

*BY ORDER OF THE  
SENIOR AEROSPACE SCIENCE  
INSTRUCTOR*

*JANUARY 2020*



# CADET GUIDE

## MO-851

Cadet Group Operations

This guide establishes MO-851st Air Force Junior Reserve Officer Training Corps (AFJROTC) at Gateway STEM High School, 5101 McCree Ave, St. Louis, MO. It provides for leadership education/aerospace science course enrollment standards, curriculum, and academic requirements. It supports the leadership and personal development objectives of AFJROTC by outlining cadet responsibilities, conduct, uniform, personal appearance standards, and the Cadet Corps organization, operation, and extracurricular activities. This handbook is a supplement to Air Force and HQ AFJROTC directives. This guide presents policies, instructions, and vital information to enable cadets to meet the basic leadership requirements of the AFJROTC program. It should, therefore, be regarded as directive, instructive, and informational in nature.

Each new cadet and Cadet Group Staff member should be provided a copy of the Cadet Guide. All students enrolled in Air Force Junior Reserve Officer Training Corps (AFJROTC) and throughout this guide will be referred to as "cadets." Cadets must become knowledgeable of this guide to be successful in AFJROTC. All cadets will read this handbook, maintain a copy (or a copy is made available to), know its location for immediate review and reference, know its contents, and comply with its standards to satisfactorily meet AFJROTC course objectives. The cadet Group Commander will review this handbook at least twice throughout the year, once at the beginning of the year and again towards the end of the year, and recommend changes to the ASI/SASI. Any approved change(s) must be conveyed to, and is the responsibility of, each cadet to make the notation in their personal cadet guide.

Local changes in operating policies are subject to change throughout the school year. Items directed from higher authority cannot be revised at this level. The Senior Aerospace Science Instructor (SASI), with the recommendation by the Aerospace Science Instructors (ASIs), retains the right to review, revise, and/or waive policy within his/her responsibility and/or authority.

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**DISTRIBUTION:**

GSHS Counselors  
AFJROTC Instructors  
AFJROTC New Cadets (includes all AS-100s)  
AFJROTC Cadet Group Staff  
Classroom Sets (AS-1s thru AS-4s ONLY)

## TABLE OF CONTENTS

<b>Chapter 1 — Air Force Junior ROTC</b>		<b>Page</b>
1.1.	Mission .....	1
1.2.	Goals .....	1
1.3.	Objectives .....	1
1.4.	Group Goals .....	1
1.5.	Core Values .....	1
1.6.	Honor Code .....	1
1.7.	Code of Conduct.....	1
1.8.	Cadet Pledge.....	2
<b>Chapter 2 — Enrollment, Curriculum, and Cadet Corps</b>		
2.1.	Enrollment .....	3
2.2.	Disenrollment .....	3
2.3.	Instructor Staff.....	3
2.4.	AFJROTC Curriculum .....	3
2.5.	Assessments .....	4
2.6.	Grading Criteria.....	4
2.7.	Discipline System.....	4
2.8.	Curriculum-in-Action (CIA) Policy .....	4
2.9.	Certificates of Completion and Training .....	5
2.10.	Career Concepts. ....	5
2.11.	Cadet Organization.....	5
2.12.	Cadet Organizational Chart .....	5
2.13.	Chain of Command .....	5
2.14.	Cadet Command and Support Responsibilities .....	5
2.15.	Cadet Command and Support Positions .....	6
2.16.	General Job Descriptions.....	6
2.17.	Unit Manning Document (UMD) .....	9
2.18.	Staff Meetings .....	9
2.19.	Reserve Cadets .....	9
Figure 2.1.	MO-851 Cadet Group Staff Organizational Chart.....	10
Figure 2.2.	MO-851 Unit Manning Document (UMD) .....	11
<b>Chapter 3 — Cadet Health and Wellness (Physical Fitness) Program</b>		
3.1.	General .....	13
3.2.	Policy.....	13
<b>Chapter 4 — Cadet Standards and Responsibilities</b>		
4.1.	Command and Supervisory Responsibilities .....	14
4.2.	Cadet Uniforms .....	14
4.3.	Uniform Requirement.....	14
4.4.	Uniform Wear .....	14
4.5.	Uniform and Equipment Accountability .....	14
4.6.	Uniform Maintenance Guidelines .....	14
4.7.	Uniform Turn-In.....	15
4.8.	Uniform Damage .....	15
4.9.	Military Bearing and Behavior.....	15
4.10.	Developing Professional Relationships .....	15
4.11.	General Guidelines .....	15
4.12.	Harassment, Discrimination, or Unfair Treatment .....	15
4.13.	Hazing .....	15
4.14.	Public Display of Affection (PDA) .....	16
4.15.	Unwanted or Uninvited Touching and Aggression .....	16
4.16.	Classroom Rules.....	16

	<b>Page</b>
4.17. Classroom Procedures .....	16
4.18. Cadet Etiquette .....	17
4.19. Commitments .....	17
4.20. Position of Honor .....	17
4.21. Rank Has Its Privileges (RHIP).....	17
4.22. Saluting .....	17
4.23. Reporting Procedures .....	17
4.24. Training Devices .....	17
4.25. Cadet Standards Enforcement .....	17
4.26. ASI/SASI open door policy.....	18
 <b>Chapter 5 — Promotions, Rank, and Demotions</b>	
5.1. Promotion Consideration.....	19
5.2. Types of AFJROTC Cadet Rank.....	19
5.3. Promotion Cycles .....	19
Figure 5.1. MO-851st Promotion Cycles and Promotion Possibilities .....	19
5.4. Performance Expectations.....	20
5.5. Below-the-Zone (BTZ).....	20
5.6. Stripes for Exceptional Performance (STEP).....	20
5.7. Transfer Cadets .....	20
5.8. Promotion Testing .....	20
5.9. Demotions .....	20
5.10. Approval Authority .....	20
 <b>Chapter 6 — Cadet Officership</b>	
6.1. Concept .....	21
6.2. Expectations of a Cadet Officer .....	21
6.3. Officership.....	21
6.4. Appointment as a Cadet Officer .....	21
6.5. Qualities and Responsibilities Expected of Cadet Officers .....	21
6.6. Officer Situations .....	21
6.7. Officer Professionalism.....	21
6.8. Failure to Meet/Maintain Cadet Officer Standards .....	21
 <b>Chapter 7 — Cadet Grooming and Dress</b>	
7.1. General .....	22
7.2. The Uniform.....	22
7.3. Prohibited Activities While Wearing the Uniform .....	22
7.4. Minimum Standards for Male Cadets in Uniform.....	22
7.5. Minimum Standards for Female Cadets in Uniform .....	23
7.6. Minimum Standards for Male and Female Cadets in Uniform .....	23
7.7. Distinctive Uniform Items.....	26
7.8. Semi-Formal Uniform .....	27
7.9. Airman Battle Uniform (ABU) .....	27
7.10. Physical Training (PT) Uniform.....	27
 <b>Chapter 8 — Drill and Ceremonies</b>	
8.1. Concept .....	29
8.2. AFJROTC 30-Count Drill Sequence and Commands .....	29
8.3. AFJROTC 50-Count Drill Sequence and Commands .....	29
 <b>Chapter 9 — Awards and Decorations</b>	
Table 9.1. Valor and Significant Service Awards .....	30
Table 9.2. National Organization Awards .....	30

	<b>Page</b>
Table 9.3. AFJROTC Unit Awards .....	31
9.1. Civil Air Patrol (CAP) Awards .....	33
9.2. Wearing Medals, Awards, and Ribbons .....	33
9.3. Other Award Criteria.....	34
9.4. Other Service Ribbons.....	34
 <b>Chapter 10 — Badges, Insignia, Devices, and Other Awards</b>	
10.1. Concept .....	35
10.2. Badges .....	35
10.3. Motivational Accouterments .....	35
10.4. Other Badges/Pins .....	35
10.5. Shoulder Cords .....	35
10.6. Name Tags.....	35
10.7. Cadet of the Month.....	36
10.8. Graduation Honor Cord.....	36
10.9. Award Approval .....	36
 <b>Chapter 11 — AFJROTC Events and Activities</b>	
11.1. Change of Command and Pass-In-Review .....	37
11.2. Curriculum-In-Action (CIA) Trips .....	37
11.3. Awards Ceremony .....	37
11.4. Parades .....	37
11.5. Fundraisers .....	37
11.6. Field Days .....	37
11.7. Leadership Lab Activity (LLA).....	37
11.8. Social Activities .....	37
11.9. Dining-Out and Military Ball .....	37
11.10. Community Service.....	37
11.11. Drill Team .....	37
11.12. Honor Guard.....	37
11.13. Wellness (PT) Team.....	37
11.14. (Reserved for Flight Programs).....	37
11.15. Recruiting .....	38
11.16. Awareness Presentation Team.....	38
11.17. (Reserved for Marksmanship) .....	38
11.18. (Reserved for Cyber Patriot) .....	38
11.19. Academic Bowl .....	38
11.20. Kitty Hawk .....	38
 <b>Chapter 12 — Competitive Drill and Honor Guard Teams</b>	
12.1. General .....	39
12.2. Team Composition .....	39
12.3. Drill Teams.....	39
12.4. Drill Team Commander.....	39
12.5. Honor Guard Teams .....	39
12.6. Competition Team Rules and Assignment .....	39
12.7. Standards .....	40
12.8. Rewards.....	40
12.9. Removal .....	40
 <b>Chapter 13 — Flag Honors, Care, and Folding</b>	
13.1. The United States Flag Code.....	41
13.2. Respect for the Flag.....	41
13.3. Honors and Tribute.....	41

	<b>Page</b>
13.4. Care and Disposition of U.S. Flags .....	42
13.5. Flag Folding Procedure .....	42
Figure 13.1. Properly Folded U.S. Flag .....	42

### **Attachments**

Attachment 1. – AFJROTC Insignia.....	43
Attachment 2. – AFJROTC Badges.....	44
Attachment 3. – Male Blue Shirt (Service).....	45
Attachment 4. – Female Blue Shirt (Service) .....	46
Attachment 5. – Lightweight Blue Jacket .....	47
Attachment 6. – Male 1620 Service Dress.....	48
Attachment 7. – Female 1620 Service Dress .....	49
Attachment 8. – Headgear (Male and Female) .....	50
Attachment 9. – Air Battle Uniform (Male and Female) .....	51
Attachment 10. – Male Cadet Hair Standards.....	52
Attachment 11. – Female Cadet Hair Standards .....	53
Attachment 12. – AFJROTC Ribbon Chart .....	54

### **Legal & Regulatory Basis:**

Public Law 88-647, Chapter 101. *The Reserve Officer Training Corps Vitalization Act of October 13, 1964* is the authority to operate Air Force JROTC programs in high schools throughout the world.

United States Code (U.S.C.), Title 10, Sections 2031-2033, *Junior RESERVE Officers' Training*.

Department of Defense Instruction (DoDI) 1205.13, *Junior Reserve Officers' Training Corp (JROTC) Program*.

Air Force Instruction (AFI) 36-2010, *Junior Reserve Officer's Training Corps (JROTC) Program*, outlines the responsibilities of personnel active in the Air Force Junior Reserve Officer Training Corps.

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and the AFJROTC Cadet Guide prescribe guidance on wear of the uniform.

Air Force Field Manual 22-5, *Drill and Ceremonies* and Air Force Manual 36-2203, *Drill and Ceremonies*.

AFJROTC Instruction (AFJROTCI) 36-2001, *Air Force Junior Reserve Officer Training Corps*, sets policies and assigns responsibilities for planning and executing the Air Force Junior Reserve Officer Training Corps.

Jeanne M. Holm Center for Officer Accessions and Citizen Development (Holm Center) publications.

*The Air Force Junior ROTC Operational Supplement* is designed to provide a guide for AFJROTC operations. It provides an overview of AFJROTC programs and extracurricular activities.

## Chapter 1

### AIR FORCE JUNIOR ROTC

#### SECTION A – CONCEPTS

- 1.1. Mission.** "Develop citizens of character dedicated to serving their nation and community."
- 1.2. Goals.** "To instill in students in United States secondary educational institutions the value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment."
- 1.3. Objectives.** "To educate and train high school cadets in citizenship; promote community service; instill responsibility, character, self-discipline; and provide instruction in fundamentals of air and space science."
- 1.4. Group Goals.** HQ AFJROTC requires a minimum of six organizational goals that support the mission.
- 1.4.1. They are divided into three broad categories: two goals are related to the cadet corps itself, two related to the school, and two related to the local community. One of the cadet goals will be related to the quest for academic excellence within the cadet corps itself. One of the school goals will address recruiting and retention of cadets in the unit. One of the community goals will be oriented to providing service and getting cadets involved in service related programs.
- 1.4.2. Unit goals will be cadet-inspired, not instructor-directed.

#### SECTION B – CORE VALUES

- 1.5. Core Values.** AFJROTC is a citizenship program designed to prepare students for life's challenges through concentration on three Core Values. These core values are the basis for self-discipline that will allow us to achieve our mission and goals.
- 1.5.1. Integrity First. Integrity is the willingness to do what is right, even when no one is looking. It is the "moral compass" - our inner voice, the voice of self-control and the basis for trust.
- 1.5.2. Service Before Self. "Service" refers to our duties, and "before self" tells us that professional duties take precedence over personal desires.
- 1.5.3. Excellence In All We Do. Excellence doesn't mean just good enough. It means doing your best.

#### SECTION C – HONOR CODE AND CODE OF CONDUCT

- 1.6. Cadet Honor Code.** *"I will not lie, cheat, or steal, nor will I tolerate anyone who does."*
- 1.7. Code of Conduct.** Cadets will:
- 1.7.1. Respect their parents, school officials and staff, teachers, and community leaders.
- 1.7.2. Refrain from any act or derogatory word(s) or acts which would discredit their family, school, corps, or themselves. Vulgar conduct and language is not socially acceptable, hinders communication, and discredits the speaker. This conduct is not permitted while wearing the uniform of the US Air Force.
- 1.7.3. Dedicate themselves to succeed in academics, athletics, extracurricular activities, and work.
- 1.7.4. Perform all assigned duties and meet all obligations in a timely manner.
- 1.7.5. Maintain self-respect, self-control, and good behavior.
- 1.7.6. Be honest and understand that honorable failure is better than success through unfair means.
- 1.7.7. Be proud of their uniform and the commitment to AFJROTC that sets them apart from others.
- 1.7.8. Be an exemplary role model with high standards of conduct.
- 1.7.9. Respect other cadets and follow the directions of senior cadet officers.
- 1.7.10. Place the good of the corps ahead of personal gain.
- 1.7.11. Report violation of rules and policies adverse to AFJROTC Honor Code and Code of Conduct.

**1.8. Cadet Pledge.** Cadets will memorize and adhere to the principles in the following pledge:

“I am an Air Force Junior ROTC Cadet. I earn respect when I uphold the Core Values of Integrity First, Service-Before-Self, and Excellence In All We Do. I will always conduct myself in a manner which brings credit to my family, my school, Corps of Cadets, and my community. I will not lie, cheat, or steal. My character defines me. I am accountable for my actions and deeds. I will hold others accountable for their actions as well. I will honor those I serve with, those who have gone before me, and those who will come after me. I am a Leader and a Wingman, devoted to those I will follow, serve, and lead. I am an Air Force Junior ROTC Cadet.”



## Chapter 2

### ENROLLMENT, CURRICULUM, AND CADET CORPS

#### SECTION A – ENROLLMENT

**2.1. Enrollment.** Being in AFJROTC is a privilege. To continue, cadets must attend and actively be succeeding in a course of Aerospace Science and be physically able to participate.

**2.2. Disenrollment.** Students may be disenrolled for the following: Inaptitude or indifference to training, failure to maintain acceptable standards including behavior in AFJROTC or other GSTEM HS classes, failure to maintain personal appearance and uniform standards, failure to comply with classroom rules and procedures, or to maintain self-control, trend of receiving a "D" or lower in AFJROTC or multiple failures in other GSTEM HS classes, and/or request by SLPS, GSTEM HS Administration and/or Guidance, parent, or cadet.

#### SECTION B – CURRICULUM

##### 2.3. Instructor Staff.

2.3.1. The Senior Aerospace Science Instructor (SASI) has overall responsibility for the program. This includes enrollment, curriculum, and cadet corps. The SASI is a retired officer of the US Air Force.

2.3.2. The Aerospace Science Instructor (ASI) assists the SASI in managing and administering the program. The ASIs are retired officers or senior non-commissioned officers (SNCOs) of the US Air Force.

##### 2.4. AFJROTC Curriculum:

2.4.1. AFJROTC is a 3- or 4-year Aerospace Science (AS) program offered to high school students in grades 9-12. The curriculum must contain a contact time blend of 40% Aerospace Science (AS) material, 40% Leadership Education (LE) material, and 20% Wellness (or Physical Training - PT) components. A syllabus is prepared and provided to each cadet for each AS level course.

2.4.2. Our curriculum is designed for each Aerospace Science level and generally equate to high school class. AS-1 (Freshman), AS-2 (Sophomore), AS-3 (Junior), and AS-4 (Senior). Cadets who are more senior in school class may be advanced by SASI after completing at least a semester of JROTC curriculum. Cadets transferring from other JROTC programs in good standing will join at same AFJROTC year group.

2.4.3. Guest speakers include College admissions or education specialists, subject matter experts, and military recruiters. No incentives are awarded to a cadet for choosing to enlist, except those benefits provided by the respective service. Instructors are not compensated for cadets who enlist.

2.4.4. Field trips are scheduled to enhance their knowledge of aviation and to promote service to others. We visit local military bases, air museums, and simulators, in addition to participate in competitions.

2.4.5. Classes are structured around responsibility, mutual respect, integrity, and self-discipline. In addition to learning about civilian and military aviation, AFJROTC teaches students about core values, citizenship, and civic responsibility. The major benefits from successful completion of our program are 3- and 4-year AFROTC college scholarships, qualifying to enlist in any military service at a higher rank, and every student displaying leadership and positive behavior above their contemporaries.

2.4.6. Community Service. While serving the school, community, and each other in AFJROTC, cadets will find it easy to get all the service credits required for Bright Futures and other scholarships, employment applications, resumes, military academies, scouting, youth leadership groups, etc.

2.4.7. Drill and Ceremonies is offered as a part of the Leadership Education phase of a given course. If a cadet participates in Drill Team activities after school, they must also be enrolled in an AS/LE course to be counted as part of the unit's AFJROTC enrollment. The Drill and Ceremonies course may also be taught as a stand-alone course and must not detract from the overall AFJROTC program. Drill-only class enrollment does not count toward the AFJROTC Certificate of Completion.

2.4.8. Cadet Health and Wellness (Physical Training) Program. This curriculum is administered to all classes of all AS levels. It involves physical and academic training to inspire cadets to lead active lifestyles and set healthy eating habits. More information can be found in 2.6.3. and Chapter 3.

## 2.5. Assessments.

2.5.1. Assessments. Cadets may be assessed in a variety of ways. Standard written assessments are one example. Practical demonstrations and/or performance of learned skills, oral (verbal) assessments, and project management are other examples of how assessments may be applied to measure achievement.

2.5.2. Grade Expectations. A cadet receives the grade they earn. The interest, dedication, and work a cadet puts forth almost always result in a commensurate grade. Instructors and cadets are here to help.

**2.6. Grading Criteria.** Aerospace Science Instructors use a weighted grading system and assign a letter grade using the school's grading scale:

90 – 100 = **A**      80 – 89 = **B**      70 – 79 = **C**      60 – 69 = **D**      0 – 59 = **F**

2.6.1. **Aerospace Science – 40%.** Academic grades are determined by academic discussions, quizzes/tests, homework assignments, oral/written assignments, class participation, behavior, attitude, and attendance.

2.6.1.1. When absent, cadets must make up assignments within **2** school days of their return.

2.6.1.2. The instructors will not remind you. Ensure you ask your class leaders or members about work missed.

2.6.2. **Leadership – 40%.** These grades are determined by application of leadership information given in class, in assigned duties, team sports, teambuilding activities, and overall participation in the AFJROTC program. Most opportunities are performed as a class, flight, or squadron; therefore, it may not be possible to make up the opportunity lost due to being absent. In addition, performance in corps duties, class, special projects and assignments, attendance, practicing the values and standards taught; as well as, attitudes and behaviors displayed are also factored into this grade.

2.6.2.1. Drill and Ceremony. Drill and Ceremony grades are determined by continued improvement during weekly drill practice and evaluations. All new cadets regardless of the AS level are expected to practice at home to hone their individual drill skills. More information can be found in Chapter 8.

2.6.2.2. Cadets are evaluated on drill knowledge and proficiency. Cadets will participate in drill activities unless there is a valid (temporary) medical excuse. It is the cadet's responsibility to notify the ASI/SASI their limitations with participation in drill. A note from a parent or guardian is also acceptable.

2.6.2.3. Uniform Wear is part of your leadership grade. Determined by weekly uniform inspections and bearing (See Chapter 7).

2.6.3. **Cadet Health and Wellness Program (CH&WP) and Physical Training (PT) – 20%.** This program is designed to teach healthy eating and exercise habits, practice them, and inspire the cadets to establish this routine in their daily lives. Cadets are graded on their participation, attitude towards physical fitness, and their steady progress in achieving the standards set for this program. In addition, their attitude, behavior, and teambuilding spirit in team sports and physical activities makes up a part of this grade. More information can be found in Chapter 3.

2.6.4. Parents/guardians may be notified by phone, e-mail, or letter of any grade or behavior concerns.

**2.7. Discipline System.** A discipline system is executed by the cadet staff with oversight by instructors. Letters of counseling (LOC), letters of admonition (LOA), and letters of reprimand (LOR) may be awarded for or against the individual cadet. Individual LOCs, LOAs, or LORs affect his/her grade in AFJROTC. LOCs, LOAs, and LORs may be issued by the SASI, ASI, or the cadet senior staff. LOCs, LOAs, or LORs received by cadets may impact their standings for positions, rank, ribbons, awards and decorations, course participation and leadership assessments, or advancement or disenrollment from AFJROTC.

**2.8. Curriculum-in-Action (CIA) Policy.** CIA trips are an educational extension of the classroom.

2.8.1. Only cadets in **good standing** will be given the opportunity to participate in CIA field trips.

- 2.8.2. Unless otherwise instructed, cadets wear the AFJROTC uniform (correctly) or not participate.
- 2.8.3. Cadet officers and senior NCOs take charge of other cadets and will help oversee cadet behavior.
- 2.8.4. Each cadet must have a completed permission slip signed by parent/guardian.
- 2.8.5. Attendance on AFJROTC CIA trips is **not** mandatory for every cadet.

**2.9. Certificates of Completion and Training.** Upon completion of two or more years of the program. To earn a certificate, cadets must successfully pass the class and be actively involved in the full AFJROTC program. The SASI certifies to the armed services that the cadet has earned and deserves training credit. A cadet must possess this certificate when enrolling in college ROTC or when enlisting in the armed services to receive appropriate training credit.

- 2.9.1. Certificate of Completion (AFJROTC Form 310). Presented to a cadet (as needed) in good standing who has successfully completed at least three years of AFJROTC.
- 2.9.2. Certificate of Training (AF Form 1256). Presented to a senior cadet (as needed) in good standing who successfully completes two years of AFJROTC.

**2.10. Career Concepts.** The following information is provided to assist the cadet in evaluating his/her aptitudes, interests, and personal career motivations.

- 2.10.1. Service Academy Appointments. Undergraduate training of officers for the US Armed Forces.
- 2.10.2. AFROTC Scholarships. Program has two different types and durations. Cadets can receive a 3- or 4- year scholarship. They include full or partial tuition, fees, textbook allowance, and a monthly tax-free allowance during the academic year. In addition to strong academics, students must demonstrate excellent leadership ability, be active in community service, and be physically fit.
- 2.10.3. Service Enlistments. Cadets considering entering military service have many of the credentials based upon their AFJROTC experiences. Additional benefits are gained from at least two years of AFJROTC, such as advancement to a higher rank (more pay) and better chances for being chosen for leadership positions. Local recruiting offices of the Services will be pleased to answer cadet questions.
- 2.10.4. Armed Services Vocational Aptitude Battery Testing. This test predicts basic aptitudes, skills, abilities and probable success factors in mechanical, electrical, administrative, and technical specialty areas. The service is free and has no obligation of any sort. The test is used for military qualification and career field placement. It is customary that all Juniors in AFJROTC are administered the ASVAB.

## SECTION C – CADET CORPS

**2.11. Cadet Organization.** This unit has been designated an Air Force JROTC Group. It was the first (1) AFJROTC unit established in Missouri (MO) in 1985. Our shortened unit designation is **MO-851**.

**2.12. Cadet Organizational Chart.** The group staff organizational chart shows the line of cadet authority. The SASI may elect at any time to vary from the cadet organizational chart, as needed. (See Figure 2.1.).

**2.13. Chain of Command.** Defines lines of authority and communication. Each cadet will know their chain of command and the names of the people assigned to the positions contained on their Chain of Command handout. Cadets should use the chain for business concerning uniform wear, customs and courtesies, drill, cadet evaluations and promotions, cadet awards, extracurricular activities, and rules and procedures.

**2.14. Cadet Command and Support Responsibilities.** Responsibilities and duties increase with rank. Cadets are selected for positions of authority based on their potential. Instructors may select the cadet corps commander. However, subordinate commanders and key staff members required by the organizational structure of the unit may be selected by the corps commander. Each cadet is expected to be capable of assuming the responsibilities and duties of the positions to which promoted or appointed.

- 2.14.1. An Officer-In-Charge (OIC) will be appointed to and has authority and/or responsibility over a group of cadets for every AFJROTC activity. The responsibility does not stop with appointment as OIC.
- 2.14.2. The OIC will: (1) determine the size and scope of the activity and associated tasks, (2) coordinate and develop a plan, (2) promote participation and seek volunteers, (3) determine if a committee and/or meeting(s) are necessary, (4) appoint and direct members in implementing the plan, (5) determine and

gather supplies and equipment needed, (5) generate an Operations Log, (6) ensure duties and responsibilities are clear, (7) monitor behavior, conduct, and performance of cadets assigned, (8) ensure the safety of cadets during the planning and implementation process, (9) report activity and proceedings, (10) recognize participants. OICs will complete an After Action Report (AAR) within three duty (school) days following the activity.

### **2.15. Cadet Command and Support Positions.**

2.15.1. Cadets are appointed by the SASI/ASIs based off the "whole-person" concept, with recommendation from the corps commander. Factors include those that demonstrate a potential to serve in higher rank and position—participation, leadership, maturity, attitude, drill, grades, and dedication.

2.15.2. Assignment to a leadership position does not automatically include granting a higher rank.

2.15.3. Suspension or removal from a position of authority will be known/authorized by the SASI only.

2.15.4. Cadets are expected to be capable of assuming the duties and responsibilities of the positions to which appointed or promoted. They are not limited to those listed in this guide.

### **2.16. General Job Descriptions.** All staff performs "other duties assigned" by commanders and SASI/ASIs.

2.16.1. Group Commander (GP/CC). Advises and report to the SASI/ASI on corps operations policies and procedures. Manages corps senior staff and conducts regular staff meetings. Establishes and enforces appearance, conduct, and training standards. Establishes and reports group goals and their impact to HQs via WINGS. Advises subordinate commanders on all cadet activities within their functional area and control. Recommends cadets for jobs, awards, and promotions.

2.16.1.1. Deputy Group Commander (GP/CD). Takes command in absence of commander. Supervises staff to ensure coordination of all plans, policies, and procedures, including this guide. Ensures public affairs is acting liaison and spokesperson for publications/media activities. Ensures awareness, internal/external marketing, and increased interest concerning rewards of AFJROTC and its functions, leadership development requirements (LDR) activities, and competitions. Recommends cadets for jobs, awards, and promotions. Ensures Operations Officer is maintaining standardization, quality control, and prepared for HQs and self-assessments. Ensures cadet guide is maintained. Spot checks compliance with all regulations, established procedures, and policies. Submits discrepancy reports on unfavorable trends/recommendations.

2.16.1.2. Command Chief (CCF). Advises commander concerning enlisted cadets' morale, welfare, discipline, and training. Coordinates with executive officers and speaks to unit on enlisted concerns.

2.16.1.3. Executive Officer (CCE). Acts as liaison between the cadet corps and group staff. Conducts periodic executive officer meetings for inputs to commanders. Ensures flight and squadron first sergeants carry out assigned duties and responsibilities. Monitors cadet progress toward achieving goals.

2.16.2. Awareness Presentation Team Commander (AP/CC). Leads a team devoted to researching current social issues/problems and presenting and educating cadets, students within the school, and students in the local community. Researches and discusses current social issues. Seeks subject matter expert materials and resources to set up training for the team. Creates one presentation on one subject every month and present it to the corps; presentations should be completed No Later Than Monday of the last week of the month. Makes an appointment with the counselors and administrators to discuss presenting the material within the school; contact the PE department, health, and Social Studies teachers with approval from the ASI/SASI. Members selected based on overall performance in JROTC.

2.16.3. Drill Team Commander (DT/CC). Supports the MO-851st AFJROTC mission by effectively managing and leading the Drill Team in both standard obligations as well as drill meets, performances, and setting the standard in behavior and appearance for other cadets to follow. Supervises cadet performance, conduct, and potential. Informs Group Commander on the status of the team. Ensures all individual team commanders carry out their responsibilities. Recruits, organizes and trains team members. Ensures all equipment is accounted for, operable, and put away after all details/performances.

2.16.4. Squadron Commander (SQ/CC). Commands and controls their assigned squadron, using staff, and subordinate commanders. Establishes and enforces appearance, discipline, training, and conduct standards. Keeps group commander informed of squadron activities and event participation, as required.

Responsible for ensuring the corps is an active, operational organization in school and in the community. Assists instructors in organizing field trips, staff visits, and other cadet events and activities.

2.16.4.1. Operations Officer (DO). Provides operational executive support, and inspection and evaluation of AFJROTC programs and critical assets. Responsible for the Fall and Spring Red Cross Blood Drives. The Operations Officer trains, mobilizes, and deploys nearly one quarter of the corps to support the blood drive missions. Leads fully integrated planning of all Curriculum in Action Field Trips that focus on volunteering in the community and the school. Works with all staff officers to ensure total force integration for the annual awards ceremony. Works with the AS-IV staff and the PT Officer to ensure Field Day is properly executed. Ensures all flights have primary and alternate flight leaders and recruiters; ensure PT Officer has slides, diagrams, and agenda; assists in preparing the invite to the recruiters.

2.16.4.2. Logistics Officer (LG). Assists Unit MPC in accountability of uniform items, supplies, and equipment. Organizes and supervises the maintenance, repair, and cleaning of facilities and equipment. Manages activity of logistics team and provides guidance to the cadet staff on resources discipline. Provides a wide variety of logistics services encompassing equipment operations support, maintenance, and professional and personal property. Provides support to the cadet corps to include: uniform and equipment management, stock control and the corps readiness element. Maintains stock and control of all JROTC curriculum items, including text books, electronic curriculum, and DVDs/CDs. Maintains uniform issue sheets for all cadets and ensures 100% accountability for both in stock and out of stock items. Completes inventory and compares to itemized counts in WINGS. All uniform items will be accounted for by category and size. Controls the issue of new rank, ribbons, or bought replacement items. Completes semi-annual inventory of all hardback books and annual inventory of electronic media/curriculum will be conducted. Inventory sheets will be posted in the logistics binder and a copy given to the ASI.

2.16.4.3. Comptroller (FM). Develops fundraising plan, controls financial transactions, and obtains approval for group expenditures. Maintains cadet fund transaction records, receipts, and supporting budget documentation. Prepares annual budget meeting and projections to commander, group staff, and SASI/ASIs. Prepares fund expenditure requirements for activities and obtains funds from SASI/ASI. Works with Logistics on uniform fees, cadet activity fees, locker fees, etc.

2.16.4.4. Cyber Communication Officer (CY). Supports the Group in its total reach mission by providing command, control, communications and computer support to AFJROTC and the corps of cadets. Directs and controls communications network infrastructure management capabilities supporting the corps cadets and the MO-851st mission. Works with logistics to confirm all communication electronic equipment in accounted for and marked. Responsible for ensuring system security, login and out procedures, and periodic reminders that cadets are not to save anything other than JROTC information on any computer located in AFJROTC. Maintains the social media aspects of the corps and posts at a minimum, uniform of the week, events, commander's comments, and lessons learned/comments from previous week or events. Works with the squadron commanders on Wingman communication processes and reports any issues or concerns to Operations. Works with Public Affairs and the Chaplain on posting information about significant events; check with all commanders, the Safety Officer, and the APT staff for weekly posts.

2.16.4.5. Public Affairs Officer (PA). Coordinates all publicity concerning the unit and its members with the group commander and SASI. Works with school paper and yearbook staff to get appropriate recognition. Takes or arranges for photos/video as required to document activities and events. Assists deputy commander maintain history, unit scrapbook, photo album, bulletin boards, and cadet guide. Provides trusted information to the Corps; builds, maintains, and strengthens cadet morale and readiness; enhances trust and support between the Corps, Gateway STEM HS, and the local community; achieves influence throughout SLPS; and provides photo, video, and graphics multimedia support to the MO-851st mission. Manages all communication tools such as Facebook, Twitter, Instagram, etc.

2.16.4.6. Personnel Officer (PR). Ensures all cadets are in WINGS under their respective flights, and have created a personnel record. Keeps records updated after promotions, community service events, and semester/annual awards. Provides cadets with access to their records and period review. Updates the EVENTS section of WINGS and ensure the roster is managed, hours are given, and the event is closed

upon completion. Works with the Chaplain to ensure all Cadets receive Birthday recognition. Obtains data from the school data processor on attendance and academics for semester and annual awards; ensure this data is given to Commanders and Public Affairs for posting. Works with the Annual Awards Ceremony staff to ensure cadet records reflect awards.

2.16.4.7. Services Officer (SV). Acts as focal point for organizing all corps morale, welfare, and recreation, social functions, special activities, and events. Establishes sub-committees to oversee planning and implementation of activities and events. Maintain attendance and after action reports for all MWR activities. Publicizes cadet activities in corps, school, and community. Expands cadet interest in and awareness of the benefits of regular physical activity, fitness, sports participation, and good nutrition. Ensures all cadets are tested in the five required exercises under the Presidential Fitness Program within the first 45 days of school and within the last 45 days of school. Inputs scores into WINGS and identify cadets who meet criteria for the Bronze, Silver, and Gold stars, as well as anyone who meets the Presidential Fitness Award level. Creates a weekly PT plan that incorporates warm up activities, sports and/or exercises, and a cool down activity (when performing exercise programs only); plan will be given to Senior ASI no later than Tuesday of each week. Works with Operations to create a comprehensive Field Day program that includes, briefings, posters, and invitations to recruiters at least TWO months prior to the event.

2.16.4.8. Recruiting Officer (RE). Provides a platform for all JROTC cadets to communicate and exhibit the significance of the AFJROTC leadership training and an aerospace science program to other students, parents, and the local community with the objective of increasing the visibility of the program, and maintaining a strong cadet corps. Attends career fairs, conferences, recruiting events, or through conversations with prospective candidates (work with counselors and administrators for event dates and locations). Promotes the Wingman program and work with commanders to cultivate and build relationships with the students we recruit. Ensures display and recruiting materials are up to date, eye popping, and the cadets you choose to help you will represent the entire corps.

2.16.4.9. Safety Officer (SE). Manages and conducts safety programs that will ensure our corps environment is in compliance with district and Air Force Safety standards and the cadets receive periodic safety awareness information or education materials on current conditions and issues. Performs monthly inspections and informs group commander, SASI/ASIs, and staff of safety issues/hazards. Ensures members are briefed on Safety on an “as-needed” basis or as directed by SASI/ASIs. Reports safety violations immediately to the group commander and SASI/ASIs. Analyzes mishap causes and trends, and assesses risks. Conducts mishap investigations and provides risk management consultation.

2.16.4.10. Chaplain (HC). Prepares mission-ready cadets by recognizing and encouraging education on diversity of culture. Maintains guide of religious information and provides spiritual guidance to cadets, if requested. Updates staff on spiritual issue(s) that impact the corps, school, or local community. Prepares non-denominational prayers for all major group, school, or community activities and events. Coordinates drives and ensures cards are sent to cadets and faculty impacted by positive/negative events. Works with Public Affairs and Protocol on special events such as 9/11, Veteran’s Day, Memorial Day, Armed Services Day, Presidents Day, and Labor Day. Displays heritage or orientation information during recognition months, e.g., Women’s History Month, Black History Month, etc. Ensures birthdays are recognized by working with Squadron Commanders). Establishes and implements spiritual encouragement, remembrance, and observance pursuant to the First Amendment of the Constitution and provides services and religious education to all cadets assigned to MO-851.

2.16.4.11. Audio Visual Officer (AV). Films and photos are used for training, particularly in drill; to record corps operations, ceremonies, and news events. Works with public affairs, and cyber in preparing and interpreting photos and film for publication in the corps paper, Facebook, Instagram, and the school paper and yearbook. Plans and design production scenery, graphics, and special effects. Operates media equipment and special effect devices including cameras, sound recorders, and lighting; ensures background material is appropriate and scenery is appropriate. Maintains audiovisual equipment (take extra batteries to all events, make sure discs are not full, lenses are clean, etc.). Takes photos of AS-IV cadets within the first three weeks of school and complete the chain of command board. Ensures chain of command photos (President on down) are current. Takes photos at all significant events or activities and rotate photos on display boards (to include captions).

2.16.5. Flight Commander (Flt/CC), Flight Sergeant (Flt Sgt) and Flight Guide. Flight Commander enforces flight discipline, dress and appearance, training, instruction, and teamwork. Advises squadron commander of flight concerns. Ensures flight members are involved in community service and extra-curricular activities. Reviews flight binder and announcements, takes attendance, forms flight for drill. Flight Sergeant and Flight Guide assist commander in performance of duties.

**2.17. Unit Manning Document (UMD).** The UMD sets forth the cadet staff positions required to perform all group actions, functions, and responsibilities. Establishes rank structure for each position. (See Figure 2.2.)

**2.18. Staff Meetings.** Commanders will conduct regular meetings to determine the status of on-going corps projects and activities, disseminate information, receive progress reports, and present recommendations.

2.18.1. Key Staff meetings will convene as necessary or when directed by SASI.

**2.19. Reserve Cadets.** A Reserve Cadet is basically a cadet who cannot enroll in AFJROTC courses within the school and is in the AFJROTC program for the sole purpose of participating in co-curricular (after school) activities. To qualify as a Reserve Cadet, a student will meet one of the following criteria, with SASI concurrence:

2.19.1. The student has completed the entire AFJROTC Academic Program at the school and cannot continue without duplicating curriculum courses.

2.19.2. The student is currently enrolled in a 4x4 scheduled unit, has completed an AFJROTC course during Term #1 (the first semester), but is not participating in an AFJROTC course during Term #2 (the second semester).

2.19.3. The student is in a Traditional scheduled school, but cannot participate in the AFJROTC academic program for that particular year due to only duplicated courses being offered.

2.19.4. A student must have been a cadet for at least one academic year (academic term for 4x4) prior to being considered a Reserve Cadet.

2.19.5. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding. Reserve Cadets may retain their uniform for the entire academic year.

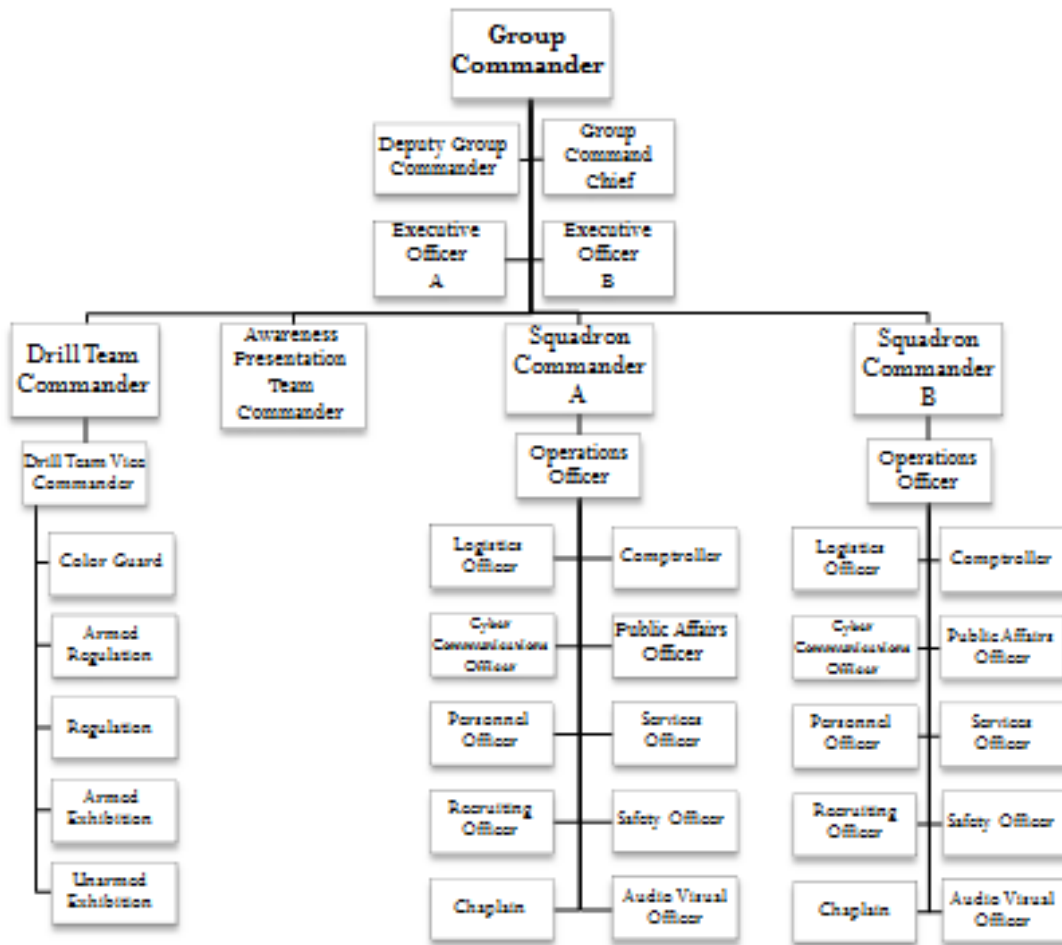


Figure 2.1. MO-851st Cadet Group Staff Organizational Chart



## UNIT MANNING DOCUMENT (UMD)

<u>Function</u>	<u>Position Title</u>	<u>Max Grade</u>	<u>Authorized</u>
Command (Key Staff)	Group Commander (CC) *	C/Col	1
	Deputy Group Commander (CD)	C/Lt Col	2
	Executive Officer (CCE)	C/Maj	2
	Command Chief (CCC)	C/CMSgt	1
Squadron (SQ) (Key Staff)	Squadron Commander (SQ/CC)	C/Lt Col	2
	Operations Officer (DO)	C/Maj	2
	Logistics Officer (LG)	C/Capt	2
	Logistics NCOIC	C/MSgt	2
	Comptroller (FM)	C/Capt	2
	Comptroller NCOIC	C/MSgt	2
	Cyber Communications Officer (CY)	C/Capt	2
	Cyber Communications NCOIC	C/MSgt	2
	Public Affairs Officer (PA)	C/Capt	2
	Public Affairs NCOIC	C/MSgt	2
	Personnel Officer (PR)	C/Capt	2
	Personnel NCOIC	C/MSgt	2
	Services Officer (SV)	C/Capt	2
	Services NCOIC	C/MSgt	2
	Recruiting Officer (RE)	C/Capt	2
	Recruiting NCOIC	C/MSgt	2
	Safety Officer (SE)	C/Capt	2
	Safety NCOIC	C/MSgt	2
	Chaplain (HC)	C/Capt	2
	Chaplain NCOIC	C/MSgt	2
	Audio Visual Officer (AV)	C/Capt	2
	Audio Visual NCOIC	C/MSgt	2
	Squadron First Sergeant (CCF)	C/SMSgt	2
	Flight Commander	C/**	-
	Flight Sergeant	C/**	-
	Flight Guides	C/**	-
	Flight Logistics Representative	C/**	-
Flight Wellness Representative	C/**	-	
Awareness Presentation Team	APT Commander (AP/CC)	C/Lt Col	1
	APT Deputy (AP/CD)	C/Maj	1
	APT NCOIC	C/MSgt	2

Figure 2.2. MO-851st Unit Manning Document (UMD)

**UNIT MANNING DOCUMENT (cont.)**

Drill Team	Drill Team Commander (DT/CC)	C/Lt Col	1
	Drill Team Deputy Commander (DT/CD)	C/Maj	-
	Color Guard	C/***	-
	Armed Regulation	C/***	-
	Regulation	C/***	-
	Armed Exhibition	C/***	-
	Unarmed Exhibition	C/***	-
	Drill Team NCOIC	C/***	-

\* – Former GP/CCs will normally be designated Special Assistant to the SASI and assist in all areas of management of the corps as assigned by the SASI and maintain maximum attained rank. At no time will the Special Assistant to the SASI usurp authority over the Group Commander.

\*\* – Flight Commanders, Flight Sergeants, Flight Guides and Flight Representatives (if assigned) will maintain current or permanent rank, whichever is higher. All Officers start out as Second Lieutenants. If previously served as an Officer, may wear previous rank or be promoted directly to rank according to position. They are promoted by their respective commander based on leadership performance and potential.

\*\*\* – Team Captains of competition teams will maintain current or permanent rank, whichever is higher.

**Figure 2.2. MO-851st Unit Manning Document (UMD)**

## Chapter 3

### CADET HEALTH AND WELLNESS PROGRAM

**3.1. General.** Although AFJROTC does not have mandatory cadet weight or physical fitness standards, we encourage cadets to establish their own physical fitness training program. Cadets enrolling in a college ROTC program, service academy, or those enlisting in a military service, will have to attain and maintain minimum weight and physical fitness standards. If you start a program now and stay physically active, you will reap the benefits of a physically fit body throughout your adulthood. If you are physically fit, you will perform better in school and in all other activities. This program may be interchangeable with Physical Training (PT) in other areas or contexts.

3.1.1. Physical Fitness Activities. Cadets will be led in wellness activities normally held on Fridays. During the year, physical fitness is a part of field days, squadron, and other social events, competitions, and activities.

3.1.2. Medical Evaluation. It is always advisable to consult your physician prior to initiating any regimented exercise program. Each cadet must have a letter on file, signed by the parent/guardian, giving approval for their cadet to participate in this program and provide a medical history that may impact their level of participation.

3.1.3. The Wellness component consists of short lessons periodically on healthy foods, eating habits, reading health labels on store products, and various exercises to target the muscle groups, etc.

**3.2. Policy.** The Cadet Health and Wellness (Physical Training) Program is administered to all AS levels. It involves physical and academic training to inspire cadets to lead active lifestyles and set healthy eating habits.

3.2.1. The Cadet Health and Wellness Program (CH&WP) utilizes the Presidential Fitness Test as its assessment tool. The Youth Physical Fitness Program includes five activities that measure muscular strength and endurance, cardiorespiratory endurance, speed, agility, and flexibility. They include: Curl-ups (or partial curl-ups), Shuttle run, Endurance run/walk, Pull-ups (or right angle push-ups or flexed-arm hang), and V-sit reach (or sit and reach). The percentiles are computed automatically under Presidential Physical Fitness Program Assessment in WINGS.

3.2.2. By recommendation of the President's Council on Fitness, Sports and Nutrition (PCFSN), cadets are fitness tested at least twice a year, in the fall and spring. Testing is part of a complete physical education program that includes instruction on a variety of physical activities that keep students active during class time and reinforce the various components of physical fitness.

3.2.3. Physical Fitness Program Awards are available through the President's Council on Fitness, Sports and Nutrition. They include:

3.2.3.1. The Presidential Physical Fitness Award. This award recognizes youth who achieve an outstanding level of physical fitness. Boys and girls who score at or above the 85th percentile of qualifying standards on all five activities are eligible for this award.

3.2.4. The Health & Wellness Ribbon will be awarded by the SASI for active participation in the Cadet Health and Wellness (physical fitness) Program with a 90% average in PT grades for the year. All cadets must also have completed the activities and requirements of the Presidential Physical Fitness Program to receive the Health & Wellness Ribbon.

3.2.4.1. All cadets who score in the Physical Fitness Test's 75- 84 percentiles will receive a Bronze Star device; 85-95 percentile they will receive a Silver Star device; and 96-100 percent they will receive a Gold Star device. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on the ribbon. Should a cadet score in a higher percentile, only the star representing higher percentile will be worn. In no case will a cadet mix different color stars on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.)

## Chapter 4

### CADET STANDARDS AND RESPONSIBILITIES

**4.1. Command and Supervisory Responsibilities.** Cadet leaders have the responsibility to maintain good order, discipline, and morale within the unit. They are expected to uphold and enforce standards. Cadet Officers and SNCOs may be held accountable for failing to act to correct inappropriate acts or identify improper relationships.

#### SECTION A – UNIFORM RESPONSIBILITY AND ACCOUNTABILITY

**4.2. Cadet Uniforms.** Each cadet is issued a complete official U.S. Air Force uniform. Cadets must safeguard and keep all uniform items, nametags, badges, ribbons, insignia, and other devices clean, neat, and in good condition.

**4.3. Uniform Requirement.** It is agreed upon by SLPS and HQ AFJROTC that all cadets must wear the uniform.

4.3.2. Wearing the uniform within standards an entire day meets a crucial objective; cadets must meet standards to successfully pass AFJROTC. No partial uniform wear is allowed. (See Chapter 7 for grooming standards).

4.3.2.1. Cadets choosing to wear the uniform out of standards will receive a warning. On the second warning, the parent/guardian may be contacted or they may meet a cadet board and face disciplinary action. Continuing to improperly wear the uniform may result in a parent/teacher conference, a failing grade for the grading period/semester or dismissal from the program.

4.3.2.2. Cadets wearing the uniform with repeated weekly discrepancies or found out of standards at any time during the school day may receive a reduced grade for their weekly inspection.

4.3.3. Not wearing the uniform regularly (3 uniform misses in a quarter) will result in a failing grade and possible dismissal from the program.

**4.4. Uniform Wear.** Uniform day is each **THURSDAY** or **FRIDAY** unless otherwise directed by the ASI/SASI.

4.4.1. Cadets will wear the uniform from the first bell to the last bell dismissing students for the school day.

4.4.2. Excusal from wear must be in advance by ASI/SASI. A cadet may **not** excuse another cadet from wear.

4.4.3. If granted to wear the uniform other than Wednesday or Thursday, it will still be worn the entire school day.

4.4.4. If a cadet must depart school before the assigned AFJROTC class period, with an excused absence, they must report to an instructor before departing campus for the appropriate uniform inspection.

4.4.5. No parent/guardian can excuse a cadet from uniform wear. If permitted, it will be under extreme circumstances and/or the cadet may still not receive an inspection grade for that period of assessment.

4.4.6. Allowances to make up a missed uniform wear and inspection are usually not permitted unless the cadet has a verified excused absence on uniform wear day and/or prior arrangements were made with an instructor.

4.4.7. The uniform must be worn within the school week before or after an excused absence or illness and at least before the next inspection. Cadets will continue to lose points until uniform make-up is complete.

**4.5. Uniform and Equipment Accountability.** Uniforms are on loan to cadets and are the property of the U.S. Government. When a cadet is issued a uniform, they and their parent/guardian will sign a Uniform Hand Receipt. Cadets will also sign for books and course materials issued to them on a locally developed receipt showing quantity and control number. Each item then becomes the temporary property of the cadet, who is responsible for its care.

4.5.1. Cadets will turn in any found uniform items to Logistics or an AFJROTC instructor. Unidentified uniform items will be returned to the shelf and the cadet will be responsible for replacement or cost value.

4.5.2. Cadet will report and return all uniform items that become worn or otherwise unserviceable. If a uniform item does not fit properly, return it promptly for replacement. Items unserviceable due to “normal wear and tear,” will be replaced at no cost. Damage due to cadet negligence or cleaning requirement is cadets’ expense.

**4.6. Uniform Maintenance Guidelines.** Dry cleaning, laundering, and routine uniform maintenance are the responsibility of the cadet and/or parent/guardian. Any alteration to a uniform, must be authorized by the ASI/SASI.

4.6.1. Cadets will be issued one complete, clean uniform with all accessories, insignia, and nametag(s).

4.6.2. General rules to follow: (DD) Dark (D) items, except socks, are Dry (D) cleaned only; (LL) Light (L) items, and socks can be Laundered (L). The uniform must be available and in inspection order at all times.

4.6.3. Not being cleaned is not a valid academic excuse for not wearing it on the designated uniform day.

4.6.4. PT gear will be laundered and should be in good condition on PT days and for community service events.

**4.7. Uniform turn-in.** Cadets must care for the uniform and return it and all accessories when no longer enrolled in AFJROTC or at the end of the school year, whichever occurs first.

4.7.1. Uniforms must be returned in a professionally dry cleaned condition, otherwise payment must be made. EXCEPTION: Cadets may bring in uniform items at the end of each year for dry cleaning at the cost of AFJROTC, as long as that provision is allowed by headquarters.

4.7.2. Socks, undershirts all earned or purchased items and/or accouterments are retained by cadets. Shoes, PT gear, nametags, ribbon racks, badges, cords, specialty headgear are returned at the end of each school year or when a cadet leaves the program.

4.7.3. Accountability will be established for each cadet. Each cadet must return all items within two weeks of their withdrawal or as directed by instructors during final year of program. Otherwise, an "obligation" will be placed on cadet's record.

**4.8. Uniform Damage.** Damage beyond "normal wear and tear," as well as lost uniform items, must be paid for by the cadet or the cadet's parent/guardian at current replacement cost. This includes coats, shirts, or blouses with excessive stains caused by carelessness. The ASI may authorize an item substitution.

**4.9. Military Bearing and Behavior.** Cadets must wear the uniform properly, conduct themselves with dignity, and exercise personal discipline. In/out of uniform, cadets are held to a higher standard of conduct than others.

## SECTION B – PROFESSIONAL RELATIONSHIP POLICY

### 4.10. Developing Professional Relationships.

4.10.1. General. Professional relationships are essential to the effective operation of all organizations, both military and civilian. While personal relationships between cadets are normally matters of individual choice and judgment, these relationships become matters of concern when they adversely affect or have the potential to adversely affect the Gateway STEM High School AFJROTC program by eroding morale, good order, discipline, respect for authority, unit cohesion, and/or mission accomplishment.

4.10.2. Professional relationships are those relationships that contribute to the effective operation of the Cadet Corps. Gateway STEM AFJROTC encourages each cadet to communicate freely with each other and those placed in a position of leadership over them regarding behavior, performance, duties, and missions.

**4.11. General Guidelines.** Experience has shown certain kinds of personal relationships present a high risk of becoming unprofessional, especially when circumstances change.

4.11.1. Dating, courting, and close friendships between cadets (even if same gender), are subject to the same policy considerations as are other relationships. No form of unprofessional behavior will be tolerated.

4.11.2. More senior cadets in a relationship bear *primary responsibility* for maintaining professionalism. Leadership requires the maturity and judgment to avoid relationships that negatively impact morale and discipline.

4.11.3. Corrective action should be *least severe* to terminate the unprofessional aspect of the relationship.

**4.12. Harassment, Discrimination, or Unfair Treatment.** Cadets who feel they are being harassed, discriminated against, or receiving unfair treatment should report immediately to the ASI/SASI, a teacher, counselor, or class-level dean or principal. This includes bullying, cyber-bullying, or any behavior adverse to good morale and discipline.

**4.13. Hazing.** Is defined as, "the practice of directing someone of lesser rank to perform a humiliating action, which entails the surrender of dignity and self-respect, or a hazardous action which exposes one to physical injury or bodily harm." The SASI will deal punitively with any cadet who uses their position and/or rank to cause behavior, physical or verbal, that is threatening, demeaning, retaliatory, dangerous, containing prejudice, and/or is sexual in nature.

**ANY TYPE OF PHYSICAL OR MENTAL ABUSE AND PUNISHMENT IS STRICTLY PROHIBITED.**

**4.14. Public Display of Affection (PDA).** PDA refers to the physical demonstration of affection for another person while in the view of others. PDA is inappropriate as it violates a long-standing custom of the service. Indiscriminate displays of affection detract from the professional image and dignity the Air Force intends to project to the public.

4.14.1. PDA includes, but is not limited to, holding hands (except a child's), arm-in-arm, embracing/hugging, kissing, making-out, petting, caressing, and/or sitting on another's lap. Includes contact between same genders.

4.14.2. Brief displays of affection, a modest kiss or embrace, is permitted in situations as commonly accepted etiquette. A single, closed mouth kiss or on a cheek is permitted as a gesture of a cadet's greeting/departure.

**4.15. Unwanted or Uninvited Touching and Aggression.** At no time should a cadet touch another cadet without consent. Striking, threatening, or other acts of violence violate SLPS rules and will be dealt with by authorities.

4.15.1. If a cadet needs to touch another to help with uniform corrections they should ask first. If granted, then it is permissible to touch the cadet only to review or correct the problem specified, (i.e. uniform).

## SECTION C – CLASSROOM RULES AND PROCEDURES

**4.16. Classroom Rules.** Cadets will abide by class rules provided by their instructor and in their course syllabus.

**4.17. Classroom Procedures** (all courses).

4.17.1. Headgear will be removed before entering indoors, unless armed or otherwise specified by ASI/SASI.

4.17.2. No bandanas or "colors," clothing, or materials displaying profane language, racist or sexist overtones, or depicting tobacco or alcohol products will be worn/displayed in school or at any AFJROTC activity.

4.17.3. Electronic devices are not permitted in classrooms, unless authorized. They will be **off** and out of sight.

4.17.3.1. SLPS, GSTEM HS, and AFJROTC assume no responsibility or liability for lost/stolen personal property.

4.17.3.2. Wearing audio devices while in uniform is not permitted, to include ear phones or visible ear "buds" over the ears or around the neck. Otherwise, they should be kept in your locker, backpack, or purse.

4.17.4. In classrooms, all cadets will face forward and maintain proper posture.

4.17.5. Cadets will show respect at all times. Instructors will be addressed by their rank and last name or as "Sir/Ma'am." This is extended to all visitors, staff and faculty, other cadets, and military personnel, regardless of service.

4.17.6. Cadet rank must **never** be confused with military rank. If a potential for misunderstanding exists, ROTC rank must be preceded by the term "Cadet." In writing, always use cadet rank, i.e. C/SSgt, C/Lt Col, etc.

4.17.7. When a visiting higher ranking official or distinguished visitor enters a classroom for the first time, calling a room to attention demonstrates respect. The first cadet to notice or ANY cadet may call the room to attention. However, cadets should not interrupt classroom curriculum when another instructor enters the room on unofficial business, when needing to see a cadet, or needing to discuss something with the classroom instructor.

4.17.7.1. In a loud, clear voice, the command is, "**Room, ATTENTION (Tench-hut).**" Cadets will rise to attention and remain until the person entering says, "**At Ease,**" "**As You Were,**" "**Carry-on,**" etc.

4.17.7.2. The exception is when an instructor or person of an equivalent rank (or higher) is already in the room.

4.17.7.3. Training will **NOT** be interrupted by calling the room to attention, (unless previously specified).

4.17.8. Students should refrain from eating in the classroom unless allowed by an instructor. Bottled water is permitted and replenishment drinks are permitted during physical fitness training.

4.17.9. Cadets ordinarily will not be permitted to answer a text or use their personal cell- or office phone. There are extreme situations when a cadet may be excused to do so, but the ASI/SASI will be notified in advance.

4.17.10. When directed by or when the ASI/SASI is unable to do so, answer a phone in the AFJROTC classroom or office by saying, "**Air Force Junior ROTC, Cadet (your name) speaking, may I help you?**"

## SECTION D – STANDARDS OF CONDUCT

**4.18. Cadet Etiquette.** Define as "the customary rules of conduct or behavior in polite society." Our civilized society operates smoother when all members practice proper etiquette and good manners. "Treat Others as You Want to Be Treated," is a good axiom to live by. Cadets should say, "**Please**," "**Thank You**", "**Your Welcome**."

**4.19. Commitments.** Cadets are expected to complete all obligations on time. If a cadet agrees to participate in an event or be part of a project, he or she is expected to "show up" and see it through to the end and to their best ability.

**4.20. Position of Honor.** This courtesy began centuries ago. The right side (sword bearing side) or right of battle line became the position of honor, assumed by great warriors and leaders.

4.20.1. A cadet should walk or sit on the LEFT side of a member who assumes the position of honor on the RIGHT, while in/out of uniform. This privilege will be afforded a senior cadet officer while in uniform.

4.20.2. The position of honor also applies to displaying the U.S. flag. (See Chapter 14).

**4.21. Rank Has Its Privileges (RHIP).** This personal admiration is a voluntary tribute to another. Cadet-service *does not demand it*. However, the service does demand respect for authority by unflinching courtesy to people who exercise it. The privileges of rank do not include the privilege of abuse of position.

**4.22. Saluting.** A traditional greeting between military personnel, respect to senior officer's, or just saying "Hello."

4.22.1. When in uniform and outdoors, the salute will be rendered to senior ranking uniformed commissioned, warrant, and cadet officers (of any service). This is especially important when on CIA trips and/or off-campus.

4.22.2. A salute will be rendered when outdoors, while in uniform, during the playing of the National Anthem.

4.22.3. The salute will ONLY be rendered inside when reporting in or when receiving an award.

4.22.4. Cadets should develop a habit of carrying objects with left hand and/or on left shoulder or shoulders.

**4.23. Reporting Procedures.** Cadets will have occasions to be summoned or report to an instructor or senior cadet.

4.23.1. Knock **ONLY** once (assertively) and wait to be acknowledged before entering the office or room.

4.23.2. Take most direct route, execute facing movements, and stop approximately 2 steps in front of desk.

4.23.3. If summoned, invited, or told to report, salute and say, "**Cadet** (your last name) **reports as ordered**."

4.23.4. If voluntarily reporting for other reasons, salute and say, "**Cadet** (your last name) **reports**."

4.23.5. Hold your salute until it is returned and remain at attention until told to do otherwise.

4.23.6. At the conclusion of all matters, verify by asking, "**Is that all?**" or advising, "**That is all**."

4.23.7. When dismissed, come to attention, salute, hold till returned, execute facing movements, and exit.

4.23.8. When reporting to ASIs or NCOs, you do not have to salute but may do so, and use "...**reports as directed**" or "...**reports**."

**4.24. Training Devices.** Sabers and drill rifles will not be removed from GSTEM HS except for sanctioned drill meets or approved events by ASI/SASI. These must be in a locked cabinet and secured in the supply room when not in use.

**4.25. Cadet Standards Enforcement.** Senior cadets have authority over junior cadets in all matters, but will not be abused. They are authorized to and should take charge of and direct subordinates in the performance of training.

4.25.1. They will judiciously enforce military discipline at all times and will never demean, belittle, harass or use obscene language or physical force. In addition, physical punishment, (i.e. push-ups, running, hazing, eating, etc.), will not be used by any member at any time for discipline. On-the-spot corrections are encouraged.

4.25.2. Proven abuse by a cadet officer's or NCO's authority will result in disciplinary action. This does not prevent a junior cadet from responsibly and tactfully correcting a senior cadet, during appropriate occasions.

4.25.3. The chain of command will be strictly enforced. All attempts to settle disputes of conflicts with a superior, senior officer, or instructor must be made with that individual first. If not resolved, the cadet must inform them of their decision to address the concern to the next person in the chain of command.

4.25.4. Leaders may assign cadets to special training or additional duty. They will also assign a supervisor. If an offending cadet refuses to participate, they will be referred to the ASI/SASI and removal will likely result.

**4.26. ASI/SASI open door policy.** ASIs/SASI are here to listen, but are not certified SLPS Social Workers or Counselors, (there are professionals on campus for that). The ASI/SASI will refer you to the appropriate office.

4.26.1. The instructor office will be respected and maintain a professional setting. It is not a social club or meeting place for cadets to just "hang out."

4.26.2. All personal items left in classroom/offices may be appropriated or turned into lost and found.



## Chapter 5 PROMOTIONS, RANK, AND DEMOTIONS

### 5.1. Promotion Consideration:

5.1.1. Rank and Positions. All ranks/grades mentioned below and in this guide are cadet ranks (unless noted otherwise). Cadet rank authorization is described in the Unit Manning Document (UMD). (See Chapter 2).

5.1.2. Objectives. The cadet promotion system promotes cadets to permanent grades commensurate with the number of years of successful completion of AFJROTC, promotes cadets to temporary grades to fill cadet jobs, and promotes exceptional performers. The cadet job assignment system places cadets in leadership positions where they can demonstrate and refine their leadership skills.

5.1.2.1. Promotions and assignments are based on the "whole-person" concept. This includes leadership performance, management, and excellence in academics, conduct, teamwork, cooperation, uniform wear/appearance, AFJROTC, school, and community involvement. Doing well in only one area is unacceptable.

5.1.3. Responsibilities. The SASI has final authority over all cadet promotion policy and actions. The incoming and outgoing cadet group commanders may submit staff position recommendations to the SASI/ASIs.

### 5.2. Types of AFJROTC Cadet Rank. (See Attachment 1).

5.2.1. **Permanent Rank.** All cadets are assigned a permanent rank (grade) commensurate with the number of AFJROTC years satisfactorily completed. Permanent ranks may be awarded during the second semester of each year. Retention of permanent grades is contingent upon satisfactory performance and behavior.

- First year (AS-100) – Cadet Airman (Amn/E-2)
- Second year (AS-200) – Cadet Airman First Class (A1C/E-3)
- Third year (AS-300) – Cadet Senior Airman (SrA/E-4)
- Fourth year (AS-400) – Cadet Staff Sergeant (SSgt/E-5)

5.2.2. **Temporary Rank.** Awarded with assignment to a position with a rank higher than the cadet’s permanent rank. May be awarded by the ASI/SASI to fill a vacancy within the cadet organization if it cannot be filled by a qualified cadet of sufficient rank.

5.2.2.1. For performance issues, a cadet staff member must perform to the standards set forth in their job descriptions and in accordance with this guide and other policies and procedures. The cadet’s attitude, behavior, and performance will be monitored.

5.2.2.2. With the approval of the SASI, cadets in their final term of AFJROTC may retain the highest rank to which they have been promoted, regardless of course level.

### 5.3. Promotion Cycles. Only cadets meeting requirements for promotion during a promotion cycle are eligible.

5.3.1. Airmen. Promotions to Airman (Amn), Airmen First Class (A1C), and Senior Airmen (SrA) are automatic, as determined by the course ASI, SASI, and IAW this guide and chapter.

5.3.2. Non-commissioned Officers (NCOs). Promotion to Staff Sergeant (SSgt) and Technical Sergeant (TSgt) is accomplished by review of cadet performance. Promotions may include testing, (refer to 5.8.).

<b>PROMOTION CYCLES AND PROMOTION POSSIBILITIES</b>		
<b><u>CADET YEAR</u></b>	<b><u>POST 1st SEM</u></b>	<b><u>POST 2nd SEM</u></b>
First (AS-100)	Amn (E-2)	A1C (E-3)
Second (AS-200)	SrA (E-4)	SSgt (E-5)
Third (AS-300)	TSgt (E-6)	MSgt (E-7)
Fourth (AS-400)	2d Lt (O-1)	Position Commensurate

**Figure 5.1. MO-851<sup>st</sup> Temporary Promotions**

### 5.3.3. Senior Non-commissioned Officers (SNCOs)

5.3.3.1. Temporary rank promotions to the SNCO level is accomplished by a review of the individual cadet's performance as stated in paragraph 5.4., whether the cadet is performing in a leadership position within the flight or staff, and after meeting additional demanding requirements, to include SNCO testing, (if implemented).

5.3.3.2. Master Sergeant (MSgt/E-7). Reserved for NCOs that demonstrates exceptional leadership potential.

5.3.3.3. Senior Master Sergeant (SMSgt/E-8). Reserved for Key Staff NCOs.

5.3.3.4. Chief Master Sergeant (CMSgt/E-9). Reserved for Command Chief (CCC).

5.3.4. Officers. Generally, AS-4's are officers and the individual must show the ability to be an officer. The candidate must be recommended by the SASI and ASI.

**5.4. Performance Expectations.** Promotion eligibility is based on a cadet's good-standing. Promotions may be withheld until cadets are in good standing.

**5.5. Below-the-Zone (BTZ).** A limited number of permanent cadet promotions may be accelerated by ASI (with SASI approval) based off cadet performance and/or unique circumstances of the promotion recommendation.

**5.6. Stripes for Exceptional Performance (STEP).** Immediate promotions to Staff Sergeant to Master Sergeant for those cadets who are outstanding performers, but do not score well on promotion tests (if required) or selected for promotion eligible assignments. However, the SASI has wide latitude on when/how to use STEP promotions.

**5.7. Transfer Cadets.** Cadets transferring from other JROTC units will have their records reviewed to determine rank. Rank earned in another Junior ROTC program may be awarded to the transfer cadet upon proof of previously held rank, but is not automatic. Transferring officers should serve on or with the cadet staff to retain officer rank.

**5.8. Promotion Testing** (if utilized). For someone to be promoted to SSgt or above there must be a *vacancy* or *slot*. Such vacancies are created when someone disenrolls or graduates, gets promoted, or assumes a position. Our program utilizes a system to select cadets and assess their skills, knowledge, and abilities in various areas. Promotion tests support and enhance cadet management in the promotion and assignment process.

**5.9. Demotions.** A cadet's failure to participate, undesirable character, unethical conduct or misconduct, an indifference to, lack of interest in, or inaptitude for "cadet training" may lead to an inability for the cadet to meet minimum standards of behavior and performance to continue with the current level of responsibility.

5.9.1. A demotion is a reduction in rank for a wrongdoing, minor or major violation of the rules of the unit, or by behavior such as excessive lateness, misconduct, or negligence.

**5.10. Approval Authority.** All promotions, demotions, probations, transfers, and/or reassignments are imposed by the cadet staff, with recommendation of the advising and/or course ASI, with final approval by the SASI. All personnel actions in these matters can be reviewed and appealed to the next level in the cadet's chain of command, with final approval or disapproval by the SASI.

## Chapter 6

### CADET OFFICERSHIP

**6.1. Concept.** Being a cadet officer entails more than passing a test and wearing the rank. Once a cadet achieves cadet officer rank, he or she will have already proven leadership potential and ability within the Cadet Corps.

**6.2. Expectations of a Cadet Officer.**

6.2.1. In a "cadet owned" program, cadet leadership is responsible for leading/maintaining all functional areas.

6.2.2. Cadet officers are placed in positions of authority and are relied upon to help administer other cadets.

6.2.3. Cadet officers will share in the success (or lack of) achieved by the Cadet Corps. The SASI and the ASIs do not run the Cadet Corps; they facilitate and monitor the manner in which the cadet officers handle the tasks.

**6.3. Officership.** The word 'officership' is a compound of two words, 'officer,' meaning one who holds a position of authority (usually a responsible position in public service) and 'ship,' meaning a condition, character, officer, or skills. Embedded are the concepts of knowledge, integrity, professionalism, and character.

6.3.1. **Knowledge.** The cadet officer is assumed to have gained a great deal of knowledge and experience in the role of a leader. They must know the fundamentals of this guide and must know how to drill and lead drill.

6.3.2. **Skills.** The cadet officer must deal with cadets from diverse backgrounds and solve various problems.

**6.4. Appointment as a Cadet Officer.** Candidates are selected for officer appointment by the SASI and ASIs.

**6.5. Qualities and Responsibilities Expected of Cadet Officers.** Cadet Officers must set the example by:

6.5.1. Being totally loyal to AFJROTC and the AFJROTC mission and goals.

6.5.2. Being supportive of all fellow cadets, the organization, and the instructor staff (ASI/SASI).

6.5.3. Being impartial and must never allow personal feelings to interfere with their effectiveness. Officers must always keep the best interests of the Cadet Corps in mind whenever making decisions affecting the unit.

6.5.4. Being loyal and sensitive to the mission and the subordinates upon whom they depend to meet it.

6.5.5. Carrying themselves in a manner that reflects dignity, confidence, and pride.

6.5.6. Wearing their uniform in a way that demonstrates self-confidence, self-esteem, and professionalism.

**6.6. Officer Situations.**

6.6.1. Being a cadet officer, even in AFJROTC, becomes a 24/7 (24 hours a day/7 days a week) obligation. They are the first on the job and the last to leave.

6.6.2. Officers must be willing to direct and observe the actions of subordinates and provide appropriate reward and/or consequence to ensure task completion and appropriate conduct in the cadet corps. Failure to do so will jeopardize their position and respective rank.

6.6.3. Officers will be in situations when subordinates may ask for advice or direction. This is when an officer's character is exposed. A cadet officer must be willing to consider what is asked of by a subordinate.

6.6.4. The officer must be a good follower. The officer may not always perform the task but be willing to show subordinates they would, if necessary. The officer must not reflect the "do as I say, not as I do" example.

**6.7. Officer Professionalism.** Expectations require duty, bearing, initiative, integrity, loyalty, development, and judgment. Cadet officers and officer candidates must strive for excellence in these areas; it must be second nature.

**6.8. Failure to Meet/Maintain Cadet Officer Standards.** Standards and expectations for attitude, performance, and judgment are higher for cadet officers.

6.8.1. Failure to maintain standards, as described in this guide and chapter, regardless of cadet officer rank, will place their assignment to a corps position in jeopardy and it may result in immediate demotion or removal from their position and their officer rank. Beyond that, cadets may be considered for disenrollment from AFJROTC.

## Chapter 7

### CADET GROOMING AND DRESS

#### SECTION A – GENERAL POLICIES

**7.1. General.** The dress and grooming of SLPS students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. Failure of cadets to follow SLPS, GSTEM HS, or guidelines in this guide and chapter will result in disciplinary actions.

**7.2. The Uniform.** The AFJROTC uniform is the official U.S. Air Force uniform. To the casual observer you represent the Air Force. Both military and civilians draw conclusions as to the effectiveness of the Air Force by how they perceive those in uniform. Each time you wear the uniform, you also represent SLPS, GSTEM HS, MO-851st, and AFJROTC cadets worldwide, and therefore, you must wear it correctly and your appearance be above reproach.

7.2.1. Grooming standards are established in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* for cadets enrolled in AFJROTC. Uniform standards are influenced to an extent by military tradition, and they reflect the image the Air Force desires to project to the civilian community. Grooming and appearance standards for male/female cadets will be frequently reviewed and known by both male/female cadets.

7.2.2. The basic concept of the Air Force uniform is that it is plain but distinctive. The standards for wearing the uniform consist of four elements: neatness, cleanliness, safety, and military image. The first three are absolute, objective criteria for the efficiency, health, and well-being of the corps. The fourth standard, military image, though subjective, is very important and has no room for the extreme, the unusual, or the faddish.

7.2.3. Unless specifically stated in this guide or AFJROTC Instructions, no items other than approved ribbons, badges, insignia or devices may be placed/worn with the AFJROTC uniform. (See Chapter 10 for exceptions).

7.2.4. All cadets should take the opportunity to inform any cadet (or AF member, for that matter) who are in violation of Air Force and AFJROTC uniform and appearance standards, with tact and diplomacy.

**7.3. Prohibited Activities While Wearing the Uniform.** Questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC program, Gateway STEM High School, and the U.S. Air Force. Conversely, proper conduct and pride reflects favorably upon the cadet wearing the uniform and enhances the corps' image throughout the community.

7.3.1. Cadets must not engage in public displays of affection (PDA). (See Chapter 4)

7.3.2. When in uniform the following actions are prohibited while walking or in a formation:

7.3.2.1. Do not stand or walk with hand(s) in pocket(s), except to insert or remove an item.

7.3.2.2. Do not smoke or use smokeless products.

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

#### SECTION B – MALE UNIFORM REQUIREMENTS

##### 7.4. Minimum Standards for Male Cadets in Uniform.

7.4.1. **Shirt, Light Blue, Short Sleeve with Epaulets.** With arm at a 90-degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie or with open collar. When not wearing a tie, all buttons except the top button are buttoned. The shirttail is always pulled down into the trousers tightly and tucked at the sides to make it neat for fitting. The only creases on the shirt are down the sleeves. Nothing will be carried in the shirt pockets. (See Attachment 3).

7.4.2. **Tie, Blue.** Only a Windsor knot secures the tie. A tie will be worn with the long-sleeved shirt, but is optional with the short sleeved shirt. The tie will be either a blue polyester or silk, herringbone twill. The tip of the tie must cover a portion of the belt buckle, but cannot extend below the bottom of the belt buckle. It is worn outside the shirt and is not tucked in. It must be worn with the Service Coat. Air Force tie tacks or bars can be purchased at the cadet's own expense and are worn centered on the tie.

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

7.4.4 **Belt.** Dark blue with silver tip and matching buckle, 1 1/2 inches wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The "gig" line is the straight line formed by the front edge of the shirt, belt buckle, and trousers fly.

7.4.5. **Low Quarters.** Low-quarters are worn with the service dress and service uniforms. Shoes will be low quarter, oxford-style, lace-up with a plain rounded toe or a plain rounded-capped toe. Soles will not exceed 1/2 inch in thickness and the heel will not exceed 1 inch in height (measured from the inside front of the heel). Shoes will be smooth or scotch-grained leather or man-made material. Shoes will be shined.

7.4.6 **Hair.** Clarification of male cadet hair standards can be found at 7.6.15. and Attachment 10.

## SECTION C – FEMALE UNIFORM REQUIREMENTS

### 7.5. Minimum Standards for Female Cadets in Uniform.

7.5.1. **Blouse, Light Blue, Short Sleeve, and Pointed Collar.** The blouse may be worn with a tab or open collar. The tab is always worn with Service Dress Coat. The blouse is always worn tucked in. A plain white "V" neck t-shirt must be worn, so that the top of the t-shirt is not exposed. (See Attachment 4).

7.5.2. **Slacks, Blue.** Slacks will fit naturally over the hips with no bunching at the waist or fullness in the seat. The bottom of the slacks will rest on the front of the shoes with a slight break in the crease. The back of the slacks will extend approximately 7/8 inch longer than the front. Any alterations to modify the leg shape must be approved by an instructor. Articles carried in the pockets will not be visible or present a bulky appearance.

7.5.3. **Skirt, Blue.** Skirts (if worn) will hang naturally over the hips with a slight flare. The length will not be shorter than the top of the kneecap nor longer than the bottom of the kneecap. The skirt may be worn with or without belt loops. A belt must be worn if the skirt has belt loops. Hosiery is required when wearing the skirt.

7.5.4. **Belt.** Dark blue, with silver tip, and worn by threading through the belt loop to the wearer's right. The silver tip extends beyond the buckle to the wearer's right with no blue fabric showing. The "gig" line is the straight line formed by the front edge of the shirt and the belt buckle (with skirt), and trousers fly (with pants).

7.5.5. **Hosiery.** Will be worn with the service dress or service uniform; must be worn with the skirt and are optional with slacks. Will be plain commercial, sheer, nylon in neutral, dark brown, black or off-black, or dark blue shades that complement the uniform and the cadet's skin tone. Patterned hosiery is not authorized.

7.5.6. **Shoes.** All shoes worn by female cadets can be worn with the service dress and services uniforms.

7.5.6.1. **Low Quarters.** Commercially designed low quarters will be black oxford, lace-up style, with a plain rounded toe or a plain rounded capped toe. The sole will not exceed 1/2 inch in thickness and the heel will not exceed 1 inch in height (measured from the inside front of the heel); the sole may have a low wedge heel.

7.5.6.2. Female cadets will not wear raised-heel shoes, of any kind, during Squadron uniform inspections, while in formation, or during any activity requiring a female cadet to be in both uniform and formation. This allows for safe and proper drill movement. Other authorized shoe wear may be worn throughout the duty-day.

7.5.7. **Purse.** Females should carry a small, black purse. The standard Air Force purse may be purchased at the cadet's expense. Exceptions must be conservative and approved by the ASI/SASI.

7.5.8. **Hair.** Clarification of female cadet hair standards can be found at 7.6.15. and Attachment 11.

7.5.8.1. While wearing the PT uniform, long hair will be secured but may have loose ends and may extend below the collar; i.e. ponytails.

7.5.8.2. Leg hair must not visibly protrude beyond and/or cause a visibly uneven texture beyond hosiery.

## SECTION D – GENERAL UNIFORM AND PERSONAL APPEARANCE

### 7.6. Minimum Standards for Male and Female Cadets in Uniform.

7.6.1. Unless otherwise announced, the uniform of the week is the Service Uniform, any combination.

7.6.2. Uniforms must be kept in a neat and clean condition and at the cadet's expense. Cadets having financial hardships and unable to pay for cleaning should see the ASI/SASI for assistance.

7.6.3. **Service Coat, Blue.** With arms hanging naturally, sleeves will end approximately 1/4 inch from the heel of the thumb. Ensure the bottom edge of coat extends 3 to 3 1/2 inches below the top of the thigh. Coat should follow the contours of the figure but allow ease of movement without pulling in back of the waist. The coat and slacks or skirt must match the color shade and material. Flat items may be carried in the inside pockets. It will NOT be unbuttoned when worn. The coat will have an AFJROTC patch on the left sleeve as prescribed in AFJROTCI 36-2001, *Air Force Junior ROTC Operations*. Grade insignia is worn on the collar. (See Attachment 6 and 7).

7.6.3.1. The Service Coat may be removed when it becomes uncomfortably warm. However, it will not be worn unbuttoned in school public areas such as hallways, command areas, or the cafeteria. At the direction of the ASI/SASI, students are permitted to remove the service coat during other than AFJROTC classes providing a complete uniform (pants, shirt, name tag, rank insignia, tie, shoes, and socks) is worn.

7.6.3.2. When removed it will be hung up or carefully draped over the back of a chair. The coat will be put on and buttoned before leaving the classroom. If removed, the tie/tab will not be loosened, (but may be removed and top button un-buttoned).

7.6.4. **Lightweight Blue Jacket.** The "Windbreaker" may be worn as an optional garment, when specified by the ASI/SASI. The lightweight blue jacket may be worn indoors or outdoors. When worn with the uniform, it must be zipped at least halfway up. Female cadets may wear the male Lightweight Blue Jacket. At the discretion of the SASI, it may be worn with civilian clothes, when the insignia has been removed.

7.6.5. **Sweater Wear.** Cadets may wear only the Air Force long sleeve wool V-neck pullover sweater or cardigan sweater as an optional item at their own expense. Tie/tab is optional when worn.

7.6.6. **Shoes.** Cadets may purchase and wear the "Corfram" high shine military oxfords at their own expense, (will be clean and free of marks).

7.6.7. **Socks.** Black, commercial socks without design, patterns, or logos may be worn with pants, slacks, and/or oxfords. No other color is authorized. Females must wear socks if not wearing hose.

7.6.8. **Undergarments.** They are **MANDATORY** for all male and female cadets, while wearing the uniform.

7.6.8.1. All cadets must wear a 100% cotton "V" neck t-shirt. 100% cotton "Crew" neck t-shirts are authorized only when wearing closed collar uniforms (tie/tab must be worn). Undershirts will be plain white, without pockets, designs, lettering or illustrations, and so the top of the shirt is not exposed. Will be tucked into trousers.

7.6.8.2. Male cadets must wear underpants (of any style). However, shorts will not be worn as underpants.

7.6.8.3. Females must wear a conservative bra and panties with all uniforms. They may wear other appropriate undergarments as necessary, provided they are not visible when worn with an open collar.

7.6.8.4. White thermal undershirts are permitted (even if exposed at neck); must be with a long-sleeve shirt. Dickies, turtlenecks, and mock necks are not authorized for wear with the Service uniform (even with Coat).

7.6.9. **Bracelets.** Will be conservative, no wider than 1/2 inch. Conservative is defined as plain, not drawing attention, or faddish. Bracelets for medical alert purposes are authorized as long as they are conservative. Bracelets espousing support for a cause or group will not be worn. Ankle bracelets are not authorized.

7.6.10. Rings. A maximum of three rings on both hands combined may be worn at any one time while in uniform. Rings will be worn only at the base of the finger. No thumb rings authorized.

7.6.11. Earrings. Male Airmen are not authorized to wear earrings while in uniform or in civilian attire for official duty, but are authorized to wear earrings in civilian attire while off duty on a military installation. Female Airmen may wear small (not exceeding 6mm in diameter) conservative (moderate begin within reasonable limit; not exceeding or extreme) round or square, white diamond, gold, pearl, or silver earrings as a set with any uniform combination. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings

- 7.6.11.1. Under no circumstances may males wear earrings, healing posts, wire, or other devices in uniform.
- 7.6.11.2. Recent piercing(s) is not a reason for males to wear earrings while in uniform or for females to wear additional earrings, wire, or other devices while in uniform, nor is it a valid excuse to not wear the uniform.
- 7.6.11.3. If a cadet decides to have their ear(s) pierced, the cadet should plan it around an extended holiday.
- 7.6.11.4. Exceptions for specific-style clear healing posts are rare, but may be approved by the SASI only.
- 7.6.12. Piercings. Body other than the earlobe is an individual choice. However, cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform).
- 7.6.13. Tattoos. If offensive, vulgar, having racist, sexist or perverse qualities may be justification for disallowing participation in AFJROTC. Think before getting a tattoo. Tattoo removal is very expensive and painful. *\* Tattoos may disqualify you from military service.*
- 7.6.14. Personal items such as necklaces, pens, pencils, and other such items will not be visible while in uniform. Cadets will not wear or place pencils, pens, or handkerchiefs in uniform shirt pockets.
- 7.6.15. **Hair (male and female).** Will be clean, well-groomed, present a professional appearance, and allow proper wear of headgear. Will not contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, and moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural, human hair colors. The hair color must complement the member's complexion and skin tone.
- \*Examples of natural human hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent, or neon colors.
- 7.6.16. **Cosmetics.** Cosmetics must be conservative and in good taste. Female cadets will not wear shades of lipstick that distinctly contrast with their complexion. Cosmetics are prohibited for male cadets in uniform.
- 7.6.17. **Fingernails.** Fingernails must be clean and neat. They will compliment skin tone, be a single color or French manicure. Nails must not have decorations; will not wear shades of polish that distinctly contrast with their complexion, that detract from the uniform, or that are extreme. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. Designs will not be applied to nails. Nail polish is prohibited for male cadets while in uniform.
- 7.6.18. Nametags. Are a part of the uniform and must be worn on the shirt and service dress coat, (if provided). Exceptions can be made for Honor Guard and Drill Teams during competitive events or special activities.
- 7.6.19. Insignia. Cadets will be issued enough rank insignia to allow wearing on coat (service dress or light-weight) and shirt. If the coat is removed, the cadet will still be in proper uniform.
- 7.6.20. Ribbons. All authorized ribbons must be worn on the service dress coat and are optional on the standard uniform. Ensure they do not become soiled, frayed or worn; AFJROTC ribbons and precedence are posted in the classroom (See Attachment 12).
- 7.6.20.1. Cadets may wear ribbons earned while enrolled in Civil Air Patrol (CAP) or other JROTC programs.
- 7.6.20.2. Order of wear is AFJROTC, CAP, and other JROTC ribbons grouped by service and year achieved.
- 7.6.21. Badges. Badges and other devices are part of the uniform and must be worn. (See Attachment 2).
- 7.6.22. Buttons. Replace buttons promptly. Buttons on the service dress are oxidized silver, DO NOT polish.
- 7.6.23. Loose Strings. Trim/cut "cables" and frayed seams on the uniform. Do not pull, tear, or burn them off.
- 7.6.24. Flight Cap, Blue. The cap is worn with the crease straight with the nose, with insignia over the left eye, and approximately two-finger spacing between the bridge of the nose and the bottom of the cap. The crown will not be crushed. The cap will not have officer silver braid. (See Attachment 8 for insignia placement).
- 7.6.24.1. Flight caps are only issued on an as needed basis. The area around Gateway STEM High School has been designated a no-hat / no-salute area by the current SASI. Headgear will be issued to cadets when participating in activities off-campus, in uniform.
- 7.6.24.2. When in uniform and during inspections, cadets will wear the flight cap (if issued), unless otherwise directed by SASI or exception to GSTEM HS policy. If issued, the flight cap will be worn when off campus.

- 7.6.24.3. When entering a building, cadets (male and female) will remove the flight cap (or other headgear).
- 7.6.24.4. The flight cap need not be worn while riding in a vehicle or "riding" a bicycle.
- 7.6.24.5. Headgear will be worn at all times (in- or outdoors) when cadets are under arms, to, during, and from official duties and ceremonies. Cadets are considered "under arms" when carrying ceremonial weaponry.
- 7.6.24.6. When in uniform and riding a bicycle, either the flight cap or protective bicycle helmet (not over flight cap) will be worn. When no longer riding the bicycle, remove the helmet and don the flight cap.
- 7.6.24.7. When not wearing headgear, it is recommended to be in a book bag. If stored on uniform, it will be tucked under the belt on wearer's left side, between the first and second belt loops, with the open edge to the left (insignia forward). The cap will not fold over belt, be visible below service coat, or tucked under epaulets.
- 7.6.24.8. Female cadets are authorized to wear the men's flight cap.
- 7.6.25.9. The wear of religious head coverings while in uniform must be approved via waiver from HQ AFJROTC.
- 7.6.26. Umbrellas. Optional, commercial, plain solid dark blue or black without ornaments is authorized.
- 7.6.27. Backpack or gym bag. Carried in left hand, on left/both shoulder(s) and not to interfere with a salute.
- 7.6.28. Do not mix civilian clothing with the uniform, (e.g. do not wear a civilian winter coat/sweater over the uniform or wear the blue military lightweight coat with civilian clothes, unless authorized by ASI/SASI).
- 7.6.29. Vocational/Physical Education Dress-Out Policy. Teachers will determine whether cadets in uniform are excused from dressing-out for their class on uniform day. When necessary cadets will change into proper clothing at the beginning of class and change back into uniform at the end of class. Cadets may wear overcoats, oversized shirts, or aprons with the uniform during classes where damage to uniforms may occur.
- 7.6.30. Uniform items and correct placement of insignia, badges, and devices are found in Attachments.

**7.7. Distinctive Uniform Items.** Certain special items add to the distinctiveness of the AFJROTC uniform. These items give special recognition and identification to a cadet and encourage other cadet participation.

- 7.7.1. These items are worn for special ceremonial or demonstration activities as directed by the ASI/SASI. Honor Guard and Drill Team members may wear their distinctive uniforms for special presentations, competitions, parades, recruiting visits, and other specified occasions per instructions from ASI/SASI.
- 7.7.2. **Shoulder Cords.** Cadets are authorized to wear **one** shoulder cord on the left shoulder. Shoulder cords represent appointment to leadership positions, special honor guard/drill teams or competition teams in recognition of special achievement and will be worn only on the light blue shirt and the service dress coat. The following denote colors of cords worn by MO-851st cadets (unless otherwise authorized by the SASI):
- 7.7.2.1. Medium Double Braid Silver = Group Commander
- 7.7.2.2. Medium Double Braid Jay Light Blue and Silver = Special Assistants (former commanders)
- 7.7.2.3. Medium Double Braid Navy Blue and Silver = Deputy Group Commanders
- 7.7.2.4. Medium Double Braid Royal Blue and White = APT Commanders
- 7.7.2.5. Medium Double Braid Navy Blue and White = Squadron Commanders
- 7.7.2.6. Medium Double Braid Royal Blue and Black = Command Chief
- 7.7.2.7. Medium Double Braid Royal Blue = 1<sup>st</sup> Sergeants
- 7.7.2.8. Medium Double Braid Medium Blue = AS2 & AS3 Fight Commanders
- 7.7.2.9. Medium Double Braid Gold = AS1 Flight Commanders
- 7.7.2.10. Medium Double Braid Black and White = Drill Team Commander
- 7.7.2.11. Medium Double Braid Black = Drill Team
- 7.7.3. **Berets.** Berets may be worn by members of competition teams when authorized by the ASI/SASI. They will only be worn for performances and will not be worn to school in place of flight caps.



7.7.3.1. Position beret headband straight across forehead, 1 inch above eyebrows. Drape top over right ear and stiffener. Insignia will be either the Air Force emblem with eagle, or the Air Force wings and star.

7.7.3.2. Align insignia ¼ inch above and parallel to the beret headband and wear centered above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. See Attachment 8 for further guidance.

7.7.4. **Cap, Blue Service.** The men's "Wheel Cap" or women's "Bucket Cap" is an optional item and may be purchased at the Cadet's own expense. Only cadet senior staff members are authorized wear of this cap. It may be worn with the Service Dress or standard uniforms with the proper insignia. The ceremonial cap may be worn by members of the honor guard and drill team. (See Attachment 8 for insignia placement).

7.7.4.1. Female cadets are authorized to wear the men's service cap.

7.7.5. **Ascots.** May only be worn by members of competition and recruiting teams; authorized by ASI/SASI.

7.7.6. **Gloves.** May be worn with all authorized outer garments. They will be one color (black), leather, knitted, tricot or suede, or a combination. Any other colored gloves, or combination, are limited to exhibition, ceremonies, demonstrations, recruiting, and competition only.

7.7.7. **Earmuffs** (black). May be worn with all authorized outer garments and may wrap around either the top or rear of the head. Earmuffs may be made of any material and will only be worn with an outer garment.

7.7.8. **Cuff links** (optional). They will either be silver, satin finish or highly polished with the "wing and star" design; silver, highly polished with the AF symbol; or plain silver, highly polished, commercial design with dimensions and shape similar to the wing and star cuff links.

7.7.9. **Specialty Belt Buckles.** The WG/CC & CV, and competition Honor Guard may wear a buckle with the Hap Arnold emblem affixed and the. Other buckle designs must be approved by SASI.

**7.8. Semi-Formal Uniform.** The semi-formal uniform may only be worn for formal occasions. Uniform consists of the service uniform with coat, pants, and tie/tab; worn with a plain white buttoned down collared shirt.

7.8.1. The white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs. Military creases are not authorized. A V-neck or athletic style, white undershirt will be worn. Both shirts will be tucked into the trousers. Headgear and saluting is not required.

**7.9. Airman Battle Uniform (ABU).** Wearing of the ABU/BDU/DCU is **optional** and is an earned privilege, not a right. Cadets will not wear a mixture of the ABU, BDU, or DCU uniform. They will be purchased at cadet's expense, (unless issued).

7.9.1. Only members of a special event Color Guard will be authorized to wear the ABU/BDU/DCU.

7.9.2. Must not have missed a uniform inspection during the month.

7.9.2.1. Must have achieved a 90 percent or better on all uniform inspections that month.

7.9.2.2. Be in good standing with no adverse reports from any instructor or GSTEM HS staff or faculty.

7.9.3. The ABU will be cleaned. The BDU/DCU will be cleaned and highly-starched.

7.9.4. All pants will be properly "bloused" and all accouterments (patches, JROTC name tag, etc.) in place.

7.9.5. Blue name tags will be worn for identification on the right pocket.

7.9.6. ABU footwear. Boots will be worn. They must correspond to the uniform and be in good repair. Sage green boots are authorized with ABUs.

7.9.7. All other standards remain applicable while wearing the ABU (see Attachment 9).

**7.10. Physical Training (PT) Uniform.** The PT uniform is a multi-purpose uniform used for the CH&W Program.

7.10.1. It will consist of the Air Force or unit issued PT short-sleeve shirt or sweat shirt, issued shorts or sweat pants, conservative gym/running shoes, and conservative white or black socks.

7.10.2. Is not to be substituted for the weekly uniform day and will only be worn during AFJROTC activities.

7.10.3. The issued PT t-shirt and/or shorts with appropriate shoes and socks will be worn on PT days, which are every Friday, unless otherwise noted. Cadets must have a water bottle appropriately filled with water on PT days and is recommended to be carried with water on a daily basis. Energy drinks are not authorized substitutes.

7.10.4. Portions of the PT uniform may not be mixed with any combination of the AFJROTC uniform.

7.10.5. Substitute unit-specific shorts/t-shirts may be worn in place of PT uniform, as approved by SASI and Principal. Currently, our cadets may wear navy knit shorts with white JROTC Gateway design affixed to left leg.

## Chapter 8

### DRILL AND CEREMONIES

**8.1. Concept.** Primary reference is AFM 36-2203, *Drill and Ceremonies*. AS1 cadets will learn basic drills. AS2-4 cadets will learn more difficult commands, lead the formation, and will train other cadets on drill fundamentals.

#### 8.2. Air Force JROTC 30-Count Drill Sequence and Commands

1. Halt ( <i>centered on judge</i> )	11. Parade, Rest	21. Column Right, March ( <i>Forward, March</i> )
2. Left, Face	12. Flight, Attention	22. Eyes, Right
3. Present, Arms	13. Left, Face	23. Ready, Front
4. REPORT IN	14. About, Face	24. Column Right, March ( <i>Forward, March</i> )
5. Order, Arms	15. Forward, March	25. Change Step, March
6. Open Ranks, March	16. Right Flank, March	26. Column Right, March ( <i>Forward, March</i> )
7. Ready, Front	17. Left Flank, March	27. Flight, Halt
8. Close Ranks, March	18. Column Right, March ( <i>Forward, March</i> )	28. Left, Face
9. Present, Arms	19. To the Rear, March	29. Right Step, March ( <i>Flight, Halt</i> )
10. Order, Arms	20. To the Rear, March	30. REPORT OUT

#### 8.3. Air Force JROTC 50-Count Drill Sequence and Commands (Nationals Unarmed Division - Regulation)

<i>Forward, March (from READY)</i> <i>Flight, Halt (centered on judge)</i> <i>Left, Face</i> <i>Present, Arms</i>	18. About, Face	38. Column 1/2 Left, March
	19. Right Step, March ( <i>Flight, Halt</i> )	39. Column 1/2 Left, March
	20. About, Face	40. To the Rear, March
	21. Right, Face ( <i>Forward, March</i> )	41. To the Rear, March <i>(Flight, Halt / Forward, March)</i>
1. REPORT IN	22. Column Right, March ( <i>Forward, March</i> )	
2. Dress Right, Dress	23. Column Right, March ( <i>Forward, March</i> )	42. Column Left, March ( <i>Forward, March</i> )
3. Ready, Front	24. Column Right, March ( <i>Forward, March</i> )	43. Column Left, March ( <i>Forward, March / Flight, Halt / Forward, March</i> )
<b>4. Present, Arms</b>	25. Left Flank, March	
5. Order, Arms	26. Right Flank, March	44. Half Step March ( <i>Forward, March</i> )
6. Parade, Rest ( <i>Flight, Attention</i> )	27. Column Left, March ( <i>Forward, March</i> )	45. Counter, March
7. Count, Off	28. To the Rear, March	46. Counter, March
8. Right, Face	29. To the Rear, March ( <i>Flight, Halt</i> )	47. Eyes, Right
9. Close, March	30. Column of Files from the Right, <i>(Forward, March / Flight, Halt)</i>	48. Ready, Front
10. Extend, March		49. Left Flank, March ( <i>Flight, Halt</i> )
11. Left, Face	31. Column of Threes to the Left, March	50. REPORT OUT ( <i>Present, Arms</i> )
12. Open Ranks, March ( <i>Ready, Front</i> )	32. Column Left, March ( <i>Forward, March</i> )	<i>Order, Arms</i> <i>Right, Face</i> <i>Forward, March (move to EXIT)</i> <i>Flight, Halt</i> <i>Left, Face</i> <i>At, Ease (await judges remarks)</i>
13. Close Ranks, March	33. Change Step, March	
14. Left, Face	34. Column Left, March ( <i>Forward, March</i> )	
15. About, Face	35. Double Time, March	
<b>16. Left Step, March (Flight, Halt)</b>	<b>36. Quick Time, March (Flight, Halt)</b>	
17. Left, Face	37. Column Left, March ( <i>Forward, March</i> )	

NOTE: **Bold** signifies a (5 second pause) following the required command(s)

## Chapter 9

## AWARDS AND DECORATIONS

Table 9.1. VALOR AND SIGNIFICANT SERVICE AWARDS

AWARD ELIGIBILITY:	CADET REQUIREMENT:	ELEMENT(S):
<b>AFJROTC Valor</b> (All Cadets)	<b>GOLD:</b> Most outstanding voluntary act of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life beyond the call of duty.	Medal, Ribbon, Certificate
	<b>SILVER:</b> Voluntary act of heroism which does not involve risk-of-life.	
<b>Cadet Humanitarian</b> (All Cadets)	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.	Ribbon, Certificate
<b>Silver Star Community Service with Excellence Award</b>	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.	Medal, Ribbon, Certificate
<b>Community Service with Excellence</b> (All Cadets)	Provide significant leadership in planning, organizing, directing, and executing a major unit community service project that greatly benefit the local community.	Ribbon, Certificate

Table 9.2. NATIONAL ORGANIZATION AWARDS (May only be awarded to a cadet once)

AWARD ELIGIBILITY:	CADET REQUIREMENT:	ELEMENT(S):
<b>Air Force Association</b> (AS III)	Positive attitude (toward AFJROTC and school). Outstanding personal appearance (uniform and grooming). Display personal attributes such as initiative, judgment, and self-confidence. Courteous demeanor (promptness, obedience, and respect for customs). Top 1% in academics, leadership, and professionalism.	Medal, Ribbon, Certificate
<b>Daedalian</b> (AS III)	Demonstrate understanding and appreciation of patriotism, love of country, and service to nation. Indicate potential/desire to pursue a military career. Rank in top 10% of AS level and top 20% of class.	Medal, Ribbon, Certificate
<b>Daughters of the American Revolution</b> (AS IV)	In upper 25% AS level and high school class. Dependable with good character, military disciplined. Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.	Medal, Ribbon, Certificate
<b>American Legion Scholastic</b> (AS III or IV)	Rank in top 25% of their AS level. Rank in top 10% of the class. Demonstrate outstanding qualities in leadership and actively participate in student activities.	Medal, Ribbon, Certificate
<b>American Legion General Military Excellence</b> (AS III or IV)	Rank in top 25% of AS level. Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.	Medal, Ribbon, Certificate
<b>Reserve Officers Association (ROA)</b> (AS IV)	Possess characteristics contributing to leadership; positive attitude toward the curriculum; appearance; attributes of initiative, judgment, and self-confidence; courtesy; and growth potential. Demonstrate highest personal, ethical standards & strong positive convictions. Rank in top 10% of AS level. Top 25% in academic grades.	Medal, Ribbon, Certificate
<b>Military Officers Association (MOAA)</b> (AS III/Junior)	Be in good academic standing. Exhibit high moral character and order of loyalty to unit, school, and country. Shows exceptional potential for military leadership.	Medal, Ribbon, Certificate
<b>Veterans of Foreign Wars</b> (AS III or IV)	Show positive attitude toward JROTC. Have outstanding bearing and conduct. Possess positive personal attributes. Demonstrate leadership potential, patriotism and actively promote Americanism. Attain a "B" in AFJROTC and "C" in all other classes in previous semester. Be active in student activities.	Medal, Ribbon, Certificate

Table 9.2. NATIONAL ORGANIZATION AWARDS (cont.)

AWARD ELIGIBILITY:	CADET REQUIREMENT:	ELEMENT(S):
<b>National Society United States Daughters of 1812</b> (All Cadets)	Academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits, which exemplify the ideals upon which our nation was founded.	Medal, Ribbon, Certificate
<b>National Sojourners</b> (AS II or III)	In top 25% of academic class. Encourage/demonstrate Americanism and potential for outstanding leadership. Not received the award previously.	Medal, Ribbon, Certificate
<b>Scottish Rite, Southern Jurisdiction</b> (AS III)	Contribute most to encourage Americanism by participation in extracurricular activities or community. Be in top 25% of class. Demonstrate qualities of dependability, good character, self-discipline, good citizenship, and patriotism.	Medal, Ribbon, Certificate
<b>Military Order of the Purple Heart</b> (AS I, II, III, not a senior)	Show positive attitude toward AFJROTC and country. Hold leadership position. Be active in school and community. "B" in all subjects in previous semester.	Medal, Ribbon, Certificate
<b>Sons of the American Revolution</b> (AS III)	Show high degree of leadership, military bearing, and excellence in AFJROTC. Be in top 10% of AS level and top 25% of overall class.	Medal, Ribbon, Certificate
<b>Military Order of World Wars</b> (AS I, II, III)	Committed to continue in AFJROTC the next school year. Selection is based on outstanding accomplishments or service to the unit.	Medal, Ribbon, Certificate
<b>American Veterans</b> (All Cadets)	Possess characteristics contributing to leadership such as a positive attitude toward JROTC programs and service in AF; appearance; attributes; and officer potential. Obtained an "A" in their AS level. Be in good standing in all classes.	Medal, Ribbon, Certificate
<b>Air Force Sergeants Association</b> (AS III or IV)	Be in top 10% of AFJROTC class. Show outstanding military leadership, discipline, character, and citizenship.	Medal, Ribbon, Certificate
<b>Tuskegee Airmen Inc. AFJROTC Cadet</b> (AS I, II, III)	Attain a grade of "B" or better in AFJROTC. Be in good academic standing. Actively participate in cadet corps activities. Participate in at least 50% of all unit service programs.	Ribbon, Certificate <b>2 cadets</b>
<b>The Retired Enlisted Association</b> (All enlisted Cadets)	Demonstrate excellent leadership in an enlisted position.	Medal, Ribbon, Certificate
<b>Celebrate Freedom Foundation</b> (AS I or II)	Possess outstanding performance in academics and cadet corps activities.	Ribbon, Certificate
<b>Air Commando Association</b> <b>*PA-20091</b> (All Cadets)	Submit a one-page essay to SASI highlighting a historical AF Special Operations Mission. Must possess 13 critical attributes of an elite Air Commando: Integrity, Self-Motivation, Intelligence, Self-Discipline, Perseverance, Adaptability, Maturity, Judgment, Selflessness, Leadership, Skilled, Physical Fitness, and Family Strength.	Medal, Ribbon, Certificate

Table 9.3. AFJROTC UNIT AWARDS

AWARD ELIGIBILITY:	CADET REQUIREMENT:	ELEMENT(S):
<b>Distinguished Unit Award (DUA) or DUA with Merit</b> (All Cadets)	Be enrolled in AFJROTC during period. Unit must have timely submission of cadet goals and impact. Additional items are considered more than for award of the OOA. <b>Merit</b> may be awarded with exceeds standards on assessment and/or total amount of community service hours earned by unit for the SY.	Ribbon; Unit receives embroidered streamer

<b>Outstanding Organization (OOA)</b> (All Cadets)	Be enrolled in AFJROTC during period of award. A unit must have timely submission of cadet developed unit goals and impact. Unit must meet a total amount of community service hours for SY.	Leadership School Ribbon w/ bronze star
<b>Outstanding Flight</b> (All members)	Awarded each academic term to contributing members of the outstanding flight (each AS level) under criteria determined by SASI.	Ribbon
<b>Top Performer (HQ AFJROTC Award)</b> (2% of all Cadets)	Only presented during a formal Staff Assistance Visit or Unit Eval conducted by HQ AFJROTC personnel. Recognizes leadership qualities & job performance, academic performance, self-improvement, and community involvement.	Ribbon, Certificate
<b>Outstanding Cadet</b> (AS I, II, III, IV each)	Show high moral character, demonstrate positive attributes, display outstanding military potential, and attain academic/military excellence.	Ribbon, Certificate
<b>Leadership</b> (5% of all Cadets)	Outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Consistently displayed outstanding leadership ability above and beyond expected performance.	Ribbon, Certificate
<b>Superior Performance</b> (All Cadets)	Render outstanding achievement or meritorious service on behalf of AFJROTC for a single or sustained act of a superior nature; clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets, (National Merit, yearbook editor, MVP, outstanding performer).	Ribbon, Certificate
<b>Achievement</b> (All Cadets)	Accomplish significant achievement in AFJROTC or school activities/events deemed by SASI, (community/school services, ROTC Scholarship, contest winner, athletic achievement, Valedictorian, etc.). Limit 1 per year.	Ribbon, Certificate
<b>Academic</b> (All Cadets)	Attain overall GPA of at least "B" for one academic term, in addition to an "A" average in AFJROTC. Unit requires no grade below a "C".	Ribbon
<b>Cadet Leadership Course</b> (All Cadets)	Complete an approved leadership school of min 5 days. Can replace bronze star with silver star for outstanding performance or leadership ability (only 10%).	Ribbon (only once)
<b>Special Teams Placement</b> (All Cadets)	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..	Ribbon
<b>All-Service National Competition</b>	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 Team, CyberPatriot, StellarXplorers etc.	Medal, Ribbon
<b>Air Force Nationals Competition</b>	Awarded to team members who competed at an Air Force <b>only</b> national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Team, Academic Bowl Team, CyberPatriot, StellarXplorers etc.	Medal, Ribbon
<b>Orienteering</b> (All Cadets)	Awarded for completing unit specific orienteering program as part of unit curriculum.	Ribbon
<b>Leadership Development Requirement (LDR) Leadership Ribbon</b> (All Cadets)	Awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.).	Ribbon
<b>Drill Team</b> (All Cadets)	Awarded to cadets 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). Unit requires active participation in drill team practices as determined by DT Coordinator.	Ribbon
<b>Color (Honor) Guard</b> (All Cadets)	Distinguished participation in at least five Color (Honor) Guard events in SY	Ribbon

**Table 9.3. AFJROTC UNIT AWARDS (cont.)**

<b>AWARD ELIGIBILITY:</b>	<b>CADET REQUIREMENT:</b>	<b>ELEMENT(S):</b>
<b>Saber Team</b> (All Cadets)	Distinguished participation in at least three Saber Team events in SY	Ribbon
<b>Marksmanship</b> (All Cadets)	Participation in a Marksmanship Program. Use the qualification system developed by the Civilian Marksmanship Program (CMP) to determine device.	Ribbon
<b>Good Conduct</b> (All Cadets)	Awarded to cadets with no referrals (includes no ISS/OSS) of any kind or adverse reports (verbal or written) during an academic term from JROTC staff or other staff or faculty. Consider excessive absences, tardiness, behavior, and regular uniform wear.	Ribbon
<b>Service</b> (All Cadets)	Show distinctive performance in a minimum of two school, community, or AFJROTC service projects each semester where community service hours are given. Must have contributed significantly.	Ribbon
<b>Health &amp; Wellness</b> (All Cadets)	Participate in Health and Wellness activities as determined by SASI and this guide. Devices awarded according to scoring percentile. See Chapter 3.	Ribbon
<b>Recruiting</b> (All Cadets)	Awarded for outstanding effort in support of recruiting. Be an active member of the recruiting team, participated in at least 2 recruiting events, or demonstrated recruiting of at least 2 new cadets to the AFJROTC program in the current SY.	Ribbon
<b>Activities</b> (All Cadets)	Awarded each semester for participation in at least two formally scheduled LDR activities other than those with team ribbons (i.e. Color Guard and Drill Team).	Ribbon
<b>Attendance</b> (All Cadets)	Awarded to cadets with no more than 3 school absences in an academic term. Unit requires 93% overall attendance as a minimum.	Ribbon
<b>Dress and Appearance</b> (All Cadets)	Awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards. Must maintain at least a 90% average on uniform grade.	Ribbon
<b>Longevity</b> (All Cadets)	Awarded for successful completion of each AFJROTC school year or semester. Cadets may only receive one award annually.	Ribbon
<b>Bataan Death March Memorial Hike Ribbon</b> (All Cadets)	Successfully complete 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 three days.	Ribbon
<b>Patriotic Flag Ribbon</b> (All Cadets)	Awarded for participation in a minimum of five non-color guard events (cumulative) specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, or historical flag demonstrations.	Ribbon
<b>CAP Awards</b> (All Cadets)	Units should contact the nearest CAP unit to obtain awards, invite presenters, or obtain any guidance on criteria or presentation. A unit locator can be found at <a href="http://www.cap.gov/join/unitlocator/html">http://www.cap.gov/join/unitlocator/html</a> . See para. 9.1.	Ribbon

**9.1. Civil Air Patrol (CAP) Awards.** Only five CAP ribbons may be worn on the AFJROTC uniform: General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and the General J. F. Curry Achievement Award

**9.2. Wearing Medals, Awards, and Ribbons.** Ribbons will not be worn with medals. Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI). Medals may not be worn on regular uniform days. Place medals on the mounting rack in the proper order of precedence (See Attachment 12).

**9.3. Other Award Criteria.** Cadets may only receive one National-level Award for each year they are in AFJROTC and not receive the same National-level award twice during their AFJROTC career (this does not apply to National competition awards). Cadets must not rely on their course instructor, advising ASI/SASI, GSTEM HS administration, staff or faculty, guidance/attendance personnel, community service representative(s), functional/activity officer or SNCO, group/squadron/flight/team commander or NCO, or other organization representative alone to record and validate award criteria for receipt of a ribbon or award.

**9.4. Other Service Ribbons.** JROTC ribbons/medals may not be worn by AFJROTC cadets. AFJROTC cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in sister-service JROTC program. Sister-service It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.



## Chapter 10

### BADGES, INSIGNIA, DEVICES, AND OTHER AWARDS

**10.1. Concept.** Badges, insignia, and devices are earned by cadets for individual achievement, participation in organized AFJROTC activities and significant contributions to the highest ideals of Air Force Junior ROTC.

#### 10.2. Badges.

10.2.1. **Awareness Presentation Team Badge.** Awarded for meeting participation and presentation criteria.

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

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

10.2.3.1. The SASI, in coordination with ASIs, selects the recipient. The Holm Center Form 308, *Certificate of Recognition*, located in Cyber Campus HQ Library in Certificates folder, is used to present with the badge.

10.2.3.2. The recipient should have earned the following awards prior to or with selection:

10.2.3.2.1. Leadership Ribbon

10.2.3.2.2. Superior Performance Ribbon

10.2.3.2.3. Achievement Ribbon

10.2.3.2.4. Academic Ribbon

10.2.3.2.5. Leadership Development Ribbon

10.2.3.2.6. Service Ribbon

**10.3. Motivational Accouterments.** The SASI has some latitude to allow cadets participating in unique co-curricular activities to wear badges, pins, awards, ribbons, patches, or accouterments not typically endorsed by JROTC specific policy, during MO-851 activities ONLY. These recognize participation in and/or encourage participation in unit-specific activities in the local area or during nationally recognized competitions and/or events, (i.e. Academic Bowl, Cyber Patriot, Orienteering medals/badges, etc.).

**10.4. Other Badges/Pins.** Wearing badges or pins from other services beyond their intended purpose, badges from the regular Air Force, or other organizations on the uniform is prohibited (unless authorized by the SASI). Badges, ribbons or insignia from middle school programs such as Youth Leadership Corps are not authorized.

Example: Unit cannot designate Air Force Signal Corps or Infantry badges to signify membership in the unit color guard or drill team. However, badges earned by cadets enrolled in a sister service JROTC program may be worn on the AFJROTC uniform in the location specified by the sister service. The AFJROTC badge location will always take precedence over the sister service badge.

**10.5. Shoulder Cords.** Cadets are authorized to wear the shoulder cord to signify a leadership position or active participation in an AFJROTC club or activity. Description of colors for MO-851 is at 7.7.2.

**10.6. Name Tags.** Blue name tags are only worn on the light blue shirt. When worn as a uniform, the blue name tag will be worn in place of the name tape on the ABU/BDU/DCU. The silver name tag is only worn on the Service Coat. The initial blue and silver name tag is issued to cadets "free of charge."

10.6.1. If a name tag is destroyed, lost, or broken, the cadet must identify the loss to their course instructor and/or Logistics for immediate replacement, at the cadet's expense.

10.6.2. Missing a name tag and/or failure to notify the instructor will not excuse a cadet from earning negative points for every uniform inspection until replaced (unless previously notified their instructor or logistics, and awaiting receipt). All name tags will be returned to the program at the end of their AFJROTC "career."

**10.7. Cadet of the Month.** Recognizes deserving (enlisted/officer) cadet for actions or singular event. Must have current "B" in AS level, active in school and/or AFJROTC, displayed outstanding professionalism, leadership, and/or management, no disciplinary action during selection month, and personal appearance must be above average.

**10.8. Graduation Honor Cord** (if available). Royal Blue Honor Cords may be awarded to graduating Seniors for wear with their cap & gown during graduation from GSTEM HS. They will be provided by the program free-of-charge. Cadets must meet the following requirements:

- 10.8.1. Be a graduating Senior and completed AS-IV curriculum
- 10.8.2. Minimum 3 years in JROTC
- 10.8.3. Average 12 hours/ year ( i.e. 3 years, minimum 36 hours)
- 10.8.4. Graduating with a 3.0 unweighted cumulative and/or 3.5 weighted cumulative GPA.
- 10.8.5. Wore their uniform (included PT) regularly and graduated with a "B" or better in AFJROTC.
- 10.8.6. No excessive excused or unexcused absences or tardies.
- 10.8.7. No adverse reports by any instructor or GSTEM HS faculty member.

**10.9. Award Approval.** The SASI must approve award of any badges, insignia, devices, and other awards and decorations. The SASI has latitude to make exceptions to the award criteria in unique circumstances.

## Chapter 11

### AFJROTC EVENTS AND ACTIVITIES

**11.1. Change of Command and Assumption of Command.** The change of command or assumption of command event should occur two to three times per year. In a Change of Command, the reigns of command are passed to the new cadet commander. Assumption of command is generally completed during the first quarter with no outgoing commander. These are customarily conducted with a respectful ceremony in an auditorium or equivalent venue.

**11.2. Curriculum-In-Action (CIA) Trips.** Throughout the school year, AFJROTC takes trips to various aviation, historical, and other curriculum-related locations and operations. Cadets must be in good standing in AFJROTC and in GSTEM HS to participate in these trips. The ASI/SASI will establish eligibility and prioritize cadets desiring to participate. Cadet participation in AFJROTC CIA trips is never mandatory.

**11.3. Awards Ceremony.** An annual event held at the end of the year to recognize and honor cadets who excelled in or made significant contributions to AFJROTC, GSHS, and the community. Representatives from various local and national civic organizations present decorations and other awards in recognition of distinguished service.

**11.4. Parades.** Cadets normally participate in the St Louis Veteran's Day Parade. As opportunities arise, cadets may have the occasion to march in other formal school or community events. This is an excellent opportunity to demonstrate group drill proficiency while giving a boost for the GSHS AFJROTC program.

**11.5. Fundraisers.** Money is raised by the cadets for many of the unit activities held throughout the school year. This is one of the most popular activities for cadets. Parents, family, and friends are also invited to participate in this popular activity. All Cadets are expected to participate in this program.

**11.6. Field Days.** An annual event to encourage teamwork and build *esprit de corps* with the corps and within each flight through competitive events by pitting the flights against one another. The corps may participate in other field day events within the district.

**11.7. Leadership Laboratory Activity (LLA).** A co-ed summer program that fine tunes the leadership skills, knowledge, and experience needed for management of the corps. Cadets are introduced to specially supervise indoor/outdoor activities to hone their leadership skills, depending on the camp attended.

**11.8. Social Activities.** In addition to the military ball, dining in/out, and the annual awards ceremony, the cadets develop and plan their own school sponsored/sanctioned events, (i.e. sports days, holiday events, etc.).

**11.9. Dining-Out and Military Ball.** This is one of the more popular, formal social events for the enjoyment of the cadets and their guests. Cadets get to experience military protocol and the formalities associated with a traditional military function. A dining-out allows for cadets and their guests to attend and enjoy music and refreshments.

**11.10. Community Service.** Cadets have the opportunity to get involved with various community service organizations in the spirit of helping others. These activities take place after school and on weekends and aid in developing a Service-Before-Self attitude. Cadets see how their efforts can make a difference within their community.

**11.11. Drill Team.** Competition drill teams are made up of cadets who compete against other AFJROTC units. Practices are usually conducted after normal school hours. Drill team members are expected to participate in selected civic, school, and patriotic parades, and other exhibitions. Distinctive uniform items are worn by members.

**11.12. Honor Guard.** The honor guard is a specially-trained team of cadets who present the colors of the United States at various civic and school events both within the school and in the surrounding community. Being a member of the AFJROTC honor guard is a significant honor and requires extreme team dedication as well as dedication to a practice schedule.

11.12.1. If approved by the ASI/SASI or honor guard commander, non-members of the honor guard may assist in the presentation of the Colors at a specific event, if they participated in the practice(s) for that event.

**11.13. Wellness (PT) Team.** Cadets interested in reaching and maintaining a high level of physical fitness and developing a healthy lifestyle are encouraged to join this team. This team also monitors, teaches, and maintains the unit Cadet Health and Wellness Program and Presidential Fitness Program.

**11.14. (Reserved for Flight Programs (formerly Static Model Rocketry)).** Another very popular cadet program designed to teach the concepts of flight, rocketry, space, satellite, remote control, static models, etc. Cadets start

with model rockets to construct and launch. Special badges are awarded to cadets who complete model rocketry requirements. Cadets move on to the opportunity to focus on aviation models, flight simulation, remote-controlled aerial vehicles, and conduct other flight activities.

11.14.1. CIA Flight Events. Orientation flights are continuous flights performed within the local flying area and terminating at the point of origin. They may be arranged through DoD or Non-DoD organizations/companies.

**11.15. Recruiting.** Each school year, members of the Recruiting Team participate in many in-school recruiting activities and also accompany the ASI/SASI to speak to middle school ("feeder-school") students, motivate students to join, and explain the many benefits of joining AFJROTC. Some cadets may return to their former middle school to speak to the students whom they've known from previous years.

**11.16. Awareness Presentation Team (APT).** APT is an academic endeavor designed to provide positive role models for elementary and middle school students. It also provides a practical application of the skills learned in the leadership education portion of the AFJROTC curriculum to help others with their presentation skills.

11.16.1. An APT team is composed of cadets selected by the AFJROTC instructors based on their demeanor, verbal abilities, and professional appearance. The teams are responsible for selecting topics, conducting research, writing, and presenting material.

11.16.2. Team members should not be considered or advertised as experts. They should be prepared to deliver brief presentations in multiple formats and venues; and be assessed on topics of current interests.

11.16.3. They will also provide opportunities to help cadets hone their speaking and leadership skills in a friendly atmosphere. Activities include: impromptu talks on assigned topics, conducting class/meetings, and developing skills related to timekeeping, grammar, and parliamentary procedure.

**11.17. (Reserved for Marksmanship)** Is governed by the Civilian Marksmanship Program (CMP). The CMP is dedicated to the respect for and safe handling of firearms and instilling patriotism and discipline in our youth participants. Rifle marksmanship activities are indeed among the safest of all youth sports. Target shooting is a sport of control and discipline. Cadets will practice and compete in position air rifle shooting and other air rifle activities.

11.17.1. CMP makes firearms safety its highest priorities. The law specifically states that a primary function of the CMP is "to instruct citizens in marksmanship; (and) promote practice and safety in the use of firearms."

11.17.2. JROTC cadets who participate in rifle marksmanship instruction are eligible to earn qualification badges. The badges designate three qualification levels, Marksman, Sharpshooter, and Expert. The Expert badge is the highest ranking and most difficult to earn.

**11.18. (Reserved for Cyber Patriot).** The National Youth Cyber Education Program created to inspire students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future. The program, created by the Air Force Association (AFA):

11.18.1. Increases the awareness of cybersecurity by delivering a basic cybersecurity education in an exciting format that enhances leadership, communication, and cooperation skills among its competitors.

11.18.2. Features the National Youth Cyber Defense Competition for high school and middle school students.

**11.19. Academic Bowl.** One main goal of the JROTC Academic Bowl is to prepare students for state graduation exams as well as college entrance exams, such as SAT & ACT. Other benefits include: increase interest in college admissions with college matching and scholarship service, demonstrating academic strength of JROTC program, boosting esprit de corps, and all cadets receive commendation and are eligible for ribbons/medals, and cash prizes.

#### **11.20. Kitty Hawk**

11.20.1. Kitty Hawk Air Society General The Kitty Hawk Air Society is a national AFJROTC academic honor society that recognizes academic and military achievement by cadets, provides additional leadership and educational opportunities, and encourages excellence. Once inducted, members of the KHAS may wear the KHAS Badge on the uniform shoulder cord. The KHAS will be called upon to participate in various community service projects. Members are expected to attend meetings, actively participate in designated projects, and contribute positively to the KHAS and AFJROTC.

11.20.2. Requirements TBD when program established.

## Chapter 12

### COMPETITIVE DRILL AND HONOR GUARD TEAMS

**12.1. General.** Competitive teams are extra-curricular activities and offer cadets the opportunity to be part of a more rewarding experience. Becoming a member of one or both teams requires commitment and an understanding of the rules and requirements governing the operation and management of the teams. Positions require very high standards of drill, dress, appearance, conduct, and wellness that must be met and maintained to remain on the team.

**12.2. Team Composition.** Drill teams generally have 9, 12, or 24 team members plus a leader or team captain (TC). All drill teams come under the authority of the Drill Team Commander (DT/CC), who assumes overall authority. The competitive honor guard usually has four members plus one named as the leader or team captain (TC). All honor guard teams (including saber teams) come under the authority of the Drill Team Commander, who assumes overall authority. All teams are organized by the ASI/SASI and managed by the commanders.

**12.3. Drill Teams.** More than one team may be designated for competition. Teams are provided practice time to prepare for competition. Most sanctioned drill meets allow the following categories or specific drill disciplines.

12.3.1. **Regulation Drill.** This is a routine set either to Air Force or Air Force commands in a compulsory type program. Emphasis is on teamwork, precision, snap, bearing, and overall appearance.

12.3.2. **Armed Regulation Drill.** A compulsory type routine with weapons. Uniform requirements are the same as without arms. Emphasis is again on teamwork, precision, snap, bearing, and overall appearance.

12.3.3. **Exhibition Drill.** This is a special category requiring a longer, more complicated routine with special emphasis on precision, teamwork, originality, showmanship, and complexity (higher risk).

12.3.4. **Armed Exhibition Drill.** Another special team category requiring weapons as part of the routine. Either rifles or swords are employed in this program. TCs may use a different weapon from drill team members. Otherwise, all requirements for this team are identical to unarmed exhibition drill.

12.3.5. **Individual, two-person and four-person exhibition with arms.** Any cadet desiring to enter one of these categories may put together a specific routine and have the complete approval of the DTC and ASI.

**12.4. Drill Team Commander (DT/CC).** The DTC is responsible for drill schedules, practices, routines, behavior, uniforms, accessories, weapons, and other materials. Any disputes or other concerns of any team or member will be addressed to the DT/CC. The DT/CC will always keep the "best interests" of the entire team in mind whenever issuing orders, providing positive or negative reinforcement, or making recommendations to add or remove a team member.

**12.5. Honor Guard Teams.** There may be more than one honor guard team; may be referred to as a **Color Guard**.

12.5.1. Teams will have two flag bearers and two guards who carry weapons, either facsimile or demilitarized.

12.5.2. Air Force Field Manual 22-5 and AFMAN 36-2203, *Drill and Ceremonies*, establishes the competition routine. Slight variances to regulations may be permitted to add to the precision and appearance of the routine.

12.5.3. Each honor guard team will have a team captain (TC) appointed by the ASI/SASI. The authority of the TC is limited and primarily directed toward managing their own team.

12.5.4. The Saber Team is an elite organization inside the AFJROTC Unit meant to train cadets and shape them into model citizens. The team trains cadets on the proper etiquette and fundamentals of the saber.

**12.6. Competition Team Rules and Assignment:**

12.6.1. All team members are subject to all rules and requirements concerning the team.

12.6.2. Positions on all teams must be earned. No one is automatically placed on any team simply because they have indicated a desire to be on a team or previously assigned to a team.

12.6.3. Once a team is formed, all members will remain with that team until the Commander recommends a change or until a member drops or fails to meet standards. The ASI/SASI retains the authority to assign, reassign, and remove team members.

12.6.4. Cadets who show an interest and aptitude may choose to try out for membership on any of the competition teams and/or for singular honor guard performances.

12.6.5 **Practices.** Practice does not make perfect...perfect practice makes perfect. Like most athletic events with "subjective" scoring, a perfect score is possible. Without practice, achieving a high score will not happen. Therefore, to be a member of the drill team or honor guard, practice is an essential ingredient.

12.6.5.1. All team members must regard all practices as mandatory. Absences disrupt the entire team and causes unnecessary delays in perfecting a routine. Exceptions are on a case-by-case basis.

12.6.5.2. **Attitudes.** Practices are no place for poor attitudes and will not be permitted. Members who cannot check their attitudes will be dropped. A good attitude is essential. Not allowing minor setbacks, criticism, personal feelings, or personal relations during practice or in competition will affect team performance.

12.6.6. **Participation.** If you have what it takes to be part of a competitive team, then you have reached a maturity level beyond your peers. Competency will follow any cadet who genuinely strives to be a member.

12.6.7. **Qualities.** These are uncompromising that cannot be taught, they must be developed within each cadet.

12.6.8. **Desire.** To want to be the best you can. Without desire, good things will not happen.

12.6.9. **Dedication.** Being at all practices and working hard for a common goal.

12.6.10. **Discipline.** It's essential to teamwork to not take constructive criticism personally, rather work harder to improve your individual skills. Working hard for the benefit of all team members and meeting all team and AFJROTC obligations will result in success. Being a member of one of these teams' means you set the standard.

12.6.11. **Concentration.** A difficult but always achievable element for those willing to try. Being at practice, remaining on task, not being distracted, and not horsing around is effective training. No cell phones at practice.

## 12.7. Standards.

12.7.1. **Dress and Appearance.** Uniforms require special attention. Never will a team member wear a dirty or wrinkled uniform. A special emphasis on appearance is required to be a member of the team.

12.7.1.1. Cleaning costs beyond the means of any team member should be brought to the SASI or ASI. This should never be a reason for a team member not to conform to standards.

12.7.1.2. Failure to comply with uniform standards will be addressed by the DT/CC and is grounds for probation and/or removal from a competitive drill or honor guard team. **Image is critical.**

12.7.2. **Grooming.** Team members set the example for all other cadets. Never will a team member be "out of regulations" in regards to grooming and appearance. The preferred men's hairstyle should reflect that of the Air Force Honor Guard or Air Force Academy Color Guard, i.e., super sharp.

12.7.2.1. If the cost of maintaining an acceptable groomed appearance becomes a problem with any member, see the ASI/SASI for assistance. Cost should never be a reason for a team member not to conform to standards.

12.7.2.2. Failure to comply with this standard will be addressed by the DT/CC and is grounds for probation and/or removal from the competitive teams.

12.7.2.3. Members are "on call" for short notice and special occasions. They must be "parade and inspection ready" at all times. Shoes will be clean and **highly** polished for all inspections, events, or performances.

12.7.3. **Conduct.** The utmost in personal behavior and appearance is demanded of team members both in/out of uniform. Smoking is illegal and is never permitted in uniform. Likewise, vulgarities by team members in-/out-of uniform in sight of other cadets, parents, school officials, etc. is strongly discouraged and frowned upon. Just perception of misconduct or impropriety will lead to appropriate disciplinary action or dismissal.

**12.8. Rewards.** The payoff for membership can't be overemphasized. Team members acquire better self-discipline, followership, and leadership qualities. Hence, members are usually selected as cadet senior leaders.

**12.9. Removal.** These teams are just that, **TEAMS**. There is no "I" in TEAM. There is room only for those highly-motivated cadets willing to put the needs of the team above self and personal ambition. Cadets not pleased with their assignment or develop an attitude inconsistent with the good of the team will be dismissed from the team.

## Chapter 13

### FLAG HONORS, CARE, AND FOLDING

**13.1. The United States Flag Code.** Chapter 1 of Title 4 of the United States Code establishes advisory rules for display and care of the flag of the United States. It is a U.S. federal law, but there's no penalty for failure to comply.

#### 13.2. Respect for the Flag.

13.2.1. Whether in or out of uniform, all cadets in close proximity to the flag or within hearing distance of the national anthem will render proper respect to the flag of the United States.

13.2.2. What to do when outside:

13.2.2.1. **When in uniform**, face the flag (or the sound if you cannot see the flag) and salute during the raising and lowering of the flag. If "*To The Colors*" is played first, assume the position of **Parade Rest**. When the first note of the National Anthem sounds, come to **Attention and salute** until the music stops.

13.2.2.2. **When in civilian clothing**, face the flag (or the sound if you cannot see the flag), come to **Attention**, and place your right palm over your heart (left side) until the music stops. **If wearing a hat**, males will remove the hat with their right hand and place it near the left shoulder to allow the right hand to fall across the heart.

13.2.3. What to do when inside:

13.2.3.1 **When in uniform**, face the flag, come to **Attention** but do **not** salute during the playing of the national anthem. If "*To The Colors*" is played first, assume the position of **Parade Rest**. When the first note of the National Anthem sounds, come to **Attention** until the music stops.

13.2.3.2. **When in civilian clothing**, face the flag, come to **Attention**, and place your right palm over your heart until the music stops. **If wearing a hat (unless armed)**, males will remove the hat with their right hand and place it near the left shoulder to allow the right hand to fall across the heart.

13.2.4. Flags mounted on stationary flagstaves will not be saluted unless being raised/lowered and in uniform.

13.2.5. **Half-Staff.** A flag display upon a death or in memoriam of an anniversary of a death or significant holiday. The flag is briskly raised to the top of the peak and then ceremoniously lowered to half-staff position.

13.2.5.1. To lower the flag, first raise it to the top of the flagstaff then lower as usual. The flag at half-staff is flown only from stationary flagstaves. The flag is also flown at half-staff upon direction of the US President.

13.2.5.2. On Memorial Day the flag is placed at half-staff until noon only, then raised to the top of the staff.

#### 13.3. Honors and Tribute.

13.3.1. The U. S. flag should always be in the position of honor (right, center, or highest point). It should always be on the flag's own right which is the observer's left when against a wall, building, in a window, or on a street; meaning the union (blue field with stars) should also be uppermost and to the flag's own right.

13.3.2. The flag of the United States is always the first flag raised and the last to be lowered. It should be raised quickly but lowered slowly and with majesty. The flag should be gathered as it is lowered.

13.3.3. It should hang freely and is never dipped to a person or thing.

13.3.4. Do not permit the flag to touch anything beneath it such as the ground, the floor, etc. Flags are not required to be destroyed when this happens. As long as the flag remains suitable use and for proper display.

13.3.5. Never use the U.S. flag as a drapery of any sort.

13.3.6. Never use as a covering for a ceiling, a statue or monument, or furniture.

13.3.7. Never wear or use as an article of clothing. Note: a symbolic representation of the U.S. flag can appear on t-shirt, sweat shirts, or neckties. If the symbolic representation does not demean or dishonor the flag, then this is acceptable.

13.3.8. Display the flag only from sunrise to sunset on buildings and on stationary flag staffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated.

**13.4. Care and Disposition of U.S. Flags.**

13.4.1. A torn flag may be professionally mended. A dirty flag may be washed.

13.4.2. Flag Code suggests that when a flag has served its useful purpose, "it should be destroyed, preferably by burning." For individual citizens, this should be done discreetly so the act of destruction is not perceived as a protest or desecration.

13.4.3. Unserviceable flags should be "retired" in a particularly dignified and solemn occasion.

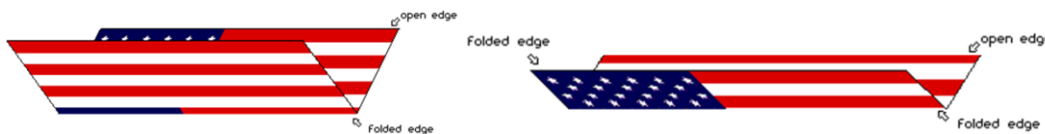
**13.5. Flag Folding Procedure.**

13.5.1. This custom of special folding is reserved for the United States Flag alone.

13.5.2. Folding the flag requires at least two people. A third or fourth person can be used to hold the flag at the center while it is being folded. To properly fold the flag, begin by holding it waist-high so that its surface is parallel to the ground.



13.5.3. First fold the flag in half lengthwise, then again lengthwise. If it is a very large flag, you may need to fold it lengthwise a third time. Make sure the stars are always kept on the outside bottom.



13.5.4. Starting with the end away from the stars (union), fold the folded edge corner over to the opposite or open edge, creating an equilateral (45 degree) triangle at the end. Make sure it is tight and smooth.



13.5.5. Fold the triangle inward (toward the union) so that the edge folds remain flush with each other and a new triangle fold facing the opposite direction is created. Ensure each successive fold is tight and smooth.



13.5.6. Continue this process until the flag is folded into the shape of a right triangle with only the stars and blue background showing. Properly folded there should be two original folds and 11 folded triangles. Tuck the remaining piece inside the blue union of the flag to complete the process. In the folding, the red and white stripes are finally wrapped into the blue, as the light of day vanishes into the darkness of night.



**Figure 13.1. Properly Folded U.S. Flag**

13.5.7. The Stars and Stripes are folded this way to remind us of the tri-cornered hat (the cocked hat) worn by the colonial soldiers during the Revolutionary War (war for independence).



Attachment 1.

# AFJROTC INSIGNIA

## CADET OFFICER RANK



SECOND  
LIEUTENANT



FIRST  
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT  
COLONEL

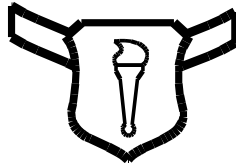


COLONEL

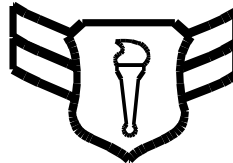
## CADET AIRMAN RANK

(no rank insignia)

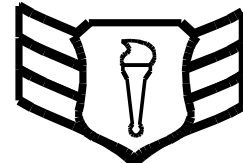
AIRMAN BASIC



AIRMAN



AIRMAN  
FIRST CLASS



SENIOR  
AIRMAN



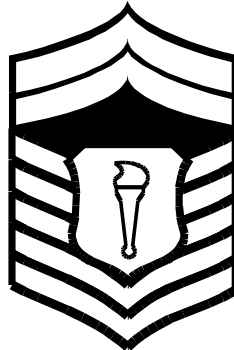
STAFF  
SERGEANT



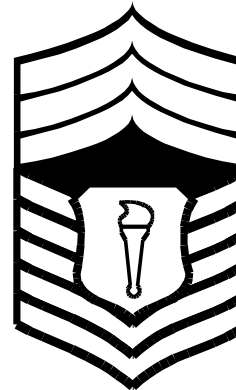
TECHNICAL  
SERGEANT



MASTER  
SERGEANT



SENIOR  
MASTER  
SERGEANT



CHIEF  
MASTER  
SERGEANT

Attachment 2.

# AFJROTC BADGES



OFFICER  
FLIGHT CAP AND BERET  
INSIGNIA



OFFICER SERVICE CAP INSIGNIA



"DELETED"  
BERET INSIGNIA  
(Unit Specific)



MODEL ROCKETRY  
BADGE



APT BADGE



AEF BADGE



DISTINGUISHED CADET BADGE



SHOULDER  
TAB



KITTY HAWK AIR SOCIETY  
BADGE



GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE



ACADEMY OF MODEL  
AERONAUTICS BADGE

### MARKSMANSHIP QUALIFICATION BADGES



Marksman



Sharpshooter



Expert

### MOTIVATION PINS (Unit Specific)



Athletic Letter



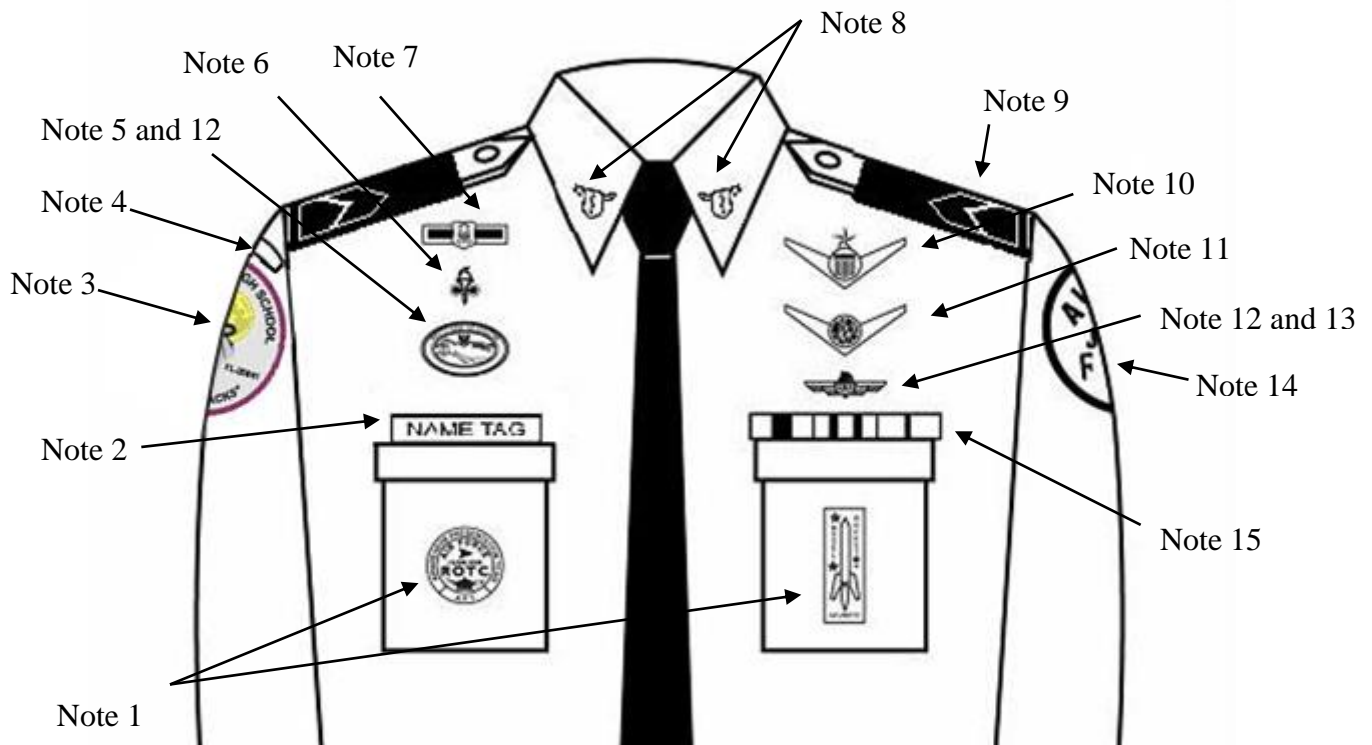
"Prop & Wings"  
(Academic Bowl)



Cyber Patriot

## Attachment 3.

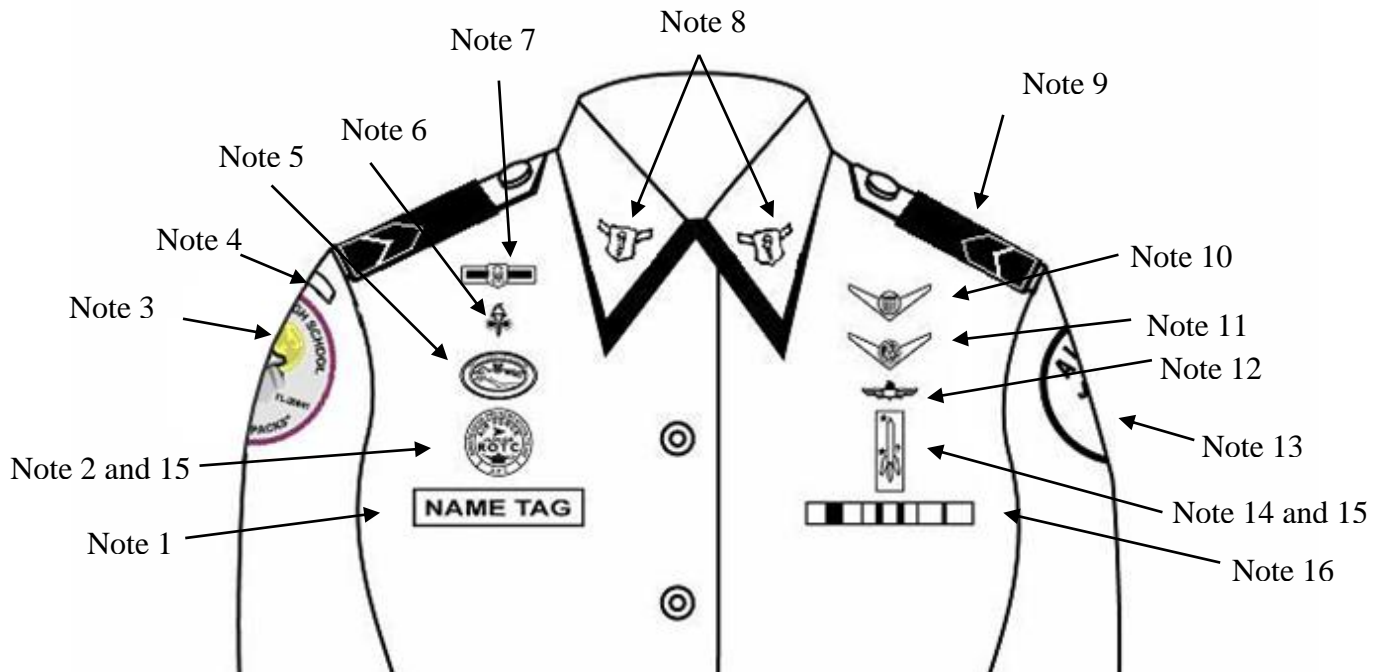
## MALE BLUE SHIRT (SERVICE)



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: authorized for wear and is to be grounded and centered over wearer's right pocket.
3. Unit patch: center  $\frac{1}{2}$  to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge.
6. Aerospace Education Foundation (AEF) Badge.
7. Distinguished Cadet Badge.
8. Grade insignia (officer) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Airman Basic has no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge.
11. Ground School Badge.
12. First badge placed  $\frac{1}{2}$  inch above name tag or ribbons and is centered horizontally. Additional badges placed  $\frac{1}{2}$  inch above previous badge.
13. Academy of Model Aeronautic (AMA) Wings.
14. AFJROTC Patch: center  $\frac{1}{2}$  to 1 inch below shoulder seam.
15. Ribbons: ground and center on pocket. If worn, all ribbons awarded will be worn.

## Attachment 4.

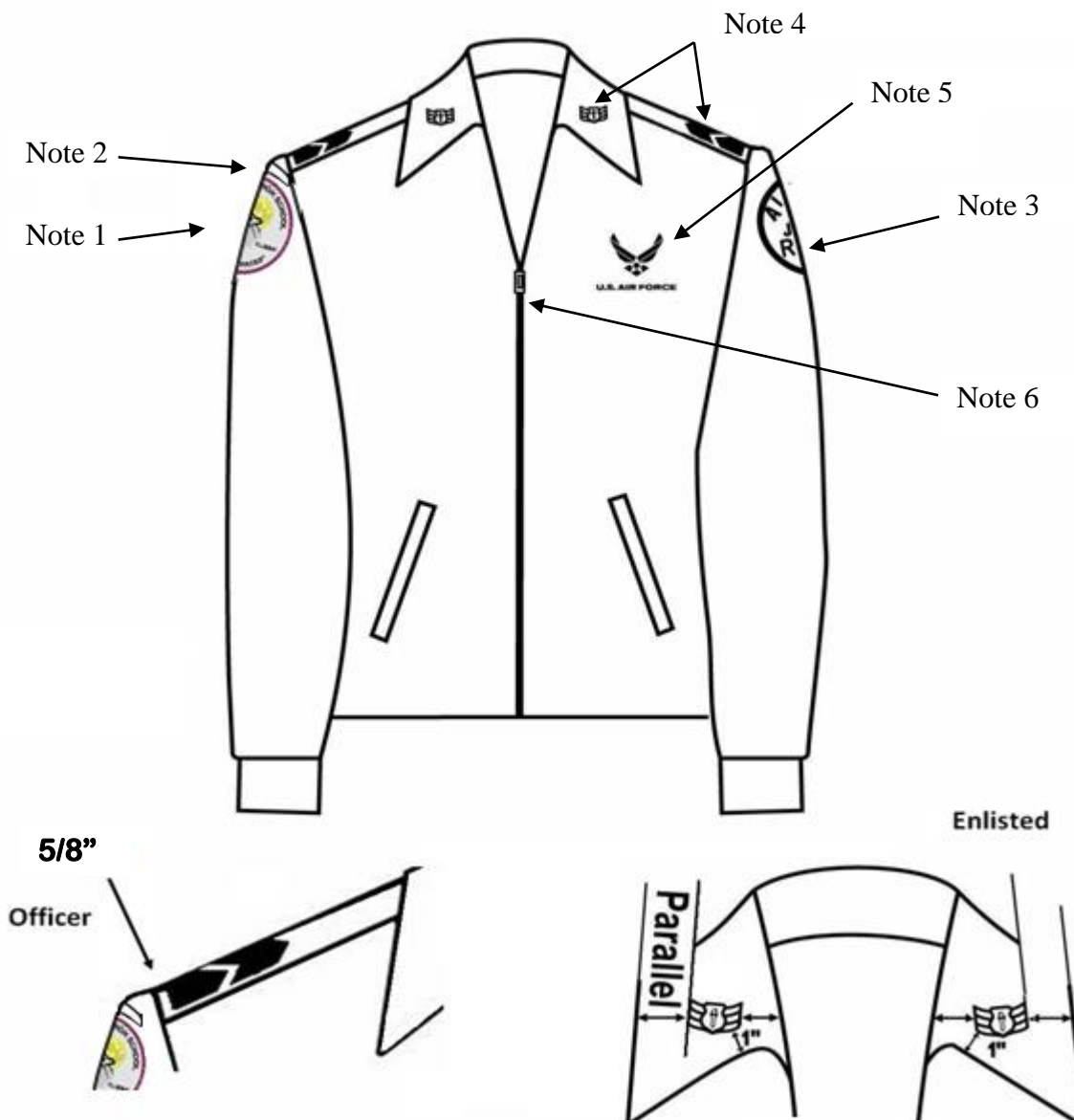
## CADET FEMALE BLUE SHIRT (SERVICE)



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seams.
5. Kitty Hawk Badge.
6. Aerospace Education Foundation (AEF) Badge.
7. Distinguished Cadet Badge.
8. Grade insignia (enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Airman Basic has no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge.
11. Ground School Badge.
12. Academy of Model Aeronautic (AMA) Wings.
13. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
14. Model Rocketry Badge.
15. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.
16. Ribbons: Center, parallel with ground. Align with bottom of name tag. If worn, all ribbons awarded will be worn.

## Attachment 5.

# LEIGHTWEIGHT BLUE JACKET

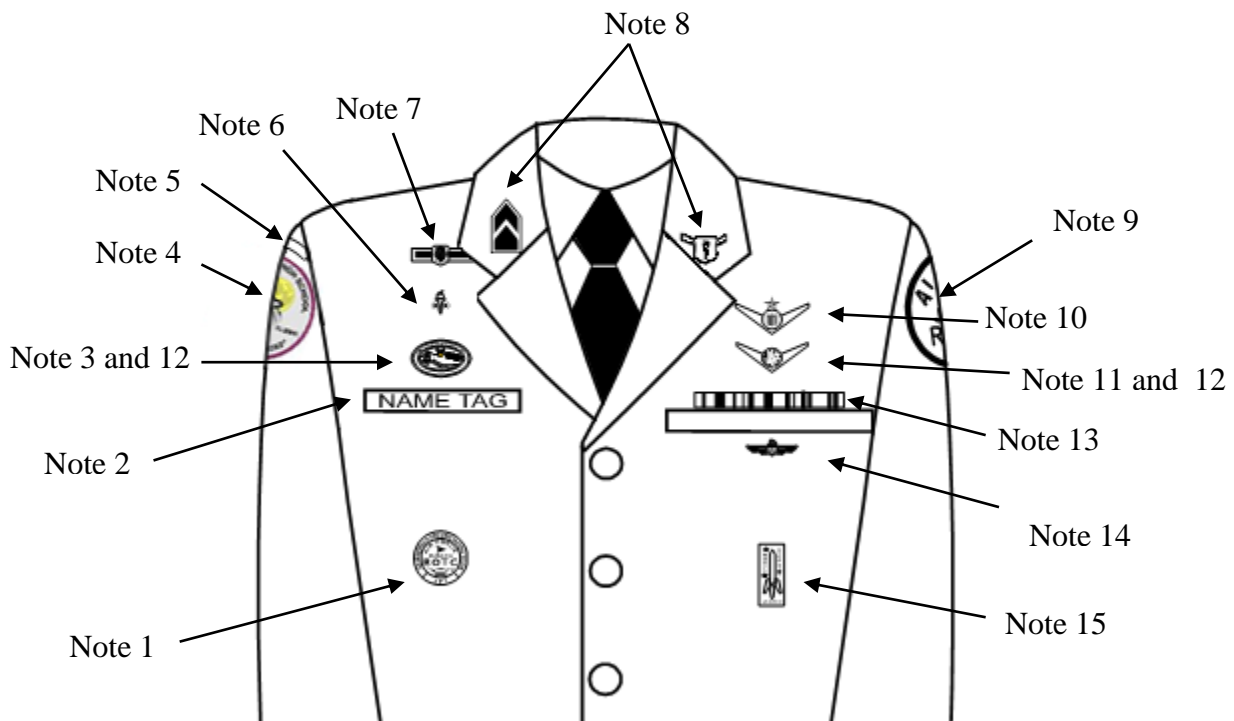


1. Unit patch: Placed  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
  2. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seams.
  3. AFJROTC Patch: Placed  $\frac{1}{2}$  to 1 inch below shoulder seam, and centered.
  4. Grade insignia (enlisted) worn on both lapels. Place insignia 1 inch from bottom of lapel and parallel. Bottom of insignia is horizontal with the ground. Large metal Officer insignia worn on both epaulets and placed  $\frac{5}{8}$  inch from shoulder seam.
  5. AF Symbol is optional. May be embroidered on the left side at members cost and is not authorized
  6. Must be zipped at least halfway and zipper tab tucked.
- \*NOTE: May be worn indoors or outdoors and female cadets may wear the male version of the lightweight blue jacket. May be worn with civilian clothes if permitted by SASI and insignia is removed.

## Attachment 6.

# CADET MALE 1620 SERVICE DRESS

Note: Cadets must wear the rank on both coat and shirt at the same time.

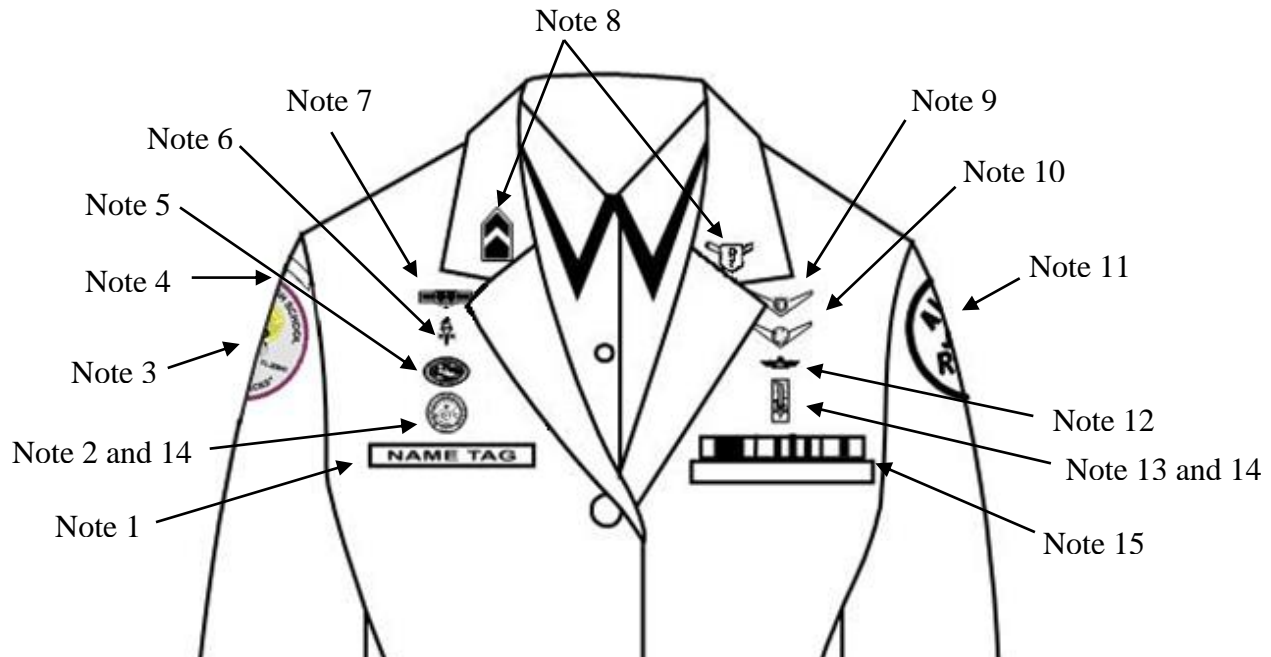


1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge.
4. Unit patch: Placed  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge.
7. Distinguished Cadet Badge.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch: Placed  $\frac{1}{2}$  to 1 inch below shoulder seam, and centered.
10. Flight Solo or Flight Certificate Badge.
11. Ground School Badge.
12. First badge placed  $\frac{1}{2}$  inch above name tag or ribbons and is centered horizontally. Additional badges placed  $\frac{1}{2}$  inch above previous badge.
13. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all ribbons awarded.
14. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
15. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.

## Attachment 7.

# CADET FEMALE 1620 SERVICE DRESS

Note: Cadets must wear the rank on both coat and shirt at the same time.



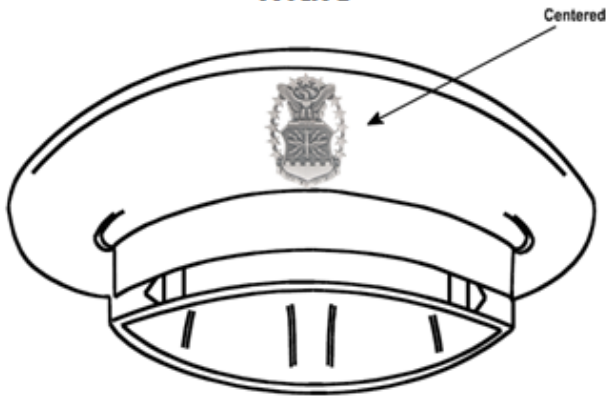
1. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket.
2. Awareness Presentation Team Badge.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge.
6. Aerospace Education Foundation (AEF) Badge.
7. Distinguished Cadet Badge.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Flight Solo or Flight Certificate Badge.
10. Ground School Badge.
11. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings.
13. Model Rocketry Badge.
14. First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.
15. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all ribbons awarded.

Attachment 8.

# HEADGEAR MALE AND FEMALE

## SERVICE CAP

Male



Female

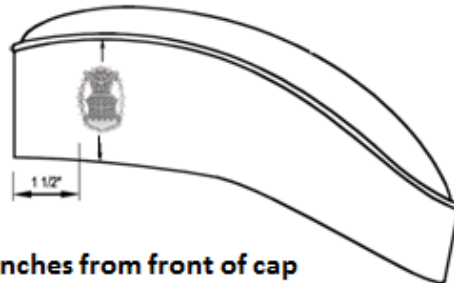


## FLIGHT CAP

Male



Female



Centered top to bottom and 1 1/2 inches from front of cap

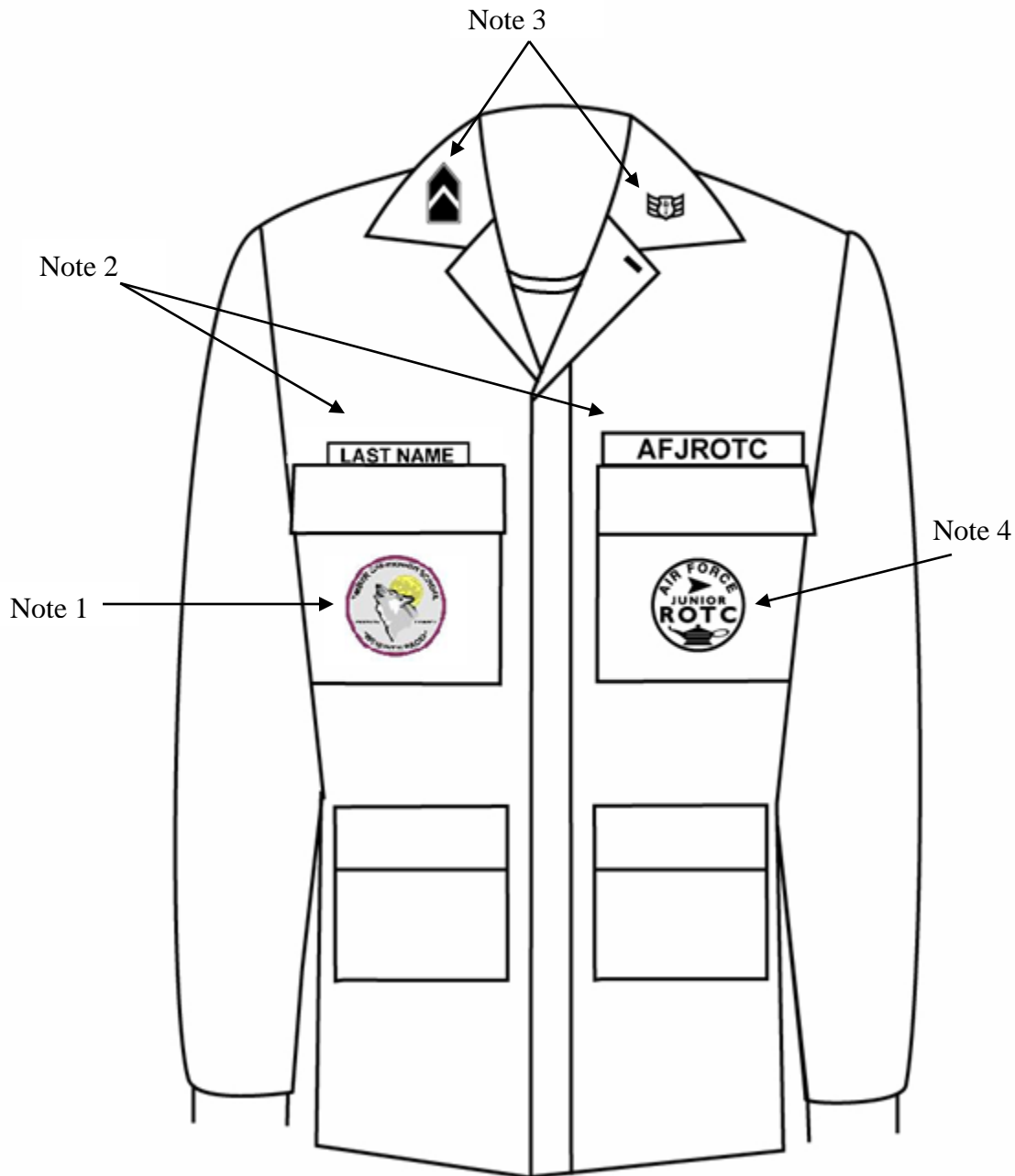
## BERET





## Attachment 9.

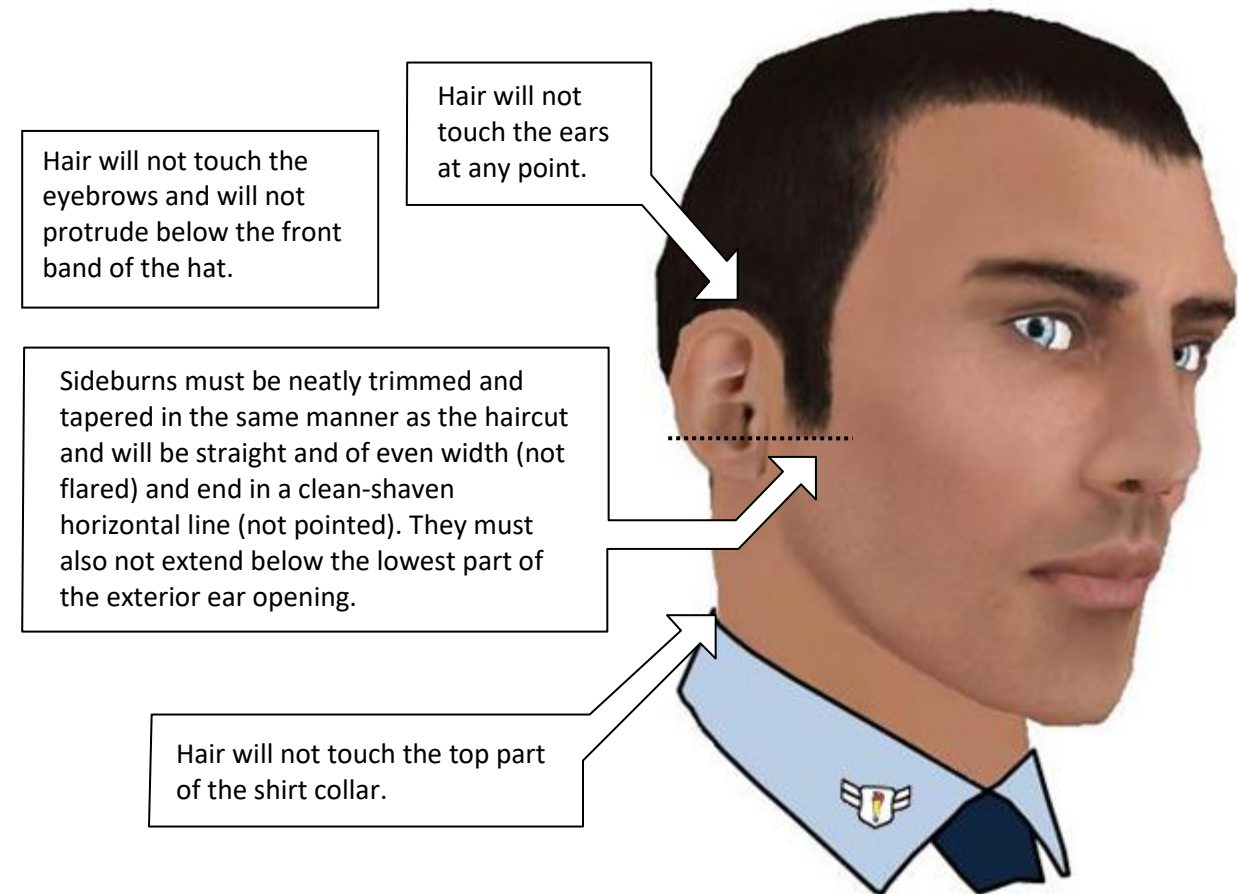
# AIR BATTLE UNIFORM (MALE AND FEMALE)



1. Unit patch worn on right pocket and centered.
2. Tape grounded and centered on pocket. Blue name tag used on right pocket.
3. Grade insignia (officer or enlisted) is worn on both left and right collars, centered on collar and parallel with bottom of collar. Airman Basic has no collar insignia.
4. AFJROTC patch worn on left pocket and centered.

**Attachment 10. Male Cadet Hair Standards**

Hair will have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the individual’s hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. Block cut permitted with tapered appearance. Cleanly shaven heads, military high-and-tight, or flat top haircuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks, or etched design. Men are not authorized hair extensions. Hair will not exceed 1 1/4 inches in bulk, (regardless of length), not exceed 1/4 inch at the natural termination point, and will not contain or have any visible foreign items attached to it. Hair will not be worn in an extreme or fad style or in such a way that exceeds length or bulk standards or violates safety requirements, to include dreadlocks or braids.



Mustaches will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.

### Attachment 11. Female Cadet Hair Standards

Minimum length is one inch, unless approved by the SASI upon recommendation from a physician for medical reasons, to a maximum bulk of three and 1/2 inches from scalp and allows proper wear of head gear. Bangs will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. Braids, micro-braids and cornrows are authorized. However, they must be a natural looking color for human beings similar to the individual's hair color; conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Multiple braids shall be of uniform dimension, small in diameter (approx. 1/4 inches), show no more than 1/4 inch of scalp between the braids and must be tightly interwoven to present a neat, professional and well-groomed appearance. Braids must continue to the end of the hair in one direction, in a straight line, and may be worn loose or a secured style within hair standards. Dreadlocks, shaved head, flattops and military high-and-tight cuts are not authorized hairstyles.



If worn, hairpins, combs, headbands, elastic bands and barrettes must match the hair color (i.e., blonde, brunette, natural red, black, grey), but hair must still comply with bulk and appearance standards. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins). Scrunches are not authorized.

Hair will not extend below the bottom edge of collar and any side of an invisible line drawn parallel to the ground. Hair lengths that would be below the bottom edge of the collar will be pinned-up with no loose ends.



Hair will be styled to present a professional appearance.

Attachment 12. AFJROTC Ribbon Chart



# AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!

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

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