

# Dulles Vikings



Cadet Guide  
2024-2025

**TX-862 AFJROTC**



# TX-862 Staff 2024-2025

Position	Name	Rank	Cell Phone
<b>Group Commander</b>	Clark, Isaac	C/ Major	832-763-9792
<b>Group Commander</b>	Elam, Austin	C/ Major	713-444-3329
<b>Group Commander</b>	Niemeyer, Kodi	C/ Major	832-720-2804
<b>Unit Evaluation Officer</b>	Mace, Logan	C/ Captain	832-549-6057
<b>1<sup>st</sup> Sergeant</b>	Muhammad Nabi, Muhammad Wali	C/ Chief Master Sergeant	346-464-4830
<b>Operations Squadron Commander</b>	Nasir, Adina	C/ Captain	281-772-6951
<b>Bravo Flight Commander</b>	Segura, Taylor	C/ 2 <sup>nd</sup> Lieutenant	936-209-0008
<b>Bravo Flight Assistant</b>	Baeza, Victoria	C/ Master Sergeant	346-368-5833
<b>Charlie Flight Commander</b>	Carlos, Sara	C/ 2 <sup>nd</sup> Lieutenant	713-256-4414
<b>Charlie Flight Assistant</b>	Dornak, Garrison	C/ Master Sergeant	832-773-8874
<b>Delta Flight Commander</b>	Gawlik, Dylan	C/ 2 <sup>nd</sup> Lieutenant	281-903-0354
<b>Delta Flight Assistant</b>	Lefrig, Colt	C/ Master Sergeant	346-702-0628
<b>Echo Flight Commander</b>	Gonzalez, Jennelle	C/ 2 <sup>nd</sup> Lieutenant	956-617-4080
<b>Echo Flight Assistant</b>	Stanley, Elijah	C/ Master Sergeant	281-202-3997
<b>Foxtrot Flight Commander</b>	Burney, Ahmed	C/ 2 <sup>nd</sup> Lieutenant	346-672-5185
<b>Foxtrot Flight Assistant</b>	Madojutmi, Favour	C/ Master Sergeant	832-561-0981
<b>Male Color Guard Commander</b>	Stanley, Elijah	C/ Master Sergeant	281-202-3997
<b>Female Color Guard Commander</b>	Rezki, Ines	C/ Master Sergeant	832-677-0843
<b>Marksmanship Commander</b>	Khan, Emaan	C/ Master Sergeant	346-381-4990
<b>Marksmanship Assistant</b>	Morrow, Joseph	C/ Master Sergeant	713-634-9606
<b>Drill Team Commander</b>	Segura, Taylor	C/ Master Sergeant	936-209-0008
<b>Drill Team Assistant</b>	Haq, Salman	C/ Master Sergeant	281-896-9695
<b>Saber Team Commander</b>	Cortes, Kieraliz	C/ Master Sergeant	713-702-3431
<b>Saber Team Assistant</b>	Tran, Milton	C/ Master Sergeant	832-983-9695
<b>R/C Commander</b>	Wright, Mugabo	C/ Master Sergeant	240-879-8728
<b>R/C Assistant</b>		C/ Master Sergeant	
<b>Football Chain Team Commander</b>	Luo, Nalisha	C/ Master Sergeant	346-391-7702
<b>Academic Bowl (JLAB) Commander</b>	Pruitt, Landyn	C/ Master Sergeant	336-865-7269
<b>Robotics Commander</b>	Hariharan, Arivazhagan	C/ Master Sergeant	346-629-8209
<b>Support Squadron Commander</b>	Reyes, Melonie	C/ Captain	346-779-9615
<b>Awards &amp; Decorations</b>	Han, Kevin	C/ Master Sergeant	402-419-9575
<b>Personnel</b>	Singh, Aanya	C/ Master Sergeant	281-690-2236
<b>Historian</b>	Zhen, Dinghuan	C/ Master Sergeant	281-760-7113
<b>Historian Assistant</b>	Alvarado, Sayana	C/ Master Sergeant	832-434-9964
<b>Public Affairs/ WINGS</b>	Hariharan, Arivazhagan	C/ Master Sergeant	346-6299-8209
<b>Health &amp; Wellness (PT)</b>	Badchkam, Donovan	C/ Master Sergeant	832-888-1307
<b>Health &amp; Wellness (PT) Assistant</b>	Gonzalez, Jennelle	C/ Master Sergeant	956-617-4080
<b>Logistics Officer</b>	Davila, Brisa	C/ Master Sergeant	832-612-4446
<b>Logistics Assistant Officer</b>	Pruitt, Landyn	C/ Master Sergeant	336-865-7269
<b>Recruiting Officer</b>	Madojutimi, Favour	C/ Master Sergeant	832-561-0981
<b>Recruiting Assistant Officer</b>	Prianti, Mailyn	C/ Master Sergeant	
<b>Digital Design/ Webmaster</b>	Wright, Mugabo	C/ Master Sergeant	240-879-8728
<b>Instructors</b>			<b>Office Number</b> <b>Cell Phone</b>
<b>Senior Aerospace Science Instructor</b>	Doug Hawn	Major	281-634-5644 281-787-6017
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August  
2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8 First Day of School	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September  
2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2 <div>Labor Day</div>	3	4	5	6	7	8
	10	11	12	13	14	15
16	17	18 <div>Air Force Birthday</div>	19	20	21	22
23	24	25	26	27 <div>No School</div>	28	29
30						



# October 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 No School	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November  
2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8	9	10
11 Veterans Day	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Thanksgiving Break						

December  
2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
			Early Release	Early Release		
	Midterm Exams					
23	24	25	26	27	28	29
Winter Break -----						
30	31					
----->						

# January 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
		New Years Break ---				
6	7	8	9	10	11	12
----->			First Day of 2 <sup>nd</sup> Semester			
13	14	15	16	17	18	19
20	21	22	23	24	25	26
Martin Luther King Jr. Day						
27	28	29	30	31		

# February 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 No School	15	16
17	18	19	20	21	22	23
24	25	26	27	28 No School		

# March 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
Spring Break ----->						
					22	23
17	18	19	20	21		
24	25	26	27	28	29	30
31						

# April 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# May 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
				Final Exam		
26	27	28	29	30	31	
Memorial Day		Early Release	Last Day of School Early Release			
	Final Exams					



# June 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14 Flag Day	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# July 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4 Independence Day	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



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# **CHAPTER ONE**

## **Chapter 1: Cadet Operations Guide, Operational Supplement**

### **FOREWORD**

1.1. This guide provides a reference on how to build a strong cadet corps with cadet leaders that fully own their unit through:

1.1.1. Setting organizational goals,

1.1.2. Developing programs to support those goals,

1.1.3. Planning and executing their programs,

1.1.4. Measuring, monitoring, recording, and reporting progress toward the unit goals, and

1.1.5. Operating and controlling the functional areas of day-to-day unit operations (i.e., cadet use of WINGS for cadet personnel records, logistics/inventory control, health and wellness, administrative functions, and maintaining unit standards, etc.). Cadets can access WINGS under the supervision of instructors. This does not relieve instructors from oversight responsibility for unit operations and WINGS accuracy.

### **1.2. CADET GOALS**

#### **1.2.1. STEP 1: KNOW THE GOAL SETTING PROCESS**

1.2.1.1. Air Force Junior ROTC (AFJROTC) requires a minimum of six organizational goals that support the mission to “*Develop citizens of character, dedicated to serving their nation and community.*” Although six goals are to be created and submitted within WINGS, there is no set limit to the number of goals cadets may pursue. For example, instructors should encourage cadets to tie overall organizational goals to additional sub-goals within their various functional areas.

1.2.1.2. The six HQ AFJROTC required unit goals are divided into three categories:

**1.2.1.2.1. Cadet:** Two goals are related to the cadet corps itself. One of the cadet goals will be related to the quest for academic excellence within the cadet corps itself.

**1.2.1.2.2. School:** Two goals are related to the school. One of the school goals will address recruiting and retention of cadets in the unit.

**1.2.1.2.3. Community:** Two goals are related to the local community. One of the community goals will be oriented to cadet involvement in community service and getting service-related programs.

1.2.1.3. Unit goals will be cadet-inspired, not instructor-directed. Instructors should provide guidance and advice, but should not direct or write the goals for the cadets. Cadet leadership efforts to own and achieve their goals are much stronger when written by the cadets. Goals should not repeat last year’s goals; rather it should be a concerted effort to represent the current cadet leadership’s vision for the entire corps.

1.2.1.4. The more cadets involved in goal formulation the greater the overall buy-in. Cadet leaders should begin to think about goals as soon as they are appointed in a command position. Instructors can help them start the process by teaching the Leadership Education (LE) lesson entitled “*Making Positive Decisions*” from the LE-100 textbook, Chapter 2, Lesson 3, page 156, within the first weeks of the new school year. This chapter teaches decision-making and setting goals, to include the “SMART system” in the goal-setting process. Once cadets have received this lesson, they are now ready to start the process of developing SMART goals for the school year for the entire cadet corps. This starts with brainstorming.

## **1.2.2. STEP 2: BRAINSTORM THE GOALS**

1.2.2.1. The Cadet Corps Commander should solicit as many ideas as possible regarding what cadets believe are important to the entire corps. Suggest using a brainstorming session in each class to generate ideas. Ask leading questions to initiate discussion, such as:

*“What is the greatest challenge within this cadet corps?”*

*“What is the number one academic issue among cadets?”*

*“How can we improve the academic performance of the corps?”*

*“How can this cadet corps make a difference in our school?”*

*“What is the number one recruiting and retention issue in this unit?”*

*“How can we increase or improve corps retention and recruiting efforts?”*

*“What can the cadet corps do to help improve our community?”*

*“What best practices have you seen in other AFJROTC units or school programs?”*

1.2.2.2. Optional Ballot Process. Once ideas are collected from all classes/cadets, cadet leaders should group all ideas, as some ideas may be duplicates or very similar in nature. Categorize each idea as to which of the major categories it supports (cadet, school, community). Prepare a ballot for cadets whereby they are asked to rank order the most important to least important ideas for the school year. Then, have every cadet vote by submitting a ballot with what he/she thinks is most important to the least important. Cadet leaders can review the ballots and select the highest ranked idea in each of the categories (cadet, school, and community). Then, they can decide which goals are most important for their group.

1.2.2.3. Keep in mind, all goals should be challenging and require measurable efforts on the part of the cadets. Now, cadet leaders can write SMART goals, which is the next step.

## **1.2.3. STEP 3: WRITE THE GOALS**

1.2.3.1. Using the cadet corps-selected ideas, written goals need to have several essential (SMART) components. To be a SMART goal, it must have all five of these elements. According to the LE-100 textbook, Chapter 2, Lesson 3, “SMART” means:

**1.2.3.1.1. SPECIFIC:** Make goals specific and write them down. Do not write in general terms. What exactly do they want to accomplish? Be specific.

**1.2.3.1.2. MEASURABLE:** List the steps you will take to reach your goal. Generate a way to continuously track and qualitatively (quality, not quantity) evaluate goal accomplishments. The goal should show how you will reach it. It must be measurable.

**1.2.3.1.3. ATTAINABLE:** Goals must be realistic, requiring action or effort. This action should be something that is dependent upon the cadet. It should be attainable and not ridiculously unrealistic.

**1.2.3.1.4. RESULTS:** Set up checkpoints to evaluate your progress. Goals must be managed and controlled towards achievement. Do cadets have the ability to control the outcome? Can they monitor and evaluate their results?

**1.2.3.1.5. TIME FRAME:** Goals must have a time constraint. When do cadets hope to successfully complete the goal? Your cadet corps school calendar will need to reflect goal accomplishment. Remember, the results of the six HQ AFJROTC required goals must be reported in WINGS 10 April of each school year. Try to avoid setting goals that cross academic years.

#### **1.2.4. STEP 4: REFINE AND SUBMIT THE GOALS**

1.2.4.1. After cadet leaders write the goals, instructors should ask questions to clarify what cadets are trying to accomplish. Cadets should refine the goals, if necessary, to ensure they are all SMART.

1.2.4.2. Ideally, cadets will enter their goals into WINGS. Save the goals in “Draft” until finished. Remember to click the “Submit” button on or before 10 October of each school year, as to meet the HQ AFJROTC suspense date. Double check to ensure it saved!

#### **1.2.5. STEP 5: MEASURING GOAL ACCOMPLISHMENT**

1.2.5.1. Goals are meant to guide cadet operations throughout the school year. Therefore, properly developed goals will emphasize what is important to cadets (as they built the goals, right?). Cadets must continuously measure how they are doing toward achieving the desired outcome of each goal. Mid-course/semester changes in may be needed to accomplish each goal.

1.2.5.2. Key notes to remember:

1.2.5.2.1. When the cadet staff plans their yearly activities, they should tie each activity to the unit goals.

1.2.5.2.2. Ensure all cadets know the goals. Posting them in a prominent place (i.e., the classroom) or giving each cadet a hard copy of all goals is a good way to communicate them. A cadet corps can only achieve their goals with every cadet’s efforts.

1.2.5.2.3. The corps commander should assign members of the senior staff to be responsible to keep records for each goal.

1.2.5.2.4. Periodic special staff meetings should be conducted to determine the progress toward each goal. Depending on the progress toward each goal, changes or corrections may be needed to achieve the goal.

1.2.5.2.5. Each year, the instructor should allow the cadet leadership to input the “Results Evaluation” statements in WINGS and help edit them before submitting. Under each goal, the cadet will click the “Yes” or “No” radio button for accomplishment. Then, they can enter a short comment as to how the goal was

accomplished, or how the goal was missed and not accomplished. This is a very important part of the goal setting process and should be accomplished before the school year ends.

1.2.6. After using this 5-step goal-setting process, cadets should understand the importance of goal setting to an organization and how to use them to guide an organization towards success. This is an outstanding cadet leadership tool and puts classroom leadership education into practice.

### **1.3. PLANNING AND EXECUTING CADET PROGRAMS**

1.3.1. All AFJROTC programs should be cadet-initiated, cadet-led, as well as planned, organized, executed, and documented by cadets. This should include all CIA trips (even overnight), all teams and planning committees (LDRs), and all community service projects. The ability of the cadets to operate at an “ownership” level is a process which may take several years to build. Instructor must allow cadets to take ownership of their program, as AFJROTC is a great leadership lab, allowing cadets to take on key leadership positions within their group.

1.3.2. Cadets should have a new plan for each new school year. The Cadet Corps Commander should assign project officers for each activity, team, committee, or event. The Senior Aerospace Science Instructor (SASI) should monitor this process to make sure the cadet commander’s selections are within the ability of the cadet being selected. Before project officer announcements are made, the SASI should approve all selections. Project officers should be mature, self-starters, and usually a junior or senior with at least 2-years of experience in AFJROTC. An assistant project officer, or NCOIC, should also be selected (normally at 5 least a sophomore with one full-year experience in AFJROTC).

1.3.3. Cadet project officers and Cadet NCOs should develop a chronological checklist of things to be done to execute their project, program, or area of responsibility. Instructors should ask leading questions to guide cadets in the direction they need to go without giving them the answer. The cadet should keep a continuity book to be used by future cadets. It should be constantly updated after events, as to ensure accurate recording of details towards event success. Depending on the cadet’s ability, the amount of assistance given may vary. Instructors should monitor progress closely. Keep in mind, while there are lessons learned in failure, do not allow a major event to fail.

1.3.4. Cadets should meet with instructors periodically to brief their progress and discuss any current problems, potential pitfalls, constraints, or restraints. Again, instructors should use questions to lead them in the proper direction. The cadet team or committee, under the supervision of the designated cadet leader, with guidance from the instructor, should fully plan, organize, and execute the activity or event. Then, make sure these efforts are recognized publicly following a successful event.

### **1.4. CADET FUNCTIONAL AREAS OF RESPONSIBILITY**

1.4.1. In a “cadet-owned” program, cadet leaders are responsible for leading and maintaining all the functional areas to manage the cadet corps. The Cadet Corps Commander should select these key staff members for each functional area. The SASI should monitor this process to make sure the commander’s selections are within the ability of the cadet being selected. Before announcements are made, the SASI should approve all selections. Cadet Commanders should not be allowed to simply select his/her friends, as they may not be the best choice for the job. Also, cadet leaders and instructors should discuss what consequential action will be taken should the selected individual fail to do the job properly or adequately.

1.4.2. Each functional cadet leader should be responsible for training their staff members. The cadet corps should be structured to facilitate cadets training of potential replacements, as to build continuity and



eliminate recreation of processes or programs. Sometimes (as with new units), instructors may need to train the cadet functional leader and then allow them to train their staff. An example of the type structure which allows cadets-training-cadets may be a Logistics officer has a Logistics NCOIC assisting that is a year behind within AFJROTC. Each flight (or classroom period) may have a Logistics specialist that works for the logistics officer and NCOIC. The same structure may be true of other functional areas, as well.

1.4.3. Units should publish information on the cadet corps operational and functional areas in the unit's Cadet Guide or unit operating instruction for all cadets to access.

1.4.4. Cadet Functional Areas of Responsibility include, but are not limited to:

1.4.4.1. **Logistics:** Includes inventory control, issue, and record keeping of cadet uniforms and equipment. Logistics cadets should have Cadet Access and utilize WINGS to issue and account for items.

1.4.4.2. **Personnel:** Includes maintaining cadet personnel records, folders, paperwork, as well as keeping unit records on community service. Personnel cadets may assist instructors with individual cadet awards and decorations, jobs, ranks and promotions, health and wellness activity, as well as individual participation in unit activities, community service, and even financial records. Personnel cadets should have Cadet Access and utilize WINGS to manage and operate their functional area.

1.4.4.3. **Physical Training (PT) and Wellness:** Includes planning weekly PT/Wellness activities, Physical Fitness Test (PFT) Mass Assessments, and accurate recording of PT scores. PT cadets should have Cadet Access and utilize WINGS to manage these areas of responsibility.

1.4.4.4. **Public Affairs:** Includes properly and accurately publicizing cadet corps activities and events to the school and community, to include photos, videos, and social media. Public Affairs cadets may also assist instructors in documentation of historic events at the school/unit and HQ AFJROTC levels for accuracy and historic posterity.

## **1.5. CADET PROMOTIONS, AWARDS AND STANDARDS**

1.5.1. For the cadets to be true "owners" of their corps they must play key roles in promotions, giving awards, and enforcing standards. There should be written procedures in the unit's Cadet Guide or Unit Operating Instructions on how promotions are administered, how awards are earned, and how standards will be enforced within the unit. Instructors should work with cadet leaders to develop tools that help them manage the corps. Then, instructors must release ownership to these cadets to now lead their peers.

1.5.2. Special board procedures for awards, promotions, and disciplinary issues must be included in the Cadet Guide or Unit Operating Instructions. Instructors must be present when any cadet board is being conducted to ensure cadets abide by the rules (school and regulations), as well as to ensure all board actions are fair and just. Board actions are only recommendations, as the SASI is the final approval authority for all actions.

1.5.3. Standards should be published, explained, and understood. More importantly, they should be enforced, as to not lower the standard. Failure to at least meet the standard should be consequential, with the expectation of cadets meeting and exceeding the standard, as Integrity and Excellence dictates.

1.5.4. One method of managing standards is through the use of a merit/demerit system. Merit/Demerit systems have worked well in some units and not so well in others. If used, system procedures should be written in the Cadet Guide or Unit Operating Instructions for all cadets to read and heed. To preclude abuse

of the system, instructors must closely monitor it, as any cadet receiving merits or demerits must be fully aware of the pending action. Actions should be documented, with care given to ensure the merit/demerit system is not just a punitive system which fails to recognize good cadet actions. There should also be a procedure whereby a cadet receiving a demerit slip can appeal the action if he or she feels it is unfair. An appointed Cadet Senior Enlisted Advisor or Cadet Command Chief could be the cadet to oversee and lead this program.

1.5.5. All these actions and programs are benchmarks of a cadet-owned program. Ownership may vary from year-to-year depending on the strength of the unit's senior class leadership. The expectation is for instructors to start the ownership process by training, mentoring, and setting cadets up for success. Then, cadets take ownership of their program, as to develop a tradition of excellence which is built upon each new school year, towards becoming the standard of excellence for the unit.

## **1.6. COMMUNITY SERVICE**

1.6.1. Community service by cadets is a key tenant of good citizenship, while providing an exceptional opportunity to develop teamwork and cadet corps ownership. Cadet leaders should be encouraged to make community service a top priority. The goal is to get maximum cadet participation in each event. Higher cadet participation rates lead to higher recruitment and retention rates, as well as providing opportunities for greater cadet corps visibility in the school and community. This essentially leads to better citizens for our local community and nation.

1.6.2. Community service is defined as voluntary, unpaid work intended to help or benefit a person, or persons, in a particular area. It is simply "serving the community" with "*Service Before Self*" in mind. According to AFJROTCI 36-2010, CS events are:

1.6.2.1. AFJROTC-sponsored and school-approved events,

1.6.2.2. Planned, organized, and executed by the cadet corps, and

1.6.2.3. Supervised by a certified AFJROTC instructor.

**NOTE:** Units will only document those community service events which meet these criteria. And, will enter these events in WINGS within one week of the event. Forecasted events may be entered in WINGS ahead of the event.

1.6.3. The unit will not count community service hours conducted by an individual cadet when the cadet is not operating in the format described above. For example, if the cadet is doing community service project with their church or Boy/Girl Scout organization, those hours cannot be attributed to AFJROTC. Community service builds character and perspective, provides skills to be used later in life, and strongly reinforces the Air Force Core Value of "Service before Self." It also provides a positive representation of AFJROTC to the community and nation as a whole. HQ AFJROTC tracks community service hours for annual reporting and awards from 11 April to 10 April. To be considered as community service for reporting, it must be performed without pay and without in-kind compensation. 1.6.4. For example, if cadets stay after football games to clean the stadium and are paid for their work, it is NOT community service. If the money being raised will all be donated to an outside organization or charitable entity (which is not part of AFJROTC), then it *could* be considered a community service project.

1.6.5. Community service must also benefit the general community. It cannot be for the sole benefit of the AFJROTC unit. For example, volunteering to come after school and straighten up the unit classroom, while

a worthwhile effort, should NOT be reported as community service because it has no benefit to the community.

1.6.6. Volunteering to come after school to clean the school grounds should be counted as community service because it benefits the entire school. Inversely, receiving a grade for community service participation should NOT count as community service because the grade benefits the cadet, not the community, and the cadet is receiving a form of payment for participating.

1.6.7. To properly account for community service hours, the unit should count the actual hours spent performing the community service at the event location. The unit may reasonably count any preparation time (dressing out, loading supplies, etc.) or travel time to/from the community service project.

1.6.8. Cadet leaders should take the initiative to develop programs and activities throughout the academic year which provide opportunities for every cadet enrolled in the program to participate. One way to do this is to have cadet leaders approach the principal and community leaders asking, “*What can we do to help our school or community?*”

1.6.9. Cadets should plan events, recruit volunteers to participate, execute planned events, and develop rewards which recognize cadets who participate (i.e., linking community service as one of the criteria for promotion).

1.6.10. Cadets should record participation hours in the Events section of WINGS no later than one week after the event is complete. Based on WINGS records, the leadership should identify cadets who have earned the Service Ribbon.

## **1.7. CADET CORPS EXCELLENCE**

1.7.1. Instructors set and model the standards for excellence in the AFJROTC unit. A “*Do it right the first time*” attitude must be emphasized because it saves time and effort. Cadets, on the other hand, should be model citizens at home, on campus, and in their community. Successful units typically exceed school averages in attendance, academics, graduation rate, and disciplinary rates. There should be evidence of a lower number of disciplinary problems in every class among cadets as compared to the general student body. AFJROTC should be regarded by faculty and students as the best student organization on campus. Finally, cooperative/joint efforts with other school organizations, clubs, and programs help bond cadets and students throughout the school and community, while expanding visibility of the program.

1.7.2. Academic success should be given highest priority by instructors and cadets, as well as factored into promotions and job advancement. Cadets in need of academic help should be identified and proactively supported through study groups and tutoring efforts. Academic recognition programs such as the Kitty Hawk Air Society should be utilized to identify and recognize academic “top guns” and academic leaders.

1.7.3. In the PT/Wellness Program, physical fitness should be led and managed by cadets to include planning and leading exercises, to documenting and assessing via WINGS. Program modifications are made to strengthen cadet weaknesses. Warrior or elite PT programs are encouraged.

1.7.4. In recruiting and retention, cadet leaders should be involved in promoting the unit and the programs offered. Cadets are the unit’s best recruiters and are the foundation of a viable unit. Consider surveying the cadet corps to find out what is most liked and disliked, and why cadets choose to join or leave. Cadet leaders should work with instructors to ensure the activities, trips, and events they conduct are what cadets want.

1.7.5. Cadets should be encouraged to actively participate in other student organizations within the school. One goal of the unit should be to mirror the student body and be an integral part of the school. Cadets should actively recruit students across the entire student body, to include honor students, varsity athletes, band and chorus members, Key Club members, special needs students, etc. Without this differentiation, a unit will be quickly stereotyped as either the place for students interested in the military, or where the “students who cannot do anything else go” within the school. The demographics of the unit should reflect the same as the school.

1.7.6. Cadets should take pride in their facilities. Cadets should be actively involved in keeping the AFJROTC area clean and neatly organized all the time (not just when a visitor is coming). Cadets should be allowed to personalize their area to reflect the originality and unit spirit. They should be allowed to keep bulletin boards and other displays neat, organized, and up to date.

1.7.7. Instructors should encourage the principal and other administrators to publicly recognize cadet contributions and awards at every opportunity. To help, the instructor can prepare a 3x5 index card with a short narrative about how a cadet excelled, to hand the principal for announcements. Keep the activities, service, and excellence in front of the entire student body whenever possible. This helps in recruiting, unit pride, and AFJROTC reputation on campus. Remember, the principal has many activities going on all the time and may not always see what cadets are doing. The 3x5 cards could prove very valuable.

## **1.8. CADET ASSESSMENTS AND EVALUATIONS**

1.8.1. Cadet performance in the various areas addressed in the preceding sections will indicate how well instructors are doing their job as mentors in achieving the mission of citizen development. Because of this, the Cadet Operations section of a Unit Evaluation (UE) is weighted heavier than any of the others. Unit’s normally receive a formal external assessment from HQ AFJROTC every third year, and each unit must conduct a thorough self-assessment every school year. Each cadet leadership team should have the opportunity to prepare their unit for inspection. Units should conduct their self-assessments just as they would for a formal unit evaluation from HQ AFJROTC. This should be part of the unit’s yearly planning calendar.

1.8.2. Some units appoint the cadet Vice Commander as the one responsible for the unit’s assessment preparation. Others appoint a unit Inspector General (IG) for this task. Parts of the assessment checklist should be delegated to functional leaders within the unit. As well, involvement of every cadet to the maximum extent possible will greatly benefit a unit’s success and rating.

1.8.3. The SASI should find someone outside of the unit to be the Inspecting Officer for the annual self-assessment. This could be the principal, a VFW official, or another unit instructor. Whoever is inspecting, cadets should plan the day of the inspection just as if it was a formal HQ AFJROTC evaluation.

1.8.4. Adherence to dress and appearance standards, as well as uniformity reflects the pride and professionalism of a unit. Cadets who take pride in wearing their uniform, as well as helping others wear the uniform correctly and properly, demonstrate teamwork and great leadership. Cadet leaders should be involved in the uniform inspection process and provide feedback to younger cadets. The first impression of a cadet corps is centered on uniform wear and personal grooming/appearance. The cadet corps should be properly groomed, in a standardized uniform, with uniforms clean and pressed. Additionally, the assessment rating for this area is dependent on whether all or only a portion of the unit is in compliance.

1.8.5. For a formal external UE, cadets are required to develop and present a unit mission briefing to the evaluator that includes, at a minimum:

1.8.5.1. Six HQ AFJROTC submitted SMART goals (see Section 1 of this guide) with performance measurements and current status of goals,

1.8.5.2. Current status of unit's PT/Wellness Program (to include PFT Mass Assessments),

1.8.5.3. Current school year community service events with hours and cadet participation rates,

1.8.5.4. Status of CIA trips with number and percentage of cadets participating,

1.8.5.5. All defined Leadership Development Requirements (LDRs) to include number and percentage of cadets participating,

1.8.5.6. Other school activities participated in by cadets.

1.8.6. Although instructor guidance is expected, the unit's mission briefing should be developed and presented by cadets. A sample template of the cadet mission brief is located in WINGS | Published Files | AFJROTC Assessments. The briefing should take no more than an hour, but units should contact the evaluator to draft an evaluation itinerary with timeframes. The mission briefing should be a "living" document that is kept up-to-date and presented (when appropriate) to highlight program accomplishments. Units are encouraged to include pictures of their activities, but only include activities that go back to the last external evaluation. After the cadets have rehearsed their briefing, the SASI may want to role-play as the evaluator and have cadet leader's field questions from the evaluator.

1.8.7. Also included in the formal external UE is the mass formation of all cadets. Units should work closely with school administration to release all cadets for the mass formation, whether in uniform or not. The mass formation allows all cadets to be seen by the evaluator in an open ranks formation in order for the evaluator to see the culture of cadets wearing the cadet uniform with proper grooming standards. It also serves as a venue for the HQ AFJROTC representative to present Top Performer ribbons/certificates to select cadets and speak to all cadets in the unit.

1.8.8. Finally, the mass formation allows for the evaluator to see the 30-command drill sequence, which is led and performed by 2nd-year cadets. The formation should consist of 9 to 12 cadets. Should the unit not have at least nine 2nd-year cadets, the unit may fill in the formation with 1st-year cadets for the sequence. Cadets within the formation should have the opportunity to practice in the area in which they will perform the sequence to adequately prepare for evaluation. Considerations should be made for when the weather and/or temperatures are not suitable for presenting the formation outdoors.

## **1.9. CADET CORPS ORGANIZATION**

1.9.1. A unit's organizational structure should be appropriate to the number of cadets enrolled. Units with 250 or less cadets may be organized as a Cadet Group and units with 251 or more cadets as a Cadet Wing. However, units can deviate from this suggested organizational structure criteria to ensure an efficient organization and effective program (i.e., units with less than 175 cadets may desire a smaller organization structure such as a squadron).

1.9.2. A wing is comprised of two or more groups. A group is comprised of two or more squadrons. A squadron is comprised of two or more flights. A flight is comprised of two or more elements. Elements should consist of three or more cadets (including element leader).

1.9.3. The organizational structure should reflect the actual functions of the corps, with command, staff, and rank identified. The functional organization can be any logical form consistent with military organizational principles. Each unit may add appropriate positions within the cadet corps organization as required.

1.9.4. Job descriptions should go hand in hand with cadet corps positions. Titles and office symbols should conform to standard Air Force nomenclature. Each unit should develop an operational organization structure chart that clearly indicates unit structure and chain of command. Units should publish information on the cadet corps operational and functional areas in the unit's Cadet Guide or unit operating instruction for all cadets to access.

1.9.5. Instructors may select the cadet corps commander. However, subordinate commanders and key staff members required by the organizational structure of the unit should be selected by the cadet corps commander. Instructors should allow cadet commanders and key staff officers to propose remaining cadet staff members.

## **1.10. CADET RANK AND ROTATION**

1.10.1. Carefully consideration should be given to the strengths and shortcomings of individual cadets when assigning them to positions to ensure they gain the greatest leadership benefits. Promotions are a motivational tool but may become limited if rank structure is not managed properly (i.e., avoid promoting cadets to the maximum authorized rank too quickly to ensure proper progression and promotion opportunities). Therefore, new units should limit cadet rank during the beginning years to allow for unit growth.

1.10.2. The word "cadet" or an abbreviation must be a part of all references to cadet ranks.

1.10.3. All cadets may be assigned a permanent grade commensurate with the number of AFJROTC years satisfactorily completed. For example:

1.10.3.1. The permanent grade for 1st-year cadets is Cadet Airman (C/Amn)

1.10.3.2. The permanent grade for 2nd-year cadets is Cadet Airman First Class (C/A1C)

1.10.3.3. The permanent grade for 3rd-year cadets is Cadet Senior Airman (C/SrA)

1.10.3.4. The permanent grade for 4th-year cadets (if offered) is Cadet Staff Sergeant (C/SSgt)

1.10.4. Permanent grades may be awarded during the second semester of each year. Retention of permanent grades is contingent upon satisfactory performance and behavior as determined by the AFJROTC Instructors. Permanent officer status will be awarded to cadets holding officer positions for two or more grading periods. Exceptions are authorized at the discretion of the SASI and in accordance with published unit guidance (i.e., Cadet Guide).

1.10.5. Cadets may be assigned a temporary grade based on a specific position. Use of a temporary/permanent grade pattern is optional and intended to serve as an administrative vehicle for rotation of responsibility and to avoid imbalances in grade structure. Cadets serving in a temporary grade may revert to their permanent grade upon completion of these duties. At the discretion of the SASI, cadets in their final term of AFJROTC may retain the highest rank to which they have been promoted, regardless of course level.

## **CHAPTER TWO**

### **AFJROTC Cadet Honor Codes:**

#### **Cadet Honor Code:**

“We will not lie, steal, or cheat, nor tolerate among us anyone who does.”

### **MISSION AND OBJECTIVE OF THE AFJROTC PROGRAM**

#### **1. AFJROTC (Air Force Junior Reserve Officer Training Corps):**

##### **Mission:**

“Developing citizens of character.”

##### **Goal:**

“Instill Values of Citizenship, Services to The United States, Personal Responsibility/ Sense of Accomplishment.”

#### **2. Objectives of AFJROTC are:**

- A. To educate and train high school cadets in citizenship.
- B. To provide service to the community.
- C. To provide the community with more informed cadets to benefit their community.
- D. To teach cadets personal responsibility.
- E. To provide cadets with a sense of self-worth.
- F. To provide the United States Armed Forces with more potential recruits.
- G. To instill a sense of accomplishment in those involved in the program.
- H. To strengthen the character of the cadets in the corps.
- I. To promote an understanding of the basic elements and requirements for national security.
- J. To help form habits of self-discipline.
- K. To develop respect for, and an understanding of the need for a constituted authority in a democratic society.
- L. To develop an interest in the military services as a possible career.

#### **3. Cadet Core Values**

**Integrity:** An unfaltering devotion to honesty, truthfulness, doing one’s duty, and doing what is right.

**Courage:** The quality of mind or spirit that enables a person to face difficulty or danger with firmness despite fear.

**Patriotism:** Devoted love, support, and defense of one’s country.

**Competence:** Having the skill, knowledge, and experience required to accomplishing the task.

**Tenacity:** To persist in anything undertaken in spite of difficulty or obstacles.

**Service:** The giving of self to provide for the welfare of others.

#### **Air Force Core Values:**

- ❖ Integrity first
- ❖ Service before self.
- ❖ Excellence in all that we do.



## **TX-862 Motto:**

### **Striving For Perfection**

#### **Cadet Code of Conduct**

To:

- ☐ Love and revere my God and my Country.
- ☐ Respect and be loyal to my school, its administration, and its teaching staff. Perform all duties and carry out all obligations.
- ☐ Refrain from any act or use of any word that would bring discredit on myself, my school, or my fellow cadets.
- ☐ Apply myself to the best of my ability in academics, military education, and athletics.
- ☐ Be honest at all times.
- ☐ Know that honorable failure is better than success achieved through unfair means.
- ☐ Take pride in wearing my uniform.
- ☐ Maintain my self-respect and self-control.
- ☐ Show courtesy toward others in my conduct and speech.
- ☐ Exhibit proper manners at all times.
- ☐ Improve my mind by reading good literature and engaging in cultural activities.
- ☐ Devote time to the physical improvement of my body and general health.
- ☐ Face and solve problems that confront me with maturity and fortitude.
- ☐ Assist others in the paths of right-doing and restrain them from wrong-doing and bad habits.
- ☐ Obey and help enforce the rules and regulations of my school and the Cadet Corps.
- ☐ Recognize and appreciate the sacrifices my parents have made to further my education and to show them all due gratitude and respect.
- ☐ Remember that being a member in the Cadet Corps, your actions reflect on you, your parents, your school, the members of this Cadet Corp, all other AFJROTC units, the U.S Air Force as a whole, the armed services in general, and the United States of America.
- ☐ Act with maturity that accompanies your age, rank, and/or position.
- ☐ Remember that the honor of being a member of the Cadet Corps imposes a moral obligation to comply with the requirements of this code.

## **Maturity**

- ✓ Maturity is the ability to control anger and settle differences without violence.
- ✓ Maturity is patience. It is the willingness to pass up immediate pleasure in favor of long-term gain.
- ✓ Maturity is perseverance. It is the ability to sweat out a project or situation in spite of heavy opposition and discouraging setback.
- ✓ Maturity is the capacity to face unpleasantness and frustration, discomfort and defeat, without complaint or collapse.
- ✓ Maturity is being big enough to say "I was wrong." And, when right, not needing to experience the satisfaction of saying, "I told you so."
- ✓ Maturity is the ability to make a decision and stand by it. The immature spend their lives exploring endless possibilities and then do nothing.
- ✓ Maturity means dependability, keeping one's word and coming through in a crisis. The immature are masters of the alibi. They are the confused and the conflicted. Their lives are a maze of broken promises, former friends, unfinished business, and good intentions that somehow never materialize.
- ✓ Maturity is the art of living in peace with what we cannot change, the courage to change what should be changed, and the wisdom to know the difference.

### **Rules for Living:**

- ❑ **If you open it, close it.**
- ❑ **If you turn it on, turn it off.**
- ❑ **If you unlock it, lock it back.**
- ❑ **If you break it, admit it.**
- ❑ **If you can't fix it, call in someone who can.**
- ❑ **If you borrow it, return it.**
- ❑ **If you value it, take care of it.**
- ❑ **If you make a mess, clean it up.**
- ❑ **If you move it, put it back.**
- ❑ **If it belongs to someone else, get permission to use it.**
- ❑ **If you don't know how it works, leave it alone.**
- ❑ **If it's none of your business, don't ask questions.**

## **RULES FOR CADETS**

- 1. Follow chain of command (i.e. Cadet – Element Leader – Flt/Assistant-**
- 2. – Flt/CC -Squadron/CC – Group/CC - ASI – SASI). DO NOT GO DIRECTLY TO THE CADET GROUP/CC, MSGT HARDY, OR MAJOR HAWN WITHOUT YOUR FLIGHT/CC’S PERMISSION!**
- 3. Always use the titles sir/ma’am when addressing your superiors.**
- 4. Be on time. Don’t be late to a scheduled event.**
- 5. Always bring your cadet guide to class and the approved books when needed.**
- 6. Wear the correct uniform on the appropriate day.**
- 7. Place personal belongings under your desk - nothing should be in the aisle.**
- 8. No talking without permission (raise your hand and wait to be acknowledged).**
- 9. Do not interrupt the speaker/presenter or a fellow cadet when they are speaking.**
- 10. There will be no use of profane or vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any fellow cadet or students on this campus.**
- 11. Do not get up out of your seat without permission.**
- 12. No sitting on desks, tables, railings, trashcans, and/or ASI and SASI’s seat in the front of the room.**
- 13. No unauthorized personnel in the staff room/office.**
- 14. Always use the trashcan to dispose of your trash.**
- 15. If you see trash on the floor, clean it up.**
- 16. No eating, drinking, and ABSOLUTELY no chewing gum in the classroom.**
- 17. No wearing of hats or sunglasses indoors (when under cover, you remove your cover).**
- 18. Maintain loyalty to the Corps, school, and maintain your values.**
- 19. No playing or horseplay in the AFJROTC areas.**
- 20. Maintain self-control and your self-respect at all times.**
- 21. Do not disrespect higher-ranking officers and NCOs.**
- 22. Make sure you follow orders when given to you so long that it doesn’t conflict with morals and other rules of the AFJROTC.**

## **UNIT GOALS 2024-2025**

### **School Impact Goals**

- 1.
- 2.

### **Community Impact Goals**

- 1.
- 2.

### **Cadet Impact Goals**

- 1.
- 2.

## **CHAPTER THREE**

### **ADMISSION, TRANSFER, REMOVAL AND DIS-ENROLLMENT OF STUDENTS**

1. **Eligibility:** To be eligible to participate in the AFJROTC program, a student must be:
  - 1.1 Enrolled in and attending a regular course of instruction at Dulles High School. (See 8. Reserve Cadet).
  - 1.2 Physically fit to participate in AFJROTC training. Cadets will be graded on physical fitness competence.
2. **Transfer:** Transfer of students from Army, Navy, or other JROTC units may be permitted with full credit for training already received, providing appropriate documentation is received from the previous JROTC unit.
3. **Cadet Responsibilities:** Each cadet will agree to abide by the rules and regulations of the Aerospace Science Department and to accept responsibility for the proper care and maintenance of his or her uniform, textbooks, and any other equipment issued.
4. **Cadet Commissioned Officer/ Cadet Non-Commissioned Officer (NCO) Responsibilities:**

The Cadet Officer/NCO has special leadership responsibilities by virtue of his or her achievement in becoming a Cadet Officer/NCO. Among other general responsibilities, Cadet Officers/NCOs are also expected to:

  - 4.1 Take the initiative when leadership action on their part is needed to ensure the unit's mission is successfully accomplished while continuing to complete their own work thoroughly.
  - 4.2 Meet their financial obligations to the unit and to the AFJROTC program promptly and completely.
- 5 **CADET REMOVAL PROCESS**

Cadets who fail to meet the minimum expectations of the AFJROTC program will be formally counseled by the ASI, or the SASI.

**a. First Offense:** The cadet will be informed of the infraction and will be provided with recommendations on how to avoid future infractions. This is followed by a conference between the cadet and instructors (with the Group Commanders present). Once informed of the infraction, the cadet will sign a counseling memorandum. The signature of the cadet acknowledges this is the first infraction and confirms the cadet will take appropriate actions to prevent future occurrences. Refusal to sign the counseling memorandum is grounds for immediate removal from JROTC.

**b. Second Offense:** The cadet will be informed of the infraction and will be provided with recommendations on how to avoid future infractions. This is followed by a conference with the cadets parent/guardian and the instructors. Once informed of the infraction, the cadet and the cadets' parent/guardian will sign the counseling memorandum. The signatures of the cadet and the cadets parent/guardian acknowledges this is the second infraction and confirms the cadet will take appropriate actions to prevent future occurrences. Refusal to sign the counseling memorandum by either the cadet or parent is grounds for immediate removal from JROTC.

**c. Third Offense:** The cadet and parent will be informed of the final infraction and that the cadet will be disenrolled from JROTC. The SASI will notify the counseling office and have the cadet removed from ROTC.

Some infractions may be considered as non-recoverable actions by the SASI. When these actions occur, the cadet and parent will be informed that the cadet will be disenrolled from JROTC immediately. Non-recoverable actions do not need 2 prior offenses to begin the disenrollment process. The SASI will notify the counseling office and have the cadet removed from ROTC. Some infractions may have extenuating circumstances. Extenuating circumstances will be handled on a case-by-case basis.

## **6 Disenrollment**

Attitude and behavior makes all the difference. The majority of cadets really enjoy the program. However, the few who struggle with the expectations and rules have a disproportionately negative impact on the morale and welfare of the Cadet Corps. For these reasons, some cadets may be disenrolled from the program. Below is a list of the most common reasons a student is disenrolled from AFJROTC. This list is not all inclusive:

1. Violations of the Cadet Honor Code; lying, cheating, or stealing
2. Failure to maintain acceptable course standards (academic, personal grooming, proper uniform wear, etc.).
3. Inaptitude, indifference to training or disciplinary reasons involving undesirable traits of character (fighting, poor behavior in any classroom, disrespect of authority, or failure to meet cadet responsibilities).
4. Other reasons deemed appropriate by the AFJROTC SASI.
5. Individual request for release, consistent with current Dulles HS drop/add policy.

**NOTE:** The Cadet Command Staff may recommend disenrollment of any cadet for any reason. The SASI has final say on all cadet disenrollment.

- 7 **Reserve Cadet**- A Reserve Cadet is a student who either 1) completed the entire AFJROTC Academic Program, 2) is in a 4x4 schedule and completed an AFJROTC course during one term, but is not participating in an AFJROTC course during the current term, or 3) is in a traditional schedule unit where the cadet cannot participate in the AFJROTC academic program for that particular year. A student must have been a cadet for at least one academic year prior to being considered a Reserve Cadet. Students meeting this criterion may be designated, with SASI concurrence, as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding. Reserve Cadets may retain their uniform for the entire academic year.

# **CHAPTER FOUR**

## **GENERAL**

1. **Cadet Guide:** It is your responsibility to read and understand your cadet guide. When in doubt about the rules, regulations, or procedures cadets should first check the cadet guide and bulletin board. Cadets must have their cadet guides every day in JROTC class.
2. **Cadet Bulletin Board:** All cadets will be required to read the unit's bulletin board at least once a week. Cadet Officers/NCOs are expected to read the bulletin board daily.
3. **Physical Training:** Emphasis will be placed on physical fitness throughout the school year. Each cadet will be tested on physical fitness as part of the AFJROTC curriculum. Every cadet will be issued a PT uniform, consisting of a PT shirt and shorts. The PT uniform is required to be brought **TO CLASS** every Friday (PT day). The wearing of the PT uniform and participation will be a grade so if a cadet does not wear his/her PT uniform on the correct day, their grade will be a "0". Cadets must participate or they will receive a "0". The PT uniform and tennis shoes are required to be **ON BY THE TIME WE LEAVE FOR THE PT ACTIVITY**. Cadets will have 5 minutes to change after the Flight Commander instructs the flight to do so. A PFT evaluation should be held every 9 weeks.
1. **Organization:** The Corps of Cadets will be organized as a Group with two squadrons and six flights.
2. **Chain of Command:** Within the Corps of Cadets, the Chain of Command is as follows, from the lowest ranking cadet to the Cadet Corps/Group Commander:
  1. Each Cadet reports to the Element Leader, who reports to the Flight Assistant, who reports to the Flight Commander, who reports to the Operations Squadron Commander, who reports to the Cadet Corps/Group Commander.
  2. The proper Chain of Command is depicted in the TX-862<sup>nd</sup> Organizational Chart.
6. **Textbooks:** The textbooks used in the AFJROTC program are furnished to the cadets without charge. All textbooks and leadership manuals are controlled items and must be safeguarded and accounted for. Cadets who damage or lose a textbook will be required to reimburse the Air Force for the cost of the book.
7. **Cadet Library:** The reference books and magazines, maintained in the cadet library in the ROTC classroom, are available for use by all cadets.
8. **Flight Detail (FD):** An assigned FD is responsible for insuring the flags are properly raised at 0715 hours on regular school days, to ensure a cadet is available to lead in the Pledge of Allegiance, to take the flags down by the latest of 1500 hours, and to ensure that the JROTC room is kept neat and clean at the end of the day. The only reason the flag should not go up at 0715 is if it is raining at that time, or soon will be raining. Inclement weather may require flags being lowered as necessary, assigned by SASI/ASI. Flights will be assigned morning FD duty by month. During morning FD the, no cadets are allowed outside (all cadets must remain inside the building) except the FD personnel. You **cannot** stand under the covered walkway. However, the respective Flight Commanders will permit any cadets from other flights to do FD for their Promotion Cards.

**9. JROTC Program:** The Air Force Junior ROTC Program is divided into two sections, Aerospace and Leadership Education. The first part will consist of academic classroom instructions, including subjects pertaining to the Aerospace age and will encompass approximately 40% of the program. The second part will consist of drill, inspections, and other corps training activities and will entail the remaining estimated 40% of the program. The remaining 20% of the program will consist of physical fitness.

**10. Course Levels:** A brief summary of the curriculum of each course level is listed below:

**-Aerospace Science I (ASI):** The first year of the AFJROTC instructional program is an introductory course, which is designed to be taken by a student entering AFJROTC. Academic emphasis is placed on the history of air power. Special attention is given to participating and practicing in Air Force Drill, Ceremonies, and Customs and Courtesies. Following, character development, and steady skills are emphasized.

**-Aerospace Science II-IV (ASII, ASIII, and ASIV):** The second, third, and fourth years of the AFJROTC instructional program are general studies of leadership. Special attention is given to having the AS II students begin to lead the other cadets in Drill and Ceremonies and Customs and Courtesies. AS III students are trained in briefings, problem solving, staff reports, and management of people and resources. AS-IV cadets are generally given leadership roles in the cadet corps operations, activities, and special projects.

**11. Leadership Training Program**

Leadership, as defined by the Air Force, is the “art of influencing and directing people in a way that will win their obedience, confidence, respect, and loyal cooperation in achieving a common objective.” The principles and techniques of this art can be taught academically but are of little value to a cadet without practical application. The AFJROTC training provides each cadet the opportunity to develop his or her leadership potential through practice and experience in a military organization.

In the leadership program, cadets learn about the organization and functions of an Air Force unit by participating in certain activities that closely stimulate a typical Air Force unit. The individual cadets, as they progress through the ranks, will obtain direct experience in dealing with people. They will learn to appreciate the need for planning, organizing, directing, controlling, and coordination. They will learn from actual experiences, the difference between good and bad leadership techniques. Thereby acquiring experience in evaluating the performances of others and developing the ability to understand why one cadet succeeds and another fails.



## TX-862<sup>nd</sup> AFJROTC Curriculum

	Fall 2021 Semester 1	Spring 2022 Semester 2	Fall 2022 Semester 1	Spring 2023 Semester 2	Fall 2023 Semester 1	Spring 2024 Semester 2	Fall 2024 Semester 1	Spring 2025 Semester 2	Fall 2025 Semester 1	Spring 2026 Semester 2	Fall 2026 Semester 1	Spring 2027 Semester 2	Fall 2027 Semester 1	Spring 2028 Semester 2
<b>Cadet 1<sup>st</sup> Year</b>	AS-410 Unit 1-2	AS-410 Unit 3-4	AS-200 Ch 1-3	AS-200 Ch 4-6	AS-300 Ch 1-4	AS-300 Ch 5-8	AS-100 Ch 1-3	AS-100 Ch 4-6	AS-410 Unit 1-2	AS-410 Unit 3-4	AS-200 Ch 1-3	AS-200 Ch 4-6	AS-300 Ch 1-4	AS-300 Ch 5-8
	LE-100 Ch 1-2 Drill Wellness	LE-100 Ch 3-5 Drill Wellness	LE-100 Ch 1-2 Drill Wellness	LE-100 Ch 3-5 Drill Wellness	LE-200 Ch 1-4 Drill Wellness	LE-200 Ch 5-8 Drill Wellness	LE-300 Ch 1-4 Drill Wellness	LE-300 Ch 5-8 Drill Wellness	LE-400 Ch 1-4 Drill Wellness	LE-400 Ch 5-8 Drill Wellness	LE-100 Ch 1-2 Drill Wellness	LE-100 Ch 3-5 Drill Wellness	LE-200 Ch 1-4 Drill Wellness	LE-200 Ch 5-8 Drill Wellness
<b>Cadet 2<sup>nd</sup> Year</b>	AS-410 Unit 1-2	AS-410 Unit 3-4	AS-200 Ch 1-3	AS-200 Ch 4-6	AS-300 Ch 1-4	AS-300 Ch 5-8	AS-100 Ch 1-3	AS-100 Ch 4-6	AS-410 Unit 1-2	AS-410 Unit 3-4	AS-200 Ch 1-3	AS-200 Ch 4-6	AS-300 Ch 1-4	AS-300 Ch 5-8
	LE-300 Ch 1-4 Drill Wellness	LE-300 Ch 5-8 Drill Wellness	LE-400 Ch 1-4 Drill Wellness	LE-400 Ch 5-8 Drill Wellness	LE-200 Ch 1-4 Drill Wellness	LE-200 Ch 5-8 Drill Wellness	LE-300 Ch 1-4 Drill Wellness	LE-300 Ch 5-8 Drill Wellness	LE-400 Ch 1-4 Drill Wellness	LE-400 Ch 5-8 Drill Wellness	LE-100 Ch 1-2 Drill Wellness	LE-100 Ch 3-5 Drill Wellness	LE-200 Ch 1-4 Drill Wellness	LE-200 Ch 5-8 Drill Wellness
<b>Cadet 3<sup>rd</sup> Year</b>	AS-410 Unit 1-2	AS-410 Unit 3-4	AS-200 Ch 1-3	AS-200 Ch 4-6	AS-300 Ch 1-4	AS-300 Ch 5-8	AS-100 Ch 1-3	AS-100 Ch 4-6	AS-410 Unit 1-2	AS-410 Unit 3-4	AS-200 Ch 1-3	AS-200 Ch 4-6	AS-300 Ch 1-4	AS-300 Ch 5-8
	LE-300 Ch 1-4 Drill Wellness	LE-300 Ch 5-8 Drill Wellness	LE-400 Ch 1-4 Drill Wellness	LE-400 Ch 5-8 Drill Wellness	LE-200 Ch 1-4 Drill Wellness	LE-200 Ch 5-8 Drill Wellness	LE-300 Ch 1-4 Drill Wellness	LE-300 Ch 5-8 Drill Wellness	LE-400 Ch 1-4 Drill Wellness	LE-400 Ch 5-8 Drill Wellness	LE-100 Ch 1-2 Drill Wellness	LE-100 Ch 3-5 Drill Wellness	LE-200 Ch 1-4 Drill Wellness	LE-200 Ch 5-8 Drill Wellness
<b>Cadet 4<sup>th</sup> Year</b>	AS-410 Unit 1-2	AS-410 Unit 3-4	AS-200 Ch 1-3	AS-200 Ch 4-6	AS-300 Ch 1-4	AS-300 Ch 5-8	AS-100 Ch 1-3	AS-100 Ch 4-6	AS-410 Unit 1-2	AS-410 Unit 3-4	AS-200 Ch 1-3	AS-200 Ch 4-6	AS-300 Ch 1-4	AS-300 Ch 5-8
	LE-300 Ch 1-4 Drill Wellness	LE-300 Ch 5-8 Drill Wellness	LE-400 Ch 1-4 Drill Wellness	LE-400 Ch 5-8 Drill Wellness	LE-200 Ch 1-4 Drill Wellness	LE-200 Ch 5-8 Drill Wellness	LE-300 Ch 1-4 Drill Wellness	LE-300 Ch 5-8 Drill Wellness	LE-400 Ch 1-4 Drill Wellness	LE-400 Ch 5-8 Drill Wellness	LE-100 Ch 1-2 Drill Wellness	LE-100 Ch 3-5 Drill Wellness	LE-200 Ch 1-4 Drill Wellness	LE-200 Ch 5-8 Drill Wellness

### Aerospace Science

- AS 100: Milestones in Aviation History
- AS 200: The Science of Flight: A Gateway to New Horizons
- AS 300: Exploring Space: The High Frontier
- AS 410: Survival: Survive • Return

### Leadership Education

- LE 100: Traditions, Wellness, and Foundations of Citizenship
- LE 200: Communication, Awareness, and Leadership
- LE 300: Life Skills and Career Opportunities
- LE 400: Fundamentals of Management

**Notes:** Highlighted blocks diagonally show the progression of the 1<sup>st</sup> year cadets in SY 2024/25 through their 4<sup>th</sup> year with four different set of AFJROTC courses.

**AS-Courses (Monday, Tuesday)    LE/Drill-Courses (Wednesday, Thursday)    Wellness/ PE (Friday)**

## 12. Class Schedule

**-Aerospace Science Academics:** Cadets will attend these classes 40% of the time. The Senior Aerospace Science Instructor (SASI) normally conducts these classes.

**-Leadership Education:** Cadets will attend these classes 40% of the time. The Aerospace Science Instructor (ASI) normally conducts these classes.

**13. Inter-Office Policy:** Cadets are not allowed inside the instructors' offices during school hours unless permission is granted by a Flt. Commander or ordered to by the ASI/SASI. Cadets will be allowed into the ASI and/or SASI office only after knocking and permission is granted to enter. No cadet may touch anything or lean on the instructor's desk.

**14. Telephone Use:** The following rules apply regarding the use of the telephone:

- Cadets/guests must gain permission from Major Hawn/MSgt Hardy to use the telephone.
- Phone calls will be used for official use only (such as calling for a ride home).
- Dial 5 first to call an outside number.
- Misuse of the phone will result in the privilege being taken away.
- If the phone rings and Major Hawn or Sergeant Hardy are not there to answer the phone, answer the phone politely and professionally and say, “**Dulles JROTC, Cadet (name), may I help you?**”

**15. Sign-up Sheet Policy:** Once a cadet signs his/her name on the sign-up sheet for any event, the cadet is required to attend that event. No exceptions. A cadet cannot remove his/her name until seen and removed by the ASI or SASI. If a cadet signs his/her name on the sign-up sheet and does not attend that event, then the number of hours the cadet should have received will be deducted from the total number of hours the cadet has earned.

**16. Grading Policy:** The objective of the AFJROTC instructor staff is to maximize learning and to reward that learning with fair, impartial grades. It is recognized that most AFJROTC cadets are highly motivated, and consequently grading will not be on a “curved” system, in which a required percentage of cadets must fail. In fact, nothing precludes all cadets from receiving top grades except their own performance.

- Grades will be computed in accordance with standard FBISD grading policy.

**-Nine Weeks Grades:**

- **Major Grades total 50% of final average:**

**1.) Major Tests and Assignments (Academic Term Drill, PT Evaluations, etc.)**

**2.) INSPECTION: 50% of the major grade will be determined by the cadet's weekly inspection average (see inspection sheet). The respective Air Force Uniform must be worn once per week on Uniform Day (Wednesday). No cadet can make less than a 50 on their uniform inspection grade if the uniform is worn. If a cadet misses a uniform grade, the cadet has one day to make up the grade. The cadet must make up the missing grade the next day of school with the highest grade of a 70. If a cadet fails to wear the uniform that week, the uniform inspection is to remain a 0.**



DULLES AIR FORCE JROTC

TX - 862

2024-25 SY COURSE SYLLABUS



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## **COURSE NAME: AFJROTC I, II, III, IV**

The Mission of Air Force JROTC is to develop citizens of character dedicated to serving their nation and community.

**CREDIT HOURS:** 1 Physical Education or Elective Credit for the entire year (must complete both semesters)

**INSTRUCTOR'S NAMES:** Major Hawn and MSgt Hardy

### **REQUIRED TEXT AND MATERIALS:**

- Aerospace Science 100: Milestones in Aviation History
- Leadership Education 300: Life Skills and Career Opportunities
- AF Manual 36-2203, Personnel Drill and Ceremonies, V-2627
- Student Workbooks
- Selected DVDs
- Cadet Guide

### **COURSE DESCRIPTION:**

**AFJROTC I, II, III and IV** is a course for all returning cadets. The course consists of three components: Aerospace Science (40%), Leadership Education (40%), and Wellness/Physical Fitness (20%).

**Aerospace Science 100:** *Milestones in Aviation History* 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 in flight a reality. This book tells the story of why we are so proud of our Air Force heritage-laying the foundation for future Air Force JROTC aerospace science courses. Throughout the course 21<sup>st</sup> – century learning is adopted with readings, video clips, hands-on learner centered activities, and chapter project-based learning opportunities.

**During the Fall semester, we cover Chapters 1 thru 3. During the Spring semester, we cover Chapters 4 thru 6.**

**Leadership Education 300:** *Life Skills & 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 school in the high-tech, globally oriented, and diverse workplace of the 21<sup>st</sup> century. Student will learn how to save, invest, and spend money wisely, as well as how to avoid credit traps. They learn about real-life issues such as contracts, leases, warranties, legal notices, personal bills, money-saving strategies for grocery shopping, apartment selection, and life with roommates. In addition, students learn how to select a school that is right for them; how to apply for admission to a vocational or technical school, community college, or college/university; and how to succeed in these learning environments. Information is provided on how to conduct the job search for students who wish to enter the workforce right after high school or after additional education and training. They learn how to prepare a winning resume, and how to develop effective interviewing skills. The text also provides information on working for the federal government to include careers in the military, aerospace industry, and public service. Finally, students will consider the most important elements of life skills for all Americans: civic responsibilities, such as volunteering, registering to vote, jury duty, and draft registration. **During the Fall semester, we cover Chapters 1 thru 4. During the Spring semester, we cover Chapters 5 thru 8.**

## **Drill and Ceremonies: Drill Curriculum**

The Drill and Ceremonies manual is used to teach the Drill Curriculum (Cumulative) course by providing an in-depth introduction to drill and ceremonies. The course concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Cadets are provided detailed instruction on ceremonial performances and protocol for civilian and military events and have the opportunity to personally learn drill. Though each class will follow an established lesson plan, most of the work is to be hands-on.

**Wellness/Physical Fitness** portion incorporates the Cadet Health and Wellness Program (CHWP). The CHWP is an exercise program focused upon individual base line improvements with the goal of achieving a Presidential Physical Fitness standard calculated with age and gender. The goal of the CHWP is to motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education I, II, III and IV.

## **Aerospace Science 100: Milestones in Aviation History**

### **Chapter 1: Exploring Flight**

- Lesson 1 Ancient Flight
- Lesson 2 The Early Days of Flight
- Lesson 3 The Wright Brothers Take Off
- Lesson 4 Pioneers of Flight

### **Chapter 2: Developing Flight**

- Lesson 1 Airpower in World War I
- Lesson 2 Expanding the Horizon from Barnstormers to Mainstream
- Lesson 3 Early Developments in Commercial Flight

### **Chapter 3: The Evolution of the Early Air Force**

- Lesson 1 The Army Air Corps
- Lesson 2 Airpower in the World War II
- Lesson 3 Significant Aircraft of World War II

### **Chapter 4: Commercial and General Aviation Take Off**

- Lesson 1 The Development of Federal Regulation and Aviation
- Lesson 2 The Propeller Era in Commercial Flight
- Lesson 3 General Aviation of Flight
- Lesson 4 The Jet Era in Commercial Flight

### **Chapter 5: The U.S. Air Force is Born**

- Lesson 1 The Army Air Forces Become the U.S. Air Force
- Lesson 2 Military Aircraft Development After World War II
- Lesson 3 The Role of Airpower from the Korean War to the Vietnam War
- Lesson 4 Other U.S. Air Force Military Operations That Support National Objectives
- Lesson 5 Global Interventions from 1990

### **Chapter 6: The Modern Air Force**

- Lesson 1 The Development of Rotary Wing Aircraft
- Lesson 2 The Significance of Stealth Aircraft
- Lesson 3 The Air Force of the Future

## **Leadership Education 300: Life Skills and Career Opportunities**

**First Semester Chapters 1 thru 4, Second Semester Chapter 5 thru 8**

### ***Chapter 1: Charting your Financial Course***

- Lesson 1: Creating a Budget
- Lesson 2: Savings and Bank Accounts
- Lesson 3: Real-Life Issues in Buying and Selling

### ***Chapter 2: Managing Your Resources***

Lesson 1: Avoiding the Credit Trap  
Lesson 2: Insurance for Protecting Your Resources

### ***Chapter 3: Career Opportunities***

Lesson 1: Researching Careers  
Lesson 2: Self-Discovery  
Lesson 3: Career Paths

### ***Chapter 4: Aiming Towards a College Degree***

Lesson 1: Financing for College  
Lesson 2: Selecting a College  
Lesson 3: Navigating the Testing Maze  
Lesson 4: Essays, Interviews, and Campus Visits

### ***Chapter 5: Charting Your Course***

Lesson 1: Adjusting to College Life  
Lesson 2: Choosing a Major  
Lesson 3: Planning Your Schedule

### ***Chapter 6: Applying for Jobs***

Lesson 1: The Job Search Process  
Lesson 2: Pursuing a Career  
Lesson 3: Building Interviewing Skills

### ***Chapter 7: Working for the Federal Government***

Lesson 1: Military Careers  
Lesson 2: Careers in Aerospace  
Lesson 3: Careers in Public Service

### ***Chapter 8: Developing Your Career Skills***

Lesson 1: Planning Your Professional Development  
Lesson 2: Learning to Work with Others  
Lesson 3: Seeking Feedback and Promotions  
Lesson 4: Your Civic Responsibilities

## **Leadership Education: Drill and Ceremonies Course Objectives and Outcomes**

### **First and Second Semesters**

**The course objectives are:**

After successfully completing *AFM 36-2203: Personnel Drill and Ceremonies*, the student will:

1. Know the importance of drill and ceremonies.
2. Know basic commands and characteristics of the command voice.
3. Apply and execute the concepts and principles of basic drill positions and movements.
4. Know when and how to salute.
5. Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron.
6. Know the function of the group and the wing.
7. Know how groups and wings are formed.
8. Know the purpose and definition of ceremonies and parades.

## ***Chapter 1: Introduction to Drill and Ceremonies***

### **1. Chapter Objective**

Know the importance of drill and ceremonies.

### **2. Samples of Behavior/Main Points**

- a. State the importance of drill and ceremonies.
- b. List the symbols that represent the leaders of the flight and squadron.
- c. List all the basic military drill terms.

## ***Chapter 2: Commands and the Command Voice***

### **1. Chapter Objective**

Know basic commands and characteristics of the command voice.

### **2. Samples of Behavior/Main Points**

- a. Identify the types of commands used during the basic military drill movements.
- b. Identify the necessary qualities of the command voice.
- c. Define cadence.

## ***Chapter 3: Individual Instruction***

### **1. Chapter Objective**

Perform basic drill positions and movements.

### **2. Sample of Behavior/Main Point**

- a. Execute various movements and positions of basic drill when given the command to do so.

## ***Chapter 4: Drill of the Flight***

### **1. Chapter Objective**

Perform parade movements as a flight.

### **2. Samples of Behavior/Main Points**

- a. Execute the various marching movements.
- b. Execute proper military position and place prior to parade.
- c. Respond with proper military procedures for entire parade sequence.

## ***Chapter 5: Drill of the Squadron***

### **1. Chapter Objective**

Perform drill movements as a squadron.

## **2. Samples of Behavior/Main Points**

- a. Execute basic drill commands as a squadron.
- b. Execute guidon bearer position.

## **Chapter 6: Group and Wing Formations**

### **1. Chapter Objective**

Demonstrate a group and wing formation.

### **2. Sample of Behavior/Main Point**

- a. Perform group and wing formations when given the command to do so.

## **Chapter 7: Ceremonies**

### **1. Chapter Objective**

Know the purpose and definition of ceremonies and parades.

### **2. Samples of Behavior/Main Points**

- a. Define ceremony and parade.
- b. State the purpose of ceremonies and parades.
- c. Identify the different types of ceremonies and parades.
- d. Define reveille and retreat.
- e. State when it is appropriate to raise and lower the flag.

## **WELLNESS PROGRAM**

Wellness is an official and integral part of the Air Force Junior ROTC program. It consists of two exercise programs focused upon individual base line improvements with the goal of achieving a national standard as calculated by age and gender. The Wellness curriculum is instrumental in developing citizens of character dedicated to serving our nation and communities. The program is provided as a tool to help you develop individualized training programs for your cadets. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education 100. Instructors are free to include other activities cadets enjoy such as team sports in order to keep the Wellness Program fun and motivating. The Wellness Program also provides a list of 19 exercises with examples that may be utilized in a 36-week program modifiable to meet individual and district/state goals. Cadet fitness improvement is rewarded, either by earning the Health and Wellness Ribbon.

### **The course objective for the Wellness Program is to:**

Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.

### **The goals of the Wellness Program are to:**

1. Create an individualized training program based on national standards by age and gender.
2. Identify areas of improvements for each cadet and provide guidance for improvement.
3. Incorporate a physical training program to reach fitness goals.

The following is a brief description of the fitness programs for AFJROTC units, each has its own merit and each may be utilized or personalized with unit developed lesson plans to help



build a foundation from which to implement a program that promotes lifelong fitness programs.

### **Key Guidelines for Adolescents:**

- Adolescents should do 60 minutes (1 hour) or more of physical activity daily.
- Aerobic: Most of the 60 or more minutes should be either moderate- or vigorous-intensity aerobic physical activity and should include vigorous-intensity physical activity.
- Muscle-strengthening: As part of their 60 or more minutes of physical activity, adolescents should include muscle-strengthening physical activity.
- Bone-strengthening: As part of their 60 or more minutes of physical activity, adolescents should include bone-strengthening physical activity.
- It is important to encourage young people to participate in physical activities that are appropriate for their age, that are enjoyable, and that offer variety.

### **Key Exercises for Adolescents**

The Physical Fitness Assessment recognizes students for their level of physical fitness in five activities:

- ☐ Curl-ups (or partial curl-ups)
- ☐ Endurance run/walk
- ☐ Pull-ups (or right-angle push-ups or flexed-arm hang)

### **AFJROTC Wellness Program Exercises**

This program is comprised of 19 exercises which can be conducted with minimal space and with minimal climate dependency (e.g., the 1-mile run). The exercises develop all muscle groups and provide sufficient anaerobic and aerobic intensity. They require no equipment and use only body weight and common objects (e.g., chairs).

#### **The 19 exercises are:**

- ☐ V-Sit Reach ● Lunges
- ☐ Bent-Knee Push-ups ● Arm Extended Lunges
- ☐ Feet Elevated Push-ups ● Reverse Extended Lunges
- ☐ Hindu Push-ups ● Mountain Climbers
- ☐ Plank ● Hindu Squats
- ☐ Left Arm and Right Arm Planks ● Body Builders
- ☐ Sit-Ups ● Squat Leaps
- ☐ Extended Side Push-ups ● Side Lateral Jumps
- ☐ Flutter Kicks ● One-Mile Run

☐ Push-ups

Descriptions for these exercises are located in WINGS.

**A typical exercise class may go as follows:**

☐ Warm-up/Stretch

☐ Pick 6 or more exercises to perform depending on time

☐ Ensure proper form and technique

☐ Students will strive to complete the number of repetitions indicated on their personal workout plan

☐ Cool/down/Stretch

During the next class periods, students will perform six different exercises.

## **Cadet Fitness Assessments**

The Presidential Fitness Challenge Program is a yearlong program designed to establish a baseline for each cadet and when required, instructors may provide a program of improvement throughout a 36-week school year. Instructors should conduct periodic assessments throughout the school year and provide feedback to cadets concerning improvement. This feedback will allow cadets and instructors to modify fitness programs to meet individual needs that provide progressive improvement towards a healthy, active lifestyle.

### **Uniform Day:**

Cadets **WILL** wear the Air Force JROTC uniform weekly (Wednesday) and on Special Events such as District Pass-in-Review. Make-up day for uniform wear is on the following day the cadet returns to school. Failing to wear the uniform for the entire school day will result in a “0” grade for that uniform day. Cadets are required to wear their **Physical Training** uniform on Fridays unless otherwise directed or they will receive a “0” grade for that Physical Training Day. **Drill Day** is on Thursdays; all cadets must wear close toe shoes (no sandals or flip-flops) if not a “0” grade will receive for that Drill Day. **NON-WEAR OF THE UNIFORM AND FAILURE TO MAINTAIN STANDARDS WILL RESULT IN A FAILING GRADE AND DISMISSAL FROM THE PROGRAM.**

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**Office Hours:** Our standard duty hours are 0705 – 1515 hours. We are located in the room J112.

**GRADING PROCEDURES:** Grades from the Aerospace Science portion of the course count 40% of the AFJROTC final grade and will be graded by the SASI. The Leadership Education portion of the grade counts 40% of the final grade and will be graded by the ASI. The wellness portion of the program counts for the remaining 20% of the final grade and will be graded by the SASI and/or ASI. Drill will be evaluated by the ASI and the SASI. Grades are computed in accordance with standard district grading policy.

**Grades and Evaluation:** Your grades will be broken down into the following areas:

<b><u>Item</u></b>	<b><u>Weight</u></b>
<b><u>AEROSPACE SCIENCE</u></b>	<b>40%</b>
<b><u>LEADERSHIP EDUCATION</u></b>	<b>40%</b>
<b><u>WELLNESS AND PHYSICAL FITNESS</u></b>	<b>20%</b>
<b>Total</b>	<b>100%</b>

<b>MAJOR GRADES</b>	<b>DAILY GRADES</b>
Uniform Wear	Class Attendance, Preparation &
Exams (Semester Fall and Spring)	Quizzes
Parades, Special Events (FBISD) Pass & Review,	Class work/Homework

### **GRADING SCALE: As set by the Texas State Board of Education**

#### **Exams:**

The exams will be based on lesson objectives and samples of behavior covered in your Aerospace and Leadership Studies text books, Air Force Junior ROTC Cadet Guide, and corresponding workbooks. These exams may be made up of multiple choice, matching, short essay type questions, and fill in the blanks type questions. Some exams may be shorter in length, while others will be longer. All exams regardless of length will weigh the same. All questions will be derived from the assigned readings and will be reinforced during classroom discussions. Therefore, it benefits the entire class if everyone completes their reading assignments and is prepared for classroom discussions. Any missed exams must be made up. Makeup exams time and location will be determined as required.

#### **Grading Scale:**

<b><u>Grade</u></b>	<b><u>Percentage Required</u></b>
A	90% and above
B	80% - 89%
C	70% - 79%
F	69% and below

### **Attendance:**

Attendance will be considered in determining your final grade but it is subordinate to measurable performance based on lesson objectives. You will lose points on attendance for being late (5 points from daily grade) or unexcused absences ("0" will be entered as a daily grade.) Excused absences will not count against your daily grade, but missed work has to be completed. As an Air force Junior ROTC cadet, you will be expected to be punctual and present at your appointments.

### **Evaluation:**

You will be constantly evaluated in some form or another during your life. This class is no different! Your overall attitude, demonstrated enthusiasm to learn, and your constructive participation in class will dictate your evaluation grade. Remember that the way you present yourself may push your grade a point higher. **I expect everyone to be prepared for each class by completing reading assignments and/or other assigned tasks and contribute by participating in classroom discussions.** In addition, all assignments must be completed and turned in at the appointed time unless we make arrangements differently beforehand.

**OBSERVE CLASS PROTOCOL:** Cadets must be in the Parade Rest position on the left side of the desk with their Cadet Guide on desk by the third bell (last ring) or they will be considered tardy. Cadets running in the halls or in the classroom will receive an automatic tardy. Additionally, all cadets are required to wear your uniform to class on Wednesday all day. Cadets are expected to always maintain a high standard of dress and appearance while in uniform. Wear the uniform in a manner that emphasizes pride and keep your personal appearance above reproach (i.e. haircuts, weight standards, etc.).

**UNIFORM WEAR (Major Grade):** Uniform wear is a large part of the Air Force JROTC program. ALL cadets are required to wear the appropriate uniform each **Wednesday, from the start of the school day until released.** Make-up day for excused absences on uniform day is the following Thursday. There will be **no uniform make-up for unexcused absences.** Failing to wear the uniform all day will result in a "0" (zero) grade for that uniform day. Multiple failures to wear your uniform can lead to disenrollment from the course. Cadets are required to wear their issued **Physical Fitness** uniforms on **Fridays** unless otherwise directed. Failure to turn in uniforms by the end of the course/year will result in an overall "I" incomplete grade for the course and the vice principal notified. Additionally, the student will be placed on the "Fines/Holds" list until the uniforms are paid for/returned.

**EXAMS (Major Grade):** Two types of major exams will be administered during the course: midterms and finals. Tests will be a comprehensive assessment of all material taught since the last test. These tests will cover the concepts taught in all portions (AS, LE, Wellness) of the AFJROTC I curriculum.

**CLASS ATTENDANCE, PREPARATION AND PARTICIPATION (Daily Grade):** Today's workforce does not earn a paycheck unless they show up ready for work. Cadets earn grades

commensurate with their class participation and effort. Cadets who are not present or prepared cannot participate fully in class. This is especially key to drill and physical fitness. Class preparation includes cadet adherence to proper grooming standards daily as outlined in Air Force Instruction and school dress code.

**QUIZZES (Daily Grade):** Daily quizzes will be administered throughout the course. Quizzes will cover all material taught since the last quiz or test.

**HOMEWORK/CLASSWORK:** Assignments are due at the beginning of the class period, unless otherwise directed or the cadet has an excused absence that day. For excused absences, the assignment will be due on the next class day that the cadet is present. Assignments not turned in on the due date because of an unexcused absence will receive a "0" (zero) grade for that assignment.

**COMMUNITY SERVICE:** Cadets will have multiple opportunities to perform Air Force JROTC sponsored community service during each semester.

**CURRICULUM IN ACTION TRIPS (CIA)/FIELD TRIPS:** Throughout the semester, the cadets will have opportunities to participate in school-sponsored activities that serve as an extension of the AFJROTC curriculum. These trips may include Dulles Middle School, veteran hospitals, etc. Cadets must be in good academic and disciplinary standing to participate.

**CLASS BEHAVIOR:** The nature of the AFJROTC mission, as well as its high visibility within the school and community, requires its members to adhere to higher standards than might be found among the student population. **Inappropriate behavior**, in or out of uniform, is prohibited while in participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public displays of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats and physical attacks.

**CELL PHONES:** Cell phone policy is in accordance with Dulles High School. Cell phones must remain turned off and out of sight during the instructional day. Students who use the telecommunications device during the school day without permission, will have the device confiscated. Students may pick up the confiscated device from the principal's office. Any student who refuses to turn over their cell phone will be considered insubordinate and will receive additional disciplinary consequences.

#### **EXPECTATIONS FOR CADETS**

1. Follow the chain of command (i.e. cadet-element leader - assist. Flt/CC – Flt/CC – Ops/CC – Sup/CC – Group/CC – ASI – SASI).
2. Always use the titles sir/ma'am when addressing AFJROTC staff and senior ranking cadets.
3. Be on time. Don't be late to class, scheduled events, practices, etc.
4. Always bring your required items to class (cadet guide, notebook, pen/pencil, etc).
5. Wear the correct uniform on the appropriate day.
6. Place personal belongings under your desk – nothing in the aisle.
7. Raise your hand and wait to be acknowledged; do not talk without permission.
8. Listen respectfully and attentively to the speaker/presenter or fellow cadets when they are speaking.

9. Treat others with mutual respect. Profanity, vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any fellow cadet or student will not be tolerated.
10. Remain in your seat unless given permission to move about the room
11. Remain professional; do not sit on desks, tables, trash cans, etc.
12. Unauthorized personnel are not allowed in the staff offices.
13. Always use the trash can to dispose of trash. If you see trash on the floor, clean it up.
14. No eating, drinking and **ABSOLUTELY** no **CHEWING GUM** in the classroom.
15. Wearing hats or sunglasses indoors is prohibited.
16. Maintain loyalty to the Corps, school, and your values.
17. No horseplay in the AFJROTC areas.
18. Maintain self-control and your self-respect at all times.
19. Do not disrespect instructors, higher-ranking cadet officers and NCOs.

#### **WHAT YOU CAN EXPECT FROM US:**

- a. **HELP:** BOTTOM LINE, We want you to succeed. Stop in and see us if you have questions on the material or the Air Force.
- b. **STRAIGHT ANSWERS:** The Air Force is a great way of life full of exciting opportunities. Hopefully, you will continue in Air Force JROTC. We will do everything we can to help you. You will be given every opportunity and all the assistance available in order for you to succeed.

## **CHAPTER FIVE**

### **CONDUCT AND MILITARY COURTESY**

1. General: Cadets are expected to observe correct military conduct at all times. This will reflect credit upon themselves, their parents, the unit, Dulles High School, and the United States Air Force.
2. Classroom Procedures: Cadets must be in the Parade Rest position on the left side of the desk with their Cadet Guide on desk by the third bell (last ring), or if the cadet is running in the halls or in the classroom it is to be counted as an automatic tardy. The Assistant Flight Commander will stand in front of the flight commander's desk. The Flight Commander will position him or herself in front of the classroom facing MSgt. Hardy's office. All books and bags will be placed under the cadet's desk.
3. Reporting Procedures: Having taken role, the Flight Commander then salutes and reports to the classroom instructor with the correct information and states, "Sir, all cadets are present and/or accounted for with the exceptions of Cadet(s) (last name)." The Assistant Flight Commander will record the cadets who are absent on the board on the ASI's door. Instructors will take attendance using the computer. After receiving the Flight Commander's report, the flight will begin the announcements. Promptness is an objective of the program and cadets are expected to be at their desks prepared to begin class before the tardy bell sounds.
4. Announcements: Immediately after the report has been given, the Flight Commander will read the Daily Announcements and review the monthly calendar.
5. Military Courtesy: The practice of saying "Yes Sir," "Yes Ma'am" or "No Sir," "No Ma'am" to instructors and to cadets who out-rank you is always observed in the cadet program. This is a long established military courtesy that you may find difficult at first but will soon become a habit.
  - 5.1 Hazing: Hazing in the TX-862<sup>nd</sup> Cadet Corps is strictly prohibited. There will be no punitive practices that would affect the wellbeing of any cadet. Any form of hazing, whether verbal or physical, will not be tolerated. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.
    1. Examples of prohibited physical activities include, but are not limited to: push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.
    2. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.
    3. This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.
  - 5.2 **UNAUTHORIZED CLUBS**; no cadets may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.
6. Reporting to the SASI/ASI: To ask the SASI/ASI a question or if ordered to report, follow these procedures:
  1. Ask the commander in charge of you the question, if he/she cannot answer it, he/she will accompany you to the instructor's office.

2. Knock on the door ONCE!
3. When told to enter, stop one pace in front of the SASI/ASI's desk.
4. Report in to the SASI/ASI at attention and salute. Then say, "Sir, (Cadet, rank, and name) reporting in as ordered sir or permission to ask a question sir."
5. When finished salute and repeat reporting procedures, but ask permission to leave.
7. Field Trip Requirements: Cadets will not be allowed to attend JROTC field trips during the year if:
  - They have two or more sessions of ISS.
  - They have been to an alternative disciplinary campus.
  - They have been suspended from school.
  - They are failing two or more classes during the 9 weeks.
  - They have three or more detentions during a semester.
  - They misbehave excessively.





DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

AUG 18 2006

MEMORANDUM FOR ALL AFOATS PERSONNEL

FROM: AFOATS/CC  
551 East Maxwell Blvd  
Maxwell AFB AL 36112

SUBJECT: Policy Letter on Treatment of All Cadets, Students and Officer Trainees

1. Let me begin by reiterating what I have said in the past; ***our people are our most important asset***. This includes not only all members of the AFOATS team but also each and every cadet, student and officer trainee (OT). Our mission is to develop the best Air Force leaders and citizens of character, dedicated to serving the Nation. This mission can only be accomplished if each individual treats others with dignity and respect. As the breeding ground for America's future Air Force officers, it is crucial that we exemplify the Air Force Core Value of *Excellence In All We Do* and ensure that no cadet, student and officer trainee is maltreated or maltrained during any AFOATS commissioning program. Maltreatment and maltraining detracts from the AFOATS mission and will not be tolerated.

2. Please review the below definitions and understand that these activities have no place in our organization. These actions are punishable under Article 93 and 128 of the Uniform Code of Military Justice and AETC Instruction 36-2216, *Administration of Military Standards and Discipline Training*, 16 June 2004.

**a. Maltraining:** Any training practice not designed to meet a training objective. Examples of maltraining include, but are not limited to, using exercise as punishment, unnecessarily or maliciously embarrassing cadets, students, or OTs in front of their peers, assigning remedial training that does not fit the discrepancy, any degrading tasks, or assigning remedial training to an entire flight for the actions of a few cadets, students, or OTs.

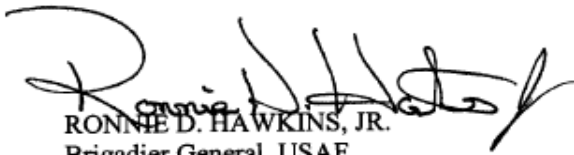
**b. Maltreatment (verbal):** Any language that degrades, belittles, demeans, or slanders an individual or group based on color, national origin, race, religion, age, ethnic group, gender, or physical stature. Includes, but is not limited to, (1) the use of profanity and any insinuation of immoral, unethical, illegal, or unprofessional conduct; (2) crude, offensive language in rhymes or prose as memory devices (mnemonics); and/or (3) training tools that contain profane words, offensive language, or inappropriate sexual or gender references. Any language that establishes a hostile environment, constitutes and promotes sexual harassment, or disrespect to men and/or women.

**c. Maltreatment (physical):** Includes, but is not limited to, poking, hitting, thumping, pushing, grabbing, threats of violence, physical violence, physical intimidation, hazing, or any unnecessary physical contact.

**d. Hazing:** Hazing is defined as any conduct whereby a military member or members, regardless of service or rank, suffer or are exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator.

**e. Physical Discipline:** Using disciplinary exercises such as push-ups, deep-knee bends, sit-ups, low crawls or any other activity that has the potential to place a student in a strenuous or exhausting position.

3. No AFOATS member will participate in any of the above mentioned activities nor will he/she tolerate those who do. Please speak up if you see a lack of character in those with whom you serve. We owe each and every cadet, student and OT who walks through our doors this type of respect. I expect you to report any of the above mentioned conduct through your chain of command if you see this type of behavior. If you have any questions concerning the above definitions, please contact AFOATS/JA at DSN 493-6742 or COMM 334-953-6742.

  
RONNIE D. HAWKINS, JR.  
Brigadier General, USAF  
Commander, AFOATS

## DISCIPLINARY ACTION

**FAILURE TO MEET OR MAINTAIN EXPECTATIONS:** As a member of the AFJROTC program, every cadet becomes an individual representative of Dulles High School, the United States Air Force, and the Corps of Cadets. As a result, professional, courteous, and respectful behavior is expected from all cadets at all times. While failure to meet these expectations will be managed on a case by case basis, the more experienced a cadet is, the more severe the potential consequences will be. For example, if a first year cadet were to engage in a disrespectful argument with a teacher or staff member that cadet may receive verbal counseling on the proper way to communicate with teacher when there is a disagreement. On the other end of the spectrum, a fourth year cadet guilty of the same infraction could receive a letter of Reprimand or find themselves removed immediately from the AFJROTC program for failure to meet known expectations.

*The JROTC disciplinary procedures include: Verbal Counseling, Demerit, Letters of Counseling, and removal from the program depending on the severity of the infraction. The SASI is the final authority on all disciplinary actions.*

**Verbal Counseling** is appropriate when the misconduct is minor and there is no history or pattern of misconduct. This type of counseling could also be used to positively motivate.

**Demerit/Merit System** is the primary method used to document discrepancies and recognize excellence. All cadets are expected to have their cadet guides with them at all times. When asked, a cadet must ALWAYS surrender their cadet guide to higher ranking cadet for documentation purposes. However, this will not be abused by any higher ranking cadet for the smallest detail. Some examples of situations that may be documented in their cadet guide include:

- Excellence – Cleaning up the room when everyone left
- Excellence - Helping a student or teacher
- Excellence - Outstanding classroom conduct (in any classroom)
- Excellence - Outstanding acts of kindness
- Discrepancy - Uniform dirty or improperly worn
- Discrepancy - Unprepared for class (**especially not completing homework**)
- Discrepancy - Eating, Sleeping, excessive talking, or unauthorized phone usage in class
- Discrepancy - Violation of basic standards identified in this cadet guide

**Letter of Counseling** is strictly a disciplinary tool and will be issued for certain infractions or if a cadet has already received three or more negative verbal counseling or demerits and continues to have problems. Letters of counseling can be issued by the ASI or the SASI. Examples of more serious infractions may include:

- Failure to wear the uniform when required
- Failure to dress out and/or participate in PT
- Cadet Honor Code violations
- Arguing with a teacher or staff member
- Intentional misuse or abuse of school/JROTC property
- Refusal to follow directions
- Intentional abuse of cadet officer or cadet NCO authority
- Making improper gestures
- Profanity

Cadets who fail to meet the minimum expectations of the AFJROTC program will be formally counseled by the ASI, or the SASI.

**a. First Noncompliance:** The cadet will be informed of the infraction and will be provided with recommendations on how to avoid future infractions. Once informed of the infraction, the cadet will sign a counseling memorandum. The signatures of the cadet and the cadets parent/guardian acknowledges this is the first infraction and confirms the cadet will take appropriate actions to prevent future occurrences. Refusal to sign the counseling memorandum is grounds for immediate removal from JROTC.

**b. Second Noncompliance:** The cadet will be informed of the infraction and will be provided with recommendations on how to avoid future infractions. Once informed of the infraction, the cadet and the cadet's parent/guardian will sign the counseling memorandum. The signatures of the cadet and the cadets parent/guardian acknowledges this is the second infraction and confirms the cadet will take appropriate actions to prevent future occurrences. Refusal to sign the counseling memorandum by either the cadet or parent is grounds for immediate removal from JROTC.

**c. Third Noncompliance:** The cadet and parent will be informed of the final infraction and that the cadet will be disembroiled from JROTC. The SASI will notify the counseling office and have the cadet removed from ROTC.

Some infractions may be considered as non-recoverable actions by the SASI. When these actions occur, the cadet and parent will be informed that the cadet will be disembroiled from JROTC immediately. Non-recoverable actions do not need 2 prior offenses to begin the disenrollment process. The SASI will notify the counseling office and have the cadet removed from ROTC.

Some infractions may have extenuating circumstances. Extenuating circumstances will be handled on a case-by-case basis.

MEMORANDUM FOR CADET \_\_\_\_\_ FLIGHT: \_\_\_\_\_

FROM: Dulles High School AFJROTC

SUBJECT: Letter of Counseling

This memorandum is to formally notify you of your failure to meet the minimum expectations of the AFJROTC program. This behavior cannot be tolerated and must be corrected if you desire to remain in the cadet corps. *Failure to do so will result in removal from the JROTC program.*

You will sign below acknowledging receipt of this memorandum and your intent to take appropriate actions to prevent future occurrences. When one or more occurrences are documented on this form a parent signature of acknowledgement is also required. *Cadet or parent failure to sign this document when required is grounds for immediate removal from the JROTC program.*

**FAILURE TO WEAR UNIFORM**

	Noncompliance 1	Noncompliance 2	Noncompliance 3
DATE:			
CADET SIGNATURE:			
PARENT SIGNATURE:			

**GENERAL BEHAVIOR**

	Noncompliance 1	Noncompliance 2	Noncompliance 3
DATE:			
INFRACTION:			
CADET SIGNATURE:			
PARENT SIGNATURE:			

RONALD HAWN, Maj, USAF (RET)  
Senior Aerospace Science Instructor



## AFJROTC TX-862<sup>nd</sup>

John Foster Dulles H.S. 550 Dulles Ave  
Sugar Land, Texas 77487

Maj. Doug Hawn  
Senior Aerospace Science Instructor

MSgt Patrick Hardy  
Aerospace Science Instructor

(281) 634-5644 FAX (281) 634-5723

8 August 2024

### APPLICATION AND AGREEMENT FOR- 1<sup>st</sup> Year Cadets

\_\_\_\_\_  
(Print Last Name, First Name, Middle Initial)

\_\_\_\_\_  
Flight

1. **APPLICATION:** I, the above-named cadet, do hereby apply for enrollment in the Dulles High School JROTC Program.
2. **UNDERSTANDING:** Being a member of AFJROTC is a privilege, not a right. In accordance with Air Force directives and instructions, cadets will be removed from the program if they are not meeting the minimum standards.
3. **OBLIGATIONS AND CONSIDERATIONS:** Participation in **AFJROTC DOES NOT COMMIT OR OBLIGATE STUDENTS TO MILITARY SERVICE.** It does not guarantee special consideration if a student chooses to enter any military service. However, a cadet who completes two to three years of AFJROTC may qualify for advanced rank upon enlistment in the military. Additionally, cadets who complete three years of AFJROTC may be entitled to credit in the college-level Senior AFROTC program.
4. **AGREEMENT: (Cadet initial by each statement)** In order to maintain high cadet standards of discipline, courtesy, personal conduct, appearance, and fitness required by the Air Force and AFJROTC program, I understand and agree to the following:
  - a. **MINIMUM EXPECTATIONS:** I will abide by the MINIMUM STANDARDS listed below. Failure to do so will result in removal from AFJROTC. **Initials** \_\_\_\_\_
  - b. **Physical Fitness:** I will wear the issued Physical Training (PT) gear (shorts/shirt) and participate in all physical fitness class activities to the best of my ability. Uniform and participation account for 100 points each week. 15 pts PT shirt/15 pts PT shorts/15 pts athletic shoes/ 55 pts participation **Initials** \_\_\_\_\_
  - c. **Drill:** I will participate in all drill activities in class. Failure to do so will result in removal from AFJROTC. **Initials** \_\_\_\_\_
  - d. **Meet the standards** of behavior, attitude and courtesy established and taught by the instructors. I understand and agree that indifference to training or discipline problems such as dishonesty, failure to follow directions of those in authority, initiating a fight or suspension from school for misbehavior may result in disenrollment from the JROTC program. **Initials** \_\_\_\_\_

- e. **Effective upon ENROLLMENT**, I will meet personal appearance and grooming standards on designated uniform days. I will properly wear the AFJROTC Polo Shirt, Pants, Belt (black or brown), and closed-toe shoes as instructed and wear it the entire school day unless directed. Refusal or improper wear will result in my disenrollment from AFJROTC. Removal may result in an "F" for the course. Uniform Day is normally Wednesday for all cadets. **Initials** \_\_\_\_\_
- f. I will wash my Polo Shirt and pants on a regular basis and maintain them, as necessary. I understand the shirt and pants should not be worn dirty, wrinkled, or stained. **Initials** \_\_\_\_\_
- g. I will NOT wear the AFJROTC Polo Uniform or PT Uniform inappropriately. **Initials** \_\_\_\_\_
- h. I will treat my Polo uniform, my classroom, and fellow cadets with respect. **Initials** \_\_\_\_\_
- i. I understand when wearing the Polo Uniform, I must wear the shirt clean, unwrinkled, tucked in, with a black or brown belt and with clean, professional looking pants (jeans are allowed). I must also wear closed-toed shoes. **Initials** \_\_\_\_\_
- j. I will attend classes unless excused in accordance with school policy. **Initials** \_\_\_\_\_
- k. I will maintain published school and AFJROTC Academic Standards. **Initials** \_\_\_\_\_
- l. I will abide by Fort Bend ISD student rules of behavior and will refrain from behavior that will discredit the school or the Corps. **Initials** \_\_\_\_\_
- m. I understand that as a JROTC cadet I represent the Corp of Cadets; I will NOT bully, harass, assault or otherwise harm (verbally, physically, or virtually) other students and I understand JROTC has a zero tolerance for such behavior. **Initials** \_\_\_\_\_
- n. I will NOT be involved in any inappropriate or illegal behavior. **Initials** \_\_\_\_\_
- o. Maintain an acceptable standard of academic performance in all classes. I will complete all assignments given to me by my instructors. I will be active in classroom work and the co-curricular activities of AFJROTC. (Cadets are encouraged to participate in as many co-curricular activities as possible. Service Award credit is earned this way). I understand that a semester grade of "F" in AFJROTC will result in my disenrollment and not being allowed to re-enroll in AFJROTC in the future. **Initials** \_\_\_\_\_
- p. Respond positively to other cadets appointed to leadership positions within the Cadet Group. Render proper military courtesies to instructors and other cadet's senior in rank. I will express courtesy and respect to administrators, teachers, coaches, and other adults with whom I come into contact. I will conduct myself properly when entrusted with a position of leadership. **Initials** \_\_\_\_\_
- q. Meet the objectives of the Cadet Group, which are to: **a.** Encourage a high degree of personal honor, self-reliance, and leadership, **b.** Promote patriotism, **c.** Develop the ability to perform basic drill. **Initials** \_\_\_\_\_
- r. Strive to develop self-discipline and accept personal responsibility for my actions. **Initials** \_\_\_\_\_

- s. Take proper care of any textbook materials provided by the Air Force and return them when requested. I will make payment to the AFJROTC office for any books damaged or lost. **Initials** \_\_\_\_\_
- t. Read, understand and comply with the requirements and information provided in the Dulles TX-862 AFJROTC Cadet Guide. **Initials** \_\_\_\_\_
- u. Participate in Cadet Corps community service activities for at least six hours per semester (12 per year). **Initials** \_\_\_\_\_
- v. **MISSED UNIFORM INSPECTIONS:** If I am absence on uniform day, I will make up the grade the first day back to school for a possible 100 points. If I simply fail to wear the uniform on the required uniform day (or fail to wear it as directed after an absence), my grade will result in a zero with an opportunity to make it up with maximum possible grade of 75 points.
- w. **COURTESY:** I understand this is a cadet-run program and I am expected to follow the instructions of cadets that are senior in rank. I will render proper military courtesies to instructors, military officers, cadet officers, and the American Flag. I will show courtesy and respect to administrators, teachers, coaches, and other adults I encounter.
- x. **CULTURE:** I understand JROTC promotes a culture of professionalism. I will always behave in an appropriate manner during class and JROTC programs.

**CADET AGREEMENT:** I understand these instructions as listed above and agree to follow them if I am enrolled in AFJROTC.

**CADET SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**7. PARENTAL/GUARDIAN APPROVAL:** I hereby give my permission for my daughter/son to enroll in the AFJROTC Program and will encourage their participation. I understand there is **NO MILITARY SERVICE COMMITMENT FOR PARTICIPATING IN AFJROTC**. My child has read this contract, with particular attention to Paragraph Number 4 and understands the requirements of the program. In addition, I understand the program requirements and expectations of my son or daughter. I understand that we are responsible for payment of the **\$50 annual assessment fee**. The fees help offset the cost of snacks/drinks for after school activities, military ball, activity t-shirt and uniform cleaning fee. Payments can be made using REVTRAK by accessing <https://fortbendis.revtrak.net/>, cash, check or money order. I will help my daughter/son maintain the high standards expected of an AFJROTC cadet in TX-862.

**PRINTED NAME OF PARENT/GUARDIAN** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Parent's email address:** \_\_\_\_\_

**Home phone number:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_





## **AFJROTC TX-862<sup>nd</sup>**

**John Foster Dulles H.S. 550 Dulles Ave**  
**Sugar Land, Texas 77487**

**Maj. Doug Hawn**  
**Senior Aerospace Science Instructor**

**MSgt Patrick Hardy**  
**Aerospace Science Instructor**

*(281) 634-5644 FAX (281) 634-5723*

8 August 2024

### **APPLICATION AND AGREEMENT FOR-2<sup>nd</sup> thru 4<sup>th</sup> Year Cadets**

\_\_\_\_\_  
(Print Last Name, First Name, Middle Initial)

\_\_\_\_\_  
Flight

5. **APPLICATION:** I, the above-named cadet, do hereby apply for enrollment in the Dulles High School JROTC Program.
6. **UNDERSTANDING:** Being a member of AFJROTC is a privilege, not a right. In accordance with Air Force directives and instructions, cadets will be removed from the program if they are not meeting the minimum standards.
7. **OBLIGATIONS AND CONSIDERATIONS:** Participation in **AFJROTC DOES NOT COMMIT OR OBLIGATE STUDENTS TO MILITARY SERVICE.** It does not guarantee special consideration if a student chooses to enter any military service. However, a cadet who completes two to three years of AFJROTC may qualify for advanced rank upon enlistment in the military. Additionally, cadets who complete three years of AFJROTC may be entitled to credit in the college-level Senior AFROTC program.
8. **AGREEMENT: (Cadet initial by each statement)** In order to maintain high cadet standards of discipline, courtesy, personal conduct, appearance, and fitness required by the Air Force and AFJROTC program, I understand and agree to the following:
  - y. **MINIMUM EXPECTATIONS:** I will abide by the MINIMUM STANDARDS listed below. Failure to do so will result in removal from AFJROTC. **Initials** \_\_\_\_\_
  - z. **Physical Fitness:** I will wear the issued Physical Training (PT) gear (shorts/shirt) and participate in all physical fitness class activities to the best of my ability. **Uniform and participation account for 100 points each week. 15 pts PT shirt/15 pts PT shorts/15 pts athletic shoes/ 55 pts participation** **Initials** \_\_\_\_\_
  - aa. **Drill:** I will participate in all drill activities in class. Failure to do so will result in removal from AFJROTC. **Initials** \_\_\_\_\_
  - bb. **Meet the standards** of behavior, attitude and courtesy established and taught by the instructors. I understand and agree that indifference to training or discipline problems such as dishonesty, failure to follow directions of those in authority, initiating a fight or suspension from school for misbehavior may result in disenrollment from the JROTC program. **Initials** \_\_\_\_\_

- cc. **Effective upon ENROLLMENT**, I will meet personal appearance and grooming standards on designated uniform days. I will wear the regulation AFJROTC uniform on those occasions prescribed by the SASI. Refusal or improper wear of the uniform when directed or improper use of the uniform will result in my disenrollment from AFJROTC. Removal may result in an "F" for the course. Uniform Day is normally Wednesday for all cadets. **Initials** \_\_\_\_\_
- dd. Maintain the uniform in a clean, properly fitted, and repaired manner. I will turn in the complete uniform upon demand. I am responsible for the cost of loss, theft, or damage of the uniform or uniform items. **Initials** \_\_\_\_\_
- ee. I will NOT wear the AFJROTC Uniform or PT Uniform inappropriately. **Initials** \_\_\_\_\_
- ff. I will treat my uniform, my classroom, and fellow cadets with respect. **Initials** \_\_\_\_\_
- gg. I will attend classes unless excused in accordance with school policy. **Initials** \_\_\_\_\_
- hh. I will maintain published school and AFJROTC Academic Standards. **Initials** \_\_\_\_\_
- ii. I will abide by Fort Bend ISD student rules of behavior and will refrain from behavior that will discredit the school or the Corps. **Initials** \_\_\_\_\_
- jj. I understand that as a JROTC cadet I represent the Corp of Cadets; I will NOT bully, harass, assault or otherwise harm (verbally, physically, or virtually) other students and I understand JROTC has a zero tolerance for such behavior. **Initials** \_\_\_\_\_
- kk. I will NOT be involved in any inappropriate or illegal behavior. **Initials** \_\_\_\_\_
- ll. Meet and maintain the personal grooming standard established by Air Force JROTC and FBISD. I will pay particular attention to haircut standards, facial hair, body-piercing, tattoos, and body jewelry, as prescribed by Air Force JROTC and FBISD. Males are prohibited from wearing earrings in uniform or at an official AFJROTC event. **Initials** \_\_\_\_\_
- mm. Maintain an acceptable standard of academic performance in all classes. I will complete all assignments given to me by my instructors. I will be active in classroom work and the co-curricular activities of AFJROTC. (Cadets are encouraged to participate in as many co-curricular activities as possible. Service Award credit is earned this way). I understand that a semester grade of "F" in AFJROTC will result in my disenrollment and not being allowed to re-enroll in AFJROTC in the future. **Initials** \_\_\_\_\_
- nn. Respond positively to other cadets appointed to leadership positions within the Cadet Group. Render proper military courtesies to instructors and other cadet's senior in rank. I will express courtesy and respect to administrators, teachers, coaches, and other adults with whom I come into contact. I will conduct myself properly when entrusted with a position of leadership. **Initials** \_\_\_\_\_
- oo. Meet the objectives of the Cadet Group, which are to: **a.** Encourage a high degree of personal honor, self-reliance, and leadership, **b.** Promote patriotism, **c.** Develop the ability to perform basic drill. **Initials** \_\_\_\_\_
- pp. Strive to develop self-discipline and accept personal responsibility for my actions. **Initials** \_\_\_\_\_

- qq. Take proper care of any textbook materials provided by the Air Force and return them when requested. I will make payment to the AFJROTC office for any books damaged or lost. **Initials** \_\_\_\_\_
- rr. Read, understand, and comply with the requirements and information provided in the Dulles TX-862 AFJROTC Cadet Guide. **Initials** \_\_\_\_\_
- ss. Participate in Cadet Corps community service activities for at least six hours per semester (12 per year). Failure to do so may result in loss of promotion eligibility and award recognition. **Initials** \_\_\_\_\_
9. **Male Required Hair Style and Other Uniform Restrictions for AFJROTC:** The list below list applies when cadet is wearing the AFJROTC uniform:
- a. Hair: Will not exceed 2.5 inches in bulk
  - b. Hair should be no longer than 1/4 inch at the natural termination point around the base of the neck and ears.
  - c. Must be able to wear the Air Force cap with no long hair sticking out the front or sides of the cap.
  - d. Your hair must have a tapered appearance on both sides and back.
  - e. Hair must be a natural color (no faddish hair styles/colors), and hair must be all one color. No designs may be cut into the hair, no mohawks, mullet, cornrows, dreadlocks or etched shapes and/or designs.
  - f. Shaving: All boys must be cleanly shaved in uniform. May wear a mustache cut at corners of mouth, and no hair hanging over the lip.
  - g. Sideburns: You may have sideburns if they are neatly trimmed and tapered in the same manner as your haircut. Sideburns must be straight and of even width (not flared or cut to a point) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening.
  - h. Jewelry: No more than 3 rings on the base of the finger and may be worn on the thumb, and no earrings on males. No visible necklaces. A conservative bracelet up to 1/2 inch wide is allowed. No rubber cause bracelets.

***NOTE: You will not be given your uniform until hair and shave are within standards.***

10. **FEMALE Required Hair Style and Other Uniform Restrictions for JROTC:** The below items apply when the student is wearing the AFJROTC Uniform:
- a. Hair: Will be clean, well-groomed, present a professional appearance. No Minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Also, one or two braids or a single ponytail may be worn with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. Bangs, or side-swiped hair may touch eyebrows but will *not* touch or cover eyes.

- b. Hair Bun: The bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. When hair is in a ponytail, it must be a single ponytail that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. If hair is pulled back and 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.
- c. Locs, braids, twists, micro-braids, French braids, Dutch braids, and cornrows are authorized. Hair must not exceed length and bulk standard and headgear must fit properly.
- d. Hair will not: Contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. All cadets are authorized to wear hair in a natural color regardless of their natural born hair color. Prohibited hair color examples (*not* all inclusive) are burgundy, purple, orange, fluorescent or neon colors.
- c. Hair accessories: If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed one inch in width. Ornaments are *not* authorized (i.e., ribbons, beads, jeweled pins).
- d. Makeup/Nails: Makeup should be conservative and professional looking. If painting nails, use one color and must be a conservative color. Do not apply designs to nails or apply two-tone or multi-tone colors; Exception: white-tip French manicures are authorized.
- e. Earrings: Only ONE earring in each ear, lowest part of ear lobe; can only be round or square white diamond, silver, gold, or white pearl stud. No other body piercing will be allowed.
- f. Jewelry: No more than 3 rings on the base of the finger and may be worn on the thumb. No visible necklaces. A conservative bracelet up to ½ inch wide is allowed. No rubber cause bracelets.
- g. **MISSED UNIFORM INSPECTIONS**: If I am absence on uniform day, I will make up the grade the first day back to school for a possible 100 points. If I simply fail to wear the uniform on the required uniform day (or fail to wear it as directed after an absence), my grade will result in a zero with an opportunity to make it up with maximum possible grade of 75 points.
- h. **COURTESY**: I understand this is a cadet-run program and I am expected to follow the instructions of cadets that are senior in rank. I will render proper military courtesies to instructors, military officers, cadet officers, and the American Flag. I will show courtesy and respect to administrators, teachers, coaches, and other adults I encounter.
- i. **CULTURE**: I understand JROTC promotes a culture of professionalism. I will always behave in an appropriate manner during class and JROTC programs.

**CADET AGREEMENT:** I understand these instructions as listed above and agree to follow them if I am enrolled in AFJROTC.

**CADET SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**7. PARENTAL/GUARDIAN APPROVAL:** I hereby give my permission for my daughter/son to enroll in the AFJROTC Program and will encourage their participation. I understand there is **NO MILITARY SERVICE COMMITMENT FOR PARTICIPATING IN AFJROTC**. My child has read this contract, with particular attention to Paragraph Number **4** and understands the requirements of the program. In addition, I understand the program requirements and expectations of my son or daughter. I understand that we are responsible for payment of the **\$50 annual assessment fee**. The fees help offset the cost of snacks/drinks for after school activities, military ball, activity t-shirt and uniform cleaning fee. Payments can be made using REVTRAK by accessing <https://fortbendisd.revtrak.net/>, cash, check or money order. I will help my daughter/son maintain the high standards expected of an AFJROTC cadet in TX-862.

**PRINTED NAME OF PARENT/GUARDIAN** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Parent's email address:** \_\_\_\_\_

**Home phone number:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_

## **CHAPTER SIX**

### **SALUTING RULES**

1. The salute is a courteous exchange of military greeting the world over. Military personnel consider the salute as a courteous and respectful greeting between members and it is one of the oldest traditions that bind military professionals together.
2. You will be taught the proper manner of saluting and the rules, which govern its use among the military service. Saluting between cadets, cadet officers, and commissioned officers is required at all times when in uniform outdoors. The ASI, because of his position, is rendered a salute.
3. **The salute is rendered indoors only when cadets are reporting to cadet officers or the SASI/ASI. The proper sequence of reporting includes rendering the salute and then the statement, “Sir, Cadet (Rank and Last name) reporting as ordered,” or other appropriate comment. The cadet holds the salute until it is returned or otherwise acknowledged by the officer. When the purpose of the report or meeting is completed, the cadet again salutes. The officer will return the salute or otherwise acknowledge it, and the cadet will sharply turn to the most direct exit and leave.**
4. A salute is never given or returned while running. The cadet will come to quick time (a walk) and render the salute when approximately six paces from the officer.
5. If a cadet observes the American Flag being raised or lowered from any flagstaff, he/she will assume the position of attention, render the hand salute (if in uniform) and hold it until the flag has reached the summit or base of the flagstaff. If the cadet is in civilian clothes, he/she will assume the position of attention and place the right hand over the heart. If a cadet wearing civilian attire is also wearing a hat, he/she will remove it and hold the headgear to the left shoulder so that the right hand is over the heart.
6. During the recital of the Pledge of Allegiance and while in uniform, all cadets will stand at attention and recite the pledge. When in civilian clothes assume the position of attention and place the right hand over the heart and recite the pledge. When in-doors while in uniform, do not salute.
7. If the cadet is outdoors in uniform and the National Anthem is being played, the cadet will stand at attention, face the music or the flag, and render the hand salute until the music stops.
8. If a cadet is late for formation, he/she will approach the person in charge when the formation is at a halt, salute, and request permission to fall in.
9. When the SASI or ASI approaches any formation, the commander will call the formation to attention. Anytime a cadet sees the SASI/ASI anywhere, they need to acknowledge them with a greeting.

## Saluting Diagram

When in uniform and both arms are full only a verbal greeting ("Good morning or afternoon, Sir/Ma'am") is required. The officer will acknowledge the greeting in the same manner.

**No Saluting Situations:** The SASI/ASI will designate areas or situations that saluting will not be required.



## **Chapter 7**

### Uniform and Awards, Operational Supplement

#### **ACCOUTREMENTS (GENERAL)**

**7.1. Insignia Placement.** Insignia on the AFJROTC and SFJROTC uniform will be worn according to the figures contained in this guide.

**7.2. 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 those cadets who meet all requirements listed in paragraphs 7.2.1. – 7.2.4. Purchase flight suits through WINGS | FEDMALL. **Flight Suits are accountable uniforms items and must be issued/returned via WINGS.** (See Attachment 7-13).

**7.2.1. Flight Solo Badge.** Awarded to any cadet possessing a solo flight certificate signed by a FAA Certified Flight Instructor for either powered or nonpowered 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.

**7.2.1.1.** Flight suits are not authorized solely on obtaining the Flight Solo Badge. (See Attachment 7-13).

**7.2.2. 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.

**7.2.2.1.** Flight suits are authorized for cadets who successfully pass the FAA Part 107 knowledge test and are “active” members of the unit's unmanned aircraft/multicopter team.

**7.2.3. 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.

**7.2.4.** 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 the unit's logistics inventory via WINGS. (See Attachment 7-13).



**7.2.5. 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.

**7.2.5.1. Flight suits** are authorized for cadets that have earned the private pilot flight certificate or **have successfully completed the Flight Academy program.** (See Attachment 7-13).

**7.2.6. Awareness Presentation Team Badge.** Awarded for participation on an Awareness Presentation Team. Criteria for becoming a member of the team will be published in the Cadet Guide or the Unit Operating Instructions. Go to WINGS | Logistics | Create Display Orders and order the Awareness Presentation Team Badge.

**7.2.7. 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 society. Go to WINGS | Logistics | Create Display Orders and order the Kitty Hawk Honor Society Badge.

**7.2.8. Distinguished Cadet Badge.** This annual award consists of a certificate and the Distinguished Cadet badge. The award recognizes one outstanding secondyear 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 and SFJROTC 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. The certificate is used to present the badge. The unit must purchase the badge from a vendor. The recipient will hold the following awards prior to selection:

- a. Leadership Ribbon
- b. Superior Performance Ribbon
- c. Achievement Ribbon
- d. Academic Ribbon
- e. Leadership Development Requirement Ribbon
- f. Service Ribbon

**7.2.9. 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.

**7.2.10. Model Rocketry Badge.** Awarded to cadets who have fulfilled model rocketry program requirements. Program requirements can be found in WINGS | Published Files | JROTC | AFJROTC LDRs | Rocketry folder.

**7.2.11. Other Badges or Pins.** Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC or SFJROTC uniform combination. This includes pins given to cadets participating in **Cyber Patriot or Stellar Explorers**.

**7.2.12. Marksmanship Awards.** Marksmanship competition awards/badges may be worn on the AFJROTC and SFJROTC 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.

**7.2.13.** Cadets may earn one of the three marksmanship badges; however, they may wear no more than one badge on the uniform at a time. These badges are earned by scores obtained in competitions, not practices. These badges are awarded by the unit's SASI.

**7.2.13.1.** The Basic Marksmanship Badge - requires a combined score of 170 or above, fired in the prone, standing, and kneeling 3x10 positions.

**7.2.13.2.** The Sharpshooter Badge - requires a combined score of 220 or above, fired in the prone, standing, and kneeling 3x10 positions.

**7.2.13.3.** The Expert Badge - requires a combined score of 250 or above, fired in the prone, standing, and kneeling 3x10 positions.

**7.2.14.** 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.

**7.2.14.1.** 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.

**7.2.14.2.** Junior Distinguished Badges are provided, at no cost, by the CMP and cannot be purchased through local vendors or HQ AFJROTC.

### **7.3. Shoulder patches, cords, and tabs.**

**7.3.1.** AFJROTC Patch (white, Lamp of Knowledge) and SFJROTC Patch (black, Lamp of Knowledge). Wear of the AFJROTC or SFJROTC official shoulder patch is **mandatory** on the left sleeve (shoulder) of all uniforms except the raincoat, overcoat, and



all-weather coat. White/Black 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/black, Lamp of Knowledge patch (white/black circular AFJROTC and SFJROTC patches), will be worn on the right sleeve (shoulder); see para 7.3.3 if the unit has an approved Unit Patch. All flight suit patches will be displayed utilizing Velcro or may be sewn onto the flight suit. (See Attachment 7-13, Note 2). Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC or SFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder sleeve.

**7.3.2.** The American Flag patch – Flight Suit, is mandatory and will be worn on the left shoulder and will be full color (cloth) centered at the top of Velcro. See Attachment 7-13, Note 3).

**7.3.2.1.** The American Flag patch - OCPs, is mandatory and will be worn on the right shoulder and will be full color (cloth) centered at the top of the Velcro. (See Attachment 7-6b, Note 2).

**7.3.2.2.** The American Flag patch **will not** be worn with any other uniforms other than those in paras 7.3.2 and 7.3.2.1.

**7.3.3.** Unit Patch. Optional. If worn, must be on the right shoulder only (**ABU on front right pocket and for OCPs the unit patch on the right shoulder (affix with Velcro) below the American Flag patch, if no unit patch is available leave blank.** Flight Suit – if a unit patch is available, the Unit Patch may be worn on the right sleeve (shoulder) replacing the white/black Lamp of Knowledge patch. All flight suit patches will be displayed utilizing Velcro (or may be sewn onto the flight suit). Unit patches must be approved by HQ AFJROTC via the waiver's module in WINGS prior to purchase or use. Units will only have one current approved unit patch for all uniform combinations.

**7.4. Shoulder Cords.** Cadets are authorized to wear **one shoulder cord (double knot, single cord “infantry” style).** 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, citation cords, or extra loops inside or outside the arm).** Colors are locally determined (does not have to be a solid color, may be multicolor), 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. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

**7.4.1.** Criteria for wear and shoulder cord colors will be described in the Cadet Guide or Unit Operating Instructions. On the service dress coat, the cord will be grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. On the blue shirt, the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. **See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

# CADET CORDS

Group CC	Metalic Silver	485MS
Squadron CCs	Gray/White	4852CGY/WH
First Sgt	Metalic Gold	485MG
Officer	Scarlet/Navy Blue	485C2SC/NV
NCO	Scarlet	485SC
Unit Eval Off	Orange	485OR

## SPECIAL TEAMS CORDS

(Cadet MUST wear this cord when preforming in Special Team Activities)

ColorGuard ColorGuard CC	White White/Navy	485WH 4852CWH/NV (Same as Drill Team CC)
Drill Team Drill Team CC	Navy Blue White/Navy	485NV 485C2WH/NV (Same as Colorguard CC)
Marksmanship Marksmanship CC	Pine Green White/Pine Green	485PN 4852CWH/PN
RC Team RC Team CC	Jay Blue White/Jay Blue	485JB 485C2WH/JB
PT Team PT Team CC	Gold White/Gold	485GO 485C2WH/GO

## FLIGHT CORDS

(Cadet MUST wear this cord when in Flight/Group Formation/Activities)

Flight CC Flight Asst	Wear appropriate cord as an NCO or Officer	
Element Leaders	Royal Blue	485RY
Flight Guidons	White/Royal Blue	485C2WH/RY

**7.5. Shoulder Tabs.** Shoulder tabs are either **cloth or metal** arches denoting participation in an AFJROTC or SFJROTC activity. Shoulder tabs are optional. If worn, cadets are authorized to wear **one shoulder tab on the right shoulder** of the service dress coat and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.). If no unit patch is worn, tab will be worn no

lower than 1 inch below the shoulder seam. If a unit patch is worn, shoulder tab will be centered between the unit patch and the shoulder seam. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each in the Cadet Guide or Unit Operating Instructions. **See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

## **7.6. Awards and Decorations.**

**7.6.1.** The Cadet Awards and Decorations Program fosters morale, esprit-decorps, and recognizes achievements of AFJROTC and SFJROTC 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.

**Units cannot purchase matching medals for HQ AFJROTC Approved Ribbons.** (Example: Outstanding Cadet, Patriotic Flag, Bataan March, etc.). Only medals specifically designated within this Operational Supplement (para 7.6.3.2) and depicted on the AFJROTC and SFJROTC Ribbon Chart are approved.

**7.6.1.1.** Units **may not** create or purchase local awards (ribbons or medals) for wear on the uniform.

**7.6.1.2.** Ribbons **will not** be worn with medals. Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals may not be worn on regular uniform days. Place medals on the mounting rack in the proper order of precedence (see para 7.6.3.1).

**7.6.1.3.** Units are authorized to impose additional criteria (**more stringent**) to meet local standards and needs without diminishing minimum standards. Published in the Unit Cadet Guide or Unit Operating Instructions.

**7.6.1.4.** Present awards at appropriate ceremonies. Invite school officials, local civil authorities and parents when practical. Representatives from organizations sponsoring awards will be offered the opportunity to make the award presentation. Display awards, when possible, for the benefit of the cadet corps. The SASI will ensure that Air Force endorsement of any agency's product or service is neither stated nor implied.

**7.6.2.** Only awards and decorations authorized in this publication are authorized for presentation and wear on the cadet uniform.

**7.6.2.1.** An award is defined as either a ribbon, medal, certificate, or scholarship.

**7.6.2.2.** Awards have been categorized into three categories.

**7.6.2.2.1.** Authorized to present and wear (Paras 7.6.3.1, 7.6.3.2. and 7.6.3.3.)

**7.6.2.2.2.** Authorized to present and unauthorized to wear (Paras 7.6.3.5 and 7.6.3.6)

**7.6.2.2.3.** Unauthorized. Host organization may submit a package to present (Para 7.6.6.)

**7.6.2.2.** AFJROTC and SFJROTC units **may not purchase national-level awards, medals, using Air Force funds.** The national-level host organization/local chapter must provide the award.

**7.6.2.3.** Units may receive/present awards (only the ones on the AFJROTC and SFJROTC Ribbon Chart may be worn on the cadet uniform) from any national level veterans' organization that is defined as a Congressionally chartered Veterans Service Organizations (VSO), recognized by the Department of Veteran Affairs; a complete list can be found at <https://www.va.gov/vso/VSODirectory.pdf> See the current listing of VSOs below.

**7.6.2.4.** Any active-duty military heritage organization i.e., Special Forces Association, aka the Green Berets, may present awards to cadets. Units with local school district employed Director of Army Instructors (DAI)s shall provide AFJROTC and SFJROTC units with a complete listing of awards given by the local district under DAI control (or an officer acting on behalf of the superintendent of schools.) Only the awards listed on the AFJROTC and SFJROTC Ribbon Chart may be worn on the cadet uniform.

**7.6.2.5.** Local organizations such as banks, local businesses, military Top 3 organization, Chiefs' Groups, etc., may present awards to cadets. Only the awards listed on the AFJROTC and SFJROTC Ribbon Chart may be worn on the cadet uniform.

**7.6.3.** Order of Precedence of medals and ribbons.

**7.6.3.1.** Authorized Awards. **Cadets may only receive one National-level Award for each year they are enrolled** in AFJROTC or SFJROTC and may not receive the same National-level award twice during their AFJROTC or SFJROTC career (**this does not apply to National competition awards**). Medals will not be worn on regular uniform days.

**7.6.3.2.** Guidelines for National-level Awards will be followed to the fullest extent possible. Deviations from established award criteria will not be the norm but based on a case-by-case basis. **Unit must uphold the "spirit of intent" of an award.**

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. USAA Educational Foundation (EF) Joint Service Academic Bowl

- (JLAB) 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

**7.6.3.3.** 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

**7.6.3.4.** AFJROTC, SFJROTC and CAP Medals may be worn on the semi-formal uniform only 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 will not be worn on regular uniform days.

**7.6.3.5.** The following National-level organizations may present awards to AFJROTC and SFJROTC cadets, but ribbons are not authorized for wear on the cadet uniform. Only the awards listed on the AFJROTC and SFJROTC Ribbon Chart may be worn on the cadet uniform.

- 1. National Society Daughters of the American Colonists (NSDAC)
- 2. National Society, Daughters of Founders and Patriots of America (NSDFPA)
- 3. Military Order of Foreign Wars of the United States (MOFW)



**7.6.3.6.** Congressionally chartered Veterans Service Organization (VSO), recognized by the Department of Veteran Affairs; may present awards to cadets. However, unless authorized on the AFJROTC and SFJROTC Ribbon Chart these awards may not be worn on the cadet uniform.

Listing of Congressionally chartered Veterans Service Organizations (VSO) who may present awards to AFJROTC and SFJROTC cadets – Only ribbons/medals authorized on the AFJROTC and SFJROTC Ribbon Chart may be worn on the cadet uniform. Ribbon chart approved ribbons/medals are in bold below.

1. African American Post Traumatic Stress Disorder Association
2. American Ex-Prisoners of War
3. American GI Forum of The United States
4. **The American Legion**
5. American Red Cross
6. **American Veterans Association (AMVETS)**
7. Army and Navy Union, USA, Inc. 8. Blinded Veterans Association 9. Catholic War Veterans, USA, Inc.
10. Disabled American Veterans
11. Fleet Reserve Association 12. Gold Star Wives of America, Inc.
13. Italian American War Veterans of The United States
14. Jewish War Veterans of the USA (sent in a package this year to be included)
15. Legion of Valor of the USA, Inc.
16. Marine Corps League
17. **Military Officers Association of America (MOAA)** 18. **Military Order of The Purple Heart of the USA, Inc.**
19. National Association for Black Veterans, Inc.
20. National Association of County Veterans Service Officers, Inc.
21. National Veterans Legal Services Program
22. National Veterans Organization of America (NVOA)
23. Paralyzed Veterans of America
24. Polish Legion of American Veterans, USA
25. Swords to Plowshares: Veterans Rights Organization
26. **The Retired Enlisted Association (TREA)**
27. **Veterans of Foreign Wars of the United States**
28. Veterans of the Vietnam War, Inc. and The Veterans Coalition
29. Vietnam Veterans of America (sent in a package this year to be included)
30. Wounded Warrior Project
31. **Air Force Sergeants Association (AFSA)**
32. American Gold Star Mothers, Inc.
33. American War Mothers 34. Blue Star Mothers of America, Inc.
35. Congressional Medal of Honor Society of The United States of America

36. Korean War Veterans Association, Inc.
37. Military Chaplains Association of The United States of America
38. **Military Order of the World Wars (MOWW)**
39. Navy Club of The United States of America
40. United States Submarine Veterans, Inc.
41. Women's Army Corps Veterans Association-Army Women United
42. Armed Forces Service Corporation
43. Navy Mutual Aid Association
44. Vietnam Era Veterans Association
45. African American Veterans Families
46. **Air Force Association (AFA)**
47. Americal Division Veterans Association
48. All Faith Consortium
49. American Logistics Association
50. American Merchant Marine Veterans
51. American Military Retirees Association
52. American Veterans for Equal Rights, Inc.
53. Army Aviation Association of America
54. American Retiree Association
55. Association of Military Surgeons (AMSUS)
56. Blinded American Veterans Foundation
57. Bowlers to Veterans Link
58. Cold War Veterans Association
59. Commissioned Officers Association of the US Health Service, Inc.
60. Congressional Black Caucus Veterans Braintrust
61. Daughters of Union Veterans of the Civil War
62. Sons of the Union Veterans of the Civil War (SUVCW) Award
63. Destroyer-Escort Sailors Association
64. Eighth Air Force Historical Society
65. Enlisted Association of the National Guard of the US
66. Help Heal Veterans
67. Homeless and Disabled Veterans
68. Iraq/Afghanistan Veterans of America
69. Japanese American Veterans Assoc.
70. Korea Veterans of America
71. Marine Corps Reserve Association
72. The Mission Continues
73. NAM-POWS Corporation
74. National American Indian Veterans
75. National Alliance on Mentally Illness
76. National Association of Atomic Veterans
77. National Association of American Veterans
78. National Association of Black Military Women (NABMW)
79. National Association of Fleet Tug Sailors, Inc.

80. National Association of State Veterans Homes New Mexico Veterans Center
81. National Coalition for Homeless Veterans
82. National Disabled Veteran Business Council
83. National 4th Infantry (IVY) Division Association
84. National Guard Association of the US 85. National Gulf War Resource Center, Inc.
86. National League of Families
87. National Military Family Association
88. National Veterans Foundation
89. **National Society Daughters of the American Revolution**
90. Naval Enlisted Reserve Association
91. Navy League of the United States
92. Navy Nurse Corp. Association
93. Navy Seabee Veterans of America
94. **Reserve Organization of America (ROA)**
95. Society of Military Widows
96. Society of Medical Consultants to the Armed Forces (SMCAF)
97. Student Veterans of America
98. Team Rubicon 99. Team RWB
100. The Forty & Eight
101. The Red River Valley Fighter Pilot Association
102. TLC Brotherhood, Inc., Veterans of Thailand, Laos, Cambodia in Vietnam War
103. Tragedy Assistance Program for Survivors, Inc
104. Travis Manion Foundation
105. United States Army Warrant Officers Association
106. United States Merchant Marine Veterans of World War II
107. United States Navy Cruiser Sailors Association
108. USCG Chief Petty Officers Association
109. Veterans and Military Families for Progress 110. Veterans for Common Sense 111. Veterans of Modern Warfare, Inc.
112. Veterans of the Battle of the Bulge
113. Vietnam Women's Memorial Foundation, Inc.
114. Women in Military Service for America Memorial Foundation, Inc.
115. Women Marines Association
116. Women Overseas Service Association

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

- 7.6.5.** Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC and SFJROTC group are not authorized on the AFJROTC and SFJROTC uniform. Badges, ribbons or insignia from middle school programs such as Youth Leadership Corps are not authorized on the AFJROTC and SFJROTC uniform.
- 7.6.6.** External organizations wishing to be recognized by HQ AFJROTC see the HQ AFJROTC Process for External Cadet Award Request worksheet to request recognition. Annually (month of May), a board will convene, comprised of the Deputy Director, Division Chiefs, and all Regional Directors to review and/or recommend approval/disapproval to the Director on new external awards. The Director has sole approval authority of any new external award worn by AFJROTC and SFJROTC cadets. If the new award is approved, it will be added to this publication and the ribbon/awards chart.
- 7.6.7.** The Office of the Secretary of Defense in regard to the Sons of the Confederate Veterans, aka the H.L. Hunley Award, and United Daughters of the Confederacy. These awards are not approved and therefore are “not acceptable for presentation or wearing on uniforms in any of the JROTC programs.” This policy applies to all JROTC service programs. If units have presented this award in the past to AFJROTC and SFJROTC cadets do not allow the cadet to wear the ribbon/medal and do not allow these organizations to present these awards.

## **HQ AFJROTC Process for External Cadet Award Requests**

1. HQ AFJROTC/JRS will be the POC for all requests: Receiving address:  
Headquarters Air Force JROTC  
Attention: HQ AFJROTC/JRS Division  
60 West Maxwell Boulevard Maxwell  
AFB, AL 36112
2. HQ AFJROTC/JRS completes internal research to confirm package contents (Ribbon/Medal pictures, Award Criteria, Award Certificate, etc.) and add any attachments as required.
3. HQ AFJROTC/JRO convenes a "Board" to review the request considering all information available. Recommendation will be forwarded to the Director. The board will include: Deputy Director, Division Chiefs, and all Regional Directors.
4. HQ AFJROTC Director makes a decision on package request:
  - a. Approved
  - b. Disapproved
  - c. If required, Director will make a recommendation to Holm Center/CC and HQ AFJROTC/JRS will develop an E-SSS with standard routing.

# Air Force and Space Force JROTC Ribbon Chart





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

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

**7.7.1 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 the [jrotc.jrs.support@au.af.edu](mailto:jrotc.jrs.support@au.af.edu) mailbox or [douglas.davenport@us.af.mil](mailto:douglas.davenport@us.af.mil) (HQOps 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.**

**7.7.2 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 to the [jrotc.jrs.support@au.af.edu](mailto:jrotc.jrs.support@au.af.edu) mailbox 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.**

**7.7.3 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 to the [jrotc.jrs.support@au.af.edu](mailto:jrotc.jrs.support@au.af.edu) mailbox 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.**

**7.7.4. Silver Star Community Service with Excellence Award.** Award consists



of a ribbon with a Silver Star device and certificate. The Silver Star Community Service with Excellence Award

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

**7.7.5. 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 the [jrotc.jrs.support@au.af.edu](mailto:jrotc.jrs.support@au.af.edu) mailbox for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a



vendor using MILPER funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

### National-level Awards

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

#### **7.7.6. Air Force Association (AFA) Award.** Cadets may only receive this award



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

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

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

#### **7.7.7. Daedalian Award.** Cadets may only receive this award once. The Order of



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

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

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

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

**7.7.8. 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.**



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

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

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

**7.7.9. 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.**



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

- Rank in the top 10% of the high school class.

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

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

**7.7.10. 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.**

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

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

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

**7.7.11. Reserve Organization of American (ROA) Award.** Cadets may only



receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular**

**uniform days or during any type of competition.**

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

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

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

**7.7.12. 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.**

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

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

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

**7.7.13. 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.**

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

- Positive attitude toward the AFJROTC or SFJROTC program.
- Must be enrolled as a 10th-12th grade AFJROTC or SFJROTC student.

- Must maintain a “B” average in AFJROTC or SFJROTC curriculum and a “C” average in all remaining subjects with no failing grades in the previous semester.
- Active in at least one other student extracurricular activity (music, athletics, government, etc.).
- Not a previous recipient of this award.

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

**7.7.14. 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.**



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

**7.7.15. 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.**



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

- Be in the top 25% of their academic class.
- Encourage and demonstrate ideals of Americanism.
- Demonstrate potential for outstanding leadership.
- Not a previous recipient of this award.

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

**7.7.16. 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.**

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

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

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

**7.7.17. 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.**

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

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

**7.7.17.2.** The SASI selects the recipient and requests the award from the nearest Military Order of the Purple Heart unit in February for presentation in April or May. A representative of the Military Order of the Purple Heart will make the presentation at an appropriate ceremony. If no local unit is available, or if the



local unit does not offer the award, obtain information by contacting the national headquarters of the Military Order of the Purple Heart.

**7.7.18. 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.**

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

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

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

**7.7.19. 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*)

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

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

**7.7.20. 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.**

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

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

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

**7.7.21. 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.

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

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

**7.7.21.2.** The SASI, as chairperson, with the ASI, recommends the recipient of the award at least 60 days prior to the desired presentation date, but not later than 15



April. The SASI requests the award and an AFSA presenter from the nearest AFSA chapter. If information on the nearest chapter is not available, or if there is no active AFSA chapter in the area, the SASI will contact the AFSA international headquarters; (please send an email to AFSA HQ at [bhill@hqafsa.org](mailto:bhill@hqafsa.org)) to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.

**7.7.22. Tuskegee Airmen Incorporated (TAI) Cadet Award.**



Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

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

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

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

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

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


**7.7.24.1.** SASI may go online 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.
- Show the potential and desire to pursue a military career.
- Rank in the top 5% of his/her AS class with a grade average of A or numerical equivalent.
- Rank in the top 15 % of his/her academic class.
- Demonstrates a positive attitude (toward AFJROTC and SFJROTC and school).

**7.7.25. 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.**

**7.7.26. 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.

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

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



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



**7.7.30. 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 or SFJROTC. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded



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

**7.7.31. Outstanding Cadet Ribbon.** Is a ribbon awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadets. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic an



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

Outstanding Cadet Ribbon with silver star, since that award is of higher precedence.

**7.7.32. Leadership Ribbon.** Is a ribbon awarded for outstanding performance in a



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

**7.7.33. Superior Performance Ribbon.** Is a ribbon awarded to no more than the



top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC or SFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

**7.7.34. Achievement Ribbon.** Is a ribbon awarded for a significant achievement



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

**7.7.35. Academic Ribbon.** Is a ribbon awarded for academic excellence as



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

**7.7.36. Cadet Leadership Course (CLC) Ribbon.** Is a ribbon awarded for



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

**7.7.37. Special Teams Placement Ribbon.** Is a ribbon awarded to team members for placing 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> 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.

**7.7.38. All-Service National Competition Award.** Is a medal/ribbon awarded to



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

**7.7.39. Air Force Nationals Competition Award.** Is a medal/ribbon awarded to



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

**7.7.40. Orienteering Ribbon.** Is a ribbon awarded to team members for




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


**7.7.41. Leadership Development Requirement (LDR) Leadership Ribbon.** Is a





ribbon awarded at the SASI's discretion for leadership in AFJROTC or SFJROTC Leadership Development Requirement activities (such as, but not limited to, PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an


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

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


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


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


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


**7.7.46. USAA Educational Foundation (EF) Joint Service Academic Bowl (JLAB) Ribbon.** Is a ribbon awarded to cadets who participate  in the Joint Leadership and Academic Bowl (JLAB) Practice Test and the subsequent rounds of JLAB competition. The award recognizes individual efforts toward achieving a clear understanding of core subjects including math, science, language arts, leadership, current events, and financial literacy. This ribbon replaces the former AFJROTC JLAB Team Ribbon. **The former JLAB Ribbon may not be worn, it will be replaced with the new USAA EF JLAB Ribbon to qualifying cadets.** Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.





**7.7.47. CyberPatriot Ribbon.** Is a ribbon awarded to cadets who are a member of  the CyberPatriot team for at least one year/season. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. (Note: This ribbon replaces the CyberPatriot pin, which is not authorized for wear on the cadet uniform.)

**7.7.48. StellarXplorers Ribbon.** Is a ribbon awarded to cadets who are a  member of the StellarXplorers team for at least one year/season. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. (Note: This ribbon replaces the StellarXplorers pin, which is not authorized for wear on the cadet uniform.)

**7.7.49. Raiders Team Ribbon.** Is a ribbon awarded to cadets who are a member  of the Raiders Team for at least one year/season. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**7.7.50. Military Model Building Team Ribbon.** Is a ribbon awarded to cadets  who are a member of the Military Model Building Team for at least one year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the bronze oak leaf cluster.

**7.7.51. Unmanned Aircraft Systems (UAS) Ribbon.** Is a ribbon awarded to  cadets who are a member of the UAS team for at least one year. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**7.7.52. Robotics Ribbon.** Is a ribbon awarded to cadets who are a member of  the Robotics club/team for at least one year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

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



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



**7.7.55. Health and Wellness Ribbon.** Is a ribbon awarded for participation in the unit health and wellness physical fitness program for an academic year/term. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent 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 wear the highest-level Star Device(s) affixed to the wearers right of the ribbon. Only the star representing the higher percentile score will be worn. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.) Criteria for this award will be published in the unit's Cadet Guide.



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





**7.7.57. Activities Ribbon.** Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for a ribbon on the ribbon chart. These include, but are not limited to, model rocketry clubs, sports teams, and any other LDR team event that does not currently have a ribbon on the ribbon chart. An oak leaf cluster will







be added to this ribbon for each year of membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster

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

**7.7.59. Dress and Appearance Ribbon.** Is a 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 for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

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

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

**7.7.62. Patriotic Flag Ribbon.** Is a ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of five flag events. Criteria for this award will be published in the unit's Cadet Guide. Ribbon may be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**7.7.63. 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. 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.

**7.7.64. Civil Air Patrol Ribbons.** The authorized ribbons for cadets participating in the Civil Air Patrol cadet program which can be worn on the AFJROTC uniform are from highest to lowest precedence:

**7.7.64.1. General Carl A Spaatz Award.**



**7.7.64.2. General Ira C. Eaker Award.**



**7.7.64.3. Amelia Earhart Award.**



**7.7.64.4. General Billy Mitchell Award.**



**7.7.64.5. General J.F. Curry Award.**



## **SPECIALIZED AFJROTC AND SFJROTC UNIFORMS (Drill, Color Guard, Exhibition, Airman Battle Uniform (ABU), Operational Camouflage Pattern (OCP), Semi-Formal, and Physical Fitness)**

**7.8. Drill Team, Color Guard, and Exhibition Uniforms - these uniforms WILL NOT be worn on regular uniform days.** It is important that AFJROTC and SFJROTC 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 light weight blue jacket or, 2) the ABU or OCP uniform. Normal blue or ABU/OCP uniforms are visually depicted in Chapter 7 of this Operational Supplement.

**7.8.1.** Units may accessorize their **blue** drill team, color guard or exhibition uniforms with the following items only. No waiver is needed for any of the items listed below. Additionally, **NO WAIVER will be granted for any items not listed below.**

**7.8.1.1.** Headgear for Drill Team, Color Guard, and Exhibition Uniforms.

**7.8.1.1.1.** Berets may be worn. **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.** Berets may be worn on regular blue uniform days. No other color berets may be worn and no waiver will be granted for any other color OR insignias other than listed above. **See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

**7.8.1.1.2.** Service Caps (wheel and bucket hats, dark Air Force blue color only) may be worn. 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. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

**7.8.1.1.3.** Service Caps (wheel and bucket hats) will be free of any embroidery. No waiver will be granted to change the color or authorize the use of embroidery on the Service Cap.

**7.8.1.1.4.** 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. **See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

**7.8.1.1.5. Chrome helmets are no longer authorized for wear and are to be removed from inventory.**

**7.8.1.2.** Solid color ascots may be worn (units may embroider a logo/team name/mascot or place a unit patch on the ascot), colors may be locally determined, but must be one solid color, conservative, and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

**7.8.1.3.** Gloves may be worn. Colors will be solid but, no more than two colors. Colors will be locally determined, but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Gloves will not be worn on regular uniform days. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

**7.8.1.4.** Shoulder cord. One “infantry” style shoulder cord may be worn. 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, 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. **See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

**7.8.1.5.** Blue pants may be modified to have a ¾ inch stripe (braid) on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

**7.8.1.6.** Service Dress Jacket may be modified to have a ½-inch braid, silver, blue, or black only sewn 3 inches from bottom of sleeve. **These items will not be worn on regular uniform days. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

**7.8.1.7.** Wear of Color Guard and Saber harnesses, i.e., Sam Brown Belt with shoulder strap is authorized only when performing color guards or commanding during a drill segment. **Harness and color guard web/parade belts may be black, dark blue, white and black/white clarino (high gloss). USAF Honor Guard Ceremonial Belt (Hap Arnold insignia may also be worn). Harness and web/parade/ceremonial belts must be removed when not performing a color guard or a segment of drill and cannot be worn during awards ceremonies. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

**7.8.1.8.** Belts for trousers must be blue in color only. No waiver will be granted for wear of any other color.

**7.8.1.9.** 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. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

**7.8.1.10.** Wing and Star Buttons on the Service Dress uniform **may NOT** be highly polished (chrome). Buttons will have the standard satin finish only. No waiver will be granted for wear of any other style or finish on the buttons.

**7.8.2. Items NOT to be worn on Drill Team, Color Guard, and Exhibition Uniforms. No waivers will be granted for such items listed below.**

**7.8.2.1. 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. No waiver will be granted for wear of such items.

**7.8.2.2. Specialized unit rank, stars or other unit made rank/shoulder boards are not authorized.** Example: Team or school name on shoulder boards, or a custom unit rank for drill team members. No waiver will be granted for wear of such items.

**7.8.2.3. Arm wrist/sweat bands are not authorized.** No waiver will be granted for wear of such items.

**7.8.2.4. Spats (shoe covers) will not be worn** with any uniform combination, drill, color guard or any type of ceremonial uniform. No waiver will be granted for wear of such items.

**7.8.2.5. Service Caps (wheel and bucket hats) will be Air Force blue. No embroidery on the service cap is authorized. Additionally, no “thunder and lightning” on the hat brim is authorized for wear by cadets.** No waiver will be granted for wear of such items.

**7.8.2.6. Military Training Instructor (MTI) style headgear (Aussie Outback/Slouch and Smoky the bear hats) are prohibited for wear by cadets.** No waiver will be granted for wear of such items.

**7.8.2.7. Base Honor Guard (BHG) Breast Badge (BHG cookie) is prohibited for wear by cadets.** No waiver will be granted for wear of such items.

**7.8.2.8. Footwear:**

**7.8.2.8.1.** 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. This rule does not apply to standard issue of cadet footwear. **All new cadets enrolling in AFJROTC and SFJROTC are to be issued a pair of “NEW” oxford (leather) shoes. Corfams are not to be considered an initial issue of AFJROTC and SFJROTC footwear. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.**

**7.8.2.8.2. 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 manmade material. They may be high-gloss or patent finish.

**7.8.2.8.3. Slip-on Shoes.** Can be worn (optional) with the service dress and services 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 manmade material. They may be high-gloss or patent finish. Crocs are not authorized with any uniform combination.

**7.8.3. Airman Battle Uniform (ABU) and Operational Camouflage Pattern (OCP) uniforms.**

**7.8.3.1. ABUs and OCPs may be worn as Drill Team, Color Guard, and Exhibition Uniform. Berets, shoulder cords, ascots and gloves, and black boots will not be worn with the ABU/OCP uniform.** No waiver will be granted for wear of such items.

**7.8.3.2.** Cadets may wear a Unit T-Shirt with the ABU/OCP uniform. The Unit T-Shirt will be standardized and a solid color. Unit T-Shirt may be worn without ABU/OCP Blouse during any Cadet Leadership Course (CLC), Raiders Team or Sports/Fitness Competition.

**7.8.3.3. ABUs will be worn with the garrison ABU cap or with a plain dark blue American made baseball cap and sage green or Coyote brown boots. Black boots are not authorized for wear with the utility uniform.** ABU pants must always be properly bloused over the boots. Boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing the boots. **NO berets, shoulder cords, ascots or gloves will be worn with the ABU uniform.**

**7.8.3.4. 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.**

**7.8.4. 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. Semi-formal dress uniform is to be worn only during special events as determined by the SASI and not during regular weekly uniform days.

**7.8.4.1.** The semi-formal dress uniform coat is the service dress uniform coat without a name tag or headgear.

**7.8.4.2. Cadets may wear medals with the semi-formal uniform at events such as dining ins/outs, military ball, awards ceremonies, picture day or other formal events as specified by the SASI.** 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. Additionally, AFJROTC or SFJROTC ribbons may be worn on the semi-formal uniform; however, if medals are worn, ribbons will not be worn (no mixing).

**7.8.4.3. 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.**

**7.8.4.3.1.** A white V-neck or athletic style tank top, or crew neck style (longsleeve blue shirt only) undershirt will be worn under the shirt.

**7.8.4.4. Tie/Tab.** Cadets may wear either a blue polyester or silk, herringbone twill tie/tab with 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.

**7.8.4.5. 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 are authorized for wear on the semi-formal dress uniform.

**7.8.4.6. Belt and Buckle.** The semi-formal dress uniform belt and buckle are the same as the service dress belt and buckle.

**7.8.4.7. Headgear.** Cadets will not wear headgear with the semi-formal dress uniform.

**7.8.4.8. Mess Dress Uniforms are not authorized for wear by AFJROTC or SFJROTC cadets.**

**7.8.5. Physical Training Gear (PTG) and Physical Fitness Training (PFT) gear**

**7.8.5.1. Physical Training Gear (PTG).** PTG refers to the Air Force Physical Training Uniform that may be ordered through FEDMALL.

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

Figure 7.1. Air Force Physical Training Gear (PTG)



Figure 7.1.1. Sample Design, Local Purchased PFT gear. Units may locally design and wear PFT gear that is customized for the unit (see para 7.8.5.2. for additional information.) **Local PT gear will be unit funded.**





Figure 7.1.2. FEDMALL Air Force-funded Sweatpants and Shirts, (see para 7.8.5.2. for additional information.) **Local PT gear will be unit funded.**



**7.8.5.3. Short-sleeved PTG/PFT shirt. The short- sleeve shirt can be tucked or untucked into shorts.** Do not remove or cut sleeves. PTG undershirts, short- and long-sleeved form fitting undershirts, (i.e., Spandex, Lycra™ or elastic material) may be worn and visible under the short-sleeved PTG shirt. Undershirt must be

tucked in. There is no color restriction on the form fitting undershirt; undershirt may have visible small trademark logo.

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

**7.8.5.6. Headgear.**

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

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

## **CADET APPEARANCE AND GROOMING GUIDELINES**

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

**7.9.1. Hair-male and female.** Will be clean, well-groomed, present a professional appearance, and allow proper wear of headgear. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (**Exception:** female bangs), or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches, and frostings must result in natural hair colors. **Examples of natural hair colors are brown, blonde, brunette, natural red or black. All Cadets are authorized to wear natural color hair regardless of their natural born hair color, but when combined or frosted, the colors must blend together so as to not present an unnatural appearance between colors. For example, hair colors may be displayed as a "salt-andpepper" look as this presents a naturally blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another with dyes, tints, bleaches**

**and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.** SASIs may temporarily authorize cancer patients to wear approved caps (black or tan) due to a temporary medical condition (i.e., radiation and/or chemotherapy).

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

**7.9.1.2. 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.

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

**7.9.3. Rings.** Cadets may wear a total of no more than three rings. Wedding ring 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.

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

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

**7.9.6. Eyeglasses/Sunglasses.** Will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have

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

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

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

**7.9.9. Backpacks.** Cadets may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).

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

**7.10. Specific Female Cadet Grooming Guidelines. (See Figure 3-2, Figure 33, and Figure 3.4).**

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

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

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

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

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

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

**7.10.1.3.** Unauthorized: Mohawk, mullet, or etched design.

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



**Scrunchie**



**Hair Clips**

**7.10.3. Fingernails.** If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed  $\frac{1}{4}$  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. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

**7.10.4. Skirts.** The length of the skirt may not vary beyond the top and bottom of the kneecap. The skirt will fit smoothly, hang naturally, and must not be excessively tight. Wearing hosiery with the skirt is optional. Choose a sheer nylon in a neutral dark brown, black, off black, or dark blue shade that complements the uniform and your skin tone.

**7.10.5. Earrings. Male cadets are not authorized to wear earrings while in uniform.** Female cadets may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. **If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes.** Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. **When not wearing earrings, male and female cadets are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform.** *Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.).* Piercing holes will not be large enough to permit light to shine through.

**7.10.6. Undergarments (Mandatory).**

**7.10.6.1. Females.** Appropriate undergarments are required to be worn with all uniform combinations. Wear bra and underpants with all uniforms. Wear of the white V-neck style or athletic tank top undershirt when wearing opened collar service uniforms is authorized. Undershirt will be tucked into slacks or skirt. Undershirts will not have pockets.

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

**7.10.7.1. Cosmetic tattooing.** Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e., eyebrows, eye liner); **the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, and in good taste.**

## **7.11. Body Piercing/Ornamentation**

**7.11.1.** In uniform with the exception of earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry, or ornamentation to or **through the ear, nose, tongue, eyebrows, lips, or any exposed body part** (includes visible through the uniform).

**7.11.2. Plugs for gauge holes in the ear lobes are not authorized (regardless of color, i.e., flesh colored).** There are no exceptions per AFI 36-2903.

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

Figure 3.2. Female Hair Style Examples

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



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



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius



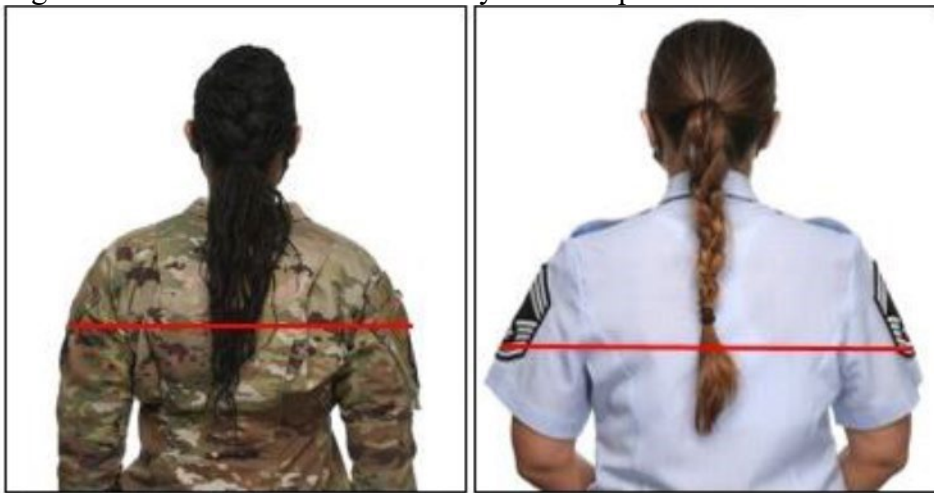
Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids



Figure 3.3. Unauthorized female Ponytail Examples.



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

Figure 3.4. Female Hair Style Examples





## 7.12. Specific Male Cadet Grooming Guidelines. (See Figure 3.1)

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

their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are not authorized hair extensions. **See Figure 3.1**

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

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

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

**7.12.2. Fingernails.** Male Cadets are not authorized to wear nail polish.

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

**7.12.4. Undergarments (Mandatory)**

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

Figure 3.1. Male Hair Grooming Standards.



### **7.13. Specific Cadet Uniform Wear Guidelines.**

#### **7.13.1. Cadet Uniform Wear Guidance/Policy for School-Sponsored JROTC Events:**

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

**7.13.1.1.1. Option 1:** All cadets can wear the AFJROTC or SFJROTC Service Dress uniform.

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

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

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

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

**7.13.2. Cadet Uniform Wear Guidance for Fundraising:**

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

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

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

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

## Attachment 7-1



Hap Arnold Optional  
Enlisted/Officer Service  
Cap Insignia



OFFICERS  
SERVICE CAP  
INSIGNIA



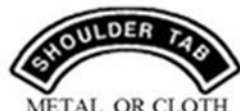
MODEL ROCKETRY  
BADGE



Kitty Hawk Honor  
Society Badge



DISTINGUISHED  
CADET BADGE



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.**



## AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

### Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

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



Marksmanship  
Shield

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

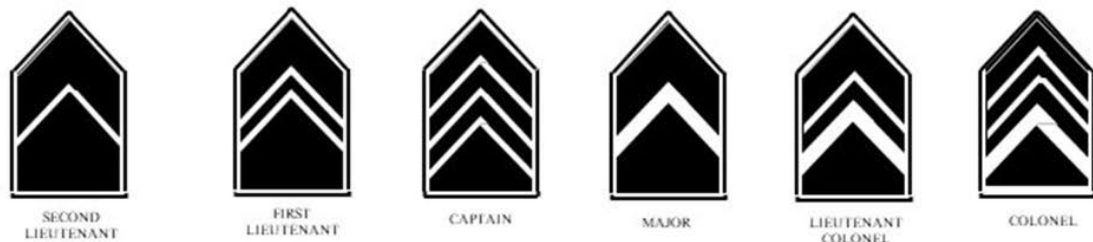
Males and females may wear the marksmanship badge (may only wear one) below the ribbons on the blue shirt or service dress uniform or

**Marksmanship badges will not be worn with medals.**

**Badges/Insignia not listed here are unauthorized for wear.**

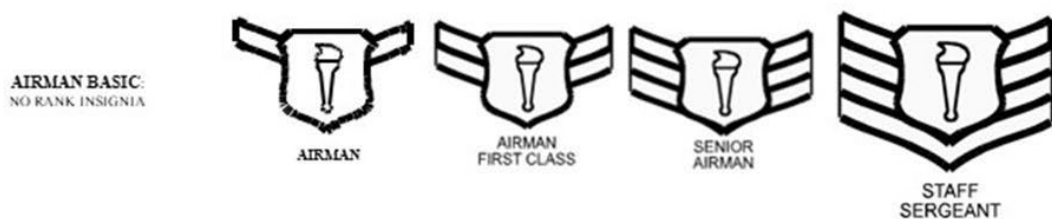
## AIR FORCE JROTC RANK INSIGNIA

### CADET OFFICER RANK

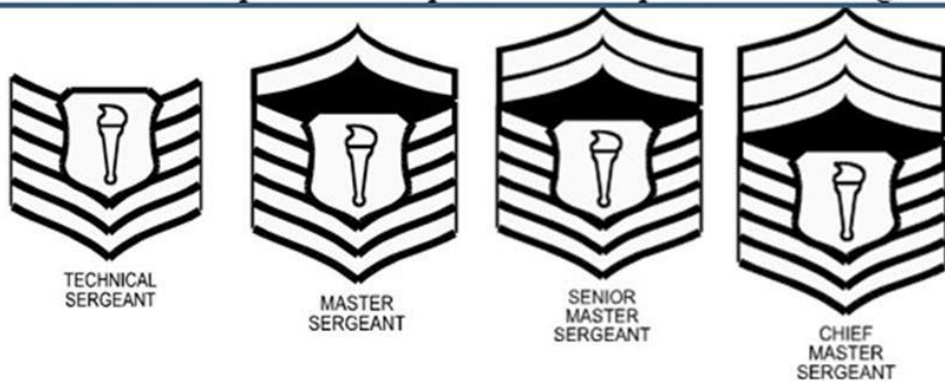


NOTE: Cadet Officer rank used is either cloth epaulet or collar rank, depending on specific uniform worn.

### CADET ENLISTED RANK



For SFJROTC      Spec 1      Spec 2      Spec 3      Sgt

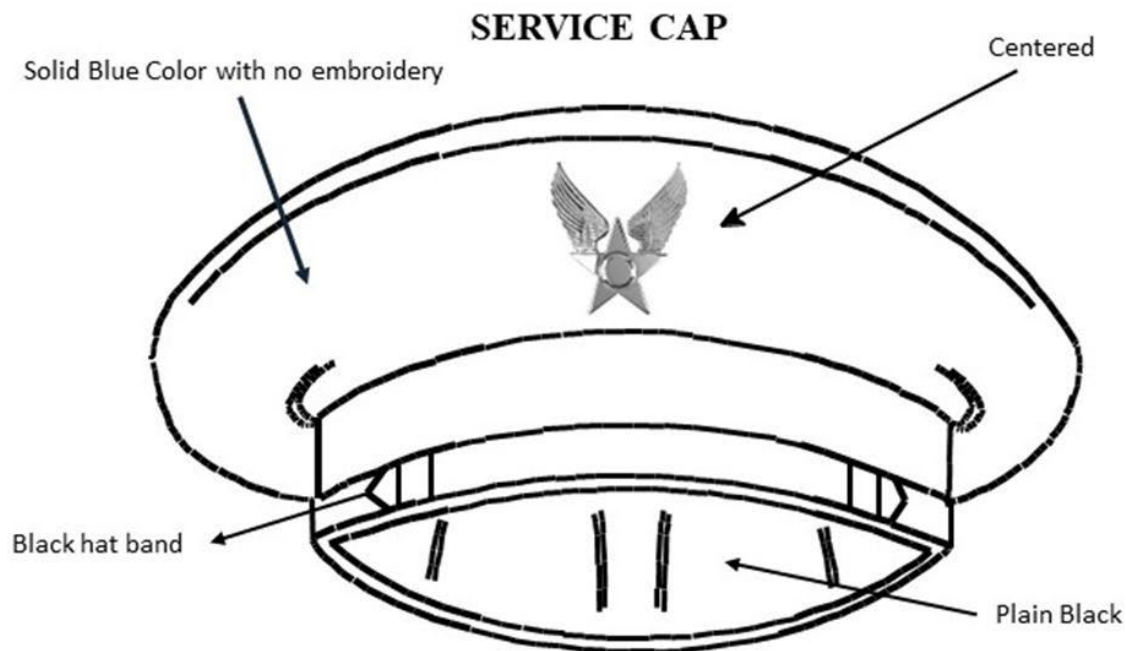


NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

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

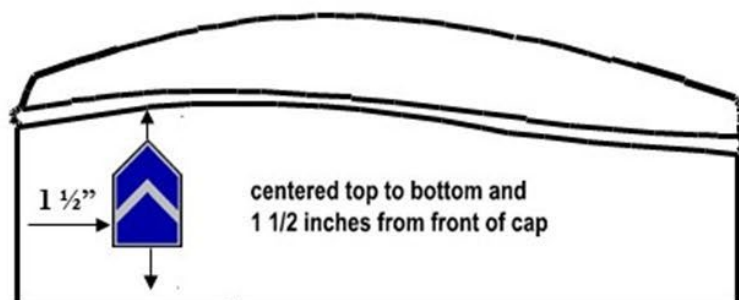


## CADET MALE HEADGEAR



Service Cap – 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 cadets will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

## CADET FEMALE HEADGEAR

### SERVICE CAP

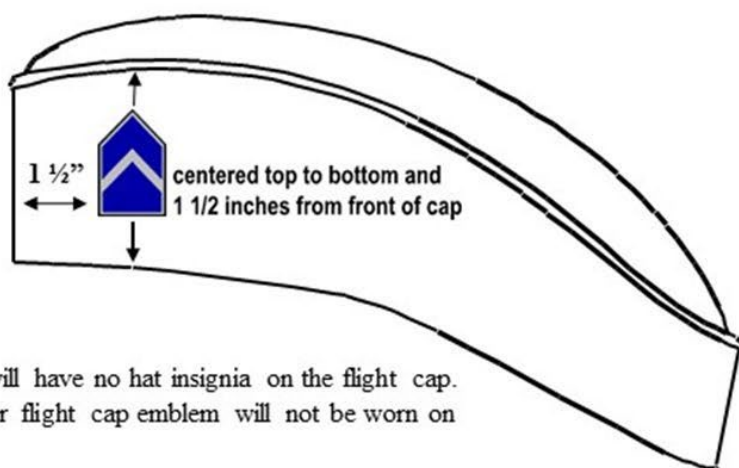
Solid Blue Color with no embroidery

Centered



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

## CADET BERET HEADGEAR

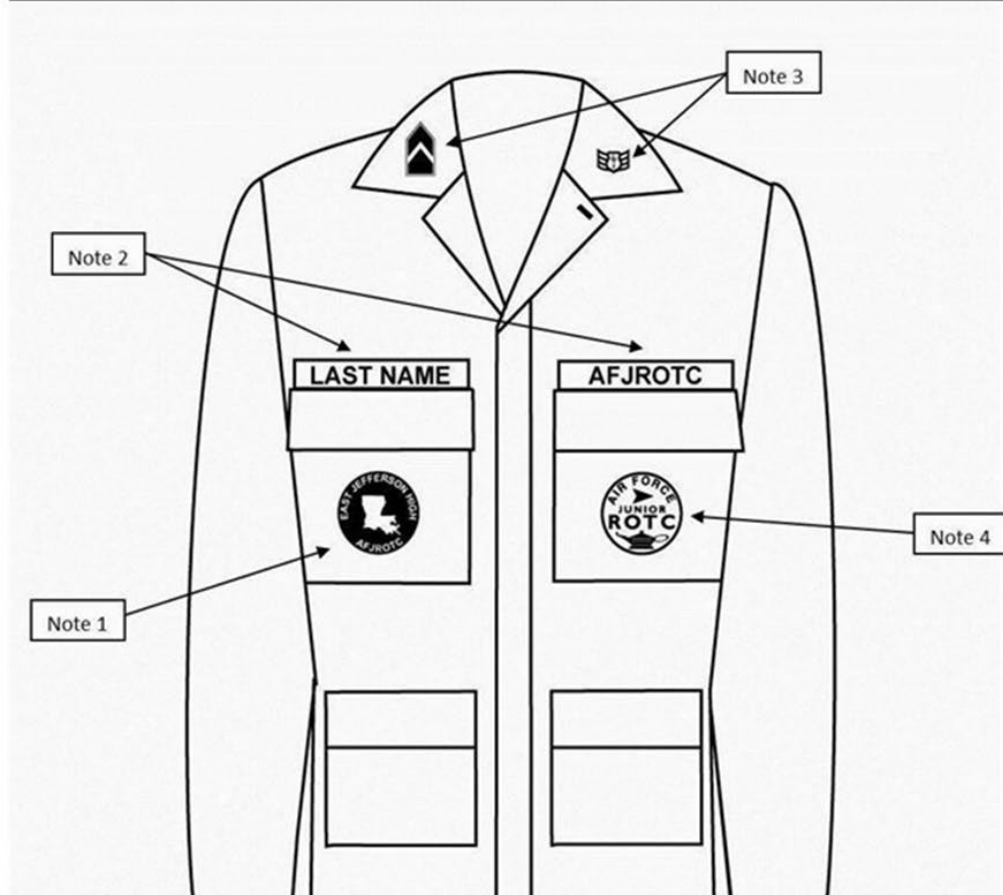
### BERET



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,  $\frac{1}{4}$  inch above and parallel to the headband.
3. The wear of a "Beret Flash" is not authorized.

## 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)



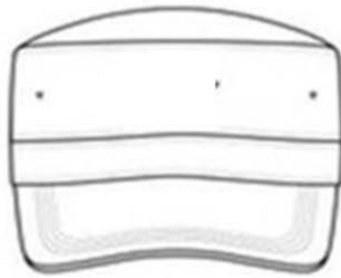
## Attachment 7-6b

### **CADET OCP Male and Female**

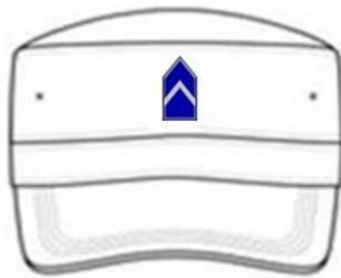


1. T-Shirt. T-Shirt will be Desert Sand, Tan Coyote Brown in color.
2. The American flag patch (mandatory) will be full color (cloth), will be centered on the top of the right sleeve using Velcro attachment.
3. Unit patch (optional) full color. If worn, will be placed on the right sleeve centered in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

## 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.

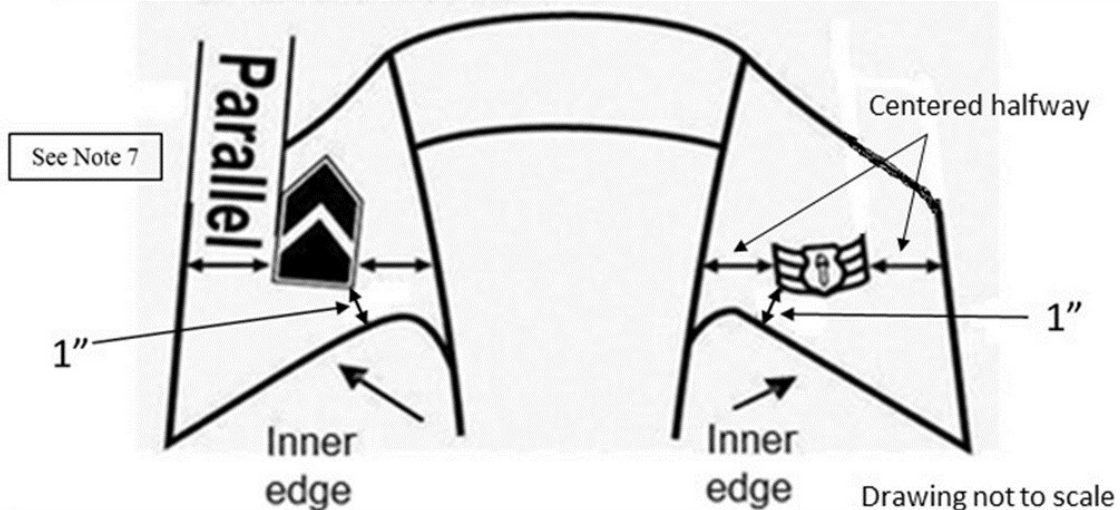
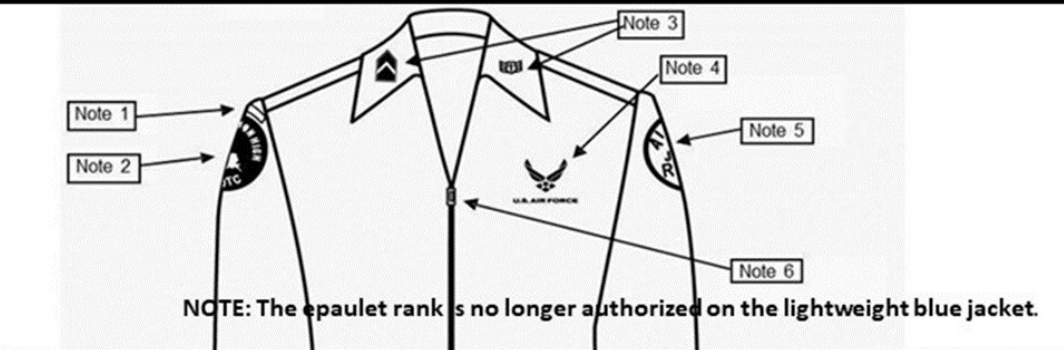
**No other style of head gear is authorized for wear with ABUs/OCPs.**

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

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

## Attachment 7-8

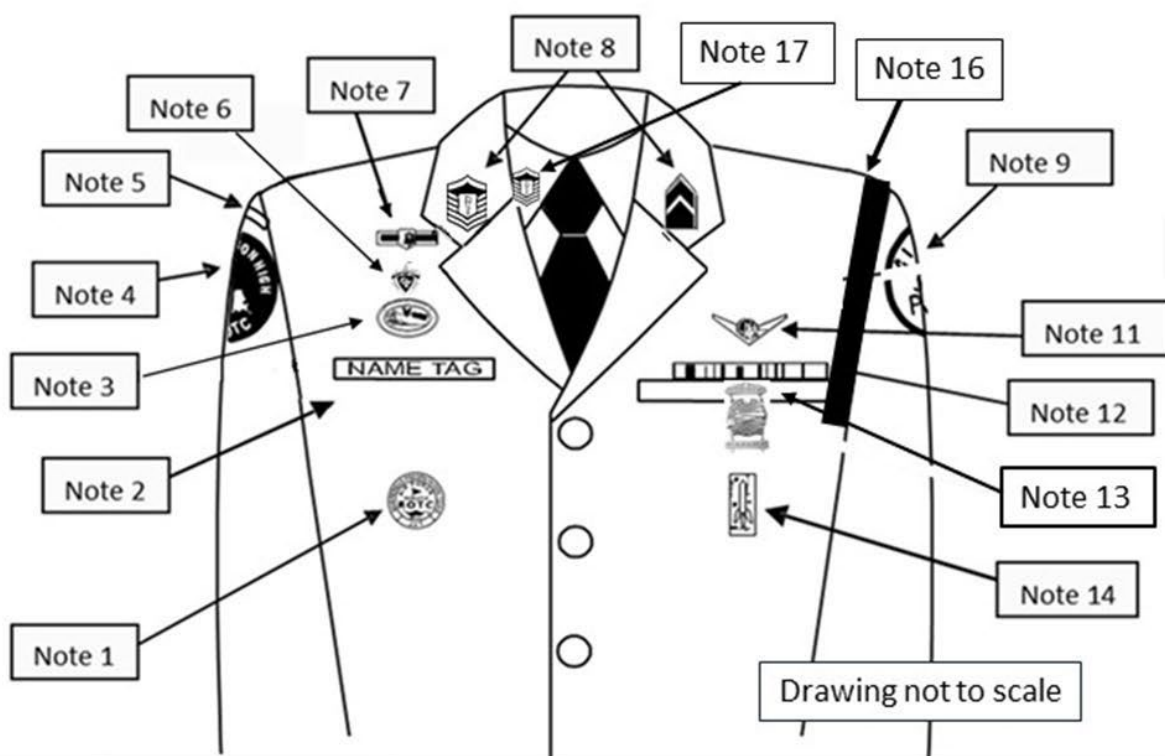
### CADET LIGHT WEIGHT BLUE JACKET



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

## Attachment 7-9

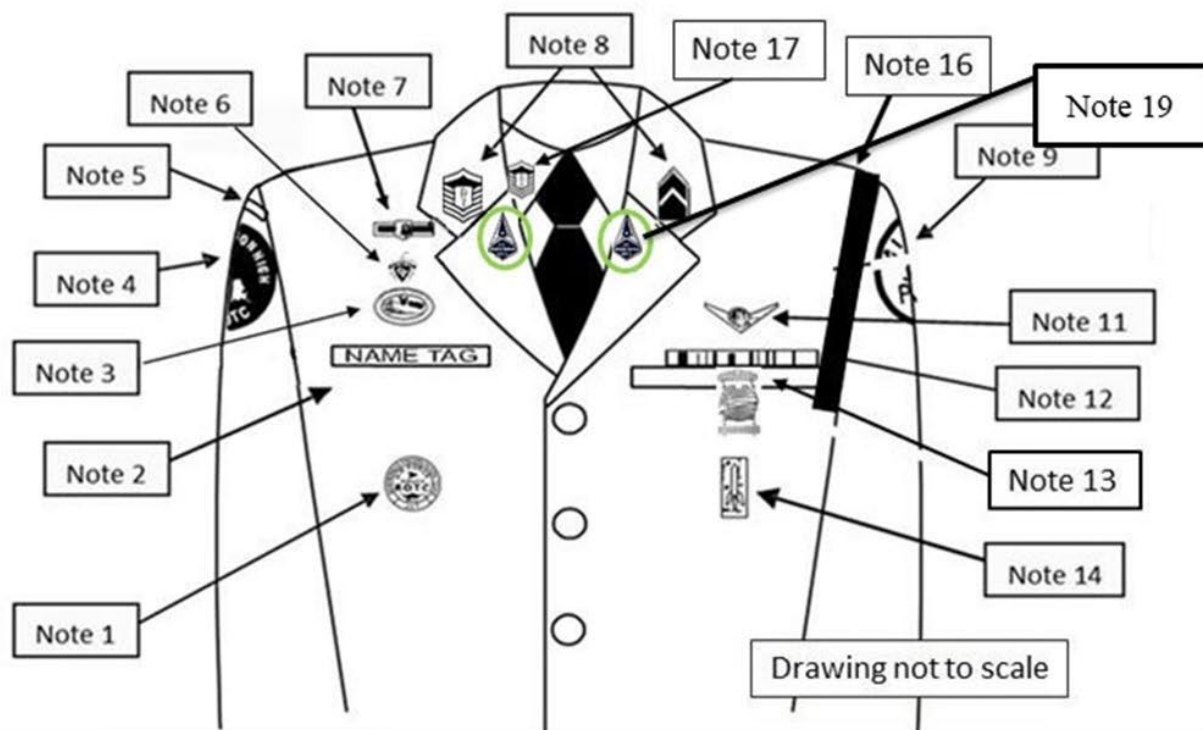
### CADET MALE SERVICE DRESS



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

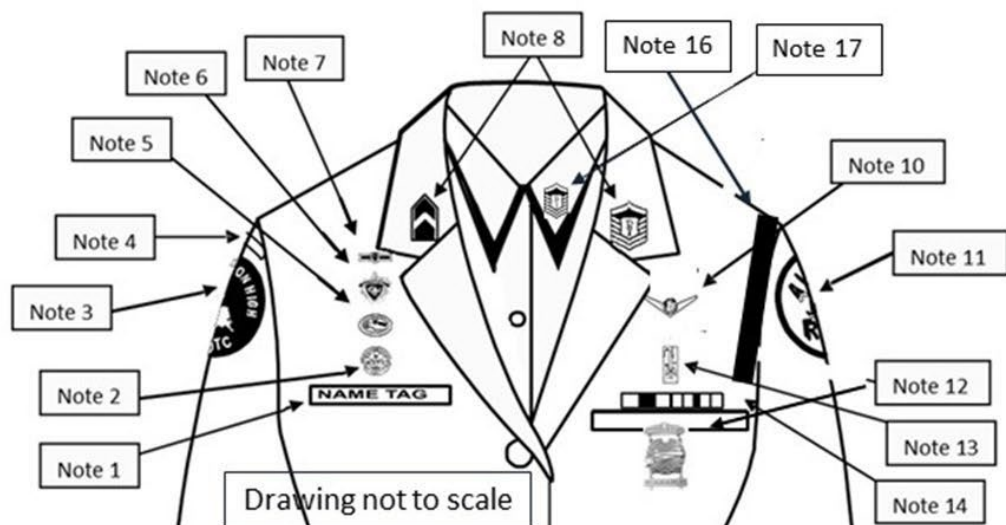


# CADET MALE SERVICE DRESS



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

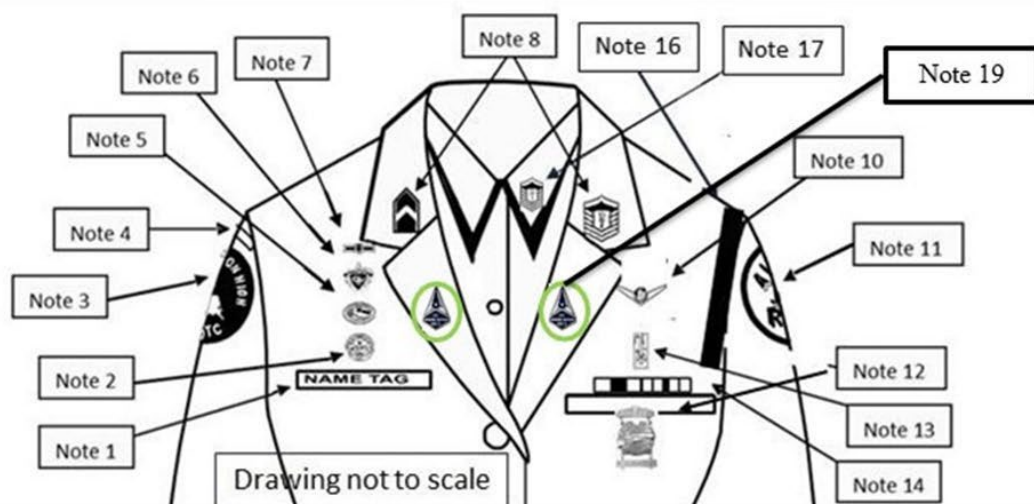
## CADET FEMALE SERVICE DRESS



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.**

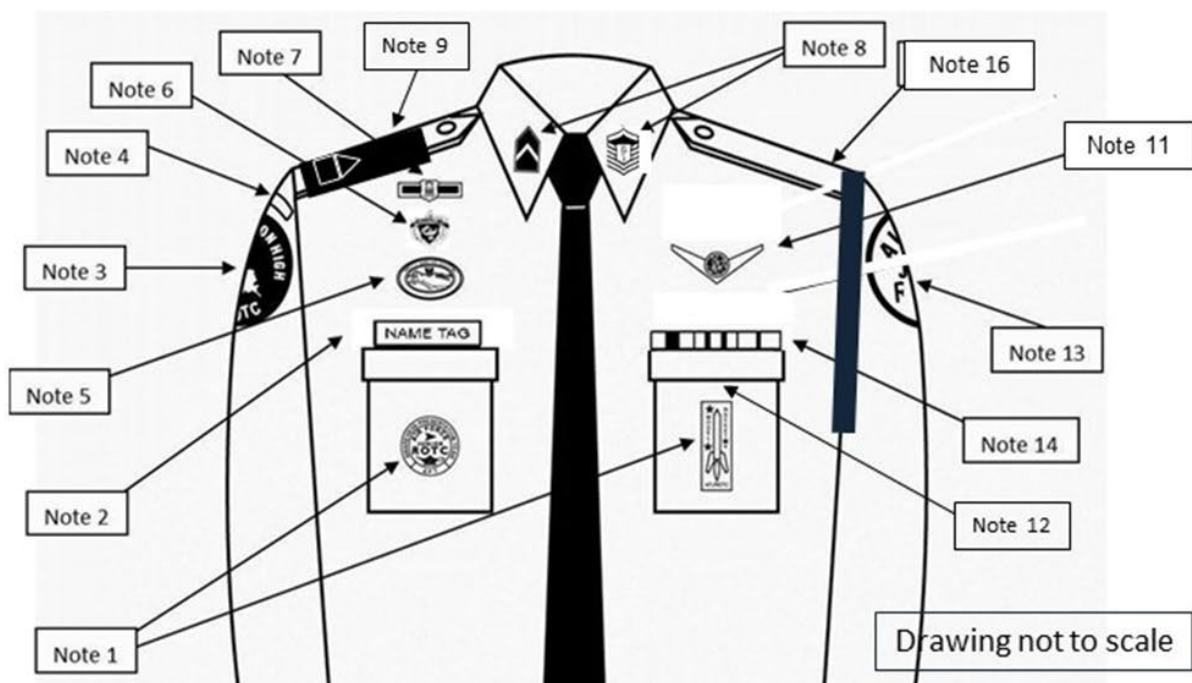


## CADET FEMALE SERVICE DRESS



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.**
19. USSF Lapel pin will be centered on lapel, parallel with each other and the floor. Green circles only denote location and are not part of the uniform.

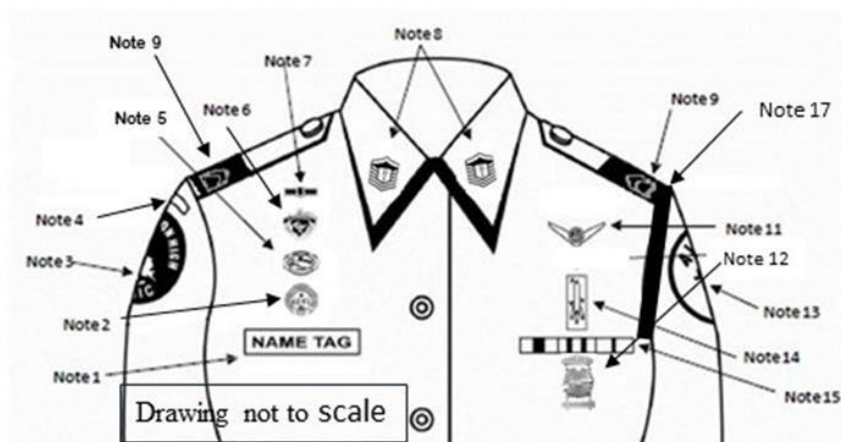
# CADET MALE BLUE SHIRT



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/Aviation 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.

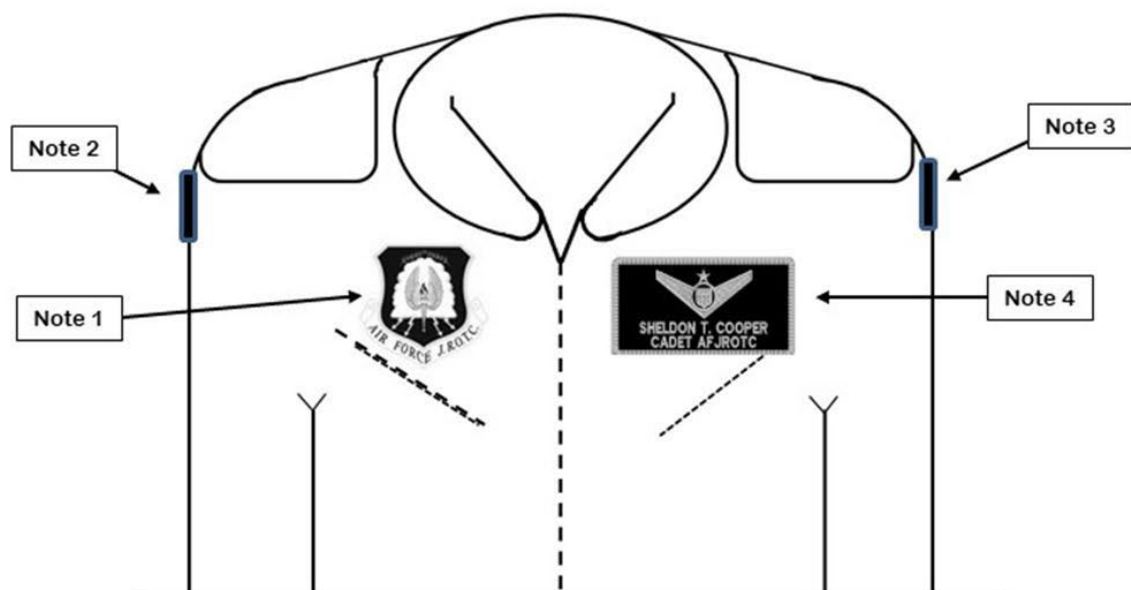


## CADET FEMALE BLUE SHIRT



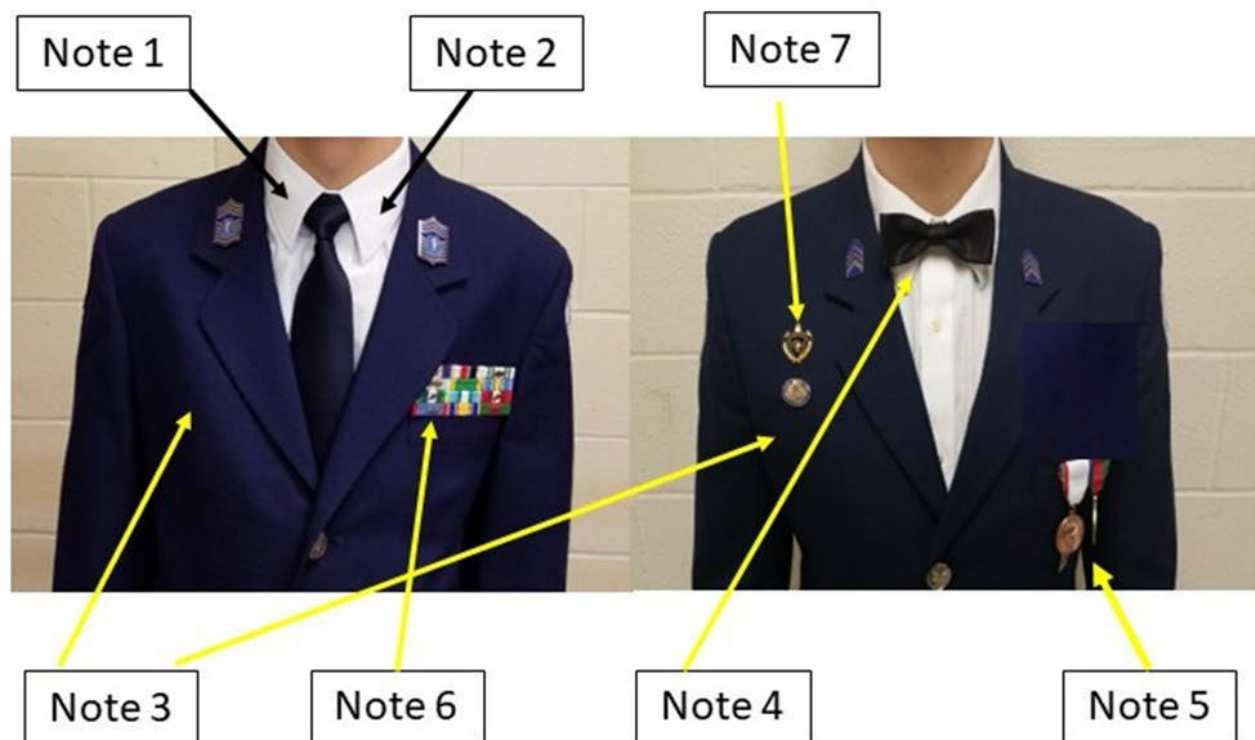
1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower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

## FLIGHT SUIT (Male and Female)



1. \* AFJROTC Command Patch (mandatory). **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 may be purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)**
  - Flight Suits are accountable uniforms items and must be issued/returned via WINGS.

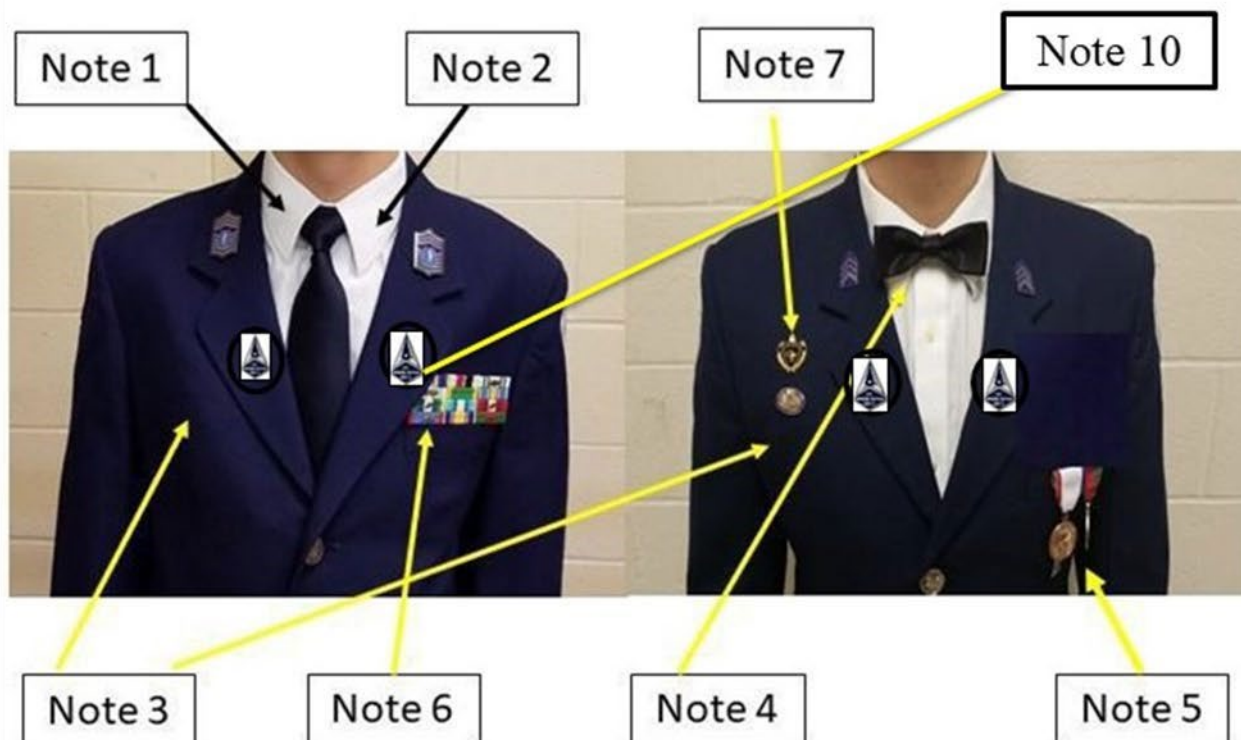
## Semi-Formal Dress Uniform



1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue bow tie may be worn with the semi-formal uniform (white shirt only).
5. Large medals will be worn on the semi-formal uniform coat  $\frac{1}{2}$  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.**



## 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.**

10. USSF Lapel pin will be centered on lapel, parallel with each other and the floor. Green circles only denote location and are not part of the uniform



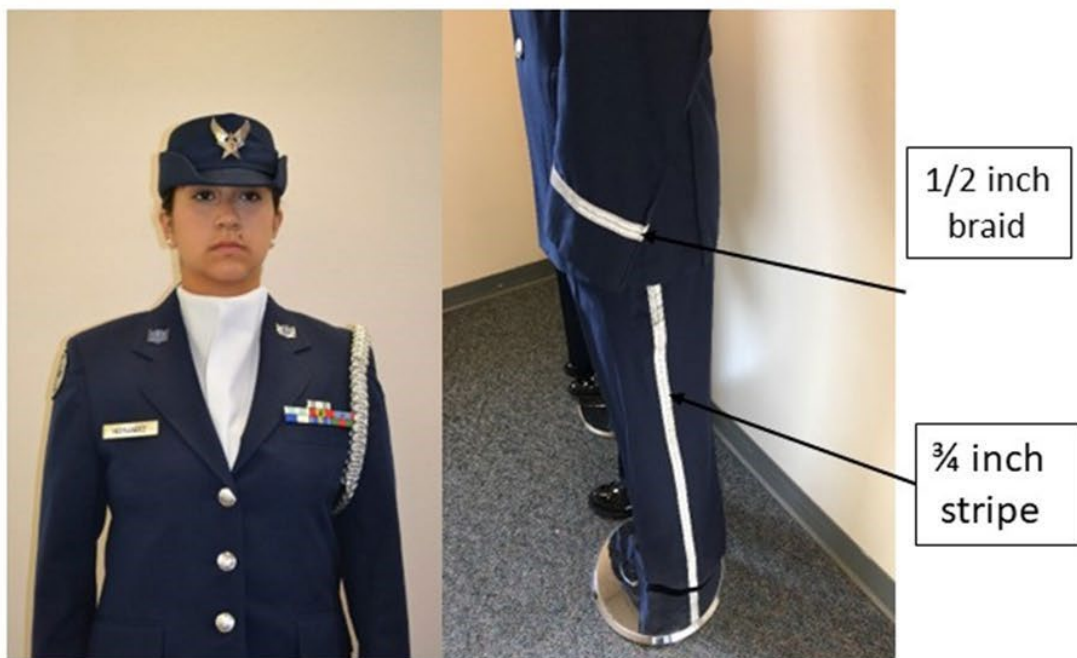
## Sample Exhibition Uniform



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.

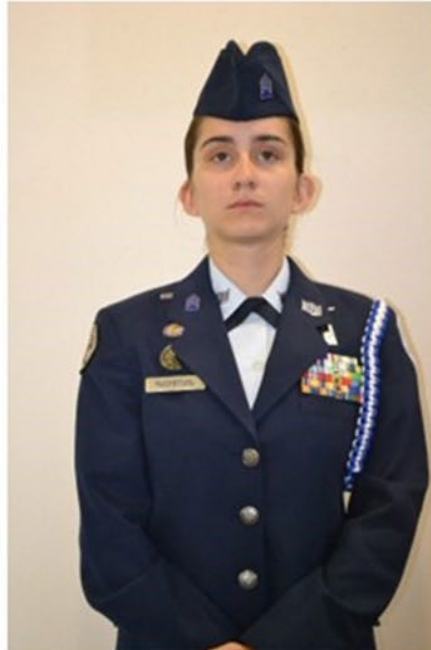
## Attachment 7-15 (continued)

### Sample Exhibition Uniform



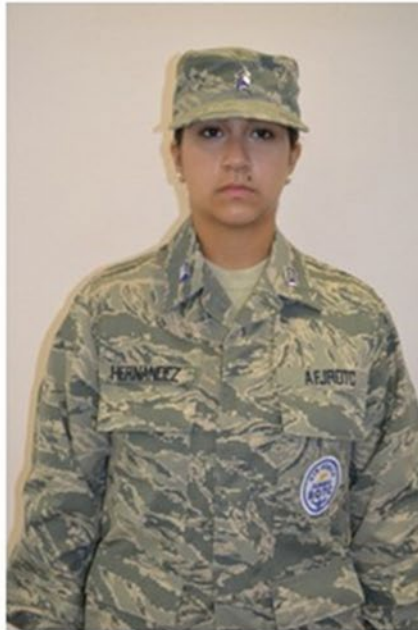
1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's. Service Caps (wheel and bucket hats) will be a **solid color and free of any embroidery.**
2. Shoulder Cord. Cadets are authorized 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.

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





**Sample Uniform Pictures**



Attachment 7-16 (continued)

**Sample Uniform Pictures**



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

FEDMALL  
Purchased Air Force  
Sweat Shirt and  
Pants



Attachment 7-17

National-Level Award Contacts

Air Force Association Award

Manager of National Aerospace Awards Air Force Association 1501 Lee Highway  
Arlington VA 22209-1190  
Phone: 800-727-3337  
Fax: 703-247-5853  
POC: Alex Edgar Email: [aedgar@afa.org](mailto:aedgar@afa.org) Website:  
<https://www.afa.org/informationfor/students/medalsribbonsandcertificates>

Daughters of the American Revolution (DAR) Award If local chapter not available, contact

National Defense Committee NSDAR 1776 D Street NW  
Washington DC 20006-5392  
Phone: 202-628-1776 ext. 292  
Website: [www.dar.org](http://www.dar.org)  
Email: [vholmes@dar.org](mailto:vholmes@dar.org) POC: Valerie Holmes

American Legion Scholastic and General Military Excellence Awards If local post is not available, contact

American Legion National Headquarters National Security Division  
1608 K Street NW Washington DC 20006-2847  
Phone: 202-861-2700 ext.: 2988  
Fax: 202-861-2728  
Website: [www.legion.org](http://www.legion.org) POC: Freddy Gessner

Daedalian Award

If local flight not available, contact Order of Daedalin's  
PO Box 249  
Randolph AFB TX 78148-0249 Phone: 210-945-2111  
Fax: 210-945-2112  
Email: [daedalus@daedalians.org](mailto:daedalus@daedalians.org) Website: [www.daedalians.org](http://www.daedalians.org) POC: Ed Sheeran  
Email: [ed.sheeran@daedalian.org](mailto:ed.sheeran@daedalian.org)

Attachment 7-17

National-Level Award Contacts

Reserve Organization of America (ROA) Award

Local ROA chapter contacts each ASI before 15 Jan and furnishes name of ROA representative. If contact is not made by 15 Jan, SASI must contact  
National Headquarters, Reserve Organization of America (ROA)  
1 Constitution Avenue NE  
Washington DC 20002-5655  
Phone: 800-809-9448 ext. 731

Website: [www.roa.org](http://www.roa.org) POC: Tracey Ware  
Email: [tware@roa.org](mailto:tware@roa.org)  
Military Officers Association Award If local chapter not available, contact The  
Retired Officers Association 201 N Washington Street Alexandria VA 223142529  
Phone: 800-234-6622  
Email: [chapters@moaa.org](mailto:chapters@moaa.org) Website: [www.moaa.org/rotcawards](http://www.moaa.org/rotcawards)

Veterans of Foreign Wars (VFW) Award If no local unit available, contact  
Veterans of Foreign Wars of the US  
406 West 34th Street  
Kansas City MO 64111-2736  
Phone: 816-756-3390 or 816-968-1155  
Fax: 816- 968-1149  
Email: [info@vfw.org](mailto:info@vfw.org) Website: [www.vfw.org](http://www.vfw.org) POC: Quentin Carroll Email:  
[qcarroll@vfw.org](mailto:qcarroll@vfw.org)

National Society United States Daughters of 1812 1286 Riverside Ave  
Baltimore, MD 21230  
Phone: 410-530-7083  
Website: [www.usdaughters1812.org/chapters.html](http://www.usdaughters1812.org/chapters.html)  
POC: National Defense Chairman (Ms Ella Wright-Guaqueta)  
21015 Sand Springs Trail  
Crosby, TX 77532-3287  
Phone: 281-324-1217  
Email: [ewg1812@gmail.com](mailto:ewg1812@gmail.com)

#### Attachment 7-17 National-Level Award Contacts

National Sojourners Award  
If no local chapter or local chapter does not offer award, contact National  
Sojourners  
8301 E Blvd Drive Alexandria VA 22308-1399  
Phone: 703-765-5000  
Fax: 703-765-8390  
Email: [nationalsoj@juno.com](mailto:nationalsoj@juno.com) Website: [www.nationalsojourners.org](http://www.nationalsojourners.org) POC: Renee  
Malzahn

Scottish Rite, Southern Jurisdiction Award If local chapter does not offer award,  
contact  
Scottish Rite JROTC Americanism Medal Ancient and Accepted Scottish Rite of  
Freemasonry, Southern Jurisdiction, USA  
1733 Sixteenth Street  
NW Washington DC 20009-3103 Phone: 202-232-3579  
FAX: 202-387-1843

Website: [www.srmason-sj.org](http://www.srmason-sj.org)

Military Order of the Purple Heart Award If no local unit available, contact  
Military Order of the Purple Heart 5413-B Blacklick Road Springfield VA 22151  
Phone: 703-642-5360  
Fax: 703-642-2054  
Email: [communications@purpleheart.org](mailto:communications@purpleheart.org) Website: [www.purpleheart.org](http://www.purpleheart.org)

Sons of the American Revolution (SAR) Award  
The National Headquarters, Sons of the American Revolution 1000 S 4th Street  
Louisville KY 40203-3292  
Phone: 502-589-1776  
Fax: 502-589-1671  
Voice mail: 502-589-1779 Website: [www.sar.org](http://www.sar.org)

#### Attachment 7-17 National-Level Award Contacts

Military Order of World Wars (MOWW) If no local unit available, contact  
National Headquarters, Military Order of the World Wars 435 N Lee Street  
Alexandria VA 22314-2301  
Phone: 703-683-4911  
Fax: 703-683-4501  
Email: [chiefstaff@moww.org](mailto:chiefstaff@moww.org) Website: [www.moww.org](http://www.moww.org)

America Veterans (AMVETS) Award If state chapter not available, contact:  
AMVETS National Headquarters ROTC Programs Coordinator 4647 Forbes Blvd  
Lanham MD 20706-9961  
Phone: 301-683-4031  
Website: [www.amvets.org/rotc-jrotc-medals](http://www.amvets.org/rotc-jrotc-medals) POC: Lindsay Bonaparte

Sons of the Union Veterans of the Civil War (SUVCW) Award If local chapter  
does not offer award, contact  
Sons of the Union Veterans of the Civil War  
P.O. Box 1865  
Harrisburg, Pennsylvania 17105  
Phone: 717-232-7000  
Website: [www.suvcw.org](http://www.suvcw.org)

Air Force Sergeants Association (AFSA) Achievement Award If no local chapter,  
contact  
AFSA International Headquarters 5211 Auth Road  
Suitland MD 20746  
Phone: 800-638-0594 ext. 288  
Fax: 301-899-8136  
Email: [jrotc@hqafsa.org](mailto:jrotc@hqafsa.org) Website: [www.hqafsa.org](http://www.hqafsa.org)



## Attachment 7-17

### National-Level Award Contacts

The Tuskegee Airmen (TAI), Inc., Cadet Award ribbon is mailed to every AFJROTC and SFJROTC unit from NC-20022, Julius L. Chambers High School (email SASI nelson.english.jrotc@au.af.edu). AFJROTC and SFJROTC units do not need to contact this unit to receive their allotted two ribbons per year. Units requesting replacement ribbons must send a check for \$2.00 to cover the cost of mailing up to two ribbons.

The Retired Enlisted Association (TREA) Award If no local chapter exists contact TREA

1111 South Abilene Court Aurora, CO 80012-4909

Phone: 800-338-9337

Fax: 303-752-0835

Email: treahq@trea.org Website: www.trea.org

Certificates may be printed directly from the TREA website.

The Celebrate Freedom Foundation Award Celebrate Freedom Foundation

2533 B Airport Blvd

West Columbia, SC 29170 Phone: 803-708-4752

Fax: 803-708-4815

Email: info@cff-soar.org Website: www.gocff.org/jrotc

Air Commando Association Award Air Commando Association

P.O. Box 7

Mary Easter, FL 32569

PA-20091 will mail ribbon and certificate template to each AFJROTC and SFJROTC unit no later than the last day of month of each calendar year as national service project.

Email: mailto:PA-20091@afjrotc.com JROTC-R2-PA-20091@au.af.edu

Veterans and Military Service Organization (VSO) Awards United States

Department of Veterans Affairs

Washington, D.C. <https://www.va.gov/vso/VSO-Directory.pdf>

## Attachment 7-18

### Religious Accommodation Request

Cadets seeking a religious accommodation waiver for grooming/appearance standards must first receive an approved waiver before they are permitted to wear the uniform with religiously accommodated grooming/appearance standards. Any religious accommodation or exception

to policy regarding grooming/personal appearance requests, including, but not limited to shaving or hair length will be reviewed on a case-by-case basis.

Submit requests in WINGS (Unit Information | Unit Waivers | Dress and Appearance) with photos of the specific request, along with confirmatory letters from the parent(s) or guardian(s), the religious leader, the principal, and the SASI for AFJROTC approval. (NOTE: Exceptions to parent/guardian letter requirement would only be considered if the cadet has been deemed a ward of the state or otherwise as specified in state or federal law (and documented in the request package). In that instance, the SASI would make the cadet status known in their letter.) The religious waiver request form can be found at: WINGS | Published Files | JROTC | AFJROTC Policy Letters | Religious Waiver Template Attachment 7-19

#### Transgender Uniform Change Request

Requests for a transgender cadet to be issued the uniform of their identified gender and codified as that gender in the AFJROTC data system, must be approved by AFJROTC. Submit requests in WINGS (Unit Information | Waiver Request | Dress and Appearance) using the

JROTC Preferred Gender Uniform Wear Waiver form. The form must be signed by the cadet, the

SASI and the Principal who must all be in agreement. Before parental consent please contact your RD, who will contact JRS for guidance. This process is in place to protect cadets who may not be able to safely live in their affirmed gender at home. (Note: Exceptions to parent/guardian signature requirement would also be considered if the cadet has been deemed a ward of the state or otherwise as specified in state or federal law (and documented in the request package). In that instance, the SASI would make the cadet status known in their request form.)

The transgender waiver request form can be found at:

WINGS | Published Files | JROTC | AFJROTC Policy Letters | JROTC Preferred Gender Uniform Wear Waiver

## **CHAPTER EIGHT**

### **UNIFORM AND EQUIPMENT ACCOUNTS**

- 1. You will be issued more than \$400.00 worth of uniform items. It is your responsibility to take care of them. Most uniform and equipment is loaned to you by the United States Air Force. Protecting federal government property is each cadet's responsibility. These items remain the property of the Air Force. Other items of equipment belong to or are the responsibility of Fort Bend ISD. Each item of the uniform and equipment must be accounted for at all times. FAILURE TO RETURN ALL UNIFORM ITEMS ON TIME IS CONSIDERED BY THE USAF TO BE AN ACT OF THEFT OF PROPERTY AND CAN BE PUNISHED UNDER FEDERAL AND STATE LAWS.**
  
- 2. At all times you are issued your uniform and items of equipment, you will be required to sign a Custody Receipt Form and place your initials on each line for individual items of uniform and equipment issued. Each item then becomes your personal responsibility. If you lose it, or willfully/negligently destroy it, you will be required to pay for it. At the time of issue of uniform or equipment you will be advised of the cost of each item issued. The cost of replacement, however, will be the cost that is in effect when the account is scheduled to be cleared.**
  
- 3. Each cadet is issued a uniform with accessories and insignia when he/she has demonstrated sufficient knowledge and attitude to wear the uniform properly and the advance-cleaning fee has been paid. It is important that each cadet understand that all items of uniform and equipment must be returned or paid before the end of school year, before school grades or diplomas will be awarded.**
  
- 4. To preclude unnecessary expense to the cadet, and/or delay receiving grades, and to provide for efficient turn-in of uniforms and equipment, the following suggestions are offered:**

**4.1 DO NOT leave uniform items in unlocked lockers, or unattended in other places at school.**

**4.2 DO NOT lend uniform items or insignia to other cadets or persons.**

**4.3 DO NOT permit another cadet or person to turn in or exchange your uniform items or equipment.**

**4.4 DO NOT carry the flight cap with your books. If not being worn, tuck it under your belt on the left side of the belt buckle between the first and second belt loops with the open end facing to the rear and the insignia facing outward, or fold once and place it in your front pocket.**

**4.5 DO NOT place your uniform items in the care of others. IF YOUR UNIFORM ITEMS ARE LOST, YOU ARE RESPONSIBLE.**

**4.6 DO be alert for items of the uniform equipment left or misplaced by another cadet. Turn in such items to the Military Property Custodian.**

**5. Clothing items that become worn or otherwise unserviceable should be turned in to the Military Property Custodian as soon as possible. If the unserviceable condition is due to fair wear and tear from normal use, the item will be replaced at no cost to the cadet. Items of clothing that do not fit properly should be exchanged.**

**6. When turning in or exchanging uniform items or other equipment, deal only with the Logistics Officer or Military Property Custodian. TX-862nd Military Property Custodian is MSgt. Hardy.**

**THE UNITED STATES AIR FORCE UNIFORM IS THE SYMBOL OF PROUD AND HONORABLE SERVICE. WEAR IT WITH THE CARE AND PRIDE IT DESERVES.**

## TX-862, FEMALE UNIFORM PRICE LIST

NAME \_\_\_\_\_ PERIOD: 2 3 4 5 6 7 (Circle)

PHONE NUMBERS \_\_\_\_\_

<u>ITEM</u>	<u>SIZE</u>	<u>QUANTITY</u>	<u>COST</u>
<u>SERVICE COAT</u>			<u>\$111.99</u>
<u>WINDBREAKER</u>			<u>\$82.41</u>
<u>SLACKS</u>			<u>\$50.31</u>
<u>SHIRT SS</u>			<u>\$14.17</u>
<u>NECK TAB</u>			<u>\$7.09</u>
<u>FLIGHT CAP</u>			<u>\$10.57</u>
<u>BELT</u>			<u>\$2.99</u>
<u>BELT BUCKLE</u>			<u>\$4.39</u>
<u>PHYSICAL FITNESS SHIRT</u>			<u>\$7.18</u>
<u>PHYSICAL FITNESS SHORT</u>			<u>\$16.16</u>
<u>PHYSICAL FITNESS SWEATSHIRT</u>			<u>\$7.81</u>
<u>PHYSICAL FITNESS SWEATPANTS</u>			<u>\$10.19</u>
<u>ABU JACKET</u>			<u>\$34.69</u>
<u>ABU PANTS</u>			<u>\$41.93</u>
<u>ABU BELT</u>			<u>\$3.88</u>
<u>ABU CAP</u>			<u>\$6.02</u>
<u>ABU BOOTS</u>			<u>\$97.95</u>
<u>SHOES</u>			<u>\$50.31</u>
<u>ABU UNDERSHIRT</u>			<u>\$4.56</u>
<u>SPIRIT SHIRT</u>			<u>\$10.00</u>
<u>CORDS</u>			<u>\$9.00</u>
<u>FLIGHT CAP INSIGNIA</u>			<u>\$1.19</u>
<u>SERVICE HAT INSIGNIA</u>			<u>\$10.00</u>
<u>OFFICER RANK (metal)</u>			<u>\$2.05-2.10</u>
<u>OFFICER RANK (cloth)</u>			<u>\$1.41-1.47</u>
<u>ENLISTED RANK (E1-E6)</u>			<u>\$2.37-2.74</u>

**ENLISTED RANK (E7-E9)****\$2.75-3.55****ENLISTED RANK PRICES****E-2 --- \$2.37****E-3 --- \$2.54****E-4 --- \$2.54****E-5 --- \$2.74****E-6 --- \$2.60****E-7 --- \$2.75****E-8 --- \$2.50****E-9 --- \$3.55**

## TX-862, MALE UNIFORM PRICE LIST

NAME PERIOD: 2 3 4 5 6 7 (Circle)

PHONE NUMBERS

<u>ITEM</u>	<u>SIZE</u>	<u>QUANTITY</u>	<u>COST</u>
<u>SERVICE COAT</u>			<u>\$111.99</u>
<u>WINDBREAKER</u>			<u>\$82.41</u>
<u>SLACKS</u>			<u>\$50.31</u>
<u>SHIRT SS</u>			<u>\$14.17</u>
<u>TIE</u>			<u>\$5.76</u>
<u>FLIGHT CAP</u>			<u>\$10.57</u>
<u>BELT</u>			<u>\$2.99</u>
<u>BELT BUCKLE</u>			<u>\$4.39</u>
<u>PHYSICAL FITNESS SHIRT</u>			<u>\$7.18</u>
<u>PHYSICAL FITNESS SHORT</u>			<u>\$16.16</u>
<u>PHYSICAL FITNESS SWEATSHIRT</u>			<u>\$7.81</u>
<u>PHYSICAL FITNESS SWEATPANTS</u>			<u>\$10.19</u>
<u>ABU JACKET</u>			<u>\$34.69</u>
<u>ABU PANTS</u>			<u>\$41.93</u>
<u>ABU BELT</u>			<u>\$3.88</u>
<u>ABU CAP</u>			<u>\$6.02</u>
<u>ABU BOOTS</u>			<u>\$97.95</u>
<u>SHOES</u>			<u>\$50.31</u>
<u>ABU UNDERSHIRT</u>			<u>\$4.56</u>
<u>SPIRIT SHIRT</u>			<u>\$10.00</u>
<u>CORDS</u>			<u>\$9.00</u>
<u>FLIGHT CAP INSIGNIA</u>			<u>\$1.19</u>
<u>SERVICE HAT INSIGNIA</u>			<u>\$10.00</u>
<u>OFFICER RANK (metal)</u>			<u>\$2.05-2.10</u>
<u>OFFICER RANK (cloth)</u>			<u>\$1.41-1.47</u>
<u>ENLISTED RANK (E1-E6)</u>			<u>\$2.37-2.74</u>

**ENLISTED RANK (E7-E9)****\$2.75-3.55****ENLISTED RANK PRICES****E-2 --- \$2.37****E-3 --- \$2.54****E-4 --- \$2.54****E-5 --- \$2.74****E-6 --- \$2.60****E-7 --- \$2.75****E-8 --- \$2.50****E-9 --- \$3.55**



## **CHAPTER NINE**

### **PROMOTION OF CADETS**

1. Promotion provides constant challenge and motivation to the members of the active Air Force and AFJROTC. This attention and interest is proper since the insignia of promotions reflects visible evidence of progression and standing among fellow cadets. It should be noted also that the insignia is evidence of growing maturity, the ability and willingness to accept additional responsibility, and a demonstrated growth of leadership. The word “cadet” or an abbreviation must be a part of all references to cadet ranks.
2. Promotions in the Dulles AFJROTC are based on academic and leadership grades, and on demonstrated performance. Each cadet should understand how selections for various command and staff positions are made to permit an equal opportunity for qualification and selection of promotion to these positions of leadership and responsibility. The positions and the grades authorized for the Dulles AFJROTC unit are covered in a later chapter.
3. Leadership Position/Jobs Promotion Policies
  - The SASI will select the Cadet Corps Commander and Cadet Deputy Corps Commander. The Cadet Corps Commander and Cadet Deputy Corps Commander will then nominate the Support Squadron Commander, Operations Squadron Commander, and the Command Chief Master Sergeant. All five of the commanders are known for **Cadet Command Staff**. The Cadet Command Staff will then nominate cadets to other leadership positions. SASI/ASI will select and approve all of the cadets for the leadership positions. The Cadet Command Staff will announce promotion actions approved by the SASI/ASI after the CLC (Cadet Leadership Course) and CTA (Cadet Training Academy).
  - To apply for a job position in the Dulles AFJROTC, the cadet will need to have the following requirements near the beginning of May of the school year:
    - Write 3 jobs that you want next year in JROTC (List according to priority): next to the job name, write at least three sentences why you want that job. Have an interview with any of the Cadet Command Staff. Instructions will be given by the flight commanders.
    - Not having any disciplinary problems throughout the year at school in records.
    - If possible, by recommendation, go to Cadet Leadership Course (CLC) or Cadet Training Academy (CTA- if the cadet had already been through CLC in his or her previous year) for higher education for leadership. (It is optional but recommended for leadership skills). For more information, ask your flight commander.
    - Be committed to stay in the AFJROTC for next year.
  - Cadets that were selected and accepted for a job must come to the JROTC class during the summer for preparation. Time and dates are to be announced from ASI, SASI, or the Cadet Command Staff.
4. Promotion Policies:

Upon the first day of school, all 1<sup>st</sup> year cadets are Airman Basic in the pay grade of E-1. They will be given a cadet guide and a promotion card for the next rank (E-2, Airman). They will complete each of their promotion cards before meeting a **Promotion Board of Command Staff or Promotion Board** (the Cadet Command Staff and their flight commander). They expect to be in JROTC classroom every Wednesday of the school day. The upperclassmen shall be in the same rank prior to their previous school year’s special order.

## 4.2 Promotion time cycle for E-2 to E-6 and NCOs:

### 1<sup>st</sup>-Year in JROTC

<i>Rank</i>	<i>Pay Grade</i>	<i>Description</i>
AB	E-1	First day of school
Amn	E-2	Minimum time in grade as E-1 in 30 days
A1C	E-3	Minimum time in grade as E-2 in 60 days
SrA	E-4	Minimum time in grade as E-3 in 90 days

### 2<sup>nd</sup>-Year in JROTC

<i>Rank</i>	<i>Pay Grade</i>	<i>Description</i>
SSgt	E-5	Minimum time in grade as E-4 in 90 days
TSgt	E-6	Minimum time in grade as E-5 in 90 days

---

### NCOs with positions

<i>Rank</i>	<i>Pay Grade</i>	<i>Description</i>
MSgt	E-7 -----	All staff NCOs as 2 <sup>nd</sup> year cadets will start out with their current ranks from their first year and work their way up. (See special promotions from CLC and CTA at <b>4.6</b> ). They can also be promoted according to their merit and work performance at the end of each nine weeks per school year. See <b>5.3</b> for 3 <sup>rd</sup> year and 4 <sup>th</sup> year cadet officer promotion policies.
SMSgt	E-8 -----	
CMSgt	E-9 -----	

**4.3.** Therefore the maximum rank that a first year cadet can receive if he or she completed all of the promotion cards will be C/ Senior Airman. Maximum rank to all cadets without a position will be C/ Technical Sergeant unless they went to CLC and/or CTA (See 4.6 for more information).

**4.4.** Announcements will be made 2 days after each rank's minimum promotion cycles passed review, and have been approved at the discretion of **Promotion Board** (the Cadet Command Staff and their Flight Commander).

## 4.5 The Promotion Cards and its requirement for each rank:

### C/AMN E-2 Requirements:

- Meet minimum time in grade as E-1 (30 days).
- Execute all seven stationary marching movements.
- Identify/Explain how to put on all enlisted/commissioned ranks (Dress Blues and Service Dress).
- Memorize/recite the AFJROTC mission, goals, and honor code.
- Demonstrate proper reporting procedures to SASI/ASI and Flight//CC.
- Active in JROTC activities (minimum of 3 activities during this cycle).

**C/A1C E-3 Requirements:**

- Meet minimum time in grade as E-2 (30 days).
- Have an average grade of 85 or above on the last 3 uniform wears.
- Demonstrate how to properly display, raise, lower, and fold the U.S. and TX flags.
- Recite/Explain the Air Force Core Values.
- Recite/Memorize the Air Force Song.
- Know/Describe all AFJROTC Enlisted and Officer ranks.
- Perform the 30 step drill sequence.
- Active in JROTC activities (minimum of 3 activities during this cycle).

**C/SrA E-4 Requirements:**

- Meet minimum time in grade as E-3 (30 days).
- Have Avg. grade 90 or above on last 3 uniform wears.
- Explain the difference between permanent and temporary ranks in AFJROTC.
- Explain the difference between Officer and enlisted ranks in AFJROTC.
- Describe/Explain the five ribbons each cadet receives after their first year of AFJROTC.
- Active in JROTC activities (minimum of 3 activities during this cycle).

**C/SSgt E-5 Requirements:**

- Meet minimum time in grade as E-4 (60 days).
- Have Avg. grade 95 or above on last 4 uniform wears.
- Command Flag Detail at least two times.
- Memorize/Recite the National Anthem.
- Memorize/Recite the Cadets Creed
- Understand/Describe the definition and purpose of LDR's.
- Understand/Describe the cords' colors and meanings.
- Active in JROTC activities (minimum of 3 activities during this cycle).

**C/TSgt E-6 Requirements:**

- Meet minimum time in grade as E-5 (60 days).
- Have Avg. grade 95 or above on last 4 uniform wears.
- Read and sign the NCO contract.
- Properly command a flight through the 30 step drill sequence
- Active in JROTC activities (minimum of 3 important activities during this cycle).

**4.6** Cadets that attend CLC but do not receive a job will still have their current ranks. However, once the cadets with or without jobs reach to the rank of C/TSgt or E-6, they will be promoted 1 rank up per each camp attendance. Maximum camps to attend are 2 (CLC and CTA).

For Example, if Cadet Rambo went to CLC and completes his Promotion Card to C/ TSgt, he will be promoted to C/ MSgt. If he went to CLC and CTA, he will be promoted to C/ SMSgt after his completion on all of the promotion cards.

**5. Cadet Non-Commissioned/ Commissioned Rank Promotion Policies (Cadet Officers only)**

**5.1** All staff NCOs as 2<sup>nd</sup> year cadets will start out with their current ranks from their 1<sup>st</sup> year. (See special promotions from CLC and CTA at 4.6) They can be promoted according to their merit and work performance at the end of each nine weeks per school year.

**5.2** All staff officers will be promoted based on their merit and work performance. They will be promoted at the discretion of the Promotion Board. The Cadet Command Staff are promoted based on their work performance at the discretion of SASI and ASI.

**5.3** Commissioned ranks are eligible to Junior and Senior cadets only **after they have completed all of their promotion cards to C/TSgt and at the discretion of the SASI/ ASI and the Cadet Command Staff.**

## **6. Permanent Ranks**

**6.1.** All cadets are assigned a permanent grade commensurate with the number of AFJROTC years satisfactorily completed; i.e., the permanent grade for first-year cadets is Airman; second-year, Airman First Class; third-year, Senior Airman; and fourth-year, if offered, Staff Sergeant. Permanent grades may be awarded during the second semester of each year. Retention of permanent grades is contingent upon satisfactory performance and behavior as determined by the AFJROTC Instructors. Permanent officer status will be awarded to cadets holding officer positions for two or more grading periods. Exceptions are authorized at the discretion of the AFJROTC Instructors and in accordance with published unit guidance.

**EX.1)** If Cadet Rambo is a second year cadet and currently had a rank of C/Airman, he will be promoted to C/ Airman First Class at the second semester of his current school year by the permanent rank policy.

**EX.2)** If Cadet Nausicaa is a second year cadet and currently had a rank of C/SSgt, she does not get an extra rank promotion from permanent rank's policy on her second semester of her current school year because she had already surpass the minimum ranks of the second year cadet.

7. Temporary Rank- Cadets may be assigned a temporary grade based on a specific position. Use of a temporary-permanent grade pattern is optional and intended to serve as an administrative vehicle for rotation of responsibility and to avoid imbalances in grade structure. Cadets serving in a temporary grade may revert to their permanent grade upon completion of these duties. At the discretion of the AFJROTC Instructors, cadets in their final term of AFJROTC may retain the highest rank to which they have been promoted, regardless of course level.
8. Cadet Staff officers may be removed from their position for:
  - Failure to complete his or her own task completely on schedule.
  - Multiple Major Disciplinary reports (ISS, alternative disciplinary campus, etc.)
  - Failing one or more academic courses
  - Failing to wear their uniform for more than 3 uniform wears with no excuse
9. Demotion Policy- Demotion is reserved for cadets that do not uphold the values of the Air Force. A cadet can be demoted at the SASI/ ASI's discretion for:
  - Excessive Disciplinary Reports/ Demerits
  - Misconduct during class, extra-curricular teams, or afterschool events.
  - Refusal to meet Air Force standards (Uniform, Grooming, or Conduct)
  - Any activity the SASI/ASI deem worthy of the demotion of a cadet
10. Demotion Procedure- A demotion will be issued by the flight commander of the cadet who must earn the promotion back after at least a period of 45 days of improved conduct while attending at least 2 events between their demotion and second promotion. The demoted cadet will go through the same promotion board process if they are considered to have improved on their disciplinary action.

## **CHAPTER TEN**

### **AIR FORCE CHAIN OF COMMAND AND ORGANIZATION OF THE TX-862<sup>nd</sup> AFJROTC CADET CORPS**

#### **AIR FORCE JROTC CHAIN OF COMMAND**

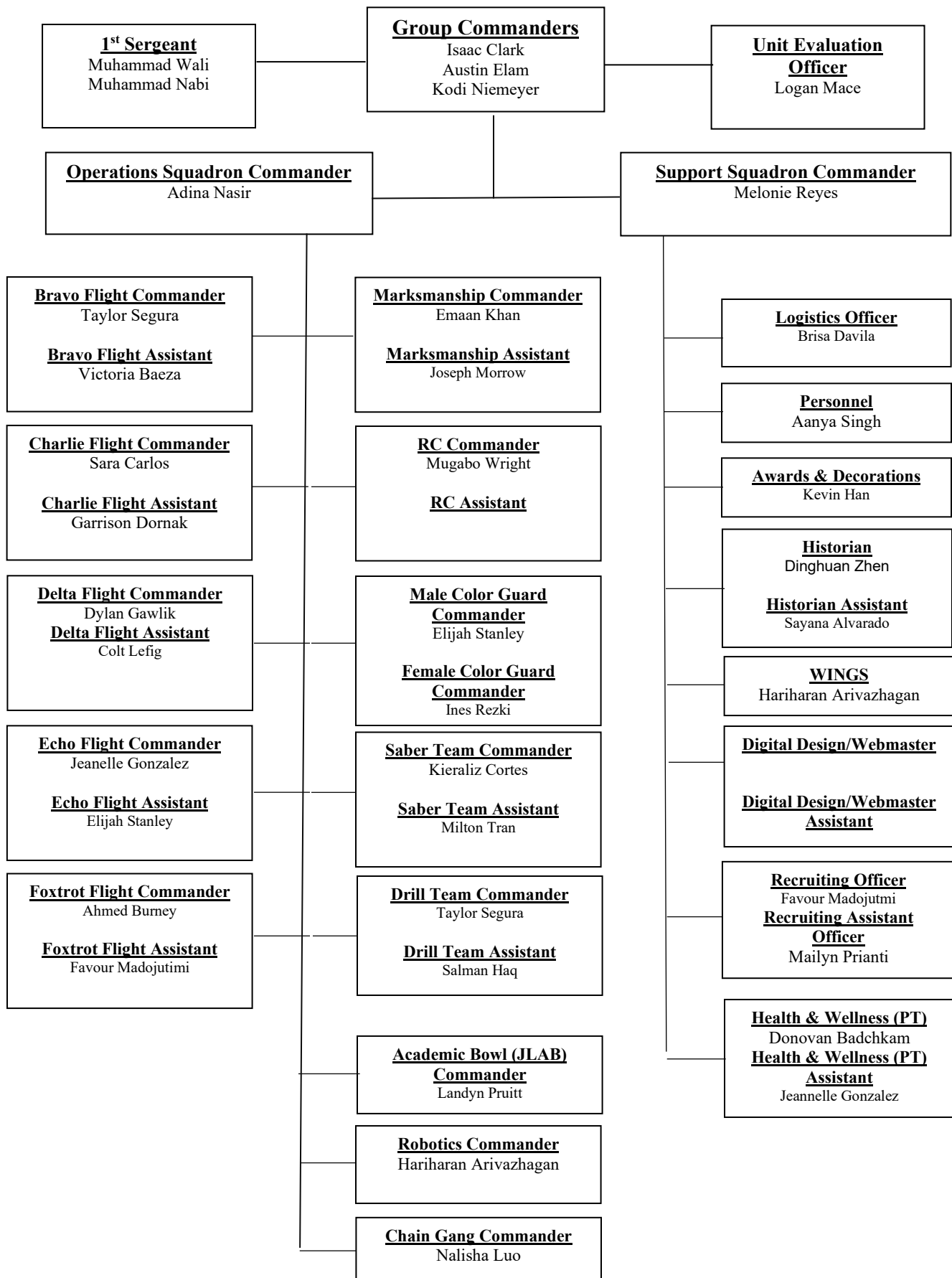
Commander-in-Chief.....	<u>The Honorable Joe Biden</u>
Vice President .....	<u>The Honorable Kamala Harris</u>
Secretary of State.....	<u>The Honorable Antony Blinken</u>
Secretary of Defense.....	<u>The Honorable Lloyd J. Austin III</u>
Chairman, Joint Chiefs of Staff..... (Not in direct chain of command)	<u>General Mark Milley</u>
Secretary of the Air Force (SAF/OS).....	<u>The Honorable Frank Kendall</u>
Chief of Staff of the Air Force (AF/CC).....	<u>General Charles Q. Brown, Jr.</u>
Chief Master Sgt. of the Air Force (CMSAF)..... (Not in direct chain of command)	<u>CMSAF. JoAnne S. Bass</u>
Commander, Air Education & Training Command.....	<u>Lieutenant General Marshall B. “Brad” Webb</u>
Air University Commander.....	<u>Lieutenant General James B. Hecker</u>
Holm Officer Accessions and Citizenship Development Center.....	<u>Brigadier General Leslie A. Maher</u>
Air Force JROTC Director .....	<u>Colonel John Mcgonigal</u>
Senior Aerospace Science Instructor (SASI).....	<u>Major Doug Hawn</u>
Aerospace Science Instructor (ASI).....	<u>Master Sergeant Patrick Hardy</u>
C/ Group Commanders.....	<u>C/Maj. Isaac Clark, Austin Elam, Kodi Niemeyer</u>
C/ Unit Evaluation Officer.....	<u>C/Capt. Logan Mace</u>
C/ Operations Squadron Commander.....	<u>C/Capt. Adina Nasir</u>
C/ Support Squadron Commander.....	<u>C/Capt. Melonie Reyes</u>

1. The following chart reflects the cadet corps organization. Organization charts break the function of the unit down into specialized tasks. The Responsibilities associated with each task are found in the corresponding job descriptions in Chapter 11. Each Cadet should study all the job descriptions to gain a more complete understanding of jobs as they relate to the unit’s mission.
2. The organizational chart reflects a Chain of Command by a solid line connecting the functions or positions. Information, guidance and decision flow down the chain of command in the form of oral and written instructions. Information and recommendations also flow up the chain of command and are used by cadet leaders in decision-making. Information flow and coordination between lateral functions is also necessary for efficient staff functioning. Unless there is a free communication flow throughout the organization the unit will quickly become ineffective.

## TX-862<sup>nd</sup> Unit Manning Document (UMD)

<u>Function:</u>	<u>Position Title:</u>	<u>Maximum Grade/ # Auth:</u>
<b>Group Commander</b>	<b>Cadet Major</b>	<b>4</b>
<b>Unit Evaluations Officer</b>	<b>Cadet Capt.</b>	<b>4</b>
<b><u>Operations Squadron</u></b>		
<b>Operations Squadron Commander</b>	<b>Cadet Capt.</b>	<b>4</b>
Flight Commander	Cadet 2 <sup>nd</sup> Lt	3
Flight Assistant	Cadet MSgt	2
Color Guard Commander	Cadet MSgt	2
Football Chain Team Commander	Cadet MSgt	2
Armed Drill Team Commander	Cadet MSgt	2
Armed Drill Team Assistant	Cadet MSgt	2
Saber Team Commander	Cadet MSgt	2
Marksmanship Team Commander	Cadet MSgt	2
Marksmanship Team Assistant	Cadet MSgt	2
R/C Commander	Cadet MSgt	2
<b><u>Support Squadron</u></b>		
<b>Support Squadron Commander</b>	<b>Cadet Capt.</b>	<b>4</b>
Personnel	Cadet MSgt	2
Logistics Commander	Cadet MSgt	3
Awards & Decorations	Cadet MSgt	2
Webmaster	Cadet MSgt	2
Public Affairs	Cadet MSgt	2
Historian	Cadet MSgt	2
Health & Wellness Commander	Cadet MSgt	2

## TX-862 Chain of Command Diagram



## **CHAPTER ELEVEN**

### **JOB DESCRIPTIONS**

As with the active Air Force, responsibilities and duties increase with grade and rank. Each cadet is expected to prepare to assume additional responsibilities in order to accept high positions. Grades will be counted in this duty upon completion.

#### ***“Policy on: How Cadet Staff are Selected”***

The SASI/ASI will select the cadet group commander, subordinate commanders and key staff members. The Cadet Command Staff will propose remaining staff members to the SASI/ASI. At the end of the year the outgoing group commander and squadron commanders will meet for the purpose of making recommendations for the following year key positions.

#### **Group Staff**

1. Cadet Group Commander
2. Unit Evaluations Officer
3. Operations Squadron Commander
4. Support Squadron Commander
5. 1<sup>st</sup> Sergeant

.....

1. The **Group Commander.** ( \_\_\_\_\_ ) is responsible for:

- 1.01 The appearance, discipline, efficiency, training, and conduct of the TX-862 AFJROTC.
- 1.02 The accomplishment of the Leadership Training Program and mission as outlined by the SASI.
- 1.03 Ensuring that all members of the cadet corps have the opportunity to develop leadership along with their individual abilities.
- 1.04 Administering cadet corps activities according to Air Force principles and procedures.
- 1.05 Directing the Cadet Promotion System, publishing policy, and directing training as necessary to ensure fair, equitable, and timely promotion consideration for each member of the cadet corps, resulting in the maximum number of promotions at each cycle permitted by regulations and this guide.
- 1.06 Attending at least 75% of all major corps activities.
- 1.07 Conducting staff meetings as required.
- 1.08 Supervising and rating the performance of the Deputy Group Commander, Squadron Commanders, and the Command Chief Master Sergeant.
- 1.09 Maintaining and Publishing the Cadet Guide.
- 1.10 Publishing and maintaining the call procedures.
- 1.11 Approving on all final decisions in regard to policies in the corps with the SASI and ASI approval.



1.12 Performing duties that may be assigned by the SASI/ASI.

2. The **Unit Evaluation Officer** ( \_\_\_\_\_ ) is responsible for:

2.01 Prepares the unit for evaluation in future years or current year.

2.02 Ensure the Corps is in current uniform, drill, and AFJROTC regulations.

2.03 Create and update presentation for unit evaluation.

2.04 Supervise the process of Promotion Cards.

2.05 Commanding the group in the absence of the Group Commanders.

2.06 Perform other task as may be assigned.

5. **1<sup>st</sup> Sergeant** ( \_\_\_\_\_ ) is responsible for:

3.01 Keeping up relations with all cadets

3.02 Ensuring a high morale among the cadet body

3.03 Leading and directing the enlisted personnel

3.02 Perform other task as may be assigned.

## Operations Staff

3. Cadet Operations Squadron Commander
6. Cadet Flight Commander
7. Cadet Flight Assistant
8. Cadet Element Leader
9. Cadet Guidon Bearer
10. Cadet Drill Team Commander
11. Cadet Color Guard Commander
12. Cadet Saber Team Commander
13. Cadet Radio Control (R/C) Commander
14. Cadet Marksmanship Team Commander
15. Cadet Football Chain Team Commander
16. Cadet Academic Bowl (JLAB) Commander
17. Cadet Robotics Commander

3. The **Operations Squadron Commander**, ( \_\_\_\_\_ ) is responsible for:

4.01 Supervising and rating the performance of the Armed Drill Team, Saber Team, Color Guard, Cadet Guidon Bearer, Cadet Element Leader, Football Chain Team Commander, Marksmanship Team Commander, Flight Commanders and Assistants, and Orienteering Commander.

4.02 Enforcing the Squadron appearance, discipline, efficiency, training, and conduct standards.

4.03 Commanding the group in the absence of the Group Commanders.

4.04 Providing unit activity inputs for approval to the SASI/ASI and subsequently to the Support Squadron Commander for publishing.

4.05 Coordinating special teams' practice schedules and providing them to the Group Commander for approval.

4.06 Ensuring activity service hours/attendance rosters are turned into the Support Squadron Commander.

4.07 Ensure that the flights performed their jobs on flag duty in the morning and the afternoon as well as the pledges.

4.08 Day after inspection Operation Squadron Commander must inspect the Flight uniform inspection sheets for errors and notify each Flight/Cadet Commander of errors.

4.9 Performing other tasks as may be assigned.

6. The **Flight Commander**, (A- \_\_\_\_\_ B- \_\_\_\_\_  
C- \_\_\_\_\_ D- \_\_\_\_\_ E- \_\_\_\_\_ )  
is responsible for:

6.01 Reporting to the Cadet Operations Squadron Commander.

6.02 Commanding their respective Flight in classroom, drill, and physical fitness activities.

- 6.03 For supervising cadets by writing promotion recommendation based on their performance.
- 6.04 For providing drill and ceremonies training to flight cadets.
- 6.05 For providing promotion recommendation list to the Promotion Board and executing promotion cards opportunities.
- 6.06 For calling roll and reporting attendance.
- 6.07 For enforcing flight discipline standards.
- 6.08 For preparing the Flight for inspection, inspecting the Flight, and accomplishing inspection records.
- 6.09 For ensuring tardy slips are completed for cadets, who are late to class.
- 6.10 For briefing SASI and ASI on cadets uniform wears.
- 6.11 For conducting flag detail on respective months (both morning and after school).
- 6.12 Maintain their own respective flight roster at activity wall (events that the cadets went to).
- 6.13 Performing other tasks as may be assigned.

7. The **Flight Assistant**, (A- \_\_\_\_\_ B- \_\_\_\_\_  
C- \_\_\_\_\_ D- \_\_\_\_\_ E- \_\_\_\_\_ )  
is responsible for:

- 7.01 Reporting to the Cadet Flight Commander.
- 7.02 Assuming command of the flight in the absence of the Cadet Flight Commander as necessary.
- 7.03 Assisting the Cadet Flight Commander as necessary.
- 7.04 Performing other tasks as may be assigned.

8. The **Element Leaders** are responsible for:

- 8.01 Reporting to the respective Cadet Flight Commanders and Cadet Flight Assistants.
- 8.02 Supervising element members.
- 8.03 Reporting roll call for their elements.
- 8.04 Assisting in training element members.
- 8.05 Assisting in the teaching of drill and ceremonies
- 8.06 Performing other tasks as may be assigned.

9. The **Guidon Bearers** are responsible for:

9.01 Reporting to their respective Cadet Flight Commanders.

9.02 Leading the direction of March for the flight.

9.03 Accomplishing the duties of Guidon bearer described in the Drill and Ceremonies manual.

9.04 Retrieving, posting, and retiring the Flight Guidon as appropriate.

9.05 Assisting in the teaching of drill and ceremonies

9.06 Performing other tasks as may be assigned.

10. The **Armed/ Unarmed Drill Team Commander.** ( \_\_\_\_\_ ) is responsible for:

10.01 Reporting to the Cadet Operations Squadron Commander.

10.02 Training and leading all cadets on armed drill team in drill team practice.

10.03 Commanding the drill team at competition.

10.04 Watching over all cadets while in the armory.

10.05 Keeping and maintaining cleanliness in the armory.

10.06 Inventorying and issuing weapons and maintaining all drill team weapons in regulation.

10.07 Inspecting and looking over all cadets before each armed drill team activity.

10.08 Posting drill team schedule on the bulletin board and on weekly announcements.

10.09 Developing a sign-in and sign-out sheet for all drill team weapons.

10.10 Developing a weapons cleanliness checklist.

10.11 Obtaining notice from the ASI and post a calendar of all drill events.

10.12 Performing other tasks as may be assigned.

11. The **Color Guard Commander.** (Male- \_\_\_\_\_ Female- \_\_\_\_\_ ) is responsible for:

11.01 Reporting to the Cadet Operations Squadron Commander.

11.02 Educating and training all Color Guard members.

11.03 Maintaining and leading the Color Guard teams in practice, competition, and public ceremonies.

11.04 Assisting the ASI in developing weekly practice plans and schedules.

11.05 Posting events and practice schedules as required.

11.06 Supervising all members of the Color Guard.

11.07 Inventory, Issuing, and Maintain Cleanliness of the Color Guard Weapons, Gloves, Ascots, and Color Guard and Armory rooms.

11.08 Performing other tasks as may be assigned.

12. The **Saber Team Commander, ( \_\_\_\_\_ )** is responsible for:

12.01 Reporting to the Cadet Operations Squadron Commander.

12.02 Educating and training of all Saber team members.

12.03 Maintaining and leading the Saber team in practice, competition, and public ceremonies.

12.04 Assisting the ASI in developing weekly practice plans and schedules.

12.05 Posting events and practice schedules as required.

12.06 Supervising all members of the Saber team.

12.07 Inventory, Issuing, and maintaining cleanliness of Saber team equipment.

12.08 Performing other tasks as may be assigned.

13. The **Radio Control (R/C) Team Commander, ( \_\_\_\_\_ )** is responsible for:

13.01 Reporting to the Cadet Operations Squadron Commander.

13.02 Training and leading the Group's R/C Team.

13.03 Developing membership criteria.

13.04 Enforcing safety policies and procedures.

13.05 Keeping inventory of R/C equipment and maintaining the equipment.

13.06 Maintaining all records of flight training, meetings and activity attendance.

13.07 Supervising R/C Staff Members.

13.08 Accomplishing all other tasks as responsible.

13.09 Performing other tasks as may be assigned.

14. The **Marksmanship Team Commander**, ( \_\_\_\_\_ ) is responsible for:

- 14.01 Reporting to the Cadet Operations Squadron Commander.
- 14.02 Teaching gun safety.
- 14.03 Teaching firing positions & procedures.
- 14.04 Teaching competition procedures.
- 14.05 Develop a sign in & out sheet for weapons.
- 14.06 Supervising cadets on gun range.
- 14.07 Emphasizing safety rules & regulations.
- 14.08 Inventory & issuing weapons & maintaining all Marksmanship Teams weapons in regulation.
- 14.09 Finding info about competitions (where, what time, etc.)
- 14.10 Set up competitions & arrange practices with other units.
- 14.11 Find date for annual Fort Bend comps.
- 14.12 Performing other tasks as may be assigned.

15. The **Football Chain Team Commander**, ( \_\_\_\_\_ ) is responsible for:  
(First Semester Position only)

- 15.01 Reporting to the Cadet Operations Squadron Commander.
- 15.02 Responsible for finding out times of games.
- 15.03 Get team ready at least 20 min. before game.
- 15.04 Have a signup sheet ready 1 week before game.
- 15.05 Performing other tasks as may be assigned

16. The **Academic Bowl (JLAB) Commander**, ( \_\_\_\_\_ ) is responsible for:

- 16.01 Reporting to the Cadet Operation Squadron Commander.
- 16.02 Training and leading all cadets on Academic Team (JLAB) in team practice.
- 16.03 Leading the Academic Bowl (JLAB) at competitions.
- 16.04 Posting the Academic Bowl (JLAB) schedule on the daily announcements.

16.05 Obtaining notice from the ASI and posting a calendar of all Academic Bowl (JLAB) events.

16.06 Ensuring the Academic Bowl (JLAB) conducts at least two practices as coordinated with the ASI.

16.07 Performing other tasks that may be assigned.

17. The **Robotics Commander**, ( \_\_\_\_\_ ) is responsible for:

16.01 Reporting to the Cadet Operation Squadron Commander.

16.02 Training and leading all cadets on Robotics team in team practice.

16.03 Leading the Robotics team at competitions.

16.04 Posting the Robotics team schedule on the daily announcements.

16.05 Obtaining notice from the ASI and posting a calendar of all Robotics team events.

16.06 Ensuring the Robotics team conducts at least two practices as coordinated with the ASI.

16.07 Performing other tasks that may be assigned.

## Support Staff

- 4. Cadet Support Squadron Commander
- 17. Cadet WINGS
- 18. Cadet Personnel
- 19. Cadet Public Affairs Commander
- 20. Cadet Webmaster
- 21. Cadet Historian
- 22. Cadet Logistics Commander
- 23. Cadet Awards and Decorations
- 24. Cadet Health and Wellness Commander

4. The **Support Squadron Commander**, ( \_\_\_\_\_ ) is responsible for:

17.01 Assuming command of the unit in the absence of the Cadet Operations Squadron Commander.

17.02 Supervising WINGS, Personnel, Public Affairs Commander, Webmaster, Historian, the Logistics Commander, Awards and Decorations, and the Health and Wellness Commander,

17.03 Providing operations support services to plan and implement corps activities.

17.04 Ensuring personnel policies and training goals are accomplished.

17.05 Ensuring cadet orders and operation plans are prepared.

17.06 Ensuring supply procedures are published.

17.07 Ensuring proper maintenance of administration and personnel files.

17.08 Attending staff meetings.

17.09 The appearance, discipline, effectiveness, training, and conduct of the cadet support squadron.

17.10 Ensuring proper maintenance of administrative and personnel files.

17.11 Ensure group continuity files are maintained.

17.12 Developing and implementing computer use, training, and system upgrade plan.

17.13 Performing other tasks as may be assigned.

17. The **WINGS**, ( \_\_\_\_\_ ) is responsible for:

18.01 Reporting to the Cadet Support Squadron Commander.

18.02 Maintaining individual personnel information in WINGS



- 18.03 Maintain log of physical training (PT) records.
- 18.04 For managing WINGS.
- 18.05 For all special orders except promotion and awards.
- 18.06 Keeping track of all records of event attendance for all cadets.
- 18.07 Updating the cadet inventory for all cadets before 7 September 2012.
- 18.08 Making sure the Cadet inventory is up-to-date.
- 18.09 For performing other tasks as may be assigned.

18. The **Personnel**, ( \_\_\_\_\_ ) is responsible for:

- 19.01 Reporting to the Cadet Support Squadron Commander.
- 19.02 Maintain Activity Wall Photos, names and events labels, the service hours, and PFT scores on the wall.
- 19.03. Writing and posting weekly staff meeting minutes.
- 19.04 Maintain JROTC book inventory in June.
- 19.05 Maintain bulletin board.
- 19.06 Responsible for organizing and managing everything in the two file cabinets (in front of the room).
- 19.07 Keep track of all Promotion Cards.
- 19.08 Maintaining the AFJROTC TX-862 Chain of Command wall.
- 19.09 For regulating the books, publications, and magazines on the shelf.
- 19.10 Maintaining an adequate supply of group forms.
- 19.11 For providing YES hour forms for the cadets during after an event.
- 19.12 Making copies and filing YES hour forms into cadet files.
- 19.13 Turning in original YES hour forms to Master Sergeant Hardy.
- 19.14 Updating the activity board after every event.
- 19.15 Creating sign-in sheets for events to keep track of cadet event attendance.

19.16 Turning in sign-in sheets to WINGS when finished updating the activity board.

19.17 For performing other tasks as may be assigned.

19. The **Public Affairs Commander**, ( \_\_\_\_\_ ) is responsible for:

20.01 Reporting to the Cadet Support Squadron Commander.

20.02 Writing and publishing a cadet newspaper on the first day of every nine weeks.

20.03 Submitting at least one worthy item about DHS cadets to the “LEADER” Magazine for Air Force Officer Accession and Training Schools, DHS JROTC News Letter, The Star, the Sun, and the Houston Chronicle and other community publications and news media each nine week period.

20.04 Going to meet with the local and school media (DHS newspaper, the yearbook staff, The Star, and the Sun) before school starts or during the first week of school.

20.05 Writing an article on every event the unit attends.

20.06 For maintaining appropriate records in WINGS that pertain to the recruiting ribbon and Awareness Presentation Team (APT) badges.

20.07 For developing APT programs.

20.08 For training APT as required for performances.

20.09 Responsible for updating Public Affairs information into WINGS.

20.10 For performing the other tasks as may be assigned.

20. The **Webmaster**, ( \_\_\_\_\_ ) is responsible for:

21.01 Reporting to the Cadet Support Squadron Commander.

21.02 Establish, maintain, organize, and update the TX-862 AFJROTC website.

21.03 Publish monthly announcements for events and uniform wears on the website.

21.04 For performing other tasks as may be assigned.

21. The **Historian**, ( \_\_\_\_\_ ) is responsible for:

22.01 Reporting to the Cadet Support Squadron Commander.

22.02 The recording and recovery of historical information and data pertaining to corps activities.

22.03 The documentation of historical information and data pertaining to corps activities on electronic media (Unit Photographer).

22.04 Posting daily announcements and updating JROTC monthly events calendar on the wall.

22.05 Publishing the group yearbook before the end of the school year.

22.06 Ensuring the unit is involved in at least two community related events of humanitarian activities each school year.

22.07 Performing other tasks as may be assigned.

22. The **Logistics Commander**, ( \_\_\_\_\_ ) is responsible for:

23.01 Reporting to the Cadet Support Squadron Commander.

23.02 Recommending supply policies and procedures to ASI.

23.03 Ensuring supply room is open during supply operating hours (Tuesday, Wednesday, Thursday from 2:30-3:00) and hours posted on the door.

23.04 Helping the ASI accomplish inventories and accountability actions every nine weeks on all Items and present records to the ASI by the end of the 8<sup>th</sup> week of each nine week period.

23.05 Maintaining a neat and efficient supply area.

23.06 Providing logistical support to cadet staff for cadet activities. You must be present prior to major activities to issue equipment/uniforms.

23.07 Informing ASI of supply shortages.

23.08 Informing the ASI when it is time for a Laundry Run.

23.09 Issuing items only after you have checked orders/roster insuring cadets are authorized the items (for all ribbons, cords, ranks) Contact ASI for all shoe issues.

23.10 Supervising and rating the performance of the Logistics Assistants.

23.11 Making sure that the Logistics Room doors are locked and that all items issued go through the issue cage window. No issuing through the door. Only the Logistics Commander/Assistants, the ASI/SASI, the Cadet Command Staff, and (during their flight) the Flight Commanders are authorized in the Logistics Room.

23.12 Updating Logistics information into WINGS.

23.13 Performing other tasks as may be assigned.

23. The **Awards and Decorations**, ( \_\_\_\_\_ ) is responsible for:

24.01 Reporting to the Cadet Support Squadron Commander.

24.02 Directing and executing the TX-862<sup>nd</sup> Cadet Awards Program.

24.03 Making and updating a roster of all National Awards no later than the 15 October 2013. It should include current address, phone and names; you must personally talk to each contact person.

24.04 Requesting awards from AFJROTC support organizations listed in continuity folder no later than 15 December 2013.

24.05 Leading the award ceremony by acting as Master/Mistress of Ceremonies at the annual awards ceremony or recommending to the ASI/SASI another cadet to serve as Master/Mistress of Ceremonies.

24.06 As the chairperson, planning the award ceremonies.

24.07 Producing, authenticating, posting and distributing all awards and decorations special orders.

24.08 Updating Awards and Decorations information into WINGS.

24.09 Performing other tasks as may be assigned.

24. The **Health and Wellness Commander**, ( \_\_\_\_\_ ) is responsible for:

25.01 Reporting to the Cadet Support Squadron Commander.

25.02 Managing the AFJROTC PT Program according to AFJROTC Policy.

25.03 Maintaining a physical health screening questionnaire on each cadet.

25.04 Making/maintaining a list of cadets who checked “Yes” on the health questionnaire and attaching an explanation for the yes on the cadet questionnaire documented by medical authority – giving the cadet’s flight commander the list of cadets not allowed to do PT.

25.05 Making sure the Presidential Fitness Test is regulated and completed by all cadets at least twice a year.

25.06 Organizing PT activities for every PT day (every Friday).

25.07 Commanding and training the PT Team for competition.

25.08 Assist the ASI in setting up practices for the PT Team.

25.07 Performing other tasks that may be assigned.

## **CHAPTER TWELVE**

### **OFFICER/NCO STATEMENTS OF UNDERSTANDING**

**All NCO's and Officers are required to read and understand all three of these documents.  
Failing to reading an applying this important information will result in losing your job.**

#### **7.2 CADET OFFICER'S STATEMENT OF UNDERSTANDING:**

- 1.1** There have been past incidents in which Cadet Officers have failed to perform their duties indicating misunderstanding of their responsibilities. To insure that you understand the special obligation inherent in the cadet commissioned rank, this statement of understanding will be reviewed and signed prior to your assuming a Cadet Officer's rank and responsibilities.
- 1.2** As a Cadet Officer, you will be given a special trust under the authority of AFJROTC regulation 45-3. By virtue of this authority, you have a continuing responsibility to lead, setting positive examples in all you do. Your behavior must be exemplary, because if you are to be an effective leader, you must have both the authority to lead and the respect of those who follow. The following are minimum standards of leadership expected of every Cadet Officer.
- 1.2.1** You must serve with integrity. Your word must be your bond. If you say you will do something, all expect that you will do it, to the best of your ability, and on time. If you cannot accomplish what you have said you will do, you must advise those in charge of that fact as soon as you know you will be unable to meet your obligation.
- 1.2.2** You must lead by example. You are a leader and your followers will expect that you meet or exceed standards.
- 1.2.3** You must show care and concern for you followers. If you show respect for them, they are likely to reciprocate.
- 1.2.4** You must be a regular participator in AFJROTC activities. As a cadet commissioned officer, you are expected to participate in at least one co-curricular activity during the time you hold your cadet commission. If you are precluded from participation in AFJROTC co-curricular activities because of UIL activities, then as soon as the UIL activities end, you will be expected to become a member of one of the AFJROTC teams.
- 1.2.5** You are expected to stay informed of your responsibilities to the AFJROTC program by thoroughly studying the Cadet Guide and regularly checking the unit calendar and the official bulletin boards for duties you may be assigned.
- 1.2.6** You are also expected to complete scheduled duties without fail. You must recognize that failure to complete assigned duties causes an embarrassment to the unit, giving underclassmen a loss of confidence in their superior officers, and gives the impression that their leadership is not trustworthy.
- 1.2.7** When, because of events outside your control, you are going to be unable to attend or complete your assigned duties as scheduled, you must let your supervisor know about your situation as soon as reasonably possible.
- 1.3** Please understand that if you freely choose to serve in this unit as a cadet commissioned officer, and you fail to live up to the standards outlined above, you may be required to give up the position requiring the higher rank and be demoted.
- 1.4** If you agree that you understand the special responsibilities you assume with a Cadet Officer's rank, noting the above expected standards of leadership performance, and intending to do your best, accepting these obligations freely, then please signify below with your signature.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Job Name: \_\_\_\_\_

# 10 PRINCIPLES OF NCO/OFFICERSHIP

1. An Officer is a role model in appearance, and behavior. He or she does not meet the standard but sets the standards.
2. An Officer volunteers and does not wait to be asked. An officer goes above and beyond what is required and requested.
3. An Officer always shows respect for other officers.
4. An Officer is quick to correct but slow to chastise.
5. An Officer honestly tries to see things from the other person's point of view and not his/her own.
6. Officers always try to avoid public arguments. Confrontations and disagreements are handled in private.
7. Officers always show genuine interest, understanding and helpfulness toward others.
8. Officers do not compete with other officers but eagerly helps and assists them without hesitation.
9. Officers uphold honor of the other officers. Officers never discuss another officer with an enlisted person.
10. Officers willingly obey orders and decisions of the officer and instructors appointed over them.

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 2. CADET NON-COMMISSIONED OFFICER'S STATEMENT OF UNDERSTANDING:

- 2.1** There have been past incidents in which cadet leaders have failed to perform their duties indicating their misunderstanding of their responsibilities. To insure that you understand the special nature of cadet non-commissioned officers (NCO) responsibility, this statement of understanding will be reviewed and signed prior to your assuming a cadet non-commissioned officers rank and responsibilities.
- 2.2** As a Cadet NCO, you will be given a special trust under the authority of AFJROTC regulation 45-3. By virtue of this authority, you have a continuing responsibility to lead, setting positive examples in all you do. Your behavior must be exemplary, because if you are to be an effective leader, you must have both the authority to lead and the respect of those who follow. The following are minimum standards of leadership expected of every Cadet NCO.
- 2.3** You must serve with integrity. Your word must be your bond. If you say you will do something, all expect that you will do it, to the best of your ability, and on time. If you cannot accomplish what you have said you will do, you must advise those in charge of that fact as soon as you know you will be unable to meet your obligation.
- 2.2.1** You must lead by example. You are a leader and your followers will expect that you meet or exceed standards.
- 2.2.2** You must show care and concern for your followers. If you show respect for them, they are likely to reciprocate.
- 2.2.3** You must be a regular participator in AFJROTC activities. As a cadet commissioned officer, you are expected to participate in at least one co-curricular activity during the time you hold your cadet commission. If you are precluded from participation in AFJROTC co-curricular activities because of UIL activities, then as soon as the UIL activity ends, you will be expected to become a member of one of the AFJROTC teams.
- 2.2.4** You are expected to stay informed of your responsibilities to the AFJROTC program by thoroughly studying the Cadet Guide and regularly checking the unit calendar and the official bulletin boards for duties you may be assigned.
- 2.2.5** You are also expected to complete scheduled duties without fail. You must recognize that failure to complete assigned duties causes an embarrassment to the unit, giving underclassmen a loss of confidence in their superior officers, and gives the impression that their leadership is not trustworthy.
- 2.2.6** When, because of events outside your control, you are going to be unable to attend or complete your assigned duties as scheduled, you must take action to notify those who are in charge of your situation.
- 2.4** Please understand that if you freely choose to serve in this unit as a cadet non-commissioned officer, and you fail to live up to the standards outlined above, you may be required to give up the position requiring the higher rank and be demoted.
- 2.5** If you agree that you understand the special responsibilities you assume with a Cadet NCOs rank, noting the above expected standards of leadership performance, and intending to do your best, accepting these obligation freely, then please signify below with your signature.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Job Name: \_\_\_\_\_

## **CHAPTER THIRTEEN**

### **LETTER JACKET POLICY**

- 1. Letter Jackets: At Dulles High School a Letter Jacket with an AFJROTC letter may be earned for sustained superior performance in AFJROTC. To earn a letter jacket, a cadet must meet the following minimum requirements:**
  - A. Be classified as a 3<sup>rd</sup> or 4<sup>th</sup> year cadet**
  - B. Have earned and accumulated 150 service hours during their duration in AFJROTC**
  - C. Have Earned at least NCO status and served in a staff position**
  - D. Have an “A” average in AFJROTC, at least “C” average in all other courses and no “F” in any course for the year earning the Jacket.**
  - E. Have secured the minimum recommendation of the Unit Commander and the approval of the SASI and ASI.**
  - F. A cadet must be in good standing with the school and AFJROTC at the time the letter jacket is ordered and presented. Letter jackets are normally ordered at the beginning of the school year for cadets who have completed the requirements.**
  - G. Letter Jackets may be presented as required under special circumstances at the discretion of the SASI/ASI.**
  - H. Letter Jackets: Dilly’s Contact Information:  
\*Phone Number: 713-334-3232**



# AFJROTC

## A Guide to Chaperoning



Initiation is a rite of passage marking entrance or acceptance into a group or society and can be a positive experience if done correctly.

Here are some examples of positively impacting initiations:

- Present new members with pledge cards with the rules and regulations of your organization.
- Have new members announced at public events or in local newspapers.
- Hold ceremonies in which the new member receives a certificate of accomplishment or admittance, special uniform, badge, or other device.

## Standards of Conduct



Examples of prohibited initiations:

- Tying someone up to cover them with silly string, or other substances, etc.
- Forcing someone to consume food/drink not normally eaten.
- Ceremonies that include physical contact with the new members.

## INTRODUCTION FROM THE COMMANDER

**First and foremost, thank you for volunteering to help us chaperone the cadets. Your primary responsibility is to help ensure the cadets' health, safety, and well being.**

As a chaperone, it's essential to ensure that the cadets follow all unit, school district, and Air Force guidelines concerning student behavior. Our goal is for every cadet to be a positive reflection on their community, school, and the Air Force. The lead instructor will inform you of these and any other expectations.

If you see any misconduct on the cadets' part, correct it on the spot and report it to the lead instructor immediately. Also report any rumored or planned misconduct to the lead instructor as soon as possible.

Once again, thank you for helping AFJROTC achieve its mission to **"Develop citizens of character dedicated to serving their nation and community."**

## PHYSICAL DISCIPLINE

Requiring cadets to perform any physical activity as punishment isn't allowed. These activities may only be performed as part of a regular physical fitness program.

## PHYSICAL CONTACT

There will be no physical contact (touching) between chaperones and students and between students, except for contact that's necessary to protect the health or safety of an individual. For example, contact to provide first aid is allowed.

# **CHAPTER FOURTEEN**

## **Dulles JROTC Physical Fitness**

### **Male Chart**

Points	Pull Ups	Sit-ups (2 Min)	Mile Run	Push ups (Not timed)
100	20	80	6:00	70
99		79	6:05	69
98		78	6:10	68
97		77	6:15	67
96		76	6:20	66
95	19	75	6:25	65
94		74	6:30	64
93		73	6:35	63
92		72	6:40	62
91		71	6:45	61
90	18	70	6:50	60
89			6:55	59
88		69	7:00	58
87			7:05	
86		68	7:10	57
85	17		7:15	56
84		67	7:20	
83			7:25	55
82		66	7:30	54
81			7:35	53
80	16	65	7:40	52
79			7:45	51
78		64	7:50	50
77			7:55	49
76		63	8:00	48
75	15		8:05	47
74		62	8:10	46
73			8:15	
72		61	8:20	45
71			8:25	44
70	14	60	8:30	
69			8:35	43
68		59	8:40	42
67			8:45	
66		58	8:50	41
65	13		8:55	40
64		57	9:00	
63			9:05	39
62		56	9:10	38
61			9:15	
60	12	55	9:20	37
59			9:25	36
58		54	9:30	
57			9:35	35
56		53	9:40	34
55	11		9:45	
54		52	9:50	33
53			9:55	32
52		51	10:00	
51			10:05	31

Points	Pull ups	Sit-ups (2 Min)	Mile Run	Push Ups (not timed)
50	10	50	10:10	30
49		49	10:15	
48		48	10:20	29
47		47	10:25	
46		46	10:30	28
45	9	45	10:35	
44		44	10:40	27
43		43	10:45	26
42		42	10:50	
41		41	10:55	25
40	8	40	11:00	24
39		39	11:05	
38		38	11:10	23
37		37	11:15	22
36		36	11:20	
35	7	35	11:25	21
34		34	11:30	20
33		33	11:35	
32		32	11:40	19
31		31	11:45	18
30	6	30	11:50	
29		29	11:55	17
28		28	12:00	16
27		27	12:05	
26		26	12:10	15
25		25	12:15	14
24		24	12:20	
23		23	12:25	13
22		22	12:30	12
21		21	12:35	
20	5	20	12:40	11
19		19	12:45	
18		18	12:50	10
17		17	12:55	9
16		16	X	
15	4	15	X	8
14		14	X	7
13		13	X	
12		12	X	6
11		11	X	
10	3	10	X	5
9		9	X	
8		8	X	4
7		7	x	
6		6	x	3
5	2	5	x	
4		4	x	2
3		3	x	
2		2	x	1
1	1	1	x	

## Female Chart

Points	Flexed-Arm Hang (seconds)	Sit-ups (2 Min)	Mile Run	Push ups (2 Min.)
100	70	80	6:45	40
99		79	6:50	39
98	69	78	6:55	38
97		77	7:00	37
96	68	76	7:05	
95		75	7:10	36
94	67	74	7:15	
93		73	7:20	35
92	66	72	7:25	
91		71	7:30	
90	65	70	7:35	34
89			7:40	
88	64	69	7:45	
87			7:50	33
86	63	68	7:55	
85			8:00	32
84	62	67	8:05	
83			8:10	31
82	61	66	8:15	
81			8:20	
80	60	65	8:25	30
79			8:30	
78	59	64	8:35	
77			8:40	29
76	58	63	8:45	
75			8:50	
74	57	62	8:55	28
73			9:00	
72	56	61	9:05	
71			9:10	27
70	55	60	9:15	
69			9:20	
68	54	59	9:25	26
67			9:30	
66	53	58	9:45	
65			9:50	25
64	52	57	9:55	
63			10:00	
62	51	56	10:05	
61			10:10	24
60	50	55	10:15	
59			10:20	
58	49	54	10:25	
57			10:30	23
56	48	53	10:35	
55			10:40	
54	47	52	10:45	22
53			10:50	
52	46	51	10:55	
51			11:00	21

Points	Flexed-Arm Hang (seconds)	Sit-ups	Mile Run	Push Ups (2 Min.)
50	45	50	11:05	20
49		49	11:10	
48	44	48	11:15	
47		47	11:20	19
46	43	46	11:25	
45		45	11:30	
44	42	44	11:35	18
43		43	11:40	
42	41	42	11:45	17
41		41	11:50	
40	40	40	11:55	
39	39	39	12:00	16
38	38	38	12:05	
37	37	37	12:10	15
36	36	36	12:15	
35	35	35	12:20	
34	34	34	12:25	
33	33	33	12:30	14
32	32	32	12:35	
31	31	31	12:40	
30	30	30	12:45	13
29	29	29	12:50	
28	28	28	12:55	12
27	27	27	13:00	
26	26	26	13:05	11
25	25	25	13:10	
24	24	24	13:15	10
23	23	23	13:20	
22	22	22	13:25	
21	21	21	13:30	9
20	20	20	13:35	
19	19	19	13:40	8
18	18	18	13:45	
17	17	17	13:50	7
16	16	16	x	
15	15	15	x	6
14	14	14	x	
13	13	13	x	5
12	12	12	x	
11	11	11	x	4
10	10	10	x	
9	9	9	x	
8	8	8	x	3
7	7	7	x	
6	6	6	x	
5	5	5	x	2
4	4	4	X	
3	3	3	x	1
2	2	2	x	
1	1	1	x	

## PT STANDARDS

The PFT is the Physical Fitness Test. We will have a PFT every 9 weeks based on the standards above, and the rules below. To find out your total PFT score, add all of your points for each event to a total composite score.

For example, if Cadet Rambo did 4 Pull-Ups (20 pts.), 100 Crunches (100 pts.), got a 10 minute Mile Run (52 pts.), and 5 Push-Ups (15 pts.), his total composite PFT score would be 187 pts out of a total possible of 400 points.

**Pull-up.** The goal of the pull-up event is for the Cadet to execute as many accurate and complete pull-ups before dropping off the bar. The procedures are:

- (1) This is not a timed event.
- (2) Sweatshirts and/or jackets will be removed during the conduct of the pull-up event in order to observe the lockout of the elbows with each repetition.
- (3) Assistance to the bar with a step up, being lifted up, or jumping up is authorized. Any assistance up to the bar will not be used to continue into the first pull-up.
- (4) The bar must be grasped with both palms facing either forward or to the rear.
- (5) The correct starting position begins when the Cadet's arms are fully extended beneath the bar, feet are free from touching the ground or any bar mounting assist, and the body is motionless.
- (6) The Cadet's legs may be positioned in a straight or bent position, but may not be raised above the waist.
- (7) One repetition consists of raising the body with the arms until the chin is above the bar, and then lowering the body until the arms are fully extended; repeat the exercise. At no time during the execution of this event can a Cadet rest his chin on the bar.
- (8) The intent is to execute a vertical "dead hang" pull-up. A certain amount of inherent body movement will occur as the pull-up is executed. However, the intent is to avoid a pendulum-like motion that enhances the ability to execute the pull-up. Whipping, kicking, tipping of the body or legs, or any leg movement used to assist in the vertical progression of the pull-up is not authorized. If observed, the repetition will not count for score.
- (9) A repetition will be counted when an accurate and complete pull-up is performed.

**Flexed-Arm Hang.** The goal of the flexed-arm hang event is for a Cadet to hang (maintain elbow flexion) for as long as possible. The procedures are:

- 1) This is a timed event.
- (2) Sweatshirts will be removed during the conduct of the flexed-arm hang event in order to observe when the Cadet has completely locked-out her elbows.
- (3) Assistance to the bar with a step up, being lifted up, or jumping up to the start position is authorized.

(4) The bar must be grasped with both palms facing either forward or to the rear.

(5) The correct starting position begins when the Cadet's arms are flexed at the elbow, the chin is held above the bar and not touching it, and the body is motionless. At no time during the execution of this event can a Cadet rest her chin on the bar.

(6) Cadets are authorized to drop down below the bar, however, some degree of elbow flexion must be maintained with both arms. Once a Cadet's arms are fully extended or the Cadet drops off the bar, the clock will stop.

**Sit-ups.** The goal of the sit-up event is for a Cadet to execute as many proper and complete sit-up within the prescribed time limit. The procedures are:

(1) 2-minute time limit.

(2) On a flat surface, Cadets will lie flat on their back with shoulder blades touching the deck, knees will be bent, and both feet will be flat on the deck.

(3) The arms will be folded across the chest or rib cage with no gap existing between the arms and chest/rib cage. Both arms must remain in constant contact with chest/rib cage throughout the exercise. A single repetition consists of raising the upper body from the starting position until both forearms and elbows simultaneously touch the thighs, and then returning to the starting position with the shoulder blades touching the deck.

(4) The buttocks will remain in constant contact with the deck throughout the event. No arching of the lower back or lifting the buttocks is permitted.

(5) An assistant may be used to hold a Cadet's legs or feet, at or below the knees in whatever manner that is most comfortable for the Cadet. Kneeling or sitting on the Cadet's feet is permitted.

(6) A repetition will be counted when an accurate and complete sit-up is performed.

**Mile Run** The goal is for a Cadet to complete the measured course as quickly as possible. The procedures are:

(1) This is a timed event.

(2) On the command to start, the Cadet(s) monitoring the event will start his/their watch(es) simultaneously when the last Cadet passes the starting point. Monitors will call out the finishing time as each Cadet passes the finish line.

**Push-Ups** The goal is for the Push-Ups event is for a Cadet to execute as many complete push-ups as possible within a timed environment. The procedures are:

Your hands will be placed on the floor, slightly wider than shoulder width apart, with your fingers pointing forward. You must lower your upper body until your upper arm is at least parallel to the floor and elbows bent at 90 degrees before pushing back up to the starting position. If you do not come down that far the push-up will not count. Start in the up position with your elbows fully extended, feet no more than 12 inches apart, and your weight supported by your arms and toes. You must keep your back straight at all times and lower your upper body until your upper arm is at least parallel to the floor, then return to the up position with arms fully extended. This is one repetition. Keep your hands and feet on the floor if you need to rest. Resting must be done in the up position.

## President's Challenge Qualifying standards

### The Presidential Physical Fitness Award

Participants must at least reach these levels in all 5 events in order to qualify for the Presidential Physical Fitness Award. These levels represent the 85th percentile based on the 1985 School Population Fitness Survey.

**The Presidential Physical Fitness Award**  
(This represents the 85th percentile.)

	Age	Curl-Ups (# one minute)	Shuttle Run (sec.)	Sit & Reach (cm)	One-Mile Run (min:sec)	Pull-Ups (#)	Rt. Angle <sup>+</sup> Push-Ups (#)
<b>BOYS</b>	6	33	12.1	31	10:15	2	9
	7	36	11.5	30	9:22	4	14
	8	40	11.1	31	8:48	5	17
	9	41	10.9	31	8:31	5	18
	10	45	10.3	30	7:57	6	22
	11	47	10.0	31	7:32	6	27
	12	50	9.8	31	7:11	7	31
	13	53	9.5	33	6:50	7	39
	14	56	9.1	36	6:26	10	40
	15	57	9.0	37	6:20	11	42
<b>GIRLS</b>	6	32	12.4	32	11:20	2	9
	7	34	12.1	32	10:36	2	14
	8	38	11.8	33	10:02	2	17
	9	39	11.1	33	9:30	2	18
	10	40	10.8	33	9:19	3	20
	11	42	10.5	34	9:02	3	19
	12	45	10.4	36	8:23	2	20
	13	46	10.2	38	8:13	2	21
	14	47	10.1	40	7:59	2	20
	15	48	10.0	43	8:08	2	21
	16	45	10.1	42	8:23	1	24
	17	44	10.0	42	8:15	1	25

### The National Physical Fitness Award

Participants must at least reach these levels in all 5 events in order to qualify for The National Physical Fitness Award. These levels represent the 50th percentile based on the 1985 School Population Fitness Survey.

**The National Physical Fitness Award**

	Age	Curl-Ups (# one minute)	Partial* Curl-Ups (#)	Shuttle Run (sec.)	V-Sit Reach (inches)	Sit & Reach (cm)	One-Mile Run (min:sec)	Distance Option** (min:sec)		Pull-Ups (#)	Rt. Angle Push-Ups* (#)	Flexed Arm Hang (sec.)
								1/4 mile	1/2 mile			
<b>BOYS</b>	6	22	10	13.3	+1.0	26	12:36	2:21		1	7	6
	7	28	13	12.8	+1.0	25	11:40	2:10		1	8	8
	8	31	17	12.2	+0.5	25	11:05		4:22	1	9	10
	9	32	17	11.9	+1.0	25	10:30		4:14	2	12	10
	10	35	24	11.5	+1.0	25	9:48			2	14	12
	11	37	26	11.1	+1.0	25	9:20			2	15	11
	12	40	32	10.6	+1.0	26	8:40			2	18	12
	13	42	39	10.2	+0.5	26	8:06			3	24	14
	14	45	40	9.9	+1.0	28	7:44			5	24	20
	15	45	40	9.7	+2.0	30	7:30			6	30	28
<b>GIRLS</b>	6	23	10	13.8	+2.5	27	13:12	2:26		1	6	5
	7	25	13	13.2	+2.0	27	12:56	2:21		1	8	6
	8	29	17	12.9	+2.0	28	12:30		4:56	1	9	8
	9	30	20	12.5	+2.0	28	11:52		4:50	1	12	8
	10	30	24	12.1	+3.0	28	11:22			1	13	8
	11	32	27	11.5	+3.0	29	11:17			1	11	7
	12	35	30	11.3	+3.5	30	11:05			1	10	7
	13	37	40	11.1	+3.5	31	10:23			1	11	8
	14	37	30	11.2	+4.5	33	10:06			1	10	9
	15	36	26	11.0	+5.0	36	9:58			1	15	7
	16	35	26	10.9	+5.5	34	10:31			1	12	7
	17	34	40	11.0	+4.5	35	10:22			1	16	7

(This represents the 50th percentile.)

### The Participant Physical Fitness Award

Boys and Girls who attempt all five items, but whose scores fall *below* the 50th percentile on one or more of them are eligible to receive the Participant Award.

### The National Physical Fitness Award

(This represents the 50th percentile.)

	Age	Curl-Ups (# one minute)	Shuttle Run (sec.)	Sit & Reach (cm)	One-Mile Run (min:sec)	Pull-Ups (#)	Rt. Angle Push-Ups* (#)	Flexed Arm Hang (sec.)
<b>BOYS</b>	6	22	13.3	26	12:36	1	7	6
	7	28	12.8	25	11:40	1	8	8
	8	31	12.2	25	11:05	1	9	10
	9	32	11.9	25	10:30	2	12	10
	10	35	11.5	25	9:48	2	14	12
	11	37	11.1	25	9:20	2	15	11
	12	40	10.6	26	8:40	2	18	12
	13	42	10.2	26	8:06	3	24	14
	14	45	9.9	28	7:44	5	24	20
	15	45	9.7	30	7:30	6	30	28
	16	45	9.4	30	7:10	7	30	28
	17	44	9.4	34	7:04	8	37	30
<b>GIRLS</b>	6	23	13.8	27	13:12	1	6	5
	7	25	13.2	27	12:56	1	8	6
	8	29	12.9	28	12:30	1	9	8
	9	30	12.5	28	11:52	1	12	8
	10	30	12.1	28	11:22	1	13	8
	11	32	11.5	29	11:17	1	11	7
	12	35	11.3	30	11:05	1	10	7
	13	37	11.1	31	10:23	1	11	8
	14	37	11.2	33	10:06	1	10	9
	15	36	11.0	36	9:58	1	15	7
	16	35	10.9	34	10:31	1	12	7
	17	34	11.0	35	10:22	1	16	7

## Testing guidelines and events

The PCPFS recommends fitness testing at least twice each year, in the fall and spring. It works best as part of a complete physical education program that supports testing with educational and motivational information.

Before conducting The President's Challenge, or any youth fitness test, you should review each student's medical status to identify medical, orthopedic or other health problems that should be considered.

Before you begin, make sure all students know the correct techniques for all tests, including proper pacing and running style. There is no limit to the number of tries students may have on each event.

\*When determining award levels, use the age of the student at the start of testing.



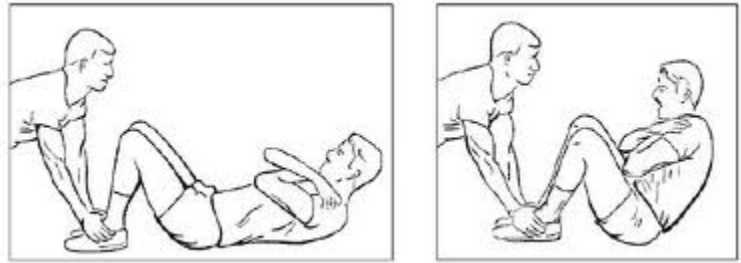
## Physical Fitness Test Events

### Curl-ups (or partial curl-ups)

This event measures abdominal strength and endurance.

#### Curl-ups test

Have student lie on cushioned, clean surface with knees flexed and feet about 12 inches from buttocks. Partner holds feet. Arms are crossed with hands placed on opposite shoulders and elbows held close to chest. Keeping this arm position, student raises the trunk curling up to touch elbows to thighs and then lowers the back to the floor so that the scapula (shoulder blades) touch the floor, for one curl-up. To start, a timer calls out the signal "Ready? Go!" and begins timing student for one minute. The student stops on the word "stop."

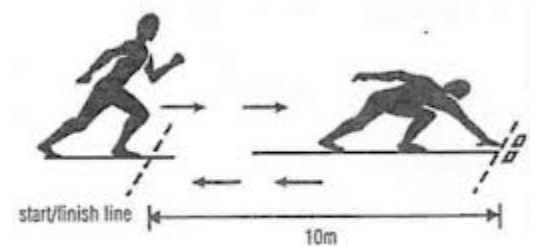


#### Curl-ups tip

Instruct helpers to count aloud the number of repetitions.

#### Curl-ups scoring

"Bouncing" off the floor is not permitted. The curl-up should be counted only if performed correctly.



### Shuttle Run

This event measures speed, quickness and agility.

#### Shuttle run testing

Mark two parallel lines 30 feet apart and place two blocks of wood or similar object behind one of the lines. Students start behind opposite line. On the signal "Ready? Go!" the student runs to the blocks, picks one up, runs back to the starting line, places block behind the line, runs back and picks up the second block and runs back across starting line.

#### Shuttle run tip

Be sure the participants understand the importance of running through the finish line.

#### Shuttle run scoring

Blocks should not be thrown across the lines. Scores are recorded to the nearest tenth of a second.

### Endurance run/walk

This event measures heart/lung endurance.

#### Endurance run/walk testing

On a safe, one-mile distance, students begin running on the count "Ready? Go!" Walking may be interspersed with running. However, the students should be encouraged to cover the distance in as short a time as possible.

#### Endurance run/walk tip

Use a large enough running area so that no more than eight laps are necessary to complete a mile. Help participants learn proper pacing for the mile by having them run at the mile pace for short distances during warm-up time.

If you are not using a track that is measured in miles, then you will need to convert from that measurement into miles. Refer to the conversion chart below for converting to miles when using a 400 meter track or 440 yards.

### **Endurance run/walk scoring**

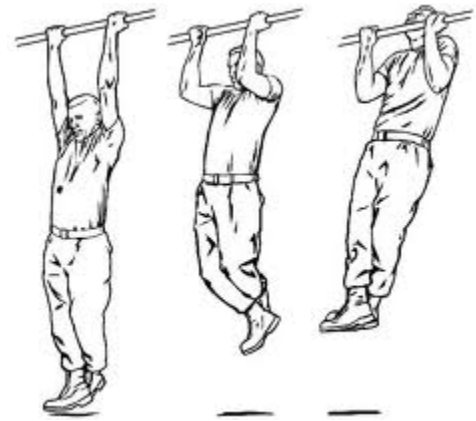
Always review students' health status before administering this test. Give students ample instruction on how to pace themselves. Allow them to practice running this distance against time, as well as sufficient time for warming up and cooling down before and after the test. Times are recorded in minutes and seconds. Alternative distances for younger children are 1/4 mile for 6-7 years old, and 1/2 mile for 8-9 years old. The same objective and testing procedure are used as with the mile run.

### **Pull-ups (or right angle push-ups or flexed-arm hang)**

This event measures upper body strength and endurance.

#### **Pull-ups testing**

Student hangs from a horizontal bar at a height the student can hang from with arms fully extended and feet free from floor, using either an overhand grasp (palms facing away from body) or underhand grip (palms facing toward body). Small students may be lifted to starting position. Student raises body until chin clears the bar and then lowers body to full-hang starting position. Student performs as many correct pull-ups as possible.



#### **Pull-ups tip**

Spend as little time hanging from the bar beforehand as possible, the extra time on the bar may reduce the number of pull-ups performed. Discourage any kicking of the legs or swinging of the body as this may also decrease the number of repetitions.

#### **Pull-ups scoring**

Pull-ups should be done in a smooth rather than jerky motion. Kicking or bending the legs is not permitted and the body must not swing during the movement.

#### **Right angle push-ups testing**

The student lies face down on the mat in push-up position with hands under shoulders, fingers straight, and legs straight, parallel, and slightly apart, with the toes supporting the feet. The student straightens the arms, keeping the back and knees straight, then lowers the body until there is a 90-degree angle at the elbows, with the upper arms parallel to the floor. A partner holds her/his hand at the point of the 90-degree angle so that the student being tested goes down only until her/his shoulder touches the partner's hand, then back up. The push-ups are done to a metronome (or audio tape, clapping, drums) with one complete push-up every three seconds, and are continued until the student can do no more in rhythm (has not done the last three in rhythm) or has reached the target number for the PPFA.

#### **Right angle push-ups tip**

As with the pull-up, spend as little time in the starting position beforehand in order to increase the number of repetitions. Any extra movement may also decrease the number of repetitions.

### **Right angle push-ups scoring**

Record only those push-ups done with proper form and in rhythm.

### **Right angle push-ups rationale**

The student's body weight has less effect on right angle push-ups than it does on pull-ups. This makes right angle push-ups a better indicator of the range of strength and endurance found in students, whereas many are unable to do any pull-ups. Pull-ups remain an option for students at higher levels of strength and endurance.

### **Flexed-arm hang testing**

Using either an overhand grasp (palms facing away from body) or underhand grip (palms facing toward body), student assumes flexed-arm hang position with chin clearing the bar. Students may be lifted to this position. Student holds this position as long as possible.

### **Flexed-arm hang tip**

Rather than doing a pull-up to start, lift the participant to the starting position. This decreases any extra exertion and may possibly increase the length of time.

### **Flexed-arm hang scoring**

Chest should be held close to bar with legs hanging straight. Timing is stopped when student's chin touches or falls below the bar.

### **V-sit reach (or sit and reach)**

This event measures flexibility of the lower back and hamstrings.



### **V-sit testing**

Mark a straight line two feet long on the floor as the baseline. Draw a measuring line perpendicular to the midpoint of the baseline extending two feet on each side and marked off in half-inches. The point where the baseline and measuring line intersect is the "0" point. Student removes shoes and sits on floor with measuring line between legs and soles of feet placed immediately behind baseline, heels 8-12" apart. Student clasps thumbs so that hands are together, palms down and places them on measuring line. With the legs held flat by a partner, student slowly reaches forward as far as possible, keeping fingers on baseline and feet flexed. After three practice tries, the student holds the fourth reach for three seconds while that distance is recorded.

### **V-sit tip**

Participants are most flexible after a warm-up run. Best results may occur immediately after performing the endurance run.

**V-sit rules**

Legs must remain straight with soles of feet held perpendicular to the floor (feet flexed). Students should be encouraged to reach slowly rather than "bounce" while stretching. Scores, recorded to the nearest half inch, are read as plus scores for reaches beyond baseline, minus scores for reaches behind baseline.

**Sit and reach testing**

A specially constructed box (see below) with a measuring scale marked in centimeters, with 23 centimeters at the level of the feet. Student removes shoes and sits on floor with knees fully extended, feet shoulder-width apart and soles of the feet held flat against the end of the box. With hands on top of each other, palms down, and legs held flat, student reaches along the measuring line as far as possible. After three practice reaches, the fourth reach is held while the distance is recorded.

**Sit and reach tip**

Participants are most flexible after a warm-up run. Best results may occur immediately after performing the endurance run.

**Sit and reach rules**

Legs must remain straight, soles of feet against box and fingertips of both hands should reach evenly along measuring line. Scores are recorded to the nearest centimeter.

## **CHAPTER FIFTEEN**

### **CO-CURRICULAR ACTIVITIES**

#### **1. Kitty Hawk Air Society (KHAS)**

**1.1 Overview-** KHAS is the academic honor society of AFJROTC that promotes high academic standards, school and community service, self-confidence, and initiative. KHAS also develops leadership abilities, recognizes academic excellence, and furthers members' knowledge of the Air Force role in aerospace. KHAS has the flexibility to include objectives of local unit chapters under a single umbrella with the advantages of national stature. Membership certificates and badges are awarded to each qualified cadet. Active members may wear a light blue cord with their AFJROTC uniform. Recognition certificates are awarded to honorary members e.g., instructors, school administrators, Air Force Association officials, and distinguished visitors. The requirements are set up to hold about 20% of the cadets in each respective corps. Members must qualify for the requirements made by the KHAS Commander. The chapter must have a constitution, set goals, an induction ceremony, and contributing cadets.

**1.2 Membership-** There are three classes of membership: Active, Honorary, and Probationary.

**1.2.1 Active:** An active or reserve member in the Air Force Junior ROTC (AFJROTC) unit as a full time high school student. An invitation to join KHAS will be extended only to those students who have a minimum academic average of a "B" in AFJROTC and an overall "C" average without any failing grades during the preceding grading period

**1.2.2 Honorary:** The superintendent, principal, the State President of AFA and Air Force Junior ROTC instructors will automatically be honorary members. Other individuals will be elected from those recommended by the membership committee.

**1.2.3 Probationary:** Any member who fails to meet the standards set forth in 1.2.1 and any other standards established in the bylaws will be placed on probationary status. Such individuals will not be permitted to vote or hold office. Probationary members who meet the requirements for active membership during the next grading period will return to active status. Those who fail to meet standards on the next grading period will be expelled. Any member who is expelled or suspended from school will be expelled from the organization.

**1.3 Positions-** The local chapter will elect the officers/officials of their respective Corps. New officials will be elected once every academic school year.

**1.3.1 Commander-** It shall be the duty of the commander to preside at all meetings of the organization and to further with all due earnestness the interests thereof. The commander will be an ex officio member of all committees. The commander will be a special assistant to the corps commander and will ensure that the activities of KHAS do not conflict with those of the corps.

**1.3.2 Vice Commander-** It shall be the duty of the vice commander to perform the duties of the commander in his absence or inability to act. The vice commander will be assigned additional responsibilities as determined by the commander. The vice commander will be the chairperson of the membership committee.

**1.3.3 Administration Officer-** The administration officer will record all meetings, maintain necessary files, and handle routine correspondence.

**1.3.4 Finance Officer-** The finance officer will oversee all financial matters related to the society and if applicable will serve as the chairperson of the finance committee. Faculty advisors will annually review the financial control procedures to ensure that all funds are accountable.

- 1.3.5 Advisors-** Faculty advisors or sponsors for the Kitty Hawk Air Society will be SASI and the Aerospace Science Instructor (ASI). In special situations, the principal may also select additional non-AFJROTC faculty advisors who have a high interest in aerospace activities and the improvement of citizenship. The local AFA chapter will be invited to name an advisor.
- 1.3.6 Committees-** There will be at least one permanent standing committee, that being the membership committee. Other permanent standing committees may be formed by a majority vote of the general membership. The commander with the approval of the advisors will select members for permanent committees. The commander may also appoint other temporary committees as the need arises.

## **2. CO-CURRICULAR/LEADERSHIP REQUIREMENT (LDR) ACTIVITIES**

**2.1 Color Guard-** Color Guard is an extra-curricular team that honors the colors at a variety of events. Male and Female Color Guards are given opportunities from many different organizations from local schools to major sporting events are offered with Color Guard. During any parades, the Corps is led by the Color Guard. In addition, the Color Guard team will compete with neighboring units during district drill meets. Color Guard is expected to be very proficient in drill and must maintain military bearing during all events. Color Guard teaches values of confidence, bearing, patriotism, and service.

**2.2 Drill Team-** Drill Team is another extra-curricular team that meets to become proficient in armed and unarmed drill. Drill has many competition opportunities throughout the school year, and is one of the more popular special teams. Drill is an important teacher of respect, preciseness, and uniformity; all of which are necessary in AFJROTC. Drill Team puts its members at an advantage over their fellow cadets, since they receive more rigorous practices that advance them in front of others.

a. **Saber Team.** 6-8 cadets who perform/compete with Air Force swords.

b. **Armed Drill Team.** Competes based on official AF and Army regulations for drill maneuvers.

c. **Unarmed Drill Team.** Competes based on official AF and Army regulations for drill maneuvers.

c. **Armed Exhibition Team.** Drill includes non-regulated drill with rifles. These teams will normally prepare/practice against the rules established by each individual competition host.

**2.3 PHYSICAL FITNESS TEAM:** May include both male and female teams. Unit Physical Fitness Team members practice to develop enhanced individual physical fitness for competition.

- 2.4 Marksmanship Team-** Marksmanship Team is a precise team of shooters who compete at district competitions with other JROTC Programs. Marksmanship prioritizes cadet safety and conduct. Cadets will learn the basic shooting positions of Prone, Kneeling, and Standing whilst following strict guidelines to ensure cadets maintain a safe environment with the rifles. Marksmanship Team requires cadets with patience, accuracy, and maturity.
- 2.5 AWARENESS PRESENTATION TEAM (APT):** The APT is formed to give presentations to elementary and middle schools to help younger students develop into good citizens and avoid self-defeating behavior patterns and chemical dependency. All cadets are eligible for membership on this team. Members are responsible for developing their materials and participating regularly in recurring presentations. Primary team members may be awarded the AFJROTC Awareness Presentation Team Badge.
- 2.6 MODEL ROCKETRY TEAM:** Unit members with an interest in learning more about rocketry and space science may join the Model Rocketry team. They will complete training programs, build and launch model rockets, and compete in model rocketry competitions. Team members can earn the AFJROTC Model Rocketry Badge.
- 2.7 Radio Control/Rocketry Team-** R/C team meets to teach basic and advanced piloting of drones and other radio controlled aircrafts. New cadets will learn basic piloting skills on a simulator program while advanced cadets can have the opportunity to fly physical drones and planes at the SASI's consent and supervision. R/C is both a recreational and informative team that teaches basic flight control.
- 2.8 ORIENTEERING TEAM:** Orienteering is the skill of finding your way through a series of checkpoints on an unfamiliar course using a map and a compass. Typically, a course is set in a wilderness area and the participants are timed as they complete it. Cadets may earn the Orienteering rocker arc pin.
- 2.9 FLAG DETAIL TEAM:** This team of cadets are primarily responsible for the raising / lowering of the school flags. They must be versed in proper care of the flags and display including special occasions when they are flown at half-staff. Additionally, this team is key during flag retirement ceremonies.
- 2.10 CYBERPATRIOT TEAM:** CyberPatriot, the National High School Cyber Defense Competition; *is* sponsored by the Air Force Association in conjunction with the USAF. This national competition excites high school students and motivates them toward careers in cyber defense and other STEM disciplines, while instilling greater national cyber security awareness in the tens of thousands reached. This year's competition starts in October, completing in the spring.
- 2.11 ACADEMIC TEAM:** Each JROTC unit will be allowed one team consisting of four cadets, including two juniors, two sophomores. Freshman may "play up" in place of a sophomore. Seniors may not be included on the team. Two alternates (one sophomore and one junior) may be named in case a team member must drop out before the end of the competition. The alternates may participate in the online testing; however, if selected to participate in the final round in Washington, DC, only four team members will attend.

**2.12 DRONE TEAM:** This team is open to all cadets and is responsible for learning how to effectively fly the unit drone and maintain the equipment. They will fly the drone during various unit events to capture video and photos from an aerial viewpoint.

**2.13 SOCIAL ACTIVITIES:** The unit participates in the annual Military Ball. In addition, we have informal skate nights and parties to help cadets become better acquainted with each other and have a good positive recreational experience. All official AFJROTC activities must be approved by the SASI/ASI.

**2.14 FUNDRAISING ACTIVITIES:** TX-862 sponsors fund-raising activities to generate money to purchase special equipment and support field trips and social activities. Each cadet is expected to participate in these efforts. The primary events (Vertical Fundraiser) are sponsored by Booster Club. Secondary events are planned by the cadets as they become available.

- 3. Community Service Opportunities-** TX-862 works with a variety of sponsors and organizations to serve the community. We work with a range of establishments from our local school to the Commemorative Air Force to help set up and regulate events. Locally we have opportunities such as Street Clean-Ups, Country Club event Set-Ups, various Color Guard events upon other activities. Other annual events include Wings Over Houston, Commemorative Air Force, and ARC Western Dance Set-Up and Tear Down. TX-862 strives to be as involved as possible with our community and service projects.



**CHAPTER SIXTEEN**  
**MISCELLANEOUS**

**NATIONAL ANTHEM**

O SAY CAN YOU SEE BY THE DAWN'S EARLY LIGHT  
WHAT SO PROUDLY WE HAILED AT THE TWILIGHT'S LAST  
GLEAMING  
WHOSE BROAD STRIPES AND BRIGHT STARS THROUGH THE  
PERILOUS FIGHT  
O'ER THE RAMPARTS WE WATCHED, WERE SO GALLANTLY  
STREAMING?  
AND THE ROCKET'S RED GLARE, THE BOMBS BURSTING IN AIR  
GAVE PROOF THROUGH THE NIGHT THAT OUR FLAG WAS STILL  
THERE  
O SAY DOES THAT STAR-SPANGLED BANNER YET WAVE  
O'ER THE LAND OF THE FREE AND THE HOME OF THE BRAVE

**PLEDGE OF ALLEGIANCE:**

I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED  
STATES OF AMERICA, AND TO THE REPUBLIC FOR WHICH  
IT STANDS. ONE NATION UNDER GOD, INDIVISIBLE, WITH  
LIBERTY AND JUSTICE FOR ALL.

**TEXAS PLEDGE:**

HONOR THE TEXAS FLAG. I PLEDGE ALLEGIANCE TO  
THEE, TEXAS. ONE STATE UNDER GOD, ONE AND  
INDIVISIBLE.

## **ALMA MATER/SCHOOL SONG**

Dulles High we pledge to you  
We'll be loyal;  
We'll be true.

May we always bring honor, glory, and acclaim.

As each year goes passing by,  
We will keep your banner high.

Hail to you- RED WHITE, AND BLUE  
Praise your exalted name.

## **FIGHT SONG**

Fight, fight, fight you Valiant Vikings  
Sail right on to win this game  
We will always be beside you  
Win or lose we'll be in the same  
You must never be discouraged  
We'll be there to cheer for you  
Keeps that Viking spirit burning  
Fight for the Red, White & Blue

## **The Air Force Song**

Off we go into the wild blue yonder,  
Climbing high into the sun;  
Here they come zooming to meet our thunder, At 'em boys, Give 'er the gun! (Give  
'er the gun now!)  
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!

### *Additional verses:*

Minds of men fashioned a crate of thunder,  
Sent it high into the blue;  
Hands of men blasted the world asunder;  
How they lived God only knew! (God only knew then!)  
Souls of men 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"*

Here's a toast to the host  
Of those who love the vastness of the sky,  
To a friend we send a message of his brother men who fly.  
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 men we boast, the U.S. Air Force!

### **Zoom!**

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! (Out of the blue, boy!)

Flying men, guarding the nation's border,  
We'll be there, followed by more!  
In echelon we carry on. Hey!  
Nothing'll stop the U.S. Air Force!

# ANNOUNCEMENTS

## **Instructions to start intercom:**

1. Pick up receiver (phone)
2. Push “Page” button
3. Push “Push to Talk” button
4. Talk/Do Pledge
5. Hang up when done

## **Introduction:**

Good Morning Vikings, Today is \_\_\_\_\_(month/date/year)\_\_\_\_\_,  
please rise for the saying of the pledge to be given by Cadets:  
\_\_\_\_\_(rank, last name)\_\_\_\_\_

**READ PLEDGE** (Refer to page 187)

**“Please remain standing for a moment of silence.”**

**(Pause 40 seconds)**

**“Thanks Vikes and have a Great Day.”**

**Hang up the receiver by putting it back**

## **Airman's Creed**

**I am an American Airman.  
I am a Warrior.  
I have answered my nation's call.**

**I am an American Airman.  
My mission is to fly, fight, and win.  
I am faithful to a proud heritage,  
a tradition of honor,  
and a legacy of valor.**

**I am an American Airman,  
Guardian of freedom and justice,  
My nation's sword and shield,  
Its sentry and avenger.  
I defend my country with my life.**

**I am an American Airman:  
Wingman, Leader, Warrior.  
I will never leave an Airman behind.  
I will never falter,  
And I will not fail.**

## **Cadet's Creed**

**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.**

## **11 General Orders**

**General Order 1:** To take charge of this post and all government property in view.

**General Order 2:** To walk my post in a military manner, keeping always on the alert and observing everything in that place within sight or hearing.

**General Order 3:** To report all violations of orders I am instructed to enforce.

**General Order 4:** To repeat all calls from posts more distant from the guardhouse than my own

**General Order 5:** To quit my post only when properly relieved.

**General Order 6:** To receive, obey and pass on to the sentry who relieves me all orders from the commanding officer, officer of the day, and officers and noncommissioned officers of the guard only.

**General Order 7:** To talk to no one except in the line of duty.

**General Order 8:** To give the alarm in case of fire or disorder.

**General Order 9:** To call the corporal of the guard in any case not covered by instructions.

**General Order 10:** To salute all officers and all colors and standards not cased.

**General Order 11:** To be especially watchful at night, and during the time for challenging all persons on or near my post and to allow no one to pass without proper authority.

1	<b><u>Fall In</u></b>	11	Forward <b><u>March</u></b>	21	Ready <b><u>Front</u></b> (left)
2	Open Ranks <b><u>March</u></b>	12	Right Flank <b><u>March</u></b> (right)	22	Column Right <b><u>March</u></b> (right)
3	Ready <b><u>Front</u></b>	13	Left Flank <b><u>March</u></b> (left)	23	Forward <b><u>March</u></b> (left)
4	Close Ranks <b><u>March</u></b>	14	Column Right <b><u>March</u></b> (right)	24	Change Step <b><u>March</u></b> (right)
5	Present <b><u>Arms</u></b>	15	Forward <b><u>March</u></b> (left)	25	Column Right <b><u>March</u></b> (right)
6	Order <b><u>Arms</u></b>	16	To the Rear <b><u>March</u></b> (right) turn right	26	Forward <b><u>March</u></b> (left)
7	Parade <b><u>Rest</u></b>	17	To the Rear <b><u>March</u></b> (right) turn right	27	Flight <b><u>Halt</u></b> (right)or(left)
8	Flight <b><u>Attention</u></b>	18	Column Right <b><u>March</u></b> (right)	28	Left <b><u>Face</u></b>
9	Left <b><u>Face</u></b>	19	Forward <b><u>March</u></b> (left)	29	Right Step <b><u>March</u></b>
10	About <b><u>Face</u></b>	20	Eyes <b><u>Right</u></b> (right)	30	Flight <b><u>Halt</u></b>

## 30 Step Drill Chart

**BOLD = Execution**    **() = Call Execution command on this foot**

### After #1 (Sizing Up Procedures for Commanding a Flight)

Right **Face**, move to the back of the flight (you should see the back of their heads)

With the exception of the guide and element leader if you are taller than the cadet in front of you tap them on the shoulder and move forward.

Right **Face**, move to the back of the flight (you should see the back of their heads)

No exceptions if you are taller than the cadet in front of you tap them on the shoulder and move forward.

Left **Face**, move to the back of the flight (you should see the back of their heads)

Once again with the exception of the guide and element leader if you are taller than the cadet in front of you tap them on the shoulder and move forward.

### **Cover**

Count **off** x2

Left **Face**, move on to #2

### **Before #3**

Take 3 more steps after passing the guide, left face, call #3 and take one step forward

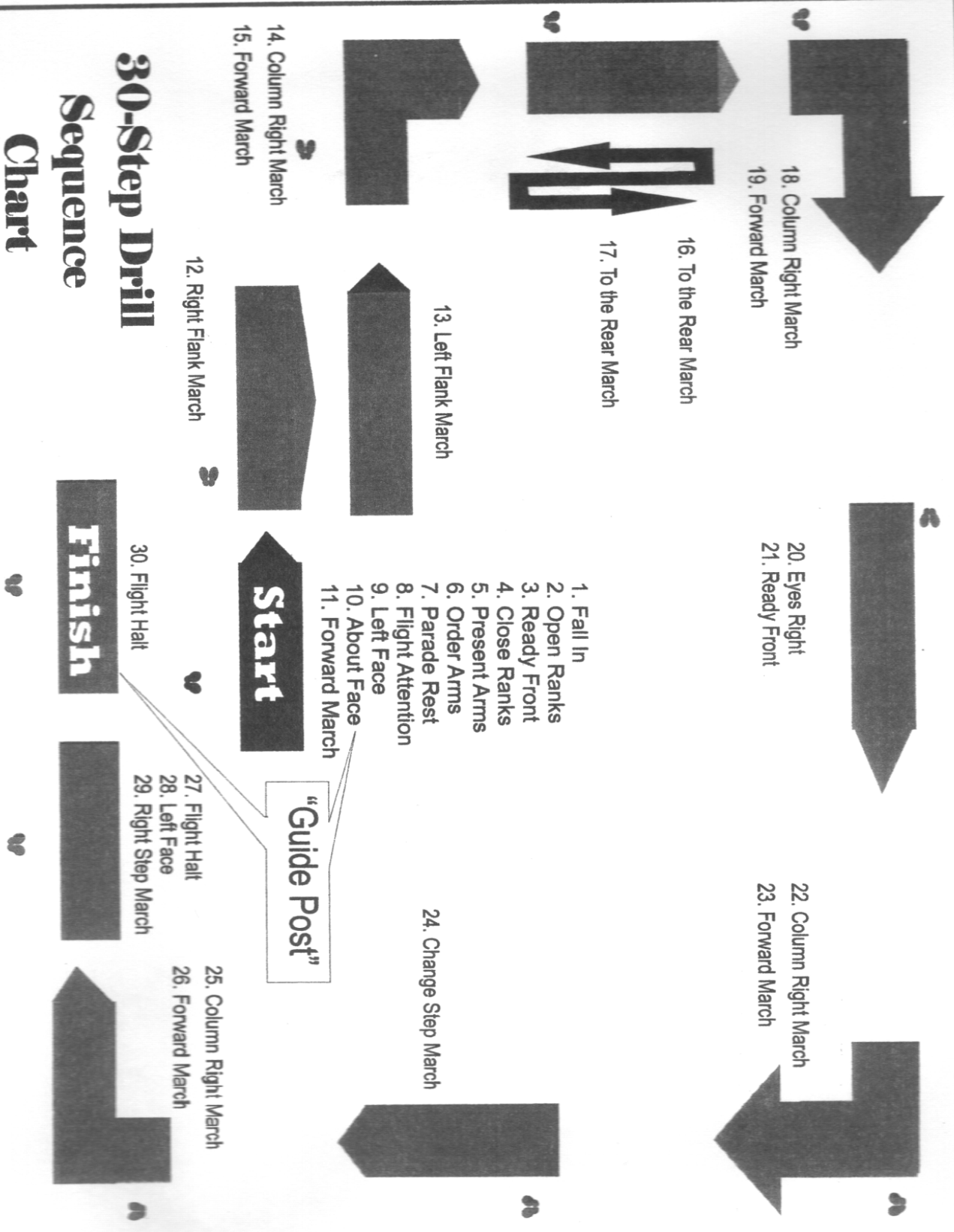
### **Call #4**

Parade **Rest**

**After #4** center self in front of flight, Flight, **Attention**

**After #5** Face towards SASI, ASI, or Commanders and say, "Sir/Ma'am, Cadet (Rank, Last Name) request permission to use the Drill pad for the 30 Step Drill Sequences, Sir/Ma'am."





## NATO Phonetic Alphabet

<b>A</b> - Alpha	<b>K</b> - Kilo	<b>U</b> - Uniform	<b>0</b> – Zero
<b>B</b> - Bravo	<b>L</b> - Lima	<b>V</b> - Victor	<b>1</b> - Wun (One)
<b>C</b> - Charlie	<b>M</b> - Mike	<b>W</b> - Whiskey	<b>2</b> – Two
<b>D</b> - Delta	<b>N</b> - November	<b>X</b> - X-ray	<b>3</b> - Tree (Three)
<b>E</b> - Echo	<b>O</b> - Oscar	<b>Y</b> - Yankee	<b>4</b> - Fower (Four)
<b>F</b> - Foxtrot	<b>P</b> - Papa	<b>Z</b> - Zulu	<b>5</b> - Fife (Five)
<b>G</b> - Golf	<b>Q</b> - Quebec		<b>6</b> – Six
<b>H</b> - Hotel	<b>R</b> - Romeo	<b>.</b> - decimal (point)	<b>7</b> – Seven
<b>I</b> - India	<b>S</b> - Sierra	<b>.</b> - (full) stop	<b>8</b> - Ait (Eight)
<b>J</b> - Juliet	<b>T</b> - Tango		<b>9</b> - Niner (Nine)

*Why?* Well, let's face it, there's no dignity in saying "Dog Ink Nutcase Grape Door Indigo Nick Green" on the telephone.

*Why NATO?* The NATO Phonetic Alphabet was developed in the 1950s to be intelligible (and pronounceable) to all NATO allies in the heat of battle. It replaced other phonetic alphabets, for example the US military "Able Baker" alphabet.

*So it's the standard?* The NATO Phonetic Alphabet is now widely used in business and telecommunications in Europe and North America. There are dozens of other standards in use throughout the world, but then the great thing about standards is that there are so many to choose from.


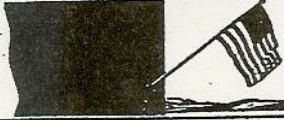
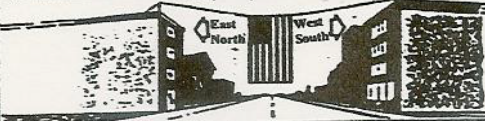
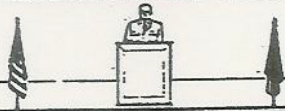




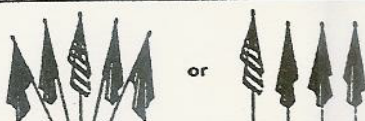

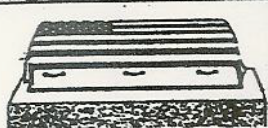
*Quiet night in?* You too can pretend to be a police dispatcher – BRAVO ECHO ALPHA NOVEMBER FOXTROT OSCAR UNIFORM NOVEMBER DELTA ALPHA TANGO INDIA OSCAR NOVEMBER WHISKEY ALPHA SIERRA HOTEL ECHO ROMEO ECHO

<b>Military = Civilian</b>	<b>Military = Civilian</b>
<b>0001 = 12:01 am</b>	<b>1300 = 1:00 pm</b>
<b>0100 = 1:00 am</b>	<b>1400 = 2:00 pm</b>
<b>0200 = 2:00 am</b>	<b>1500 = 3:00 pm</b>
<b>0300 = 3:00 am</b>	<b>1600 = 4:00 pm</b>
<b>0400 = 4:00 am</b>	<b>1700 = 5:00 pm</b>
<b>0500 = 5:00 am</b>	<b>1800 = 6:00 pm</b>
<b>0600 = 6:00 am</b>	<b>1900 = 7:00 pm</b>
<b>0700 = 7:00 am</b>	<b>2000 = 8:00 pm</b>
<b>0800 = 8:00 am</b>	<b>2100 = 9:00 pm</b>
<b>0900 = 9:00 am</b>	<b>2200 = 10:00 pm</b>
<b>1000 = 10:00 am</b>	<b>2300 = 11:00 pm</b>
<b>1100 = 11:00 am</b>	<b>2400 = 12 Midnight</b>
<b>1200 = Noon</b>	

## Flag Etiquette

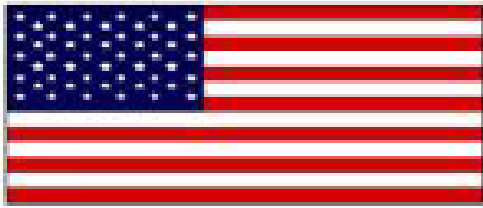
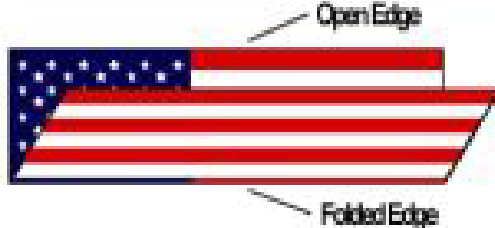
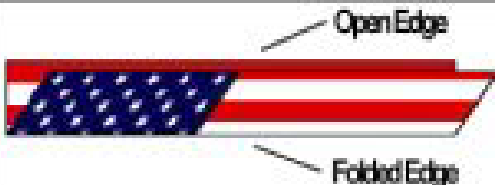
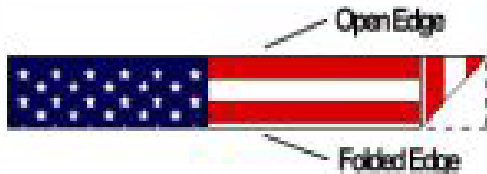
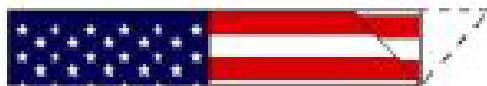


- 1-1. When the flag is displayed, either horizontally or vertically, on a wall or in a window, the union (or blue field) should be uppermost and to the flag's own right (to the observer's left when facing the flag).
- 1-2. When the flag is displayed from a staff projecting from a window sill, balcony, or front of a building, the union should be at the staff's peak (unless the flag is to be displayed at half-mast). When suspended across a street, the flag should be vertical, with the union to the north in an east-west street, or to the east in a north-south street. When suspended from a rope between a house and a pole at the edge of a sidewalk, the flag should be raised out from the building toward the pole union first.
- 1-3. When displayed with another flag from crossed staffs, the National flag should be on its own right, with its staff in front of the staff of the other flag.
- 1-4. When other flags are displayed from staffs with the National flag, the latter should be at the center, or at the highest point of the groups.
- 1-5. When pennants or other flags are flown on the same halyard with the National flag, the National flag should always be at the peak. Only the United Nation flag at UN Headquarters or the church pennant during services at sea may be flown above the National flag.
- 1-6. When the flags of two or more nations are displayed they should be flown from separate staffs of the same height.
- 1-7. When the National Flag is carried in a line of flags in a procession or a parade, it should be on the marching right.
- 1-8. When carried with a line of other flags, the National flag should always be carried in front of the center of that line. Any time the National flag is being carried it should fly aloft and free--never held flat or horizontally.
- 1-9. Never use the National flag as drapery. Bunting of blue, white, and red is the proper decoration for a desk or the front of a platform.
- 1-10. When displayed on a stage, on a platform, in the chancel of church, or in front of an audience or congregation, the National flag should be placed in a staff in the position of honor to the speaker's right.
- 1-11. When it is to be flown at half-staff, the flag is first raised to the peak and then lowered to the half-staff position. When being lowered for the day it should first be raised to the peak.



CONDITION	WAY TO DISPLAY
FROM STATIONARY FLAGSTAFF	
FROM A STAFF PROJECTING FROM A BUILDING	
HANGING ACROSS A STREET	
IN THE AUDITORIUM	
HORIZONTALLY OR VERTICALLY ON A WALL OR WINDOW	
POSITION ON SPEAKER'S PLATFORM	
CROSSED-STAFFS	
DISPLAY WITH THE FLAGS OF OTHER NATIONS	
AMERICAN FLAG IN A GROUP OF FLAGS (NOT OF OTHER NATIONS)	
CARRYING FLAGS AT CEREMONIES	
DRAPED OVER A CASKET	
<p><b>NOTE: ADDITIONAL RESTRICTIONS</b></p> <ol style="list-style-type: none"> <li>1. Never place marks, insignias, letters, words, emblems, figures, or designs on the flag.</li> <li>2. Do not drape flag over any part of a vehicle, railroad train, boat, or airplane.</li> <li>3. Do not display, fasten, use, or store the flag in a manner that it can be easily torn, soiled, or damaged.</li> </ol>	

# How to Fold the United States Flag

United States flags are manufactured with a proportion of 1.0 (the HOIST, or Width) to 1.9 (the FLY, or Length), therefore the folding instructions are the same regardless of the size of the flag.

Start		<p>↑ HOIST ↓</p> <p>← FLY →</p>
Step 1		Fold the lower striped section of the flag over the blue field.
Step 2		Folded edge is then folded over to meet the open edge.
Step 3		A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.
Step 4		Outer point is then turned inward and parallel with the open edge to form a second triangle.
Step 5		Triangular folding is continued until the entire length of the flag is folded in the triangular shape with only the blue field visible.
Completed		The edge of the final triangular fold is tucked tightly inside the remaining open fold.

Prepared by the Military Salute Project using information provided by the U.S. Department of Veterans Affairs – National Cemetery Administration. This information may be copied and distributed at will provided no person, business or organization receives any financial gain whatsoever.

## How to tie various forms of knots



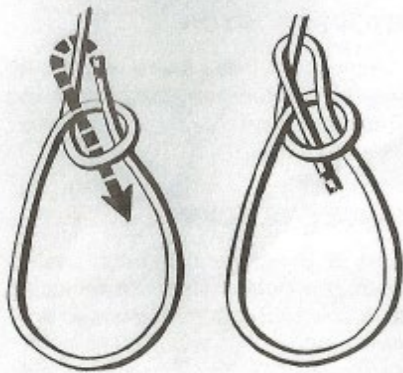
### TWO HALF HITCHES

This is a reliable and useful knot for attaching a rope to a pole or boat mooring. As its name suggests, it is two half hitches, one after the other. To finish, push them together and snug them by pulling on the standing part.



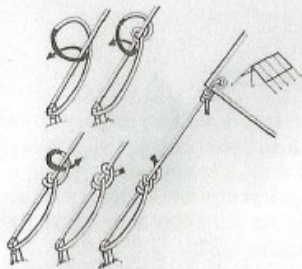
### SQUARE KNOT

You can loosen the square knot easily by either pushing the ends toward the knot or by "upsetting" the knot by pulling back on one end and pulling the other through the loops.



### BOWLINE

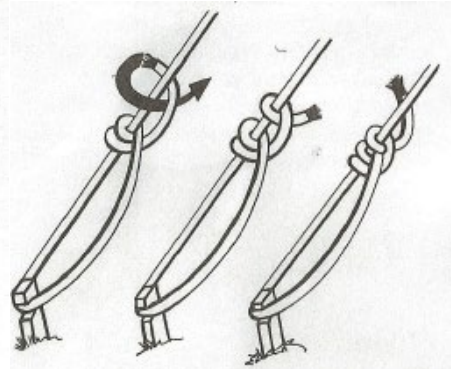
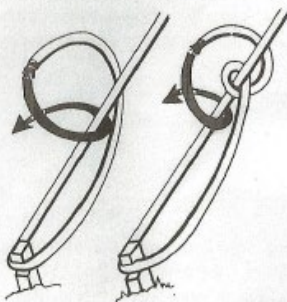
The bowline has been called the king of knots. It will never slip or jam if properly made and, thus, is excellent for tying around a person in a rescue. Begin by forming an overhand loop in the standing part. Then take the free end up through the eye, around the standing part and back where it came from.



### TAUT-LINE HITCH

Can be tied on a line that is taut. When used for tying a tent guy line you can tighten or loosen the line pushing the hitch up or down on the standing part.

Pass rope around the peg. Then bring the end under and over the standing part and twice through the loop formed. Again, bring the rope end under, over, and through the loop formed. Tighten the hitch around the standing part.





# US Air Force Basic Pay Chart

MONTHLY BASIC PAY TABLE EFFECTIVE 1 JANUARY 2021																														
		YEARS OF SERVICE																												
PAY GRADE		<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40							
COMMISSIONED OFFICERS																														
O-10*		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	
O-9*		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16012.50	16243.80	16576.80	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	16608.30	
O-8		11329.50	11701.20	11947.50	12016.20	12233.40	12836.70	12956.40	13443.60	13584.00	14004.00	14611.80	15171.90	15546.00	15546.00	15546.00	15546.00	15546.00	15546.00	15935.40	15935.40	15935.40	16333.20	16333.20	16333.20	16333.20	16333.20	16333.20	16333.20	16333.20
		10053.90 10215.00 10506.00 10794.00 11126.70 11458.20 11791.20 12836.70 13719.30																												
O-6**		7139.10	7842.90	8357.70	8357.70	8389.80	8749.20	8796.90	8796.90	9296.70	10180.50	10699.20	11217.60	11512.80	11811.90	12390.90	12390.90	12638.40	12638.40	12638.40	12638.40	12638.40	12638.40	12638.40	12638.40	12638.40	12638.40	12638.40	12638.40	
O-5		5951.40	6704.40	7168.20	7255.50	7545.60	7718.40	8099.40	8379.60	8740.80	9293.10	9555.90	9816.00	10111.20	10111.20	10111.20	10111.20	10111.20	10111.20	10111.20	10111.20	10111.20	10111.20	10111.20	10111.20	10111.20	10111.20	10111.20	10111.20	
O-4		5135.10	5943.90	6341.10	6429.00	6797.10	7192.20	7684.20	8066.70	8332.50	8485.50	8573.70	8573.70	8573.70	8573.70	8573.70	8573.70	8573.70	8573.70	8573.70	8573.70	8573.70	8573.70	8573.70	8573.70	8573.70	8573.70	8573.70	8573.70	
O-3***		4514.70	5117.70	5523.30	6022.80	6311.70	6628.20	6832.80	7169.40	7345.20	7345.20	7345.20	7345.20	7345.20	7345.20	7345.20	7345.20	7345.20	7345.20	7345.20	7345.20	7345.20	7345.20	7345.20	7345.20	7345.20	7345.20	7345.20	7345.20	
		3901.20	4442.70	5116.80	5289.90	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	5398.50	
		3385.80	3524.40	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	4260.60	
COMMISSIONED OFFICERS WITH OVER 4 YEARS ACTIVE DUTY SERVICE AS AN ENLISTED MEMBER OR WARRANT OFFICER***																														
O-3E		0.00	0.00	0.00	6022.80	6311.70	6628.20	6832.80	7169.40	7453.50	7617.00	7839.00	7839.00	7839.00	7839.00	7839.00	7839.00	7839.00	7839.00	7839.00	7839.00	7839.00	7839.00	7839.00	7839.00	7839.00	7839.00	7839.00	7839.00	
O-2E		0.00	0.00	0.00	5289.90	5398.50	5570.40	5860.50	6084.90	6251.70	6251.70	6251.70	6251.70	6251.70	6251.70	6251.70	6251.70	6251.70	6251.70	6251.70	6251.70	6251.70	6251.70	6251.70	6251.70	6251.70	6251.70	6251.70	6251.70	
		0.00	0.00	0.00	4260.60	4549.50	4717.50	4889.70	5058.30	5289.90	5289.90	5289.90	5289.90	5289.90	5289.90	5289.90	5289.90	5289.90	5289.90	5289.90	5289.90	5289.90	5289.90	5289.90	5289.90	5289.90	5289.90	5289.90	5289.90	
WARRANT OFFICERS																														
W-5	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 8296.20 8716.80 9030.60 9377.10 9377.10 9377.10 9846.90 9846.90 10338.60 10338.60 10856.40 10856.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8296.20	8716.80	9030.60	9377.10	9377.10	9377.10	9846.90	9846.90	10338.60	10338.60	10856.40	10856.40	10856.40	10856.40	10856.40	10856.40	10856.40	10856.40	10856.40	
W-3		4261.20	4438.50	4620.90	4680.30	4870.80	5246.40	5637.30	5821.50	6034.80	6253.80	6648.90	6915.00	7074.30	7243.50	7474.50	7474.50	7474.50	7474.50	7474.50	7474.50	7474.50	7474.50	7474.50	7474.50	7474.50	7474.50	7474.50	7474.50	
W-2		3770.40	4127.10	4236.60	4312.20	4556.40	4936.50	5125.20	5310.30	5537.10	5714.40	5874.60	6066.90	6193.20	6293.10	6293.10	6293.10	6293.10	6293.10	6293.10	6293.10	6293.10	6293.10	6293.10	6293.10	6293.10	6293.10	6293.10	6293.10	
		3666.00	3761.40	3963.90	4203.00	4555.80	4720.20	4950.90	5177.40	5355.60	5519.40	5718.60	5718.60	5718.60	5718.60	5718.60	5718.60	5718.60	5718.60	5718.60	5718.60	5718.60	5718.60	5718.60	5718.60	5718.60	5718.60	5718.60	5718.60	
ENLISTED MEMBERS																														
E-9		0.00	0.00	0.00	0.00	0.00	0.00	5637.00	5764.80	5925.90	6114.90	6306.60	6612.00	6871.50	7143.30	7560.30	7560.30	7937.70	7937.70	8334.90	8334.90	8752.50	8752.50	8752.50	8752.50	8752.50	8752.50	8752.50	8752.50	
E-8		0.00	0.00	0.00	0.00	0.00	0.00	4614.60	4818.60	4944.90	5096.10	5260.50	5556.30	5706.30	5961.60	6103.50	6451.80	6451.80	6581.40	6581.40	6581.40	6581.40	6581.40	6581.40	6581.40	6581.40	6581.40	6581.40	6581.40	
		3501.00	3635.40	3812.40	3951.30	4189.50	4323.90	4561.80	4760.10	4895.10	5094.90	5282.40	5382.90	5582.40	5765.40	5765.40	5765.40	5765.40	5765.40	5765.40	5765.40	5765.40	5765.40	5765.40	5765.40	5765.40	5765.40	5765.40	5765.40	
E-6		2774.40	3053.10	3188.10	3318.90	3455.40	3762.60	3882.90	4114.50	4185.30	4236.90	4297.20	4297.20	4297.20	4297.20	4297.20	4297.20	4297.20	4297.20	4297.20	4297.20	4297.20	4297.20	4297.20	4297.20	4297.20	4297.20	4297.20		
E-5		2541.60	2712.90	2844.00	2978.10	3187.20	3405.60	3585.30	3606.90	3606.90	3606.90	3606.90	3606.90	3606.90	3606.90	3606.90	3606.90	3606.90	3606.90	3606.90	3606.90	3606.90	3606.90	3606.90	3606.90	3606.90	3606.90	3606.90		
E-4		2330.40	2449.80	2582.40	2713.50	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00	2829.00		
E-3		2103.90	2236.20	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80	2371.80		
E-2		2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70	2000.70		
E-1 >4 Mon		1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00	1785.00		
E-1 <4 Mon		1650.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

\* Basic pay is limited to the rate of basic pay for level II of the Executive Schedule in effect during calendar year 2021, which is \$16,608.30 per month for officers at pay grades O-7 through O-10.

This includes officers serving as Chairman or Vice Chairmen of the Joint Chiefs of Staff, Chief of Staff of the Army, Chief of Naval Operations, Chief of Staff of the Air Force, Commandant of the Marine Corps, Chief of Space Operations, Commandant of the Coast Guard, Chief of the National Guard Bureau, or commander of a unified or specific combatant command (as defined in 10 U.S.C. 1516(c)).

\*\* Basic pay is limited to the rate of basic pay for level V of the Executive Schedule in effect during calendar year 2021, which is \$13,475.10 per month, for officers at pay grades O-6 and below.

\*\*\* Does not apply to commissioned officers who have been credited with over 4 years of active duty service as an enlisted member or warrant officer.

\*\*\*\* Reservists with at least 1,460 points as an enlisted member, a warrant officer, or a warrant officer and an enlisted member which are creditable toward reserve retirement also qualify for these rates.

\* Basic pay is limited to the rate of basic pay for level II of the Executive Schedule in effect during calendar year 2021, which is \$16,608.30 per month for officers at pay grades O-7 through O-10. This includes officers serving as Chairman or Vice Chairman of the Joint Chiefs of Staff, Chief of Staff of the Army, Chief of Staff of the Navy, Chief of Staff of the Air Force, Commandant of the Marine Corps, Chief of Space Operations, Commandant of the Coast Guard, Chief of the National Guard Bureau, or commander of a unified or specified combatant command (as defined in 10 U.S.C. 161(c)).

\*\* Basic pay is limited to the rate of basic pay for level V of the Executive Schedule in effect during calendar year 2021, which is \$13,475.10 per month, for officers at pay grades O-6 and below.

\*\*\* Does not apply to commissioned officers who have been credited with over 4 years of active duty service as an enlisted member or warrant officer.

\*\*\*\* Reservists with at least 1,460 points as an enlisted member, a warrant officer, or a warrant officer and an enlisted member which are creditable toward reserve retirement also qualify for these rates.

## Post-Graduation Benefits of JROTC

AFJROTC cadets who choose to continue their education may receive special consideration for Air Force Reserve Officer Training Corps 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.

Cadets completing two years of AFJROTC and who continue ROTC in college may waive one term of the AFROTC program. Students completing three years in AFJROTC may receive credit for a full year of college level AFROTC.

In addition, cadets electing to enter the military immediately after graduating from high school are eligible to enlist in the services at one to two pay grades higher than other enlistees. Students completing three years in AFJROTC may be 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's degree.



# John Foster Dulles

**John Foster Dulles** ([February 2, 1888](#) – [May 24, 1959](#)) was an [American](#) statesman who served as [Secretary of State](#) under President [Dwight D. Eisenhower](#) from [1953](#) - 1959. He was a noted [Cold Warrior](#) advocating an aggressive stance against [communism](#) around the world. He advocated support of the [French](#) in their war against the [Viet Minh](#) in [Indochina](#) and famously refused to shake the hand of [Zhou Enlai](#) at the Geneva Conference in [1954](#).

He was also the older brother of [Allen Welsh Dulles](#), head of the [CIA](#) under Eisenhower.

John Foster Dulles, the son of a [Presbyterian minister](#), was born in [Washington D.C.](#), and attended [public schools](#) in [New York](#). After attending [Princeton University](#) and [George Washington University](#) he joined the [New York](#) law firm of [Sullivan & Cromwell](#), where he specialized in [international law](#). He tried to join the [United States Army](#) during the [First World War](#) but was rejected because of poor eyesight.

In [1918](#) [Woodrow Wilson](#) appointed Dulles as legal counsel to the United States delegation to the [Versailles Peace Conference](#). Afterwards he served as a member of the [War Reparations Committee](#). Dulles, a deeply [religious](#) man, attended numerous international conferences of churchmen during the [1920s](#) and [1930s](#). He also became a partner in the Sullivan & Cromwell law firm.

Dulles was a close associate of [Thomas E. Dewey](#) who became the [presidential](#) candidate of the [Republican Party](#) in [1944](#). During the [election](#) Dulles served as Dewey's foreign policy adviser.

In [1945](#) Dulles participated in the [San Francisco Conference](#) and worked as adviser to [Arthur H. Vandenberg](#) and helped draft the preamble to the [United Nations Charter](#). He subsequently attended the [United Nations General Assembly](#) as a United States delegate in [1946](#), [1947](#) and [1950](#). Dulles was appointed to the [United States Senate](#) as a [Republican](#) on [July 7, 1949](#), to fill the vacancy caused by the resignation of [Democrat Robert F. Wagner](#). Dulles served from [July 7, 1949](#), to [November 8, 1949](#), when a successor [Democrat Herbert Lehman](#) was elected, having beaten Dulles in a special election to fill the senate vacancy.

In [1950](#), Dulles published *War or Peace*, a critical analysis of the American policy of containment, which at the time was favored by many of the foreign policy elites in Washington. Dulles criticized the foreign policy of [Harry S. Truman](#). He argued that the policy of "containment" should be replaced by a policy of "liberation". However, he still carried out Truman's policy in neutralizing Formosa during the Korea War in the [Treaty of Peace with Japan](#) of 1951. When [Dwight Eisenhower](#) became President in January, 1953, he appointed Dulles as his Secretary of State.







### Dulles with President [Eisenhower](#) in 1956

As Secretary of State Dulles spent considerable time building up [NATO](#) as part of his strategy of controlling [Soviet](#) expansion by threatening massive retaliation in event of a [war](#). Dulles was also the architect of the [Southeast Asia Treaty Organization](#) (SEATO) that was created in [1954](#). The treaty, signed by representatives of the [United States](#), [Australia](#), [Britain](#), [France](#), [New Zealand](#), [Pakistan](#), the [Philippines](#) and [Thailand](#), provided for collective action against aggression.

Dulles was one of the pioneers of [Mutually Assured Destruction](#) and [brinkmanship](#). In an article written for [Life Magazine](#) Dulles defined his policy of brinkmanship: "The ability to get to the verge without getting into the war is the necessary art." His critics blamed him for damaging relations with communist states and contributing to the [Cold War](#).

Dulles upset the leaders of several non-aligned countries when on [9 June 1955](#), he argued in one speech that "neutrality has increasingly become an obsolete and, except under very exceptional circumstances, it is an immoral and shortsighted conception."

In [1956](#) Dulles strongly opposed the [Anglo-French invasion](#) of [Egypt](#) (October-November). However, by [1958](#) he was an outspoken opponent of President [Gamal Abdel Nasser](#) and stopped him from receiving weapons from the United States. This policy seemingly backfired, enabling the [Soviet Union](#) to gain influence in the [Middle East](#).

Dulles, suffering from [cancer](#), was forced by his declining health to resign from office in April, [1959](#) and died in Washington on [24 May 1959](#).

He also served as the former Chairman and Co-founder of the [Federal Council of Churches](#), a former Senior Partner of one of [Wall Street](#)'s most powerful law firms - [Sullivan & Cromwell](#), Chairman of the Board for the [Carnegie Endowment for International Peace](#), he is the namesake for both the [Washington Dulles International Airport](#) (located in [Dulles, Virginia](#)) & John Foster Dulles High School ([Sugar Land, Texas](#)), a former Trustee of the [Rockefeller Foundation](#), and a founding member of the [Council of Foreign Relations](#) (CFR).

He was the father of [Avery Robert Dulles](#), the first American priest to be directly appointed to [cardinal](#).

[Carol Burnett](#) first rose to prominence in the [1950s](#) singing a novelty song, "I Made a Fool of Myself over John Foster Dulles"; more recently, [Gil Scott Heron](#) commented "John Foster Dulles ain't nothing but the name of an airport now" in the song "B-Movie".

Uniform Inspection Sheet (1 <sup>st</sup> Term)									
Flight: A B C D E F	Cadet Name: (Last, First)								
<b>Uniform inspection date:</b>									
Uniform: 0 (Not worn) -10 (Dirty)									
Headgear: -5 (Not worn) -5 (Worn Incorrect)									
Haircut/ Hairstyle: -10									
Shave: -10									
Rank Insignia: -5 (Not worn) -5 (Worn incorrect)									
Ribbons: -5 (Not Worn) -5 (Worn Incorrect)									
Name Tag: -5 (Not Worn) -5 (Worn Incorrect)									
Unauthorized color hairpins/barrettes -5									
Buttons: -5 for each (If Missing / Not Buttoned)									
Gig Line: -5									
Belt/Buckle: -10 (Not Worn) -5 (Worn Incorrect)									
Undershirt: -5 (Visible)									
Pockets: -5 (Not Buttoned)									
Strings / Threads: -2 (each)									
Socks / Hosiery: -5 (Wrong Color)									
Foot Gear: -5 (Not Shined)									
Finger Nails: -5 (Unauthorized Color) or (Dirty)									
Jewelry: -5 (Excess Amount Showing)									
Not Maintaining Proper Inspection Position: -10									
Cadet Guide: -10									
Miscellaneous: [1-20](Flight Commander's Discretion)									
<b>Total Score</b>									
<b>Date Of Inspection:</b>									
<b>Inspector's Initials:</b>									
Make Up Date:									
Inspector's Initials:									
<b>Cadet Initials</b>									
PT Shirt Worn (-15)									
PT Shorts Worn (-15)									
Athletic Shoes Worn (-15)									
PT Activity Participation (-55)									
<b>Total:</b>									
<b>Inspector's Initials:</b>									
<b>Date Of Inspection:</b>									
Notes about inspection:									

Uniform Inspection Sheet (2 <sup>nd</sup> Term)									
Flight: A B C D E F		Cadet Name: (Last, First)							
<b>Uniform inspection date:</b>									
Uniform: 0 (Not worn) -10 (Dirty)									
Headgear: -5 (Not worn) -5 (Worn Incorrect)									
Haircut/ Hairstyle: -10									
Shave: -10									
Rank Insignia: -5 (Not worn) -5 (Worn incorrect)									
Ribbons: -5 (Not Worn) -5 (Worn Incorrect)									
Name Tag: -5 (Not Worn) -5 (Worn Incorrect)									
Unauthorized color hairpins/barrettes -5									
Buttons: -5 for each (If Missing / Not Buttoned)									
Gig Line: -5									
Belt/Buckle: -10 (Not Worn) -5 (Worn Incorrect)									
Undershirt: -5 (Visible)									
Pockets: -5 (Not Buttoned)									
Strings / Threads: -2 (each)									
Socks / Hosiery: -5 (Wrong Color)									
Foot Gear: -5 (Not Shined)									
Finger Nails: -5 (Unauthorized Color) or (Dirty)									
Jewelry: -5 (Excess Amount Showing)									
Not Maintaining Proper Inspection Position: -10									
Cadet Guide: -10									
Miscellaneous: [1-20](Flight Commander's Discretion)									
<b>Total Score</b>									
<b>Date Of Inspection:</b>									
<b>Inspector's Initials:</b>									
Make Up Date:									
Inspector's Initials:									
<b>Cadet Initials</b>									
PT Shirt Worn (-15)									
PT Shorts Worn (-15)									
Athletic Shoes Worn (-15)									
PT Activity Participation (-55)									
<b>Total:</b>									
<b>Inspector's Initials:</b>									
<b>Date Of Inspection:</b>									
Notes about inspection:									

Uniform Inspection Sheet (3 <sup>rd</sup> Term)									
Flight: A B C D E F	Cadet Name: (Last, First)								
<b>Uniform inspection date:</b>									
Uniform: 0 (Not worn) -10 (Dirty)									
Headgear: -5 (Not worn) -5 (Worn Incorrect)									
Haircut/ Hairstyle: -10									
Shave: -10									
Rank Insignia: -5 (Not worn) -5 (Worn incorrect)									
Ribbons: -5 (Not Worn) -5 (Worn Incorrect)									
Name Tag: -5 (Not Worn) -5 (Worn Incorrect)									
Unauthorized color hairpins/barrettes -5									
Buttons: -5 for each (If Missing / Not Buttoned)									
Gig Line: -5									
Belt/Buckle: -10 (Not Worn) -5 (Worn Incorrect)									
Undershirt: -5 (Visible)									
Pockets: -5 (Not Buttoned)									
Strings / Threads: -2 (each)									
Socks / Hosiery: -5 (Wrong Color)									
Foot Gear: -5 (Not Shined)									
Finger Nails: -5 (Unauthorized Color) or (Dirty)									
Jewelry: -5 (Excess Amount Showing)									
Not Maintaining Proper Inspection Position: -10									
Cadet Guide: -10									
Miscellaneous: [1-20](Flight Commander's Discretion)									
<b>Total Score</b>									
<b>Date Of Inspection:</b>									
<b>Inspector's Initials:</b>									
Make Up Date:									
Inspector's Initials:									
<b><i>Cadet Initials</i></b>									
PT Shirt Worn (-15)									
PT Shorts Worn (-15)									
Athletic Shoes Worn (-15)									
PT Activity Participation (-55)									
<b>Total:</b>									
<b>Inspector's Initials:</b>									
<b>Date Of Inspection:</b>									
Notes about inspection:									

Uniform Inspection Sheet (4 <sup>th</sup> Term)									
Flight: A B C D E F		Cadet Name: (Last, First)							
<b>Uniform inspection date:</b>									
Uniform: 0 (Not worn) -10 (Dirty)									
Headgear: -5 (Not worn) -5 (Worn Incorrect)									
Haircut/ Hairstyle: -10									
Shave: -10									
Rank Insignia: -5 (Not worn) -5 (Worn incorrect)									
Ribbons: -5 (Not Worn) -5 (Worn Incorrect)									
Name Tag: -5 (Not Worn) -5 (Worn Incorrect)									
Unauthorized color hairpins/barrettes -5									
Buttons: -5 for each (If Missing / Not Buttoned)									
Gig Line: -5									
Belt/Buckle: -10 (Not Worn) -5 (Worn Incorrect)									
Undershirt: -5 (Visible)									
Pockets: -5 (Not Buttoned)									
Strings / Threads: -2 (each)									
Socks / Hosiery: -5 (Wrong Color)									
Foot Gear: -5 (Not Shined)									
Finger Nails: -5 (Unauthorized Color) or (Dirty)									
Jewelry: -5 (Excess Amount Showing)									
Not Maintaining Proper Inspection Position: -10									
Cadet Guide: -10									
Miscellaneous: [1-20](Flight Commander's Discretion)									
<b>Total Score</b>									
<b>Date Of Inspection:</b>									
<b>Inspector's Initials:</b>									
Make Up Date:									
Inspector's Initials:									
<b>Cadet Initials</b>									
PT Shirt Worn (-15)									
PT Shorts Worn (-15)									
Athletic Shoes Worn (-15)									
PT Activity Participation (-55)									
<b>Total:</b>									
<b>Inspector's Initials:</b>									
<b>Date Of Inspection:</b>									
Notes about inspection:									

## Verbal Counseling /Merit / Demerit Tracking System

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




























































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





























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# ARMED FORCES INSIGNIA

COMMISSIONED				
Air Force	Navy	Army	Marines	Coast Guard
 General of the Air Force (Reserved for wartime only)	 Fleet Admiral (Reserved for wartime only)	 General of the Army (Reserved for wartime only)		
 General	 Admiral	 General	 General	 Admiral
 Lieutenant General	 Vice Admiral	 Lieutenant General	 Lieutenant General	 Vice Admiral
 Major General	 Rear Admiral Upper Half	 Major General	 Major General	 Rear Admiral Upper Half
 Brigadier General	 Rear Admiral Lower Half	 Brigadier General	 Brigadier General	 Rear Admiral Lower Half
 Colonel	 Captain	 Colonel	 Colonel	 Captain
 Lieutenant Colonel	 Commander	 Lieutenant Colonel	 Lieutenant Colonel	 Commander
 Major	 Lieutenant Commander	 Major	 Major	 Lieutenant Commander
 Captain	 Lieutenant	 Captain	 Captain	 Lieutenant
 First Lieutenant	 Lieutenant Junior Grade	 First Lieutenant	 First Lieutenant	 Lieutenant Junior Grade
 Second Lieutenant	 Ensign	 Second Lieutenant	 Second Lieutenant	 Ensign

WARRANT			
Navy	Army	Marines	Coast Guard
 Chief Warrant Officer (CWO4)	 Chief Warrant Officer 5 (CW5)	 Chief Warrant Officer 5 (W-5)	 Chief Warrant Officer (CWO4)
 Chief Warrant Officer (CWO3)	 Chief Warrant Officer 4 (CW4)	 Chief Warrant Officer 4 (W-4)	 Chief Warrant Officer (CWO3)
 Chief Warrant Officer (CWO2)	 Chief Warrant Officer 3 (CW3)	 Chief Warrant Officer 3 (W-3)	 Chief Warrant Officer (CWO2)
 Warrant Officer (WO1) No longer in use	 Warrant Officer 1 (W01)	 Warrant Officer 1 (W-1)	 Warrant Officer (WO1) No longer in use

ENLISTED				
Air Force	Navy	Army	Marines	Coast Guard
 Chief Master Sergeant of the Air Force	 Master Chief Petty Officer of the Navy	 Sergeant Major of the Army	 Sergeant Major of the Marine Corps	 Master Chief Petty Officer of the Coast Guard
 Command Chief Master Sergeant	 Fleet/Command Master Chief Petty Officer	 Sergeant Major	 Master Gunnery Sergeant	 Command Enlisted Advisor
 First Sergeant	 Master Chief Petty Officer	 Sergeant Major	 Gunnery Sergeant	 Master Chief Petty Officer
 Senior Master Sergeant	 Senior Chief Petty Officer	 First Sergeant	 First Sergeant	 Senior Chief Petty Officer
 Master Sergeant	 Chief Petty Officer	 Sergeant First Class	 Gunnery Sergeant	 Chief Petty Officer
 Technical Sergeant	 Petty Officer First Class	 Staff Sergeant	 Staff Sergeant	 Petty Officer First Class
 Staff Sergeant	 Petty Officer Second Class	 Sergeant	 Sergeant	 Petty Officer Second Class
 Senior Airman	 Petty Officer Third Class	 Corporal Specialist	 Corporal	 Petty Officer Third Class
 Airman First Class	 Seaman	 Private First Class	 Lance Corporal	 Seaman
 Airman	 Seaman Apprentice	 Private	 Private First Class	 Seaman Apprentice
 (No Insignia) Airman Basic	 Seaman Recruit	 (No Insignia) Private	 (No Insignia) Private	 Seaman Recruit



# Air Force and Space Force JROTC Ribbon Chart



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