

TX-932



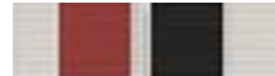
Cadet Guide

2022-2023



DISTINGUISHED UNIT

2011-2012, 2015-2016, 2016-2017,
2018-2019, 2019-2020, 2021-2021



DISTINGUISHED UNIT WITH MERIT

2010-2011, 2013-2014, 2017-2018

**PROPERTY OF AFJROTC TX-932
ELKINS HIGH SCHOOL
MISSOURI CITY, TX 77459**

IF FOUND, PLEASE RETURN TO AFJROTC, RM 553

**AIR FORCE JROTC
CADET 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 ac-
countable 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 fol-
low, serve, and lead.

I am an Air Force Junior ROTC Cadet.

FOREWARD

Congratulations to each of you on your decision to become part of the Elkins High School Air Force Junior ROTC (AFJROTC) program! Our program has been recognized as a HQ AFJROTC Distinguished Unit with Merit (2010-2011 & 2013-2014, 2017-2018) and HQ AFJROTC Distinguished Unit (2011-2012, 2015-2016, 2016-2017, 2018-2019, 2019-2020, 2021-2022) winner!

The Cadet Guide was developed to familiarize you with our program, minimum standards of conduct, and levels of performance expected of each cadet. This will assist you in becoming an effective member of the TX-932d Cadet Corps. The ultimate goal is for the TX-932d Cadet Training Group to be recognized as one of the finest AFJROTC units; first in Texas, and then in the United States. This objective can only be reached through you, and all of the other cadets enrolled in the Elkins AFJROTC Program. Your academic achievement, leadership and pride in the wearing of the AFJROTC uniform will determine whether or not this unit is recognized as a Distinguished Unit. We are confident the cadets of Elkins High School will more than measure up to these requirements and the challenges that the program will provide!

We wish all of you success and personal satisfaction as members of TX-932!

///SIGNED///
HUNTER J. CHANNELL
Capt, USAF (RET)
Senior Aerospace Science Instructor

///SIGNED///
RODNEY L. WHITAKER
MSgt, USAF (RET)
Aerospace Science Instructor

This guide establishes the AFJROTC TX-932 Aerospace Science and Leadership (ASL) course enrollment standards, curriculum, and academic requirements in accordance with USC Title 10 Sec 2013, DODI 2106, AFI 36-2903, and AFJROTCI 36-2001. It supports the leadership and personal development objectives of AFJROTC by outlining cadet responsibilities, cadet conduct, uniform and personal appearance standards, and the cadet corps' organization, operation and extracurricular activities. This handbook supplements leadership texts, Air Force and AFJROTC instructions. All cadets will read this handbook, maintain a copy of it, know its contents, and comply with its' standards to satisfactorily meet AFJROTC course objectives. An electronic copy is provided on the EHS AFJROTC webpage under "Resources and Documents". The Cadet Corps Staff will review this handbook at least annually and recommend changes to the SASI. (Revised Sep 2022)

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Chapter 1

VISION, ENROLLMENT, CADET CONTRACTS AND UNIT ORGANIZATION

SECTION A—VISION, PURPOSE, DESIGNATION, MISSION AND OBJECTIVES

1.1. VISION. To support the goals of the Fort Bend Independent School District and the mission of Elkins High School, while creating an environment in which students can develop and excel in:

- Academics
- Leadership
- Citizenship
- Physical Fitness
- Motivation

1.2. PURPOSE. The purpose of this guide is to establish guidance and procedures for the organization and operation of the AFJROTC (TX-932), as identified in Title 10, USC Section 2031.

1.3. DESIGNATION. The official designation is “AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS, TEXAS-932nd, LAWRENCE E. ELKINS HIGH SCHOOL, MISSOURI CITY, TEXAS.”

1.4 MISSION, GOALS AND OBJECTIVES. The **MISSION** of AFJROTC is to “Develop citizens of character, dedicated to serving their nation and community”. The **GOAL** of the program is to instill in high school students the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. The **OBJECTIVES** of AFJROTC are to educate and train students in citizenship and life skills; promote community service; instill a sense of responsibility; and develop character and self-discipline through education and instruction in air and space fundamentals and the Air Force’s **CORE VALUES** of “Integrity First, Service Before Self and Excellence in All We Do”.

SECTION B—ENROLLMENT AND DISENROLLMENT

1.5. ENROLLMENT. Per DoDI 1205.13, cadets must be full time students in good standing at Elkins High School attending a regular course of instruction in grades 9-12. They must be United States citizens, Nationals of the United States or an alien lawfully admitted to the United States for permanent residence. Cadets should also be of good moral character and able to physically participate in AFJROTC training. All AFJROTC cadets must be enrolled voluntarily and membership in the cadet corps limited to those cadets who meet and maintain all program requirements. Program requirements include: taking AFJROTC academic courses, participation in the cadet corps activities, properly wearing the prescribed uniform each required uniform day, meeting and maintain Air Force Grooming standards and maintaining acceptable disciplinary standards. **THERE IS NO MILITARY OBLIGATION TO ENROLL IN AFJROTC.**

1.5.1. RESERVE CADET PROGRAM: Cadets may be enrolled as a “Reserve Cadet” if approved by the SASI after completing at least one full year of traditional AFJROTC. This option will only be used when a cadet is highly deserving of being a part of the program, but cannot fit a regular AFJROTC class into their schedule. Cadets who are part of the Reserve Cadet Program must still wear the uniform weekly as required by other cadets. Reserve Cadets are also eligible to participate in all other LDR & community service activities. However, time spent as a Reserve Cadet does not count toward credit for the Certificate of Training or Completion.

1.5.2. TRANSFER: Students who transfer from other JROTC units may receive full credit for training already completed, with appropriate documentation from their previous unit. It is the student's responsibility to provide all documentation to the SASI/ASI.

1.5.3. DISENROLLMENT. Disenrollment from AFJROTC is a last resort and may be necessary in order to maintain the morale and discipline of the unit. Disenrollment decisions will be free from any discrimination regarding race, religion, color, ethnicity, gender, sexual orientation, or national origin. When efforts are unsuccessful to have a cadet comply, they must be removed from the AFJROTC class and dis-

enrolled. This recommendation will be by the AFJROTC SASI and approved by the principal or designated representative. A cadet may be disenrolled for but not limited to:

1.5.3.1. Failure to maintain acceptable standards (including uniform wear and grooming).

1.5.3.2. Inaptitude or indifference to training.

1.5.3.3. Disciplinary reasons (AFJROTC or school related)

1.5.3.4. Failing the Aerospace Science/Leadership Education course.

1.5.3.5. Not meeting the Elkins' High School student responsibilities as outlined in the student handbook. A history of suspensions and expulsions are reasons for dismissal from the cadet corps.

1.5.3.6. Failing to follow classroom rules and maintain a positive attitude toward the cadet corps.

1.5.3.7. Failing to abide by the Cadet Code of Conduct, the Honor Code, or the Code of Ethics.

1.5.3.8. Cadets may be disenrolled from AFJROTC based on any other conduct related reason deemed appropriate by the AFJROTC SASI or principal.

1.5.4. PROCESS: Cadets who fail to perform based on the minimum expectations of an AFJROTC cadet will be formally counseled by the instructor staff. A counseling letter will be provided to the cadet based on the infractions, with the understanding a cadet can be removed at anytime with cause.

1.5.4.1. Documented counseling memo acknowledging the problem area.

1.5.4.2. Documented counseling memo, parent contact, and counselor notification

1.5.4.3. Parent/counselor contact and notification of disenrollment process.

SECTION C—CADET CONTRACTS, HONOR CODE, AND CADET CREED

1.6. CADET CONTRACTS. All cadets and parents/guardians will initial and sign a Cadet Contract, which will be filed in their Cadet Personnel Record. This contract states minimum cadet corps standards and outlines the uniform, equipment and financial responsibilities that are a part of enrollment in Air Force Junior ROTC.

1.7. Cadet HONOR CODE and CADET CREED. These are closely related and compliment each other. They belong to the cadets and should guide them as they strive to become productive citizens in a society with demanding and often conflicting standards. Cadets should instill these values in themselves and their fellow cadets to the best of their ability, at all times.

1.7.1. Cadet HONOR CODE. "Cadets will not lie, cheat, or steal; nor tolerate among them anyone who does." These simple words are the basis for a code to live by that will last you the remainder of your lifetime. These are simple rules but tough to live by as reflected in the alarming number of students who freely admit they cheat in schools and colleges.

1.7.2. AFJROTC Cadet 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."

SECTION D—UNIT ORGANIZATION AND JOB DESCRIPTIONS

1.8. ORGANIZATION. The Texas 932nd AFJROTC Unit is organized as a Cadet Training Group. Cadet leadership is responsible for leading and maintaining all the functional jobs keeping the Corps of Cadets operating effectively. These areas of responsibility may be logistics, recordkeeping, personnel records, cadet awards and decorations, jobs, ranks and promotions, health and wellness activity documentation and individual participation in unit activities and community service.

1.9. JOB DESCRIPTIONS. Job descriptions for cadet corps staff positions are contained in Table 1.1. Like the Air Force, cadet responsibilities and job duties increase with position and rank. Cadets are expected to carry out their job duties, including supervisory responsibilities, to the best of their ability.

1.10. CADET APPOINTMENTS AND ROTATION. The Senior Aerospace Science Instructor, with the assistance of the Aerospace Science Instructor (ASI), establishes the cadet staff appointment and rotation system for TX-932 according to AFJROTC Instruction 36-2010 and the AFJROTC Operational Supplement.

Table 1.1. Job Descriptions.

1. Cadet Training Group Commander (GP/CC) is responsible for:

- (1) Maintaining and improving the appearance, discipline, effectiveness, training and conduct of TX-932 AFJROTC Cadet Training Group
- (2) Planning and coordinating all Group activities pertinent to the purpose and mission of AFJROTC
- (3) Coordinating with Group Staff to plan the unit calendar
- (4) Provide cadet group with goals directed toward the AFJROTC mission each school year
- (5) Supervise all group activities by delegating authority to group staff
- (6) Establish and enforce appearance, discipline, efficiency, training, and conduct standards
- (7) Advise and update the SASI/ASI on all Corps activities
- (8) Directly supervise the Deputy Group Commander and Executive Officer
- (9) Represent the Cadet Corps at all public and Corps related functions and boards
- (10) Supervise cadets and evaluate their performance, conduct and leadership/promotion potential
- (11) Compile and maintain a Continuity Binder for their position

2. Cadet Training Group Deputy Commander (GP/CD) will:

- (1) Assist the GP/CC in all areas of the CC's responsibilities
- (2) Serve as the group commander in the absence of the group commander
- (3) Directly supervise and evaluate the Squadron Commanders and Group Superintendent
- (4) Inform the group commander of all unit activities
- (5) Assist the group commander as needed
- (6) Compile and maintaining a Continuity Binder for their position
- (7) Attend cadet boards as required
- (8) Supervise cadets and evaluate their performance, conduct and leadership/promotion potential
- (9) Serve as the project officer for the cadet handbook
- (10) Serve as the project officer for the Unit Assessment

3. Cadet Training Group Executive Officer (GP/CCE) will:

- (1) Assist group commander and deputy group commander as directed
- (2) Prepare for group staff meetings, arrange meeting room
- (3) Assist deputy group commander in preparing the cadet handbook
- (4) Develop and maintain master calendar of events and post them on the cadet board
- (5) Attend cadet board meetings and promotion/discipline boards as directed
- (6) Work with the Deputy Group Commander and squadron commanders to publish a weekly operations order (listing meetings, practices, community service and Color Guard/Drill events)
- (7) Monitor/track feedback and evaluations schedules and suspenses
- (8) Compile and maintain a continuity book for their position

4. Cadet Training Group Senior Enlisted Leader (GP/CCC) will:

- (1) Conduct periodic NCO staff meetings for inputs to give to commander
- (2) Represent the enlisted members of the cadet group to the group staff

- (3) Attend cadet evaluation/promotion/discipline boards
- (4) Advise the group commander of possible issues with the corps and provide solutions
- (5) Compile and maintain a continuity book for their position
- (6) Organize and document community service activities throughout the school year
- (7) Enforce appearance, discipline, training and conduct standards

5. Kitty Hawk Air Society Commander (GP/KHAS) will:

- (1) Arrange KHAS meetings on a monthly basis
- (2) Create and manage a tutoring program to help academically struggling students
- (3) Track cadet's eligibility for membership
- (4) Oversee recruiting new members for the KHAS
- (5) Develop and organize service and esprit de corps activities for KHAS members
- (6) Create and maintain a continuity binder for the position

6. Cadet Training Squadron Commander (TRS/CC) will:

- (1) Directly supervise and evaluate the performance, leadership and promotion potential of various team and student flight commanders
- (2) Enforce appearance, discipline, training, and conduct standards
- (3) Plan and coordinate co-curricular activities
- (4) Develop and implement the New Cadet Orientation Program
- (5) Supervise formal ceremonies such as Pass In Review and Retreat
- (6) Keep the Deputy Group Commander informed of squadron activities
- (7) Serve on cadet evaluation/promotion/discipline boards
- (8) Attend group staff meetings
- (9) Compile and maintain a continuity book for their position

7. Cadet Training Squadron First Sergeant (TRS/CCF) will:

- (1) Enforce appearance, discipline, training, and conduct standards
- (2) Counsel cadets concerning the AFJROTC program
- (3) Assist the OS/CC with the cadet orientation program
- (4) Develop a cadet training program for drill and ceremonies
- (5) Provide guidance on customs, courtesies and drill and ceremonies

8. Cadet Drill Team and Color Guard Commanders (TRS/DT, TRS/CG) will:

- (1) Write operations plans covering membership and operations policies and procedures as needed
- (2) Recruit, organize and train team members for competitions and performances
- (3) Schedule team members for events and competitions
- (4) Demonstrate the proper care and use of drill team equipment and uniforms

9. Cadet Flight Commanders (FLT/CC) and Deputy Flight Commanders (FLT/CD) will:

- (1) Command flight in classroom and in formal formations
- (2) Supervise cadets and evaluate their performance, leadership and promotion potential
- (3) Provide drill and ceremonies training to flight cadets
- (4) Know the 30-Step Drill Sequence
- (5) Report flight attendance at events and activities
- (6) Ensure compliance with classroom rules and procedures
- (7) Enforce cadet conduct and discipline during class and formal formations
- (8) Recommend improvements to flight conduct and operations to OS/CC
- (9) Inspect flight members during uniform and personal appearance inspections

10. Cadet Flight Sergeants will:

- (1) Assume command of the flight in the absence of the flight commander
- (2) Assist flight commander with flight conduct and discipline
- (3) Train element leaders and flight guide on proper drill and ceremonies
- (4) Know the 30-Step Drill Sequence
- (5) Assist flight commander in teaching drill and ceremonies
- (6) Prepare flight for inspection and accomplishing inspection records

11. Cadet Element Leaders will:

- (1) Assume duties of flight sergeant in their absence
- (2) Assist flight commanders and flight sergeants with flight conduct and discipline
- (3) Supervise element members
- (4) Maintain cleanliness of area occupied by element in class
- (5) Train element members in drill

12. Cadet Flight Guidon Bearers will:

- (1) Accomplish duties of guidon bearer described in drill and ceremonies manual
- (2) Retrieve, post, and retire flight guide as directed in class and during formations
- (3) Lead the direction of march for the flight

13. Rocketry Team Commander (TRS/STR) will:

- (1) Arrange rocketry team meetings and identify opportunities for competitions
- (2) Educate and train team members how to assemble rockets for competition
- (3) Follow all safety guidelines when constructing and launching rockets
- (4) Conduct and prepare inventory and item requests for materials

14. CyberPatriot Team Commander (TRS/STC) will:

- (1) Educate and train team members on the role of Cybersecurity
- (2) Develop a team training schedule for the annual competition
- (3) Establish and organize training materials for team use
- (4) Recruit new cadets to become active members of the team
- (5) Inform cadet Group staff of issues pertaining to CyberPatriot

15. Cadet Training Support Squadron Commander (TSS/CC) will:

- (1) Directly supervise Personnel, Logistics, R & R and Info Management/Public Affairs Flight CCs
- (2) Enforce appearance, discipline, training, and conduct standards
- (3) Provide operations support services to plan and implement corps activities such as Military Ball
- (5) Ensure personnel policies and training goals are accomplished
- (6) Ensure that cadet orders and operations plans are prepared
- (7) Ensure that supply procedures are published
- (8) Serve on cadet evaluation/promotion/discipline boards and attend group staff meetings
- (9) Ensure proper maintenance of administration and personnel files in WINGS
- (10) Manage and maintain the cadet promotion system
- (11) Develop and maintain the cadet awards program
- (12) Plan and support corps fundraising activities
- (13) Ensure after action reports and continuity folders are accomplished for events and positions
- (14) Establish physical fitness training objectives
- (15) Establish moral and esprit de corps objectives
- (16) Compile and maintain a continuity book for this position

16. Cadet Information Management/Public Affairs Flight Commander (TSS/PA) will:

- (1) Supervise, evaluate and train team members and flight representatives
- (2) Enforce appearance, discipline, training, and conduct standards
- (3) Write and publish a monthly cadet newsletter
- (4) Maintain group history, scrapbooks, & bulletin boards
- (5) Attend group staff meetings
- (6) Create and maintain a continuity binder for this position
- (7) Develop, reproduce, and distribute cadet forms
- (8) Help provide information security for unit info systems & address any cyber/IT issues for the unit
- (9) Publicize cadet scholarship and academy opportunities
- (10) Publicize cadet extracurricular and co-curricular activities in corps, school, community and AFJROTC publications and news media
- (11) Create recruiting materials and end-of-year video for Military Ball

17. Cadet Personnel Flight Commander (TSS/DP) will:

- (1) Supervise personnel flight cadets and Health and Wellness Officer
- (2) Enforce appearance, discipline, training, and conduct standards

- (3) Maintain and secure personnel records on each cadet
- (4) Maintain, publish, and distribute organization chart and unit manning document
- (5) Develop unit recruiting and retention plan
- (6) Prepare, coordinate, publish, authenticate, and file all cadet special orders
- (7) Serve as recorder and advisor to cadet evaluation/promotion/discipline boards
- (8) Recommend to cadet commander personnel policies in such areas as promotions and cadet awards
- (9) Maintain and develop cadet awards program
- (10) Manage the AFJROTC computer system (WINGS) for cadet personnel information
- (11) Create and maintain a continuity binder for this position

18. Cadet Logistics Flight Commander (TSS/LG) will:

- (1) Supervise and evaluate logistic flight members and representatives
- (2) Enforce appearance, discipline, training, and conduct standards
- (3) Recommend supply policies and procedures to OSS/CC
- (4) Recommend and post cadet supply operations hours for uniform support for cadets
- (5) Provide personnel during supply operation hours
- (6) Train cadets to perform duties properly
- (7) Help ASI accomplish uniform, book, and accountable equipment supply actions
- (8) Maintain a neat and efficient cadet supply area
- (9) Provide logistics support to cadet staff for cadet activities
- (10) Forward supply requirements to ASI to support cadet corps operations
- (11) Obtain costs and sources to meet supply requirements
- (12) Manage, receive and update inventory in WINGS
- (13) Create and maintain a continuity binder for this position

19. Cadet Recruiting and Retention Flight Commander (TSS/RR) will:

- (1) Supervise and evaluate flight members and representatives
- (2) Enforce appearance, discipline, and conduct standards
- (3) Develop a corps activity plan to improve cadet retention
- (4) Serve as primary Special Project Officer for the annual military ball, picnics and unit activities
- (5) Accomplish after action reports and continuity files for events
- (6) Serve as the fundraising Special Project Officer
- (7) Develop a fundraising plan
- (8) Serve as the POC for entering events and activities into WINGS
- (9) Create and maintain a continuity binder for this position

20. Cadet Wellness Officer/NCO (TSS/PT) will:

- (1) Provide overall cadet management of the cadet wellness program
- (2) Serve as the POC for cadet management under WINGS, to include entering fitness assessments
- (3) Develop and prepare a comprehensive cadet physical fitness program/risk assessment and operations order for group PT sessions
- (4) Ensure group Physical Fitness testing is completed NLT 45 calendar days from the start of the school year and NLT 30 days before the end of the school year
- (5) Supervise and train flight PT representatives and ensure they are able to assist the instructor in executing the physical fitness program
- (6) Coordinate supervision of stretching exercises prior to any physical activity
- (7) Post current health awareness information on the cadet bulletin board
- (8) Oversee the cadet group's participation in competitive athletic events

21. Community Service Officer (TSS/CS) will

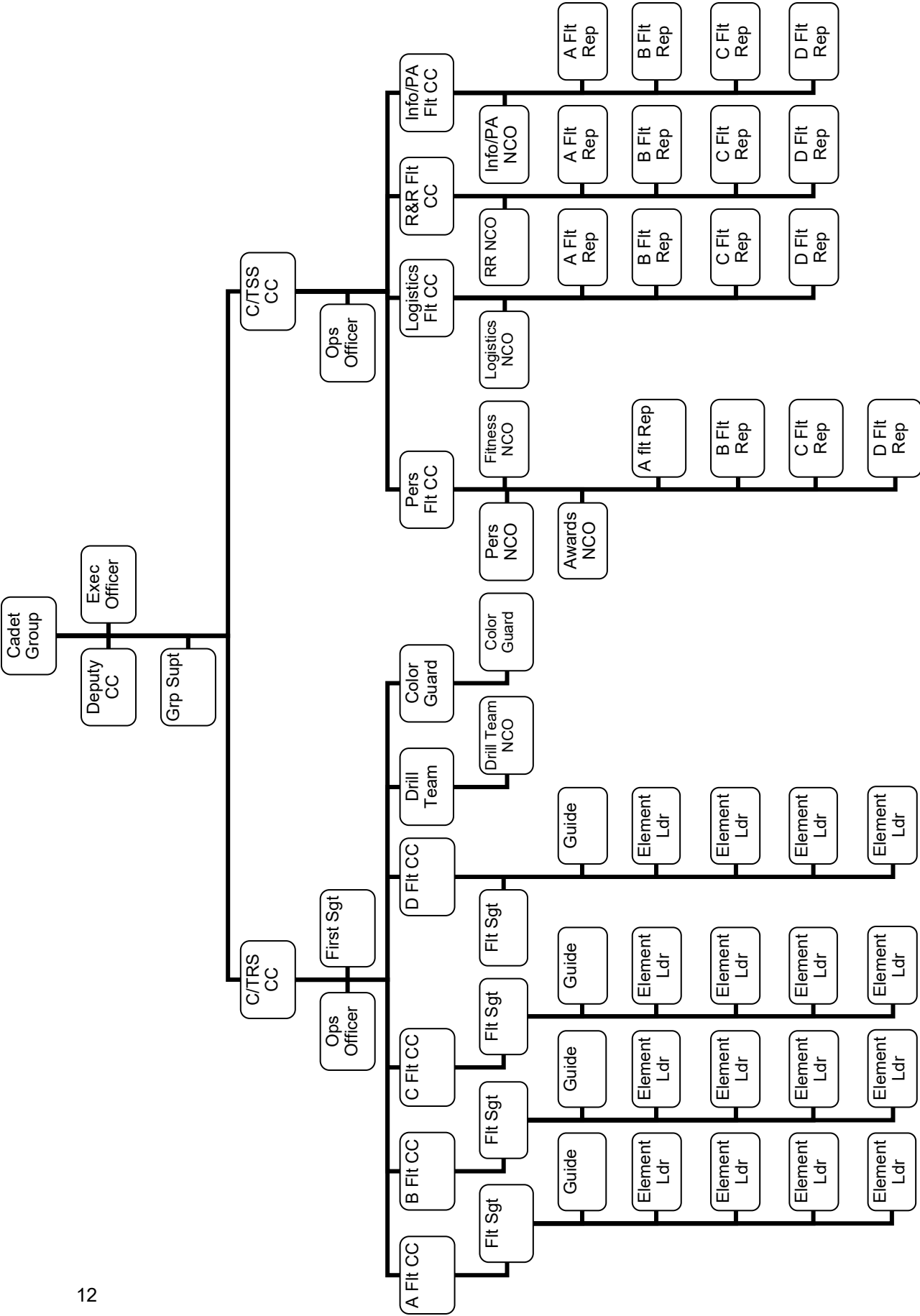
- (1) Develop a community service plan for the academic year.
- (2) Serve as the primary Point of Contact for community service projects and activities.
- (3) Establish relationships with community and veteran's organizations in the local area.
- (4) Create and maintain a continuity binder for the position.

Table 1.2

UNIT MANNING DOCUMENT
AFJROTC TX-932ND CADET TRAINING GROUP
LAWRENCE E. ELKINS HIGH SCHOOL

POSITION NUMBER	OFFICE SYMBOL	DUTY TITLE	AUTH GRADE	AUTH NUMBER
		COMMAND SECTION		
1	GP/CC	Group Commander	C/Col	1
2	GP/CD	Deputy Group Commander	C/Lt Col	1
3	GP/CCC	Group Senior Enlisted Leader	C/CMSgt	1
4	GP/CCE	Group Executive Officer	C/Capt	1
5	GP/KHAS	KHAS Commander	C/Maj	1
		TRAINING SQUADRON		
6	TRS/CC	Commander	C/Lt Col	1
7	TRS/DO	Operations Officer	C/Maj	1
8	TRS/CCF	First Sergeant	C/SMSgt	1
		SPECIAL TEAMS		
9	TRS/DT	Drill Team Commander	C/Capt	1
10	TRS/DTA	Drill Team NCOIC	C/MSgt	1
11	TRS/CG	Color Guard Commander	C/Capt	1
12	TRS/CGA	Color Guard NCOIC	C/MSgt	1
		FLIGHTS		
13	TRS/ FLTCC	Flt Commander	C/Capt	4
14	TRS/ FLTCD	Flt Deputy Commander	C/1st Lt	4
15	TRS/FLTS	Flt Sergeant	C/SMSgt	4
		TRAINING SUPPORT SQUADRON		
16	TSS/CC	Commander	C/Lt Col	1
17	TSS/DO	Operations Officer	C/Maj	1
18	TSS/CCF	First Sergeant	C/SMSgt	1
19	TSS/CS	Community Service Officer	C/Maj	1
20	TSS/KH	Kitty Hawk Air Society CC	C/Maj	1
21	TSS/HW	Health & Wellness Officer	C/1st Lt	1
22	TSS/PA	IM/PA Officer	C/Capt	1
		LOGISTICS FLIGHT		
22	TSS/LG	Logistics Flight Commander	C/Capt	1
23	TSS/LGS	Logistics Superintendent	C/MSgt	1
		RECRUITING & RETENTION FLIGHT		
24	TSS/RR	MWR Flight Commander	C/Capt	1
25	TSS/RRS	MWR Superintendent	C/MSgt	1

TX-932 ORGANIZATIONAL CHART



Chapter 2

CADET EXPECTATIONS, PROCEDURES, ACADEMICS, AND GRADING

SECTION A – CADET EXPECTATIONS

2.1. Cadet Expectations. All cadets will meet the following expectations.

2.1.1. Follow the chain of command (i.e. cadet element leader - Flt/Sgt, Flt/CC – Ops/CC – Sqd/CC – Group/CC – ASI – SASI). **DO NOT GO DIRECTLY TO THE CADET GROUP/CC, MSGT WHITAKER, OR CAPT CHANNELL WITHOUT YOUR FLT/CC WITH YOU.**

2.1.2. Always use the titles “sir/ma’am” when addressing AFJROTC staff and senior ranking cadets. Do not disrespect instructors, higher-ranking cadet officers and NCOs.

2.1.3. Be on time. Don’t be late to class, scheduled events, practices, etc.

2.1.4. Always bring your required items to class (notebook, pen/pencil, textbook, etc.).

2.1.5. Wear the correct uniform on the appropriate day.

2.1.6. Place personal belongings under your desk—nothing in the aisle.

2.1.7. Raise your hand and wait to be acknowledged; do not talk without permission.

2.1.8. Listen respectfully and attentively to the speaker/presenter or fellow cadets.

2.1.9. 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

2.1.10. Remain in your seat unless given permission to move about the room.

2.1.11. Remain professional; DO NOT sit on desks, tables, etc.

2.1.12. Unauthorized personnel are not allowed in the instructor’s office.

2.1.13. Always use the trashcan to dispose of trash. If you see trash on the floor, pick it up.

2.1.14. No eating, drinking and ABSOLUTELY no CHEWING GUM in the classroom. First Offense-lost seat, Second Offense-Lunch Detention, Third and subsequent-Referral to AP

2.1.15. Wearing hats or sunglasses indoors is prohibited.

2.1.16. Maintain loyalty to the Corps, school and your values.

2.1.17. No horseplay in the AFJROTC areas.

2.1.18. Maintain self-control and your self-respect at all times.

2.1.19. Males are not allowed to wear earrings in the AFJROTC classroom at any time. Additionally, males are not allowed to wear earrings while in uniform or at AFJROTC functions.

2.1.20. Do not disrespect instructors, higher-ranking cadet officers and NCOs.

SECTION B – CLASSROOM PROCEDURES

2.2. The following are the daily classroom procedures:

2.2.1. Cadets must be in the Parade Rest position beside their desk at the start of class facing the front of the classroom. All other books and bags will be placed under the cadet's desk.

2.2.2. The Flight Commander/Sergeant will position themselves at the front of the class and call the class to "Attention" after the tardy bell. The Flight Commander/Sergeant will give the command "Post" and cadets will face the flag and recite the pledge to the U. S. Flag. After the pledge, the Flt CC/Sgt will give "Post" and "Parade Rest". Cadets will return to their original position of parade rest. When the instructor approaches the class, the Flt CC/Sgt will call the flight to "Attention" and salute the instructor and state "**THE FLIGHT IS READY FOR INSTRUCTION**". After the instructor returns the salute, the Flight Commander will place the flight at "Parade Rest".

2.2.3. The SASI/ASI will take roll. When the cadet's name is called, they will come to the position of "Attention" and answer "Here Sir". After answering roll, they will return to the position of "Parade Rest".

2.2.4. After roll, the Flight Commander will call the flight to "**ATTENTION**" and place the cadets in their seats with the command "Seats".

2.2.5. At approximately two minutes before the class dismissal bell rings, the instructor will direct the Flt CC/CD/Sgt to prepare the class for dismissal. The Flt CC/CD/Sgt will state "**PREPARE FOR DISMISSAL**". Cadets will stop class work and put books/classroom materials away. Cadets will clean up their desks, pick up any trash in the immediate vicinity of their desks, align their desks with others in their element, and assume the position of "PARADE REST".

2.2.6. The Flt CC/CD/Sgt will check that all trash is picked up and the desks are aligned. The Flt CC/CD/Sgt will call the class to "**ATTENTION**", salute and report to the SASI/ASI the "**THE FLIGHT IS READY FOR DISMISSAL**". Upon approval from the instructor, the flight commander/sergeant will "DISMISS" the flight. Cadets can then retrieve their personal belongings and depart the classroom.

2.2.7. To show respect to Superintendents, principals, and administrators the first cadet who recognizes the visitor will, in a confident, authoritative voice, state "**ROOM, ATTENTION**". All cadets will come to the position of ATTENTION and remain so until directed "**AT EASE**" or "**CARRY ON**" by the instructor.

2.2.8. The Flt CC/CD/Sgt/Element Leaders are responsible for the conduct of their flight during the class period. All cadets will abide by Flt CC/CD/Sgt instructions.

SECTION C—ACADEMIC PROGRAM

2.3. The Air Force Junior ROTC Academic Program is comprised of three components: Aerospace Science, Leadership Education and Health and Wellness. The Aerospace Science study includes topics such as the history of flight, the development of airpower, the aerospace environment, survival and global/cultural studies. Leadership Education covers character development, good citizenship, Air Force organization, uniform wear, military customs/courtesies, flag etiquette, drill, inspections, and other corps training activities. The Wellness portion will incorporate the AFJROTC Cadet Wellness Program (CWP). The CWP 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 CWP is to motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.

2.3.1. Class Schedule

2.3.2. Aerospace Science Academics: Topics include Aviation History, Exploring Space, Survival, Cultural Studies and Management of the Cadet Corps. The Senior Aerospace Science Instructor (SASI) normally conducts these classes.

2.3.3. Leadership Education: Topics include Citizenship & Character, Communication, Life Skills and Career Opportunities, Principles of Management and Drill & Ceremonies. The Aerospace Science Instructor (ASI) normally conducts these classes.

2.3.4. Cadet Wellness Program: All cadets will participate in the Wellness Program. This program is to motivate AFJROTC cadets to adopt active, healthy lifestyles beyond program requirements and into their adult lives. Cadets are expected to complete a pre- and post- Physical Fitness Assessment during the school year. The assessments will consist of three events: 1-mile run, sit-ups and right angle-push-ups. The program is cadet led and managed with supervision from the AFJROTC instructors.

SECTION D-GRADING PROCEDURES

2.4. 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 CHWP 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 may also be evaluated by the SASI. **HABITUAL NON-WEAR OF THE UNIFORM AND FAILURE TO MAINTAIN STANDARDS WILL RESULT IN A FAILING GRADE AND DISENROLLMENT FROM AFJROTC.**

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

MAJOR GRADES	DAILY GRADES
Uniform Wear	Class Attendance, Preparation & Participation
Exams (Midterm & Final)	Quizzes
Special Events (Pass/Review, Parades, etc.)	Class work/Homework

2.4.1. **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 week. Cadets are to report to school in uniform and must remain in uniform until the end of day dismissal bell. Make-up day for **excused** absences on uniform day is the following day the cadet returns to school. 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. Cadets are required to wear their **ISSUED Physical Fitness** uniforms on **Friday** unless otherwise directed. Failure to turn in uniforms dry-cleaned and in good repair by the end of the course/ year will result in being placed on the EHS Fines and Fees list, an overall "I" incomplete grade for the course and the associate principal notified.

2.4.2. Exams (Major Grade): 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 curriculum.

2.4.3. Class Attendance, Preparation and Participation (Daily Grade): Cadets earn grades equivalent to 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. On PT days cadets will receive two daily grades: one for wearing the correct PT gear and another for participation.

2.4.4. Quizzes (Daily Grade): Quizzes will be administered throughout the course. Quizzes will cover all material taught since the last quiz or test. Tests will be a comprehensive assessment of all material taught since the last test.

2.4.5. Homework/Class work (Daily Grades): 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.

2.4.6. Cell Phones: Cell phone policy is in accordance with FBISD and Elkins HS instructions. Cell phones must remain turned off and out of sight unless being used as part of the instructional curriculum.

Chapter 3 CUSTOMS AND COURTESIES

SECTION A – SALUTING

3.1. Salute. The salute is a traditional greeting between military personnel. The salute is deeply rooted in military history from when warriors raised their right arms to show that no weapon was present, to when knights raised their visors with their right hand as a sign of greeting, and to when American soldiers removed their “3-corner” hats to greet others and show them respect. The salute is a way of saying “Hello” while showing respect to officer’s senior in rank. Sometimes the hand salute is rendered to honor the colors, a mark of respect for our country. The way cadets execute a salute is important. A smart salute indicates pride in self and the corps. A sloppy, lackadaisical salute indicates lack of confidence and pride. Cadets should develop the habit of carrying books or other objects with the left hand to free the right hand for saluting.

3.2. Cadets, when wearing the uniform, outside, and not in a designated “no-hat” area, should salute:

3.2.1. The President

3.2.2. All commissioned and warrant officers of United States military services and Friendly Foreign Nations.

3.2.3. AFJROTC instructors.

3.2.4. Cadet officers senior in grade when in uniform.

3.2.5. The outside area where salutes are not rendered and military hats are not required is the courtyard/patio area of the Elkins High School campus.

3.3. Cadets will not render hand salutes indoors EXCEPT when formally reporting to an AFJROTC instructor. Do not saluting while running.

3.3.1. Hand salute is done in the following two counts: see Figure 3.1

3.3.1.2. COUNT 1. Raise the right hand smartly and directly to the forehead while at the same time, extending and joining the fingers. Keep the palm flat, forming a straight line between the fingertips and the elbow. As the hand gets close to the face, tilt the palm slightly toward the face and hold the upper arm horizontally, slightly forward of the body, and parallel to the ground. Finally touch the tip of the middle finger of the right hand to the outside corner of the right eyebrow or to the front right corner of glasses.

3.3.1.3. COUNT 2. Bring the arm smoothly and smartly downward retracing the path used to raise the right hand and arm after the salute is returned by the person you are saluting.

SECTION B – UNITED STATES AND NATIONAL FLAGS

3.4. United States and National Flags.

3.4.1. Display. Normally unless illuminated, the US flag will only be flown from sunrise to sunset. When the flag is displayed horizontally or vertically against a wall, the union will be uppermost and to the observer’s left, flag’s right. Generally the flag will be displayed flat or hanging free. The flag will be placed in the position of honor, to the right of a speaker, when displayed on a platform, in a hall, on a stage, or on the same level of the audience. When the flag is displayed at half-mast, it is first hoisted to the top of the staff and then lowered to the half-staff position. When lowering it, it is first raised to the top of the staff and then lowered. At no time will the flag be allowed to touch the ground and after being completely detached from the halyards, the flag is folded properly into the shape of a triangle. When a number of flags are displayed from staffs in a row, the United States flag will be on right of the line, the left of an observer facing the display. If no foreign flags are involved, the United States flag may be placed at the center of the line provided it is displayed at a higher level. When used on a rostrum, it will be displayed

above and behind the speaker's rostrum. When bunting is used, since the flag will never be draped over the rostrum, the colors will be arranged blue on top, white in the middle, and red below. No lettering or object of any kind will be placed on the flag, no flag or pennant flown above the flag, and the flag will not be dipped. In a procession with another flag or flags, the United States will be either on the marching right, the flag's own right, or if there is a line of other flags, in front of the center of the line. It will never be carried flat or horizontally but always aloft and free. The correct way to carry a staffed flag is to hold the staff with one or both hands in front of the center of the body with the base of the staff resting against the body and the staff sloping upward and forward at an angle of about 30 degrees from the body.

3.4.2 Customs and Courtesies. The flag and national anthem are symbols of the people, their land, and institutions. Thus, when we salute these symbols, we are saluting the nation. Flags and national anthems of other friendly nations are shown the same respect as our own. Flag ceremonies occur during parades, reveilles, retreats, and prior to special events. Reveille starts the official day while retreat signals the end of the official duty day. Most flag ceremonies will be conducted with the playing of the United States national anthem. All cadets will render the following courtesies:

3.4.2.1. When in uniform outdoors, and the national anthem or "To the Colors" is played, stand at attention, face the flag (or direction of music), render the military salute, and hold it from the first note of the music until the last note. When in civilian clothes, stand at attention, face the flag (or music), and place the right hand over the heart. A male removes his hat, holds it in his right hand, and places his right hand over the heart. A female places her right hand over her heart but does not remove her hat.

3.4.2.2. When attending any outdoor event and a US flag is carried past a cadet, the cadet, if in uniform, should stand at attention, face the path of the flag, render a proper salute six paces before the flag is even with them, and hold the salute until the flag passes six paces beyond them.

3.4.2.3. When ceremonies occur indoors and the national anthem or "To the Colors" is played, face the flag and take the position of attention. If the flag is not visible, take position of attention and face the music. Do not salute unless under arms.

3.4.2.4. On military bases, at the first note of the national anthem, all vehicles will come to a stop and the occupants will sit quietly until the last note of the music.

3.4.2.5. Pledge of Allegiance. In military formations and ceremonies, the Pledge of Allegiance shall not be recited. At protocol functions, social, and sporting events which include civilian participants, cadets should when in uniform outdoors, stand at attention, remain silent, face the flag, and render the hand salute. When in uniform indoors, stand at attention, remain silent, and face the flag. Hand salute is not rendered and reciting the pledge is optional.

SECTION C – PROPER ETIQUETTE

3.5. Cadet Etiquette. Proper etiquette is "the customary rules of conduct or behavior in polite society". Our civilized society operates smoother and is more pleasant to live in, go to school in, and work in when all members practice proper etiquette and good manners. The axiom, "Treat Others as You Want to Be Treated", is a good one to live by and is the desired behavior of all cadets. Cadets should:

3.5.1. Say "Please" and "Thank You".

3.5.2. Use "Yes Sir/Ma'am" when addressing AFJROTC instructors, military service members, school officials, teachers, and visitors at all times.

3.5.3. Not keep people waiting.

3.5.4. Not gossip.

3.5.5. Use proper telephone etiquette. (When answering the AFJROTC phone, state, "Elkins Air Force JROTC, Cadet _____. May I help you?" Take what message to relay to the instructors.)

3.5.6. Use “Mr., Ms., or Mrs.” and last name when addressing civilians and “Military Rank” and last name when addressing military personnel.

3.6. Position of Honor. This military courtesy began centuries ago when men fought with swords. Since men were primarily right handed, the heaviest fighting occurred on the right side. The left side became a defensive position since the shield was normally carried with left hand/arm. Thus, since units were proud of their fighting ability, the right side (sword bearing side) or right of the battle line became the position of honor, assumed by great warriors and leaders. A cadet should, while in uniform, walk or sit on the LEFT side of an AFJROTC instructor, military service member, or senior cadet officer who assumes the position of honor on the RIGHT.

3.7. **Formal Reporting Procedures:** At various times during AFJROTC, you will be required to report to a military superior or a board such as the Cadet of the Month. The basic reporting statement is “Sir/Ma’am, Cadet _____ reports,” or “Sir/Ma’am, Cadet _____ reports as ordered”. The statement will depend if you were ordered to report or showed up on your own.

3.7.1. At the position of attention, knock **ONCE** on the door of the office you are reporting to. If the door is open, knock ONCE on the door frame. At the command of “**Enter**”, march directly to a position three paces in front of and centered on the superior’s desk. Stand at sharply at attention.

3.7.2. If the superior is a commissioned officer, salute and hold the salute while making the reporting statement. Hold the salute until the officer returns it. **In the AFJROTC training environment, cadets will salute all instructors and cadet officers when reporting**

3.7.3. If you were ordered or requested to be there, the reporting statement should be “*Sir/Ma’am, Cadet _____ reports as ordered.*” If you were not ordered to be there, the reporting statement should be “*Sir/Ma’am Cadet _____ reports.*”

3.7.4. Remain at attention unless instructed otherwise. If the superior tells you to “be at ease,” or “as you were,” move to the position of “Parade Rest”.

3.7.5. When dismissed, return to the position of attention. If the superior is a commissioned officer, salute and hold the salute until it is returned (In AFJROTC, the reporting cadet will salute all instructors and cadet officers). Perform sharp facing movements (left face, right face, about face—whatever is required to face the door) and march sharply out of the office.

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.



Figure 3.1. Proper Saluting

Chapter 4 PERSONNEL PROGRAMS AND POLICIES

SECTION A—CADET RANKS/GRADES

4.1. Cadet Rank (Grade). All references to cadet rank/grade will have the word “Cadet” as part of the title, i.e. Cadet Major John Smith. Cadet rank is represented by the AFJROTC insignia in the Air Force Junior ROTC Operations Supplement. These insignia are worn on the cadet uniform. By understanding insignia we can display the appropriate customs and courtesies when in uniform. Grades are based on either cadet enlisted (C/E-1 through C/E-9) or cadet officer (C/O-1 through C/O-6) status. There are two cadet ranks used in AFJROTC. These are:

4.1.1. Permanent Rank (Grade). This rank is commensurate with the number of years in AFJROTC, provided satisfactory progress has been made each year. Retention of the permanent rank is contingent upon satisfactory performance and behavior. Permanent rank for completing the first year is CADET AIRMAN, second year CADET AIRMAN FIRST CLASS, third year CADET SENIOR AIRMAN, and fourth year CADET STAFF SERGEANT.

4.1.2. Temporary Rank (Grade). Cadets will be awarded a temporary rank based on their cadet job and their performance. Since the rank is temporary, it will not necessarily be carried over from semester to semester, performance determines retention. Cadets removed from their position for cause, or not holding a position will wear their permanent rank. Officer ranks are hard to achieve and will normally be awarded to fourth and some third-year cadets only. Thus, a cadet officer's entire academic record and conduct will be closely scrutinized by the SASI to determine if officer rank will be awarded and retained. Permanent officer status will be awarded to cadets holding officer positions for one or more semesters. Exceptions are authorized, at the discretion of the SASI. Cadets holding jobs listed on the UMD will wear the insignia of the temporary rank. Normally, cadets will not hold a temporary rank higher than the maximum rank authorized for the job in the Unit Manning Document (UMD).

SECTION B—PROHIBITION ON PHYSICAL DISCIPLINE AND HAZING

4.2. Any form of hazing, whether verbal or physical, will not be tolerated within AFJROTC. Hazing of cadets is **STRICTLY PROHIBITED**. Hazing is defined as “the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm”. Harassment, such as improper or abusive language, and coercion of lower class cadets for personal gain, is strictly forbidden. Misuse of authority will not be condoned no tolerated. **Physical Discipline**-under no circumstances will any cadet direct any other cadet to perform any activity that would place the health or well being of anyone at any kind of risk (push-ups or other physical activity as punishment). No activities will be permitted that are considered to be demeaning or degrading. Unauthorized clubs or secret societies are not allowed as part of the AFJROTC program. AFJROTC instructors will deal harshly with any cadet who uses their leadership position, seniority, or rank/grade to engage in behavior, physical or verbal, that is demeaning, retaliatory, or dangerous. This prohibition includes directing a cadet to do pushups or other physical activities for punishment or to directing comments towards a cadet that can be interpreted as threatening, demeaning, or containing prejudicial comments or overtones. The SASI/ASI will brief all cadets on this policy in August and January.

SECTION C—CADET PERSONNEL BOARD

4.3. Cadet Personnel Board. The SASI or ASI will convene a Cadet Evaluation Board, chaired by the cadet corps commander, to recommend:

4.3.1. Cadets for promotion

4.3.2. Cadet evaluation of policies and procedures

4.3.3. Cadets for Semester and Annual awards

4.3.4. Cadets for senior staff positions

4.3.5. Cadet corps operations policies and procedures and cadet handbook revisions

4.3.6. The Cadet Personnel Officer will convene a Cadet Personnel Board with an official memorandum addressed to the cadet corps commander. As a minimum the board will consist of the Cadet Commander (Chairperson) or Cadet Deputy Group Commander, Cadet Group Executive Officer (Recorder) Cadet Group Senior Enlisted Leader, Cadet Training Squadron Commander, Cadet Training Support Squadron Commander, and Cadet Group Personnel Officer. The SASI and/or ASI will advise the board and will attend all meetings.

SECTION D—CADET PROMOTIONS/DEMOTIONS & CADET JOB ASSIGNMENTS

4.4. Objectives. The cadet promotion and job assignment system places cadets in leadership jobs where they can demonstrate and refine their leadership skills. Promotions and assignments are not based solely on past performance, but on the cadet's potential and willingness to assume jobs of increased responsibility. Promotions are tied to assignment to leadership jobs where a cadet can make and learn from their mistakes.

4.5. Responsibilities. The SASI will promote cadets, assign cadets to jobs, demote cadets, and reassign cadets from AFJROTC TX-932 UMD positions. The incoming and outgoing cadet corps commanders will submit staff position recommendations to the SASI and ASI, who will approve all key staff and commander assignments.

4.6. Promotion and Job Assignment Selection Criteria: Promotions at Elkins High School AFJROTC are based on academic performance, demonstrated leadership abilities, and overall contributions to the unit.

4.6.1. Academic and Leadership Performance. How well does the cadet perform in all their academic studies and the AFJROTC leadership lab? Does the cadet complete assignments, seek out responsibility, and work well with other cadets?

4.6.2. Leadership and Management. How well does the cadet perform assigned cadet duties? Is the cadet considerate of the needs of others? Do they maximize use of available resources? Can they motivate cadets or do they do all the work themselves? Do they serve as a good role model? Do they manage time well? Have they shown leadership potential? Do they need an opportunity to exhibit leadership potential?

4.6.3. LDR Activities. To what degree do they participate in cadet activities within constraints of work and other obligations? Do they volunteer for community, school, and Corps service activities? If they are active in other school activities, do they assume and seek out leadership positions?

4.6.4. Responsibility and Conduct. How well does the cadet accept school and AFJROTC duties and responsibilities? Is the cadet punctual? Does the cadet set the example by adhering to class rules? Can the cadet follow simple instructions? Does the cadet take responsibility for their actions and other cadets assigned to them? Does the cadet serve as a positive role model for other cadets in conduct, uniform wear, and personal appearance? Does the cadet assume training responsibilities for other cadets? Is the cadet an active spokesman for AFJROTC? Do they display a positive attitude?

4.6.5. No cadet will hold a grade higher than that authorized for his/her current position. Exceptions may be made for AS-III seniors and AS-IV cadets to permit them to hold the highest grade regardless of position. Such promotions are the exception and not a normal occurrence.

4.6.6. **Demotion is a process intended to correct a serious performance deficiency.** Demotion occurs when a cadet's rank is lowered by the SASI because of a continued failure to perform duties properly, an indifference to training, failing grades in AFJROTC or any other subject, and uncooperative attitude toward instructors, EHS staff or cadet supervisors, a failure to respond to counseling, or a serious breach in discipline/conduct. The nature of the infraction and the number of incidents (i.e. failure to wear the uniform) will be considered in the extent of the demotion. **NOTE:** Demotion is a learning tool

and should be considered constructive feedback. If the deficiency is corrected and a positive attitude shown, the cadet may regain their rank/position.

4.7. Job Assignment Policies:

4.7.1. Fourth and third-year cadets receive priority for assignment to senior cadet staff, commanders, and officer jobs. If there is a lack of qualified seniors, high school junior cadets will be assigned to officer jobs, but the maximum grade they will normally hold is Cadet Major.

4.7.2. Cadets initial job assignments will normally be awarded the lowest grade authorized for the job on the cadet UMD. This is an incentive for the cadet to continue to perform to be eligible for promotion to the highest grade authorized for the position.

4.7.3. The SASI will select the Cadet Corps Commander/Deputy Group Commander and approves other key leadership positions as recommended by the Cadet Group Commander.

4.7.4. In order for each cadet to experience an active leadership role, a rotation system will be used. Rotations may be made laterally by moving to another leadership position within the same grade. Cadets may be rotated to lower positions to permit other cadets to have the opportunity to serve at a higher grade. In these cases, the action is NOT a demotion, but an opportunity to share the leadership experience. Every cadet must understand and cooperate with the rotation system if we are to maximize our leadership experiences.

4.7.5. The Cadet Corps Commander and Deputy Commander may serve for the entire year or be rotated after the end of the first semester at the discretion of the SASI. All other key staff members will serve in their positions starting early in September and January. January will serve as a time to promote cadets and May to transition from the old to the new staff, and to plan summer activities.

4.7.6. The Personnel Officer will publish and distribute promotion orders in September and January. Job assignment orders will be published in September and January. Position assignment and grade change amendments to correct errors and to assign and change jobs will be published as required. Change of Command orders will be published in September and January.

4.7.7. Normal progression for cadet promotion is as follows:

- AS-I: Cadet Airman Basic through Cadet Senior Airman
- AS-II: Cadet Senior Airman through Cadet Master Sergeant
- AS-III: Cadet Staff Sergeant through Cadet Major
- AS-IV: Cadet Second Lieutenant through Cadet Colonel

4.7.8. Promotion to C/MSgt – C/Col: Cadet senior non-commissioned officers and commissioned officers will have successfully completed a Cadet Leadership Course and have been actively involved in the Corps of Cadets. Preferably, cadets in senior leadership positions should have Cadet Training Instructor/Assistant (CTI/A) experience. Exceptions may be made by the SASI. Cadets must maintain at least a “A” average in AFJROTC and an overall “C” school grade point average (2.0), with no semester course failures. Should cadets not meet these standards; the SASI will place them on probation for the next grading period. If the cadet fails to achieve these minimum standards while on probation, the SASI can reduce them in grade and remove them from the position.

4.7.9. Promotions to C/Amn – C/MSgt: These promotions will be on a fully-qualified basis. Cadets who successfully complete a JROTC Cadet Leadership Course will be appointed to the rank of Cadet Staff Sergeant. Cadets successfully completing a tour as a CTI/A will be promoted to the rank of Cadet Master Sergeant. Cadets serving on a CLC Wing Staff will be promoted to the rank of Second Lieutenant. Cadets being considered for promotion must normally have at least nine weeks time-in-grade before becoming eligible for the next grade. The following conditions will automatically disqualify cadets from promotion consideration to the next grade 1) A “0” for any uniform wear or PT day during the grading period, 2) Receiving school disciplinary consequences, i.e. ISS, suspension, etc., 3) Not in good standing with the SASI and/or the ASI. Cadets will be promoted to the appropriate rank meeting the standards listed below:

- 4.7.9.1. Cadet Airman Basic (C/AB) to Cadet Airman (C/Amn)
- "80%" Avg in AFJROTC
 - Score a minimum of 80% on the Cadet Promotion Exam
 - Complete at least 2 hours of unit community service during the semester
 - Regular uniform wear with a minimum avg of 80% for the promotion cycle
 - Recite the Air Force Core Values
 - Know all AFJROTC Cadet Airman Ranks and Proper Placement
 - Complete drill practical test with a score of 100% (9/9 stationary commands): Fall in, Attention, Present Arms/Order Arms, Left Face, Right Face, About Face, Parade Rest, At Ease.
- 4.7.9.2. Cadet Airman (C/Amn) to Cadet Airman First Class (C/A1C)
- "80" Avg in AFJROTC
 - Score a minimum of 80% on the Cadet Promotion Exam
 - Complete at least 4 hours of unit community service during the semester
 - Know all AFJROTC Cadet Enlisted Ranks
 - Know the AFJROTC Cadet Creed
 - Complete drill practical test with a score of 85% (Open Ranks Procedures)
- 4.7.9.3. Cadet Airman First Class (C/A1C) to Cadet Senior Airman (C/SrA)
- "85" Avg in AFJROTC
 - Score a minimum of 85% on the Cadet Promotion Exam
 - Complete at least 6 hours of unit community service during the semester
 - Know all AFJROTC Cadet Ranks
 - Know all Air Force Active Duty Enlisted Ranks
 - Know the TX-932 Chain of Command and cadet organization
 - Perform the 30 Step-Drill Sequence with a score of 75%
- 4.7.9.4. Cadet Senior Airman (C/SrA) to Cadet Staff Sergeant (C/SSgt)
- "90" Avg in AFJROTC
 - Score a minimum of 90% on the Cadet Promotion Exam
 - Complete at least 8 hours of unit community service during the semester
 - Know all AFJROTC Cadet Ranks (Enlisted and Officer Ranks)
 - Know all AF Active Duty Ranks (Enlisted and Officer Ranks)
 - Know the TX-932 Chain of Command and cadet organization
 - Know the National Chain of Command
 - March a flight using the 30-Step Drill Sequence with an evaluation score of 75%
- 4.7.9.5. Cadet Staff Sergeant (C/SSgt) to Cadet Technical Sergeant (C/TSgt)
- "92" Avg in AFJROTC, no other classes below a "70%"
 - Score a minimum of 90% on the Cadet Promotion Exam
 - Complete at least 10 hours of unit community service during the semester
 - Know all AFJROTC Cadet Ranks
 - Know all AF Active Duty Ranks
 - Know the TX-932 Chain of Command and cadet organization
 - Know the National Chain of Command
 - March a flight using the 30-Step Drill Sequence with an evaluation score of 80%

All other cadets must maintain a "80%" average in AFJROTC courses to be eligible for temporary promotion. A cadet with a semester grade of "70%" in AFJROTC is ineligible for temporary promotion, but not for permanent promotion. If a cadet fails AFJROTC, then they are ineligible for permanent promotion for that year.

4.7.10. Cadets who transfer from another service's JROTC program will assume temporarily their permanent and temporary grades they had earned in their last unit. The SASI will request their cadet records from the losing unit. Upon receipt of their cadet records, the SASI will evaluate the cadet's record and permanently award on orders the appropriate grade and job.

4.7.11. All promotions and job assignments will be announced on CADET SPECIAL ORDERS initiated by the Personnel Flight Commander. The SASI will approve all orders, promotions, and job assign-

ments. No issue of insignia will occur until the orders are published and distributed. All probation letters, promotions, demotions, notification letters, and orders will be filed in the cadet's personnel record. A cadet may review his or her cadet record by requesting an appointment through the Personnel Flight. If a cadet leaves the unit, they cannot hand-carry their cadet record, but their gaining unit can request their cadet record be sent to them upon the cadet's enrollment in their program. The personnel flight commander or representative will update cadet information in the AFJROTC database.

SECTION E—CADET EVALUATIONS

4.8. Objective. The cadet evaluation system is an optional system that documents performance for cadet promotions, awards, and job assignments; teaches cadets how to evaluate and provide feedback; and introduces all cadets to a job evaluation system.

4.8.1. Procedures:

4.8.1.1. Supervisors will provide their expectations and feedback to all their assigned cadets by **15 October** and **15 January**. Supervisors will provide performance feedback to assigned cadets throughout the semester assignment cycle, which will be documented on the cadet evaluation form. The cadet supervisor will show the report to the cadet, and then forward the report up the chain of command to the SASI/ASI for final review, prior to filing in the cadet's personnel record. These reports will be completed **NLT 10 calendar days** from the end of the Fall/Spring semesters.

4.8.1.2. When evaluated, the cadet will review and sign the report. A cadet's signature does not show agreement or disagreement with the report, but only that they have seen the report. If the cadet does not agree with any part of the report, they should identify their reason(s) in writing and forward it to the next person in the chain of command. The cadet will retrieve the original copy of the report and indicate their agreement or disagreement with the appeal and forward it up to the next level of review. This happens at all levels of review until it reaches the final review authority, the SASI/ASI, who will notify the cadet of the final action on their appeal.

SECTION F—ELKINS HIGH SCHOOL AFJROTC VARSITY LETTER

4.9. Purpose. The Elkins High School AFJROTC Letter recognizes cadets who have substantially contributed to the organization, demonstrated leadership, academic aptitude and a desire to serve their community. For a cadet to earn a recommendation for a varsity letter, they must meet the following requirements:

4.9.1. Cadets must have satisfactorily completed one full year of JROTC and be enrolled in the Academic Year they are recommended for the letter.

4.9.2. Earn an overall "A" Average in AFJROTC with no F's or U's in any other course for the semester preceding the award of the letter. Grades will be verified.

4.9.3. Graduate from a recognized JROTC Cadet Leadership Course.

4.9.4. Successfully serve in a unit leadership position for at least one semester with a recommendation from their supervisor to the Group Commander. Examples of leadership positions are Cadet Group Staff, Flight Commanders, Flight Sergeants & Team Commanders. Element leaders, guidon bearers and technician positions do not qualify as leadership positions for the purpose of the letter award.

4.9.5. Earn at least twelve (12) hours of community service credit through unit service activities and events during the year of the award. The hours **ARE NOT** carried over year-to-year.

4.9.6. Be in good standing with EHS and AFJROTC at the time the letter is ordered and presented. Varsity letter recommendations are normally submitted at the beginning of the school year for cadets who have completed the requirements the proceeding year. Letter recommendations are submitted during the second semester for other cadets completing requirements.

4.9.7. Approved by the SASI. The award of the AFJROTC Varsity Letter represents Elkins High School and Air Force JROTC. For this award to continue to have meaning, the highest standards must be maintained. A cadet could meet the basic requirements, but not meet the “whole person concept”. Cadets not meeting the “Whole Person Concept”, which involves overall attitude, moral character, self-discipline, respect for law and authority, personal behavior, military bearing, honor and integrity, will not be recommended for the Varsity Letter Award.

4.10. Tracking Community Service Hours: Each cadet is responsible for tracking their own service hours and providing the information to the Personnel Flight Commander. The Personnel Flight Commander is responsible for reporting the status of cadets attempting to earn an EHS AFJROTC Letter.

4.10.1. Service Hour Activities: Cadets participating in the following activities may earn service hours:

- Pumpkin Patch
- Alzheimer's Walk
- Highway/School Cleanups
- Community Color Guards
- Other events as available during the year.

SECTION G—AFJROTC TX-932 AWARDS AND CERTIFICATE PROGRAMS

(Further guidance and details on the AFJROTC Awards and Decorations Program can be found in the AFJROTC Operational Supplement, Chapter 7)

4.11. “Outstanding Cadet of the Term” Purpose. Recognizes cadets each month for exemplary performance among their peers. The criteria for Cadet of the 9 Weeks follows:

4.11.1. First-year Cadets: FOUR hours of community service/Upperclassmen-SIX hours

4.11.2. First-year Cadets: participate in at least ONE LDR/after-school event/Upperclassmen-TWO events

4.11.3. First-year Cadets: JROTC average of 90 / Upperclassmen– JROTC average of 92

4.11.4. Nominated by Flight Commander, Squadron Commander, Cadet Staff Member or Instructors

4.11.5. Awards. Cadets will receive a Certificate of Achievement, cord and noted in cadet record.

4.12. Cadets will be subject to a awards selection board comprised of the senior staff as outlined in the Cadet Guide. The Cadet Personnel Officer will ensure a tracking system is established and appropriate publicity is accomplished for cadets who receive “Cadet of the Month” recognition.

4.13. Cadet National and Sponsored Awards. Cadets may only receive one National-level Award for each year they are in AFJROTC and not receive the same National-level award twice during their AFJROTC career. The SASI will recommend cadets to receive awards sponsored by national organizations and AFJROTC. AFJROTC cadet award ribbons are shown in the Cadet Guide in order of precedence. **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 as directed by the SASI.

4.13.1. Order of Precedence and Requirements of AFJROTC medals and ribbons (See Cadet Ribbon Chart and Chapter 7 of the AFJROTC Operations Supplement).

4.13.2. **Outstanding Flight Award:** The Outstanding Flight Award recognizes the flight that works as a team to excel in AFJROTC academics, uniform wear and personal appearance, and drill competition. The overall academics, uniform wear, and personal appearance score will be the average for all flight members. The drill sequence for the drill competition will be given to each flight commander early in the semester and practice times will be set aside during the semester. The current cadet staff will submit their recommendation for instructor approval each semester. Members will receive the Outstanding Flight Ribbon.

4.13.3. Top Performer Award. The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). This award is only presented during a formal Staff Assistance Visit or Unit Evaluation conducted by HQ AFJROTC personnel. The award consists of a certificate and a ribbon, which is presented by the Region Director during the visit, unless personal observation of the cadet warrants otherwise. Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC

4.13.4. Outstanding Cadet Ribbon. Awarded annually at the SASI's discretion to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence. With Silver Star: cadets who are chosen as State, Pacific and European AFJROTC/SFJROTC and AFA Cadet Leadership Award will be awarded the Outstanding Cadet Ribbon with a silver star.

4.13.5. Leadership Ribbon. Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

4.13.6. Superior Performance Ribbon. Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

4.13.7. Achievement Ribbon. Awarded for a significant achievement as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period.

4.13.8. Academic Ribbon. Awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term (may only receive one award annually), in addition to an "A" average in AFJROTC.

4.13.9. Cadet Leadership Course Ribbon. Awarded for completion of an approved leadership school program of at least 5 days duration. For each additional Leadership School completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a Leadership School instead of the Bronze Star. Limit the Silver Star to 10% of the class.

4.13.10. Special Teams Competition Ribbon. Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition (local, regional, state or national-level) to include Color Guard Teams, Rifle Teams, Drill Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers, etc.

4.13.11. Orienteering Ribbon. Awarded to team members for completing a unit-specific Orienteering Program as part of unit curriculum and competing in at least one orienteering competition.

4.13.12. Leadership Development Requirement (LDR) Leadership Ribbon. Awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT Team Commander, Orienteering Team commander, Drill Team Commander, Color Guard Team Commander, dining-in chairperson, military ball chairperson, etc.).

4.13.13. Drill Team Ribbon. Cadets must be on the drill team for the entire year/drill season to be eligible to qualify and must have competed in at least 3 drill performance events. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

4.13.14. Color Guard Ribbon. Cadets must perform at least 5 color guards to receive this ribbon. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

4.13.15. Saber Team Ribbon. Cadets must perform at least 3 saber team events to receive this ribbon.

An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

4.13.16. **Marksmanship Team Ribbon.** Not Awarded at TX-932 to date

4.13.17. **Joint Leadership Academic Bowl (JLAB) Ribbon.** Cadets must be an active member of the JLAB team and participate in practice and competition rounds. Ribbons are presented at the end of the competition.

4.13.18. **CyberPatriot Ribbon.** Cadets must be a member of the CyberPatriot Team and participate in practice and competition rounds. Ribbons are presented at the end of the competition.

4.13.19. **StellarXplorers Ribbon.** Cadets must be a member of the StellarXplorers team and participate in practice and competition rounds. Ribbons are presented at the end of the competition.

4.13.20. **Unmanned Aircraft Systems (UAS) Ribbon.** Cadets must be a member of the UAS team and participate in practices and competitions. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles.

4.13.21. **Robotics Ribbon.** Cadets must be a member of the Robotics club/team and participate in practices and competitions.

4.13.22. **Good Conduct Ribbon.** Cadets must not have received a referral (this includes no ISS/OSS) for an academic term (only one award annually) to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

4.13.23. **Service Ribbon.** Is a ribbon awarded for distinctive performance in school, community, or AFJROTC *service* projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. (NOTE: Participation in drill teams, Saber Teams, color guards alone does not qualify for this ribbon unless community service hours are awarded.

4.13.24. **Health and Wellness Ribbon.** Is a ribbon awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf Cluster to the ribbon for each additional year. Cadets who score in the PFT 75-84% will receive a Bronze Star Device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Device. These cadets, if already wearing the ribbon with oak leaf clusters will receive and wear an additional Health and Wellness Ribbon with the highest level Star Device affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on the ribbon. Cadets will not mix different color stars or oak leaf clusters on the same ribbon.

4.13.25. **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.

4.13.26. **Activities Ribbon.** Awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for a ribbon on the ribbon chart. This include but are not limited to, orienteering teams, 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 is added to the ribbon for each year of membership, beginning with the second year.

4.13.27. **Attendance Ribbon.** Awarded to cadets with no more than **three** school absences during an academic term (may only receive one award annually).

4.13.28. **Dress and Appearance Ribbon.** Awarded to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible.

4.13.29. **Longevity Ribbon.** Awarded for successful completion of each AFJROTC year and is awarded annually.

4.13.30. **Bataan Death March Memorial Hike Ribbon.** To honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally-determined 14 mile course (trails, road courses, tracks, etc.). Units may complete the full hike in a span of one to no more than three days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. No fees can be charged to participate in the Memorial March. Units are encouraged to collect donation which will be given to reputable organizations that benefit disabled veterans. Cadets who fully complete the 14 mile hike are authorized to wear the ribbon.

4.13.31. **Patriotic Flag Ribbon.** Awarded for participation in a 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 participate in a minimum of 5 flag events.

4.13.32. **Covid-19 Ribbon.** Awarded by the SASI to any cadet who was enrolled in an 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 during this period.

4.14. **Badges**

4.14.1. **Kitty Hawk Air Society Badge.** Awarded to cadets who are members of the Kitty Hawk Air Society. Refer to the TX-932 KHAS charter for entry requirements.

4.14.2. **Distinguished AFJROTC Cadet Badge.** This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second- year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The cadet will hold the following awards prior to selection: Leadership Ribbon, Achievement Ribbon, Superior Performance Ribbon, Academic Ribbon, Leadership Development Requirement Ribbon, Service Ribbon.

4.14.3. **Aerospace Education Foundation (AEF) Academic Cadet Badge.** Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below 2.0 on their transcript.

4.14.4. **Model Rocketry Badge.** Awarded to cadets who have fulfilled model rocketry program requirements. Cadets must build, launch and successfully recover their rocket three times.

4.14.5. **Awareness Presentation Team Badge.** Awarded for participation on an Awareness Presentation Team. To receive the badge, a cadet must participate in at least two Middle School presentations during the school year.

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

4.15.1. Certificate Types. All cadets will be awarded an AF Form 1256, *Certificate of Training*, for successful completion of two academic program years of AFJROTC with SASI concurrence. AFJROTC Form 310, AFJROTC *Certificate of Completion*, will be awarded to all cadets for successful completion of three academic program years of AFJROTC with SASAI concurrence. Advanced Enlistment-in accordance with DODI 1205.13, JROTC cadets may be eligible for enlistment at a higher grade.

4.15.3. Senior ROTC Course Credit. A student completing at least three years of JROTC may be entitled to credit in the Senior ROTC program.

Chapter 5 UNIFORMS AND PERSONAL APPEARANCE

SECTION A--CADET APPEARANCE AND GROOMING GUIDELINES

(Further guidance can be found in the AFJROTC Operational Supplement, Chapter 7)

5.1. Appearance and Grooming. When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. We expect each cadet to maintain the highest standards of dress and personal appearance. Appearance and grooming standards help cadets present the image of disciplined cadets. The standards for wearing the uniform consists of five elements: neatness, cleanliness, safety, uniformity and military image. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

5.2. Personal Grooming Standards. The personal grooming standards listed are minimum standards that represent common appearance issues and are not all-inclusive. Although Cadets have the right, within established limits, to express their individuality through their appearance, the Air Force has defined what is and what is not an acceptable, professional military image for Cadets. Except for minor variations based on gender differences, all Air Force Junior ROTC cadets must comply with the same personal grooming standards. SASIs/ASIs have the responsibility to determine compliance with this instruction and to correct the obvious violations regardless of whether the situation identified is clearly written in this instruction.

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

5.2.2. 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.

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

5.2.4. Rings. Cadets may wear a total of no more than three rings. Rings will be worn at the base of the finger, and may be worn on the thumb.

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

5.2.6. 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) (which is defined as plain, not drawing attention or faddish) in design, no wider than 1/2 inch, gold silver in color and will not have any inappropriate pictures or writing. Bracelets espousing support for causes, philosophy, individual or group are not authorized (EXCEPTION: traditional metal POW/MIA/KIA bracelets remain authorized). **COLOR/RUBBER/FABRIC TYPE BRACELETS ARE NOT ALLOWED IN UNIFORM.**

5.2.7. Eyeglasses or Sunglasses. If you wear glasses, they must not have any ornaments on the frames or lenses. Eyeglass lenses that are conservative, clear, slightly tinted or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. Sunglasses are not allowed in military formations. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform, or on top/back of head.

5.2.8. 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.

5.2.9. Body Piercing/Ornamentation. In uniform with the exception of earrings for women, all members **are prohibited from** attaching, **affixing**, or displaying objects, articles, jewelry or ornamentation to or **through the ear, nose, tongue, eye brows, lips, or any exposed body part** (includes visible through the uniform). Plugs for gauge holes in the ear lobes are not authorized.

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

5.2.11. Wear/use of an earpiece, any Bluetooth technology or headphones, while in uniform, indoors or outdoors is **prohibited** unless specifically authorized for the execution of official duties. Exception: Headphones and earphones are authorized during travel on public transportation.

5.3. When issued a uniform, each cadet will sign an Uniform/Book Issue Receipt and place their initials beside each issued uniform item. This Uniform/Book Issue Receipt Form will be sent home for a parent signature. This parent signature indicates that your parent understands each item is your property and you are responsible for its care throughout the school year.

5.3.1. Cadets will be issued one complete, clean uniform with all accessories and insignia. Cadets will pay to dry clean and launder uniforms during the school year and prior to turn in before the summer break, upon disenrollment or graduation.

5.3.2. Cadets will return all items issued (except for dress shoes, socks, & t-shirt) or pay for them at the end of the school year or upon disenrollment. They will return a clean uniform in a cleaners bag, pressed, and on hangers. Service dress coat, pants, skirts, ties, tabs, flight caps, and windbreakers are **DRY CLEAN ONLY**. All dry clean only items must be returned with a cleaning receipt. Textbooks must be returned in the same condition that they were issued, minus normal wear and tear. **CERTIFICATES OF COMPLETION FOR MILITARY TRAINING OR TRANSCRIPTS WILL NOT BE RELEASED UNTIL ALL JROTC UNIFORMS, COURSE MATERIALS, AND EQUIPMENT ARE RETURNED OR PAID FOR. STUDENTS WILL BE PLACED ON THE EHS FINES & FEES LIST UNTIL THE ITEMS ARE RETURNED OR PAID FOR.**

5.3.3. Cadets will wear the uniform as prescribed in AFJROTC OPERATIONAL SUPPLEMENT CHAPTER 7GUIDE BOOK. When participating in orientation flights or field trips, the SASI/ASI will prescribe the uniform to be worn.

5.3.4. **Uniform of the Day.** Cadets will wear the blue service dress uniform when directed by the SASI through the Cadet Corps Commander. On the weekly mandatory uniform day, cadets will wear the scheduled uniform of the day (UOD) combination as prescribed by the cadet staff identified in the AIR FORCE JUNIOR ROTC GUIDE. Cadets will be inspected on uniform wear and personal appearance on uniform days using the inspection checklist shown in this guide.

5.3.5. Each cadet will ensure that the uniform is ready for inspection on the designated uniform day or for other mandatory uniform formations. **PLANNING AHEAD** is the key. Assemble the uniform and polish shoes the night before. "The uniform is in the cleaners, it is too small, or I didn't have all of my uniform items" are not excuses for not wearing the uniform. If a cadet reports without wearing the uniform, they will receive a zero! There will be no exceptions. If a cadet is absent and is excused in accordance with school policies, there is no penalty provided the cadet makes up the missed uniform day upon

return to school. Unexcused absences or failure to make up the missed uniform day will result in a zero. Cadets will wear the uniform on the first full day they return to school for the entire school day, and have the SASI/ASI inspect them to receive uniform credit. **Failure to wear the uniform as directed and to not make up excused absences will seriously jeopardize course grades.** The SASI will consider disenrollment from the corps after three failures to wear the uniform during a semester. The fourth failure to wear the uniform in a semester will be considered indifference to training and cause for course failure/program dismissal.

5.3.6. Cadets will not mix uniform and civilian clothing. If you have a legitimate reason not to wear the uniform due to medical conditions, you must present medical documentation to the SASI/ASI.

5.4. UNIFORM COMBINATIONS

COMBO #1: Blue service dress with service coat, tie, nametag and ribbons

COMBO #2: Short/long sleeve shirt with tie (lightweight jacket optional) (Staff Long sleeve shirt)

COMBO #3: Short/long sleeve shirt, open collar (lightweight jacket optional)

COMBO #4: Airman Battle Uniform (ABU)/OCP, cover, rigger belt, sage green/coyote brown combat boots

COMBO #5: AFJROTC Physical Training T-shirt & shorts, athletic shoes (sweatsuits optional)

SECTION B--SPECIFIC MALE CADET GROOMING GUIDELINES

5.5. Men's Hair. Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils and sprays that remain visible in the hair.

5.5.1. Men's Hair will have a 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 1 1/4" in bulk, regardless of length and 1/4" at natural termination point; allowing only closely shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of the headgear. Cleanly shaven heads, military high-and-tight, or flat-top cuts are authorized. **Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched designs. Men are not authorized hair extensions.** Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or 1/4 inch width. Men are not authorized hair extensions.

5.5.2. Mustaches. Male cadets may have mustaches; however, they will be conservative 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.

5.5.3. Beards. Beards are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons are governed by AFJROTCI 36-2001. **When authorized for medical reasons, members will keep all facial hair trimmed not to exceed 1/4 inch in length.** Individuals granted a shaving profile may shave or trim their facial hair to present a neat, clean, professional image.

5.5.4. 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.

5.5.5. Fingernails. Male cadets are not authorized to wear nail polish.

5.5.6. Cosmetics. Male cadets are not authorized to wear cosmetics.

SECTION C--SPECIFIC FEMALE UNIFORM REQUIREMENTS

5.6. 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 se-

cured 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

5.6.1. 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.

5.6.2. 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.

5.6.3. 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.

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

5.6.5. **UNAUTHORIZED:** Mohawk, mullet or etched design.

5.6.6. 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).

5.6.7. **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.

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

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

5.6.10. Cosmetics must be conservative, moderate, being within reasonable limits; not excessive or extreme and in good taste. Females will not wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. **MALE CADETS ARE NOT AUTHORIZED TO WEAR COSMETICS.**

SECTION D—AIRMAN BATTLE UNIFORM (ABU)

5.7. The ABU is authorized as an optional uniform under the following conditions:

5.7.1. Only cadets authorized by the SASI may wear the ABU.

5.7.2. The ABU may substitute for the standard service uniform no more than one uniform day per month at the SASI's discretion.

5.7.3. Cadets are responsible for returning issued footwear. Only sage green boots are authorized with ABUs. Boots will be sprayed with disinfectant spray before reissuing.

5.7.4. When worn, ABUs will present a clean, professional military image. Uniforms are not to be wrinkled, soiled, faded or damaged. Cadets are responsible for all laundering costs to maintain the ABU.

5.7.5. ABUs will be worn only with the garrison ABU cap and sage green boots. ABU pants must always be properly bloused over the sage green boots. No berets, shoulder cords, ascots or gloves will be worn with the ABU.

SECTION E—SEMI-FORMAL DRESS UNIFORM

5.8. Semi-Formal Dress Uniform is worn for social functions of a semi-formal and/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.

5.8.1. The semi-formal dress uniform coat is the service dress uniform coat without a nametag.

5.8.2. Cadets may wear medals with the semi-formal uniform at events such as dining ins/outs, military ball, award ceremonies, picture day or other formal events as specified by the SASI. Additionally, AFJROTC ribbons will not be worn with the semi-formal uniform. Large medals will be worn on the semi-formal uniform coat 1/2 inch below the top of the welt of the pocket, centered on the pocket.

5.8.3. 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.

5.8.4. Tie/Tab. Either a blue polyester or silk, herringbone twill tie/tab may be worn with either the blue or white long-sleeve shirt. Men may wear a plain black or dark blue bowtie with the long-sleeve white shirt, with the semi-formal dress uniform only.

5.8.5. Trousers or Skirts. The semi-formal dress uniform trousers and/or skirt are the same as the service dress uniform trousers and/or skirts.

5.8.6. The semi-formal dress uniform belt and buckle are the same as the service dress belt and buckle.

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

SECTION F-PHYSICAL TRAINING GEAR (PTG) AND PHYSICAL FITNESS TRAINING (PFT) GEAR

5.9. Physical Training Gear (PTG) refers to the official Air Force Physical Training Uniform.

5.9.1. Short-sleeved PTG/PFT shirt. The short-sleeve shirt will be tucked into shorts at all times. Do not remove or cut sleeves. PTG undershirts, short and long-sleeved solid white, black or light gray form-fitting undershirts, 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.

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

5.9.3. Footwear. Athletic style shoes are mandatory. There are no restrictions on the color of the shoes. Socks are mandatory and will be black or white and may have a small logo.

5.9.4. Bandanas and other similar head-scarves are not authorized.

SECTION G-SHOULDER CORDS

5.10. Shoulder Cords. Cadets are authorized to wear **one shoulder cord (double knot, single cord)** "infantry" style shoulder cord. Cords will be worn on the left shoulder, grounded to the shoulder seam, **with no metal tips, and no wider than 1-inch (no aiguillettes or citation cords)**. 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.**

5.11. 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.

5.12. Shoulder Cord Colors:

5.12.1. Royal Blue and Gold: Command Staff

5.12.2. White: Dress and Appearance

5.12.3. Light Blue: Kitty Hawk Air Society Member

5.12.4. Gold: Cadet of the Term

Fig. 5.1 Male Hair Standards



Fig 5.2 Female Hair Standards



Braids



Twists



Locs

Figure 5.3 Authorized Ponytail equivalent and long braid(s) hair style 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 5.4. Unauthorized female ponytail examples:



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

Chapter 6 DRILL AND CEREMONIES

6.1. Drill and ceremonies are an important part of AFJROTC training. As a first year Aerospace Science cadet, you will learn basic drills and how to follow commands. We will spend a lot of time outside and in the gym developing your drill and ceremonies skills. The primary reference document for this phase of leadership training is the Drill and Ceremonies manual. As a second, third, and fourth year cadet, you will learn commands that are more difficult, lead the formation, and train other cadets on proper drill sequences, commands, and basic drill fundamentals.

6.2. All second, third, and fourth year cadets must be prepared to command a flight and perform the sequence of commands in Figure 6.1. The cadet serving as Flight Commander will report in and out by saluting the individual who controls the field of performance and normally evaluates the flight's performance. Cadets will be graded on their ability to properly execute these commands and direct the flight within a specified drill area.

Figure 6.1. 30-Step Drill Sequence Mandatory Flight Commands

Flight Commander Will Report In to signify ready to perform.

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

***The Flight Commander will report out after the command "Flight Halt" is given. Example: Sir/Ma'am, TX-932, request permission to exit your drill area!**

After #1 (Sizing Up Procedures)

Right **Face**

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**

No exceptions if you are taller than the cadet in front of you tap them on the shoulder and move forward

Left **Face**

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**

Left **Face**

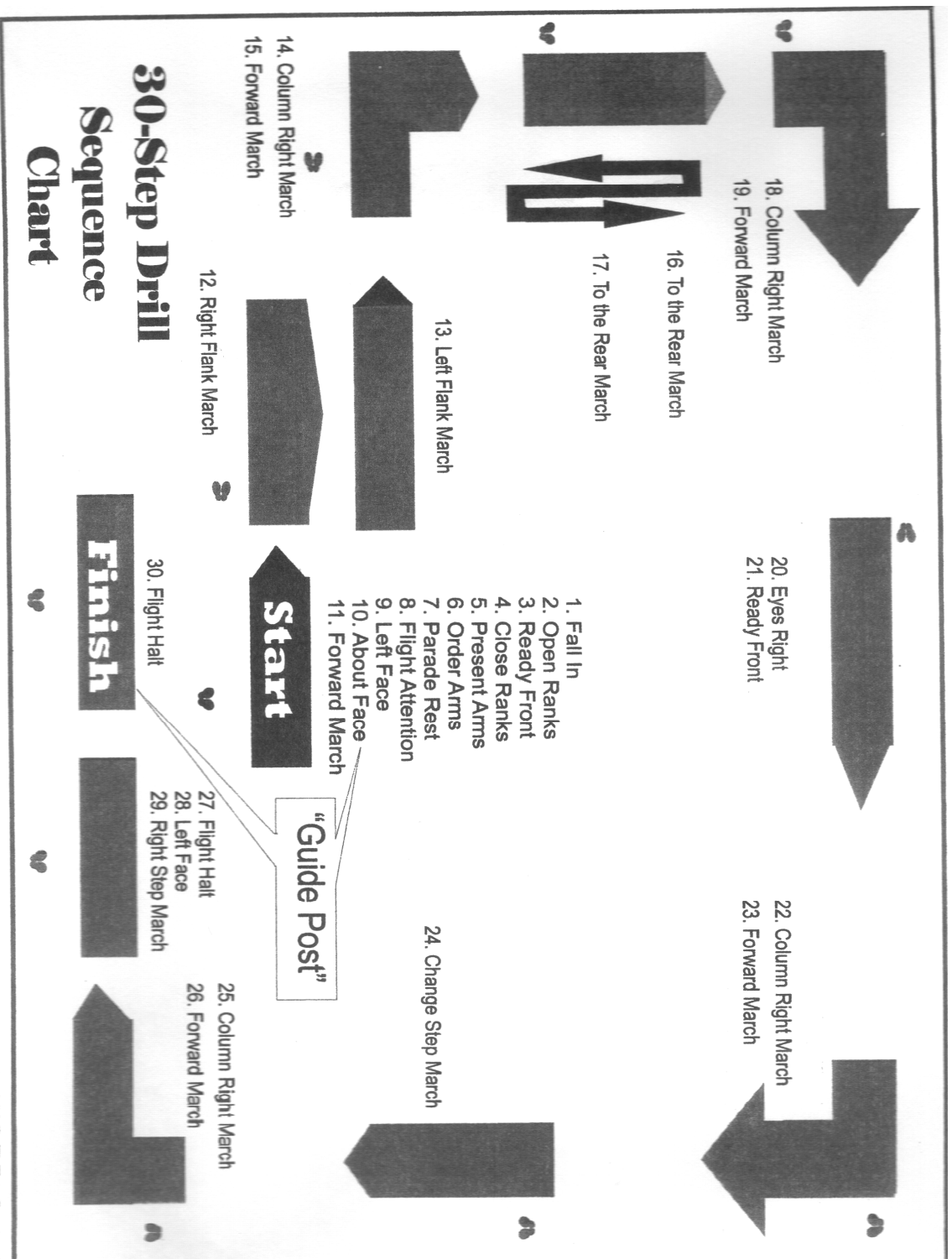
After #3

Parade Rest

Flight **Attention**

Then to #4

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



Chapter 7

AFJROTC TX-932 CLUBS AND LEADERSHIP DEVELOPMENT REQUIREMENT (LDR) ACTIVITIES

7.1. LDR activities are AFJROTC-sponsored and school approved teams and/or committees that plan or participate in events normally conducted outside of the school day. These activities and events are planned, organized and executed by the cadet corps and supervised by the instructors. Additionally, these activities bring cadets together with common interests, build esprit de corps, create lasting friendships, and guarantee a good time to those who get involved. Involvement teaches responsibility, teamwork, and cooperation. The following description of activities is not inclusive and will change depending on what activities TX-932 cadets want to have and support.

7.2. **Kitty Hawk Air Society (KHAS).** This national AFJROTC Honorary Society promotes academic excellence, service, and patriotism. KHAS is open to all qualified cadets meeting published criteria and having completed at least one year of JROTC. KHAS meets monthly and provides opportunities for tutoring other cadets.

7.3. **Drill Team:** TX-932 has a competitive and award-winning Drill Team and Color Guard season that runs through out the year. Drill Teams require a high level of commitment and discipline. Cadets who participate in Drill Team find it exciting, fun and outstanding way to represent Elkins High School and AFJROTC. Participation on these teams is open to all cadets. Requirements include attending at least 75% of practice sessions, no disciplinary actions, "B" average in AFJROTC and meeting UIL participation requirements. Active participation will result in the award of the respective AFJROTC Ribbon (Special Teams Competition, Drill Team, Color Guard and Saber Team).

7.3.1. **Color Guard:** This cadet group presents and posts the United States Flag, the Texas State Flag, and our school and unit colors. Typically, these teams perform at school functions, unit functions, and community events. This highly visible activity provides an opportunity for cadets to learn to respect and properly present national and state flags.

7.3.2. **Saber Team:** This team provides ceremonial details for various functions such as honor society inductions, homecoming court, and military ball.

7.3.3. **Drill Team (Armed and Unarmed):** Cadets who enjoy drill can "polish" the skills learned in the leadership by joining the competition drill team. This team performs in local and area wide drill competitions and demonstrations. Drill practice will normally be two to three times a week after school. Participation requires an extra commitment from cadets since they will spend many hours learning the manual of arms, perfecting teamwork, practicing standardized movements, developing "free-style" movements, and taking care of their uniform. Drill Team Commanders will be cadets selected by the ASI. These cadets will have participated on the team in the past and must demonstrate the ability and mature leadership necessary for success. These teams are constantly in the "public's eye" and will consist of cadets who are hard-working and have the time and desire to commit themselves to these activities. Since participation is time consuming and will include trips away from school for competitions and performances, we want to ensure that a cadet's academics do not suffer. Participants must not fail any subject and must maintain a school grade point of average of at least a 2.0 on a 4.0 scale, in addition to meeting UIL competition requirements. Uniform wear/personal appearance violations and school suspensions are unacceptable. Failure to meet these standards will result in probation for one grading period or, as a minimum, until the minimum standards are achieved. Failure to reach these standards during the probationary period will result in removal from the team for at least two grading periods. The Drill Team Commander will write a drill team policy letter that includes practice times, team standards, and distinctive uniform items.

7.4. **Model Rocketry Program:** Members of this activity will learn how to build and launch model rockets. Cadets who meet the AFJROTC qualifications are also eligible for a Rocketry Badge that is worn on the uniform.

7.5. **Awareness Presentation Team.** This voluntary activity is for cadets who enjoy talking to elementary and middle school students about such social issues as drug education and staying in school. Our

involvement in these import issues brings TX-932 and EHS favorable publicity and is a valuable social service to the community. Cadets can earn an APT badge to wear on the uniform if they participate in three events.

7.6. Military Ball and Annual Awards Banquet: This event is held in the spring as a opportunity to say goodbye to senior cadets and recognize our annual award winners. Cadets will plan the entire function and will serve in traditional positions that direct the evening's festivities.

7.7. Community Service: Community service by the cadets is a key tenant of good citizenship. The more cadets participate, the better. The higher participation rate in community service means we are giving back to our local area. Cadets are encouraged to look for opportunities to provide service to both the school and the local community. Some of our current events include the Holy Cross Pumpkin Patch, RPC Memorial Day, Elkins HS Red Cross Blood Drive and the Sugar Land Alzheimer's Walk.

7.8. JROTC Leadership Academic Bowl Team (JLAB) and Academic Teams: (JLAB opened to freshmen-juniors). The JROTC Leadership & Academic Bowl (JLAB) is a nationally recognized academic competition created exclusively for JROTC students. By participating, cadets learn the values of citizenship, leadership, academic competition, and college opportunity. Other cadets will represent TX-932 at other academic competitions throughout the year

7.9. CyberPatriot Team: CyberPatriot is the National Youth Cyber Education Program. At the center of CyberPatriot is the National Youth Cyber Defense Competition. The competition puts teams of high school and middle school students in the position of newly hired IT professionals tasked with managing the network of a small company. In the rounds of competition, teams are given a set of virtual images that represent operating systems and are tasked with finding cybersecurity vulnerabilities within the images and hardening the system while maintaining critical services in a six hour period. Teams compete for the top placement within their state and region, and the top teams in the nation earn all-expenses paid trips to Baltimore, MD for the National Finals Competition where they can earn national recognition and scholarship money.

7.10. StellarXplorers Team: Is a space system design competition involving all aspects of system development and operations with a spacecraft/payload focus. This team is for cadets interested in STEM careers by participating and competing against other teams nationwide.

7.11. Archery Team: This team serves to introduce cadets to basic archery principles. It is designed to compete tournament style through the region and the state. Cadets will use NASP approved compound bows to learn the fundamentals of Archery.

**GET INVOLVED –WHEN YOU DO MORE, MORE THINGS HAPPEN TO MAKE AFJROTC A
VALUABLE LEARNING EXPERIENCE AND A FUN ACTIVITY!**

Chapter 8

AFJROTC WELLNESS PROGRAM

8.1. Wellness is an official and integral part of the AFJROTC program. Wellness curriculum is instrumental in developing "Citizens of character dedicated to serving our nation and communities". Cadets will be given the opportunity to put into practice the wellness concepts taught in Leadership Education 100.

8.2. The Cadet Corps Commander will implement the CWP for cadets, with the Group PT officer responsible for management of the program. Each cadet who meets their program's objectives will provide documentation and will be eligible for the AFJROTC Wellness Ribbon. Additionally, cadets will be eligible for one of the three PPF awards. The PT Officer/NCO will manage and direct the CWP. Wellness Training will normally be conducted once a week on Fridays. Cadets will receive two daily grades; one for uniform wear (JROTC T-shirt, shorts, and athletic shoes), and the other for participation and progress in the wellness training exercises. Cadets who do not wear the issued AF PT uniform or refuse to participate will receive a "0" for the day for each grade. Only cadets with a medical excuse will be exempt from participation, but are required to dress out and help with other duties as designated by the instructor.

8.3. Prior to starting the CWP, cadets must take the pre-assessment to determine their physical fitness level. AFJROTC Instructors will also conduct a post-assessment to determine the cadet's overall improvement at the end of the Academic Year. Cadets will perform three exercises: 1-mile run, sit-ups and right-angle push-ups. The physical fitness program includes numerous activities and a personal fitness regimen that has obtainable objectives. The Physical Fitness Officer/NCO will utilize the tracking system, publicize the efforts of cadets, and establish awards for cadets who reach their objectives.

8.3.1. Sit-ups. The objective is to measure abdominal strength/endurance by maximum number of curl-ups performed in one minute. "Bouncing" off the floor is not permitted. The sit-up will only be counted if done correctly.

8.3.2. One-Mile Run. The objective is to measure heart/lung endurance by fastest time to cover a one-mile distance. Times are recorded in minute and seconds.

8.3.3. Right Angle Pushups. The objective is to measure upper body strength/endurance by maximum number of push-ups completed in one minute. Only those push-ups done with proper form will be recorded.

8.4. The PT Officer/NCO will announce the date of the semiannual physical fitness assessment with instructions. Those cadets who meet program requirements will be awarded the AFJROTC Wellness Ribbon.

8.5. During the year, physical fitness and athletic competitions will be a part of field days and corps competitions. All cadets who participate in the CWP PT program will receive the CWP Ribbon if they do not receive any "0" grades. For each year they participate in the program, they will receive an oak leaf cluster.

Chapter 9 TRAINING AND EDUCATION PROGRAMS

9.1. General. We will offer numerous training opportunities for cadets beyond what is taught in the classroom and in leadership laboratories. While participation is voluntary, cadets who participate will reap many personal benefits.
















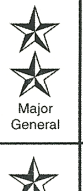












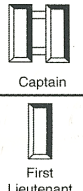

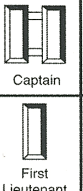
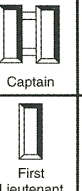

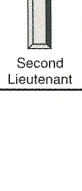
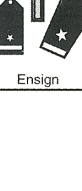
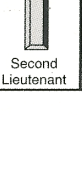
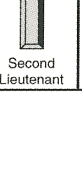
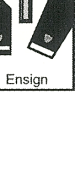





9.2. **Cadet Leadership Course (CLC).** This program offers cadets an opportunity to refine their leadership and communications skills and to plan the next year's activities in a tightly controlled and monitored training environment. Additionally, we will develop a physical fitness program and orientation schedule as a part of the training schedule. The unique aspect of these leadership schools is that they are lead by a cadre of experienced cadets, who attended a previous leadership school. These cadets make up the command structure of the school and they gain valuable leadership experience in their roles for the week. Cadets who attend these camps must be in good physical condition and should be able to pass the Physical Fitness Test. Cadets who complete the basic CLC will typically be awarded the rank of C/Staff Sergeant. Cadets completing CLC as a Cadet Training Instructor or Cadet Training Assistant will typically be considered for C/Master Sergeant. Cadets who serve in a Wing leadership role for the course will be appointed to C/Second Lieutenant.


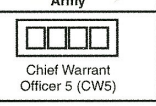
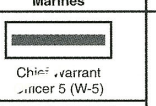


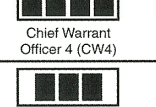
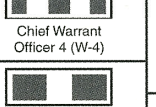


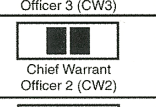
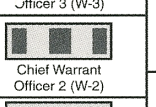

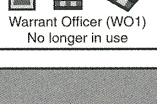
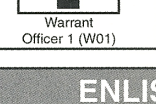
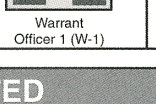
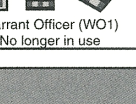




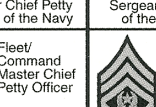




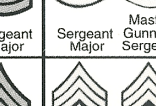

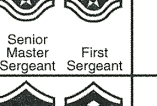
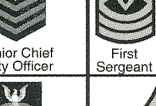
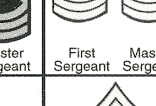

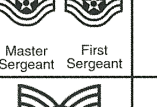
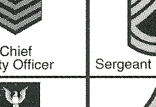



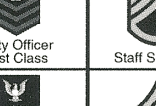






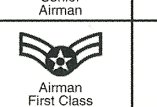
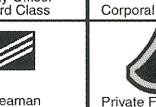
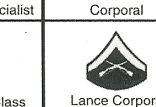

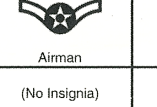
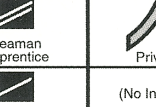
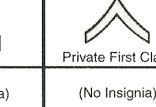

9.3. **New Cadet Orientation Program (NCOP).** Normally, this program will be conducted prior to the start of school in August. Invitations to attend this voluntary training will be sent to all in-coming freshman cadets. Cadet senior staff will plan and conduct this training at Elkins High School during the morning. Basic drill, uniform issue, proper wear, personal appearance standards, and AFJROTC course objectives are just some of the training topics. The Cadet Corps Commander and staff will develop a training schedule, assign training responsibilities, conduct the training, and accomplish an after action report. This program is an excellent training opportunity for the senior cadets who will plan and conduct the training and gives a "head start" to cadets who are new to the corps.

9.5. **Civil Air Patrol Cadet Orientation Flight Program:** is designed to introduce our cadets to general aviation through hands-on familiarization flights in single-engine aircraft. This is done in conjunction with the Civil Air Patrol. The program is open to all active AFJROTC cadets in good standing. The program is voluntary and primarily motivational and it should stimulate an interest in general aviation and aerospace activities. At no time will cadets sustain any cost associated with this program. This program is dependent on Air Force annual funding.

9.6. **Curriculum in Action (CIA) Trips:** This is an important part of the AFJROTC curriculum. We have the luxury of living in a large metropolitan area. In the past, we have toured various flying operations, base support facilities, and several aerospace/space museums. Each trip is planned for maximum impact and to avoid repetition. Typically, two trips are planned; one in the fall and one in the spring. **Participation in trips is a privilege, not a right.** Therefore, not all cadets may be eligible to participate in every trip. Eligibility includes: 1) Must be passing all subjects; 2) Must have a "C" or higher in AFJROTC; 3) Must not have any disciplinary action (ISS, suspension) and 4) Will not have a history of discipline/uniform/personal appearance violations. In addition, cadets must meet all Fort Bend ISD requirements for participation. The SASI will publish a formal memorandum to provide trip agenda, dress requirements, and instructions that must be complied with to participate on the trip. Trips are approved by the school and cadets must comply with all FBISD/EHS rules while on the trip.

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	 Chief Warrant Officer 2 (CW2)	 Chief Warrant Officer 2 (W-2)	 Warrant Officer (WO1) No longer in use	
 Warrant Officer 1 (WO1)	 Warrant Officer 1 (WO1)	 Warrant Officer 1 (W-1)		
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	 Command 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	 Master 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	 (No Insignia) Seaman Recruit	 (No Insignia) Private	 (No Insignia) Private	 (No Insignia) Seaman Recruit

AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT
COLONEL

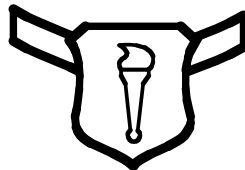


COLONEL

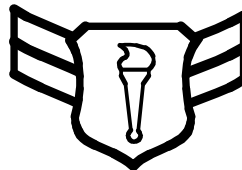
CADET AIRMAN RANK

(no rank insignia)

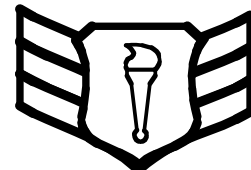
AIRMAN BASIC



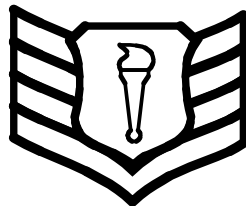
AIRMAN



AIRMAN
FIRST CLASS



SENIOR
AIRMAN



STAFF
SERGEANT



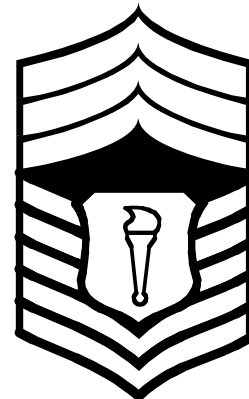
TECHNICAL
SERGEANT



MASTER
SERGEANT



SENIOR
MASTER
SERGEANT



CHIEF
MASTER
SERGEANT



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



METAL OR CLOTH



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



UNMANNED AIRCRAFT
BADGE

Cadets may only wear one of these badges on their uniform



AWARENESS
PRESENTATION
TEAM BADGE

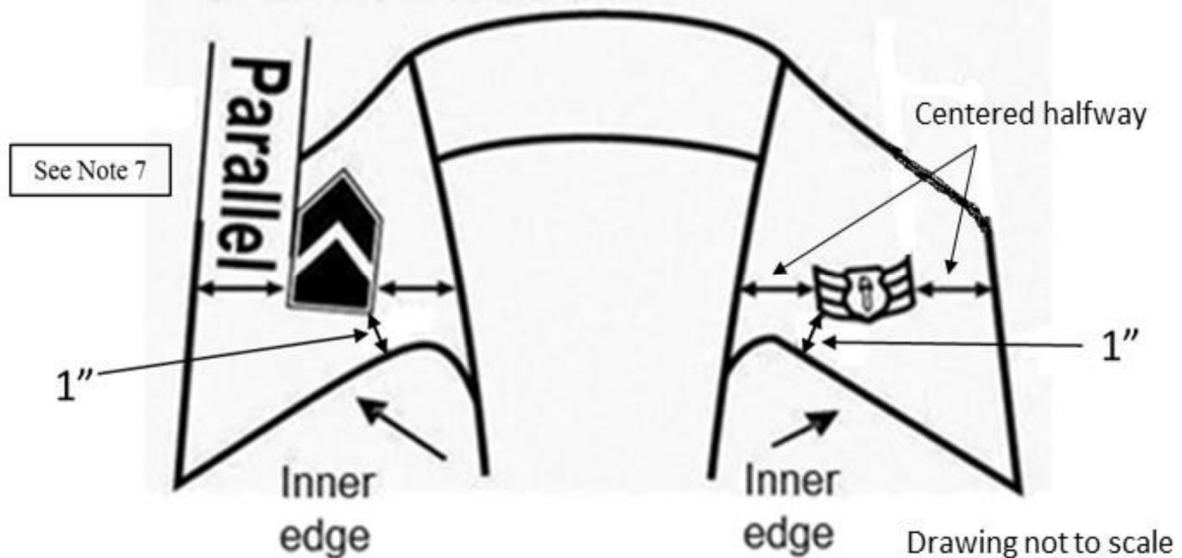
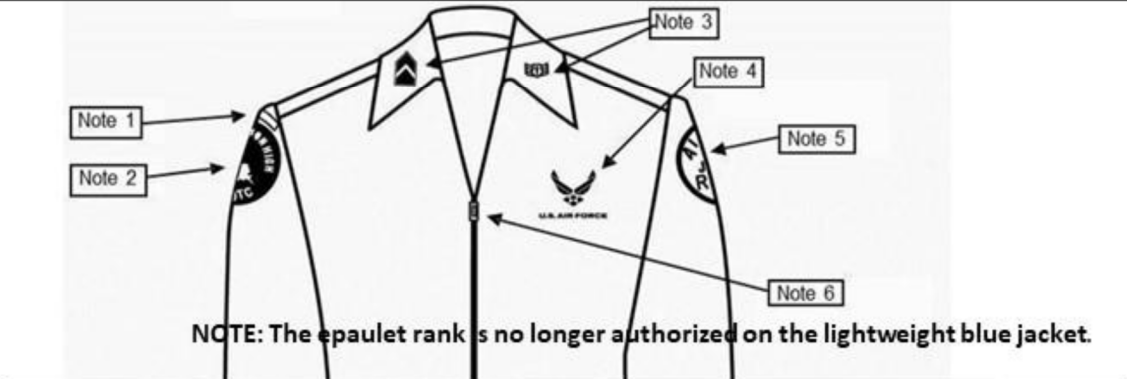
Cadets can choose only one badge. Either the APT badge or the Marksmanship Shield. Follow APT placement criteria if cadets wear the Marksmanship Shield.



AEF BADGE

Attachment 7-8

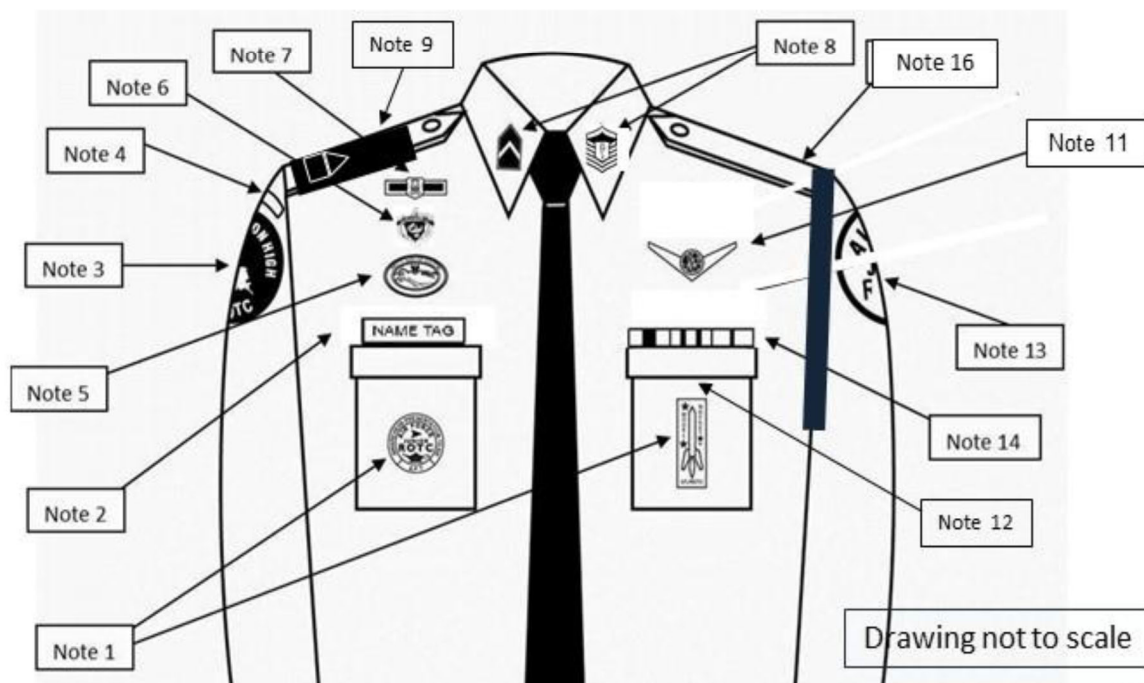
CADET LIGHT WEIGHT BLUE JACKET



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 7-11

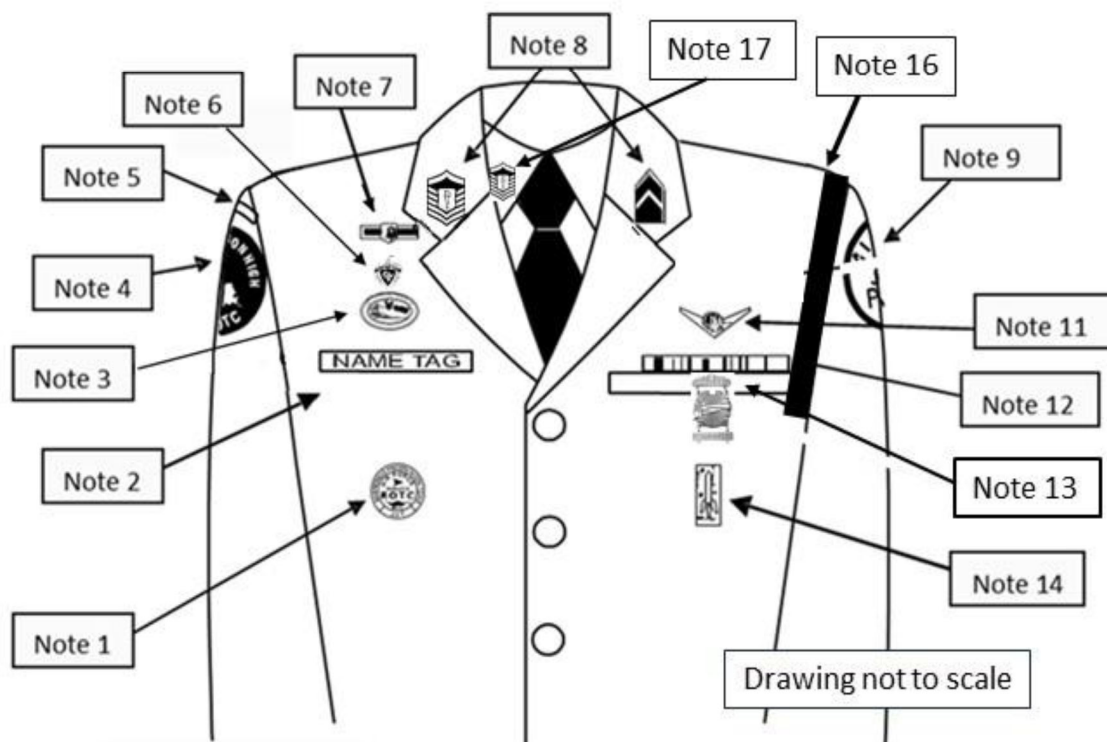
CADET MALE BLUE SHIRT



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

Attachment 7-9

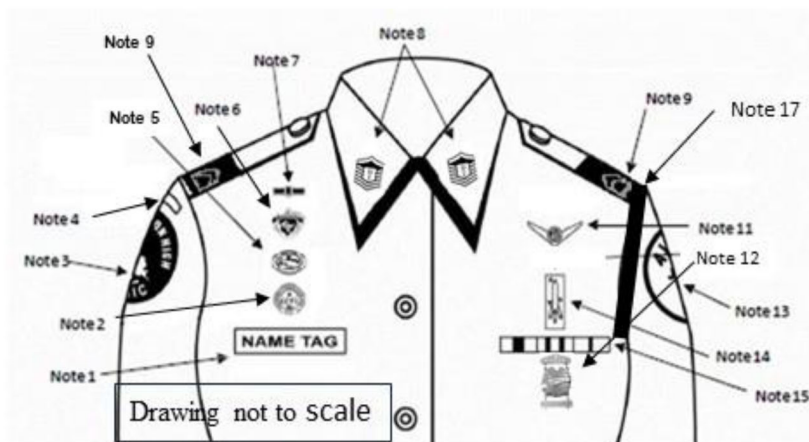
CADET MALE SERVICE DRESS



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.**

Attachment 7-12

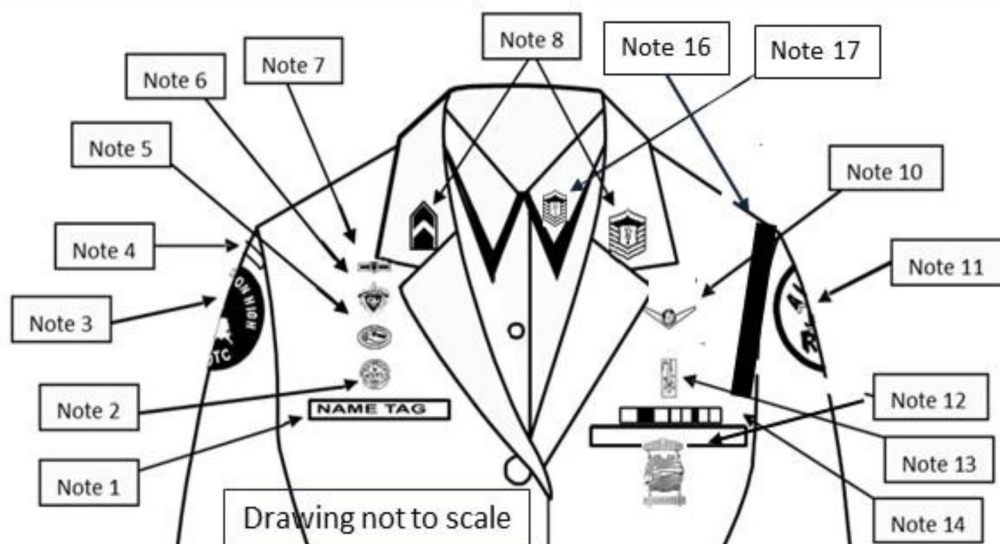
CADET FEMALE BLUE SHIRT



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

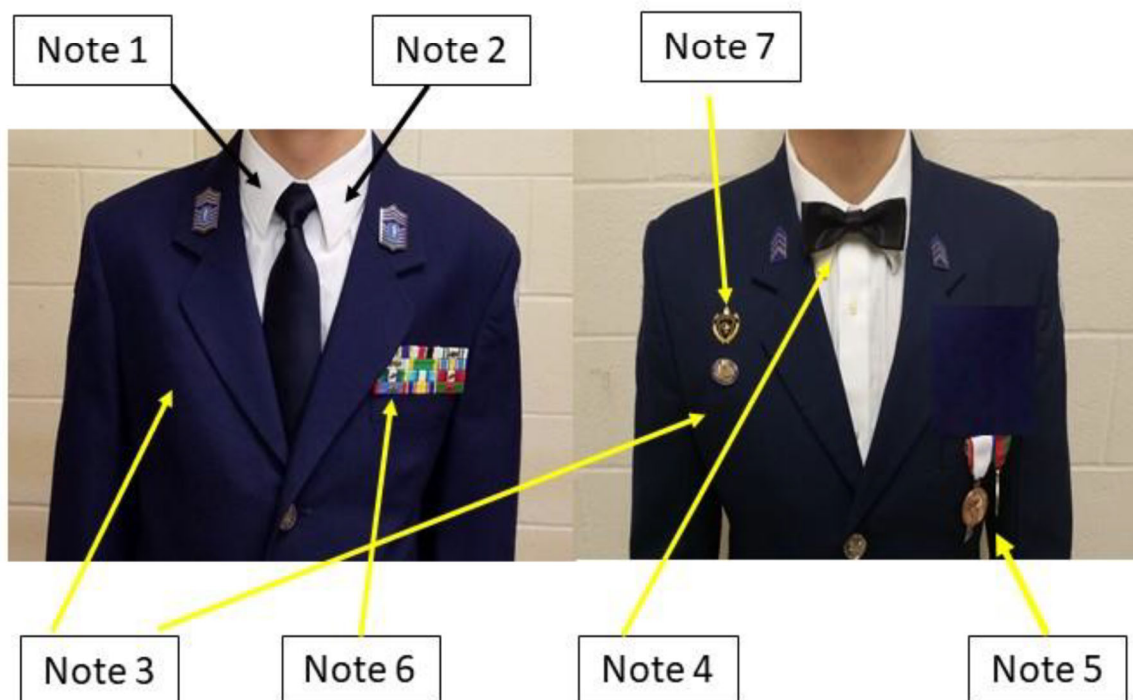
Attachment 7-10

CADET FEMALE SERVICE DRESS



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

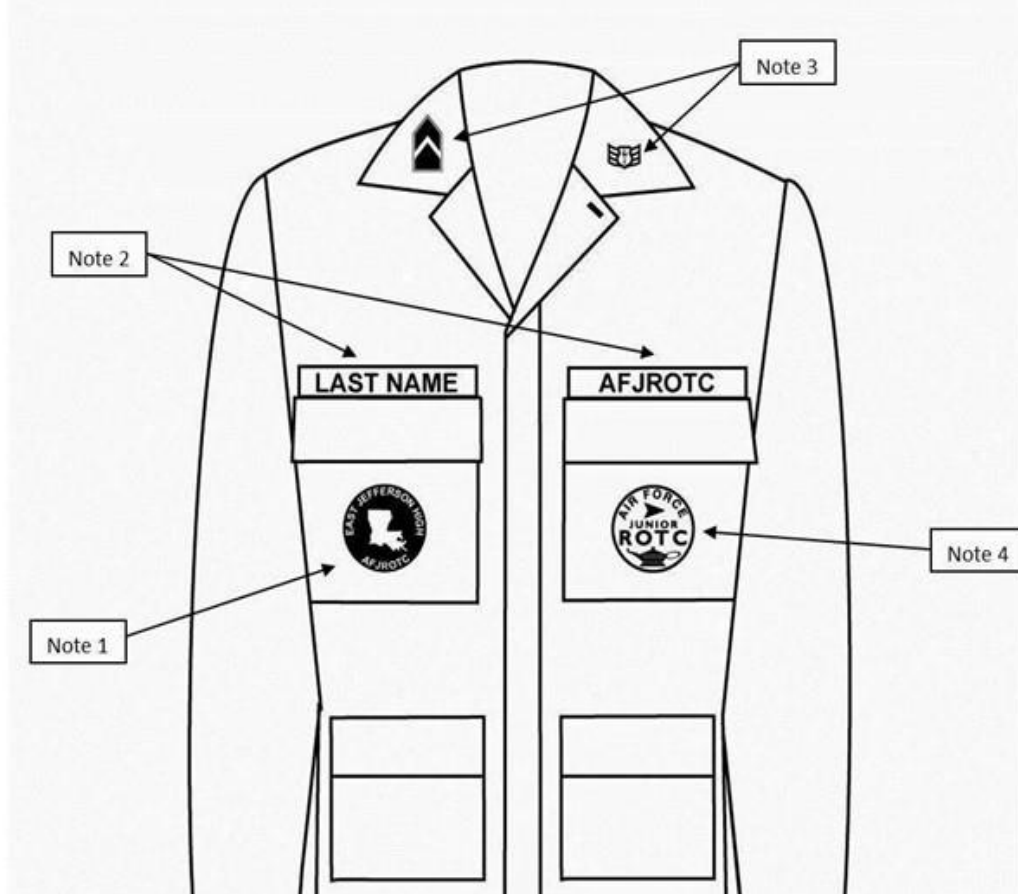
Semi-Formal Dress Uniform



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

Attachment 7-6

CADET ABU Male and Female



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

CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.



Officers will wear rank insignia on the ABU cap.

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

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

Attachment 7-16 (continued)

Sample Uniform Pictures



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

FEDMALL
Purchased Air Force
Sweat Shirt and
Pants



Flight: A B C D E		Uniform Inspection Sheet								
		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
Cadet Name: (Last, First, Mi.)										
Uniform: 0 (not Worn) -25 (Dirty)										
Headgear: -20 (Not Worn) -5 (Worn Incorrect)										
Haircut/Hairstyle: -25										
Shave: -25										
Rank Insignia: -10 (Not Worn) -5 (Worn Incorrect)										
Ribbons: -10 (Not Worn) -5 (Worn Incorrect)										
Name Tag: -10 (Not Worn) -5 (Worn Incorrect)										
Unauthorized color hairpins/barrettes -20										
Buttons: -10 (If Missing / Not Buttoned)										
Gig Line: -5										
Belt/Buckle: -20 (Not Worn) -5 (Worn Incorrect)										
Undershirt: -20 (not worn) -10 (Visible)										
Pockets: -5 (Not Buttoned)										
Strings / Threads: -2 (each)										
Socks / Hosiery: -20 (Not Worn) -20 (Wrong Color)										
Foot Gear: -20 (Not Shined)										
Finger Nails: -20 (Unauthorized Color) or (Dirty)										
Jewelry: -10 (Excess Amount Showing)										
Not Maintaining Proper Inspection Position: -20										
Miscellaneous: [5-25](Flight Commander's Discretion)										
Total Score:										
Date Of Inspection:										
Inspector's Initials:										
Make Up Date:										
Inspector's Initials:										
Make Up Date:										
Inspector's Initials:										
Cadet Initials:										
PT Uniform:										
Inspector's Initials:										
Notes about inspection:										

CADET PERFORMANCE REPORT

1st YEAR CADET

RATEE'S NAME (Print LAST, FIRST, MI)		FLIGHT		TEMP RANK	
Position(s)		AS Year		Report Period	
<p>Rating Factors: Rate the cadet's performance in the following areas using a scale from one (lowest) to five (highest). Mark an "X" in the appropriate box. Only 25% of the cadets you rate should receive an overall "5" rating. If you are reviewing the report and disagree with a rating, initial the box where you think the rating should be.</p>					
	1	2	3	4	5
1. ATTITUDE: Displays a positive attitude; optimistic; enthusiastic; team-oriented					
2. CORE VALUES: Aware of the core values; honest; practices customs & courtesies; polite & respectful; wears uniform properly					
3. COMMUNICATION SKILLS: Listens actively; attentive; asks good questions					
4. SENSE OF RESPONSIBILITY: Follows directions; dependable; arrives ready to learn and serve; effective in managing own time					
5. Actively participates in AFJROTC activities					
CADETS OVERALL PERFORMANCE RATING:					
<p>Facts & Specific Achievements: Describe details of the cadet's overall performance. If the cadet needs to improve his/her performance, explain why and how. If the cadet excelled, describe what he/she did to excel. Both the highest and lowest overall ratings must be justified with descriptive comments. Write neatly (or type) your comments entirely within this block.</p>					
<p>Promotion Recommendation: Consider your ratings and comments; make a recommendation for promotion. Compare the cadet to others with the same temporary rank. Only 25% can receive the highest promotion recommendation.</p>					
Do Not Promote This Time <input type="checkbox"/>		Consider for Promotion <input type="checkbox"/>		Promote Now <input type="checkbox"/>	
RATING CADET		INDORSING CADET		C/CV	ASI
Printed Name & Position		Printed Name & Position			
Signature/Date		Signature/Date		C/CC	SASI

CADET PERFORMANCE REPORT

2nd YEAR CADET

RATEE'S NAME (Print LAST, FIRST, MI)		FLIGHT		TEMP RANK	
Position(s)		AS Year		Report Period	
<p>Rating Factors: Rate the cadet's performance in the following areas using a scale from one (lowest) to five (highest). Mark an "X" in the appropriate box. Only 25% of the cadets you rate should receive an overall "5" rating. If you are reviewing the report and disagree with a rating, initial the box where you think the rating should be.</p>					
	1	2	3	4	5
1. ATTITUDE: Maintains a positive attitude & encourages good attitudes in others; does not flaunt rank or authority					
2. CORE VALUES: Displays a commitment to the Core Values; promotes team spirit, professionalism, & good sportsmanship as a team leader					
3. COMMUNICATION SKILLS: Proficient in informal public speaking (i.e. giving directions to & training junior cadets)					
4. SENSE OF RESPONSIBILITY: Enforces standards; trustworthy in supervising a small team and leading them in fulfillment of a series of simple tasks; given a plan, is able to carry it out					
5. INTERPERSONAL SKILLS: Guides & coaches junior cadets; recognizes when junior cadets need help; leads by example; is not a "boss"					
CADET'S OVERALL PERFORMANCE RATING:					
<p>Facts & Specific Achievements: Describe details of the cadet's overall performance. If the cadet needs to improve his/her performance, explain why and how. If the cadet excelled, describe what he/she did to excel. Both the highest and lowest overall ratings must be justified with descriptive comments. Write neatly (or type) your comments entirely within this block.</p>					
<p>Promotion Recommendation: Consider your ratings and comments; make a recommendation for promotion. Compare the cadet to others with the same temporary rank. Only 25% can receive the highest promotion recommendation.</p>					
Do Not Promote This Time		Consider for Promotion		Promote Now	
RATING CADET		INDORSING CADET		C/CV	ASI
Printed Name & Position		Printed Name & Position			
Signature/Date		Signature/Date		C/CC	SASI

CADET PERFORMANCE REPORT

3rd YEAR CADET

RATEE'S NAME (Print LAST, FIRST, MI)		FLIGHT		TEMP RANK	
Position(s)		AS Year		Report Period	
<p>Rating Factors: Rate the cadet's performance in the following areas using a scale from one (lowest) to five (highest). Mark an "X" in the appropriate box. Only 25% of the cadets you rate should receive an overall "5" rating. If you are reviewing the report and disagree with a rating, initial the box where you think the rating should be.</p>					
	1	2	3	4	5
1. ATTITUDE: Conscious of own performance; takes initiative to develop new skills; self-motivated and able to motivate others					
2. CORE VALUES: Fair, just, & consistent in dealing with subordinates; knows what matters should be referred up the chain					
3. COMMUNICATION SKILLS: Writes & speaks clearly; presents ideas logically; persuasive					
4. SENSE OF RESPONSIBILITY: Given an assignment, takes project from beginning to end; develops appropriate goals, plans, standards, and follows through in execution; demonstrates sense of ownership in all assignments					
5. INTERPERSONAL SKILLS: Actively develops and mentors cadet officers; adapts leadership style to fit situation; calm under pressure					
6. CRITICAL THINKING: Thinks in advance & plans ahead to meet the unit's short-term needs; imaginative & not tied to old ideas					
7. DELEGATION SKILLS: Delegates routine tasks effectively & works through NCOS; keeps people informed; makes expectations clear; supervises work of others					
CADET'S OVERALL PERFORMANCE RATING:					
<p>Facts & Specific Achievements: Describe details of the cadet's overall performance. If the cadet needs to improve his/her performance, explain why and how. If the cadet excelled, describe what he/she did to excel. Both the highest and lowest overall ratings must be justified with descriptive comments. Write neatly (or type) your comments entirely within this</p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>					
<p>Promotion Recommendation: Consider your ratings and comments; make a recommendation for promotion. Compare the cadet to others with the same temporary rank. Only 25% can receive the highest promotion recommendation.</p>					
Do Not Promote This Time		Consider for Promotion		Promote Now	
RATING CADET		INDORSING CADET		C/ CV	ASI
Printed Name & Position		Printed Name & Position			
Signature/Date		Signature/Date		C/ CC	SASI

CADET PERFORMANCE REPORT 4th YEAR CADET

RATEE'S NAME (Print LAST, FIRST, MI)		FLIGHT		TEMP RANK	
Position(s)		AS Year		Report Period	
<p>Rating Factors: Rate the cadet's performance in the following areas using a scale from one (lowest) to five (highest). Mark an "X" in the appropriate box. Only 25% of the cadets you rate should receive an overall "5" rating. If you are reviewing the report and disagree with a rating, initial the box where you think the rating should be.</p>					
	1	2	3	4	5
1. ATTITUDE: Resilient; shows mental discipline in working to achieve long-term goals; welcomes change; has habit of continual improvement					
2. CORE VALUES: Uses empathy; recognizes how Core Values relate to new and unfamiliar situations; makes sound & timely decisions independently					
3. COMMUNICATION SKILLS: Articulate; succinct; persuasive; varies message to fit audience					
4. SENSE OF RESPONSIBILITY: Completes large projects with little supervision; follows and sets a command intent; self-starter					
5. INTERPERSONAL SKILLS: Actively develops and mentors cadet officers; adapts leadership style to fit situation; calm under pressure					
6. CRITICAL THINKING: Sets long-term goals for the unit; imaginative & visionary; recognizes unit's long-term needs; mentally agile when faced with unfamiliar problems					
7. DELEGATION SKILLS: Directs multiple teams & manages multiple tasks; assigns people to right jobs; delegates well & enables others to take charge					
CADET'S OVERALL PERFORMANCE RATING:					
<p>Facts & Specific Achievements: Describe details of the cadet's overall performance. If the cadet needs to improve his/her performance, explain why and how. If the cadet excelled, describe what he/she did to excel. Both the highest and lowest overall ratings must be justified with descriptive comments. Write neatly (or type) your comments entirely within this</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>					
<p>Promotion Recommendation: Consider your ratings and comments; make a recommendation for promotion. Compare the cadet to others with the same temporary rank. Only 25% can receive the highest promotion recommendation.</p>					
Do Not Promote This Time		Consider for Promotion		Promote Now	
RATING CADET		INDORSING CADET		C/ CV	ASI
Printed Name & Position		Printed Name & Position			
Signature/Date		Signature/Date		C/ CC	SASI

Air Force and Space Force JROTC Ribbon Chart



1. Gold Valor Award



2. Silver Valor Award



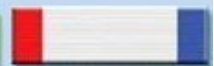
3. Cadet Humanitarian Award



4. Silver Star Community Service w/Excellence Award



5. Community Service with Excellence Award



6. Air Force Association Award



7. Daedalian Award



8. Daughters of the American Revolution Award



9. American Legion Scholastic Award



10. American Legion General Military Excellence Award



11. Reserve Organization of America (ROA) Award



12. Military Officers Association Award



13. Veterans of Foreign Wars (VFW) Award



14. National Society United States Daughters of 1812



15. National Sojourners Award



16. Scottish Rite, Southern Jurisdiction Award



17. Military Order of the Purple Heart



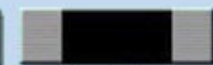
18. Sons of the American Revolution Award



19. Military Order of World Wars Medal



20. American Veterans Award



21. Air Force Sergeants Association



22. Tuskegee Airman Inc. Award



23. The Retired Enlisted Association Award



24. Celebrate Freedom Foundation Award



25. Air Commando Association Award



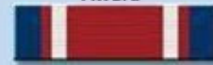
26. Distinguished Unit Award w/Merit



27. Distinguished Unit Award



28. Outstanding Organization Award



29. Outstanding Flight Ribbon



30. Top Performer Award



31. Outstanding Cadet Ribbon



32. Leadership Ribbon



33. Superior Performance Ribbon



34. Achievement Ribbon



35. Academic Ribbon



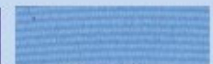
36. Cadet Leadership Course Ribbon



37. Special Teams Placement Ribbon



38. All-Service National Competition Ribbon



39. Air Force Nationals Competition Ribbon



40. Orienteering Ribbon



41. Leadership Development Requirement (LDR) Leadership Ribbon



42. Drill Team Ribbon



43. Color Guard Ribbon



44. Sabre Team Ribbon



45. Marksmanship Ribbon



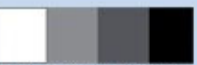
46. JLAB Ribbon



47. Cyber Patriot Ribbon



48. StellarXplorers Ribbon



49. Raiders Team Ribbon



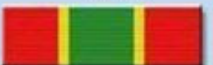
50. Military Model Building Ribbon



51. Unmanned Aircraft Systems (UAS) Ribbon



52. Robotics Ribbon



53. Good Conduct Ribbon



54. Service Ribbon



55. Health and Wellness Ribbon



56. Recruiting Ribbon



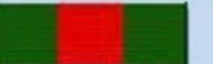
57. Activities Ribbon



58. Attendance Ribbon



59. Dress and Appearance Ribbon



60. Longevity Ribbon



61. Bataan Death March Memorial Hike Ribbon



62. Patriotic Flag Ribbon



63. COVID-19 Ribbon

64-68. CAP Ribbons

AIR FORCE SONG
(Into the Wild Blue Yonder)

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



