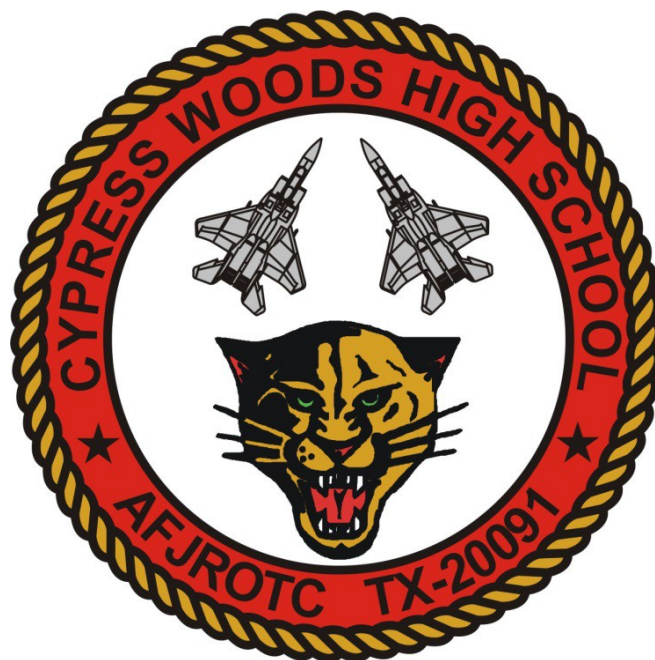


Cypress Woods High School
Air Force Junior Reserve Officer Training Corps



CADET GUIDE

“Learn from yesterday. Live for today. And hope for tomorrow.”

Albert Einstein

FOREWORD

If this is your first adventure into the Air Force JROTC Program, welcome! This guide introduces you to Air Force Junior Reserve Officer Training Corps (AFJROTC) Program and its mission. Completing this course will require discipline and hard work, but the reward is well worth your effort. Air Force JROTC will help you build a foundation that will last a lifetime. Your participation as a cadet in this program shows your willingness to make the most of your high school education. Whatever your reason for taking this course, every member of Air Force JROTC is special and brings a different cultural dimension to the program.

The TX-20091 Air Force JROTC Group was established at Cypress Woods High School by an agreement between the Cypress Fairbanks Independent School District and Headquarters AFJROTC. August 2009. TX-20091 Designation: Our Cadet Corps is uniquely identified by our designation of “**TX-20091**.” This designation is first broken down by the State, **TX** for Texas. The second part is the year and the number of corps designated and our sequence in that number. In this case, **20091**, represents the year of 2009 in which we were created.

This guide supports the leadership and personal development objectives of the AFJROTC program. It contains policy guidance, requirements, rules of conduct, and other useful information that will assist you in becoming an effective member of Cypress Woods High School AFJROTC. All cadets must maintain a copy of this guide. You, as a cadet in JROTC, will be held **accountable** for the information in this Cadet Guide, both in practical application and during periodic quizzes throughout the school year. Remember, effective LEADERSHIP starts with responsible FOLLOWERSHIP. *"BEFORE YOU CAN LEAD, YOU MUST LEARN TO FOLLOW!"* The corps commander will review the content of this guide annually and recommend changes when needed.

The AFJROTC curriculum includes Aerospace Science, Leadership Education, and Health and Wellness. Cadets organize and run the daily operations of the corps as they learn and develop leadership and management skill. Our mission is to build better citizens of character dedicated to serving their nation and community. **Enrollment in AFJROTC does not obligate a student for military service.**

The Senior Aerospace Science Instructor (SASI) and the Aerospace Science Instructor (ASI) are both retired Air Force personnel. Instructors have an extensive background in leadership, management, and educational instruction.

Table of Contents

Chapter 1 -- GENERAL PROVISIONS AND BACKGROUND

Section A – Authority, Mission, Objectives, and Instructor Staff	Paragraph	
Authority		1.1
AFJROTC Mission & Corps Designation		1.2
AFJROTC Goals		1.3
AFJROTC Objectives		1.4
Instructor Staff		1.5
 Section B – Enrollment and Disenrollment		
Enrollment/Reserve Cadet		1.6
Disenrollment		1.7
 Section C – Contract, Code of Conduct, Honor Code and Corps Creed		
Cadet Contract		1.8
Cadet Code of Conduct, Honor Code, Corps Creed		1.9
Air Force Core Values		1.10
 Section D – Organization		
Unit Organization		1.11
Corps Chain of Command		1.12
Corps Motto		1.13

Chapter 2 – Classroom Expectations, Procedures, Grading Scale and Assignment Policy

Section A – Classroom Expectations		2.1
Classroom Procedures		2.2
 Section B – Course Grading Criteria		
Grading Scale		2.3
Assignments		2.4
Textbook		2.5
Individual Inspection		2.6
Wellness Training		2.7
Daily Grades		2.8

Chapter 3 – Customs and Courtesies

Section A – Salute		3.1
Section B – Unites States Flag and Flags of Foreign Countries		3.2
Section C – Cadet Etiquette		3.3
Position of Honor		3.4

Chapter 4 – Personnel

Section A – Cadet Grades/Rank		4.1
Section B – Hazing		4.2
Section C – Cadet Action Board		4.3
Monthly Cadet Awards		4.4
Disciplinary and Policy Review		4.5
 Section D – Cadet Promotions, Demotions, and Job Assignments		
Promotion System and Cadet Evaluations		4.6
Staff Positions		4.7
Flight Positions		4.8
Position Rotation		4.9
Application Procedures		4.10

Section E –Awards Program	
Badges	4.11
Shoulder patches	4.12
Shoulder Cords	4.13
Shoulder Tabs	4.14
CFISD AFJROTC Letter Jacket	4.15
AFJROTC Graduation Cord	4.16
Section F –AFJRTOC Certificates of Completion and Training	
Certificates of Completion	4.17
Certificates of Training	4.18

Chapter 5 – Uniforms, Equipment, and Personal Appearance

Section A –Accountability, Cadet Responsibilities, and General Policies	
Cadet Uniform	5.1
Receipt for Uniform, Books, and Other Equipment	5.2
Turn in of Uniforms and Other Issued Equipment	5.3
Recommendations to Prevent Paying for Items	5.4
Uniform Wear Standards	5.5
Uniform Policies	5.6
Uniform, Civilian Clothing, and Physical Training Gear	5.7
Appearance and Grooming	5.8
Jewelry	5.9
Rings	5.10
Necklace	5.11
Watches	5.12
Bracelets	5.13
Eyeglasses	5.14
Tattoos	5.15
Body Piercing	5.16
Back Packs	5.17
Name Tags	5.18
Prohibited Activities	5.19
Section B –Male Cadet UniformGeneral Policy	5.20
Belt	5.21
Coat, Service Blue	5.22
Cap, Service	5.23
Cap, Service (Round)	5.24
Jacket, Light Weight, Blue Windbreak	5.25
Shirt, Light Blue, Short Sleeve	5.26
Socks	5.27
Tie	5.28
Trousers, Dark Blue	5.29
Shoes	5.30
Undergarments	5.31
Section C – Male Personal Appearance	
Specific Male Cadet Grooming Guidelines	5.32

Section D – Female Uniform Requirements	
General Policy	5.33
Belt	5.34
Coat, Service Blue	5.35
Flight Cap/Service Hat	5.36
Hose	5.37
Socks	5.38
Jacket, Light Weight Blue Windbreak	5.39
Blouse	5.40
Tie Tab	5.41
Slacks	5.42
Skirt	5.43
Undergarments	5.44
Shoes	5.45
Earrings	5.46
Section E – Female Cadet Grooming	
Specific Female Cadet Grooming Guideline	5.47
Section F – General Uniform and Personal Appearance Comment	5.58
Chapter 6 – Drill and Ceremonies	6.1
Chapter 7 –Extra-Curricular/Leadership Development Requirement Activities	7.1
Chapter 8 – In-School/At Home Wellness Program	8.1
Chapter 9 – Training	9.1
Chapter 10 – Flag Etiquette/Flag Folding	10.1

Figures	Pages
1.1 Cadet Contract	10
1.2a Chain of Command	13
1.2b TX-20091 Unit Manning Document	14
4.1 AFJROTC Rank Insignia	26
4.2 Air Force JROTC Badges and Insignia Award Criteria	27
4.3 Authorized Air Force JROTC Badges and Insignia	28
4.4 Authorized Marksmanship Badge	29
4.5 Authorized Air Force Officer and Enlisted Rank Insignia	30
4.6 AFJROTC Service Letter Jacket/ Patch Criteria	31
4.7 AFJROTC and Nationally Sponsored Awards	36
4.8 Ribbon Chart	43
4.9 Sample Ribbon Rack	44
5.1a Cadet Male Headgear	54
5.1 b Cadet Female Headgear	55
5.2 Cadet Male Service Dress	56
5.3 Cadet Male Light Blue Shirt	57
5.4 Cadet Female Service Dress	58
5.5 Cadet Female Light Blue Shirt	59
5.6 Cadet Light Weight Blue Jacket	60
5.7 Sample Uniform Pictures	61
5.8 Semi-Formal Dress Uniform	62
5.9 Cadet ABU	63
5.10 ABU Head gear	64
5.11 Cadet Flight Suit	65
5.12 Physical Training Gear	66
5.13 Sample Exhibition Uniform	67
5.14 Sample Exhibition Uniform	68
5.15 Sample Uniform Pictures	70
5.16 Sample ABU/Flight Pictures	71
5.17 Tie Tying Instructions	72
5.18 Male Hair Grooming Standards	73
5.19 Female Hair Grooming Standards	74
5.20 Female Authorized Women’s Hair Styles	75
6.1 Mandatory Drill Commands (30 Step Drill Sequence)	76
6.2 30 Step Drill Evaluation Form	77
8.1 AFJROTC TX-20091 Physical Fitness Test	81
8.2 At Home Wellness Form	82

Chapter 1

GENERAL PROVISIONS AND BACKGROUND

SECTION A – AUTHORITY, MISSION AND OBJECTIVES

1.1. **Authority:** The Reserve Officers’ Training Corps (ROTC) Vitalization Act of 1964 tasked each military department to establish and maintain units of the Junior Reserve Officers’ Corps at public and private secondary institutions. Such schools must provide a course of military instruction not less than 3 years in length as prescribed by the military department concerned. Schools are selected upon the basis of fair and equitable distribution throughout the nation. Each Air Force Junior ROTC (AFJROTC) unit must maintain an enrollment of at least 100 students or 10 percent of the school enrollment, whichever is less and above the 8th grade. The law further authorizes the use of retired officers and noncommissioned officers as instructors.

1.2. **AFJROTC Mission Statement:** Develop citizens of character dedicated to serving their nation and community.

1.3. **AFJROTC Goals:** To instill values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment in high school students.

1.4. **AFJROTC Objectives:** Educate and train students in citizenship and life skills; promote community service; instill a sense of responsibility; and develop character and self- discipline through education and instruction in air and space fundamentals and the Air Force's core values:

- Integrity First
- Service Before Self
- Excellence In All We Do

This program will enable the students to:

- 1.4.1. Develop a high degree of strong morals, self-esteem, self-reliance, personal appearance, and leadership.
- 1.4.2. Adhere to the values of integrity, service, and excellence.
- 1.4.3. Participate in community service activities.
- 1.4.4. Expand their skills of critical thinking and problem solving, communication and collaboration, and creativity and innovation.
- 1.4.5. Demonstrate military customs, courtesies, and traditions and develop habits of order, discipline, and social skills.
- 1.4.6. Acquire a broad-based knowledge of aerospace studies and leadership education.
- 1.4.7. Strive to graduate from high school and prepare for college and careers in the 21st century.
- 1.4.8. Cultivate a commitment to physical fitness and a healthy lifestyle.

1.5. **Instructor Staff.** AFJROTC instructors are retired Air Force commissioned and noncommissioned officers (NCOs). The Senior Aerospace Science Instructor (SASI) is typically a commissioned officer and senior instructor. The SNCO/NCO is employed as an Aerospace Science Instructor (ASI) who reports directly to the SASI. They manage and administer the AFJROTC program. Their major task is to co-teach Aerospace Science and/or Leadership Education curriculum. Normally the SASI has earned a Master’s Degree and ASI a Bachelor’s Degree. Both are certified for their positions by the U.S. Air Force and Texas Education Agency

SECTION B -- ENROLLMENT AND DISENROLLMENT

1.6. **Enrollment.** Cadets must be a full-time student in good standing enrolled at Cypress Woods and Cypress Ranch High Schools; a U.S. citizen or an immigrant applying for permanent residence; at least 14 years old; of good moral character; and physically fit for training. **THERE IS NO MILITARY SERVICE OBLIGATION FOR AFJROTC ENROLLMENT!**

1.6.1. **AFJROTC Reserve Cadet.** An active cadet who completed an entire AFJROTC academic year and is not participating in an AFJROTC course during the current semester of the school year may be designated, with SASI concurrence, as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC school and after school activities. Time in reserve status does not count toward the Certificate of Completion nor is included in unit viability statistics.

1.6.2. Reserve cadets may be issued a uniform and participate in all activities, fundraisers, and field trips.

1.7. **Disenrollment.** Cadets may be disenrolled by SASI or either their parent/guardian. A parent may request a release from the course in coordination with Cypress Woods' school administration. Cadets consistently deficient in one or more areas below or demonstrate a negative pattern of behavior, must be dis-enrolled. The SASI can dis-enroll **a cadet who does not:**

1.7.1. Wear the uniform, to include issued Physical Training Gear, three or more occasions.

1.7.2. Earn passing grades in Aerospace Science and Leadership Education Course. Continued enrollment will be on a space available basis when approved by the SASI, with no certification of completion credit for military training.

1.7.3. Maintain personal appearance and uniform standards after many attempts to correct the deficiencies by the SASI, ASI, or senior cadets.

1.7.4. Abide by Cypress Woods High School Student Code of Conduct.

1.7.5. Have a history of suspensions, alternative school campus assignment or any expulsion.

1.7.6. Follow classroom rules, maintain a positive attitude towards training, comply with classroom procedures, and maintain self-control.

1.7.7. Abide by the Cadet Code of Conduct, Honor Code, or Cadet Creed. Any cadet who shows an inaptitude or indifference to training may be disenrolled.

1.7.8. Cadets who fail to meet course standards (conduct and/or academic) will first be counseled by the SASI or ASI. If the cadet fails to self-correct, then the parent/guardian will be contacted to discuss the issue. This conversation will be further documented. The cadet either chooses to comply as required or is removed from AFJROTC. If the cadet still fails to comply with course requirements, then the SASI may take action to disenroll the cadet from the course. A maximum of three weeks is sufficient to complete this entire administrative process. Student can be placed wherever the school administration sees fit, but it is the HQ AFJROTC position that these students must be removed from the AFJROTC class and disenrolled as soon as possible.

DISENROLLED CADETS RECEIVE NO COURSE CREDIT.

SECTION C -- CONTRACT, CODE OF CONDUCT, HONOR CODE, AND CADET CREED

1.8. **Cadet Contract.** All cadets will complete annually or upon enrollment the cadet contract shown in Figure 1.1, which will be filed in their Cadet Personnel Record.

1.9. **Cadet Code of Conduct, Honor Code, and Creed.** These codes are closely related and supplement each other. They belong to the cadets and guide them as they strive to become productive citizens in a society with demanding and often conflicting standards. Cadets should instill these values in themselves and their fellow cadets to the best of their ability always.

1.9.1. **Cadet Code of Conduct.** This code, a general guide for a cadet's conduct, is not all inclusive but expected to be followed by all cadets. It encompasses the Honor Code, Cadet Creed and the Air Force Core Values in the following section.

1.9.2. **Cadet Honor Code.** "*A Cadet will not Lie, Cheat, or Steal nor Tolerate Among Them, Anyone Who Does.*" These simple words are the basis for a code to live by that will last the remainder of a cadet's life. A cadet should be **HONEST** at all time and deeds. They should not make quibbling and evasive statements and they should do their own work, and assist others in a sense of cooperation to meet corps' goals. Trustworthiness not just in battle but also throughout life is not only noble but also necessary for the welfare and continued existence of our civilized society. ***The code requires self-control and a conscious effort to not take the easy road to short term success, but to instead take the road that requires challenging work for long-term success.*** Eventually, living by the code will become an part of the cadet's total lifestyle. The Honor Code stresses that lying, cheating, or stealing is not tolerated, and that HONOR is a noble, moral standard that is the essence of not only the Corps but also our civilized society.

1.9.3. **Cadet Creed.** "I am an Air Force Junior ROTC Cadet. I am connected and faithful to every Corps of Cadets who served their community and nation with patriotism. I earn respect when I uphold the Core Values of Integrity First, Service before Self, and Excellence in All We Do. I will always conduct myself to bring credit to my family, school, Corps of Cadets, community, and to myself. My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds. I will hold others accountable for their actions as well. I will honor those I serve with, those who have gone before me, and those who will come after me. I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and lead. I am an Air Force Junior ROTC Cadet."

1.10. **Air Force Core Values:** The fundamental principles by which we must perform our work and live our lives are called core values. The core values of the Air Force and our unit are:

1.10.1. **Integrity First:** *Integrity* is the unfaltering devotion to honesty, truthfulness and doing what is right. It is made up of several traits including moral courage, responsibility, accountability, justice, openness, self-respect and humility.

1.10.2. **Service Before Self:** *Service before self* means sacrificing personal goals for the good of the service and nation, something Air Force people have done for years and will continue to do. Professional duties take precedence over personal desires. Discipline and self-control are paramount, and we must keep faith in our system.

1.10.3 **Excellence In All We Do:** *Excellence* means we strive to do our best in everything for which we are responsible, both personally and professionally. We maintain a passion for continuous improvement and innovation. We work together based on trust and mutual respect.

SECTION D -- ORGANIZATION

1.11. **Organization.** The TX-20091 Cadet Corps is organized as a Cadet Wing. The wing staff is responsible for operations of the cadet corps and designed to be cadet operated. Cadets will hold positions in different areas focused on operating the Cadet Corps.

1.12. **Chain of Command.** Each cadet will know the chain of command and the names of the people assigned to the positions contained in Figure 1.2.a Cadets should use the chain for cadet business such as questions on uniforms, customs and courtesies, drill, cadet evaluations and promotions, cadet awards, extracurricular activities, and class rules and procedures. **A PERSONAL MATTER, INAPPROPRIATE CONDUCT BY ANY CADET, OR QUESTIONS ON ACADEMICS SHOULD BE ADDRESSED DIRECTLY AND IMMEDIATELY TO ONE OF THE AFJROTC INSTRUCTORS.**

1.13. **Corps Motto.** The corps motto reflects the cadets' commitment to AFJROTC. The motto will appear on stationary and other cadet clothing, awards, and symbols. The AFJROTC TX-20091 motto is "**Excellence in all We Do.**"

Figure 1.1 Cadet Contract. (1 of 3)

**Application and Agreement for Cypress Woods High School
Air Force Junior Reserve Officer Training Corps
AY 2020/2021**

I. FORWARD

Air Force Junior Reserve Officer Training Corps (AFJROTC) is a full credit elective course offered by Cypress Woods High School. This agreement communicates the general guidelines students must follow while enrolled in AFJROTC. Participation **does not commit or obligate a student to military service**, nor does it guarantee special consideration if a student chooses to enter military service. However, a student who completes two years or more of AFJROTC may qualify for advanced rank upon enlistment and completion of basic military training. **AFJROTC remains foremost, a citizen building program.**

II. APPLICATION

I, _____, hereby apply for enrollment in Cypress Woods High School AFJROTC program.
Student's Name

III. AGREEMENT

A. Upon acceptance of this application by the student, the Cypress Woods High School **AFJROTC instructor agrees to:**

1. Provide each student Aerospace Science and Leadership Education textbooks as well as supplemental material.
2. Issue AFJROTC uniforms, including shoes and physical fitness athletic gear to each student.
3. Provide instruction in support of AFJROTC objectives, which are:
 - a. Educate and train high school students in citizenship.
 - b. Promote community service.
 - c. Instill responsibility, character and self-discipline.
 - d. Provide instruction in air and space fundamentals.
4. Provide an environment that embraces all learners, encourage academic achievement, career planning, and provide guidance regarding continuing education and scholarship opportunities.

STUDENT:

B. In order to maintain the high standards of personal conduct, appearance, and courtesy required by Cypress Woods High School AFJROTC as a student, **I understand and agree to:**

1. Participate in the Pledge of Allegiance.
2. Refrain from using all electronic devices, to include Smart Watches, during instructional period. I also agree to place these items in the classroom electronic caddy.
3. Take proper care of all uniforms and equipment provided by AFJROTC and return these items when required.
4. Enrolled in AFJROTC academic courses and participate in the corps activities.
5. Wear the AFJROTC service dress uniform only when directed by SASI/ASI. Normal uniform day is **ALL DAY on WEDNESDAY** unless notified otherwise. Physical Fitness Gear will be worn Friday during class only. Refusal to wear the issue uniform or physical fitness athletic gear or improper uniform use will result in a "0" for that day. I understand that if I fail to wear the issued military uniform/physical fitness gear on three occasions, will result in my **immediate** disenrollment from the Cypress Woods' AFJROTC program.

6. Maintain my uniform in clean and wearable condition. Return a complete and **professionally laundered uniform** upon withdrawal/disenrollment from AFJROTC, or at the end of the school year. You are responsible for cleaning costs, loss, theft, as well as damage of any uniform item. Failure to return uniform will result in placement on the CFISD Fees/Fine List.

7. Meet personal grooming and appearance standards established by CFISD, Cypress Woods High School and HQ AFJROTC **every school day.**

8. Follow Cypress Woods High School and AFJROTC established behavior standards. Students suspended lose their cadet rank, leadership position, eligibility to attend field trips and letter jacket eligibility. Expelled or students assigned to alternative campuses will be permanently removed AFJROTC program. Students will return all uniform items and pay all delinquent fees prior to withdrawal from the program.

9. Maintain an acceptable standard of academic achievement, complete classroom assignments, and participate in AFJROTC extra-curricular activities to include but not limited to fundraising, community service, commander's call or various corps activities. All cadets WILL attend/participate in the Cypress-Woods Wildcat Basic, Corps Field Day, CFISD Pass-In-Review, and the AFJROTC Military Awards Banquet/Military Ball. These are **MANDATORY EVENTS** and graded as a **MAJOR GRADE** in Gradebook. Please place these events on your calendar. Failure to attend any of these events will result in a "0" in the gradebook.

10. Field Trip Participation/Payment Policy: All AFJROTC field trips are considered a privilege not a right. Cadets are not eligible to attend corps sponsored field trips if:

- Assigned to DMC or D-Hall two or more occasions.
- Placed in alternative learning center/off campus alternative placement.
- Suspended for any reason.
- Failing any class during the marking period.
- Exhibiting a pattern of questionable behavior as deemed by the SASI/ASI.
- Fail to wear uniform or physical fitness uniform three occasions on the assigned day.
- Delinquent in paying JROTC and school fees, fundraising money, or payment for missing items.
- Do not participate in at least two community service events.

I understand field trip fees are non-refundable due to mandatory withdrawal, for cause, misconduct, or parental permission revocation no less than **2 weeks prior** to the field trip departure date.

11. **Disenrollment Policy:** The Air Force's on-site representative, the SASI, is personally charged by HQ AFJROTC with managing a fully compliant AFJROTC program and will initiate or approve all enrollment and disenrollment actions. The SASI can disenroll an AFJROTC cadet **at any time during the academic year** with proper cause. Cadets may be disenrolled from AFJROTC based on any other conduct related reason deemed appropriate by the AFJROTC SASI or the principal. Disenrollment is the last resort and must be preceded by documentation and corrective counseling. However, disenrollment is necessary in some cases, in order to maintain the morale and discipline of the unit. Instructors must work together with the cadet, their parents, unit cadet leaders, school counselors and administrators to resolve these issues. However, when these efforts are unsuccessful, the SASI must be allowed to remove the cadet from the AFJROTC program. **A maximum of three weeks** is sufficient to complete the entire administrative process. The cadet either chooses to comply as required or is removed from AFJROTC. These students can be placed wherever the school administration sees fit, but the HQ AFJROTC position is that these students must be removed from the AFJROTC class and disenrolled.

12. Meet the objectives of AFJROTC by developing:

- a. Habit of good order and discipline.
- b. A high degree of personal honor, self-reliance, and leadership.
- c. A broad-based knowledge of the aerospace age and fundamental aerospace doctrine.
- d. Basic military skills.
- e. Knowledge of and appreciation for the traditions of the Air Force.
- f. An interest in completing high school and pursuing higher educational goals or skills.

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

13. Respond positively to other students appointed to leadership positions in Cypress Woods High School AFJROTC and conduct myself properly when placed in a position of leadership.

14. Strive to develop self-discipline, responsibility, and accountability.

DATE: _____ STUDENT EMAIL: _____ STUDENT SIGNATURE: _____

PARENT:

C. I give my permission for my child, _____ to enroll in Cypress Woods High School AFJROTC and will encourage their participation. I understand there is **no military obligation** for participation in AFJROTC. I will allow Cypress Woods High School and AFJROTC to take photographs of my child engaged in AFJROTC activities for use in student publications, photo boards, exhibits, etc., and on the Cypress Woods High School and AFJROTC websites. I also authorize Senior Aerospace Science or Aerospace Science Instructor, during approved school trips/functions, to execute any or all documents necessary for my child to be treated by medical personnel during a medical emergency.

1. **I agree to return all completed forms NLT September 22, 2020 and pay \$85.00 corps activity fee NLT September 25, 2020.** This fee will pay for unit spirit shirt, **cadet** military awards banquet ticket and to purchase other instructional material not provided by CFISD, HQ AFJROTC, or the United States Air Force. These items include, but is not limited to, model rockets, student awards, and classroom project supplies.

2. I have also read and understand information in **Section B, Paragraphs 1 through 14**. If you have any questions or concerns, please feel free to contact me at Office: 281-213-1924.

3. I understand field trip fees are non-refundable, for example, due to misconduct/circumstances that are controllable by the cadet, withdrawal of parental consent or failing grades.

PARENT PRINTED NAME: _____

PARENT SIGNATURE: _____ DATE: _____

Please provide current contact information, to include a current cellphone and emergency numbers, and email address. This information will be used to enhance parent and teacher communication for example, email notification and REMIND notification.

Address: _____ *Cell Phone Number: _____
Street Address

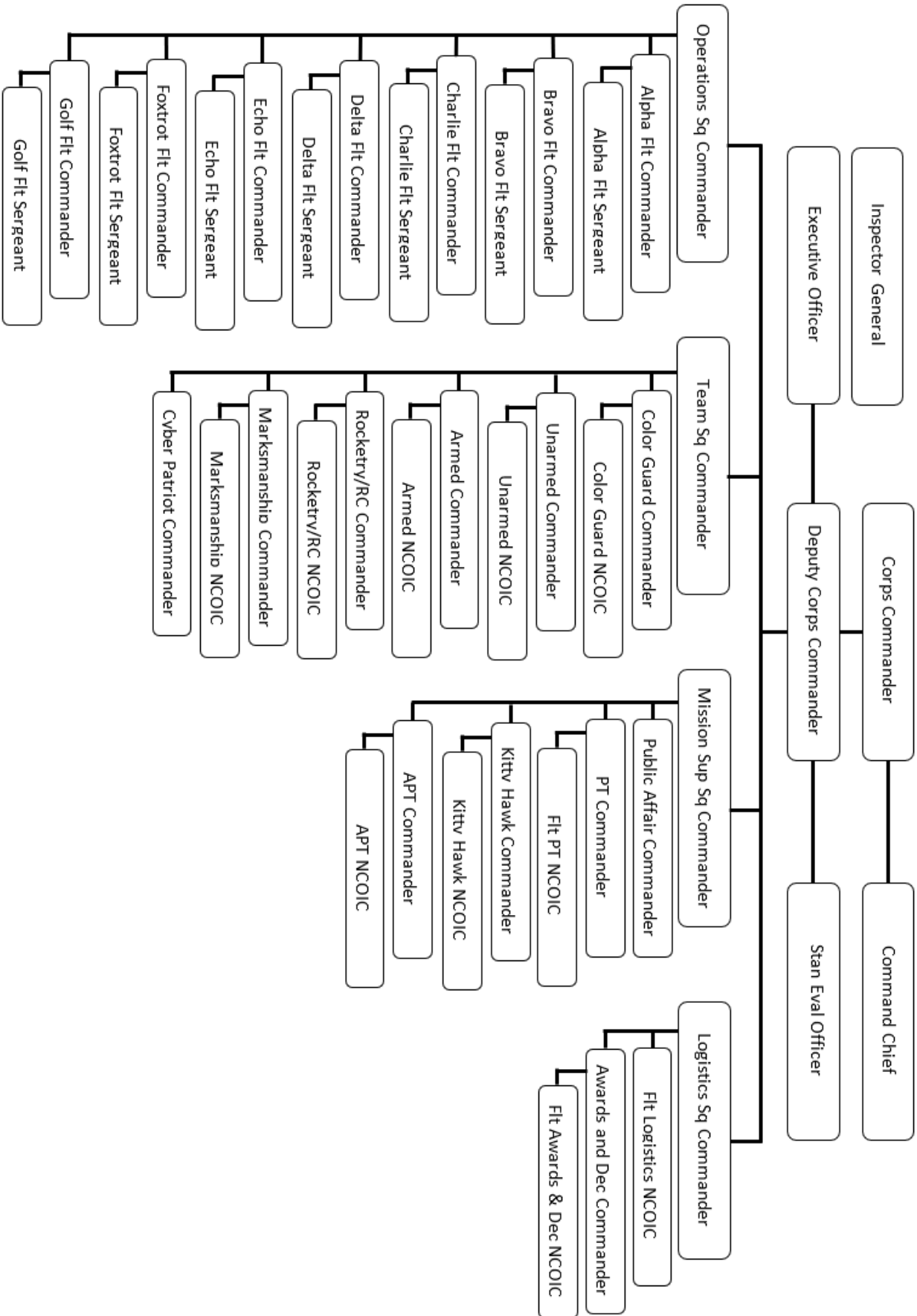
_____ *Emergency Phone Number: _____
City, State, Zip Code

*Parent Email Address: _____

* Please notify the attendance office as well as AFJROTC if there are any changes.

**Chain of Command
(Figure 1.2.a)**

Chain of Command	Cadet Chain of Command
President of the United States/Commander in Chief	Corps Commander
Secretary of Defense	Deputy Corps Commander
Secretary of the Air Force	Inspector General
Air Force Chief of Staff	Command Chief Master Sergeant
Chief Master Sergeant of the Air Force	Executive Officer
Air Education and Training Command, Commander	Chief of Standards/Evaluation
Air University Commander	Logistics Squadron Commander
Holm Center Commander	Operations Squadron Commander
AFJROTC Director	Mission Support Squadron Commander
Principal, Cypress Woods High School	Team Squadron Commander
Senior Aerospace Science Instructor (SASI)	Your Flight Commander
Aerospace Science Instructor (ASI)	Your Flight Sergeant



**TX-20091 Unit Manning Document
(Figure 1.2.b.)**

Position #	Title	Starting Grade	Max Authorized Grade	Total Auth
1	Corps (Group) Commander	C/Lt Col	C/Col	1
2	Deputy Corps (Group) Commander	C/Maj	C/Lt Col	1
3	Inspector General	C/Maj	C/Maj	1
4	Command Chief	C/CMSgt	C/CMSgt	1
5	Standardization and Evaluation Officer	C/Capt	C/Maj	1
6	Executive Officer	C/1Lt	C/1Lt	1
7	Operations Squadron Commander	C/Capt	C/Maj	1
8	Mission Support Squadron Commander	C/Capt	C/Maj	1
9	Team Squadron Commander	C/Capt	C/Maj	1
10	Logistics/Uniform Squadron Commander	C/Capt	C/Maj	1
11	Flight Logistics/Uniform NCOIC	C/SSgt	C/TSgt	7
12	Public Affairs	C/2Lt	C/1Lt	2
13	Physical Fitness Officer	C/2Lt	C/1Lt	1
14	Flight Physical Fitness NCOIC	C/SSgt	C/TSgt	7
15	Awards/Dec. Officer	C/2Lt	C/2Lt	1
16	Flight Awards/Dec. NCOIC	C/SSgt	C/TSgt	7
17	Color Guard Commander	C/2Lt	C/1Lt	1
18	Color Guard Team NCOIC	C/SSgt	C/TSgt	1
19	Kitty Hawk Air Society Commander	C/2Lt	C/1Lt	1
20	Kitty Hawk Air Society NCOIC	C/SSgt	C/TSgt	1
21	Unarmed Drill Team Commander	C/2Lt	C/1Lt	1
22	Unarmed Drill Team NCOIC	C/SSgt	C/TSgt	1
23	Rocketry/RC Team Commander	C/2Lt	C/1Lt	1
24	Rocketry/RC Team Commander	C/SSgt	C/TSgt	1
25	Awareness Presentation Team Commander	C/2Lt	C/1Lt	1
26	Awareness Presentation Team NCOIC	C/SSgt	C/TSgt	1
27	Marksmanship Team Commander	C/2Lt	C/1Lt	1
28	Marksmanship Team NCOIC	C/SSgt	C/TSgt	1
29	Armed Drill Team Commander	C/2Lt	C/1Lt	1
30	Armed Drill Team NCOIC	C/SSgt	C/TSgt	1
31	Cyber Patriot Team Commander	C/2Lt	C/1Lt	1
32	Flight Commander	C/2Lt	C/2Lt	7
33	Flight Sergeant	C/SSgt	C/TSgt	7
34	Flight Guide-on Bearer	C/SrA	C/SSgt	7
35	Flight Element Leader	C/A1C	C/SrA	28

Chapter 2

CLASSROOM EXPECTATIONS, PROCEDURES, GRADING SCALE AND ASSIGNMENTS

SECTION A -- CLASSROOM RULES/PROCEDURES

2.1. Classroom Expectations. All cadets will abide by the classroom procedures listed in the student guide. Cadets will **not**:

- 2.1.1. Chew gum, eat food, or drink **ANY** beverages in the classroom, or the instructor offices.
- 2.1.2. Wear hats or other headgear indoors during any cadet or school activity.
- 2.1.3. Talk when the instructor or a guest lecturer is talking unless recognized.
- 2.1.4. Throw object(s) or participate in horseplay in classroom.
- 2.1.5. Write on the bulletin board, or on any other visual aid without the instructor's permission.
- 2.1.6. Place books, athletic/book bags, purses, or other personal belongings in aisles or walkways.
- 2.1.7. Sleep or put head down on the desk during class. All illnesses will be referred to the school nurse.
- 2.1.8. Be loud or disruptive. Arguing amongst cadets in the classroom or drill area will not be tolerated.
- 2.1.9. Forget to always address the instructors, guest lecturers, or cadet officers as "Ma'am" or "Sir."
- 2.1.10. Enter instructor offices without being given permission to enter and to address the instructor.
- 2.1.11. Arrive to class late or unprepared. Cadets will bring notebooks, pencil(s), pen(s) with black or blue ink, and any aerospace science and leadership materials and assignments.
- 2.1.12. Be disrespectful, inconsiderate, threatening, or use vulgarity towards teachers, visitors, or other students.
- 2.1.13. Perform "**Hazing**" or harassing of fellow cadets. Hazing 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. **Harassment of a sexual nature is particularly serious. Any cadet experiencing such treatment from another cadet at any time should immediately report incident to the SASI or ASI.**
- 2.1.14. Walk around during class unless given permission. Will not fail to pick-up assignment/warm-ups prior to the being of class prepared for instruction.
- 2.1.15. Disturb other classes or school administration while proceeding to a drill area. Cadets are reminded that the hallways are extensions of the classroom. Therefore, there will be no talking or stopping. Exit and enter the school building quietly so as not to disturb or interfere with other classes.
- 2.1.16. Talk during class without permission. Raise your hand if you have a question
- 2.1.17. **USE ANY ELECTRONIC DEVICES IN JROTC CLASSROOM, TO INCLUDE SMART WATCHES.**

2.2. Classroom Procedures. The following are the daily classroom procedures:

- 2.2.1. Cadets will pick-up warm-up assignments and stand behind their desks at parade rest prior to the tardy bell.
- 2.2.2. Flight Commander or Flight Sergeant will call the flight to attention by commanding "FLIGHT ATTENTION".
- 2.2.3. Cadets will stand by their desks at attention and remain silent and be prepared to begin class immediately after roll call.

2.2.4. With the flight at ATTENTION, Flight Commander/Sergeant will direct Element Leaders to “REPORT”. Element leaders will respond by appropriately facing and saluting, then giving the names of cadets absent from their element. For example, “SIR/MA’AM, CADETS WILLIAMS AND JONES ARE ABSENT” or "ALL PRESENT OR ACCOUNTED FOR, SIR/MA'AM". Flight Commander/Sergeant will then turn to the instructor, salute, and state "SIR/MA’AM, ALL PRESENT AND/OR ACCOUNTED FOR and will state who is absent” After the report the instructor will direct the flight to "TAKE YOUR SEATS" or “BE AT EASE” Cadets can then sit down but will refrain from talking.

The instructor will input entries into the Gradebook. The Flight Commander/Sergeant uses this time to review daily operation orders.

2.2.5. **It is the responsibility of the absent cadet to contact the flight sergeant and/or instructor for any missed assignments (the first day after returning to class).**

2.2.6. Unexcused absences and excessive tardiness will negatively affect Outstanding Flight competition and the cadet's course grade. Being on time and attending school are qualities that will ensure success in school and later in the job market.

2.2.7. At approximately two minutes before the class dismissal bell rings, the Flight Commander/Flight Sergeant will prepare the flight for dismissal **when instructed by the SASI/ASI**. The instructor will inform the cadets to stop class work, return laptops and other items used during the class period. Cadets will clean their desktops, dispose of trash in the immediate vicinity of their desks, retrieve electronic devices from the classroom electronics caddy and prepare for dismissal.

2.2.8. To show respect to distinguished visitors, for example, district superintendent, principal and school administrators, the cadet who recognizes the visitor will call the room to "CLASS, ATTENTION". All cadets will come to the position of ATTENTION. If seated, face forward, sit up straight, place hands on the desk, head and eyes facing forward. Remain at attention until the instructor says, “AT EASE.”.

2.2.9. Flight Commanders are responsible for the conduct of their flight **prior** to and at the **end** of the class period. **The SASI/ASI will oversee and manage ALL instructional time.** Flight Sergeants assume this responsibility during the absence of the flight commander.

2.2.10. If arriving late to class, you will provide the instructor your “late” pass without disrupting the class.

SECTION B -- GRADING CRITERIA

2.3. **Grading Scale.** Instructors will use the following weighted grading scale and assign a letter grade using the school's published grading scale. Instructors will maintain the Gradebook. Progress reports will be accomplished, and parents/guardians will be notified by phone of any grade and/or behavioral concerns.

2.3.1. The nine week and semester letter grades are determined by using a percentage of total points possible. This percentage is determined by dividing the total points possible for each grading category into the total points received for that category and averaging categories by respective weights. The letter grades assigned based upon the grade average are:

STANDARD GRADING SCALE: (As set by the Texas State Board of Education)

<u>Grade</u>	<u>Percentage</u>
A	90 -100
B	80 - 89
C	75 - 79
C-	70 - 74
F	69 and below

STANDARD EXPECTATIONS FOR GRADING

Checking for Understanding	Relevant Applications	Summative Assessments
Examples: <ul style="list-style-type: none"> • Quizzes • Homework • Classwork/Activities • Drill and Ceremonies Concepts 	Examples: <ul style="list-style-type: none"> • Short/Minor Projects or Presentations • Drill and Ceremonies • Proper Uniform Wear • Physical Fitness 	Examples: <ul style="list-style-type: none"> • Cumulative Tests • Cumulative Projects and/or Presentations
25% of Grade	40 % of Grade	35% of Grade

2.4. **Assignments.** Homework/special projects etc. will be graded for full credit on the due date plus the number of days a cadet is absent. Failure to turn in the assignment during the grading period will result in a "0" grade for the work. Completing class work and homework is crucial for academic success. Students can complete make-up work for excused absences. Cadets will be allowed to make up work three days after their return to class. In the event of an emergency or other extenuating circumstance, instructors will grant students additional time to do their make-up work. Students who fail to make up all the work missed by the established deadline may receive partial credit for the work completed and turned in. Students who fail to make up their work will receive no credit. In instances when a student is absent for an extended period (i.e., four days or more) parents may plan to obtain the missed work. Schools need to be given at least a 24-hour notice to gather the missed assignments.

2.5. **Textbooks.** All textbooks are found online in Schoology. If needed parents/cadets can request a textbook. Cadets should not remove instructional material from the classroom without instructor permission. Cadets may receive additional materials to help them complete assignments.

2.6. **Individual inspection.** An individual inspection conducted every Wednesday. The inspection is graded and supervised by ASI or the SASI.

2.7. **Wellness Training.** Wellness training will be graded on participation and wearing of issued physical fitness gear. Failure to wear the proper uniform and participate will result in a "0" grade. Physical training is conducted every Friday during the class period. If CFISD mandates on-line learning due to COVID-19, cadets will be responsible for participating in the At Home Wellness Program. Cadets must complete required exercises and complete the At Home Wellness Form found in Schoology.

2.8. **Daily Grades:** Each cadet will receive a daily grade for class participation to include classroom warm-up and other instructional activities.

Chapter 3

CUSTOMS AND COURTESIES

SALUTE, UNITED STATES FLAG AND FLAGS OF FOREIGN COUNTRIES, CADET ETIQUETTE, AND POSITION OF HONOR

SECTION A -- SALUTE

3.1. **Salute.** The salute is a traditional greeting between military personnel. The salute is deeply rooted in military history from when warriors raised their right arms to show no weapon was present, when knights raised their visors with their right hand as a sign of greeting, as well as when American Revolutionary Soldiers removed their "3-corner" hats to greet others and show them respect. The salute is a way of saying "Hello" while showing respect to officer's senior in rank. Sometimes the hand salute is rendered to honor the colors, a mark of respect for our country. The way cadets execute a salute is important. A smart salute indicates pride in self and the corps. A sloppy, lackadaisical salute indicates lack of confidence and pride. Cadets should develop the habit of carrying books or other objects with the left hand to free the right hand for saluting.

3.1.1. Cadets will, when wearing the uniform outside, salute:

3.1.1.1. The President of the United States.

3.1.1.2. All commissioned and warrant officers of United States military services and Friendly Foreign Nations.

3.1.1.3. The Senior Aerospace Science Instructor (SASI).

3.1.1.4. Cadet officer, senior in grade, when in uniform.

3.1.2. **Cadets will not render hand salutes indoors EXCEPT when formally reporting to the SASI/ASI.** The proper sequence of reporting includes the rendering of the salute and the statement "Ma'am/Sir, Cadet (LAST NAME) reports as ordered" or appropriate statement. The cadet holds the salute until it is returned or otherwise acknowledged by the officer/instructor. When the purpose of the report or meeting is completed, the cadet again salutes and asks, "**Ma'am/Sir, Request Permission to be Dismissed,**" the officer/instructor will return the salute or otherwise acknowledge it, and the cadets will then sharply turn and exit the room/office.

3.1.3. Hand salute is accomplished in the following two counts.

3.1.3.1. **COUNT 1.** Raise the right hand smartly and directly to the forehead while at the same time extending and joining the fingers, placing the thumb along the forefinger. Keep the palm flat, forming a straight line between the fingertips and the elbow. As the hand gets close to the face, tilt the palm slightly toward the face and hold the upper arm horizontally, slightly forward of the body, and parallel to the ground. Finally touch the tip of the middle finger of the right hand to the outside corner of the right eyebrow or to the front right corner of glasses, if worn.

3.1.3.2. **COUNT 2.** Bring the arm smoothly and smartly downward retracing the path used to raise the right hand and arm after the salute is returned by the one you are saluting.

SECTION B – UNITED STATES FLAG AND FLAGS OF FOREIGN COUNTRIES

3.2. United States Flag and Flags of Foreign Countries

3.2.1. **Display.** Normally unless illuminated, the US flag will only be flown from sunrise to sunset. When the flag is displayed horizontally or vertically against a wall, the union will be uppermost and to the observer's left. Generally, the flag will be displayed flat or hanging free. The flag will be placed in the position of honor, to the right of a speaker, when displayed on a platform, in a hall, on a stage, or on the same level of the audience. When the flag is displayed at half-staff, it is first hoisted to the top of the staff and then lowered to the half-staff position. When lowering the flag, it is first raised to the top of the staff and then lowered. At no time will the flag be allowed to touch the ground and after being completely detached from the halyards, the flag is folded properly into the shape of a triangle. When many flags are displayed from staffs in a row, the United States flag will be on right of the line, the left of an observer facing the display. If no foreign flags are involved, the United States flag may be placed at the center of the line provided it is displayed at a higher level. When used on a platform, it will be displayed above and

behind the speaker's platform. When bunting is used, since the flag will never be draped over the platform, the colors will be arranged blue on top, white in the middle, and red below.

No lettering or object of any kind will be placed on the flag, no other flag or pennant is flown above the flag, and the flag will not be dipped. In a procession with another flag or flags, the United States will be either on the marching right, the flag's own right, or if there is a line of other flags, in front of the center of the line. It will never be carried flat or horizontally but always aloft and free. The correct way to carry a staffed flag is to hold the staff with one or both hands in front of the center of the body with the base of the staff resting against the body and the staff sloping upward and forward at an angle of about 30 degrees from the body. (See Figure 10)

3.2.2. **Customs and Courtesies.** The flag and national anthem are symbols of the people, their land, and institutions. Thus, when we salute these symbols, we are saluting the nation. Flags and national anthems of friendly nations are shown the same respect as our own. Flag ceremonies occur during parades, reveilles, retreats, and prior to unique events. Reveille signals the start of the official day while retreat signals the end of the official duty day. Most flag ceremonies will be conducted with the playing of the United States National Anthem. All cadets will render the following courtesies:

3.2.2.1. When in uniform outdoors, and the "National Anthem" or "To the Colors" is played, stand at attention, face the flag (or direction of music), render the military salute, and hold it from the first note of the music until the last note. When in civilian clothes, stand at attention, face the flag (or music), and place the right hand over the heart. A male removes his hat, holds it in his right hand, and places his right hand over the heart. A female places her right hand over her heart but does not remove her hat.

3.2.2.2. When attending any outdoor event and a United States flag is carried past a cadet; the cadet, if in uniform, should stand at attention, face the path of the flag, render a proper salute six paces before the flag is even with them, and hold the salute until the flag passes six paces beyond them.

3.2.2.3. When ceremonies occur indoors and the "National Anthem" or "To the Colors" is played, face the flag and take the position of attention. If the flag is not visible, take the position of attention and face the music. Do not salute unless under arms.

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

3.2.3. Cadets will raise and lower the United States and Texas flags daily on the school's stationary flagpole. Normally the flags will be raised prior to the first period and lowered during seventh period. These are formal, solemn ceremonies that will be accomplished in a professional manner. The Corps Commanders will ensure four cadets are designated, with one being the detail chief, to accomplish the flag detail. The detail chief will form the detail, direct the flag ceremony, march the detail back to the form-up area after the flags are raised or lowered, and secure the flags. The instructor will issue any special instructions.

SECTION C -- CADET ETIQUETTE

3.3. **Cadet Etiquette.** Proper etiquette is "the customary rules of conduct or behavior in a polite society". Our civilized society operates smoother and is more pleasant to live, go to school, and work in when all members practice proper etiquette and good manners. Cadets **should**:

3.3.1. Say "Please" and "Thank You".

3.3.2. Use Yes "Ma'am"/"Sir" when addressing AFJROTC instructors, military service members, school officials, teachers, and visitors. Use "Mr., Ms., or Mrs." and last name when addressing civilians and "Rank" and last name when addressing military personnel.

3.3.3. Not gossip or use disparaging terms regarding other cadets.

3.4. **Position of Honor.** This military courtesy began centuries ago when men fought with swords. Since men were primarily right-handed the heaviest fighting occurred on the right side. The left side became a defensive position since the shield was normally carried with the left hand/arm. Thus, since units were proud of their fighting ability, **the right side** (sword bearing side) or right of the battle line **became the position of honor**, assumed by great warriors and leaders. Thus, a cadet should, while in uniform, walk or sit on the LEFT side of an AFJROTC instructor, military service member, or senior cadet officer who assumes the position of honor on the RIGHT.

Chapter 4

PERSONNEL

PERSONNEL POLICIES – GRADES (RANKS), HAZING, CADET ACTION BOARD, CADET PROMOTIONS AND ASSIGNMENTS, AWARDS PROGRAM, AND AFJROTC CERTIFICATES

SECTION A -- CADET GRADE/RANK

4.1. **Cadet Grade (Rank).** There are two grades a cadet may hold, a permanent grade or temporary grade. All references to a cadet grade will have the word "Cadet" as part of the cadet grade, i.e. Cadet Major Josh Smith. Grade is represented by standardized AFJROTC insignia (**Figure 4.1**) that is worn on the cadet uniform. Cadets must also know and recognize active duty Air Force military service grades (**Figure 4.1**).

4.1.1. **Permanent Grade.** This grade is commensurate with *PERFORMANCE*. A cadet must show satisfactory performance during any given semester to be awarded the grade on a permanent basis at the beginning of the following semester. All cadets are assigned a permanent grade commensurate with the number of years they were enrolled in AFJROTC; i.e., the permanent grade for first-year cadets is Airman; second-year, Airman First Class; third-year, Senior Airman; and fourth-year, Staff Sergeant. Permanent grades may be awarded during the second semester of each year. Retention of permanent grades is contingent upon satisfactory **performance** and behavior as determined by the AFJROTC Instructors. Permanent officer status will be awarded to cadets holding officer positions for two or more grading periods (9 weeks).

4.1.2. **Temporary Grade.** Cadets will be awarded a temporary grade based on their cadet job and their performance. Since the grade is temporary, it will not necessarily be carried over from one semester to another. **LEADERSHIP ASSESSMENT AND CORPS PERFORMANCE ARE THE DETERMINING CRITERIA TO NOT ONLY ACHIEVING THE TEMPORARY GRADE BUT TO ALSO RETAINING IT.** Officer and Senior NCO (SNCO) grades are hard to achieve and will normally be awarded to only those cadets who have completed CLS and CTA. Cadet officer's and SNCO's entire academic record and conduct will be closely scrutinized by the SASI and ASI to determine if officer grades will be awarded and retained. A cadet will wear the insignia of the cadet temporary grade. Normally, cadets will not hold a temporary grade higher than the maximum grade authorized for the job in the Unit Manning Document (UMD), **Figure 1.2.b**.

4.1.3. **Transfer Students.** Cadets who transfer from other JROTC programs will be evaluated by the SASI and ASI to determine if they may temporarily assume their permanent and temporary grades they earned in their last unit. The instructor staff will request their cadet records from the losing unit. Upon receipt, the instructor staff will evaluate the cadet's record and present performance and if sufficient, permanently award the appropriate grade and position title.

SECTION B -- HAZING

4.2. **Hazing.** Hazing of cadets will not be tolerated and is STRICTLY PROHIBITED. Hazing exists when a cadet uses their leadership position, seniority, or rank/grade to engage in behavior, physical or verbal, that is demeaning, retaliatory, or dangerous for personal gain. This includes directing a cadet to do push-ups or other physical activities for punishment or directing comments towards a cadet that can be interpreted as threatening, demeaning, humiliating, or containing prejudicial comments or overtones. This also applies to instructors as well as other individuals overseeing AFJROTC activities. The SASI or ASI will brief all cadets on this policy annually.

SECTION C -- CADET ACTION BOARD

4.3. **Cadet Action Board.** The SASI or ASI may convene a Cadet Action Board. As a minimum, the board will consist of the Cadet Wing Commander (Chairperson), Cadet Deputy Wing Commander, Cadet Command Chief Master Sergeant, Cadet Operations, Mission Support, Logistics, Services Squadron Commanders and the Executive Officer (Recorder), unless there is a conflict of interest. In this case, the SASI will determine board members based on the circumstances. The ASI will serve as an advisor to the board and may attend all meetings. The Cadet Action Board's function is to:

- 4.3.1. Develop and implement promotion policies.
- 4.3.2. Oversee cadet evaluation policies and procedures.
- 4.3.3. Recommend quarterly and semester awards.

- 4.3.4. Select cadets for senior staff positions.
- 4.3.5. Manage cadet corps operational policies and procedures.
- 4.3.6. Recommend cadet guide revisions.

4.4. **Monthly Cadet Awards.** The Cadet Actions Board will develop, oversee and implement cadet recognition program. Cadets will compete each month of the school year for either Cadet of the Month, Flight Commander of the Month and/or Flight Sergeant of the Month. Monthly award winners will then compete for a Semester Award in the same category. These awards are separate from the annual awards program.

4.5. **Disciplinary and Policy Review.** The Cadet Action Board will develop a system that provides each cadet an opportunity to surface complaints, concerns, or recommendations of either a personal or corps interest to the board for appropriate action. The SASI or ASI may direct when the board will convene to investigate cadet misconduct and recommend to the SASI/ASI appropriate courses of action. The SASI or ASI may also direct when the board will convene to enforce corps policies.

SECTION D -- CADET PROMOTIONS, DEMOTIONS, POSITION ROTATION, AND JOB ASSIGNMENTS

4.6. **Promotions.** Cadets will hold a permanent grade commensurate with the number of semesters completed in accordance with AFJROTCI 36-2010 and the AFJROTC Consolidated Operational Supplement. The SASI and ASI will award temporary grade promotions to cadets serving in specific assigned positions in the cadet corps. Maximum grade for each position is designated in the Unit Manning Document (UMD), (See **Figure 1.2b**). Initially, the SASI will award cadets appointed to corps positions an entry-level rank under the maximum allowed grade in accordance to the UMD. During the year, promotion boards may consider the performance of cadets in their various positions and recommend to the SASI those cadets who deserve promotion. Cadets rotated from their position will return to their permanent grade unless they have held officer status for two or more semester grading periods. During their last year seniors may retain the highest rank to which they have ever been promoted.

4.6.1. **Responsibilities.** The SASI will promote cadets, assign cadets to positions, demote cadets, and reassign cadets from AFJROTC TX-20091 UMD positions. At the end of the Academic Year the Cadet Action Board and ASI will interview cadets for the top three Corps positions. The newly selected Top Three cadets along with the ASI will hold a board and interview cadets to fill their staff positions. The Cadet Corps Commanders will submit staff position recommendations to the ASI, who in turn will scrutinize closely and then submit final recommendations to the SASI for approval.

4.6.2. **Demotions.** Cadets may be demoted one or more grades by order of the SASI for conduct unbecoming a cadet. Also, administrative demotion of one grade may be applied to any cadet officer or senior NCO whose grade point average drops below 4.0 using a 6.0 grading scale, in AFJROTC and all other academic courses, at the end of the semester.

4.6.3. **Promotion Procedures.** Promotions will take place at the beginning of the second semester. Two types of promotions will take place: Permanent Grade and Temporary Rank promotions.

4.6.3.1. **Permanent Grade.** Rank will be awarded to those cadets who have time in grade and time in AFJROTC service assuming they meet the following criteria*:

- Cadet AB to AMN: 2 hours Community Service, 1st year
- Cadet AMN to A1C: 10 hours Community Service, 2nd year
- Cadet A1C to SrA: 20 hours Community Service, 3rd year
- Cadet SrA to SSgt: 30 hours Community Service, 4th year

*** All cadets must meet the following criteria to be considered for promotion: No DMC, Suspensions, alternative campus assignment and must have a minimum of an 80% GPA in JROTC studies.**

4.6.3.2. **Temporary Grade.** All staff positions except for the Corps Commander, Deputy, Command Chief and IG will be awarded a temporary rank below the maximum allowed in accordance with the UMD. This will allow the potential for cadets to be promoted in their position and to excel at their duties and be appropriately rewarded. All staff position NCO promotions* and officer promotions** will meet the following criteria:

- **Cadet SSgt to TSgt:** 3 community service, perform Open Ranks of a flight, no missed uniform wear days.
- **Cadet TSgt to MSgt:** 5 community service, command 30 steps of drill, no missed uniform wear days, pass basic knowledge test.
- **Cadet MSgt to SMSgt:** 5 community service, command 30 steps of drill, no missed uniform wear days, pass basic knowledge test.
- **SMSgt to CMSgt:** 5 community service, command 30 steps of drill, no missed uniform wear days, pass basic knowledge test.

****All cadet NCOs must meet the following criteria to be considered for promotion: No DMC, Suspensions, no alternative campus assignments and must have a minimum of an 80% GPA in JROTC studies.**

- **Cadet 2Lt to 1Lt:** 5 community service, command 30 step of drill, no missed uniform wear days, pass advanced knowledge test.
- **Cadet 1Lt to Captain:** 5 community service, command 30 step of drill, no missed uniform wear days, pass advanced knowledge test.
- **Cadet Captain to Major:** 5 community service, command 30 step of drill, no missed uniform wear days, pass advanced knowledge test.

**** All cadet officers must meet the following criteria to be considered for promotion: No DMC, Suspensions, alternative campus assignment, must have a minimum of an 80% GPA in JROTC.**

4.7. **Staff Position Assignments.** All cadets will have an opportunity to apply for staff positions in accordance with the rotation policies listed below. The SASI and ASI will consider all applicants for the Wing (Corps Commander), Deputy Wing, and select, the cadets with the most leadership potential the following academic year. The Wing (Corps) Commander, once selected, will review the applicants for staff positions and recommend their choices to the SASI/ASI for approval. All cadets will meet a board and interview for their positions.

4.8. **Flight Positions.** Each class period will be designated as a Flight. The SASI/ASI will appoint a Flight Commander and Flight Sergeant for each class in accordance with the staff position assignment process. Flight Commanders will make recommendations for internal flight positions to the SASI/ASI for approval. The open internal flight positions are Element Leaders (four) and Guideon Bearer.

4.9. **Rotation of Positions.** Cadets selected to staff positions **will hold these positions for a minimum of one semester.** A Corps Change of Command Ceremony will occur at the end of each year. Remaining flight positions will be rotated as needed. Drill Team positions will be determined prior to the first drill meet and may be rotated to best meet the changing requirements of the Drill Team.

4.10. **Application Procedures.** Cadets wishing to apply for corps positions will apply in writing. Cadets should designate the position they wish to hold and be specific in explaining why they feel they should be selected for the position. The ASI will designate a deadline for submission of applications prior to a board/ selection date.

SECTION E -- AWARDS PROGRAM

The AFJROTC Awards and Decorations Program recognizes the achievements of AFJROTC cadets and fosters increased morale and esprit-de-corps. This section outlines the proper execution of a successful unit Awards and Decorations Program.

ACCOUTREMENTS (GENERAL)

4.11. **Insignia/Badge.** Worn according to the figures contained in this guide.

4.11.1. **Aviation Badges and Flight Suits.** Cadets will wear one of the following badges in rank order: (lowest to highest) Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. Flight (See Figure 4.2)

4.11.2. **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. (See Figure 4.2)

4.11.2.1. Flight suits are not authorized solely on obtaining the Flight Solo Badge. (See Figure 4.2)

- 4.11.3. **Unmanned Aircraft Badge.** Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider) or the Remote Pilot Certification Test. (See Figure 4-2)
- 4.11.3.1. Flight Suits are authorized for cadets who successfully pass the FAA Part 107 knowledge test and are “active” members of the units unmanned aircraft/multi-copter team.
- 4.11.4. **Aviation Ground School Badge.** Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider)
- 4.11.4.1. Flight suits are authorized for cadets enrolled in AFJROTC Aviation Honors Ground School. Upon completion, continuous wear is authorized for cadets who successfully pass the FAA Private Pilot Practical Test (Powered or Glider).
- 4.11.5. **Flight Certificate Badge.** Awarded to a cadet who possesses a valid FAA pilot’s certificate for either powered or non-powered aircraft. This badge will be worn in place of the Flight Solo Badge. (See Figure 4.2)
- 4.11.6. Flight Suits are authorized for cadets that have earned the private pilot’s flight certificate badge. (See Figure 4.2)
- 4.11.7. **Awareness Presentation Team Badge.** Awarded for participating on the Awareness Presentation Team for a minimum of five corps sponsored events.
- 4.11.8. **Kitty Hawk Air Society Badge.** Awarded to cadets who are members of the Kitty Hawk National Air Society. Members must possess at least an “A” in all AFJROTC courses, an “A” average in all core and elective courses, 90 percent average in uniform inspection, total of 25 community service and complete required Kitty Hawk orientation requirements.
- 4.11.9. **Distinguished AFJROTC Cadet Badge.** This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second- year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The recipient will hold the following awards prior to selection:
- a. Leadership Ribbon
 - b. Superior Performance Ribbon
 - c. Achievement Ribbon
 - d. Academic Ribbon
 - e. Leadership Development Requirement
 - f. Service Ribbon
- 4.11.10. **Aerospace Education Foundation (AEF) Academic Cadet Badge.** Awarded to rising Junior or Senior cadets for academic excellence as signified by attaining a minimum 3.3 GPA on a 4.0 GPA scale with no grade below a 2.0 GPA on their school transcript. The individuals must be recommended by the SASI. (See Figure 4.2)
- 4.11.11. **Model Rocketry Badge.** Awarded to cadets who have fulfilled model rocketry program requirement. Program requirements are listed in the Model Rockery Handbook. (See Figure 4.2)
- 4.11.12. **Other Badges or Pins.** Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination. Pins given to **CyberPatriot and Stellar Explorer cadets will not be worn** on the AFJROTC uniforms. Only cadets who receive the **National Finalist CyberPatriot badge** may wear this badge on their uniforms.
- 4.11.13. **Marksmanship Awards.** Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.** (See Figure 4.4)
- 4.11.13.1. Each Marksmanship athlete may earn one of the three marksmanship badges. They may only wear one of the badges on the uniform, not more than one at a time. These badges are earned by scores obtained in competitions, not practices. These badges are awarded by the unit’s SASI.
- 4.11.13.2. The basic marksmanship badge requires a combined score of 170 or above, fired in the prone, standing, and kneeling 3x10 positions.

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

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

4.11.13.5. **The Civilian Marksmanship Program** (CMP) Junior Distinguished Badges (Gold, Silver, and Bronze) are awarded to cadets who distinguished themselves by attaining a series of high rankings in designated major junior air rifle championships that include State Junior Olympic Qualifiers, CMP Cup Matches, the National Junior Olympic Championships and other National Council Three Position Air Rifle Championships.

4.11.13.6. Badges are earned through CMP and units can visit www.thecmp.org for additional information on how to qualify for the badges.

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

4.12. Shoulder patches, cords and tabs.

4.12.1. **AFJROTC Patch** (white, Lamp of Knowledge). Wear of the AFJROTC official shoulder patch **is mandatory** on the left sleeve (shoulder) of all uniforms except the raincoat, overcoat, all-weather coat, **ABU (front left pocket only)**. Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder sleeve.” Flight Suit - the white, Lamp of Knowledge, AFJROTC Patch will be worn (if no unit patch is available) on the right sleeve (shoulder) if no unit patch is available. The AFJROTC shield will be worn on the right chest. All flight suit patches will be displayed utilizing Velcro.

4.12.2. **Unit Patch.** Optional. If worn, must be on the right shoulder only (**ABU on front right pocket only**). Flight Suit: The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if no unit patch is available the white, Lamp of Knowledge, AFJROTC Patch will be worn. All flight suit patches will be displayed utilizing Velcro (not sewed onto the flight suit).

4.13. **Shoulder cords.** Cadets are authorized to wear **one shoulder cord (double knot, single cord** “infantry” style shoulder cord. Cords will be worn on the left shoulder, grounded to the shoulder seam, **with no metal tips, and no wider than 1-inch (no aiguillettes or citation cords)**. Colors are locally determined. **Shoulder cord may be worn on regular uniform days.**

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

4.13.2. Cadets on special teams and senior cadet staff will be issued **shoulder cords** to wear on the left shoulder. The shoulder cord will be worn only on the light blue shirt and the service dress coat. Cords colors denote different honors or leadership positions. Colors will be as follows (not all inclusive):

<u>Cord Designator</u>	<u>Rope Colors</u>
Squadron Corps Commander	Maroon/Gold
Deputy Corps Commander	Maroon/Silver
Command Chief	Red/White
Inspector General	Mustard
Stand Eval	Black
Executive Officer	Black
Operations Squadron Commander	Maroon
Teams Squadron Commander	Maroon
Mission Support Squadron Commander	Maroon
Logistics Squadron Commander	Maroon
Public Affairs Officers	Black
Kitty Hawk Commander	Royal Blue/Gold
Flight Commanders	Navy Blue
Flight Sergeants	Green
Flight Guideon	Red
Element Leaders	Grey

4.14. **Shoulder Tabs.** Shoulder tabs are either cloth or metal arches denoting participation in an AFJROTC activity. Shoulder tabs are optional. If worn, cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.). If no unit patch is worn, tab will be worn no lower than 1 inch below the shoulder seam. If a unit patch is worn, shoulder tab will be centered between the unit patch and the shoulder seam.

4.15. **Cypress Fairbanks ISD AFJROTC Service Letter Jacket/Patch**

4.15.1. **Purpose.** The Cypress Fairbanks ISD AFJROTC Service Letter recognizes cadets who accumulate 3000 points for AFJROTC extracurricular participation, community service, awards, AFROTC sponsored activities participation, AFJROTC training completion, awareness presentations, and letters of appreciation and commendations. Points are cumulative and carry over to the next school year. The Cadet Corps Commander ensures the developed automated tracking system is used to track student points.

4.15.2. **Award.** Initial award is the Cy-Woods High School letter that may be worn on the Cy-Woods High School letter jackets. Those who have “Lettered” in other activities will be award the TX-20091 Corps Sleeve Patch. **Award Criteria: (See Figure 4.6)**

4.16. **AFJROTC Graduation Cord.** The SASI/ASI will confirm those graduating seniors who may qualify for the Kitty Hawk Air Society Honors Graduation Cord. It is awarded to graduating seniors who:

- 4.16.1. Is member of the Kitty Hawk Air Society during their senior year.
- 4.16.2. Earned an overall “A” in AFJROTC and an “A” in all other subjects.
- 4.16.3. Achieved 90 percent average in uniform inspection.
- 4.16.4. Accumulated 25 community service as well as completed required Kitty Hawk orientation requirements.
- 4.16.5. Recommended by the SASI.
- 4.16.6. Display good citizenship and are a positive role model in all classes as evidenced by: No conduct grade below “S” (Satisfactory). Few, if any, disciplinary actions, especially assignment to DMC. No suspensions; removal from any position or temporary rank in AFJROTC; and no behavior that reflects negatively on the AFJROTC Program.

SECTION F -- AFJROTC CERTIFICATES OF COMPLETION AND TRAINING

4.17. **Completion Certificate.** Passing grades in every credit-granting academic period constitutes successful completion of the AFJROTC program and makes the cadet eligible by for a Certificate of Completion.

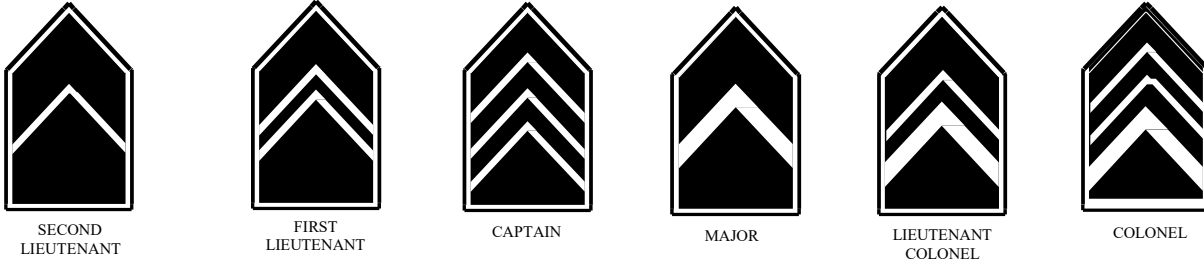
4.18. **Certificate of Completion:** Will be awarded to all cadets for successful completion of 3 academic program years of AFJROTC with SASI concurrence. AFJROTC instructors administering a 4-year program have the option of issuing an updated Certification of Completion after 4 academic program year:

- 4.18.1.1. Senior ROTC at the college level may grant course credit to qualifying cadets. JROTC cadets may be excused from one year of the General Military Course (GMC) of the college’s AFROTC program.
- 4.18.1.2. Enlistment in pay grade E-2 in the Army, Navy, or Air Force after completion of basic training. Immediate monetary benefit and accelerated promotion ahead of other enlistees who enter active duty at the same time.

4.1 Authorized AFJROTC Rank Insignia

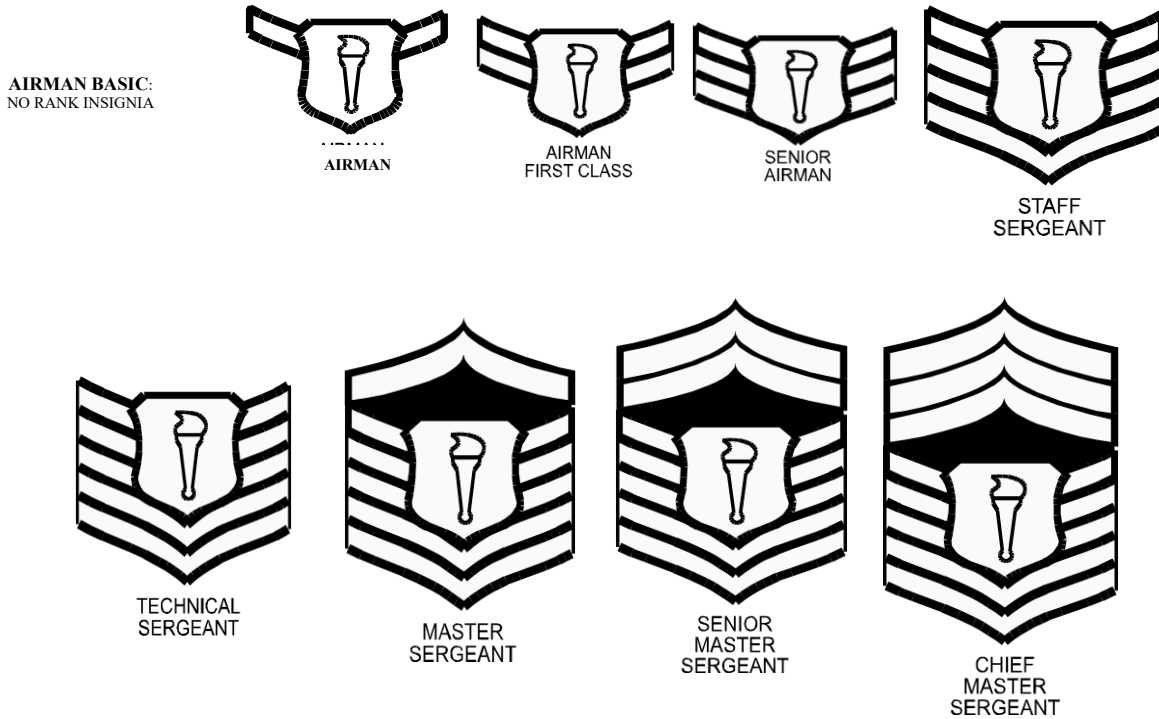
AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



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

CADET ENLISTED RANK



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

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

Figure 4.2 Authorized Air Force JROTC Badges and Insignia Award Criteria

AIR FORCE JROTC BADGES AND INSIGNIA

AWARD	CADET MUST:	ELEMENT
Flight Solo Badge	-Possess a solo flight certificate signed by an FAA certified flight instructor for either powered or unpowered aircraft	Badge
Unmanned Aircraft Badge	-Awarded for successful completion of the Remote Pilot Certification Test.	Badge
Aviation Ground School Badge	-Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider).	Badge
Flight Certificate Badge	-Possess a valid FAA pilot’s certificate for either powered or non-powered aircraft.	Badge
Awareness Presentation Team (APT) Badge	-Participate in at least 75% of APT Team activities (APT Team Practice and scheduled events).	Badge
Kitty Hawk Air Society Badge	-Is a member of the Kitty Hawk Air Society	Badge
American Modeling Association Wings Badge	-Be a member of a local AMA chartered model airplane club.	Badge
Distinguished AFJROTC Cadet Award	-Display high morals, positive character, outstanding military potential, and excellence in academics and AFJROTC. -Be a third-year cadet to be eligible for this award. -Been previously awarded most of the following: <ul style="list-style-type: none"> • Leadership Ribbon • Achievement Ribbon • Superior Performance Ribbon • Academic Ribbon • Co-curricular Activities Leadership Ribbon • Service Ribbon 	Badge Certificate
Aerospace Education Foundation (AEF) Academic Cadet Award	-Have attained academic excellence by achieving an overall 3.3 grade point average (5.7 GPA on a 6.0 scale) with no grade below “C” on their transcript.	Badge
Model Rocketry Badge	-Has fulfilled all model rocketry program requirements IAW Model Rocketry Program Handbook	Badge

Figure 4.3 Authorized Air Force JROTC Badges and Insignia

AIR FORCE JROTC BADGES AND INSIGNIAS




 <p style="text-align: center;"> AWARENESS PRESENTATION TEAM BADGE </p> <p> Cadets can choose only <u>one badge</u>. Either the APT badge or the Marksmanship Shield. Follow APT placement criteria if cadets wear the Marksmanship Shield. </p>	 <p style="text-align: center;">AEF BADGE</p>
<p> The National Finalists CyberPatriot badge is the only CyberPatriot badge that may be worn. See placement in Attachments 9, 10, 11, and 12. Notes 15 and/or 16. </p>	

Badges/Insignia not listed here are unauthorized for wear.

Figure 4.4 Authorized Marksmanship Badge


**AUTHORIZED AIR FORCE JROTC
BADGES AND INSIGNIA**

Marksmanship Badges – Wear Only One



CMP Awarded Badges **Unit Awarded Badges**

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



Marksmanship Shield

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

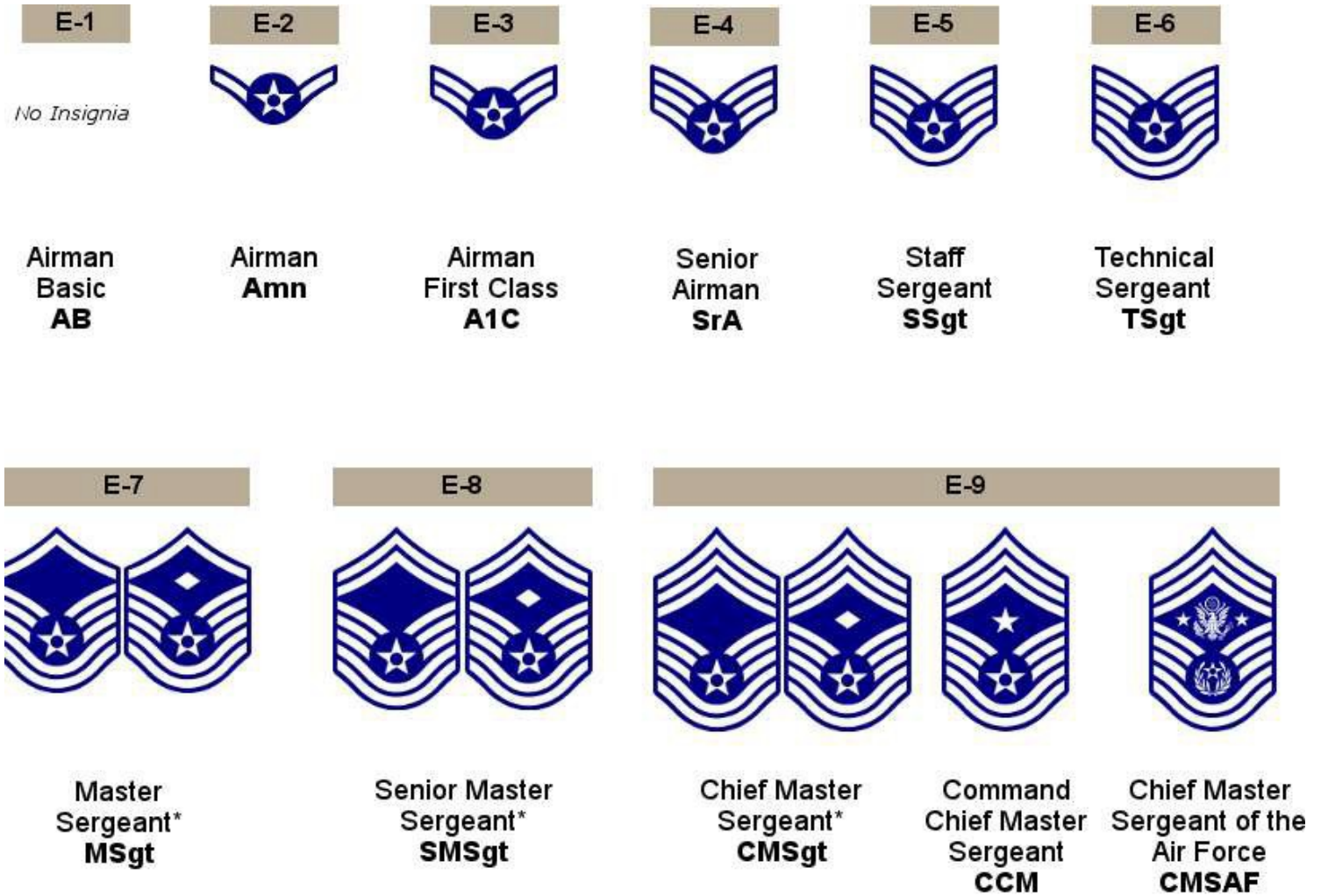
Males and females may wear the marksmanship badge (may only wear one) below the ribbons on the blue shirt or service dress uniform or

Marksmanship badges will not be worn with medals.

Badges/Insignia not listed here are unauthorized for wear.

Figure 4.5 Authorized Air Force Officer and Enlisted Rank Insignia

Air Force Enlisted and Officer Rank



*First Sergeant ranks are designated by a diamond in the upper field (E-7 through E-9)

Pay grade	O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	O-11
Insignia											
Title	Second Lieutenant	First Lieutenant	Captain	Major	Lieutenant Colonel	Colonel	Brigadier General	Major General	Lieutenant General	General	General of the Air Force
Abbreviation ²	2d Lt	1st Lt	Capt	Maj	Lt Col	Col	Brig Gen	Maj Gen	Lt Gen	Gen	GOAF
NATO Code		OF-1	OF-2	OF-3	OF-4	OF-5	OF-6	OF-7	OF-8	OF-9	OF-10

¹ Awarded as an honorary rank or during periods of a declared war.

² No periods are used in actual grade abbreviation.

**Figure 4.6 AFJROTC Service Letter Jacket Criteria
Cypress-Fairbanks I.S.D.**

To qualify for an AFJROTC letter Jacket, a cadet must meet ALL the following criteria:		
Successfully complete two full years of AFJROTC.	Be in good academic standing with at least a B average in AFJROTC.	
Display good citizenship and be a positive role model in all classes as evidenced by:		
- No conduct grade below S (Satisfactory);	- Few, if any, disciplinary actions, especially assignment to DMC.	
- No suspensions;	- No removal from any position or temporary rank in JROTC.	
- No JROTC Honor Code violations;	- No behavior that reflects negatively on the AFJROTC program.	
Be approved by the SASI.	Accumulate 3000 points from the activities below:	
ACTIVITIES		POINTS
DRILL/COLOR GUARD TEAM/other JROTC teams		
1.	Attend a session/practice in preparation for performance or competition	2
2.	Participate in a performance (school/community)	100
3.	Perform in competition	100
	• First Place	125
	• Second Place	100
	• Third Place	75
ALL CADETS		
1.	Achieve Leadership Positions:	
	• Cadet Officer	75
	• 1 st SSgt/Flight Commander	100
	• Squadron Commander	200
	• NCO/Guideon Bearer	25
2.	• NCOIC/Flight Sgt	50
	Become Cadet of the Month	100
3.	Earn Outstanding Cadet Award	125
4.	Become Flight Commander of the Month	100
5.	Become Flight Commander of the Semester	125
6.	Earn Leadership, Superior Performance, Achievement, Distinguished Cadet Award, and/or other performance award	100
7.	Receive National Award Recognition (AFA, VFW etc.)	100
8.	AFJROTC and/or School Sanctioned/Sponsored Contest	
	• Submit an Entry	50
	• Honorable Mention or Receive Recognition	75
9.	• Winner	100
	Unit Awards	
	• Distinguished Unit	100
10.	• Outstanding Flight of the Semester	50
	• Flight Drill Competition winner	30
11.	Earn AFJROTC Sponsored Badge (Flight, Ground School, etc.)	50
12.	Complete an Advanced Level Program, such as SCOTS (Senior Cadet Officer Training School), Aviation Ground School, etc.	75
13.	Complete Summer Leadership School	75
14.	Receive Summer Leadership School honor/distinguished graduate	100
15.	Be a Cadet Leadership School/Cadet Training Instructor	75

15.	Complete Summer Orientation	50
16.	Receive AFJROTC Sponsored Award Not Indicated Above (Activities, Academic, Service, Recruiting, etc.)	50
17.	Earn ribbon/cluster not already listed	30
18.	Participate in a performance (school/community) such as parade	50
19.	Participate in school/community service project (per hour) *	10
20.	Attend Dining In/Out, Military Awards Banquet/Military Ball, Pass- in-Review	75
21.	Attend Field Day	50
22.	Attend Other Cadet Functions/ Field Trips	50
23.	Recruit a new cadet	50
24.	Receive a B in AFJROTC at Nine-Weeks Report Card	10
25.	Receive an A in AFJROTC at Nine-Weeks Report Card	30
26.	Be a member of Honor Flight of the Semester	50
27.	Meet requirements for Distinguished Honor Roll	50
28.	Meet requirements for Honor Roll	25
29.	Be a member of a CFISD recognized National Honor Society	50
30.	Achieve Recognition in Academics or other Extracurricular Activities	75
31.	Earn perfect attendance for Nine-Week Report Card Cycle	25
32.	Make Presentation to School or Community Audience (e.g., DARE, Recruiting, etc.)	75
ACTIVITIES		POINTS

4.20 Awards and Decorations

4.20.1 **Awards and Decorations.** The Cadet Awards and Decorations Program fosters morale, esprit-de-corps, and recognizes achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Only Awards and Decorations approved by Holm Center/JR and listed in this guide may be worn. Only medals specifically designated within this Operational Supplement and depicted on the AFJROTC Ribbon Chart (**Figure 4.8**) are approved.

4.20.2 Units **may not** create or purchase local awards (ribbons or medals) for wear on the uniform.

4.20.3 Ribbons **will not** be worn with medals. Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI/ASI.) Place medals on the mounting rack in the proper order of precedence.

4.20.4 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).

4.20.5 Present awards at appropriate ceremonies. Invite school officials, local civil authorities and parents when practical. Representatives from organizations sponsoring awards will be offered the opportunity to make the award presentation.

4.20.5 Only awards and decorations authorized in AFJROTC, Chapter 7: Uniform and Awards, Operational Supplement are authorized for presentation and wear on the cadet uniform.

4.20.6 An award is defined as a ribbon, medal, certificate or scholarship.

4.20.7 **Authorized AFJROTC Awards.** Cadets may only receive one National-level Award for each year they are in AFJROTC and not receive the same National-level award twice during their AFJROTC career (this does not apply to National competition awards).

4.20.8 **Guidelines for National-level Awards** will fully be followed possible. Deviations from established award criteria will not be the norm, but based on a case, by case basis. **Unit must uphold the “spirit of intent” of an award.**

1. African American Post Traumatic Stress Disorder Association
2. American Ex-Prisoners of War
3. American GI Forum of the United States
- 4. The American Legion (approved on AFJROTC Ribbon Chart)**
5. American Red Cross
- 6. American Veterans Association (AMVETS) (approved on AFJROTC Ribbon Chart)**
7. Army and Navy Union, USA, Inc.
8. Blinded Veterans Association
9. Catholic War Veterans, USA, Inc.
10. Disabled American Veterans
11. Fleet Reserve Association
12. Gold Star Wives of America, Inc.
13. Italian American War Veterans of the United States
14. Jewish War Veterans of the USA (sent in a package this year to be included)
15. Legion of Valor of the USA, Inc.
16. Marine Corps League
- 17. Military Officers Association of America (MOAA) (approved on AFJROTC Ribbon Chart)**
- 18. Military Order of The Purple Heart of the USA, Inc. (approved on AFJROTC Ribbon Chart)**
19. National Association for Black Veterans, Inc.
20. National Association of County Veterans Service Officers, Inc.
21. National Veterans Legal Services Program
22. National Veterans Organization of America (NVOA)
23. Paralyzed Veterans of America

24. Polish Legion of American Veterans, USA
25. Swords to Plowshares: Veterans Rights Organization
- 26. The Retired Enlisted Association (TREA) (approved on AFJROTC Ribbon Chart)**
- 27. Veterans of Foreign Wars of the United States (approved on AFJROTC Ribbon Chart)**
28. Veterans of the Vietnam War, Inc. and the Veterans Coalition
29. Vietnam Veterans of America (sent in a package this year to be included)
30. Wounded Warrior Project
- 31. Air Force Sergeants Association (AFSA) (approved on AFJROTC Ribbon Chart)**
32. American Gold Star Mothers, Inc.
33. American War Mothers
34. Blue Star Mothers of America, Inc.
35. Congressional Medal of Honor Society of the United States of America
36. Korean War Veterans Association, Inc.
37. Military Chaplains Association of the United States of America
- 38. Military Order of the World Wars (MOWW) (approved on AFJROTC Ribbon Chart)**
39. Navy Club of The United States of America
40. United States Submarine Veterans, Inc.
41. Women's Army Corps Veterans Association-Army Women United
42. Armed Forces Service Corporation
43. Navy Mutual Aid Association
44. Vietnam Era Veterans Association
45. African American Veterans Families
- 46. Air Force Association (AFA) (approved on AFJROTC Ribbon Chart)**
47. Americal Division Veterans Association
48. All Faith Consortium
49. American Logistics Association
50. American Merchant Marine Veterans
51. American Military Retirees Association
52. American Veterans for Equal Rights, Inc.
53. Army Aviation Association of America
54. American Retiree Association
55. Association of Military Surgeons (AMSUS)
56. Blinded American Veterans Foundation
57. Bowlers to Veterans Link
58. Cold War Veterans Association
59. Commissioned Officers Association of the US Health Service, Inc.
60. Congressional Black Caucus Veterans Braintrust
61. Daughters of Union Veterans of the Civil War
62. Destroyer-Escort Sailors Association
63. Eighth Air Force
64. Enlisted Association of the National Guard of the U.S.
65. Help Heal Veterans
66. Homeless and Disabled Veterans
67. Iraq/Afghanistan Veterans of America
68. Japanese American Veterans Assoc.
69. Korea Veterans of America
70. Marine Corps Reserve Association
71. The Mission Continues
72. NAM-POWS Corporation
73. National American Indian Veterans
74. National Alliance on Mentally Illness
75. National Association of Atomic Veterans
76. National Association of American Veterans

77. National Association of Black Military Women (NABMW)
78. National Association of Fleet Tug Sailors, Inc.
79. National Association of State Veterans Homes New Mexico Veterans Center
80. National Coalition for Homeless Veterans
81. National Disabled Veteran Business Council
82. National 4th Infantry (IVY) Division Association
83. National Guard Association of the US
84. National Gulf War Resource Center, Inc.
85. National League of Families
86. National Military Family Association
87. National Veterans Foundation
- 88. National Society Daughters of the American Revolution (approved on AFJROTC Ribbon Chart)**
89. Naval Enlisted Reserve Association
90. Navy League of the United States
91. Navy Nurse Corp. Association
92. Navy Seabee Veterans of America
- 93. Reserve Officers Association of the United States (approved on AFJROTC Ribbon Chart)**
94. Society of Military Widows
95. Society of Medical Consultants to the Armed Forces (SMCAF)
96. Student Veterans of America
97. Team Rubicon
98. Team RWB
99. The Forty & Eight
100. The Red River Valley Fighter Pilot Association
101. TLC Brotherhood, Inc., Veterans of Thailand, Laos, Cambodia in Vietnam War
102. Tragedy Assistance Program for Survivors, Incorporated
103. Travis Manion Foundation
104. United States Army Warrant Officers Association
105. United States Merchant Marine Veterans of World War II
106. United States Navy Cruiser Sailors Association
107. USCG Chief Petty Officers Association
108. Veterans
109. Veterans for Common Sense
110. Veterans of Modern Warfare, Inc.
111. Veterans of the Battle of the Bulge
112. Vietnam Women's Memorial Foundation, Inc.
113. Women in Military Service for America Memorial Foundation, Inc.
114. Women Marines Association
115. Women Overseas Service Association









4.21 **Medals.** Worn on the semi-formal uniform only for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals will not be worn on regular uniform days.







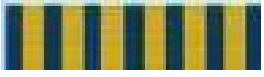
Daughters of the American Revolution Award
National Sojourners Award
Sons of the American Revolution Award
Scottish Rite, Southern Jurisdiction Award
Sons of Union Veterans of the Civil War Award
Sons of Confederate Veterans H.L. Hunley Award
National Society United States Daughter of 1812
Non-Funded National Awards (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, American Military Retirees Association "LEAP", United Daughters of the Confederacy etc.


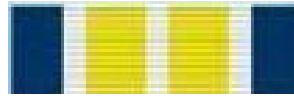




4.21.1 AFJROTC cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in sister-service JROTC program. **Sister-service JROTC ribbons/medals may not be worn by AFJROTC cadets.**



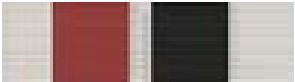




4.21.2 Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC group are not authorized on the AFJROTC uniform. Badges, ribbons or insignia from middle school programs such as Youth Leadership Corps are not authorized on the AFJROTC uniform.











Figure 4.7 AFJROTC and Nationally Sponsored Awards




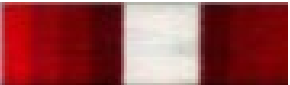




AWARD	CADET MUST:	ELEMENT
<p>Gold Valor Award</p> 	<p>-GOLD: Do voluntary act of bravery and self-sacrifice involving conspicuous risk of life beyond the Call of Duty.</p>	<p>Medal Ribbon Citation</p>
<p>Silver Valor Award</p> 	<p>-SILVER: Do voluntary act of heroism which does not involve risk of life.</p>	<p>Medal Ribbon Citation</p>
<p>Cadet Humanitarian Award</p> 	<p>-Recognizes cadets who provide aid in response to a singular extraordinary event such as a disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens.</p>	<p>Ribbon Certificate</p>
<p>Silver Star Community Service with Excellence Award</p> 	<p>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 will be the period from 11 April (previous year) to 10 April (current year).</p>	<p>Ribbon with silver device Certificate</p>
<p>Community Service with Excellence Award</p> 	<p>-Intended to recognize those individual cadets who provide significant leadership in planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community.</p>	<p>Ribbon Certificate</p>
<p>Air Force Association (AFA) Award</p> 	<p>-Top 1% of the cadets in a unit in the following areas- academics, leadership, and professionalism. -Positive attitude toward AFJROTC and School. -Outstanding personal appearance (uniform and grooming) -Display personal attributes such as initiative, judgment, and self-confidence. Courteous demeanor (promptness, obedience, and respect for customs)</p>	<p>Medal Ribbon Certificate</p>
<p>Daedalian Award</p> 	<p>A positive attitude toward AFJROTC programs and service in the Air Force. - Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se). - Personal attributes (initiative, dependability, judgment, and self-confidence). - Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards). - Obtained a grade of "A" in their AS class. - Be in good scholastic standing in all classes at the time of selection and at the time of presentation.</p>	<p>Medal Ribbon Certificate</p>
<p>Daughters of the American Revolution (DAR) Award</p> 	<p>-Present annually to one third year (in a 2-year program) or fourth-year cadet) in a 4-year program) -Rank in top 25% of their AFJROTC class. -Rank in the top 25% of their high school class. -Demonstrate qualities of dependability and good character. -Demonstrate adherence to military discipline. -Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.</p>	<p>Medal Ribbon Certificate</p>

<p>American Legion Scholastic Award</p> 	<ul style="list-style-type: none"> -Presented to third- or fourth-year cadet in 4-year program. -Rank in the top 25% of their AFJROTC class. -Rank in the top 10% of their high school class. -Demonstrate outstanding leadership qualities. -Actively participate in corps activities. 	<p>Medal Ribbon Certificate</p>
<p>American Legion General Military Excellence Award</p> 	<ul style="list-style-type: none"> -Rank in the top 25% of their AFJROTC class. -Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. 	<p>Medal Ribbon Certificate</p>
<p>Reserve Officers Association (ROA) Award</p> 	<ul style="list-style-type: none"> -Be in top 10% in the AFJROTC program. -Be in the top 25% in academic grades. -Be recognized for having contributed the most to advancing the objectives of the AFJROTC program, which includes outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic. 	<p>Medal Ribbon Certificate</p>
<p>The Military Officers Association (MOA) Award</p> 	<ul style="list-style-type: none"> -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. 	<p>Medal Ribbon Certificate</p>
<p>Veterans of Foreign Wars Award</p> 	<ul style="list-style-type: none"> -Positive attitude toward the AFJROTC program -Must be enrolled as a 10th-12th grade AFJROTC student -Must maintain a “B” average in AFJROTC and a “C” average in all remaining subjects -No failing grades in the previous semester -Active in at least one other student extracurricular activity -Not a previous recipient of this award. 	<p>Medal Ribbon Certificate</p>
<p>National Society United States Daughters of 1812 Award</p> 	<ul style="list-style-type: none"> -Awarded annually, at the SASI’s discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits. 	<p>Medal Ribbon Certificate</p>
<p>National Sojourners Award</p> 	<ul style="list-style-type: none"> -Awarded annually recognizing an outstanding first or second year cadet (Second or third year in a 4 –year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadet. Each cadet must: -Be in the top 25% of their academic class. -Encourage and demonstrate ideals of Americanism. -Demonstrate potential for outstanding leadership. 	<p>Medal Ribbon Certificate</p>

<p>Scottish Rite, Southern Jurisdiction Award</p> 	<p>-Awarded annually recognizes an outstanding third-year cadet in a 4-year program. Each cadet must:</p> <ul style="list-style-type: none"> -Contribute the most to encourage Americanism by participation in LDR activities or community service projects. -Demonstrate academic excellence by being in the top 25% of class. -Demonstrate the qualities of dependability, good character, self-discipline, good citizenship. 	<p>Medal Ribbon Certificate</p>
<p>Military Order of the Purple Heart Award</p> 	<ul style="list-style-type: none"> -Have a positive attitude toward AFJROTC and country. -Hold a leadership position in the cadet corps. -Be active in school and community affairs. -Attain a grade of “B” or better in all subjects for the previous semester. 	<p>Medal Ribbon Certificate</p>
<p>Son of the American Revolution Award</p> 	<p>-Recognizes a third-year cadet in a 4-year program enrolled in AFJROTC. Each cadet must:</p> <ul style="list-style-type: none"> -Be currently enrolled in the AFJROTC program. -Be in the top 10% of their AFJROTC class. -Be in the top 25% of their overall class. 	<p>Medal Ribbon Certificate</p>
<p>Military Order of World Wars Award</p> 	<p>-Presented annually to an outstanding cadet who has committed to continue to aerospace science program the following school year.</p> <p>-Selection based on outstanding accomplishment or service to AFJROTC unit.</p>	<p>Medal Ribbon Certificate</p>
<p>American Veterans (AMVETS) Award</p> 	<p>-Awarded to cadets that possesses individual characteristics contributing to leadership such as:</p> <ul style="list-style-type: none"> -Positive attitude toward AFJROTC programs and service in the Air Force. -Personal appearance (wearing of the uniform, posture, and grooming) -Personal attributes (initiative, dependability, judgement, self-confidence) -Officer potential (capacity for responsibility, adaptability, maintenance of high personal standards) -Be in good scholastic standing in all classes at the time of selection and at the time of presentation. 	<p>Medal Ribbon Certificate</p>
<p>Air Force Sergeants Association (AFSA) Award</p> 	<ul style="list-style-type: none"> -Be in the top 25% of the AFJROTC class. -Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. -Not previously awarded. 	<p>Medal Ribbon Certificate</p>
<p>Tuskegee Airman AFJROTC Award</p> 	<ul style="list-style-type: none"> -Actively participate in cadet corps activities. -Attain a grade of “B” or better in his/her AS class. -Be in good academic standing. -Participate in at least 50% of all unit service programs. 	<p>Ribbon Certificate</p>
<p>The Retired Enlisted Association (TREA) Award</p> 	<p>-Award to the most outstanding AFJROTC cadet serving in an Enlisted Rank.</p> <p>-Must show outstanding leadership throughout school year.</p>	<p>Ribbon Certificate</p>

<p>Celebrate Freedom Foundation Award</p> 	<ul style="list-style-type: none"> -Outstanding personal appearance (uniform and grooming) -Display personal attributes such as initiative, judgment and self-confidence -Courteous demeanor (promptness, obedience and respect for customs) -Growth potential (capacity for responsibility, high productivity and adaptability to change) -Possess the highest personal and ethical standards and strong positive convictions -Shows the potential and desire to pursue a military career -Rank in the top 5% in his/her AS class with a grade average of A or numerical equivalent -Rank in the top 15 % of his/her academic class -Demonstrates a positive attitude (toward AFJROTC and school) 	<p>Ribbon Certificate</p>
<p>Air Commando Association Award</p> 	<p>Write a one-page essay highlighting a historical Air Force Special Operations Mission. The cadet must also possess the 13 Critical Attributes of Success that distinguish an elite AFSOC Air Commando.</p>	<p>Medal Ribbon Certificate</p>
<p>Distinguished Unit with Merit Award</p> 	<ul style="list-style-type: none"> -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. 	<p>Ribbon Certificate</p>
<p>Distinguish Unit Award</p> 	<ul style="list-style-type: none"> -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. For each additional ribbon earned an additional small silver star will be awarded. 	<p>Ribbon</p>
<p>Outstanding Organization Award</p> 	<ul style="list-style-type: none"> -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. 	<p>Ribbon</p>
<p>Outstanding Flight Ribbon</p> 	<ul style="list-style-type: none"> -Ribbon awarded each academic term to members of the outstanding flight under criteria determined by the SASI. -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. 	<p>Ribbon</p>
<p>Top Performer Award</p> 	<ul style="list-style-type: none"> -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 (LDR) activities. -Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments. 	<p>Ribbon Certificate</p>

<p>Outstanding Cadet Ribbon</p> 	<p>-Demonstrate high moral character. -Demonstrate positive personal attributes. Display outstanding military potential. -Attain academic and military excellence.</p>	<p>Ribbon</p>
<p>Leadership Ribbon</p> 	<p>-Awarded for outstanding performance in a leadership position as an AFJROTC cadet. -Cadets must consistently display outstanding leadership ability above and beyond expected performance.</p>	<p>Ribbon</p>
<p>Superior Performance Ribbon</p> 	<p>-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.</p>	<p>Ribbon</p>
<p>Achievement Ribbon</p> 	<p>-Awarded for a significant achievement in AFJROTC or other school activities/events.</p>	<p>Ribbon</p>
<p>Academic Ribbon</p> 	<p>-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.</p>	<p>Ribbon</p>
<p>Cadet Leadership Course (CLC) Ribbon</p> 	<p>-Have completed an approved summer leadership program of at least five days duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be added for outstanding performance or leadership ability at CLC instead of a bronze star. Limit the Silver Star to 10% of the class.</p>	<p>Ribbon</p>
<p>Special Teams Placement Ribbon</p> 	<p>Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service (national level) Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.</p>	<p>Ribbon</p>
<p>All-Service National Competition Ribbon</p> 	<p>-Medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.</p>	<p>Ribbon</p>
<p>Air Force National Competition Award</p> 	<p>-Medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.</p>	<p>Ribbon</p>
<p>Orienteering Competition Ribbon</p> 	<p>-Awarded to team members for completing a unit-specific Orienteering program as part of unit curriculum.</p>	<p>Ribbon</p>

<p>Leadership Development Requirement (LDR) Leadership Ribbon</p> 	<p>-Awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.).</p>	<p>Ribbon</p>
<p>Drill Team Ribbon</p> 	<p>- 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).</p>	<p>Ribbon</p>
<p>Color Guard Ribbon</p> 	<p>- Cadets must perform at least 5 Color Guard performance events to receive this ribbon (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.</p>	<p>Ribbon</p>
<p>Sabre Team Ribbon</p> 	<p>- Cadet must perform at least 3 saber team performance events to receive this ribbon(cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.</p>	<p>Ribbon</p>
<p>Marksmanship Team Ribbon</p> 	<p>-Cadets must be on the marksmanship team for the entire year/season to be eligible to qualify and must have competed in at least 1 marksmanship competition event(cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.</p>	<p>Ribbon</p>
<p>Good Conduct</p> 	<p>- Cadet must not have received a referral/ suspension (this includes DMC/ALC) for an academic term to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each year qualifying membership beginning with the second year.</p>	<p>Ribbon</p>
<p>Service Ribbon</p> 	<p>-Show distinctive performance in school, community, or AFJROTC service projects for a minimum of 10 hours each semester not including Drill or Color Guard.</p>	<p>Ribbon</p>
<p>Health and Wellness Ribbon</p> 	<p>- 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 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 clusters(s) on the same ribbon.</p>	<p>Ribbon</p>








<p>Recruiting Ribbon</p> 	<p>-Awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC. New members must remain in AFJROTC for one school year before cadet can receive Recruiting Ribbon. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf.</p>	<p>Ribbon</p>
<p>Activities Ribbon</p> 	<p>- Ribbon awarded for participating 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 the membership beginning with the second. Each additional ribbon will earn an additional bronze oak leaf cluster. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.</p>	<p>Ribbon</p>
<p>Attendance Ribbon</p> 	<p>- Awarded to cadet who have no more than three school absences during the academic term. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. Cadets may only receive one award annually.</p>	<p>Ribbon</p>
<p>Dress and Appearance Ribbon</p> 	<p>- Awarded to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster</p>	<p>Ribbon</p>
<p>Longevity Ribbon</p> 	<p>-Awarded for successful completion of each AFJROTC school year or semester. Cadets may only receive one award annually. For each additional school ribbon earned an additional bronze oak leaf cluster will be awarded.</p>	<p>Ribbon</p>
<p>Bataan Death March Memorial Hike Ribbon</p> 	<p>- Ribbon awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March. AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trail, road courses, tracks, etc.). 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. 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.</p>	<p>Ribbon</p>
<p>Patriotic Flag Ribbon</p> 	<p>- 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, cadet must have participated in a minimum of 5 flag events. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.</p>	<p>Ribbon</p>

Figure 4.8 Ribbon Chart



AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!

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

Version: 3 August 2019

Figure 4.9 Ribbon Devices

SAMPLE RIBBON RACK



Chapter 5

UNIFORMS, EQUIPMENT, AND PERSONAL APPEARANCE

SECTION A -- ACCOUNTABILITY, CADET RESPONSIBILITIES, AND GENERAL POLICIES

5.1. **Cadet Uniform.** The AFJROTC cadet uniform is, with certain exceptions, the same that is worn by active duty Air Force personnel...**wear it proudly and correctly!** Cadets must keep the uniform clean, neat, and in good condition always, with badges, ribbons, insignia, and other metallic devices properly maintained. **UNIFORM DAY FOR TX-20091 IS WEDNESDAY!** Only the SASI or ASI will grant exceptions to this policy. **All cadets will wear the uniform the entire school day from the beginning of the academic day until the final bell rings dismissing students at the end of the day.** Students involved in work-study or shop classes must get an exception to the uniform wear policy from the SASI/ASI or wear the uniform as required.

5.2. **Receipt for Uniform, Books, and Other Equipment.** When a cadet is issued a uniform, they will sign a **Uniform Item Issue/Return Form.** Each item then becomes the property of the cadet. Cadets are responsible for care and maintenance of all issued uniform items. If an item is lost or willfully neglected or destroyed beyond normal wear and tear, the cadet must pay for replacement cost. The ASI will provide the price, as required, for all accountable items.

5.2.1. Except for those cadets in the elite teams (Color Guard and Drill Team), cadets will be issued one complete, clean uniform with all accessories and insignia. Color Guard and Drill Team members may be issued an additional pair of trousers/slacks and a short sleeve blouse/shirt. Female cadets can also request a skirt.

5.3. **Turn-In of Uniforms and Other Equipment.** Cadets will return all issued items at the end of the school year or upon disenrollment with the **except for shoes, socks, unit physical fitness gear and unit spirit shirt.** **IF UNIFORMS OR OTHER EQUIPMENT IS NOT RETURNED OR PAID FOR, THE CADET WILL BE PLACED ON THE FEES AND FINES LIST.**

5.4. **Recommendations to Prevent Paying for Items.** To prevent paying for uniforms, books, and equipment, we ask cadets to:

5.4.1. **NOT** leave items unattended or in unlocked or shared lockers.

5.4.2. **NOT** lend items to other cadets.

5.4.3. **NOT** allow others to turn in accountable items.

5.4.4. **NOT** carry flight caps with books but tuck them under the belt properly **on the left side.**

5.4.5. **PLACE** their name in their hat.

5.4.6. **TURN-IN** any found uniform items to an AFJROTC instructor.

5.4.7. **RETURN** uniform items that become worn or otherwise unserviceable to the ASI. If unserviceable due to normal wear and tear, item will be replaced at no cost. If a uniform item is no longer wearable, return promptly for replacement.

5.4.8. **Dry clean the service dress trousers/slacks, flight cap, service dress jacket, and light weight all-purpose jacket. The blue short sleeve shirt may be laundered at home or dry cleaned.**

5.5. **Uniform Wear Standards.** Cadets will wear the uniform as prescribed by AFI 36-2903, Dress and Personal Appearance, and this guide. Refer to Figures 5.1 through 5.18 for proper uniform wear and combination standards and grooming standards. When participating in orientation flights or field trips, the SASI/ASI will designate trip uniform combination.

5.6. **Uniform Policies. Wednesday is mandatory uniform day.** Cadets will wear the uniform combination designated by the SASI/ASI. Cadets will be inspected on uniform wear and personal appearance on uniform days using an inspection sheet that evaluates proper uniform wear and grooming standards. The SASI/ASI will prescribe who can wear specialized uniform items such as cords, berets, shoulder tabs/arc pin, and ascots and when they can be worn, and how they will be worn and maintained.

Cadets on special teams and senior cadet staff will be issued **shoulder cords** to wear on the left shoulder. The shoulder cord will be worn only on the light blue shirt and the service dress coat. ***Cadets will return issued cords at the end of the school year or upon disenrollment. Failure to return cords will result in placement on Fees and Fines.*** Cords colors denote different honors or leadership positions. Colors will be as follows (not all inclusive):

<u>Cord Designator</u>	<u>Rope Colors</u>
Squadron Corps Commander	Maroon/Gold
Deputy Corps Commander	Maroon/Silver
Command Chief	Red/White
Inspector General	Mustard
Stand Eval	Black
Executive Officer	Black
Operations Squadron Commander	Maroon
Teams Squadron Commander	Maroon
Mission Support Squadron Commander	Maroon
Logistics Squadron Commander	Maroon
Public Affairs Officers	Black
Kitty Hawk Commander	Royal Blue/Gold
Flight Commanders	Navy Blue
Flight Sergeants	Green
Flight Guideon	Red
Element Leaders	Grey

5.6.1. Each cadet will ensure their uniform is ready for inspection upon entering the classroom on the designated uniform day or for other mandatory uniform formations. PLANNING AHEAD is the key. Assemble the uniform, iron shirts, and polish shoes the night before. **"The uniform is in the cleaners, is too small, or I am missing uniform items" are not reasons for not wearing the uniform.** Cadets must contact the Logistics Commander/NCO **NO LATER THAN MONDAY** if they need replacement items. Cadets not wearing the uniform on the scheduled uniform day will receive a zero grade. If a cadet is absent and is excused in accordance with school policies, there is no penalty on grading. **SASI will consider disenrollment after three failures to wear the uniform during any grading period.**

5.7. **Physical Training Gear and Civilian Clothing.** Cadets will not mix uniform and civilian clothing. No portion of the blue service uniform maybe worn with civilian clothing. If a cadet has a legitimate reason not to wear the uniform or any uniform item due to medical conditions, he/she must present medical documentation and receive a SASI/ASI waiver.

5.7.1 **Physical Training Gear (PTG).** All cadets are issued Physical Training Gear (shorts and shirt) and must dress out and participate on the Physical Training day as established by the academic schedule. Failure to dress out and participate will earn "0" in the Gradebook. Cadets will wear either the unit issued PTG or the Air Force issued PTG. The short sleeve shirt will be tucked into shorts or running pants always. ***Do not roll up, remove or cut sleeves. Short and long sleeved white, black or light gray form fitting undershirts, (i.e. spandex, lycra or elastic material) may be worn and visible under the short-sleeved PTG shirt. Undershirt must be tucked in.*** The shorts (with reflective material) and optional running shorts' (without reflective material) waistband will rest at or within two inches of the natural waistline (NO SAGGING). Short, mid and full-length solid black, white or dark blue form fitting sportswear (i.e. spandex, lycra or elastic) may be worn and visible under both the running shorts. **(See Figure 5.12)**

5.7.1.1. **Athletic Shoes and Socks.** Socks are mandatory with appropriate athletic footwear. Socks will be white or black and may have small trademark logos. Athletic style shoes are mandatory to safely participate in physical training and to receive a participation grade.

5.7.1.2. **Civilian Clothing.** Physical Training Gear items are authorized for wear with conservative civilian/personal attire during individual/personal PTG or while not participating in formal AFJROTC physical training (e.g. PTG shirt with personal shorts/pants, PTG jacket with personal shirt/pants/shorts, etc.). No civilian/personal items with offensive wording, graphics or photos are to be worn with the PTG items at any time.

GENERAL CADET APPEARANCE

5.8. **Appearance and Grooming.** When a cadet wears the uniform, they are 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. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform. It is imperative that cadet represent AFJROTC in the same manner.

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

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

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

5.12. **Watches.** Must be conservative and only one can be worn around the wrist while in uniform, PTG, or civilian attire in an official capacity. Conservative examples (not all inclusive) are solid color black, silver or gold. Prohibited examples are diamond-covered, neon, bright colors, and bands that exceed 1-inch width.

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

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

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

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

5.17. **Back Packs.** Cadets may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).

5.18. **Name Tag.** Cadets will wear the standard Air Force blue name tag, with white, block style letters engraved on the plastic, secured with clutch-type fasteners on their short or long-sleeved blue shirt. Name tag size is 3 3/16 x 5/8 inches with 1/4-inch lettering. Males wear the blue name tag over the right breast pocket, flush, centered and even with the top seam of the pocket. Females place it on an imaginary line parallel to the ground, centered, even with to 1½ inches higher or lower than the first exposed button on the wearer's right. The Brushed Satin Silver finish name tag must be worn on the Service Jacket by **all** cadets. The Satin Silver name tag for the Service Dress jacket is worn centered on the wearer's right, between the sleeve seam and lapel and the bottom of name tag will be parallel with bottom of ribbons. Name tags are provided at no cost when a cadet joins JROTC. If the name tags are damaged or lost the cadet must pay for replacement name tag.

5.19. **Prohibited Activities** When wearing the uniform cadets may not hitch hike, perform labor, engage in sports activities, participate in protest rallies, or do anything that would dishonor the uniform. Furthermore, questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC program, our school, and the Air Force. Conversely, proper conduct and pride reflects favorably upon the cadet and enhances the corps' image throughout the community. Thus, wear the uniform PROUDLY and constantly strive to present a neat, clean, and well-groomed appearance always. **Cadets will not wear headphones while in uniform nor talk and walk on their cellphone while in uniform.**

5.9.1 **PDA:** When in uniform or civilian clothes (in an official capacity), cadets must not engage in **public displays of affection (PDA)** including, but not limited to, holding hands (except when holding a young child's hand), walking arm-in- arm, embracing, caressing, and kissing. Public displays of affection are inappropriate as they violate a long-standing custom of the service and may be service discrediting since indiscriminate displays of affection detract from the professional image the Air Force intends to project to the public.

Brief displays of affection, such as a modest embrace, may be permitted in situations where physical contact is commonly accepted etiquette such as weddings, graduation, promotion, or retirement ceremonies; and upon departure for or return from deployments.

5.9.2 When in uniform or civilian clothes (in an official capacity) the following actions are prohibited while walking or in a formation, including organized or unit PT. **Do not stand or walk with hand(s) in pocket(s), except to insert or remove an item. Do not consume food and/or beverage while walking in uniform.** Exception: Beverages may be authorized during wear of PT uniform and the SASI/ASI may authorize food and/or beverage consumption during special functions. Military customs and courtesies take precedence.

SECTION B -- MALE CADET UNIFORMS

5.20. **General Policy.** There are two combinations of male cadet uniforms. The Service Dress Uniform which includes the coat, shirt, trousers, and accessories; and the Service Uniform which includes the short sleeve light blue shirts, trousers, and accessories. See this guide and the Leadership 100 textbook for proper placement and maintenance of authorized uniform accessories.

5.21. **Belt.** Dark blue with silver tip, 1¼ inch wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The male cadet "gig" line is the straight line formed by the front edge of the shirt, the belt buckle, and the trousers fly. Check frequently to ensure the "gig" line is straight.

5.22. **Coat, Service Blue.** With arms hanging naturally, sleeves should end ¼ 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 to avoid binding or wrinkling, or in the media center when it becomes uncomfortably warm, or when a lab coat must be worn. 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 the back of a chair. 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 the AFJROTC patch on the left sleeve. Service coat must be worn with AF issued tie, closed collar.(Figure 5.2)

5.23. **Cap, Service (Round).** May be worn by 3rd or 4th year cadet Officers or Enlisted cadets who have attended Cadet Training Academy ONLY. It is purchased by the cadet for their own personal use. (See Figure 5.1a)

5.24. **Cap, Blue Garrison ("Flight Cap").** Worn, always, when outdoors and in uniform. The cap must be placed in the proper position on the head when exiting and going outdoors and removed when entering indoors at the time you pass through the door. It 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). The crown will not be crushed. Flight caps will not have an officer silver braid. Cadet officers will wear the cadet officer rank on their flight cap to differentiate between enlisted and officers. (See Figure 5.1a)

5.25. **Jacket, Light Weight, Blue Windbreaker.** Must be zipped up at least one-halfway up and may be worn indoors. Sleeve cuff, collar, and side sizing tabs on lower side hems must be buttoned. The windbreaker will not be worn over the service dress jacket or with civilian clothing. The jacket will have the unit patch on the right sleeve and the AFJROTC patch on the left sleeve.(Figure 5.6)

5.26. **Shirt, Light Blue, Short Sleeve with Epaulets.** With arm bent at a 90-degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie, the shirttail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting. Shirt garters are highly recommended! Cadets can purchase garters from the JROTC. The only creases on the shirt are down the sleeves. Nothing may be carried in the shirt pockets.(Figure 5.3)

5.27. **Socks.** Socks must be **BLACK dress (not athletic/ankle) socks.** Other dark colors are not authorized.

5.28. **Tie, Blue.** The tie is secured by either a Windsor or four-in-hand knot. The tip of the tie must cover a portion of the belt buckle and not extend beyond the belt buckle. Cadets are authorized to wear a tie tack or clasp bearing the official Air Force Logo or Hap Arnold Emblem. See Figure 5.8. **ALL MALE CADETS WILL WEAR THE TIE AT ALL TIMES.** (Figure 5.15)

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

5.30. **Shoes.** Black oxfords. Shoes will be laced to the top and highly shined. The soles and heel edges may be coated with sole and heel dressing. Optional high gloss black shoes or patent leather are authorized at the cadet's own expense for eligible 3rd or 4th year cadets only. Cadet must have successfully completed Cadet Leadership School and attended Cadet Training Academy.

5.31. **Undergarments. T-shirts** will be worn with the uniform and will be conservative, commercial style, white in color with no writing on them. T-shirt sleeves should not be visible when wearing service dress shirt. The white T-shirt must be a **V-neck** and will be worn with all service and dress uniforms. Undershirt will be tucked into trousers.

SECTION C--MALE PERSONAL APPEARANCE**5.32. Specific Male Cadet Grooming Guidelines**

5.32.1.1. **Men's Hair** will be clean, well-groomed, present a professional appearance. Will *not* contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (*not* all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

5.32.2. **Hair-Male.** Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will *not* exceed 1¼ inch in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (*not* all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched design. Men are *not* authorized hair extensions. (See **Figure 5.16**) for examples of appropriate sideburns, mustache, and male hair standards.

5.32.3. **Sideburns.** Sideburns. If worn, sideburns will be straight and even width (not flared) and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. (See **Figure 5.16**)

5.32.4. **Mustaches.** Male Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. (See **Figure 5.16**)

5.32.5. **Beards.** Beards are not authorized.

5.32.6. **Earrings. MALE CADETS ARE NOT AUTHORIZED TO WEAR EARRINGS** whenever they are participating in any AFJROTC activity before or after school, during field trips, assigned details, and during class. (Includes physical fitness gear).

SECTION D-- FEMALE CADET UNIFORM APPEARANCE

5.33. **Specific Female Cadet Grooming Guidelines**

General Policy. There are two combinations of female cadet uniforms. The Service Dress Uniform which includes the coat, blouse, slacks, and accessories and the Service Uniform which includes the short sleeve light blue blouses, slacks, and accessories. Female cadets may wear the male version of the lightweight blue jacket (if female jacket is not available, and belt.

5.34. **Belt.** Dark blue with silver tip, 1¼ inch wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The male cadet "gig" line is the straight line formed by the front edge of the shirt, the belt buckle, and the trousers fly. Check frequently to ensure the "gig" line is straight.

5.35. **Service Coat, Blue.** Coat should follow the contours of the figure but allow ease of movement without pulling in the back of the waist. The sleeves should come to the base (heel) of the hand. The coat and slacks or skirt must match in color shade and material. Items will not be carried in the jacket pockets. Coat may also be taken off 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. The coat will be put on and buttoned before leaving the classroom.(**Figure 5.4**)

5.36. **Flight Cap, Blue.** Worn always when outdoors and in uniform. The cap must be placed in the proper position on the head when exiting and going outdoors and removed when entering indoors at the time you pass through the door. It 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). The crown will not be crushed. Flight caps will not have an officer silver braid. Cadet officers will wear the cadet officer insignia on their flight cap to differentiate between enlisted and officers. The top of the female flight cap does not have to remain in a closed position. The top of the cap may be spread apart to accommodate the head and hair. Female cadets are permitted to wear the Service Hat ("Bucket Cap") if they attended Cadet Training Academy and are a 3rd or 4th year cadet. Cadets must pay for this optional item. (**See Figure 5.1b**)

5.37. **Hose.** Commercial sheer, nylon hose in black or off-black, dark blue, dark brown, or neutral color that compliments the cadet's skin color. Patterned hose is not allowed. Hose **must be worn if wearing skirt and authorized when wearing slacks.**

5.38. **Socks. Black,** socks without design will be worn with slacks and oxfords.

5.39. **Jacket, Light Weight, Blue Windbreaker.** Should fit loosely over the hips when zipped. Cuffs of the sleeves should cover the wrists but not extend beyond. Jacket must be zipped up at least halfway and may be worn indoors.(**Figure 5.6**)

5.40. **Blouse, Light Blue, Short Sleeve, and Pointed Collar.** Blouse is worn tucked in and will be worn with a tie tab.(**Figure 5.5**)

5.41. **Tie Tab.** Fasten the tie tab securely under the collar. **TIE TAB WILL BE WORN WHEN IN UNIFORM.**

5.42. **Slacks, Blue.** Will fit naturally over the hips with no bunching at the waist or excess 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. Articles carried in the pockets will not be visible or present a bulky appearance. Alterations are paid for by AFJROTC.

5.43. **Skirt, Blue.** The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. You must wear hosiery with the skirt.

5.44. **Undergarments (MANDATORY)** 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. **Neon and bright colored undershirts with print/pictures is not permitted.**

5.45. **Shoes.** Cadets will be issued black oxford shoes to be worn with uniform. Shoes will be laced to the top and highly shined. High gloss finish pumps are authorized for 3rd and 4th year cadets only. Corfram low quarters may be worn and purchased by 3rd or 4th year cadets who have attended Cadet Leadership School and Cadet Training Academy. 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. Unit will order shoes to ensure proper fit and uniformity.

5.46. **Earrings.** Female Cadets may wear small (not exceeding 6 mm in diameter), **round** conservative (moderate, being within reasonable limits; not excessive or extreme) 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.

SECTION E--FEMALE CADET GROOMING

5.47. Specific Female Cadet Grooming Guidelines

5.48. **Hair-Female.** No Minimum hair length, to a maximum bulk of 3 ½ inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will *not* touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. (See **Figure 5.18**) When in doubt, assess correct length of hair with 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 the bottom edge of the collar.

5.49. Hair will be clean, well-groomed, present a professional appearance. Will *not* contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (*not* all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

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



SCRUNCHIE



HAIR CLIP

5.51. Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar (see **Figure 5.18**). Headgear must fit properly.

5.52. 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.

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

5.54. Unauthorized: Mohawk, mullet or etched design.

5.55. **Fingernails.** If worn by females, nail polish will be a single color that does not distinctly contrast with the female Airman's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and 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.

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

5.57. **Cosmetics:** Female cadets may wear cosmetics; however, if worn, it 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 distinctly contrast with their complexion, that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.

SECTION F--GENERAL UNIFORM AND PERSONAL APPEARANCE COMMENTS

5.58. Replace buttons promptly. Buttons on the service dress are oxidized silver as are most of the insignia. DO NOT polish.

5.59. Trim loose strings ("cables") and frayed seams on the uniform.

5.60. **Ribbons, Medals and Devices.** All authorized ribbons and devices must be worn. Ensure they do not become frayed or soiled. Cadets may wear ribbons earned while enrolled in other JROTC programs. Four Civil Air Patrol ribbons (General Spaatz, Earhart, General Mitchell, and General Curry) may also be worn. Normal order of wear is AFJROTC, CAP, and then other service ribbons grouped by service and by year achieved. Medals and ribbons will not be worn together.

5.60.1. Ribbons will be worn in order of precedence as listed on the Ribbon Chart (**See Figure 4.8**). Ribbons of the least importance are worn to the wearer's bottom left. Ribbons are then added in ascending order till the most important ribbon is on the top row to the far right as worn. Ribbons will be centered, resting on, but not over the edge of the pocket on the wearer's left.

5.60.2. Medals and ribbons may be worn simultaneously for formal, semiformal, and/or special occasions. Place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned ½ inch below bottom row of ribbons.

5.60.3. Devices will be worn and added to ribbons and medals to show each subsequent awarding of that ribbon/award. Wear regular devices on regular medals and regular ribbons. Wear all the same size devices. A bronze device will be added for each awarding of the ribbon. Replace the bronze device with a silver device after receipt of the fifth bronze device. Place silver devices to the wearer's right of bronze devices. Place clusters horizontally and tilt slightly downward to the wearer's right to allow maximum number of clusters and other devices on the ribbon. Tilt all or none. (**See Figure 4.9**)

5.60.4. Methods of affixing devices on medals and ribbons. When affixing separate devices to a ribbon, center device and space equally.

5.61. **Gum chewing in uniform is prohibited.**

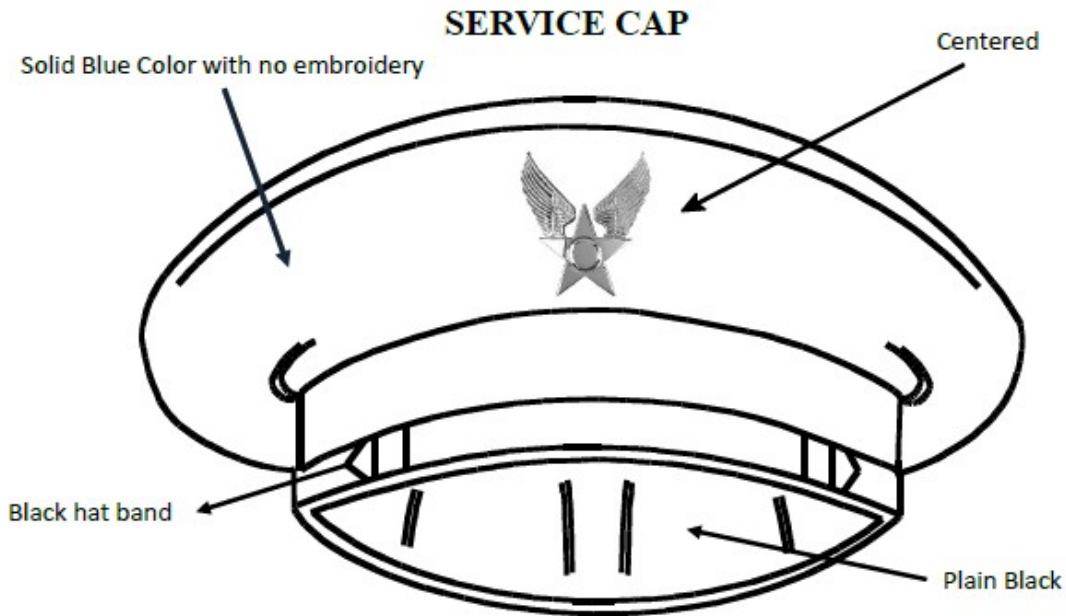
5.62. **Umbrellas.** Umbrellas will be plain, solid colored black and carried in the left hand.

5.63. **Religious Apparel.** "Religious apparel" is defined as apparel worn as part of the observance of a religious faith practiced by a Cadet. Religious items and apparel, other than head covering, may only be worn visibly during religious services. Plain, dark blue or black religious head coverings may be worn, indoors if approved by the SASI. Plain, dark blue, or black religious head coverings may be worn, concealed under the uniform/headgear, outdoors if approved by the SASI. Religious apparel will not be worn during parades, ceremonial details, ceremonial functions, or in official photos.

5.64. **Handheld Electronic Devices.** Electronic devices are small electronic equipment such as cellular phones, or hands-free devices (e.g. Bluetooth®), pedometers, Fitbits™ and other small, conservative size fitness trackers. **ARE PROHIBITED.**

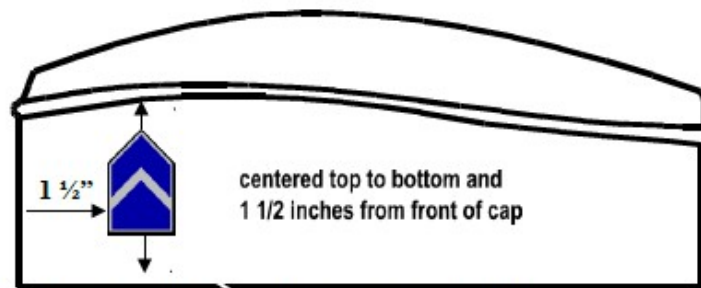
Figure 5.1a Male Headgear

CADET MALE HEADGEAR



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

FLIGHT CAP*

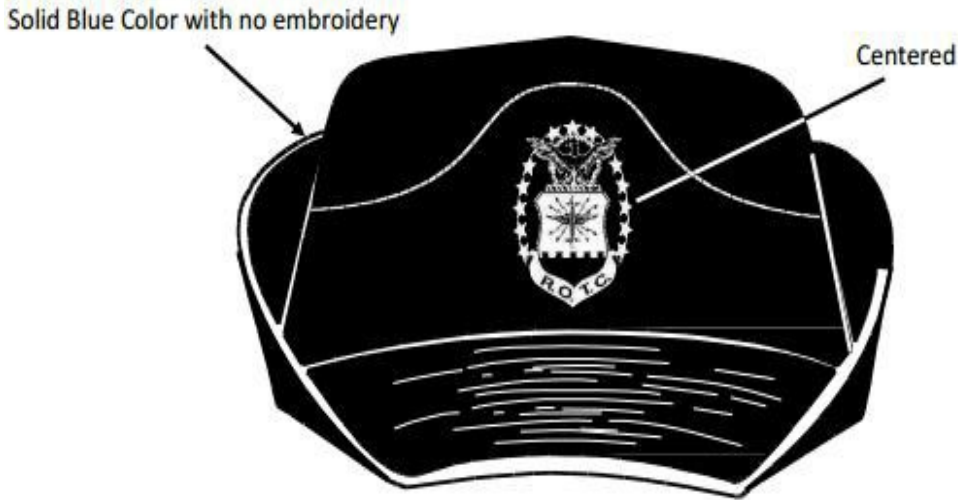


- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

Figure 5.1b Female Headgear

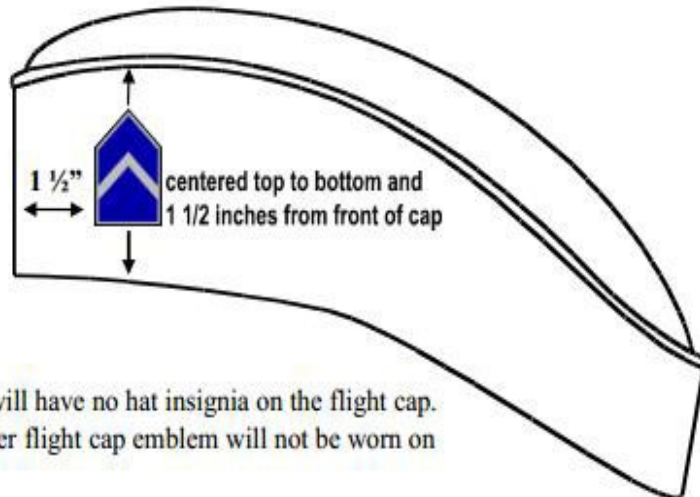
CADET FEMALE HEADGEAR

SERVICE CAP (Officer Only)



Enlisted Women's Service Caps may be worn with the Hap Arnold Wings insignia.

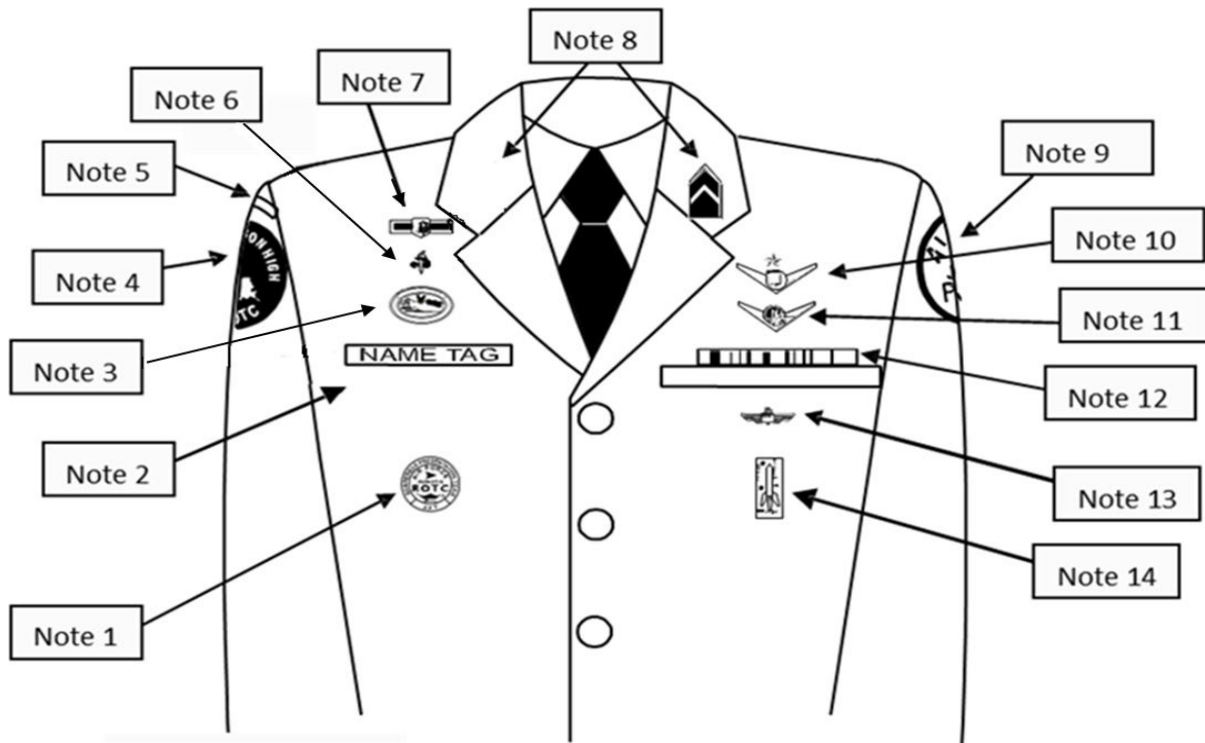
FLIGHT CAP* (Officer and Enlisted)



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

Figure 5.2 Cadet Male Service Dress

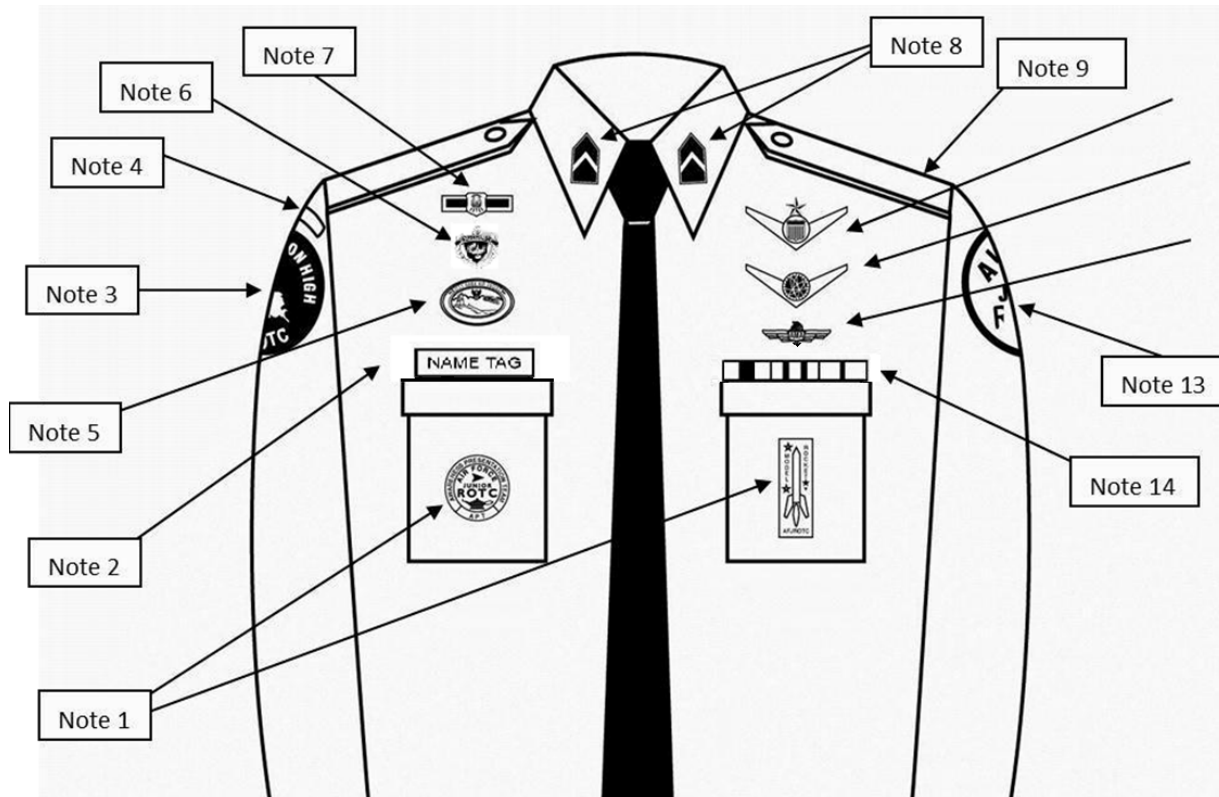
CADET MALE SERVICE DRESS UNIFORM



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.**

Figure 5.3 Cadet Male Light Blue Shirt

CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch below the shoulder seam.
4. Shoulder tab. Centered between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge. See Note 15.
6. Aerospace Education Foundation (AEF) Badge. See Note 15.
7. Distinguished Cadet Badge. See Note 15.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar.
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
10. Deleted
11. **Cadets will only wear one of the following badges, 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.**

Figure 5.4 Cadet Female Service Dress

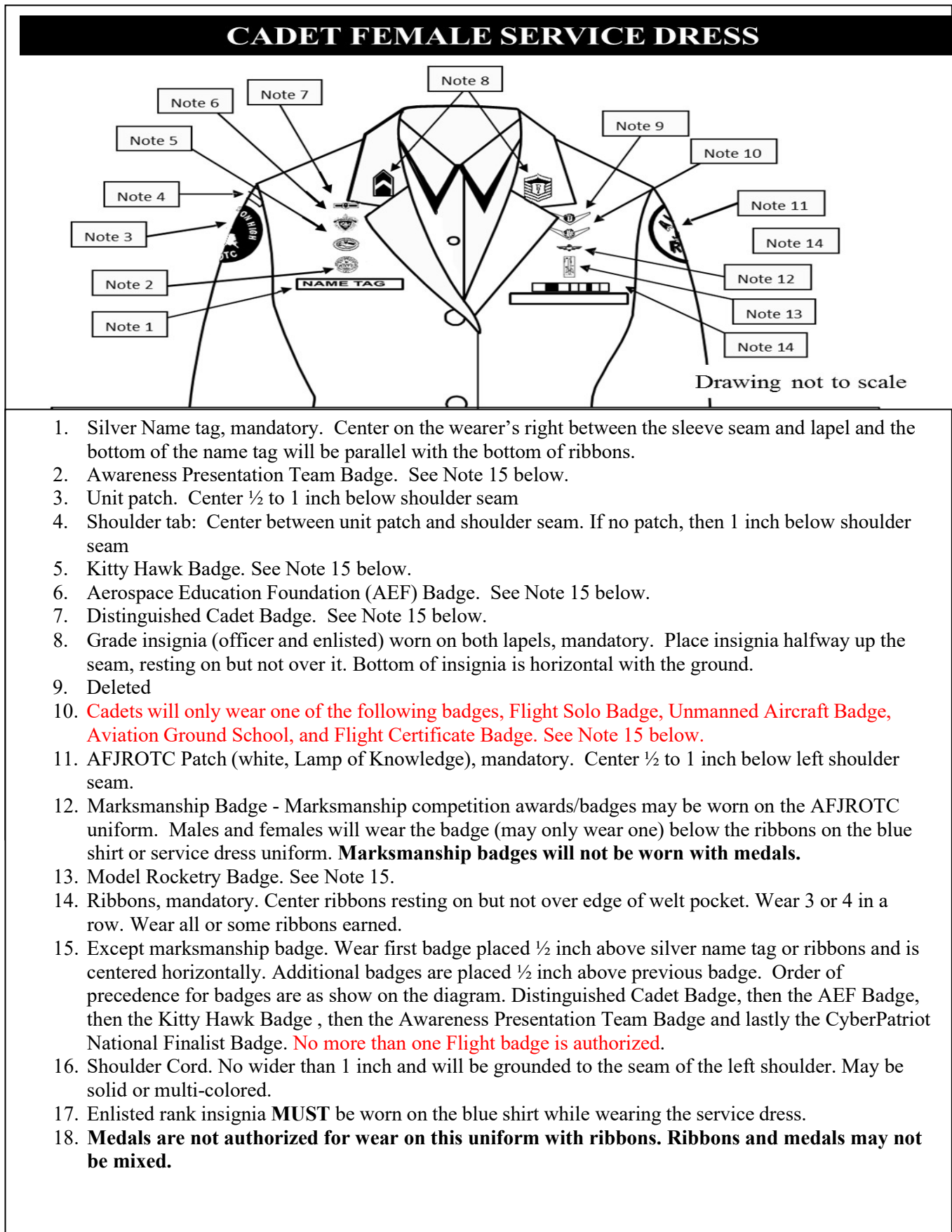
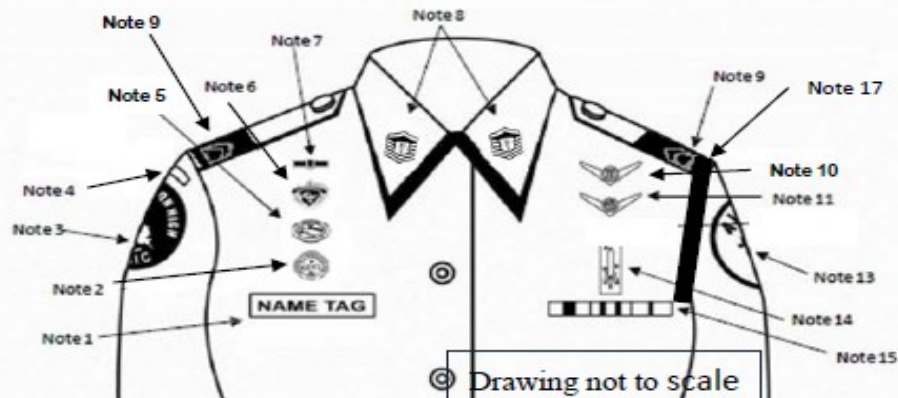


Figure 5.5 Cadet Female Light Blue Shirt

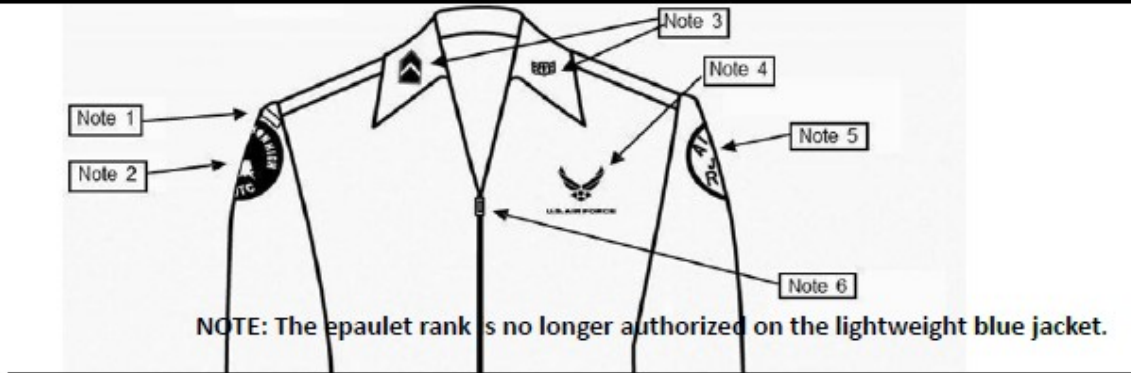
CADET FEMALE BLUE SHIRT



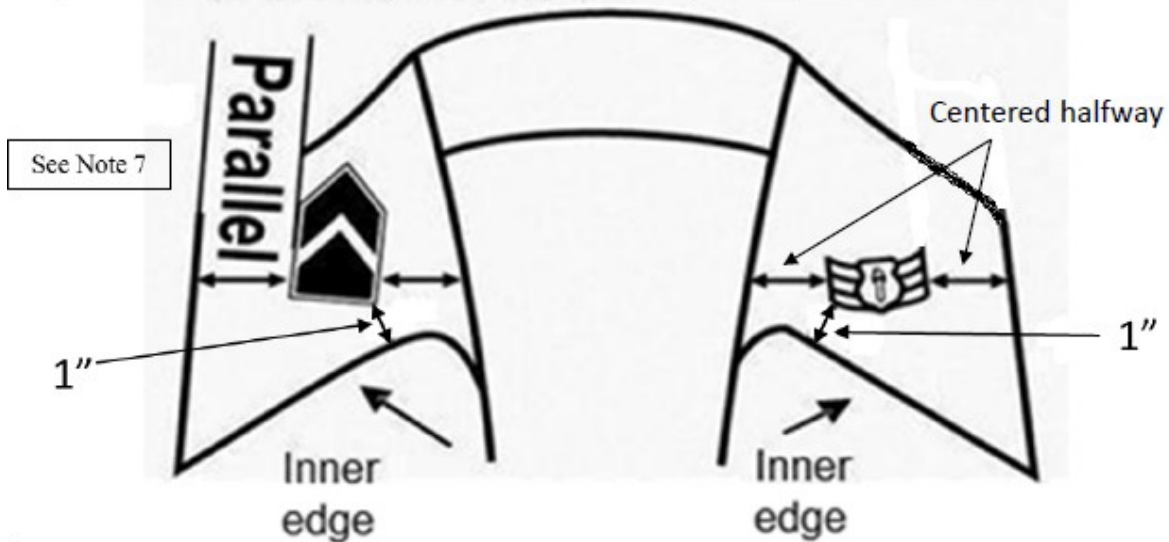
1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
10. Deleted.
11. Cadets will only wear one of the following badges, 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.**

Figure 5.6 Cadet Light Weight Blue Jacket

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 ½ 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 ½ 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.

Figure 5.7 Cadet Uniforms

Sample Uniform Pictures



Sample Uniform Pictures

Cadets will not wear both officer and enlisted rank on their uniforms.

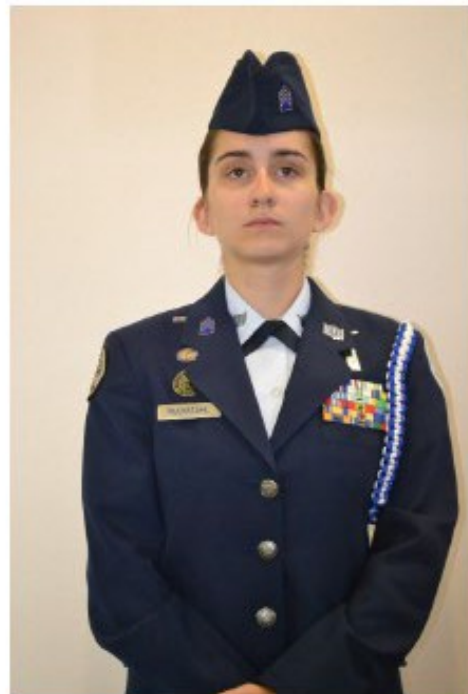
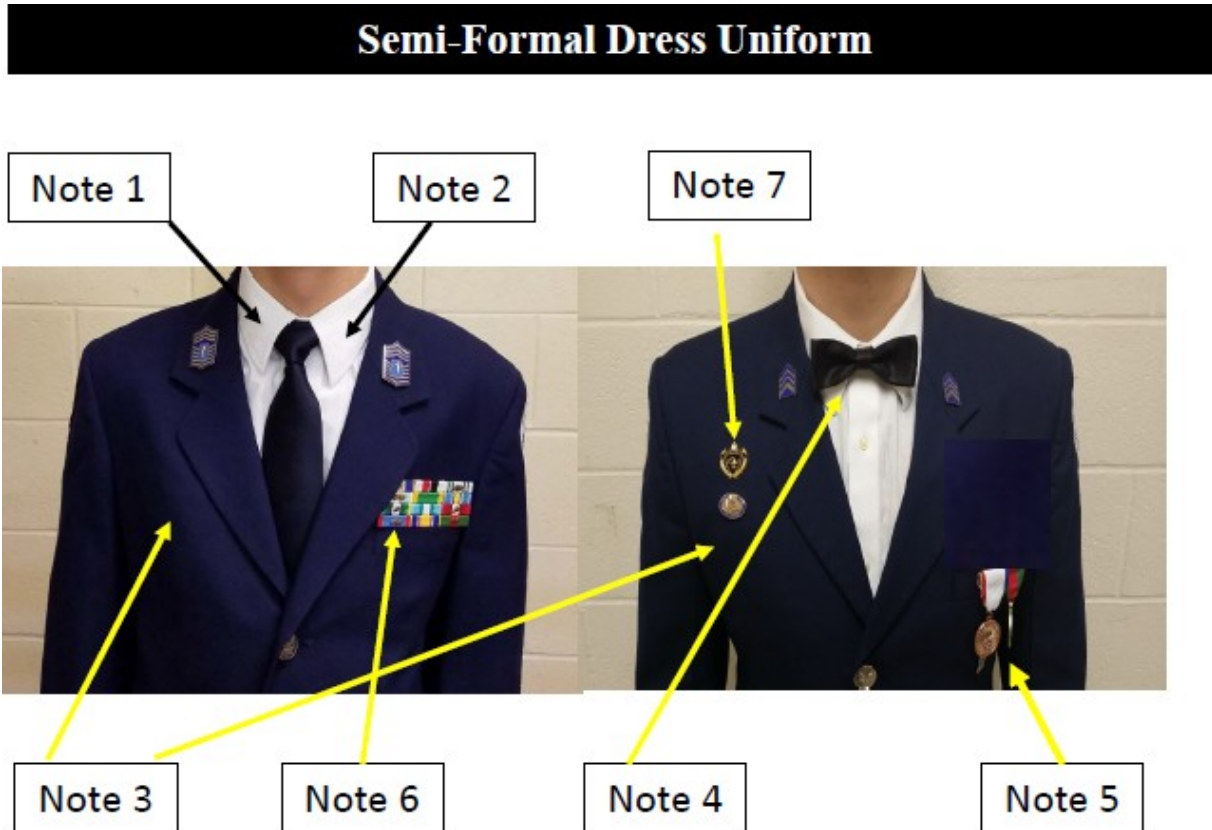


Figure 5.8 Cadet Semi-Formal Uniform



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 $\frac{1}{2}$ 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.**

Figure 5.9 Cadet ABU

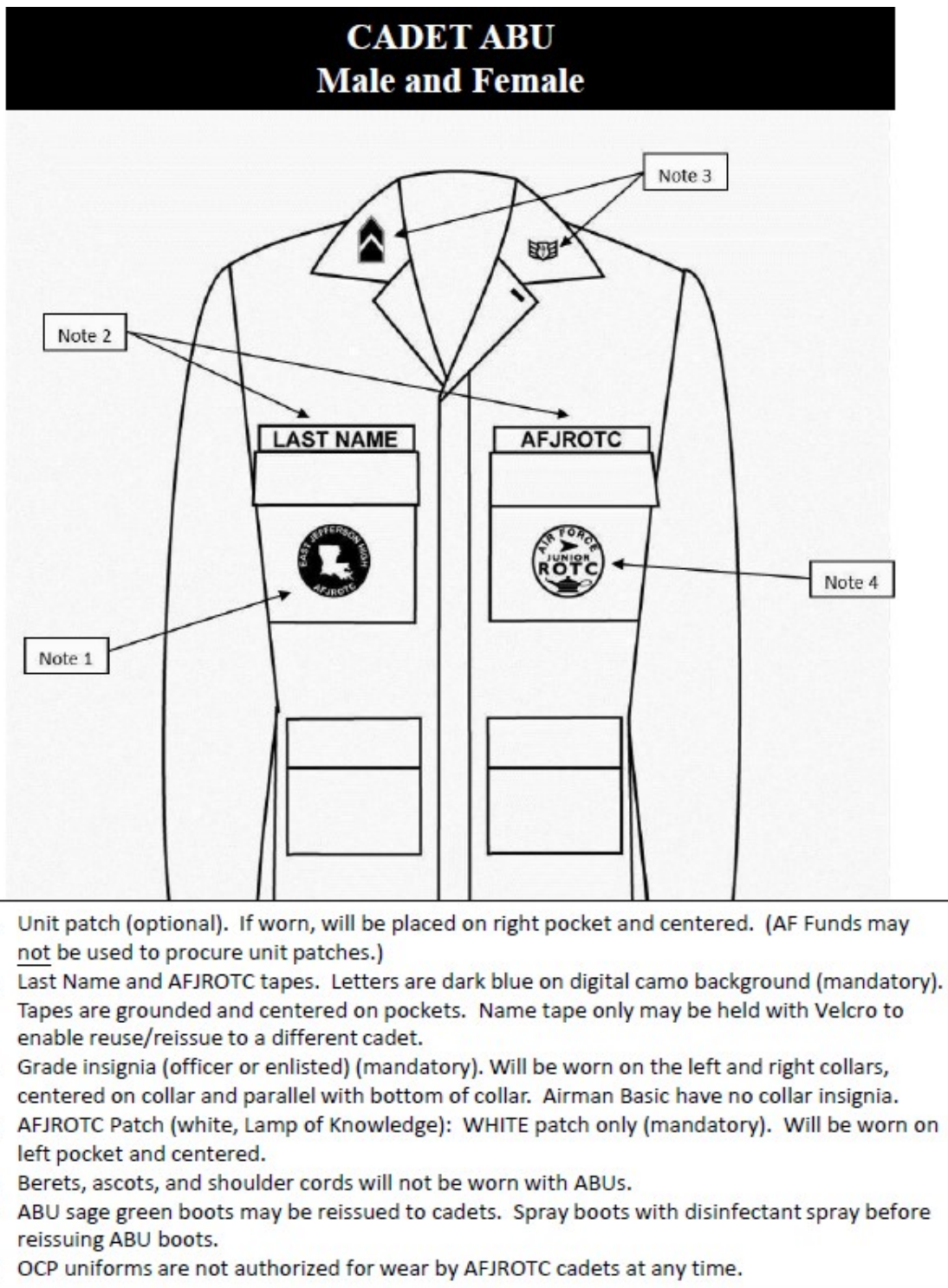
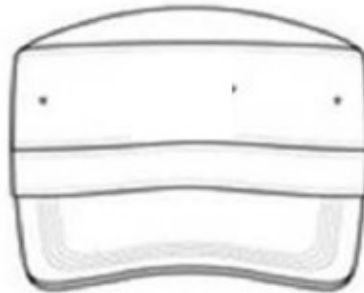


Figure 5.10 Cadet ABU Headgear

CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.



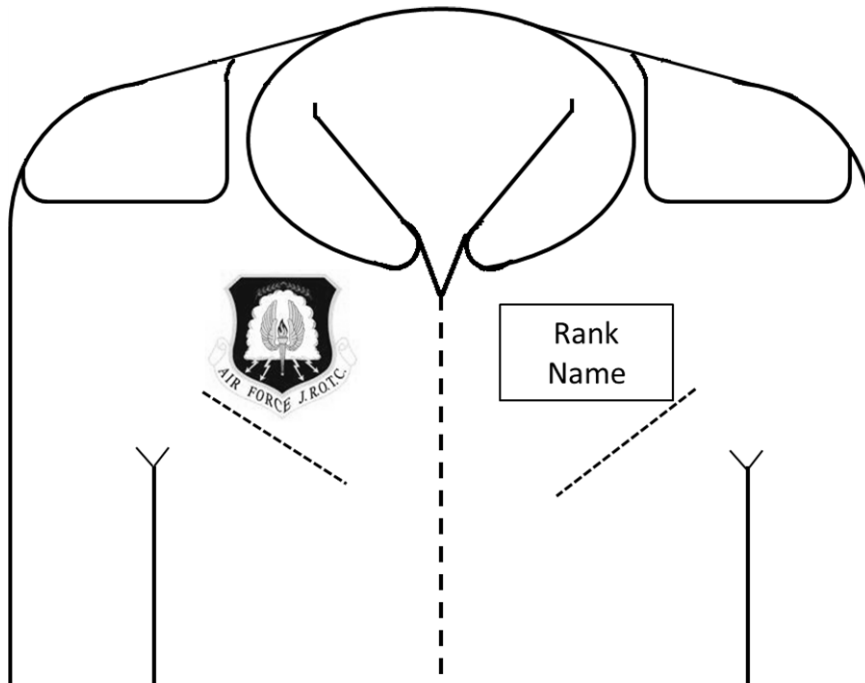
Officers will wear rank insignia on the ABU cap.

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.

Figure 5.11 Cadet Flight Suit

FLIGHT SUIT (Male and Female)



1. * AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge.
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge, AFJROTC Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
3. * American Flag Patch (mandatory) on left shoulder. Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
4. * Cadet Name Patch (mandatory). Velcro attached. Black background with silver border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be “CADET AFJROTC”. Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
 - Flight patches and Velcro may be purchased from a vendor using MilPer funds.
 - Flight Suits maybe purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)
 - Flight Suits are accountable uniforms items and must be issued/returned via WINGS.

Figure 5.12 Physical Training Gear

Air Force Physical Fitness Gear



Unit Purchased Physical Fitness Gear



Figure 5.13 Cadet Exhibition Uniform

Sample Exhibition Uniform



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. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a $\frac{3}{4}$ inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets. Spray boots/corfams with disinfectant spray before reissuing.**

Figure 5.14 Cadet Exhibition Service Uniform

Sample Exhibition Uniform



1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's . Service Caps (wheel and bucket hats) will be a solid color and free of any embroidery.
2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a $\frac{3}{4}$ inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.** .
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. A $\frac{1}{2}$ inch silver, dark blue, or black only sleeve braid, 3 inches from the end of the sleeve, may be worn.
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets.** Spray boots/corfams with disinfectant spray before reissuing.

Figure 5.15 Sample Uniform Pictures

Sample Uniform Pictures
Cadets will not wear both officer and enlisted rank on their uniforms ... these are sample pictures only



Figure 5.16 Sample ABU/Flight Suit Pictures

SAMPLE UNIFORM PICTURES



Figure 5.17 Tie Tying Instructions

SAMPLE TIE TYING

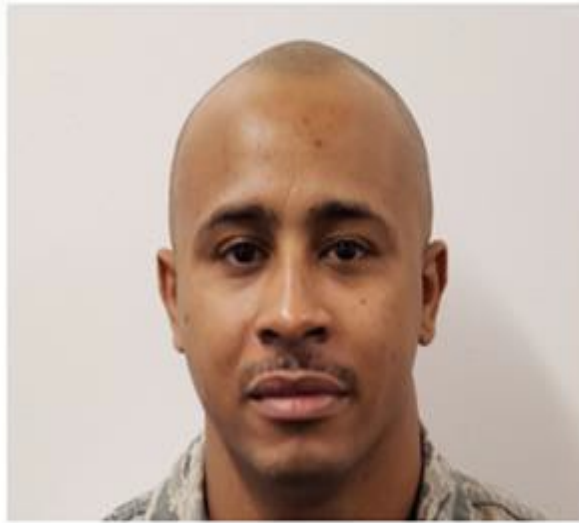


Figure 5.18 Male Hair Grooming Standards

MALE GROOMING STANDARDS)



Sideburns



Mustache

Figure 5.19 Female Hair Grooming Standards

FEMALE GROOMING STANDARDS

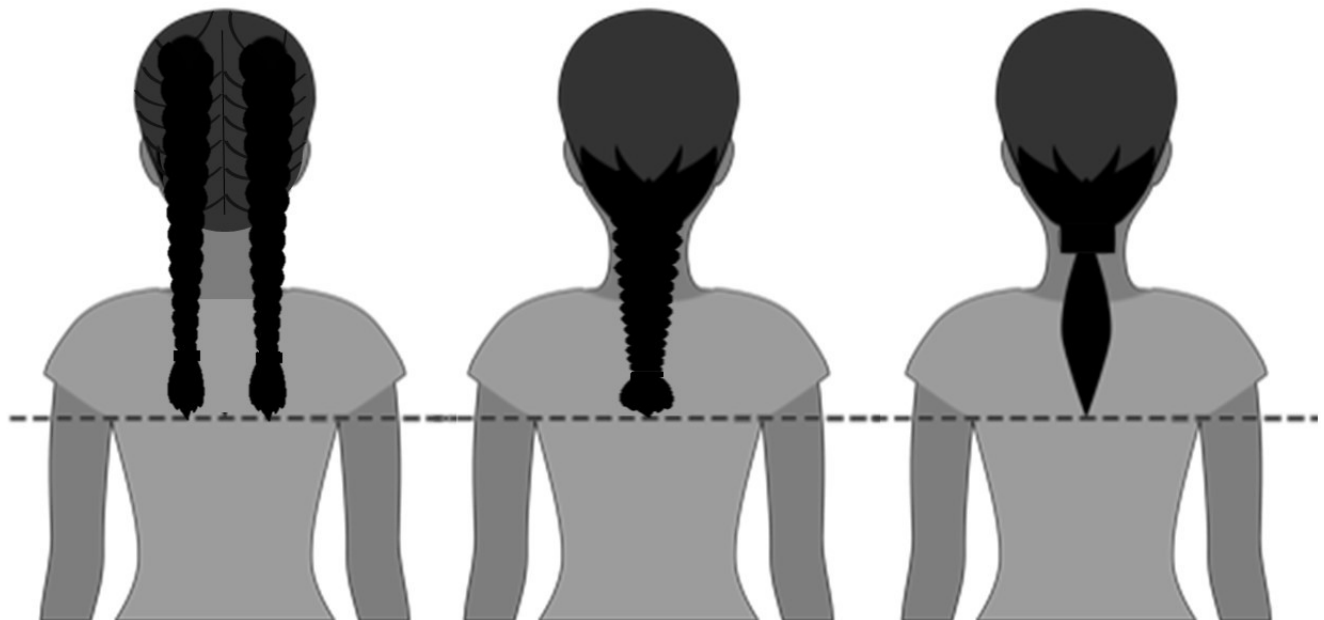
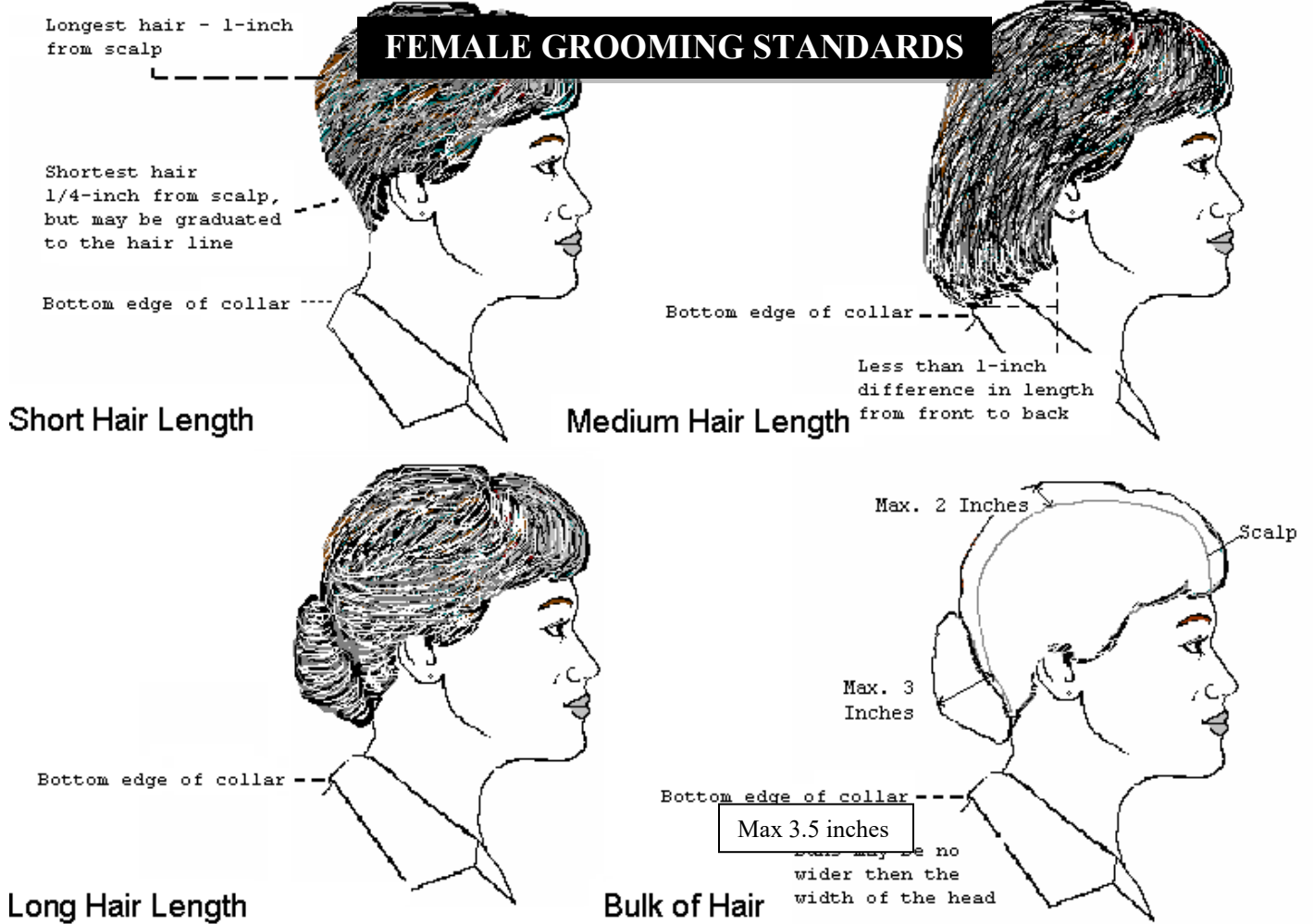


Figure 5.20 Female Authorized Women's Hair Styles

AUTHORIZED WOMEN'S HAIR STYLES



The graphic features the Air Force wings logo at the top center. Below it, the text reads "FEMALE GROOMING STANDARDS" in large, bold, white letters. Underneath that, in smaller white text, it says "UP TO 2 BRAIDS, SINGLE PONYTAIL, BANGS CAN NOW TOUCH EYEBROWS". Below the text is a photograph of six women in military uniforms, each showcasing a different authorized hair style: two braids, a ponytail, a bun, a bob, and bangs. At the bottom of the graphic, a dark blue box contains the following text: "AIR FORCE WOMEN ARE ABLE TO WEAR THEIR HAIR IN UP TO TWO BRAIDS OR A SINGLE PONYTAIL WITH BULK NOT EXCEEDING THE WIDTH OF THE HEAD AND LENGTH NOT EXTENDING BELOW A HORIZONTAL LINE RUNNING BETWEEN THE TOP OF EACH SLEEVE INSEAM AT THE UNDER ARM THROUGH THE SHOULDER BLADES. ADDITIONALLY, WOMEN'S BANGS MAY NOW TOUCH THEIR EYEBROWS, BUT NOT COVER THEIR EYES."



Chapter 6 DRILL AND CEREMONIES

6.1. Drill and ceremonies are an important part of AFJROTC training. As a first-year cadet, you will learn basic drills and how to follow commands. We will spend a lot of time developing your drill and ceremonies skills. The primary reference which all cadets will become familiar during leadership training is the Drill and Ceremonies manual, AFMAN 36-2203. As a second, third, and fourth year cadet, you will learn more difficult commands, lead the formation, and must be able to train cadets on proper drill sequences, commands, and basic drill fundamentals.

6.2. All second, third, and fourth year cadets must command a flight. The cadet/flight commander must execute a predetermined number of commands, sequentially, as outlined in **Figure 6.1**. Each cadet will receive a **Drill Evaluation Form**. (See **Figure 6.2**). The Flight Commander will report in and out by saluting the individual who judges the flight's performance. Cadets will be graded on their ability to properly execute these commands and direct the flight within a specified drill area.

6.3. TO ENTER THE DRILL PAD: (Salute and hold salute until inspector drops his/hers.) "Sir/Ma'am, Flight from Cypress Woods High School, Unit TX-20091, is ready to perform unarmed/armed regulation drill sequence. We will be performing in accordance with Air Force Field Manual 36-2203. Permission to utilize your drill area "Ma'am/Sir." Thank you, "Ma'am/Sir."

6.4. TO LEAVE THE DRILL PAD: (Salute and hold salute until inspector drops his/hers.) "Sir/Ma'am, Flight from Cypress Woods High School, Unit TX-20091, has successfully completed unarmed/armed regulation drill sequence. Permission to depart your drill area Sir/Ma'am. Thank you, "Ma'am/Sir."

Figure 6.1 Mandatory 30 Steps of Drill Commands

*Flight Commander Will Report In

** Flight Commander Will Report Out

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

Figure 6.2 Thirty (30) Step Drill Evaluation Form

DRILL EVALUATION

DRILL MOVEMENT	1 (Least)	2	3	4 (Best)
1. FALL IN (full procedures to include sizing and Count Off)				
2. OPEN RANKS, MARCH (include alignment procedures)				
3. READY FRONT (3 paces past Guide)				
4. CLOSE RANKS, MARCH				
5. PRESENT ARMS (report into Evaluator)				
6. ORDER ARMS				
7. PARADE REST				
8. FLIGHT ATTENTION				
9. LEFT FACE				
10. ABOUT FACE (should give Cover)				
11. FORWARD MARCH				
12. RIGHT FLANK MARCH (command on right foot, position of Commander)				
13. LEFT FLANK (command on left foot, position of Commander)				
14. COLUMN RIGHT MARCH (command on right foot)				
15. FORWARD MARCH (command on left foot)				
16. TO THE REAR MARCH (command on right foot)				
17. TO THE REAR MARCH (command on right foot)				
18. COLUMN RIGHT MARCH				
19. FORWARD MARCH				
20. EYES RIGHT (commands on right foot, 3 steps in between prep/COE)				
21. READY FRONT (commands on left foot, 3 steps in between prep/COE)				
22. COLUMN RIGHT MARCH				
23. FORWARD MARCH				
24. CHANGE STEP MARCH (commands on right foot; call cadence)				
25. COLUMN RIGHT MARCH				
26. FORWARD MARCH				
27. FLIGHT HALT (cover)				
28. LEFT FACE				
29. RIGHT STEP MARCH				
30. FLIGHT HALT (report out using full procedures; present/order arms)				

Remarks:

OVERALL GRADE:

_____ / 120 = _____ %

Chapter 7

EXTRA-CURRICULAR/LEADERSHIP DEVELOPMENT REQUIREMENT ACTIVITIES

7.1. **General.** There are several voluntary cadet extracurricular activities which supplement aerospace or leadership experiences. Additionally, these activities bring cadets together with common interests, build esprit de corps, are ways to create lasting friendships, and guarantee an enjoyable time to those who get involved. Involvement teaches leadership, responsibility, teamwork, and cooperation. It is also a positive, visible way to publicize to the community the values at work that we teach to our cadets. The SASI and/or ASI will monitor all activities and will serve as advisors. Additionally, active duty military and sponsors may monitor and teach these activities. All cadets are eligible to train and practice with all teams. All team commanders are responsible to document the cadets' training on their team and decide when a cadet is fully qualified in accordance with their training plan. Once trained, the team commander will select the primary and alternate cadets who will compete at any given competition. The following description of activities is not all-inclusive and will change depending on what activities the TX-20091 cadets want to have and support.

7.2. **Kitty Hawk Air Society (Honors Program).** This AFJROTC Honorary Society promotes academic excellence, service, and patriotism. An invitation to join will be extended only to cadets who have an "A" average in their AFJROTC courses and an overall "B" school average with no failing grades. Cadets will complete a pledge program to become a member. Cadets may be placed on probation for one grading period if their grades fall below the requirement. Kitty Hawk members must also participate in volunteer activities and miss no more than 3 meetings. A distinctive badge will be awarded upon indoctrination into this elite AFJROTC TX-20091 Honor Society.

7.3. **Color Guard, Unarmed Drill and Armed Drill Teams.** These teams are constantly in the "public's eye" and thus will consist of cadets who are hardworking and have the time and desire to commit themselves to these activities. Since participation is time consuming and will include trips away from school for competitions and performances, we want to ensure cadets do not suffer academically. Thus, participants must not fail any subject and must maintain a school grade point of average of at least a 4.0 on a 6.0 scale. Continued uniform or personal appearance violations and school suspensions are unacceptable. Failure to meet these standards will result in probation for the next grading period until the minimum standards are achieved. Failure to reach these standards after the probationary period expires will result in removal from the team. Cadets will attend practice(s) and then be evaluated to fill all vacant team positions. Cadets will be evaluated by the applicable Team Commander and the Drill Squadron Commander.

7.3.1. **Color Guard.** This elite cadet corps presents and posts the US and Texas colors at school, Corps, and community functions. This provides an opportunity for cadets to learn to respect and properly present national and state flags. The Color Guard Commander will appoint team members to cover all events and ensure the team is properly prepared for the event. The Color Guard commander must ensure team members are trained and will track all training and event participation.

7.3.2. **Unarmed Drill Team.** Cadets who enjoy drill, "polish" their drill skills learned in the leadership laboratory and form a drill team that performs in drill competitions and demonstrations. Drill practice will normally be three times a week immediately after school. Being a member of this elite group of cadets will require extra commitment since they will spend many hours learning the manual of arms, perfecting close-order teamwork, practicing standardized movements, developing "free-style" movements, and taking care of their uniform. During competitions, not only is drill precision evaluated, but the uniform and personal appearance is graded as well. The Drill Team Commander will ensure all team members are prepared for competitions and performances. All training will be tracked, and the commander will select those team members prepared and qualified for participation in competitions.

7.3.3. **Armed Drill Team.** The rifle team will be established for cadets who want to refine their rifle handling skills and knowledge of manual of arms. The Armed Team Commander will ensure all team members are prepared for competitions and performances. All training will be tracked, and the commander will select those team members prepared and qualified for participation in competitions.

7.4. **Rocketry Team.** Members of this activity will learn how to build and launch model rockets. Qualified team members will compete at Rocketry meets and document their accomplishments on their flight log. Cadets who meet the AFJROTC qualifications are also eligible for a rocketry badge which is worn with the uniform. The team commander will ensure they track all training, launches and competitions to support the awarding of the Model Rocketry badge.

7.5. **Exhibition Drill Team.** This team takes precision drill and mixes it with the popular "Step" dance moves to make their own unique routines and performances. This team allows the mixture of discipline and creativity to really shine in their performances. This team also performs for various events and helps promote JROTC in our recruiting efforts.

7.6. **Academic Team.** This group of cadets performs at all drill competitions and establishes the Academic Bowl team. The team chooses members to compete at each event and takes an academic test that may vary in content from JROTC to normal high school studies. This team also comes together and competes internationally against all other AFJROTC teams in the annual AcademicBowl.

7.7. **Field Trips (Curriculum in Action).** Field trips will occur in the fall and in the spring. The SASI/ASI will select cadets who are students in good standing academically and have no disciplinary problems, have not had a history of uniform or personal appearance violations, and are approved by the school to attend the field trip. The SASI will publish a memorandum for the trip, dress requirements, and other instructions which must be complied with to participate on the trip. The school must sanction trips and cadets must have their guardian's permission to participate. Trips may occur on school days, weekends and evenings.

7.8. **Fund Raising Projects.** The Corps needs money to support many of its activities and community service projects. Various fundraising activities are done each school year to raise money. The extent that cadets and their sponsors support these activities will determine the level of funding the corps has to minimize costs for social and formal functions and to purchase items that will enhance the corps' operation and cadet esprit de corps.

7.9. **Military Ball.** The Military Ball, a formal Air Force tradition, will be planned and conducted in the spring. Participation is mandatory, and it is a highlight of the spring activities. This formal occasion includes a meal followed by traditional activities and is a fun-filled event for all participants. It is also the venue where we recognize our annual award winners.

7.10. **Awareness Presentation Team (APT).** A worthwhile voluntary activity which consists of cadets who like to and feel comfortable talking to students about such social issues as drug education and staying in school. Our involvement in these social issues brings our Corps favorable publicity and is a valuable social service to the community. Cadets earn an APT badge to wear on the uniform if they participate in 75% of the events as determined by the APT Commander. In addition, APT members visit our feeder schools to talk to eighth graders about our AFJROTC program, explaining our mission, objectives, benefits, etc. This team is key to recruiting future cadets. Sign up and attend the APT meeting to join the team.

7.11. **Cadet Corps Commander Staff Meeting.** The Cadet Squadron Commander will schedule, publicize, and conduct staff meetings. Meetings provide face-to-face communications between the Commander and the staff. They plan and implement cadet activities in a meeting that serves as a leadership lab to develop communications, management, and leadership skills. An agenda will be published and posted prior to the meeting. Minutes will be documented, published, and posted after each meeting.

7.12. **Marksmanship Team.** This team becomes certified to operate air rifles in accordance with the Civilian Marksmanship Program. This team focuses on the responsible use of air guns through firearms safety, training, and competition. The team participates in JROTC competitions sponsored locally, regionally, and nationally. Cadets may earn the Marksmanship Badge once they become fully qualified and compete in a JROTC event.

Chapter 8

IN-SCHOOL/AT HOME WELLNESS PROGRAM

8.1. **General.** Although AFJROTC does not have cadet weight or physical fitness standards, we encourage cadets to establish their own physical fitness-training program. For cadets enrolling in a college ROTC program, service academy, or for those enlisting in a military service, they will have to attain and maintain weight and physical fitness standards. To promote fitness, the Presidential Physical Fitness Program will be incorporated into the wellness program. If you start a program now and stay physically active, you will reap the benefits of a physically fit body throughout your life span. If you are physically fit, you will perform better in school and in all your activities. **Figure 8.1** discusses the **AFJROTC Physical Fitness Test**.

8.2. **Policies.** Physical Fitness is an integral part of the AFJROTC Program at Cypress Woods High School, and all members are required to participate on Physical Fitness days. Each cadet will receive two grades, one for participation and the other grade for wearing the appropriate physical fitness gear.

8.2.1. The Physical Fitness Program may include numerous activities and a personal fitness regimen that will have obtainable objectives. The Wellness Officer will develop a tracking system to document testing and establish awards given to cadets who reach their objectives.

8.2.2. In the event AFJROTC is offered on-line only, cadet will be responsible for completing specific exercises, weekly, in order to earn a weekly grade. Cadets can access the In-School/At Home Wellness Program Sheet located in Schoology. **(Figure 8.2)**

8.3. **Physical Fitness Test.** The Wellness Officer will announce with instructions (contingent on the ASI's approval) the date of the annual physical fitness test. **All cadets must take the PT test.** An initial assessment/baseline must be accomplished within 45 days of the beginning of the school year. The final PT assessment will be accomplished 45 days prior to the end of the school year. These results are entered into WINGS by the Wellness Commander or NCO and are part of the unit's annual requirements.

8.4. **Competitions.** During the year, physical fitness and athletic competitions will become a part of field days, flight, and other Corps competitions. The Wellness Officer and the Physical Training Team Commander will work together to support the health and wellness of the cadets.

8.5. **Exercise Safety Consideration.** When exercising, cadets need to be aware of the following heat disorders and first aid treatment:

Dehydration: Loss of fluids without replenishment. Dry mouth, thirsty sensation, and skin becomes clammy. Urination is dark yellow and not clear.

First Aid: Drink fluids immediately to replenish water. Find a cool ventilated space to avoid heat exposure.

Heat Cramps: Painful spasms in skeletal muscle. Pupils often dilate with each spasm.

First Aid: firm pressure on cramping muscle with warm wet towels. Gentle stretching of affected muscle is also helpful. Rehydrate with cool electrolytes (Sports Drink).

Heat Exhaustion: Profuse sweating, weakness, dizziness, skin cool and wet, body temperature usually elevated. Possible nausea and vomiting, headache. No central nervous system impairment.

First Aid: Move to cooler environment to avoid further dehydration through heat losses. Administer cool electrolytes drink. Reduce body temp if elevated. Seek medical attention for serious cases.

8.6. **Physical Fitness Consent.** All cadets must have on file the Physical Fitness Participation Consent Form. This form is generated by WINGS. No cadet may participate in PT without the form being approved by their guardian and filed in their Cadet Personnel File.

Figure 8.1 AFJROTC TX-20091 Physical Fitness Test

TX-20091 conducts annual initial and final assessments in the mandatory Air Force JROTC Wellness Program. The program is an exercise program developed around individual baseline improvements with the focus of achieving a national standard as calculated with age and gender.

The performance assessment is comprised of 5 events: One Mile Run

- Shuttle Run
- Push-ups Curl-ups
- Flexibility (V-Sit & Reach)


Initial assessment establishes baseline for each cadet’s individual performance and goals. Final assessment determines individual improvement.

Wellness Exercises are usually comprised of 20 events. The Wellness Officer will provide a monthly schedule to the ASI or SASI for the planned PT days and the exercise regime that the corps will perform. The exercises will be conducted in accordance with the Wellness Exercise Plans from the Wellness Officer Continuity Book. The following exercises may be used throughout the year to promote fitness:

- | | |
|----------------------------|------------------------------|
| (1) V-Sit Reach | (11) Flutter Kick |
| (2) Bent Knee Push-Ups | (12) Lunges |
| (3) Feet Elevated Push-Ups | (13) Arm Extended Lunges |
| (4) Regular Push-Ups | (14) Reverse Extended Lunges |
| (5) JROTC Push-Ups | (15) Mountain Climbers |
| (6) Plank | (16) JROTC Squats |
| (7) Left Arm Plank | (17) Body Builders |
| (8) Right Arm Plank | (18) Squat Leaps |
| (9) Sit-Ups | (19) Side Lateral Jumps |
| (10) Extended Sit Ups | (20) One Mile Run |

Cadets will set a personal fitness goal based on their baseline fitness assessment. This goal is to be used to establish their personal fitness program that will enable them to achieve a fitness level consistent with an active healthy lifestyle.

Figure 8.2 In-School/At Home Wellness Cadet Record

 Wellness Cadet Record											
NAME: _____ FLIGHT _____											
Exercise Name	Exercise Units	Baseline	1Wk	2wk	3wk	4wk	5wk	6wk	7wk	8wk	9 wk
Push Ups											
AF Push Ups											
AF Squats											
Lunges											
1-Mile Run											
Planks Both Arms											
V-Sit Reach											
Bent Knee Push Ups											
Feet Elevated Push Ups											
Left Side Planks											
Right Side Planks											
Sit-Ups											
Extended Sit-Ups											
Flutter Kicks											
Arms Extended Lunges											
Reversed Extended Lunges											
Mountain Climbers											
Body Builders											
Squat Leap											

Chapter TRAINING

9.1. **General.** We will offer numerous training opportunities for cadets beyond what is taught in the classroom and in leadership laboratories. We feel that, although participation is voluntary, cadets who participate will reap many personal and leadership development benefits.

9.2. **Cadet Leadership Course.** This program offers cadets an opportunity to refine their leadership, drill and communications skills and to learn in a tightly controlled and monitored training environment. Additionally, there will be a physical fitness program and orientation schedule as part of the training schedule. Cadets will live, go to class, and eat meals at a designated offsite location. On a volunteer basis, AFJROTC instructors and additional retired military members will teach academics, chaperone activities, and conduct training. Since the number of quotas per school or unit is limited, priority will be given to cadets who are filling leadership positions. This school opportunity may involve traveling locally within the greater Houston area, or within the State of Texas to attend the selected school. Many schools are hosted by AFJROTC units and operating during the summer, and we have the luxury of attending several different schools to enhance the cadet corps exposure to leadership opportunities.

9.3. **New Cadet Orientation (Wildcat Basic).** Normally, this program is conducted the second week in September. This **MANDATORY FOR ALL CADETS.** The Cadet Senior Staff will plan and conduct this training at Cypress Woods High School. Basic drill, uniform issuing and proper wear, personal appearance standards, and AFJROTC course objectives are just some of the training topics. The Cadet Squadron Commander and staff will develop a training schedule, assign training responsibilities, and accomplish an after-action report and continuity folder. This orientation program is an excellent opportunity for cadets to apply their leadership skills in planning, organizing, and conducting a training program which provides a "head start" to cadets who are new to the AFJROTC program. The orientation program will address course objectives, instructor expectations, uniform and personal appearance standards, and basic drill to alleviate some of the uncertainty and misconceptions about AFJROTC. Completing the program will ensure new cadets a smooth transition to the unit and a new school start.

Chapter 10

FLAG ETIQUETTE/FLAG FOLDING

1. **General Flag Display**

It is the universal custom to display the American flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.

The flag should be hoisted briskly and lowered ceremoniously.

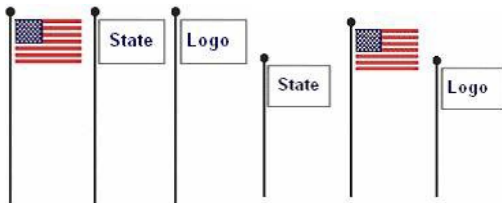


- a. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the American flag should be displayed in the same way, with the union or blue field to the left of the observer in the street. No other flag or pennant should be placed above, or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea...for personnel of the Navy...when the church pennant may be flown above the flag.

No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory of possession thereof; provided, that nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a positions of equal prominence of honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.



- b. OTHER FLAGS ON SAME HALYARD - When flags of states, cities, or localities, or pennants of societies are flown on the same halyard with the US flag, the US flag should always be at the peak. When the flags are flown from adjacent flagpoles, the US flag should be hoisted first and lowered last. No such flag or pennant may be placed above the US flag, or to the right of the US flag.



- c. When the flags are flown from adjacent staffs, the American flag should be joustted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the right of the United States flag.
- d. The American flag, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.
- e. When flags of two of more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.





- f. When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or the right of the audience.



Half-Staff The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.

Days the American flag should be flown at half-staff:

May 15th	Peace Officers Memorial Day
Last Monday in May	Memorial Day (Half –staff until noon only, then raise to the top of the staff)
July 27 th	Korean War Veterans Armistice Day
September 11 th	Patriot Day
December 7 th	Pearl Harbor Day

By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of the State, territory or possession, as a mark of respect to their memory.

In the event of the death of other officials of foreign dignitaries, the flag is to be displayed at half-staff according to presidential instructions of orders, or in accordance with recognized customs practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory or possession of the United States, the Governor of that State, territory or possession may proclaim that the National flag shall be flown at half-staff.

Flags flown on poles affixed to a home or building is not to be flown at half-staff, but a memorial streamer can be affixed to the top of the flagpole to signify half-staff.



- g. CASKET - When the flag is used to cover a casket, the union (blue field of stars) is at the head and over the left shoulder (of the deceased). The flag should not be lowered into the grave or allowed to touch the ground.
- h. OVER A STREET - When the flag is displayed over the middle of the street, it should be suspended vertically with the union (blue field of stars) to the north over an east-west street, or to the east over a north-south street.



Flag Folding

Folding the United States Flag



Have 2 people hold the flag horizontal to the ground.



Fold the flag lengthwise. Pull tight and keep taught



Then fold the flag lengthwise one more time.



Bring the lower striped corner to the upper edge, forming a triangle at a 90-degree angle.



Then fold the upper point 90-degree triangles while assuring the folds are smooth. Then fold the upper point in to form another triangle.

