

**Jackson Memorial/Liberty High School Junior ROTC (NJ-782)**



# Cadet Guide



## For the 2024-2025 School Year

The Jackson Memorial/Liberty High School Cadet Guide is a compilation of Air Force and Air Force Junior ROTC directives and instructions along with guidance for specific unit procedures, customs, and operations. Every cadet must be familiar with its contents. The Cadet Group Staff (with instructor guidance) will review and update this publication annually.



*"Developing citizens of character"*

**Cadet Guide 2024 - 2025 updated: 1/31/2025**

# Integrity - Service - Excellence

## Jackson Memorial/Liberty High School AFJROTC (NJ-782) Cadet Guide

**CONGRATULATIONS on your decision to enroll in the AFJROTC program!**

An agreement between the United States Air Force and the Jackson Township Board of Education established the New Jersey 782nd Air Force Junior ROTC Group at **Jackson Memorial High School** on **1 July 1978**. In **2007**, the program expanded to include the new **Jackson Liberty High School**.

The Senior Aerospace Science Instructor (SASI) is a retired US Air Force commissioned officer and the Aerospace Science Instructor (ASI) is a US Air Force Senior noncommissioned officer still serving in the reserve component. These instructors have extensive professional military education and training, and are New Jersey certified teachers.

The Air Force Junior ROTC curriculum includes aerospace science and leadership training. Cadet officers and noncommissioned officers learn leadership and management skills by organizing and directing all activities associated with the NJ-782nd AFJROTC Group.

The AFJROTC instructors and Cadets have prepared this guide for your use. The standards in this guide support the leadership and personal development objectives of the AFJROTC program. If these principles are taken in the spirit in which they were intended, they will provide the foundation for a pleasant and profitable educational experience. We recommend that you study this guide thoroughly. You will be responsible for its contents during daily activities and on exams.

We wish you success and personal satisfaction as a member of the Jackson Memorial/Liberty NJ-782nd AFJROTC Group. Have a very memorable journey as Cadets throughout your high school years.

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**\* Information in this document is for guidance purposes. Policy letters will take precedence over this document.**



## Forward

### Introduction to Air Force Junior ROTC

#### ***“IT’S NOT “JUST ANOTHER COURSE;” IT’S A LIFE EXPERIENCE”***

**WELCOME** to the Air Force Junior Reserve Officer Training Corps (AFJROTC) Program. Students in this program have accepted a challenge unlike any other offered in high school. We define a cadet as an Air Force Junior Reserve Officer Training Corps academic student who has chosen a challenging high school lifestyle that will foster the development of tradition, honor, discipline, excellence and citizenship.

AFJROTC is a continuing success story. From the mid-1960s to the present, this program has grown and touched the lives of thousands of America’s students. The AFJROTC program positively influences our country by helping one student at a time. Our instructors, having served as some of the Air Force’s finest leaders, are helping to form tomorrow’s nation by educating our proud and patriotic Cadets—tomorrow’s leaders.

As a member of the New Jersey-782nd Air Force JROTC Cadet Group, we expect you to exceed the standards of average high school students: to follow, to lead, and to learn. Cadets must possess integrity, self-discipline, loyalty to the corps, and maturity. Our Cadet leadership will work with each Cadet to ensure that they succeed.

Our dynamic curriculum presents Cadets with exciting opportunities to learn about aerospace science, self-discipline, respect for authority, teamwork, problem solving, interpersonal skills, oral and written communications, personal and career development, creative thinking, followership, teamwork, and leadership (concepts and principles). In addition, our curriculum covers human relations, human motivation, and improving group effectiveness. Finally, the extracurricular activities such as the Color Guard/Drill Teams, Air Rifle Marksmanship, Aerospace/Model Club, Management of the Corps, Military Ball and Community Service projects give our Cadets the opportunity to put the skills they learn in the classroom to practical use. The program allows Cadets to see, do, and learn things that they never imagined possible.

#### **History**

*In order for a Cadet to fully understand the AFJROTC program, they need to understand its heritage.*

#### **JROTC**

The Junior Reserve Officer Training Corps (JROTC) program was founded in **1911** in **Cheyenne Wyoming, by Army Lieutenant Edgar R. Steevers**. Lieutenant Steevers was assigned as an inspector-instructor of the organized military of Wyoming. During his assignment he envisioned a non-compulsory cadet corps comprised of high school students. His program was aimed toward making better citizens. He wanted to teach young men the advantages of having a strong body and mind, the value of self-control, and the importance of community service.

The **National Defense Act of 1916** authorized a junior course for non-college military schools, high schools and non-preparatory schools. **The Army implemented JROTC in 1916.** Public Law 88-647, commonly known as the ROTC Vitalization Act of 1964, directed the Secretaries of each military service to establish and maintain JROTC units for their respective services.

With a modest beginning of **20 units in 1966, Air Force JROTC (AFJROTC)** has grown to approximately 900 units throughout the world, with a current enrollment nearing 100,000 cadets. Though the original units were comprised of only men, the admission regulations changed in 1972 to allow women to join. By the end of that year, over 2100 females were admitted as new Cadets. Since then, the number of females has increased to over 34,000 – a full 41 percent of the corps.

### **Females and AFJROTC**

On **29 November 1973**, the President signed **Public Law 93-165**, which stated that **females could be counted for enrollment in JROTC**. Prior to this law, women could participate in JROTC activities, but could not be counted toward enrollment quotas. Further, women were not issued uniforms, nor could they wear the Corps insignia or receive a Certificate of Completion.

Even before females were fully admitted into the JROTC program, they were making history and contributing to their respective units. In fact, the first female pilot soloed in the AFJROTC program in 1972. That same year, the AFJROTC Directorate wrote, "The approval to enroll females as Cadets in AFJROTC is indicative of the strong position the Air Force and the Department of Defense hold concerning equality for all their members."

### **The New Jersey-782nd**

Community Service is a top priority for our unit. Our goal is to have each **NJ-782nd cadet** complete at least **12 Community Service Hours annually**. In the past, the activities have included many school and local community projects:

- Jackson Commission for the Handicapped/ Disabled Holiday Party
- Cadet Food Drive for Jackson Township's needy (Thanksgiving, Christmas, Easter)
- Jackson Women of Today Food Pantry
- Toys for Tots Holiday Party
- Raising money for American Red Cross disaster relief including:
  - Flood victims
  - Hurricane victims
  - Earthquake victims
  - Tornado victims
- Columbus Day, Veterans Day, and Memorial Day Parades
- Veterans Day and Memorial Day Ceremonies at the Jackson Senior Center
- Tunnel to Towers 5K Banner Holders
- Habitat for Humanity
- Special Olympics Activities

As you can see, The New Jersey-782nd Group has much to offer. The above-mentioned activities only scratch the surface. As our Cadets progress in the program, we will expect more of them. They find themselves spending less time following and more time leading. This program can take them as far as they desire to go. As with anything, they will get out of the program what they are willing to put into it.

A common misconception is that JROTC's main function is to prepare students for a military career, and that it holds little value for the college bound student. This is simply not true. JROTC



is a leadership-training program. What student would not benefit from a program that teaches our curriculum? JROTC courses develop attributes that will make anyone more competitive in any job market. These attributes need to be taught and developed; people are not born with them.

As we continue into the 21st century, it is imperative that our graduating cadets possess and develop the following characteristics: **teamwork, problem solving abilities, interpersonal skills, oral communication skills, listening skills, creative thinking, leadership, organizational effectiveness, responsibility, and personal accountability.**

Make your high school years more exciting and fun by enrolling in Air Force Junior ROTC!

## NJ-782nd Instructors

All AFJROTC instructors are deeply involved in community relations. They teach aerospace science and leadership education curricula. They also serve as liaisons between the Air Force and civilian agencies in the aerospace field, and perform career and performance counseling for AFJROTC Cadets. They help plan and support activities such as the military ball, cadet drill competitions, cadet newsletter production, military ceremonies, and charitable activities. In short, the instructors devote themselves to the Cadets in the classroom and during extensive after school extracurricular activities.

The attached Cadet Guide contains policy, guidance, requirements, and rules of conduct for ALL Jackson AFJROTC Cadets. Each Cadet will study this Guide and will be responsible for knowing its contents. The Guide also describes Cadet operations, Cadet rank and chain of command, job descriptions, procedures for promotions, awards, grooming standards, and uniform wear. It supplements AFJROTC and Air Force directives. This guide establishes the standards that ensure the entire Cadet Group works together towards common goals of service to their school, community and each other. This overall effort will earn pride in achievement for our unit.

Your knowledge of aerospace science, development as a leader, and contributions to your high school and your community depend upon the spirit in which you abide by the provisions outlined in this Guide.

We believe most Cadets will voluntarily work for the betterment of the Group if they are aware of the goals and mission of the unit. You, as a Cadet, are responsible for obtaining a thorough understanding of the contents of this Cadet Guide. Only then, can you maximize your experience and participation in the AFJROTC program and apply these standards to the benefit of yourself and NJ-782nd.

We wish each of you, as a member of the Jackson Memorial High School AFJROTC Group, great success in your academic and AFJROTC endeavors. Have a very memorable journey as Cadets throughout your high school year.

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## CHAPTER ONE



### Mission and Objectives

**\*You DO NOT incur any military service obligation by participating in AFJROTC.**

## 1. FUNDAMENTAL PRINCIPLES

1.1. As in any organization, AFJROTC establishes rules and standards concerning behavior, appearance and participation to ensure it operates effectively. AFROTCI 36-2010 and the AFJROTC Operational Supplement describe the curriculum of the AFJROTC program and the policies and procedures for AFJROTC units. It also provides guidance for organizing the Cadet Corps. Additionally, AFI 36-2903 (Dress and Appearance of Air Force Personnel) explains the uniform wear and grooming standards by which the cadets must abide. This Cadet Guide is a compilation of these instructions. The objective of this Cadet Guide is to provide each cadet with a basic source of information about the Air Force Junior Reserve Officer Training Corps (AFJROTC) program in an easily accessible format. If there is any discrepancy with this Guide and the governing guidance, the Air Force's Instructions take precedence. Being familiar with this Guide will instill a sense of responsibility, self-discipline, citizenship, and leadership for each cadet and within the Cadet Corps as a whole. **Each cadet must make it his or her personal responsibility to read and understand the information presented in this guide.**

**1.1.1. Legal Basis: PUBLIC LAW 88-647.** The Reserve Officers' Training Corps Vitalization Act of October 13, 1964 is the authority to operate Air Force Junior Reserve Officers' Training Corps (AFJROTC) programs in secondary schools.

**1.1.2. Admission.** Cadets must meet the following requirements to be eligible for membership in the NJ-782 AFJROTC program:

- Enrolled in and attending a regular course of instruction at Jackson Memorial or Jackson Liberty High School (JMHS or JLHS).
- Home schooled students may participate in the NJ-782 AFJROTC program if approved by the JMHS principal. These students will attend AFJROTC classes on campus and participate in the full program to include taking AFJROTC academic courses, participation in the Cadet Corps and its activities, and wearing the prescribed uniform.
- Completed the eighth grade.
- **Possess the proper attitude and moral character indicative of an AFJROTC Cadet.**

**1.1.3. Transfers.** Students may transfer from Army, Navy/Marines or other AFJROTC units with full credit for training already received. **Note: Student must present documentation such as a cadet record or transcript.**

**1.1.4. Disenrollment.** IAW AFROTCI 36-2010, Para 2.4.1.1.3. **“The SASI must be allowed to disenroll an AFJROTC cadet at any time during the academic year with proper cause.”**

Disenrollment is a last resort, and must be preceded by documentation and corrective counseling. However, it is necessary in some cases, in order to maintain the morale and discipline of the unit. Being in AFJROTC is a privilege. Students may be removed from the AFJROTC program for the following:

- Failing to maintain acceptable course standards such as poor military bearing, sloppy ungroomed appearance, and not wearing the uniform on the prescribed days.

- Indifference to training; disciplinary reasons either on or off campus.
- Insubordination or disrespect toward AFJROTC instructors, other teachers or fellow cadets.
- Failure to maintain Air Force grooming standards as prescribed in AFI 36-2903 (governing instruction on “Dress and Personal Appearance of Air Force Personnel”).
- Violation of the Cadet Honor Code (lying, cheating and stealing).
- Failing to remain enrolled in school or suspended from school and any other reason deemed appropriate by the principal and the SASI/ASI.
- Failure to comply with classroom rules and procedures, or to maintain self-control (disrupting the class).
- Parental request.

## 1.2. Mission Statements.

- AFJROTC Mission: “Developing citizens of character”**
- Air Force Mission: “Fly, fight, and win...AIRPOWER anytime, anywhere!”**

**1.3. AFJROTC Cadet Creed.** This creed describes the core values and code of conduct, which lay the foundation for a cadet’s development. Cadets will know the Cadet Creed. They are expected to recite the creed from memory, but more importantly, they will understand the meaning of the words and live by the creed’s principles and ideals.

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

**1.4. Cadet Oath.** Upon entering the AFJROTC program at Jackson Memorial High School, all cadets are required to take the Cadet Oath and thus, make a solemn promise that they will abide by the standards stated within its contents. The SASI or ASI will administer the Cadet Oath.

“I (State Your Name) do solemnly swear that I will devote my efforts at all times to bring credit to my school and community.

I will not lie, cheat, or steal nor tolerate those who do.

I will always conduct myself in accordance with standards of high moral conduct and the Air Force values of integrity first, service before self and excellence in all we do.

I will respect, at all times, officials and teachers at my high school, and the laws of our state and federal government.

I will strive to improve myself in mind, body, and spirit. I will work to the best of my ability to improve our school in order to leave it a better place to learn and grow for those who come after me.”

### 1.5. Cadet Officer/Senior NCO/NCO Pledge.

“In accepting the officer/senior NCO/SNCO rank in the AFJROTC program, I understand and accept the fact that my duties and responsibilities are significantly more demanding and that the standards of performance upon which I will be judged in leadership are more exacting as my rank increases.

I recognize that a very important part of my job as an officer/senior NCO/NCO is to serve as a model of behavior, performance, bearing, appearance, and self-discipline.

I accept all these duties and responsibilities without reservation, and promise to honor my obligations at all times.”

### 1.6. AFJROTC Goals. AFJROTC strives to instill the following values in high school students:

- Values of citizenship
- Service to the community
- Personal responsibility
- Sense of accomplishment

### 1.7. Instructional Objectives. The objectives of our program are to teach the following to high school cadets:

- Promoting the whole-person concept by encouraging physical fitness, academic excellence, moral character and community service.
- Patriotism and an understanding of their personal obligations as United States citizens.
- A high degree of personal honor, self-reliance, responsibility, and leadership.
- A broad-based knowledge of the aerospace age and fundamental aerospace doctrine.
- Habits of orderliness and precision by teaching cadets military customs and courtesies and basic military drill.
- A knowledge of and appreciation for the traditions of the Air Force.
- An interest in completing high school and pursuing higher educational goals and skills.
- How to interact with other cadets and use the chain-of-command by providing an environment for experience and growth in the attitudes, disciplines and techniques of effective leadership.
- Attention to personal appearance to include neat military grooming, cleanliness and proper wear of a military uniform.
- Qualities of honorable behavior, high ideals, self-confidence and responsibility for the consequences of one's actions

**1.8. Code of Conduct.** On my word of honor, I will not lie, cheat, or steal, nor tolerate those who do. I will obey the orders of those appointed over me, and abide by all cadet and school regulations. I will perform my assigned duties to the best of my ability, so help me.

- Lying is making an untrue statement with the intent to deceive or mislead. You must avoid evasive or misleading statements.
- Stealing is intentionally depriving someone else of their property. If something does not belong to you, you cannot take it without permission from the owner.
- Cheating is taking an unfair advantage of others.

**NOTE:** *If you become aware of lying, stealing, or cheating, report the episode to the AFJROTC instructors.* Maintaining high standards of trustworthiness is your responsibility. This requires discipline, self-control and a conscious effort at all times. The purpose of the code goes beyond the part of your life which involves AFJROTC. It should become your ethical code and lifestyle.

**Honor Code: I will not Lie, cheat nor steal nor tolerate those who do!**



**1.9. Core Values:** All cadets are expected to understand, follow, and encourage others to abide by the Air Force Core Values: **Integrity first, Service before self, Excellence in all we do**

**1.9.1. Integrity First.** *Integrity* is a character trait. It is the willingness to do what is right even when no one is looking. It is the —moral compass—the inner voice; the voice of self-control. A person of integrity can control impulses and appetites. But integrity also covers several other indispensable moral traits: courage, honesty, responsibility, accountability, justice, self-respect, and humility.

**1.9.2. Service Before Self.** *Service before self* tells us that professional duties take precedence over personal desires. At the very least it includes the following behaviors:

- Rule following. To serve is to do one's duty, and our duties are most commonly expressed through rules. While it may be the case that professionals are expected to exercise judgment in the performance of their duties, good professionals understand that rules have a reason for being, and the default position must be to follow those rules.
- Respect for others. Service before self tells us also that a good leader places those he/she leads ahead of his/her personal desired and comfort.
- Discipline and self-control. Professionals cannot indulge themselves in self-pity, discouragement, anger, frustration, or defeatism. They have a fundamental moral obligation to the persons they lead to strike a tone of confidence and forward-looking optimism.
- Faith in the system. To lose faith in the system is to adopt the view that you know better than those above you in the chain of command as to what should or should not be done and how it should be done. This is not to say that if you think you know a better, more effective and efficient way to accomplish something that you just keep it to yourself and do it the same old way. Use your chain of command to introduce your ideas and improve the way the system works for everybody.

**1.9.3. Excellence in all we do.** "*Excellence in all we do*" directs us to develop a sustained passion for the continuous improvement and innovation that will propel the NJ-782 Cadet Group into a long-term, upward spiral of accomplishment and performance. AFJROTC cadets should strive for a "*never give up*" attitude in achieving all their goals – personal, academic, and physical. **"It's hard to beat a person who never gives up."** – **Babe Ruth**. AFJROTC cadets must respect all people regardless of race, ethnicity, economic status or gender.

**1.10 Mutual Respect Policy.** Participation in Air Force JROTC is based on the following premise: All students have a right to live, work, and learn in an environment free of harassment and discrimination of any kind. Any form of bullying, discrimination, or hazing will not be tolerated. "Mutual Respect" is a two-way street, it is a philosophy which enhances the teaching/learning environment and applies to student to student, teacher to student, student to teacher, and teacher to teacher relationships. This is a high interest item in the NJ 782nd Cadet Group and will be closely monitored by the instructors.

**1.11. AFJROTC Related Clubs/Activities.** These clubs/activities are known as LDRs for Leadership Development Requirements. There are many extracurricular activities available to you that provide added insight into aerospace or leadership experiences. Although you are NOT required to participate, these activities will help you understand and enjoy the AFJROTC program to its fullest. ***Participation in these activities will increase your chance of promotion and awards and provide a positive impact on the possibility of earning a higher leadership position.*** Refer to Chapter 11 for a more detailed description of available clubs and activities in NJ-782.

**1.12. Important NJ-782 Events.** You are **strongly encouraged** to attend/participate in the following functions:

- Military Ball
- Annual Awards Ceremony
- Cadet Group Commander Change of Command/Assumption of Command Ceremony
- Jackson Township's Memorial Day parade

**1.13. Cadet Positive Attitude.** It is extremely important to develop a positive attitude to be successful in life. The AFJROTC program strives to instill this concept into each and every Cadet. All Cadets are encouraged to:

- Never give up! Strive to be your best **personally**, academically, mentally, and physically.
  - *“When everything seems to be going against you, remember that the airplanes takes off against the wind, not with it.” – Henry Ford*
  - *“There is no failure except in no longer trying.” – Elbert Hubbard*
- Work together to achieve common goals and motivate classmates to get involved
- Respect all individuals regardless of race, ethnicity, economic status or gender.

**1.14. Cadet Run Program.** AFJROTC is designed to be led by cadets with the instructors providing guidance and facilitating their efforts. For the Cadets to be true “owners” of their corps, they must play key roles in promotions, giving awards, and enforcing standards. This guide provides instructions on how Cadets are to administer promotions, earn awards, and enforce standards. Cadets should not leave the enforcement of standards to the instructors. They must be primarily responsible for enforcing standards in a fair and consistent manner. These standards include, dress and appearance and behavior. The cadet leadership must hold every cadet to the same standard in order to run an effective program and maintain their credibility, along with the unit's morale.

**1.15. Unit Goals.** Every academic year, cadets must formulate, through a deliberative process, a minimum of six goals, two in each of three categories. These categories are Cadet, School, and Community. The entire goal setting process is described in detail in Chapter One of the AFJROTC Operational Supplement.

- Once formulated, the Cadet leadership must strive to achieve their goals. Attaining these goals requires focus, planning, effort, motivation and tracking at periodic intervals. Besides instilling a sense of service, setting and achieving unit goals are an exercise in leadership to include planning, communication, effective execution, and dealing with adversity.
- At the end of the school year, the cadet leadership must reflect on their efforts towards achieving their goals. Did they achieve them? If not, why not? How could they have done better? Once they have done this for each goal, the Cadet leadership will provide a narrative of their efforts in AFJROTC's 'WINGS' program.

## CHAPTER TWO



### Standards of Conduct and Military Courtesy

**2.1. General.** Cadets represent a select group of students and should always conduct themselves in such a manner that is favorable upon themselves, their parents, the Cadet Corps, Jackson Memorial High School, the community, the United States AFJROTC program, and the United States Air Force.

- Addressing Other Cadets: Cadet Officers, senior non-commissioned officers (SNCO), and non-commissioned officers are addressed by cadets of lower rank by their rank followed by last name. (Example: C/Captain Hurts, C/Master Sergeant Sanders or C/Sergeant Mailata) OR, addressed as "Sir" or "Ma'am." NEVER address a Cadet Officer, SNCO, or NCO in uniform by their first name.
- Active Duty, Reserve, and Retired Military Personnel: Military personnel are addressed by the rank, followed by their last name.
- Saluting: A salute is a formal greeting. Salute all Cadet Officers and the SASI. All Cadet Officers must render a salute to cadet officers of a higher rank. You only salute outside the building unless you are reporting into the SASI/ASI office. The key to saluting is recognition.
- Walking with cadets and military personnel of a higher rank: when walking with a person of higher rank, always walk to their left. The position of honor is to the right. When passing through a doorway, the person of lower rank holds the door and allows the person of higher rank to proceed through the doorway first. When boarding and leaving a vehicle, the person of lower rank gets in first and gets out last.
- Treatment of Cadets: **Hazing is not tolerated in the Cadet Corps.** No Cadet is to be embarrassed or degraded in any manner. This includes public reprimands, public punishment, or joking about difference in rank. **Jackson Memorial/Liberty AFJROTC will not tolerate any abuse of authority in the Cadet Corps.**
- **Calling Rooms to Attention:** When the United States Flag, SASI, ASI, military officers, distinguished visitor, School Administrators, Cadet Group Commander or Cadet Vice Group Commander enters the room, the room is called to attention. The occupants of the room remain at attention until ordered otherwise. In addition, when the SASI departs the room, the room will be called to attention. You will hold at attention until told to "carry-on" or "as you were" by the SASI or until the SASI has left the room.
- Courtesies Rendered to Adults: Adults are addressed as "Mr./Ms./Dr. as appropriate (last name)." In conversation they are answered "Yes sir/ma'am".
- **Quibbling:** Cadets will not argue and complain when given a direction from a higher authority. When the SASI, ASI or a Cadet Officer gives an order you should ensure the order is followed. You have the right to disagree, but all lawful orders should be followed. Cadets who feel they are not being treated fairly should see their flight commander, and if necessary take it up the chain of command to the ASI, and if not resolved, to the SASI.

**2.2. Classroom Rules/Procedures.** All Cadets will be expected to follow the following rules and procedures while in the AFJROTC classroom.

#### 2.2.1. JMHS AFJROTC Fundamental Classroom rules.

- Be on time.
- Follow instructions first time given. Use good judgment, and be responsible for your actions
- Be prepared. Right tools at the right place at the right time. Pens, paper, uniforms, etc.
- Be prepared for active participation in and out of the classroom.

- Treat yourself and others with dignity and respect. Be proud to be a cadet.
- Display a positive attitude and be a team player.

### 2.2.2. Classroom Procedures.

**2.2.2.1. Reporting in, beginning of class.** Immediately after the first bell rings, Cadets will:

- Proceed to class and enter the classroom in an orderly and quiet fashion. Do not hang out in the hallway until just before the second bell rings.
- Stow all personal belongings and stand behind their chair assuming the position **PARADE REST**

The Flight Commander will stand at the front of the room and monitor for proper Cadet entrance procedures. After the second bell rings, the Flight Commander will direct the Flight Sergeant to call the flight to the position of **ATTENTION**. The Flight Sergeant then gives the order, **“FLIGHT, TENCH HUT”**. Cadets will assume the position of **ATTENTION**. The Flight Sergeant then commands, **“ELEMENT LEADERS, REPORT”**, and turns to face the first Element Leader. Element Leaders will salute and report, **“Sir/Ma’am, First (Second, Third, etc.) Element, all Cadets present or accounted for, prepared for further instruction”**.

If a cadet in that element is not present, the Element Leader will report, **“Sir/Ma’am, First (Second, Third, etc.) Element, with the exception of Cadet Jones, all cadets are present or accounted for, prepared for further instruction”**. The Flight Sergeant will render a salute, and then lower it. This process is repeated until all Element Leaders have reported. The Flight Sergeant then faces the Flight Commander, renders a salute, and reports, **“Sir/Ma’am, all cadets present or accounted for, prepared for further instruction”**.

If any Cadets are absent, the Flight Sergeant will include that in his/her report as well. The Flight Commander will return the salute and instruct the Flight Sergeant to **“Put the Flight at PARADE REST”**. The Flight Sergeant then performs an about face and orders, **“FLIGHT, PARADE REST”**. All cadets in the Flight assume the position Parade Rest. The Flight Commander will report the absent cadets to the instructor who is posting the attendance in the Genesis system.

When complete, the Flight Commander will instruct the Flight Sergeant to bring the flight to the position of **ATTENTION**. The Flight Sergeant then gives the order, **“FLIGHT, TENCH HUT”**. The Flight Commander will then lead the flight in reciting the **AFJROTC CADET CREED**. Upon completion of reciting the creed, the Flight Commander, using facing movements, turns toward the SASI, renders a salute, and reports, **“Sir/Ma’am, All Cadets are present or accounted for”**. The SASI returns the salute. If the SASI is absent, the Flight Commander will report to the ASI, but will not salute. The SASI/ASI will direct the Flight Commander to have the cadets take their seats. The Flight Commander will instruct the Flight Sergeant to **“Seat the Flight”**. The Flight Sergeant will then command, **“FLIGHT, BE SEATED.”**

The Flight Commander may then use up to five minutes to read the Operations Order for the day and brief cadets on any upcoming events/activities and any pertinent issues affecting the flight. Upon completion of the brief, the Flight Commander will advise the SASI/ASI, **“Sir/Ma’am, the flight is ready for instruction”**.

**2.2.2.2. During Class.** Cadets will sit in assigned seats. The flight commander, flight sergeant, and element leaders will be responsible for ensuring these rules are followed and military discipline is maintained.

- Do not bring or consume food or drinks in the classroom or office without permission of the instructors.
- **NO CELLPHONES OR OTHER ELECTRONIC DEVICES ARE ALLOWED!** (Unless expressly permitted by an instructor)

- Remain in your seat unless told otherwise and keep feet, hands, and objects to yourselves
- Raise your hand and wait to be called upon.
- If tardy for class or other events you will report to the senior person in charge and say: “Sir/Ma’am, I request permission to join the class/Group.”
- If absent from class or event, it is your responsibility, immediately upon your return, to find out what you missed, and if you need to make up any work.
- Obey all reasonable orders from all senior cadets, regardless of position or rank. Comply with instructions given to you by the cadet in charge when an instructor is not present and at any other time that might be appropriate.
- Be attentive when someone is speaking and do not speak out of turn; rather, raise your hand and wait until called upon.
- Turn in all assignments and projects on time.
- Do not lay your head down or sleep in class (let the instructor know if you are not feeling well).
- Do not put feet on tables, desks, chairs, or walls, nor sit on tables/desks.
- Do not throw anything in the classroom or throw trash of any kind on the floor.
- Do not tilt chairs or desks backwards on two legs. All four legs must remain on the floor at all times.
- Do not write on or deface tables, desks, chairs, walls, whiteboards or any other equipment.
- Do not write on the boards without permission from ASI or SASI.
- Do not read or work on materials that do not apply to AFJROTC without ASI or SASI permission.
- Do not remove markers or erasers from the dry eraser board trays.
- Do not make excessively loud noises nor participate in or allow horseplay in the classroom.
- Absolutely **NO PUBLIC DISPLAY OF AFFECTION IS PERMITTED IN ROTC!**

**NOTE: If the superintendent, principal, or any visiting officer in uniform enters the classroom, the first cadet to see the person will immediately call the class to attention. If the SASI is in the classroom, the visiting officer must be of higher rank to call the room to attention for him/her.**

- 2.2.2.3. Dismissal Procedures.** Approximately two minutes before the dismissal bell rings, the flight commander or flight sergeant will order the flight to organize the classroom. After which, the flight commander will check with the SASI/ASI before giving dismissal permission. When the dismissal bell rings, the flight commander will stand at **ATTENTION** and call the flight to **ATTENTION**. Flights are encouraged to develop their own original motivation checks. These motivation checks should be uplifting, contain no vulgarity or sexually explicit material. All original motivation checks must meet the approval of the SASI and ASI. After the motivation check, the flight commander will dismiss the Flight, “**FLIGHT, DISMISSED!**”
- The flight commander may use the two minutes prior to dismissal to address the flight on any pertinent issues affecting the flight, e.g. reminding cadets of upcoming events and suspenses.
  - If the flight commander is absent or at the discretion of the flight commander, the flight sergeant will perform the dismissal procedures.

**2.2.2.4. Air Force (AF) Mandated Minimum Class Time.** Per the Memorandum of Agreement between Jackson School District and the AF, we **MUST** ensure a minimum course length. **ALL** AFJROTC program academic courses shall be conducted as regular, full time academic courses consisting of a **minimum of 120 hours per academic year.**

Since the district changed its schedule to accommodate a common lunch period last year, class time was reduced from one hour and 20 minutes to one hour and 16 minutes. The previous time had us

just reaching our minimum class time. This minimum time is non-negotiable. Henceforth, we must ensure we meet this requirement.

We accomplish this in the following manner:

2nd period: Delay dismissal until 10:02 (four minutes into common lunch)

3rd period: Report to class by 10:56 (four minutes early, before common lunch ends)

4th period: On Wednesdays report to class at 10:30 for 20 minutes (during common lunch). You'll be dismissed at 10:50 when the Liberty Cadets arrive.

Liberty Cadets arrive at or before 10:50 and depart at or after 12:10 ensuring they receive at least one hour and 20 minutes of class time per day.

### **2.3. Flight Commander Responsibilities for Absent/Tardy Cadets.**

- The Flight Commander is responsible for making sure absent or tardy cadets are informed of announcements and receive copies of notes, fliers, etc. The Flight Commander may delegate this duty to the Flight Sergeant.
- Extensive absences (3 or more days) require Flight Commander consultation with routing through the ASI and then presented to the SASI.

### **2.4. Seven Basic Responses. Cadets will use the following Seven (7) Basic Responses when asked a question by SASI, ASI or Cadet Officer. (In place of "I", "this Cadet" may be used).**

- Yes, Sir/Ma'am
- No. Sir/Ma'am
- Sir/Ma'am, I do not know, but I will find out.
- Sir/Ma'am, may I make a statement?
- Sir/Ma'am, may I ask a question?
- No excuse, Sir/Ma'am.
- Sir/Ma'am, I do not understand.

### **2.5. Cadets will not use these comments. THINGS NEVER TO BE SAID:**

- I can't, *"Whether you think you can or you think you can't, you're right."* – Henry Ford
- I don't care
- It's not my fault

### **2.6. Reporting In/Out of SASI/ASI Office.**

- Knock once, loud enough to be heard
- Wait until you are given permission to enter
- As you enter, execute the proper marching and facing movements to approach the SASI's or ASI's desk.
- Stand at the position of Attention and Salute (N/A for ASI)
- Statement: based on why you are reporting in
- If you were ordered to report.
- —Sir/Ma'am, Cadet (rank) (last name) reports as ordered
- If you were NOT order to report (use the applicable comment):
- —Sir/Ma'am, Cadet (rank) (last name) reports to ask question
- —Sir/Ma'am, Cadet (rank) (last name) reports to make a statement
- Reporting Out:
  - Stand at the position of Attention facing the instructor.
  - Salute, hold salute and ask the SASI, —Will that be all Sir/Ma'am? (You will not salute the ASI) The SASI will salute (N/A for ASI) and state; —that will be all or —you are dismissed.

- Drop your salute, execute the proper facing movements and move toward the door and exit.

**2.7. Public Display of Affection (PDA).** At no time, while in uniform or in the ROTC classroom, will cadets:

- Hold hands with girlfriend/boyfriend/anyone
- Kiss
- Sit on laps
- Engage in any PDA which may reflect unfavorably on the AFJROTC program
- The reasons for this policy are as follows:
  - The good order and discipline of the Corps
  - Detracts from the image we are trying to establish and maintain
  - Potential undermining of superior to subordinate roles/relationships
  - Changes relationships from professional to personal
  - Gives rise to perceptions of favoritism within the Corps
- When not in uniform or in the ROTC classroom, JMHS Student Handbook restrictions apply.

**2.8. HAZING.** Hazing, degrading, or deliberately embarrassing Cadets will not be tolerated or permitted during any AFJROTC activity... from classroom to field trips and everything in between, **EVEN OFF CAMPUS!**

- **All Cadets are required to complete “Hazing Prevention for Students” training**, an online course by the National Federation of High Schools (NFHS). This is a free course. Go to <https://nfhslearn.com/courses/hazing-prevention-for-students>. Cadets should be able to complete this course during the class period when we conduct this training. If they don’t, they will complete the remainder as homework. We will assign this course as homework to those cadets who are absent the day we give this course. All Cadets (active and reserve) must provide a digital version of the completion certificate to DOT for documentation. The Group Training Officer (DOT) will track completion for all cadets in the Group.
- Cadets must take **“Hazing Prevention Training for Students”** annually
- Cadets in leadership positions will **NEVER** subject other cadets to physical or mental hazing or any type of discipline that would have a negative effect.
- In accordance with AFJROTC policy, **push-ups, or any other type of physical activity, is inappropriate for use as a disciplining tool.**
- Any cadet who believes he/she has been a victim of hazing, degrading, or embarrassing behavior will immediately report it to his/her Cadet Chain of Command.
- **The ASI and SASI must also be informed immediately!** If the affected cadet feels that it is necessary, he/she may report the incident directly to the SASI or ASI.
- NJ-782 will constantly review its policies to ensure that the health and wellbeing of any cadets are not placed at risk.

**2.9. HARASSMENT/DISCRIMINATION. NO FORM OF SEXUAL HARASSMENT WILL BE TOLERATED! Any of the following may constitute sexual harassment or discrimination.**

- **Physical Contact:** Squeezing a person’s shoulder or putting a hand around his or her waist.
- **Gestures:** Puckering one’s lips suggestively, making obscene signs with one’s fingers/hands.
- **Jokes:** Telling off-color, ethnic, or racial jokes.
- **Pictures:** Pin-ups, particularly those of scantily clad individuals.
- **Comments:** Generalities that lump certain people together or belittle them.

- **Terms of Endearment:** Calling anyone honey, dear, sweetheart, or similar expressions are unacceptable. The effect is the primary issue rather than the intent. Even if you have used the term for years, you should be aware that these expressions are inappropriate.
- As a simple rule...**TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED!**

**2.10. Military Courtesy.** The practice of good manners is habit forming and will carry you far in your future.

- The practice of saying —**yes sir/ma'am**” or no “**sir/ma'am**” to your parents, instructors, teachers, employers and to cadets who are senior to you provides a vessel for you to develop a sense of respect through simple yet consistent application.
- Such responses reflect long established military courtesies which will become habit forming, even though it may be difficult at first.
- The SASI and ASI will enforce strict military courtesies throughout the course of instruction both in the classroom and during drill instruction.

**2.11. Think Before Speaking.**

- Try to do things yourself rather than asking questions that are not necessary.
- If you feel you are unable to answer a question on your own, ask a fellow cadet or look in the Cadet Guide for the answer.
- Rely on your available resources rather than looking for easy answers from the instructors.
- Follow the Chain of Command!

**2.12. The Chain-of-Command.** As a fundamental part of a structured environment, the military chain of command has been in existence for several millennia. The basic reason for the military’s use of it is efficiency. See section 8.2 of this Cadet Guide for the most current Chain of Command as of its printing. We, **just like the military**, use it to:

- Communicate objectives/information from senior positions/functions to lower positions/functions.
- Communicate responses or to advise from lower positions/functions to higher positions/functions.
- Voice grievances on policies, directives/orders, or perceived wrong doings (if the complaint is about an academic grade, the Cadet should communicate directly with the SASI/ASI). If you want to use the chain of command to voice a complaint, do the following:
- Talk with your supervisor about the concern first. This is extremely important because most complaints are resolved at this level.
- If talking with your supervisor fails to resolve the problem, then use organizational chart (Chapter 9 of the Cadet Guide) to figure out who is next in the chain of command to express your grievance. If the incident is personal, talk directly with the ASI or SASI.

**NOTE:** It is important for all parties (complainant and those responding to the complaint) to act professionally and without recriminations (counter-accusation) as long as proper procedures are followed.

**2.13. General Leadership Guidelines.**

- **Praise in public and criticize in private** (where and when appropriate).
  - Be quick to publicly give credit when someone has done something worth praising. Don't go overboard, but a few sincere remarks will accomplish more than all the criticism in the world.
  - **Criticize in private when possible.** If it is a behavioral issue, make sure the person knows it is the *behavior* that is being criticized, and what is expected of them. If it is a performance issue, tell them how to correct it. **Respect their dignity.**



- When criticism is necessary in public, try to avoid making it sound personal. There is a difference between observing that someone in military formation needs a haircut and singling that person out for ridicule. **Respect their dignity.**
- **Be facilitators.** (People who help to make positive things happen). Regardless of your position in the Corps, **you should always ask yourself, in EVERY situation, "How can I make this work?"** By being a facilitator, you are helping to make NJ-782 a positive experience.
- **Accept criticism graciously.** Feedback is common in a structured environment. This is one of the ways structure is maintained. When the feedback is negative, it's called criticism. Criticism can vary from "your pocket is unbuttoned" to being really extensive observations requiring more than just a second to correct. **Try not to take it personally. If you allow it to become personal, it can ruin your experience in the Corps. Additionally, it's a good idea to solicit constructive criticism as a means to improve yourself.**
- **Good leaders know how to motivate.** *"Motivation is the art of getting people to do what you want them to do because they want to do it."* – Dwight D. Eisenhower
- As members of NJ-782, we are all responsible for making the Corps something of which we want to be a part.

**2.14. Saluting Privileges.** Saluting has always been a privilege enjoyed by military personnel of honorable standing. Not only was it used in the early days of recorded history as a greeting, but also to express mutual trust and respect. Today the salute is a respectful greeting exchanged between military personnel not withstanding differences in military grade. Listed are several of the more important saluting rules. Your flight leadership will teach you the proper manner of saluting and the rules, which govern its use among the military services.

- Cadet Officers are saluted by any cadet with lesser rank. Junior officers will salute officers of higher rank when in uniform. Enlisted cadets are not required to salute each other.
- Salute, in or out of uniform, whenever you are required to report to the SASI in the AFJROTC office.
- Do not salute while running. Come to a walk, salute the senior ranking officer, and continue running if necessary.
- When you are in uniform and outdoors, salute all military officers in uniform.
- Begin the salute in time to allow the senior Cadet/military officer to return it. If you are carrying articles in both hands you do not need to salute, although you will be saluted if recognized as an officer. The person being saluted should verbally acknowledge the salute.
- Except for formal reporting, you are not required to salute indoors.
- When you are outdoors in uniform and the National Anthem is being played, come to attention, face the music and salute. If the Flag is being raised or lowered at the same time, face the flag and salute. Hold the salute until the Flag has stopped moving or the music stops playing. Anytime you are in uniform and observe the American Flag moving up or down the flagstaff, you will halt, come to attention and salute until the Flag stops moving.
- Pledge of Allegiance to the Flag of United States of America Flag.
  - When you are in uniform, indoors or outdoors, stand at attention facing the flag and recite the pledge. Do not render the hand salute.
  - When you are in civilian attire, stand at attention with the right hand over the heart, face the flag and recite the pledge.

**2.15. Reserve Cadet Participation Requirements.** All Jackson NJ-782 Cadets enrolled in AFJROTC academics in either the fall or spring semester are considered to be active Cadets throughout the school year. As long as they are in good standing, they may participate in all activities, Leadership Development Requirements (LDRs), and Curriculum in Action (CIA) trips offered, even during their off-semester.

Students who are not currently enrolled in an AFJROTC academic class for the current academic year may still participate in AFJROTC as a Reserve Cadet. To qualify as a Reserve Cadet, a student must have successfully completed at least one full term of AFJROTC academics. All Reserve Cadets must apply and interview with the Group Staff. The SASI is the final approving authority in the Reserve Cadet selection process.

Reserve Cadets may participate in all AFJROTC activities to include community service, drill team, Color Guard, CIA trips, and Leadership Development Requirements (LDR) activities and events. They are also eligible for awards. Time in reserve status will not count towards the Certificate of Completion or Certificate of Training. Reserve Cadets will be issued the blue service dress uniform for the entire academic year. They must wear a version of the blue uniform at least one day a month for the entire school day, and at some point, during the day, have the SASI, ASI, or Group Commander or a cadet within their chain of command inspect their uniform. Unless pre-coordinated with the SASI or ASI, for a different day, a Reserve Cadet will wear their uniform on the same designated uniform wear day as the active Cadets. Participating in a co-curricular (LDR) or CIA event requiring service dress wear for the entire day will fulfill the uniform wear requirement for the month of the event. Reserve Cadets must join the unit Google Classroom (N-782nd AFJROTC, code: mcx3jrv) and monitor it for upcoming events and requirements.

Reserve Cadets are required to abide by **ALL** of the conditions of an AFJROTC Cadet as outlined in this guide to include performing at least 12 hours of AFJROTC organized community service. Reserve Cadets may hold leadership positions within the Cadet Corps if they can devote sufficient time and energy to performing their duties. Without a valid excuse, Reserve Cadets are required to participate in the following events.

- Physical Fitness Test (PFT) X 2 (Reserve Cadets must complete two of the four PFTs offered throughout the school year)
- Change of Command/Assumption of Command Ceremony
- Military Ball
- Awards Ceremony
- Jackson Memorial Day parade
- Any mandatory unit formation to include a Unit Evaluation

**2.16. Flight Competition.** The flight to which you are assigned will be competing with all other flights to determine the **OUTSTANDING FLIGHT AWARD/RIBBON** for the school year. The competition encompasses all activities in which you and your flight may be involved. (See below)

- Merits (Flt Average/cadet) See Chapter 10 of this guide to identify how to earn merits
- Uniform Inspections (Flt average)
- AFJROTC Academic Performance (Flt average)
- Physical Fitness Scores (Flt average)
- Community Service Hours (Flt Average/cadet)
- Fundraising efforts (Flt Average, dollars/cadet)
- LDR hours (Flt average/cadet)

**Note:** Members of the flight designated as the Outstanding Flight will be authorized to wear the AFJROTC Outstanding Flight Ribbon on their uniform.

**2.17. Virtual Instruction.** In the event we need to conduct instruction virtually (online), every cadet is expected to adhere to the same behavioral standards as if we were physically in the classroom. Every

cadet must complete the Cadet Online Code of Conduct form at the beginning of each school year. This form outlines in detail the expected behavior during online instruction. Also, just as we do in the classroom, you must ask permission to leave (step away from your computer, tablet, cellphone, such as going to the bathroom). You may advise your instructor of this need through the chat. Otherwise, if we call on you and you don't answer, this is the same as cutting class, and you will receive the same consequences.

## CHAPTER THREE



### Uniform Wear, Personal Appearance and Grooming Standards

**3.1. The Uniform (Wear and Appearance).** AFJROTC Cadets wear the same basic uniform as the active duty Air Force, and they are expected to honor and wear the uniform properly and with pride. This chapter provides the latest guidance and clarification on AFJROTC uniform wear for instructors and Cadets. It also provides guidelines for Cadet appearance and grooming. AFJROTC Cadets will wear the standard Air Force uniform in accordance with current Air Force and AFJROTC regulations and guidelines. The Air Force uniform symbolizes the rank, organization, and unity of the Cadet Corps, a commitment to self-discipline, and **the Air Force core values: “integrity first...service before self...and excellence in all we do”**. The reputation of the United States Air Force, as a professional military organization, is known worldwide and has no equal. The uniform that both AFJROTC Cadets and Air Force active duty, Guard and Reserve personnel wear is a symbol of that reputation. **It must be worn correctly and proudly!**

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 perform their duties professionally. A professional military image has no room for the extreme, the unusual, or the faddish. **The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity and military image.** The first four are absolute, objective criteria for the efficiency, health, and well-being of the force. The fifth standard, military image, is also very important; military appearance is subjective, but necessary. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

The uniform standards in AFI 36-2903 (the governing guidance for Air Force dress and appearance standards) 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.

**3.1.1. Cleaning and Maintenance.** Uniforms will be maintained (cleaned) by each Cadet. A part of the uniform grade is based on Cadets maintaining a clean serviceable uniform. Slacks, trousers, flight caps, coats, neckties, lightweight jacket, service dress coat, (all dark blue items) must be dry-cleaned. The material will be damaged if you machine wash these items. You will be charged for uniform items damaged due to improper cleaning. Shirts and blouses may be machine washed or dry-cleaned depending on your preference. Ensure that they are properly pressed or you will receive points deducted during the uniform inspection. Utility uniforms (ABU and OCP) should be machine washed.

**3.1.2. Personal Grooming Standards.** This chapter outlines personal grooming while wearing any Air Force uniform. The SASI's discretion may be used to determine if an individual's personal grooming is within standards of this instruction. The personal grooming standards listed here 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.

**3.1.3. Hair (General).** Will be conservative, clean, well-groomed, present a professional appearance. Regardless of hairstyle, hair must not exceed length and bulk standard, and **ensure proper wear of headgear**, helmet, or chemical mask to conform to safety requirements. 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, present a natural appearance and be complementary to facial hair e.g., eyebrows, lashes, beards (if authorized for medical or religious reasons), etc. Examples of natural hair colors are brown, blonde, brunette, natural red, gray, or black. All Cadets are authorized to wear natural color hair regardless of their natural born hair color, but when highlighted or frosted, the colors must blend as to naturally. **Example:** Hair colors may be displayed as a “salt-and-pepper” look as this presents a naturally blended hair color and is, therefore, authorized.

3.1.1.1. Wigs/Hairpieces/Extensions. Are authorized and will meet the same standards required for natural hair, be of good quality, fit properly, and comply with safety, functionality, and professional military standards. If synthetic hair or extensions are added to hair, they will be natural hair colors, and must blend with Cadet’s hair, as to not create an unnatural appearance (**Note:** Extensions are prohibited for males). Wigs/Hairpieces/Extensions will *not* be used to cover unauthorized hair styles. Synthetic hair or other materials are *not* authorized when prohibited by safety and mission requirements. SASI or ASI may authorize cadet to wear plain (single color, without additional ornamentation, frills/ruffles, excess fabric that extends down the back) caps (black, navy, or tan) while indoors due to a medical condition (e.g., Alopecia, radiation and/or chemotherapy). Cadet are still required to wear appropriate headgear while outdoors. **Note:** Head scarves are not authorized.

3.1.1.2. Hairnets. 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. Hairnets are only authorized when performing related duties as determined by applicable SASI.

**3.2. Uniform Wear Standards and Requirements.** **Cadets will wear the uniform at least one day a week for the entire school day.** Unless otherwise designated to coincide for a specific event like a mandatory formation, ceremony or unit evaluation, the designated day to wear the uniform is Wednesday. Cadets will have plenty of advance notice for any change in the uniform wear day. If circumstances arise (absences, school closures, etc.) that prevent a cadet from wearing their uniform on the specified day that week, he/she will coordinate with an instructor on how to accomplish a make-up for grading purposes. If the cadet participates in ROTC at a high level and wears his/her uniform frequently for co-curricular events like Color Guard or drill competitions, the instructors will likely excuse the uniform wear for that week.

**3.2.1. Airman Battle Uniform (ABU) Operational Camouflage Pattern (OCP) Wear.** Cadets may wear the ABU or OCP in place of the blue service uniform for up to two uniform days per month. Currently only the Cadet Upper Staff is authorized to wear the OCP. The Cadet Leadership will designate

the ABU/OCF wear days with SASI/ASI concurrence. The following stipulations apply to wearing the ABU/OCF in lieu of the blue uniform:

- Any/all unit formations, to include Unit Evaluations (UEs), require wear of the blue uniform
- Applies only to returning Cadets who have served at least a complete year in active status
- Cadets exercising the ABU option must be in a leadership position and/or successfully completed the Cadet Leadership Course (CLC)
- Cadets on probationary status may not exercise the ABU option

### **3.2.2. Failure to Meet Weekly Uniform Wear Requirement. Failing to properly make up three missed uniform wears within a marking period will be grounds for termination from AF JROTC.**

There may be legitimate excuses for not wearing the uniform. The legitimacy of the excuse is at the discretion of the SASI. **“My uniform is at the cleaners” is NOT a valid excuse.** Cadets should pre-coordinate with an instructor for any issues or circumstances that prevent them from wearing the uniform on the prescribed day.

The first time a cadet fails to wear his or her uniform for the week (prescribed day and make-up day), his flight commander will inform her or him of the consequences of continued uniform violations. If a cadet violates the weekly uniform wear policy a second time, he/she will be placed on probation, and the Cadet Disciplinary Action Board (DAB) will review his or her case and take appropriate action, usually in the form of a letter of counseling. The third violation of the uniform policy during the marking period will likely result in removal from ROTC. Only in rare instances will a cadet be retained after three uniform violations within a marking period. A cadet may appeal to the DAB for reconsideration. The SASI and ASI will review all appeals. A cadet may request an excusal from wearing the uniform on a certain uniform day due to extenuating circumstances. Excusals should be coordinated prior to the uniform day.

**3.2.3. Maintaining Standards.** Each AFJROTC Cadet must maintain high standards of dress and personal appearance. Cadets will present a neat and well-groomed appearance at all times. Uniforms must be clean, neat and in good condition. Badges, insignia, belt buckles, and other metallic devices must be maintained in proper luster and finish. The fitting standards, wearing instructions, personal grooming standards, and proper haircut limitations are prescribed in Air Force regulations. Cadet standards of personal appearance are the same as those of personnel on active duty. Cadets will comply with the following **Air Force** personnel appearance standards.

- Cadets will be issued uniforms. Each **cadet will pay for lost or damaged** uniform items. The price of all uniform items is indicated on the Uniform Accounting Form that the cadet signs upon issue of the item. A full price listing will be provided to any student upon request.
- Uniforms will be maintained (cleaned) by each cadet. A part of the uniform grade is based on cadets maintaining a clean, serviceable uniform. Please follow these instructions when cleaning uniform items:
- **DRY CLEAN:** Slacks, trousers, flight caps, coats, neckties, lightweight jacket, and service dress coat, (all dark blue items). **The material will be damaged** if you machine wash these items. You will be charged for uniforms damaged because of improper cleaning.
- **MACHINE WASH:** Shirts, blouses, and socks (but not together, wash light colors together and dark colors together). **Shirts and blouses may also be dry cleaned if you prefer.**

**3.3. Uniform Issue and Grading.** Since proper uniform wear is a significant portion of the ROTC grade (30%), our goal is to issue everyone a uniform before the end of their first month of ROTC. However, this may not be possible due to sizing issues and our current uniform inventory. The Air Force requires that (IAW AFJROTC 36-2010, para 6.1.1.1), “All cadets enrolled in AFJROTC will meet minimum uniform wear standards and requirements within 45 calendar days from the start of school, or enrollment

of the cadet, or they will be disenrolled.” Additionally, “effective upon enrollment, personal appearance and grooming standards are required for all cadets during uniform days. Cadets who have not yet been issued a uniform will comply with grooming standards on uniform days.”

Cadets will be graded on their wear and maintenance of the uniform. The uniform grade counts as a test grade (30% of the cadet’s final grade). Students not wearing the uniform will receive a zero grade unless an excused absence is verifiable through the school’s main office. Cadets may make up their uniform wear grade for a maximum of 70% on Thursday. Students with verified excused absences must make-up the uniform grade the first day they return to school (other than a Friday) for maximum credit. Cadets will not make up uniform wear on Fridays since this day is reserved for health and wellness activities. If a Cadet is medically excused from Physical Training (PT) he/she may wear the uniform on Friday.

Cadets will participate in the open ranks uniform inspection regardless of whether they’re wearing a uniform or not. No cadet will be issued a uniform if they are not within proper grooming standards. Cadets have two weeks from the first day of their enrollment in ROTC to comply with Air Force grooming standards. Failure to comply will result in disenrollment from ROTC. Cadets who have not been issued a uniform will be inspected for grooming standards during the uniform inspection.

Returning the uniform: Whether returning the uniform at the end of the school year or upon disenrollment from AFJROTC, return all items except the black low-quarter shoes and the physical fitness uniform. Ensure the appropriate items are dry-cleaned. Return the uniform still in the dry-cleaner’s protective plastic with the receipt attached. Place all small loose items like rank, nametags, and ribbons in a small plastic bag when returning them. **Failure to return the uniform freshly cleaned will result in a \$20.00 cleaning fee.**

Cadets are financially responsible for the cost of issued uniforms (~ \$300), which are United States Air Force property. If a Cadet damages them beyond normal wear and tear, does not turn them in, or loses a uniform item he/she must pay the replacement cost of the damaged/missing uniform articles. The cost of these items will be listed on a hand receipt generated at the time of issue. Replacement cost is based on the current price as listed by the Army and Air Force Exchange Service rounded up to the next whole dollar amount. Items or money owed will be documented with Jackson Memorial High School and the United States Air Force. Money owed will be listed as a fine with the central district office until paid.

### **3.4. Specific Male Cadet Grooming Guidelines.**

**3.4.1. Male Hair.** Tapered appearance on both sides and the back of the head, both with and without headgear so that when viewed from any angle the member's hair 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 1/4-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. 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 1/4-inch width. **Hair will not touch the ears.** See **Figures for** examples of appropriate sideburns, mustache, and male hair standards.



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

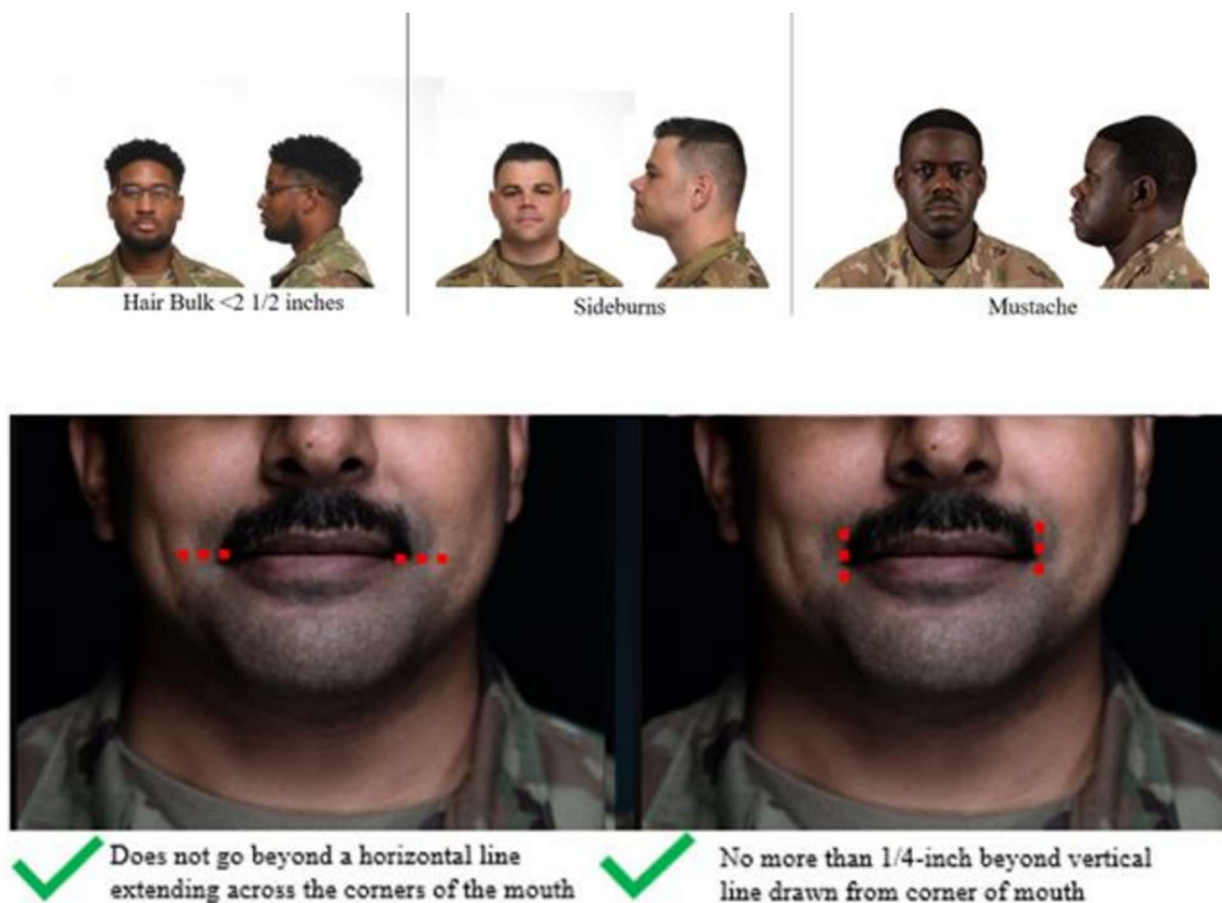


Part will not exceed 4 inches in length or 1/4 inch in width.

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

**3.4.3. Mustaches.** Male cadets may have mustaches; No portion of the mustache will extend below the lip line of the upper lip. The mustache will not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4-inch beyond a vertical line drawn from the corner of the mouth. Mustaches must present a natural appearance to the Cadet's hair color of the head. Mustache handlebars, twist, curls, and goatee are prohibited.





**3.4.4. Beards.** Beards are not authorized unless for medical reasons, when authorized by a medical provider, or as authorized pursuant to a request for a religious accommodation. When authorized for medical reasons, members will keep all facial hair trimmed to the same length and it may not exceed 1/4-inch in length. Individuals granted a shaving profile may shave or trim their facial hair to present a neat, clean, professional military image. Members may not overly shave, shape, or taper beard to achieve different styles of beard (e.g., goatees, faded beards, etc. are not authorized). Beards must present a natural appearance to the Cadet's hair color of the head. Beards are not authorized to be bleached or dyed.

**Unauthorized Hair Colors.** Hair will not be burgundy, purple, orange, fluorescent, or neon (not all inclusive). Ombre (a gradual lightening or darkening along the lengths of the hair) or black hair with blonde highlights and blonde hair with black are unnatural in appearance and not authorized for wear. Other unauthorized examples include instances where hair and facial hair drastically contrast.

**Unauthorized Styles:** Mohawk, mullet, or etched design. Other cultural or societal trends that reasonably appear unnatural or that display vastly different shades of natural colors, regardless of the universally applied name. Males only: dreadlocks, coils, braids, twists, designs, and/or hair extensions are not authorized; see Figure 3.1 for examples.

### Unauthorized Hair Examples:



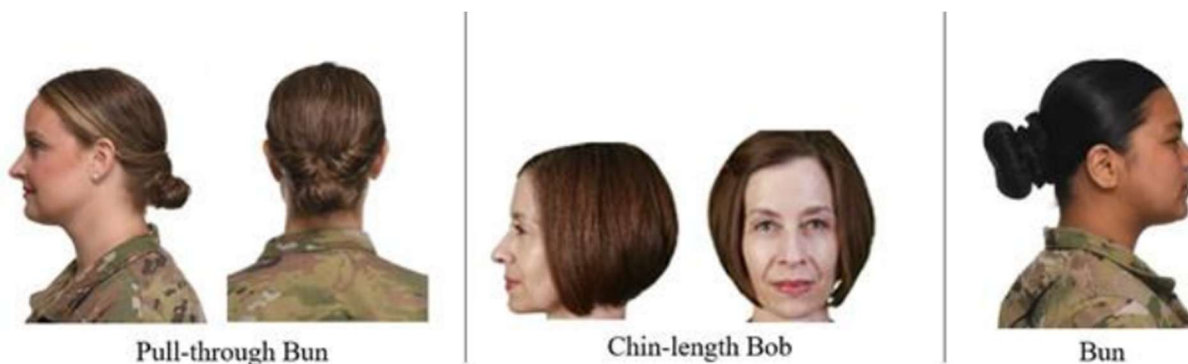
**3.4.5. Fingernails.** Male Cadets are **NOT** authorized to wear nail polish.

**3.4.6. Earrings.** Male Cadets in uniform may not wear earrings or any other type of facial piercings. Plugs for gauge holes in the ear lobes are not authorized (regardless of color, i.e., flesh colored). There are no exceptions per DAFI 36-2903.

**3.4.7. Undergarments (Mandatory).** Male Cadets **MUST** wear appropriate undergarments with all uniform combinations. Wear undershirt and underpants with all uniforms. **Wear only the white V-neck or athletic style tank top undershirt when wearing opened collar service uniforms.** Undershirt will be tucked into trousers. Undershirts will not have pockets.

### 3.5. Specific Female Cadet Grooming/Uniform Guidelines.

**3.5.1. 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.

**Figure 3.2. Female Hair Style Examples**

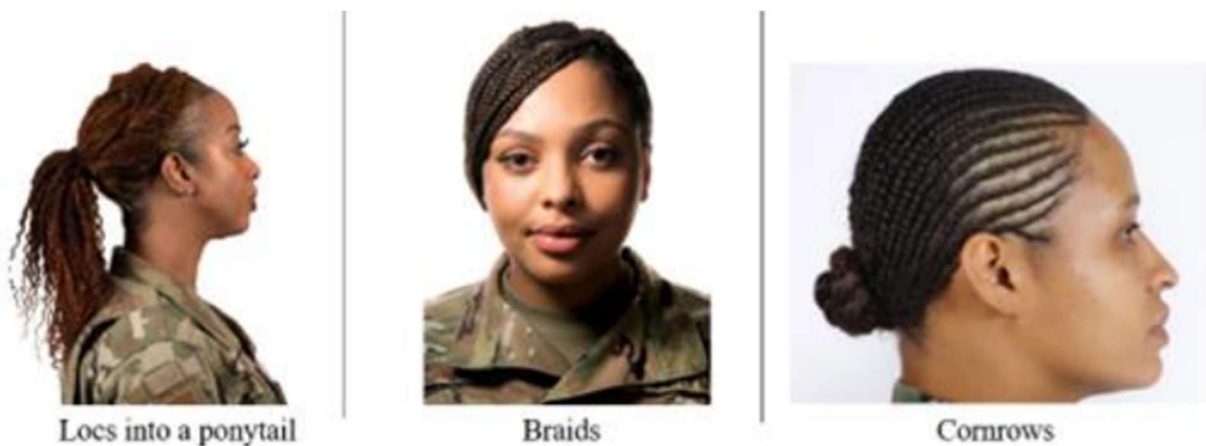
Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail or equivalent, it must be a single ponytail or equivalent that does not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

**Hair accessories.** If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must be black or match hair color. Invisible hairnets and hairnets that match hair color are authorized. Headbands or fabric scrunches will not exceed 2-inches in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins). See figure 3.3.

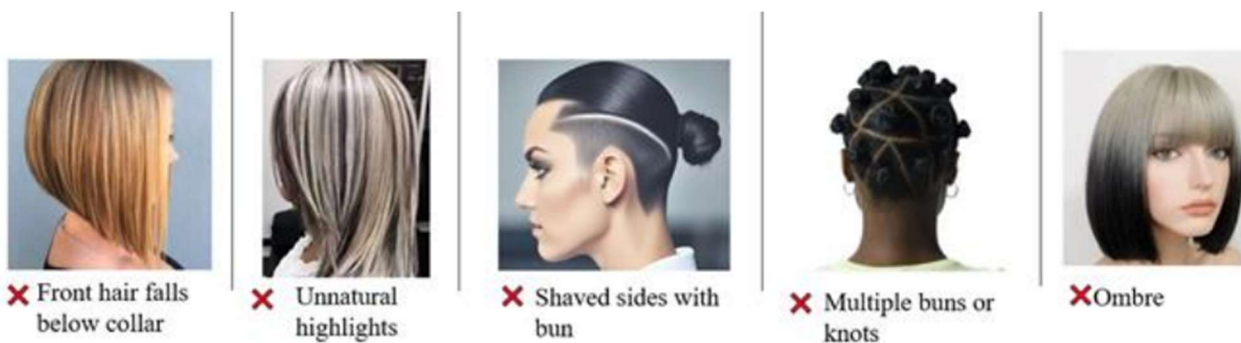
**Figure 3.3. Female Hair Accessories.**

Locs, braids, twists, micro-braids, french braids, dutch braids, and cornrows are authorized. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, matching the individual's hair color. Multiple locs, braids, twists or cornrows may come together down the back in one or two braids, or a single ponytail. 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, no larger than a 1/4 in diameter, show no more than 1/4- inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat appearance. 3.1.3.4. 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. 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. See Figure for examples of braids, twists, micro-braids.

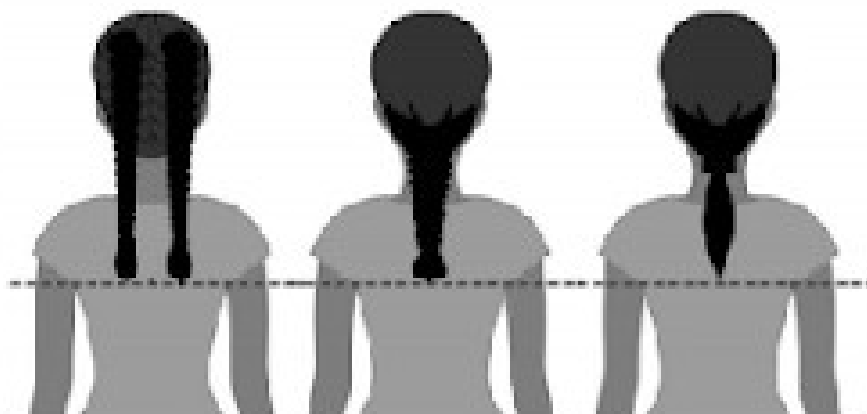


#### Unauthorized hair examples



**Figure 3.4. Ponytails**

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



**Figure 3.5. (Added) Authorized Female Ponytails and Long braid(s) Hair Styles Examples.**





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



Braided Ponytails/Multiple Braids in a Single Ponytail

**Figure 3.5. (Continued) Authorized Female Ponytails and Long braid(s) Hair Styles Examples.**

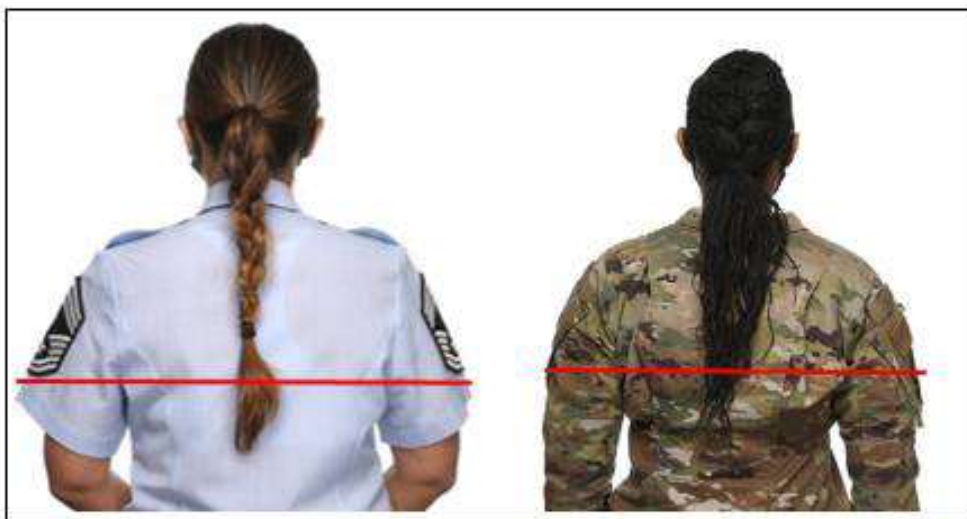


Two Braids Looped Underneath/Two Braids



**Pulled back secured and does not exceed 6-inch radius**

**Figure 3.5. (Added) Unauthorized Female Ponytail Examples.**



Exceeds Length Requirement



Bulk Exceeds Width of Head



Ponytail Fasten on the Crown of Head



**3.5.2. Fingernails.** Fingernails must not exceed 1/4-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 or hinder proper fit of prescribed safety equipment or uniform items. Male Cadets are **not authorized** to wear nail polish. If worn by females, nail polish will be clear, French or American manicure free of design.

**3.5.3. Cosmetics.** Male Cadets are **not authorized** to wear cosmetics. Female cadets may wear conservatively styled cosmetics. Eyelash extensions, if worn, will be female cadet's natural eyelash color, will not exceed 14 millimeters in total length or touch the member's eyebrow, and must present a natural appearance. Eyelash extensions will not hinder wear of protective eye wear or any type of headgear. Lipstick, if worn by female cadets, will be a conservative shade that does not detract from the uniform. Eyeliner, if worn by female cadet, cannot extend past the corners of eye opening (i.e., winged liner not authorized). Cosmetics will not be worn during field conditions.

**3.5.4. Earrings.** Male cadets are **not authorized** to wear earrings while in uniform or in civilian attire for official duty. Female cadets may wear small (not exceeding six mm in diameter) conservative round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If member has multiple earring holes, **only one set** of earrings is authorized for wear 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. Transparent piercing spacers (no larger than 6mm) may be worn while in uniform.

**3.5.5. Undergarments.** Appropriate undergarments are required to be worn with all uniform combinations. Females will wear bra and underpants with all uniforms. If worn, undershirts will not have pockets

**3.6. Special Uniform and Appearance Rules.** Here are some additional guidelines about uniform and appearance.

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

**3.6.1.2. Rings.** Cadets may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger and may be worn on the thumb.

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

**3.6.1.4. Bracelets.** Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative in design, no wider than 1/2-inch, black, gold or silver in color, and will not contain inappropriate pictures or writing. Medical alert/identification bracelets are authorized; if worn, medical alert/identification bracelets will be conservative and moderate. 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. Ankle bracelets are not authorized. **No rubber or fabric type bracelets are allowed.**

**3.6.1.5. Watches.** Must be conservative and only one can be worn around the wrist while in uniform, PT gear or civilian attire in an official capacity. Conservative examples, not all inclusive, are solid color

black, brown, silver or gold. Prohibited examples include diamond-covered, neon, bright colors, and bands that exceed 1-inch width. Exception: For smart watches or fitness trackers - color and band width (may be up to 1 1/2-inch width in physical training gear) restrictions do not apply when worn with physical training gear.

**3.6.2. Eyeglasses or Sunglasses.** 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 will be a conservative color: black, brown, white, dark blue, gray, or transparent 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 in conservative colors such as 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 authorized for medical reasons such as PRK/Lasik surgery and when authorized by SASI/ASI when in formation.**

**3.6.3. Contact Lenses.** Contact lenses will be natural looking in shape and design. They will be clear in color and not change the color of the Cadet's natural eye color.

**3.6.4. Electronic Devices.** One handheld electronic device may be attached to a belt/waistband on either side or clipped to a purse. Handheld electronic devices, if worn on the belt/waistband or clipped to a purse, will be plain black, silver, dark blue, or gray. Holster and other storage devices used to attach handheld electronic devices to the uniform or purse will be plain black, silver, dark blue, or gray. Handheld electronic devices not worn on the belt/waistband or clipped to a purse can be any color.

Wear and use of an earpiece, any Bluetooth® wireless technology, or headphones, while in uniform, indoors or outdoors, is authorized for official duties or as determined by SASI/ASI. Exception: Headphones and earphones are authorized during travel on public transportation (i.e., bus, train, or air travel) and/or while wearing the Physical Training Gear (PTG) during individual or personal PT in the fitness center or on designated running areas. Use of personal electronic media devices, including cellular phones, earpieces, speaker phones or text messaging while walking in uniform is authorized. **Military customs and courtesies take precedence.** Note: Authorized colors of earpieces worn while in uniform are white, black, brown, dark blue or gray.

**3.6.5. Body Piercing/Ornamentation.** In civilian attire on official duty and in uniform all cadets are authorized to use transparent piercing spacers (no larger than 6mm) while wearing the uniform in place of any facial piercings.

**3.6.6. Tattoos/Brands/Body Markings.** For purposes of this guide, a tattoo is defined as a picture, design, or marking made on the skin or other areas of the body by staining it with an indelible dye, or by any other method, including pictures, designs, or markings only detectible or visible under certain conditions (such as ultraviolet or invisible ink tattoos). A brand is defined as a picture, design, or other marking that is burned into the skin or other areas of the body. Body markings are pictures, designs, or other markings as a result of using means other than burning to permanently scar or mark the skin. Tattoos/brands/body markings will not be on the hands (except one ring tattoo on one finger on one hand), head, neck (anything visible above the open collar uniform), face, tongue, lips, eyes, and scalp.

**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. Most likely though, a Cadet with an unauthorized tattoo will be required to initiate tattoo/brand/body marking removal/alteration. Cadets may not cover up tattoos, brands, and/or body markings with bandages or make-up in order to comply with unauthorized content tattoo policy.

**3.6.7. 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.

**3.6.8. 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.

**3.6.9. Backpacks.** Cadets may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute). Any colors or patterns are authorized for cadets.

**3.6.10.. Handbags.** Handbags for all uniform combinations will be solid black, brown, gray, or dark blue leather or vinyl. Bag will be without design and without ornamentation. Bag may be with or without plain fold-over flap, with or without single-placed silver or gold-colored clasp. Stitching will be black or white or the same color as handbag. Handbags may have up to two adjustable shoulder straps with or without buckles on the straps.

**3.7. Uniform of the Day.** Unless stated otherwise by the SASI/ASI or operations order, the uniform of the day for uniform wear day will be the service dress uniform.

**3.8. Dress Uniform.** The service dress uniform will consist of the service coat, long or short sleeve shirt, necktie/tie tab, and pants. Shirts must be tucked in. All authorized insignia, nametags, and ribbons will be worn on the service coat. All buttons on the service jacket must be buttoned

**3.9. Airman Battle Uniform (ABU).** ABU issuance will generally be limited to upper class Cadets (not first year) with leadership roles in the unit. ABUs will be worn at our annual Cadet Leadership Course (CLC). There may be extracurricular events that require wear of the ABU such as Raiders' competitions. Cadets that wish to participate in these activities will be provided with the ABU.

Cadets with leadership positions who have the ABU may wear it on uniform inspection days up to two times per month. Cadet Leadership will designate these ABU inspection days with approval from the JMHS/JLHS Principals. **(See NJ-782nd ABU Policy Letter #26).** Cadets who have been issued the ABU may wear them on Wednesdays. Cadets will adhere to the following guidelines when wearing the ABU.

The ABUs will be worn with the *garrison ABU Cap* or with a *plain dark blue American made baseball cap*. In the case of cold weather, Cadets may wear the sage green watch cap, and Sage Green or Coyote Brown Boots. The ABU applicable belt (Desert Sand/Tan/1 3/4" wide) will be worn with the ABU's. The T-shirt below the shirt will be an approved ABU tee shirt (Desert Sand/Tan) or unit tee shirt. In no case will the ABU shirt be removed without an authorized **UNIT** T-shirt worn. ABU pants must always be properly bloused over the sage green boots. Black boots are not authorized for wear with the utility uniform. The "AFJROTC" tape (see Cadet Guide Attachment 2). The "AFJROTC" White Patch Only MANDATORY (See Cadet Guide Attachment). Miniature grade insignia wear. (See Cadet Guide Attachment 2). ABUs may be worn as Drill Team, Color Guard, and Exhibition Uniform. **NO berets, shoulder cords, ascots and gloves will be worn with the ABU uniform.**

**3.10. Operational Camouflage Pattern (OCP).** OCP issuance is limited to Cadet Upper Staff and those who have earned at least 60 hours of community service. These Cadets may wear OCP on uniform inspection days up to two times per month as they determine and coordinate with the SASI/ASI and with approval from the JMHS/JLHS Principals. Cadets will wear their OCP in accordance with AFI 36-2903, Chapter 7 of the AFJROTC Operations Supplement, and per the guidance outlined in the attachment section of this guide.

OCP uniforms will be worn only with the garrison OCP cap and Coyote brown boots. Black boots and/or baseball caps are not authorized for wear with the OCP utility uniform. The American Flag patch is mandatory and will be full color (cloth) centered at the top of Velcro on the right shoulder. OCP pants must always be properly bloused over the Coyote brown boots. Coyote brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing boots. **NO** berets, shoulder cords, ascots or gloves will be worn with the OCP uniform.

**3.11. Lightweight Blue Jacket.** The lightweight blue jacket will be worn zipped at least halfway. Sleeves must be worn down. Enlisted and officer rank is worn on the collar. Be aware that this jacket is the second most frequently lost uniform item, second only to the flight cap. Remember also, **Cadets will be required to reimburse the Air Force for any lost or damaged uniform items.**

**3.12. Belts.** Belts for trousers must be blue in color only. No waiver will be granted for wear of any other color. The belt is threaded through all the loops around the body. When buckled, only the metal tab on the tip of the belt will show. No blue material will be visible between the belt tip and buckle. Units may wear the USAF Honor Guard Ceremonial Belt, with the Hap Arnold Wings and heavy/medium weight (pistol, military police) web belts during performances of drill or color guard events only. **These items will not be worn on regular uniform days.**

**3.13. Footwear.** Shoes must be properly laced, tied and shined at all times. No ornamentation such as bows, buckles, bells or straps are permitted. Heels must be at least one inch, but no more than two and one half inches high. Black Boots/corframs may be issued on a required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across the unit's entire cadet corps. **Black boots/corframs may be reissued to cadets.** Spray boots/corframs with disinfectant spray before reissuing. This rule does not apply to standard issue of cadet footwear.

**All new Cadets enrolling in AFJROTC are to be issued a pair of "NEW" oxford (leather) shoes. Corframs are not to be considered an initial issue of AFJROTC footwear.** The rationale behind the issuance of oxford (leather) shoes is to instill discipline and a sense of pride in Cadets by emphasizing the importance of a good shoe shine. Shoe shine tips:

- You are required to keep your shoes shined to a high gloss at all times. This requires a great deal of time and dedication, but the resulting feeling of pride in your work bolstered by inspection merits will make it all worthwhile. There are several ways to “spit shine” your shoes.
- WHAT YOU NEED: A can of Kiwi black shoe polish, a cup of warm water, a large supply of cotton balls or cotton t-shirt, and old nylons
- WHAT TO DO: Dip a cotton ball into the water, then into the Kiwi polish. Apply the polish to the shoe on a small area using circular motion. Do this to the entire shoe but give the toe your best effort.
- Repeat this process until you can see your reflection on the toe of the shoe, occasionally buffing with nylon to smooth the finish and check your progress.

**Note: A great shoeshine shows dedication, personal resolve and hard work. We suggest that you consult with the Flight Commander or Flight Sergeant about a demonstration of “spit shine” techniques.**

**3.3.1. Pumps.** Can be worn with any female blue uniform combination. Black pumps will be low cut and rounded throat (the top opening) with a raised heel no higher than 3 inches (measured from the inside sole of the shoe to the end of the heel lift). The tip of the heel cannot be less than ½ inch in diameter or larger than the body of the shoe. Pointed or squared toes and extreme heel shapes are not authorized. They will be plain, clean, and serviceable, and without ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a man made material. They may be high-gloss or patent finish.

**3.3.2. Slip-on Shoes.** Can be worn (optional) with the service dress and service uniforms (authorized with all blue maternity uniforms). Commercially designed step-in shoe where the top of the shoe goes over the top of the foot (not mule-types without backs) with rounded toe or plain rounded capped toe. Pointed or squared toes and extreme heel shapes are not authorized. They will be plain, clean, and serviceable, and without ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a man made material. They may be high-gloss or patent finish. **Crocs™ are not authorized with any uniform combination.**

**3.14. Socks and Hosiery.** Cadets will wear black socks with the uniform. Females may wear nylon sheer hose that are neutral, dark brown, black or off black, or dark blue shades that complement the uniform and skin tone when wearing the skirt. Patterned or fishnet hose will not be worn. Hose must be worn when wearing the skirt.

**3.15. Headgear.** Hats (headgear) will not be worn indoors except for specific designated events like the open ranks uniform inspection. Headgear is always worn while outdoors, **except** in "no hat" or "optional hat" areas as designated by the SASI. When the flight cap is not being worn, it should be tucked under the left side of the belt between the first and second belt loop with the opening of the cap to the rear.

- Flight Cap: The flight cap is worn tilted slightly to the right with a vertical crease of the cap at the center of the forehead in a straight line with the nose and front edge at a point approximately one inch above the eyebrows.

Wearing of headgear: The wearing of headgear while riding in or operating a vehicle is optional. However, headgear will be worn exiting the vehicle. The SASI, ASI or highest ranking Cadet will determine the wear of the headgear for the vehicle. **Headgear is the most frequently lost uniform item. Be sure to put your name on a piece of tape placed inside the headgear. Do not permanently mark the headgear.**

- Service Caps (wheel and bucket hats, dark Air Force blue color only) may be worn. They will be free of any embroidery. Females are authorized to wear the male Service Cap. Silver braid headband straps may only be worn on the Service Cap while the cadet is performing in a color guard or drill team competition ONLY. **Cadets will wear the black headband strap during regular uniform days.**
- Service Cap insignia: Cadet Officers may wear the highly polished/chrome Hap Arnold Wings or the large highly polished/chrome Cadet Officer Insignia on the Service Cap (wheel and bucket hats). Enlisted cadets may only wear the highly polished/chrome Hap Arnold Wings. These items may be purchased from a vendor using MilPer funds.

**3.16. Shoulder Patches.** AFJROTC Patch (white, Lamp of Knowledge). Wear of the AFJROTC official shoulder patch **is mandatory** on the left sleeve (shoulder) of all uniforms except the raincoat, overcoat, all-weather coat, **ABU (front left pocket only)**. Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder sleeve.” While the unit patch is optional, NJ-782 endeavors to sew its unit patch on all service coats and lightweight blue jackets. They will be sewn on the right shoulder only. These shoulder patches will be properly sewn (not glued) on the appropriate shoulder. Patches should be centered on the sleeve, between one-half to one inch down from the shoulder seam. White Lamp of Knowledge patch will be worn on the ABUs front left pocket and Velcroed to the left shoulder of the OCP uniform centered on the Velcro area. Flight Suit – the white Lamp of Knowledge patch will be worn on the right sleeve (shoulder). All flight suit patches will be displayed utilizing Velcro or may be sewn onto the flight suit.

**3.17. Alterations.** Alterations of any type on any uniform items are not authorized without the approval of the SASI/ASI. Pants that are too long will be hemmed, but no material will be cut from the bottom. If a Cadet has someone else hem his or her pants or skirts, the Cadet is responsible for informing that person not to cut material from the bottom or make any permanent alteration to any uniform item.

**3.18. Shoulder Cords.** Cadets are authorized to wear **one shoulder cord (double knot, single cord “infantry” style shoulder cord**. Cords will be worn on the left shoulder, grounded to the shoulder seam, **with no metal tips, and no wider than 1-inch (no aiguillettes or citation cords or extra loops inside or outside the arm)**. Colors are locally-determined (does not have to be a solid color, may be multi-color), must be **conservative, in good taste**, and defined in the Cadet Guide or Unit Operations Instruction. **Shoulder cord may be worn on regular uniform days.** Shoulder cords may be purchased from a vendor using MilPer funds. Wear the shoulder cord only on light blue shirt and the service dress coat. Colors denote different honors or leadership positions. On the **service dress coat**, cords should be pinned to the shoulder with the pin hidden beneath the cord. On the **blue shirt**, the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. Cadets will wear the most appropriate cord at the time according to the event or their position.

- **RED/WHITE/BLUE, BOX BRAID:** NJ-782 Upper Staff
- **BLACK, BOX BRAID:** NJ-782 Marksmanship Team Members
- **SHINY SILVER BOX BRAID or BUTTON LOOP:** NJ-782 Color Guard. All members of a Color Guard team must wear the same style (box braid or button loop)
- **RED BOX BRAID:** NJ-782 Drill Team Members
- **RED/BLACK BOX BRAID:** NJ-782 Armed Drill Team Members
- **ROYAL BLUE BOX BRAID:** NJ-782 Kitty Hawk Honor Society (KHHS)

**3.19. Ascots.** Ascots may be worn during Color Guard events and exhibition drill demonstrations/competitions. NJ-782 uses a solid white color with the unit patch. **Ascots will not be worn on regular uniform days.**

**3.20. Shoulder Tabs.** Shoulder tabs are either cloth or metal arches denoting participation in an AFJROTC activity. Shoulder tabs are optional. If worn, Cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat, lightweight blue jacket and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.). If no unit patch is worn, tab should be worn no lower than 1 inch below the shoulder seam. If a unit patch is worn, shoulder tab should be centered between the unit patch and the shoulder seam. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each.

**3.21. Drill Team, Color Guard and Exhibition Uniforms. These uniforms WILL NOT be worn on regular uniform days.** It is important that AFJROTC Cadets properly represent the Air Force during events and competitions. All drill team, Color Guard and exhibition uniforms must be a distinctive Air Force dress uniform. This means 1) a combination of the normal Air Force blue pants/skirts, light blue shirt, blue service dress coat, or lightweight blue jacket or, 2) the Airman Battle Uniform (ABU)/Operational Camouflage Pattern (OCP). Normal blue or ABU uniforms are visually depicted in Chapter 7 of the Operational Supplement and the attachment section of this Cadet Guide. Units may accessorize their blue drill team, color guard or exhibition uniforms IAW Chapter 7 of the Operational Supplement.

ABUs may be worn as Drill Team, Color Guard, and Exhibition Uniform. Cadets may wear a Unit T-Shirt with the ABU uniform. The Unit T-Shirt will be standardized and a solid color. Unit T-Shirt may be worn without ABU Blouse during any Cadet Leadership Course (CLC), Raiders Team or Sports/Fitness Competition. **ABUs will be worn only with the garrison ABU cap and sage green or coyote brown boots.** ABU pants must always be properly bloused over the boots. **NO berets, shoulder cords, ascots or gloves will be worn with the ABU uniform.**

**3.22. Physical Training Gear (PTG) and Physical Fitness Training (PFT) Gear.** Physical Training Gear (PTG). PTG refers to the Air Force Physical Training Uniform that may be ordered through FEDMALL. During a Cadet Leadership Course cadets may wear Air Force PT shorts with CLC specific t-shirts – this is only for during the duration of CLC. Cadets may not wear these outside of CLC. **All cadets are required and expected to wear the PT uniform during weekly PT activities.**

**Figure 3.6.** (Left) Physical Training Gear (PTG), (Center) Physical Fitness Training (PFT) Gear. Sample Design, locally designed and purchased PFT. (Right) FEDMALL Air Force purchased Sweat Pants and Shirts,



**3.23.. Short-sleeved PTG/PFT shirt.** 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.

**3.23.1. Shorts.** The PTG/PFT shorts waistband will rest at or within two inches of the natural waistline. The lining in the PTG shorts may be removed.

**3.23.2. Footwear.** Cadets must wear appropriate athletic footwear while engaging in physical fitness activities.

**3.24. Semi-Formal Dress Uniform.** Semi-formal dress uniform is worn for social functions of a semi-formal or official nature as prescribed by the SASI. When in semi-formal dress, saluting is not required. **Mess Dress Uniforms are not authorized for wear by AFJROTC cadets.**

- **Medals/Ribbons.** Cadets may wear medals with the semi-formal uniform at events such as dining ins/outs, military ball, award ceremonies, picture day or other formal events as specified by the SASI. 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. Additionally, AFJROTC ribbons may be worn on the semi-formal uniform, however, if medals are worn, ribbons will not be worn (no mixing).
- **Shirts.** Cadets may wear either the blue or white Long-Sleeve Shirt. 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. Shirts will be tucked into the trousers. **Female Cadets may wear a white long-sleeved blouse similar in style to the men's white long-sleeve shirt.**
- **Semi-Formal dress uniform coat.** This is the service dress uniform coat without a name tag or headgear.
- **Tie/Tab.** Either a blue polyester or silk, herringbone twill tie/tab may be worn with either the blue or white long-sleeved shirt. Men may wear a plain black or dark blue bow tie with the long-sleeve white shirt, with the semi-formal dress uniform only.
- **Trousers or skirts.** The semi-formal dress uniform trousers or skirt are the same as the service dress uniform trousers or skirt. **No stripes (braiding) on the outside length of the trousers is authorized for wear on the semi-formal dress uniform.**



- **Belt and Buckle.** The semi-formal dress uniform belt and buckle are the same as the service dress belt and buckle.
- **Headgear.** Cadets will not wear headgear with the semi-formal dress uniform.

**3.25. Flight Suit.** Flight suits are authorized for Cadets enrolled in AFJROTC Aviation Honors Ground School. Upon completion, continuous wear is authorized for Cadets who successfully pass the FAA Private Pilot Practical Test (Powered or Glider), otherwise flight suits will be returned to unit's logistics inventory via WINGS. (See Attachment 2-13). Flight suits are not authorized solely on obtaining the Flight Solo Badge. Flight suits are authorized for Cadets who successfully pass the FAA Part 107 knowledge test and are "active" members of the units unmanned aircraft/multi-copter team (active to mean participating in a team event/meeting at least on a monthly basis). Flight suits are authorized for cadets that have earned the private pilot's flight certificate badge. Patch wear as follows, see Attachment 2-13.

- The AFJROTC shield will be worn on the right chest. All flight suit patches will be displaced utilizing Velcro (not sewed onto the flight suit). (See Attachment 2-13, Note 2).
- The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit. If no unit patch is available the white, Lamp of Knowledge patch (white circular AFJROTC patch) will be worn (See Attachment 2-13, Note 2). All flight suit patches will be displaced utilizing Velcro (not sewed onto the flight suit).

**3.26. Miscellaneous Uniform Wear and Appearance Requirements.** Insignia Placement. Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide. Holm Center/JROS is the review/approval authority for waivers and for situations not specifically addressed by this guide. Only the AFJROTC insignia, badges, ribbons and accessories issued or authorized by the SASI/ASI will be worn on the Air Force uniform. The official Air Force nametag and all authorized ribbons must be worn on all uniforms at all times. Adhere to the following:

- **DO NOT** mix civilian clothing items with items of the uniform.
- Bulky items should **NOT** be placed in the pockets and no item will protrude from the pockets.
- All loose threads will be closely trimmed.
- Pencils and/or pens are not to be carried behind ears, in hair, or any place visible on the blue uniform. Pencils and/or pens are authorized with the ABU/OCP. They are only to be carried in the pen/pencil pocket on the forearm or leg pencil/pen pocket.
- Males **must** wear a **plain** (no lettering or graphics allowed), **white**, "V/U" neck type T-shirt. T-shirts are optional for females, but if worn, must be as described above.
- The **gig line** is a straight line aligning the shirt line, belt buckle, and fly line of the pants.

### **3.27. Prohibitions.**

- Cadets are **ONLY** permitted to wear the uniform on specified uniform days/make up days, during school hours, for AFJROTC activities, and enroute to and from school.
- Cadets desiring to wear the uniform on other occasions must have the permission of the SASI/ASI. Unauthorized wear of the uniform or distinctive items of the uniform is prohibited and punishable under federal law.
- AFJROTC insignia will only be worn on the Air Force uniform. **Only authorized personnel may wear Air Force uniform items.**

## CHAPTER FOUR



### AFJROTC Curriculum

**4.1. Curriculum General Information.** The Air Force Junior ROTC program is a four-year program for high school students. Each year is divided into three categories—Aerospace Science (AS), Leadership (LE) and Health and Wellness. In accordance with Air Force guidance, 40% of available contact time (contact hours) will focus on AS material, 40% on LE, and 20% on Health and Wellness. Students may enroll in AFJROTC in each of their four years at Jackson Memorial and Liberty High Schools. Fourth year cadets must meet certain prerequisite requirements to include grade point average (GPA), holding a leadership position within the Corps, and approval by the AFJROTC instructors. Academic credit is awarded as indicated in the School Course description guide and in the descriptions and schedule below.

### 4.2. Course Descriptions.

#### 4.2.1. Aerospace Science.

- AS 100 – Milestones in Aviation History, 2nd Ed (2018): is an aviation history course focusing on the development of flight throughout the centuries. It starts with ancient civilizations and flight, then progresses through time to future developments in aerospace, with an introduction into cyber technologies. The intent of this textbook is to bring alive the significant discoveries that made flight a reality
- AS 200 – The Science of Flight: A Gateway to New Horizons: Is an introductory course and customized textbook that focuses on how airplanes fly, how weather conditions affect flight, flight and the human body, and flight navigation.
- AS220 - Global Cultural Studies: An Introduction to Global Awareness: Introduces students to the world's cultures through the study of world affairs, regional studies, and cultural awareness. The course delves into history, geography, religions, languages, culture, political systems, economics, social issues, environmental concerns, and human rights.
- AS 300 – Exploring Space: The High Frontier: Covers the human aspect of spaceflight, focusing on the human experience in space. It also examines the latest advances in space technology, including robotics in space, the Mars Rover, and commercial uses of space.
- AS400 – Management of the Cadet Corps: This hands-on experience affords Cadets the opportunity to put theories of previous leadership courses into practice. Planning, organizing, coordinating, directing, controlling, and decision-making will be done by Cadets. They will put into practice their communication, decision-making, personal-interaction, managerial, and organizational skills.
- AS410 – Survive/Return: The survival instruction will provide training in skills, knowledge, and attitudes necessary to successfully perform fundamental tasks needed for survival. Survival also presents good to know information that would be useful in any situation. The information is just as useful to an individual lost hunting or stranded in a snowstorm.
- AS510 - AFJROTC Honors Senior Project: This project is provided for those units who have students that want to continue on in AFJROTC during their senior year and receive honors credit. It will allow top Cadets to earn Honors Credit for a more demanding version of Management of the Cadet Corps allowing Cadets the opportunity to improve their leadership, management, and organizational skills.

#### 4.2.2. Leadership.

- LE 100 – Citizenship, Character, & Air Force Tradition: introduces Cadets to the Air Force Junior Reserve Officer Training Corps (AFJROTC) program providing a basis for progression through the rest of the AFJROTC program while instilling elements of good citizenship. It contains sections on Cadet and Air Force organizational structure; uniform wear; customs, courtesies, and other military traditions; health and wellness; fitness; individual self-control; and citizenship.
- LE 200 – Communication, Awareness, and Leadership: stresses communications skills and Cadet Corps activities. Much information is provided on communicating effectively, understanding groups and teams, preparing for leadership, solving conflicts and problems, and personal development. Written reports and speeches complement the academic materials.
- LE 300 – Life Skills and Career Opportunities: provides an essential component of leadership education for today's high school students. This course is designed to prepare students for life after high school in the high-tech, globally oriented, and diverse workplace of the 21st century.
- LE 400 – Principles of Management: provides exposure to the fundamentals of management. The text contains many leadership topics that will benefit students as well as provide them with some of the necessary skills needed to put into practice what they have learned during their time in AFJROTC.
- Drill and Ceremonies (Drill Curriculum): Drill and Ceremonies is offered as a part of the Leadership Education content of a given course and taught as an after school co-curricular activity known as Drill Team (see section 11.2.2.1 for a more detailed description). Drill and Ceremonies will NOT exceed 50% of the LE component.

**4.2.3. Wellness Program.** AS/LE I, II, III, IV: Health and Wellness education is provided as part of all AS and LE classes. All Cadets will participate in all health and wellness activities; these activities are graded. **All cadets are required and expected to wear PT gear and participate in the scheduled PT activities each week.**

**4.3. Grading Policy.** Cadet grades for each marking period are divided into the following five categories. These categories and their respective breakdowns are subject to change in the event of a move to remote learning for an extended period of time.

##### 4.3.1. Grading Breakdown.

Exams/Projects	30%
Uniform Inspections	30%
Cadetmanship/Wellness	20%
Classwork/Quizzes/Homework	15%
<u>Current events</u>	<u>5%</u>
Total	100%

##### 4.3.2. Grading Scale.

Grade	Percentage Required
A	90% and above
B	80%-89%
C	70%-79%
D	65%-69%
F	64% and below

**Note 1:** Selected fourth year Cadets may be enrolled in our **AFJROTC Honors Course**. The following are the **prerequisites** for the AFJROTC Honors Course: Selected Cadets must earn an “A” average in AFJROTC, be enrolled in other Honors/AP level courses, hold a key leadership position within the Cadet Corps, and be approved by the SASI/ASI.

**Note 2:** See your **applicable syllabus** for more specific information related to the AFJROTC course you are taking this year. Cadets are provided hard copies of the syllabus at the beginning of the semester. Additionally, the syllabus is posted virtually on the Jackson School District website under “CLUBS & STUDENT GROUPS” – “AFJROTC.”

## CHAPTER FIVE



### Promotions

**5.1. General Promotion and Appointment Description.** All promotions and assignments must be earned and sustained by conscientious work and effective leadership. JMHS Cadets wear Cadet rank which is aligned with Air Force rank but with different insignia. Cadets earn their rank through their Corps participation level, community service efforts, their knowledge of AFJROTC curriculum, and how well they represent the ideals of AFJROTC. Cadets appointed to Cadet Corps leadership positions will wear the rank commensurate with the responsibility associated with their position.

**5.2. Basis for Promotions.** Promotions in the NJ-782nd AFJROTC Group are based on the “**whole person concept**” in the following areas:

1. **Academic Leadership:** How well do you perform on quizzes and examinations, class projects and presentations, and timely assignment completion? How well are you doing in your other academic classes (**extremely important**).
2. **Organizational Leadership:** How well do you function in positions of leadership? Do you command respect? Do you give proper consideration to subordinates? What image do you present in uniform?
3. **Co-Curricular Activities:** To what degree do you carry interest and enthusiasm beyond the classroom? Do you participate and demonstrate excellence in all cadet activities?
4. **Responsibility:** How do you accept job assignments and responsibility? Do you volunteer for additional duties? Do you accept responsibility for the proper care of your uniform? Are you always on time? Are you always prepared for class? Do you meet your financial obligations in a timely manner?
5. **Service/Commitment:** To what degree do you serve the cadet corps, school, and community? *Your community service hours will be checked prior to promotion.*
6. **Organizational Support:** Do you perform above and beyond normal duties? To what degree do you participate in drill team, color guard, model rocketry clubs, parades, fundraisers, and community service projects?

**5.3. Types of Ranks.** There are two types of ranks you may hold in AFJROTC, and in some cases, both will be held at the same time.

**5.3.1. Permanent Rank.** This rank is awarded based on years of satisfactory service in AFJROTC (**Pass the class**). This grade will be awarded no later than the end of the semester/year in which you qualify, **providing** you have made satisfactory progress. If you have not been assigned a temporary rank, you will wear the insignia of the permanent rank. The permanent ranks are as follows:

<b>Pass First Year:</b>	Cadet Airman
<b>Pass Second Year:</b>	Cadet Airman First Class
<b>Pass Third Year:</b>	Cadet Senior Airman
<b>Pass Fourth Year:</b>	Cadet Staff Sergeant

**5.3.1.1. Accelerated Permanent Rank.** At the conclusion of the semester, Cadets can advance one additional rank by passing a promotion test. They must score at least an 85% to achieve the next higher permanent rank. If successful, a first-year Cadet will end the semester with a permanent rank of Cadet Airman First Class. This process will continue through their subsequent years in ROTC. The rank progression shown below illustrates the different ranks held by Cadets who continually pass their promotion exams.

	<u>End of Semester</u>	<u>Pass Promotion Test</u>
<b>First-Year Cadet:</b>	Cadet Airman	Cadet Airman First Class
<b>Second-Year Cadet:</b>	Cadet Senior Airman	Cadet Staff Sergeant
<b>Third-Year Cadet:</b>	Cadet Technical Sergeant	Cadet Master Sergeant
<b>Fourth-Year Cadet:</b>	Cadet Senior Master Sergeant	Cadet Chief Master Sergeant

**5.3.1.2. Permanent Officer and SNCO Ranks.** A Cadet officer's and SNCO's temporary rank may be converted to permanent rank if the cadet maintains the rank for two years consecutively or three total years. **In order to maintain any officer rank, a Cadet Officer must perform at the level of an officer no matter what job he/she holds.** The officer must also participate in JROTC events and be an overall model Cadet. Any Cadet officer not performing accordingly is subject to demotion as determined by the Group Staff.

**5.3.2. Temporary Rank. Appointments to Leadership Positions Are Temporary Rank.** This rank is awarded based on the position you are assigned and your performance (**See Unit Manning Document (UMD) for specific ranks**). When you are initially assigned to a position, you will not be awarded the highest rank authorized on the UMD. This will allow you to be promoted based on actual performance in that position.

- Appointments to leadership positions and their resultant promotions will be announced and published on Group Special Orders. All selections are subject to SASI/ASI approval.
- Once a Cadet is no longer in this position they will return back to the permanent rank that the Cadet has held or to a new temporary rank commensurate with a new leadership position.

**Note:** the *SASI/ASI* will select the Group Commander and Vice Group Commander through an interview/resume process. The cadet leadership will select the rest of the staff members with SASI/ASI approval.

**5.4. Cadet Promotion System.** The SASI/ASI is the final approval authority for all Cadet promotions and demotions. Cadet promotions are made to fill authorized positions in the Cadet Corps. Promotions for Cadets to the next higher grade may be either permanent or temporary.

#### **5.4.1. Promotion to Cadet Officer.**

1. Recommendation by your Cadet Squadron or Group Commander.
3. Maintain a B average in AFJROTC and at least a "C" in all other subjects.
4. Obtain the minimum amount of community service hours as noted in WINGS.
5. Pledge, understand and accept the responsibilities of the cadet officer pledge

**5.4.2. Promotion to Cadet Senior NCO.** Promotion to Cadet "Top Three" (Chief Master Sergeant, Senior Master Sergeant, and Master Sergeant), will be based on merit. Those Cadets eligible for promotion into the top three enlisted grades must meet the following standards:

1. Recommendation by your Cadet OIC/Squadron Commander/Group Commander
3. Maintain at least a B average in AFJROTC.
4. Complete a minimum amount of community service hours as noted in WINGS.

**5.4.3. Spot Promotions.** As the title implies, spot promotions are given on the spot. A Cadet will receive such a promotion for one of the following reasons.

1. A Cadet who serves with distinction on the Cadet Staff and whose rank is below that authorized for the position (see unit manning document), may be promoted to any rank up to and including the authorized grade.
2. Cadet Leadership School (CLC) Completion: **Next assigned rank (Case by Case basis)**

**5.4.4. Promotions for Transfer Cadets.** Cadets transferring from other JROTC units to the NJ-782nd will hold the same permanent rank held when departing the previous JROTC unit, regardless of branch of service. Cadets transferring from other than AFJROTC units will convert their rank to equivalent AFJROTC Cadet rank. Rank must be verified in writing by the previous JROTC unit.

**NOTE:** For more information on the promotion policy, see **Unit Policy Letter #7**

**5.5. Cadet Position Rotation.** In order to provide leadership training and experience to a greater number of Cadets, the Cadet Staff positions **may** be rotated during the school year. The rotation of various squadron, flight, and staff positions will be on the basis of positions available, individual Cadet abilities, and Cadet chain of command recommendation. Personnel changes will be considered whenever a Cadet has demonstrated the ability to perform at a higher level of responsibility or when performance is not up to an acceptable standard.

**5.6. Special Orders.** Promotions, demotions, and appointments to command or staff positions will be made by Special Orders drafted by the Personnel/Admin Officer, published by the Mission Support Squadron Commander, and signed by the Cadet Group Commander and the SASI or ASI.

## CHAPTER SIX



### Responsibilities

*“You can't build a reputation on what you are going to do.” — Henry Ford*

**6.1. Cadets' Responsibilities and Accountabilities.** Everyone has abilities; what is the “response” to your “abilities?” Don't waste your abilities! As a Jackson Memorial/Liberty AFJROTC Cadet, you must:

- Adhere to the rules and instructions contained in this Cadet Guide and Air Force directives concerning the AFJROTC program.
- Follow the directions and orders of senior Cadet officers, SNCOs and NCOs.
- Volunteer for and assume other duties as directed by student leaders and SASIs/ASIs in accordance with your abilities.
- Be mindful of your status as an AFJROTC Cadet, and **strive to become a leader** within the AFJROTC program and throughout the Jackson and Liberty campuses. Effective leaders don't get others to believe in them; they get others to believe in themselves.
- AFJROTC Cadets are expected to represent Jackson Memorial/Liberty High School, NJ-782, their communities, and the Air Force in an exemplary manner.

**6.2. Officer Corps.** The Officer Corps will be comprised of those proven, dedicated Cadets with a demonstrated interest and performance in AFJROTC. Although the SASI may make exceptions for unique circumstances, Cadet Officer candidates must meet the following criteria:

- Successful completion of one year of AFJROTC
- Assignment to officer jobs and duties listed in the Unit Manning Document.

**REMEMBER! IF YOU WANT TO BE A LEADER YOU MUST FIRST PROVE THAT YOU CAN FOLLOW, AND THAT YOU HAVE WHAT IT TAKES TO BE A ROLE MODEL CADET.**

### 6.3 Officer, SNCO & NCO Responsibilities.

- The grade/position means extra recognition, advancement in rank, and the requirement to exercise authority over subordinates.
- Hand-in-hand with this extra prestige and authority is an increased amount of responsibility.
- In addition to the responsibilities shown under specific job descriptions, **cadets in these positions are expected to be exemplary role model cadets...expected to lead by example and take charge!**
- Brief all flights: Cadet Officers in command positions will present briefings as necessary to ensure that Cadets are informed of all activities in the AFJROTC program.
- Set the example: All officers, SNCOs, and NCOs are expected to set the standard and demonstrate the proper example, including the proper wear of the uniform, proper wear of civilian clothing in accordance with school dress code, and the appropriate treatment of fellow Cadets, students, teachers, and all school staff.
- As in the Air Force, being an officer, SNCO, and NCO in NJ-782 is a 24-hour-a-day job.
- Officers, SNCOs and NCOs that do not properly wear the uniform or exemplify the standard of a NJ-782 AFJROTC Cadet may receive a reprimand from the Cadet leadership and may face demotion.



**6.4. Proficiency.** Cadet Officers, SNCOs and NCOs will demonstrate a sense of responsibility and commitment to excellence. They will constantly strive to do a better job of learning individual responsibilities and know more about AFJROTC policies and procedures. They will read directives and the Cadet Guide. Cadet Officers/NCOs will ensure subordinates remain proficient in their areas of responsibility.

**6.5. Unit Activities.** The SASI and ASI will be formally briefed by the Cadet Group Commander and staff regarding unit initiatives and activity status weekly. All proposed initiatives and programs will be vetted thru the ASI and approved by the SASI before proceeding.

**6.6. Substandard Performance.** Cadet leadership will counsel Cadets in their chain whose job performance, conduct, attitude and/or appearance are below acceptable standards. A copy of the counseling will be provided to the SASI or ASI. The Cadet leadership will document all counseling, usually in the form of a “letter of counseling.” All counseling documentation will be placed in the Cadet’s personnel records. If performance does not improve, Cadet leadership will elevate the counseling documentation to a “letter of reprimand” or “letter of admonishment” as appropriate. They will also involve the SASI and ASI who will provide additional counseling to the offending Cadet and contact his/her parent or guardian. Continued conduct, attitude and appearance below acceptable standards will result in escalating disciplinary action to include demotion and disenrollment.

**6.7. Cadet Performance Feedback.** Cadets will receive one performance feedback during the school year. Raters will complete the Cadet Performance Feedback Form (NJ-782 Form 36-211), on their rates by the end of the second week in the second and fifth marking periods. This will allow cadets to adjust as necessary to improve their performance. Cadet leadership should understand that the formal feedback form doesn’t replace regular verbal feedback throughout the school year.

The SASI/ASI will report on the Corps Group Commander and Vice Commander. The Corps Group Commander and Vice Commander will report on their staff and Squadron Commanders. The Squadron Commanders will report on their Flight Commanders. The Flight Commanders will report on their Flight Sergeant. The Flight Commander and the Flight Sergeant will divide the Element Leaders evenly and report on them. Element Leaders will report on Cadets in their element.

- The SASI and ASI review and all performance feedback forms prior to their filing or being made use of by the Corps. Once the Performance Feedback has been initialed by the SASI and the ASI it is a permanent part of the Cadet’s personnel record.
- Raters are expected to complete Cadet Performance Feedback with objectivity and with the highest degree of integrity. The Group Commander and the Vice Group Commander rate staff officers. Staff positions filled with cadet enlisted members in the grade of C/SSgt and below will have Performance Feedback inputs forwarded to their respective Flight Commanders when an evaluation is due.
- Performance Feedback may be challenged through the chain-of-command. **The challenger is cautioned** to make sure they carefully and professionally present a case based on facts, not on emotion or unsubstantiated claims.

Should a performance report be challenged...

- The challenger has 30 days from the date of placement in their personnel file to register a protest.
- The challenge must be in writing.
- The Group Commander will select a review committee. It will consist of two flight commanders and two flight sergeants outside the Cadet's chain of command. The review committee is charged with analyzing the challenge to determine if it has any validity and making appropriate recommendations.
  - If recommended for dismissal, the recommendation is made to the Group Commander and to the SASI/ASI. If the Group Commander and JROTC staff support the recommendation, a copy is sent to the challenger and a copy of the approved recommendation is filed in the challenger's personnel file.
  - If the challenge has enough merit, a thorough investigation must be conducted. This means gathering facts, interviewing Cadets, etc. A Report of Findings and Recommendation(s) is completed and sent to the Group Commander and to the SASI/ASI. The Group Commander and SASI/ASI will determine an appropriate course of action based upon their assessment of the report.

**6.8. Wings Entries.** Since the NJ-782nd is a Cadet-run program, Cadets will make Wings entries to the max extent possible. The Wings data base holds **ALL** information regarding the NJ-782nd Group. Cadets, depending on their leadership position and duties will be required to make Wings entries to include uniform issuing/receiving, event data, award and promotion orders, and PFT events and scores. It is imperative that Cadets make these entries in a timely manner. AFROTCI 36-2010 requires that “events must be properly loaded in WINGS within one week of the event and updated within one week of completion.” Your fellow Cadets are relying on timely inputs to Wings to ensure proper recognition for their co curricular and community service efforts.

**“If it’s not in Wings, it didn’t happen!” – Col Spare**

## CHAPTER SEVEN



### Cadet Leadership Positions: Duties and Responsibilities

**7.1 Cadet Leadership Positions.** Each Cadet is expected to fill various positions within the Corps. **The Cadet should know in detail the responsibilities associated with their position.** Any Cadet interested in filling a certain position within the Corps should complete an AFJROTC NJ-782 Form 36-1 and submit it to the Group Executive Officer (CCE). The Group Staff will conduct interviews to fill most positions. The SASI/ASI will have the ultimate say in which Cadet fills each position. A Cadet should be able to demonstrate they can perform the various facets of the job. The rank of the Cadet will be taken into consideration but will not have as much of an effect as the ability of the Cadet to perform the job.

**7.2. Philosophy for Selecting Cadets for Leadership Positions.** The purpose of the Air Force JROTC organizational structure is to provide the means for Cadets to:

- Understand the duty, responsibility, and authority that accompany a job, title or rank.
- Practice leadership, management, task accomplishment and personal responsibility in a controlled and supervised environment mirroring the active duty Air Force organizational structure.
- Understand the organization and workings of an Air Force Wing/Group and the interrelation of the component organizations within it.

**7.2.1. Selection Criteria.** Every effort will be made to ensure that cadets are selected for leadership positions they want and of which they are capable of performing. The following criteria will be used in selecting cadets for all leadership positions.

- Will the Group activities improve with this cadet holding this position?
- Is the Cadet capable of performing in the position?
- Will the position improve the cadet's leadership potential?
- Cadet availability (school, sports, job, personal, etc.)
- Grades/citizenship (JROTC & school)
- Involvement -- active or passive; is this Cadet a team player?
- Class/JROTC rank.
- Performance in other held positions.
- What has the cadet done for the school overall?
- Recommendation by JROTC Cadet Staff based on past performance.
- Recommendation by teachers, coaches, and counselors.

**7.2.2. Selection Process.** The SASI and ASI will select the Cadet Group Commander and Vice Group Commander through an interview/application process. Their objective will be to hire the most capable and qualified cadets for these positions. These two high ranking cadets will select the remainder of the Cadet Leadership positions. Cadets will apply for the various positions using either the digital or hard copy version of AFJROTC NJ-782 Form 36-1. The Cadet Leadership will then conduct interviews to make their final selections. The instructors will oversee the entire process to ensure fairness and inclusivity. Above all, the instructors will ensure the Cadet Leadership has put in place an effective team capable of working well together to achieve the unit's goals, further

leadership development for the entire Corps, and promote the AFJROTC throughout the school and local community.

**7.2.3. Cadet Group Commander Selection Criteria.** The SASI and ASI will utilize the following criteria when selecting the Cadet Group Commander. They will make a careful and deliberate selection since this position is extremely crucial for an effectively run AFJROTC unit. The following criteria is in addition to those outlined in paragraph 7.2.1.

- **Must apply for the position.** In order to be considered the Cadet candidate for the Group Commander position must first apply using the AFJROTC NJ-782 Form 36-1 (digital or hard copy version). This shows a willingness and desire to serve in this capacity and an understanding of the requirements to compete for a highly desired position.
- **Active Cadet.** The Cadet Candidate for the position must be actively enrolled in ROTC for a semester during the school year. Reserve Cadets are eligible for any position other than Group and Vice Group Commander.
- **Time in service.** The SASI/ASI will consider the number of semesters in active status and their participation level while serving in reserve status.
- **Past leadership roles and effectiveness.** The SASI/ASI will review past performance reports and deliberate on their own experiences with how the Cadet candidate performed and handled stressful, challenging situations.
- **Uniform wear.** Despite their leadership ability and potential, candidates for this position must set the proper example. Any history of unexcused uniform wear will eliminate them from contention.

**7.3. Cadet Positions and Duties.** *“Leadership is not about titles, positions or flowcharts. It is about one life influencing another.”* — John C. Maxwell

**7.3.1. Cadet Group Commander (CC).** The Cadet Group Commander (CC) is supervised by the SASI/ASI and is responsible for the following.

- a. Managing all aspects of the Unit Cadet Corps by being familiar with AFJROTC Headquarters *AFI 36-2010, AFJROTC Operational Supplement*, and *all Unit Policies*. Developing an overall management plan for the applicable school year.
- b. The accomplishment of the leadership training program and the development of all unit goals/objectives under the guidance of the SASI/ASI. Submit to HQ by deadline.
- c. Ensuring that all cadet corps leadership positions as identified in Unit Manning Document are properly filled with qualified cadet leaders in a timely manner, and that all members of the Cadet Corps have the opportunity to develop leadership commensurate with their individual abilities
- d. Ensuring manning administration order is updated monthly by the squadron commanders and group level leadership.
- e. Administering the Cadet Corps activities in accordance with the Air Force and AFJROTC instructions, principles, and procedures.
- f. Supervising all activities of his/her staff. This authority may be delegated at times, however, **RESPONSIBILITY CANNOT BE DELEGATED**
- g. Preparing for and briefing the area manager, school board and other dignitaries (as required).
- h. Directing preparations for annual inspections.

- i. Planning all corps related activities (including fund raising activities/community service events).
- j. Maintaining a complete record of all events and activities and assisting other staff members in carrying out those events or activities.
- k. Reporting annual self-assessment results to SASI/ASI.
- l. Conducting applicable group meetings/commanders calls to ensure proper dissemination of information to key unit leadership.
- m. Evaluating staff members using the Cadet Performance Feedback System

**7.3.2. Cadet Vice Group Commander (CV).** The Cadet Vice Group Commander (CV) is supervised by the Group Commander and is responsible for assisting the Group Commander with the following:

- a. The appearance, discipline, efficiency, training, and conduct of the Corps
- b. The accomplishment of the leadership training program and unit goals/objectives under the guidance of the SASI/ASI
- c. Ensuring that all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities
- d. Administering the Cadet Corps activities in accordance with AFJROTC Headquarters *AFI 36-2010, AFJROTC Operational Supplement*, and *all Unit Policies, instructions, principles, and procedures*.
- e. Preparing for and briefing the event's point of contact, cadet functional area officer in charge, school board and other dignitaries (as required)
- f. Managing all efforts related to preparation for the annual inspection (Manage accomplishment of Unit Self-Assessment) and reporting results to Group/CC. Inspect programs as necessary.
- g. Planning all corps related activities (including fundraising activities/Community Service events)
- h. Commanding Group during absence of the Group Commander and assuming all of the Group Commander responsibilities
- i. Performing other duties as assigned by the Cadet Group Commander
- j. Coordinating Cadet operations with squadron and flight commanders
- k. Evaluating Squadron Commanders using the Cadet Performance Reporting System

**7.3.3. Cadet Executive Officer (CCE).** The Cadet Executive Officer (CCE) will:

- a. Work directly for the Group CC
- b. Maintain and track Cadet performance reports
- c. Coordinate Group promotion boards
- d. Coordinate Hiring Boards/Candidate Interviews
- e. Establish Group recall procedures
- f. Perform other duties as assigned by the Group CC, ASI and SASI
- g. Coordinate with the Group CC for the Group staff meeting agendas
- h. Produce and post Group staff meeting minutes
- i. Work closely with The Cadet Administrative/Personnel SNCO

**7.3.4. Cadet Inspector General (IG).** The Cadet Inspector General (IG) will:

- a. Inspect staff agencies and Group functions as required by the SASI/ASI.

- b. Act as a Group compliance officer by ensuring the Cadet Group is trained on and follows appropriate guidelines identified in AFJROTCI 36-2010, AFJROTC Operational Supplement, and Unit Policy Letters.
- c. Accomplish the entire unit self-inspection checklist on an annual basis IAW AFJROTCI 36-2010, identify all discrepancies, and report them to the Group Commander and SASI/ASI.
- d. Prepare for any inspection visits by higher headquarters to include staff assistance visits and unit evaluations.
- e. Develop an action plan to correct deficiencies noted during any self or external inspections.
- f. Ensure implementation of action plan and closeout of open items.
- g. Advise the Group Commander as necessary to ensure all unit policies are compliant with AFJROTC instructions
- h. Act as Group complaints officer. Will investigate and report matters/problems to the Group Commander.
- i. Identify and recommend solutions to the Group problems.
- j. Conduct periodic self-inspections of the Cadet Group operations (Squadron & Flight CCs)
- k. Ensure all Flight CCs know the proper procedures for accomplishing Uniform Inspections.
- l. Assist SASI and ASI, as requested.
- m. Ensure maintenance and timely update of Continuity Folders is completed by responsible staff personnel.
- n. Evaluate unit activities and identify problems as necessary.
- o. Ensure unit has effective training programs in place.
- p. Ensure the unit's promotion program is effectively managed and utilized.

**7.3.5. Cadet Protocol Officer (CCP).** The Cadet Protocol Officer (CCP) will:

- a. Develop and maintain programs and activities that will enhance Esprit de Corps among the Cadet organization.
- b. Work closely with IG to prepare for any headquarter visits.
- c. Assist with the planning, coordination, and execution of Group special activities/projects. To do so, CCP will be on all special event planning committees, e.g. military ball and awards ceremony.
- d. Assist DODC with the necessary planning involving cadet participation in parades, any Veterans/Memorial Day activities, and other drill related ROTC activities.
- e. Assist the Curriculum in Action (CIA) Officer in scheduling Cadets for base visits and similar activities.
- f. Coordinate with the student council to find opportunities for ROTC to be involved in student activities.
- g. Ensure scheduled events are placed on the Group announcements/calendar.
- h. Submit/file after-action reports on all special projects.
- i. Develop/Update checklists for recurring duties, have SASI/ASI review for completeness.
- j. Perform other duties as assigned by the Group CC and SASI/ASI.

**7.3.6. Group Historian (HO).** The Group Historian will:

- Conduct research to provide a chronological history of the unit's accomplishments and its impact on the surrounding community.
- Maintain a documented historical account of the NJ-782nd on the Group's Google Drive while periodically printing out hard copies of the information.

- Obtain data and statistics for each academic year to include community service hours, LDR events, competitions, enrollment numbers, and goal completion record.
- Preserve the unit's historical data in a binder to include photos, newspaper clippings and documents.
- Be the point-person for the Hall of Honor (HoH). As such, HO will solicit for photo/info on alumni who have served within a branch of the military. Additionally, HO will follow up on current members HoH and solicit for updates on their military career, particularly those members who were NJ-782 Cadets.
- Keep accurate records and notes throughout the academic year, and use this information along with Wings data to compile a year in review of the NJ-782nd.

**7.3.7. Cadet Financial Management Officer (FM).** The Financial Management Officer (FM) will:

- Plan, organize, coordinate and execute all fundraising events
- Canvas the entire Corps for all fundraising ideas and identify talent and resources for fundraising efforts.
- Assist the ASI and SASI with maintaining the Corps' fund balance sheets with monthly statements.
- Work with the Group Staff, ASI, and SASI on ways to effectively and efficiently spend the Corps' funds.

**7.3.8. Cadet Group Command Chief (CCC).** The Cadet Group Command Chief (CCC) will:

- a. Maintain discipline at all group activities as well as mentoring/counseling SNCO/NCO leadership throughout the Corps.
- b. Work closely with the Squadron Senior Enlisted Leaders/1st Sgts.
- c. Assist Group/Vice Commander with accomplishing unit goals/objectives/activities.
- d. Ensure oversight of unit morale programs. Evaluate squadrons' morale/welfare and training activities under the supervision of the Squadron Commanders within the guidelines established by AFJROTC instructions/policies.
- e. Promote Esprit de Corps and camaraderie with the 782nd Group.
- f. Prepare and organizing the unit for pass-in-reviews, parades, formations, and the higher headquarters inspection 30-step drill sequence evaluation (Inspection occurs annually).
- g. Organize and execute Leadership Training Program lessons. Supervise and train Cadet first sergeants and flight sergeants; evaluate and observe Squadron Flight Sergeants.
- h. Ensure all unit policies are updated annually and signed by the SASI/ASI/Group CC.
- i. Resolve personnel conflicts and behavior problems in the Cadet enlisted ranks. Seek SASI/ASI advice to resolve conflicts where necessary.
- j. Review all submitted Form 341s (Cadet Merit/Demerit Form) and process IAW Cadet Guide Chapter 10.
- k. Ensure effective implementation of unit policies.

**7.3.9. Cadet Squadron Senior Enlisted Leaders (SEL)/Superintendents/First Sergeants (CCF).**

Cadet Squadron Senior Enlisted Leaders (SEL)/Superintendents/First Sergeants (CCF) will:

- a. Maintain discipline at group activities and supervise/counsel the squadron enlisted force.
- b. Assist Squadron Commanders with supervision of all squadron activities.
- c. Evaluate all flight activities within the guidelines established by AFJROTC instructions.
- d. Ensure proper training and welfare of all Squadron enlisted personnel.

- e. Advise the Commander of problems and recommend solutions concerning the enlisted members of the Squadron.
- f. Promote Esprit de Corps and camaraderie with the Cadet enlisted ranks.
- g. Establish a training program for Flight Sergeants.
- h. Hold periodic NCO staff meetings (if needed) to ensure proper support is given to the Squadron Commander.
- i. Resolve personnel conflicts and behavior problems in the Cadet enlisted ranks.
- j. Seek the Command Chief for advice to resolve conflicts where necessary.
- k. Accomplish other duties as assigned by the Squadron Commander.

**7.3.10. Cadet Operations Squadron Commander (OS/CC).** The Cadet Operations Squadron Commander (OS/CC) will:

- a. Supervise the department leadership activities of Community Service, Curriculum in Action, Co-curricular events, Aerospace Club, Health and Wellness, Physical Training (PT) Team, Morale/Welfare Recreation, Marksmanship Rifle Team, and all activities related to the Drill Teams and Color Guard.
- b. Work as a team with the appointed Senior Enlisted Leader/Superintendent/ First Sergeant.
- c. Manage all aspects of the Operations Squadron by being familiar with AFJROTC Headquarters *AFI 36-2010*, *AFJROTC Operational Supplement*, and *all Unit Policies*.
- d. Develop an overall management plan for the applicable school year.
- e. Update the Staff Admin Order on a monthly basis and conduct weekly squadron meetings.
- f. Relay information from the Cadet Group Commander to the Ops Squadron units.
- g. Train flight commanders on assigned duties to include drill.
- h. Coordinate with ASI/SASI on upcoming drill training for flights.
- i. Know the duties and responsibilities of those positions under your command and supervise accordingly.
- j. Ensure the responsibilities under your command are carried out successfully. You can delegate authority but **NOT** responsibility
- k. Perform other duties as assigned by the Cadet Group CC.

**7.3.11. Cadet Community Support Officer (CS).** NCO positions also exist to assist the officer in charge. Duties include those tasks delegated by the CS Officer. The CS Officer may also appoint additional CS team members commensurate with the office's workload and with CCE coordination. The Cadet Community Support Officer (CS) will:

- a. Establish an effective community outreach program for the Group.
- b. Organize Group community service events.
- c. Collect and maintain individual and flight community service records.
- d. Update community service events and hours in WINGS.
- e. Recommend individuals for community service ribbons to the Recognition Officer.
- f. Solicit the assistance of PA to properly record and publicize AFJROTC service to the community.
- g. Coordinate with flight personnel representatives to complete assigned duties.

**7.3.12. Cadet Curriculum in Action (CIA)/Co-Curricular Officer (CA).** The Cadet CIA/Co-Curricular Officer (CA) will:



- a. Plan, coordinate, and execute Curriculum in Action and Co-Curricular activities within the Corps and with other school and civic officials/organizations.
- b. Canvas the entire Corps for ideas for CIA and co-curricular trips/activities.
- c. Be familiar with the AFJROTC Operational Supplement, Chapter 2.
- d. Coordinate all proposals with the ASI/SASI.
- e. Coordinate with CCP as necessary for assistance with various events.
- f. Confer with the ASI/SASI concerning current and future curriculum when deciding on CIA/co-curricular trips/activities. CIA/co-curricular activities should correspond with the current curriculum as described in the syllabus.
- g. Update WINGS event data with CIA/co-curricular activities.
- h. Solicit the assistance of PA to record and report on each event.
- i. Assist the SASI/ASI in arranging and scheduling cadets for base visitations and other curriculum-in-action trips.

**7.3.13 Cadet Wellness/Fitness Officer (WFO).** The Cadet Wellness/Fitness Officer (WFO) will:

- a. Manage all aspects of the Wellness and Fitness Program IAW AFJROTC Guidance.
- b. Assist the instructors with the unit physical training program.
- c. Assist SASI/ASI in the planning and organization of the weekly physical training sessions; provide input for the health/wellness lesson plans.
- d. Train all flight fitness representatives on their responsibilities IAW the unit physical fitness program.
- e. Plan, organize, and coordinate all health/wellness activities, athletic events, and field day participation.
- f. Schedule and execute Physical Fitness Tests (PFTs). Record the results and input to WINGS.
- g. Recommend qualifying cadets for Health and Wellness ribbon to the Recognition Officer.
- h. Coordinate with DODC/DT and other special teams to ensure proper representation for all PT events/competitions.

**7.3.14. Cadet Marksmanship Rifle Team Commander (RT).** The Marksmanship Rifle Team Commander (RT) will:

- a. Assist SASI/ASI with overall management of the program.
- b. Develop and update as necessary a training/certification program for all RT members and coordinate with the Training Officer (DOT) for approval
- c. Run practices and lead the team at competitions.

**7.3.15. Cadet Aerospace Club Officer (AC).** The Aerospace Club includes all aspects of aerospace related Leadership Development Requirements (LDR), which include drone/multi-copter and remote aircraft flying, model rocketry, aircraft model building, and aircraft simulator operation. NCO positions also exist to help manage all club activities. The Cadet Aerospace Club Officer will:

- a. Manage all aerospace related club activities to include training, practice schedules, operations, and competitions.
- b. Develop training programs for each section of the Aerospace Club, e.g. drone/multi-copter, model rocketry, aircraft simulator operation, etc. Coordinate these training programs with the Training Officer (DOT) for review and approval.

- c. Coordinate closely with the Mission Support Squadron Commander (MSS/CC) on all team activities, to include membership, training, attendance, participation, equipment, and competitions.
- d. Coordinate with the Recognition Officer (RO) regarding team member credit towards ribbons and other awards.
- e. Recruit eligible cadets for team membership who meet unit academic and leadership requirements.
- f. Maintain an effective tracking system for continuity and logging cadet training and participation in WINGS.
- g. Training and educating team members as to the team's objectives, procedures, and requirements.
- h. Lead the team in preparation for competition as required.
- i. Ensure the care and upkeep of all team equipment to include a written inventory and required maintenance to meet the club's activity schedule.
- j. Enforce guidelines specified in each team's continuity book/operating instructions stressing training, attendance and participation.
- k. Perform other duties as assigned by the MSS/CC and the SASI/ASI.

**7.3.16. Cadet Director of Drill and Ceremonies (DODC)** The Cadet Director of Drill and Ceremonies (DODC) will:

- a. Develop the annual goals for the Drill and Color Guard Teams.
- b. Train and ensure the proficiency of the Color/Honor Guard members.
- c. Manage the Honor Guard Program and scheduling process.
- d. Prepare and organize the unit for pass-in-reviews, parades, formations, and the higher headquarters inspection 30-step drill sequence evaluation (occurs every 3 years).
- e. Maintain oversight responsibility of Drill Team and Color Guard activities.
- f. Track all Varsity Letter criteria.
- g. Assume responsibility for the overall management of all drill related activities.

**7.3.17. Cadet Drill Team Commander (DT).** The Cadet DODC supervises the Drill Team Commander (DT). The Drill Team Commander (DT) will:

- a. Recruit, organize, and train the unit drill team for competition performances.
- b. Comply with applicable drill manuals/procedures governing drill team activities/routines
- c. Report all issues to the DODC
- d. Coordinate with and assist LG with the upkeep/acquisition of drill team equipment and report deficiencies to the DODC.
- e. Develop schedules for practices and performances/events.
- f. Coordinate transportation/agenda for all out of town events.
- g. Prepare teams for competitions through practice and testing.
- h. Complete applicable leadership training programs.
- i. Assist DODC with the necessary preparation and help organize the unit for pass-in-reviews, parades, formations, and the higher headquarters inspection 30-step drill sequence evaluation (occurs every 3 years).
- j. Perform other duties as assigned by the DODC.

**7.3.18. Cadet Color Guard Commander (CG).** The DODC supervises the Color Guard Commander. The Color Guard Commander (CG) will:

- a. Assume the overall responsibility of the Color Guard and be a drill team member.
- b. Recruit, organize, select, and train Color Guard team members.
- c. Comply with applicable drill manuals and procedures governing Color Guard activities and routines.
- d. Report all issues to the DODC.
- e. Coordinate with and assist LG with the upkeep/acquisition of Color Guard equipment and report deficiencies to the DODC.
- f. Plan and coordinate for all Color Guard performances.
- g. Provide a calendar of events to SASI/ASI.
- h. Schedule and update all Color Guard performances in WINGS.
- i. Complete applicable leadership training programs.
- j. Perform other duties as assigned by the DODC.

**7.3.19. Cadet Flag Detail Team Commander (FD):** The DODC supervises the Flag Detail Commander. The Flag Detail Commander (FD) will:

- a. Plan, organize, and execute Flag ceremonies at the school and surrounding community.
- b. Recruit, organize, select, and train team members.
- c. Schedule cadet team members for all Flag ceremonies to include the raising and lowering of the Flag in front of the school.
- d. Be cognizant of half-staff status (federal, state and local).
- e. Assist SASI/ASI in arranging all Flag related ceremonies.
- f. Schedule and update all Flag ceremonies in WINGS.
- g. Perform other duties as assigned by the DODC.

**7.3.20. Cadet Mission Support Squadron Commander (MSS/CC).** The Cadet Mission Support Squadron Commander (MSS/CC) will:

- a. Supervise the department leadership of Personnel Administration, Information Management, APT, Logistics, Public Affairs, Training, Recruitment/Retention, KHHS, and Academic Teams.
- b. Supervise the leadership and management of all classroom flights (Alpha, Bravo Charlie, Delta...as required).
- c. Work as a team with the appointed Superintendent/ First Sergeant.
- d. Manage all aspects of the Mission Support Squadron by being familiar with AFJROTC Headquarters *AFI 36-2010*, *AFJROTC Operational Supplement*, and *all Unit Policies*.
- e. Develop an overall squadron management plan for the applicable school year.
- f. Update the Staff Admin Order on a monthly basis and conducting weekly squadron meetings.
- g. Meet all Testing and Training objectives:
  - a. Coordinate training programs with the Cadet Training Officer (DOT).
  - b. Develop and administer the NCO/Senior NCO/Officer Testing program.
  - c. Conduct test reviews and grading of all administered tests.
  - d. Ensure timely testing and promotion documentation.
- h. Know the duties and responsibilities of those positions under your command and supervise accordingly.

- i. Ensure the responsibilities under your command are carried out successfully. You can delegate authority but **NOT** responsibility.
- j. Ensure all Cadet Mission Support Group activities are conducted in accordance with current regulations, directives, policies, and procedures.
- k. Perform other duties as assigned by the Cadet Group CC.

**7.3.21. Cadet Administrative/Personnel Officer (AP).** NCO positions also exists to assist the officer in charge. Duties include those tasks delegated by the AP Officer. The AP Officer may also appoint additional PA team members commensurate with the office's workload and with CCE coordination. The Cadet Administrative/Personnel Officer (AP) will:

- a. Work directly for the Mission Support Squadron CC.
- b. Authenticate, publish, distribute, and file all Group administrative publications/orders. This includes maintaining administrative files and correspondence.
- c. Maintain cadet personnel records following Group guidelines by using Cadet WINGS access.
- d. Ensure all aspects of the Cadet WINGS access database are fully utilized to track cadet activities, promotions, awards and any other areas noted in the program.
- e. Maintain the group organizational chart and unit manning document (UMD).
- f. Maintain, publish, and post the Group operations order (Coordinate through MSS/CC).
- g. Maintain a log of numbers for assignment of special orders.
- h. Promptly post all published orders into each Cadet's personnel file.
- i. Input data into WINGS and provide a monthly status report.
- j. Record and track the compilation, submission, and posting of merits and demerits earned by cadets for co-curricular and extracurricular activities on AFJROTC NJ-782 Form 341s (Cadet Merit/Demerit Form).
- k. Develop a unit merit tracking system with which to track the merit balance of each cadet. Update on a weekly basis.
- l. Maintain attendance records for staff meetings, briefings, leadership training, extracurricular and co-curricular activities and special functions.
- m. Coordinate with flight personnel representatives to complete assigned duties.
- n. Perform other duties as assigned by the MSS/CC, Group CC, ASI and SASI.

**7.3.22. Cadet Recognition Officer (RO).** An NCO position also exists to assist the officer in charge. Duties include those tasks delegated by the RO Officer. The RO Officer may also appoint additional RO staff members commensurate with the office's workload and with CCE coordination. The Cadet Recognition Officer (RO) will:

- a. Be familiar with the AFJROTC Operational Supplement, Chapter 7.
- b. Know the criteria for various ribbons, medals and awards.
- c. Track cadets' eligibility for AFJROTC awards.
- d. Track the Group's eligibility for available unit awards.
- e. Coordinate with organizations that sponsor National Awards to ensure awards arrive in time for the unit's annual awards ceremony.
- f. Coordinate with community agencies to support awards program.
- g. Coordinate with CCP with planning the annual awards ceremony.
- h. Prepare award nomination packages, both individual and unit.
- i. Submit nomination packages to SASI/ASI for approval.
- j. Update cadet data in WINGS.

**7.3.23. Cadet Information Management Officer (IM).** NCO positions also exist to assist the officer in charge. Duties include those tasks delegated by the IM Officer. The IM Officer may also appoint additional IM team members commensurate with the office's workload and with CCE coordination. The Cadet Information Management Officer (IM) will:

- a. Maintain the unit web site/page.
- b. Coordinate all unit social media platforms.
- c. Assist with the development of computer applications to support unit admin functions.
- d. Conduct cyber training as necessary for unit members.
- e. Provide information security for unit information systems.
- f. Handle any other cyber or information technology issues for the unit.
- g. Form Cyber Patriot team(s), and conduct practice sessions to prepare for and compete in the National Cyber Patriot competition.

**7.3.24. Cadet Awareness Presentation Team Commander (AP):** The responsibilities of the Awareness Presentation Team Commander are as follows:

- a. Organize and Coordinate teams.
- b. Supervise the preparation and presentation of the topics of interest to elementary and middle school students.
- c. Ensure that cadets conduct research, rehearse, and are familiar with the topics to be presented.
- d. Assist SASI/ASI in arranging presentations.
- e. Report to Mission Support Squadron Commander.
- f. Lead by setting a good example for cadets to follow.

**7.3.25. Cadet Logistics Officer (LG).** NCO positions also exist to assist the officer in charge. Duties include those tasks delegated by the LG Officer. The LG Officer may also appoint additional LG team members commensurate with the office's workload and with CCE coordination. The Cadet Logistics Officer (LG) will:

- a. Know the duties and responsibilities of those positions under your command and supervise accordingly.
- b. Ensure the responsibilities under your command are carried out successfully. You can delegate authority but **NOT** responsibility.
- c. Provide guidance to the unit and staff on proper supply discipline.
- d. Assist the ASI with the distribution and collection of government property (AFJROTC uniforms and equipment items, to include drill/color guard equipment).
- e. Assist the ASI in the inventory of government property. Maintain accurate records of all property (utilizing the WINGS database).
- f. Maintain a neat, clean and functional supply room.
- g. Ensure all Cadet logistics squadron activities are conducted in accordance with current regulations, directives, policies, and procedures.
- h. Ensure only authorized personnel have access to the supply room.

**7.3.26. Cadet Logistics Support SNCO/NCO (LGS).** The Cadet Logistics Support SNCO/NCO (LGS) will:

- a. Ensure all Group uniform and supply requirements are supported and maintained.

- b. Supervise both uniform and weapon technicians, delegate work as necessary but ensure accuracy and completeness of duties.
- c. Report any/all discrepancies and/or problems to the LG and ASI (inventory all controlled items).
- d. Maintain storage areas in inspection order.
- e. Develop/Update checklists for recurring duties...have LG, SASI and ASI review for completeness.
- f. Provide logistic status report to LG/SASI/ASI monthly.
- g. Assist LG in maintaining an inventory of on-hand uniforms including rank and ribbons for the Group.
- h. Perform periodic inventories of accountable uniform items to ensure accurate accountability.
- i. Coordinate with LG and ASI/SASI to purchase additional uniform items including rank and ribbons.
- j. Assist LG in organizing uniform issue and return with ASI IAW with Group procedures.
- k. Coordinate, in writing, the uniform requirements of all flight uniform representatives.
- l. Provide a list of uniform requirements to LG/SASI/ASI.
- m. Distribute uniforms to Cadets and maintain their signed hand receipts.

**7.3.27. Cadet Public Affairs Officer (PA).** NCO positions also exist to assist the officer in charge. Duties include those tasks delegated by the PA Officer. The PA Officer may also appoint additional PA team members commensurate with the office's workload and with CCE coordination. The Cadet Public Affairs Officer (PA) will:

- a. Conduct Cadet Corps public relations with the Jackson School District as applicable and the JMHS/JLHS yearbook/newsletter staffs. Ensure Year Book coverage reflects a thorough, professional and accurate portrayal of Cadet Group activities.
- b. Inform the school and community on Corps events.
- c. Communicate the value of AFJROTC.
- d. Record event details in writing, complement with photos and videos as necessary.
- e. Publish and distribute Group newsletter. Distribute newsworthy AFJROTC articles through the Jackson School District Public Affairs Office for publication in local news media.
- f. Provide newsworthy articles to the school paper and HQ AFJROTC through WINGS.
- g. Provide all Group photography and video services. Update unit picture board.
- h. Work closely with the Community Service Officer (CS), as in recording details on all unit community service events and updating all publicity related information in WINGS.
- i. Generally, promote AFJROTC; work closely with Recruitment & Retention Officer (RR)
- j. Maintain the unit scrapbook, history, or other records reflecting the tradition, accomplishments, and activities of the unit.
- k. Maintain the Official Group Bulletin Board.

**7.3.28. Cadet Recruitment and Retention Officer (RR).** An NCO position also exists to assist the officer in charge. Duties include those tasks delegated by the RR Officer. The RR Officer may also appoint additional RR staff members commensurate with the office's workload and with CCE coordination. The Cadet Recruitment and Retention Officer (RR) will:

- a. Plan, organize, coordinate and execute all recruiting events.
- b. Develop promotional literature to encourage AFJROTC participation.

- c. Utilize various media means to promote AFJROTC.
- d. Work closely with Public Affairs Officer (PA) to promote AFJROTC.
- e. Survey current members of the of the Corps to discover what they enjoy about AFJROTC.
- f. Suggest to the Group Staff, the ASI, and the SASI what changes would encourage better retention.

**7.3.29. Cadet Training Officer (DOT).** The Cadet Training Officer (DOT) will:

- a. Develop and review training programs throughout the Cadet Corps.
- b. Ensure and track all required training events, particularly “Hazing Prevention for Students” by the NFHS. DOT will maintain all required training completion certificates and inform flight commanders of any Cadets missing required training.
- c. Work closely with the Cadet Officers, NCOs and their functionals to assist with their training program development and documentation; DOT does not have to be a subject matter expert in each functional capacity, but must have organizational and communicative skills to develop effective training programs.
- d. Be the point person for the development, review and updating of unit continuity books.
- e. Ensure all training is IAW with AFJROTC guidance, local unit guidance and school directives.

**7.3.30. Cadet Kitty Hawk Honor Society President (KH).** A Kitty Hawk Honor Society Vice President (KHV) position also exists to support the President and accomplish all applicable tasks delegated by the Kitty Hawk Honor Society President (KH). The Cadet Kitty Hawk Honor Society President (KH) will:

- a. Ensure the appearance, discipline, training, and conduct of all Kitty Hawk members.
- b. Be responsible for all Kitty Hawk community service and fundraising activities.
- c. Conduct an effective pledge program.
- d. Select KHHS officers towards the end of the school year for the following year; SASI/ASI must approve these selections.
- e. Induct new members IAW established bylaws.
- f. Evaluate KHHS officers each semester.
- g. Ensure all members maintain the academic and community service requirements outlined in the Major Matthew Simmons Chapter Bylaws and applicable unit policy letters. If not, ensure members are placed on probation and provide a list to SASI.
- h. Preside at all meetings of the organization and further the interest thereof.
- i. Manage the Unit Awareness Presentation Program (Coordinate with elementary/middle schools).
- j. Coordinate with the Group CC to ensure that the activities of the KHHS don’t conflict with other unit activities.
- k. Manage and advertise the Unit Cadet Tutoring Program.
- l. Form JLAB team(s) and prepare them for National JLAB competition.
- m. Coordinate with DODC/DT and others to ensure proper representation for all academic events at drill competitions.
- n. Keep SASI and ASI informed of Kitty Hawk issues.

**7.3.31. Cadet Flight Commanders (FCA-FCF).** The Cadet Flight Commander will:

- a. Maintain the appearance, discipline, efficiency, training, and conduct of the flight; administer verbal or written counseling as needed.
- b. Prepare flight for attendance, roll calls and inspections.
- c. Report attendance to SASI/ASI at the start of class.
- d. Track all flight members' merits and demerits on the applicable forms. Ensure these are documented by the Cadet Administrative/Personnel Officer (AP) and properly recorded.
- e. Command flight in the classroom and in formal formations.
- f. Plan and coordinate activities within the flight.
- g. Provide drill and ceremonies training for their applicable flights.
- h. Recommend the top cadets within the flight for awards and recognition.
- i. Complete Cadet Performance Reports on Element Leaders in the Flight.
- j. Establish flight recall procedures and execute when required.
- k. Maintain a flight seating chart as required.
- l. Assign sponsors for new students.
- m. Ensure students are assigned to support positions (i.e. uniform, supplies, community support, personnel, mission support, current flight operations, special project, etc.)
- n. Meet all suspenses from Group/Squadron leadership and the SASI/ASI
- o. Establish goals for your flight and a system to monitor them.
- p. Motivate members of the flight to participate in unit activities. Flight Commanders must know their people!
- q. Work with Kitty Hawk and establish a tutorial system for the flight; no one in your flight should be failing any subject with the available resources of the AFJROTC program.
- r. Perform other duties as assigned by the chain of command.
- s. Ensure your Flight Sergeant is completely trained in his/her duties.
- t. Assign classroom element leaders.
- u. Complete after school Flight Commander Training Program.
- v. Attend all staff meetings. (Flt CC or Sgt must be represented at these meetings).

**7.3.32. Cadet Flight Sergeants (FSA-FSF).** The Cadet Flight Sergeant will:

- a. Assist Flight Commander in all tasks; especially instructing drill and ceremony to the Element Leaders and flight members.
- b. Train the Flight Guide and Guidon Bearer in their responsibilities IAW the Drill Manual.
- c. Prepare the flight for attendance when the Flight Commander is absent or when directed.
- d. Take attendance and report to the flight commander.
- e. Prepare flight for weekly uniform inspections.
- f. Assume command of the flight in the absence of the Flight Commander.
- g. Assist the Flight Commander with maintaining order and discipline within the flight.
- h. Assist the Flight Commander during drill and ceremonies.
- i. Assist the Flight Commander with maintaining updated cadet flight records.
- j. Assist the Flight Commander in keeping the classroom neat and clean.
- k. Complete the after-school Flight Sergeant Training Program.
- l. Motivate members of the flight to participate in unit activities.
- m. Attend all staff meetings. (Flt CC or Sgt must be represented at these meetings)
- n. Assist the Flight Commander in all other activities



**7.3.33. Cadet Element Leaders (EL).** The Cadet Element Leader will:

- a. Learn the duties and responsibilities of the Flight Sergeant.
- b. Lead the element in all drill and ceremony activities and, if the ranking Element Leader, assume command of the flight in the absence of the Flight Commander and Flight Sergeant.
- c. Take attendance of the element when in flight formation (in/outdoors), and assist the Flight Sergeant/Commander.
- d. Mentor and assist all members of the element to ensure classroom success.
- e. Train cadets assigned to your element on proper execution of drill movements in accordance with Air Force directives.
- f. Maintain order/ensure all cadets assigned to the element follow all applicable classroom rules.
- g. Assume the duties of Flight Sergeant when requested/required.

**7.3.34. Cadet Mentors.** This is an additional duty function typically performed by members of the Kitty Hawk Honor Society. Any experienced Cadet may fulfill this role. If you notice Cadets struggling, help them. Be a good Wingman! Offer your help as well. Some Cadets may be shy about asking for help. The Cadet Mentor will:

- Assist first-year Cadets by tutoring as necessary.
- Ensure first-year Cadets' understand the basics of LE100.
- Check on first year Cadets' grades and progress and assist where needed; make progress reports to the Flight Sergeant and Flight Commander.

## CHAPTER EIGHT



### Unit Manning Document (UMD) & Chain of Command

**8.1. Unit Manning Document (UMD).** The Unit Manning Document is a record of authorized unit positions. It not only provides a framework of authorized positions, it also outlines authorized grades and the number authorized to hold that position. An asterisk (\*) denotes the number is determined by unit strength.

a. Statement of authorized **Officer** grades:

C/Col: 1      C/Lt Col: 1      C/Maj: 3      C/Capt: 12      C/1Lt:18\*      C/2Lt: \*  
**Total Officers: 35**

b. Statement of authorized **Non-Commissioned Officer (NCO)** Grades:

C/CMSgt 1      C/SMSgt 2      C/MSgt 14      C/TSgt 7/\*      C/SSgt/\*  
 C/SRA \*      C/AIC \*      C/AMN \*      C/AB \*  
**Total NCO's: 24**

\*Transitional Ranks

**8.1.2. Unit Manning Document (Expanded).** The NJ-782<sup>nd</sup> AFJROTC Group/Expanded Staff Unit Manning Document is as follows:

<u>Position/Title</u>	<u>Office Symbol</u>	<u>Maximum Rank Authorization</u>
Group Commander	CC	C/Colonel
<i>Group Command Chief</i>	CCC	<i>C/Chief Master Sergeant</i>
Vice Group Commander	CV	C/Lieutenant Colonel
Group Inspector General	IG	C/Major
Deputy Inspector General	DIG	C/Captain
Operations Squadron Commander	OS/CC	C/Major
Mission Support Squadron Commander	MSS/CC	C/Major
Executive Officer	CCE	C/Captain
Protocol Officer	CCP	C/Captain
Group Historian	HO	C/Captain
Public Affairs Officer	PA	C/Captain
<i>Public Affairs NCOIC</i>	<i>PAF</i>	<i>C/Master Sergeant</i>
<i>Public Affairs NCO</i>	<i>PAFF</i>	<i>C/Technical Sergeant</i>
<i>Public Affairs Team Members</i>	<i>PAFM</i>	<i>C/Amn-C/SrA</i>
Kitty Hawk President	KH	C/Captain
<i>Kitty Hawk Honor Society Vice President</i>	<i>KHV</i>	<i>C/First Lieutenant</i>
Awareness Presentation Team Commander	AP	C/Captain
Community Support Officer	CS	C/Captain
<i>Community Service NCOIC</i>	<i>CSF</i>	<i>C/Master Sergeant</i>

<i>Community Service NCO</i>	<i>CSFF</i>	<i>C/TSgt</i>
<i>Community Service Team Members</i>	<i>CSTM</i>	<i>C/Amn-C/SrA</i>
Administrative/Personnel Officer	AP	C/Captain
<i>Personnel NCOIC</i>	<i>APF</i>	<i>C/Master Sergeant</i>
<i>Personnel NCO</i>	<i>APFF</i>	<i>C/Technical Sergeant</i>
<i>Admin/Personnel Team Members</i>	<i>APFM</i>	<i>C/Amn-C/SrA</i>
CIA/Co-curricular Officer	CA	C/Captain
Director of Drill & Ceremonies	DODC	C/Captain
<i>Drill Team Commander</i>	<i>DT</i>	<i>C/First Lieutenant</i>
<i>Color Guard Commander</i>	<i>CG</i>	<i>C/First Lieutenant</i>
<i>Flag Detail Team Commander</i>	<i>FD</i>	<i>C/First Lieutenant</i>
Logistics Officer	LG	C/Captain
<i>Logistics NCOIC</i>	<i>LGF</i>	<i>C/Master Sergeant</i>
<i>Logistics NCO</i>	<i>LGFF</i>	<i>C/Technical Sergeant</i>
<i>Logistics Team Members</i>	<i>LGFM</i>	<i>C/Amn-C/SrA</i>
Information Management Officer	IM	C/Captain
<i>Information Mgt NCOIC</i>	<i>IMF</i>	<i>C/Master Sergeant</i>
<i>Information Mgt NCO</i>	<i>IMFF</i>	<i>C/Technical Sergeant</i>
<i>Information Mgt Team Members</i>	<i>IMTM</i>	<i>C/Amn-C/SrA</i>
Cadet Training Officer	DOT	C/First Lieutenant
Recognition Officer	RO	C/First Lieutenant
Recruitment and Retention Officer	RR	C/First Lieutenant
Financial Management Officer	FM	C/First Lieutenant
Aerospace Club Officer	AC	C/First Lieutenant
<i>Aerospace Club NCOIC</i>	<i>ACF</i>	<i>C/Master Sergeant</i>
<i>Aerospace Club NCO</i>	<i>ACFF</i>	<i>C/Technical Sergeant</i>
Wellness/Fitness Officer	WFO	C/First Lieutenant
<i>Wellness/Fitness NCOIC</i>	<i>WFOF</i>	<i>C/Master Sergeant</i>
<i>Wellness/Fitness NCO</i>	<i>WFOFF</i>	<i>C/Technical Sergeant</i>
Rifle Team Commander	RT	C/First Lieutenant
Flight Commanders (6)	FCA-FCF	C/First Lieutenant
Squadron Superintendent/First Sergeant (2)	CCF	C/Senior Master Sergeant
Flight Sergeants (6)	FSA-FSF	C/Technical Sergeant
Cadet Element Leaders (15)	EL	C/Technical Sergeant

**8.2. Chain of Command.** The Chain of Command defines lines of authority and communication. Each Cadet will know the chain of command and the names of the people assigned to those positions. Cadets should use the chain of command for Cadet business such as questions on uniforms, customs and courtesies, drill, evaluations, promotions, awards, extracurricular activities, and class rules and procedures. Personal matters, inappropriate conduct by any Cadet, or questions on academics should be addressed directly to one of the AFJROTC instructors.

**NJ-782 Chain of Command** (Current as of 31 January 2025)

President of the United States	The Honorable Donald J. Trump
Secretary of Defense	The Honorable Pete Hegseth
Secretary of the Air Force	
Chief of Staff of the Air Force	General David W. Allvin
Air Force Junior ROTC Director	Lt Col Matthew E. Tipton
Senior Aerospace Science Instructor (SASI)	Col (retired) Jonathan Spare
Aerospace Science Instructor (ASI)	SMSgt Megan Cotter
NJ-782 Cadet Group Commander	Cadet/Lt Col Joseph Piazza
NJ-782 Cadet Vice Group Commander	Cadet/Maj Grayce Washington
NJ-782 Cadet Squadron Commander	
NJ-782 Cadet Flight Commander	
NJ-782 Cadet Flight Sergeant	

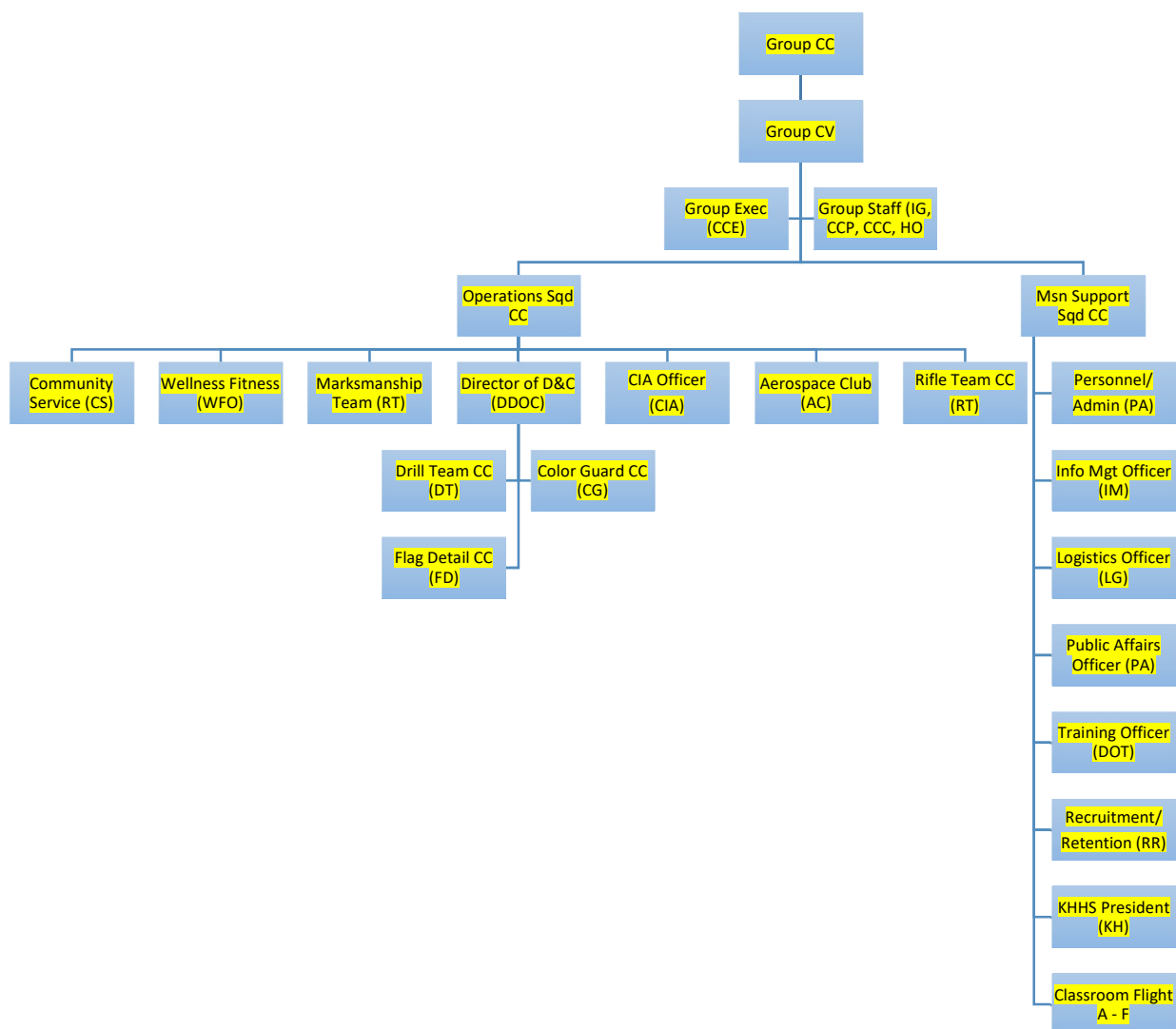
***Cadets Must Know the Chain of Command***

## CHAPTER NINE



### Cadet Corps Organizational Chart

**9.1. Cadet Corps Organizational Chart.** The following chart depicts the command structure and organization of the Cadet Corps.



## CHAPTER TEN



### Merit / Demerit System

**10.1. The Merit/Demerit System.** The merit system weighs heavily on promotions and awards. For the above average, normally active, interested, and productive cadet it can produce a promotion and award commendations. The demerit system can also lead to probation, demotion, and a loss of position, even removal from the Corps. Merit balances are also a highly weighted metric used in determining the Outstanding Flight and Outstanding Cadet awards.

**10.2 Purpose.** The merit and demerit system recognizes service, promotes observance of military customs and courtesies, and reinforces positive behavior. Merits and demerits are points earned by individual cadets that collectively reflect the image of that cadet's conduct, competence, and discipline. Their merit point status also indicates whether they are improving or detracting from the overall Corps reputation.

**10.3. Process.** Each marking period, every cadet's JROTC Merit Balance begins at 85 merits. Merits will add to that score and demerits subtract from it. The "Cadetmanship" grade is a measure of citizenship combined with a Cadet's performance as an AFJROTC Cadet and is based upon their merit balance. The AFJROTC NJ-782 Form 341 (See Figure 10.1) is the primary method of tracking merits and demerits. This is the same form used by the Air Force during basic training.

- Flight Commanders and other Cadet Officers/NCOs within a Cadet's chain of command may complete a Form 341 on that cadet for the purpose of awarding merits or assessing demerits. Once complete, they will place the form in the Group Command Chief's distribution box.
- A Cadet receiving demerits must sign the demerit slip. If the Cadet refuses to sign, communicate the discrepancy annotated on the form. This should be no surprise since verbal counseling should precede the issuance of demerits.
- The Group Command Chief will review and submit all slips to the ASI (with added comments/suggestions as necessary) on the last day of each school week.
- The ASI will review, approve or disapprove (at his discretion) and return all slips to the Group Command Chief by the first day of the proceeding school week.
- Once approved by the ASI, the Administrative Personnel Officer records and tracks all Form 341s.
- The Administrative Personnel Officer and his/her staff will develop and update the master merit/demerit tracking sheet and post it on Google Classroom.
- Cadets may appeal demerits through the Chain of Command. Cadets must submit their appeals in writing. An appeal may reduce the demerits assessed against a Cadet; it will never increase them. The Group Command Chief and SASI/ASI must approve all demerits.

### 10.4. Merit/Demerit Assessment Guidance

- Merits are awarded commensurate with the degree of expected performance. In the event a performance cancels for unforeseen reasons, Cadets who were in place at the appropriate time will receive full credit for the performance.
- Merits may be awarded for exceptional performance in areas listed below (not all-inclusive). A Cadet Officer/NCO who outranks the recipient must document these merits in detail. All merits/demerits awarded are subject to review by the Group Command Chief and approval by

the ASI. The following is a list of merit-worthy performances and the maximum merits that may be awarded for each performance:

<b><u>Description of Meritorious Performance</u></b>	<b><u>Merits</u></b>
Awards: Cadet Airman, NCO, and Officer of the Quarter*	15M
Awards: Trophies, Competition Advancements	15M
Color Guard (per event, except competition)	5M
Community Service Projects (per hour)	1M
Donations for Food/Clothing/Toy Drive	1M per donation
Flag Detail (per event)	1M
Fundraising (per \$10 profit)	1M
Grade of A in AFJROTC (per marking period)	5M
Honor Roll (3.75-3.999 per semester)	10M
Honor Roll (High: 4.0+ per semester)	15M
Honor Roll (Principal's: All As for the 2nd/4th Marking Period)	20M
Honor Societies	5M
Parades/Memorial Day Ceremony	5M
Participate in After School Activity (non-ROTC)*	3M
Perform at Drill/Air Rifle Competition*	10M
Perform in Air Rifle Postals*	10M
Physical Fitness (Weekly Fitness Journal Completion)	1M
Recruiting Team Presentation	10M
Reserve Cadet Uniform Wear (per week)	5M
School Activity Officer/Team Captain (per semester)*	10M
Sports Team - JV/Freshmen (per season)*	10M
Sports Team - Varsity (per season)*	15M
Support Staff of Drill Competition*	10M
Uniform Inspection	(See Score Sheet)

- Demerits are a tool used to correct inappropriate behavior. Attendance and conduct offenses will comply with the guidelines in the JMHS Student Handbook and the NJ-782 Cadet Guide.
- Any Cadet assessing demerits should first try counseling the offending cadet on the infraction he/she committed. If counseling corrects the issue, no further action should be taken.
- If counseling fails to correct the behavior, the issuing cadet should explain to the cadet receiving the demerits the nature of the offense and the number of demerits being assessed. The cadet receiving the demerits **must** sign the demerit slip prior to submission. Signing the demerit slip (Form 341) is not an admission of guilt; it is only an acknowledgement of the issuance of demerits by a Cadet Officer/NCO. Failure to sign the Form 341 will result in additional demerits.

- Should counseling and demerits fail to modify the inappropriate behavior, other alternatives (to include disenrollment from the program) may be taken. Disciplinary actions will increase in severity if a cadet fails to improve his/her behavior/attitude after addressing prior offenses. Increasing the consequences of future violations will hopefully encourage cadets to follow the established rules/guidelines and embrace the ideals of AFJROTC. The following is a list of actions that call for the issue of demerits and the maximum amount that may be assessed for each action.
- This list is not all inclusive. Cadet Leadership may identify inappropriate behavior not listed below. In this case, Cadet Leadership will document the offense on a Form 341 with what they feel is an appropriate amount of demerits. The review process will ensure the number of demerits assessed are a fair action for the stated offense.

<b><u>Description of Infractions/Inappropriate Behavior</u></b>	<b><u>Demerits</u></b>
Cell phone use in class not associated with BYOT projects	-10
Changing out of the uniform after inspection or changing into the uniform just before inspection (not wearing uniform the entire day)	-20
Cutting Class	-20
Disrespect toward the flag or other patriotic symbol	-30
Failure to bring required materials to class (Not Prepared).	-5
Failure to perform assigned duties	-10
Failure to report for a performance (no show w/o any notice)	-20
Fighting/Serious Misconduct	Determined by SASI/ASI
Hazing	-40
Headphone/earbud infraction	-20
In school suspension (each case)	-10
Inappropriate behavior (per infraction)	-5
Inattention/Indifference	-15
Insubordination	-25
Late to Class (Unexcused)	-10
Littering Classroom	-10
Out of school suspension (each case)	-25
Rating of “POOR” or “DOES NOT MEET STANDARDS” on a performance report (Each Occurrence)	-15
Refusal to sign Form 341/counseling documentation	-20
Sleeping, talking, disruptive behavior during class	-20
Unexcused absence	-10
Unexcused missed uniform wear	-15
Uniform Wear or Grooming Infraction (Excluding Inspection) Per Infraction	-5



Use of Profanity	-10
Sleeping during class	-5

**10.5. Improving Merit Balance.** Any Cadet wanting to improve his or her merit balance sheet may perform actions listed in the Merit Description table. Since that list is not all-inclusive, a positive minded Cadet may solicit merit based work from the Cadet Group Commander, Cadet Group Command Chief or SASI/ASI. Such initiative demonstrates a positive attitude indicative of a model cadet and in most cases will earn bonus merit points.

## **10.6. Other Disciplinary measures.**

**10.6.1. Disciplinary Action Board (DAB).** Insubordination, disrespect toward your SASI/ASI or Cadet Chain of Command will cause immediate calling of a Disciplinary Action Board (DAB). This board will consider various disciplinary actions to include demotion and removal from position. Additionally, a 50-merit balance will also result in a DAB and will most likely result in a demotion of at least one rank. At the very least, a cadet meeting the DAB will receive a letter of counseling. The whole point of these disciplinary measures is to correct a cadet's attitude and behavior.

**10.6.2. Probation.** Placing an offending Cadet on probationary status is a disciplinary tool designed to correct poor, underperforming and apathetic behavior. Cadets who exhibit the following conditions will find themselves on probation.

- Poor behavior (a pattern of class rule violations, referrals to administrators, in-school/out-of-school suspensions, and excessive demerits).
- Poor grades due to failure to turn-in assignments.
- A pattern of not wearing the uniform or incorrectly wearing the uniform (including changing out of the uniform before the school day is over).
- A merit balance of 50 or less.

### **While on probation, the Cadet:**

- May be demoted to a lower rank and reassigned from leadership responsibilities.
- Will not be considered for promotion or leadership positions while on probation.
- Lose the privilege of participating in AFJROTC "extra" activities (drill team, color guard, field trips, etc.).
- May be given additional assignments designed to create a change of attitude.
- Will received a reduced grade.
- May be referred to a school administrator for further school disciplinary action.
- Will be under increased scrutiny and periodically evaluated on his/her progress.
- Risks removal from the Corps with any further infractions.

Cadets who are on probation may revert to "Cadet in good standing" status after proving through actions that they are making every effort to correct the substandard behavior and will be positive members of the Cadet Corps.

Figure 10.1 AFJROTC NJ-782 Form 341

EXCELLENCE/DISCREPANCY REPORT		
LAST NAME - FIRST NAME - MIDDLE INITIAL		CADET RANK
SIGNATURE OF CADET		CLASS/FLIGHT
EXCELLENCE/EXHIBITED DISCREPANCY <i>(Be specific)</i>		
TIME	DATE	PLACE
PRINTED NAME OF REPORTING INDIVIDUAL		SIGNATURE OF REPORTING INDIVIDUAL

**AFJROTC NJ-782 FORM 341, 20220815** PREVIOUS EDITION IS OBSOLETE.

## CHAPTER ELEVEN



### Meetings and Activities

- 11.1. Staff Meetings.** Staff meetings are held after school as needed to effectively manage Group operations and activities. Those required to attend must be present unless prior absence approval is granted by the Cadet Group Commander/SASI/ASI.
- The Vice Group Commander will be responsible for setting up the room for all staff meetings.
  - All meetings will begin and end with the staff being called to attention. The commander will give the command "seats" and the meeting will begin. Commanders and staff officers will brief on plans, programs, goals, and the unit's progress, identifying and discussing problem areas. The order will follow the organizational chart for NJ-782.
  - Staff officers will brief the Group Commander on their respective areas, identifying progress and discussing problem areas.
  - Flight Commanders will brief the status of their flights and discuss how their flight's metrics align with the Group's goals. These metrics will include weekly uniform wear, community service hours, academic standings, fundraising, and recruitment efforts. Those flight commanders not meeting group goals are expected to have a plan to bring their flight into compliance.
  - The staff meeting will be under the Cadets' control. They will follow military courtesies at all times. The SASI and ASI will be present when applicable and will brief Cadets and provide approvals as necessary. It is the responsibility of the Cadet Group Commander to ensure that time is made available for this briefing. Meeting minutes will be published within 48 hours.

**11.2. Leadership Development Requirements (LDRs), (formerly known as co-curricular).** LDR activities are AFJROTC-sponsored and school-approved teams and/or committees of cadets that normally operate outside classroom hours (before school/after school). However, some LDR activities may be incorporated into regular classroom instruction. LDR activities contribute to experiential learning, and this type of program attracts, retains, and increases cadet enrollment. They are essentially activities that take learning out of the classroom and provide cadet ownership of the program. In effect, LDR activities enable cadets to learn while doing. A strong unit with a breadth of LDR opportunities entices and retains cadets; the opposite is true for units that are essentially classroom only. While LDR participation is not mandatory, these activities will help you understand and fully enjoy the AFJROTC program.

**11.2.1. LDR Tier/Category SYSTEM.** LDR activities are subdivided into the following Tiers.

- **Tier I (STEM Based):** Any LDR that has a Science, Technology, Engineering, Mathematics (STEM) or academia-related base AND has an outside partnership that includes a national-level competition opportunity. Examples are: Astronomy, CyberPatriot, JROTC Leadership and Academic Bowl (JLAB), RC Aircraft, Robotics, Rocketry, StellarXplorers, Unmanned Aircraft Systems (UAS) aka Drones/Multicopters, and Weather Forecasting.
- **Tier II (Activity Based):** Any LDR that may or may not have a STEM or academia-related base but does have an outside partnership and/or local level or above competition opportunity. Examples are: Archery, Armed Drill Team, Color Guard, Kitty Hawk Honor Society (KHHS), Marksmanship, Orienteering, Raiders/Fitness Team, and Drill Team.
- **Tier III (Unit Based):** Any LDR that is local level only and primarily benefits the Cadet Corps, school and/or local community. Examples are Awareness Presentation Team, Chorus, Flag Detail (raising/lowering flag and other flag-related activities), Green Team (environmental & beautification efforts), Honor Guard, Model Building Team, Morale Team, Other (unit-specific

LDR activities not listed) Planning Committee, Saber Team, Spirit Squad, Sports Team and Tutoring (not KHHS).

**11.2.2. NJ-782 LDRS.** NJ-782 endeavors to provide a wide variety of LDR activities. The LDRs listed below are co-curricular clubs/team available to the NJ-782 cadets. These listed LDR teams, clubs, and activities are not all inclusive. If any cadets have an interest in an activity, team or group not listed, they are encouraged to bring their ideas to the SASI or ASI. If they approve, the SASI/ASI will expect the cadets to accomplish most of the planning/organizing. The instructors will facilitate as necessary.

**11.2.2.1. Drill Team.** Drill team performances are the “spit and polish” activities of the Corps. The drill team is a group of Cadets who perform the complicated skills of military drill. Different categories of drill include “armed” (with rifles) and “unarmed” (without rifles). Within these two basic categories are “regulation” (per applicable drill manuals) and “exhibition” (allows Cadets to develop a unique militaristic routine with drill movements they created).

- Drill teams attend drill competitions and other co-curricular (LDR) events within the school and community.
- Cadets chosen for membership must maintain a passing grade in all subjects.
- The Commander will plan a practice schedule and submit for SASI/ASI approval. Unexcused absences from practices/scheduled events may lead to removal from the Drill Team and Color Guard. No one will be removed without prior approval of the SASI/ASI.

**11.2.2.2. Color Guard.** A team consisting of four to six Cadets who present and post the colors at formal and informal events. These teams perform in parades, drill competitions, and other LDR events. Cadets must pass all of their classes and maintain a minimum GPA of 70.

**11.2.2.3. Kitty Hawk Honor Society (KHHS).** The Kitty Hawk Honor Society is a nationally recognized AFJROTC Honor Society. To be a part of KHHS, Cadets must complete an application. They must be AFJROTC members (regular or reserve), and must maintain an overall GPA of 85% or above and a grade of 90% and above in their AFJROTC class. The purpose of this society is to encourage Cadets to further their education and to take academics seriously. KHHS members provide tutoring to help students achieve their academic goals. They are also heavily involved in giving back to their community through extensive community service. Active KHHS members receive a Kitty Hawk Badge and a certificate to recognize their involvement and participation in the society.

**11.2.2.4. Model Rocketry Club.** The model rocketry club is designed to help cadets understand different aspects of rocketry and the technology involved. Cadets will build and launch various model rockets and study related aerodynamics. Cadets meeting the requirements outlined in the Model Rocketry Handbook will be presented with the model rocketry badge. The club meets on a regular basis. Cadets must maintain passing grades in all subjects for membership.

**11.2.2.5. Unmanned Aerospace Systems (UAS) Team (Remote Control (RC) Aircraft and Drone).** The UAS Team is designed to enhance and promote awareness and knowledge of all aspects of aviation science. Cadets study the science of flight and aerodynamics, develop their flight skills on a computer flight simulator, then display those skills by flying various RC aircraft and multi-copter drones.

**11.2.2.6. Awareness Presentation Team (APT).** APT is an academic endeavor designed to provide positive role models for elementary and middle school students. The APT covers topics such as peer pressure, conflict resolution, sexual issues, violence, and drug & alcohol awareness, peer pressure, and

gang violence. An APT team is composed of Cadets selected by the SASI and ASI based on their demeanor, verbal abilities, and professional appearance. The teams are responsible for selecting topics, conducting research, writing, and presenting the material. Participation in this may result in earning the APT badge. Members of APT must set a positive example. As such, they must not be on probation, have excessive demerits, or be undergoing any disciplinary action. Members must also be passing all their classes. Professional image is especially important. As such, APT members must wear the uniform properly and have an “A” average for their uniform grade.

**11.2.2.7. Flag Detail Team.** The Flag Detail Team performs all ceremonies involving our Nation’s Flag, excluding Color Guard activities. These include Flag folding ceremonies, reveille and retreat ceremonies, and any presentations involving our Flag’s history and heritage. Members should seek out opportunities within the school and community to perform ceremonies and presentations.

**11.2.2.8. Raiders Team.** This team focuses on physical fitness. Members promote physical fitness and an overall healthy lifestyle. The Raiders Team is designed to physically and mentally challenge Cadets to the best of their abilities and to motivate them to achieve beyond their previously accepted limits, both physical and mental. Raiders Team also competes in physical fitness competitions with other JROTC units. Team members help prepare Cadets to improve their scores in the Presidential Fitness Challenge.

**11.2.2.9. Community Service Projects Team.** Engages in community service projects. Provides Cadets with the opportunity to become active members of their community and has a lasting, positive impact on society at large. It enables students to acquire life skills, knowledge, organization and planning experience as well as provide a service to those who need it most. Members of this team are those intimately involved in planning the project which involves reaching out to community organizations such as Department of Public Works, local veterans organizations, hospitals, nursing homes, and animal shelters. All cadets are expected to participate in AFJROTC led community service events held throughout the year.

**11.2.2.10. Co-Curricular Event Planning Committee.** A group of Cadets who plan, organize, and execute the major unit events like the Military Ball, Unit Awards Ceremony, and Change of Command Ceremony. Additionally, a planning committee might assist the instructor(s) in setting up a Curriculum in Action (CIA) trip. Cadets, who are instrumental members of this committee, gain valuable experience in event planning and further develop their leadership and organizational skills.

**11.2.2.10.1. Military Ball.** The AFJROTC military ball is an annual formal function that is planned, executed, and attended by the Cadets. Military personnel and male Cadets dress in formal uniforms and female Cadets may wear a formal dress. Male guests are expected to dress in a suit and female guests a formal dress. Females attending the ball are encouraged to wear a conservative formal dress, one that is either floor length or at the knee and does not show an excessive amount of skin. There are different sections to a military ball including a reception hour, receiving line, dinner and dance portion. The reception hour is when guests are encouraged to mingle. The dinner has multiple courses, during which there are toasts and military traditions are observed. Guests are required to follow a printed program and respond correctly to each toast or tradition, including standing when the American flag is presented and the words to the Air Force Song, which we sing at the conclusion of the formal segment of the ball. This great event allows Cadets to experience their first formal dinner and dance at a price that is significantly less than the annual Prom.

**11.2.2.10.2. Annual Awards Ceremony.** AFJROTC awards ceremonies are normally held during the spring semester. Cadets will be presented with unit, AFJROTC and nationally recognized awards earned during the year. Families, friends, and school officials are invited.

**11.2.2.10.3. Group Change/Assumption of Command Ceremony.** One to two times during the school year NJ-782 will hold a change/assumption of command ceremony to signify the passing of command from one Group Commander to his/her successor. The SASI/ASI may want to rotate this leadership position to allow deserving Cadets the leadership opportunity this auspicious position affords. If there is a rotation of leadership during the school year, the unit will hold the change of command ceremony around the mid-year point when the unit is transitioning from the first to the second semester. Otherwise, this ceremony will be held before the end of the school year.

**11.2.2.11. JROTC Leadership Academic Bowl (JLAB).** The JROTC Leadership & Academic Bowl (JLAB) is a nationally recognized academic competition created exclusively for JROTC students. By participating, Cadets learn the values of citizenship, leadership, academic competition, and college opportunity.

**11.2.2.12. CyberPatriot.** A National Youth Cyber Education Program created by the Air Force Association (AFA) to inspire K-12 students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future. **CyberPatriot involves the National Youth Cyber Defense Competition.** This competition puts teams of high school and middle school students in the position of newly hired IT professionals tasked with managing the network of a small company. In the rounds of competition, teams are given a set of virtual images that represent operating systems and are tasked with finding cybersecurity vulnerabilities within the images and hardening the system while maintaining critical services. Teams compete for the top placement within their state and region, and the top teams in the nation earn all-expenses paid trips to Baltimore, MD for the National Finals Competition where they can earn national recognition and scholarship money.

**11.2.2.13. Military Model Building (Aerospace Science STEM Course).** Static modeling is the designing and/or building of small model rockets or planes. A static model program can provide cadets an exciting introduction to concepts of aerospace engineering and design.

**11.2.2.14. Marksmanship Program.** Marksmanship is an LDR activity where cadets can receive training in marksmanship and the safe handling of an air rifle. Participation is optional and at the discretion of the school administration. Competitions are held to promote training, good sportsmanship, and a high standard of performance in the safe use of an air rifle.

**11.2.2.15. StellarXplorers.** StellarXplorers inspires and attracts high school students to pursue studies and careers in STEM-related fields through a challenging, space system design competition involving all aspects of system development and operation with a spacecraft/payload focus. The StellarXplorers National Space Design Competition provides specific training in the use of system simulation software, Systems Tool Kit (STK), as well as an online textbook as a curriculum supplement and study resource for online “team” quizzes given during the competition. The actual competition is accomplished from the team’s home location. Teams are given a scenario describing the system’s mission and constraints and they provide a solution to a typical space design problem, such as orbit determination, satellite component selection, and launch vehicle planning

**11.2.2.16. Orienteering:** Orienteering is a competitive international sport that combines racing with navigation. It is a timed race in which individual parties use a specialty created, highly detailed map to

select routes and navigate through divers and often unfamiliar terrain and visit control points in sequence. Courses can also be enjoyed as a walk in the woods, with difficulty levels from beginner to expert.

**11.2.2.17. Cadet Leadership Course (CLC).** AFJROTC's Cadet Leadership Course (CLC) is an optional Co-Curricular program that teaches cadets citizenship, leadership, and practical skills in a highly structured and focused instructional environment. Its mission is to prepare cadets for leadership roles in their units, schools, and local communities. As such, the activities during CLC stress the following: team building, leadership, respect for authority, responsible citizenship, personal character, academic achievement, health & wellness, community service, drill and ceremony, and survival/outdoor skills.

**11.2.3. WINGS Entry of LDR Activities.** All Leadership Development Requirements (LDR) activities/events/competitions must be annotated in the WINGS “Events” Module within one week of the event to maintain accurate and up-to-date information throughout the school year. It is the responsibility of the cadet in charge of the particular LDR to accurately conduct the necessary WINGS entries.

**11.3. Curriculum in Action (CIA) Trips.** In addition to normal classroom activities, AFJROTC Cadets will have opportunities to experience CIA trips during the school year. CIA trips are proper educational field trips that directly support or serve as an extension of the AFJROTC curriculum. They are sponsored and approved using the same procedures that any other class/organization in the school uses, and properly approved by the appropriate school authority. **NOTE:** Invited guests to the unit/school campus do not qualify as a CIA trip. Additionally, co-curricular events conducted outside campus do not qualify as CIA trips.

- IAW AFJROTC guidance, units must take a minimum of one CIA trip per academic term (school year) with a minimum of 25% of the academic term cadets participating.
- The SASI or ASI is ultimately responsible for the supervision and control of these activities, but the CIA officer plays an instrumental role in trip selection and planning.
- In the course of the school year, all NJ-782 Cadets in good academic and disciplinary standing will have the opportunity to participate in a CIA trip. Any Cadet on probation won't be permitted to attend any CIA trip. Also, if a Cadet's merit balance depletes below 70, he/she won't go.
- Examples of CIA trip destinations include but are not limited to: Air Force bases, science museums, FAA control towers, historical sites, local government and municipal facilities.
- When spaces are limited, participation will be determined by a cadet's leadership development requirements (LDR) participation and then on overall performance and participation in AFJROTC to include uniform inspection grades and merit balance.

**\*\*\*\*ALL CADETS ARE HIGHLY ENCOURAGED TO ATTEND THE MILITARY BALL, CHANGE/ASSUMPTION OF COMMAND, AND AWARDS CEREMONY. THEY ARE CONSIDERED PART OF THE AFJROTC CURRICULUM! \*\*\*\***

## CHAPTER TWELVE



### Awards and Decorations

**12.1. Cadet Awards and Decorations Program.** The Cadet Awards and Decorations program fosters morale, incentive, esprit de corps, and recognizes the achievements of AFJROTC Cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. **Only Awards and Decorations approved by Holm Center/JR and listed in this guide may be worn.** This chapter is supposed to emulate chapter 7 of the AFJROTC Operations Supplement; The Operations Supplement takes precedence in the event of a discrepancy between the two. Units cannot purchase matching medals for HQ Approved Ribbons (Example: Outstanding Cadet, Patriotic Flag, Bataan March etc.). Only medals specifically designated within AFJROTC Operational Supplement Chapter 7 and depicted on the AFJROTC Ribbon Chart are approved. Units may not create or purchase local awards for wear on the uniform. The Cadet Chain-of-Command may make recommendations for awards to the SASI/ASI; however, final approval rests with the SASI. Presentations will be made at appropriate times during the school year. Most awards are reserved for the annual awards ceremony. Whenever possible, representatives from organizations sponsoring awards will make the award presentation.

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

Unit NJ-782 will follow the Guidelines for National Awards to the fullest extent possible; however, the SASI has the latitude to approve awarding of National Awards to deserving cadets that do not meet award criteria (i.e., a deserving sophomore instead of a junior if there is not a deserving cadet who meets an awards class standing percentage criteria established for the award, etc.). If there are deviations from established award criteria, the “spirit of intent” of the award will be maintained. Whenever possible, NJ-782 will obtain approval from the sponsoring organization’s local chapter for any deviations from established criteria.

There are a variety of organizations that may present awards to cadets. These include National-level organizations and Congressionally chartered Veterans Service organizations (VSOs) recognized by the Department of Veteran Affairs; a complete list can be found at <https://www.va.gov/vso/VSO-Directory.pdf>. However, only the HQ AFJROTC approved medals and ribbons (as listed on the AFJROTC ribbon chart) may be worn on a cadet’s AFJROTC uniform. Check AFJROTC Operations Supplement chapter 7 for details regarding acceptable awards and presenters.

**12.1.1. Awards from Other JROTC Services.** AFJROTC Cadets are **not authorized** to wear ribbons/medals earned/issued from Army, Navy, Marine Corps, or Coast Guard Junior ROTC programs. Cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the Cadet earned while serving in sister-service JROTC program. It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.



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

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

**12.2. AFJROTC Advantages.** Cadets are eligible for certificates based on their performance and length of service in JROTC. Certain privileges and benefits accompany these certificates.

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

**12.2.1.1. Certificate of Training.** All cadets will be awarded an AF Form 1256, *Certificate of Training*, for successful completion of two academic program years of AFJROTC with SASI concurrence.

**12.2.1.2. Certificate of Completion.** An AFJROTC Form 310, *AFJROTC Certificate of Completion*, will be awarded to all Cadets for successful completion of three academic program years of AFJROTC with SASI concurrence. AFJROTC instructors administering a four-year program have the option of issuing an updated Certificate of Completion after four academic program years.

**12.2.1.3. Certificate Eligibility.** Cadets may be awarded certificates even if they do not graduate from high school, since the certificate is based only on AFJROTC performance.

**12.2.1.4. Recognition.** The AFJROTC Form 308, *AFJROTC Certificate of Recognition*, is used to recognize AFJROTC Cadets and organizations (units) for outstanding support and achievement. The SASI presents this certificate.

**12.2.1.5. Advanced Enlistment.** In accordance with DODI 1205.13, JROTC Cadets may be eligible for enlistment at a higher grade. Students completing three years in AFJROTC are eligible to enter the Air Force two pay grades higher than other enlistees, and are automatically enrolled into the Community College of the Air Force, to receive college credit toward their associate college degree. For specifics, refer to each service's recruiting instructions/regulations.

**12.2.1.6. ROTC Course Credit.** A student completing at least two years of JROTC may be entitled to credit in the Senior ROTC program. See AFROTCI 36-2011, *Cadet Operations*, for specifics. ROTC scholarships are Senior ROTC controlled. Inquiries on scholarship eligibility, availability, and other scholarship-related issues should be made to Holm Center/RRUC.

**12.2.1.7. Scholarships.**

**12.2.1.7.1. ROTC Scholarships.** Cadets who choose to continue their education may receive special consideration for Air Force Reserve Officer Training Corps (AFROTC) scholarships. Many of these scholarships will pay for two, three, or four years of tuition, books, and fees at numerous universities and colleges and allow cadets to pursue studies in various technical and non-technical majors.

**12.2.1.7.2. CSAF Flight Academy Scholarship Program.** Through this program, AFJROTC cadets are competitively selected to attend a summer aviation program at an accredited university. This program is approximately 8 weeks long and cadets can earn their Private Pilot's License while receiving college credit. 2018 was the inaugural year of this program and it is projected to expand over the next few years.

**12.3. Service Academy Nominations.** U.S.C. Title 10 sets aside up to 20 nominations per Service Academy for “honor graduates of JROTC honor schools.”

- **Air Force Academy Nominations:** Students will apply for nomination to the Senior Aerospace Science Instructor (SASI). SASI must certify that the applicants meet the basic eligibility requirements and have or will have successfully completed the prescribed AFJROTC program by the end of the school year. The SASI will contact USAFA Admissions for an AFJROTC Nomination Appointment form.
- Holm Center Operations Support will send a list of the AFJROTC Distinguished Unit Award winners to USNA and USMA Service Academies. The Service Academies will maintain a Distinguished Unit Award list so cadets who apply to Academies on line will get additional consideration. (AFI 36-2019 and USAFA Sup to AFI 36-2019)
- Due to the level of competition for these limited appointments, cadets are highly encouraged to pursue other nomination sources to increase their chances of earning an appointment.
- NJ-782 receives information regarding annual “Service Academy Days” hosted by a NJ senator and congressman to learn about the application process to the service academies. All services are represented at these academies to include the U.S. Merchant Marine Academy. Representatives from Rutgers ROTC Detachments also attend to explain about the scholarships available and the commissioning process through the college level ROTC. Those cadets interested in commissioning in the U.S. armed forces are encouraged to attend. NJ-782 will organize a field trip there if the demand warrants.

**12.4. AFJROTC Awards Order of Precedence (highest to lowest).** The following awards are authorized for wear on the AFJROTC uniform.

1. Gold Valor Award (Medal/Ribbon)
2. Silver Valor Award (Medal/Ribbon)
3. Cadet Humanitarian Award (Ribbon)
4. Silver Star Community Service with Excellence Ribbon
5. Community Service with Excellence Ribbon
6. Air Force Association Award (Medal/Ribbon)
7. Daedalian Award (Medal/Ribbon)
8. Daughters of the American Revolution Award (Medal/Ribbon)
9. American Legion Scholastic Award (Medal/Ribbon)
10. American Legion General Military Excellence Award (Medal/Ribbon)
11. Reserve Organization of America (ROA) Award (Medal/Ribbon)
12. Military Officers Association Award (Medal/Ribbon)
13. Veterans of Foreign Wars (VFW) Award (Medal/Ribbon)
14. National Society United States Daughters of 1812 (Medal/Ribbon)
15. National Sojourners Award (Medal/Ribbon)
16. Scottish Rite, Southern Jurisdiction Award (Medal/Ribbon)
17. Military Order of the Purple Heart Award (Medal/Ribbon)
18. Sons of the American Revolution Award (Medal/Ribbon)
19. Military Order of World Wars Award (Medal/Ribbon)

20. American Veterans Award (Medal/Ribbon)
21. Air Force Sergeants Association (AFSA) Award (Medal/Ribbon)
22. Tuskegee Airmen Incorporated Cadet Award (Ribbon)
23. The Retired Enlisted Association Award (Medal/Ribbon)
24. The Celebrate Freedom Foundation Award (Medal/Ribbon)
25. Air Commando Association Award (Medal/Ribbon)
26. Distinguished Unit Award with Merit (Ribbon)
27. Distinguished Unit Award (Ribbon)
28. Outstanding Organization Award (Ribbon)
29. Outstanding Flight Ribbon
30. Top Performer Ribbon
31. Outstanding Cadet Ribbon
32. Leadership Ribbon
33. Superior Performance Ribbon
34. Achievement Ribbon
35. Academic Ribbon
36. Cadet Leadership Course Ribbon
37. Special Teams Placement Ribbon
38. All Services National Competition (Medal/Ribbon)
39. Air Force Nationals Competition (Medal/Ribbon)
40. Orienteering Ribbon
41. Leadership Development Requirement (LDR) Leadership Ribbon
42. Drill Team Ribbon
43. Color Guard Ribbon
44. Saber Team Ribbon
45. Marksmanship Ribbon
46. Joint Service Academic Bowl (JLAB) Team Ribbon
47. Cyber Patriot Team Ribbon
48. StellarXplorers Team Ribbon
49. Raider Team Ribbon
50. Military Model Building Team Ribbon
51. Unmanned Aircraft Systems (UAS) Ribbon
52. Robotic Club/Team Ribbon
53. Good Conduct Ribbon
54. Service Ribbon
55. Health and Wellness Ribbon
56. Recruiting Ribbon
57. Activities Ribbon
58. Attendance Ribbon
59. Dress and Appearance Ribbon
60. Longevity Ribbon
61. Bataan Death March Memorial Hike Ribbon
62. Patriotic Flag Ribbon
63. Resiliency Ribbon

**12.4.1. Authorized Civil Air Patrol (CAP) awards.** Cadets who earn CAP awards may wear those ribbons during regular uniform days and will be worn in the precedence listed below following the Resiliency Ribbon.

- 64. General Carl Spaatz Award
- 65. General Ira C. Eaker Award
- 66. Amelia Earhart Award
- 67. General Billy Mitchell Award
- 68. General J.F. Curry Award

**12.5. 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.

**12.5.1. 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. Forward recommendations for valor awards through [debra.paggett@us.af.mil](mailto:debra.paggett@us.af.mil) or [douglas.davenport@us.af.mil](mailto:douglas.davenport@us.af.mil) (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the Director, HQ AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. 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.**

**12.5.2. 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. Forward recommendations for valor awards through [debra.paggett@us.af.mil](mailto:debra.paggett@us.af.mil) or [douglas.davenport@us.af.mil](mailto:douglas.davenport@us.af.mil) (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the Director, HQ AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. 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.**

**12.5.3. 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. Forward recommendations for this award through [debra.paggett@us.af.mil](mailto:debra.paggett@us.af.mil) or [douglas.davenport@us.af.mil](mailto:douglas.davenport@us.af.mil) (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the award to the Director, HQ AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. 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.**

**12.5.4. 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 April (current year). HQ will use the last PSR Cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the units earning the Award. Instructors at the Top 5% units will determine which of their Cadets have contributed to the unit earning the new award. Ribbon must be purchased from a vendor using MilPer funds. For each additional award earned an additional large silver star will be awarded.

**12.5.5. 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. Forward recommendations for Community Service with Excellence Award to [HQ-OpsSupport@afjrotc.com](mailto:HQ-OpsSupport@afjrotc.com) for review and approval within six months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

### National-level Awards

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

**12.5.6. 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 three-year program) or third-year Cadet (in a four-year program). Ribbon for this award may be worn on the Cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.** The award recipient must possess/meet the following personal characteristics and eligibility criteria:

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

**12.5.7. Daedalian Award.** Cadets may only receive this award once. The Order of Daedalian is a fraternity of commissioned pilots from all military services. It is 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. The ribbon for this award may be worn on the Cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.** This 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 class.
- Rank in the top 20% of their school class.

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 11 for list of award points of contact.

**12.5.8. 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.**

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

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

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 11 for list of award points of contact.

**12.5.9. American Legion Scholastic Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the Cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.** This award is presented annually to one second- or third-year Cadet (in a three-year program) or a third- or fourth-year Cadet (in a four-year program) based on the Cadet's overall scholastic achievements. Each Cadet must:

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

The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 11 for list of award points of contact.

**12.5.10. American Legion General Military Excellence Award.** Cadets may only receive this award once. Ribbon for this award may be worn on the Cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of competition. This award is presented annually to one second- or third-year Cadet (in a three-year program) or a third- or fourth-year Cadet (in a four-year program) based on the Cadet's general military excellence. Each Cadet must:

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

The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 11 for list of award points of contact.

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

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

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

The SASI with the ASI, selects the recipient of the award. The local ROA chapter contacts each SASI before 15 January and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 January, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association. See Attachment 2-11 for list of award points of contact.

**12.5.12. 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.**

This award is presented annually to an outstanding second-year cadet (third-year cadet in a four-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.

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.

**12.5.13. 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.**

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

- Positive attitude toward the AFJROTC program
- Must be enrolled as a 10th-12th grade AFJROTC student
- Must maintain a "B" average in AFJROTC 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.

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.

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

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

**12.5.15. 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.**

This award is presented annually recognizing an outstanding first or second-year cadet (second or third-year cadet in a four-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.

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.

**12.5.16. 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.**

This award annually recognizes an outstanding second-year cadet in a three-year program or third-year cadet in a four-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.

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.

**12.5.17. 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.**

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

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

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.

**12.5.18. 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.**

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 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 program.
- Be in the top 10% of their AFJROTC class.
- Be in the top 25% of their overall class.

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 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.

**12.5.19. 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)

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

The SASI, with the concurrence of the principal, selects the recipient and completes the Military Order of the World Wars (MOWW) citation by summarizing the cadet's outstanding accomplishments or service to the unit. The citation and request for the medal, certificate, and 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.

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

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

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

The SASI selects the recipient of the award and submits a brief nomination letter and biographical sketch of the cadet to the state AMVETS department where the school is located. An AMVETS representative will make the presentation if a participating local post or department representative is available. See Attachment 11 for list of award points of contact.

**12.5.21. 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.**

This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a four-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 class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- Not a previous recipient of this award.

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](mailto:bhill@hqafsa.org)) to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.

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

This award is presented annually to two cadets. Cadets may be first-year, second year, or third-year cadets (in a three or four-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.

The SASI and ASI select the recipients. The Tuskegee Airmen (TAI), Inc. AFJROTC Cadet Award ribbon is mailed to every AFJROTC unit from AFJROTC NC-20022, Julius L. Chambers High School. AFJROTC units do not need to contact this unit to receive their allotted two ribbons per year. AFJROTC 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. AFJROTC Cadet Award certificate is posted in WINGS at WINGS - Published Files - Directory - JROTC - Certificates. The TAI AFJROTC Cadet Award certificate, as well as other important certificates, are posted in the folder.

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

**12.5.24. The Celebrate Freedom Foundation (CFF) Award for Excellence in Academic Programs.** Cadets may only receive this award once. The awards program recognizes 9th, 10th, 11th and 12th grade

students (including home-schooled students) enrolled in AFJROTC programs. Ribbon for this award may be worn on the Cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.** The SASI may go on line at [www.gocff.org/jrotc](http://www.gocff.org/jrotc) to nominate Cadets for this award. Cadets must demonstrate the following personal characteristics to be eligible for nomination:

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

**12.5.25. 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.**

**12.5.26. 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.

**12.5.27. Distinguished Unit Award (DUA).** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. A unit will earn the DUA if it meets the minimum criteria and completed an average of 12 hours of community service per cadet. 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.

**12.5.28. Outstanding Organization Award (OOA).** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. A unit will earn the OOA if it meets the minimum criteria and the unit completed an average of eight hours of community service per Cadet. 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.

**12.5.29. Outstanding Flight Ribbon.** Awarded each academic term (semester) to members of the outstanding flight under criteria determined by the SASI. NJ-782 compares the performance of all flights in the following areas: merit balances, uniform inspections, community service hours, fund raising, LDR

activity participation, AFJROTC academic performance, and physical fitness scores. *For more information see Policy Letter Number 17 or Section 2.16 of this Cadet Guide.*

**12.5.30. 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. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

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.

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

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

**12.5.32. Leadership Ribbon.** Awarded for outstanding performance in a position of leadership as an AFJROTC Cadet. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. The recipient must hold a leadership position within the Corps, and have received "EXCEEDS STANDARDS" in the Leadership Skills, Professional Qualities, and Judgement and Decision Making sections of the officer performance report or "OUTSTANDING" in the "HOW WELL DOES RATEE SUPERVISE AND LEAD?" section of the enlisted performance report. This award is limited to 5% of the eligible group to ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond the normal expected performance.

**12.5.33. Superior Performance Ribbon.** Awarded to no more than the top 10% of the Cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and unmistakably exceptional when compared to achievements and accomplishments of other AFJROTC cadets. Any cadet receiving this award must have received a rating of "EXCEEDS STANDARDS" or "OUTSTANDING" in the "Performance of Assigned Tasks" section of their performance report, and rank in the top 10% of total unit event participation.

**12.5.34. Achievement Ribbon.** Awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. The SASI will the determination if a Cadet's efforts meet the requirement for the award. He will base his judgement on the amount of effort put forth and the significance of the activity/event. Examples include the planning and execution of LDR events like the Military Ball and Awards Ceremony, and community service and fundraising.

**12.5.35. Academic Ribbon.** Awarded for academic excellence as signified by attaining an overall grade point average of at least a "B" for one academic term (cadet may only receive one award annually), in addition to an "A" average in AFJROTC for that same semester. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

**12.5.36. Cadet Leadership Course (CLC) 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. The recipient of the Silver Star must have demonstrated their leadership abilities in a staff position, Cadet Training Instructor, for Flight Commander/Sergeant. The Silver Star is limited to the top 10% of the class. **(See CLC Policy #18 for further details)**

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

**12.5.38. All-Service National Competition Award.** A medal/ribbon awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds.

**12.5.39. Air Force Nationals Competition Award.** A medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds.

**12.5.40. Orienteering Ribbon.** Awarded to team members for completing a unit-specific Orienteering Program as part of a unit's curriculum. Cadet teams must demonstrate their knowledge and ability by successfully completing an orienteering course consisting of at least five waypoints.

**12.5.41. Leadership Development Requirement (LDR) Leadership Ribbon.** Awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT Team Commander, Orienteering Team Commander, Drill Team Commander, Color Guard Team Commander, dining-in chairperson, military ball chairperson, etc.). The recipient must have played a major role in the LDR event and demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. The SASI will weigh the cadet's effort with the result of the LDR event when making the determination.

**12.5.42. 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). An oak leaf cluster is added for each year of qualifying membership beginning with the second year. *For more information see Policy Letter # 19.*

**12.5.43. Color Guard Ribbon.** Cadets must perform at least five Color Guard performance events with distinction to receive this ribbon (cumulative). Additionally, cadets must earn a total of at least 50 Color Guard based merits during a specific school year. Cadets earn 25 merits for participating in a Color Guard component of a drill competition, five merits per Color Guard performance, and 10 merits for participating in a parade or community ceremony. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**12.5.44. Saber Team Ribbon.** Cadets must perform at least three saber team performance events to receive this ribbon (cumulative). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**12.5.45. 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 one marksmanship competition event. 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.

**12.5.46. Joint Leadership Academic Bowl (JLAB) Ribbon.** Cadets must be a member of the JLAB team. Team members must advance to at least the second round to qualify for this ribbon. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

**12.5.47. Cyber Patriot Ribbon.** Cadets must be a member of the Cyber Patriot team. To qualify for this ribbon, team members must compete in at least two rounds of the Cyber Patriot competition. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. (This ribbon replaces the Cyber Patriot pin, which is no longer authorized for wear on the cadet's uniform.)

**12.5.48. StellarXplorers Ribbon.** Cadets must be a member of the StellarXplorers team. To qualify for this ribbon, team members must compete in at least two rounds of the StellarXplorer competition. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. (This ribbon replaces the StellarXplorers pin, which is no longer authorized for wear on the cadet's uniform.)

**12.5.49. Raiders Team Ribbon.** Cadets must be a member of the Raiders Team for an entire year/season to be eligible to qualify and must have competed in at least one Raider or physical fitness competition/event. 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.

**12.5.50. Military Model Building Team Ribbon.** Cadets must be a member of the Military Model Building Team. To qualify for this ribbon, a cadet must complete a semester actively participating on the team. "Actively participating" means attending at least 75% of team meetings and successfully completing two model builds. These builds must be of sufficient quality for the team chief to approve.

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.

**12.5.51. 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. To qualify for this award, a cadet must actively compete in a drone competition or successfully complete two operational missions (e.g. aerial photography of event), in which he/she is involved in both the planning and execution. 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.

**12.5.52. Robotics Ribbon.** Cadets must be a member of the Robotics club/team. To qualify for this award, a cadet must actively compete in a robotics competition or successfully build and demonstrate a workable robot. 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

**12.5.53. Good Conduct Ribbon.** Cadets must not have received a referral (this includes no ISS/OSS) for an academic term to be eligible to qualify for this award. Cadets may receive this award only once per year. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year. Additionally, deserving cadets must not receive derogatory information on their teacher evaluation forms.

**12.5.54. Service Ribbon.** Awarded for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. (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. The SASI will based his determination on the role that Cadets played in the service projects and their total community service hours. *\*\*For more information, see Policy Letter # 12 (Must have completed at least 20 Hours of community service during the current school year).*

**12.5.55. Health and Wellness Ribbon.** Awarded for participation in the unit health and wellness physical fitness program. Cadets must participate in the unit's wellness program and meet the criteria listed below to receive the Health and Wellness Ribbon. Subsequent yearly 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.) For more information see **Policy Letter # 9.**

**Criteria for this award:** Cadets must complete all three PFT events to the best of their ability (no sandbagging on the first test, Cadet Garr) twice during the semester and score at least a 20 percentile during one of their PFTs. The SASI and/or ASI will determine if a cadet is putting forth their best effort. An able-bodied cadet leisurely strolling around the track, for example, is not performing at his/her capability. If a cadet is permanently handicapped and cannot physically perform an event, the SASI will



waive the requirement for that event. If a cadet is injured and can't perform a particular event, he/she must wait until after recovering from the injury and complete the entire test to earn this ribbon. If the injury prevents a first semester Cadet from completing one of their PFTs, he/she may take it during the second semester to qualify for the ribbon.

**12.5.56. Recruiting 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. Recruited cadets must remain in good standing for at least one semester. This award requires written verification. (*Fill out Cadet Individual Recruitment Application Form #21*)

**12.5.57. Activities 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. To qualify, a cadet's participation must directly contribute to the team's success whether it be an operational event or competition. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**12.5.58. Attendance Ribbon.** Awarded to Cadets who have no more than three school absences during an academic term. Of these absences, only two may be unexcused. Additionally, a cadet may have no more than five tardy occurrences during the academic term. 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. Cadets may only receive one award annually.

**12.5.59. Dress and Appearance Ribbon.** 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: no uniform inspection score less than 80 and no more than one unexcused missed uniform wear day for the entire school year.

**12.5.60. Longevity Ribbon.** Awarded for successful completion of each AFJROTC school year. Cadets may only receive one award annually. Cadets in a 4X4 block schedule taking AFJROTC classes both semesters during a school year may only receive one ribbon and/or cluster for that school year. Cadets will receive this award upon re enrollment in ROTC the following year. A passing AFJROTC grade does not necessarily denote successful completion. Cadets must be in good standing as noted by their personnel file and merit balance.

**12.5.61. Bataan Death March Memorial Hike Ribbon.** Awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March. AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.). Units may complete the full hike in a span of one to no more than three 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. Cadets from NJ-782 will seek sponsors to support the Gary Sinise Foundation or Paws of War when participating in this event.

**12.5.62. Patriotic Flag 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. Each Flag Detail, the raising or lowering of the school's Flag, counts as one-half an event. For instance, a Cadet must raise and lower the Flag for full event credit. He or she may also perform two raisings or two lowerings to earn one event credit. A Flag folding ceremony counts as full credit.

**12.5.5.63. Resiliency Ribbon.** Is a ribbon awarded by the SASI to any cadet who has displayed a high amount of resiliency to life events. Principally intended to denote resilience in the face of COVID-19 to cadets who were enrolled in AFJROTC or 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 or SFJROTC course during this period. The ribbon is now expanded to those who in the SASI's discretion have overcome significant life challenges (significant illness, tragedy at home such as fire or destruction by storm) and have shown resilience to overcome those events and press on as a Cadet. This 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.

**12.6. Devices on Ribbons.** Additional awards of ribbons will be indicated by the addition of clusters. 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. Wear a maximum of four devices on each ribbon. Place silver devices to the wearer's right of bronze devices. Replace the bronze device with a silver device after receipt of the fifth bronze device. Place clusters horizontally on ribbons. Tilt clusters slightly downward to the wearer's right to allow maximum number of clusters and other devices. Tilt all or none. If all devices do not fit on a single ribbon wear a second ribbon. When future awards reduce devices to a single ribbon, remove the additional ribbon.

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

**12.8. Aviation Badges and Flight Suits.** Cadets will wear one of the following badges in rank order: (lowest to highest) Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. Flight suits are authorized for cadets enrolled in Aviation Honors Ground School. Upon completion, continuous wear is authorized for cadets who passed the written test, and/or have been awarded the aviation ground school/unmanned aircraft badge. Otherwise, flight suits will be returned to unit's logistics inventory via WINGS. (See Attachment 2-13). Purchase flight suits through WINGS/FEDMALL. Flight Suits are accountable uniforms items and must be issued/returned via WINGS. Flight suits are not authorized solely on obtaining the Flight Solo Badge

**12.8.1. Flight Solo Badge.** The Flight Certificate Badge is the highest aviation badge awarded to. Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. Email [HQ-Logistics@afjrotc.com](mailto:HQ-Logistics@afjrotc.com) a copy of the cadet's Flight Solo Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Flight Solo Badge. Flight suits are authorized for those cadets that have received their flight solo badge and have emailed a successful FAA test certificate. (See Attachment 2-13).

**12.8.2. Unmanned Aircraft Badge.** Awarded for successful completion of the Remote Pilot Certification Test. Email [jrotc.jrs.logistics@au.af.edu](mailto:jrotc.jrs.logistics@au.af.edu) a copy of the cadet's FAA Certificate, and then go to WINGS | Logistics | Create Display Orders and order the applicable badge.

**12.8.3. Aviation Ground School Badge.** Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider). Email [jrotc.jrs.logistics@au.af.edu](mailto:jrotc.jrs.logistics@au.af.edu) a copy of the cadet's FAA Certificate, and then go to WINGS | Logistics | Create Display Orders and order the applicable badge. Flight suits are authorized for cadets who successfully pass the FAA Part 107 knowledge test and are "active" members of the units unmanned aircraft/multi-copter (UAS) team.

**12.8.3. Flight Certificate Badge.** The Flight Certificate Badge is the highest aviation badge awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. Email [jrotc.jrs.logistics@au.af.edu](mailto:jrotc.jrs.logistics@au.af.edu) a copy of the cadet's Flight Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Pilot Certificate Badge. Flight suits are authorized for cadets that have earned the private pilot's flight certificate badge or have successfully completed the Flight Academy program (See Attachment 2-13).

**12.8.4. Flight Solo Badge.** Awarded to any cadet possessing a solo flight certificate signed by a FAA Certified Flight Instructor for either powered or non-powered aircraft. Email [jrotc.jrs.logistics@au.af.edu](mailto:jrotc.jrs.logistics@au.af.edu) a copy of the cadet's Flight Solo Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Flight Solo Badge.

**12.8.5. Awareness Presentation Team (APT) Badge.** Awarded for participation on an Awareness Presentation Team. Members of APT must set a positive example. As such, they must not be on probation, have excessive demerits, or be undergoing any disciplinary action. Members must also be passing all their classes. Professional image is especially important. As such, APT members must wear the uniform properly and have an "A" average for their uniform grade. Cadets must choose between either the APT badge or the Marksmanship Shield. Only one of these may be worn. Follow APT placement when wearing the Marksmanship Shield (see attachment 2-9 and 2-10. Go to WINGS | Logistics | Create Display Orders and order the Awareness Presentation Team Badge.

**12.8.6. Kitty Hawk Honor Society Badge.** Awarded to cadets who are members of the Kitty Hawk Honor Society. The unit's Kitty Hawk charter will spell out the requirements for entry into the society. Go to WINGS | Logistics | Create Display Orders and order the Kitty Hawk Honor Society Badge.

**12.8.7. Distinguished AFJROTC Cadet Badge.** This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second- year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The Holm Center Form 308, Certificate of Recognition, is located in WINGS | Published Files | Directory | Certificates folder. Form 308 is used to present with the badge. Unit must purchase the badge from a vendor. The recipient will hold the following awards prior to selection:

- a. Leadership Ribbon
- b. Achievement Ribbon
- c. Superior Performance Ribbon

- d. Academic Ribbon
- e. Leadership Development Requirement
- f. Service Ribbon

**12.8.8. Aerospace Education Foundation (AEF) Academic Cadet Badge.** Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining a minimum 3.3 grade point average (GPA) with no grade below a 2.0 GPA on their transcript. The individuals must be recommended by the SASI. Go to WINGS | Logistics | Create Display Orders and order the AEF Badge.

**12.8.9. Model Rocketry Badge.** Awarded to cadets who have fulfilled model rocketry program requirements. Program requirements can be found in WINGS / Intranet / JROTC / LDR / Rocketry folder.

**12.8.9. Other Badges or Pins.** Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC and SFJROTC uniform combination. Pins given to Cyber Patriot and StellarXplorer cadets will not be worn on the AFJROTC and SFJROTC uniforms.

**12.8.10. Marksmanship Awards.** Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**

- Each Marksmanship athlete may earn one of the three marksmanship badges. They may only wear one of the badges on the uniform, not more than one at a time. These badges are earned by scores obtained in competitions, not practices. These badges are awarded by the unit's SASI.
- The basic marksmanship badge - requires a combined score of 170 or above, fired in the prone, standing, and kneeling 3x10 positions.
- The sharpshooter badge - requires a combined score of 220 or above, fired in the prone, standing, and kneeling 3x10 positions.
- The expert badge - requires a combined score of 250 or above, fired in the prone, standing, and kneeling 3x10 positions.
- The Civilian Marksmanship Program's (CMP) Junior Distinguished Badges (Gold, Silver and Bronze) are awarded to cadets who distinguish themselves by attaining a series of high rankings in designated major junior air rifle championships that include State Junior Olympic Qualifiers, CMP Cup Matches, the National Junior Olympic Championships and other National Council Three-Position Air Rifle Championships.
- Badges are earned through CMP and units can visit [www.thecmp.org](http://www.thecmp.org) for additional information on how to qualify for the badges.
- Junior Distinguished Badges are provided, at no cost, by the CMP and cannot be purchased through local vendors or HQ AFJROTC.

**12.9. Unit (NJ-782) Awards.** NJ-782 recognizes excellence throughout the school year with its own unit awards. These awards recognize individual Cadets and flights for excelling in various aspects of AFJROTC. These awards are for recognition only; they don't have any corresponding ribbon or medal.

**12.9.1. Cadet of the Marking Period.** The Cadet of the marking period title is given to a Cadet who is academically inclined, displays proper behavior in school, has a positive attitude, wears the uniform proudly, displays a high level of sharpness when wearing the uniform, and participates at a high level to include LDR, fund raising and community service events. The Group Commander chooses who wins this award.

**12.9.2. Honor Flight of the Marking Period.** Honor Flight is given to the flight that scores the highest in the Honor Flight Competition which tests the flight's capability to work as a team. Criteria for Honor Flight are as follows: LDR participation, PFT scores/PT journal grades, community involvement, and academic average (in JROTC classes). The winning flight adorns their guidon with the "Honor Flight" streamer. If there's a tie, the tie breaking event will be a graded performance of the 30-step drill sequence.

**12.9.3. Top Academic Award.** Awarded to the Cadet with the highest academic average in all classes throughout the year. In case of a tie, the winner will be determined by the Cadet's AFJROTC academic average. The recipient must not have a failing PT grade.

**12.9.4. Best Image Cadet.** Awarded to the Cadet who stands out from the rest of the Corps when wearing the uniform. Cadets who win this award must display a high level of sharpness when wearing the uniform. The Group Commander chooses the winner based on uniform inspection grades throughout the school year and the manner in which the Cadet wears the uniform in and out of class.

**12.9.5. Physical Training (PT) Award.** Awarded to one male and one female Cadet for each administered physical fitness test during the school year. The Cadet with the highest testing percentile will win the award.

**12.9.6. Major Macagnone Award.** As a tribute to Major Michael Macagnone, former NJ-782 SASI (for 22 years), NJ-782 named its local "Cadet of the Year Award" after him. To be in consideration for this award, a cadet must have previously garnered the Cadet of the Marking Period (MP) during the current school year. The same selection criteria and metrics that apply to the MP apply to this award. A max of six cadets contend for this prestigious prize. The Group Commander in conjunction with the SASI make the selection. The award consists of a plaque.

**12.9.7. "Giving Back to the Community" Service Award.** This award recognizes the top three community service participants ranked by total community service hours for the school year. These top three Cadets embody the AFJROTC mission statement by "serving their nation and community" and set the example for others to follow. Award consists of a custom engraved Lucite trophy.

**12.9.8. Esprit de Corps Award.** Awarded to a Cadet who exemplifies "Esprit de Corps" within the unit during the school year. This Cadet needs to stand out from the rest in contributing to raising unit morale and encouraging cohesion among Cadets. A committee consisting of upper staff members will collaborate with the Command Chief over who best meets the criteria for this award. The committee will also meet with the SASI/ASI prior to making their decision. (See policy letter #7). The recipient will receive a certificate and an Achievement ribbon.

**12.9.9. Graduation Recognition.** We recognize Cadets for their service to JROTC upon their graduation. What they receive is dependent on their years of service in JROTC. All Cadets receiving graduation recognition must be in good standing with a merit balance of at least 85 and significant contributions during their time in JROTC.

- Graduation Stoles. A graduating Cadet in good standing with at least three years' active service (academically registered in an ROTC class) will receive an AFJROTC stole and wear it during the graduation ceremony.
- KHHS Graduation Cords. A graduating Cadet in good standing with KHHS and meeting the criteria outlined in policy letter #13 will receive a KHHS cord to wear during the graduation ceremony.

- Shadow Box. A graduating Cadet in good standing with four years' total service (minimum of three years' active service and one-year of reserve) will receive a shadow box that depicts their accomplishments during their time in JROTC. The shadow box will include their name tag, ranks, and ribbons earned.



# Air Force and Space Force JROTC Ribbon Chart



Version: 1 July 2023

## Attachment 2-1

**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



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 2-1 (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.**

## Attachment 2-2

# AIR FORCE JROTC RANK INSIGNIA

## CADET OFFICER RANK



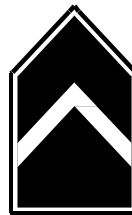
SECOND  
LIEUTENANT



FIRST  
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT  
COLONEL

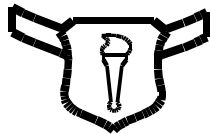


COLONEL

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

## CADET ENLISTED RANK

AIRMAN BASIC:  
NO RANK INSIGNIA



AIRMAN



AIRMAN  
FIRST CLASS



SENIOR  
AIRMAN



STAFF  
SERGEANT

For SFJROTC

Spec 1

Spec 2

Spec 3

Sgt



TECHNICAL  
SERGEANT



MASTER  
SERGEANT



SENIOR  
MASTER  
SERGEANT



CHIEF  
MASTER  
SERGEANT

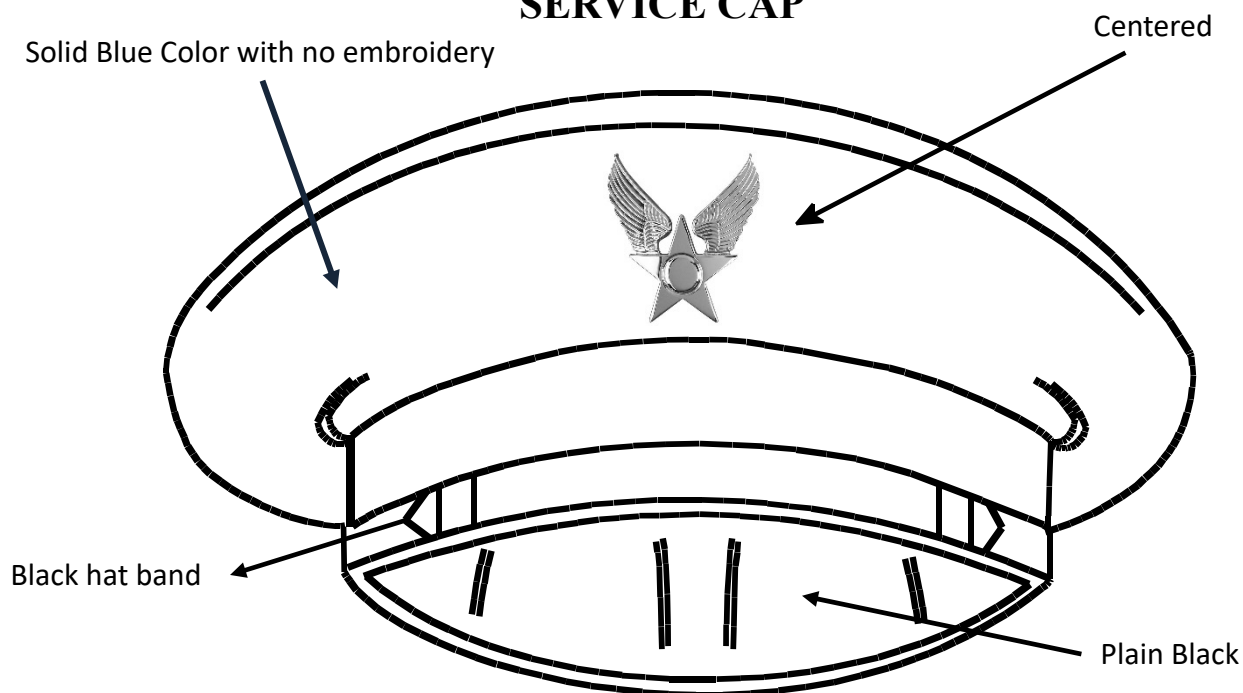
NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

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

## Attachment 2-3

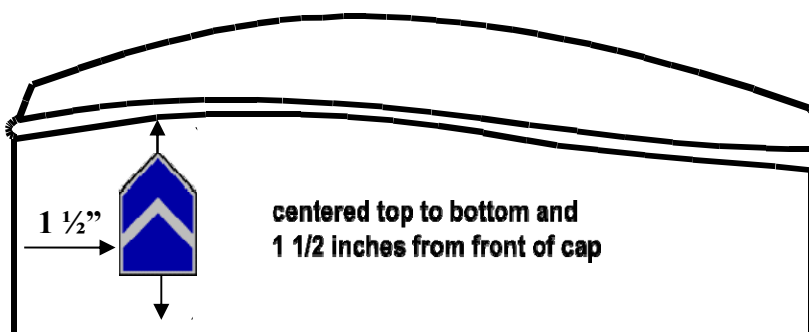
## CADET MALE HEADGEAR

### 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.

## Attachment 2-4

## CADET FEMALE HEADGEAR

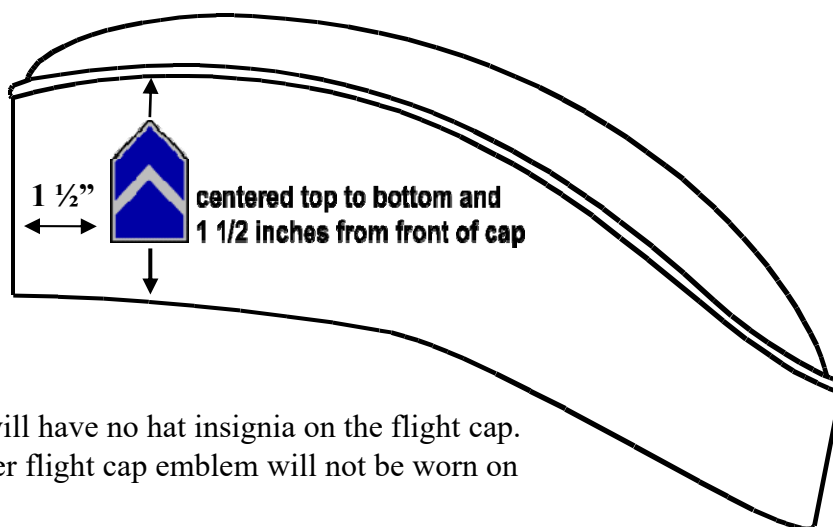
### SERVICE CAP

Solid Blue Color with no embroidery



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

### FLIGHT CAP\*



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

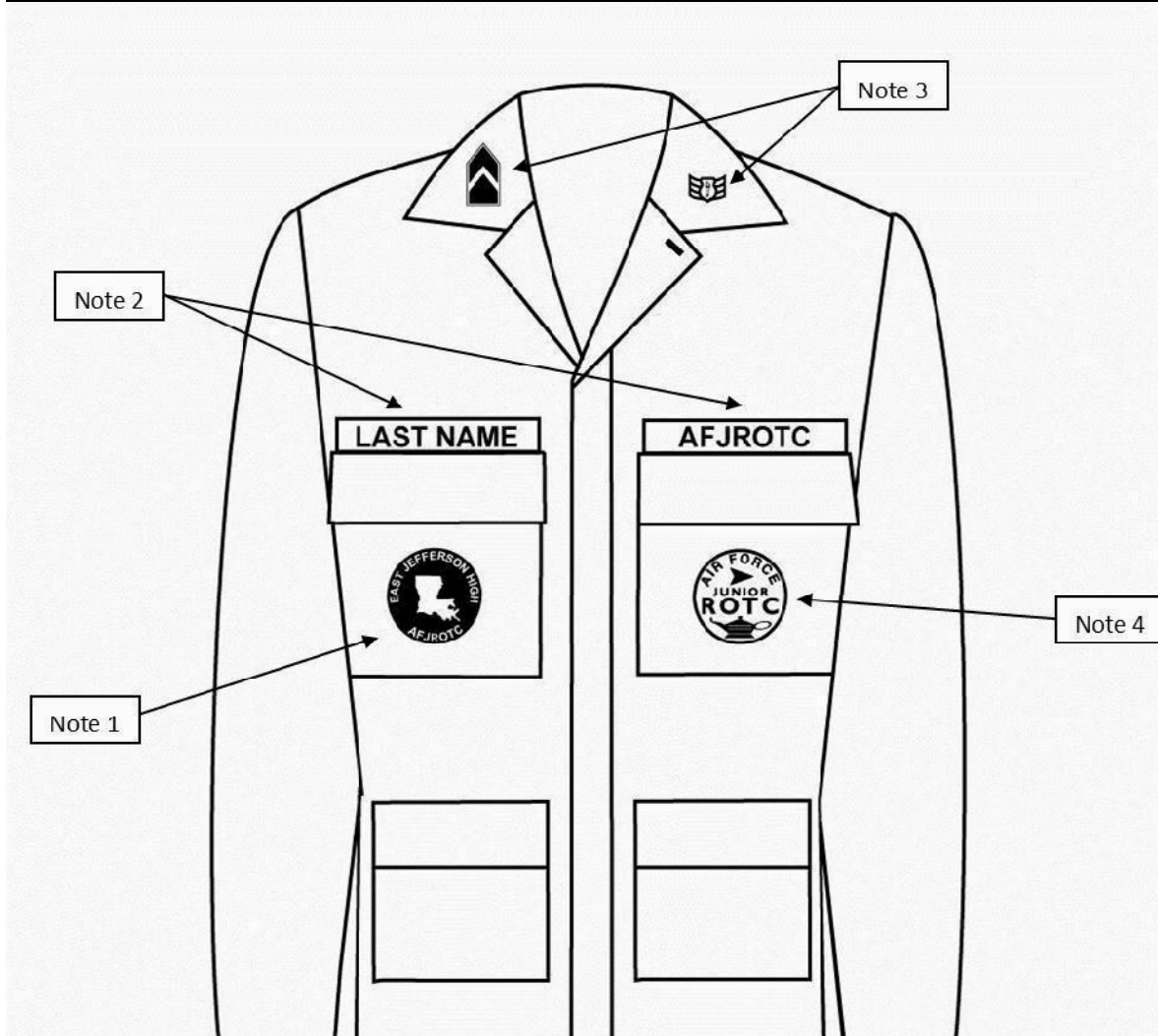
## Attachment 2-5

**CADET BERET HEADGEAR****BERET****Berets.**

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

## Attachment 2-6a

## CADET ABU Male and Female

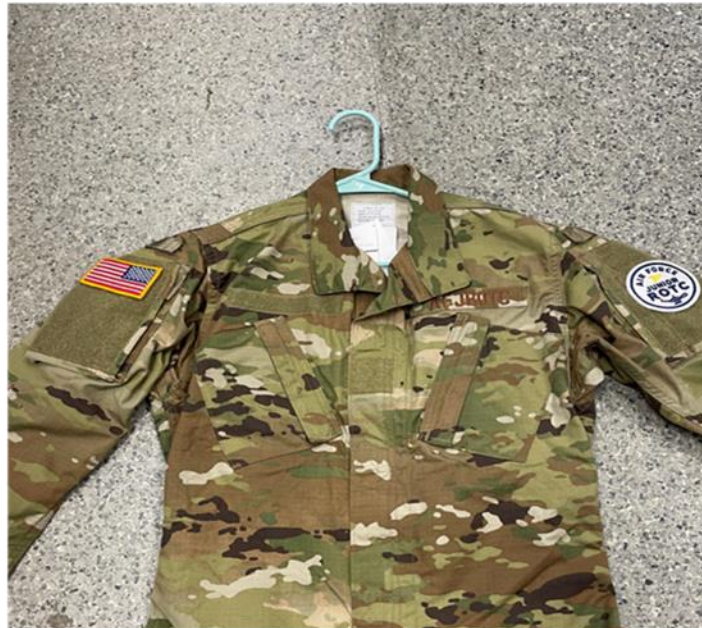


1. Unit patch (optional). If worn, will be placed on right pocket and centered.
2. Last Name and **AFJROTC or SFJROTC tapes**. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a 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 ground while remaining centered on the collar
4. **AFJROTC Patch (white, Lamp of Knowledge) or SFJROTC Patch (black, Lamp of Knowledge) - WHITE/BLACK 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 and Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots. (Black boots will not be worn with ABUs)



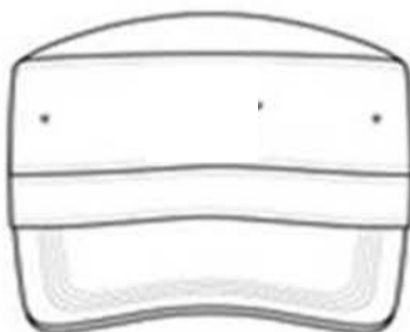
## Attachment 2-6b

### CADET OCP Male and Female

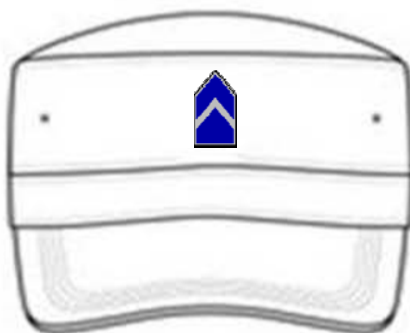


1. T-Shirt. T-Shirt will be Desert Sand, Tan Coyote Brown in color.
2. The American flag patch (mandatory) will be full color (cloth), will be centered on the top of the right sleeve using Velcro attachment.
3. Unit patch (optional) full color. If worn, will be placed on the right sleeve centered in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

## Attachment 2-7

**CADET ABU and OCP HEADGEAR**

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



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

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

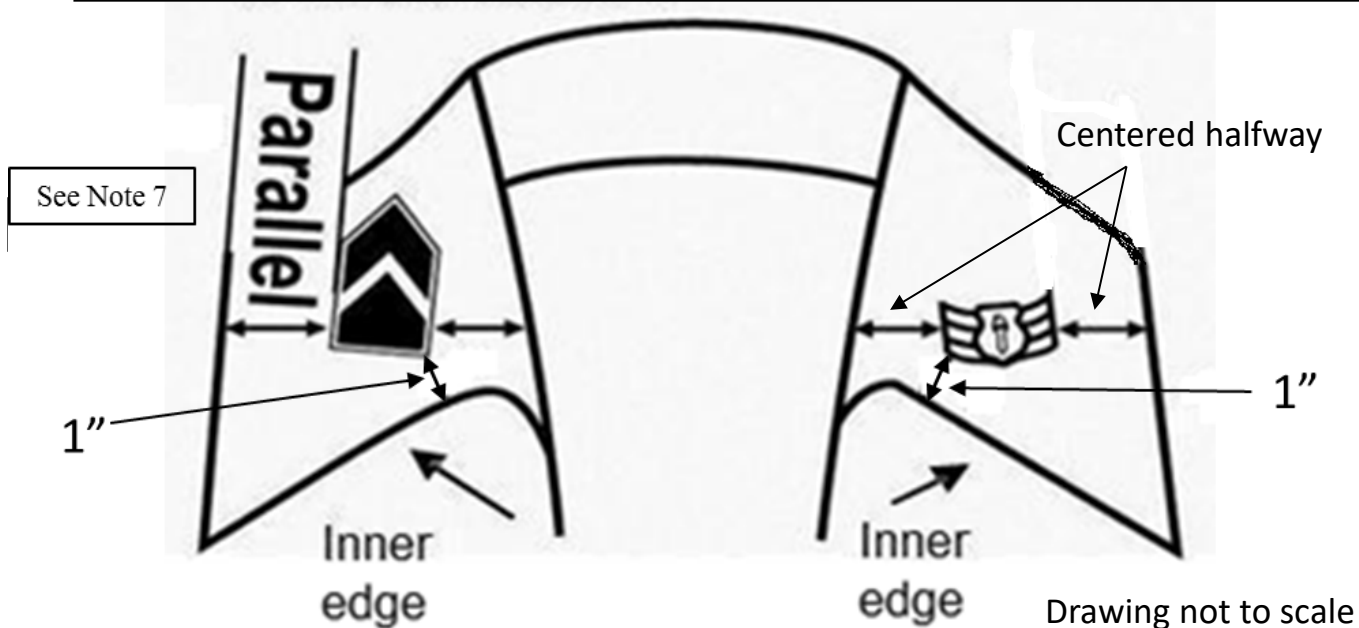
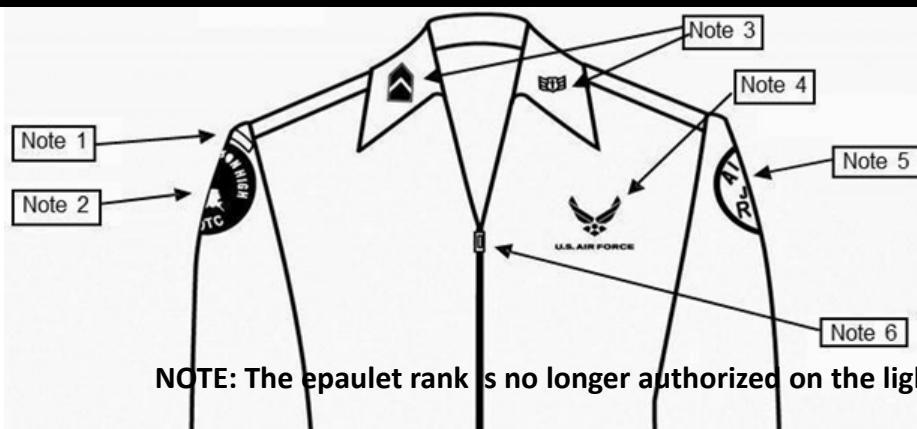
**Exception is for Cadet Leadership Course (CLC) specific headgear that will ONLY be worn during the period of the CLC course.**

**Exception for ABUs only is a dark blue American made baseball cap may be substituted for the ABU cover**



## Attachment 2-8

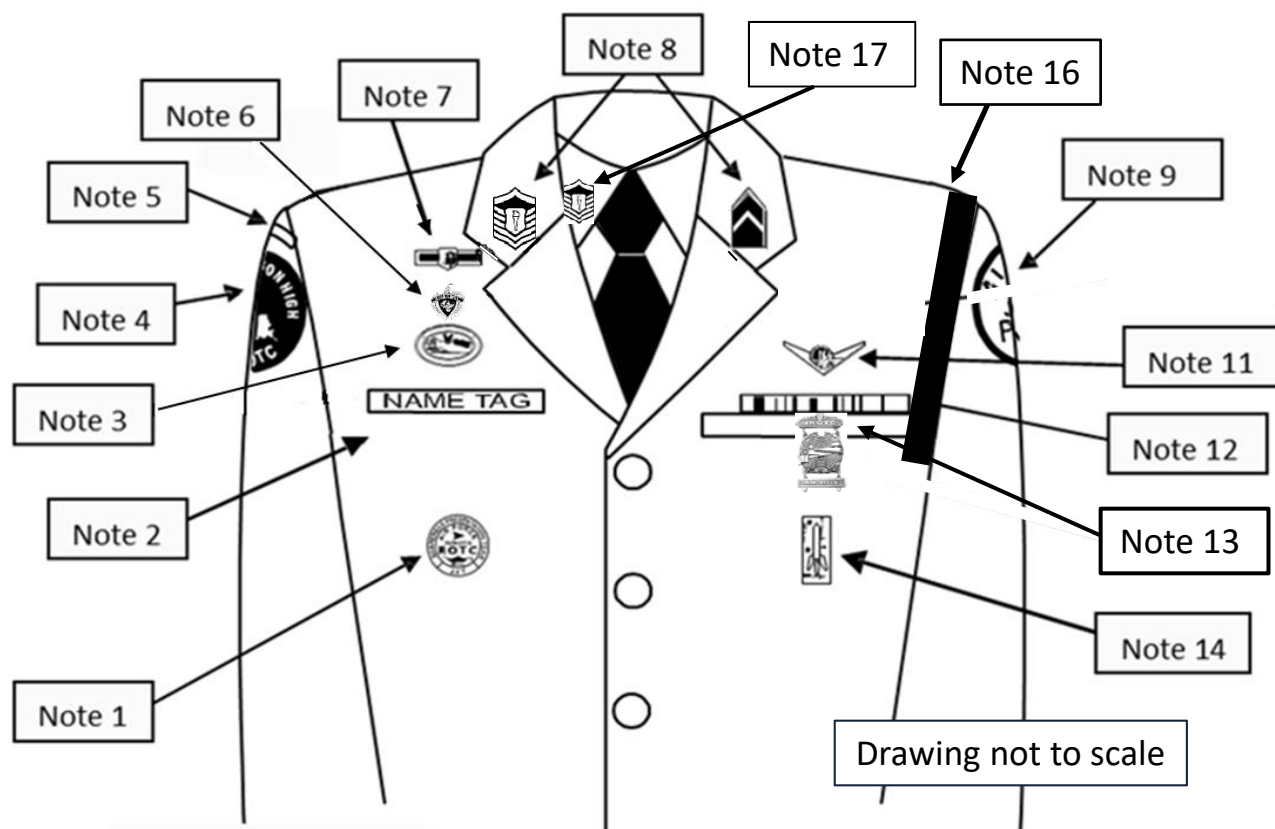
# CADET LIGHT WEIGHT BLUE JACKET



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 2-9

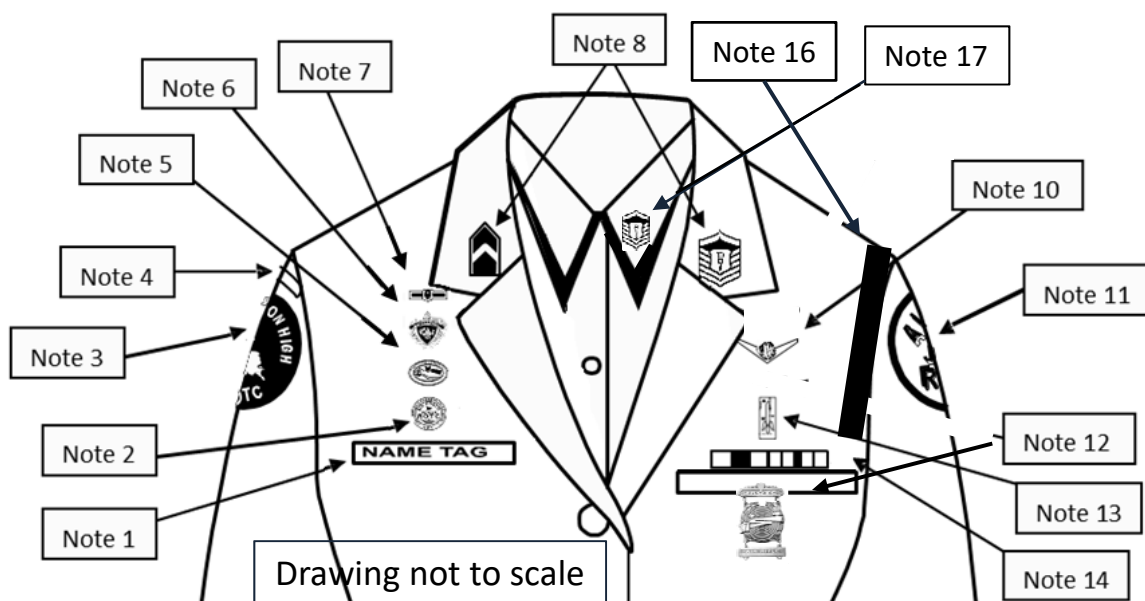
## CADET MALE SERVICE DRESS



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 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 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 1/2 inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed 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.**

## Attachment 2-10

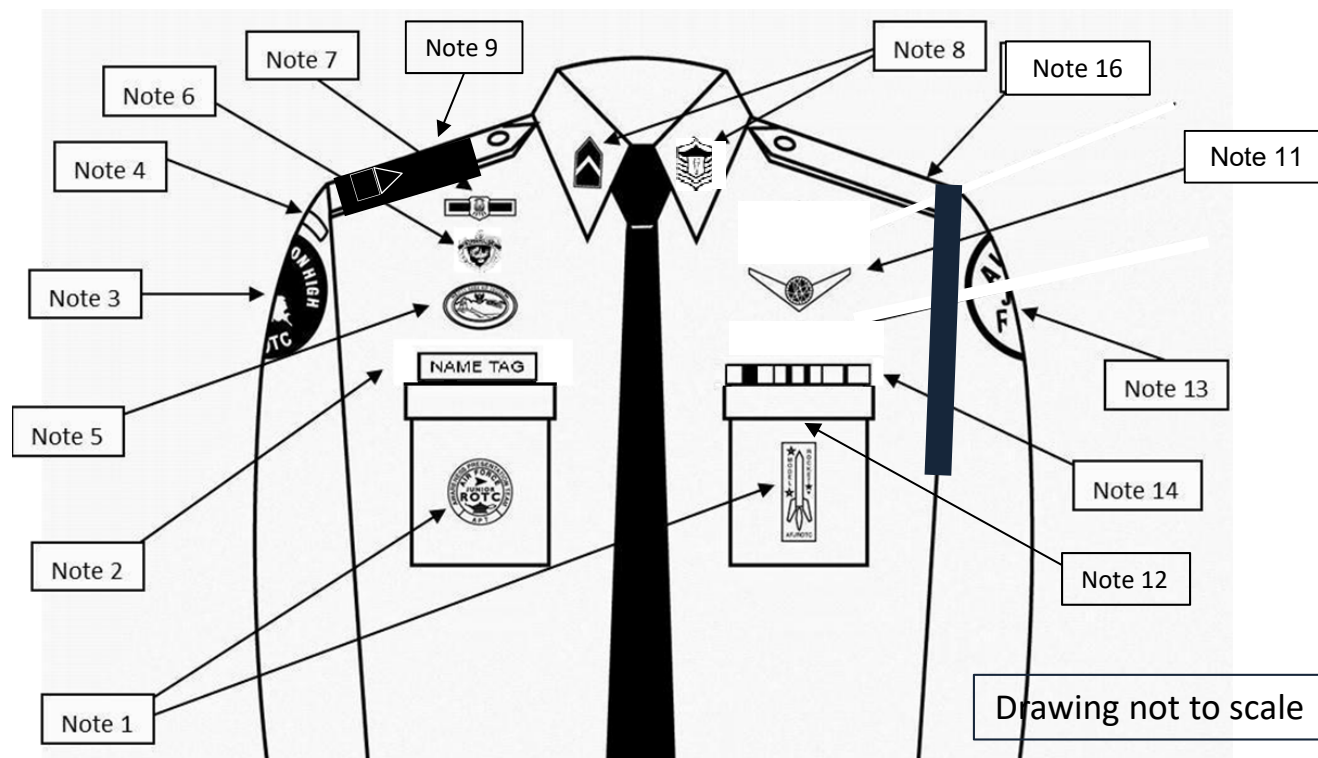
## CADET FEMALE SERVICE DRESS



1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center  $\frac{1}{2}$  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 2-11

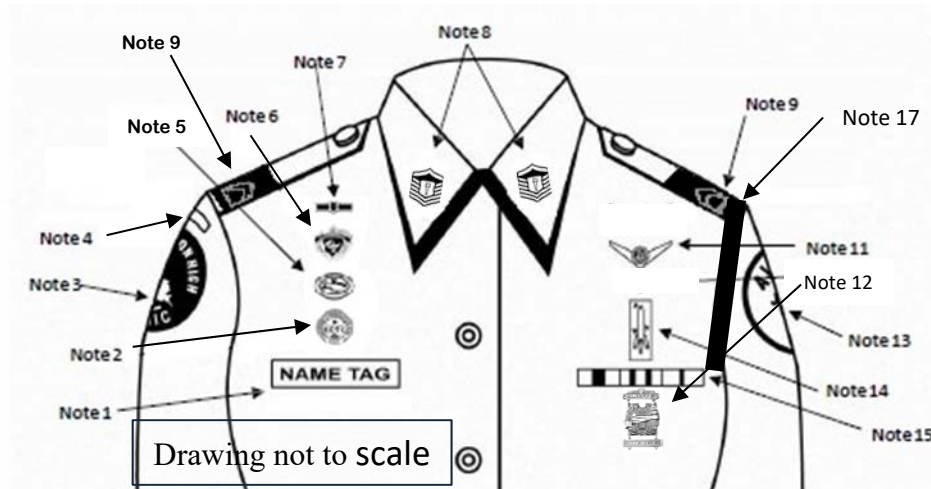
# CADET MALE BLUE SHIRT



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 2-12

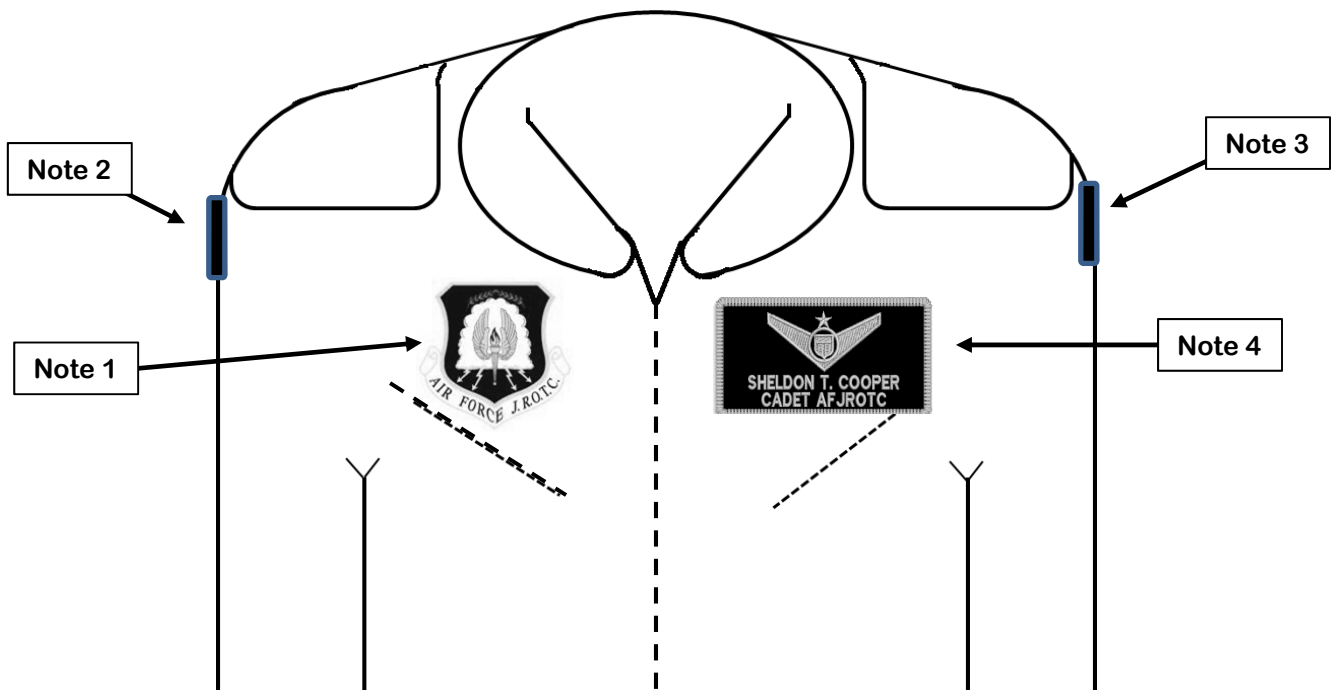
## CADET FEMALE BLUE SHIRT



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

## Attachment 2-13

## FLIGHT SUIT (Male and Female)

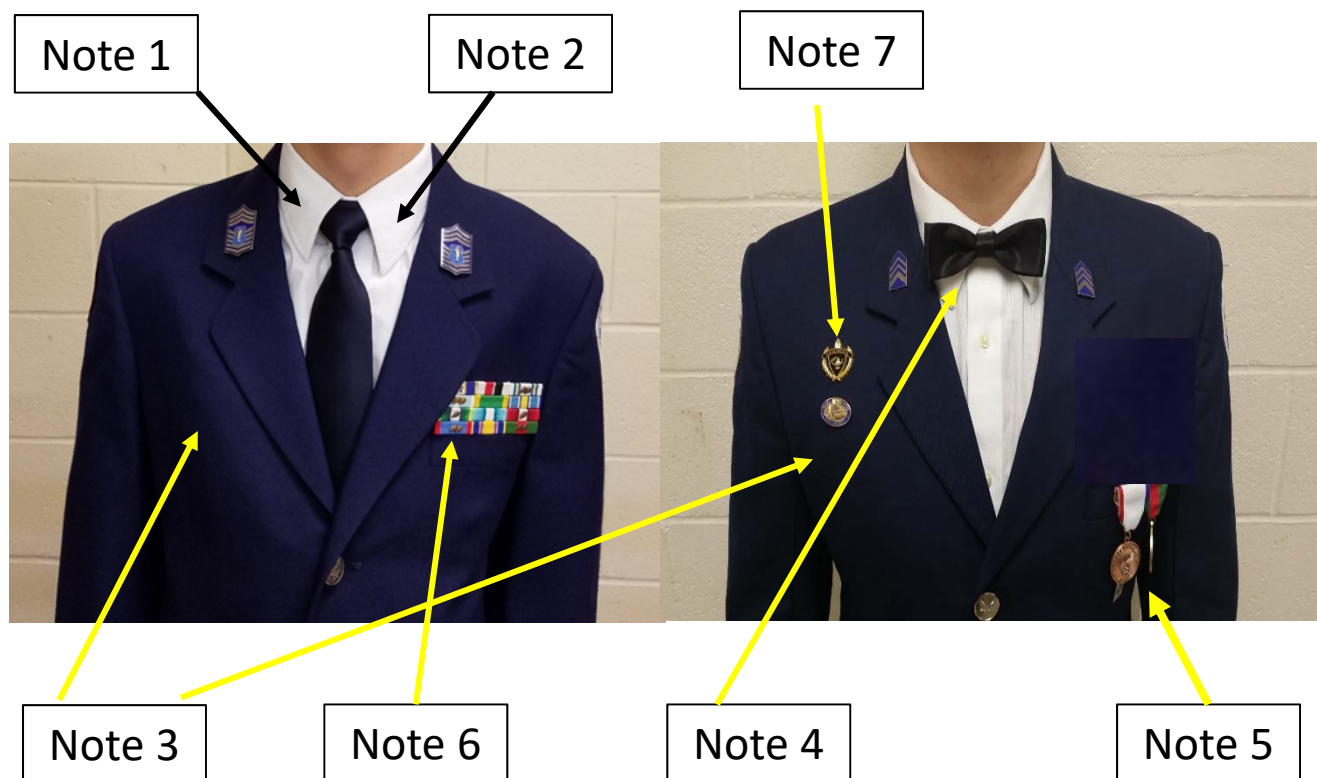


1. \* AFJROTC Command Patch (mandatory). **Patches may be sewn directly onto the flight suit or attached using Velcro.** This style of patch may only be worn on the Flight Suit. Cadets can only wear ONE ground school, flight solo or flight certificate badges upon successful completion one of those. (see 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 will be worn. **Patches may be sewn directly onto the flight suit or attached using Velcro.**
3. \* American Flag Patch (mandatory) on left shoulder. **Patches may be sewn directly onto the flight suit or attached using Velcro .**
4. Cadet Name Patch (mandatory). Velcro attached only. Black background with silver or white 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”.
5. See paras 7.2.4 and 7.2.5.1 for more details on flight suit wear.
  - 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.



## Attachment 2-14

## Semi-Formal Dress Uniform



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

## Attachment 2-15

## Sample Exhibition Uniform



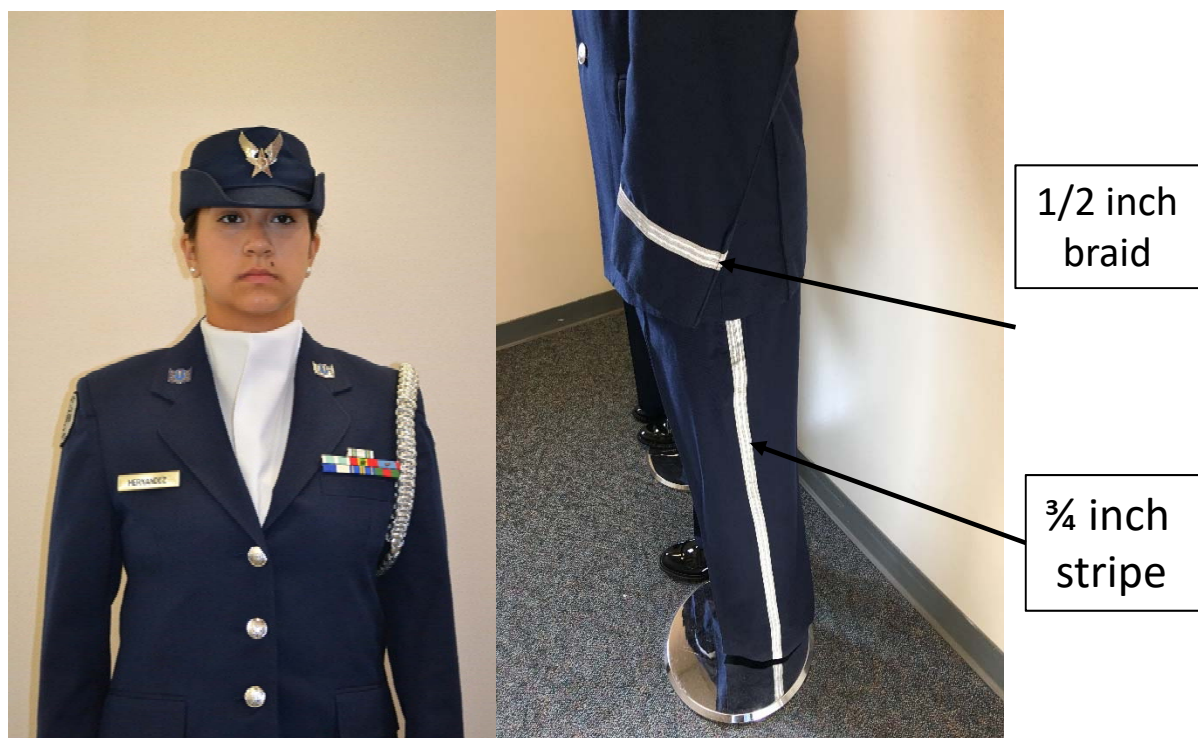
$\frac{3}{4}$  inch  
stripe

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



## Attachment 2-15 (continued)

## Sample Exhibition Uniform



1/2 inch  
braid

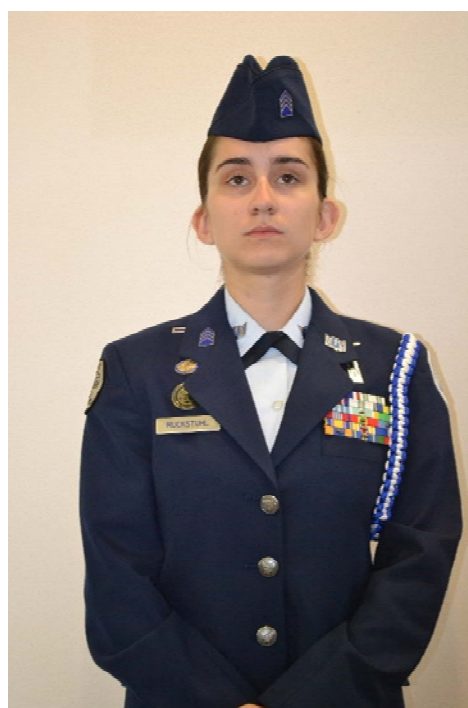
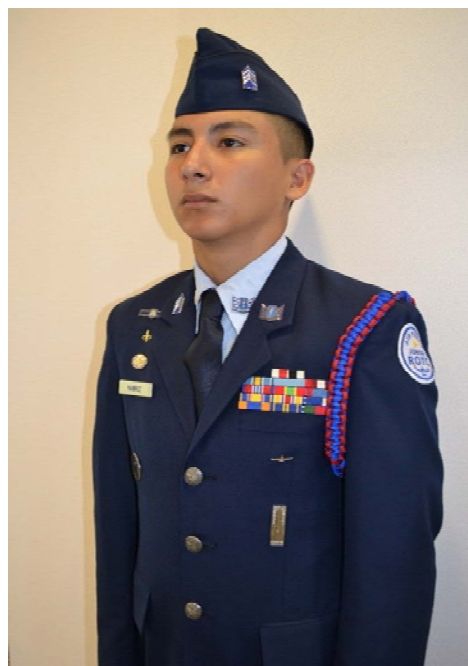
3/4 inch  
stripe

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

## Attachment 2-16

**Sample Uniform Pictures**

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



## Attachment 2-16 (continued)

**Sample Uniform Pictures**

## Attachment 2-16 (continued)

**Sample Uniform Pictures**

Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

FEDMALL  
Purchased Air Force  
Sweat Shirt and  
Pants





# United States Air Force Ranks

### Rank, Pay Grade, and Insignia

## Enlisted

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	E-9				
Air Force													
													
Airman Basic (AB)	Airman (Amm)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSGt)	First Sergeant (E-7)	Serior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)	Command Chief Master Sergeant (CCM Sgt)	Chief Master Sergeant of the Air Force (CMSAF)

**Officer**

0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	
Air Force										
										
2nd Lieutenant (2nd Lt.)	1st Lieutenant (1st Lt.)	Captain (Capt.)	Major (Maj.)	Lieutenant Colonel (Lt. Col.)	Colonel (Col.)	Brigadier General (Brig. Gen.)	Major General (Maj. Gen.)	Lieutenant General (Lt. Gen.)	General (Gen.)	General of the Air Force (reserved for wartime only)

## Attachment 4

**30-STEP DRILL SEQUENCE**

Performance of the 30-Step Drill Sequence will be IAW AFMAN 36-2203 (Drill and Ceremonies), dated 20 Nov 2013 and is led and performed by second year cadets.

Cadet Commander will report in after the command fall-in is given.

Example: Sir/Ma'am, Unit Number, is prepared for the 30-step drill sequence.

Request permission to use your drill area, Sir/Ma'am!

- |   |  |
|---|--|
| 1. *Fall in<br>(Sizing of flight/count off is not required) | 16. To the rear march                          |
| 2. Open ranks march   | 17. To the rear march                          |
| 3. Ready front  | 18. Column right march                         |
| 4. Close ranks march  | 19. Forward march                              |
| 5. Present arms   | 20. Eyes right ( <i>salute the evaluator</i> ) |
| 6. Order arms   | 21. Ready Front                                |
| 7. Parade rest  | 22. Column right march                         |
| 8. Attention  | 23. Forward march                              |
| 9. Left face  | 24. Change step march                          |
| 10. About face  | 25. Column right march                         |
| 11. Forward march   | 26. Forward march                              |
| 12. Right flank march                                       | 27. Flight halt                                |
| 13. Left flank march  | 28. Left face                                  |
| 14. Column right march                                      | 29. Right step march                           |
| 15. Forward march   | 30. Flight halt                                |

Cadet Commander will report out after the command flight halt is given.

Example: Sir/Ma'am, Unit Number, request permission to exit your drill area, Sir/Ma'am!

*\*Per AFMAN 36-2203 the command "Fall In" requires proper sizing and count off to be performed. During HQ AFJROTC visits, sizing of the flight/count off is not required and the commander may call "Open Ranks" immediately after the command "Fall In".*

AFJROTC 30-step drill demo link: <https://www.youtube.com/watch?v=dV6Rz-19J5I>



## 24-Hour Clock (Military)

### Conversion Table

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

### Phonetic Alphabet

A – Alpha

J – Juliet

R – Romeo

B – Bravo

K – Kilo

S – Sierra

C – Charlie

L – Lima

T – Tango

D – Delta

M – Mike

U – Uniform

E – Echo

N – November

V – Victor

F – Foxtrot

O – Oscar

W – Whiskey

G – Golf

P – Papa

X – X-Ray

H – Hotel

Q – Quebec

Y – Yankee

I – India

(kay-beck)

Z – Zulu

## Attachment 6

**The Air Force Song** - actually titled, "The U.S. Air Force" was created when Liberty Magazine promoted a contest for a song for the then Army Air Force back in 1938. A committee of Army Air Force wives selected Robert MacArthur Crawford (1899-1961) composition which was officially introduced to America at the Cleveland Air Races in 1939 by Robert Crawford himself. In 2020, all stanzas of the Air Force song were updated to better capture and represent the valor and heritage of the 73-year-old service while also recognizing the diversity and contributions of today's Total Force regardless of gender. The updated lyrics include subtle but important changes that more accurately illustrate the role women have played for decades.

Here are the lyrics:

(Verse I)

Off we go into the wild blue yonder,  
Climbing high into the sun;  
Here they come zooming to meet our  
thunder,  
At 'em now, Give 'em the gun!  
Down we dive, spouting our flame from  
under,  
Off with one helluva roar!  
We live in fame or go down in flame. Hey!  
Nothing'll stop the U.S. Air Force!

(Verse II)

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

**Bridge: "A Toast to the Host" NOTE:** This next verse commemorates those fallen Air Force service members and our great country. This is a different melody and reflects a more somber and reverent mood.

(Verse III)

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

(Verse IV)

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



*Application for Cadet Staff Positions*

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail if applicable: \_\_\_\_\_

What position do you want in the unit?  
\_\_\_\_\_

Why do you want this position?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What qualities will help you excel in this position?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When are you available to work after school?  
M \_\_\_\_ - \_\_\_\_ T \_\_\_\_ - \_\_\_\_ W \_\_\_\_ - \_\_\_\_ R \_\_\_\_ - \_\_\_\_ F \_\_\_\_ - \_\_\_\_

Do you play any sports or are in any activities that require you to stay after daily?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why should you get this job?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you do in your spare time (hobbies etc)?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_