Instruction (AFI) 36-2903, *Dress and Personal Appearance of Air Force Personnel*, also forbids cadets in military uniform from participating in public speeches, rallies, interviews, picket lines, marches, or any other public demonstration where it might be implied that the Air Force supports a particular cause. Engaging in an activity that might imply Air Force endorsement of a commercial interest or engaging in private employment while in uniform is also banned.

## **5. General Guidelines**

- a)** Keep the uniform clean, neat, and properly pressed.
- b)** Wear the garrison hat and flight cap as directed – remove when indoors.
- c)** Keep hands out of the pockets.
- d)** Keep all buttons buttoned.
- e)** Items cannot stick out of the pockets.
- f)** Do not fill pockets with bulky items.
- g)** Do not listen to MP3's, iPod's, CD's or other electronic devices while in uniform.
- h)** Keep shoes shined, including the heels and edge of the soles.
- i)** Male cadets must be clean shaven/sideburns within Air Force Standards when in uniform.
- j)** Keep all metal uniform devices (belt buckles, badges, name tag, or insignia) clean/shined.
- k)** Cadets will refrain from Public Display of Affection (this includes kissing, holding hands, sitting on laps) or any other displays of affection in or out of uniform.
- l)** Only one cord will be worn, and it will be worn on the left shoulder.
- m)** When in uniform necklaces will not be visible.
- n)** Religious apparel must be concealed.
- o)** Eyeglasses/sunglasses must be free of ornamentation on frames and lenses.
- p)** Hands should never be in any uniform pockets, black design free gloves are authorized.
- q)** Conservative lenses and frames outdoors (faddish styles and mirrored lenses are prohibited). No sunglasses in formation. Never wear glasses around the neck.
- r)** Body Piercing/Ornamentation. With the exception of earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips, or any exposed body part while in the Air Force uniform (includes visible through the uniform).

5.1. **Jewelry, Eyewear, Electronic Devices, Bags, Backpacks, Cold Weather and Other Accessories.** Personal accessories not listed in this instruction are *not* authorized for wear.

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

5.3. **Earrings:** Male cadets are not authorized to wear earrings on a military installation or while in uniform. Female Cadets may wear small (not exceeding 4mm in diameter) spherical, conservative (moderate, being within reasonable limits; not excessive or extreme) round white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If a cadet has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.

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

5.5. **Watches:** Must be conservative and *only* one can be worn around the wrist. Conservative examples (*not* all inclusive) are solid color black, brown, silver or gold. Prohibited examples are diamond-covered, neon, bright colors, bands that exceed 1-inch width and novelty (i.e. cartoon character) watches.

5.6. **Rings:** Airmen may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger, and may be worn on the thumb.

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

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

5.9. **Handheld Electronic Devices:** Handheld electronic devices are small electronic equipment such as cellular phones (personal or official), MP3 or similar players, radio, or hands-free devices (e.g. Bluetooth). Handheld electronic devices will be plain black, silver, dark blue, or gray. Holster and other storage devices used to carry handheld electronic devices will be plain

black, silver, dark blue, or gray. One handheld electronic device may be attached to a belt/waistband on either side, clipped to a purse, or carried in the left hand.

5.10. **Wear/use of an earpiece:** Any blue tooth technology or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized. (**Exception:** Headphones and earphones (iPods, MP3 type players, etc.) are authorized during while wearing the physical training uniform (PTU) during individual designated running areas unless prohibited). Use of a hands-free device is authorized while in uniform operating a motor vehicle if local policy permits.

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

5.11. **If the uniform does not fit properly, see the logistics officer or ASI. Do not wait until someone else calls attention to a problem. Check your appearance in a mirror. How you look influences others around you.**

5.12. **Wearing of the Garrison Hat (Flight Cap):** The garrison hat/flight cap is an integral part of the Air Force uniform. It is important that you wear the hat properly and when directed from instructor staff and Air Force Instructions.

5.13. **Shoulder Cords:** Cadets are authorized to wear **one shoulder cord** on the left shoulder. Wear the shoulder cord only on light blue shirt and the service dress coat. The SASI will designate criteria on who may wear shoulder cords. Colors to denote different honors or leadership positions may be used. Criteria and shoulder cord colors should be described in the Cadet Guide or Unit Operating Instructions. On the service dress coat, cords should be pinned to the shoulder with the pin hidden beneath the cord.

#### 5.14. **How To: Shine Shoes**

5.14.1. This how-to was derived from a shoe shining tutorial. Leather dress shoes need shining! A good shine preserves their longevity by moisturizing the leather. Leather, like your own skin, can dry out and crack, -so shoe care professionals use polish to prevent desiccation and to restore lost moisture. You should do the same by giving your leather shoes as often as needed.

Materials needed:

1. A section of newspaper
2. Cotton balls and at least one old cloth (T-shirts work great. You'll need two or three of these if you don't want to use cotton balls)
3. Wax or cream shoe polish
4. Saddle soap [optional]
5. A soft bristle (e.g., horsehair) brush [optional]

\*\*\*There are many methods for shining shoes. One simple method is to dip the cotton ball in water and rub polish on the shoe in a circular motion. Add more water as necessary. See above site for directions.

\*\*\*\* Avoid using liquid polish and quick shine products.

**5.15. Hair-male and female.** Hair-male and female. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear. Will *not* contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (**Exception:** female bangs), or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. **Examples of natural hair colors are brown, blonde, brunette, natural red or black. All Cadets are authorized to wear natural color hair regardless of their natural born hair color, but when combined or frosted, the colors must blend together so as to not present an unnatural appearance between colors.** For example, hair colors may be displayed as a “salt-and-pepper” look as this presents a naturally-blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another with dyes, tints, bleaches and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear.

**Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.** SASIs may temporarily authorize cancer patients to wear approved caps (black or tan) due to a temporary medical condition (i.e., radiation and/or chemotherapy).

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

## Chapter 23: Male Uniform Items

### 1. Male Uniform Items

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

**1.2. Blue Service Coat:** With arms hanging naturally, sleeves should end 1/4 inch from the heel of the thumb. Bottom of the coat should be fingertip length when hands are slightly cupped. All buttons must be buttoned and NOTHING is carried in outside pockets. Flat items may be carried in the inside pockets. The coat may be removed in classrooms or the media center when it becomes uncomfortably warm or when a lab coat must be worn, or it may be unbuttoned in the classroom to avoid binding or wrinkling. It will NOT be unbuttoned or removed in public areas (hallways, common areas, or cafeteria). When removed it will be hung up or carefully draped over a chair back. The coat must be put back on and **BUTTONED** before leaving the classroom. The coat will have the unit patch on the right sleeve and AFJROTC patch on left sleeve as prescribed in AFJROTC Uniform and Awards Guide, dependent upon availability.

**1.3. Blue Service Cap ("Wheel Cap"):** This is an optional item for cadet officers that may be purchased by the cadet through the SASI/ASI. It is worn squarely on the head with two-finger spacing between the bridge of the nose and the bill of the cap. Service cap will have a plain visor.

**1.4. Blue Garrison Cap ("Flight Cap"):** Worn slightly to the right with vertical crease at center of the forehead in a straight line with the nose and approximately one inch above the eyebrow. The crown will not be crushed. Flight cap will not have officer silver braid.

**1.5. Light Weight, Blue Windbreaker Jacket:** Must be zipped up at least halfway. Cuffs of the sleeves should cover the wrists but not extend beyond. The windbreaker will not be worn over the service dress jacket or with civilian clothing. The jacket will have the AFJROTC patch on the left sleeve as prescribed in AFJROTC Uniform and Awards Guide, dependent upon availability. The jacket will not be

**1.6. Light Blue, Short Sleeve Shirt with Epaulets:** With arm bent at a 90 degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie or with open collar. If worn with an open collar, a white "**V**" **neck tee shirt must be worn** so that the top of the tee-shirt is exposed. When wearing a tie, all buttons will be buttoned. When not wearing a tie all buttons except the top button are buttoned. Under either option, the shirttail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting. The only creases on the shirt are down the sleeves.

**1.7. Socks:** Socks must be black without designs or logos. Other dark colors are not authorized.

**1.8. Blue Tie:** The tie is secured by either a Windsor or four-in-hand knot. The tip of the tie will extend no more than 1 and 1/2 inches above or below the belt line. It is worn outside the



shirt and is not tucked in. Pre-tied ties and the tie tack or clasp bearing the official Air Force Coat of Arms are not authorized.

**1.9. Dark Blue Trousers:** Trim fitted with no bunching at the waist or bagging at the seat. The bottom of the trousers will rest on the front of the shoes with a slight break in the creases. The back of the trouser leg will extend approximately 7/8 inch longer than the front. The trousers must be of matching material to the service coat and the cap. The rear pocket of the trousers will be buttoned always and articles should not be bulky and not be visible. The zipper tab will be pressed down to permit the "fly" to be neatly closed.

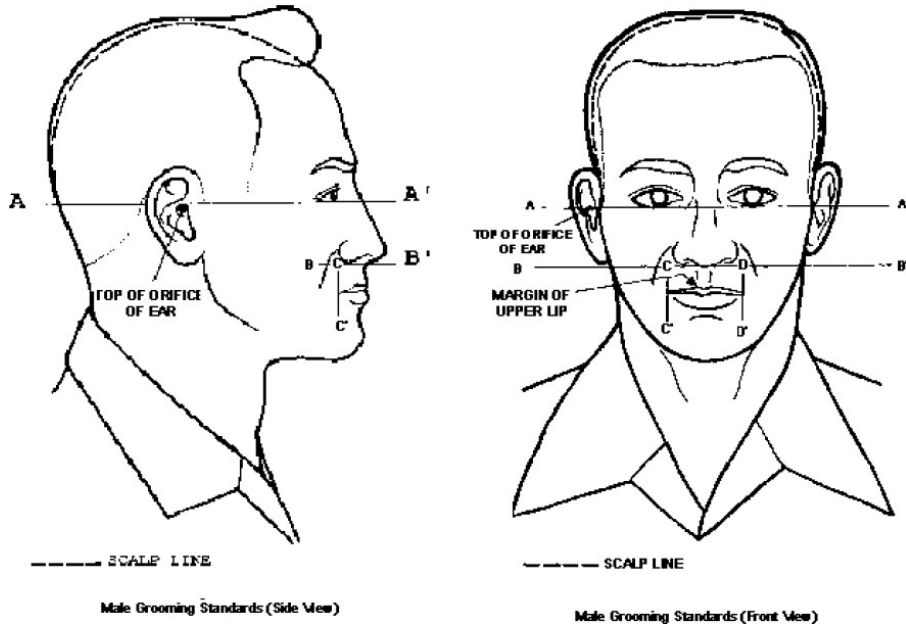
**1.10. Shoes:** Black male oxfords. Shoes will be laced to the top and will be highly shined. The soles and heel edges will be coated with sole and heel dressing. Optional high gloss black corfam shoes or patent leather are authorized at the cadet's own expense.

## **2. Male Personal Appearance**

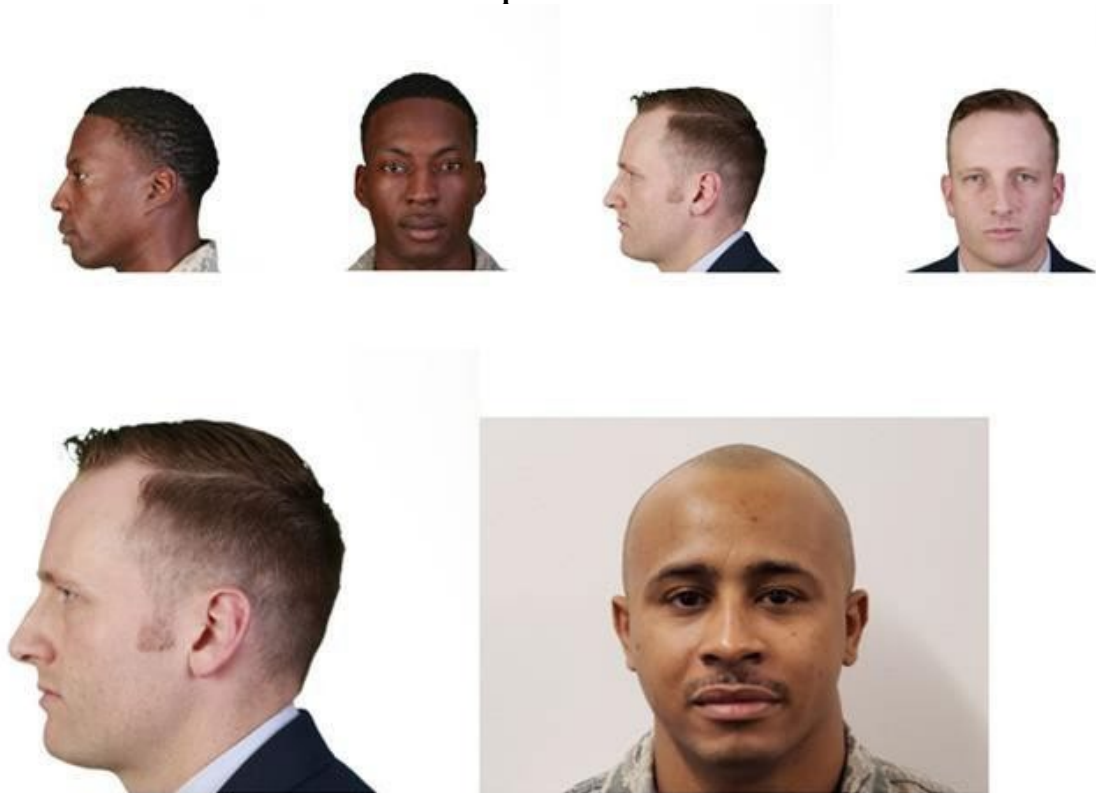
Appearance and Grooming. When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional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

**2.1. Hair-Male.** Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed **2 ½ 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 protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized. **Prohibited examples (not all-inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes and/or design.** Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are not authorized hair extensions. See **figure 23.1** for graphic examples of appropriate sideburns, and mustache and male hair standards.

**FIGURE 2.1. Male Hair Standards Examples.**



**FIGURE 2.1. Male Hair Standards Examples.**



**2.2. Sideburns:** If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. See **Figure 23-1**, orifice of the ear opening is at reference point A.

**2.3. Mustaches:** Mustaches. Male Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See **Figure 23-1**, reference points B, C, and D.

**2.4 Beards:** Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official. SASI will submit waiver request in WINGS for review by HQ AFJROTC Waiver Review board. Members will keep all facial hair trimmed not to exceed  $\frac{1}{4}$  inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance.

**2.5 Shaving:** All male cadets must be clean shaven while in the Air Force uniform.

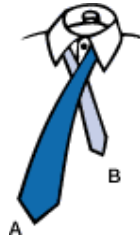
**2.6 Fingernails.** Male cadets are not authorized to wear nail polish.

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

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

# Chapter 24: How to tie a Tie

## 1. How To: Tie a Knot (Four-In-Hand)



1. Situate the tie so that the end "A" is longer than end "B" and cross "A" over "B".



2. Turn "A" back underneath "B".



3. Continue by bringing "A" back over in front of "B" again.



4. Pull "A" up and through the loop around your neck.



5. Hold the front of the knot loosely with your index finger and bring "A" down through front loop.



6. Remove finger and tighten knot snugly to collar by holding "B" and sliding the knot.

## 2. How To: Tie a Tie (Windsor)



1. Situate the tie so that the end "A" is longer than end "B" and cross "A" over "B".



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



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



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



5. Pull "A"  
Up through  
the loop  
again.



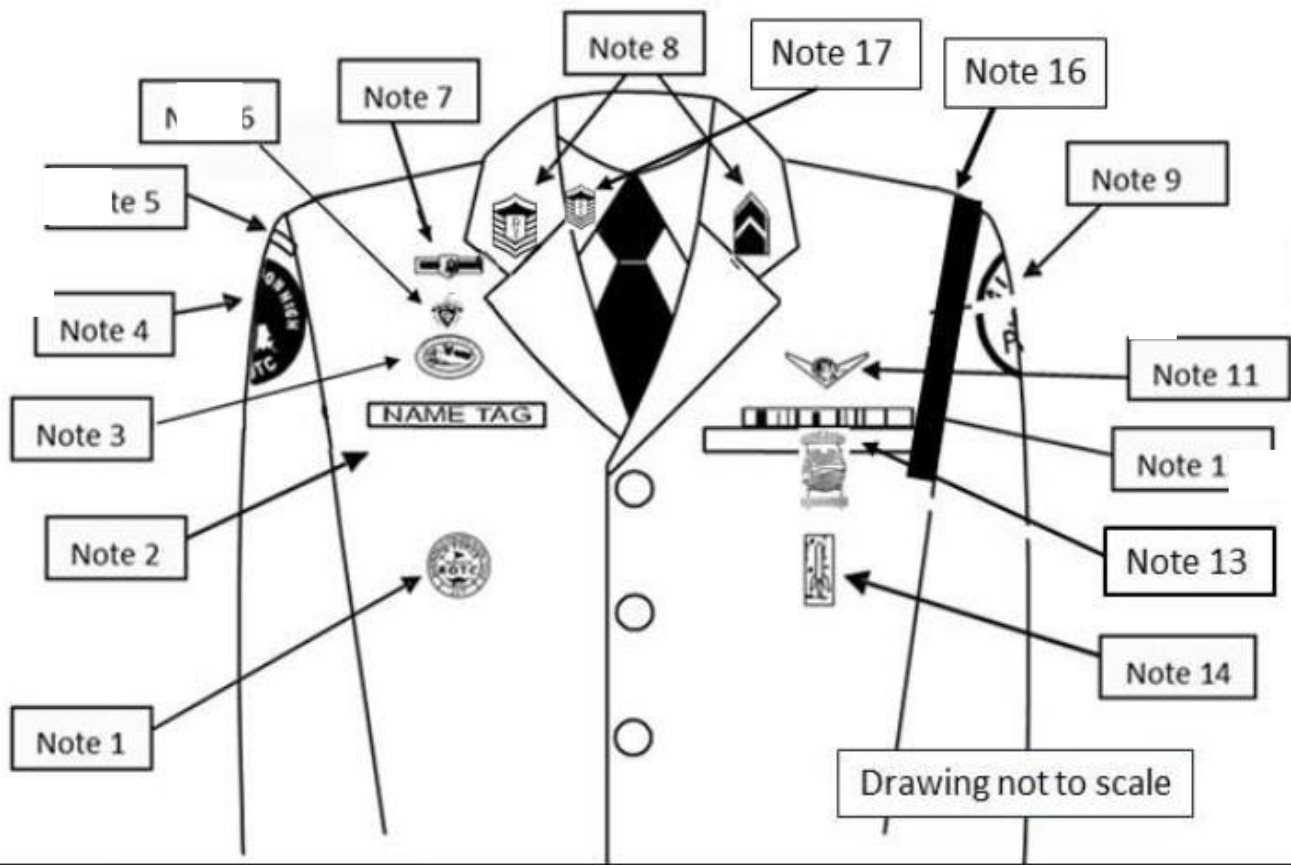
6. Bring "A"  
down  
through the knot in  
front.



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

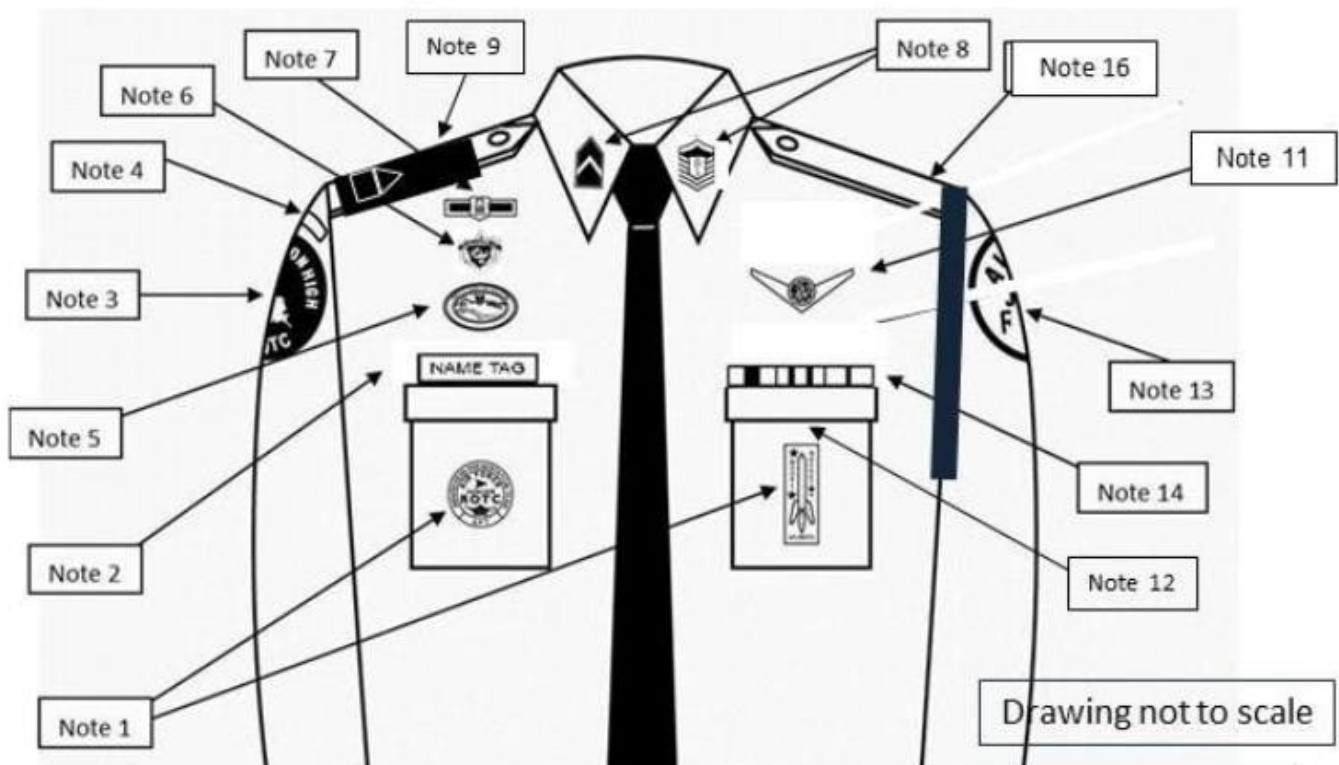
**3. Male and Female.** The flight cap will be worn slightly to the wearer's right with vertical creases of the cap in line with the center of the forehead and in a straight line with the nose. The cap extends approximately 1 inch from the eyebrows in the front and the opening of cap is to the rear. If not worn, tuck under the belt on wearer's left side, between the first and second belt loops (cap will not fold over belt or be visible below service coat)

## CADET MALE SERVICE DRESS



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

# CADET MALE BLUE SHIRT



Drawing not to scale

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

## CADET BERET HEADGEAR

### BERET

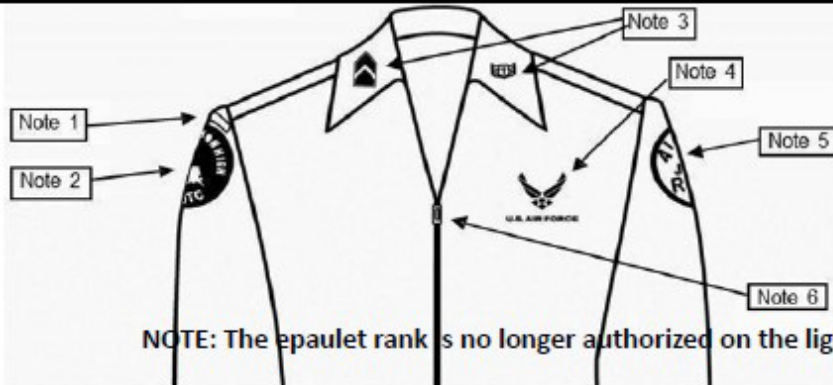


Berets.

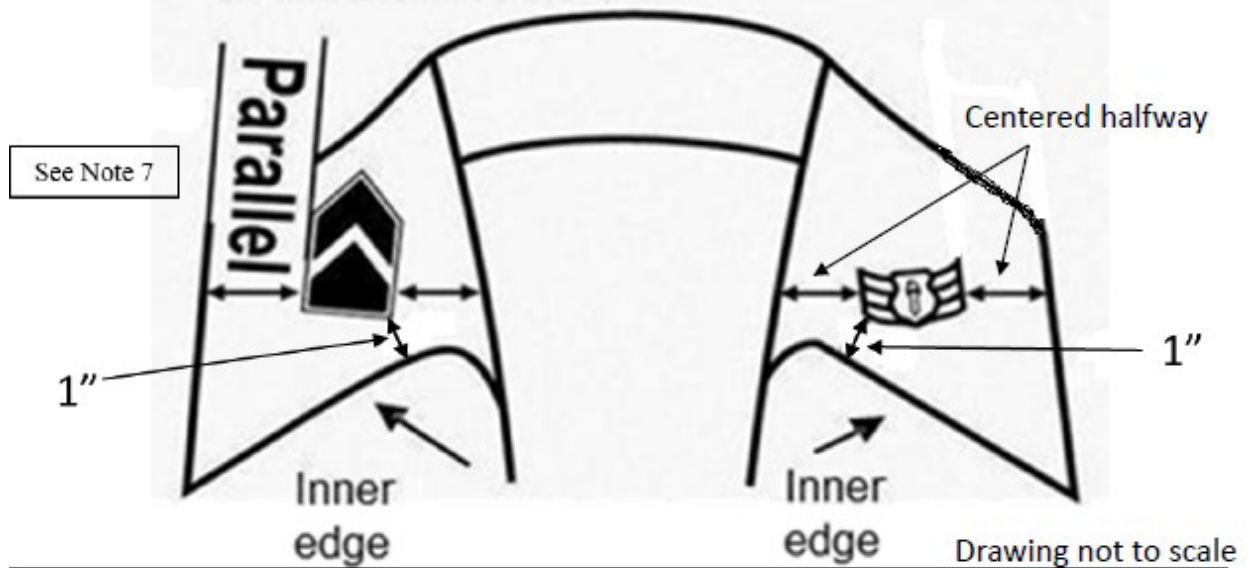
1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Position headband straight across the forehead,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



## CADET LIGHT WEIGHT BLUE JACKET



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



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

# Chapter 25: Female Uniform Items

## 1. Female Items

- 1.1. Blue Service Coat:** Coat should follow the contours of the figure but allow ease of movement without pulling in the back of the waist. The sleeves should come to the base (heel) of the hand. The coat and slacks or skirt must match the color shade and material. Items will not be carried in the jacket pockets. The coat may be removed in the classrooms or the media center when it becomes uncomfortably warm. It may also be unbuttoned in the classroom to avoid binding or wrinkling. It will not be removed in school public areas such as hallways, common areas, or the cafeteria. When removed it will be hung up or carefully draped over the back of a chair. The coat will be put on and buttoned before leaving the classroom or media center. The coat will have the unit patch on the right sleeve and AFJROTC patch on left sleeve as prescribed in AFJROTC Uniform and Awards Guide, dependent upon availability.
- 1.2. Blue Flight Cap:** Worn with the crease straight with the nose, with insignia over the left eye, and worn one inch to one and one-half inches above the eyebrow.
- 1.3. Hosiery:** Hosiery will be worn with the formal dress, mess dress, semi-formal dress, and service dress uniform (skirt). Hosiery will be plain commercial, sheer, nylon in neutral, dark brown, black or off-black, or dark blue shades that complement the uniform and the Airman's skin tone. Patterned hosiery is not authorized to be worn with any uniform. Hosiery must be worn with the skirt and are optional with slacks.
- 1.4. Socks:** Black, commercial socks without designs will be worn with slacks and oxfords.
- 1.5. Light Weight, Blue Windbreaker Jacket:** Jacket must be zipped up at least halfway. Cuffs of the sleeves should cover the wrists but not extend beyond. Over blouse will not show below the jacket. The jacket will have AFJROTC patch on left sleeve as prescribed in AFJROTC Uniform and Awards Guide, dependent upon availability. Jacket cannot be worn with civilian clothes.
- 1.6. Short Sleeve, Light Blue, and Pointed Collar Blouse:**  
May be worn with or without tab, except tab is worn with combination 1 (Service Dress Uniform). Blouse is worn tucked in.
- 1.7. Blue Slacks:** Will fit naturally over the hips with no bunching at the waist or fullness in the seat. Bottom of slacks will rest on the front of the shoes with a slight break in the creases. Back of the slacks will extend approximately 7/8 inch longer than the front. Slacks are tailored to straight hanging and any alterations to modify the leg shape must be approved by the SASI/ASI. Articles carried in the pockets will not be visible or present a bulky appearance.
- 1.8. Blue Belt:** With skirt or slacks with belt loops, silver tip end of the belt extends beyond the buckle facing the wearer's right; no blue fabric shows. Check frequently to ensure the "gig" line is straight.
- 1.9. Blue Skirt:** Will be free hanging with zipper closure on the left hip. Length will be no shorter than the top of the kneecap and no longer than the bottom of the kneecap. Hose will be worn with the skirt.

**1.10. Undergarments:** (Mandatory). Females. Appropriate undergarments are required to be worn with all uniform combinations. Wear bra and underpants with all uniforms. Wear of the white V-neck style or athletic tank top undershirt when wearing opened collar service uniforms is authorized. Undershirt will be tucked into slacks or skirt. Undershirts will not have pockets.

**1.11. Shoes:** Will be issued black oxford shoes to be worn with uniform. Shoes will be laced to the top and highly shined. Optional scotch grain black leather or high gloss finish pumps are authorized for female cadets at their own expense. Optional high gloss black corfam or patent leather shoes are also authorized at the cadet's own expense. Heel height must not exceed 2 1/2 inches. Shoes will have plain closed toe and heel, and will not have any ornamentation such as bows, buckles, or straps.

**1.12. Purse:** May carry a small black purse. The standard Air Force purse may be purchased and carried at the cadet's expense.

## **2. Female Personal Appearance**

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

2.1 Female cadets will not wear, carry, or exposed on the uniform, pencils, pens, handkerchiefs, and jewelry to include ankle bracelets. One bracelet is permitted if it is neat and conservative and not wider than one inch. They may wear wristwatches, identification bracelets, and pearl, silver, diamond, or gold stud earrings if they do not extend or dangle below the bottom of the ear lobe. Earrings must be spherical or of plain design. They may wear no more than three rings at any one time.

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

**2.2.1.** Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When

hair is in a ponytail/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.

**2.2.2. Hair** Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear, helmet or chemical mask and conform to safety requirements. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer) or appear lopsided. 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 Airmen 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.

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



Scrunchie



Hair Clips

**2.2.4** 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 as described in paragraph 25.2.2. Hair must not exceed length and bulk standard (see **figure 25.1**) Headgear must fit properly. See **figure 25.2** and **figure 25.3** for examples of female hair standards. Headgear must fit properly.

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

**2.2.6** 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 25.2.2 above. **Exception:** Micro-braids or twists are not required to continue to the end of the hair.

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

Figure 2.1. Female Hair Style Examples



**Braids**



**Twists**



**Locs**

**Figure 2.2. Authorized Female Ponytails and Long braid Hair Styles Examples**



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



Braided Ponytails/Multiple Braids in a Single Ponytail



Two Braids Looped Underneath/Two Braids

**Figure 2.3 UNAUTHORIZED Female Pony Tail examples**



Exceeds Length Requirement



Bulk Exceeds Width of Head



Ponytail Fasten on the Crown of Head

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

**2.4. 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.**

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

**2.6 Body Piercing/Ornamentation:** In uniform on or off a military installation: With the exception of earrings for women (see **paragraphs 25.2.51**), all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through the uniform).

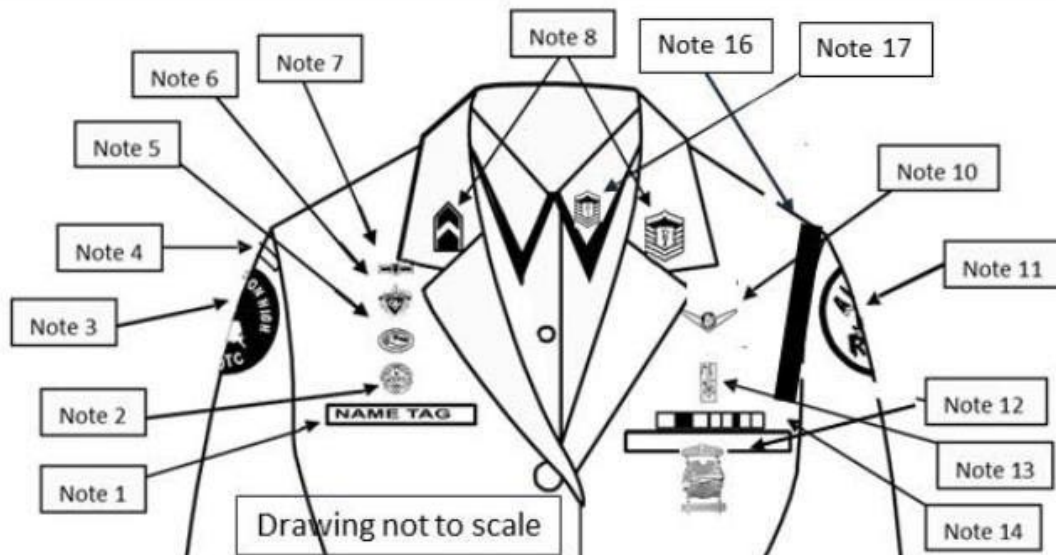
**2.7 Plugs for gauge holes in the ear lobes are not authorized (regardless of color, i.e., flesh colored).** There are no exceptions per AFI 36-2903.

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



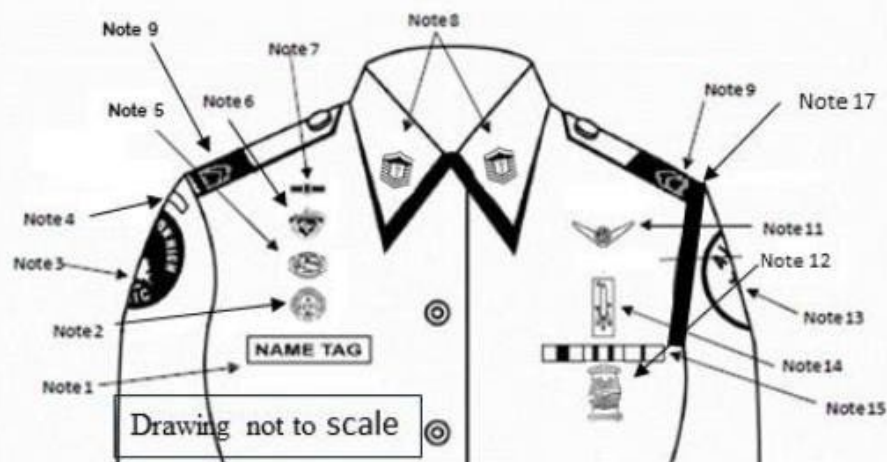
## Attachment 7-10

# CADET FEMALE SERVICE DRESS



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

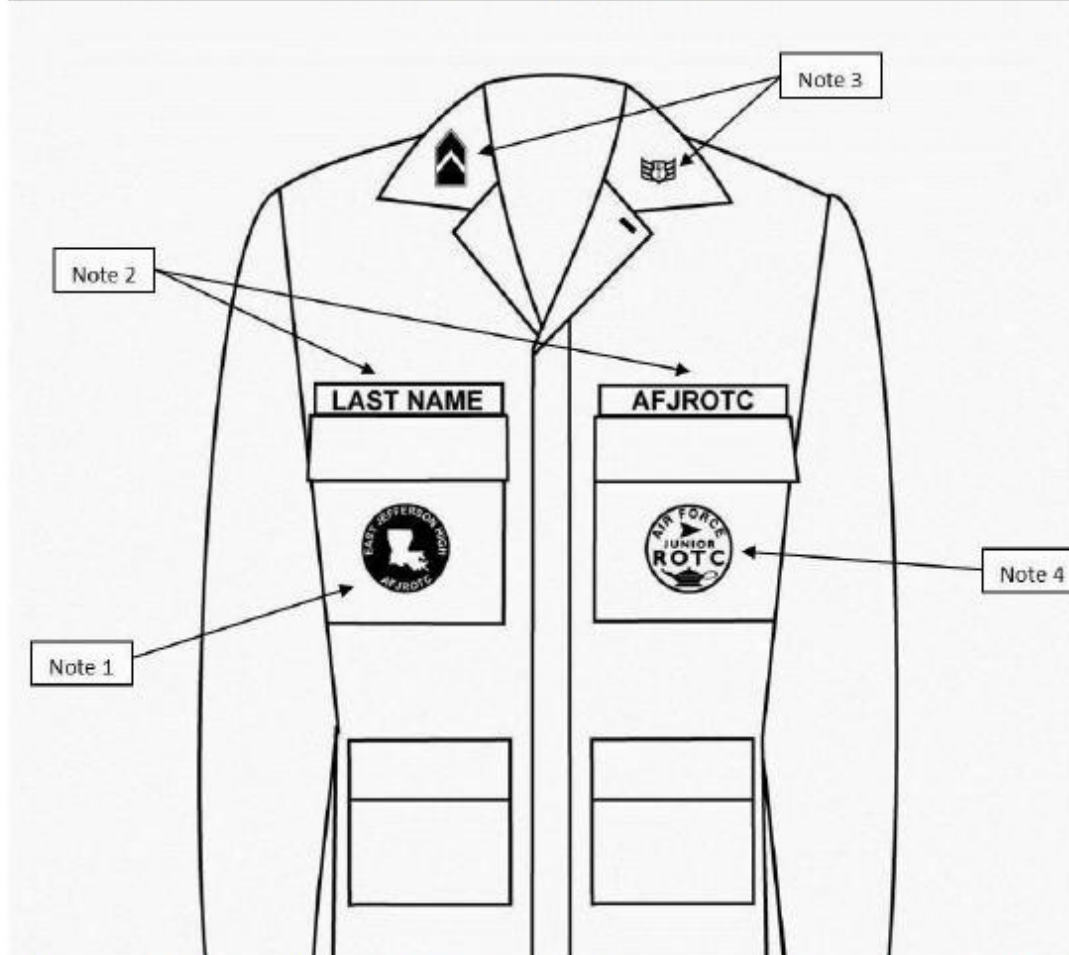
## CADET FEMALE BLUE SHIRT



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

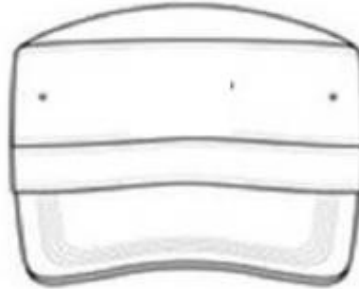
## Chapter 26: ABU and OCP Uniform

### CADET ABU Male and Female

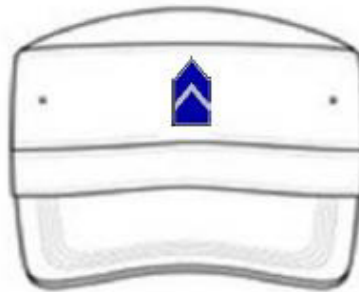


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with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

## CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.



Officers will wear rank insignia on the ABU cap.

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

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

**26.1 The patrol cap.** The patrol cap will be worn outdoors at all times, unless in a designated “no hat” area. Cadets will wear the patrol cap straight on the head so that the cap band creates a straight line around the head, parallel to the ground. The patrol cap will fit snugly and comfortably around the largest part of the head without bulging or distortion from the intended shape of the headgear and without excessive gaps. Cadets are authorized to block the patrol cap. The cap is worn so that no hair is visible on the forehead beneath the cap.

## CADET OPERATIONAL CAMOUFLAGE PATTERN (OCP)

Full Color American Flag will be worn centered at the top and the Unit Patch may be worn below flag on the right sleeve.

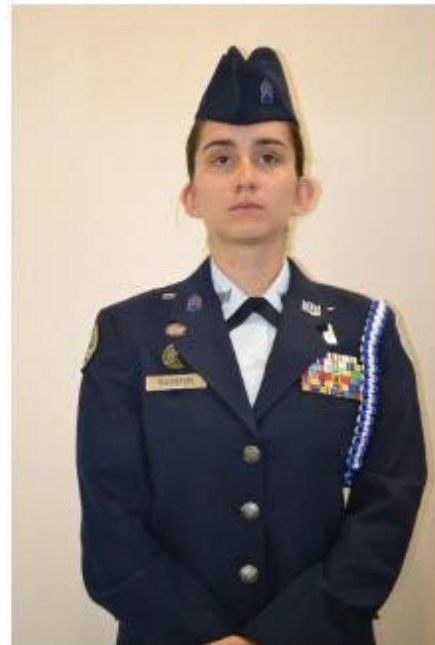


White Lamp of Knowledge Patch will worn be on left sleeve

1. T-Shirt. T-Shirt will be 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 place 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.

# Chapter 27: Uniform Example Pictures

## Sample Uniform Pictures



## Chapter 27: Uniform Example Pictures (continued)

### Sample Uniform Pictures



# Chapter 27: Uniform Example pictures (continued)

## Sample Uniform Pictures



Local Purchased PFT Gear



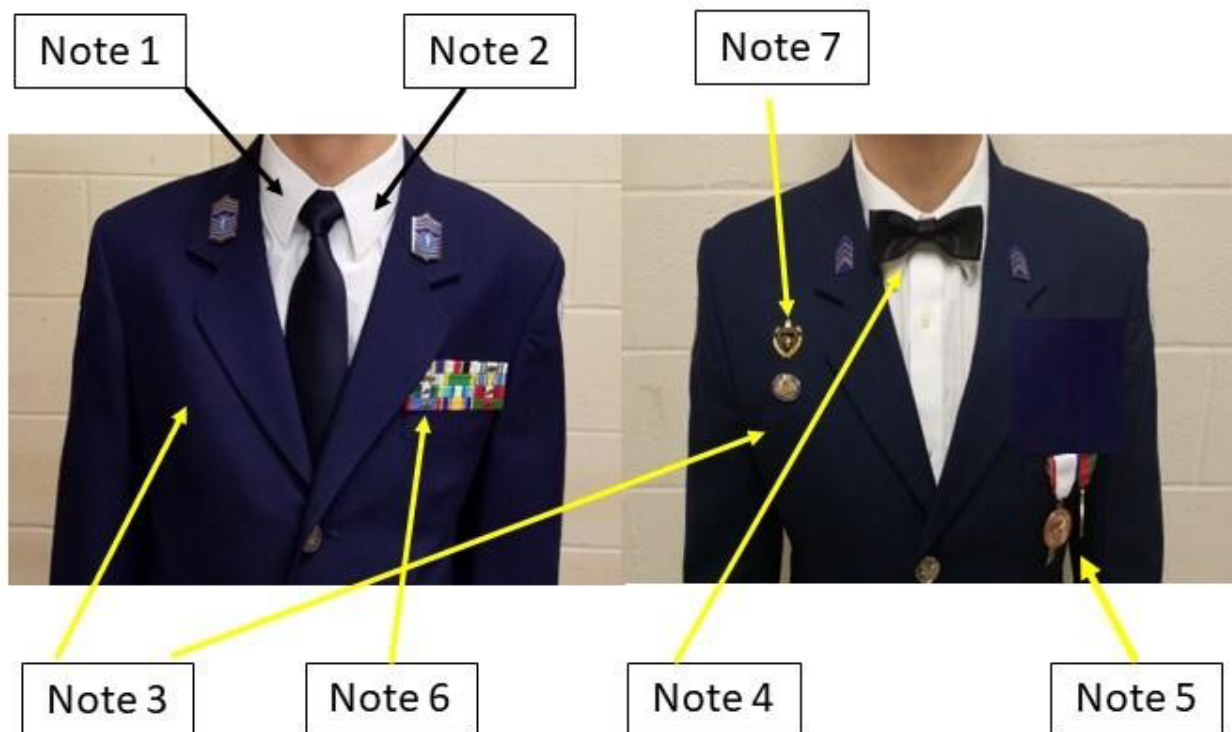
FEDMALL Purchased Air Force PTG

FEDMALL  
Purchased Air Force  
Sweat Shirt and  
Pants





## Semi-Formal Dress Uniform



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

## Chapter 28: Command and Staff Functions

- 1. Command Responsibilities:** Cadet Officers are responsible for maintaining discipline and for setting a proper example at all times. Whenever a cadet officer is absent, the next higher ranking officer/NCO is in charge.
- 2. All Officers and NCOs** with positions must maintain a “B” average in AFJROTC and a minimum 2.0 overall GPA for the 9 week grading period. If the GPA is less than 2.0 the cadet will be placed on academic probation for the next 9 weeks. At the end of the second 9 week grading period if GPA is still less than 2.0, the cadet will be removed from their position.
- 3. Authority and Responsibility:** Cadet Officers are authorized to give orders to cadets who are junior to them. This authority and responsibility will be confined to AFJROTC activities only and will not be carried over or permitted in other classes throughout the school. Cadet staff members have the authority to correct infractions observed on campus such as public display of affection (PDA), incorrect wear of the uniform, or other transgressions observed while not in class. Cadet staff members will notify instructors of any infractions observed if the cadet making the infraction is not willing to correct the problem when asked by a senior cadet. Cadet Officers do not have the authority to excuse other cadets from scheduled classes, formations, or to change or modify existing orders or instructions.
- 4. Cadet Staff Position:** Staff positions have been established as near to Air Force staff positions as possible. Titles similar to those of active duty situations are used. There are enough staff positions to provide sufficient opportunities and incentives for cadets to participate in AFJROTC program, but not so many that the positions have no responsibility or meaning. Consistent with their abilities and available time for AFJROTC activities, cadets will be given every opportunity to experience the function of a military organization. **The AFJROTC Instructors will monitor and observe the assigned duties of all cadets.**
- 5. Cadet Staff Meetings:** The cadet group commander and staff will conduct meetings bi- monthly before, during or after school. Staff member is responsible for ensuring he/she get information from the meeting if they cannot attend.
- 6. Chain of Command:** The chain of command is the primary channel of communication throughout the corps. The communication system must be a two-way channel of information flowing in both directions. Information flows from the Instructor’s and Cadet Commander through the corps to the individual cadet and from the cadet up through the system to the commander and instructors. The Chain of Command for AFJROTC cadets extend upward and downward as follows:

Senior Aerospace Science  
Instructor  
Aerospace Science  
Instructor Cadet Group  
Commander Deputy Group  
Commander Cadet Squadron  
Commander Cadet Flight  
Commander Cadet Flight  
Sergeant Element Leader  
Individual Cadet

## 28.7 Assigned Duties and Responsibilities

Basic duties and responsibilities for each are outlined below. These are not all inclusive, and each cadet is expected to seek out and complete tasks that will make the corps run smoothly. The primary leadership responsibility for each cadet Officer, cadet Senior NCO, and cadet NCO is to set the standards of performance in everything they do.

- a) **Cadet:** Each cadet is responsible for conducting themselves in a manner to reflect credit upon themselves, the AFJROTC program, and Heights High School. Since each cadet wears their uniform once a week, your actions also reflect on the United States Air Force and your country. Whether in uniform or not, cadets are responsible for maintaining rules and regulations of the corps and school, and for carrying out instructions and orders of their superiors to the best of their ability.
- b) **Cadet Officers and Staff NCOs:** Cadets have been promoted and selected for corps assignments based upon demonstrated performance and individual potential. Continued enthusiasm, active participation, a positive attitude, and leadership by example are required to advance or remain in leadership positions. Cadet Officers and staff NCOs are expected to set the example for junior cadets in every aspect of the AFJROTC program. The responsibilities of leadership must be demonstrated before the privileges of rank can be assumed. Extra effort and time will be required, especially of cadet Officer's and staff NCO's. Those selected for advancement who do not wish to accept the related and additional responsibilities and requirements should decline the promotion. Cadet Command and Staff have Authority to exercise command within the Air Force JROTC unit is vested in the cadet officers and noncommissioned officers. These cadets establish and uphold the standards of performance and conduct for GA-953.
- c) **Cadet Officers:**
  1. Cadet Officer's are cadets who have shown their potential as cadet noncommissioned officers.
  2. Cadet Officer's must serve as role models for other cadets in the unit.
  3. Leadership and follower-ship skills must be exercised.
  4. Must remember that authority and responsibilities are limited to corps activities.
  5. Promote of cadet ideals and standards and will not accept cadets violating rules and regulations. Any problems not satisfactorily resolved must be brought to the attention of the SASI or ASI.
- d) **Cadet Noncommissioned Officers (NCOs):**
  1. Cadet NCO's assist the cadet officers they have been assigned to.
  2. Cadet NCO's must serve as role models for the rest of the cadet corps.
  3. Cadet NCO's must address rule violations and report it through the chain of command.
  4. Cadet NCO's authority and responsibilities are limited to Corps activities.
  5. Cadet NCO's are responsible for the appearance and discipline of their cadets.

# Chapter 29: AFJROTC Cadet Rank Insignia

## AIR FORCE JROTC RANK INSIGNIA

### CADET OFFICER RANK



SECOND  
LIEUTENANT



FIRST  
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT  
COLONEL



COLONEL

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

### CADET ENLISTED RANK

AIRMAN BASIC:  
NO RANK INSIGNIA



AIRMAN



AIRMAN  
FIRST CLASS



SENIOR  
AIRMAN



STAFF  
SERGEANT



TECHNICAL  
SERGEANT



MASTER  
SERGEANT



SENIOR  
MASTER  
SERGEANT



CHIEF  
MASTER  
SERGEANT

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

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

## **Chapter 30: Songs and Notes Page**

### **PLEDGE OF ALLEGIANCE**

**I pledge allegiance to the flag of the United States of America  
and to the Republic for which it stands, one nation, under god, indivisible,  
with liberty and justice for all.**

### **THE STAR-SPANGLED BANNER**

**O say can you see by the dawn's early light,  
What so proudly we hail'd at the twilight's last gleaming,  
Whose broad stripes and bright stars, through the perilous skies,  
O'er the ramparts we watched, were so gallantly streaming?  
And the rockets red glare, the bombs bursting in air,  
Gave proof through the night that our flag was still there.  
O say, does that star spangled banner yet wave  
O'er the land of the free and the home of the brave.**

### **THE AIR FORCE SONG**

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

# NOTES