

AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS (AFJROTC)
NC-074 CADET HANDBOOK

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AFJROTC HONOR CODE

On my word of honor, I promise not to lie, cheat, or steal, or condone those who do. I also promise to abide by cadet regulations and abide by the commands from those officers set over me according to the rules and discipline of the Corps. I will carefully and diligently discharge the duties and responsibilities assigned to me. So help me (_ Flight/Cadet _).

AFJROTC CADET PLEDGE

As a student and cadet at Pine Forest High, I believe the reputation of the school, Air Force JROTC and my self-respect as a member of the student body depends upon my attitude, discipline, and respect. I shall attempt at all times to exhibit good manners, good sportsmanship and friendliness to all. Strive for high scholastic standing and support the school and cadet activities to the best of my ability. To honor, respect, cooperate with my associate students, my community and my country.

AIR FORCE CORE VALUES

INTEGRITY FIRST

Integrity is a character trait. It is the willingness to do what is right even when no one is looking. It is the "moral compass" – the inner voice; the voice of self-control; the basis for the trust imperative in the leadership of NC-074.

SERVICE BEFORE SELF

This tells us that professional duties of NC-074 take precedence over personal desires. At the very least, it includes the following behaviors: Rule following, Respect for others, Discipline and self-control, Faith in the system of procedures that govern NC-074.

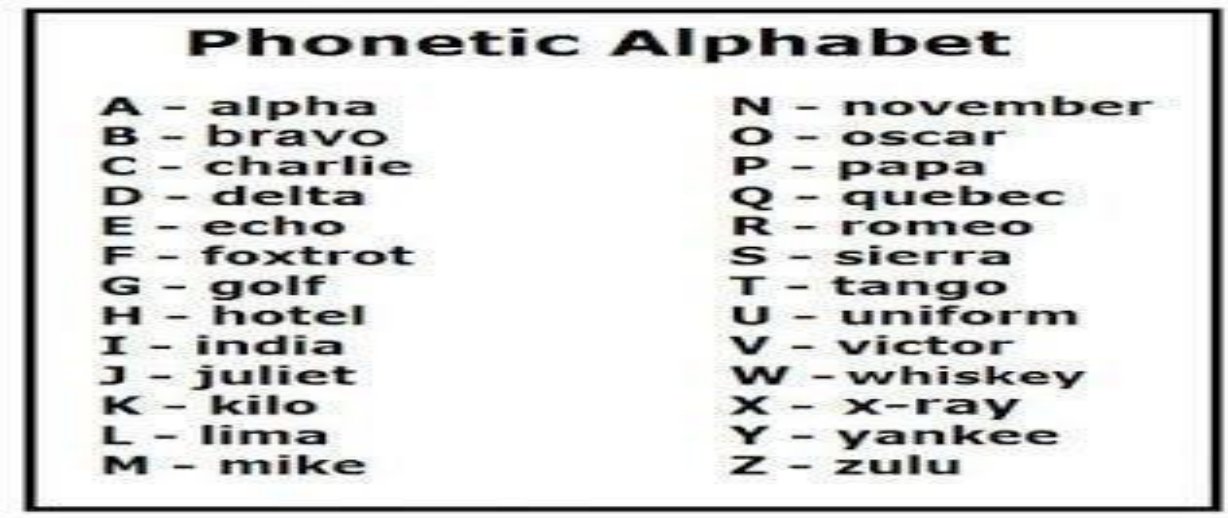
EXCELLENCE IN ALL WE DO

This directs us to develop a sustained passion for continuous improvements and innovations that will propel NC-074 into a long-term upward spiral of accomplishments and performances.

Military Time

2400/0000=12:00 MIDNIGHT
0001=12:01AM
0100=1:00 AM
0200=2:00 AM
0300=3:00 AM
0400=4:00 AM
0500=5:00 AM
0600=6:00 AM
0700=7:00 AM
0800=8:00 AM
0900=9:00 AM
1000=10:00 AM
1100=11:00 AM
1200=12:00 PM
1300=1:00 PM
1400=2:00 PM
1500=3:00 PM
1600=4:00 PM
1700=5:00 PM
1800=6:00 PM
1900=7:00 PM
2000=8:00 PM
2100=9:00 PM
2200=10:00 PM
2300=11:00 PM

Military time is written using only 4 numerals, no colon and no AM or PM and the minutes are the same. For example, 12:15AM is 0015 hours and 1:30PM is 1330 hours.



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!

Brilliant minds fashioned a crate of thunder,
Sent it high into the blue;
Valiant hands blasted the world asunder;
How they lived God only knew!
Boundless souls dreaming of skies to conquer
Gave us wings, ever to soar!
With scouts before and bombers galore. Hey!
Nothing'll stop the U.S. Air Force!

Here's a toast to the host
Of those who love the vastness of the sky,
To a friend we send a message of the brave who serve on high.
We drink to those who gave their all of old
Then down we roar to score the rainbow's pot of gold.
A toast to the host of those we boast, the U.S. Air Force!

Off we go into the wild sky yonder,
Keep the wings level and true;
If you'd live to be a grey-haired wonder
Keep the nose out of the blue!
Fly to fight, guarding the nation's border,
We'll be there, followed by more!
In echelon we carry on.
Oh, nothing'll stop the U.S. Air Force!

AFJROTC PROGRAM AND CADET CORPS

This cadet handbook prescribes policies and procedures that will be followed in conducting the AFJROTC program at Pine Forest High School. It establishes the directives for organizing the cadet corps, unit operations, classroom procedures, promotions, job descriptions, uniform wear, inspections, awards and the cadet corps suggestion program. **All cadets assigned to this organization are responsible for knowing, understanding and complying with the contents of this regulation.**

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CHAPTER 1
THE AFJROTC PROGRAM

1.1 Mission Statement and Objectives:

The mission of Pine Forest High School AFJROTC is to educate and train high school students in citizenship; promote community service, instill responsibility, character, self-discipline; and provide instructions in air and space fundamentals. In accomplishing its mission, the cadet organization seeks to satisfy the following objectives:

a. Encourage a high degree of personal honor, self-reliance and leadership.
b. Promote patriotism, positive behavior, creativity, motivation, and esprit-de-corp.
c. Promote habits of orderliness and precision.
d. Develop respect for constituted authority.
e. Train cadets to perform basic drill movements associated with competitions and ceremonies.

Our mission and objectives directly align with AFJROTC mission to "develop citizens of character dedicated to serving their nation and community."

1.2 Enrollment:

1. PFHS strictly adheres to the AFJROTC enrollment and disenrollment requirements in accordance with the Memorandum of Agreement (MOA) between Cumberland County School Superintendent and the Holm Center Commander. The MOA is based on the Title provisions of Public Law 88-647, The Reserve Officer Training Corps Vitalization Act of 1964, Section 2031, Chapter 102, Title 10, United States Code (USC). PFHS Administrators, recognize the AFJROTC Senior Aerospace Science Instructor (SASI)'s **disenrollment** power within the school to remove cadets from the program who are not conforming to standards. Further, they understand that cadets who have a corrosive, infectious effect on other cadets, causing the AFJROTC Core to fall below the standard must be dis-enrolled if recommended by the PFHS AFJROTC SASI. Additionally, cadets failing a semester of AFJROTC are also grounds for dismissal from the program for up to one year.

2. Per AFJROTCI 36-2010, para 2.8.1.1.1., "*As the Air Force's on-site representative, the SASI is personally charged with managing a fully compliant AFJROTC program and must be allowed to initiate or approve all enrollment and disenrollment actions*." Further, within the MOA, under "Other Provisions," it states, "*To comply with Air Force directives governing unit operations, AFJROTC curriculum, cadet performance, instructor management, and logistics management.*" This is the "catch-all" for compliance issues. Since the Cumberland County Superintendent and PFHS Administrators do not have readily available access to AFJROTC Regulations, it is the SASI's responsibility to identify and inform the chain of command (school and HQ) of all unresolved Section II noncompliance issues at the school or unit's program. T*he SASI must approve all enrollment and disenrollment decisions and can do so at any time with proper cause IAW* Paragraph 2.8.1.1.3. of 36-2010 which states, "*The SASI must be allowed to disenroll an AFJROTC cadet at any time during the academic year with proper cause*."

3. A policy letter is required to be in-place with agreement from PFHS Administration on AFJROTC Enrollment process with the understanding the removal of a non-compliant cadet must be executed within a maximum of 3 weeks (from the time the decision is made to remove the cadet), per HQ AFJROTC policy. This letter represents the understanding and agreement between the PFHS Administration and SASI while defining PFHS AFJROTC policy on enrollment. This policy letter will be listed in the future PFHS Cadet Guide (per 2.4.1.1.5.). Once the standard is published/released, the expectation is for all parties (cadets to Principal) understand, agree, and adhere to this guidance.

4. PFHS Administration realizes failure to comply with Public Law is not something HQ AFJROTC and the Holm Center will tolerate and may cause probation and/or unit closure. If you have any questions or concerns please contact our PFHS AFJROTC Aerospace Science Instructor Staff at (910) 488-2384 Ext 754/752.

COURSE SYLLABUS

AFJROTC I, II, III & IV are courses for all cadets' growth in the program. The courses consist of three components: Aerospace Science (40%), Leadership Education (40%) and Wellness/Physical Fitness (20%). The **Aerospace Science** portion is an aviation history course focusing on development of flight and aerospace throughout the centuries. **Leadership Education** covers introduction to AFJROTC program to advance leadership concepts, while instilling elements of good citizenship, develops informed citizens; strengthens and develops character, develops study habits and time management; wear of the Air Force uniform; and Air Force customs, courtesy and drill skills. The **Wellness/Physical Fitness** portion incorporates the cadet health and wellness program (CHWP). The CHWP is an exercise

program focused upon individual baseline improvements with the goal of achieving a Presidential Physical Fitness standard calculated by age and gender. The goal of the CHWP is to motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in the Leadership Education curriculum.
Quarter and Semester grades are determined using the following scale: A=90-100%, B=80-89%, C=70-79%, D=60- 69%, F=59% and below. The following weights will be applied to student graded events.

Assignments (50%)

Uniform Inspections, ADR/LEAD weekly grades, classwork.

Assessments (40%)

Drill, Health & Wellness/PT, tests/quizzes.

Homework/Participation (10%)

PT dress out, reading assignments, chapter review questions

REQUIRED TEXTBOOKS AND MATERIALS:

- Traditions, Wellness, and Foundations of Citizenship LE100
- Communication, Awareness, and Leadership LE200
- Life Skills and Career Opportunities LE300
- Fundamentals of Management LE400
- Drill and Ceremonies LE600
- Milestones in Aviation History AS100
- The Science of Flight AS200
- Exploring Space: The High Frontier AS300
- Learn to Lead (L2L)
- Drill and Ceremonies

CHAPTER 2
UNIT ORGANIZATION

2. Organization: The NC-074 AFJROTC Group at Pine Forest High School is a full elective credit academic department within the school and enjoys equal status with all other departments. The Senior Aerospace Science Instructor (SASI) is the department chairman, responsible for planning, organizing, administering and managing the program. They report directly to the school principal. The Aerospace Science Instructors (ASIs) are the Non-Commissioned Officers who assist with the leadership of cadets and the operation of the unit.

2.1. Organization Goals: The organization of cadets is designed to provide them a means for:

a. Applying leadership techniques
b. Developing an understanding of the military command structure.
c. Imparting knowledge of military drill and ceremonies.

2.2. Cadet Group Staff Functions: The SASI/ASI has organized the command and staff elements in accordance with the Unit Manning Document (UMD). There is enough staff structure to provide sufficient and meaningful group, squadron and flight positions.

2.3. Cadet Staff Meetings: The commander and staff will meet at least once a month and other times as determined by the SASI/ASI/Group Commander. For regular scheduled meetings, the Cadet Group Commander is responsible for preparing and submitting a complete agenda to the SASI/ASI at least 1-2 weeks prior to the meeting. Attendance by all cadet group staff members at these meetings is **MANDATORY** unless prior arrangements have been made with the Corp Commander or the SASI/ASI. Staff meeting minutes will be published within three school days after the meeting!

CHAPTER 3
UNIT OPERATIONS

3. Supplies and Equipment: Headquarters AFJROTC has authorized this unit to requisition, receive, store, issue, account for and otherwise perform administrative matters required of all USAF property furnished to Pine Forest High School. All equipment, textbooks, uniforms, drill team and color guard items issued to you will be entered on an issue receipt that you and your guardian will be required to sign. You are solely responsible for the proper care and safe storage of all items issued to you. Don't depend on fellow cadets to **LOOK AFTER** your equipment. **A replacement or repair fee will be charged to you in the event of lost, misplaced, damaged, or stolen items. Remember you will be held responsible!**

3.1. Administration: The progress of every cadet will be carefully observed. All individual noteworthy accomplishments will be recorded by each flight and recorded in the AFROTC WINGS database. A complete cadet transcript can be printed upon request. The following records will be kept on each cadet:

a. Cadet Personnel Record: This record shows complete promotion data, duty assignments, awards and decorations, corps and school activities, aerospace education performance, and transfer data.

b. Uniform Items Issued: Indicate all uniform items issued, including physical training (PT) gear.

c. Counseling Entry: Shows date counseling took place, who conducted the counseling, and reason counseling was initiated.

3.2. Inspections: IAW AFJROTCI 36-2010 and DoDI 1205.13, requires an annual evaluation of the operation, administration, and effectiveness of the overall JROTC program. The evaluation measures how well the unit is meeting performance objectives.

3.3. AFJROTC Co-curricular/Extra-curricular Activities: These activities are designed to reinforce portions of the aerospace and leadership education objectives. They also serve to stimulate cadet involvement and to increase cadet morale and esprit-de-corps. All guidelines and requirements for these activities will be initially developed by the SASI/ASI and submitted to the Principal for approval. The Cadet Staff will accomplish additional planning if required. In all cases the SASI/ASI will be

responsible for supervision and control of these activities. Student behavior and performance in all of the student's classes will be used as criteria as to whether a cadet will be able to attend an activity. If the cadet is not performing well in any of their other classes, the teacher has the option to withhold the cadet from the activity. If a student has received an in/out-of-school suspension they will not be allowed to participate in co-curricular activities. Listings of these activities include:

a. Visits to military bases
b. Aircraft flights or time in the helicopter simulators
c. Curriculum in Action (CIA) trips
d. Local area parades
e. Drill team/color guard/drill meet competition
f. Drone team events
g. Field day activities
h. Kitty Hawk Air Society
i. Dining-In
j. Service to the school and community projects
k. Awards event
l. Military field activities
m. Robotics team events

CHAPTER 4
CLASSROOM PROCEDURES AND CONDUCT

4. Attendance and Tardiness: Attendance is strictly monitored!
Cadets will lose points from their weekly Participation Grade for all unexcused tardiness. Continued tardiness may result in the cadet being removed from the AFJROTC program.

4.1. Classroom Conduct: All cadets will abide by the classroom rules as established by the SASI/ASIs and the Flight Commanders.
Additional emphasis is made in the following areas:
a. No food, drink or candy will be consumed in the classroom unless authorized by SASI/ASIs.
b. Sleeping is **never** allowed in class. If necessary, quietly get out of your desk move to the rear of the classroom, and stand at "**Parade Rest**."
c. Arguing among cadets in the classroom or drill area will not be tolerated and **will be resolved with disciplinary action**.
d. Cadets will display proper courtesy and manners toward the instructors and other cadets at all times. Interrupting or talking at inappropriate times is a sign of disrespect.
e. **Profanity, vulgar language, racial or sexual slurs, or disruptive comments will not be tolerated at any time!**
f. Cutting down or making fun of fellow cadets **will not be tolerated**.
g. No walking around class unless given permission by the SASI/ASI. Sharpen pencils before class! Cleanup around your areas before leaving class!
h. No writing or defacing of desktops or classroom walls.
i. No talking or yelling will be allowed during lectures or discussion periods. Raise your hand in order to be recognized by the instructor or discussion leader. Be courteous to others; let them finish speaking before you comment.

j. Logistics is OFF LIMITS to all cadets unless escorted by an instructor.
k. Proper standards of cadet uniform wear, conduct, and appearance will be enforced at ALL TIMES IN ALL CLASSES.

4.2. Reporting Procedures:
Reporting into the classroom

When reporting into the classroom you need to knock once for how many cadets are wanting to enter.

- The Flight Commander or Flight Sergeant of the classroom will say **Granted** or **Denied**.
- If Denied the Flight Commander or Flight Sergeant will state their reason.
- The cadets that want to enter will reattempt their entry and will be **Granted** or **Denied**.
- **ONLY C/Capt and above will be allowed to enter a classroom without reporting.**

Seating: All cadets will be assigned to one of four elements in a flight. Each element will be headed by an element leader whose responsibilities include:

1. Taking and reporting the elements roll.
2. Distributing textbooks, workbooks, and handouts to the element
3. Maintaining order within the element.
4. Knowing something positive about each member of the element
5. Contacting each member of the element regarding uniform wear, class lessons, CIA trips, etc.
6. Teaching element members proper drill procedures and having them ready for flight evaluations.
7. Maintaining good discipline.
8. Keeping track of element members awards earned or qualified for.

b. Roll Taking:

1. Cadets entering the classroom during the class changes will proceed to their assigned seats and stand at **PARADE REST.**
2. Desktops will be free of books or other items.
3. **The element leader/assistant will take roll. Only absent members will be recorded.**
4. Upon the direction of the Flight Commander, the Flight Sergeant will:
   a. Call the flight to attention by saying "FLIGHT TEN-HUT"
   b. Give the command "ELEMENT LEADERS REPORT"
   c. At this time each element leader will report, in turn, as follows: Salute and say, "FIRST ELEMENT ALL PRESENT AND ACCOUNTED FOR SIR/MA'AM.
5. After the Flight Sergeant has received the verbal report from the element leaders, the Flight Sergeant faces the Flight Commander, salutes and says "____ FLIGHT IS ALL PRESENT AND ACCOUNTED FOR SIR/MA'AM." The Flight Sergeant then directs the flight to recite the Cadet Honor Code, Cadet Pledge or AFJROTC Creed.
6. After the honor code, pledge or creed, the Flight Sergeant will have each element place their cell phone in the cell phone holder behind the Flight Commander's desk.

4.3. Dismissal: Toward the end of the period, the instructor will have planned his lesson to finish a few moments before the bell rings. The Flight Commander or Flight Sergeant will ensure all books or

materials used are stored away and each cadet has squared away their areas. When the bell rings the Flight Commander will:

a. Say, "FLIGHT TEN-HUT."
b. Cadets will come to attention.
c. The **Flight Commander/Flight Sergeant** will say, "____ FLIGHT DISMISSED"
d. Cadets will reply "YES SIR/MA'AM" and leave the room.

4.4. Hazing and Harassment:
"HAZING OF CADETS IS NOT CONDONED." No person by virtue of his/her grade or position, shall take undue advantage of nor inflict cruelty on a subordinate including physical attacks or physical discipline/punishment, harassment, indignity, oppression, or deprivation of any right or advantage to which they are entitled. This is the policy, which will be observed by all cadets assigned to this unit. Violations of this provision will result in SASI/ASI or cadet evaluation board action against the involved cadets. (There will be no second chance, if a cadet is caught hazing or holding rank the cadet will be demoted.)

This doesn't prevent cadets of all ranks from respectfully and courteously "reminding" other cadets of their responsibilities as representatives of the corps or from attempting to stop other cadets from activities that are disrespectful to the uniform or give an unfavorable impression of the Pine Forest AFJROTC. Higher-ranking cadets will only exercise their authority in matters directly related to corps activities. If you feel you have been hazed you must immediately report it to the SASI/ASI.

CHAPTER 5
CADET GRADE AND RANK

5. Grade Categories: Cadet Grades are divided into three categories: Officer, Non-commissioned Officer, and Airman.

5.1. Terminology of Grade and Rank: The terms "rank" and "grade" are often misused. The term "grade" refers to position or standing in the unit. For example: Cadet Lieutenant, Cadet Captain. The term "rank" indicates the rank order of the grades, and also means the date you were promoted to your grade.

5.2. Cadet Officer Progression: Officer Grades start with the grade of Cadet Second Lieutenant and progresses upward to Cadet Colonel, the highest grade authorized for this organization.

5.3. Cadet NCO Progression: The non-commissioned officer (NCO) grades start with Cadet Staff Sergeant and progress upward to Chief Master Sergeant, the highest enlisted grade authorized for this organization.

5.4. Cadet Airman Progression: Airman Grades include Cadet Airman Basic, Cadet Airman, Cadet Airman First Class, and Cadet Senior Airman.

5.5. Permanent Grades: All cadets will have a minimum permanent grade commensurate with the number of years of AFJROTC satisfactorily completed. The minimum second semester permanent

grade for the first-year cadet who has passed the first semester is Cadet Airman; for the first semester of the second year, Cadet Airman First Class; and for the first semester of the third year, Cadet Senior Airman. Cadets will receive the next permanent grade the second semester of each year, providing they have made satisfactory progress that year. Cadets may earn a maximum of two permanent grade promotions each year, and these permanent grades carry forward to the next year. The retention of permanent grades in any school year is contingent upon satisfactory performance and behavior as determined by the SASI/ASI.

5.6. Temporary Grades: Cadets may also have a higher temporary grade based upon a specific assigned position. The use of a temporary-permanent grade pattern is intended to serve as an administrative vehicle for rotation of responsibility and to avoid gross imbalances in grade structure.

5.7. Completion of Duty Grade: Cadets serving in a higher temporary grade in a command and staff position will revert to their permanent grade upon completion of these duties, with the exception of graduating seniors. At the discretion of the SASI/ASI, graduating seniors may retain the highest rank to which they have been promoted.

5.8. Active duty vs. Cadet Grade: Normally, cadets will not hold a grade higher than that authorized for their current position, except as authorized in paragraph 5-8. Cadet grades will not be confused with, or used interchangeably with, active duty USAF grades. The word **Cadet** will be part of any written and spoken reference to a specific cadet rank.

5.9. Maximum Grade Authorization: The maximum grade authorization for this unit is Cadet Colonel; established by higher headquarters. Cadet grades and positions will be indicated on the Unit Manning Document (UMD). To be an effective organization, a balance should exist between the top and bottom grades.

CHAPTER 6
CADET APPOINTMENTS, PROMOTIONS, ROTATIONS, EVALUATIONS, OUTSTANDING FLIGHT AND CADET OF THE MONTH

6. Appointments: The following appointment policy will apply to the NC-074 AFJROTC unit.

a. The SASI/ASIs will appoint the Cadet Corps Commander, the Deputy Commander, and the Group Command Chief. The Cadet Commander, Deputy Commander, and Group Command Chief will appoint the remainder of his/her staff, with the approval of the SASI/ASI. Due to the nature of the school's assignment process, the SASI/ASI will select all Flight Staff.
b. The length of time in any grade/position will be determined by the SASI/ASIs.

6.1. Promotions: The subject of promotions holds a great deal of interest for members of the AFJROTC Cadet Corps. The interest is proper and important since the insignia the cadet wears is visible evidence of his/her accomplishments among their fellow cadets, faculty members and students. Promotions in the Pine Forest High School AFJROTC is based on:

a. Academic and military grades, participation level, attitude, behavior, teacher

recommendations and on demonstrated leadership qualities.

b. The number of positions along with the various grades that are authorized under the Unit Manning Document (UMD).

c. Certain rules established by the Air Force JROTC Headquarters, Maxwell AFB, AL. These rules are:

(1). All cadets will have a minimum permanent grade in keeping with the number years of satisfactory completion of AFJROTC training.

(2). Normally all cadet officer positions will be filled by AS-III or AS-IV cadets.

(3). Group level NCO positions may be authorized for outstanding second year cadets.

d. Cadets initially assigned to command staff positions will not be awarded the highest Grade authorized for those positions. This will allow for promotion based upon actual performance in that position.

e. No cadet will hold a higher temporary grade than that authorized for the current position. Exceptions may be made for senior cadets to permit them to hold the highest grade earned regardless of position. These exceptions will be granted on an individual basis, and in the best interest of the Corps.

6.2. Rotations: In order to give every cadet a chance to experience the leadership role of various positions, a system of rotation is used.

a. Rotation may be lateral, or moving to another position with the same grade. The cadet could also be rotated to a lower grade or position so others may have the opportunity to earn and serve in a higher grade.

b. Normally, some rotation of officers and NCOs to and from leadership positions will occur at the discretion of the SASI/ASI with the recommendation of the commanders.

6.3. Evaluations: Experience has shown the subject of promotions is a very sensitive one. In view of this, a system has been developed to evaluate all eligible cadets in an objective manner. The purpose is to evaluate the "Whole Cadet" and his/her performance in the Corps in a fair, objective, and impartial manner. The following categories of activity and participation are used to evaluate all cadets for promotion and appointments.

a. Service: Cleaning the AFJROTC classrooms, classroom display, working on a special project, service to the community and school, etc.

b. Scholarship: Grades, special talk or presentation to a class or research project conducted for classroom benefit.

c. Appearance: Wearing the uniform properly when required; unusually neat uniform, haircut, shoes shined, etc.

d. Creativity**:** Development of an idea, club or extra-curricular activity beneficial to the Corps image, building a model to illustrate or highlight some project or subject being covered in class, etc.

e. Unit Support: Participation in parades, drill teams, flag raising ceremony, and other unit or cadet activities.

f. Co-curricular: Leadership, planning and participation is such activities as the unit newspaper, fund raising projects, community projects, field trips, etc.

g. Leadership: Ability to lead, guide, and direct the effort of other cadets in attaining

specific goals or objectives.

h. ADR: Cadets will be graded on **A**ttitude, **D**iscipline and **R**espect. Each time a Flight Commander, Flight Sergeant, Element Leader or instructor addresses an infraction committed, you will be docked points accordingly. Points docked will depend on severity of the infraction. School dress code violations will be 10 points.

Attitude can vary. For instance, talking during a lesson could be 5 points. Whereas, talking back to the flight commander, flight sergeant, element leaders or instructor will be a 10-point infraction, 5 for respect and 5 for attitude. Tardiness will be a 5-point infraction as well.

6.4. Promotion Board: This board will be used to recommend cadets for temporary promotion based on outstanding leadership, contributions to the corps, academic grades, inspections, Attitude Discipline & Respect (ADR), military bearing, and general military knowledge to include current events that influence national policy and military posture. All members will have an equal vote. The promotion board will consist of:

Group Commander	President of the Board
Deputy Commander	Vice-President of the Board
Corps Command Chief	Member
Mission Support Commander	Member
Operations Commander	Member
Flight Commanders	Non-voting members

6.4.1. Procedures: The board will convene upon the direction of the SASI/ASI. The Cadet Group Commander, as President of the board, will be responsible for developing promotional plans and policies to include, but not limited to areas of evaluation, evaluation criteria, cadets called before the board, promotion folders, and point system for promotion, promotion announcements, and job/position recommendations to the SASI/ASI. In like manner, the board will be convened to recommend to the SASI/ASI, demotion of those cadets who are not performing their assigned duties. The promotion board will use a point summary system along with a performance evaluation of the cadet in and out of JROTC. No more than 5 cadets can be promoted via this board per semester.

Cadets can earn a maximum of **135 total points** through the promotion board evaluation system. A minimum of 120 points is required to be considered eligible for promotion.

Note: Meeting eligibility requirements **does not guarantee promotion**, as final decisions are based on overall performance, competitiveness, and board discretion

Evaluation form:

Cadet Information

Name:_____

Rank:_____

Flight:_____

Date:_____

Scoring Section:

1. Time in Grade (Max 10:)

Points Earned:_____

2. Academic Grade (Max: 15)
(A=15, B=10, C=5)

Points Earned:_____

3. Inspection Grade (Max: 20)
(95-100 = 20, 85-90 = 15, 80-85=10 80-0 = 0)

Points Earned:_____

4. Other Subject Grades (Max: 12)

(A=4, B=3, C=2, D-F= 0)

Points Earned:_____

5. Cadet Corps Activities

Color Guard:	2X
Drill Team Practice:	1X
Drill Team Competition:	3X
Sabre Team:	2X
Drone Team:	1X
Kitty Hawk:	1X
Raider Team:	1X
Military Ball Committee:	1X
Parking Lot Detail:	2X

Points earned:_____

6. ADR Grade (Max: 20)
(90-100 = 20, 80-89 = 12, 60-79 = 4)

Points Earned:_____

7. Flight commander recommendation (Max: 10)
(Performance inside the flight, discipline, leadership relative to flight position)

Total Score (Max: 135)

Total Points Earned:_____

Eligibility:
(Check one)

- Eligible: 130 Points
- Not eligible

Board Member Comments:

_____

_____

_____

Board Member Signature:

Signature:_____

Rank/Position:_____

6.5. Outstanding Flight: Each semester (Fall/Spring) the SASI/ASI will select one flight to be named Outstanding Flight of the Semester. Scoring will be made based on the following requirements: **Academics:** The flight's grade average will be calculated using the end of semester JROTC grades for each flight. Additional points can be earned for each cadet that has at least a "B/3.0" higher in non-JROTC classes, up to (3) points per cadet. **Physical fitness:** There will be one official fitness assessment at the beginning of the Fall semester and one unofficial fitness assessment at the end of the semester to determine the flight with the highest fitness assessment average. Only one assessment will be given in the Spring. Additional points may be earned through flight fitness competitions. **Community Service.** Will be calculated through volunteer hours for JROTC sponsored events and non-sponsored JROTC events. The flight that accumulates the most points across all (3) categories will be named Outstanding Flight. The flight that earns the distinction will receive the Outstanding Flight Ribbon.

6.6. Cadet of the Month: Each month Flight Commanders and AS400s will select one cadet from each flight to compete for Cadet of the Month. Cadets should be nominated based on their positive **A**ttitude,

Discipline, and **R**espect (ADR), are responsible and self-disciplined. The nominated cadets will be graded on uniform dress and appearance, board reporting in/out procedures, and scripted questions based on their AS level. Scoring will be made based on the following requirements: **Uniform Inspection/Dress and Appearance:** The uniform inspection grade will be used for this portion of the board. See the uniform inspection checklist and AFJROTC Operational Supplement, Chapter 7, Uniform and Awards, dated 1 Aug 2023 for specific details. **Board Reporting In/Out Procedures:** Cadets will be graded on how they enter the board room, report in and report out. **Scripted Board Questions:** Each AS level will be asked 10 to 15 scripted board questions and graded on correctness and confidence in delivery. The cadet who accumulates the most points across all (3) categories will be named Cadet of the Month. The cadet(s) who earn Cadet of the Month will receive a certificate and be recognized on the Cadet of the Month photo board.

CHAPTER 7
JOB DESCRIPTIONS

As in the Air Force, responsibilities and duties increase as a member progresses in rank. Each cadet is expected to be capable of assuming the responsibilities and duties of the position to which promoted or appointed. The following job descriptions define only the major elements of each of the leadership positions contained in the Unit Manning Document. A brief description of the duties for each leadership position follows:

7. Group Commander (Grp/CC) is responsible for:
The responsibilities of this job merit the rank of c/Col
a. Command and control of the group by effectively managing the cadet staff.
b. The appearance, discipline, efficiency, training, well-being and conduct of the cadet group.
c. Ensuring all members of the corps have the opportunity to develop leadership commensurate with their individual abilities.
d. Identifying and establishing goals to be attained by his/her staff, subordinate commanders and members of the corps directed toward the AFJROTC mission.
e. Inspecting each staff function and scheduled activity and presenting findings at staff meetings.
f. Convening cadet personnel boards as required.
g. Administering Cadet Corps activities according to Air Force principle and procedures.
h. Conducting staff meetings.
i. Any other duties assigned by the SASI/ASI.

7.1. Deputy Group Commander (Grp/CV) is responsible for:
The responsibilities of this job merit the rank of c/Lt Col
a. Assuming command of the corps in the absence of the Group Commander.
b. Assisting the Corps Commander as directed.
c. Coordinating and managing the Group Staff.
d. Presiding as one of the senior members of the cadet promotion/evaluation boards.
e. Establishing committees by assigning appropriate cadets, outlining committee duties, establishing committee target dates and monitoring committee progress at regular intervals.
f. Keeping the Group Commander informed of all activities related to this position.

7.2. Group Command Chief (GP/CCF):

The responsibilities of this job merit the rank of c/CMSgt

a. Coordinating all activities with the Group Staff to ensure all suspense's and deadlines are met.
b. Facilitating all boards are properly coordinated and executed.
c. Identifying and resolving any conflicts in JROTC.
d. Coordinating BDI/COM events.
e. Advising cadets on how to prepare for boards.
f. Enforcing the integrity of the merit/demerit system.
g. Reporting unsolvable demerit appeals to ASI(s).
h. Tracking ADR by assessing ADR, investigating the validity of all requests and informing the commander when a disciplinary board is required.
i. Tracking and accounting for all ADR with the assistance of flight commanders.
j. Preparing and managing the promotion tests for accuracy and overseeing cadet rank promotions.
k. Informing the ASI(s), the Group Commander, and the Group Staff (Senior Staff) of all activities on status during each weekly meeting.
l. Performing other duties, the ASI(s) or the Group Commander may assign.

7.3. Cadet Operations Commander (Ops/CC) is responsible for:

The responsibilities of this job merit the rank of c/Major

a. Planning and organizing all Group activities, such as Group formations, parades, taking attendance for group functions, etc.
b. Planning, coordinating, and scheduling extra-curricular activities with other school organizations and other schools' JROTCs.
c. Planning and coordinating personnel functions to include in/out processing of new people.
d. Assisting the ASI(s) in planning, coordinating, and scheduling base visitation, field trips and similar activities.
e. Ensuring that all activity requests, field trip requests, parental consent forms, and bus requests are properly completed, coordinated, completed, and distributed.
f. Checking with the administrative clerks in the performance of their duties regarding permissions slips.
g. Conducting the proper transfer of communication throughout their squadron.
h. Informing the ASI(s), the Group Commander, and the Group Staff (Senior Staff) of all activities on status during each weekly meeting.
i. Performing other duties the ASI(s), the Group Commander, or the Vice Commander may assign.

7.4. Cadet Mission Support Commander (MSS/CC):

The responsibilities of this job merit the rank of c/Major

a. Planning and organizing all mission support activities.
b. Planning and coordinating information management functions to ensure functions are being accomplished.
c. Ensuring communications within the Unit, posting the Plan of the Week no later than Thursday evening of the preceding week.
d. Coordinating and ensuring JROTC activities are appropriately entered on the Associated Student Body activities calendar.
e. Confirming the proper input of data into the Cadet Information Management System (WINGS) is up to date by periodic inspection with the Logistics Commander and Awards Officer.
f. Planning and coordinating on all financial matters and fund-raisers with the Comptroller.

g. Planning and coordinating events to recruit new cadets into the AFJROTC program with the Recruiting Team.
h. Conducting the proper transfer of communication throughout their squadron.
i. Informing the ASI(s), the Group Commander, and the Group Staff (Senior Staff) of all activities on status during each weekly meeting.
j. Performing other duties the ASI(s), the Group Commander, or the Vice Commander may assign.

7.5. Cadet Logistics Commander (LG/CC) is responsible for:
The responsibilities of this job merit the rank of c/Major
a. Assisting the ASI in maintaining supply records IAW AFROTC directives and instructions.
b. Assisting the ASI in the maintenance, repair, and cleaning of AFJROTC uniforms.
c. Assisting the ASI in maintaining an inventory of on-line supplies for the group.
d. Providing guidance to the cadet staff on proper supply discipline

7.6. Cadet Plans & Projects Commander (XP/CC) is responsible for:
a. Ensuring that activities are being organized and carried out to their fullest extent
b. Posting upcoming events
c. Keeping both chalkboards updated with announcements
d. Developing and posting contingency plans for all operations of the group
e. Conduct meetings with all project officers
f. Working with the Ops CC/ASIs on all off-campus trips
g. Generating ideas planning the corps' involvement community activities
h. Attend as many activities as possible
i. Perform other duties as assigned by the Group Commander or instructors

7.7. Cadet Public Affairs Officer is responsible for:
a. Insuring articles are submitted to local media to publicize cadet and group activities.
b. Submitting news articles to the school and local newspaper concerning cadet activities.
c. Posting announcements about the history behind JROTC and the military. The upcoming history of months, (black history month, women's history month, etc.).
d. Assisting in graphic support, as well as going along with cadet activities, posting them on social media/online, updating the continuity binders, and newsletter of what happened around the school.
e. Maintaining the bulletin boards, and posting current and correct group correspondence, leadership training and special function notices.

7.8. Cadet Personnel Commander is responsible for:
a. Maintain and secure personnel records on each cadet. Keep WINGS current!
b. Maintain, publish, and distribute organization chart and unit manning document
c. Develop recruiting plans and middle school presentation teams.
b. Oversee/prepare, coordinate, publish, and ensure all cadet special orders are filed.
c. Maintain flight cadet of the month board
d. Serve as recorder and advisor to Cadet Action Board
e. Publish a cadet directory
f. Perform other duties as assigned by the Group CC, SASI/ASIs.
g. Draft promotion/demotions and decoration orders then upload them in WINGs.

7.9. Cadet Kitty Hawk (Academics) Commander (KH/CC):
The responsibilities of this job merit the rank of c/Capt (May be filled by staff member)
a. Selecting their NCO to be trained and to take responsibility when the officer is absent.
b. Overseeing the membership and conduct of participating cadets as tutors and volunteers for various events.
c. Planning and coordinating various volunteer events such as St. Vincent de Paul and elementary school holiday carnivals.
d. Planning and coordinating school service projects such as campus clean-up.
e. Monitoring the GPA's of the cadet corps' cadets, recommending tutoring for those with a GPA below a 2.0.
f. Informing the squadron leader of all activities on status during each weekly meeting.
g. Performing other duties the ASI(s), the Group Commander, the Vice Commander, or the Plans and Programs Officer may assign.

7.10. Cadet Squadron Commanders (SQ/CC) are responsible for:
a. Overseeing and giving direction to the flight commanders.
b. Relaying information from the group staff to the flight commanders.
c. Acting as liaison between the group staff and flight commanders.
d. Assisting the Group Commander in the inspection of the corps.

7.11. Cadet Flight Commanders (FLT/CC) are responsible for:
a. Command of the flight in the classroom, on the drill pad and in formation.
b. Appearance, efficiency, training, and discipline of the flight members.
c. Write cadet evaluations and make recommendations for promotion.
d. Keeping the cadet's personnel records within their flight current.
e. Informing staff with written reports of flight members.
f. Provide drill and ceremonies training to flight cadets.
g. Prepares the flight for academic work or drill activities.
h. Ensuring **cadets receive and are properly recognized for awards earned.**
i. Ensure compliance with classroom rules and procedures.
j. Recommend improvements to flight conduct and operations to Squadron Commanders.
k. Inspect flight members during uniform and personal appearance inspections.

7.12. Flight Sergeant (FLT/SGT) is responsible for:
a. Performing all duties normally performed by the Flight Commander in his/her absence.
b. Taking the flight roll prior to class opening.
c. Preparing the flight for inspections.
d. Assisting the Flight Commander with discipline problems (document actions).
e. Assisting the Flight Commander with the maintenance cadet personnel records.

7.13. Flight Guide is responsible for:
a. Properly displaying the guidon whenever the flight is in formation.
b. Acting as the focal point for members of the flight to form on, while in formation.
c. Leading the direction of march for the flight.

7.14. Element Leader is responsible for:

a. Assisting the Flight Commander, and Flight Sergeant as directed.
b. Becoming acquainted and learning the names of all element members.
c. Maintaining order within the element in the classroom and drill pad.
d. Verbally reporting absences to the Flight Sergeant.
e. Personal appearance of their element when in uniform.
f. Assuming duties of flight guide in their absence
g. Supervising element members
h. Ensuring members are awarded and properly recognized for achievements
i. Maintaining cleanliness of area occupied by element in class
j. Training element members and having them ready for drill competitions

7.15. Assistant Element Leaders is responsible for:
a. Assuming the duties of the element leader in his/her absence.
b. Assisting the element leader in training the element during drill and ceremonies.

7.16. Cadet Athletics Officer is responsible for:
a. Operating the cadet physical fitness program.
b. Posting current health awareness information on the athletic bulletin board.
c. Establishing goals for the cadet athletic program.
d. Establishing a cadet physical fitness testing program and uploading results in WINGS.

7.17. Cadet Drill Team/Color Guard Commander is responsible for:
a. Working closely with the SASI/ASI, Group Commander, Deputy of Operations on all matters involving drill team activities, color guard, and drill team.
b. Establishing objectives, rules, and procedures for drill.
c. Selecting drill team and color guard members.
d. Developing routines in military and exhibition drill.
e. Selecting a cadet who will be responsible for all drill team and color guard equipment.
f. Keeping accurate attendance records of all drill and color guard activities.
g. Assisting in the planning and coordination for all parades and ceremonies ensuring all events are uploaded in WINGS.
h. Providing instruction and supervision for all retreat and flag raising ceremonies
i. The marking and cleaning of the drill pad.
j. Manage and maintain the ADR Filing system as directed by the Group Commander.

7.18. Cadet Robotics/Drone Team Commander is responsible for:
a. Supporting the objectives of the Robotic Program for AFJROTC cadets.
b. Assisting the SASI/ASI in developing and updating the cadet robotic plan.
c. Recommending to the SASI/ASI cadet personnel to assist in conducting the program.
d. Developing and scheduling meetings and training sessions.
e. Developing a roster of cadets in the club and maintaining accurate attendance records.
f. Ensuring club cadets complete all operational requirements prior to issuing the badge.

7.19. Cadet Unmanned Aerial System (UAS) Team Chief is responsible for:
a. Maintain, inspect, and manage NC-074s UAS inventory.
b. Assist SASI/ASI in developing and updating the cadet UAS program.

c. Plan, execute and perform post-mission analysis.

7.20. Cadet Chaplain is responsible for:
a. Delivering the invocation for all military functions deemed necessary by the SASI/ASI.
b. Counseling cadets in personal, academic, AFJROTC, and leadership problems.
c. Establishing goals in the corps to maintain the morale, ethics and discipline of cadets.
d. Leading the cadets in prayer prior to departure on any field trip.

7.21. Cadet Raiders Team Commander is responsible for:
a. Leading and supervising all Raiders team training, practices, and competitions.
b. Developing and maintaining a structured physical training plan to improve team performance and endurance.
c. Establishing performance goals and standards for the Raiders team.
d. Ensuring all team members are prepared, motivated, and informed prior to competitions.
e. Maintaining accountability of team members, equipment, and training attendance.
f. Coordinating with instructors to schedule practices, events and competitions.

7.22. Cadet Inspector General is responsible for:
a. Ensuring all flights are operating in accordance with unit standards across all six flights.
b. Monitoring staff performance to ensure all members are acting professionally and fulfilling their duties properly.
c. Maintaining order, discipline, and standardization throughout the unit.
d. Serving as the primary point of contact for the unit evaluation and inspections.
e. Identifying discrepancies or issues within the unit and reporting them to leadership with recommendations for improvement.
f. Assist the SASi/ASI, Group Commander, and Deputy Group Commander when needed.
g. Maintains and reviews the tip box, ensuring that constructive feedback made by cadets is reviewed and addressed consistently.

CHAPTER 8

UNIFORM AND INSIGNIA

8. Basic Concept: The Air Force Junior ROTC cadet uniform is, with certain exceptions, the same as that worn by active duty personnel. This uniform is the distinctive dress of a proud and honorable profession. Each cadet must be aware of his/her responsibility for maintaining his/her uniform in good order and wearing it correctly, with pride.

8.1. Uniform Issue, Turn-in, and Accountability:
a. Each cadet will be issued one complete uniform with accessories and insignia.
b. All uniform items must be turned in at the end of the school year or whenever a cadet leaves the corps. Uniforms must be dry cleaned prior to turn in. Lost items **must be paid for promptly**. School report cards, final grades, and/or diplomas will not be issued until accounts are settled.
c. Each uniform item issued will be listed on the individual clothing account record and each cadet and guardian will sign for only those items issued.
d. Each cadet will be assessed a $50.00 Activity Fee at the start of the school year.

8.2. Proper wear of the Uniform: The uniform will be worn one day each week unless otherwise specified by the SASI/ASI. The specific uniform day will be announced by the SASI/ASI at the beginning of the school year. Deviations from this day will be made only by the SASI/ASI. Wearing the uniform on uniform day is REQUIRED of all cadets. Those cadets in the band, cheerleading or on a sports team should discuss their situation with their Flight Commander and then with their instructor regarding conflicts. In the event a cadet is absent from school on uniform day, for any reason, he/she will be required to "make up" that day. Make up day will be the next day that the cadet returns to school. If a cadet is absent for the remainder of the school week, they may complete a one page paper on the importance of the uniform in lieu of receiving a zero for that week's uniform grade.
Failure to meet this requirement will result in the cadet being given a zero for that uniform day. **Failure to wear the uniform three times in one semester will result in a cadet being expelled from the corps permanently. THERE ARE NO EXCEPTIONS.** Stating that, "your uniform is in the cleaners" is no excuse. **Plan ahead!**

a. Headgear:
(1) Male:
(a). The flight cap is worn slightly to the right with the vertical crease of the cap at the center of the forehead, in a straight line with the nose at a point between 1 and 1/2 inches above the eyebrows. The crown is not crushed. It is not to be placed under epaulets of the uniform jacket or shirt.
(b). Always wear your cap outdoors. The only exception to this rule is when bowed in prayer. When not being worn: tuck the flight cap under your belt to the left of the buckle. It must not protrude above the belt.
(c). Wearing headgear while riding or operating privately owned vehicles or school buses is optional. Head gear will be worn immediately upon exiting the vehicle.

(2) Female:
(a). The flight cap is the only type of hat which will be worn by female cadets. It is worn slightly to the wearer's right with the vertical crease of the cap at the center of the forehead in a straight line with the nose and approximately 1 to 1/2 inches above the eyebrows.
(b). Follow (a) and (b) rules mentioned above for males.

(b). Summer Uniform:
(1) Male: Uniform will consist of a short sleeve shirt and blue pants. All accessories normally found on the winter jacket will be affixed to the short sleeve shirt. The summer shirt is worn with an open collar, unless the tie is specified to be worn. The shirt tail is pulled down into the trouser and tucked at the sides to make it nearly form fitting. The only creases on the shirt are on the sleeves.
(2) Female: Uniform will consist of the short sleeve over blouse and the blue slacks/skirt. The over blouse is to be tucked in at all times, the only exception is the over blouse with the rounded collar. This blouse is designed for outerwear. The over blouse should fit so that when the arms are raised the blouse still fits snugly in the slacks or skirt. The dark blue-collar tab will be worn at all times.

c. Winter Uniform:
(1) Male: Uniform will consist of the blue service dress jacket, short sleeve shirt, necktie and blue trousers. All accessories will be affixed to the outer garment and/or shirt only.
(2) Female: Uniform will consist of the blue service dress jacket, short sleeve over blouse and slacks/skirt. All accessories will be affixed to the outer garment and/or shirt only.

d. Raincoat/Overcoat:
The raincoat/overcoat will be issued to cadets on an as needed basis. Only officer's grade insignia are worn on the raincoat/overcoat. When worn, it will be buttoned up completely with only the top button opened.

e. Gloves:
Only black gloves may be worn with the service dress uniform. Black or dark blue gloves may be worn with the physical training gear. Gloves will never be worn with short sleeve uniforms.
f. Belt:
The belt is threaded through all the loops to your left for males and through the right females. When buckled, only the metal tab on the tip of the belt should show.
g. Shoes:
Cadets will wear the issued oxford-style low quarter black leather shoe. Shoes will be shined.

h. Socks:
All cadets will wear issued black dress socks with the low quarter oxford-style low quarter shoe.

i. AFJROTC and/or Corps Shoulder Patches:
The patches will be worn on all outer garments except the raincoat/overcoat. The AFJROTC patch will be worn on the left shoulder and the Corps patch on the right shoulder. Both patches will be centered on the sleeve and 1/2 inch down from the shoulder seam.

8.2.1. Cadets are expected to dress out for PT on the assigned days (Friday), in the required uniform. Required uniforms for PT are: Athletic shoes and socks, and the issued AFJROTC T-shirt and shorts. No other combination of clothing will be allowed. Failure to wear the proper PT clothing will result in a 20-point deduction from their weekly dress out grade. The PT uniform MUST be kept clean at all times; we encourage cadets to take their PT uniform home to be washed and not left in the lockers or classroom. They must learn to take pride in their uniform. Failure to keep it clean results in a 10-point deduction. Sweat shirts or warm undergarments may be allowed on cold days and can be worn under the Air Force PT shirt and aforementioned shorts. No other logo style sweatshirts will be allowed. Cadets who fail to dress out properly for PT will receive a "0" for the day. Continued failure to dress out for PT (4 times per semester) may result in removal from the AFJROTC program at the end of the semester.

8.3. Unauthorized Wear of the Uniform:
a. Cadets will not wear the uniform while participating in a student demonstration either as a participant or in the capacity of police or guards.
b. The service dress uniform will not be worn while hitchhiking, performing hard labor, and participating in active sports, this includes PT.
c. Only issued uniform items are to be worn. Never mix one uniform with another. **Civilian jackets, coats and other civilian garments are not to be worn with the Air Force uniform.** Neither the Air Force parka or flight jacket is authorized for wear with the AFJROTC uniform.
d. **No part of the uniform will be worn while participating in physical education.** This also applies to those who compete in the intramural program at Pine Forest High School.

e. **There will be no changing out of the uniform at any time for any reason unless given permission by the SASI/ASI.**

8.4. Corps Uniform Standards:
a. The outside pockets of the service dress coat are for decoration only.
b. Keep your hands out of your pants/slack pockets while walking. Hands are permitted to be in your pockets while standing still. **If your hands are cold, wear gloves.**
c. Check your "gig line" frequently during the day.
d. Trim loose strings.
e. Avoid carrying bulky items in pants or inside coat pockets. Pens, pencils, combs and the like must not protrude from the pockets.
f. Pencils are not to be carried in the ears or hair.
g. Keep your shirt tucked in.
h. Have a high gloss shine on your shoes.
I. Never place anything under the epaulets.
j. Wrist watches, one bracelet and no more than three rings are the only authorized jewelry items to be worn when in uniform. Wristwatches must be modest in style and may not be flashy, neon, or excessively decorative.
k. The name tag is always worn with the shirt/blouse and will be centered over the right chest pocket parallel with the top seam. Females will be worn on the right side also. It will be placed 2 inches down from the tip of the tab or 2 inches up from the top button of the shirt. Keep all buttons secure, check them frequently. Replace missing buttons.
l. If the lightweight blue jacket is worn it must be zipped to at least halfway with the zipper tucked in.
m. Cadets will wear a clean white "V" neck or plain white tee shirt under the short sleeve shirt.

8.5. Proper Care of the Uniform: It is your responsibility to keep the uniform neat throughout the school year. The **only** item to be washed are your shirts. **(PLEASE WASH THEM!!!)** The following items must be **dry cleaned:** jackets, trousers, neckties, berets, and caps.
a. Shirts should be washed after each wear. Light starch will hold the shirt neat all day.
b. Alterations and repairs should be done at home or by a professional. All alterations to the uniform must conform to Air Force Regulations and Instructions.
c. Do not shine buttons or insignia. Shining will remove the protective coating.
d. Do not leave uniform items in unlocked lockers or in other unguarded areas. If they are stolen **you are still responsible** for paying to replace the item.
e. Do not lend any part of your uniform to anyone else, or have another person turn in your uniform items. **You are responsible for lost items.**
Shirts/blouses will be washed (use spray & wash on collars) after wearing each time.

Damaged or lost uniform items: Cadets are financially responsible for all uniform items issued. JROTC uniforms are US Government Property. Lost or damaged items must be replaced by purchasing a replacement item. The exact cost will be given to the cadet and a replacement item issued upon payment. Failure to turn-in a uniform at the end of the semester or disenrollment from JROTC will result in the following actions:
a. A fine placed with the school bookkeeper for the cost of the uniform items

b. A letter sent to the parents requesting immediate return of US Government property and a copy given to the school resource officer for assistance from the police department in recovering the property

8.6. Standard Insignia and Badges: Wear only authorized insignia and badge items. Place and wear it properly. Any additional distinctive items that identify color guard, drill team, extra-curricular activities and groups will be authorized only by the SASI/ASI. All insignias and badges will be placed on the uniform per attachments and Chapter 13 of this handbook and Chapter 7, Ops Supplement.

8.7. Ribbons and Medals:
a. Cadets may wear ribbons as listed in Chapter 13 denoting authorized awards.
b. Only cadets who were previously enrolled in a sister service JROTC program may wear the badges or pins earned on their AFJROTC uniform in the location specified by the sister service. In a conflict, the AFJROTC badge location will always take precedence over the sister service badge/pin. Cadets in the Civil Air Patrol program are authorized to wear up to four approved CAP ribbons on the uniform.
c. When ribbons are awarded, consult the ribbon chart posted in the classroom for proper display order.
d. Any items missing from your uniform: patches, buttons, grade, can be replaced after the inspection is complete or on any other day. You have ample time to collect what is missing and put it on your uniform prior to the next uniform day. **Missing items will not be issued on uniform day.**

8.8. Shoulder Cords: Cadets are authorized to wear one shoulder cord on the left shoulder. Wear the shoulder cord only on the short or long sleeve blue shirt and service dress coat. Colors to denote different honors may be used.

CHAPTER 9
GROOMING AND APPEARANCE STANDARDS

9. Personal Grooming Standards:
This section outlines personal grooming while wearing any Air Force uniform or civilian clothing in an official capacity. Although Airmen have the right, within established limits, to express their individuality through their appearance, the Air Force has defined what is and what is not an acceptable, professional military image for Airmen. Except for minor variations based on gender differences, all Air Force personnel must comply with the same personal grooming standards in accordance with the current AFJROTC Operational Supplement, Chapter 7.

9.1. Male Grooming Standards:
a. Beards: Beards are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons is governed by DAFI 36-2903. When authorized for medical reasons, members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving waiver may shave or trim their facial hair to present a neat, clean, professional image.
b. Mustaches: Male Cadets may have mustaches; however, they will be well-groomed (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.
c. 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.

d. Overall Hair Standard: Hair must be clean, well-groomed and neat. Hair must not contain an excessive amount of grooming aids. Hair must not touch the when groomed nor protrude below the front band of properly worn headgear.
e. Hair Styles: Hair must have a tapered appearance on both sides and in the back, with or without headgear. A tapered appearance is one that, when viewed from any angle, outlines the individuals' hair so that it conforms to the shape of the head curving inward to the termination point. The thickness or mass of the hair must not exceed 1/4 inch at the termination point. A block cut is permitted as long as a tapered appearance is kept. Hair must not be worn in a fad or extreme style or in such a way as to exceed the length or bulk standards. **If dyed, hair must look natural.** Hair must not touch the ears and only closely cut or shaved hair on the back of the neck may touch the collar. Hair must not exceed 1 1/4 inches in bulk, regardless of length. Hair must not contain any visible foreign items attached to it. **No earrings, nose rings, belly or tongue rings will be accepted in blues uniform/pt uniform while in the JROTC classrooms, drill area, or physical training area.**

9.2. Female Grooming Standards:
a. Cosmetics: Cosmetics must be modest and in good taste.
b. Overall Hair Standard: Will be clean, well-groomed, present a professional appearance, and allow proper wear of headgear. If dyed, tints, bleaches, and frostings must result in natural hair colors. **Examples of natural hair colors are brown, blonde, brunette, natural red or black**. Hair must not contain an excessive amount of grooming aids. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes.
c. Hair Styles:

(1) Hair must present a professional appearance and be in accordance with grooming standards.
(2) Hair must not be worn in a fad or extreme style or in such a way as to exceed the length or bulk standards.
(3) Hair must not exceed 4 inches in bulk, regardless of length or prevent proper wear of headgear.
(4) Hair must not extend in length so as to touch the collar at the back of the neck.
(5) Hair must not contain any hair ornamentation such as ribbons or jeweled pins.
(6) Plain and modest pins, combs, and barrettes, headbands, (black, navy, or the person's hair color) may be worn to keep the hair in place or above the back collar.
(7) Braids, when worn by female cadets, will not touch the collar when the uniform is worn. They must be of all one natural color and must meet bulk standards and be able to be placed entirely under the female cap.

d. Wigs and Hairpieces: Wigs and hairpieces must conform to the same standards required for natural hair. They must be of good quality and fit properly. They also must not exceed the limits stated for natural hair. A medical waiver must be on file in the AFJROTC office before wigs and hairpieces may be worn.

e. Fingernails: Male cadets are **not** authorized to wear nail polish. If worn by females, nail polish must be either French Manicure, American Manicure, or clear. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well-groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

f. Wear of earrings is allowed, but must comply with the active duty standard. No "hoop" earrings. Nose, tongue, or facial rings will not be worn in uniform.

9.3. Cosmetics. Male Airmen are not authorized to wear cosmetics. Female Airmen may wear cosmetics; however, if worn, they will be modest (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Eyelash extensions are **not authorized** unless approved through a medical waiver. If authorized, they must be natural in appearance and must not exceed 12 mm in length.

Female Airmen will not wear shades of lipstick that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. Cosmetics will not be worn during field conditions.

9.4. Body Piercing/Ornamentation:

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

9.4.2. In civilian attire on official duty on or off a military installation: With the exception of earrings for women, all members are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to and/or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through clothing).

9.5. Dental ornamentation: Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited. Waivers are not required for Air Force members or recruits with permanent yellow gold, white gold or platinum caps that were applied as a result of dental/medical necessity.

9.6. There are situations where the commander can restrict the wear of non-visible body ornaments. Those situations would include anybody ornamentation that interferes with the performance of the member's military duties. "The following factors (not all inclusive) are considered when making a determination to restrict the wear of non-visible body ornaments: whether it impairs the safe and effective operation of weapons, military equipment or machinery; does it pose a health or safety hazard to the wearer or others; or does it interfere with the proper wear of special or protective clothing or equipment such as helmets, flak jackets, flight duty uniforms, camouflage uniforms, gas masks, wet suits and crash rescue equipment.

CHAPTER 10
INDIVIDUAL INSPECTIONS

10. Basic Concept: An individual inspection, on a weekly basis, will be conducted on the prescribed uniform day in order to ensure that proper standards of uniform and personal grooming standards are being met. All inspections will be graded.

10.1 Inspection Procedures:

a. Conducted by Staff personnel, flight commander/flight sergeant, SASI/ASI, or visiting guests.

b. Conducted on the drill area, weather permitting, otherwise inspection will be held in other locations in the building.

c. Normal, open ranks will apply.

d. Flight Commanders will assist the inspecting officer, if they are not the inspector.
e. Those items listed on the inspection sheet will apply.
f. Maximum points will be assessed per inspection item.
g. Repeat violations will be doubled during the next inspection.

9.2 Missed Inspection Procedure:
a. Failure to wear a uniform and make up a uniform day (due to absence) will result in the cadet being assessed a failing grade for that week.
b. If an inspection is missed because of an excused absence from school, the cadet must make up for that inspection by wearing the uniform the first day he/she returns to school. If the cadet does not return before the week ends, he/she will write a one page paper on "Military Dress and Appearance". It is then the cadet's responsibility to get inspected by the Flight Commander, the Squadron Commander or SASI/ASI. Exceptions, if any, will be considered on an individual basis by the Corps Commander or SASI/ASI.

Attachment 1: UNIFORM INSPECTION PROCEDURES

(Flight Commander Procedures)

- **"Fall in": On Element Leaders**
- **"Right Face"**
- **"With the exception of the Element Leaders, if you are taller than the cadet in front of you tap them on the right shoulder and move forward"**
- **"Right Face"**
- **"With no exceptions if you are taller than the cadet in front of you tap them on the right shoulder and move forward"**
- **"Left Face"**
- **"Count Off"**
- **"Left Face"**
- **"Open Ranks March"**
- *Flight will automatically dress right dress*
- *Check that Element lines are straight*
- **"Ready Front"**
- *Report to Flight Commander –*
- **"Sir/Ma'am, Flight is ready for Inspection."**
- **"Call 2nd, 3rd, 4th Elements Parade Rest"**
- **Inspect the Flight**
  - **Element Leaders will call "Attention" and "Parade Rest"**
- **"Flight Attention"**
- **"Close Ranks March"**
- **"Parade Rest"**
- **"At Ease"**
  - *Discuss Inspection Results*
- **"Dismissed"**

CHAPTER 11

SALUTING

10. General: The salute, in its various forms, is considered a military greeting the world over. In the U.S. Armed Forces, it is considered a symbol of respect. Military personnel regard the salute as a courteous and respectful greeting between members and are one of the oldest traditions binding military people together. In AFJROTC, each member of the cadet corps is expected to observe military customs and courtesies.

10.1 Rules: It is important that you learn the following saluting rules:
a. Cadets in uniform will salute Cadet Officers of higher grades, Officers of the United States Armed Forces, SASI/ASI if they are officers.
b. When a cadet in uniform sees the American Flag being raised on any flag pole, he/she will assume the position of attention, render the hand salute, and hold it until the flag reaches the top of the flagpole. When the flag is being lowered, the salute will be held until the flag reaches the hands of the individual lowering the flag.
c. When a cadet is late for group, squadron, or flight formation he/she will approach the person in charge when the formation is at a halt. He/she will salute, and request permission to fall in.
d. Cadet officers and cadet non-commissioned officers will correct saluting violations in a helpful manner on the spot. A cadet should not be placed in a degrading or embarrassing situation by public reprimand for failure to salute. Be civil and use common sense at all times. All cadets are expected to accept these corrections without resentment.
e. Cases of disrespect, insolence, insubordination, or refusal to comply with corrective instruction will be reported immediately to the SASI/ASI.
f. Do not salute while running. Come to a walk and salute when six paces from the person being saluted.

10.2 Saluting Areas: The mandatory saluting areas at Pine Forest High School are as follows:
a. Outside:
(1) When approaching a cadet officer, SASI/ASI, or uniformed officers of any service.
(2) During formation on the drill field/JROTC area.
b. Inside:
(1) When reporting to Instructors/Flight Commander
(2) When reporting late to class.
(3) When reporting to the President of the Cadet Evaluation Board.
(4) When being recognized at awards ceremonies.
(5) When reporting class attendance.

CHAPTER 12
AWARDS AND DECORATIONS

11. General: The AFJROTC Awards and Decorations Program is designed to foster morale, incentive, esprit-de-corps, and especially to recognize achievements of individual cadets. There are several categories of awards with accompanying medals, ribbons, badges and certificates. The major awards and decorations will be presented at an Awards Banquet Ceremony at the end of the school year. Other awards and decorations may be presented by the SASI/ASI during the school year to deserving cadets.

11.1 Awards and Decorations: A listing of the type of AFJROTC award, sponsor, criteria, and eligibility follows:

(1). **AFJROTC Gold Valor Award**: The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty.

(2).  **AFJROTC Silver Valor Award:** The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award.

(3). **Cadet Humanitarian Award**: It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community.

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

(5).  **Community Service with Excellence Award** consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project. Forward recommendations for Community Service with Excellence Award to the jrotc.jrs.support@au.af.edu mail box for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

National-level Awards

These Items may be issued to cadets, but medals from these organizations WILL ONLY be worn during events such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.

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

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

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

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

(8).  **Daughters of the American Revolution Award**: Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

(9).  **American Legion Scholastic Award**: Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

• Rank in the top 10% of the high school class.
• Rank in the top 25% of their AFJROTC class.
• Demonstrate leadership qualities.
• Actively participate in student activities

The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters.

(10).  **American Legion General Military Excellence Award**: Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

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

excellence. Each cadet must:
• Rank in the top 25% of their AFJROTC class.
• Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 7-17 for list of award points of contact.

(11)  **Reserve Organization of American (ROA) Award:** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:
• Be in the top 10% in the AFJROTC program.
• Be in the top 25% in academic grades.
• Be recognized for having contributed the most to advancing the objectives of the AFJROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline, and a sound work ethic.

The SASI with the ASI, selects the recipient of the award. The local ROA chapter contacts each SASI before 15 January and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 January, the SASI must communicate directly with the National Headquarters of the Reserve Organization of America. See Attachment 7-17 for list of award points of contact.

(12).  **Military Officers Association of America (MOAA) Award**: Awarded to an AS-II cadet (third-year cadet in a 4-year program). The cadet receiving the award must be a member of the junior class, be in good academic standing, be of high moral character, show a high order of loyalty to the unit, school and community and show exceptional potential for military leadership. Each cadet must:
• Be a member of the junior class.
• Be in good academic standing.
• Be of high moral character.
• Show a high order of loyalty to the unit, school, and country.
• Show exceptional potential for military leadership.

(13).  **Veterans of Foreign Wars (VFW) Award**: Awarded to an AS-II or AS-III cadet. The cadet must have demonstrated a potential for outstanding leadership, participated in both AFJROTC and school activities, demonstrates love and patriotism for the United States of America, and be in good academic standing in the AFJROTC program and other school subjects.

(14)  **National Society United States Daughters 1812 Award:** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

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

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

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

(16).  **Scottish Rite Southern Jurisdiction Award**: This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:

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

(17).  **Military Order of the Purple Heart**: Cadets may only receive this award once. regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

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

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

(18).  **Sons of the American Revolution Medal**: Award is presented at the end of the cadet's first year of the Aerospace Science program. The cadet must exhibit a high degree of leadership qualities, military bearing, and all-around excellence in Aerospace Science studies and activities. A cadet can only receive this award one time.

(19).  **Military Order of World Wars Award:** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.

The SASI, with the concurrence of the principal, selects the recipient and completes the

Military Order of the World Wars (MOWW) citation by summarizing the cadet's outstanding accomplishments or service to the unit. The citation and request for the medal, certificate, and ribbons are sent to the nearest local chapter of the MOWW. The SASI will make arrangements for a MOWW representative to make the presentation at an appropriate ceremony. If a local chapter is unavailable, contact the MOWW National Headquarters. If a member is not available, any active, reserve, or retired commissioned officer may present the award.

(20).  **American Veterans (AMVETS) Award:** Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.
This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:
• A positive attitude toward AFJROTC programs and service in the Air Force.
• Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).
• Personal attributes (initiative, dependability, judgment, and self-confidence).
• Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
• Obtained a grade of "A" (or the numerical equivalent) in their AS class.
• Be in good scholastic standing in all classes at the time of selection and at the time of presentation.
The SASI selects the recipient of the award and submits a brief nomination letter and biographical sketch of the cadet to the state AMVETS department where the school is located. An AMVETS representative will make the presentation if a participating local post or department representative is available.

(21).  **Air Force Sergeants Association (AFSA) Award**: Awarded to a AS-III or AS-IV cadet. The cadet must have demonstrated leadership, discipline, character and citizenship. The cadet must be in the upper 25% of their JROTC class. Each cadet must:
• Be in the top 10% of the AFJROTC and SFJROTC class.
• Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
• Not a previous recipient of this award.

(22).  **Tuskegee Airmen Incorporated (TAI) AFJROTC Cadet Award.**: Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.
This award is presented annually to two cadets. Cadets may be first-year, second year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:
• Attain a grade of "B" or better in their AS class.
• Be in good academic standing.
• Actively participate in cadet corps activities.
• Participate in at least 50% of all unit service programs.

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

for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.

(24).  **The Celebrate Freedom Foundation (CEF) Award:** for Excellence in Academic Programs. Cadets may only receive this award once. The awards program recognizes 9th, 10th, 11th and 12th grade students (including home-schooled students) enrolled in AFJROTC programs. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition.
SASI may go online at www.gocff.org/jrotc to nominate cadets for this award. Cadets must demonstrate the following personal characteristics to be eligible for nomination:
• Outstanding personal appearance (uniform and grooming)
• Display personal attributes such as initiative, judgment and self-confidence
• Courteous demeanor (promptness, obedience and respect for customs)
• Growth potential (capacity for responsibility, high productivity and adaptability to change)
• Possess the highest personal and ethical standards and strong positive convictions
• Shows the potential and desire to pursue a military career
• Rank in the top 5% in his/her AS class with a grade average of A or numerical equivalent
• Rank in the top 15 % of his/her academic class
• Demonstrates a positive attitude (toward AFJROTC and school)

(25).  **Air Commando Association Award:** Cadets may only receive this award once. Awarded annually at the SASI's discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the 13 critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

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

(27).  **Distinguished Unit Award (DUA):** Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. For each additional ribbon earned an additional small silver star will be awarded.

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

(29).  **Outstanding Flight Ribbon**: Presented each semester to members of the outstanding flight based on points accumulated across: academic, physical fitness, and community service. Additional points may be earned through flight fitness competitions. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

(30)  **Top Performer Award:** The award consists of a ribbon and certificate **presented/awarded only by Headquarters, AFJROTC personnel.** This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC. Consideration for the Top Performer Awards. All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASIs may nominate) a maximum of 2% of a unit's cadets based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

(31).  **Outstanding Cadet Award**: Is a ribbon awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadets. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

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

(32).  **Leadership Ribbon**: Is a ribbon awarded for outstanding performance in a position of leadership such as a flight commander, flight sergeant, or flight advisor. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

(33).  **Superior Performance Ribbon**: Is a ribbon awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

(34).  **Achievement Ribbon**: Presented annually for a significant achievement as deemed appropriate by the SASI/ASI. For each additional ribbon earned an additional bronze oak leaf

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

(35).  **Academic Ribbon**: Presented each semester for academic excellence as signified by attaining an overall average of at least a "B" for an academic year. Recipients must have an "A" average in JROTC. This ribbon will only be received once a year either at the beginning of the spring semester, or at the end of year JROTC Award Ceremony. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

(36).  **Cadet Leadership Course (CLC) Ribbon:** Is a ribbon awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class. Exception: If a cadet has previously earned the CLC Ribbon or earns it in the future, that cadet will wear only one ribbon; that would be the CLC Ribbon with silver star, since that award is of higher precedence.

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

(38).  **All-Service National Competition Award:** Is a medal/ribbon awarded to team members
who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MILPER funds. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

(39).  **Air Force Nationals Competition Award:** Is a medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include
Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MILPER funds. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

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

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

(42).  **Drill Team Ribbon**: Is a ribbon awarded to cadets who participated on the drill team for an entire year/drill season and must have competed in at least 3 drill performance events, i.e., competitions, special school events, community demonstrations (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

(43).  **Color Guard Award**: Awarded for distinguished participation in at least five scheduled color guard events. NC-074 cadets committing to the Color Guard team will, in addition to the five scheduled events, shadow/observe two events and participate in scheduled practices. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

(44).  **Sabre Team Award**: Awarded for distinguished participation in at least three scheduled sabre team events.For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

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

(46).  **USAA Educational Foundation (EF) Joint Service Academic Bowl (JLAB) Ribbon.** Is a ribbon awarded to cadets who participate in the Joint Leadership and Academic Bowl (JLAB) Practice Test and the subsequent rounds of JLAB competition. The award recognizes individual efforts toward achieving a clear understanding of core subjects including math, science, language arts, leadership, current events, and financial literacy. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

(47).  **CyberPatriot Ribbon:** Cadets must be a member of the CyberPatriot team. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. **(This ribbon replaces the Cyber Patriot pin, which is no longer authorized for wear on the cadets' uniform.)**

(48).  **Stellar Xplorers Ribbon:** Cadets must be a member of the StellarXplorers team. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. **(This ribbon replaces the StellarXplorers pin, which is no longer authorized for wear on the cadets' uniform.)**

(49).  **Raiders Team Ribbon:** Cadets must be members of the Raiders Team and must compete in at least one competition. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

(50).  **Military Model Building Team Ribbon:** Is a ribbon awarded to cadets who are a member of the Military Model Building Team for at least one year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the bronze oak leaf cluster.

(51).  **Unmanned Aircraft Systems (UAS) Ribbon:** Cadets must be a member of the UAS team. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. NC-074 cadets must actively participate in scheduled practices and competitions to earn this ribbon. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

(52).  **Robotics Ribbon:** Cadets must be a member of the Robotics club/team. NC-074 cadets must actively participate in scheduled practices and competitions to earn this ribbon. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

(53).  **Good Conduct Ribbon**: Is a ribbon awarded to cadets for maintaining good conduct as an AFJROTC or SFJROTC cadet. To qualify for this ribbon, cadets must not have received a referral (this includes no ISS/OSS) for an academic term **(cadets may only receive one award annually)** . An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

(54).  **Service Ribbon**: Is a ribbon awarded for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. **AS-100 (1st-Year Cadets):** 30 hours, **AS-200 (2nd-Year Cadets):** 40 hours, **AS-300 (3rd-Year Cadets):** 50 hours, **AS-400 (4th-Year Cadets):** 60 hours. (NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

(55).  **Health and Wellness Ribbon:** Is a ribbon awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness programs may receive the Health and Wellness Ribbon. Subsequent yearly awards of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an **additional** Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the bronze, silver or gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the

same ribbon. Ribbon will be awarded at the beginning of the second semester after first semester completion. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT Mass Assessment in WINGS.)

(56).  **Recruiting Ribbon**: Ribbon is awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of at least two new members to NC-074, and recruited cadets must remain in the program for a minimum of one semester.

(57).  **Activities Ribbon**: Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for a ribbon on the ribbon chart. These include, but are not limited to, model rocketry clubs, sports teams, and any other LDR team event that does not currently have a ribbon on the ribbon chart. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

(58).  **Attendance Ribbon**: Is a ribbon awarded to cadets who have no more than three school absences during academic term. Cadets may only receive one award annually. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

(59).  **Dress and Appearance Ribbon**: Is awarded to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
(Rewarded Semesterly)

(60).  **Longevity Ribbon**: Presented at the completion of each year of AFJROTC. The cadet must have a passing grade to receive this ribbon. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

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

(62).  **Patriotic Flag Ribbon:** Is a ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. Cadets must participate in Flag Detail for a full month to be eligible for this award. Criteria for this award will be published in the unit's Cadet Guide. Ribbon may be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

(63).  **AFJROTC Resiliency Ribbon:** Is a ribbon awarded at the SASI's discretion to have overcome significant life challenges (significant illness, tragedy at home such as fire or destruction by storm) and have shown resilience to overcome those events and press on as a cadet. Ribbon may be purchased from a vendor using MILPER funds for each cadet authorized to wear this award. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



Hap Arnold Optional Enlisted/Officer Service Cap Insignia



OFFICERS SERVICE CAP INSIGNIA



MODEL ROCKETRY BADGE



KITTY HAWK AIR SOCIETY BADGE



DISTINGUISHED CADET BADGE



METAL OR CLOTH



GROUND SCHOOL BADGE



FLIGHT SOLO BADGE



FLIGHT CERTIFICATE BADGE



Cadets may only wear one of these badges on their uniform



AWARENESS PRESENTATION TEAM BADGE



AEF BADGE

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

Awareness Presentation Team (APT): APT is a group of cadets that serve as positive role models and mentors for elementary and middle school students. The APT develops/delivers presentations that address various social issues such as peer pressure, conflict resolution, bullying, sexual issues, domestic violence, drug & alcohol awareness, and gang violence. Must be a part of the school year's **current** team. **The APT is not meant to be solely used as a recruiting/retention team.**

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

- Leadership Ribbon
- Achievement Ribbon
- Superior Performance Ribbon
- Academic Ribbon
- Leadership Development Requirement
- Leadership Ribbon
- Service Ribbon

Kitty Hawk Honor Society Badge: Awarded to cadets who are current members of the Kitty Hawk Honor Society.Active: An active or reserve member in the Air Force Junior ROTC (AFJROTC) unit as a full time high school student. An invitation to join KHHS will be extended

only to those students who have a minimum academic average of a “B” in AFJROTC, an overall “B” average without any falling grades during the preceding grading period, and a minimum of a 3.0 GPA. Local chapter bylaws may equate the minimum letter grades to numerical grades in order to provide members with clearly defined academic standards. Higher standards are encouraged and other restrictions may be established in the bylaws. A member must maintain these standards to remain active.

Aerospace Education Foundation (AEF) Academic Cadet Badge: Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below 2.0 on their transcript. The individuals must be recommended by the SASI.

Badges/Insignia not listed here are unauthorized for wear.

Air Force and Space Force JROTC Ribbon Chart



CHAPTER 13
AFJROTC CADET OPPORTUNITIES

13. General: The AFJROTC Aerospace Science Program provides more incentives than are available under most high school programs. Many of these incentives are within the grasp of cadets who apply themselves. Besides studying Aerospace Science subjects and developing discipline, patriotism, esprit-de-corps and leadership potential, there are many opportunities to earn worthwhile awards.

13.1 Certificates: Upon completion of a minimum of two years of AFJROTC a cadet will be awarded one of two certificates:

a. Certificate of Completion: Awarded to each cadet who satisfactorily completes at least three years of the program.
b. Certificate of Training: Awarded to the cadet who successfully completes 2-3 years of AFJROTC.

CHAPTER 14
CADET COMPLAINT/SUGGESTION PROGRAM

14. Concept: The cadet complaint/suggestion program provides a direct line of communication from the cadet to the Group Staff and SASI/ASI. Cadets should submit constructive suggestions and recommendations in an attempt to further increase the overall efficiency of the cadet program.

14.1 Purpose: The purpose of the Cadet Complaint/Suggestion Program is to:
a. Encourage all cadets to actively participate in the program.
b. Provide an opportunity for each cadet to air their complaints and suggest ideas or recommendations to "fix the problem."
c. Stimulate cadet involvement within the corps.
d. Develop cadet pride and spirit in the organization.

14.3 Procedure: A cadet may submit a "Cadet Complaint Form" to his/her flight commander at any time. The cadet will explain the nature of the problem and give a suggested solution to the problem. The Flight CC can choose to nonconcur with the suggestion, implement the solution (if he/she has the authority) or pass it up to the next level if the decision is beyond his/her level.

CHAPTER 15
POLICY LETTERS

15. MEMORANDUM FOR AFJROTC NC-074 GROUP STAFF

SUBJECT: NC-074 Flight Commander Criteria

1. Cadet must be in high standards within the AFJROTC Program and Pine Forest High School Cadet must be involved in the AFJROTC Program, a diligent volunteer for community events and exemplify the following qualities and requirements:

a. AFJROTC core values of honor, respect and integrity while displaying positive Attitude, self-Discipline and mutual Respect.
b. Demonstrate exceptional leadership competence, including the ability to gain genuine commitment from other cadets.
c. Display ethical conduct and exhibit a high degree of personal integrity.
d. Ability to motivate others to support the AFJROTC objectives.
e. Must be a positive role model cadet.
f. Held in the highest esteem by ASIs, senior staff, peers and junior cadets.
g. Must be in favorable academic standing maintaining a minimum of 2.5 GPA.
h. Be an outstanding student and citizen.
i. Must know, understand and enforce standards in NC-074 Cadet Handbook.

2. If you have any questions or concerns please contact our PFHS AFJROTC Aerospace Science Instructor Staff at (910) 488-2384 extensions: 752/754.

15.1 MEMORANDUM FOR PINE FOREST HIGH SCHOOL (PFHS) AFJROTC NC-074 CADETS

SUBJECT: NC-074 Demotion Action and Removal from Cadet Position

1. Policy for actions taken on any cadet who fails to meet the following AFJROTC NC-074 standards:

a. Failure to sustain AFJROTC core values of honor, respect and integrity, while displaying a positive **A**ttitude, self-**D**iscipline and mutual **R**espect in JROTC classrooms and/or throughout PFHS.
b. Failure to display ethical conduct and/or does not exhibit a high degree of personal integrity in JROTC classrooms and throughout PFHS.
c. Failure to display an example of a positive demeanor for a model cadet.
d. Failure to maintain at least a "**C**" in AFJROTC as AS I & AS-II; AS-III & AS IV cadets must maintain "**B**".
e. Failure of any cadet to maintain a minimum "**D**" in any PFHS class will be immediately demoted and removed from cadet leadership position when report cards are published.
f. Failure to demonstrate the qualities of a positive student and citizen IAW NC-074 Cadet Handbook.
g. Failure to display knowledge and understanding ofNC-074 Cadet Handbook.
h. Failure to meet these standards, demotion action and/or position removal happens immediately.

2. If you have any questions or concerns please contact our PFHS AFJROTC Aerospace Science Instructor Staff at (910) 488-2384 extensions: 752/754.

15.2 MEMORANDUM FOR AFJROTC NC-074 GROUP STAFF

SUBJECT: NC-074 AFJROTC ISS/OSS Policy

1. Any cadet sent to In-School Suspension (ISS)/Out of School Suspension (OSS) with proper cause will be removed from their assigned position along with reduction in their temporary and/or base grade. Additionally, the cadet cannot participate in any cadet in action (CIA) events or volunteer opportunities during their ISS/OSS duration. Further, the cadet SHALL NOT wear

the AFJROTC uniform while in ISS. The cadet must wear the uniform on the first day after being released from ISS/OSS. This circumstance may cause a cadet to wear the uniform two times in one week to make up for the missed uniform day. Finally, any cadet's conduct resulting in ISS/OSS will impact their weekly participation grade. Our cadet's weekly grades are partially based on this Attitude Discipline Respect (ADR) both in the AFJROTC classroom and throughout Pine Forest High School.

2. If you have any questions or concerns please contact our PFHS AFJROTC Aerospace Science Instructor Staff at 488-2384 extensions: 752/753/754.

15.3 MEMORANDUM FOR AFJROTC NC-074 GROUP STAFF

SUBJECT: NC-074 Promotion for Base Grade Criteria to Second Semester

1. For cadet to obtain promotion in base grade they must be in high standards within the AFJROTC Program and Pine Forest High School. Cadet must be involved in the AFJROTC Program, a diligent volunteer for community events and exemplify the following qualities and requirements:

a. AFJROTC core values of honor, respect and integrity while displaying positive **A**ttitude, self-**D**iscipline and mutual **R**espect.
b. Display ethical conduct and exhibit a high degree of personal integrity.
c. Must be a positive role model -cadet.
d. Must maintain a "**B**" in AFJROTC as AS-I; for AS-2s and AS-3s cadets must maintain "**A**" the first semester ...
r. Considerations must be approved by the cadet' s ASL
s. Be an outstanding student and citizen.
t. Must know and understand NC-074 Cadet Handbook requirements.

2. If you have any questions or concerns please contact our PFHS AFJROTC Aerospace Science Instructor Staff at 488-2384 extensions: 752/753/754.

15.4 MEMORANDUM FOR AFJROTC NC-074 CADETS

SUBJECT: NC-074 Eugene Bullard Chapter of The Kitty Hawk Air Society

1. All cadets enrolled in the AFJROTC program are considered for an invitation to join this honor society. An invitation to join will be extended only to those students of good character who earn a minimum academic grade of 93 in their Aerospace Science course and earn no grade below 85 for any course in which they are enrolled. The decision to extend or not extend an invitation will be based primarily upon three factors. First, the comments of a school official who has access to student discipline records will be considered. Second, each cadet's record of behavior and duty performance in AFJROTC and other school classes and activities will be considered. Third, each potential member must achieve the currently established grade standards for Aerospace Science and other courses. The grade standards must be achieved for the most recent grading period prior to induction. Exam grades will not be considered.

2. Members must maintain Kitty Hawk standards. The performance of each member will be evaluated at the end of each grading period. Factors considered in evaluating members will be the same as those used to evaluate potential members. Any member who fails to maintain the grade standards and all other standards of the Honor Society will be placed on probationary status until they again satisfy established standards. Members on probationary status may not wear the accouterments associated with Kitty Hawk membership.

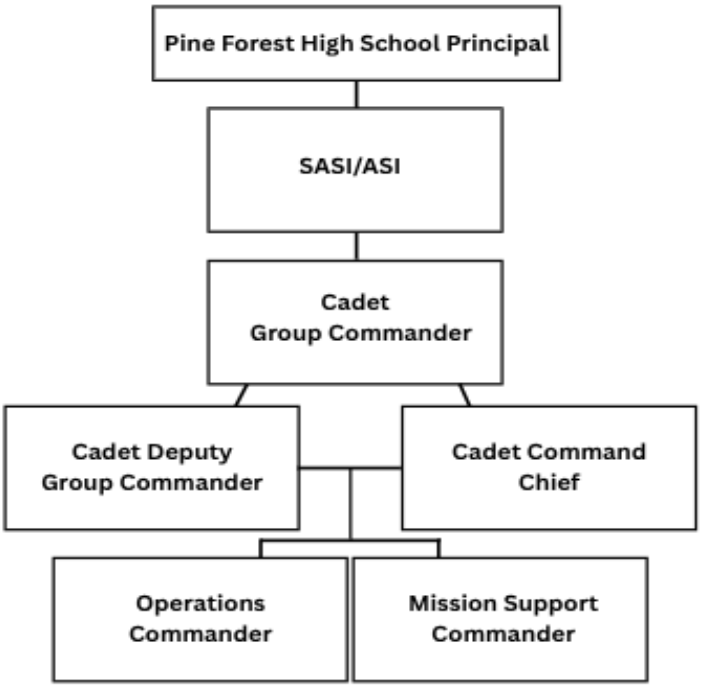
3. Members on probationary status may attend Kitty Hawk meetings and activities; but, they may not hold office in the Eugene Bullard Chapter, or vote on any club business during their probationary period.

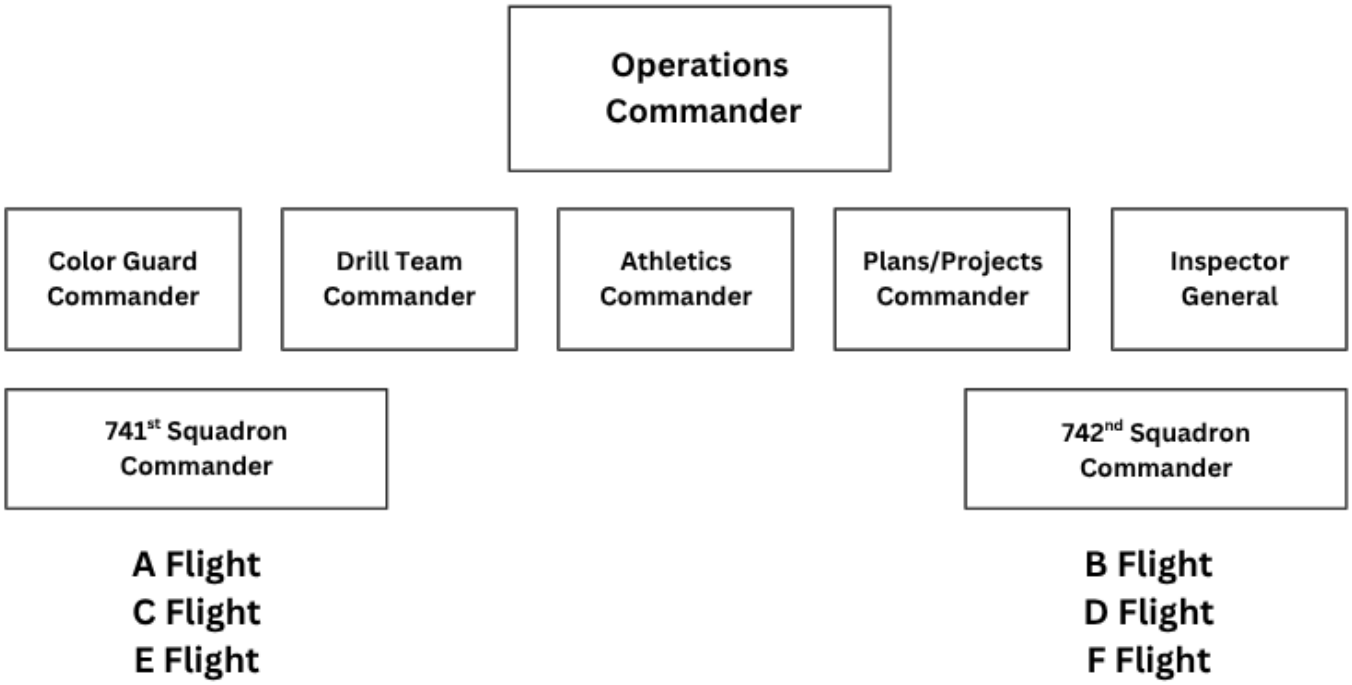
4. Induction: Cadets desiring to become members shall complete a pledge program composed of reasonable tasks established by the membership and approved by the SASI. Induction ceremonies will be conducted as soon as is practical following completion of a pledge program. Induction will normally be held during the formal Dining-Out or other appropriate ceremonial event.

a. Insignia: Active members in good standing are authorized to wear the Kitty Hawk badge and shoulder cord while in uniform.
b. Active members and honorary members may wear the Kitty Hawk badge when not in uniform.
c. Graduating seniors who were active members and in good standing in the AFJROTC program will earn an honors cord to be worn at graduation.

5. If you have any questions or concerns please contact our PFHS AFJROTC Aerospace Science Instructor Staff at 488-2384 extensions: 752/753/754.

PINE FOREST HIGH SCHOOL AFJROTC NC-074
ORGANIZATIONAL CHART

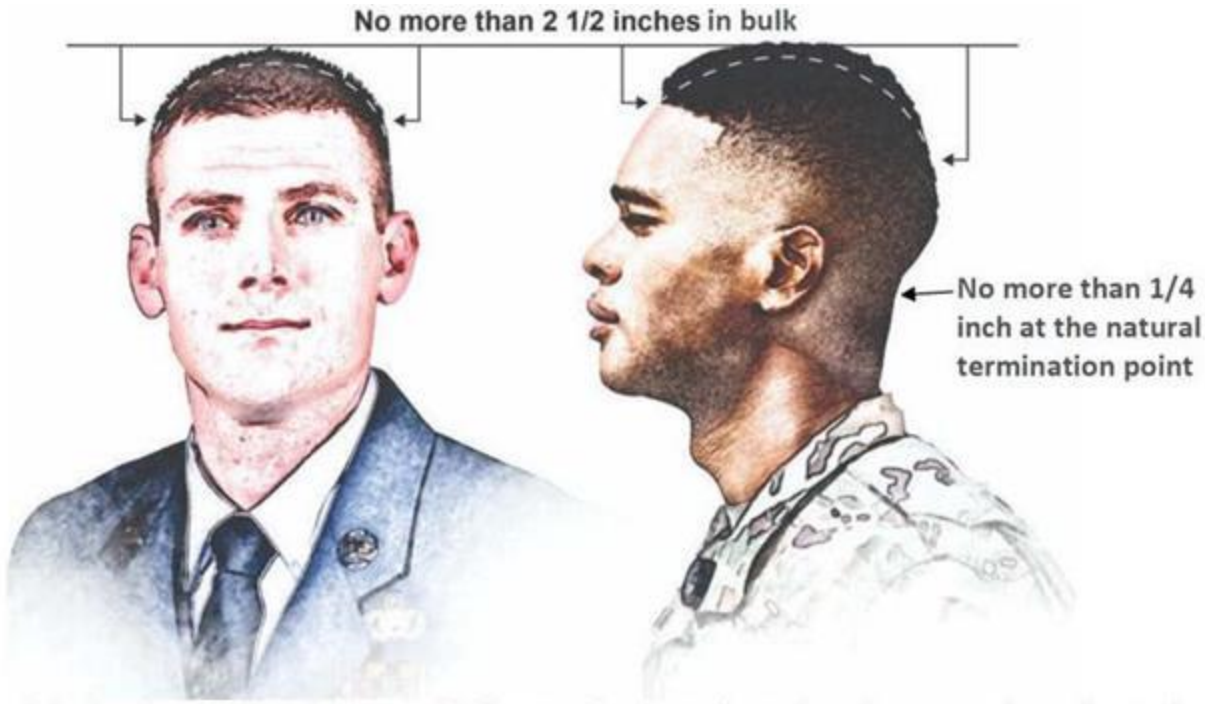





Mission Support Commander
Personnel Commander
Kitty Hawk Commander
Historian / Public Affairs
Logistics Commander
Logistics NCOIC

Figure 9.1 Male Unauthorized Hair Examples.





Bulk is the distance that the mass of hair protrudes from the scalp. It is measured starting at the scalp and outward at a 90 degree angle.

Figure 9.2 How to Measure Hair Bulk.

Figure 9.3 Male Hair Standards Examples.



Figure 9.4 Cut, Clipped, or Shaved Part.



Part will not exceed 4 inches in length or 1/4 inch in width.

9.5 Mustache.

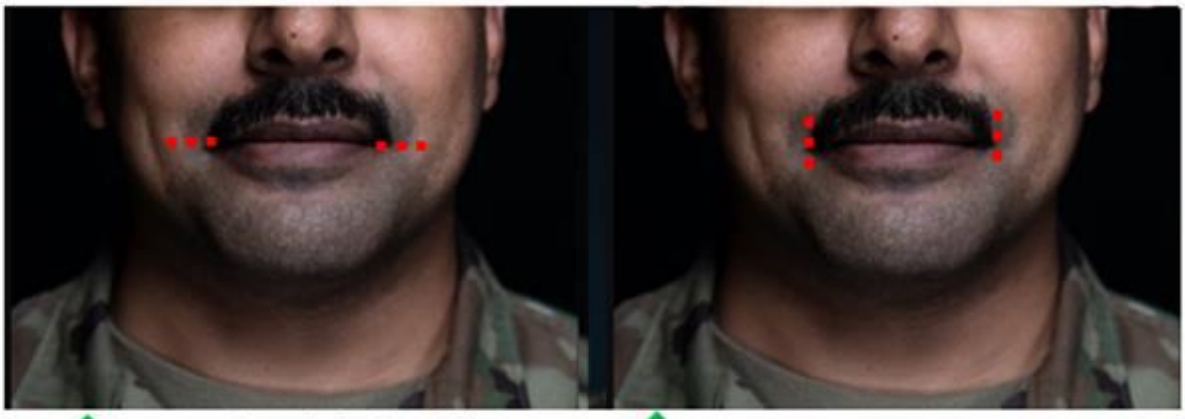


Figure 9.6 Female Unauthorized Hair Examples.



Figure 9.7 Female Hair Standards Examples.

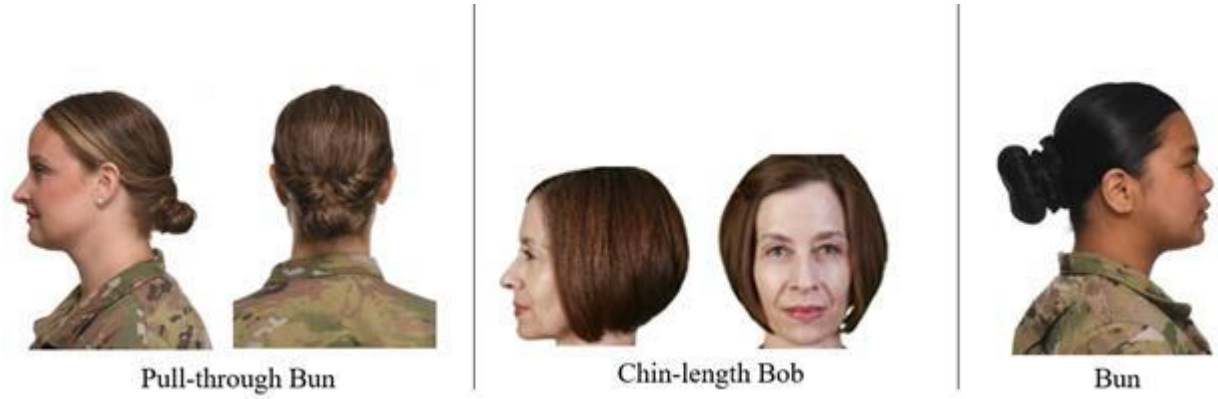


Figure 9.8 Authorized Female Hair Styles Examples of Locs, Braids, and Cornrows.



Female Hair Accessories.

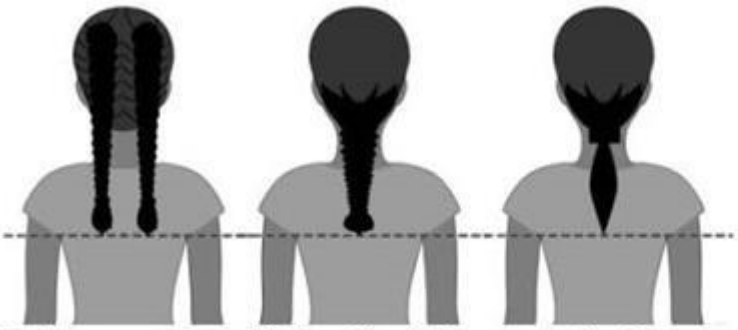


Scrunchie **Hair Clips**

Figure 9.9 Authorized Female Ponytails/Equivalent and Long braids(s) Hair Styles Examples.



Figure 9.10 Ponytail/Braid Length.



Hair may not extend below line below a running between the top of each sleeve inseam at the under arm through the shoulder blades.

Figure 9.11 Unauthorized Ponytails.



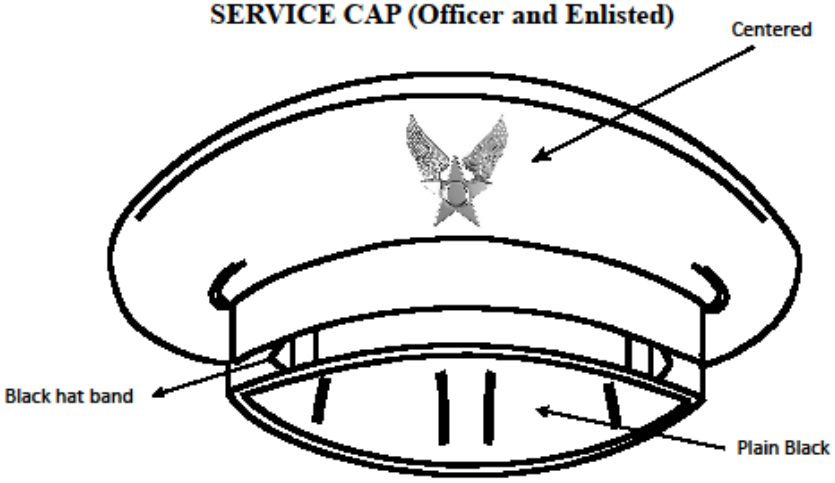
Exceeds length requirement

Ponytail worn on top of head

Attachment 7-3

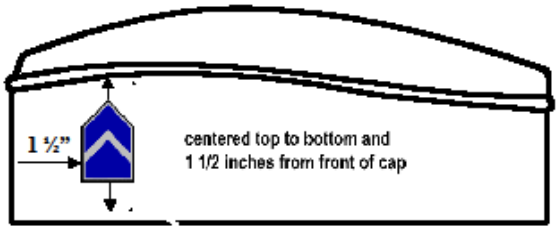
CADET MALE HEADGEAR

SERVICE CAP (Officer and Enlisted)



Officer Service Cap may also be worn with the large officer service cap insignia.

FLIGHT CAP* (Officer and Enlisted)



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

Attachment 7-4

CADET FEMALE HEADGEAR

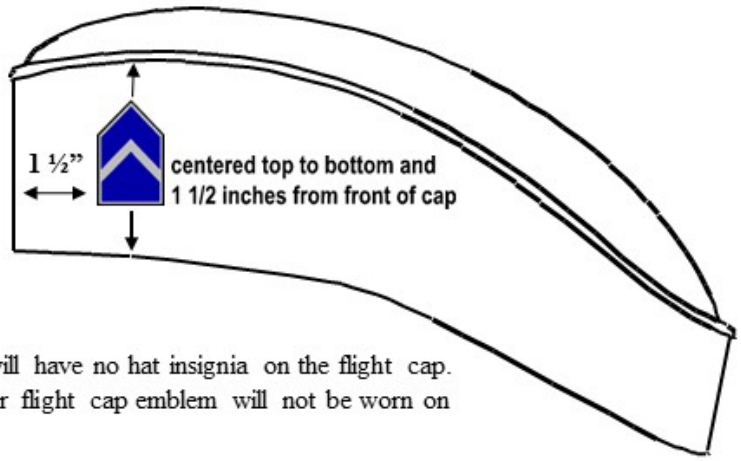
SERVICE CAP

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.

Attachment 7-5

CADET BERET HEADGEAR

BERET



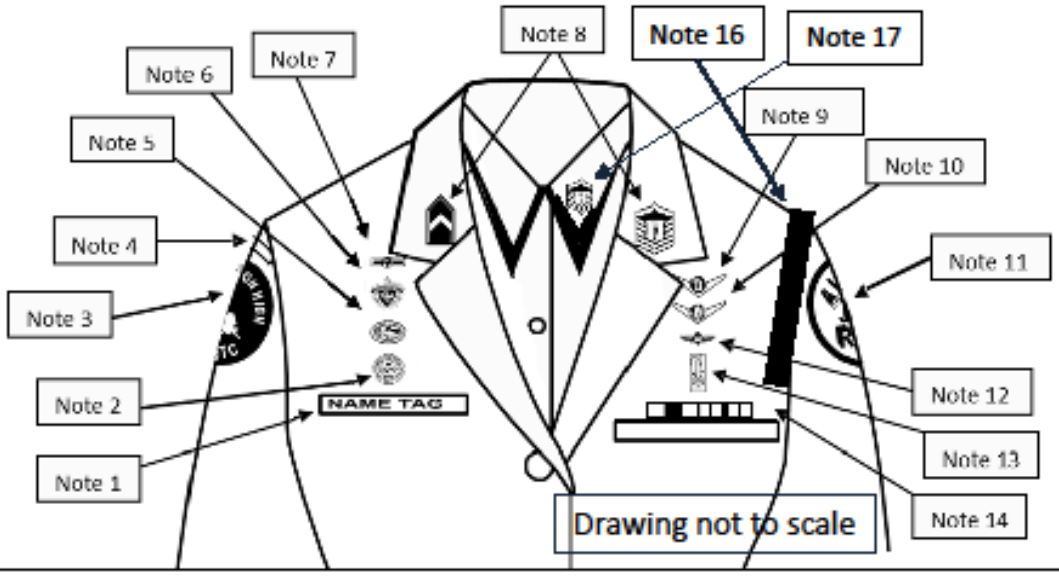


Berets.

1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear. Wear the stiffener with the aligned insignia above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. The insignia will be centered, ¼ inch above and parallel to the headband.
3. The wear of a "Beret Flash" is not authorized.

Attachment 7-9

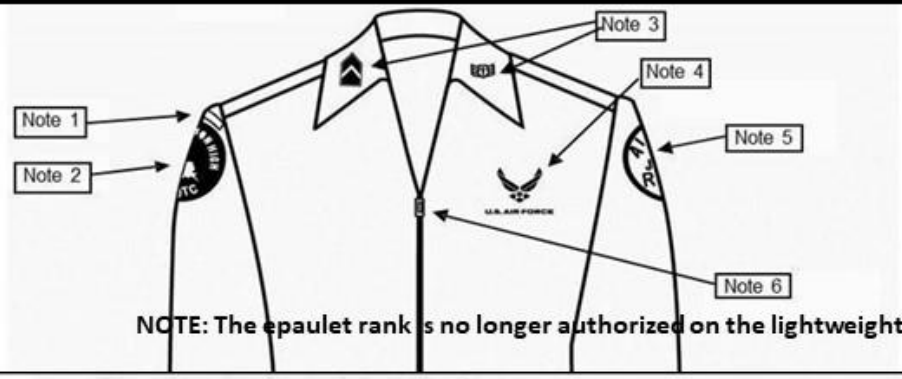
CADET FEMALE SERVICE DRESS



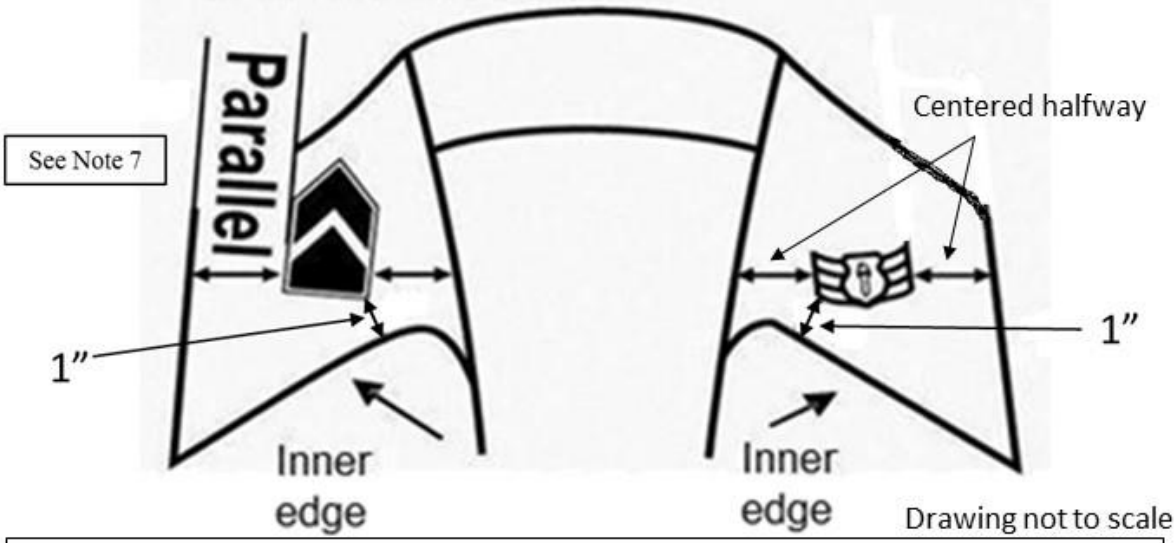
1. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge even with to 1 ½ inch higher or lower than the first exposed button.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center 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. Flight Solo or Flight Certificate Badge. See Note 15 below.
10. Ground School Badge. See Note 15 below.
11. AFJROTC Patch, mandatory. Center ½ to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
13. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
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. First badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder.
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.**

Attachment 7-8

CADET LIGHT WEIGHT BLUE JACKET



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

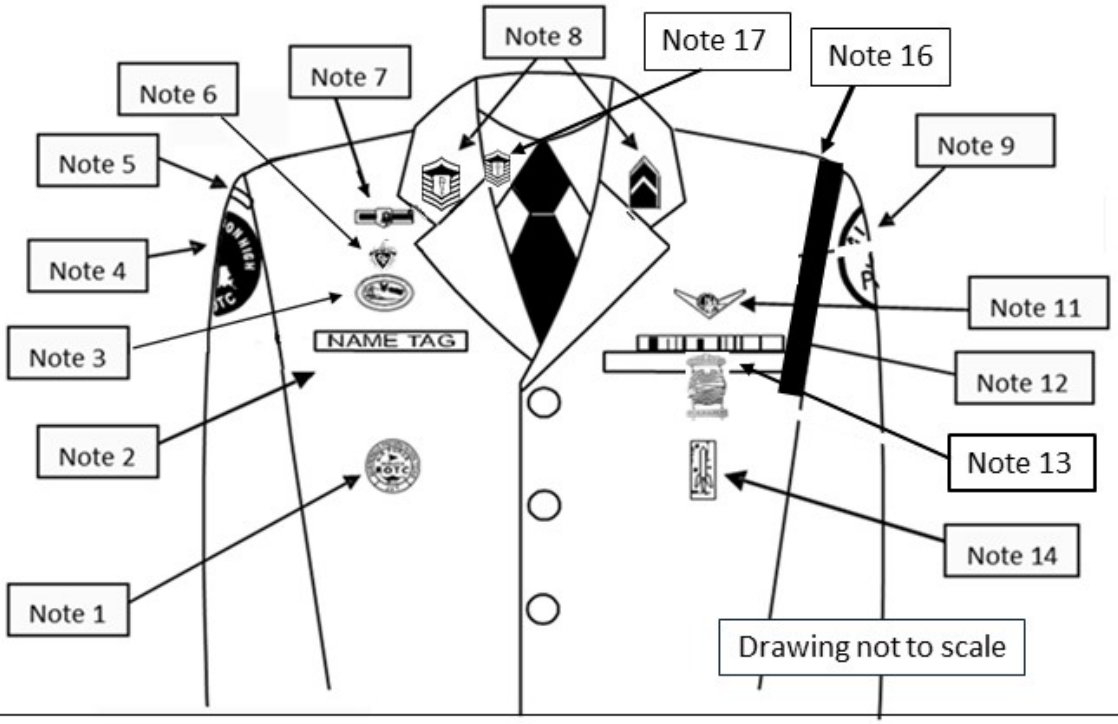


Drawing not to scale

1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right ½ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam. Per AFJROTCI 36-2010, para 6.1.1.10.1. The words "U.S. Air Force" must appear directly below the symbol, or units can choose to use "AFJROTC." Embroidery expenses must be at no cost to the Air Force.
5. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.
9. **Ascots and shoulder cords will not be worn on this uniform**

Attachment 7-9

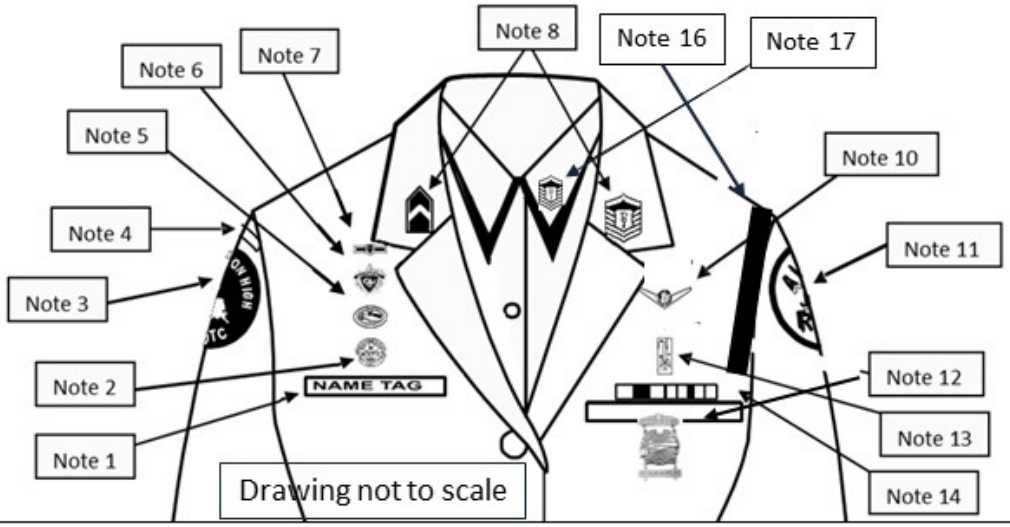
CADET MALE SERVICE DRESS



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 ½ to 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 ½ 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 ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge and lastly the CyberPatriot National Finalist Badge. No more than one Flight badge is authorized.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

Attachment 7-10

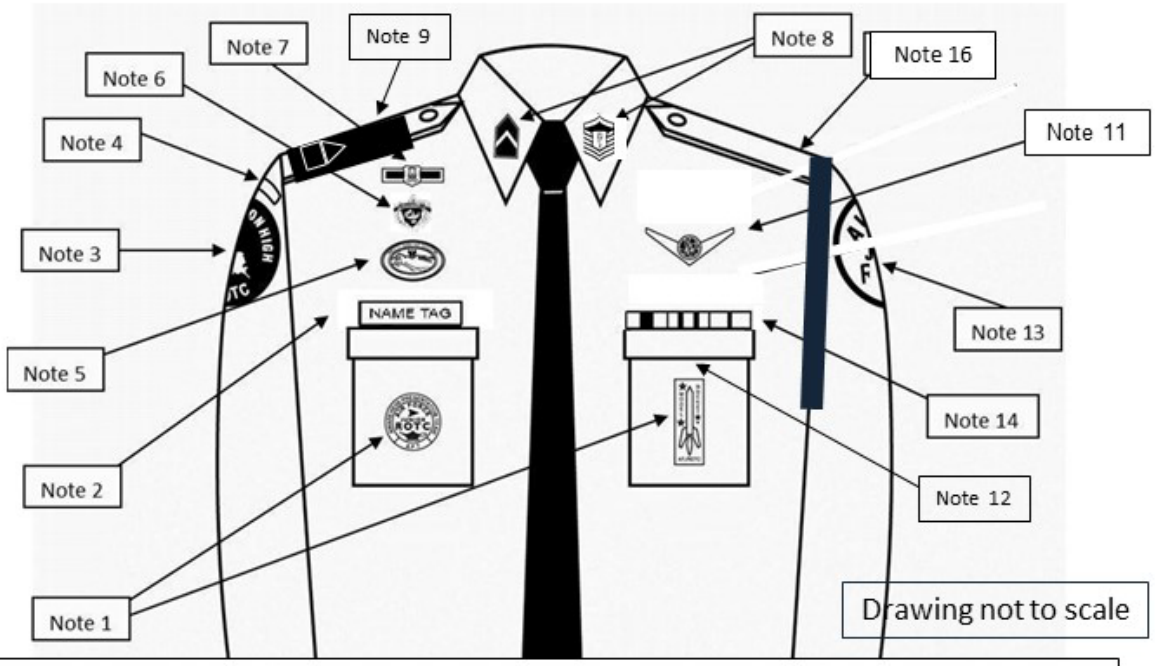
CADET FEMALE SERVICE DRESS



1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ 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 ½ 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 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.
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.**

Attachment 7-11

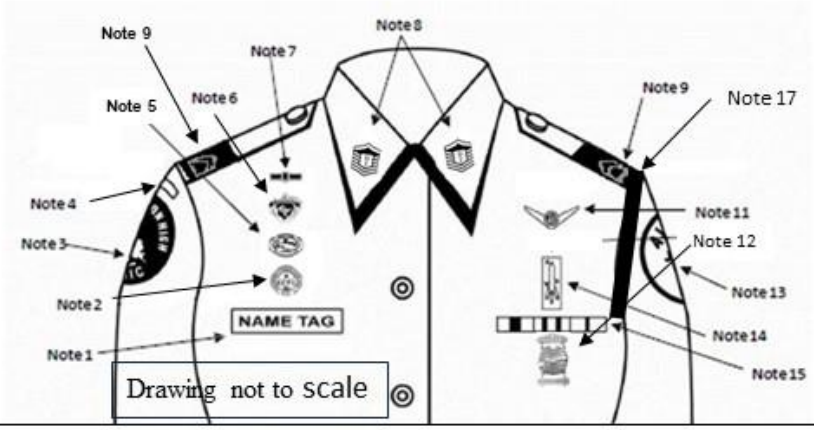
CADET MALE BLUE SHIRT



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 ½ 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 ½ to 1 inch below left shoulder seam.
14. Ribbons are optional. Wear all, some or no ribbons earned. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.
15. Except marksmanship badges. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge. Order of precedence for badges are as 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.**

Attachment 7-12

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.**

Attachment 7-16

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



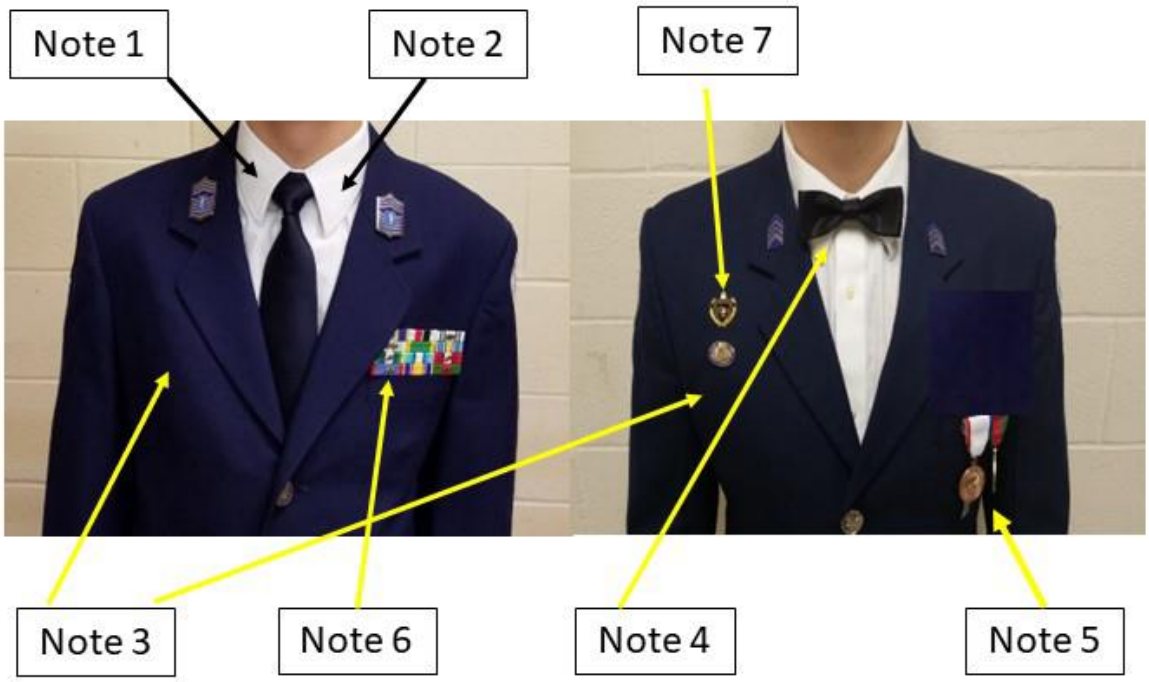






Attachment 7-14

Semi-Formal Dress Uniform



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

Attachment 7-6b

CADET OCP
Male and Female



1. T-Shirt. T-Shirt will be Desert Sand, Tan Coyote Brown in color.
2. The American flag patch (mandatory) will be full color (cloth), will be centered on the top of the right sleeve using Velcro attachment.
3. Unit patch (optional) full color. If worn, will be placed on the right sleeve centered in the Velcro area beneath the American flag.
4. Last name tape (mandatory – must be cadets name). Letters will be spice brown for AFJROTC and dark blue for SFJROTC using Velcro attachment.
5. AFJROTC/SFJROTC tape (mandatory). Letters will be spice brown for AFJROTC and dark blue for SFJROTC using Velcro attachment.
6. Grade insignia (officer or enlisted) (mandatory). Will be standard metal rank pinned in the Velcro area in center of chest.
7. AFJROTC/SFJROTC patch (mandatory) (white/black circular lamp of knowledge patch) will be attached centered on Velcro area on left sleeve attached by Velcro.
8. Berets, ascots, and shoulder cords will NOT be worn with OCPs.
9. OCP Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant before reissuing OCP boots. (Black boots will not be worn with OCPs).
10. Tan rigger belts will be worn with OCPs.
11. OCPs may be bloused; the trouser leg will not extend past the third eyelet from the top of the boot.

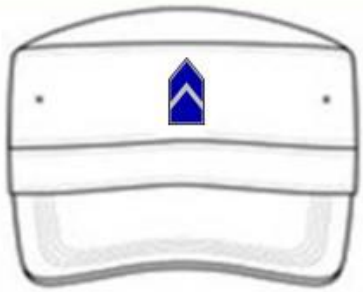
NOTE: Second, third- and fourth-year cadets are authorized to wear OCPs.

Attachment 7-7

CADET ABU and OCP HEADGEAR



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



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

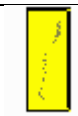
No other style of head gear is authorized for wear with ABUs/OCPs.

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

USAF ENLISTED AND AF JROTC ENLISTED INSIGNIA
USAF AND AFJROTC OFFICER INSIGNIA

Grade	USAF Rank	Abbrev/ Address as	USAF Insignia	Cadet Insignia
E-1	**Airman Basic**	**AB- Airman**		
E-2	**Airman**	**Amn- Airman**		
E-3	**Airman First Class**	**A1C- Airman**		
E-4	**Senior Airman**	**SrA- Airman**		
E-5	**Staff Sergeant**	**SSgt- Sergeant**		
E-6	**Technical Sergeant**	**TSgt- Sergeant**		
E-7	**Master Sergeant/First Sergeant**	**MSgt- Sergeant**		
E-8	**Senior Master Sergean**	**SMSgt- Sergeant**		
E-9	**Chief Master Sergeant**	**CMSgt- Chief**		

E-9	**Command Chief Maste Sergeant/Chief Master Sergeant of the Air For**	**CCMSgt CMSAF-Chief**		**No Cadet Rank**

Grade	USAF Rank	Abbrev/ Address as	USAF Insignia	Cadet Insignia
O-1	**Second Lieutenant**	**2Lt- Lieutenant or Sir/Ma'am**		
O-2	**First Lieutenant**	**1Lt- Lieutenant or Sir/Ma'am**		
O-3	**Captain**	**Capt- Captain or Sir/Ma'am**		
O-4	**Major**	**Maj- Major or Sir/Ma'am**		
O-5	**Lieutenant Colonel**	**Lt Col- Colonel or Sir/Ma'am**		
O-6	**Colonel**	**Col- Colonel or Sir/Ma'am**		
O-7	**Brigadier General**	**Brig Gen- General**		**No Cadet Rank**
O-8	**Major General**	**Maj Gen- General**		**No Cadet Rank**
O-9	**Lieutenant General**	**Lt Gen- General**		**No Cadet Rank**
O-10	**General**	**Gen- General**		**No Cadet Rank**

Attachment 2: 30 Command Drill Sequence

Please review the video at the link provided below:

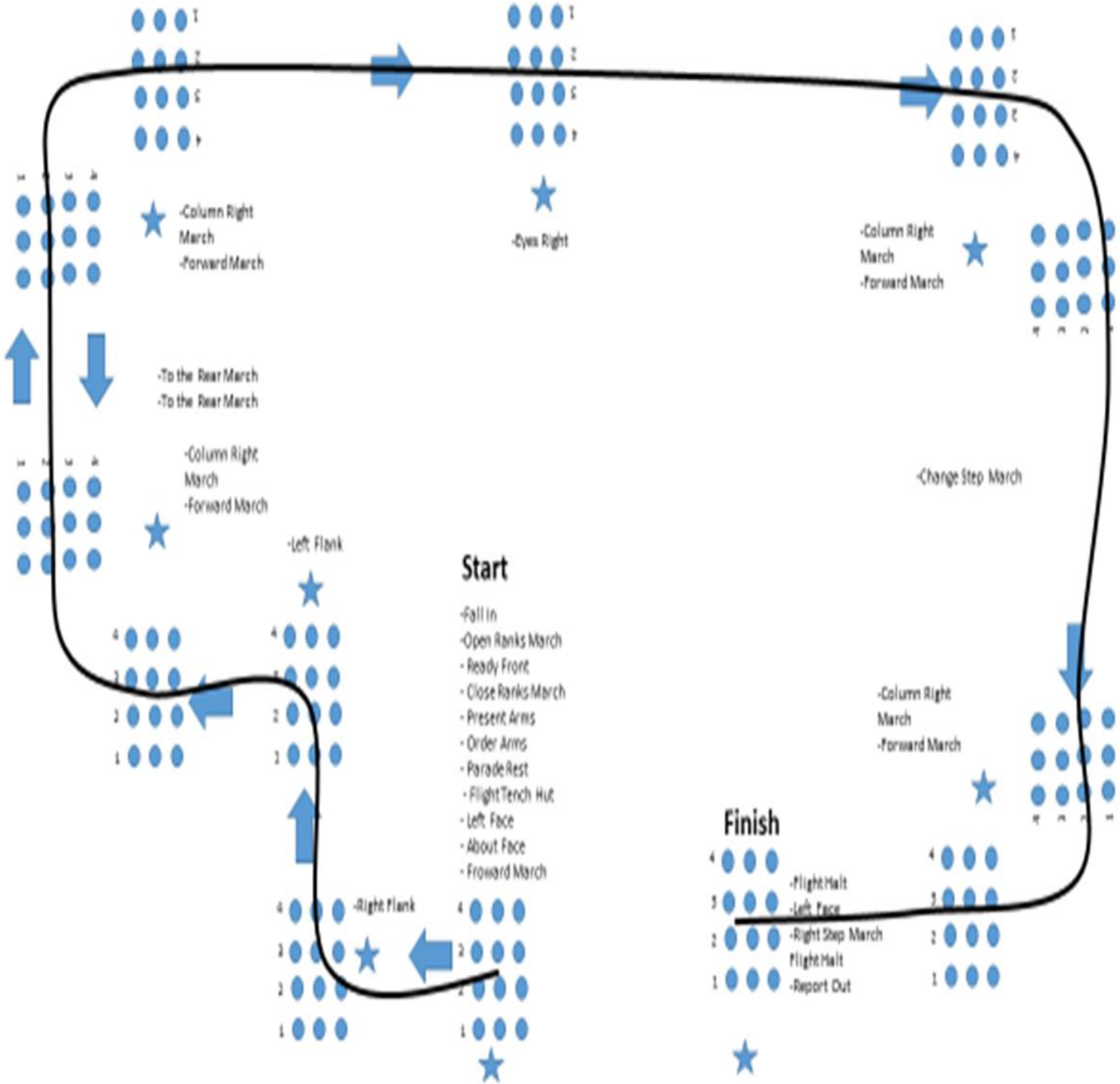
https://www.airuniversity.af.edu/Holm-Center/AFJROTC/Display/Article/1240293/30-step-drill-sequence-guides/

Note: The drill sequence is led and performed by second year cadets. Cadet Commander will report in after the command fall-in is given.

"Sir/Ma'am, Unit Number, is prepared for the 30-step drill sequence. Request permission to use your drill area!"

1. Fall in
2. Open ranks march
3. Ready front
4. Close ranks march
5. Present arms
6. Order arms
7. Parade rest
8. Attention
9. Left face
10. About face
11. Forward march
12. Right flank march
13. Left flank march
14. Column right march
15. Forward march
16. To the rear march
17. To the rear march
18. Column right march
19. Forward march
20. Eyes right (salute the evaluator)
21. Ready Front
22. Column right march
23. Forward march
24. Change step march
25. Column right march
26. Forward march
27. Flight halt
28. Left face
29. Right step march
30. Flight halt

Cadet Commander will report out after the command flight halt is given. Example:
"Sir/Ma'am, Unit Number, request permission to exit your drill area"


-Column Right March
-Forward March
-Eyes Right
-Column Right March
-Forward March
-To the Rear March
-To the Rear March
-Column Right March
-Forward March
-Charge Step March
-Left Flank
Start
-Fall In
-Open Ranks March
- Ready Front
- Close Ranks March
- Present Arms
- Order Arms
- Parade Rest
- Flight Tench Hut
- Left Face
- About Face
- Froward March
-Column Right March
-Forward March
-Right Flank
Finish
-Flight Halt
-Left Face
-Right Step March
Flight Halt
-Report Out

UNIT MANNING DOCUMENT

FUNCTION	POSITION TITLE	GRADE	# AUTHORIZED
Group	Group Commander	C/Col	1
	Deputy Commander	C/Lt Col	1
	Group Chief	C/CMSgt	1
Operations	Operations Commander	C/Maj	1
Plans & Projects	Chief Plans & Projects	C/2nd Lt	1
Drill Team/Color	Drill Team/Color Guard	C/Capt	1
Guard	Commander	C/Capt	1
	Assistant Commander	C/Capt	1
Athletics	Athletics Officer	C/Capt	1
Kitty Hawk	Kitty Hawk Commander	C/Capt	1
UAS/Robotics	UAS/Robotics Commander	C/2nd Lt	1
Mission Support	Mission Support Commander	C/Maj	1
Logistics	Logistics Commander	C/Capt	1
	Logistics	C/SSgt	3
Personnel	Personnel Commander	C/Capt	1
	NCOIC	C/SSgt	1
Public Affairs	Public Affairs Officer	C/2nd Lt	1
	NCOIC	C/SSgt	1
Chaplain	Chaplain	C/1st Lt	1
Recruiting/Awareness	Recruiting Officer	C/Capt	1
	NCOIC	C/SMSgt	1
Squadron CC	Commander	C/1st Lt/2nd Lt	2
Flight CC	Flight Commander	C/2nd Lt	6
Flight CCS	Flight Sergeant	C/MSgt	6
	Guidon Bearer	C/TSgt	6
	Flight Guide	C/SSgt	6
	Element Leader	C/SrA	24
	Assistant Element Leader	C/Amn	24