



Air Force JROTC



Dutchtown High School Cadet Handbook

2022-2023

2 Time Air Force Distinguished Unit with Merit

9 Time Air Force Distinguished Unit

2 Time Outstanding Unit Award

**CADET HANDBOOK
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**GA-20063
AIR FORCE JUNIOR ROTC
CADET HANDBOOK**

1. HISTORY

The Air Force Junior Reserve Officer Training Corps (AFJROTC) was founded under Public Law 88-647, “the ROTC Revitalization Act of 1964,” which enabled all the Armed Services to offer a Junior Reserve Officer Training Corps program at secondary schools that apply and meet selection criteria. Our unit, GA-20063, started the 2006-07 school year. The designation “GA-20063” represents that Dutchtown High School was the 3rd school to be activated in Georgia in the year 2006.

The DHS AFJROTC program has distinguished itself each year of operation by ranking near the top 20% (Distinguished Unit) or top 10% (Distinguished with Merit) of some 870+ Air Force JROTC units nationwide as well as earning the Outstanding Unit Award.

2. MISSION/CREED/OBJECTIVES/CODES/FOCUS:

The primary mission of AFJROTC is to *“Develop citizens of character dedicated to serving their nation and community”*

The Air Force JROTC Cadet Creed is:

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

The overall objectives of the GA-20063 program are to instill in high school cadets: character; values of citizenship; service to the country, community, and school; personal responsibility; and a sense of accomplishment

The AFJROTC mission and GA-20063 objectives are accomplished in conjunction with the Air Force *Core Values*, which are also used as **the unit code**: I will have integrity first. Provide service before self. And give excellence in all we do. **The military honor code** is an offspring of the first core value, integrity. **The honor code is I will not lie, steal, or cheat. Nor will I tolerate those among us who do.**

DHS JROTC cadet focus:

The JROTC I & II: **learn, apply, and excel.**

The JROTC III & IV: **teach, train, and model.**

3. INSTRUCTORS:

Dutchtown High School’s Air Force Junior ROTC instructors are:

Christopher Klaiber, Major, USAF Retired
Senior Aerospace Science Instructor (SASI)
Department Chair

Master’s Degree in Human Resources
Experience: Assistant Professor, University of Iowa AFROTC

DeMario Cruver, MSgt, USAF, Retired

Bachelor’s Degree in Business Administration

Aerospace Science Instructor (ASI)

Experience: Henry County AF Enlisted Accessions Officer

Nathan Jensen, MSgt, USAF, Retired
Aerospace Science Instructor (ASI)

Bachelor's Degree in Business
Joined Air Force JROTC in 2015
Experience: US Air Force Certified Master Instructor

4. CURRICULUM: The Dutchtown High School Air Force JROTC program has four levels, each corresponding to a year.

The Aerospace Science (AS) curriculum has three course levels, plus a fourth-year cadet corps management level. The course levels are; AS-I, AS-II, and AS-III, plus corps management.

- a. Milestones in Aviation History: an aviation history course that focuses on the development of flight throughout the centuries, starting with ancient civilizations, progressing through the modern day. (JROTC I)
- b. The Science of Flight: A Gateway to New Horizons: this course focuses on how airplanes fly, flight and the human body, and flight navigation. It teaches the principles of flight, how flight affects the body, and flight navigation. (JROTC II)
- c. Exploring of Space: The High Frontier: covers issues critical to travel in space, i.e. orbits and trajectories, unmanned satellites, & space probes; and investigates the importance of entering space, discusses manned & unmanned space flights; covers human aspect of spaceflight, examines use of robotics, etc. (JROTC III)
- d. Management of the Cadet Corps: allows cadets to apply the leadership skills learned throughout the course and from principles of management. Planning, organizing, coordinating, directing, controlling, decision-making and communicating are examples of skills the cadets will use to work various corps activities and develop unit goals and leverage strategies they develop to accomplish their goals. (JROTC IV cadets only).

AFJROTC Leadership Education provides education and training in conjunction with the Aerospace Science courses listed above. The training program includes drill and ceremonies, military customs and courtesies, and wear of the Air force uniform. Leadership education courses are:

- a. Traditions, Wellness, and Foundations of Citizenship: this course introduces cadets to history, organization, mission, traditions, goals, and objectives of JROTC for all services. It contains sections on key military customs & courtesies, positive attitudes, and ethical and moral behavior. It also addresses effective note taking & study skills, emotional & physical health, preventing violence, physical fitness, how to make safe & drug-free decisions, bullying, civics, and other relevant topics. (JROTC I)
- b. Communication, Awareness & Leadership: This course stresses communications skills and cadet corps activities and covers communicating effectively, understanding groups & teams, preparing for leadership, solving conflicts & problems, and personal development. (JROTC II)
- c. Life Skills and Career Opportunities: prepares students for life after high school in the high-tech, globally oriented, and diverse workplace; it includes lessons on contracts, leases, warranties, legal notices, personal bills, etc.; lessons on how to select a school, apply for admission to a vocation/technical school, community college, or college; emphasizes career finding principles, job interviews, and job survival skills (JROTC III)
- d. Principles of Management covers the importance of management; the techniques & skills involved in planning & decision making; and the key elements of individual & group behavior; the importance of the communication process; and the characteristics of a good leader. It also includes case studies. (JROTC IV)
- e. Physical Fitness/Wellness provides practical application of physical fitness and wellness activities. It's taught to all JROTC classes on Friday. Students are required to wear the Air Force PT uniform for this class. All levels participate. (ALL cadets)
- f. Drill and Ceremonies provides an in-depth introduction to military marching and advanced marching and command skills. All levels participate at progressive levels. (ALL cadets)
- g. Uniform Wear: Provides guidance in grooming and attention to detail. All levels of JROTC are required to wear their uniforms each Tuesday. (ALL cadets)

5. AFJROTC GRADES:

- a. AFJROTC cadets generally receive two days of academic instruction in the aerospace science area, two days of leadership training, and one day of physical fitness training each week. A cadet's progress reports and final grades are an average of the weighted scores earned for grooming/uniform inspections, assessments, drill, assignments,

projects/presentations, physical fitness training, school & community service (each student is required to complete specified number of hours of community service and one school service event, sponsored/hosted by DHS JROTC), physical fitness training, and a final exam. JROTC IV student categories include inspections, corps management performance, leadership education assignments & assessments, physical fitness training, school & community service (each student is required to complete community service events and one school service event, sponsored/hosted by DHS JROTC), as well as a final exam. Students should consult their JROTC class syllabus for specifics in this area.

- b. When a student is absent from school, JROTC make-up work must be completed and turned in no later than three days after returning from the absence. **Example:** If absent on Monday, the student must get the assignment from the teacher on Tuesday (first day back) and turn it in by 4pm on Thursday (within 3 days). If the assignment was due on the day after the absence (Monday for example), the work is due the first day back to school (Tuesday in example). Students will get points deducted for each day the assignment is late. **Students are required to check with the lead teacher for the day of absence on the first day of returning to school from an absence.**
- c. **The student is responsible for meeting with the teacher to get the assignment, and the student is responsible for keeping up with assignments due on the day of absence and turning the assignments in on the first day back to school.**
- d. The **only exception** is that students absent on Tuesday must wear the uniform the first day back to school, or receive a “0” for the uniform inspection grade. **The three-day rule does not apply with regards to missing uniform inspections.**
- e. **Note:** If a student volunteers for a service activity, but fails to participate without giving the instructor in charge **appropriate advance notice** relevant to the reason for the no-show, the student will receive a “0” grade for the activity.

6. WEEKLY SCHEDULE

Follow the course syllabus for the weekly schedule. JROTC I & II cadets: AS classes Monday & Wednesday, inspection/drill Tuesday, LE Thursday, PT Friday. JROTC III cadets: LE classes Monday & Wednesday, AS classes Tuesday (plus inspections) & Thursday, PT Friday. JROTC IV cadets: LE classes Monday & Wednesday, corps management Tuesday (plus inspections) & Thursday, PT Friday.

7. ADMISSIONS, TRANSFER, DIS-ENROLLMENT, RESERVE CADETS, AND STATUS OF STUDENTS:

To be eligible for membership, continuance, and participation in the AFJROTC program, each cadet must:

- a. Be a U.S. citizen, a national of the United States or an alien admitted for permanent residence.
- b. Be enrolled in and attending a regular course of instruction, 9th grade or above, at Dutchtown High School.
- c. Be of good moral character.
- d. Be physically fit to participate in AFJROTC training. A cadet is considered physically fit if he or she is qualified for the Dutchtown High School physical education program.
- e. Pass each preceding AS course. (Students who failed either semester of the AS-I program must make up that semester before proceeding to the AS-II level. The same is required for each subsequent level. See the SASI and your counselor immediately if you fall into this category).
- f. Transfer of students from Army, Navy, Marine, Coast Guard, or any AFJROTC programs may be admitted with full credit for training already received, if both principals agree to the participation and the course (transcript) counts for credit toward graduation. The SASI will determine the transfer rank of students coming in from other programs, per AFJROTCI 36-3001.
- g. A Reserve Cadet is a student who has completed a semester or one full year of AFJROTC Academic Program, who's academic schedule does not accommodate their AFJROTC course during their semester schedule, where the cadet cannot participate in the AFJROTC academic program for that particular year.
- h. Students who meet the criteria may be designated a reserve cadet, with SASI concurrence, as a Reserve Cadet. Cadres will adhere to the Cadet Guide and all of the uniform requirements and may participate in all AFJROTC LDR activities (community service, drill team, honor guard, etc.).
 - a. Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count towards minimum unit Enrollment or unit funding.
 - b. Reserve Cadets may retain their uniform up to one entire academic year. All reservists must adhere to the following disenrollment policy or they will be removed from the program.
- i. Dis-enrollment, AFJROTCI 36-2001 states that upon recommendation by the SASI and the approval of the principal, students may be dis-enrolled from the program for any of the following reasons:
 - 1. Failure to maintain acceptable retention standards (uniform wear and grooming).
 - 2. Inaptitude or indifference to training (inability or refusal to comply).

3. Disciplinary reasons.
 - a. Individual request (must follow Dutchtown administrators' procedure).
 - b. Any other reason deemed appropriate by the JROTC SASI and the principal.
 4. Disenrollment process:
 - a. First offense - Counseling session (one-on-one)
 - b. Second offense – Counseling session (one-on-one)
 - c. Third offense - Contact parent
 - d. Fourth offense - Contact counseling for disenrollment
- j. Students must be actively/actually enrolled in the JROTC program in order to be eligible for active JROTC cadet status and to be allowed the participation afforded the actively enrolled cadets.

8. CLASSROOM PROCEDURES:

Cadets will enter the classroom quietly, place all possessions, except ROTC materials, pencil/pen, and writing paper, under their assigned desk and stand beside the desk at "***Parade Rest.***" Students will not stand in formation with book bags, purses, or the like on their person. When the tardy bell rings the flight sergeant will call the class to attention, and lead the flight in reciting the ***Unit Code (which is modeled after the Air Force Core Values)*** as stated below as the unit code of conduct:

"I will have integrity first, provide service before self, and give excellence in all that I do."

The flight commander will then command the flight to face the US Flag and lead the class in reciting the "***Pledge of Allegiance.***" The flight then resumes the position of "attention."

The flight sergeant will then command "element leaders, about face." Element leaders will execute the command and mentally note any absentees in their elements. The flight sergeant then commands the element leaders to "about face," then commands, "report." Element leaders will execute a "half" right/left face" to face the flight sergeant, render a "salute" to the flight sergeant and hold it until the flight sergeant returns the salute, while verbally responding with the element designations and number of cadets in their elements that are absent or unaccounted for: "first element, two cadets absent or unaccounted for sir/ma'am." If everyone is present, the element leader reports "first element, all present and accounted for sir/ma'am". Element leaders will step back to their seats after reporting and resume the position of "attention".

When all element leaders have reported to the flight sergeant, the flight commander will give the command "flight sergeant, report" and the flight sergeant will execute an "about face" to face the flight commander, then salute and hold the salute until the flight commander returns it. The flight sergeant will simultaneously respond with the total number of absentees: "___ flight, three cadets absent or unaccounted for sir/ma'am" or "___ flight, all present or accounted for sir/ma'am." The flight sergeant will execute the appropriate facing movement to return to his/her original position after completing the report.

The instructor will then command the flight commander to report. The flight commander will make the appropriate movement to face the instructor. The flight commander will salute the instructor, holding the salute until the instructor returns the salute, and simultaneously respond with total number of absentees: "___ flight, ___ cadets absent sir/ma'am" or "___ flight, all present sir/ma'am." The flight commander will then return to the position of attention. The instructor will then call roll.

Cadets will take their seats after responding to the roll with either "Here" or "Present" "Ma'am/Sir".

The flight commander and flight sergeant will remain in position, at "parade rest" once they answer to the roll until the instructor has finished calling roll. The flight commander will command "detail, attend-hut" so that he/she can return to their seats when roll call is completed.

If the instructor is delayed outside the classroom, the flight commander may seat the cadets or have them stand "at ease." When the instructor enters the classroom the flight commander will call the class to "attention." The instructor will proceed with the report procedures referenced above.

Students will sit in assigned seats, facing forward at all times, with both feet on the floor. The flight commander, flight sergeant, element leaders and assistant element leaders are responsible for ensuring that military discipline is maintained.

No military headgear will be worn inside any building, except as required for cadets simulating being “armed” as part of the Color Guard or drill team, and those participating in special ceremonies. No military or civilian headgear will be worn inside the AFJROTC area, except as noted above.

Classroom conduct requirements: Be prepared (have necessary materials on hand and assignments completed); be on time; sit in your assigned seat; follow instructions and be alert; talk only when appropriate; do not eat, drink or chew gum; be courteous to and respectful of instructors, guests, and classmates; and address fellow AFJROTC cadets properly.

Cadets must be at their desks when the tardy bell rings or they are considered late for formation. Cadets cannot go to the JROTC bathroom before class and arrive late for formation.

Students, who are not in the class at their desks at parade rest when the tardy bell rings, is in effect tardy for class, and will remain at the class door entry point (just inside the door), and execute all the formation commands being given, until roll is completed. They will respond to roll as “late for formation Ma’am/Sir.”

JROTC Tardy Policy: Students are to be in their assigned JROTC classroom, standing by their assigned desk at parade rest before the tardy bell ceases to ring. Students who enter class after the tardy bell ends are considered late for class and late for formation.

Students late for class, not inside the JROTC suite when the tardy bell ends, will get a tardy pass from student services/follow school protocol for a class tardy. Students will receive an administrative referral, as dictated by school rules.

If any adult or military member in uniform enters the classroom, the flight commander, flight sergeant, or an element leader will immediately call the class to attention. The instructor will give the class the next command. Cadets are not to call the class to attention when one of the DHS JROTC instructors enter class.

At the end of the class, the flight commander, flight sergeant, or cadet-in-charge will call the flight to “attention” and the instructor will dismiss the flight. Cadets will file out of the classroom quietly and in an orderly manner.

Cadets will use the gym doors near the back of JROTC as an entry or exit route.

9. DISCIPLINE:

Discipline is training that develops self-control, character, and orderliness in our behavior. It is a process and/or system of rules designed to develop self-control, and orderliness that include a method of correction. Military discipline is a mental attitude and state of training that causes obedience and proper conduct to be instinctive under all conditions. It is founded upon respect for, and loyalty to proper constituted authority.

Instructors administer AFJROTC discipline via specific tasks, JROTC detention, and/or disqualification for participation in service events and/or field trips. If these formats fail to correct your behavior, we will work with your parents/guardians, or make a school discipline referral. Our goal is to build better, self-disciplined citizens. AFJROTC cadets are expected to operate with a minimum of supervision and display outstanding citizenship qualities.

Creation of disturbances display of inappropriate attitude and behavior, and failure to comply with uniform and appearance standards are considered serious breaches of discipline.

10. CADET CONDUCT:

- a. Conduct and attitude not meeting the approval of the standards set by the SASI/ASI will result in JROTC detention and/or loss of privileges, such as: field trips drill team/Color guard participation, school/community service projects, promotions, award presentations, etc. The input from teachers on cadets who misbehave in other classes and input regarding cadets who are disciplined by the school for violating school rules will be taken into consideration by the SASI/ASI's.
- b. Cadets who receive out of school suspension will be removed from leadership positions and reduced in rank/position. Those cadets who receive in-school suspensions will meet a cadet evaluation board to determine the fate of

their leadership status. Cadets may appeal decisions in writing to the SASI. Cadets who are removed from a position and reduced in rank may work to receive reinstatement. Reinstatement must be at a unanimous decision of the GA-20063 instructor staff.

- c. If for any reason a cadet is removed from formation, drill, PT, or class, he/she will receive a 0% grade for the day's activities, written up on the school's four-step discipline form (with appropriate action IAW school discipline policy), and receive JROTC detention at the discretion of the instructor. Parents may also be informed via phone or email about the cadet's unacceptable behavior/action for the day.
- d. Cadets will use the terms: "sir/ma'am" when addressing the SASI/ASI, and cadet officers of higher rank. This courtesy should also be extended to all Dutchtown High School faculty and staff members.
- e. Address all cadets as "Cadet" or "Mister/Miss," then last name.
- f. Harassment of any cadet by another cadet, regardless of rank, is strictly forbidden. Misuse of authority may result in the offender losing all rank and privileges, possible dis-enrollment from the program and referral to the principal for possible suspension from school. Examples of harassment include improper or abusive language, requiring a lower ranking cadet to carry books or perform other personal duties, and any physical fitness training such as pushups/sit-ups, etc.
- g. **Cadets cannot require cadets to perform any form of PFT discipline, in any type of JROTC setting.**
- h. Inappropriate behavior in uniform, on or off school property, **WILL NOT BE TOLERATED.**
- i. **Prohibition on Physical Discipline and Hazing (Hazing/maltraining/maltreatment/sexual harassment are prohibited behaviors):** any form of hazing, whether verbal or physical will not be tolerated within any AFJROTC unit or activity. Requiring cadets to perform any physical action as reprimand, punishment, or failure to perform, will not be tolerated within any AFJROTC unit or activity.
 - 1. Examples of prohibited physical activities include, but are not limited to push ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.
 - 2. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.
 - 3. This prohibition is applicable to all Air Force JROTC unit activities including instructors, cadets and any personnel involved with or participating in an Air Force JROTC unit or activity.
 - 4. Unauthorized Clubs: no unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the Air Force JROTC program.
 - 5. Definitions:
 - a. Hazing includes those acts, which are designed to persecute, or harass via meaningless, difficult, or humiliating tasks. Any type of physical or mental abuse and punishment is prohibited.
 - b. Maltraining/maltreatment: all training must have a specific purpose and objective, and it must not demean, humiliate, belittle, embarrass, or single out a particular person, or group.
 - c. Sexual harassment: all cadets must be treated with dignity and respect and must treat others with dignity and respect. Any kind of inappropriate and unwanted sexual advances (nonverbal, verbal, implied, writing, actual, physical, etc.) are strictly forbidden.

11. DUE PROCESS:

Cadets are required to report major rule infractions of fellow cadets to their superiors. Cadet officers and NCOs are required to inform the instructors of any known or suspected violations of conduct or policy. Cadet officers may convene disciplinary boards, via the procedure explained in this handbook, and make recommendations to the SASI. The SASI will make final decisions regarding corrective actions. Such decisions are made only after an **objective** review of the facts. The cadet group commander will direct the deputy group commander to handle all disciplinary boards and coordinate arrangements with the SASI. Cadet evaluation boards are explained in paragraph 32 of this handbook.

Cadet leaders (both officers and NCOs) who fail to inform the SASI of infractions that they are aware of will meet a cadet evaluation board to be held accountable for their actions.

12. CADET OFFICER AND NCO AUTHORITY AND LIMITS:

- a. Cadet officers and NCOs are authorized to take charge of and direct subordinate cadets in the performance of AFJROTC leadership training. They will judiciously enforce military discipline at all times. They will never demean, belittle, harass or use obscene language. Any abuse of cadet officer or NCO authority may result in immediate demotion and relief of command authority.
- b. Cadet officers and NCOs are responsible for maintaining discipline and for setting a good example at all times. When a cadet in a command position cannot be present, he/she will notify the next in rank to take charge and explain the specific duties that the next in rank will incur. A cadet officer is not relieved of responsibility, even when

action is delegated to another cadet. The delegating officer retains the responsibility for the actions of those under him/her.

- c. Cadet officers may give proper orders at any time to cadets' junior to them. Accordingly, they should plan, organize, coordinate, direct, and evaluate to fulfill those requirements. Cadet commanders must fully use the cadet staff to insure maximum learning and effectiveness.
- d. The SASI and ASI will observe and evaluate the performance and effectiveness of cadet officers and NCOs.
- e. Responsibilities for each specific position will be given to each cadet officer in a job description. Job descriptions will be posted in the cadet area and are attached to this handbook.
- f. Cadets will not attempt to use AFJROTC rank or position to obtain personal gain or favor. Cadets will not schedule to take part in any activity, in the capacity of AFJROTC cadets, without the approval of the SASI and supervision of the AFJROTC instructor. Such activities include outings, trips, athletic competitions, practices, etc.

13. CADET OFFICER AND NCO RESPONSIBILITIES:

Cadet officers and NCOs will, in a courteous manner, suggest improvements in subordinates' appearance and behavior at any time substandard performance is observed. Cadet officers and NCOs are also required to report major infractions of appearance and behavior standards to the AFJROTC Department. Comments should be constructive and limited to the infraction and the corrective action required. They should not be subjective or personal in nature.

14. UNIFORM ISSUE AND TURN IN:

- a. The uniform is **Federal Government property** and is issued to the cadet on loan, free of charge. Each cadet must satisfactorily pass a personal appearance inspection and submit a cadet activity fee to activate the issue of a uniform. **Students who make grievous appearance and behavior standard violations while in uniform will be required to turn in their uniforms.** These students will receive a "0" uniform inspection grade for each Tuesday of the period during which the uniform is withdrawn. A personal conference between the cadet's parent/guardian, guidance counselor, and the AFJROTC instructor(s) may be required before the uniform can be reissued.
- b. A **(cash or money order), non-refundable unit polo & T-shirt/activity fee** is required of all students. Payment deadlines will be announced in the parent/cadet letter issued the first day of class. The fee will be used to purchase a unit polo shirt and unit T-shirt and help augment the costs of some unit activities. **Students not conforming to personal appearance standards and those who have not paid their fee by the established deadline will be graded as "failure to wear the uniform" if they have not received their uniform on the first uniform wear day.** (Students who have met standards and paid their fees, but have not received their uniform, will be excused until the uniform can be issued, but **must** take part in grooming inspections until the uniform is received).
- c. **Students are to return the entire uniform**, at the end of the year/upon dis-enrollment from the program/school. The uniform is Federal Government property, on loan to students enrolled in JROTC. Students will make full payment to AFJROTC for any uniform item lost or damaged, according to replacement prices charged by Air Force Military Clothing Sales Stores.
- d. **Uniform maintenance/dry cleaning:** Students are required to get the uniform dry cleaned throughout the school year and are required to return the complete uniform professionally dry-cleaned by the designated date at the end of the school year or upon disenrollment from the course, whichever comes first. JROTC will provide students the name of a dry cleaner that may clean the uniform at a reduced rate (for regular turn around service, not for one-day or "rush" service). Students are to return the uniform professionally dry-cleaned at the end of the school year, or upon disenrollment from the program.
- e. Request uniform item exchanges: when students outgrow uniform items, they may request a change of item on Wednesdays and Thursdays only. The students must bring in the item and try it on for the uniform management instructor. If the uniform management officer approves the exchange, cadets must dry clean the item (pants, shirts, or jackets) before the exchange can be finalized.
- f. The Air Force will make a one-time purchase of one blue name tag (for wear with the uniform shirt/blouse) for students enrolled in JROTC for the first time. Students must purchase replacement name tags at their own expense if the name tags are lost, damaged, etc.

15. CADET APPEARANCE AND GROOMING GUIDELINES: these guidelines are taken directly from the HQ AFJROTC Guide (HQ AFJROTC Operational Supplement Chapter 7).

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

b. The uniform standards in AFI 36-2903 are influenced to some extent by military tradition, and they reflect the image the Air Force desires to project to the civilian community. The basic concept of the Air Force uniform is that it is plain but distinctive dress, with an absolute minimum number of badges, insignia, and devices authorized for wear on it.

16. BOOK BAG POLICY: Cadets should try not to wear book bags on their shoulders while in uniform so as not to make marks on the uniform shoulders and to avoid ripping the uniform, breaking name tags, or loosing ribbons. If book bags are to be worn, restrict their wear to the left shoulder only while in uniform.

17. DHS JROTC Uniform Grading Policy: Cadets are required to take part in Tuesday grooming inspections until the first official uniform day for the year group. Grooming inspections require the students to dress in the current year's JROTC polo shirt, long khaki styled and colored (tan/beige) pants (similar to Dockers or Dickies – NOT leggings/jeggings or skinny styles), clean laced shoes, black calf length socks, a belt, and shirt tucked. Students must also follow the uniform grooming standards.

18. UNIFORM WEAR PROCEDURES:

a. Weekly wear of the Air Force uniform is intended to provide practical experience in military grooming and to promote high personal appearance standards. Cadets are required to wear the uniform each uniform day (Tuesday of each week), and on other days designated by the SASI. **Cadets who completed leadership or drill leadership summer camps start wearing the uniform the second Tuesday of school to demonstrate proper uniform wear.** The Air Force JROTC Guide and AFI 36-2903 provide authority and general details for wear of the uniform, as described in paragraphs 15 and 16 above.

b. Weekly grooming inspections will precede the first uniform inspection to help prepare students for proper uniform grooming standards. **Grooming inspections will start the second week of school and continue until the first uniform inspection date.** The proper grooming standards follow:

Students must wear long slacks (khaki pants or Dickies/NO jeans and NO shorts), the JROTC polo shirt tucked, belt, clean, laced shoes, and proper hair and jewelry standards. The shirt must be tucked into the pants and the belt must fit properly.

Students must adhere to required personal appearance grooming standards, in paragraph 15, which include:

1. Females: Hair cannot go below the bottom of the collar at the back of the neck; must be a natural human color; pen, combs, barrette must be plain and similar in color to the students' hair; earrings, if worn, should be small conservation pearl, gold, or silver, round studs; nail polish, if worn, must be a conservative, soft color.

2. Males: Hair must be neat, trimmed, clean, combed/brushed; hair cannot touch the ears, eyebrows, or the collar; sideburns should end with a horizontal line and not extend below the bottom of the ear opening; the face should be clear of hair unless wearing a mustache; mustaches will not extend sideways beyond an imaginary vertical line drawn upward from the corner of the mouth; males cannot wear faddish hairstyles that violate the Air Force standard.

c. Uniforms will be worn only at times and locations specified by AFJROTC A-20063 and approved by the SASI/ASI. Unauthorized wear of the uniform, or distinctive items of the uniform, is prohibited. **Uniforms will not be worn at work.** Cadets will not wear the uniform while participating in student demonstrations, while hitchhiking, or during any other inappropriate activity. **DO NOT FIGHT OR BE A PART OF ANY TYPE OF DISTURBANCE WHILE IN UNIFORM. Doing so will result in appropriate JROTC disciplinary actions.**

d. AFJROTC instructors will plan for cadets, who may have unique problems, to change clothing in the AFJROTC area before and/or after school.

e. Cadets may remove coats/jackets inside classrooms. Neckties will **NOT** be loosened or removed. Shirtsleeves will **NOT** be turned up. Shirt and Service Dress coat buttons will be fastened at all times while being worn. The windbreaker jacket **must be zipped at least halfway** at all times.

f. The uniform cap will be worn with the uniform when outdoors. As a general rule, caps will not be worn indoors. However, cadets who are performing special duties that require the cap be worn inside and those who are authorized by the SASI/ASI to do so may do so. Caps **may** be removed while driving or riding inside a vehicle.

g. Do not wear the uniform improperly. Wearing the coat around the waist, unloosening the tie, wearing the service coat unbuttoned, wearing the windbreaker unzipped, etc. constitutes improper wear of the uniform. Students who do wear their uniform improperly will receive -25 to -100 points off their uniform inspection grade for the day, depending on the severity of the discrepancy. Such disrespect to the uniform will prohibit student participation in JROTC extra-curricular events and field trips.

19. UNIFORM REPLACEMENT COST:

	Cash Price	MySchoolBucks Price (w/4.25%)
Female Shoes	\$62.00	\$64.64

Male Shoes	\$63.00	\$65.68
Female Blue SS Shirt	\$20.00	\$20.85
Male Blue SS Shirt	\$20.00	\$20.85
Female Pants	\$54.00	\$56.30
Male Pants	\$58.00	\$60.47
Belt	\$4.00	\$4.17
Belt Buckle	\$5.00	\$5.21
Blue Name Tag	\$6.00	\$6.26
Silver Name Tag	\$13.00	\$13.55
Female Service Coat	\$154.00	\$160.55
Male Service Coat	\$164.00	\$170.97
Windbreaker	\$100.00	\$104.25
Flight Cap	\$13.00	\$13.55
Rank Insignia Metal	\$4.00 per set	\$4.17 per set
Rank Insignia Cloth	\$3.00 each	\$3.13 each
Tie	\$7.00	\$7.30
Tie Tab	\$10.00	\$10.43
Sweatshirt	\$17.00	\$17.72
Gray T-Shirt	\$7.00	\$7.30
Sweatpants	\$18.00	\$18.77
PT Shorts Blue	\$15.00	\$15.64
ABU Boots	\$97.00	\$101.12
ABU Belts	\$5.00	\$5.21
ABU Top Female	\$41.00	\$42.74
ABU Top Male	\$40.00	\$41.70
ABU Pant Female	\$46.00	\$47.96
ABU Pant Male	\$45.00	\$46.91
ABU Hat	\$6.00	\$6.26
ABU Blousing Straps	\$3.00	\$3.13

20. UNIFORM DAY POLICY:

Uniforms must be worn entire school day on the designated uniform day (Tuesday of each week). Failure to wear the uniform or changing out of uniform without prior permission from the SASI/ASI will result in a failing grade for that day and will count as one ***“FAILURE TO WEAR THE UNIFORM” and a uniform inspection grade of “0”***. Excuses that indicate a lack of responsibility, such as: ***“It’s in the cleaners”, or, “my mom didn’t wash my shirt”, or “I couldn’t find one of my shoes”, etc. are not acceptable.*** To receive credit, the uniform must be worn the entire school day unless otherwise directed by the SASI/ASI.

- a. Students absent from school/suspended on uniform day must wear the uniform the first school day they return to school in order to receive credit for the day missed.
- b. If the return day is the next week’s uniform day, then the student must wear the uniform twice that week, on Tuesday and Wednesday. Otherwise, the student will be cited with a failure to wear the uniform for the day missed.
- c. Students who are assigned in school suspension must report to AFJROTC some time during the day (during school or after school) and request a uniform inspection. Otherwise, the student will be cited for failure to wear the uniform.
- d. Students, who check in to school after their JROTC class has met, or who check out of school before their JROTC class meets, must report to JROTC to request a uniform inspection, or receive a failing grade for the day plus a failure to wear the uniform demerit.
- e. Students who wear the uniform less than a full school day will receive a failing uniform inspection grade.
- f. Students who are testing (EOCT, GA Milestones, PSAT, AP, etc.) may opt to wear the uniform on an alternate day, BUT in the same week. The student must request permission from the uniform inspection instructor in writing three school days prior to the test date/uniform day.
- g. Students who have an official school requirement that conflicts with uniform day **must request, in writing, three school days prior to the uniform day** that he/she be allowed to wear the uniform on an alternate day. The uniform inspection in-

structor (Maj. Christopher Klaiber) will respond in writing to the student making the request. The student's request must include the name of the event and the sponsored school official so that JROTC may verify the request. Late requests will not be honored.

- h. Instructors and/or selected cadet leaders will conduct a uniform patrol to help ensure students respect the uniform and wear the uniform correctly all day. Infractions by first year cadets on the first two uniform days will result in at least a 25-point uniform inspection deduction, unless it's a gross infraction, which may result in deductions up to -100 points. Veteran cadet infractions will result in at least -50 points from the first uniform day forward. First year cadets will receive a minimum 50-point deduction for infractions starting the third uniform inspection. Point deductions may be increased if the consistency of infractions mounts. Uniforms may be taken, and parents will be called on the 4th infraction. The student will receive a zero each week thereafter until the matter is settled. Examples of infractions include improper earring wear, un-tucked shirt/blouse, wearing civilian clothes with the uniform, wearing the wrong type of shoes, wearing any part of the uniform incorrectly, having inappropriate items in the hair, females wearing the hair inappropriately, etc.

21. PERSONAL APPEARANCE INSPECTIONS:

- a. Cadets will be given a personal inspection each uniform day. An inspector will evaluate each cadet's personal appearance. The flight commander/flight sergeant will be responsible for recording the results of the inspection, at the instructor's request. The recorder **MUST** fill out the inspection sheet completely, accurately, and legibly.
- b. Each cadet will start with a score of 100 and have points deducted for each discrepancy noted.
- c. A cadet must have a score of 70 or above to pass an inspection. Occasions may arise where a cadet's appearance does not project the proper military image, although his/her uniform and hair may be technically correct. The judgment of the instructors will be binding.
- d. Students who earn "X" grooming inspection 100's (as indicated in the overview letter), with no inspection failures and no inspection 0's/missed days, will earn a designated "free" uniform day (but must wear the JROTC polo with long pants).

22. REPEATED UNIFORM INFRACTIONS: You do not have the option of failing to meet uniform dress standards and just accepting the point deductions to maintain an inappropriate grooming standard or violate specific grooming standards. Point deductions for successive infractions for the same offense will be doubled the second occurrence, and cause the student to earn a "0" on the inspection on the third occurrence. This rule applies to what you may even consider a minor infraction. Uniform grooming standards must be respected and followed.

23. UNIT POLO SHIRT WEAR: The unit polo shirt is considered an extension of the JROTC uniform, therefore grooming standards that apply to uniform wear also apply to wear of the unit polo shirt. When worn, the unit polo shirt must be tucked and uniform hair and jewelry standards will apply, unless specifically stated otherwise by the SASI/ASI in charge of the event/occasion for which the unit polo shirt is being worn. Because the unit polo shirt is an extension of the JROTC uniform, please do not allow others to wear your unit polo.

7.7. Descriptions and Criteria of AFJROTC Medals and Ribbons. **Ribbons will not be worn with Medals (only the medals will be worn). NOTE: Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.**

7.8.5.2. Units may locally design and purchase Physical Fitness Training (PFT) gear and sweat pants/shirts that is customized for esprit-de-corps within a unit (usually school colors). **Air Force PTG may be mixed with local purchased PFT gear as long as the unit is standardized. During the cadet leadership courses (CLC) cadets may wear PT gear given by the CLC host and may be mix Air Force PTG.**

7.8.5.3. Short-sleeved PTG/PFT shirt. **The short-sleeve shirt will be tucked into shorts at all times.** Do not remove or cut sleeves. PTG undershirts, short and long-sleeved form fitting undershirts, (i.e. Spandex, Lycra™ or elastic material) may be worn and visible under the short-sleeved PTG shirt. Undershirt must be tucked in. There is no color restriction on the form fitting undershirt; undershirt may have visible small trademark logo.

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

7.8.5.6. Headgear.

7.8.5.6.1. The SASI may authorize wear of an optional solid color, that is conservative and in good taste, baseball/sport cap with the PTG/PFT uniform. If authorized, caps are to be worn outdoors only and cadet officer rank will be worn. Enlisted cadets will not have any rank on their headgear.

7.8.5.6.2. Bandanas and other similar head-scarves/headgear are not authorized.

CADET APPEARANCE AND GROOMING GUIDELINES

7.9. Personal Grooming Standards. This chapter outlines personal grooming while wearing any Air Force uniform. SASI's discretion may be used to determine if individual's personal grooming is within standards of this instruction. The personal grooming standards listed are minimum standards that represent common appearance issues and are not all-inclusive. Although Cadets have the right, within established limits, to express their individuality through their appearance, the Air Force has defined what is and what is not an acceptable, professional military image for Cadets. Except for minor variations based on gender differences, all Air Force Junior ROTC cadets must comply with the same personal grooming standards. SASIs/ASIs have the responsibility to determine compliance with this instruction and to correct the obvious violations regardless of whether the situation identified is clearly written in this instruction. SASIs do not have authority to waive grooming and appearance standards except as identified in this instruction.

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

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

7.9.1.2. Hair-Nets. Worn as required for health or safety reasons. Made of natural or a synthetic material; must be conservative (plain and moderate, being within reasonable limits; not excessive or extreme), solid color similar to the member's hair color, also strong enough to support and control hair and contain no metal fasteners. Hair-nets are only authorized when performing related duties as determined by applicable SASI.

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

1. Rings. Airmen may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger, and may be worn on the thumb.
2. Necklaces. Will not be visible at any time. If worn, will be concealed under a collar or undershirt.

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

4. Eyeglasses/Sunglasses. Will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored or photosensitive lenses are authorized. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/Lasik surgery and when authorized by a SASI or commandant on the advice of a medical official.}]

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

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

7. Back Packs. Cadets may wear a back pack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).

8. Wear/use of an earpiece, any blue tooth technology or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. Exception: Headphones and earphones (iPods, MP3-type players, etc.) are authorized during travel on public transportation i.e., bus, train or air travel.

10. **Specific Female Cadet Grooming Guidelines. (See Figure 3-2, Figure 3-3, and Figure 3.4).**
 1. Hair-Female. **No minimum hair length, to a maximum bulk of 4 inches from scalp** and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with the cadet standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

7.10.1.1. Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail or equivalent, it must be a single ponytail or equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

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

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

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

7.10.1.3. Unauthorized: Mohawk, mullet or etched design.

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



Scrunchie



Hair Clips

2. **Fingernails.** If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are

authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

3. **Skirts.** The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. Wearing hosiery with the skirt is optional. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blueshade that complements the uniform and your skin tone.
 4. **Earrings.** Male cadets are not authorized to wear earrings while in uniform. Female cadets may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. **If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes.** Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, male and female cadets **are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.).** Piercing holes will not be large enough to permit light to shine through.
 5. **Undergarments (Mandatory).**
 - 5.1. **Females.** Appropriate undergarments are required to be worn with all uniform combinations. Wear bra and underpants with all uniforms. Wear of the white V-neck style or athletic tank top undershirt when wearing opened collar service uniforms is authorized. Undershirt will be tucked into slacks or skirt. Undershirts will not have pockets.
 6. **Cosmetics.** Female Cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Cadets will not wear shades of lipstick that detract from the uniform, or that are extreme colors. **Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. Male Cadets are not authorized to wear cosmetics.**
 - 6.1. **Cosmetic tattooing.** Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e., eyebrows, eye liner); **the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits,** not excessive or extreme, and in good taste.
- 7.12. . Body Piercing/Ornamentation**
- 7.12.1 . In uniform with the exception of earrings for women, all members **are prohibited from** attaching, **affixing,** or displaying objects, articles, jewelry or ornamentation to or **through the ear, nose, tongue, eye brows, lips, or any exposed body part** (includes visible through the uniform).
 - 7.12.2. **Plugs for gauge holes in the ear lobes are not authorized (regardless of color, i.e., flesh colored).** There are no exceptions per AFI 36-2903.

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

Figure 3.2. Female Hair Style Examples

Authorized Female Ponytails/equivalent and long braid(s) Hair Styles Examples.



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



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius

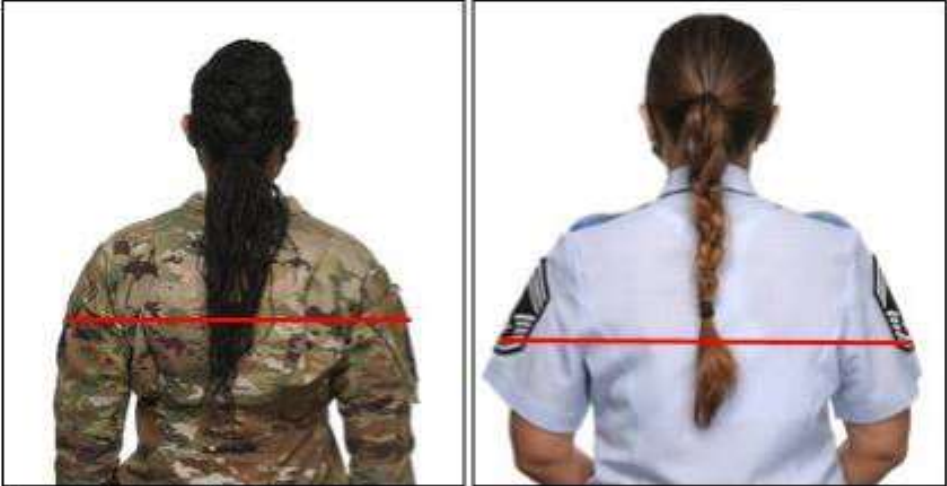


Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids

Figure 3.3. Unauthorized female Ponytail Examples.



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

Figure 3.4. Female Hair Style Examples



Braids



Twists



Locs

1. **Specific Male Cadet Grooming Guidelines. (See Figure 3.1)**

2. Hair-Male. Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed **2 ½ inches in bulk**, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized. **Prohibited examples (not all-inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes and/or design.** Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are not authorized hair extensions. See **Figure 3.1**

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

2.2. Beards are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons are governed by AFJROTCI 36-2001. **When authorized for medical reasons, members will keep all facial hair trimmed not to exceed ¼ inch in length.** Individuals granted a shaving profile may shave or trim their facial hair to present a neat, clean, professional image.

3. Sideburns. If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. See **Figure 3.1**

4. Mustaches. Male Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See **Figure 3.1**

7.17. Fingernails. Male Cadets are not authorized to wear nail polish.

1. **Cosmetics.** Male Cadets are not authorized to wear cosmetics.

2. Undergarments (Mandatory)

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

2.1.2.

Figure 3.1. Male Hair Grooming Standards.



Sideburns

Mustache

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

20. Specific Cadet Uniform Wear Guidelines.

20.1. Cadet Uniform Wear Guidance/Policy for School Hosted JROTC Events:

20.1.1. School Sponsored Military Ball with Awards Ceremony: Units have two options they may choose to utilize.

Option 1: All cadets can wear the AFJROTC and SFJROTC Service Dress uniform.

Option 2: Each male and female cadet will be given the individual option to wear their AFJROTC and SFJROTC Service Dress uniform or to wear formal or semi-formal civilian attire. Any civilian attire worn must be in compliance with any/allschool and district policies.

NOTE: Option 2 would allow block schedule school students to attend who are not currently in AFJROTC and SFJROTC and who may not have uniforms currently issued to them.

20.1.2. School Sponsored Dining-Ins/Dining-Outs with Awards Ceremony: All AFJROTC and SFJROTC cadets will wear their AFJROTC and SFJROTC Service Dress uniform.

20.1.3. For any other event, the SASI, in conjunction with the school Principal will decide on the appropriate attire for AFJROTC and SFJROTC cadets.

20.2. Cadet Uniform Wear Guidance for Fundraising:

20.2.1. There are no concerns with businesses contributing money to an AFJROTC and SFJROTC booster club or other private clubs associated with AFJROTC and SFJROTC that are NOT established by the Air Force as part of the program.

20.2.2. If businesses make a monetary donation, AFJROTC and SFJROTC instructors and cadets may not advertise for the business in return – particularly in uniform. Doing so would present the “appearance” of an Air Force endorsement of the businesses making the donation. Such an appearance could be interpreted as a violation of the Joint Ethics Regulation.

20.2.3. AFJROTC and SFJROTC personnel/cadets should not solicit donations from local businesses at any time.

20.2.4. Incorporating Corporate Sponsorship/local business donations as a way to help boost funding for your AFJROTC and SFJROTC program are a great way to fund Leadership Development Requirements (LDR) for your cadets. The key is to contact your district and follow the above guidance to help keep sponsors and AFJROTC and SFJROTC units within the scope of the Joint Ethics Regulation.

24. CADET ORGANIZATION: GA-20063 will be organized as a wing. The wing will consist of three groups. Each group will consist of two squadrons. The training group will consist of a veteran squadron of flights and a first-year squadron flights. The mission support group will consist of a resources squadron and a readiness squadron. The operations group will consist of a competitive and performance teams' squadron and a services squadron. The cadet personnel officer will be responsible for maintaining a current cadet corps organization chart for posting on the cadet bulletin board.

25. STAFF MEETINGS:

- a. The cadet wing commander or vice wing commander will conduct staff meetings for the cadet staff as required, but at least once monthly. The cadet wing commander will schedule weekly staff meetings with the SASI if meetings are required outside of the corps management classroom setting. Cadet squadron commanders will conduct squadron staff meetings as needed, with at least two per semester. Other meetings will be called at times that do not conflict with the primary meetings. All staff meetings will be coordinated with the cadet vice wing commander and approved by the SASI. The cadet wing commander, vice commander, executive officer, quality assessment officer, special projects officer, special assistants to the instructor staff, and group commanders will attend the meetings with the SASI when they are held outside of the corps management class. Other officers may attend with permission from the cadet wing commander. These meetings should occur on Tuesdays and rotate between mornings and afternoons.
- b. The announcement of meetings will be made at least three school days before the meeting is to take place. Requests to hold meetings must be submitted to the cadet vice wing commander at least five school days prior to desired meeting date in order to meet the three-day requirement. When the cadet vice wing commander is unavailable, submit requests to the cadet wing commander.
- c. All cadet personnel attending staff meetings with the SASI will wear the AFJROTC uniform or the unit polo shirt, depending on the day of the meeting. The cadet wing commander can give prior approval on special occasions only, to wear civilian clothing to cadet wing staff meetings that do not fall on Tuesdays. As a general rule, all meetings with the SASI will occur on a Tuesday.
- d. All cadet staff members will prepare themselves for meetings by making notes prior to the meeting of items they wish to discuss. The cadet wing commander must be prepared to brief (during the bi-weekly meetings with the SASI) on any ongoing or future cadet corps activities and unit goal/strategy status.
- e. The information management officer will be responsible for recording and maintaining minutes for staff meetings. A copy of the minutes should be submitted to the SASI, one should be posted on the cadet bulletin board, and a copy should be filed in the cadet file cabinet.
- f. The format for the staff meeting with the SASI will be as follows:
 - 1. Review and discussion of AFJROTC calendar events.
 - 2. Comments updating functional activities/projects from group commanders and special projects officer.
 - 3. Cadet vice wing commander and wing commander comments.
 - 4. SASI/ASI comments.
 - 5. Review of taskings/suspense (executive officer).

26. OPEN for future use.

27. CADET APPOINTMENTS AND ROTATIONS:

- a. The SASI, in coordination with the ASI's, will select the wing key staff subordinate commanders, key staff officers and senior NCOs as required by AFJROTC Guide. Selection for these positions carries the temporary rank specified in the UMD. Subordinate positions not selected by the instructor staff will be selected by the cadet wing commander and his/her key staff via cadet application and interview, as determined by the cadet wing commander.
- b. Cadet promotions will be made in such a manner that a cadet will experience increasing rank and responsibility. A cadet evaluation board may be convened to evaluate and recommend cadets (other than those listed in paragraph "a" above) for promotions and appointments.
- c. All veteran cadets must have successfully completed a cadet summer leadership school or drill leadership school to be eligible for a key leadership position or officer-in-charge position. Students must successfully complete one of these leadership schools to be considered for key staff positions. The cadet wing commander and vice commander applicants must have served as a summer camp cadre. In order for cadets to hold key positions in the competitive and performance squadron chain, they must have graduated from the drill leadership school. Please note that officer rank is not guaranteed for completing a summer leadership school. However, the only way to become an officer is to complete summer leadership school. Cadets who completed the "mini-drill" leadership school will not be eligible for officer rank, but will be eligible for mid-level to senior NCO ranks, depending on the leadership position they have been

selected to fill. All cadets who have never been to a summer leadership school or drill leadership school will be limited to junior to mid-level NCO positions, based on the leadership position to which they are appointed.

d. The following positions will be filled by JROTC IV cadets/seniors only, unless the SASI determines an exception: wing commander, vice commander, group commander, command chief master sergeant, and squadron commander. The following positions will be filled by JROTC III cadets/juniors, unless the SASI determines an exception: deputy group commander, squadron commander (when a fill by a JROTC IV cadet is not possible/feasible) and superintendent. The executive officer, quality assessment officer, and special projects officer will be at least a JROTC III cadet/junior. Staff office positions will be at least a JROTC II cadet/sophomore. The summer leadership school policy referenced in paragraph “c” above applies.

e. Rotation of cadet positions will generally occur each school year. However, the cadet wing commander and vice wing commander positions will rotate by semester. The cadet wing commander and vice wing commanders will serve as special assistant to the instructor staff when “not in office” status for the semester. The cadet personnel officer will post a list of positions and job descriptions in the classroom/cadet area. Special and temporary promotions may be made at any time to fill a need or to recognize special merit.

f. Cadets who accept leadership positions and promotions automatically accept the statement of understanding that follows:

I understand that I have been selected to serve in a position of responsibility. I promise to support and execute the policies, procedures, and directives of Headquarters Air Force JROTC, Dutchtown High School, and the AFJROTC GA-20063 unit. I promise to put forth my best effort, and set the best example possible, in all endeavors. I will support the values of integrity, service, and excellence. I will always be honest, loyal, self-disciplined, and responsible. I will promote service to school, community, and country. I take this obligation freely, without any mental reservations or purpose of evasion. And, I promise that I will well and faithfully discharge the duties of the office upon which I am about to enter.

28. PROMOTION CRITERIA:

a. As a rule, the best-qualified cadets will be selected for promotions. Promotion boards should convene immediately prior to each promotion cycle to assure each candidate meets the requirements for promotion. There will be at least one scheduled promotion, with the announcement made during the dining-in in February of each year; and any other time as deemed appropriate by the SASI and as requested by the cadet wing commander.

b. Additionally there is an early promotion cycle for first year students. First year students start out as airman basics, but will be promoted to airman on the fifth uniform day IF they have averaged 100 on each grooming inspection and at least an 85 on the first five uniform inspections, maintained at least a “B” average in JROTC, submitted their unit polo shirt/activity fee by the deadline, participated in at least two JROTC service events, and have exceptional JROTC and school behavior.

c. Criteria for the primary promotion selection include:

1. Attitude: positive, upbeat, motivated
2. Citizenship traits: integrity, service, effort, excellence, exceptional behavior
3. Appearance: overall uniform inspection average of at least 90
4. Dependability: follows through on all commitments to participate/serve
5. Experience: successful accomplishment of assigned job duties and responsibilities
6. Grades: AFJROTC average 85 or higher; uniform inspection and PT averages of 85 or higher; and must be passing all DHS classes
7. Involvement in AFJROTC activities: participate in all required school and community service projects, and at least 1 JROTC concession stand duty
8. Initiative: handles tasks without being told to do them
9. Maturity: behaves sensibly, responsibly, and respectfully
10. Loyalty: supports JROTC activities, events, functions; follows through on commitments
11. Proven leadership abilities and potential for leadership growth.
12. Passed all JROTC projects and presentations
13. Promotion board interview: exceptional results
14. Positive feedback from teachers, counselors, and/or assistant principals
15. Other items as determined by the cadet wing commander

d. Cadets must also be available to participate, able to perform, and sincerely want the position and the responsibility it entails.

e. Normally all staff office ranks will be filled by third and fourth year cadets when enough eligible cadets are available; exceptions occur in the flight commander positions for the first and second year flights.

f. All cadets eligible for promotion to the grade of sergeant, staff sergeant, and technical sergeant will meet a promotion board before they are promoted to these grades. Selection of cadets to the grade of cadet master sergeant or higher is done by the SASI/ASI. The wing, group, squadron, and flight commanders may recommend these cadets. The SASI/ASI will approve cadets for promotion to cadet airman and cadet airman first class with flight commander recommendations.

g. Cadets new to AFJROTC who demonstrated **extraordinary** leadership and academic talents during the first semester may be appointed to cadet leadership positions via wing commander recommendation and SASI approval during the second semester. Veteran cadets who did not complete a summer leadership school or drill leadership school are not eligible for this promotion consideration.

- h. The promotion board will be composed of ranking officers, master sergeants, and technical sergeants if needed. Each board member will complete a promotion score sheet on each cadet meeting the board. The mission support group will develop a promotion board score sheet, using as a minimum, the criteria listed in 27c above, with the approval of the cadet wing commander.
- i. Before each scheduled promotion board, the squadron and group commanders will review the cadets' records and evaluations before recommending the cadet to the promotion board.

29. CADET FEEDBACK:

Feedback is crucial to cadet development and training. Cadet leaders are responsible for the development and training of cadets in their charge.

- a. Cadet leaders in supervisory positions are to continuously coach, train, and provide feedback to their subordinate cadets. **Cadet leaders who supervise other cadets are to develop and provide cadet evaluations every nine weeks, with the first evaluation due by the first Friday in October and every nine weeks thereafter.** After completing the evaluations, cadet supervisors are to discuss results with the subordinates they've evaluated. Signed forms should be sent through the cadet chain of command to the SASI and filed in the cadet's permanent record.
- b. Cadet leaders should complete counseling forms on cadets as needed. Cadet leaders should discuss the results with the subordinate being counseled and submit the signed form through the cadet chain of command to the SASI.

30. DEMOTIONS:

- a. The SASI and ASIs will make all cadet officer demotions.
- b. All other cadets recommended for demotion by their cadet supervisors or commanders will appear before a cadet evaluation board. Cadets failing to appear before the board will be considered guilty of the charged offense, and will automatically be reduced in grade and possibly relieved of their position.
- c. Some offenses will not be appropriate for consideration by the board. The SASI and ASI will handle serious offenses by convening an instructor cadet evaluation board. These boards may, or may not include the cadet wing commander. On occasion, the SASI may ask DHS teachers outside of JROTC to participate on the board.
- d. Cadets may be removed from leadership positions, for "cause", which includes, but is not limited to:
- *Failure to perform assigned leadership job/duty/responsibilities satisfactorily.
 - *Failure to show and/or failure to complete assigned/volunteer duty more than once.
 - *Failure to maintain passing JROTC grades.
 - *Failure to maintain passing grades in at least two subjects.
 - *Receiving an out-of-school suspension or expulsion from school. (Those receiving in-school suspensions must meet a cadet evaluation board for determination).
 - *Portraying conduct that is unbecoming or inappropriate for a cadet leader.
 - *Displaying unacceptable attitude.
 - *Insubordination (particularly to a JROTC leader or instructor, faculty member, or administrator).
 - *Becoming a disciplinary problem in JROTC class/activities or any school class/activity.
 - *Failing to attend more than two scheduled staff meetings.
 - *Failing to wear the JROTC uniform more than once during the semester.
 - *Failing to participate in such key corps activities as the military ball, dining-in, at least one parade, at least one Color Guard performance per semester, at least one JROTC afterschool concession stand duty, and failing to meet the school and community service requirements.
 - *Other issues as deemed appropriate by the instructor staff and/or as recommended by the cadet wing commander.

31. PERMANENT/TEMPORARY GRADES:

- a. At the beginning of the first semester each year, by the third uniform inspection, cadets will be automatically promoted to the minimum permanent grades shown below unless they have already been assigned or awarded equal or higher grade/rank.

Minimum Permanent Enlisted Grades (based upon the number of years enrolled in and passed JROTC):

JROTC Year	Cadet Rank
I	Cadet Airman Basic first semester, Cadet Airman second semester
II	Cadet Airman First Class
III	Cadet Senior Airman
IV	Cadet Staff Sergeant

- b. Temporary grade or temporary rank will normally be assigned as authorized to fill a specific UMD position. **Since the grade/rank is temporary, you may not carry it from one semester/year to the next.** Temporary grades/ ranks are assigned only when the job the cadet is filling requires a higher grade/rank than the permanent grade/rank. Officer rank and enlisted rank higher than Master Sergeant will normally be reserved for AS-III and AS-IV cadets. Example: if you served as flight commander last year and earned the flight commander temporary rank of cadet master sergeant as a JROTC II cadet, but you did not get a leadership position as a JROTC

III cadet, you would revert to your permanent JROTC III cadet rank of cadet senior airman. You would not still be a cadet master sergeant.

32. POLICY AND PROCEDURE RECOMMENDATIONS: Cadets may suggest new policies, procedures, actions or rules for the GA-20063 AFJROTC Cadet Wing. Cadets who wish to do so may submit them in writing through their flight commander, who will send it through the cadet chain. If approved, changes may not occur until the following school year.

33. CADET EVALUATION BOARD:

a. Cadet evaluation boards may be convened to determine failure to meet the standards of good conduct and deportment; select cadets for promotion and screen cadets for recommended promotion to permanent rank; and select cadets for outstanding accomplishments, leadership, and other achievements, as applicable. Membership of a Cadet Evaluation Board will be limited to the cadet wing vice commander, group & squadron commanders, and staff officers. The vice wing commander will act as the board president and the personnel officer will act as the board recorder. Minimum membership for the Cadet Evaluation Board will be five cadet officers. At least one, but no more than two, senior ranking cadet NCOs will be part of the Cadet Evaluation Board when cadet enlisted members meet the board for disciplinary issues. When cadets appeal board decisions, no more than two of the original board members may take part when boards are convened to address the appeal. Some appeals will be handled by the SASI and ASIs. At no time shall a cadet officer involved in the infraction as “victim”, bystander, or witness be a part of the board. If the cadet wing and vice commander are involved, the SASI will personally select the review board.

b. Evaluation Board reports will be submitted in the following manner:

1. Date and time of meeting.
2. Members present
3. Purpose of the board.
4. List of cadets who met the board, by flight.
5. Recommendation/findings
6. Signature of board president and recorder.

c. The findings and recommendations of cadet boards are always subject to approval of the SASI and will serve only as a basis for further action.

d. Members of the board will not discuss proceedings or recommendations until the cadet wing commander and SASI announce official results with the parties involved. Failure to comply may result in board member disciplinary action.

34. SALUTING:

a. Cadets in enlisted ranks will salute all adult officers and cadet officers when outdoors and in uniform. Cadet officers will salute all adult officers and senior cadet officers.

b. Cadets will render a salute when reporting formally to the SASI, ASI or to a cadet officer upon their initial approach to the formation.

c. Cadets in uniform, indoors or outdoors, will render a salute when performing flag detail.

d. *National Anthem, to the Colors*, or Pledge of Allegiance: Stand at attention when indoors, in uniform. Cadets not in uniform will stand at attention and hold their right hand over their heart.

e. A cadet in charge of uniform formation will render a salute to the SASI, ASI, commissioned officers, and cadet officers upon their initial approach to the formation

f. Cadets will salute when reporting in to visit the SASI when summoned, when meeting a cadet evaluation board, and other times as deemed appropriate per military protocol.

35. DUTY ASSIGNMENTS:

a. The cadet wing commander has overall responsibility for ensuring the cadet corps duty assignments are carried out. The cadet vice wing commander and executive officer will be responsible for scheduling all events and activities. The cadet vice wing commander and executive officer will track events by monitoring the cadet corps master calendar and by discussing upcoming events and activities with the cadet group commanders and special projects officer weekly. The master calendar will be posted on the cadet information board and updated weekly, NLT than end of school on Friday or before first period Monday.

b. Practice sessions, briefings, and status report meetings will all be scheduled and noted on the cadet master calendar. The most senior and/or experienced cadet will be placed in charge of the activity. A second in command will be designated. The second in command will record attendance and be ready to take charge or help the cadet in charge as required.

36. FLAG DETAIL PROCEDURES: Flag detail is performed before school, before 8am, and during fourth period. The morning detail will be handled by the special duty officer or special duty officer NCO, with volunteers who have been trained. All cadets in the seventh period class will be required to perform flag detail to lower the flag. Furthermore, cadets in leadership positions and those selected for advanced rank will be required to perform flag details in the mornings. All details will consist of a minimum of three cadets and maximum of four cadets. The flag detail officer is required to maintain a roster of those who participate. The roster will be stored in the cadet office.

37. FIELD TRIPS:

- a. Curriculum-in-action field trips will include visits to military installations, colleges and college ROTC units, aerospace museums, and aerospace industries. Field trips will also include opportunities for cadets to march in parades, participate in drill meets, perform Color Guard duty, visit college Air Force ROTC units, etc. In each case, parents must complete JROTC and Henry County School Board field trip permission forms and forward them to the AFJROTC department. Instructors will evaluate each cadet to determine their fitness

Note: Field trips are a privilege, not a right. Students who present disciplinary challenges in AFJROTC or for other teachers, those who have excessive absences and/or tardies, those who miss/fail uniform inspections within 30 calendar days of a trip and fail to maintain at least an 85 average in the inspection category (to include grooming inspections and uniform inspections), those who fail to dress for PT in the Air Force issued athletic attire within 30 calendar days of the trip and fail to maintain at least an 85 average in the PT category, those who are failing AFJROTC, and those who fail to serve JROTC detention may be denied the privilege of taking part in the trip. Refunds cannot be issued to students who are unable to attend after JROTC has committed to the vendors. Remember, Instructors will evaluate each cadet to determine their fitness for all CIA Activities regardless if grades permit

- b. Cadets who do not support AFJROTC activities will generally receive the least amount of consideration for field trips when other cadets participate more and meet all other requirements. Any exceptions must be a unanimous decision by all AFJROTC instructors.
- c. In order to ensure AFJROTC cadets receive any required medical care for emergencies that might occur while cadets are participating in AFJROTC sponsored field trips, a temporary medical power of attorney must be on file with the instructors for each participating cadet. If consent forms are not completed, cadets may be denied the privilege of taking part in field trips. Other forms will be sent home for completion to make cadets eligible for trips. Cadets may also be required to coordinate with and receive teacher approval (via a provided form) before final approval is granted. This requirement helps ensure students are acting responsibly from both a behavior and academic standpoint in other classes. **Failure to return the required forms by the designated deadline will make the students ineligible to take part in the field trip, as well as disapproval of one just one teacher when teachers are asked to complete the forms.**
- d. Cadets absent from school the day of a field trip/event are ineligible to take part. Cadets on suspension (ISS or OSS) any day of the trip/event are ineligible to take part.

Note: JROTC will not be liable for deposits or actual payments lost when students are unable to take part in trips/events for which they have paid, and become ineligible for, or have to cancel participation for, after JROTC has made irreversible commitments with vendors/contractors.

38. SUMMER TRAINING: GA-20063 AFJROTC will provide participation for cadets in a summer cadet officer leadership camp and a new cadet orientation camp (when feasible). Attendance will be voluntary and based on merit. The SASI and ASI will select cadets attending leadership schools. Announcements of summer activities will be made throughout the spring semester. A required week of evaluation/preparation will be conducted in the March-April block, and announced in advance. Each cadet interested in a specific leadership school must attend each day, as indicated in camp information letters. Completion and eligibility requirements for each camp will be explained in the letters. The camps are typically held in June.

39. CADET ACTIVITIES;

Cadet participation in AFJROTC extracurricular activities will be limited to those cadets who display a positive attitude and maintain the highest cadet standards. Members will be expected to attend all regular practice sessions. Cadet Activities are limited to cadets actually enrolled or reserved

- a. Cadets who are absent from school, serving ISS, or suspended the day of a practice, activity, or performance are not eligible/allowed to take part in them. Also, depending on the particulars of a suspension, cadets may be removed from the team for a length of time as determined by the SASI/ASI. School rules apply.
- b. Cadets who continuously bicker, argue, and/or impact the quality of practice will be suspended from the team. Cadets who are suspended a second time for these infractions will be removed from the team on the third infraction.
- c. Cadets who continuously miss practice or who are late/leave early without a teacher/administrator note will be suspended from the team/activity at the discretion of the SASI/ASI.
- d. Cadets who are failing AFJROTC will be suspended from the team/activity until their AFJROTC grades improve.
- e. Cadets participating in AFJROTC extracurricular activities should turn in a copy of their progress reports to the SASI/ASI each time they receive one. Cadets who are failing two or more classes at the progress report point will be suspended from the team/activity until the respective teacher verifies the cadet is no longer failing.
- f. Cadets who present disciplinary problems for other teachers or programs will be suspended from the AFJROTC activity/team until the behavior is modified.
- g. Cadet activity commanders/coaches may suggest a disciplinary board be held to handle problems participating cadets are causing. The SASI/ASI is the final approval authority on any recommendations made by the cadet commander/coaches and/or disciplinary boards. The cadet vice wing commander will handle the disciplinary boards, as specified in paragraph 32.

- h. Cadets involved in activities that require the use of corps funding are required to assist with JROTC concession stands. Cadet leaders must work at least two concession stand duties first semester.
- i. Service volunteers cannot take siblings, friends etc. to service events for any reason. Only JROTC cadets can attend/take part in the JROTC service events. Participants are to follow all JROTC service event participation rules designated in writing or verbally, and all the rules established by the host organization. Cadets are not to take anything away from the site they did not purchase or make any additions/revisions/markings to anything that is not so expressed by the overall host/coordinator in charge.

40. DRILL TEAM:

- a. The GA-20063 drill team is a special group of cadets dedicated to perfecting their drill and ceremonies skill. The drill team competes in various meets against Air Force and other service drill teams. The team will compete in several regular competitions and major competitions, to include regional, state, and the Air Force nationals. Competition in the Daytona High School National Championship will be considered as an option when/if the teams place first place overall in state or Air Force national competitions.
- b. The drill team will include a “varsity” and a “JV” team, and fall under the competitive and performance team squadron, which falls under the operations group. This squadron also includes the Color Guard and Saber Team. The Color Guard will include a performance segment and a competitive segment.
- c. The drill team itself will have three competitive segments: regulation, armed, and exhibition (in both categories). The team competes in each segment during drill competitions. **The team will not compete in the armed category if it does not have a competitive unarmed team.** Membership on the one team is not restrictive to that team or exclusive of the other.
- d. Funding of drill team competitions (entry fees, transportation, lodging, food, etc.) is self-reliant and independent of corps funding. Funding is handled via “drill team” fundraising activities and drill team member augmentation.

41. ELITE HONOR GUARD: The Elite Honor Guard is a group of cadets who have proven their expertise on the armed exhibition drill team. The Elite Honor Guard will perform at special school and community events and may opt to wear “special” uniforms at their own expense (and approve by the SASI).

42. COLOR GUARD

- a. Color Guards present the US flag and the state or Air Force flag at the beginning of various events. The Color Guard will perform at home athletic events, school programs, parades, and any other events approved by the principal and the SASI.
- b. All cadets are encouraged to try out for the Color Guard. Color Guard practice will be scheduled by the commander prior to events, in coordination with the ASI in charge of the Color Guard.
- c. The Color Guard will consist of a minimum of two flag bearers and two guards. The ranking cadet will carry the U.S. Flag and will give all commands.
- d. Cadets selected for Color Guard duties will always be well groomed, have neat haircuts, shined shoes, and conduct beyond reproach. Cadets selected for Color Guard must attend all scheduled practices.
- e. The SASI and ASI have the final approval for selection of cadets and make-up of the Color Guard.
- f. All cadet leaders must perform on at least two Color Guard activities each semester.

43. SABER TEAM: The GA-20063 Saber Team is an honor team that performs at special school and community ceremonies that require a formal atmosphere distinguished with the use of saber routines.

44. KITTY HAWK HONOR SOCIETY: Kitty Hawk Honor Society is an academic honor society within JROTC and the GA-20063. Its purpose is to promote high academic standards, school and community service, self-confidence, and initiative. Kitty Hawk also develops leadership abilities, recognizes academic excellence, and furthers members’ knowledge of the Air Force role in aerospace. Cadets must maintain at least an 80 average in JROTC and at least an overall school average of 80. Active members are eligible to earn a Kitty Hawk Air Society Badge. All cadet leaders are automatically a member of the Society (unless otherwise disqualified) and must actively participate in the organization’s activities.

45. MODEL ROCKET CLUB: The GA-20063 model rocket club designs, builds, and flies small rockets made of lightweight material and use solid propellant engines. Eligible students may enter their rockets in various rocket meets. Students who meet the criteria prescribed by the model rocket coach will be eligible to earn a model rocketry badge. The team must include at least ten active participants. Participants must complete the five model rocket operations/launches as listed in the model rocket handbook to earn the model rocket badge. The model rocket team instructor supervisor must be present to validate the launches and must review & approve final rocket construction.

46. AWARENESS PRESENTATION TEAM: The Awareness Presentation Team (APT) develops and presents character education skits/plays for middle and elementary school students. Presentations are coordinated with the middle and elementary school administration and participation is approved by the DHS principal. APT team members must be available for practice during non-school hours. Participants receive an APT ribbon/badge after completing three performances.

47. RECRUITING TEAM:

The recruiting team conducts visits to the middle school and participates in various events at DHS designed to recruit 8th graders and current DHS students into the AFJROTC program. Recruiting takes place throughout the school year, but is most active in the spring during 8th grade orientation events and DHS schedule selections, and in the fall during new student registration and schedule selection events. Cadets who participate in three recruiting events earn a recruiting ribbon. Recruiting team members must be present an impeccable appearance in uniform and be very articulate about AFJROTC activities.

48. RUNNING CLUB: The physical fitness club sponsors activities to enhance cadets' general state of physical fitness. Physical fitness activities may include, but are not limited to, walking, jogging, running, push-ups, crunches, etc. Participation is open to all cadets. Participating cadets must have the HQ AFJROTC screening form and a waiver letter on file. An Air Force "physical fitness test" will be conducted at least once per semester. The test will consist of activities in the Air Force ROTC scholarship, Air Force Academy, President's Council on Fitness requirements, or HQ AFJROTC's wellness program. Those who "pass" the test will be eligible to earn a PFT ribbon. The physical fitness club must maintain at least 12 members to be viable.

49. AWARDS AND DECORATIONS:

- a. Many distinctive awards are authorized for AFJROTC cadets in recognition of outstanding performance in academics, leadership, or for specific displays of valor. AFJROTC awards and national awards are authorized by AFJROTCI 30-2001, and are presented to cadets selected by the Air Force Junior ROTC instructors and approved by the principal. A list of awards and their requirements are attached to this handbook. Awards will be presented at appropriate ceremonies and families and friends are welcome to attend.
- b. Organizations that sponsor national awards establish the selection criteria for their respective awards. The instructors determine which cadets meet the basic criteria for each award, then evaluate the cadets' leadership ability, corps performance/participation, and discipline record to choose a final selectee. In most cases, only one cadet is selected for each national award. When more than one of the awards is available, the SASI will determine whether or not to present just one award or more than one such award.
- c. Headquarters Air Force Junior ROTC establishes the criteria for the award of Air Force Junior ROTC ribbons via AFOATSI 36-2001. The Air Force Junior ROTC instructors determine which cadets meet the criteria for the ribbons and awards them based upon the criteria.
- d. AFJROTC are not authorized to wear ribbons/medals earned/issued from Army, Navy, Marine Corps, or Coast Guard Junior ROTC programs. Group the ribbons according to service, with the order of precedence determined by the regulations of each service. AFJROTC cadets will wear AFJROTC ribbons ahead of other service ribbons or awards

50. GOAL SETTING:

- a. The cadet key staff/leadership team is responsible for involving the corps to set corps goals for the academic year (August – July) each year, by the deadline provided by the SASI. The goals should be measurable and should cover the following areas: recruiting, retention, school service, community service, fitness, unit activities (i.e., field trips and summer leadership school), unit budget, graduation, attendance, tardiness, suspensions (in- and out- of school), discipline, and expulsions.
- b. The goals should follow the SMART format:
 1. **S**pecific
 2. **M**easurable
 3. **A**chievable
 4. **R**ealistic
 5. **T**ime-bound
- c. Additionally, the cadet key staff is responsible for developing and implementing strategies to help ensure the goals are achieved. The cadet key staff will also track the status of the strategies, revising them as needed, and the status of the goal. Reports for strategy implementation status and goal status will be made to the SASI every two weeks after the goals and strategies have been finalized and submitted to the SASI.

POST HIGH SCHOOL OPPORTUNITIES & AIR FORCE JROTC PROGRAM COMPLETION

Certificates: Students who successfully complete two academic years of AFJROTC will earn certificates of training; students who successfully complete three academic years of AFJROTC will earn certificates of completion.

Advanced Enlistment: Students who plan to join the military immediately after high school may earn advanced enlistment rank and increased pay by successfully completing at least two years of Air Force JROTC.

Air Force ROTC College Scholarship and Academic Credit: Students who plan to attend and subsequently enter the Air Force may apply for Air Force ROTC college scholarships that can pay tuition, book fees, and lab costs, plus provide the students a monthly stipend. Students who accept the scholarship are obligated to serve in the Air Force for a designated amount of time, depending on the chosen career profession. Furthermore, students who complete at least two years of JROTC may be eligible for college ROTC credit when enrolling in the college ROTC program.

Air Force & Other Services' Academy Nominations: JROTC “honor” students who wish to attend the Air Force Academy or other Service academies may be able to compete for one of HQ AFJROTC’s Service Academy nominations when this unit earns the Distinguished Unit Award.

GA-20063rd Cadet Wing Chain of Command

Key Positions

Wing Commander

Executive Officer

Command Chief Master Sergeant

Vice Commander

Quality Assessment Officer
Quality Assessment Assistant

Special Projects Officer

Operations Group

Training Group

Mission Support Group

Commander

Commander

Commander

Deputy Commander

Deputy Commander

Deputy Commander

Superintendent

Competitive & Performance Squadron

Resources Squadron

Drill Team
Varsity Drill Team
JV Drill Team

Squadron 1 **Squadron 2**
Alpha Flt Foxtrot Flt

Uniform Management

Color Guard

Bravo Flt Hotel Flt

Supply Management

Saber Team

Charlie Flt Juliette Flt

Equipment Management

Teams' Resources Manager

Delta Flt Lima Flt

Budget

Echo Flt Mike Flt

Services and Clubs Squadron

Readiness Squadron

Community Services

Golf Flt (1st Year)

Public Affairs

Recruiting

School Services

India Flt

Information Management Technology

Corps Clubs

Kilo Flt

Personnel

Wellness

Model Rocket Club

(Veterans)

Flag Detail

Facilities

Physical Fitness Team

Kitty Hawk Honor Society

Awareness Presentation Team

Key staff = wing commander & vice, executive officer, command chief master sergeant, quality assessment officer, special projects officer, operations group commander, training group commander, and mission support group commander.

Leadership team = all the key staff positions listed above, plus all the squadron commanders, and the training group superintendent.

**GEORGIA 20063rd
AFJROTC CADET WING
UNIT MANNING DOCUMENT**

The GA-20063 AFJROTC Cadet Group Unit Manning Document outlines the authorized positions, maximum grades, and the number of cadets authorized to hold those positions. The maximum grades are utilized at the SASI's discretion -- positions may be staffed at lower ranks. This rank is temporary and based on the position. It only applies when the cadet is holding the referenced position, and it states the highest the rank can be. It does not indicate that the referenced rank is the rank the cadet holding the position will necessarily get.

a. Authorized **officer grades:**

Cadet Colonel = 6 Cadet Lieutenant Colonel = 6 Cadet Major = 15
 Cadet Captain = * Cadet First Lieutenant = * Cadet Second Lieutenant = *

b. Authorized **enlisted grades:**

Cadet Chief Master Sergeant = 8 Cadet Senior Master Sergeant = 8
 Cadet Master Sergeant = 24 Cadet Technical Sergeant = 24 Cadet Staff Sergeant = *
 Cadet Senior Airman = * Cadet Airman First Class = * Cadet Airman = *

Note: * indicates authorization level driven by total unit strength (enrollment).

Function	Position Title	Maximum Grade	Authorized
Command	Wing Commander	Cadet Colonel	1
	Vice Wing Commander	Cadet Colonel	1
	Special Assistant to the SASI/ASIs	Cadet Colonel	2
	Executive Officer	Cadet Major	1
	Quality Assessment Officer	Cadet Major	1
	Quality Assessment Officer Assistant	Cadet Captain	1
	Special Projects Officer	Cadet Major	1
	Special Projects Officer Assistant	Cadet Captain	1
	Special Projects Officer NCO	Cadet Master Sergeant	1
	Command Chief Master Sergeant	Cadet Chief Master Sergeant	1
Group	Operations Group Commander	Cadet Lieutenant Colonel	1
	Operations Group Deputy Commander	Cadet Major	1
	Training Group Commander	Cadet Lieutenant Colonel	1
	Training Group Deputy Commander	Cadet Major	1
	Training Group Superintendent	Cadet Chief Master Sergeant	1
	Mission Support Group Commander	Cadet Lieutenant Colonel	1
	Mission Support Group Deputy Commander	Cadet Major	1
Competitive and Performance Teams Squadron	Commander	Cadet Major	1
	Varsity Drill Team Commander	Cadet Captain	1
	Varsity Armed Drill Commander	Cadet Captain	1
	Varsity Unarmed Drill Commander	Cadet Captain	1
	JV Drill Team Commander	Cadet First Lieutenant	1
	JV Armed Drill Commander	Cadet Second Lieutenant	1
	JV Unarmed Drill Commander	Cadet Second Lieutenant	1
	Color Guard Commander	Cadet Captain	1
	NCOIC Color Guard	Cadet Master Sergeant	1
	Saber Team Commander	Cadet Captain	1
	Teams' Resource Manager	Cadet Captain	1

Services & Clubs Squadron	Teams' Resource NCO	Cadet Master Sergeant	2
	Commander	Cadet Major	1
	Community Services Officer	Cadet Captain	1
	School Services Officer	Cadet Captain	1
	Clubs Officer	Cadet Captain	1
	Model Rocket Club Officer	Cadet Second Lieutenant	1
	Model Rocket Club NCO	Cadet Master Sergeant	1
	Kitty Hawk Honor Society Commander	Cadet Second Lieutenant	1
	Kitty Hawk Honor Society NCO	Cadet Master Sergeant	1
	Awareness Presentation Team Commander	Cadet Second Lieutenant	1
	Awareness Presentation Team NCO	Cadet Master Sergeant	1
Training Squadrons	Commander Squadron 1 (Veterans)	Cadet Major	1
	Commander Squadron 2 (1 st -Year)	Cadet Major	1
	Superintendent Squadron 1	Cadet Chief Master Sergeant	1
	Superintendent Squadron 2	Cadet Chief Master Sergeant	1
	Flight Commander Squadron 1	Cadet Captain	8
	Flight Commander Squadron 2	Cadet Captain	6
	Flight Sergeant	Cadet Master Sergeant	14
	Guidon Bearer	Cadet Staff Sergeant	14
	Element Leader	Cadet Staff Sergeant	70
Assistant Element Leader	Cadet Senior Airman	70	
Resources Squadron	Commander	Cadet Major	1
	Uniform Management Officer	Cadet Captain	1
	Uniform Management NCOIC	Cadet Master Sergeant	1
	Uniform Management Flight NCO	Cadet Staff Sergeant	14
	Supply Management Officer	Cadet Second Lieutenant	1
	Supply Management NCO	Cadet Staff Sergeant	1
	Equipment Management Officer	Cadet Second Lieutenant	1
	Equipment Management NCO	Cadet Staff Sergeant	1
	Budget Officer	Cadet Second Lieutenant	1
	Budget NCO	Cadet Staff Sergeant	1
Readiness Squadron	Commander	Cadet Major	1
	Technology Officer	Cadet Captain	1
	Technology NCOIC	Cadet Master Sergeant	1
	Public Affairs Officer	Cadet Captain	1
	Public Affairs NCOIC	Cadet Master Sergeant	1
	Photographer	Cadet Staff Sergeant	3
	Specialist	Cadet Senior Airman	7
	Recruiting Officer	Cadet Captain	1
	Recruiting NCOIC	Cadet Master Sergeant	1
	Personnel Officer	Cadet Captain	1
	Personnel NCOIC	Cadet Master Sergeant	1
	Specialist	Cadet Senior Airman	14
	Information Management Officer	Cadet Captain	1
	Information Management NCOIC	Cadet Master Sergeant	1
	Specialist	Cadet Senior Airman	6
	Wellness (Physical Fitness) Officer	Cadet Captain	1
	Physical Fitness NCOIC	Cadet Master Sergeant	1
	Specialist	Cadet Senior Airman	14
	Flag Detail Officer	Cadet Captain	1
	Flag Detail NCO	Cadet Master Sergeant	2
	Facilities Officer	Cadet Second Lieutenant	1
Facilities NCO	Cadet Staff Sergeant	4	

**GEORGIA 20063rd AFJROTC CADET WING
JOB DESCRIPTIONS**

4th Year Cadet Wing Commander (GA-20063/CC) -- is responsible for:

1. Developing and maintaining the motivation, appearance, discipline, efficiency, training, recruiting and retention, and conduct of the Wing.
2. Planning and coordinating all Wing activities, facilities, and resources.
3. Ensuring all members of the cadet Wing have the opportunity to develop leadership commensurate with their individual abilities.
4. Coordinating with the SASI and ASI as required to accomplish the mission of the cadet Wing and integrating the support of the cadet special assistants to the JROTC instructor staff
5. Ensuring the cadet Wing key staff (Vice commander, quality assurance officer, and Group commanders) develop and implement goals for their functional areas
6. Developing and implementing overall cadet Wing goals and synthesizing those of the key staff.
7. Ensuring cadet complaints are investigated and viable suggestions are implemented.
8. Ensuring each key staff member develops and implements an operations plan/checklist for each functional activity.
9. Conducting staff meetings with the entire Wing staff at least twice monthly.
10. Scheduling key staff meetings with the SASI bi-weekly.
11. Maintaining an awareness of everything that's going on in the cadet Wing and taking the appropriate actions to make sure the Wing continues to meet its mission.
12. Performing other duties as assigned by the SASI.

4th Year Cadet Wing Vice Commander (Ga-20063/CV) -- is responsible for:

1. Command of the Wing during absence of the Wing commander.
2. Remaining aware of everything the Wing commander is working so that commanding the Wing during his/her absence does not present a problem.
3. Supervising the Wing staff.
4. Administration of Wing headquarters – the cadet area, including orderliness and usage by authorized cadets.
5. Ensuring all cadet Wing activities are conducted in accordance with current Air Force and school regulations, directives, instructions, policies and procedures.
6. Developing and updating master monthly Wing activity calendars and master weekly operations calendars, in supervision of the executive officer, posting on the cadet board & distributing to the SASI & GA-20063/CC.
7. Overseeing the scheduling and tracking of all corps activities and duty assignments.
8. Chairing all Cadet Evaluation Boards (promotion, demotion, disciplinary, etc.).
9. Supervising and assisting the executive officer, special projects officer, quality assessment officer, and commander chief master sergeant in all assigned duties.
10. Making sure Group commanders are conducting meetings as needed and leading/managing their staffs in the direction needed to accomplish unit goals.
11. Briefing the status of all areas at cadet meetings and key staff meetings.
12. Performing other duties as assigned by the GA-20063/CC.

4th Year Cadet Executive Officer (GA-20063/CCE) -- is responsible for:

1. Assisting the Wing commander and Vice Wing commander as needed.
2. Serving as gatekeeper at key staff meetings (ensuring meetings are set up by Group; keeping roll and listing those who miss meetings; tracking absences and tardies; ensuring the MSG publishes minutes; etc.).
3. Ensuring Group staff meetings take place and keeping track of attendance at meetings.
4. Ensuring all meeting schedules are posted and lists are kept current.
5. Working with the Vice Wing commander and operations Group commander to publish a weekly operations order (listing meetings, practices, service, and Color Guard operations).
6. Establish a key leader uniform patrol roster, in coordination with the QA, and keep track of those who meet/fail to meet obligations.
7. Develop and maintain a master calendar of cadet events and post them on the cadet board, in coordination with the Vice Wing commander.
8. Work with MSG to develop and post the cadet chain of command board, with pictures.
9. Review Group reports and summarize for the Wing and Vice Wing commander.
10. Performing other duties as assigned by the GA-20063/CC.

3rd Year Cadet Quality Assessment Officer (GA-20063/QA) – is responsible for:

1. Facilitating the development, tracking, and measurement of the overall cadet Wing goals (in coordination with the cadet Wing commander, Vice commander, and Group commanders).
2. Working with the Wing key staff to develop a cadet Wing overview briefing.

3. Assisting each position listed on the cadet Wing organization chart in development and implementation of an operations plan/checklist for mission accomplishment.
4. Serving as central point for cadet complaints and suggestions and developing a workable method to do so.
5. Coordinating the resolution of cadet complaints and suggestions with the cadet Wing commander/Vice commander/senior enlisted advisor and SASI/ASI.
6. Reviewing the cadet staff, Group, and flight operations and activities to ensure compliance with pertinent regulations and directives. Ensuring each functional area develops and maintains operations instructions for key responsibilities.
7. Developing and managing a uniform patrol program to help facilitate the professional and correct wear of the uniform each Tuesday.
8. Performing other duties as assigned by the GA-20063/CC, GA-20063/CV, and SASI/ASI.

4th Year Cadet Special Projects Officer (GA-20063/SPO) -- is responsible for:

1. Working with the cadet executive officer and coordinating with the Wing vice commander and Group commanders developing and updating master weekly and monthly Wing activity calendars, posting one in the cadet area and distributing one each to the SASI, ASI, and GA-20063/CC.
2. Overseeing the planning, coordinating, and execution of all Wing special activities, to include co-curricular and curriculum-in-action activities such as corps calls, the military ball, the dining-in, the spring picnic, etc.
3. Working with the cadet Wing commander & vice, and SASI/ASI to handle all needed arrangements for field trips and special events.
4. Performing all duties as assigned by the GA-20063/CC and SASI/ASI

4th/3rd Year Cadet Special Assistant to the JROTC Instructor Staff (GA-20063/SA) – is responsible for:

1. Working with the cadet Wing commander and vice commander to meet the needs of the corps.
2. Helping the JROTC instructor staff as directed.
3. Completing assigned corps tasks and projects, as requested by the cadet wing commander/vice commander, and as directed by the SASI.
4. Performing all duties as assigned by the SASI/ASI.

4th Year Cadet Command Chief Master Sergeant (GA-20063/CMS) – is responsible for:

1. Monitoring, developing and maintaining the motivation, appearance, discipline, efficiency, training, recruiting, retention, and conduct on behalf of the Wing's cadet enlisted members.
2. Serving as liaison for the Wing enlisted members, advising the cadet Wing and Group commanders regarding the motivation, appearance, discipline, efficiency, training, recruiting, retention, and conduct of the Wing's cadet enlisted members.
3. Coordinating with and providing direction to the Training group superintendent in the development and management of the corps big brother/sister program, and corps birthday program.
4. Serving as a coach, counselor, mentor, leader for all cadet enlisted members.
5. Performing other duties as assigned by the GA-20063/CC.

4th Year Cadet Operations Group Commander (OG/CC) -- is responsible for:

1. Overseeing, training, and supervising the special duties and responsibilities of the Competitive & Performance Teams Squadron and the Services and Clubs Squadron.
2. Developing master operations plans/calendars for the Group and ensuring activity requirements are met.
3. Ensuring all cadet Wing operations functions and activities are conducted in accordance with current regulations, directives, policies, and procedures.
4. Developing and administering safety programs and briefings for all Wing operations.
5. Conducting staff meetings as needed with all functional areas present.
6. Briefing the status of all Group functions and projects during cadet and key staff meetings.
7. Performing other duties as assigned by the GA-20063/CC.

3rd Year Cadet Operations Group Deputy Commander (OG/CD) -- is responsible for:

Assisting the Operations Group commander achieve all the responsibilities above.

4th Year Cadet Training Group Commander (TG/CC) -- is responsible for:

1. Ensuring that the Training squadrons develop and maintain the motivation, appearance, discipline, efficiency, training, and conduct of the flights.
2. Planning and coordinating activities within the flights to promote first year students' smooth assimilation into the corps.
3. Overseeing the development the big brother/big sister program and corps birthday program by the Training superintendent in conjunction with the commander chief master sergeant, ensuring responsible veteran cadets are assigned to mentor new cadets, and an active, continuing contact plan is put into to action. Assignments should be complete before the first corps call so big brothers/sisters can meet their mentees.

4. Working with the squadron commanders to ensure flight commanders and individual flight members to are gaining good, solid basic training like drill, customs and courtesies, etc.
5. Directing and guiding squadron commanders to ensure flight members are assigned to duty in other Wing functions as needed and appropriate duty rosters are maintained.
6. Ensuring the top cadets within the squadrons are recommended for awards and recognition.
7. Ensuring squadron commanders are properly managing the flight commander functions so that flight commanders are performing the following duties: check mail daily in the cadet corps area, check the classroom bulletin board for information (new and old) that needs to be announced to the flight, announce all relevant information to the flight each day, train the flight sergeant and element leaders to do the same duties in the event flight commander is absent, keep daily track of the people in the flight not coming to class prepared, help advertise and encourage flight members to participate, etc.
8. Performing other duties as assigned by the GA-20063/CC.

3rd Year Cadet Training Deputy Group Commander (TG/CD) -- is responsible for:

Assisting the Training Group commander achieve al the responsibilities above

4th Year Cadet Training Group Superintendent (TGS) – is responsible for:

1. Assisting the training Group commander with the motivation, uniform appearance standards, discipline, and training of first year cadets.
2. Serving as a primary advocate for the JROTC I cadets, in their assimilation into the corps.
3. Working with the command chief master sergeant to develop and manage the Wing big brother/big sister program and corps birthday program, ensuring responsible veteran cadets are assigned to mentor new cadets, and an active, continuing contact plan is put into to action. Assignments should be complete before the first corps call so big brothers/sisters can meet their mentees. The birthday program should begin by the end of August and run through May.
4. Serving as a mentor, coach, leader, counselor for all cadets.
5. Performing other duties as assigned by the training Group commander and key staff.

4th Year Cadet Mission Support Group Commander (MSG/CC) -- is responsible for:

1. Ensuring adequate controls are established for proper accounting of all corps fundraising monies collected.
2. Ensuring establishment and proper maintenance of administrative and personnel programs and files.
3. Ensuring the technology officer establishes and practices procedures to secure and maintain availability and efficient operation of cadet and unit technology equipment.
4. Ensuring an effective and efficient cadet resources program, to include coordinating with Group commanders and Wing commander to determine a unit budget and means to raise monies to sustain that budget, and ensuring a system in developed and maintained to execute all the required functions of the unit finance management officer.
5. Overseeing the planning, coordinating, and execution of all Wing recruiting and public affairs activities.
6. Ensuring the physical fitness officer provides an acceptable physical fitness schedule of activities to the ASI so that the unit PT program meets HQ AFJROTC requirements and keeps the cadets motivated about PT.
7. Conducting staff meetings as needed with squadron commanders and all functional areas present. Brief the status of all areas and projects during cadet and key staff meetings.
8. Performing other duties as assigned by the GA-20063/CC.

3rd Year Cadet Mission Support Deputy Group Commander (MSG/CC) -- is responsible for:

Assisting the Mission Support Group commander achieve al the responsibilities above

4th/3rd Year Cadet Competitive and Performance Team Squadron Commander (CAPTS/CC) – is responsible for:

1. Developing and maintain the motivation, appearance, discipline, efficiency, training, and conduct of the varsity and JV drill teams, Color Guard, and Saber Team.
2. Assisting the ASI in the planning and coordination of all competitive and performance team practices and events.
3. Ensuring the commanders issue, maintain, clean, account for and store all equipment and weapons as required by Air Force and unit directives and policies.
4. Developing and executing a list of safety rules and drill equipment logistics rules.
5. Ensuring the respective commanders plan for each upcoming event and have the necessary equipment ready in advance of the event and specify details regarding the required uniform for the event.
6. Performing other duties as assigned by the OG/CC.

3rd/2nd Year Cadet Services and Clubs Squadron Commander (SCS/CC) – is responsible for:

1. Supervising the duties and responsibilities of the community services, school services, and corps clubs' officers.

2. Ensuring the community services officer develops, manages, and maintains a community service program that will help the unit achieve its community service goals and fulfills the job description responsibilities.
3. Ensuring the school services officer develops, manages, and maintains a school program that will help the unit achieve its school service goals and fulfills the job description responsibilities.
4. Ensuring the corps clubs officer coordinates with/guides each of the corps' clubs and organizations to develop, manage, and maintain viable clubs and organizations and fulfills the job descriptions' responsibilities.
5. Performing other duties as assigned by the OG/CC.

3rd Year Cadet Squadron Commander for Veteran Flights (TS1/CC) – is responsible for:

1. Assisting the Training Group commander with the planning and execution of activities that promote motivation for veteran year cadets. Serve as coach, counselor, mentor, and leader to meet this expectation.
2. Working with the Readiness Squadron commander to ensure all veteran cadets have been issued the permanent rank earned by the third uniform inspection.
3. Working with the Readiness Squadron and Resources Squadron commanders to ensure cadet records and ribbons are up to date and accurate for all veteran cadets, by the third uniform inspection.
4. Tracking the efforts of veteran cadets who were assigned “Big brother/sister” roles to make sure they are fulfilling the requirements of those roles.
5. Developing, managing, and reviewing the flight commander notebook to monitor veteran cadets' actions, progress, challenges and the like; providing weekly briefings to the Training Group commander and taking the appropriate action when issue are discovered.
6. Performing other duties as assigned by the training Group commander and key staff.

4th/3rd Year Cadet Squadron Commander for First-Year Flights (TS2/CC) – is responsible for:

1. Assisting the Training Group commander with the planning and execution of activities that promote motivation and retention of first-year cadets. Serve as coach, counselor, mentor, and leader to meet this expectation.
2. Working through the Resources and Readiness Squadrons to ensure all first-year cadets who have earned early permanent rank promotions are issued the rank as indicated via this handbook.
3. Working with the Readiness Squadron commander to ensure cadet records are up to date and accurate for all first-year cadets.
4. Working with the Training Squadron 1 commander to communicate the need for veteran cadets who were assigned “Big brother/sister” roles to assist with the motivation of the first-year cadets by executing their responsibilities as “big brother/sister”.
5. Performing other duties as assigned by the Training Group commander and key staff.

3rd Year Cadet Resources Squadron Commander (ResS/CC) -- is responsible for:

1. Supervising the uniform management officer, supply officer, equipment manager, and budget officer in the conduct of their duties and responsibilities.
2. Ensuring all the uniform management officer works with the training squadron commander in keeping cadet rank and ribbons up to date. Track the uniform management team's work hours in assisting the instructor uniform management ASI during uniform issue & turn in, and throughout the school year. Ensure that the uniform management officer works with the competitive and performance teams' resource officer in the management of the teams' needs for performance and ensure the uniform inventory is not compromised. Ensure that the uniform management officer coordinates with the uniform management ASI and issues non-accountable uniform items and collects any fees due each week. Require that UMO maintains the cleanliness and orderliness of the uniform storage area, under the supervision of the ASI.
3. Ensuring the supply officer works with the supply ASI to keep current and up to date records of unit supply inventories, handles cadet staff requests for supplies, stocks the unit supply area as supplies come in, and maintains the neatness and orderliness of the supply area.
4. Ensuring the equipment management officer works with equipment ASI to keep current and up to date records of all unit equipment, determine the current working status of all equipment and report to the equipment ASI when equipment is not in good working order, work with the technology officer in keeping the cadet lap top computers in good working order, and fulfill all other tasks needed to properly maintain the unit equipment.
5. Ensuring that the budget officer coordinates with the Group commanders and the Wing & Vice Wing commanders to determine a unit budget and ensuring a system is developed to keep track of unit fund balances, requests, and approval systems; coordinate with the SASI/ASI to assist with counting fund after fundraising events; and maintain a current and accurate unit budget spreadsheet.
6. Performing other duties as assigned by the MSG/CC.

4th/3rd Year Cadet Readiness Squadron Commander (RedS/CC) – is responsible for:

1. Supervising the public affairs, recruiting, information management, technology, personnel, wellness, flag detail, and facilities officers in the conduct of their duties and responsibilities.

2. Ensures that the public affairs officer prepares, publishes, and distributes a bi-weekly cadet newsletter; prepares, publishes and distributes a Wing yearbook; and provides all Wing photographic support.
3. Ensures that the recruiting officer plans, organizes, coordinates, staffs, and directs Wing recruiting activities via direction of the GA-20063/CC and SASI; informally surveys cadet corps members to determine effective retention programs and provides appropriate recommendations to the Wing commander and SASI; coordinates with the training squadron commanders, training superintendent, and command chief master sergeant to determine retention plans for recommendation.
4. Ensures the personnel officer updates and maintains cadet personnel records in the HQ "Wings" system; maintains and publishes the Wing organizational chart and unit manning document; publishes a cadet directory; publishes cadet orders for promotions, awards, demotions, corps activities, etc.; files all documentation in cadet records; provides the cadet uniform management officer and training squadron commanders current and update lists of cadet rank and ribbons to help ensure cadet rank and ribbons are always current.
5. Ensures that the technology officer keeps all cadet cyber systems up and running; maintains the cadet lap top computer system; serves as trouble shooter for corps technology software and hardware challenges in coordination with the cadet equipment officer and instructor equipment ASI; and managing the corps ASVAB and SAT/ACT computer study programs via the cadet lap tops.
6. Ensures that the information management officer writes and posts all Wing staff meeting minutes; maintains the Wing administrative files in accordance with policies and procedures established by the MSG/CC; and maintains the cadet bulletin boards & marquee and posts current and accurate Wing correspondence, leadership training, and special function notices.
7. Ensure the wellness (physical training) officer coordinates with the instructor wellness manager to develop a comprehensive cadet physical fitness program for use on Fridays; trains flight wellness specialists and ensures their capability to assist the instructor in executing the physical fitness program & tracks their actual assistance; coordinates the supervision of stretching exercises prior to any physical activity; and posts current health awareness information on the cadet bulletin board.
8. Ensures the flag detail officer has made sure the flags are posted between 8AM and 8:15AM each school morning and taken down NLT 15 minutes before the end of each school day; develops a weekly duty list of first period cadets by day, for each week and submit it to the Color Guard ASI by 8am each Monday; ensures the first period classes are properly trained to post, retrieve, and store the flags.
9. Ensures the facilities officer develops and execute a plan to keep the corps area clean and safe; determines a first period and 7th period duty roster to serve facilities duty (which entails tidying up the corps lobby, rifle range, and JROTC hallways; coordinates with the Wing executive officer on cadet meeting locations and dates/times to ensure the areas are set to the users specification and put back in place when the meetings are done; works with the teams commanders & clubs officers to ensure the classrooms used for regular practice and meetings are left in good order; maintains a cadet lost and found area in the lobby and ensures the lost and found bin is emptied each Friday into the main school lost and found bin.
10. Performing other duties as assigned by the MSG/CC.

4th/3rd/2nd Year Cadet Drill Team Commander (Varsity and JV) (DT/CC) -- is responsible for:

1. Developing and maintaining the motivation, appearance, discipline, efficiency, training, and conduct of the drill performance team and the drill teams and Color Guard.
2. Assisting the ASI in the planning and coordination of all drill team practices and performances.
3. Ensuring special drill team uniform accessories are issued to drill team members only and collected and accounted for after each use via coordination with the teams' resources manager.
4. Ensuring drill team members wear the uniform and its accessories properly and only when appropriate.
5. Ensuring all drill team members attend practices and participate in performances.
6. Ensuring the drill team membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and competitive team.
7. Developing and operationalizing a list of safety rules and drill equipment logistics rules.
8. Performing other duties as assigned by the CAPTS/CC.

4th/3rd Year Cadet Armed Drill Commander (AD/CC) -- is responsible for:

1. Developing and maintaining the motivation, appearance, discipline, efficiency, training, and conduct of the team.
2. Assisting the CDT/CC in the planning and coordination of all drill team practices and parade and ceremony performances.
3. Issuing/retrieving and ensuring the safe usage of rifles for practice and competitions. Ensuring special armed drill team uniform accessories are issued to armed drill team members only and collected and accounted for after each use via coordination with the teams' resources manager.
4. Ensuring all drill team members attend practices and participate in performances.
5. Ensuring the drill team membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and competitive team.
6. Performing other duties as assigned by the CAPTS/CC.

4th/3rd Cadet Unarmed Drill Commander (UAD/CC) -- is responsible for:

1. Developing and maintaining the motivation, appearance, discipline, efficiency, training, and conduct of the team.

2. Assisting the CDT/CC in the planning and coordination of all drill team practices and parade and ceremony performances.
3. Ensuring all drill team members attend practices and participate in performances.
4. Ensuring the drill team membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and competitive team.
5. Ensuring special unarmed drill team uniform accessories are issued to unarmed drill team members only and collected and accounted for after each use via coordination with the teams' resources manager.
6. Performing other duties as assigned by the CDT/CC CAPTS/CC.

4th/3rd Year Cadet Color Guard Commander (CG/CC) -- is responsible for:

1. Maintaining the appearance, discipline, efficiency, training, and conduct of the team.
2. Assisting the CDT/CC in the planning and coordination of all Color Guard practices and parade and ceremony performances.
3. Ensuring special Color Guard uniform accessories are issued to Color Guard members only.
4. Ensuring Color Guard members wear the uniform and its accessories properly and only when appropriate. Ensuring special Color Guard uniform accessories are issued to Color Guard members only and collected and accounted for after each use via coordination with the teams' resources manager.
5. Ensuring all Color Guard members attend practices and participate in functions as assigned.
6. Ensuring the Color Guard membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and competitive Color Guard.
7. Assisting the CDT/CC to ensure cadets from the general cadet Wing population assigned to flag detail are properly trained to handle school flag raising and retreat duties.
8. Performing other duties as assigned by the CAPTS/CC and OG/CC.

4th/3rd Year Cadet Saber Team Commander (ST/CC) – is responsible for:

1. Developing & maintaining the motivation, appearance, discipline, efficiency, and training of the team.
2. Planning and coordinating all saber team practices and parade and special performances.
3. Ensuring all saber team members attend practices and participate in performances.
4. Ensuring the saber team membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and professional team.
5. Ensuring special saber team uniform accessories are issued to saber team members only and collected and accounted for after each use via coordination with the teams' resources manager.
6. Performing other duties as assigned by the CAPTS/CC and OG/CC.

4th/3rd Year Cadet Teams' Resource Manager (TRM) – is responsible for:

1. Working with the teams' commanders to ensure each of the competitive and performance teams have the equipment needed for practice each day and proper special uniform items needed for competitions and performances.
2. Helping ensure the security, proper functioning, and storage of all teams' equipment.
3. Coordinating with the Mission Support Group's uniform management officer and uniform management ASI to check out and check back in any special items needed for the competitive and performance teams.
4. Developing a system approved by the uniform management ASI and Mission Support Group uniform management officer that will allow for proper check in and check out of items needed at the last minute by team members.
5. Ensuring that the uniform inventory and supply system is maintained, and team members are not going in arbitrarily taking items at will.
6. Coordinating with the teams' commanders to ensure the armory is kept neat and clean.
7. Performing other duties as assigned by the CAPTS/CC and OG/CC.

3rd Year Community Service Officer (CSO) – is responsible for

1. Developing a maintaining a list of volunteers for community service commitments.
2. Advertising and recruiting for scheduled community service events.
3. Coordinating with the SASI/ASI in charge of the event and recommending a "cadet-in-charge" for each event.
4. Verifying attendance for each event and submitting a list to the SASI/ASI responsible for the event the first school day following the event.
5. Coordinating with the cadet personnel officer to ensure the event is updated in the HQ JROTC "Wings" system at the end of each event, submitting all event details and the accurate actual participant list.
6. Performing other duties as assigned by the SCS/CC and OG/CC.

3rd Year School Service Officer (SCO) – is responsible for

1. Developing a maintaining a list of volunteers for school service commitments.
2. Advertising and recruiting for scheduled school service events.
3. Coordinating with the SASI/ASI in charge of the event and recommending a "cadet-in-charge" for each event.

4. Verifying attendance for each event and submitting a list to the SASI/ASI responsible for the event the first school day following the event.
5. Coordinating with the cadet personnel officer to ensure the event is updated in the HQ JROTC “Wings” system at the end of each event, submitting all event details and the accurate actual participant list.
6. Performing other duties as assigned by the SCS/CC and OG/CC.

4th/3rd Cadet Corps Services and Clubs Officer (CSCO) – is responsible for:

1. Supervising the duties and functions of the model rocket club officer, Kitty Hawk Honor Society commander, Awareness Presentation Team commander, and Physical Team officer, and follows all the other duties and responsibilities outlined in their job descriptions as explained in their specific areas.
2. Ensuring that the model rocket officer develops and maintaining a Cadet Model Rocket that operates within the guidelines of the HQ AFJROTC model rocket club handbook and model aircraft club handbook.
3. Ensuring that the Kitty Hawk Honor Society commander develops and maintains a Kitty Hawk organization that follows the guidelines set forth by HQ AFJROTC and develops and manages a cadet study program.
4. Ensures the Awareness Presentation Team commander develops and manages a cadet awareness presentation program that provides character education and 8th transition skits for the middle school.
5. Ensures that the Physical Fitness Team officer develops and manages a physical fitness activity team conducted after school.
6. Performing other duties as assigned by the SCS/CC and OG/CC.

4th/3rd/2nd Year Cadet Model Rocket Club Officer (MRCO) – is responsible for:

1. Developing and maintaining a Cadet Model Rocket that operates within the guidelines of the HQ AFJROTC model rocket club handbook and model aircraft club handbook.
2. Developing and maintaining the motivation, appearance, discipline, efficiency, and training, of the team.
3. Assisting the ASI in the planning and coordination of all model rocket club and radio-controlled aircraft practices and performances.
4. Ensuring all model club members attend practices and participate in performances.
5. Ensuring the model club membership is composed of enough cadets with the skill and dedication necessary to maintain a viable and competitive team.
6. Performing other duties as assigned by the SCS/CC and OG/CC.

3rd/2nd Year Cadet Kitty Hawk Society Commander (KHS/CC) – is responsible for:

1. Developing and maintaining a Cadet Kitty Hawk organization.
2. Working with the GA-20063/CC to ensure each eligible cadet officer is an active member of the organization.
3. Developing and running a cadet study program for at least three days per week.
4. Working with the SCS/CC to determine specific school projects to take on and handle.
5. Broadening the scope of the Cadet Kitty Hawk Society.
6. Performing other duties as directed by the SCS/CC and OG/CC.

Cadet Awareness Presentation Team Commander (APT/CC) – is responsible for:

1. Developing and maintaining a Cadet Awareness Presentation Team.
2. Developing and maintaining the motivation, appearance, discipline, efficiency, training, and team conduct.
3. Assisting the SASI/ASI in the planning and coordination of all awareness presentation team practices and performances and developing skits to fit the needs of the site to be visited.
4. Ensuring all awareness presentation team members attend practices and participate in performances.
5. Ensuring the team is composed of enough cadets with the skill and dedication necessary to maintain a viable and professional team.
6. Performing other duties as assigned by the SCS/CC and OG/CC.

Cadet Uniform Management Officer (UMO) – is responsible for:

1. The overall cadet management of the Wing uniform program.
2. Developing and executing the uniform management team’s work hours in assisting the instructor uniform management ASI during uniform issue & turn in, and throughout the school year.
3. Ensuring that the uniform management officer coordinates with the uniform management NCO and issues non-accountable uniform items and collects any fees due each week.
4. Maintaining the cleanliness and orderliness of the uniform storage area, under the supervision of the ASI.
5. Ensuring all the uniform management officer works with the training squadron commander in keeping cadet rank and ribbons up to date.

6. Coordinating with the competitive and performance teams' resource officer in the management of the teams' needs for performance and ensuring the uniform inventory is not compromised.
7. Performing other duties as assigned by the RedS/CC and MSG/CC.

Cadet Supply Management Officer (SMO) – is responsible for:

1. The overall cadet management of the Wing supply program.
2. Coordinating with the supply ASI to keep current and up to date records of unit supply inventories.
3. Working cadet staff requests for supplies.
4. Stocking the unit supply area as supplies come in.
5. Maintaining the neatness and orderliness of the supply area.
6. Performing other duties as assigned by the RedS/CC and MSG/CC.
7. Work in unison with Equipment position in order to keep up to date with Supply and Equipment.

Cadet Equipment Management Officer (EMO) – is responsible for:

1. The overall cadet management of the Wing equipment program.
2. Coordinating with the equipment NCO to keep current and up to date records of all unit equipment.
3. Determining the current working status of all equipment and reporting to the equipment ASI when equipment is not in good working order.
4. Working in unison with the technology officer in keeping the cadet lap top computers in good working order.
5. Fulfilling all other tasks needed to properly maintain the unit equipment.
6. Performing other duties as assigned by the RedS/CC and MSG/CC.
7. Work in unison with Supply position in order to keep up to date with Supply and Equipment.

Cadet Budget Officer (BO) – is responsible for

1. The overall cadet management of the Wing's cadet budget.
2. Coordinating with the Group commanders and the Wing & Vice commanders to determine unit budget for each functional area.
3. Ensuring a system is developed to keep track of unit fund balances, requests, and approval systems.
4. Coordinating with the unit instructors to determine how much was raised with each individual fundraising activity and assisting them as they request.
5. Developing and maintaining a current and accurate spreadsheet to keep track of unit funds.
6. Developing and maintaining a system to track, seek approval for, and administer cadet functional area funding requests.
7. Providing reports to the RedS/CC and MSG/CC for their use in briefing the Wing & Vice commander on a frequency as requested by the Wing commander via the CMSG/CC.
8. Performing other duties as assigned by the MSG/CC.

Cadet Public Affairs Officer (PAO) -- is responsible for:

1. Preparing and submitting news articles and information concerning cadet activities to school and local newspapers.
2. Preparing, publishing, and distributing a bi-weekly cadet newsletter.
3. Preparing, publishing and distributing a Wing yearbook.
4. Providing all Wing photographic support.
5. Compiling and recording all historical information and data pertaining to corps establishment and activities.
6. Performing other duties as assigned by the MSG/CC.
7. Work in unison with Photography to ensure that appropriate and accurate photos are taken.

Cadet Recruiting Officer (RO) -- is responsible for:

1. The overall cadet management of the corps recruiting program.
2. Planning, organizing, coordinating, staffing, and directing Wing recruiting activities via direction of the MSG/CC, GA-20063/CC, and SASI for 8th graders and current Dutchtown High School students.
3. Informally surveying cadet corps members to determine effective retention programs and providing appropriate recommendations to the SASI via the cadet chain of command.
4. Coordinating with the training squadron commanders, training superintendent, and command chief master sergeant to determine retention plans for recommendation.
5. Performing other duties as assigned by the RedS/CC and MSG/CC.

Cadet Personnel Officer (PO) -- is responsible for:

1. Maintaining cadet personnel records following guidelines established by the CMSSq/CC.
2. Maintaining the Wing organizational chart and unit manning document.
3. Publishing a cadet directory.

4. Publishing cadet orders for promotions, demotions, corps activities, etc.
5. Updating and maintaining cadet records in the HQ AFJROTC “Wings” system.
6. Providing the cadet uniform management officer and training squadron commanders current and update lists of cadet rank and ribbons to help ensure cadet rank and ribbons are always current.
7. Performing other duties as assigned by the MSG/CC.
8. Work with Information officer to ensure all information is up to date.

Cadet Information Management Officer (IMO) -- is responsible for:

1. The overall operations of the cadet information management program.
2. Writing and posting all Wing staff meeting minutes.
3. Maintaining the Wing administrative files in accordance with policies and procedures established by the MSG/CC.
4. Maintaining the cadet bulletin boards and marquee, and posting current and accurate Wing correspondence, leadership training, and special function notices.
5. Maintaining and updating all cadet regulations.
6. Performing other duties as assigned by the MSG/CC.

Cadet Flag Detail Officer (FDO) – is responsible for:

1. The overall school flag posting and retrieval program.
2. Ensuring the flags are posted between 8am and 8:15 each school morning and taken down NLT 15 minutes before the end of each school day.
3. Developing a weekly duty list of first period cadets by day, for each week and submit it to the Color Guard ASI by 8am each Friday; and a weekly duty list of seventh period cadets by day, for each week and submit it to the Color Guard ASI by 8am each Monday.
4. Ensure the proper training of 1st and 4th period classes so that they can properly post, retrieve, and store the flags.
5. Performing other duties as assigned by the CCG/CC.

Cadet Wellness (Physical Fitness) Officer (WO) -- is responsible for:

1. The overall cadet management of the cadet wellness program.
2. Promoting high levels of physical fitness within the Wing.
3. Coordinating with the instructor wellness manager to develop a comprehensive cadet physical fitness program for use on Fridays.
4. Training flight wellness specialists and ensuring their capability to assist the instructor in executing the physical fitness program; and tracking their actual assistance.
5. Coordinating supervision of stretching exercises prior to any physical activity.
6. Posting current health awareness information on the cadet bulletin board.
7. Overseeing the Wing’s participation in competitive athletic events when available.
8. Performing other duties as assigned by the RedS/CC and MSG/CC.
9. Submit choices to instructors about PT possibilities.

Cadet Technology Officer (TO) – is responsible for:

1. The overall cadet management of the cadet Wing technology program
2. Ensuring that all cadet cyber systems are up and running.
3. Maintaining the cadet lap top computer system.
4. Serving as trouble shooter for corps technology software and hardware challenges in coordination with the cadet equipment officer and instructor equipment ASI.
5. Managing the corps ASVAB and SAT/ACT computer study programs via the cadet lap tops.
6. Performing other duties as assigned by the RedS/CC and MSG/CC.

Cadet Facilities Officer (FO) – is responsible for:

1. Developing and executing a plan to keep the corps area clean and safe.
2. Determining a first period and 7th period duty roster to serve facilities duty (which entails tidying up the corps lobby, rifle range, and JROTC hallways).
3. Coordinating with the Wing executive officer on cadet meeting locations and dates/times to ensure the areas are set to the users’ specifications and put back in place when the meetings are done.
4. Works with the teams’ commanders & clubs’ officers to ensure the classrooms used for regular practice and meetings are left in good order.
5. Maintaining a cadet lost and found area in the lobby, ensuring the lost and found bin is emptied each Friday into the main school lost and found bin.
6. Performing other duties as assigned by the RedS/CC and MSG/CC.

Cadet Flight Commander (Flight /CC) -- is responsible for:

1. Developing and maintaining the motivation, appearance, discipline, efficiency, training, and conduct of the flight.
2. Planning and coordinating activities within the flight.
3. Assigning flight members to duty in other Wing functions as needed and maintaining appropriate duty rosters.
4. Recommending the top cadets within the flight for awards and recognition to the COSq/CC.
5. Performing other duties as assigned by the COSq/CC.
6. Performing the following duties: check your mail daily in the cadet corps area, check the classroom bulletin board for information (new and old) that needs to be announced to the flight, announce all relevant information to the flight each day, train the flight sergeant and element leaders to do the same duties in the event you are absent, turn in to the cadet personnel officer a weekly tally of merits/demerits, keep daily track of the people in the flight not coming to class prepared, help advertise and encourage your flight members to participate, assist the instructors with passing out and collecting papers/assignments, call the room to attention when an adult enters the room, etc.

Cadet Flight Sergeant (Flight Sgt) -- is responsible for:

1. Assisting the flight commander in maintaining order, discipline, and accountability for the flight.
2. Assisting the flight commander in organizing for inspections, drill and ceremony, flight drill practices.
3. Advising the Group commander on matters relating to morale of Group members.
4. Helping motivate Group members to enhance learning and retention.
5. Performing other duties as assigned by the respective flight commander.

Cadet Element Leader (EL) -- is responsible for:

1. Taking roll of the element.
2. Assisting the flight commander and first sergeant in conducting leadership training.
3. Maintaining order and discipline within the element.
4. Helping motivate flight members to enhance learning and retention.
5. Performing other duties as assigned by the respective flight commander.

Cadet Assistant Element Leader (ELA) -- is responsible for:

1. Performing element leader duties as needed during the absence of the element leader.
2. Assisting the element leader with element leader duties and responsibilities as requested by the element leader.
3. Helping motivate flight members to enhance learning and retention.
4. Performing other duties as assigned by the respective flight commander.


Cadet Guidon Bearer (GB) -- is responsible for:


1. Carrying the guidon in all Group/flight formations.
2. Insuring the guidon is posted/secured in its proper place in the AFJROTC area.


AWARDS AND RIBBONS CRITERIA

Descriptions and Criteria of Medals and Ribbons. **Ribbons will not be worn with Medals (either the medals will be worn). NOTE: Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.**


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


a.1. Gold Valor Award. Awards consist of a medal, ribbon, and certificate. The Gold Valor Award  recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days or during any type of competition.

a.2. Silver Valor Award. Awards consist of a medal, ribbon, and certificate. The Silver Valor  Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. Medals will not be worn on regular uniform days or during any type of competition.

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


Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. **Medals will not be worn on regular uniform days or during any type of competition.**

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

a.5. Community Service with Excellence Award. Award consists of a ribbon and certificate. It is  intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

National-level Awards

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

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

a.6.1.The award recipient must possess/meet the following personal characteristics and eligibility criteria:

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

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



a.7.1.This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:

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

a.7.2.The SASI selects the recipient and requests the award from the nearest Daedalian Flight. A minimum of 90 days' notice is required to allow the local chapter to obtain the award from their national headquarters and to schedule a Daedalian Flight presenter for the award. See Attachment 7-17 for list of award points of contact.

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



a.8.1.This award is presented annually to one third-year (in a 3-year program) or fourth-year cadet (in a 4-year program) that meets the following criteria:

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

a.8.2.The SASI and principal select the recipient and must request the award and a presenter not later than 1 March. The award devices and presenter can be requested from the nearest DAR chapter. See Attachment 7-17 for list of award points of contact.

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



a.9.1. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements. Each cadet must:

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

a.9.2. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 7-17 for list of award points of contact.

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



a.10.1. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's general military excellence. Each cadet must:

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

a.10.2. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 7-17 for list of award points of contact.

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



a.11.1. This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:

- Be in the top 10% in the AFJROTC and SFJROTC program.
- Be in the top 25% in academic grades.
- Be recognized for having contributed the most to advancing the objectives of the AFJROTC and SFJROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline, and a sound work ethic.

a.11.2.The SASI with the ASI, selects the recipient of the award. The local ROA chapter contacts each SASI before 15 January and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 January, the SASI must communicate directly with the National Headquarters of the Reserve Organization of American. See Attachment 7-17 for list of award points of contact.

a.12. Military Officers Association of America (MOAA) Award. Cadets may only receive this award once. This award, formerly known as The Retired Officers Association Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**



a.12.1.This award is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must:

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

a.12.2.The SASI selects the recipient subject to the final approval of the sponsoring MOAA chapter. The SASI requests the award devices from the nearest MOAA chapter. A MOAA representative will make the award presentation. If a MOAA chapter is not available in the area, the SASI sends the request to the MOAA headquarters.

a.13. Veterans of Foreign Wars (VFW) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**



a.13.1.This award presented annually to an outstanding second or third-year cadet in a 3-year program (third or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC and SFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

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

a.13.2.The SASI selects the recipient subject to the final approval of the sponsoring VFW chapter. The SASI requests the award from the nearest local post in February for presentation in April or May. A VFW representative will present the award at an appropriate ceremony. If no local post is available, or if the local post does not offer the award, obtain information by contacting the headquarters of the Veterans of Foreign Wars of the United States.

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



a.14.1. Awarded annually, at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.

a.15. National Sojourners Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**



a.15.1. This award is presented annually recognizing an outstanding first- or second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must:

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

a.15.2. The SASI selects the recipient subject to the final approval of the sponsoring National Sojourners chapter. The SASI requests the award from the nearest local chapter in February for presentation in April or May. A representative from the National Sojourners will make the award presentation at an appropriate ceremony. If no local chapter is available or if the local chapter does not offer the award, contact the headquarters of the National Sojourners.


a.16. Scottish Rite, Southern Jurisdiction Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**



a.16.1. This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:

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

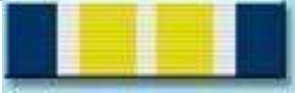
a.16.2. The SASI selects the recipient and requests the award from the nearest Scottish Rite Valley of the Southern Jurisdiction at any time during the calendar year. With a 30-day notice, a representative of the Scottish Rite Valley of the Southern Jurisdiction will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Scottish Rite Valley of the Southern Jurisdiction. The star worn on the ribbon must be procured with private or unit funds and will not be furnished by the sponsoring organization.

a.17. Military Order of the Purple Heart Award. Cadets may only receive this award once. Ribbon  for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

a.17.1. This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC and SFJROTC program and demonstrates leadership ability. (Seniors are not eligible) Each cadet must:

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


a.17.2. The SASI selects the recipient and requests the award from the nearest Military Order of the Purple Heart unit in February for presentation in April or May. A representative of the Military Order of the Purple Heart will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Military Order of the Purple Heart.

a.18. Sons of the American Revolution (SAR) Award. Cadets may only receive this award once.  Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

a.18.1. This award recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program who is enrolled in the AFJROTC and SFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must:


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

a.18.2. The SASI and the Principal select the recipient of the award not later than 1 March. The SAR national headquarters furnishes the secretary of each applicable SAR state organization a list of the AFJROTC and SFJROTC units in their state. A representative of SAR will present the award and correspond directly with each unit within their area. The SASI makes arrangements for presentation with the applicable state society or local chapter.

a.19. Military Order of World Wars Award. Cadets may only receive this award once. Ribbon  for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition. (Ribbon change from MOWW units may wear old ribbon if MOWW is out of stock of new ribbon)**

a.19.1. This award is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC and SFJROTC unit.


a.19.2.The SASI, with the concurrence of the principal, selects the recipient and completes the Military Order of the World Wars (MOWW) citation by summarizing the cadet's outstanding accomplishments or service to the unit. The citation and request for the medal, certificate, and ribbon are sent to the nearest local chapter of the MOWW. The SASI will make arrangements for a MOWW representative to make the presentation at an appropriate ceremony. If a local chapter is unavailable, contact the MOWW National Headquarters. If a member is not available, any active, reserve, or retired commissioned officer may present the award.

a.20. American Veterans (AMVETS) Award. Cadets may only receive this award once. Ribbon  for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

a.20.1.This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:

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

a.20.2.The SASI selects the recipient of the award and submits a brief nomination letter and biographical sketch of the cadet to the state AMVETS department where the school is located. An AMVETS representative will make the presentation if a participating local post or department representative is available. See Attachment 7-17 for list of award points of contact.

a.21. Air Force Sergeants Association (AFSA) Award. Cadets may only receive this award  once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

a.21.1.This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:

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

a.21.2.The SASI, as chairperson, with the ASI, recommends the recipient of the award at least 60 days prior to the desired presentation date, but not later than 15 April. The SASI requests the award and an AFSA presenter from the nearest AFSA chapter. If information on the nearest chapter is not available, or if there is no active AFSA chapter in the area, the SASI will contact the AFSA international headquarters; (please send an email to AFSA HQ at bhill@hqafsa.org) to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.

a.22. Tuskegee Airmen Incorporated (TAI) Cadet Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.



a.22.1. This award is presented annually to two cadets. Cadets may be first-year, second year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:

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

a.22.2. The SASI and ASI will select the recipients. The Tuskegee Airmen (TAI), Inc., Cadet Award ribbon is mailed to every AFJROTC and SFJROTC unit from NC-20022, Julius L. Chambers High School. AFJROTC and SFJROTC units do not need to contact this unit to receive their allotted two ribbons per year. AFJROTC and SFJROTC units requesting replacement ribbons must send a check for \$2.00 to cover the cost of mailing up to two ribbons. The Tuskegee Airmen, Inc., Cadet Award certificate is posted in WINGS at WINGS - Published Files - Directory - JROTC - Certificates. The TAI AFJROTC and SFJROTC Cadet Award certificate, as well as other important certificates, are posted in the folder.

a.23. The Retired Enlisted Association (TREA) Award. Cadets may only receive this award once.



Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC and SFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

a.24. The Celebrate Freedom Foundation (CFE) Award for Excellence in Academic Programs.



Cadets may only receive this award once. The awards program recognizes 9th, 10th, 11th and 12th grade students (including home-schooled students) enrolled in AFJROTC and SFJROTC programs. Ribbon for this award may be worn on the

cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

a.24.1. Cadets must demonstrate the following personal characteristics to be eligible for nomination:

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

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



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



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



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




a.29. Outstanding Flight Ribbon. Is a ribbon awarded each academic term to members of the outstanding flight under criteria determined by the SASI. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.




a.30. Top Performer Award. The award consists of a ribbon and certificate **presented/awarded only by Headquarters, AFJROTC personnel.** This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population (Unduplicated headcount). Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC and SFJROTC.





a.30.1. Consideration for the Top Performer Awards. All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASIs may nominate) a maximum of 2% of a unit's cadets based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.


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


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

a.32. Leadership Ribbon. Is a ribbon awarded for outstanding performance in a position of leadership as  an AFJROTC and SFJROTC cadet. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

a.33. Superior Performance Ribbon. Is a ribbon awarded to no more than the top 10% of the cadet  corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC and SFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

a.34. Achievement Ribbon. Is a ribbon awarded for a significant achievement in AFJROTC and SFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. 

a.35. Academic Ribbon. Is a ribbon awarded for academic excellence as signified by attaining an overall  grade point average of at least "B" for one academic term (cadet may only receive one award annually), in addition to an "A" average in AFJROTC and SFJROTC. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

a.36. Cadet Leadership Course (CLC) Ribbon. Is a ribbon awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded.  Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class. Criteria for this award will be published in the unit's Cadet Guide.

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



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



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



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



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



a.42. Drill Team Ribbon. Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 3 drill performance events, i.e., competitions, special school events, community demonstrations (cumulative). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



a.43. Color Guard Ribbon. Cadets must perform at least 5 color guard performance events to receive this ribbon (cumulative). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



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

- a.44. **Saber Team Ribbon**. Cadets must perform at least 3 saber team performance events to receive this ribbon (cumulative). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



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



- a.46. **Joint Leadership Academic Bowl (JLAB) Ribbon**. Cadets must be a member of the JLAB team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



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



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



- a.49. **Raiders Team Ribbon**. Cadets must be a member of the Raiders Team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



- a.50. **Military Model Building Team Ribbon**. Cadets must be a member of the Military Model Building Team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the bronze oak leaf cluster.



- a.51. **Unmanned Aircraft Systems (UAS) Ribbon**. Cadets must be a member of the UAS team. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be



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

a.52. Robotics Ribbon. Cadets must be a member of the Robotics club/team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



a.53. Good Conduct Ribbon. Cadets must not have received a referral (this includes no ISS/OSS) for an academic term (cadet may only receive one award annually) to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide.



a.54. Service Ribbon. Is a ribbon awarded for distinctive performance in school, community, or AFJROTC and SFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. (NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



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



a.56. Recruiting Ribbon. Is a ribbon awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC and SFJROTC. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



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



a.58. Attendance Ribbon. Is awarded to cadets who have no more than three school absences during academic term (cadet may only receive one award annually). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



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



a.60. Longevity Ribbon. Is a ribbon awarded for successful completion of each AFJROTC and SFJROTC school year or semester. Cadets may only receive one award annually. Cadets in a 4X4 block schedule taking AFJROTC and SFJROTC classes both semesters during a school year may only receive one ribbon and/or cluster for that school year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



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



a.62. Patriotic Flag Ribbon Is a ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must



have participated in a minimum of five flag events. Criteria for this award will be published in the unit's Cadet Guide. Ribbon may be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.63. COVID-19 Ribbon Is a ribbon awarded by the SASI to any cadet who was enrolled in an AFJROTC and SFJROTC course of study from 1 March 2020 to 30 June 2022. A course of study is defined as any cadet who was enrolled, participated and completed in an on-line, virtual, or on campus in person, AFJROTC and SFJROTC course during this period. Ribbon may be purchased from a vendor



using MILPER funds for each cadet authorized to wear this award. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

Attachment 7-1

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



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



SHOULDER TAB
METAL OR CLOTH



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



UNMANNED AIRCRAFT
BADGE

Cadets may only wear one of these badges on their uniform



AWARENESS
PRESENTATION
TEAM BADGE

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



AEF BADGE

Badges/Insignia not listed here are unauthorized for wear.

Attachment 7-1 (continued)

**AUTHORIZED AIR FORCE JROTC
BADGES AND INSIGNIA**

Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

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



Marksmanship
Shield

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

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

Marksmanship badges will not be worn with medals.

Badges/Insignia not listed here are unauthorized for wear.

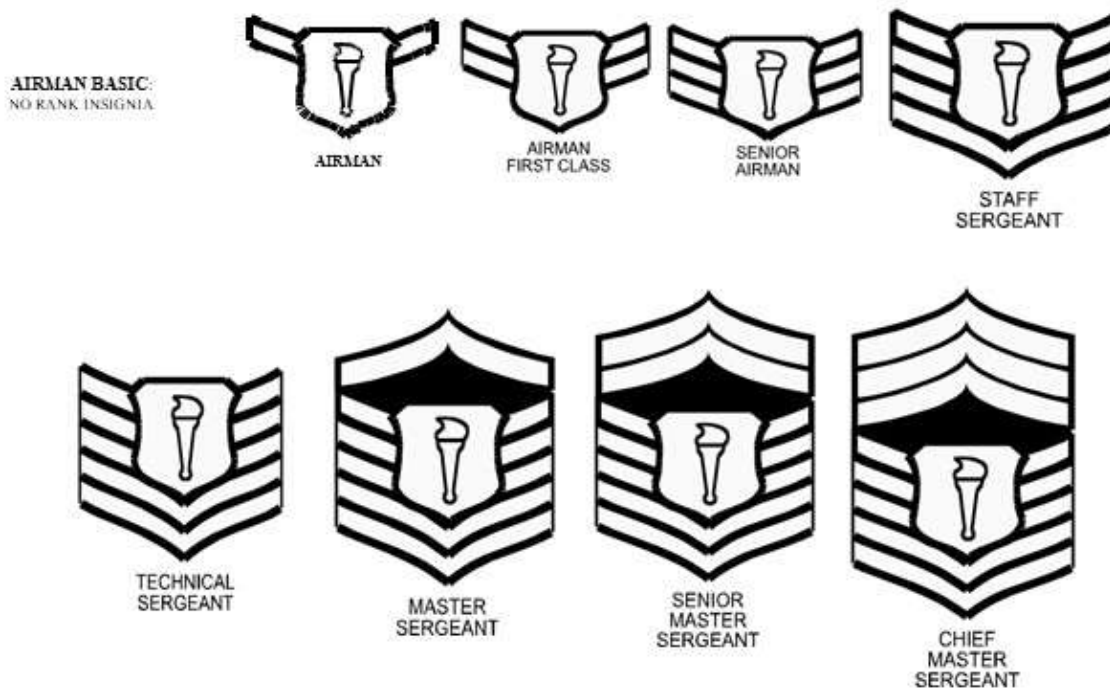
AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



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

CADET ENLISTED RANK

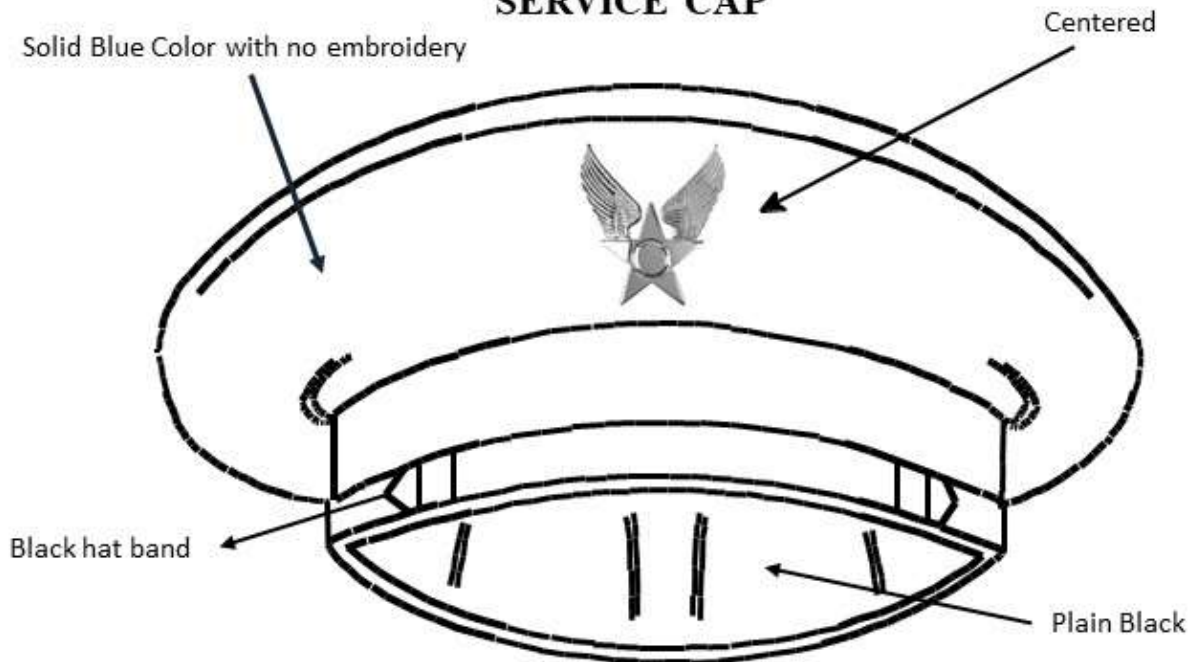


NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

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

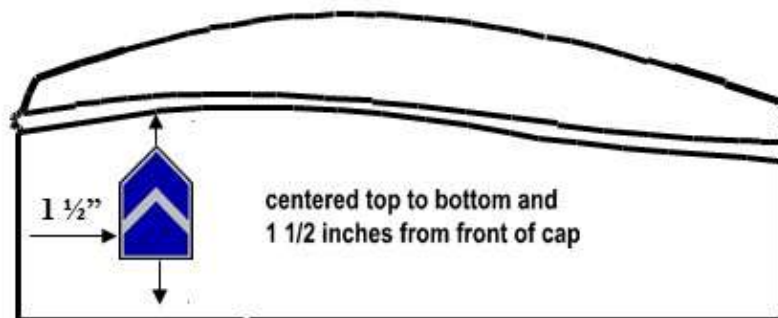
CADET MALE HEADGEAR

SERVICE CAP



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

FLIGHT CAP*



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

CADET FEMALE HEADGEAR

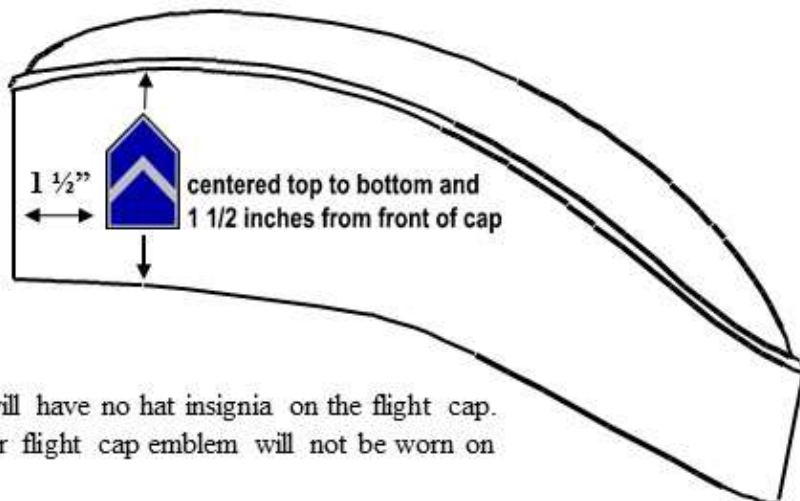
SERVICE CAP

Solid Blue Color with no embroidery



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

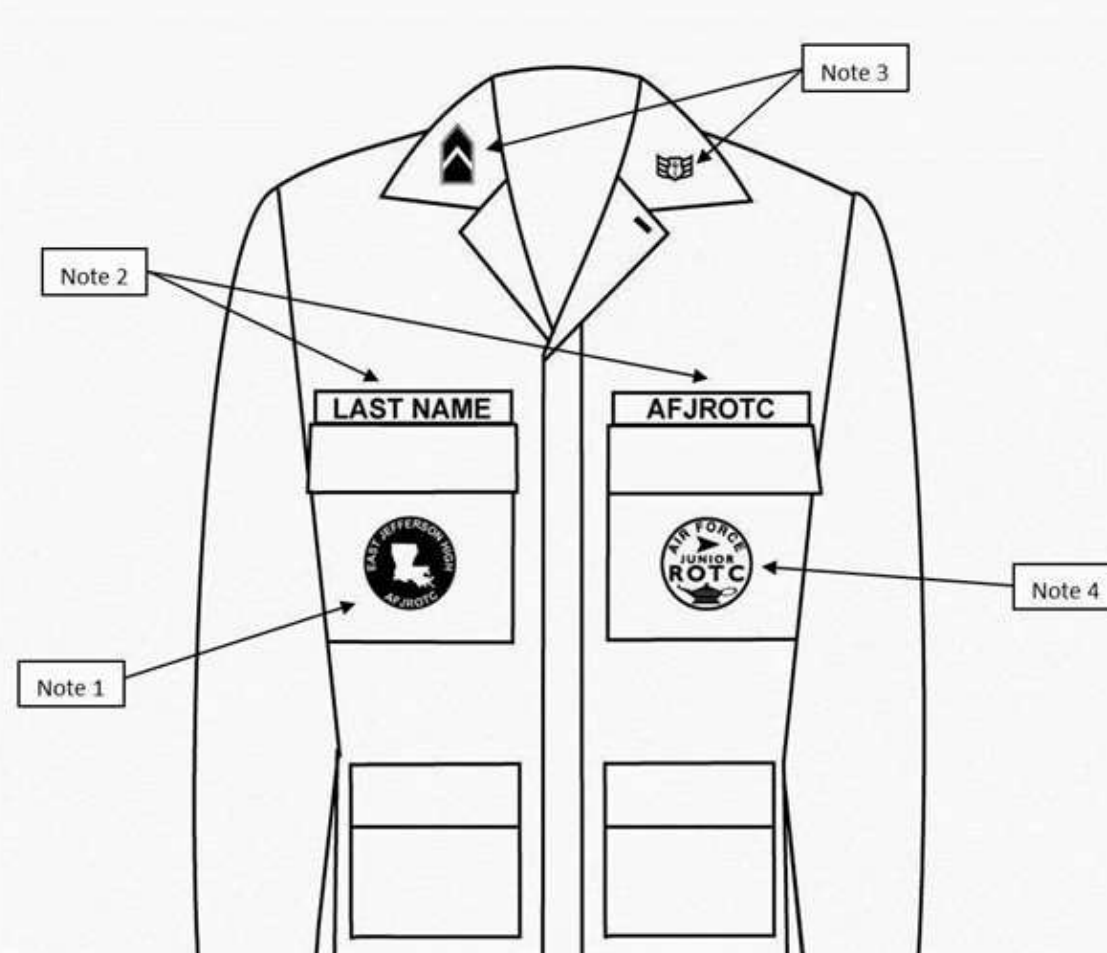
FLIGHT CAP*



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

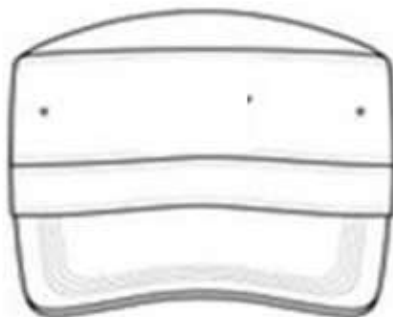
Attachment 7-6

CADET ABU Male and Female

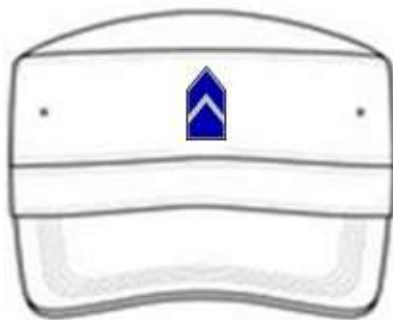


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with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

CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.



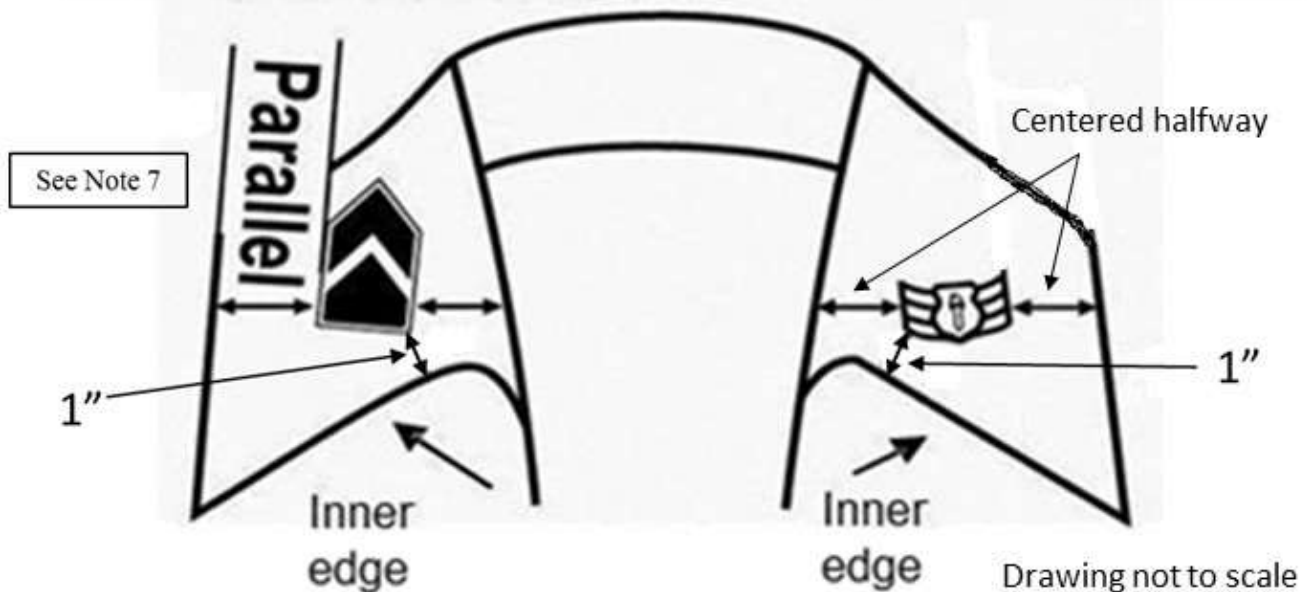
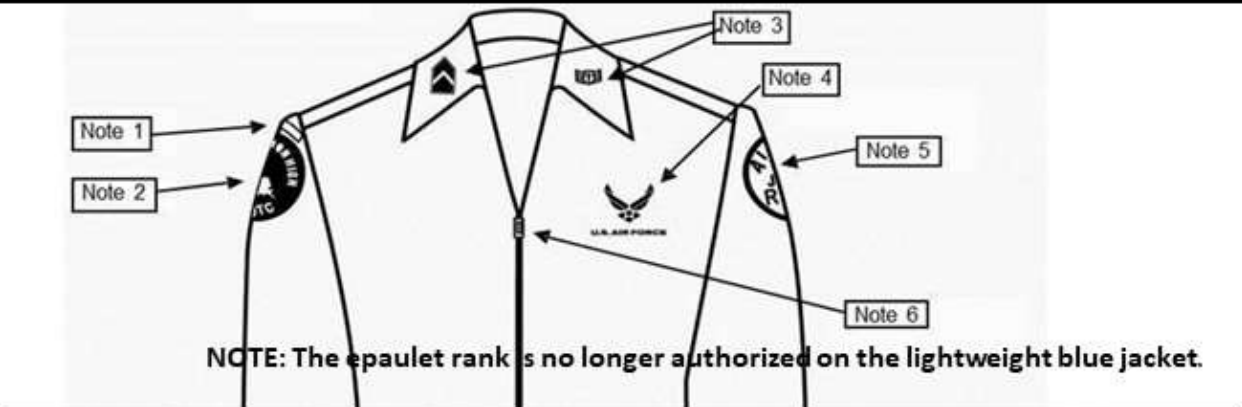
Officers will wear rank insignia on the ABU cap.

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

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

Attachment 7-8

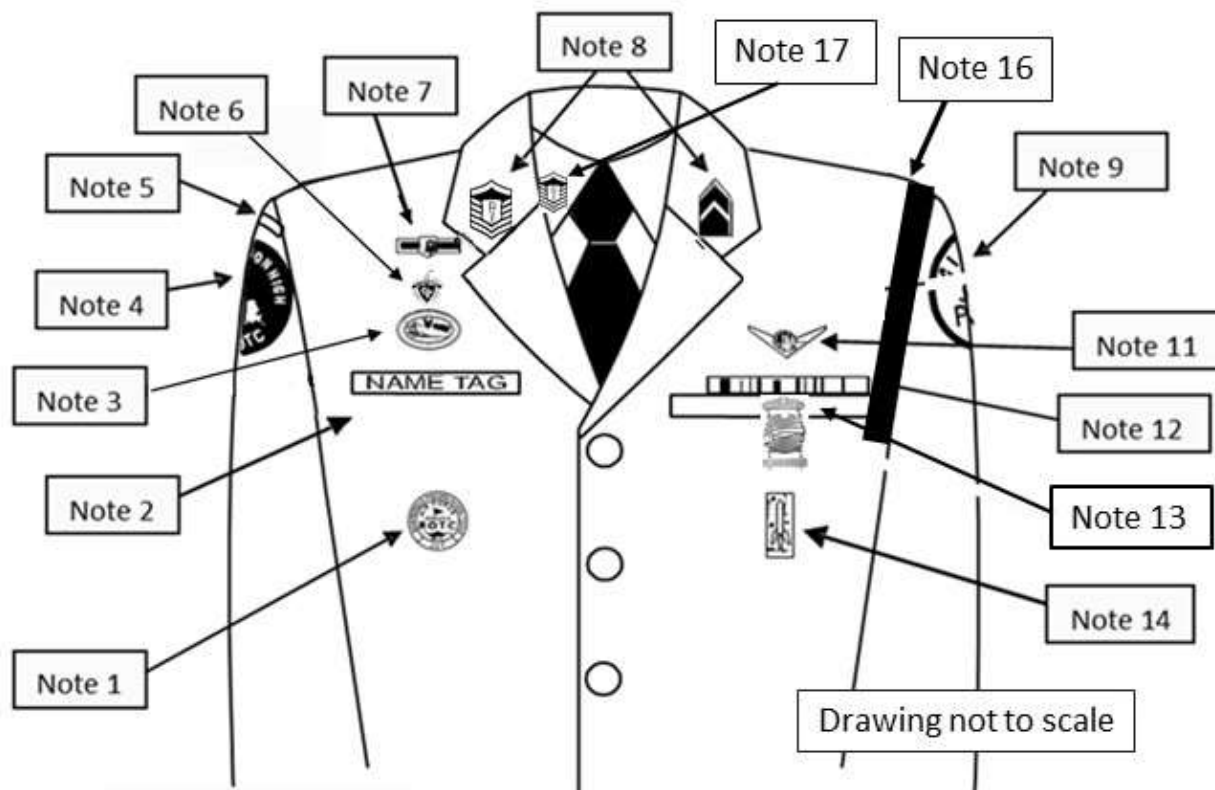
CADET LIGHT WEIGHT BLUE JACKET



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

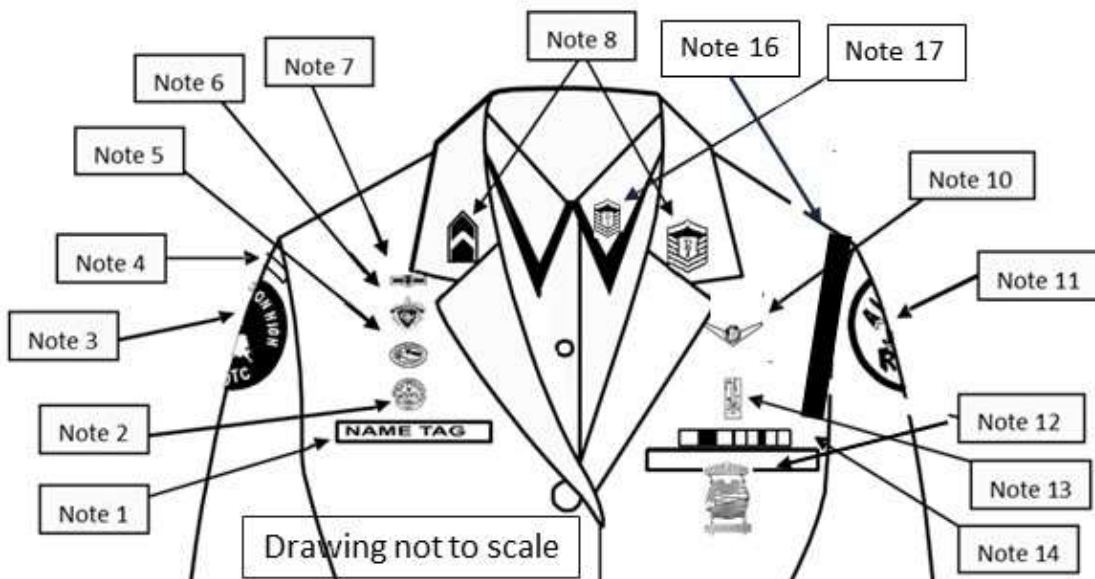
Attachment 7-9

CADET MALE SERVICE DRESS



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

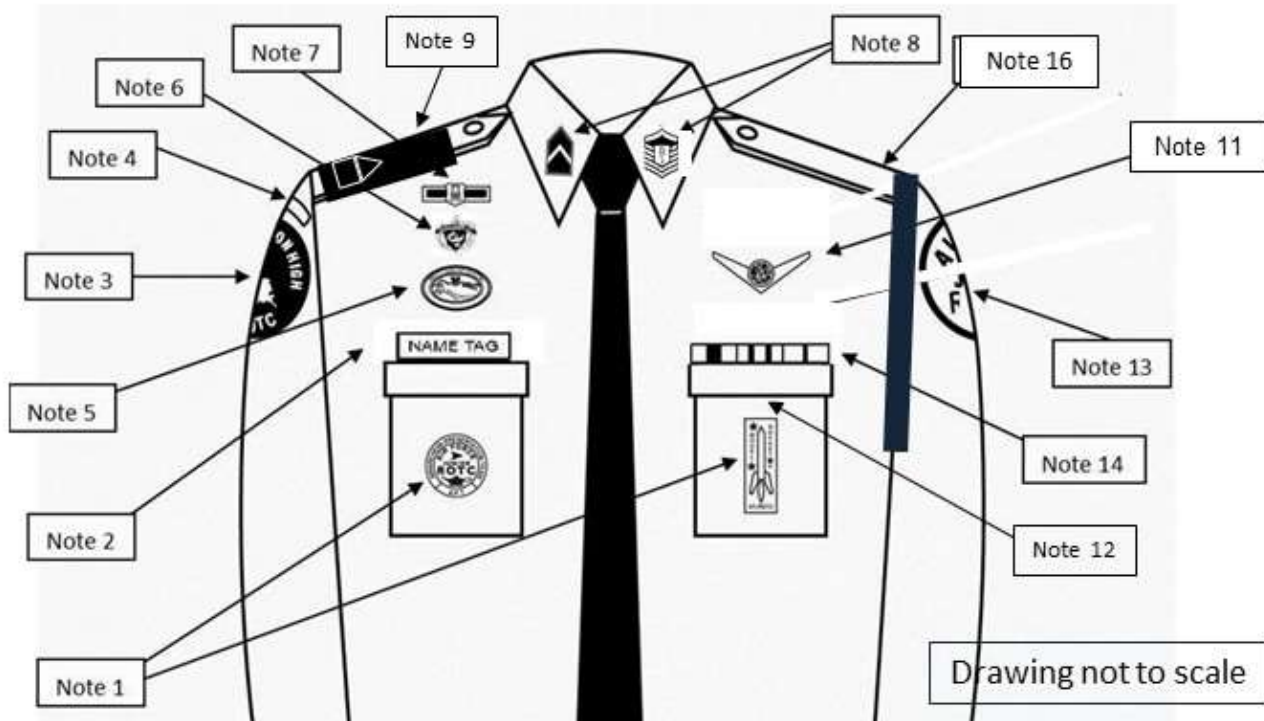
CADET FEMALE SERVICE DRESS



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

Attachment 7-11

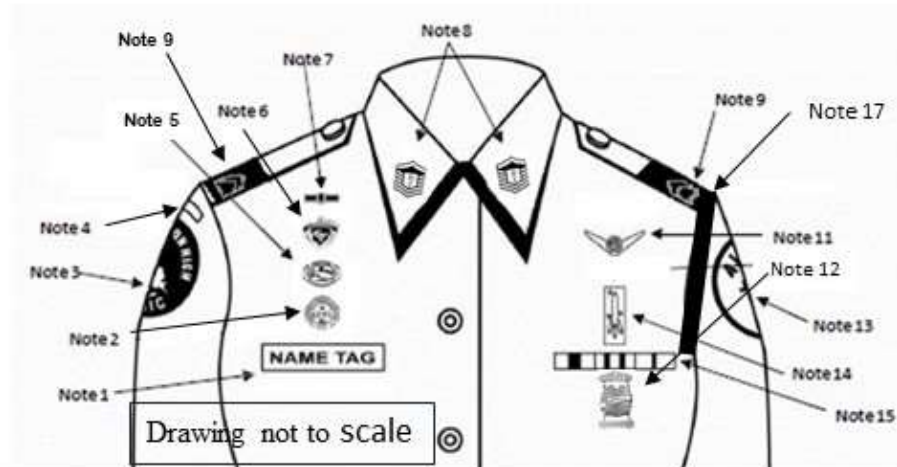
CADET MALE BLUE SHIRT



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

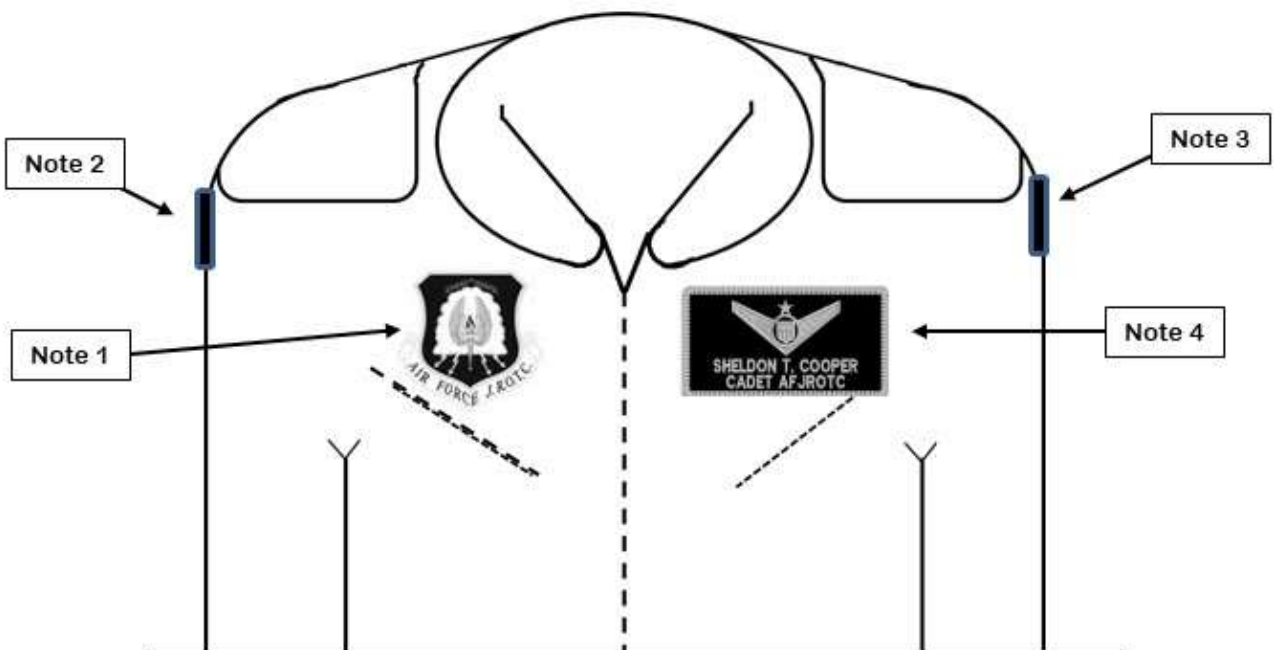
Attachment 7-12

CADET FEMALE BLUE SHIRT



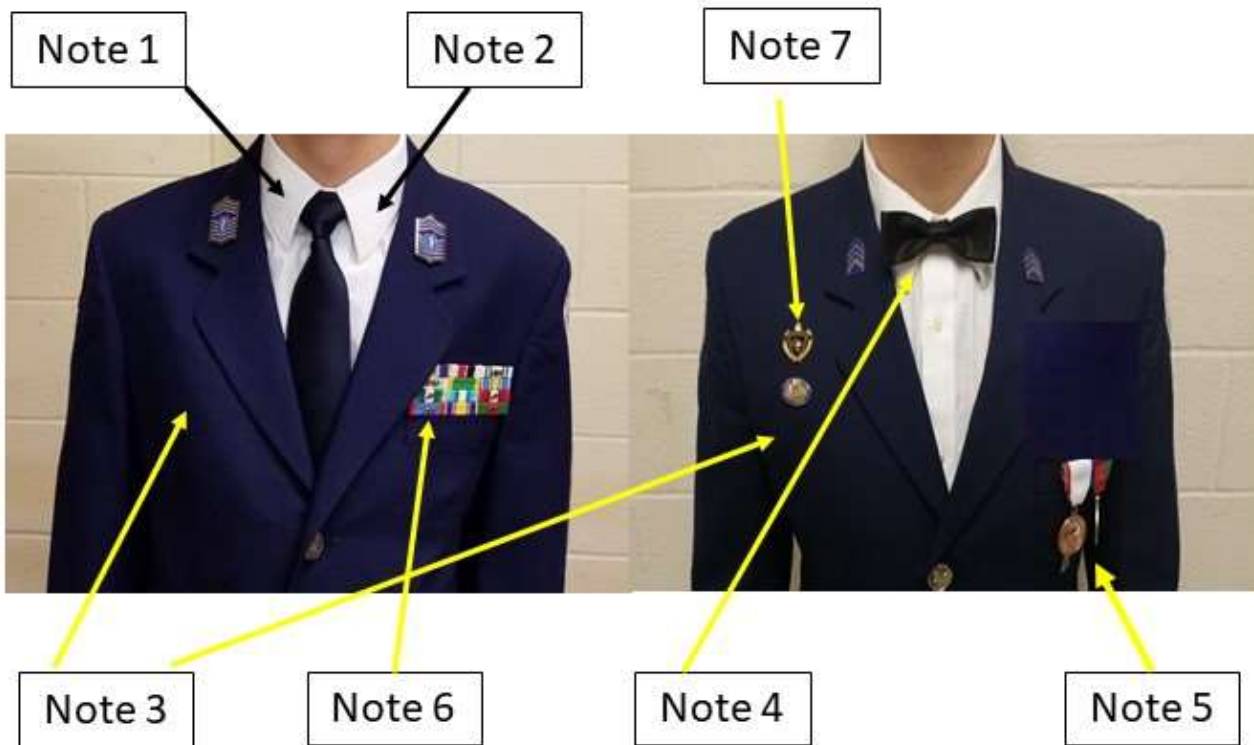
1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower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

FLIGHT SUIT (Male and Female)



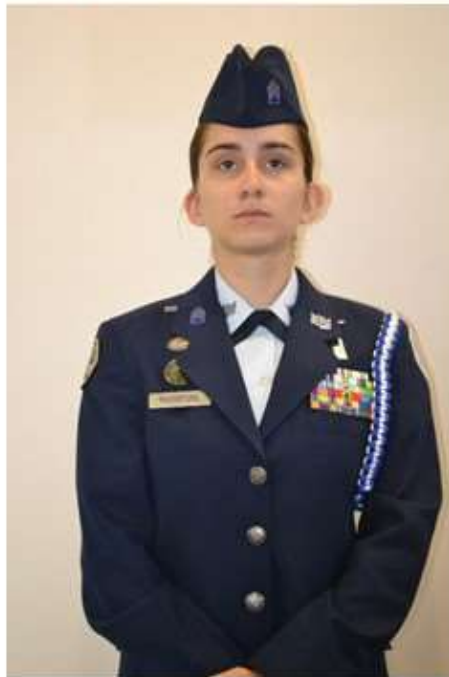
1. * AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. (see Ops Supplement, Chapter 7, paras 7.2.1 - 7.2.4).
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge, AFJROTC Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
3. * American Flag Patch (mandatory) on left shoulder. Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
4. * Cadet Name Patch (mandatory). Velcro attached. Black background with silver border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be "CADET AFJROTC". Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
 - Flight patches and Velcro may be purchased from a vendor using MilPer funds.
 - Flight Suits maybe purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)
 - Flight Suits are accountable uniforms items and must be issued/returned via WINGS.

Semi-Formal Dress Uniform



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

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



Sample Uniform Pictures



Sample Uniform Pictures



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

FEDMALL
Purchased Air Force
Sweat Shirt and
Pants



Air Force JROTC Notebook Set-Up Requirement

1. You are required to have a three-ring plain black binder (at least 1 inch thick) dedicated only to JROTC, by the syllabus due date. Print your first and last names (line 1) + the JROTC period & flight (line 2) on the top center of the front cover. You may include a military/Air Force-related photo if you wish.
2. You must have five tabs in the binder, and the binder is to be set up as follows: **(Handouts/assignments go BEHIND the tabs)**
 - A. Several sheets of notebook paper to write homework assignments or important dates from announcements on (in front of tabs)
 - B. Tab 1 = The JROTC syllabus
 - C. Tab 2 = The JROTC handbook/reference guide (issued the first week of school)
 - D. Tab 3 = Maj Klaiber (label tab “Maj Klaiber”)
 - E. Tab 4 = MSgt Cruver (label tab “MSgt Cruver”)
 - F. Tab 5 = MSgt Jensen (label tab “MSgt Jensen”)
3. You are required to place any worksheets, note guides, hand-outs, graded work, etc. behind the tab of the instructor who gave it.
4. You will have random graded notebook checks, as you are required to have your JROTC notebooks with you in your JROTC class each school day. Some notebook checks may be for having the notebooks only, and some will assess the notebook contents. Notebook checks cannot be made up
5. **Notebook grading rubric:**
 - A. JROTC dedicated notebook = if another class’ work is found in the JROTC notebook = -5
 - B. Incorrect color = - 20
 - C. Missing tab and/or required tab contents = -5 per tab/required items (as a package of items for that tab; not each item for the tab)
 - D. Missing syllabus = -10
 - E. Missing notebook paper at front of the tab = -5
 - F. Notebook not in class: on random check days = -100 on announced check days – 20 points each day late
 - G. Filed incorrectly = -5
 - H. Notebook not neat and orderly = -20
6. **The first notebook set-up presentation is due, during your JROTC class period, on the date indicated on the JROTC syllabus**
 - A. If you are absent on the due date and have an “excused” absence form, you must present the “official DHS excuse” and the notebook to me the very first day you return to school to receive full credit.
 - B. If you are absent on the due date and do not present an official DHS “excused” absence form, you will receive -20 points, but must submit the notebook to me the very first day you return to school, or -20 points each day late.
 - C. If you are present on the due date and do not have your notebook with you on the due date, you will have until the end of your JROTC class period one calendar week after the due date to present the notebook, with -31 penalty points.
 - D. Grading for this notebook set-up project ends one calendar week following the due date indicated by instructor
 - E. All those who have failed to submit a notebook at that time will receive a “0”. This rule applies to those absent on the original due date, but fail to submit the notebook to me on the first day they return to school.
7. **NOTE:** those applying for key leadership positions will be disqualified to do so if they earn a failing grade for this assignment.
8. **Notebook checks will be conducted randomly each week. You must have your JROTC notebook with you each day you report to JROTC, starting the third week of school.**

Air Force JROTC Heading

Major Christopher Klaiber
JROTC Alpha Flight
1 August 20XX
Air Force JROTC Heading

1. Top left corner, first line, inside margins
2. First line – your first and last name
3. Second line – JROTC _____ Flight
4. Third line – Date, 3 letter month, and four digit year
5. Fourth line – topic of the assignment
6. Skip one line then start assignment
7. Always number the lists, the questions, the terms/vocabulary, etc.
8. Skip one line after completing each list, question, vocabulary term, etc.
9. Always print
10. Do not write in the external margin area

NOTE: – 21 points for failing to follow these directions on assignments