

AFJROTC Cadet Guide

CY-RIDGE



RAMS
AIR FORCE JROTC
TX-20028

School Year 2022-23

FOREWARD

Congratulations on your decision to enroll in Air Force Junior ROTC (AFJROTC) program! The TX-20028 Cadet Group was established at Cypress-Ridge High School in the Fall of 2002 by agreement between the Cypress Fairbanks Independent School District (CFISD) and Headquarters, Air Force JROTC.

The Cadet Guide was developed to familiarize you with the AFJROTC requirements and assist you in becoming an effective member of the TX-20028 Cadet Group. I recommend you study this guide thoroughly. You will be held responsible for its contents on a daily basis during classroom instruction, exams, and cadet activities.

The ultimate goal is for our cadet corps to be recognized as one of the finest AFJROTC units. This objective can only be reached through you, and all of the other cadets enrolled in our program. Your academic achievement, leadership, and pride in the wearing of the AFJROTC uniform will determine whether or not this unit is recognized as a Distinguished Unit with Merit.

The Senior Aerospace Science Instructor (SASI) is usually a retired Air Force officer and the Aerospace Science Instructor (ASI) is a retired Air Force non-commissioned officer (NCO). Instructors have extensive professional military education and training, as well as, many years of military experience.

The AFJROTC curriculum includes aerospace science, leadership education, and health and wellness studies. Cadets organize and run the cadet corps as they learn and develop leadership and management skills. Our mission is to build better citizens of character dedicated to serving their nation and community. This guide may also be informative to principals, administrators, teachers, and parents/guardians. **Be assured that enrollment in AFJROTC in high school in no way obligates a student for military service.**

//SIGNED//

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Senior Aerospace Science Instructor

This guide establishes the AFJROTC course enrollment standards, curriculum, and academic requirements. It supports the leadership and personal development objectives by outlining cadet responsibilities, cadet conduct, uniform and personal appearance standards, and the cadet corps' organization, operation and extracurricular activities. This guide supplements leadership texts, Air Force and AFJROTC instructions. All cadets will read this guide, maintain a copy of it, know its contents, and comply with its' standards to satisfactorily meet AFJROTC course objectives. The Cadet Corps Commanders will review this guide annually and recommend changes to the SASI.

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Chapter 1

MISSION, ADMISSION/DISENROLLMENT, CONTRACT/CODES, AND ORGANIZATION

SECTION A—OVERVIEW, MISSION AND OBJECTIVES

- 1.1. **AFJROTC Program Overview.** The Air Force Junior Reserve Officer Training Corps (AFJROTC) program is divided into two parts -- Aerospace Science and Leadership Education. Aerospace Science introduces the historical, scientific, and technical aspects of aerospace studies. Leadership Education provides instruction and experiences to develop discipline, responsibility, communication skills, and citizenship. AFJROTC also includes wearing the Air Force uniform, the proper use of Air Force customs and courtesies, participating in drill and ceremonies, giving and receiving instructions, and performing as leaders and members of our AFJROTC unit and within the local community.
- 1.2. **AFJROTC Mission.** The mission of AFJROTC is to **develop citizens of character dedicated to serving their nation and community.** The AFJROTC program educates and trains high school students in citizenship, promotes community service, instills personal responsibility, character, self-discipline, and provides instruction in air and space fundamentals.
- 1.3. **Objectives.** In accomplishing the AFJROTC mission of building better citizens, students will aim to:
- Graduate from high school and pursue higher education or vocational goals.
 - Develop an understanding of our personal obligations as U.S. citizens.
 - Respect for and an understanding of constituted authority in a democratic society.
 - Habits of orderliness, well grooming, attention to detail, and a sense of responsibility.
 - Develop strong morals, self-reliance, self-esteem, leadership, and communication skills.
 - Be familiar with military customs, courtesies, and traditions.
 - Participate in community service activities.
 - Develop a knowledge of and appreciation for the traditions of the Air Force

SECTION B—ADMISSION AND DISENROLLMENT

- 1.4. **Admission.** To be eligible for enrollment in the AFJROTC program, each cadet must be enrolled and in good standing for a regular course of instruction at Cypress Ridge High School.

ENROLLMENT INTO AFJROTC IS STRICTLY VOLUNTARY ON THE PART OF THE STUDENT. THERE IS NO SERVICE OBLIGATION FOR ENROLLMENT INTO THE AFJROTC PROGRAM.

1.4.1. **Reserve Cadet.** A Reserve Cadet is a cadet who cannot enroll in AFJROTC courses within the school and is in the AFJROTC program for the sole purpose of participating in co-curricular (after school) activities. To qualify as a Reserve Cadet, a student must have been a cadet for at least one academic year and have SASI/ASI approval. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment.

1.4.2. **Disenrollment.** A cadet may be disenrolled for any of the following reason:

- Failure to maintain acceptable cadet standards, such as, uniform wear, grooming, military bearing, acceptable conduct both on and off campus, and proper attitude.
- Violation of the CFISD Student Handbook, Cadet Honor Code, or other disciplinary reasons.
- Inaptitude or indifference to training.
- Failing AFJROTC academics or training.
- Individual request supported by parent/guardian or school administrator/counselor.
- Any other reason deemed appropriate by the principal and SASI/ASI.

SECTION C—CONTRACT, HONOR CODE AND CORE VALUES

1.4. **Cadet Contract.** All cadets will complete a Cadet Contract which will then be filed in their Cadet Personnel Record. This contract states minimum corps expectations and outlines the uniform and equipment financial responsibilities that are a part of enrollment AFJROTC (Fig 1.1).

1.5. **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** in both words and deeds. A cadet should not make quibbling and evasive statements, should do their own work, and assist others in a sense of cooperation to meet corps' goals. The code requires self-control and a conscious effort to not take the easy road to short-term success, but to take the road that requires hard work for long-term success. Eventually living by the code will become an ingrained habit and a part of the cadet's total lifestyle. **HONOR** is a noble, moral standard that is the essence of the Corps and important in making the cadet a good citizen in a civilized society.

1.6. **Air Force Core Values.**

1.6.1. **Integrity First.** A cadet is a person of integrity, courage and conviction. They must be willing to control their impulses and exercise courage, honesty and accountability in order to do what is right even when no one is looking.

1.6.2. **Service Before Self.** A cadet is expected to have the discipline to follow rules, exhibit self-control and possess respect for the beliefs, authority and worth of others.

1.6.3. **Excellence in All We Do.** A cadet strives for continual improvement in self and service in order to propel the corps further and to achieve greater accomplishment and performance for themselves and their community.

SECTION D—ORGANIZATION

1.7. **Organization.** The AFJROTC TX-20028 Cadet Corps is organized as a Cadet Group (Figure 1.2).

1.8. **Chain of Command.** Each cadet will know the chain of command. The Chain of Command defines lines of authority and communication. Cadets should use the chain of command for cadet business such as questions on uniforms, customs and courtesies, drill, cadet promotions, cadet awards, extracurricular activities, and class rules and procedures. **A PERSONAL MATTER, INAPPROPRIATE CONDUCT BY ANY CADET, OR QUESTIONS CONCERNING ACADEMICS SHOULD BE ADDRESSED DIRECTLY AND IMMEDIATELY TO ONE OF THE AFJROTC INSTRUCTORS.**

1.9. **Cadet Appointments and Rotation.** The SASI and ASI, established the cadet staff appointment and rotation system.

1.10. **Job Descriptions.** Job descriptions for cadet corps staff positions outline duties and expectations (Figure 1.3). Like the Air Force, job responsibilities and duties will increase with promotion. Cadets earn their job assignments and are entrusted to carry out their job duties, to include supervisory responsibilities, to the best of their ability.

1.11. **Unit Manning Document.** The Unit Manning Document outlines jobs and rank authorizations (Figure 1.4).

Figure 1.1.

AIR FORCE JROTC TX-20028 CADET CONTRACT

1. **APPLICATION AND AGREEMENT:** I, _____
(Print Last Name, First Name, Middle Initial) _____
(Flight)
hereby voluntarily apply for enrollment in the AFJROTC program in accordance with this contract.

2. **UNDERSTANDING.** Belonging to the cadet corps is a privilege and not a right. The staff reserves the right to disenroll anyone for failing to meet the minimum standards spelled out in this contract.

3. **OBLIGATIONS AND CONSIDERATIONS.** Participation in **AFJROTC DOES NOT COMMIT OR OBLIGATE STUDENTS TO MILITARY SERVICE.** It does not guarantee special consideration if a student chooses to enter any service. Completing three years of AFJROTC may qualify students for advanced rank upon military enlistment. Completing two years of AFJROTC may entitle students to credit in the Senior AFROTC program.

4. **CADET AGREEMENT.** In order to maintain the high standards of courtesy, personal conduct and appearance required by AFJROTC and as a TX-20028 cadet, I understand and agree to:

- a. Meet the standards of behavior, attitude and courtesy established by instructors; develop self-discipline and accept personal responsibility for my actions. I understand and agree that indifference to training or discipline problems may result in disenrollment or non-selection for future enrollment.
- b. Wear the AFJROTC uniform as prescribed by the SASI; refusal to wear the uniform weekly or improper use of the uniform will result in disenrollment. Uniform Day is normally **Wednesday** for the service uniform and **Friday** for the Physical Training Uniform (PT uniform only required during AFJROTC class).
- c. Maintain the uniform in a clean, properly fitted and repaired manner. I am responsible for the cost of loss, theft or damage of the uniform and uniform items. All uniforms will be returned clean and in good repair.
- d. Meet and maintain the personal grooming standards. I will pay particular attention to haircuts, facial hair, body-piercing, tattoos, and body jewelry.
- e. Maintain an acceptable standard of academic performance. I will complete all assignments and be active in classroom work. Cadets are encouraged to participate in as many co-curricular activities as possible.
- f. Respond positively to instructors and cadets who have been appointed to leadership positions by rendering proper military courtesies. I will express courtesy and respect to administrators, teachers, coaches, and other adults with whom I come into contact. I will conduct myself properly when entrusted with a leadership position.
- g. Take proper care of textbook materials and equipment provided by the Air Force and return them when requested. I will accept monetary responsibility for items damaged or lost.
- h. Read, understand and comply with the requirements and information in the TX-20028 Cadet Guide.

STUDENT SIGNATURE: _____ **DATE:** _____

6. **PARENTAL/GUARDIAN APPROVAL.** I hereby give permission for my student to enroll in the AFJROTC program and will encourage her/his participation. We are responsible for payment of the non-refundable **annual activity fee of \$50** (\$25 for Fall semester & \$25 for Spring semester). My child has read this contract and understands the requirements. I understand there is **NO MILITARY SERVICE COMMITMENT FOR PARTICIPATING IN AFJROTC.** I will help my daughter/son maintain the high standards expected of a TX-20028 cadet.

PRINTED NAME OF PARENT/GUARDIAN: _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

Figure 1.2. TX-20028 Cadet Group Organizational Chart

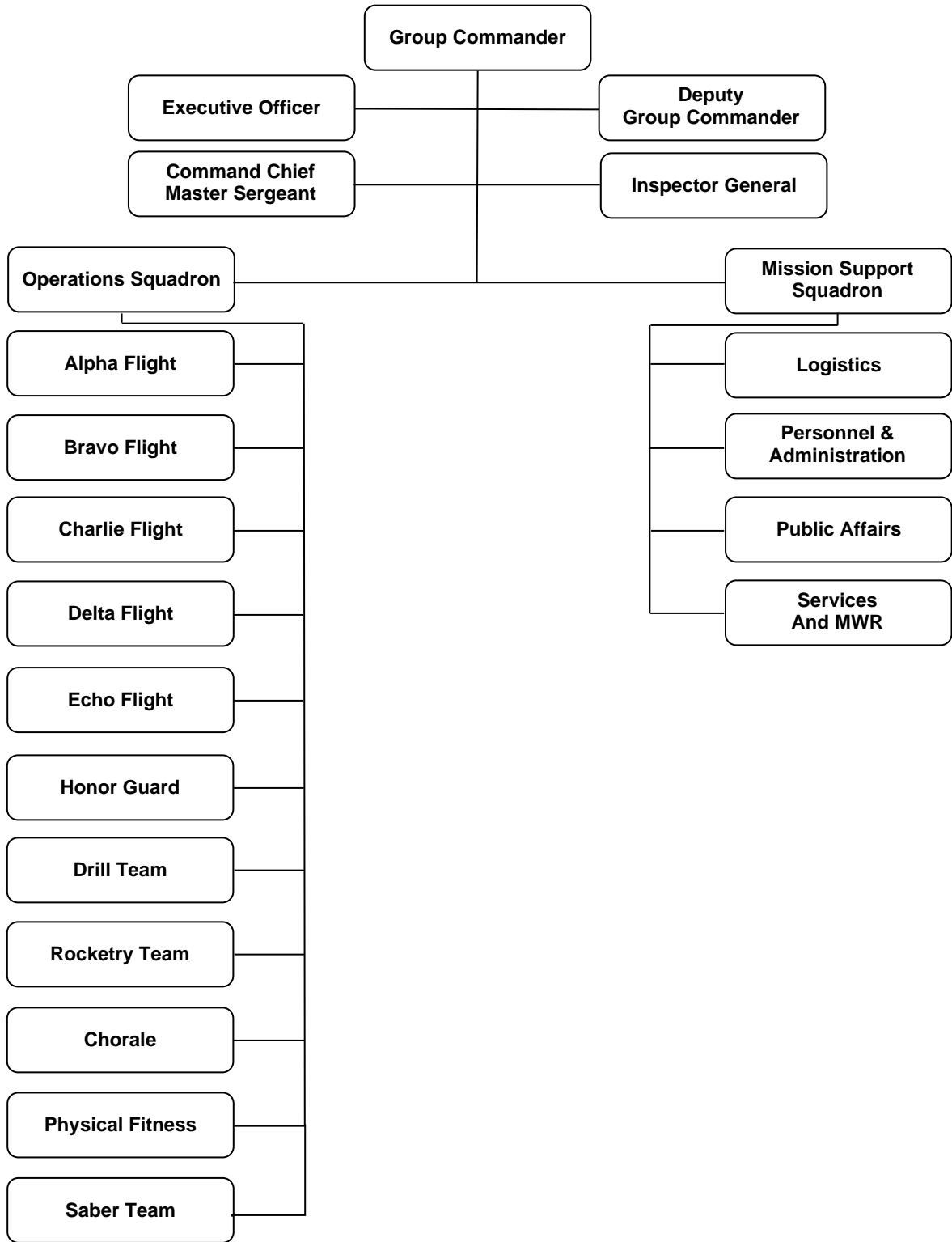


Figure 1.3. Job Descriptions. (Positions may be filled or left vacant, as determined by Cadet Group Commander)**CADET GROUP COMMANDER (GP/CC). Supervised by the SASI/ASI and responsible for:**

- a. Assigning cadets to projects and committees, outlining duties, establishing completion dates, monitoring progress, and ensuring project completion.
- b. Manage activities of the cadet corps senior staff. Authority may be delegated to the Deputy Group Commander. However, **RESPONSIBILITY CANNOT BE DELEGATED.**
- c. Establish and enforce grooming standards, discipline, efficiency, training, morale, and esprit de corps.
- d. Advise the SASI/ASI on corps operations, policies, and procedures.
- e. Develop a cadet operations and activities calendar.
- f. Chair the Cadet Evaluation Board.
- g. Recommend cadets for jobs, awards, and promotions.
- h. Coordinate cadet activities with the SASI/ASI by advising them of all school and non-school related activities affecting the corps. Obtain permission before scheduling any cadet activities.
- i. Develop a cadet evaluation and promotion system.
- j. Ensure all cadets have opportunities to develop their leadership qualities.
- k. Conduct cadet staff meetings.

CADET DEPUTY GROUP COMMANDER (GP/CD). Supervised by the GP/CC and responsible for:

- a. Assuming command and responsibilities in the GP/CC absence.
- b. Supervise and coordinate with the cadet senior staff as necessary.
- c. Assist group commander as directed.
- d. Serve as primary project officer for the cadet guide.
- e. Attend Cadet Evaluation Board meetings.
- f. Coordinate cadet staff meetings.

CADET GROUP INSPECTOR GENERAL (GP/IG). Supervised by the GP/CC and responsible for:

- a. Resolves problems affecting the cadet mission promptly and objectively.
- b. Creates an atmosphere of trust in which issues can be objectively and fully resolved without retaliation or the fear of reprisal.
- c. Ensures the existence of responsive complaint and inspection programs characterized by objectivity, integrity, fact finding and impartiality.
- d. Ensures the concerns of cadets are in the best interests of the cadet corps.
- e. Educates the cadet corps regarding the privileges of and protection for those contacting an inspector general.

CADET GROUP EXECUTIVE OFFICER (GP/CCE). Supervised by the GP/CC and responsible for:

- a. Assisting group commander and deputy group commander as directed by the GP/CC.
- b. Primary Group project officer
- c. Attending group staff meetings.
- d. Reviewing and publish staff meeting minutes.
- e. Assisting deputy group commander in preparing the cadet guide.
- f. Attending Cadet Evaluation Board meetings.
- g. Assisting promotion boards as directed.

CADET GROUP COMMAND CHIEF MASTER SERGEANT (GP/CCC). Supervised by the GP/CC and responsible for:

- a. Assisting in promoting morale, welfare and health of cadet enlisted personnel.
- b. Providing cadet counseling and forum for issues.
- c. Conducting periodic cadet NCO staff meetings for inputs to GP/CC.
- d. Attending group staff meetings.
- e. Attending Cadet Evaluation Board meetings.
- f. Ensuring all flight and squadron first sergeants carry out their responsibilities.
- g. Serving on promotion boards as directed.

CADET OPERATIONS SQUADRON COMMANDER (OS/CC). Supervised by the GP/CC and responsible for:

- a. Assuming command and responsibilities in the GP/CC/CD absence.
- b. Supervising extracurricular teams and flight commanders.
- c. Ensuring flight rosters and team sign-in logs are complete and accurate.
- d. Enforcing appearance, discipline, training, and conduct standards.
- e. Implementing the Cadet Orientation Program.
- f. Supervising formal ceremonies.
- g. Establishing a cadet-training program.
- h. Serving on Cadet Evaluation Boards.
- i. Attending cadet staff meetings.

CADET OPERATIONS FIRST SERGEANT (OS/CCF). Supervised by the OS/CC and responsible for:

- a. Performing duties as assigned by the OS/CC.
- b. Advising on problems and concerns with cadet enlisted members of the squadron.
- c. Enforcing appearance, grooming standards, discipline, training, and conduct standards.
- d. Counseling cadets concerning the AFJROTC program.
- e. Assisting with the cadet orientation program
- f. Training flight sergeants on customs, courtesies, and drill and ceremonies.

CADET FLIGHT COMMANDER (FLT/CC). Supervised by the OS/CC and responsible for:

- a. Assisting the OS/CC as directed.
- b. Advising on all personnel issues, discipline problems and motivation concerns.
- c. Supervising flight and enforce conduct/discipline in classroom, formal formations, and field trips.
- d. Reporting attendance.
- e. Enforcing appearance, grooming standards, discipline, training, and conduct standards.
- f. Inspecting flight members during uniform and personal appearance inspections.
- g. Providing drill and ceremonies training to flight cadets.
- h. Ensuring all cadets has the opportunity to develop leadership skills according to their individual abilities.
- i. Evaluating cadet performance and conduct.
- j. Recommending cadets for promotions and positions.
- k. Recommending improvements to flight conduct and operations.

CADET FLIGHT SERGEANT (FLT/SGT). Supervised by the FLT/CC and responsible for:

- a. Assuming command of the flight in the absence of the FLT/CC.
- b. Assisting with flight conduct and discipline.
- c. Enforcing appearance, grooming standards, discipline, training, and conduct standards.
- d. Inspecting cadet uniforms and judging competitive activities.
- e. Assisting in teaching drill and ceremonies.
- f. Teaching element leaders and flight guide on proper drill and ceremonies.
- g. Preparing flight for inspection.

CADET ELEMENT LEADER. Supervised by the FLT/SGT and responsible for:

- a. Assuming command of the flight (ranking element leader) in absence of the FLT/CC/SGT.
- b. Assuming the duties of FLT/SGT as required.
- c. Enforcing appearance, grooming standards, discipline, training, and conduct standards.
- d. Assisting in teaching element members on proper drill and ceremonies.
- e. Reporting roll.
- f. Maintaining cleanliness of area occupied by element in class.

CADET GUIDON BEARERS. Supervised by the OPS/CC and responsible for:

- a. Accomplishing duties of guidon bearer described in drill and ceremonies manual.
- b. Retrieving, posting, and retiring flight guide as directed in class and during formations.
- c. Leading the direction of march for the flight.

CADET DRILL TEAM (OS/DT), COLOR GUARD (OS/CG), ROCKETRY (OS/RT), AND SABER (OS/ST)TEAM COMMANDERS.**Supervised by the OS/CC and responsible for:**

- a. Recruiting, organizing, and training team members.
- b. Preparing and maintaining all team equipment.
- c. Scheduling team for practices, event performances, and competitions
- d. Preparing team members for competitions or performances.
- e. Ensuring sign-in logs are complete and accurate.
- f. Must be knowledgeable in their respective specialty and required competition guides and references (Drill—AFMAN 36-2203; Color Guard AFMAN 36-2203, AFI 34-1201, AFPAM 34-1202, USAF Honor Guard Manual, TC 3-21.5, MCO 5060.20)

CADET PHYSICAL TRAINING OFFICER/Team/CC(OS/PT). Supervised by the OS/CC and responsible for:

- a. Recruiting, organizing, and training PT team members.
- b. Scheduling team for practices and competitions
- c. Ensure sign-in logs are complete and accurate
- d. Organize sports activities for annual picnic.
- e. Train flight PT leaders.
- f. Post current health awareness information.

CADET CHORALE COMMANDER(OS/CH). Supervised by the OS/CC and responsible for:

- a. Recruiting, organizing, and training team members.
- b. Scheduling team for practices, event performances, and competitions
- c. Ensuring sign-in logs are complete and accurate.

CADET MISSION SUPPORT SQUADRON COMMANDER (MSS/CC). Supervised by the GP/CC and responsible for:

- a. Supervising subordinate duty sections.
- b. Publishing required cadet personnel and awards orders.
- c. Enforcing appearance, discipline, training, and conduct standards.
- d. Providing mission support services to plan and implement corps activities.
- e. Maintaining cadet master calendar and weekly schedule board.
- f. Ensuring personnel policies and training goals are accomplished.
- g. Ensuring that supply procedures are published.
- h. Serving on the Cadet Evaluation Board and attend group staff meetings.
- i. Maintaining cadet forms, rosters, and personnel files.
- j. Administering cadet evaluation and promotion system.
- k. Administering cadet awards program.
- l. Planning and supporting cadet fund raising activities.
- m. Establishing moral and esprit de corps objectives.
- n. Attending group staff meetings.

CADET MISSION SUPPORT FIRST SERGEANT (MSS/CCF). Supervised by the MSS/CC and responsible for:

- a. Performing duties as assigned by the MSS/CC.
- b. Advising on problems and concerns with cadet enlisted members of the squadron.
- c. Ensuring proper uniform and grooming standards within the squadron.
- d. Enforcing appearance, grooming standards, discipline, training, and conduct standards.
- e. Counseling cadets concerning the AFJROTC program.

CADET PERSONNEL OFFICER (MSS/DP). Supervised by the MSS/CC and responsible for:

- a. Maintaining cadet personnel records.
- b. Maintaining cadet evaluation reports.
- c. Maintaining cadet awards program.
- d. Maintaining organization chart and unit manning document.
- e. Developing unit recruiting and retention plan.

- f. Publishing cadet personnel and awards orders.
- g. Serving as recorder and advisor to Cadet Evaluation Board.
- h. Attending group staff meetings.

CADET ADMINISTRATION OFFICER (MSS/AD). Supervised by the MSS/CC and responsible for:

- a. Maintaining cadet master calendar and weekly schedule board.
- b. Publishing cadet announcements.
- c. Maintaining administrative files and forms.
- d. Maintaining cadet special orders.
- e. Maintaining rosters.
- f. Attending group staff meetings.
- g. Publishing cadet staff meeting minutes as required.

CADET LOGISTICS OFFICER (MSS/LG). Supervised by the MSS/CC and responsible for:

- a. Supervising flight logistics cadets.
- b. Assisting with inventory and issue/turn-in of uniforms, books, and equipment.
- c. Providing personnel during supply operation hours.
- d. Maintaining a clean and neat supply area with only authorized cadet access.
- e. Providing logistics support to cadet staff for cadet activities.
- f. Forwarding supply requirements to ASI to support cadet corps operations.
- g. Maintaining cadet logistic records (files and CIMS).

CADET PUBLIC AFFAIRS OFFICER (MSS/PA). Supervised by the MSS/CC and responsible for:

- a. Providing and maintaining photo and video record of cadet activities.
- b. Publishing cadet information flyers.
- c. Publicizing newsworthy items about cadet corps.
- d. Attending group staff meetings.
- e. Serving as active spokesperson for corps activities throughout the community to obtain support.

CADET SERVICES AND MWR OFFICER (MSS/SV). Supervised by the MSS/CC and responsible for:

- a. Implementing cadet MWR activities to maintain esprit de corps.
- b. Assisting with cadet official formations and events.
- c. Maintaining roster of cadet participation in extracurricular activities and community service(events/hours).

Figure 1.4.

UNIT MANNING DOCUMENT (UMD)

(Positions may be filled or left vacant, as determined by Cadet Group Commander)

| <u>Functional Office Symbol</u> | <u>Duty Title</u> | <u>Auth Number</u> | <u>Auth Rank</u> |
|---------------------------------|------------------------------------|--------------------|------------------|
| <u>Command Section</u> | | | |
| GP/CC | Group Commander | 1 | C/Col |
| GP/CD | Deputy Group Commander | 1 | C/Lt Col |
| GP/IG | Inspector General | 1 | C/Major |
| GP/CCE | Executive Officer | 1 | C/Captain |
| GP/CCC | Command Chief Master Sergeant | 1 | C/CMSgt |
| <u>Operations Squadron</u> | | | |
| OS/CC | Operations Squadron Commander | 1 | C/Major |
| OS/CCF | First Sergeant | 1 | C/SMSgt |
| Flights | | | |
| FLT/CC | Flight Commander | 5 | C/Capt |
| FLT/SGT | Flight Sergeant | 5 | C/MSgt |
| | Element Leader | 25 | C/SSgt |
| | Guidon Bearer | 1 | S/SSgt |
| Teams | | | |
| OS/DT | Drill Team Commander | 2 | C/Captain |
| | Drill Team NCOIC | 2 | C/MSgt |
| | Drill Team Logistics | 2 | C/SSgt |
| OS/CG | Color Guard Commander | 2 | C/Captain |
| | Color Guard NCOIC | 2 | C/MSgt |
| | Color Guard Logistics | 2 | C/SSgt |
| OS/RT | Rocketry Team Commander | 2 | C/Captain |
| | Rocketry Team NCOIC | 2 | C/MSgt |
| | Rocketry Team Logistics | 2 | C/SSgt |
| OS/PT | Physical Training Officer | 1 | C/Captain |
| | Physical Training NCOIC | 1 | C/TSgt |
| OS/ST | Saber Team Commander | 1 | C/Captain |
| | Saber Team NCOIC | 1 | C/MSgt |
| OS/CH | Cadet Chorale Commander | 1 | C/Captain |
| | Cadet Chorale NCOIC | 1 | C/MSgt |
| <u>Mission Support Squadron</u> | | | |
| MSS/CC | Mission Support Squadron Commander | 1 | C/Major |
| MSS/CCF | First Sergeant | 1 | C/SMSgt |
| MSS/DP | Personnel Officer | 1 | C/Captain |
| | Personnel NCOIC | 1 | C/MSgt |
| | Personnel Specialist | 5 | C/SSgt |
| MSS/AD | Administration Officer | 1 | C/Captain |
| | Administration NCOIC | 1 | C/MSgt |
| | Administrative Specialist | 5 | C/SSgt |
| MSS/LG | Logistics Officer | 1 | C/Captain |
| | Logistics NCOIC | 1 | C/MSgt |
| | Logistics Specialist | 5 | C/SSgt |
| MSS/PA | Public Affairs/MWR Officer | 1 | C/Captain |
| | Public Affairs/MWR NCOIC | 1 | C/MSgt |
| | Public Affairs/MWR Specialist | 3 | C/SSgt |

Chapter 2

CADET EXPECTATIONS, CLASSROOM PROCEDURES, CURRICULUM, AND GRADING PROCEDURES

SECTION A—CADET EXPECTATIONS

- 2.1. **Cadet Expectations.** All cadets will meet the following expectations.
- a. Follow the chain of command (i.e. cadet -element leader -FLT/Sgt– FLT/CC – OS/CC – GP/CC – ASI – SASI). GP/CCC and/or GP/IG may be contacted, as required. DO NOT GO DIRECTLY TO THE CADET GP/CC, ASI, OR SASI.
 - b. Always use the titles “sir/ma’am” when addressing AFJROTC staff and senior ranking cadets.
 - c. Be on time. Don’t be late to class, scheduled events, practices, etc.
 - d. Always bring your required items to class (school lap top, cadet journal, notebook, pen/pencil, textbook, etc.).
 - e. Wear the correct uniform on the appropriate day.
 - f. Do not sleep or put their head down on desk; sit on desk; or slouch in desk while sitting.
 - g. Treat others with mutual respect. Bullying, gossip, profanity, vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any fellow cadet or student will not be tolerated.
 - h. Raise your hand and wait to be acknowledged before talking, especially for instructors or guests.
 - i. Do not enter the instructor office without permission. Use appropriate reporting procedure.
 - j. NO eating, drinking and ABSOLUTELY NO CHEWING GUM in the classroom. There is an exception for drinking water from a container with a lid (i.e., when closed, the container cannot spill)
 - k. Always use the trash can to dispose of trash. If you see trash on the floor, clean it up.
 - l. Remain professional at all times. Maintain self-control and self-respect.
 - m. Remain in your seat unless given permission to move about the room.
 - n. Follow school code of conduct and dress code at all times. Even during off-campus cadet activities.
 - o. Review the cadet board for announcements. Do not write or post anything on the board without proper permission.

SECTION B—CLASSROOM PROCEDURES

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

2.2.1. Cadets will stand to the left of their desk at “**PARADE REST**” with all personal belongings properly secured when the second bell stops ringing. Cadets not in the classroom are tardy and must report to the school tardy sweep.

2.2.2. FLTCC/SGT move to the front of the class and call the flight to “**ATTENTION.**” The FLT CC/SGT will immediately ask element leaders to “**REPORT.**” Each Element Leader will “**REPORT**” to the FLT CC/SGT giving the number and name of cadets absent from their element. For example, “**SIR/MA'AM, ALL PRESENT OR ACCOUNTED FOR WITH THE EXCEPTION OF CADETS DOE AND WOE.**” The FLT CC/SGT will call the flight to PARADE REST, and notify the instructor that the flight is prepared for instruction. The FLT CC/SGT will salute the instructor and report, “**SIR/MA'AM, (flight) ALL PRESENT OR ACCOUNTED FOR WITH THE EXCEPTION OF CADETS DOE AND WOE. (number present) OUT OF (number in flight) CADETS PRESENTS. (flight) IS PREPARED FOR INSTRUCTION.**” The flight is prepared for instruction by facing the United States Flag and reciting the Pledge of Allegiance followed by facing the Texas flag and reciting the Pledge to the Texas flag, and then by the Air Force song or flight cheer. The instructor will direct the FLT CC/SGT to have cadets take their seats and note any assignments or announcements.

2.2.3. The FLT CC/SGT may prepare the flight for instruction before the SASI or ASI enters the classroom.

2.2.4. At approximately two minutes before the class dismissal bell rings, the instructor will direct that the FLT CC/SGT come to the front of the class and state "**PREPARE FOR DISMISSAL.**" Cadets will stop class work and put books and classroom materials away. Cadets will place materials in their backpacks, pick up any trash in the immediate vicinity of their desks, align their desks with others in their elements, and prepare to stand for dismissal.

2.2.5. Shortly before the bell rings or at the signal of the instructor, the FLT CC/SGT will call the flight to "**ATTENTION.**" As the bell sounds, FLT CC/SGT will check that all trash is picked up and the desks are aligned. The FLT CC/SGT will then "**DISMISS**" the flight. Cadets can then retrieve their personal belongings and orderly depart the classroom.

2.2.6. To show respect to the Superintendent, administrators, parents, teachers, and any other visitors, the cadet who first recognizes the visitor will, in a confident, authoritative voice, state "**ROOM ATTENTION.**" All cadets will come to the position of ATTENTION to the left of their desks, facing forward, and remain standing silently until directed by the instructor "**AT EASE**" or "**CARRY ON.**"

2.2.7. The FLT CC/SGT is responsible for the conduct of their flight during the class period. All cadets will abide by the FLT CC/SGT instructions.

SECTION C—CURRICULUM

2.3. **Aerospace Science (AS) and Leadership Education (LE).** The AFJROTC Academic Curriculum is comprised of three components: Aerospace Science (40%), Leadership Education (40%) and Health and Wellness (including Physical Fitness) (20%). All material is blended within each course. The Aerospace Science study includes topics such as the history of flight, the development of airpower, the science of flight, exploring space, and global/cultural studies. Leadership Education covers character development, good citizenship, Air Force organization, uniform wear, military customs courtesies, flag etiquette, drill, inspections, and other corps training activities. Wellness/Physical Fitness program focuses on individual baseline improvements with the goal of achieving a national standard. Cadets receive elective or PE credit for AFJROTC courses.

2.3.1. **AS I and LE I.** An introduction to the development of civilian and military aerospace power, U.S. military history, and the role of the military in the U.S. aerospace community. The leadership portion of the course promotes followership and leadership fundamentals, customs and courtesies of the Armed Forces, drill and ceremonies, organization and management instruction, communication, and problems solving techniques. Practical activities in these subjects promote individual self-reliance, discipline, responsibility, and citizenship.

2.3.2. **AS II and LE II.** An introduction to the science of flight. It is a general study of meteorology, aviation physiology, aeronautics, aerospace propulsion systems and navigation. The leadership portion of the course covers communication skills, an introduction to leadership theory, an understanding of individual and group behavior, and provides the forum for the application of these skills during drill and ceremonies.

2.3.3. **AS III and LE III.** An introduction to the study of the space environment, exploration, astronomy, and space programs. The leadership portion refines communication and management techniques, and fine-tunes the cadets' follower ship and leadership skills as a basis for assuming cadet corps command and staff positions.

2.3.4. **AS IV and LE IV.** An introduction to world cultures through the study of world affairs, regional studies, and cultural awareness. It delves into history, geography, religions, languages, culture, political systems, economics, social issues, environmental concerns, and human rights. The leadership portion provides exposure to the fundamentals of management. Presentation of many leadership topics benefit students and provide the skills needed to put into practice during AFJROTC activities and leadership positions. The ethical dilemmas, case studies, and role play built into lessons are based on real life experiences, which will allow students to practice what they learn through discussions.

SECTION D—GRADING PROCEDURES

2.4. **Grades.** Aerospace Science will be graded by the SASI. Leadership Education will be graded by the ASI. The Health and Wellness portion, which includes Physical Training, will be graded by the SASI or ASI. Drill will be evaluated by the ASI, but may also be evaluated by the SASI. **HABITUAL NON-WEAR OF THE UNIFORM AND FAILURE TO MAINTAIN STANDARDS WILL RESULT IN A FAILING GRADE AND DISENROLLMENT FROM AFJROTC.** Grades will be computed in accordance with standard CFISD grading policy.

| | | |
|-----------------------------------|-----------------------------------------------------|-------------------------------------------|
| Formative Grades - 30% | Performance Grades – 40% | Summative Grades – 30% |
| Daily Grades, Worksheets, Quizzes | Uniform Inspection – 20% Physical Training – 20% | Exams – 30% (made-up by school policy) |

Note: Make-up for missed work and retest/redo for failing grades will be in accordance with school policy.

2.4.1. **Uniform Wear.** Uniform wear is a large part of the AFJROTC program. ALL cadets are required to wear the appropriate uniform each **WEDNESDAY**. Cadets are to report to school in uniform and must remain in uniform until the end of day dismissal bell. Make-up day for excused absences on uniform day will be determined by the ASI/SASI. Failing to wear the uniform all day will result in a “0” for that uniform day. Cadets are required to wear the proper Physical Fitness uniforms on **FRIDAY** unless otherwise directed. Failure to turn in uniforms by the end of the course/year will result in being placed on the School Fines and Fees List with the expectation of payment to replace the missing uniform/items.

2.4.2. **Exams.** Comprehensive exams of all material taught since the last exam. These tests will cover the concepts taught in respective portions (AS, LE, Wellness) of the curriculum.

2.4.3. **Class Attendance, Preparation and Participation.** Cadets earn grades commensurate with their class participation and effort. Cadets who are not present or prepared cannot participate fully in class. This is especially key to drill and physical fitness.

2.4.4. **Quizzes/Assessments.** Comprehensive quizzes/assessments of all material taught since the last quiz/assessment, which will be administered throughout the course.

2.4.5. **Classwork/Homework.** Assignments are due at the beginning of the class/end of period, unless otherwise directed. For excused absences, the assignment will be due on the next class day that the cadet is present. It is the cadet's responsibility to ask the SASI/ASI for missed work or assignments and to make up any work. Only the instructor can make exceptions to the above policies.

Chapter 3

CUSTOMS AND COURTESIES

SECTION A—SALUTING

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 that no weapon was present, to when knights raised their visors with their right hand as a sign of greeting, and to when American 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 senior ranking officers. 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 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.

3.2. **Cadets should salute** (when wearing the uniform, outside, and not under cover):

3.2.1. The President

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

3.2.3. AFJROTC instructors.

3.2.4. Cadet officers senior in grade when in uniform.

3.2.5. Cadets will not render hand salutes indoors EXCEPT when formally reporting to an AFJROTC instructor.

SECTION B—UNITED STATES AND NATIONAL FLAGS

3.3. **Display.**

3.3.1. Normally unless illuminated, the US flag will only be flown between sunrise and sunset.

3.3.2. When the flag is displayed horizontally or vertically against a wall, the union will be uppermost and to the observer's left, flag's right. Generally the flag will be displayed flat or hanging free.

3.3.3. The flag will be placed in the position of honor, to the right of a speaker, when displayed on a platform.

3.3.4. When the flag is displayed at half-mast, it is first hoisted to the top of the staff and then lowered to the half-staff position. When lowering it, 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.

3.3.5. When a number of 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.

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

3.3.7. No lettering or object of any kind will be placed on the flag, no flag or pennant flown above the flag, and the flag will not be dipped.

3.3.8. 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.

3.4. 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. Flag ceremonies occur during parades, reveilles, retreats, and prior to special events. Reveille starts 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 anthems. All cadets will render the following courtesies:

3.4.1. 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.

3.4.2. When attending any outdoor event and a US 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.

3.4.3. 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 position of attention and face the music. Do not salute unless under arms.

3.4.4. On military bases, 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.

3.4.5. Pledge of Allegiance. In military formations and ceremonies, the Pledge of Allegiance shall not be recited. At protocol functions, social, and sporting events that include civilian participants, cadets should when in uniform outdoors, stand at attention, remain silent, face the flag, and render the hand salute. When in uniform indoors, stand at attention, remain silent, and face the flag. Hand salute is not rendered and reciting the pledge is optional. (In classroom) Hand salute is not rendered and reciting of the pledge is mandatory at the beginning of the class period in and out of uniform.

3.4.6. Cadets will raise and lower daily the US flag at the school's stationary flagpole, weather permitting as determined by the SASI or ASI. Normally the flags will be raised prior to 1st period and lowered prior to the end of 6th period. These are formal, solemn ceremonies that will be accomplished in a professional manner. The responsibility for raising/lowering the flag will rotate among cadet flights. The FLT CC/SGT will designate a detail chief to accomplish the flag detail. The detail chief will form the detail at the front entrance of the school and march them from the form-up area to the flagpole, 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—PROPER ETIQUETTE

3.5. Cadet Etiquette. Proper etiquette is "the customary rules of conduct or behavior in 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. The axiom, "Treat Others as You Want to Be Treated", is a good one to live by and is the desired behavior of all cadets. Cadets should:

3.5.1. Say "Please" and "Thank You"

3.5.2. Use "Yes Sir/Ma'am" when you are addressing AFJROTC instructors, military service members, school officials, teachers, and visitors at all times. Also, use please/thank you when addressing or receiving anything from anyone as a sign of respect.

3.5.3. Not keep people waiting.

3.5.4. Not gossip.

3.5.5. Use "Mr., Ms., or Mrs." and last name when addressing civilians and "Military Rank" and last name when addressing military personnel.

3.6. **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 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

SECTION A—CADET RANKS

4.1. **Cadet Rank.** There are two grades a cadet may hold, permanent and temporary. All references to 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 are worn on the cadet uniform. These insignia are worn on the cadet uniform. By understanding insignia we can display the appropriate customs and courtesies when in uniform. Cadets must also know and recognize military service rank (Figure 4.2).

4.1.1. **Permanent Rank.** This grade is commensurate with the number of years of successful AFJROTC completion that will be awarded the second semester, provided satisfactory progress has been made for the entire year. Retention of the permanent grade is contingent upon satisfactory performance and behavior. Permanent grade for the first year is CADET AIRMAN, second year CADET AIRMAN FIRST CLASS, third year CADET SENIOR AIRMAN, and fourth year CADET STAFF SERGEANT.

4.1.2. **Temporary Rank.** Cadets will be awarded on cadet orders a temporary grade based on their cadet job and their performance. Since the grade is temporary, it will not necessarily be carried over from year to year, performance determines achieving and retaining. Officer grades are hard to achieve and will normally be awarded to seniors and some junior cadets only. Thus, a cadet officer'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).

SECTION B—HAZING

4.2. **Hazing.** Hazing of cadets will not be tolerated and is **STRICTLY PROHIBITED**. 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, such as improper or abusive language, and coercion of lower class cadets for personal gain, is strictly forbidden. Misuse of authority will not be condoned no tolerated. Under no circumstances will any cadet direct any other cadet to perform any activity that would place the health or well-being of anyone at any kind of risk (push-ups or other physical activity as punishment). No activities will be permitted that are considered to be demeaning or degrading. AFJROTC instructors will deal harshly with any cadet who uses their leadership position, seniority, or rank/grade to engage in behavior, physical or verbal, that is demeaning, retaliatory, or dangerous. This prohibition includes directing a cadet to do pushups or other physical activities for punishment or to directing comments towards a cadet that can be interpreted as threatening, demeaning, or containing prejudicial comments or overtones. The SASI/ASI will brief all cadets on this policy in August and January.

SECTION C—CADET PERSONNEL BOARD

4.3. **Cadet Personnel Board.** The SASI or ASI will convene a Cadet Evaluation Board, chaired by the cadet corps commander, to recommend:

4.3.1. Cadets for promotion.

4.3.2. Cadet evaluation of policies and procedures.

4.3.3. Cadets for semester and annual awards.

4.3.4. Cadets for senior staff positions.

4.3.5. Cadet corps operations policies and procedures and cadet guide revisions.

4.3.6. The SASI will convene a Cadet Personnel Board with an official memorandum addressed to the cadet corps commander. As a minimum the board will consist of the Cadet Commander (Chairperson), Cadet Deputy Commander, Cadet Group Superintendent, Cadet Operations Squadron Commander, Cadet Mission Support Squadron Commander, and Cadet Personnel Officer (Recorder). The SASI and/or ASI will advise the board and will attend all meetings.

4.3.7. Disciplinary and Policy Review. The Cadet Personnel Board will develop a system that provides each cadet an opportunity to identify complaints, concerns, or recommendations of either a personal or corps interest to the board for appropriate action. The board will recommend new policies, procedures, or changes to existing ones contained in this guide or policy statements to the SASI/ASI. The SASI will direct when the board will convene to investigate cadet misconduct and recommend to the SASI/ASI appropriate courses of action. Only the cadet officers assigned to the board will convene to investigate allegations against cadet officers.

SECTION D—CADET PROMOTIONS AND CADET JOB ASSIGNMENTS

4.4. **Objective.** The cadet promotion system promotes cadets to permanent grades commensurate with the number of years of successful completion of AFJROTC, promotes cadets to temporary grades to fill cadet jobs, and promotes exceptional performers. Promotions are tied to assignment to leadership jobs where a cadet can demonstrate abilities, make decisions, and learn from their mistakes.

4.5. **Responsibilities.** The SASI will promote cadets, assign cadets to jobs, demote cadets, and reassign cadets from AFJROTC TX-20028 UMD positions on cadet orders. The incoming and outgoing cadet corps commanders will submit staff position recommendations to the SASI and ASI, who will approve all key staff and commander assignments.

4.6. Promotion and Job Assignment Selection Criteria:

4.6.1. **Academic and Leadership Performance.** How well does the cadet perform in all their academic studies and AFJROTC leadership? Does the cadet complete assignments, seek out responsibility, and work well with other cadets?

4.6.2. **Leadership and Management.** How well does the cadet perform assigned cadet duties? Is the cadet considerate of the needs of others? Do they maximize use of available resources? Can they motivate cadets or do they do all the work themselves? Do they serve as a good role model? Do they manage time well? Have they shown leadership potential? Do they need an opportunity to exhibit leadership potential? If possible, cadets should complete at least one year of JROTC before being asked to fill a leadership position.

4.6.3. **Co-curricular Activities.** To what degree do they participate in cadet activities within constraints of work and other obligations? Do they volunteer for community, school, and Corps service activities? If they are active in other school activities, do they assume and seek out leadership positions?

4.6.4. **Responsibility and Conduct.** How well does the cadet accept school and AFJROTC duties and responsibilities? Is the cadet punctual? Does the cadet set the example by adhering to class rules? Can the cadet follow simple instructions? Does the cadet take responsibility for their actions and other cadets assigned to them? Does the cadet serve as a positive role model for other cadets in conduct, uniform wear, and personal appearance? Does the cadet assume training responsibilities for other cadets? Is the cadet an active spokesman for AFJROTC? Do they display a positive attitude?

4.7. Job Assignment Policies:

4.7.1. Cadets who are seniors and fourth year cadets receive priority for assignment to senior cadet staff, commanders, and officer jobs. If there is a lack of qualified seniors, then high school junior cadets may be assigned to officer jobs, but the maximum grade they will normally hold is a cadet captain.

4.7.2. No cadet will hold a grade higher than that authorized for his/her current job. Exceptions may be made for AS-III seniors and AS-IV cadets to permit them to hold the highest grade regardless of position. Such promotions are the exception and not a normal occurrence.

4.7.3. The SASI and ASI will select the Cadet Corps Commander and Deputy Commander.

4.7.4. The Cadet Corps Commander, Deputy Commander, and key staff will normally serve for one semester starting in August/January and ending the beginning of the following semester with a change of command ceremony. Transitions will occur in January/May to plan the next semester's activities.

4.7.5. **Normal progression** for cadet promotion is as follows:

AS-I: Cadet Airman Basic through Cadet Staff Sergeant

AS-II: Cadet Airman First Class through Cadet Master Sergeant

AS-III: Cadet Senior Airman through Cadet Captain

AS-IV: Cadet Staff Sergeant through Cadet Lieutenant Colonel

4.7.6. . **Promotion to C/SrA – C/TSgt.** All other cadets must maintain a "C" average in AFJROTC courses to be eligible for temporary promotion. A cadet with a semester grade of "D" in AFJROTC is ineligible for temporary promotion, but not for permanent promotion. If a cadet fails AFJROTC, then they are ineligible for permanent promotion for that year.

4.7.7 **Promotion to C/MSgt – C/Lt Col.** Cadet senior non-commissioned officers and officers will usually successfully complete a Summer Leadership School and have been actively involved in the Corps of Cadets. Preferably, cadets in senior leadership positions will have Cadet Training Academy (CTA) experience. Exceptions may be made by the SASI or ASI. Cadets must maintain at least a "B" average in AFJROTC and an overall "C" school grade point average, with no semester course failures. If cadets not meet these standards, the SASI may place them on probation for the next grading period. If the cadet fails to achieve these minimum standards while on probation, the SASI can reduce them in grade and remove them from the position. Cadets can appeal this decision within 10 calendar days of notification to the SASI for final review and action.

4.7.8. Cadets who transfer from another JROTC program will assume temporarily their permanent and temporary grades, they had earned in their last unit. The SASI/ASI will request their cadet records from the losing unit. Upon receipt of their cadet records, the SASI/ASI will evaluate the cadet's record and permanently award on orders the appropriate grade and job.

4.7.9. All promotions and job assignments will be announced on **CADET SPECIAL ORDERS**. The SASI will approve all orders, promotions, and job assignments.

SECTION E—EVALUATIONS

4.8. **Objective.** The cadet evaluation system is an optional system that documents performance for cadet promotions, job assignments; teaches cadets how to evaluate and provide feedback; and introduces all cadets to a job evaluation system.

4.9. **Procedures:**

4.9.1. Supervisors should provide their expectations to all their assigned cadets at the beginning of the semester. Supervisors should provide performance feedback to assigned cadets throughout the semester assignment cycle, which may be documented on an optional cadet evaluation form. If used, the cadet supervisor will show the report to the cadet, and then forward the report up the chain of command to the SASI/ASI for final review, prior to filing in the cadet's personnel record.

4.9.2. When evaluated, the cadet will review and sign the report.

SECTION F—TX-20028 CADET OF THE MONTH AWARD PROGRAM

4.10. **Purpose.** Recognizes cadets at the end of each month during the school year who meet or exceed all of the following criteria:

4.10.1. Wear uniform on each scheduled uniform day unless excused by the SASI/ASI and achieve an overall 90 percent average on uniform wear and personal appearance inspections.

4.10.2. Maintain good citizenship in all classes, school environment, and local community with no school suspensions, unexcused absences, or history of disciplinary behavior.

4.10.3. Are selected by their individual flights (usually through a vote) as that month's most outstanding cadet. Flight winners will advance to compete at the group level where Command Staff will determine the winner to be named the TX-20028 Cadet of the Month for that specific month.

4.10.4. Award. The winner of the Cadet of the Month for the entire cadet group will be authorized to wear the white cord during the following month.

SECTION G—AFJROTC TX-20028 CADET AWARDS PROGRAM

4.11. **Cadet Awards.** The SASI and ASI will recommend cadets to receive the awards sponsored by national organizations and AFJROTC. Criteria for these awards are described in AFJROTC Uniform and Awards Guide (Ribbon Chart, Figure 4.3). Annual awards with additional SASI criteria are explained below. 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).

4.11.1. **Outstanding Flight Award (Honor Flight).** The Outstanding Flight Award recognizes the flight that works as a team to excel in AFJROTC academics, uniform wear and personal appearance, and drill competition during the semester. The overall academics, uniform wear, and personal appearance score will be the average for all flight members. Competitions will take into consideration flights with a higher percentage of upper class cadets. The drill sequence for the drill competition will be given to each flight commander early in the semester and practice times will be set aside during the semester. The SASI and ASI will select the outstanding flight at the end of the first semester and prior to the annual awards ceremony in the spring.

4.11.2. **Outstanding Cadet Award.** This award program promotes personal excellence and teamwork. The cadet chain of command will nominate individuals in each AS-year to the Cadet Corps Commander. The SASI and ASI will review the recommendations and designate the outstanding cadets based on the "whole person" concept, which includes academic excellence; teamwork; uniform wear and personal appearance; school, community, and corps involvement; and personal conduct.

4.11.3. **Leadership Ribbon.** Awarded annually for outstanding performance while serving in a leadership position.

4.11.4. **Superior Performance Ribbon.** Awarded annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC.

4.11.5. **Achievement Ribbon.** Awarded for a significant achievement in AFJROTC, as determined by Cadet Staff and ASI/SASI. Individuals may not receive more than one ribbon during a 1-year period.

4.11.6. **Academic Ribbon.** Awarded for academic excellence by achieving an overall average for one academic term in all classes of 85% or higher as well as a 90% or higher grade in JROTC class while not failing any classes for any grading periods. Cadet may only receive one award annually.

- 4.11.7. **Cadet Leadership Course (CLC) Ribbon.** Awarded for completion of an approved leadership school program of at least five days in duration.
- 4.11.8. **Special Teams Placement Ribbon.** Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service (local, regional, state or national-level) Competition to include Drill Teams, Color Guard Teams, JLAB Teams, etc.
- 4.11.9. **Leadership Development Requirement (LDR) Leadership Ribbon.** Awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, drill team commander, color guard team commander, military ball chairperson, etc.).
- 4.11.10. **Drill Team Ribbon.** Must be active member of team and attend 2 competitions.
- 4.11.11. **Color Guard Ribbon.** Must be active member of team and attend 2 competitions or 5 performances.
- 4.11.12. **Saber Team Ribbon.** Must be active member of team with 3 performances.
- 4.11.13. **Good Conduct Ribbon.** Good standing in AFJROTC with no school disciplinary actions or "U" conduct ratings for the entire school year. Individuals may not receive more than one ribbon during a 1-year period.
- 4.11.14. **Service Ribbon.** Participate in 15 hours of community services events.
- 4.11.15. **Health and Wellness Ribbon.** Actively participate in the unit health and wellness program for an entire school year, complete both the fall and spring semester physical fitness tests and **score 50 or more on their spring test.**
- 4.11.16. **Recruiting Ribbon.** Awarded for the successful recruitment of 2 new members who stay in the program for at least one semester.
- 4.11.17. **Activities Ribbon.** Awarded annually for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to model rocketry team, academic bowl teams, chorale and physical fitness team.
- 4.11.18. **Attendance Ribbon.** Awarded each semester. Cadets must have 3 or less absences. This is consistent with school policy for semester exam exemptions. Individuals may not receive more than one ribbon during a 1-year period.
- 4.11.19. **Dress and Appearance Ribbon.** Less than 3 total missed uniform wears (Air Force Uniform and PT Uniform) during school year with no more than 2 missed uniform wears in any semester and consistently adheres to proper uniform standards and grooming.
- 4.11.20. **Longevity Ribbon.** Awarded for earning one full credit for AFJROTC during a school year.
- 4.11.21. **Bataan Death March Memorial Hike Ribbon.** Fully complete 14-mile Bataan Death march Memorial Hike in a span of one to no more than 3-days.
- 4.11.22. **Patriotic Flag Ribbon.** Participate in 5 non-color guard events specifically designed to honor our nation's flag. An exception is for Echo Flight members who will have to participate in 10 events due to their daily flag duties.
- 4.11.23. **Rocketry Badge.** Must build and successfully launch 1 model rocket and attend 2 rocketry competitions.

SECTION H—AFJROTC CADET CERTIFICATES OF COMPLETION AND TRAINING

- 4.12. **Certificates of Completion.** Presented to a cadet in good standing who successfully completes at least three years of AFJROTC. The SASI reviews the entire period of enrollment to determine if a certificate is awarded. Military Departments may award an advanced grade determined by the years of AFJROTC completion. This advance in grade

provides immediate substantial monetary benefit and accelerated promotion ahead of other enlistees who enter active duty at the same time. These policies may change year-to-year. See a military recruitment center for most current information.

4.13. Certificate of Training. Presented to cadets in good standing who complete two years of AFJROTC. The SASI will review the cadet's entire enrollment to determine if a certificate is awarded. Military Departments may award an advanced grade determined by the years of AFJROTC completion. This advance in grade provides immediate substantial monetary benefit and accelerated promotion ahead of other enlistees who enter active duty at the same time.

Note: Total performance and conduct is considered and it is possible to successfully complete AFJROTC courses but not be awarded a certificate. The SASI certifies to the armed services that the cadet has earned and deserves training credit. This certificate must be in possession when enrolling in college ROTC or when enlisting in the armed services to receive training credit. The SASI and School Principal will determine whether a certificate will be issued.

SECTION I—CYPRESS-RIDGE HIGH SCHOOL AFJROTC VARSITY LETTER

4.14. Purpose. The Cypress-Ridge High School AFJROTC Letter recognizes cadets who have substantially contributed to the organization, demonstrated leadership, academic aptitude and a desire to serve their community. For a cadet to earn a recommendation for a varsity letter, they must meet the following requirements:

4.14.1. Completed two full years of AFJROTC.

4.14.2. Completed an AFJROTC Summer Leadership School.

4.14.3. Successfully serve in a unit leadership position for at least one semester.

4.14.4. Earned at least three ribbons during each school year.

4.14.5. Earned at least seven distinct ribbons.

4.14.6. Completed 30 service hours.

4.14.7. Completed 3,000 points.

4.14.8. Be in good school academic standing with at least a "B" Average in AFJROTC with no F's or U's in any other course for the semester preceding the award of the jacket. Good citizenship and being a positive role model in all classes is paramount:

- 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 CRHS or the AFJROTC program

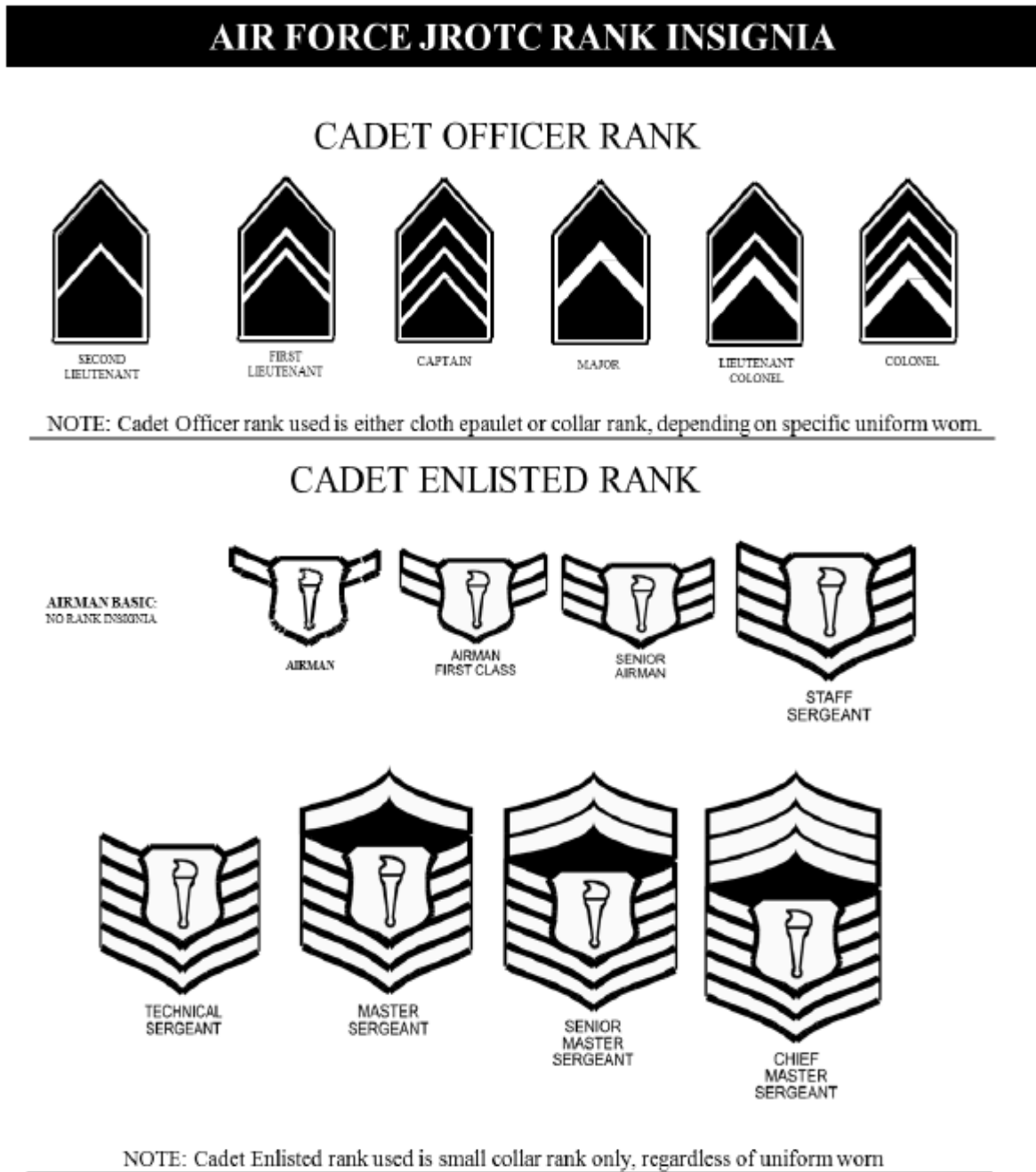
4.15. Approved by the SASI. The award of the AFJROTC Varsity Letter represents Cypress-Ridge High School and AFJROTC. The highest standards must be maintained. A cadet could meet the basic requirements, but not meet the "Whole-Person Concept". Cadets not meeting the "Whole-Person Concept," which involves overall attitude, moral character, self-discipline, respect for law and authority, personal behavior, military bearing, honor and integrity, will not be recommended for the Varsity Letter Award.

4.16. Tracking Service Points. Each cadet is responsible for tracking their own service points and providing the information to the Personnel Flight Commander. The Personnel Flight Commander is responsible for reporting on the status of cadets attempting to earn an AFJROTC Varsity Letter.

4.17. Service Point Activities. Successful completion earns the following service points:

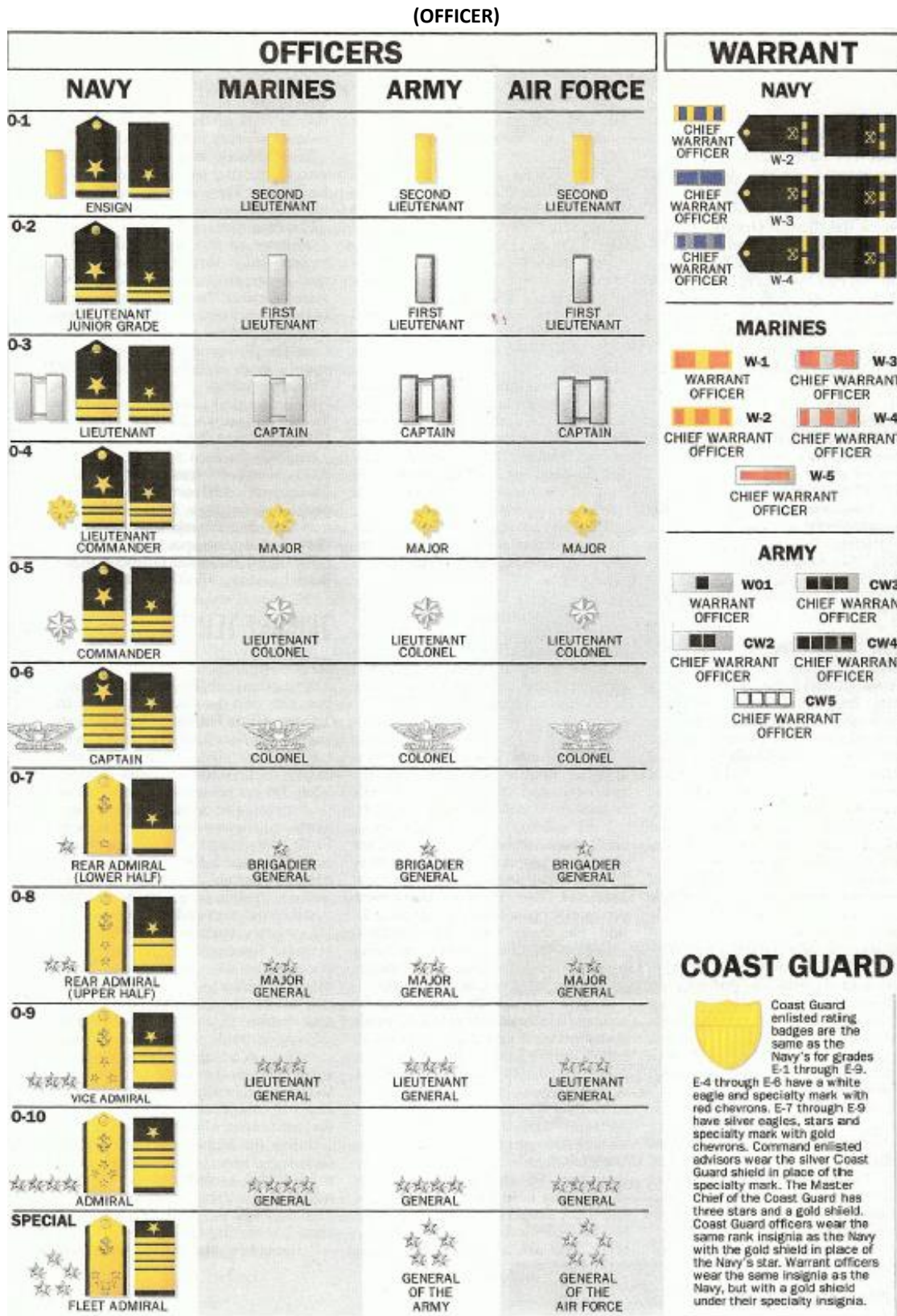
| ACTIVITIES | | POINTS |
|------------------------------------------|-------------------------------------------------------------------------------|----------|
| DRILL/COLOR GUARD TEAM/other JROTC teams | | |
| 1. | Attend practice in preparation for performance or competition | 5 |
| 2. | Participate 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 Sgt/Flight Commander | 100 |
| | • Squadron Commander | 200 |
| | • NCO/Guidon Bearer | 25 |
| | • NCOIC/Flight Sgt | 50 |
| 2. | Outstanding Cadet Award | 125 |
| 3. | Flight Commander of the Semester | 125 |
| 4. | Leadership, Superior Performance, Achievement, and/or other performance award | 100 |
| 5. | National Award (AFA, VFW, etc.) | 100 |
| 6. | AFJROTC and/or School Sanctioned/Sponsored Contest | |
| | • Submit an Entry | 50 |
| | • Honorable Mention or Receive Recognition | 75 |
| | • Winner | 100 |
| 7. | Unit Awards | |
| | • Distinguished Unit | 100 |
| | • Outstanding Flight of the Semester | 50 |
| | • Flight Drill Competition winner | 30 |
| 8. | AFJROTC Sponsored Badge (Rocketry, Awareness Presentation Team, etc.) | 50 |
| 9. | Advanced Level Program (e.g., Aviation Ground School) | 75 |
| 10. | Summer Leadership School (Distinguished Graduate) | 75 (100) |
| 11. | Summer Leadership School Cadet Training Instructor | 75 |
| 12. | Summer Cadet Orientation | 50 |
| 13. | AFJROTC Sponsored Award Not Mentioned (Activities, Academic, Service, etc.) | 50 |
| 14. | Earn ribbon/cluster not already listed | 30 |
| 15. | Participate in a performance (school/community) such as parade | 50 |
| 16. | Participate in school/community service project (per hour) | 10 |
| 17. | Attend Military Ball, District Parade, Awards Night, or Field Day | 75 |
| 18. | Attend Other Cadet Functions/Field Trips | 50 |
| 19. | Recruit a New Cadet | 50 |
| 20. | Receive an A in AFJROTC at Six-Weeks Report Card | 30 |
| 21. | Receive a B in AFJROTC at Six-Weeks Report Card | 10 |
| 22. | Member of Honor Flight of the Semester | 50 |
| 23. | Meet requirements for Distinguished Honor Roll | 50 |
| 24. | Meet requirements for Honor Roll | 25 |
| 25. | Be a member of a CFISD recognized National Honor Society | 50 |
| 26. | Achieve Recognition in Academics or other Extracurricular Activities | 75 |
| 27. | Perfect Attendance for Six-Week Report Card Cycle | 25 |
| 28. | Presentation for School or Community Audience(e.g., DARE, Recruiting, etc.) | 75 |

Figure 4.1. AFJROTC Rank Insignia



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

Figure 4.2. United States Military Rank Insignia



(ENLISTED)

| | NAVY | MARINES | ARMY | AIR FORCE |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E-2 |  SEAMAN APPRENTICE |  PRIVATE FIRST CLASS |  PRIVATE |  AIRMAN |
| E-3 |  SEAMAN |  LANCE CORPORAL |  PRIVATE FIRST CLASS |  AIRMAN FIRST CLASS |
| E-4 |  PETTY OFFICER THIRD CLASS |  CORPORAL |   CORPORAL SPECIALIST |  SENIOR AIRMAN |
| E-5 |  PETTY OFFICER SECOND CLASS |  SERGEANT |  SERGEANT |  STAFF SERGEANT |
| E-6 |  PETTY OFFICER FIRST CLASS |  STAFF SERGEANT |  STAFF SERGEANT |  TECHNICAL SERGEANT |
| E-7 |  CHIEF PETTY OFFICER |  GUNNERY SERGEANT |  SERGEANT FIRST CLASS |   MASTER SERGEANT FIRST SERGEANT |
| E-8 |  SENIOR CHIEF PETTY OFFICER |   MASTER FIRST SERGEANT SERGEANT |   FIRST MASTER SERGEANT SERGEANT |   SENIOR FIRST MASTER SERGEANT SERGEANT |
| E-9 |    MASTER CHIEF COMMAND FLEET/FORCE PETTY MASTER MASTER CHIEF OFFICER CHIEF PETTY PETTY OFFICER OFFICER OFFICER | |   COMMAND SERGEANT SERGEANT MAJOR MAJOR |   CHIEF COMMAND C MASTER MASTER SERG SERGEANT |
| |  MASTER CHIEF PETTY OFFICER OF THE NAVY |  SERGEANT MAJOR OF THE MARINE CORPS |  SERGEANT MAJOR OF THE ARMY |  CHIEF MASTER SERGEANT OF THE AIR FORCE |

Chapter 5

UNIFORMS, EQUIPMENT, BOOKS, 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 one that is worn by active duty Air Force members. Proper wear and maintenance is closely scrutinized by the public and the military service population. When you wear the uniform, wear it proudly and correctly! Cadets must keep the uniform clean, neat, and in good condition at all times, with badges, ribbons, insignia, and other metallic devices properly maintained. **UNIFORM DAY is WEDNESDAY.** Only the SASI or ASI can grant exceptions to this policy. **All cadets must wear the uniform the entire school day from when the first bell rings until the final bell rings. Students involved in work-study must get an exception to the uniform wear policy from the SASI. Teachers may contact the SASI/ASI for an exception to a class period where the day's project might damage or stain the uniform.**

5.2. **Receipt for Uniform, Books, and other Equipment.** When a cadet is issued a uniform, they will sign a Custody Receipt Form and place their initials beside each issued uniform item. If the item is lost or willfully or negligently destroyed, beyond normal wear and tear, the cadet must pay for it at current replacement cost. The ASI will publish a price listing for all accountable items.

5.3. **Uniform Maintenance.** Cadets will be issued one complete, clean uniform with all accessories and insignia. Cadets will pay to dry clean and launder uniforms during the school year and prior to turn-in or upon disenrollment.

5.4. **Turn-In of Uniform and Other Issued Items.** Cadets will return all items issued (except for shoes, socks, PT uniform & t-shirt) or pay for them at the end of the school year or upon disenrollment during the school year. **Cadets WILL return a clean uniform in the original cleaner's bag with the receipt, pressed, and on hangars. Service dress coat, pants, ties, tabs, flight caps, and windbreakers are DRY CLEAN ONLY. All dry clean only items must be returned with a cleaning receipt.** If uniform items are not dry cleaned, a **\$25.00 cleaning fee** will be assessed. CERTIFICATES OF COMPLETION FOR MILITARY TRAINING WILL NOT BE RELEASED UNTIL ALL UNIFORMS, COURSE MATERIALS, AND EQUIPMENT ARE RETURNED OR PAID FOR.

5.5. **Recommendation to Prevent Paying for Uniform or other issued Items.** To prevent paying for uniforms, books, and equipment, we encourage cadets to:

5.5.1. NOT lend items to other cadets

5.5.2. NOT allow others to turn in accountable items

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

5.5.4. PLACE their name in their hat, jackets and shoes

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

5.5.6. 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 does not fit, return promptly for replacement.

5.6. **Uniform Wear Standards.** Cadets will wear the uniform as prescribed in AIR FORCE JUNIOR ROTC UNIFORM AND AWARDS GUIDE. When participating in orientation flights or field trips, the prescribed uniform will be worn according to AFJROTC policies or as directed by SASI/ASI.

5.7. **Uniform Wear Policies.**

5.7.1. **Uniform Wear.** Cadets will wear the uniform as directed by the SASI/ASI through the Cadet Corps Commander. On **WEDNESDAY**, cadets will wear the AFJROTC uniform of the day (UOD) combination as prescribed in the AIR FORCE JUNIOR ROTC UNIFORM AND AWARDS GUIDE. Cadets will be inspected on uniform wear and personal appearance using the inspection checklist (Figure 5.4). On **FRIDAY**, cadet will wear issued physical training uniform in accordance with Air Force uniform wear or local policy for locally purchased uniforms.

5.7.2. **Shoulder Cords and Ascots.** The SASI will prescribe who can wear specialized uniform items, such as cords/ascots, or when JROTC awards medals can be worn. Shoulder cords will only be worn on the light blue shirt or service dress coat. **Shoulder Cord** colors for corps staff positions are as follows: Black for GP/CC; Silver for GP/CD/CCC/IG/CCE; Green/White for OPS Officers (CC, Team commanders) & Green for Ops NCOICs (including teams); Blue/Gold for FLT/CC; Gold for FLT/SGT; Blue/White for all MSS Officers & White for MSS NCOICs. **Shoulder Cord** colors for teams are as follows: Black/Yellow for Color Guard; Green/Blue for Drill Team. **Ascots** (solid colors) may be worn by special teams (units may embroider a logo/team name/mascot or place a unit patch on the ascot). Ascots will not be worn on regular uniform days.

5.7.3. **No-Hat Area.** The flight cap is not required for the covered walkway between the school building and portables.

5.7.4. **Uniform Make-up Criteria.** Cadets will ensure that the uniform is ready for inspection on the designated uniform day or 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, too small, or missing uniform items" are not excuses for not wearing the uniform. A zero grade will be entered for a missed uniform inspection. For school excused absence, there is no penalty if the cadets makes up the missed uniform day. Unexcused absences or failure to make up the missed uniform day will result in a zero. Cadets will make-up wear the uniform after they return to school for the entire school day (before the next uniform day) and have the SASI/ASI inspect them to receive uniform credit. SASI will consider disenrollment after three failures to wear the uniform during any grading period.

5.8. **Physical Training Gear (PTG) and Physical Fitness Training (PFT).** PTG refers to the Air Force Physical Training Uniform and PFT is unit designed and purchased.

5.8.1. Air Force PTG may NOT be mixed with local purchased PFT gear within a unit

5.8.2. Short-sleeved PTG/PFT shirt. The short-sleeve shirt will be tucked into shorts at all times. Do not remove or cut sleeves.

5.8.3. Shorts. The PTG/PFT shorts waistband will rest at or within two inches of the natural waist-line. The lining in the PTG shorts may be removed.

5.8.4. Footwear. Cadets must wear appropriate footwear while engaging in physical fitness activities.

5.9. **Uniform and Civilian Clothing.** Cadets will not mix uniform and civilian clothing. Present medical documentation to the SASI/ASI on legitimate reasons not to wear the uniform or any uniform item due to medical conditions.

5.10. **Prohibited Activities When Wearing the Uniform.** Cadets cannot wear the uniform for any type of political event. Cadets may not hitchhike, perform labor, engage in sport activities, participate in horseplay or fighting, or do anything that would degrade the uniform. Further, questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC program, Cypress Ridge High School, and the Air Force. NO public display of affection (PDA) while in uniform is allowed. This includes hugging, kissing, etc. Overall, wear the uniform PROUDLY and constantly strive to present a neat, clean, and well-groomed appearance at all times.

5.11. **Specialized AFJROTC Uniforms.** It is important that AFJROTC cadets properly represent the Air Force during events and competitions. All drill team, color guard and exhibition uniforms must be a distinctive Air Force dress uniform. This means a combination of the normal Air Force blue pants/skirts, light blue shirt, blue service dress coat, or

light weight blue jacket. **Any accessories (headgear, caps, insignia, etc.) must be authorized per Chapter 7 of the AFJROTC Operational Supplement.** Specialized "team" uniforms will not be worn on regular uniform days.

5.11.1. **Color Guard and Saber Harness.** Wear of Color Guard and Saber harnesses is authorized only when performing color guards or commanding during a drill segment. Harness and color guard web/parade belts may be black, dark blue, white and black/white clarino (high gloss). USAF Honor Guard Ceremonial Belt (Hap Arnold insignia may also be worn). Harness and web/parade/ceremonial belts must be removed when not performing a color guard or a segment of drill and cannot be worn during awards ceremonies.

SECTION B—MALE UNIFORMS

5.12. **Male Uniforms.** There are three combinations of male cadet uniforms: the Service Dress Uniform includes the coat, shirt, trousers, and accessories; the long sleeve light blue shirt, trousers, and accessories and the short sleeve light blue shirt, trousers, and accessories. See the AIR FORCE JUNIOR ROTC UNIFORM AND AWARDS GUIDE and this cadet guide for proper placement and maintenance of authorized uniform accessories (Figure 5.5-5.7).

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

5.14. **Coat, Service Blue.** With arms hanging naturally, sleeves should end 1/4 inch from the heel of the thumb. Bottom of the coat should be fingertip length when hands are slightly cupped. All buttons must be buttoned to include pockets. Flat items may be carried in the inside pockets. The coat may be removed in classrooms or the media center when it becomes uncomfortably warm or when a lab coat must be worn, or it may be unbuttoned in the classroom to avoid binding or wrinkling. It will NOT be unbuttoned or removed in public areas (hallways, common areas, cafeteria, etc.). When removed it will be hung up or carefully draped over a chair back. The coat must be put back on and **BUTTONED** before leaving the classroom. The coat will have the unit patch on the right sleeve and AFJROTC patch on left sleeve as prescribed in AIR FORCE JUNIOR ROTC UNIFORM AND AWARDS GUIDE.

5.14. **Cap, Blue Service (Wheel Cap).** This is an optional item for cadet officers and seniors that may be purchased by the cadet from clothing sales. It is worn squarely on the head with a two-finger spacing between the bridge of the nose and the bill of the cap. Service cap will have a plain visor. Cadet officers may wear the highly polished/chrome Hap Arnold Wings or the large highly polished/chrome Cadet Officer insignia on the Service Cap (wheel and bucket hats). Enlisted cadets may only wear the highly polished/chrome Hap Arnold Wings.

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

5.16. **Jacket, Light Weight, Blue Windbreaker.** Must be zipped up at least halfway. 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 AFJROTC patch on the left sleeve as prescribed in AIR FORCE JUNIOR ROTC UNIFORM AND AWARDS GUIDE.

5.17. **Shirt, Light Blue, Long Sleeve with Epaulets.** Sleeves should extend to the heel of the thumb. Military creases in front and back are prohibited. Shirt is always worn with the tie and the top button is always buttoned. The shirtsleeves will remain buttoned. **Long sleeve shirts are reserved for special team members after completing 2 team events, i.e. drill, color guard, saber and chorale teams.**

5.18. **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 or with open collar. If worn with an open collar, a "V" neck tee shirt must be worn so that no top of the tee shirt is exposed. When wearing a

tie, all buttons will be buttoned. When not wearing a tie all buttons except the top button are buttoned. Under either option, the shirttail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting. The only creases on the shirt are down the sleeves. A pen or pencil may be carried in the shirt pocket if they do not show or interfere with the flap being buttoned or staying flat against the chest. Bulky items such as glasses will not be carried.

5.19. **Socks.** Socks must be solid BLACK.

5.20. **Tie, Blue.** The tie will be either blue polyester or silk, herringbone twill. The tip of the tie must cover a portion of the belt buckle, but cannot extend below the bottom of the belt buckle. An Air Force symbol (wing & star design) tie clasp may be worn centered between the bottom edge of the knot and bottom tip of the tie.

5.21. **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 be buttoned always and articles should not be bulky and not be visible. The zipper tab will be pressed down to permit the fly to be neatly closed.

5.22. **Shoes, Black Male Oxfords.** Shoes will be laced to the top and will be highly shined. The soles and heel edges may be coated with sole and heel dressing. Optional high gloss black corfam shoes or patent leather are authorized for third and fourth year cadets at the cadet's own expense.

5.23. **Undergarments** - Must be worn with the uniform.

SECTION C—MALE PERSONAL APPEARANCE

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

5.24.1. Hair will have a tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2 inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (*not* all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes/design. Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are *not* authorized hair extensions.

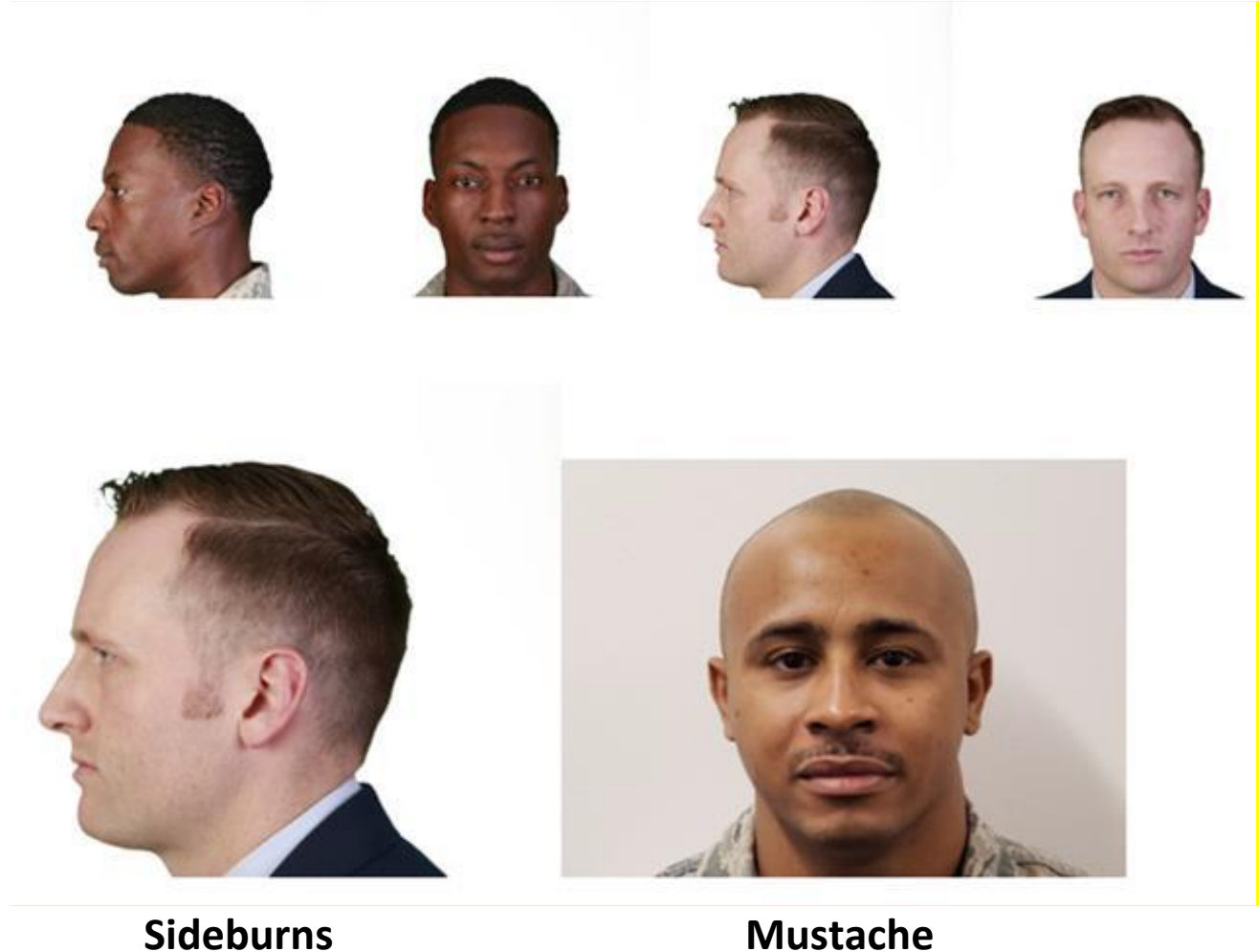
5.24.2. **Sideburns.** If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line.

5.24.3. **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. Reference AFI 36-2903 and AFJROTC Uniform and Awards Guide.

5.25. Earrings or any other type of facial piercing will not be worn while in uniform.

5.26. **Fingernails and cosmetics.** Male cadets are not authorized to wear nail polish or cosmetics.

Figure 5.1. Authorized Men's Hair Styles



Sideburns

Mustache

SECTION D—FEMALE UNIFORM REQUIREMENTS

5.27. **Female Uniforms.** There are three female uniform combinations: The Service Dress Uniform includes the coat, blouse, trousers or skirt, and accessories; the long sleeve blouse with trousers or skirt and accessories, and the short sleeve tuck-in blouse with trousers or skirt. Authorized accessories are placed and maintained as outlined in the AIR FORCE JUNIOR ROTC UNIFORM AND AWARDS GUIDE.

5.28. **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 the color shade and material. Items will not be carried in the jacket pockets. The coat may be removed in classrooms or the media center when it becomes uncomfortably warm or when a lab coat must be worn, or it may be unbuttoned in the classroom to avoid binding or wrinkling. It will NOT be unbuttoned or removed in public areas (hallways, common areas, cafeteria, etc.). When removed it will be hung up or carefully draped over a chair back. The coat must be put

back on and **BUTTONED** before leaving the classroom. The coat will have the unit patch on the right sleeve and AFJROTC patch on left sleeve as prescribed in AIR FORCE JUNIOR ROTC UNIFORM AND AWARDS GUIDE.

5.29. **Flight Cap, Blue.** Worn with the crease straight with the nose, with insignia over the left eye, and worn one inch to one and one-half inches above the eyebrow.

5.30. **Hose.** Commercial sheer, nylon hose in black or off-black, dark blue, dark brown, or neutral that complement the uniform and the cadet's skin color. Patterned hose is not allowed.

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

5.32. **Jacket, Light Weight, Blue Windbreaker.** Jacket should fit loosely above the hips when zipped. Cuffs of the sleeves should cover the wrists but not extend beyond. Blouse should not be seen below the jacket. Jacket must be zipped up at least halfway (Figure 5.12). Do not wear with sleeves pushed/rolled up.

5.33. **Blouse, Light Blue, Short Sleeve, and Pointed Collar.** May be worn with or without tab, except tab is worn with Service Dress Uniform. Blouse is worn tucked into pants.



5.34. **Blouse, Light Blue, Long Sleeve, and Pointed Collar.** Must be worn with tab at all times and may be worn tucked into pants.

5.35. **Slacks, Blue.** Will fit naturally over the hips with no bunching at the waist or fullness in the seat. Bottom of slacks will rest on the front of the shoes with a slight break in the creases. Back of the slacks will extend approximately 7/8 inch longer than the front. Slacks are tailored to straight hanging and any alterations to modify the leg shape must be approved by the ASI. Articles carried in the pockets will not be visible or present a bulky appearance

5.36. **Skirt, Blue.** Skirts will only be worn with SASI/ASI approval for special circumstances. Will be free hanging and the length will be no shorter than the top of the kneecap and no longer than the bottom of the kneecap. The skirt will fit smoothly, hang naturally, and must not be excessively tight. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

5.37. **Shoes, Black Female Oxfords.** Shoes will be laced to the top and highly shined. High gloss finish pumps are authorized for female cadets at their own expense. Heel height must not exceed 2-1/2 inches. Shoes will have plain closed toe and heel, and will not

have any bows, buckles, or straps.

5.38. **Purse.** Must be small and black. The standard Air Force purse may be purchased at the cadet's expense.

5.39. **Undergarments.** Must be worn with the uniform and be conservative, commercial style.

SECTION E—FEMALE PERSONAL APPEARANCE

5.40. **Hair.** No Minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Also, one or two braids or a single ponytail may be worn with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the

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

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

5.40.2. **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).

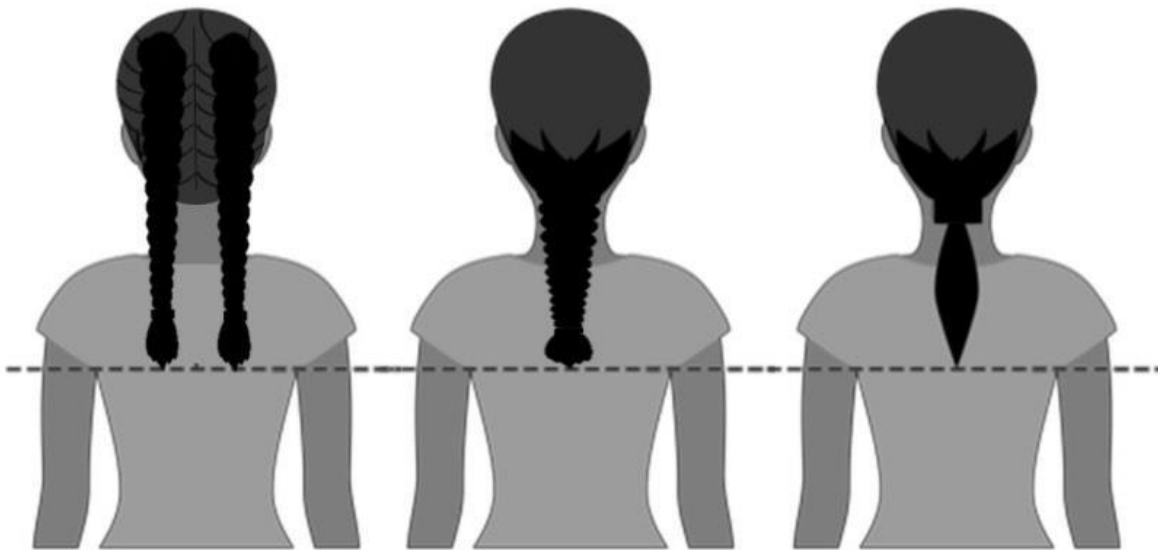
5.40.3. Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional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

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

5.40.5. A braid/twist must continue to the end of the hair without design and following the contour of the head and may be worn loose or in a secured style within hair standards in paragraph 5.40.1 above. Exception: Micro-braids or twists are not required to continue to the end of the hair.

5.40.6. Unauthorized: Mohawk, mullet or etched design.

Figure 5.2. Authorized Women's Hair Styles



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



Figure 5.2. Authorized Women's Hair Styles (continued)



Braids



Twists



Locs

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

5.42. **Fingernails.** Fingernail polish, if worn by female cadets, will be a single color that does not distinctly contrast with the female cadet'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 $\frac{1}{4}$ inch in length beyond the tip of the finger and must be clean and well groomed.

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

SECTION F—GENERAL UNIFORM AND PERSONAL APPEARANCE COMMENTS

5.44. Replace buttons promptly. Buttons on the service dress and most insignia are oxidized silver. DO NOT polish.

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

5.46. **Jewelry.** Cadets will not wear or carry exposed on the uniform, pencils, pens, handkerchiefs, and jewelry to include ankle bracelets. One bracelet is permitted on the wrist (ankle bracelets are not authorized) if it is neat and conservative, not wider than $\frac{1}{2}$ inch and gold or silver in color. Medical alert/identification bracelets are authorized. If worn, medical alert/identification bracelets will be conservative and moderate. Bracelets will not be excessive or extreme, which is defined as plain, not drawing inappropriate attention. Gemstones/tennis bracelets may only be worn with the mess dress uniform. 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). No rubber or fabric type bracelets are allowed. They may wear conservative styled and colored wristwatches and medical identification bracelets. Cadets may wear no more than three rings when in uniform. Thumb rings are not authorized. Necklaces will not be visible at any time.

5.47. **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.

5.48. **Body Piercing.** Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear (other than authorized in para 5.43), 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.

5.49. **Eyeglasses/Sunglasses.** Will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored or photosensitive lenses are authorized. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. [Exception: Sunglasses are not

authorized in formation, unless for medical reasons, e.g., PRK/Lasik surgery and when authorized by a commander or commandant on the advice of a medical official.]

5.50. **Ribbons, Medals, and Devices.** Only Awards and Decorations approved by Holm Center/JR may be worn. Only medals and ribbons specifically depicted on the AFJROTC Ribbon Chart are approved. Five Civil Air Patrol (CAP) ribbons (General Spaatz, General Eaker, Earhart, General Mitchell, and General Curry) may be worn, normal order of wear is AFJROTC, then CAP.

5.50.1. Ribbons will be worn in order of precedence as listed on the AFJROTC Ribbon Chart.

5.50.2 AFJROTC cadets are **not** authorized to wear ribbons/medals earned/issued from Army, Navy, Marine Corps, or Coast Guard Junior ROTC programs. 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. It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.

5.50.3. 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). Medals may not be worn on regular uniform days or during any type of competition. Place medals on the mounting rack in the proper order of precedence.

5.50.4. 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.

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

5.51. Smoking, vaping (inhaling and exhaling vapor from an electronic cigarette or similar device), use of tobacco products and gum chewing are prohibited while in uniform.

5.52. Wear/use of an earpiece, any blue tooth technology or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. Exception: Headphones and earphones are authorized during travel on public transportation i.e., bus, train or air travel.

5.53. Contact lenses. Contact lenses will be natural looking in shape and design. They will be clear in color and not change the color of the Airman’s natural eye color.

5.54. **Umbrellas.** Optional, commercial, plain solid dark blue or black without ornamentation are authorized when weather conditions dictate their use.

THE UNIFORM MUST BE CLEAN, WELL-PRESSED, AND WORN PROPERLY AT ALL TIMES IN ORDER TO PRESENT AN OVERALL APPEARANCE OF NEATNESS AND PRIDE. WHEN IN UNIFORM, YOU BECOME A REPRESENTATIVE OF THE UNITED STATES AIR FORCE -- A PROUD SERVICE WITH AN OUTSTANDING REPUTATION AND HISTORY.

5.55. **Insignia, Badges, Patches, Cords and Tabs**

Model Rocketry Badge. Awarded to cadets who have fulfilled model rocketry program requirements, as defined in paragraph 4.11.16.

AFJROTC Shoulder Patch. Wear of the AFJROTC official shoulder patch is mandatory on all outer garments except the raincoat, overcoat, and all weather coat. 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 and the AFJROTC patch on the left shoulder with the AFJROTC shoulder patch taking precedence.

Unit Shoulder Patch. Optional. If worn, must be on the right shoulder only. Unit patches are paid for by non-Air Force Funds and must be approved by HQ AFJROTC via the waivers module in WINGS prior to purchase or use.

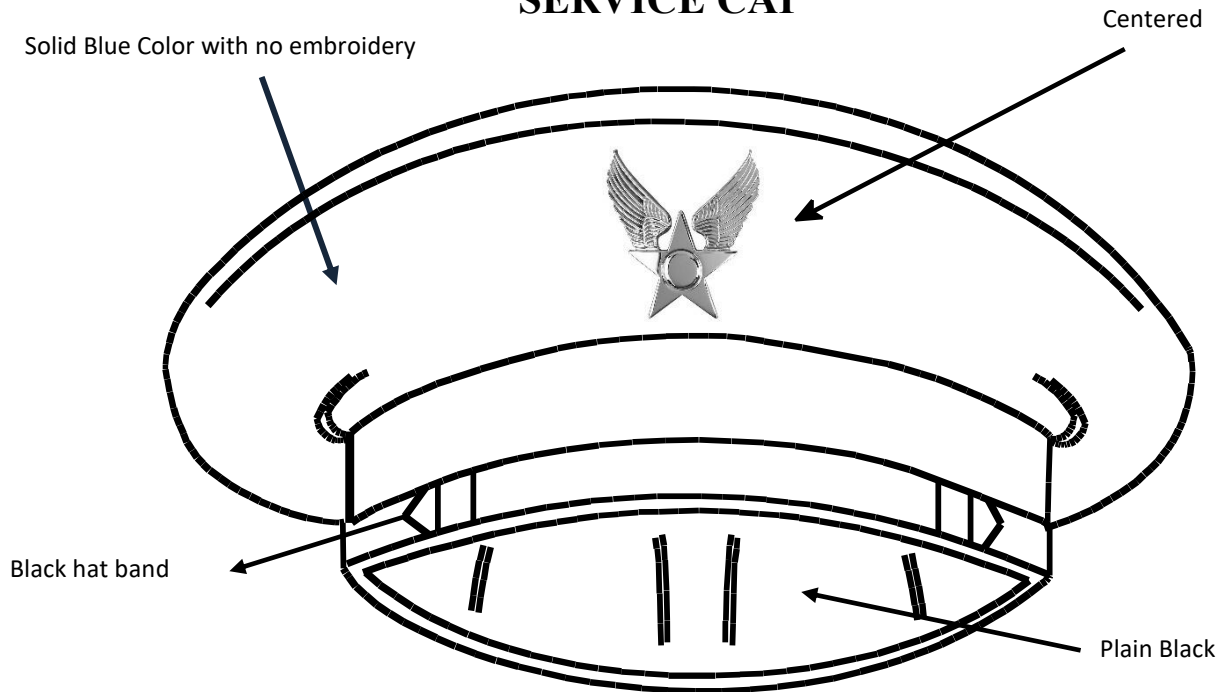
Shoulder Cords. Cadets are authorized to wear one shoulder cord (double knot, single cord – no aiguillettes or citation cords) on the left shoulder. This will be a single “infantry” style cord, without metal tips, no more than 1-inch wide. Wear the shoulder cord only on the light blue shirt and the service dress coat. The SASI will designate criteria on who may wear shoulder cords. 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. Colors are locally-determined (does not have to be a solid color, may be multi-color) and must be conservative. Shoulder cord may be worn on regular uniform days.

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. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each.

Figure 5.5. Cadet Male Headgear

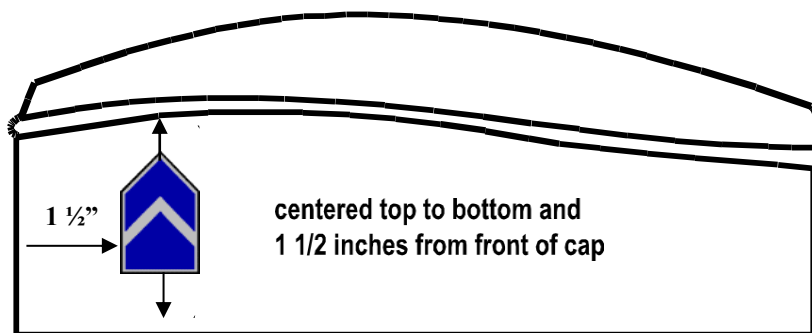
CADET MALE HEADGEAR

SERVICE CAP



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

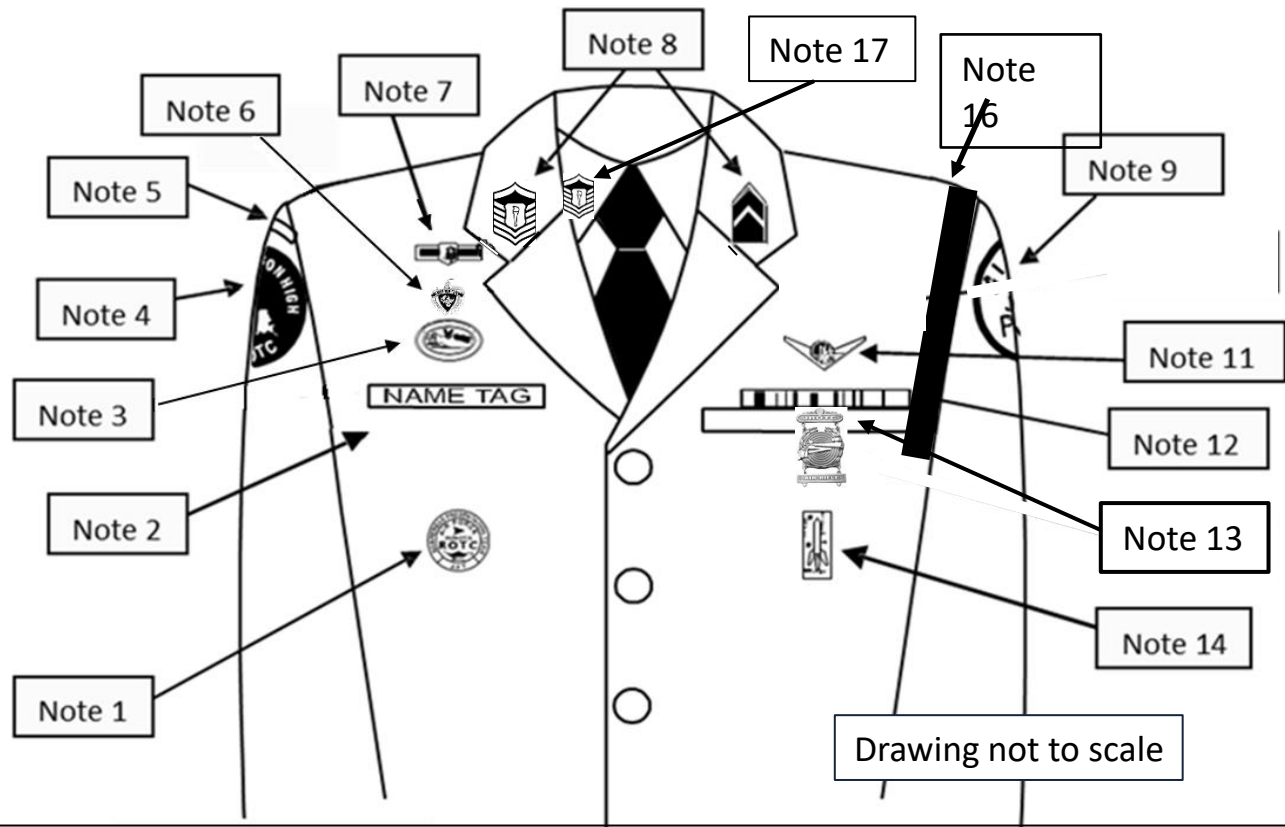
FLIGHT CAP*



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

Figure 5.6. Cadet Male Service Dress

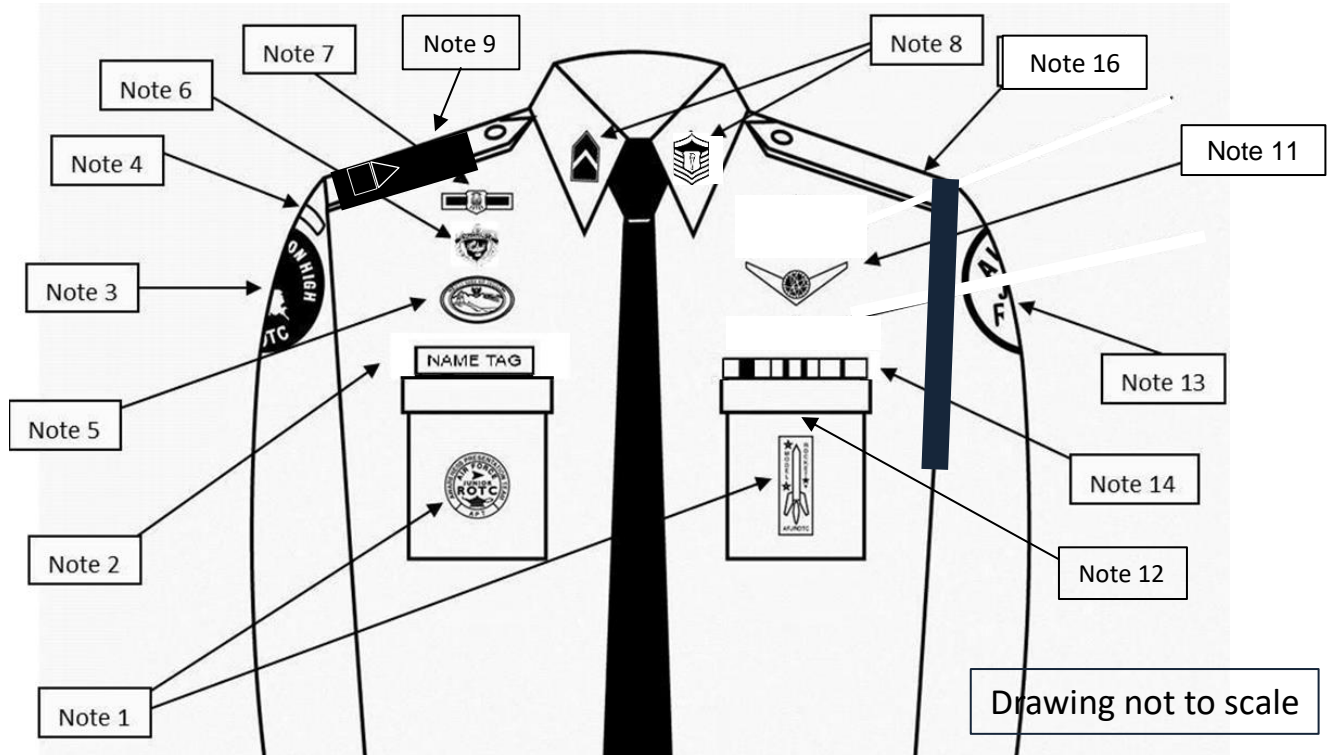
CADET MALE SERVICE DRESS



1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
5. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. # 1 See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
10. Deleted.
11. **Cadets will only wear one of the following badges, 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 5.7. 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 5.8. How to Tie a Tie



1. The wide end "A" should extend about 12 inches below narrow end "B" (as a start). Cross wide end "A" over narrow end "B".



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



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



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



5. Pull wide end "A" up through the loop again.



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



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

Figure 5.9. Cadet Female Headgear

CADET FEMALE HEADGEAR

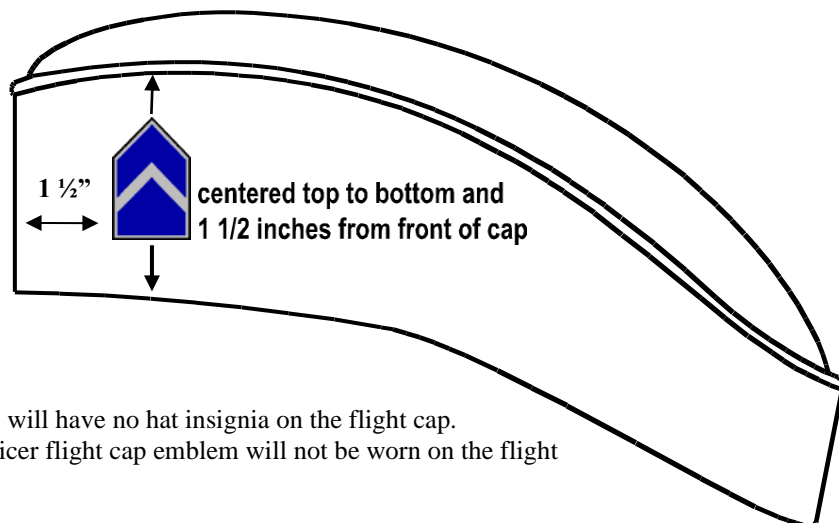
SERVICE CAP

Solid Blue Color with no embroidery



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

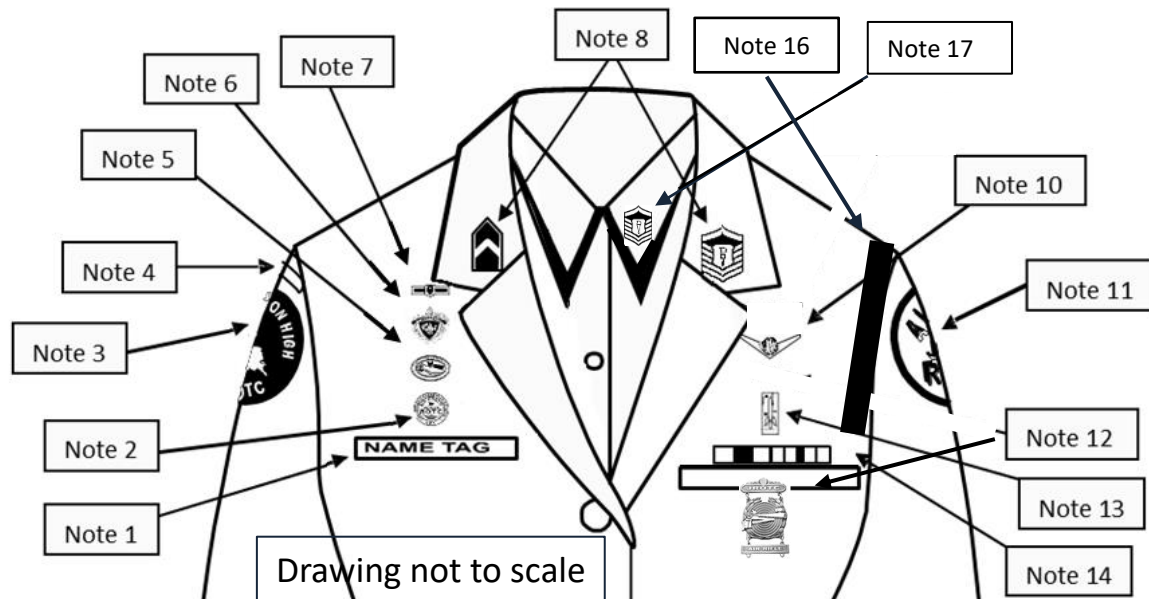
FLIGHT CAP*



- Enlisted 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 5.10. Cadet Female Service Dress

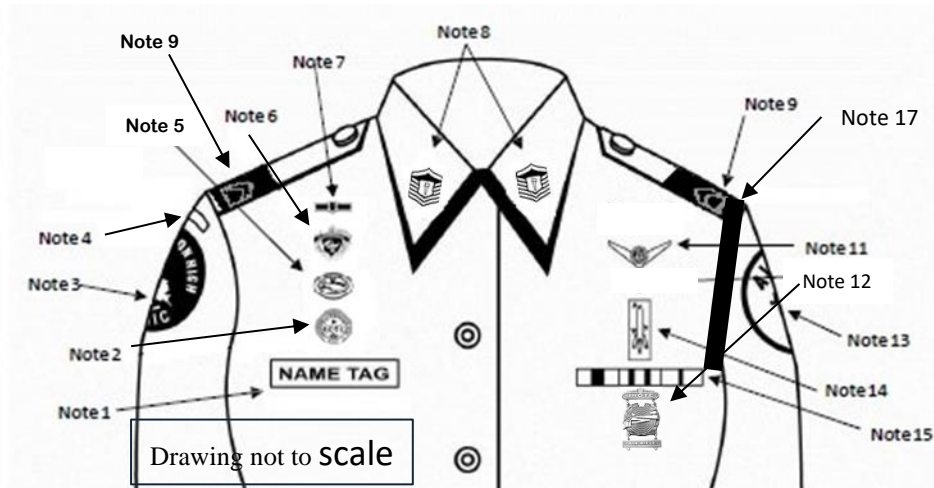
CADET FEMALE SERVICE DRESS



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

Figure 5.11. Cadet Female Blue Shirt

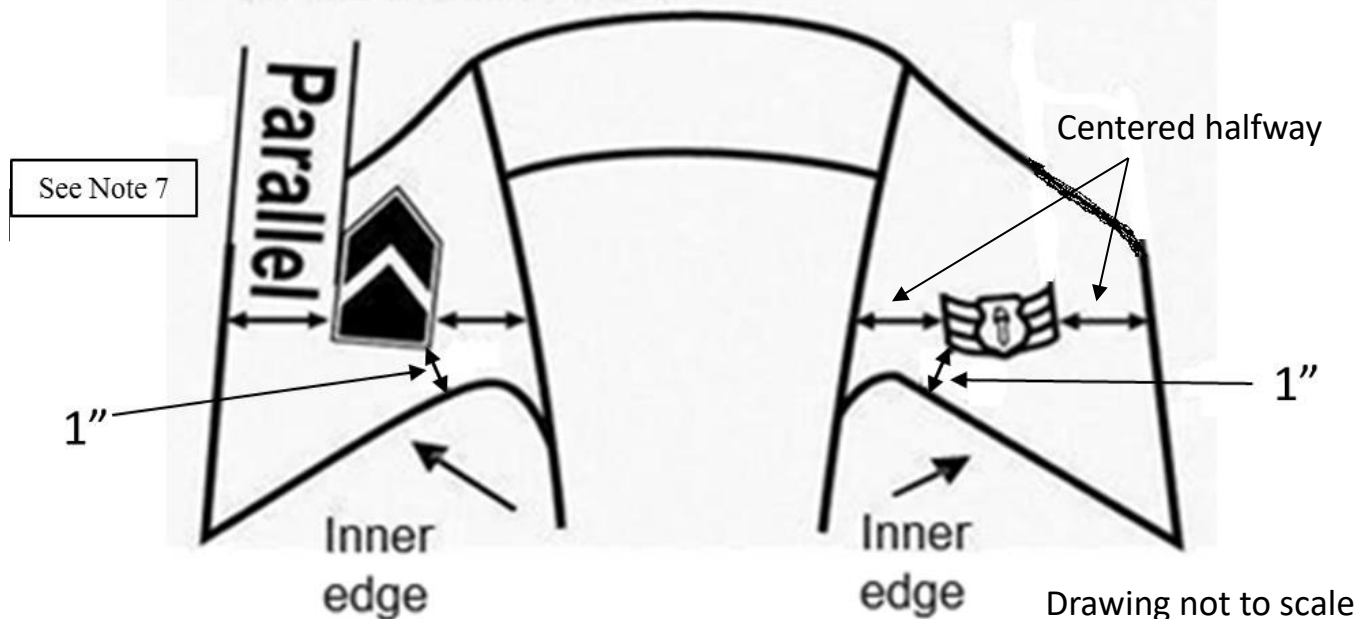
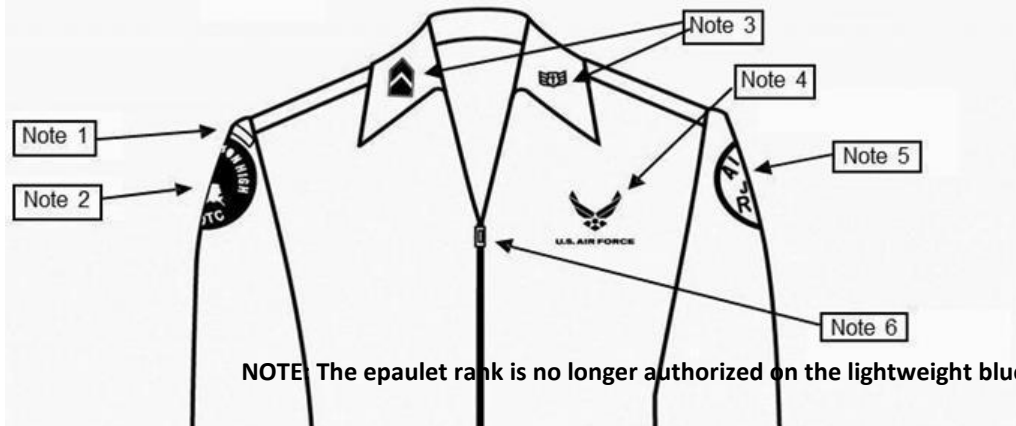
CADET FEMALE BLUE SHIRT



1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
10. Deleted.
11. **Cadets will only wear one of the following badges, 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 5.12. Cadet Light Weight Blue Jacket

CADET LIGHT WEIGHT BLUE JACKET



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

Chapter 6

DRILL AND CEREMONIES

6.1. Drill and ceremonies are an important part of AFJROTC training. As a first year Aerospace Science cadet, you will learn basic drills and how to follow commands. We will spend a lot of time outside and in the gym developing your drill and ceremonies skills. The primary reference that all cadets will become familiar during leadership training is the Drill and Ceremonies manual. 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.

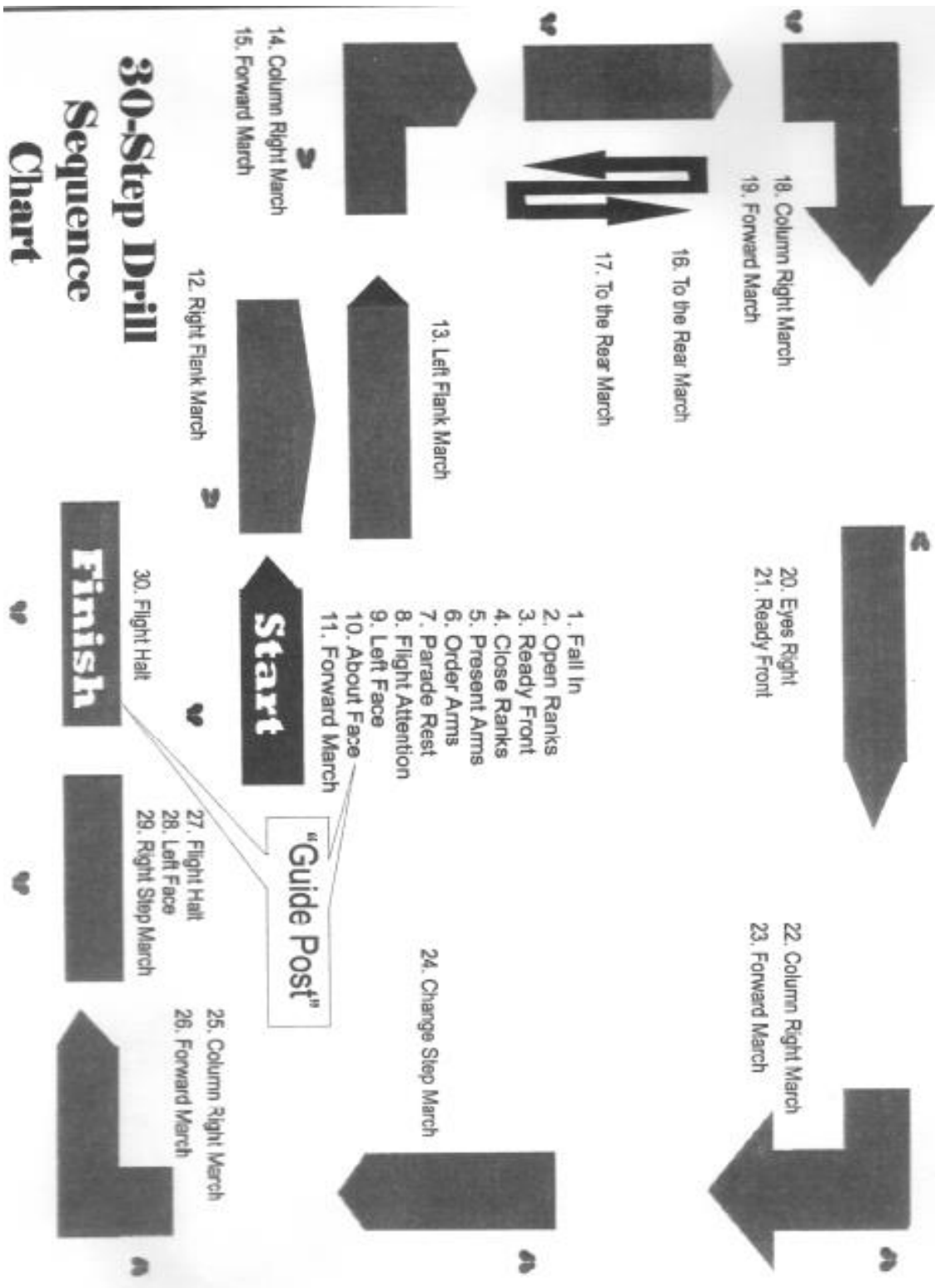
6.2. All second, third, and fourth year cadets must be prepared to command a flight and perform the 30-step drill sequence (Figure 6.1). The cadet serving as Flight Commander will report in and out by saluting the individual who controls the field of performance and normally evaluates the flight's performance. Cadets will be graded on their ability to properly execute these commands and direct the flight within a specified drill area (Figure 6.2).

Figure 6.1. 30-Step Drill Sequence (Complete)

30 Step Drill Sequence

1. **Fall In** (Commander should position him/herself in the middle of the flight)
 - a. Sizing
 - i. **Right Face**
 1. *With the exception of the guide and element leader if you are taller than the cadet in front of you tap once on the shoulder and move forward.* (use normal voice, it should have a constant volume)
 - ii. **Right Face**
 1. *Without exceptions if you are taller than the cadet in front of you tap once on the shoulder and move forward.*
 - iii. **Left Face**
 1. *Once again, with the exception of the guide and element leaders if you are taller than the cadet in front of you tap once on the shoulder and move forward.*
2. **Count off**
3. **Count off**
4. **Left Face**(use command voice, it should be strong and clear)
5. **Open Ranks March**
 - a. As soon as the command is called the commander will pivot and march to the right side of the guide. Without moving she or he will check the alignment of the element by checking their heels. Their body should not move. The only thing moving should be their eyes.
 - b. Everyone aligns to the element leader except for the first element whom aligns to the guide. Everyone else aligns to the chest of the element leaders.
 - c. After aligning all the elements the commander will march back towards the front of the flight. Take three steps forward from the guide stop and pivot to the left he or she will then turn their head 45 degrees to the left.
6. **Ready Front**
 - a. The commander will take one step forward (be in front of the guide) and call the next command.
7. **Close Ranks March**
 - a. The commander will march towards the middle of the flight.
8. **Parade Rest (optional)**
 - a. **Flight Attention**
9. **Present Arms**
 - a. Commander will present arms until he turns to face the designated person to report in to. Use normal voice, tone and volume should be consistent.
 - i. *(Flight Name) reports to perform 30 step drill sequence in accordance with the Air Force Drill Manual 36-2203. Permission to utilize your drill area. Sir/ Ma'am.*

1. Reply: Permission granted, carry on, etc.
 - ii. *Thank you Sir/Ma'am*
 - b. The commander will drop his or her salute and turn to the flight.
10. **Order Arms**
11. **Parade Rest**
12. **Flight Attention**
13. **Left Face**
14. **About Face**
 - a. Ends stationary drill
15. **Forward March**
16. **Right Flank** (Right foot)
17. **Left Flank** (Left foot)
 - a. Cadence should be called as necessary
18. **Column Right March** (Right foot)
 - a. The commander should march to his/her position at this time
 - b. "Inside the square," to the right of the flight three steps away from it.
19. **Forward March** (Left foot)
20. **To the Rear March** (Right foot)
 - a. Cadence are recommended
21. **To the Rear March** (Right foot)
22. **Column Right March** (Right foot)
23. **Forward March** (Left foot)
24. **Eyes Right** (Right foot)
 - a. Eyes is the preparatory command
 - b. Right is the command of execution
 - c. The commander should call the preparatory and the command of execution four steps apart.
 - i. Ex: Eyes (right foot), left, right, left, right (Right)
25. **Ready Front** (Left foot)
 - a. **Same pattern as before**
 - i. Ex: Ready (left foot), right, left, right, left (Front)
26. **Column Right March** (Right foot)
27. **Forward March** (Left foot)
28. **Change Step March** (Right foot)
 - a. Set of cadence
29. **Column Right March**
30. **Forward March**
31. **Flight Halt**
32. **Left Face**
 - a. Once again commander should be centered in front of the flight
33. **Right Step March**
34. **Flight Halt** (called when heels are touching)
35. **Present Arms**
 - a. Commander about faces and reports out
 - i. *(Flight name) has just completed 30 step drill sequence. Permission to exit your drill area Sir/Ma'am.*
 1. Reply: Permission granted etc.
 - ii. *Thank you Sir/Ma'am*
36. **Order Arms**
 - a. Drill team exits drill area



Chapter 7

AFJROTC TX-20028 CLUBS AND LEADERSHIP DEVELOPMENT REQUIREMENTS

7.1. **General.** There are several voluntary cadet Leadership Development Requirements activities that 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 a good time to those who get involved. Involvement teaches responsibility, teamwork, and cooperation. It also is 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, CFISD administrators, and parent sponsors will help monitor and advise activities. The following description of activities is not inclusive and will change depending on what activities the corps of cadets wants to participate and support.

7.2. **Color Guard, Drill Team, Rocketry and CyberPatriot.** Participation on these teams is open to all cadets. Requirements include attending at least 75% of practice sessions, no disciplinary actions, "B" average in AFJROTC and meeting UIL participation requirements. These teams are constantly in the "public's eye" and will consist of cadets who are hard-working 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 that a cadet's academics do not suffer. Participants must not fail any subject and must maintain a school grade point of average of at least a 2.0 on a 4.0 scale, in addition to meeting UIL competition requirements. Uniform wear/personal appearance violations and school suspensions are unacceptable. Failure to meet these standards will result in probation for one grading period or, as a minimum, until the minimum standards are achieved. Team commanders are selected by the SASI/ASI.

7.2.1. **Color Guard.** This group presents and posts the US Flag, Texas State Flag, and school/unit colors at school, cadet, and community functions. This co-curricular and high visibility activity provides an opportunity for cadets to learn to respect and properly present the national and state flags.

7.2.2. **Drill Team (Armed/Unarmed).** Cadets who enjoy drill "polish" their drill skills learned in the leadership laboratory and form a drill team that performs in local and area wide drill competitions and demonstrations. Drill practice will normally be four times a week immediately after school. Participation, for example the Color Guard, requires an extra commitment from cadets 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 also the uniform and personal appearances are graded as part of the competition.

7.2.3. **Rocketry.** Members of this activity will learn how to build and launch model rockets. The Rocketry Club is an after-school activity. Cadets who meet the AFJROTC qualifications are also eligible for a rocketry badge that is worn with the uniform.

7.2.4. **CyberPatriot.** Members of this activity participate in the National Youth Cyber Defense Competition.

7.2.5. **Physical Training (PT) Team.** Members of this team strive to improve their overall physical fitness. The PT Team also competes against other JROTC teams during competitions and meets.

7.3. **Saber Team.** Members of this activity perform a ceremonial function for the corps, school, or community. There are no associated JROTC competitions. Cadets who meet criteria are eligible to wear the saber team ribbon.

7.4. **Chorale.** Members sing at a variety of school and civic functions to bring notoriety and exposure about the Air Force and Cy Ridge AFJROTC program.

7.5. **Recruiting Team.** Worthwhile voluntary activity consists of cadets that like to and feel comfortable talking to elementary, middle and high school students about AFJROTC and all activities, teams and events.

7.6. **Adopt a Highway Committee.** Team will plan, organize and schedule cadets to participate in cleaning our assigned highway area monthly throughout the school year.

7.7. **Leadership Development Requirement Planning Committees.** Committees will consist of: Ram Basic, Field Day, Assumption of Command, Change of Command, Military Ball and Awards Ceremony. These committees and teams will plan, coordinate and schedule all events and activities throughout the year.

7.8. **Curriculum in Action (Field Trips).** This is an important part of the AFJROTC curriculum. We have the luxury of living in a large metropolitan area. In the past, we have toured various flying operations, base support facilities, and several aerospace/space museums. Each trip is planned for maximum impact and to avoid repetition. Typically, two trips are planned; one in the fall and one in the spring. Participation in trips is a privilege, not a right. Therefore, not all cadets may be eligible to participate in every trip. Eligibility includes: 1) Must be passing all subjects; 2) Must have a "C" or higher in AFJROTC; 3) Must not have any disciplinary action (DMC, ALC, suspension) during current academic term; and 4) Will not have a history of uniform/personal appearance violations. A trip memorandum will include an agenda, dress requirements, and instructions that must be complied with to participate on the trip. Trips are approved by the school and cadets must comply with all district/school rules while on the trip. Cadets must have their parent/guardian permission to participate. Trips will normally occur on weekends and sometimes during school days.

7.11. **Fund Raising Projects.** The corps needs money to support many of its activities and community service projects. Various fund raising 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.

7.12. **Military Ball.** Formal military event with dining and dancing.

7.13. **Awards Ceremony.** An opportunity to present deserving cadets awards earned during the school year. Usually occurs in the spring and may be combined with a military ball.

7.14. **Cadet Corps Commander Staff Meeting and SASI Update.** The Cadet Corps Commander will conduct a weekly staff meeting to plan and implement cadet activities. This is an opportunity to develop leadership, communications, and management skills. Cadets develop an agenda and publish meeting minutes. When required, the cadet command staff will present a cadet corps update brief to the SASI.

GET INVOLVED -- WHEN YOU DO MORE, MORE THINGS HAPPEN TO MAKE AFJROTC A VALUABLE LEARNING EXPERIENCE AND FUN ACTIVITY!

Chapter 8

CADET HEALTH AND WELLNESS PROGRAM

8.1. The Cadet Health & Wellness Program (CHWP) is an integral part of the AFJROTC program that represents 20% of the overall AFJROTC grade. It is designed to offer all cadets away to make significant improvement in their health and to promote a more active and healthier lifestyle. It identifies areas of improvement and incorporates a physical training program to reach individual goals to be achieved during the school year. All cadets must have on file the Physical Fitness Participation Consent Form. Also, AFJROTC after passing the course with a “C” grade or higher counts as an Physical Education (PE) credit.

8.2. The Cadet Corps Commander will implement the CHWP for cadets. The Physical Fitness Officer/NCO will manage and direct the CHWP. Wellness Training will normally be conducted once a week on Fridays. Cadets will receive a grade for a combination of uniform wear (JROTC T-shirt, shorts, and athletic shoes) and participation in the activity. Cadets who do not wear the issued AF PT uniform or refuse to participate will receive a “0” for their grade. Only cadets with a medical excuse will be exempt from participation, but are required to dress out and help with other duties as designated by the instructor.

8.3. Prior to starting the CHWP, cadets will complete an initial Physical Fitness Test (PFT) to determine their physical fitness level. AFJROTC Instructors will also conduct a final PFT to determine the cadet’s overall improvement at the end of the Academic Year. Cadets will perform three exercises: Curl-ups, Right Angle Push-ups and the 1-Mile Run/Walk.

8.4. The Physical Fitness Officer/NCO will announce the date of the semiannual physical fitness assessment with instructions. Those cadets who meet the requirements will be awarded the AFJROTC CHWP Ribbon.

8.5. EXERCISE AND SAFETY

Heat Related disorders to become familiar with:

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 cold electrolyte (Sports Drink).

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

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

Heat Stroke: Body temp greatly elevated, central nervous system impaired, including confusion, amnesia, ataxia (loss of balance), incoherent speech, syncope (dizziness), delirium, loss of consciousness. Contrary to public perception, hot dry skin is not always seen in heat stroke. The individual is often sweating profusely.

First Aid: Heat Stroke is a life and death situation. Obtain emergency first aid care immediately. Move victim into cooler environment; reduce body temperature as quickly as possible with ice cold water and ice packs. Monitor pulse and respiration, administer CPR if necessary. The standard of ordinary care upon arrival to the emergency room is to immerse the victim in ice water.

Cold Weather Training disorders to become familiar with:

Hypothermia: Prolonged cold exposure results in a low body temperature, with shivering, numbness marked muscular weakness and drowsiness. An unconscious victim may have ceased breathing. If Hypothermia becomes severe, the

body temperature of the victim will fall below 95F, uncontrollable shivering is accompanied by loss of coordination and mental confusion. If prompt action is not taken, shivering ceases followed by unconsciousness and death.

First Aid: Wrap the victim in blankets, cover the head. Remove wet, frozen or constricting clothing. Bring the victim indoors as soon as possible. Place victim in warm water (102-105F). For severe hypothermia, administer artificial respiration or CPR as necessary. Call for emergency medical assistance.

Figure 8.1 Physical Fitness Standards

Curl-Ups

Male

View All First 1 of 1 Last

Effective Date 01/01/2010

| Percentile | Age 13 | Age 14 | Age 15 | Age 16 | Age 17+ |
|------------|--------|--------|--------|--------|---------|
| 100 | 76 | 79 | 81 | 77 | 73 |
| 95 | 59 | 62 | 62 | 62 | 61 |
| 90 | 55 | 58 | 59 | 58 | 57 |
| 85 | 53 | 56 | 57 | 56 | 55 |
| 80 | 51 | 54 | 55 | 53 | 53 |
| 75 | 50 | 52 | 53 | 51 | 51 |
| 70 | 48 | 51 | 51 | 50 | 50 |
| 65 | 46 | 49 | 50 | 48 | 48 |
| 60 | 45 | 48 | 49 | 48 | 46 |
| 55 | 43 | 47 | 47 | 46 | 45 |
| 50 | 42 | 45 | 45 | 45 | 44 |
| 45 | 41 | 44 | 44 | 44 | 43 |
| 40 | 40 | 42 | 43 | 42 | 41 |
| 35 | 39 | 41 | 41 | 40 | 40 |
| 30 | 38 | 40 | 40 | 40 | 40 |
| 25 | 36 | 39 | 38 | 38 | 38 |
| 20 | 34 | 37 | 36 | 37 | 36 |
| 15 | 32 | 35 | 35 | 35 | 35 |
| 10 | 30 | 33 | 32 | 31 | 32 |
| 5 | 26 | 28 | 29 | 27 | 27 |
| 0 | 0 | 0 | 0 | 6 | 1 |

Female

View All First 1 of 1 Last

Effective Date 01/01/2010

| Percentile | Age 13 | Age 14 | Age 15 | Age 16 | Age 17+ |
|------------|--------|--------|--------|--------|---------|
| 100 | 72 | 72 | 74 | 77 | 67 |
| 95 | 52 | 53 | 55 | 53 | 53 |
| 90 | 50 | 49 | 51 | 49 | 47 |
| 85 | 46 | 47 | 48 | 45 | 44 |
| 80 | 44 | 45 | 46 | 43 | 41 |
| 75 | 42 | 43 | 44 | 41 | 40 |
| 70 | 42 | 42 | 41 | 40 | 38 |
| 65 | 40 | 41 | 40 | 38 | 37 |
| 60 | 40 | 40 | 39 | 37 | 36 |
| 55 | 38 | 39 | 37 | 36 | 35 |
| 50 | 37 | 37 | 36 | 35 | 34 |
| 45 | 36 | 36 | 35 | 34 | 33 |
| 40 | 35 | 35 | 34 | 33 | 31 |
| 35 | 33 | 34 | 32 | 32 | 30 |
| 30 | 31 | 32 | 31 | 30 | 30 |
| 25 | 30 | 31 | 30 | 30 | 28 |
| 20 | 28 | 30 | 28 | 27 | 25 |
| 15 | 26 | 28 | 26 | 25 | 25 |
| 10 | 23 | 25 | 23 | 23 | 22 |
| 5 | 19 | 20 | 20 | 19 | 19 |
| 0 | 0 | 0 | 0 | 0 | 0 |

Right-Angle Push-Ups

Male

View All First 1 of 1 Last

Effective Date 01/01/2010

| Percentile | Age 13 | Age 14 | Age 15 | Age 16 | Age 17+ |
|------------|--------|--------|--------|--------|---------|
| 95 | 51 | 47 | 50 | 59 | 60 |
| 90 | 41 | 41 | 44 | 46 | 56 |
| 85 | 39 | 40 | 42 | 44 | 53 |
| 80 | 35 | 37 | 40 | 41 | 50 |
| 75 | 35 | 32 | 37 | 40 | 46 |
| 70 | 31 | 30 | 35 | 36 | 44 |
| 65 | 30 | 28 | 34 | 34 | 43 |
| 60 | 28 | 25 | 32 | 32 | 41 |
| 55 | 26 | 24 | 31 | 30 | 40 |
| 50 | 24 | 24 | 30 | 30 | 37 |
| 45 | 21 | 22 | 30 | 29 | 35 |
| 40 | 20 | 21 | 27 | 28 | 34 |
| 35 | 20 | 20 | 25 | 25 | 30 |
| 30 | 16 | 18 | 25 | 25 | 30 |
| 25 | 16 | 18 | 24 | 25 | 27 |
| 20 | 12 | 15 | 21 | 23 | 25 |
| 15 | 11 | 13 | 20 | 22 | 23 |
| 10 | 9 | 11 | 18 | 20 | 21 |
| 5 | 4 | 7 | 15 | 15 | 20 |

Female

View All First 1 of 1 Last

Effective Date 01/01/2010

| Percentile | Age 13 | Age 14 | Age 15 | Age 16 | Age 17+ |
|------------|--------|--------|--------|--------|---------|
| 95 | 25 | 25 | 34 | 32 | 29 |
| 90 | 22 | 21 | 23 | 26 | 28 |
| 85 | 21 | 20 | 20 | 24 | 25 |
| 80 | 17 | 19 | 20 | 22 | 22 |
| 75 | 17 | 15 | 20 | 20 | 20 |
| 70 | 15 | 12 | 18 | 19 | 19 |
| 65 | 14 | 11 | 18 | 16 | 18 |
| 60 | 13 | 10 | 16 | 15 | 17 |
| 55 | 12 | 10 | 15 | 13 | 16 |
| 50 | 11 | 10 | 15 | 12 | 16 |
| 45 | 10 | 9 | 15 | 12 | 15 |
| 40 | 10 | 8 | 13 | 12 | 15 |
| 35 | 8 | 5 | 11 | 11 | 14 |
| 30 | 7 | 5 | 11 | 10 | 12 |
| 25 | 6 | 5 | 11 | 8 | 11 |
| 20 | 5 | 5 | 10 | 5 | 9 |
| 15 | 4 | 3 | 7 | 4 | 7 |
| 10 | 3 | 2 | 5 | 3 | 5 |
| 5 | 2 | 1 | 2 | 1 | 2 |

Endurance Run/Walk

Male

View All First 1 of 1 Last

Effective Date 01/01/2010

| Percentile | Age 13 | Age 14 | Age 15 | Age 16 | Age 17+ |
|------------|--------|--------|--------|--------|---------|
| 100 | 5:40 | 4:30 | 4:42 | 4:49 | 4:46 |
| 95 | 6:25 | 6:01 | 5:50 | 5:40 | 5:35 |
| 90 | 6:39 | 6:13 | 6:07 | 5:56 | 5:57 |
| 85 | 6:50 | 6:26 | 6:20 | 6:08 | 6:06 |
| 80 | 7:00 | 6:33 | 6:29 | 6:18 | 6:14 |
| 75 | 7:11 | 6:45 | 6:38 | 6:25 | 6:23 |
| 70 | 7:20 | 6:59 | 6:48 | 6:33 | 6:32 |
| 65 | 7:29 | 7:09 | 6:57 | 6:44 | 6:40 |
| 60 | 7:41 | 7:19 | 7:06 | 6:50 | 6:50 |
| 55 | 7:55 | 7:29 | 7:16 | 6:58 | 6:57 |
| 50 | 8:06 | 7:44 | 7:30 | 7:10 | 7:04 |
| 45 | 8:17 | 7:59 | 7:39 | 7:20 | 7:14 |
| 40 | 8:35 | 8:13 | 7:52 | 7:35 | 7:24 |
| 35 | 8:54 | 8:30 | 8:08 | 7:53 | 7:35 |
| 30 | 9:10 | 8:48 | 8:29 | 8:09 | 7:52 |
| 25 | 9:23 | 9:10 | 8:49 | 8:37 | 8:06 |
| 20 | 10:02 | 9:35 | 9:05 | 8:56 | 8:25 |
| 15 | 10:39 | 10:18 | 9:34 | 9:22 | 8:56 |
| 10 | 11:43 | 11:22 | 10:10 | 10:17 | 9:23 |
| 5 | 12:47 | 12:11 | 11:25 | 11:49 | 10:15 |
| 0 | 24:12 | 18:10 | 21:44 | 20:15 | 16:49 |

Female

View All First 1 of 1 Last

Effective Date 01/01/2010

| Percentile | Age 13 | Age 14 | Age 15 | Age 16 | Age 17+ |
|------------|--------|--------|--------|--------|---------|
| 100 | 5:42 | 5:00 | 5:51 | 5:58 | 6:20 |
| 95 | 7:21 | 7:20 | 7:25 | 7:26 | 7:22 |
| 90 | 7:49 | 7:43 | 7:52 | 7:55 | 7:58 |
| 85 | 8:13 | 7:59 | 8:08 | 8:23 | 8:15 |
| 80 | 8:29 | 8:20 | 8:24 | 8:39 | 8:34 |
| 75 | 8:49 | 8:36 | 8:40 | 8:50 | 8:52 |
| 70 | 9:09 | 8:50 | 8:55 | 9:11 | 9:15 |
| 65 | 9:30 | 9:09 | 9:09 | 9:25 | 9:33 |
| 60 | 9:50 | 9:27 | 9:23 | 9:48 | 9:51 |
| 55 | 10:07 | 9:51 | 9:37 | 10:09 | 10:08 |
| 50 | 10:23 | 10:06 | 9:58 | 10:31 | 10:22 |
| 45 | 10:57 | 10:25 | 10:18 | 10:58 | 10:48 |
| 40 | 11:20 | 10:51 | 10:40 | 11:15 | 11:05 |
| 35 | 11:40 | 11:10 | 11:00 | 11:44 | 11:20 |
| 30 | 12:00 | 11:36 | 11:20 | 12:08 | 12:00 |
| 25 | 12:29 | 11:52 | 11:48 | 12:42 | 12:11 |
| 20 | 13:01 | 12:18 | 12:19 | 13:23 | 12:40 |
| 15 | 14:10 | 12:56 | 13:33 | 14:16 | 13:03 |
| 10 | 14:49 | 14:10 | 14:13 | 16:03 | 14:01 |
| 5 | 16:10 | 15:44 | 15:17 | 18:00 | 15:14 |
| 0 | 20:45 | 20:04 | 24:07 | 21:00 | 28:50 |

Chapter 9

TRAINING

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

9.2. **AFJROTC Cadet Leadership Course (CLC).** This program offers cadets an opportunity to refine their leadership and communications skills and to plan the next year's activities in a tightly controlled and monitored training environment. Additionally, we will develop a physical fitness program and orientation schedule as a part of the training schedule. The unique aspect of these leadership schools is that they are led by a cadre of experienced cadets, who attended a previous summer leadership school, and completed the cadet training academy course. These cadets make up the command structure of the school and they gain valuable leadership experience in their roles for the week. Cadets who attend these camps must be in good physical condition and should be able to pass the Physical Fitness Test.

9.3. **New Cadet Orientation (Ram Basic).** This mandatory training program is conducted on a Saturday about two weeks after the start of school. Cadet senior staff will plan and conduct this training at Cypress-Ridge High School. Basic drill, uniform issue, proper wear, personal appearance standards, and AFJROTC course objectives are just some of the training topics. The Cadet Corps Commander and staff will develop a training schedule, assign training responsibilities, and conduct the training. This program is an excellent training opportunity for returning cadets to exercise leadership and gives a great "head start" to new cadets.

9.4. **Cadet Refresher Training Program.** Training held in August before the new school year starts for upperclassman and command staff to refresh their drill, uniforms and plans for the upcoming year.

Chapter 10

DISCIPLINARY ACTION

10.1. **General.** A cadet's poor and unacceptable behavior/performance will not be tolerated. When a cadet, especially a leader exhibits poor and or unacceptable behavior/performance, a member of the cadet's chain of command will render immediate informal counseling. All actions, both positive and negative will be recorded in the cadet's personnel folder.

10.2. **Further action.** After two documented counseling sessions have failed, a member of the cadet's chain of command and SASI/ASI will provide a formal Discipline Referral Counseling (DRC).

10.2.1. After the DRC has been rendered a call will be made to the parent and the counselor notified by the SASI/ASI.

10.2.2. If behavior or problem continues, the next course of action will be to remove the cadet from AFJROTC after coordination with the assistant principal and their counselor.

10.2.3. **Acknowledgement of Receipt.** The cadet must acknowledge understanding and receipt of the DRC.

10.2.4. **Consequences.** Upon a cadet being administered a DRC, severe consequences may result, including, but not limited to:

- a. Removal from leadership position
- b. Demotion in rank
- c. Disenrollment from the AFJROTC program

10.3. **Cadet Demerit System.** Demerits are a cadet driven method to recognize and record performance and/or instances of non-compliance with AFJROTC standards, TX-20028 guidance and/or Cypress Ridge High School Student Code of Conduct guidelines.

Figure 10.1. TX-20028 Demerit System

- I. Inappropriate uniform wear
 - a. Wrong shoes
 - b. Shirt untucked
 - c. Only half uniform on
 - d. No flight cap on, after first warning to put it on
 - e. Change out of uniform without appropriate written and signed excuse
 - f. PDA in uniform
- II. Disrespect to flight commander, Flight Sgt., or any other cadet
 - a. Putting down other cadets
 - b. Talking back to superior
 - c. Starting drama or arguments with other cadets
- III. Neglecting duty or position for whatever unexcused reason
- IV. Misbehavior on teams
 - a. Not showing up to practice (must be written and signed excuse) or inexcusably late
 - c. Not respecting team CC/NCOIC or teammates
 - d. Talking or disrupting practice
 - e. Not following direction or cooperating with the team
- V. 1st demerit will serve as a warning to cadet and will be marked down by the IG
- VI. 2nd demerit will result in probation from team activity or other unit activity for whatever period assigned by the evaluation board or command staff
- VII. 3rd demerit will result in removal or probation from all teams for a grading period (i.e. 9 weeks) and after school activity and unit activity and a meeting the Corps Commander, SASI/ASI
- VIII. Depending on reason for demerit and date of last demerit, repercussions will be altered determined by evaluation board, command staff, SASI and ASI
- IX. Certain demerits will be dismissed or disregarded depending on cadet's behavior or performance following demerit received and date of last demerit.
- X. If cadet would like to have demerit removed or disregarded, cadet may schedule a meeting with evaluation board or command staff (will involve cadet that issued the demerit).
- XI. All demerits will be tracked by the Inspector General

Figure 10.2. Demerit Form



AFJROTC TX20028 - Demerit Slip

Cadet Name: _____

Rank: _____

Flight: _____

Grade: _____

Reason for Demerit

Infraction Date: _____

Number of Infraction: _____

Signature of Cadet/Date

Signature of Issuing Cadet

AFJROTC 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

The Air Force Song

**Off we go into the wild blue yonder,
Climbing high into the sun;**

**Here they come zooming to meet our thunder,
At 'em now, Give 'em the gun!**

**Down we dive, spouting our flame from under,
Off with one helluva roar!**

**We live in fame or go down in flame. Hey!
Nothing'll stop the U.S. Air Force!**