

CADET\_\_\_\_\_ AS-\_\_ FLIGHT\_\_\_\_\_

# FL- 921

## AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS (AFJROTC)

2024 – 2025  
CADET GUIDE



**OSCEOLA HIGH SCHOOL**  
**420 S. Thacker Ave.**  
**Kissimmee, FL 34741**

# AFJROTC Unit FL-921

## **Osceola High School**

**420 SOUTH THACKER AVENUE  
KISSIMMEE, FLORIDA 34741**

Dear Cadet,

Welcome to the Air Force Junior Reserve Officer Training Corps (AFJROTC). I am pleased to accept you into a program that offers special opportunities in Education, Leadership, Social Activities, and Community Service. Make no mistake, this is a program designed to challenge you and provide you with the opportunity to profit from your participation. As a cadet, you will be required to maintain certain behavior and grooming standards above those required of other Osceola High School students. In exchange for your sacrifice, you are given the honor of wearing the United States Air Force uniform.

The high standards of our Corps is linked to leadership and personal objectives that will maximize your professional development and educational experience. As a member of the FL-921 Cadet Group, you will travel to military facilities for field trips, participate in parades in the local area, perform in drill and color guard ceremonies, compete against other schools, and perform community service projects. Additionally, you may participate in social activities such as our Military Ball, Awards Ceremony, Field Days, picnics, and, as you progress in experience and ability, become leaders in planning and execution of these Corps activities.

The program provides facilities and instructors dedicated to helping you get the most out of your experiences. For your part, you will be expected to enthusiastically support the FL-921 Cadet Corps and the Air Force Core Values. Your passion and commitment to excellence are at the heart of the program. The more you put into the program, the more you will enjoy it and the more you will get out of it.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry A. Schneck". The signature is fluid and cursive, with the first name "Larry" being more prominent and the last name "Schneck" following in a similar style.

LARRY A. SCHNECK, CMSgt, USAF (Ret)  
Aerospace Science Instructor (ASI)

## INTRODUCTION

The purpose of this Cadet Guide is to provide you with a resource of information that will help you to become a successful and contributing member of the Cadet Corps at Osceola High School. This guide contains basic information concerning the academic, behavior, and grooming standards that each cadet is expected to know. It provides information on the course and how the Cadet Corps is organized. It also outlines the policies under which the corps, each squadron, flight and element is expected to operate.

**This guide includes basic knowledge that each cadet should memorize, therefore, every effort should be made to learn to use this guide and to become familiar with it as much as possible.**

The Table of Contents is the key to finding the information you want. This guide will be used in the development of a General Cadet Knowledge Test used for cadet advancement (promotions).

You are responsible for keeping this guide current **with Interim Change Notices (ICN) posted in the back and for bringing it to class daily.** Also, we are not recruiters and do not try to enlist you for any military branch. There is no military obligation associated with enrolling in AFJROTC. However, we do have recruiters who visit to provide information on career opportunities and answer your questions.

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## CHAPTER 1

### Mission and Scope of the AFJROTC Program

1.1. **MISSION.** The mission of the AFJROTC Program is to “**Develop citizens of character.**” The AFJROTC motto is “**Building better citizens for America**”. The mission of the Air Force is to “**Fly, Fight, and Win...Airpower anytime, anywhere**” The Air Force Motto is “**Aim High... Fly-Fight-Win**”

1.2. **GOAL.** The goal of the AFJROTC Program is to instill in high school cadets the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.

1.2.1. 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 Core Values of "Integrity First, Service Before Self, and Excellence in All We Do."

1.2.1.1. This program will enable the students to:

- Develop a high degree of strong morals, self-esteem, self-reliance, personal appearance, and leadership.
- Adhere to the values of integrity, service, and excellence.
- Increase their understanding of patriotism and responsibilities as US citizens.
- Participate in community service activities.
- Expand their skills of critical thinking and problem solving, communication and collaboration, and creativity and innovation.
- Demonstrate military customs, courtesies, and traditions and develop habits of order, discipline, and social skills.
- Acquire a broad-based knowledge of aerospace studies and leadership education.
- Strive to graduate from high school and prepare for college and careers in the 21st Century.
- Cultivate a commitment to physical fitness and a healthy lifestyle.

1.3. **PROGRAM.** The AFJROTC program is divided into three parts: 40% focuses on Aerospace Science (AS) material, 40% on Leadership Education (LE), and 20% on the Cadet Health and Wellness Program (CHWP).

1.3.1. **CADET CORPS.** A total of seven flights make up the FL-921 Cadet Group, which is led by a Cadet Group Commander (CC) selected each term by the SASI/ASI. The Cadet Group CC has a staff to assist him/her in running the Corps. It should be emphasized that the Cadet Corps is run **by** and **for** the cadets under the guidance of the instructors to ensure the cadets adhere to AFJROTC standards. The FL-921 Cadet Corps within the AFJROTC program will be what **you** and **your** fellow cadets make of it!

1.3.1.2 **EARNING UNIFORM:** When any cadet joins the program, they will be placed under a month-long probation in which they will show if they truly want to be in the program and gives the cadet time to turn in their attachments and parent permission slips. Cadets will **only** receive their PTGs at the beginning of the year until the probation period is over. During this probation, they will be inspected and graded on Air Force grooming standards. At the end of the probation, they will be issued PTGs, PTG Sweats, Blues (Service Uniform), and the AFJROTC FL-921 Polo Shirt.

1.3.1.3 **OCPs:** here are multiple ways a cadet can earn the privilege of wearing OCPs.

1. The cadet must pass his or her 30 Command Drill Sequence written and Commanding test with 90% or higher.
2. Cadets must also pass a Uniform Knowledge Test by the Support Squadron Commander.
3. Cadets will only be able to retake TWO times before failing.

1.4. **RESERVE CADET PROGRAM. IN ACCORDANCE WITH (IAW) AFJROTCI 36-2010** A Reserve Cadet is a cadet who cannot enroll in AFJROTC courses within the school and is in the AFJROTC program for the sole purpose of participating in co-curricular (after-school) activities. To be accepted into the Reserve Cadet Program the cadet must have been a cadet for at least one academic year of AFJROTC and attain SASI Letter of Acceptance into the program.

1.4.1. Reserve Cadets may participate in all AFJROTC activities (Community Service, Drill Team, Color Guard, Kitty

Hawk, etc.) and hold limited Cadet Corps positions, which are commander, NCOIC or NCO of any drill team. Reserve Cadets will be issued uniforms for the entire academic year. Reserve Cadets must wear the uniform IAW Attachment 3 of the Cadet Guide Supplement and arrange to report in with the SASI, ASI or designated cadet Reserve Program leadership prior to first class period, during your lunch or afterschool for uniform inspection each uniform wear day.

1.4.2. All Reserve Cadets will:

1.4.2.1. Complete Monthly Mass PFT (Physical Fitness Testing)

1.4.2.2. Once per semester {Nov (Fall) – March (Spring)} demonstrate proficiency in leading the 30 and 56 Command Drill Sequences on the drill pad.

1.4.2.3. Must follow the same military conduct, uniform regulations and be professional when participating in any events

1.4.3. Time in reserve status does not count toward the AFJROTC Certificate of Completion. Reserve Cadets may retain their uniform for the entire academic year.

1.5. **COURSE LEVELS.** The Aerospace Science Program is a voluntary 4-year course. It is an elective course in which the first year would count as an **Elective credit** for graduation. Completion of two years can count as one **Fine/Performing Art credit or one Physical Education (PE) credit.** (This does not include the Personal Fitness credit required for graduation). Completion of three years can count as one **Fine/Performing Art credit, one PE credit, and one General Science.** Completion of four years would add a second Elective credit. Upon completion of 2 to 4 years of AFJROTC, there are several benefits to any cadet who may be interested in military service or college ROTC. These benefits are described in Chapter 11. It is important to note that to reenroll as an AS 2 (second year cadet), AS 3 (third year cadet), and AS 4 (fourth year cadet) cadet is contingent on Senior Aerospace Science Instructor's (SASI) approval.

1.5.1. **Aerospace Science 100.** This course is an introduction to the historical development of flight. The course will also include the AFJROTC mission and organization, customs and courtesies, and the meaning and purpose of standards, discipline and conduct.

1.5.2. **Aerospace Science 200.** This course introduces the atmosphere and weather elements, the effects of flight on the human body and basic aeronautics and navigation. Special attention is given to the understanding why the elements of effective communication skills are important to the dynamics of individual and group behavior and a key to effective leadership.

1.5.3. **Aerospace Science 300.** This course examines our Solar System, the latest advances in space technology, and continuing challenges of space and manned flight. Special attention is given to understanding why obtaining a degree or skill after high school is important to having a civilian or military career.

1.5.4. **Aerospace Science 400.** The cadets put the theories of previous leadership courses into practice by getting hands-on experience in organizing, directing, controlling, and coordinating the Cadet Corps.

1.5.5 **Cadet Leadership Course (CLC).** This program is a minimum of two days of intensive training at an on or off-campus facility or active Air Force Base in which the cadets learn and practice the basic concepts of leadership and responsibility. It is intended to train and pick out the future leaders of the corps. Cadets are selected for attendance based on proven discipline, acceptance of responsibility and leadership position. In addition, there may be a cost for attendance that covers the expense of your room/transportation during the training.

1.6. **TEXTBOOKS.** The online textbooks used in the AFJROTC program are furnished to cadets without charge or can be found in the AFJROTC section of the OHS school website (see SASI/ASI for password). All textbooks and leadership manuals are controlled items and must be safeguarded and accounted for.

1.7. **CLASS SCHEDULES.** Cadets attend classes 5 days a week. Each class is divided between Aerospace Science Instruction, leadership education and wellness/physical fitness education. **Fridays** are dedicated to the wellness/physical fitness portion which incorporates the Cadet Health and Wellness Program (CHWP). Cadets are required to wear an AF uniform on **Monday** OCPs, **Tuesday** (Flight suits for DE Cadets in second semester), **Wednesday** (Blues) the Air Force Service Blues Uniform, **Thursday** FL-921 Polo Shirt, and **Friday** Air Force Physical Training Gear (PTG) each week. Each AFJROTC class period is designated as a "Flight" with its own military designation. The first period class is designated "Alpha Flight," the next class period is designated "Bravo Flight," etc.

**1.7.1 First-Year Cadets (AS-1):** First-Year Cadets will wear their AFJROTC Polo w/ AF Lanyard on Mondays until they receive their OCPs which then they will follow the Uniform Master Schedule with grooming standards in all days except for Tuesday in OHS Dress Code.

- Monday: AFJROTC Polo w/ AFJROTC Lanyard
- Tuesday: OHS Dress Code
- Wednesday: Blues Combination of the week
- Thursday: AFJROTC Polo w/ AFJROTC Lanyard
- Friday: PTGs w/ Water Bottle

**1.8. GRADING.** Each cadet receives three weighted inputs each grading period toward their overall grades in AFJROTC: one for Aerospace Science instruction (40%), one for Leadership Education instruction (40%) and one for the Cadet Health and Wellness Program (20%).

**1.8.1. Academic and Leadership Education Grades.** Academic grades are determined by tests/quizzes, written assignments, oral presentations, class and group participation, workbook exercises, individual classroom conduct and work, and, for the AS 400 Course, management of the Cadet Corps. Leadership Education grades are determined by uniform wear inspections, grooming standards, drill and ceremonies, Leadership Education tests and quizzes, knowledge of this Cadet Guide, and individual classroom conduct. Cadet Health and Wellness Program grades are based on PTG uniform wear, homework assignments, participation and improvement over baseline assessment.

**1.8.1.2.** Any gross uniform violation or blatant failure to make any attempt to meet grooming standards will result in a failing uniform grade for that inspection day. **Three (3) failures to meet AF Grooming Standards in a row can be grounds for receiving an AFJROTC Referral or ultimately removal from the program.**

**1.8.1.3.** To receive credit for uniform wear, a cadet must wear the uniform **ALL DAY TO ALL CLASSES** failure to do so will result in a zero in the gradebook for the day. The uniform can, of course, be removed for physical education and other classes that require special attire. But the uniform must be put back on after that class unless you get permission from SASI/ASI, Group Commander, and Flight Leadership.

**1.9. CADET CORPS INFORMATION.** Cadets will be required to read all information posted through the following sources: Annual Strategic Calendar/Monthly/Daily Operations Orders, sign-up rosters, dry erase boards, corps bulletin boards, and electronic communications sent through the cadets OHS email, Canvas and the Remind App.

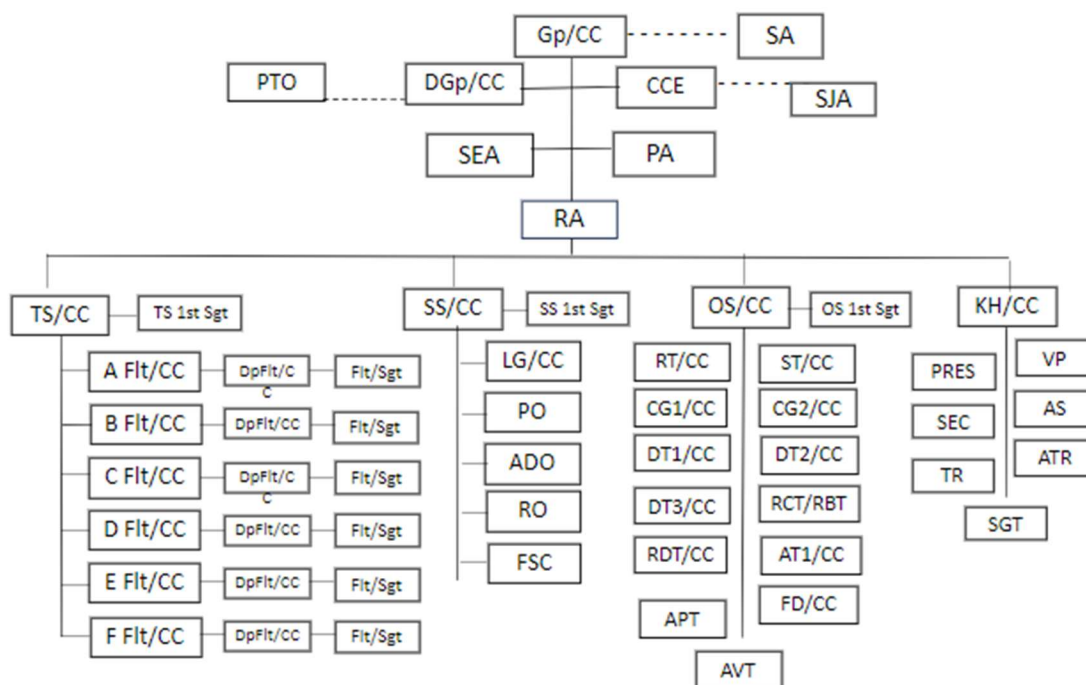
**1.10. FL-921 CADET GUIDE SUPPLEMENT.** The following attachments are included in the supplement to this guide:

<b>Attachment 1</b>	<b>Cadet Application/Contract</b>
<b>Attachment 2</b>	<b>Parental/Guardian Release Forms</b>
<b>Attachment 3</b>	<b>Uniform Wear Policy</b>
<b>Attachment 4(a/b)</b>	<b>Male(a)/Female(b) Standard Uniform Hand Receipt</b>
<b>Attachment 5</b>	<b>Competition Color Guard and Drill Team Agreement</b>
<b>Attachment 6</b>	<b>Osceola County Athletic Participation - Pre-participation Physical Evaluation</b>
<b>Photo Consent Form</b>	<b>Consent and Release to Photograph/Videotape/Interview Student</b>

**1.10.1.** Each cadet and parent/guardian will acknowledge by initialing/signing attachments one through four(a/b) their acceptance and willingness to comply with the conditions associated with participation in AFJROTC. Failure to return the signed attachments 1 - 4(a/b) will prevent the cadet from being issued a uniform and result in removal from the program.

**1.10.2.** Each cadet who wishes to participate in before/after school activities as well as the competition color guard, replica rifle team, saber team, drill team and raider team events must complete, sign, and return attachments 5 - 6. Participation will be delayed until the completed attachments are returned.

## CHAPTER 2 CADET GROUP CHAIN OF COMMAND



### 2.1. Organizational Chart Abbreviations:

Abbreviation	Definition	Abbreviation	Definition
SA	Special Assistant	SS/1st Sgt	Support Squadron First Sergeant
Gp/CC	Group Commander	LG/CC	Logistics Commander
DGp/CC	Deputy Group Commander	ADO	Awards and Decorations Officer
CCE	Group Executive Officer	PO	Personnel Officer
SEA	Senior Enlisted Advisor	RO	Recruiting and Retention Officer
RA	Resource Advocate	FM/CC	Facility Maintenance Commander
SJA	Staff Judge Advocate	OS/CC	Operations Squadron Commander
PTO	Physical Training Officer	OS/1st Sgt	Operation Squadron First Sergeant
PA	Public Affairs Officer	CG1/CC	Color Guard #1 Commander
TS/CC	Training Squadron Commander	CG2/CC	Color Guard #2 Commander
TS/ 1st Sgt	Training Squadron First Sergeant	DT1/CC	Drill Team #1 Commander
A Flt/CC	Alpha Flight Commander	DT2/CC	Drill Team #2 Commander
A DFlt/CC	Alpha Deputy Flight Commander	DT3/CC	Drill Team #3 Commander
A Flt/Sgt	Alpha Flight Sergeant	RT/CC	Rifle Team Commander
B Flt/CC	Bravo Flight Commander	ST/CC	Saber Team Commander
B DFlt/CC	Bravo Deputy Flight Commander	RDT/CC	Raider Team Commander
B Flt/Sgt	Bravo Flight Sergeant	AT1/CC	Academic Team #1 Commander
C Flt/CC	Charlie Flight Commander	APT/CC	Awareness Presentation Team Commander
C DFlt/CC	Charlie Deputy Flight Commander	ARC/CC	Aviation and Rocketry Club Commanders
C Flt/Sgt	Charlie Flight Sergeant	FD/CC	Flag Detail Commander
D Flt/CC	Delta Flight Commander	POA	Pledge of Allegiance Detail
D DFlt/CC	Delta Deputy Flight Commander	KH/CC	Kitty Hawk Squadron Commander
D Flt/Sgt	Delta Flight Sergeant	PRES	Kitty Hawk President
E Flt/CC	Echo Flight Commander	VP	Kitty Hawk Vice President

E DFlt/CC	Echo Deputy Flight Commander	SEC	Kitty Hawk Squadron Secretary
E Flt/Sgt	Echo Flight Sergeant	AS	Kitty Hawk Squadron Assistance Secretary
F Flt/CC	Foxtrot Flight Commander	TR	Kitty Hawk Squadron Treasure
F DFlt/CC	Foxtrot Deputy Flight Commander	ATR	Kitty Hawk Squadron Assistance Treasure
F Flt/Sgt	Foxtrot Flight Sergeant	SGT	Kitty Hawk Squadron Sergeant of Arms
SS/CC	Support Squadron Commander		

The Chain of Command is used in all communications between unit members. It aids in solving problems, defining responsibilities, and ensuring unity of command. In the flight, your Element Leader is the link between the enlisted and officer ranks. He or she can answer most questions regarding uniform wear, customs and courtesies, drill, etc. Your Element Leader will take any question or problem they cannot resolve to the Flight Sergeant. Unresolved issues will continue up the chain of command through the Flight Sergeant, Deputy Flight Commander, Flight Commander and then to the Squadron Commander before being addressed by the Group Commander. As can be seen on the Organizational Chart, the Group Commander is over the Squadron Commanders. The Deputy Group Commander fills in for the Group Commander in his/her absence. In the same way, the Deputy Flight Commander fills in for the Flight Commander in his/her absence.

When using the Chain of Command, try to solve any problem at the lowest possible level. Only proceed to the next level when it is apparent that the problem cannot be solved at that level.

If you are not satisfied with the results received at a certain level, you will address your issue at the next level in the Chain of Command. If you disagree with the response given at the current level in the chain of command, you may make an appointment with the current level to discuss the result with the next level in the Chain of Command. Then, and only then, may you proceed to the next higher level. **NOTE: There is no chain of command for safety/imminent danger concerns/illegal behavior issues. Immediately report any such concerns to the attention of the SASI and/or ASI.**

## Organization of the AFJROTC Cadet Group

**2.1. JOB DESCRIPTIONS.** The success of the Cadet Corps is based upon each member of the corps knowing his/her position and how each job position interrelates with others. A brief description of each job position follows, but they are not all inclusive. It is expected that each cadet will use their initiative and seek out further responsibilities. The SASI or ASI may or may not fill all Cadet Corps positions.

- 2.1.1. Group Commander (Gp/CC):** Supervises the Deputy Group Commander, Executive Officer, Senior Enlisted Advisor, Public Affairs Officer and all Squadron Commanders. Responsible for:
- 2.1.1.1. Annually drafting and publishing in WINGS, on or before 10 Oct, a minimum of six (6) Cadet Corps S.M.A.R.T (Specific, Measurable, Actionable, Realistic, Timeline) goals that support the AFJROTC Mission.
  - 2.1.1.2. Conducting the Annual Unit Assessment
  - 2.1.1.3. Planning Cadet Corps yearly activities that directly support the unit goals.
    - 2.1.1.3.1. Establishing, maintaining and publishing the Cadet Corps Master Calendar.
    - 2.1.1.3.2. Ensuring all unit members are aware of the FL-921 annual goals.
  - 2.1.1.4. Updating and briefing the FL-921 Unit Mission Brief to the SASI/ASI monthly
  - 2.1.1.5. Receiving updates from DGp/CC, Squadron Commanders, Project Officers, Public Affairs and Senior Enlisted Advisor
  - 2.1.1.6. Conducting Group Staff meetings on a regular basis
  - 2.1.1.7. Overall appearance, discipline, training, efficiency and conduct of the Cadet Corps.
  - 2.1.1.8. Representing the Cadet Corps to community leaders, school administrators and student council meetings
  - 2.1.1.9. Managing leadership opportunities across the Cadet Corps to maximize cadet participation in unit activities commensurate with their individual abilities.
  - 2.1.1.10. Directing the cadet promotion system, publishing cadet policy, and directing training as necessary to ensure fair, equitable, and timely promotion consideration for each member of the cadet corps.
  - 2.1.1.11. Submitting public affairs news releases to the SASI for approval prior to forwarding for use by school media and/or local news outlets.



- 2.1.1.12. Reviewing PA monthly inputs for FL-921 OHS website and forwarding recommendations to the SASI.
- 2.1.1.13. Informing the SASI/ASI on matters pertaining to the Cadet Corps.
- 2.1.1.14. Enforcing and maintaining rules for the Cadet Corps.
- 2.1.1.15. Other duties as assigned by the SASI/ASI.

**2.1.2. Deputy Group Commander (DGp/CC): Supervises** the Physical Training Officer (PTO). Responsible for:

- 2.1.2.1. Assuming command of the Cadet Corps in the absence of the Group Commander.
- 2.1.2.2. Monitoring and overseeing the promotion process for all cadet officers.
- 2.1.2.3. Managing the Cadet Airman (AMN), noncommissioned officer (NCO), and company grade officer (CGO) of the Month program.
- 2.1.2.4. Managing the Cadet Corps Physical Fitness Training Program.
  - 2.1.2.4.1. Start of Year FL-921 Mass PFT into WINGS no later than (NLT) 45 days (about 1 and a half months) into the school year (SY)
  - 2.1.2.4.2. End of year (EOY) FL-921 Mass PFT input into WINGS NLT 30 prior to the end of the SY
  - 2.1.2.4.3. Ensuring the program's annual calendar is published no later than the end of August
- 2.1.2.5. Planning, organizing, and executing the fall and spring field day competitions.
- 2.1.2.6. Oversees any Physical Training related events (PT Competitions, Raider events, Mass PFT etc.)
- 2.1.2.7. Any additional tasks assigned by the Group Commander.

**2.1.3. Group Executive Officer (CCE): Responsible** for:

- 2.1.3.1. Maintaining the currency, distribution and publication of the Cadet Corp Master Calendar
- 2.1.3.2. Weekly updating of the group staff meeting slides with updates from squadron commanders, functional area managers, and project officer inputs.
- 2.1.3.3. Keeps minutes and attendance records of all group staff meetings.
- 2.1.3.4. Reviewing all correspondence requiring Group Commander signatures.
- 2.1.3.5. Assisting with development of plans for all major cadet functions and activities.
- 2.1.3.6. Publishing and posting the month operations order and daily changes FL-921 Operations Orders.
- 2.1.3.7. Coordinating with the PA to ensure the currency of the FL-921 Unit Mission Brief
- 2.1.3.8. Maintaining Wings accuracy to events.
- 2.1.3.9. Maintaining and tracking the parent and teacher permission slips for all events on the strategic calendar
- 2.1.3.10. Completing all tasks given by the Group Commander or Deputy Group Commander.

**2.1.4. Public Affairs Officer (PA): Supervises** the Public Affairs NCOIC and NCOs. Responsible for:

- 2.1.4.1. Drafting and submitting to the Group Commander newsworthy items about cadets and unit activities for school publications and local new outlets on a bi-monthly basis.
- 2.1.4.2. Providing a monthly status report to the Group Commander on the FL-921 OHS website and social media platforms.
  - 2.1.4.2.1. The monthly report will include proposed updates to the website.
- 2.1.4.3. Updating and forwarding to the Group Commander, via the CCE, the FL-921 PowerPoint Unit Mission Brief monthly
- 2.1.4.4. Maintains currency of the Cadet Organizational Bulletin Board.
- 2.1.4.5. Edits, publishes, and updates the FL-921 Cadet Corps History.
- 2.1.4.6. Ensuring the videotaping and photograph of all AFJROTC activities.
  - 2.1.4.6.1. Maintains an annual copy of the electronic data in TEAMS.
- 2.1.4.7. Creating the annual Cadet Corps Scrapbook containing photographs, news clippings, etc. of key events.
- 2.1.4.8. Attending school open house events and setting up the FL-921 AFJROTC display.
- 2.1.4.9. Supporting the Recruiting and Retentions Officer initiatives.
- 2.1.4.10. Trains the Noncommissioned Officer in Charge (NCOIC) in all duties.
- 2.1.4.11. Co-Commands Bataan Death March
- 2.1.4.12. Important events must be shared in social media (Instagram, Facebook, etc.)
- 2.1.4.13. Works with Special Assistant to create the End of Year video.

**2.1.5. Public Affairs Noncommissioned Officer in charge (NCOIC):**

2.1.5.1 Assisting the PA NCOIC with taking pictures of events and sending them to PA Officer, executing anything required by the PA Officer in support of PA taskings in 2.1.4.1 through 2.1.4.10.

**2.1.6 Public Affairs Noncommissioned Officer (NCO)**

2.1.6.1 Helps the NCOIC and PA officer in any task that they need assistance with.

2.1.6.2 Helps the NCOIC and PA officer to ensure that every duty under public affairs is up to date.

**2.1.7. Public Affairs Advisor (PAA):**

2.1.7.1. Each flight has an assigned PAA that works under the PA Officer to ensure there is photo documentation of all events happening within each flight.

2.1.7.2. The PAA will have weekly reports of the photos/videos taken and a description of the event submitted to the PA Officer to review.

2.1.7.3. PAA must have a way to get excellent quality pictures/videos and has storage available to have pictures/videos taken.

2.1.7.4. Advisors must complete all tasks given by the Commander. Cadets will be taken from the position if failure to complete any tasks.

**2.1.8. Senior Enlisted Advisor (SEA):** Acts as the voice to the Group Commander representing enlisted issues.

Responsible for:

2.1.8.1. Monitoring and publishing the cadet corps grade point average (GPA) 9-week cycle.

2.1.8.2. Managing the Merit and Demerit System for FL-921 Cadet Corps.

2.1.8.3. Drafting Interim Change Notices (ICN) to the FL-921 Cadet Guide for approval by the GP/CC and SASI/ASI.

2.1.8.4. Updating and publishing the enlisted promotion tests for Amn-SrA, SSgt-TSgt, MSgt-SMSGt no later than (NLT) eight weeks into the SY. Forward updated tests for review and comment through the Group Commander, ASI and SASI before publishing.

2.1.8.5. In command of and plans Bataan Death March

2.1.8.6. Conducts Flight Commander Evaluations

2.1.8.7. Plans and leads bi-weekly meetings with Flight Sergeants.

2.1.8.8 Leads AFJROTC Cadet Corps Fundraisers

2.1.8.9. Other duties as assigned by the Group Commander.

**2.1.9. Staff Judge Advocate (SJA):** Is responsible for

2.1.9.1 Conducts cadet council meeting along the CCE and/or SEA based on the rank of the cadet being met with

2.1.9.2. Must uphold all the rules of the cadet guide and instruct others to follow it as well

2.1.9.3. Must break any disagreements between cadets regarding the cadet guide in a discrete matter

2.1.9.4. Works alongside the SASI/ASI

**2.1.10. Resource Advisor (RA):** Is responsible for

2.1.10.1 Works directly with the SASI/ASI assisting with any financial and work-related/Bookkeeping matters.

2.1.10.2 Assists in responding to any pending emails from the SASI/ASI

2.1.10.3 Helps the Gp/CC and Instructors in any task that they need assistance in.

**2.1.11. Physical Training Officer (PTO): Supervises** Noncommissioned Officer in Charge (NCOIC). Responsible for:

2.1.11.1. Developing a standardized physical fitness training program to improve the Cadet Corps baseline fitness scores.

2.1.11.2. Conducting mass PFT of Cadet Corps:

2.1.11.2.1. No later than (NLT) 45 days (about 1 and a half months) after the start of the Fall semester with test results input into WINGS within one week following the mass PFT.

2.1.11.2.2. No later than (NLT) 30 days (about 4 and a half weeks) prior to the end of the school year with test results input into WINGS within one week following the mass PFT.

2.1.11.3. Developing a program to train Physical Training Advisors within each of the six flights to conduct the following:

2.1.11.3.1. Demonstration of each physical fitness testing (PFT) events, weekly standardized PFT training events, initial/monthly/end of year mass PFT testing; complete standardized documentation and reporting of testing results through the Flt/CC and TS/CC to the PTO "In Turn" (cc: DGp/CC).

2.1.11.4. Managing inventory of all physical fitness training equipment and notifying the DGp/CC of any lost or damaged equipment.

- 2.1.11.5. Implementing DGp/CC taskings in support of field day events.
- 2.1.11.6. Assists and leads physical training competitions at the discretion of the Operation Squadron Commander.
- 2.1.11.7. Trains the Noncommissioned Officer in Charge and Noncommissioned Officer (NCOIC/NCO) in all duties.

**2.1.12. Physical Training NCOIC: Supervises** the PT NCO. Responsible for:

- 2.1.12.1. Acts as liaison between flight Physical Training Advisors (PTAs) and the PTO.
- 2.1.12.2. Ensures the PT program intent is fully understood and implemented by the PTAs
- 2.1.12.3. Ensuring Mass PFT data is loaded into WINGS one week after the event.
- 2.1.12.4. Makes sure that Mass PFT papers are printed and distributed to the flight.
- 2.1.12.5. All duties as assigned by the PTO.

**2.1.13. Physical Training NCO:**

- 2.1.13.1. Helps the NCOIC and PTO in any task that they need assistance in
- 2.1.13.2. Helps The NCOIC and PTO ensure the PT program intent is fully understood among the Corp

**2.1.14. Physical Training Advisor (PTA):**

- 2.1.14.1. Each flight has an assigned PTA that works under the PTO to ensure their flight knows the PT plan for every Friday.
- 2.1.14.2. Will lead their flight in completing the PT exercises.
- 2.1.14.3. Will be fit to lead and help encourage other flight members when doing PT.
- 2.1.14.4. Will make sure their flight completes the Mass PFT each month.
- 2.1.14.5 Will be responsible for collecting the PT homework on their flight.
- 2.1.14.6 Will lead their flight on PT days.

**2.1.15. Training Squadron Commander:** Supervises Alpha, Bravo, Charlie, Delta, Echo, and Foxtrot Flight Commanders and the Training squadron first sergeant. Responsible for:

- 2.1.15.1. Managing the Physical Fitness and Mental Fitness Warrior Flight Recognition Program.
  - 2.1.15.2. Implementing standardized training programs across all flights to ensure the continuous improvement in uniform/grooming appearance, basic knowledge, discipline, drill, fitness and classroom conduct of all squadron personnel
  - 2.1.15.3. Sending weekly briefing slide(s) updates to the Executive Officer to include, but not limited to:
    - 2.1.15.3.1. The Oversight of Uniform Wear/Grooming Compliance, Classroom Conduct, Flag Folding and Flag Detail training, 30 Command Sequence and Regulation Drill (56 Command Sequence) training, Warrior Flight (Mental/Physical) statistics, Absence and Tardy statistics, and any personnel inaccuracies within WINGS
  - 2.1.15.4. Submitting AMN, NCO and CGO of the Month nominees to the DPGp/CC
  - 2.1.15.5. Supervising Flt/CC's management of promotion testing for C/Amn to C/SSgt
  - 2.1.15.6. Supervises the Flt/CC's use of the FL-921 Form 1101(Attendance) and checking the Flight binders
  - 2.1.15.7. Holds Flight Commander meetings to check in with flight commanders on the progress being made within each flight
  - 2.1.15.8. Conducts Training Squadron Meetings
  - 2.1.15.9. Trains the Training Squadron First Sergeant (TS/1st Sgt) in all duties.
- Leads internal competitions along with the TS/1<sup>st</sup> Sgt, Group commander, and Deputy Group commander.

**2.1.16. Training Squadron First Sergeant (TS/1st Sgt):** Responsible for:

- 2.1.16.1. Acts as liaison between the enlisted members and the commander
- 2.1.16.2. Ensures commander's intent is fully understood and implemented within the enlisted corps
- 2.1.16.3. All duties as assigned by the TS/CC.

**2.1.17. Operations Squadron Commander (OS/CC):** Supervises drill teams, rifle team, raider team, saber team, pledge team, color guard teams and the squadron first sergeant. Responsible for:

- 2.1.17.1. Planning, organizing, and executing the annual OHS Drill Competition (Kowboy Round-Up).
- 2.1.17.2. Developing monthly training plan/schedule for teams and color guard for ASI approval.
- 2.1.17.3. Sending weekly briefing slide(s) updates to the Executive Officer to include, but not limited to:
  - 2.1.17.3.1. Team practices, attendance, and vacancies, event after action reports, upcoming events and competitions, equipment shortfalls and any event inaccuracies in WINGS.
- 2.1.17.4. Developing a process for checking-out and checking-in replica rifles and sabers to ensure positive control of all equipment used during practices as well as events.

- 2.1.17.5. Forwards copies of attendance and event rosters to the Personnel Officer for entry into WINGS.
  - 2.1.17.6. Submitting AMN, NCO and CGO of the Month nominees to the DPGp/CC
  - 2.1.17.7. Briefing the ASI on all team/color guard scheduled events to include the following:
    - 2.1.17.7.1. Event project officer, primary and alternate personnel, event equipment list.
  - 2.1.17.8. Notifying the ASI of any worn or damaged equipment/distinctive uniform items.
  - 2.1.17.9. Validating ADO, color guard and Drill team members eligibility for associated ribbons.
  - 2.1.17.10. Trains the Operation Squadron First Sergeant (OS/1st Sgt) in all duties.
- Ensures all paperwork is done and signed by the team commanders regarding their duties.

**2.1.18. Operations Squadron First Sergeant (OS/1st Sgt):** Responsible for:

- 2.1.18.1. Managing an inventory of team equipment items.
- 2.1.18.2. Acts as liaison between the enlisted members and the commander
- 2.1.18.3. Ensures commander's intent is fully understood and implemented within the enlisted corps
- 2.1.18.4. All duties as assigned by the OS/CC.

Responsible for keeping track of the safety and cleaning of team's equipment.

Collects and keeps track of permission slips for all of Operations events.

**2.1.19. Support Squadron Commander (SS/CC):** Supervises Logistics Commander, Personnel Officer, Awards and Decorations Officer, and Recruiting and Retention Officer and the Support Squadron First Sergeant. Responsible for:

- 2.1.19.1. Managing the logistical support program.
  - 2.1.19.1.1. Ensuring the accuracy of uniform inventory and the process for maintaining accountability both in WINGS and hard copy hand receipts.
  - 2.1.19.1.2. Establishing procedures for issuing, replacing and receiving uniforms and uniform items.
- 2.1.19.2. Overseeing the accuracy of the following personnel item within WINGS.
  - 2.1.19.2.1. Cadet participation in events, cadet ribbons, awards, rank history, and job history
- 2.1.19.3. Implementing the unit recruiting and retention program.
- 2.1.19.4. Developing a program to train logistic advisors, personnel advisors, and awards and decorations advisors to serve as functional area representatives within each of the six flights.
- 2.1.19.5. Sending weekly briefing slide(s) updates to the Executive Officer to include, but not limited to:
  - 2.1.19.5.1. Status of uniform items in physical inventory comparison with WINGS database, uniform item shortfalls, beginning of year (BOY) cadet uniform issue, end of year (EOY) cadet uniform recovery, flight advisors training program, recruiting and retention initiatives; summary of cadet community service hours; promotions; awards/decoration distribution and event attendance.
- 2.1.19.6. Submitting Support Squadron AMN, NCO and CGO of the Month nominees to the DGp/CC.
- 2.1.19.7. Trains the Support Squadron First Sergeant (SS/1st Sgt) in all duties.
- 2.1.19.8 Oversees Lunch Recruitment Events
- 2.1.19.9 Scheduling uniform sizing days for LG Commander
- 2.1.19.10 Conducts monthly meetings with commanders.

**2.1.20. Support Squadron First Sergeant (SS/1st Sgt):** Responsible for:

- 2.1.20.1. Acts as liaison between the enlisted members and the commander
- 2.1.20.2. Ensures commander's intent is fully understood and implemented within the enlisted corps
- 2.1.20.3. To help manage and supervise support squadron duties in the absence of the Squadron Commander. Must have knowledge of all the squadrons positions including logistics, personnel, awards and decorations, and recruiting and retention to assist each commander.
- 2.1.20.4. All duties as assigned by the SS/CC.
  - 2.1.20.4.1 All duties as assigned by any commander in the squadron.

**2.1.21. Logistics Commander (LG/CC):** Supervises NCOIC(s). Responsible for:

- 2.1.21.1. Managing (with SASI/ASI oversight) the issue, turn-in and salvage of uniforms and uniform items.
- 2.1.21.2. Maintaining submitting through the SS/CC and GP/CC "In Turn" a weekly inventory of all uniform items on hand.
  - 2.1.21.2.1. Submitting a quarterly inventory report of on hand accountable uniform items as compared with WINGS database.
  - 2.1.21.2.2. Maintaining hard copy hand receipts for all uniform items issued to cadets and ensuring all hand receipts are accurately reflected in WINGS and filed in the cadet's folder.

- 2.1.21.3. Maintaining the logistics room in a clean, neat, organized, and orderly manner.
- 2.1.21.4. Training logistics advisors for each flight.
- 2.1.21.5. Providing the SS/CC weekly/quarterly updates on the following (but not limited to):
  - 2.1.21.5.1. Quarterly accountable uniform items inventory comparison with WINGS, current uniform item shortfalls, status of cadet uniform issue shortfalls, end of year (EOY) cadet uniform recovery, flight logistic advisors training program.
- 2.1.21.6. Required to stay after school to complete position tasks.
- 2.1.21.7. Trains the Non-commissioned Officer in Charge (NCOIC/NCO) in all duties.

**2.1.22. Logistics NCOIC:** Supervises the LG NCO

- 2.1.22.1. Fills in Commander' absence, right hand to commander making sure everything in logistics is staying up to date and everyone has been issued proper uniforms.
- 2.1.22.2. Assist commander documenting in WINGS and ensures every cadet who steps into LG completes proper paperwork prior to removing uniforms or equipment.

**2.1.23. Logistics NCO:**

- 2.1.23.1 Assists the NCOIC, and LG commander maintain logistics organized and as clean as possible. Accomplishes other duties as assigned by the NCOIC and/or LG/CC.

**2.1.24. Logistics Advisor (LGA)**

- 2.1.24.1. Each flight has an assigned LGA that works under the LG commander to ensure that their flight is in good standings with uniforms.
- 2.1.24.2 Will know how to wear each uniform combination correctly and the process and forms required to procure any required uniform item. Serve as the first point of contact for all flight uniform item issues.
- 2.1.24.3. Ensure everyone on their flight is issued a uniform and is wearing it properly.
  - 2.1.24.3.1. Required to update SS/CC on missing uniform items that cadets need ordered (Name tags ETC)
  - 2.1.24.3.2. Makes sure cadets return temporary issued items
  - 2.1.24.3.3 Required to stay afterschool for training and meetings
- 2.1.24.4. Complete training from LG/CC and/or NCOIC to correctly issue uniforms while documenting correctly for the LG/CC and SASI/ASI to approve in WINGS.

**2.1.25. Personnel Officer (PO): Supervises** NCOIC/NCO. Responsible for:

- 2.1.25.1. Publishing, distributing, and updating personnel files for all cadet promotion and job assignment orders.
  - 2.1.25.1.1. Issue cadet rank based on promotion orders.
- 2.1.25.2. Maintaining the Cadet Corps Personnel files.
- 2.1.25.3. Imputing issued ranks to cadets in WINGS.
  - 2.1.25.3.1. Ensuring the accuracy of cadet rank and other recognition, event participation and job history with WINGS.
- 2.1.25.4. Managing the promotion process and briefing commanders on promotion cycle milestones
- 2.1.25.5. Providing the SS/CC weekly updates on the following:
  - 2.1.25.5.1. Summary of cadet service hours and event attendance; status of the promotion cycle; training of flight personnel advisors.
- 2.1.25.6. Trains the Non-commissioned Officer in Charge (NCOIC/NCO) in all duties.
- 2.1.25.7 Must ensure that all ranks are prepared in advance for promotion ceremonies.

**2.1.26. Personnel NCOIC**

- 2.1.26.1. Assists PO in managing Cadet Corps personnel folders.
- 2.1.26.2 Completes other duties as assigned by the PO.

**2.1.27. Personnel NCO**

- 2.1.27.1 Assists in the tracking of ranks insignias.
- 2.1.27.2 Assists PO and PO NCOIC in any duties assigned to by them.

**2.1.28. Awards & Decorations Officer (ADO): Supervises** NCOIC/NCO. Responsible for:

- 2.1.28.1. Verifying in WINGS cadet eligibility for awards and decorations.
- 2.1.28.2. Managing ribbons, ribbon rack and badges, oak leaf's etc. inventory and notifying the SS/CC of any shortfalls.

- 2.1.28.3. Makes sure their NCOIC, NCO and all ADA know all the ribbons and medals and their requirements.
- 2.1.28.4 Along with NCOIC trains the Awards & Decoration Advisors for each flight.
- 2.1.28.5. Trains the Non-commissioned Officer in Charge (NCOIC/NCO) in all duties.
- 2.1.28.6. Will work with the SS/CC to get information on events and other Awards information.
- 2.1.28.7. Works alongside Special Assistant to the Group Commander to plan and complete the annual Awards Ceremony presentation.
- 2.1.28.8 Must make the necessary tracking sheets for team commanders to keep track of their events for cadets to receive the ribbon for the annual award ceremony planned along with the SA.

**2.1.29. Awards & Decorations NCOIC:**

- 2.1.29.1. Subject matter expert (SME) on ribbons and awards and knows all the requirements to earn those ribbons and awards
- 2.1.29.2. Fills in form ADO in his/her absence, assists the ADO in issuing and organizing awards.
- 2.1.29.3. Completes other duties as assigned by the ADO

**2.1.30. Awards & Decorations NCO:**

- 2.1.30.1. SME on ribbons, awards, and knows all the requirements to earn those ribbons and awards
- 2.1.30.2. Assist Commander and NCOIC other duties as assigned.

**2.1.31. Awards & Decorations Advisor (ADA):**

- 2.1.31.1. The flight's SME for awards and decorations.
- 2.1.31.2. Works under the ADO to ensure their flight is in good standings with ribbons and awards.
- 2.1.31.3. Monitor/assists flight members to ensure they follow the process to receive replacements of any ribbons or awards and contact ADO commander, NCOIC or NCO, to distribute ribbons and awards.

**2.1.32. Recruiting and Retentions Officer (RO):**

- 2.1.32.1. Focus on the recruiting program
- 2.1.32.2. Develop innovative ways to recruit new cadets into the AFJROTC Program
- 2.1.32.3. Devise strategies to enhance retention of AFJROTC cadets within the Corp
- 2.1.32.4. Lead recruiting events and provide AFJROTC pamphlets to distribute to attendees describing what AFJROTC is and what cadets accomplish within the Cadet Corps.
- 2.1.32.5. This cadet must be a social person that is able to talk with people and answer questions.
- 2.1.32.6. In charge of every type of recruiting event.
- 2.1.32.7. Must put recruiting events into Wings.
- 2.1.32.8. Communication with the APT Team for presentations to recruit with.

**2.1.33. Recruiting and Retention NCOIC: supervises the NCO:**

- 2.1.33.1. Fills in for RO Officer in their absence.
- 2.1.33.2. Required to attend staff meetings.
- 2.1.33.3. Documents Recruiting and Retention events in WINGS.

**2.1.34. Recruiting and Retentions NCO:**

- 2.1.34.1. Bilingual skills are highly desired given our high campus diversity.
- 2.1.34.2. Assist in executing recruiting and retention initiatives.
- 2.1.34.3. Accomplishes RO and NCOIC assigned duties.

**2.1.35.4. Facility Support Commander:**

- 2.1.35.5. Responds to facility related requests and inquiries
- 2.1.35.6. Assist with moves, new hire set ups, and other facility changes
- 2.1.35.7. Perform building maintenance tasks such as clean ups, recycling/trash collecting.
- 2.1.35.8. Arrange for regular maintenance of equipment
- 2.1.35.9. Design and oversee the schedule for cleaning building 12 both inside and outside

**2.1.36.10. Facility Support NCO:**

- 2.1.36.11. Assists with any facility related requests and inquiries.
- 2.1.36.12. Any assigned duties assigned by the Facility Support Commander.

**2.1.37. Drill Team Commanders (DT/CC): Supervises** the NCOIC/NCO. Responsible for:

- 2.1.37.1. Establishing rules, objectives, procedures, and routines of drill.
- 2.1.37.2. Selecting team members and keeping attendance rosters for all practices/competitions.
- 2.1.37.2.1. Sending copies of attendance rosters to OS/CC on a weekly basis.
- 2.1.37.3. Scheduling and conducting practice with the SASI/ASI approval.
- 2.1.37.4. Coordinating with the OS/CC on team member eligibility for ribbons.
- 2.1.37.5. Trains the Drill Team NCOIC in all duties.
- 2.1.37.6. Ensuring all team members have both Attachments 5 and 6 completed and on file in AFJROTC prior to participating in after school practice.
- 2.1.37.7. Responsible for all borrowed equipment from Logistics and the Equipment for all events.
- 2.1.37.8. Responsible for making sure all team members turn in uniform/permission slips on time.

**2.1.38. Drill Team NCOIC:**

- 2.1.38.1. Fills in for commander in their absence
- 2.1.38.2. Know all commands for sequence
- 2.1.38.3. Other duties as assigned by the commander

**2.1.39. Drill Team NCO:**

- 2.1.39.1. Works for the NCOIC and second in command in the commander's absence.
- 2.1.39.2. Assist Commander and NCOIC completing other duties as assigned.

**2.1.40. Color Guard Commanders (CG/CC): Supervises** the NCOIC. Responsible for:

- 2.1.40.1 Utilizing OS/CC process for positive control of replica rifles during practices as well as events.
- 2.1.40.2. Establishing rules, objectives, procedures, and routines for performances.
- 2.1.40.3. Selecting team members and keeping attendance rosters for all practices/competitions.
- 2.1.40.3.1. Sending copies of attendance rosters to OS/CC on a weekly basis.
- 2.1.40.4. Scheduling and conducting practice with the ASI approval.
- 2.1.40.5. Coordinating with the OS/CC on member eligibility for ribbons.
- 2.1.40.6. Notifying OS/CC of worn and/or damaged equipment.
- 2.1.40.7. Trains the Color Guard NCOIC in all duties.
- 2.1.40.8. Ensuring all team members have Attachments 5 and 6 completed and on file in AFJROTC before participating in after-school practice.

**2.1.41. Color guard NCOIC** supervises the CG NCO:

- 2.1.41.1. Second in command of color guard, takes charge in commander's absence.
- 2.1.41.2. Knows both rifle and flag positions.
- 2.1.41.3. Assists in assigning equipment for practices, comps, and other performances.
- 2.1.41.4. Assists Color Guard Commander with team discipline to ensure procedures/directions of the commander are followed
- 2.1.41.5. Ensures all team paperwork deadlines are met.

**2.1.42. Color Guard NCO:**

- 2.1.42.1. Third in command of color guard, takes charge absence of NCOIC.
- 2.1.42.2. Assist with issuing equipment (including all documentation) and ensures team members are formed up for practices, comps, and performances.

**2.1.43. Rifle/Saber/Raider Team Commanders:** Supervises the NCOIC. Responsible for:

- 2.1.43.1. Utilizing OS/CC process for positive control of sabers during practices as well as events.
- 2.1.43.2. Follow AFJROTCI guidance, ORM procedures & safety protocols for practice & performance.
- 2.1.43.3. Selecting team members and keeping attendance rosters for all practices/competitions.
- 2.1.43.3.1. Sending copies of attendance rosters to OS/CC on a weekly basis.
- 2.1.43.4. Scheduling and conducting practice with the SASI/ASI approval.

- 2.1.43.5. Coordinating with the OS/CC on member eligibility for ribbons.
- 2.1.43.6. Notifying OS/CC of worn and/or damaged equipment.
- 2.1.43.7. Trains the Rifle/Saber/Raider Team NCOIC in all duties.
- 2.1.43.8. Ensuring all team members have both Attachments 5 and 6 completed and on file in AFJROTC prior to participating in after school practice.

**2.1.44. Kitty Hawk Squadron Commander (KH/CC):**

- 2.1.44.1. Recruiting and motivating qualified cadets to join Kitty Hawk Society (KH).
- 2.1.44.1.1. Developing the KH pledge program and membership criteria for SASI/ASI approval.
- 2.1.44.1.2. Planning, organizing, and conducting the KH Induction Ceremony
- 2.1.44.1.3. Submitting a roster of cadets who qualify for the KH pin and shoulder cord to the AO.
- 2.1.44.2. Conducting Kitty Hawk Society meetings and maintaining attendance records.
- 2.1.44.3. Aiding and supporting local community organizations.
- 2.1.44.4. Keeping attendance rosters of cadet participation in KH meetings, fund raisers and local community events.
- 2.1.44.4.1. Forwarding copies to the Chief of Personnel for input into WINGS.
- 2.1.44.5. Establishing ways to promote, and assist AFJROTC cadets attain, academic excellence.
- 2.1.44.6. Planning, organizing, and coordinating all AFJROTC Military Ball activities.

**2.1.45. Kitty Hawk Squadron President**

- 2.1.45.1 Fills in in the absence of the KH commander.
- 2.1.45.2 In charge of making sure all events are being promoted.
- 2.1.45.3 Assists the commander in the duties assigned by her.

**2.1.46. Kitty Hawk Squadron Vice President**

- 2.1.46.1 Fills in the absence of the KH commander and the KH president.
- 2.1.46.2 Keeps track of community service hours.
- 2.1.46.3 Assists in the duties assigned by the commander and the president.

**2.1.47. Kitty Hawk Squadron Secretary**

- 2.1.47.1 Must make annotations in all meetings and hold the KH binder in which the annotations must be kept and in order.
- 2.1.47.2 Takes attendance in each meeting.
- 2.1.47.3 Inputs all meetings into wings.
- 2.1.47.4 Other duties assigned by the KH squadron commander.

**2.1.48. Kitty Hawk Squadron Assistant**

- 2.1.48.1 Fills in the absence of the KH Squadron Secretary.
- 2.1.48.2 Other duties assigned by the KH secretary and commander.

**2.1.49. Kitty Hawk Squadron Treasurer**

- 2.1.49.1 They handle the budget for military ball and the money made in the KH fundraising events.
- 2.1.49.2 Other duties assigned by the KH squadron commander.

**2.1.50. Kitty Hawk Squadron Assistant Treasurer**

- 2.1.50.1 Fills in the absence of the KH Squadron Treasurer.
- 2.1.50.2 Other duties assigned by the KH treasurer and commander.

**2.1.51. Kitty Hawk Squadron Sargeant of Arms**

- 2.1.51.1 Assists every other position within KH leadership.
- 2.1.51.2 Keeps the order in all KH events and meetings.

**2.1.52. Flight Commander (Flt/CC):**

**(NOTE: A Flight Commander will NOT command their flight if they do not meet the following: 1. Perfect grooming standards in uniform, 2. Correct OHS Dress Code, 3. Perfect uniform wear everyday)**  
**Supervises** the Flight Sergeant. Responsible for:



- 2.1.52.1. Implementing a standardized training program for the continuous improvement in uniform/grooming appearance, basic knowledge, discipline, drill, fitness, and classroom conduct of all flight personnel.
- 2.1.52.2. Implementing the promotion cycle for flight members.
- 2.1.52.3. Stimulating pride and esprit-de-corps within the flight.
- 2.1.52.4. Providing the TS/CC weekly updates on the following:
  - 2.1.52.4.1. General knowledge test results: flight average and individual scores.
  - 2.1.52.4.2. Physical fitness program: monthly PFT testing results
  - 2.1.52.4.3. 30 Command, 56 Command, Flag Detail, and Flag Folding training statistics.
  - 2.1.52.4.4. Uniform Wear/Grooming Compliance statistics
  - 2.1.52.4.5. Classroom conduct issues as well as Absence and Tardy statistics
  - 2.1.52.4.6. Identifying personnel record inaccuracies within WINGS.
- 2.1.52.5. Training the Flight Sergeant, Element Leaders, and Guidon Bearer on all classroom procedures (see Chapter 3).
- 2.1.52.6. Submitting nominees for AMN and NCO of the Month to the TS/CC.
- 2.1.52.7. Selecting physical training, personnel, awards & decorations, and logistics advisors
  - 2.1.52.7.1. Submitting names of advisors to their functional areas for scheduled training
  - 2.1.52.7.2. Efficiently utilizing advisors to support the flight's mission.
- 2.1.52.8. Tracking the flight's objective data toward the Outstanding Flight Ribbon.
  - 2.1.52.8.1. Improvement in their physical fitness testing over the term.
  - 2.1.52.8.2. Average basic knowledge testing scores over the term.
  - 2.1.52.8.3. Average uniform inspection scores over the term.
  - 2.1.52.8.4. Member event participation in hours over the term.
- 2.1.52.9. Trains Deputy Flight Commander to assume his/her position during absences.

**2.1.53. Deputy Flight Commander (DFlt/CC): Responsible for:**

- 2.1.53.1. Assuming command of the flight in the absence of the Flt/CC.
  - 2.1.53.1.1. Accomplishing all Flt/CC related duties
- 2.1.53.2. Other tasks as assigned by the Flt/CC
  - 2.1.53.2.1. Will lead their flight in all competition drill sequences.
- 2.1.53.3 Responsible for making sure 708's and 1206's are explained, fill out, and turned in, in an appropriate manner.

**2.1.54. Flight Sergeant (Flt/Sgt): Responsible for:**

- 2.1.54.1. Performing all duties accomplished by the Flt/CC during the absence of both DFlt/CC and Flt/CC.
- 2.1.54.2. Maintaining order in the classroom and on the drill pad.
- 2.1.54.3. Maintains and posts flight duty rosters (status of missing SASI/ASI) assignments and cadet taskings).
- 2.1.54.4. Preparing cadets for promotion.
  - 2.1.54.4.1. In charge of Element Leaders and will collect attendance for Flight Commanders.
- 2.1.54.5. Other tasks as assigned by the Flt/CC.

**2.1.55. Element Leader: Responsible for:**

- 2.1.55.1. The Senior Ranking Element Leader will perform all duties accomplished by the Flt/Sgt during his/her absence.
- 2.1.55.2. Classroom procedures as outlined in chapter 3.
- 2.1.55.3. Responsible for tracking and reporting the attendance of members of their element
- 2.1.55.4. Other tasks as assigned by Flt/Sgt.

**2.1.56. Assistant Element Leader: Responsible for:**

- 2.1.56.1. Performing all duties accomplished by the EL during his/her absence.
- 2.1.56.1. Supporting the EL in maintaining classroom procedures as outlined in chapter 3.
- 2.1.56.2. Other tasks as assigned by Flt/Sgt.

**2.1.57. Guidon Bearer:**

- 2.1.57.1. Responsible for the care and display of the flight's guidon.
- 2.1.57.2. The guidon represents the unit and its commanding officer.
- 2.1.57.3. When the commander is in, his or her guidon is displayed for everyone to see.
- 2.1.57.4. When the commander leaves for the day, the guidon is taken down.
- 2.1.57.5. It is an honor to be the guidon carrier for a unit, known as a "guidon bearer" or "guide".
- 2.1.57.6. He or she is the rallying point for airmen to fall into formation when the order "Fall In" is given.

- 2.1.58. Flag Detail Commander (FD/CC):** Supervises the NCOIC. Responsible for:
- 2.1.58.1. Utilizing OS/CC process for positive control of flags during flag detail.
  - 2.1.58.2. Establishing rules, objectives, procedures, routines, and training guide for flag detail.
  - 2.1.58.3. Selecting, training, and documenting trained detail members for all flag detail events.
  - 2.1.58.3.1. Ensuring the completion of After-Action Reports (AAR) for each event detailing participating members.
  - 2.1.58.3.2. Sending electronic copy of AARs (After Action Reports) to OS/CC and signed AAR to CCE daily.
  - 2.1.58.4. Scheduling and conducting flag detail events with the ASI approval.
  - 2.1.58.5. Coordinating with the OS/CC on member eligibility for ribbons.
  - 2.1.58.6. Notifying OS/CC of worn and/or damaged equipment.
  - 2.1.58.7. Trains the Flight Detail NCOIC in all duties.
  - 2.1.58.8. Keeping up with Wings events.
  - 2.1.58.9. Must keep up to date with half-staff days to ensure the U.S. Flag is properly displayed.

**2.1.59. Flag Detail NCOIC**

- 2.1.59.1 Interchange commanding flag detail in the morning and the afternoon with the commander
- 2.1.59.2 Assists commander with inputting flag details into wings
- 2.1.59.3 Any other duties assigned by the commander

**2.1.60. Flag Detail NCO**

- 2.1.60.1 Interchange commanding flag detail in the morning and the afternoon with the commander and NCOIC
- 2.1.60.1 Assists commander and NCOIC in any duties

**2.1.61. Aviation and Rocketry Club Commander (ARC/CC):** Supervises the Deputy Commander, and NCOIC. Responsible for:

- 2.1.61.1. Recruiting and motivating qualified students to join Aviation Club.
- 2.1.61.1.1. To qualify for the Aviation and Rocketry Club (ARC) students must be a member of AFJROTC with a 3.0 GPA in AFJROTC or an interested student with a minimum of 3.0 overall weighted GPA. If the ARC student is not a member of AFJROTC they must be recommended by the ARC/CC, approved by the SASI/ASI, and sign an agreement to follow behavior standards of AFJROTC while participating in club activities.
- 2.1.61.2. Planning, organizing, scheduling, and conducting ARC meetings, and maintaining attendance records.
- 2.1.61.3. Collaborating with the deputy commander and NCOIC to generate an after-action report (AAR) following each club meeting and event.
- 2.1.61.3.1. Forwarding a copy of the AAR In Turn through the FL-921 CCE, DGp/CC, Gp/CC, SASI and Personnel Officer for input into WINGS.
- 2.1.61.4. Trains the ARC NCOIC in all assigned duties.

**2.1.62. Aviation and Rocketry Club NCOIC:**

- 2.1.62.1. Keeps tracks of attendance at club meetings
- 2.1.62.2. Transfers AAR into WINGS. Forwards all copies of AARs to CCE.
- 2.1.62.3. Any other duty assigned by the commander

**2.1.63. Aviation and Rocketry Club NCO:**

- 2.1.63.1. Verifies the approval/disapproval of cadets interested in joining.
- 2.1.63.2. Assists with recruiting
- 2.1.63.3. Any other duty assigned by the commander and NCOIC

**2.1.64. Awareness Presentation Team Leader (APT):** Is responsible for:

- 2.1.64.1 Conducting weekly meetings
- 2.1.64.2 Keeps up with necessary requirements for APT members to receive APT Badge
- 2.1.64.3 Creates plans for presentations, organizes prompts and provides grading standards.

**2.1.65. Orienteering Team Commander:** Supervises the NCOIC. Responsible for:

- 2.1.65.1. Utilizing OS/CC process for positive control of sabers during practices as well as events.
- 2.1.65.2. Follow AFJROTCI guidance, ORM procedures & safety protocols for practice & performance.
- 2.1.65.3. Selecting team members and keeping attendance rosters for all practices/competitions.

- 2.1.65.3.1. Sending copies of attendance rosters to OS/CC on a weekly basis.
- 2.1.65.4. Scheduling and conducting practice with the SASI/ASI approval.
- 2.1.65.5. Coordinating with the OS/CC on member eligibility for ribbons.
- 2.1.65.6. Notifying OS/CC of worn and/or damaged equipment.
- 2.1.65.7. Trains the Rifle/Saber/Raider Team NCOIC in all duties.
- 2.1.65.8. Ensuring all team members have Attachments 5 and 6 completed and on file in AFJROTC before participating in after-school practice.

2.1.66. **Pledge of Allegiance Detail:**

- 2.1.66.1. Scheduling the cadets to lead Osceola High School in the US Flag Pledge of Allegiance.
- 2.1.66.2. Selecting, training, and documenting trained members of the PA Team.
- 2.1.66.3. Ensuring the completion of Weekly After-Action Reports (AAR) detailing participating cadets.

2.2. **CADET GROUP STAFF MEETINGS.** Staff meetings are conducted within an organization as a means of disseminating information, receiving progress reports, discussing Cadet Corps activities, and presenting recommendations and suggestions. They are conducted in a formal atmosphere. Accordingly, the Cadet Staff will meet at least bi-weekly or at times as determined by the Cadet Group Commander in coordination with the SASI and ASI. or regularly scheduled meetings, the Cadet Group Commander is responsible for preparing and submitting a complete agenda to the SASI/ASI at least 1 day prior to the meeting. Attendance by all Cadet Group Staff members is **MANDATORY** unless prior arrangements for an excuse have been made with SASI/ASI. If a Staff Officer is unable to attend, it is his/her responsibility to have his/her NCO attend the meeting or to submit a written report, if needed, to the Group Commander.

2.3. **POSITION REGULATIONS.** The cadets who hold these positions should exceed all standards. Must all duties their positions were assigned and those given by the Group Commander and Deputy Group Commander. Must have the grades and GPA to uphold that position, not have any disciplinary actions from the school. The cadet must be professional, follow all rules and regulations, wear their uniform and respect the chain of command. Failure to follow this regulation could lead to dismissal from their position(s).

2.3.1. **UNIT MANNING DOCUMENT.** The Unit Manning Document ([Figure 2.1.](#)) is a document that shows the number of positions authorized within the Cadet Corps and the highest rank that an individual can attain in any given position. Deviations to this document are authorized only by the SASI/ASI.

2.3.2. Cadets initially assigned to command staff positions will **not** normally be awarded the highest rank authorized for those positions. This will allow for promotion based upon job performance in that position.

2.3.3. **No cadet will hold a higher rank than that authorized for the current position.**

2.3.4. **Cadet Position Binder:** Cadet leadership will receive a Cadet Position Binder at the beginning of the year in which they will outline their ideas for the position they were given, any notes taken during meetings (Staff Meetings, Training Squadron Meetings etc.) and updates that the cadet think need to be added. It is required that the cadet updates this binder once a week.

2.3.5. **After-Action Reports:** Cadets must do an After-Action Report (AAR) after every event they oversee an event. This report will outline the following: What went right in the event, what went wrong in the event, and what we can improve on for future reference. After the report is done, the cadet must input the event into WINGS.

**UNIT MANNING DOCUMENT**  
**(Figure 2.1.)**  
**FL-921 Air Force Junior ROTC Cadet Group**

<u>Function</u>	<u>Position Title</u>	<u>Maximum Grade</u>	<u>Authorized</u>
Commander (Gp/CC)	Group Commander	Cadet Col	1
	Special Assistant to Commander (SA)	Cadet Col	1
	Senior Enlisted Advisor (SEA)	Cadet CMSgt	1
Deputy Commander (DGp)	Deputy Commander	Cadet Lt Col	1
Executive Officer (CCE)	Executive Officer	Cadet Maj	1
Staff Judge Advocate (SJA)	Judge Advocate	Cadet Maj	
Resource Advisor (RA)	Resource Advisor	Cadet SMSgt	1
Public Affairs (PA)	Chief of Public Affairs	Cadet Maj	1
Physical Training (PTO)	Physical Training Officer	Cadet Maj	1
Squadron Commander	Support Squadron Commander	Cadet Maj	1
Logistics (LG/CC)	Logistics Commander	Cadet Capt	
	Flight Commander	Cadet Capt	1
Personnel Officer (PO)	Chief of Personnel	Cadet Capt	1
Awards & Decs (AO)	Awards & Decs Officer	Cadet Capt	1
Recruiting/Retention (RO)	Recruiting Officer	Cadet Capt	1
Squadron Commander	Operations Squadron Commander	Cadet Maj	1
Color Guard (3)	Color Guard Commander	Cadet Capt	3
Drill Team (3)	Drill Team Commander	Cadet Capt	3
Rifle/Saber/Raider	Commander	Cadet Capt	3
Flag Detail/Pledge Team	Commanders	Cadet SMSgt	2
Kitty Hawk Society	Kitty Hawk Squadron Commander	Cadet Maj	1
Aviation and Rocketry	Club Commander	Cadet Capt	1
Club (ARC/CC)	Deputy Club Commander	Cadet 1st Lt	1
Squadron Commander	Training Squadron Commander	Cadet Maj	1
Flight Leaders (Flt/CC)	Flight Commander	Cadet Capt	6
Deputy Flight (DFlt/CC)	Deputy Flight Commander	Cadet 1st Lt	6
Flight Sergeant (Flt/Sgt)		Cadet MSgt	6
Flight Guide		Cadet TSgt	6
Element Leaders (EL)	Element Leader	Cadet SSgt	24
Assistant Element Leader		Cadet SrA	24

ALL NCOs maximum rank is Cadet TSgt  
ALL NCOICs maximum rank is Cadet MSgt  
ALL 1st Sgt maximum rank is Cadet SMSgt

## CHAPTER 3

### Cadet Standards of Conduct

**3.1. GENERAL CONDUCT.** Correct military conduct will always be observed by cadets to reflect credit upon themselves, their unit, and the United States Air Force. **WARNING: Conduct and attitude that does not meet the standards listed in this chapter will, at SASI/ASI's discretion, result in loss of privileges, field trips, promotion, etc. and removal from the AFJROTC program. The unprofessional character traits listed below directly undermine the Cadet Group and runs in opposition to the very mission of the AFJROTC program.**

**Removal from the program may be a multi-step process, to include but not limited to verbal counseling, written counseling, and reduction in rank, loss of position etc., followed by removal or immediate removal based on the severity and nature of the cadet's conduct.**

**3.1.1. Prohibition of Physical Discipline and Hazing.** Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals. Hazing is any conduct where cadets cause another cadet to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another into any such activity is also considered hazing, be it verbal or psychological in nature. **Any type of maltreatment or cruelty toward cadets or between cadets is forbidden and reason for immediate dismissal from AFJROTC.**

3.1.2. Cadets will not use abusive, vulgar, obscene, or profane language.

3.1.3. Cadets will not annoy or harass other cadets or other students with insulting, inflammatory, insinuating, defaming or sexually explicit jokes, remarks, or gestures.

3.1.4. Cadets will not engage in horseplay such as arguing, hitting, slapping, sparring, or wrestling.

3.1.5. Cadets will not engage in any public display of affection (PDA). PDA is described as any unprofessional physical contact between two people. PDA while in any uniform, including travel attire and PTGs (PHYSICAL TRAINING GEAR) is not allowed anytime, anywhere. PDA in civilian attire is not allowed in the JROTC flight room, the immediate hallway in front of the corps room, our outside areas such as the drill pad, or while at a JROTC-sponsored meeting or event.

3.1.5.1 Just as in elementary school we were taught to keep our hands to ourselves. In the same way in our professional AFJROTC environment and beyond we need to respect the personal space of others. However, if a cadet sees the need to touch another cadet, that cadet must first ask, "Cadet \_\_\_\_\_, permission to touch?" **NOTE:** The cadet being asked may ask for clarification prior to answering the request to touch such as: "Sir/ma'am, request clarification for the need to touch." The cadet will give permission to touch using the following statement, "Permission granted or not granted."

3.1.6. Cadets will comply with all Osceola High School policies and guidelines as well as any set by their individual teachers.

3.1.7. Cadets will maintain standards of conduct and behavior at **all** times.

3.1.8 See attachments for contracts on behavior and the standards.

3.1.9. Cadets will not engage in any type of cyberbullying or any type of online issue, if a cadet is found guilty of engaging in this issue this can be grounds for dismissal from the program.

**3.1.10 Merits and Demerit System:** How does it work?

3.1.10.1. Group Leadership must give out 3 merits or 2 demerits weekly, if they do not reach the minimum amount for merits or demerits, they are subject to get a demerit.

3.1.10.2. If an AS-1 (First-Year Cadet) receives more than 4 demerits in 4 weeks, they may be banned from attending an event.

3.1.10.3. If an AS-2,3,4 receives more than 3 demerits in 4 weeks, they may be banned from attending an event.

3.1.10.4. If any cadet, regardless of their AS-Year, receives more than 6 demerits in 4 weeks, a cadet council meeting will be held, and any consequences would be decided during this meeting.

3.1.10.5. No Demerits will be given out between Group Leadership, they must bring the case up the Chain of Command to the Group Commander, Deputy Group Commander or SEA.

**3.1.11. Cadet Referrals:** How is it going to work?

3.1.11.1. A referral is a way for cadets to receive a more complete disciplinary action than a demerit.

3.1.11.2. If a cadet receives 3 referrals, they will automatically get a one rank demotion.

3.2. **CLASSROOM CONDUCT.** Most of our rules are “school” rules. They apply in your other classes, but you will find that they are more vigorously enforced in the AFJROTC classroom. Violations of these rules will affect your opportunities for success and promotion in the Cadet Corps. They will also affect the other members of your class. Some of these are listed below.

**DO:**

At all times be polite, courteous, and respectful.  
Show respect for the FL-921, Florida, and US Flags as well as AF uniform.  
Follow the instructions of those in a position of authority (rank or position).  
Be punctual to class; bring books, paper, and pencils to class.  
Be by your seat or in your assigned position when the class bell rings.  
Be alert and attentive in class; be an example to others.  
Raise your hand IAW FL-921 procedures prior to contributing to the class.

**DON'T:**

Disrespect Upper Classman (**This is grounds for immediate demotion or removal from AFJROTC**)

Sit on top of desks/other furniture, or wear sunglasses/hats in the classroom.  
Place feet on chairs/desks/tables or write on/deface desks/chairs/tables.  
Make noise, talk, pass notes, create disturbances, or throw things in class.  
Disturb pictures, models, or bulletin board items.  
Read or work on material other than AFJROTC without permission.  
Leave the classroom without the instructor's permission.  
Write on the board without the instructor's permission.  
Talk when the instructor is teaching or when someone else has the floor.  
Use cell phones or any type of electronic device unless approved by instructor.

**NOTE:** Failure to refrain from these behaviors will result in demerits being issued by the appropriate cadet authority or SASI/ASI (see chapter 15).

3.3. **OUTSIDE THE CLASSROOM PROCEDURES.**

3.3.1. Cadets will take their assigned position in the hallway, take out Cadet Guides and hold them in the left hand, place their backpacks over their right shoulders, and assume the position of **Parade Rest**.

3.4. **CLASSROOM PROCEDURES.**

**NOTE:** Unless permission to “Speak freely on Air Force Tile” has been granted by the SASI/ASI cadets will remain silent in the flight room. Cadets who want to ask a question or make a statement will do so in the following manner.

1. The cadet, either standing or sitting at ATTENTION, will raise their right arm making a 90-degree angle at the elbow (see Figure 3.1) making a fist with their hand and waiting for an instructor or cadet leader to call on them.
2. Once called upon, the cadet will drop their right arm to their side and request either “Sir/Ma’am, may I ask a question” or “Sir/Ma’am, may I make a statement.”

**NOTE:** IAW (In Accordance With) the OHS “10/10 Bathroom Policy” cadets will only request to use the latrine 10 minutes after the tardy bell rings until 10 minutes before the end of class. Cadets who wish to use the latrine will raise their right arm making a 90-degree angle at the elbow (see Figure 3.1) and extend three fingers (see Figure 3.2). If given permission to use the latrine, the cadet will sign-out and take the bathroom pass. After the cadet has come back, they will sign back in and put the bathroom pass in its designated spot.

Figure 3.1 and 3.2

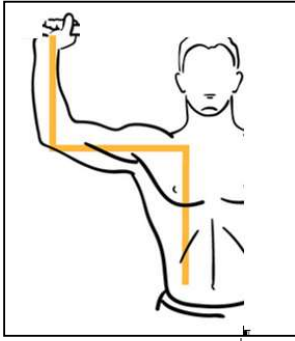


Figure 3.1



Figure 3.2

3.4.1. **PROCEDURES TO START CLASS:** Before the tardy bell rings:

**Note:** Flight Members will notify their Element Leaders of their status prior to first period every school day. Except for Alpha Flight, Element Leaders will notify their Flt/Sgt of any cadet who is going to be absent that day prior to the second period bell.

**Alpha Flight Element Leaders will notify their Flt/Sgt prior to the first period tardy bell. Flight leadership will determine at the beginning of the semester how the information (Instagram, Remind, GroupMe, etc.) is passed from flight members to the element leaders, Flt/Sgt etc.**

3.4.1.1. Flt/CC, DpFlt/CC and Flt/Sgt will meet prior to class in the flight room entrance area. Following the meeting the Flt/CC and DpFlt/CC will enter the flight room and take their positions. Flight members will have their non-OHS garments off, cadet binder, pen/pencil, name marker and any other instructor approved items out and lined up in the hallway in accordance with their seat assignment.

3.4.1.2. A door guard will be assigned before the flight marches into the Flight Room. The door guard will hold the door while in port arms with a rifle, he or she will check for ID's and ensure cadets have it on their person before entering, he or she will also make sure cadets thank him or her and wipe their feet on the door mat placed in front of the Flight Room.

3.4.2. During the First Quarter of the school year, Cadet Officers in each flight will get assigned an element leader position to ensure the learning of the new cadets, when the time comes, they will be relieved of their temporary position leading to a quarterly rotation amongst the flight.

3.4.3. Flight Advisors will be chosen at the beginning of the year. Advisors will not intrude in any flight business unless necessary. If this happens, the advisor will be relieved from their position and a new one will be chosen.

**FLIGHT ROOM PROCEDURES:**

**Once the flight is assembled and inspected,** the **Flight Sergeant** or designated representative will give the command, **"Forward March"** after the command is called, the Flight members will enter the flight room executing the correct facing movements while entering the "U" shaped tables, then stop when they get in front of their seats. The Flt/Sgt will call the command **"Left Face"** then **"Post Gear"** setting their belongings in front of their assigned seats. Then the command **"Right Face"** will be called, after that the **Flight Sergeant** will call the command **"Forward March"**, as cadets move inside and around the "U" shaped tables they will execute the necessary facing movements until they get to their assigned seats. When they reach their seats, they will self-execute a left face and take the position of **"Parade Rest"**.

**Note:** The Guidon Bearer will be the last cadet in the column to enter the Flight Room. Before entering the Flight Room, the Guidon Bearer will remove the Flight Guidon from the stand and post it in the guidon stand next to the Honor Flight Guidon and take their designated position. The Flt/Sgt will fall in behind the Guidon Bearer, direct the door guard to recover and

ensure the flight is formed IAW classroom procedures. Once the flight is in place Flt/Sgt will report to the Flt/CC, **“Sir/Ma’am \_\_\_\_\_ Flight is formed and ready Sir/Ma’am.”**

3.4.1.2. Flt/CC will ensure the guidon is posted at the front of the classroom and be at **Parade Rest** in front of the flight

3.4.1.3. Flt/Sgt will give the Flight Clipboard to the Flt/CC.

3.4.2 The Flt/CC will come to the position of **Attention** and call the command **“Flight, Attention.”**

3.4.2.1. The flight and Flt/Sgt will come to **Attention**.

3.4.2.2. Once the flight is at attention, the Flt/CC will command the flight, **“FLIGHT POST”**.

3.4.2.3. At the command **“FLIGHT POST”** flight members will make the appropriate facing movement to face the US Flag preparation to recite the Pledge of Allegiance and the Cadet Creed. Simultaneously, the Flt/CC and Flt/Sgt will post by executing a **Left Face**, taking three steps forward and executing an **About Face**.

3.4.2.3.1. Following the Pledge of Allegiance, the Flt/CC will then command **“Post”**.

**NOTE:** For the Pledge of Allegiance and the singing of the National Anthem, cadets will not put their hands over their hearts in uniform. However, any cadet in civilian clothing, meaning not in uniform, will place the right hand on his or her heart.

3.4.2.3.2. Following the Cadet Creed and Pledge of Allegiance the Flt/CC will then command the Flt/Sgt **“Post”**. He/she and the Flt/Sgt will take three steps forward, halt and execute a **“Left Face”**.

3.4.2.4. The Flt/CC will then command the flight and say, **“Flight, Post”**.

3.4.2.5. The Flt/Sgt will then command, **“Element Leaders, Report.”**

3.4.2.6. When the command is called, each Element Leader will make the appropriate facing movement to face the Flight Sergeant; the Flt/Sgt will also use a facing movement, as required, to face each Element Leader as he/she receives their report.

3.4.2.7. Each Element Leader in succession will salute the Flt/Sgt and state **“Sir/Ma’am, Element \_\_, all cadets present and/or accounted for Sir/Ma’am”** or **“Sir/Ma’am, Element \_\_, Cadet(s) \_\_\_\_\_ are unaccounted for Sir/Ma’am.”**

3.4.2.8. Following the receipt of the report the Flt/Sgt will return each Element Leaders' salute, and state, **“Thank you Cadet, Rank, Last name.”** and mark/verify the correct attendance on the Flight Clipboard.

**NOTE:** The Flt/Sgt will open the door for any cadets arriving after the tardy bell and verify their status.

3.2.4.9. Tardy cadet(s) will quietly enter the classroom and assume the position of **“Parade Rest”** near the door.

3.2.4.9.1. If tardy cadet(s) are present, the Flt/Sgt will make appropriate facing movements and approach the first tardy cadet.

3.4.2.9.2. The tardy cadet will take the position of **“Attention”** and will execute **“Present Arms”**, and say: **“Sir/Ma’am, Cadet, Rank, Last Name) requests permission to join \_\_\_\_\_ flight.”**

3.4.2.9.3. The Flt/Sgt will return the salute, update the attendance on the Flight Clipboard, and command, **“Fall In”**. The tardy cadet will, in the most efficient manner possible, place their assigned clicker, laptop (if required) textbook, cadet guide, pen/pencil, name marker and any other instructor approved items at their assigned seat, stow their gear under the table and take their position within their element.

3.4.2.9.4. Once all tardy cadets have reported in the Flt/Sgt will make the appropriate facing movements to return to his/her position in front of and facing the Flt/CC.

**NOTE:** The Flt/Sgt will annotate T for each tardy cadet on the attendance roster

3.4.2.10. Once the Flt/Sgt completes the attendance, the Flt/CC will command, **“Flight Sergeant, Report.”**

3.4.2.11. After the command is called, the Flt/Sgt will face the Flight Commander, salute, and then respond, **“Sir/Ma’am, \_\_Flight, all cadets are present and/or accounted for Sir/Ma’am”** or reading from the Flight Clipboard, **“Sir/Ma’am, \_\_Flight, Cadet(s) \_\_\_\_\_ are unaccounted for Sir/Ma’am.”**

3.4.2.12. The Flt/CC will return the salute.



3.4.2.13. The Flt/CC will give the Flt/CC the Operations Orders and give the command, **“Publish the Operation Orders”**.

3.4.2.14. After given the command, the Flt/Sgt will take the Operations Orders and execute an **About Face**.

3.4.2.15. The Flt/Sgt will then read the Operation Orders to the Flight from the Flight Clipboard.

3.4.2.15.1. The Flt/Sgt will ask, “\_\_\_\_\_ Flight are there any questions, comments or concerns.”

3.4.2.16. After all questions have been answered, the Flt/Sgt will face the Flt/CC, salute and say **“Sir/Ma’am, the Operation Orders have been published Sir/ Ma’am.”**

3.4.2.17. The Flt/CC will return the salute and receive the Flight Clipboard from the Flt/Sgt.

3.4.2.18. The Flt/CC will then command, **“Post”** at which point the Flt/Sgt will execute a Right Face and proceed to his/her assigned position. The Flt/CC will then march to the instructor.

3.4.2.19. The Flt/CC will, making facing movements as required, approach the SASI/ASI, present the Flight Clipboard, salute, and say, **“Sir/Ma’am, \_\_Flight, all cadets are present and/or accounted for.”** or **“Sir/Ma’am, \_\_Flight, Cadet(s) \_\_\_\_\_ are unaccounted for.”** And **“\_\_ Flight is prepared for instruction, Sir/Ma’am.”**

3.4.2.20. The SASI/ASI will return the salute and say, **“POST and stand by for further instruction.”**

3.4.2.21. At the command to **POST** the Flt/CC will take the most direct route to their seat or directed activity.

**NOTE: If the Flt/CC is absent the DFlt/CC (or Flt/Sgt as required) will replace the Flt/CC; the highest-ranking Element Leader will replace the Flt/Sgt; his/her Assistant Element Leader will replace him/her as the Element Leader.**

3.4.2.22. When directed to by the SASI/ASI, the Flt/CC will command **“Seats”** at which point the flight will take their seats.

**NOTE: If you cannot stay awake in class, ask to move to the designated area of the classroom and stand up.**

3.4.3.1 **PROCEDURES TO END CLASS**: Before the bell rings:

3.4.3.2. The **Flt/CC** will notify the instructor **five minutes** prior to the end of the period.

3.4.3.2.1. The SASI/ASI will make final comments and command the flight leadership to post for the Flt/CC (or designated representative) to make final comments and dismiss the flight.

3.4.3.2.2. The Flight Door Guard takes position at the exit of the flight room.

3.4.3.2.3. The DFlt/CC and Flt/CC will take their position at the front of the flight room. Following the Flt/CC final comments he/she will command **“Flight, Post Your Gear.”** The flight will stow their gear as required, verify there is a pencil, highlighter and pen in the pencil holder, ensure their chalk is grounded and place their book bag on the table to their right.

3.4.3.2.4. Once the flight has posted their gear on their tables, the Flt/CC will command, **“Flight Attention,” “Right Face,” “Store Gear”** (the flight will pack all their personal belongings and have them ready to pick up) **“Shoulder Gear,”** (the flight will shoulder their gear on their left side).

3.4.3.2.5. The command of **“Flight Dismissed”** will be given followed by the Flt/CC dismissing individual elements with the command of **“Element \_\_\_\_\_, Forward March.”** At the command of **Forward March**, the Flt/Sgt will open the flight room door.

3.4.3.2.6. The Guidon Bearer stands to the side to wait for and follow the last flight member to pass and then remove the guidon and post it back in its place outside the flight room.

## **PROCEDURES FOR DRILL, OUTSIDE INSPECTION OR PHYSICAL FITNESS TRAINING:**

Complete procedures 3.4.1 through 3.4.2.20.

3.4.4.1. The SASI/ASI will return the salute and say, **“Flt/CC prepare your flight to march to the \_\_\_\_\_.”**

3.4.5.2. The Flt/CC will direct the Flt/Sgt to utilize the element leaders to collect any items required for outside activity and designate a door guard (Flight Clipboard, Operations Orders, Attachment 2 Health and Wellness Binder, fitness equipment, water, first aid kit, etc. as required).

3.4.5.3. The Flt/CC will command the flight, **"About Face!"**

3.4.5.4. The Flt/CC will command, **"Door Guards Post!"**

3.4.5.5. The Flt/CC will command, **"Forward March!"** and designate a cadet to call cadence as the flight marches to the designated location.

3.4.5.6. Ten minutes (depending on the activity) prior to the end of the class period the Flt/CC will notify the instructor.

3.4.5.7. The SASI/ASI make any final comments and then direct the Flt/CC to dismiss the flight.

3.4.5.8. The Flt/CC will assemble the flight and dismiss them to go to their next class period.

3.4.5.9. The Flt/CC will direct the guidon bearer to retrieve the flight's guidon and accompany the instructor to building 12 to stow the guidon.

3.4.6. Each cadet is responsible for reading the announcements on the daily information board and their Flight's channel on the AFJROTC FL-921 REMIND, OHS Email Account...failing to read the announcements is no excuse for being unprepared for the next class period or updates.

3.4.7. Whenever an adult (Refer to customs and courtesies document for in depth explanation), the SASI, Group Commander or Deputy Group Commander enter the room, the flight will be called to attention by the first cadet to witness them enter. Cadets will remain at attention until directed to do otherwise. Cadets sitting while the room is called to attention, will remain sitting at the position of in-seat attention.

3.5. **GENERAL MILITARY CONDUCT.** The practice of saying "Yes Sir" and "No Sir" to the SASI, ASI and to cadet officers that out rank you may seem difficult at first, but this long-established military courtesy will soon become an expected and comfortable habit. When calling out for another cadet specifically you must practice the use of their rank and last name to receive that cadet's attention.

3.6. **DISENROLLMENT.** Cadets will be disenrolled from AFJROTC in accordance with the MOA between the USAF and Osceola School District. Under most conditions the cadet will be given a verbal counseling and a period of probation to change their behavior prior to being removed by the SASI/OCSD.

3.6.1. A cadet may be disenrolled for failure to maintain acceptable Air Force Grooming Standards, gross uniform violations/failure to wear the uniform (see Attachment 3); inaptitude or indifference to training; failure to maintain AFJROTC personal conduct standards, disciplinary reasons (OSS, multiple ISS0; failure to remain enrolled in school; failure to return all signed Attachments; or any other reason deemed appropriate the SASI.

3.7. **TARDINESS.** Cadets who acquire multiple unexcused tardies will be considered for non-promotion and/or demotion. SASI is the waiver authority for exceptions to this policy.

3.7.1. Any cadet that came late to the AFJROTC classroom without a pass would not be able to enter and must go to ISS

3.7.2. Any cadet who wants to come to the AFJROTC classroom in a period of class that they are not part of, must bring a pass, report-in to the flight sergeant, give the pass to the flight sergeant, and the flight sergeant must give the pass to the instructor.

3.7.3. It is important to note that tardiness is not tolerated in the military. It reflects inattention to duty. In addition to being extremely impolite, it is punishable under Article 86 of the Uniform Code of Military Justice. Never keep a senior officer waiting because of your forgetfulness or lack of planning. If an unexpected event delays you, call ahead and give an explanation. The same rule applies to appointments and meetings you have arranged with subordinates. Do not keep them waiting.

## CHAPTER 4

### Cadet Uniform Wear Guidance

4.1. **GENERAL.** The uniform worn by the AFJROTC cadet is the same basic active-duty Air Force uniform, with the exception of the distinctive insignia, and the AFJROTC shoulder patch. You are expected to honor and wear the uniform properly and with pride. Personal behavior (AFJROTC personal conduct standards) while in uniform must be such that it will not bring discredit on the uniform, the AFJROTC program, Osceola High School, or the United States Air Force. The Osceola High School AFJROTC Uniform Wear policy is outlined in Attachment 3. Each cadet will acknowledge this policy by the signature of cadet and parent/guardian.

#### 4.2 UNIFORM ISSUE

Uniforms will be issued upon receipt of the parent/cadet signed Contract (Attachment 1), parent/cadet signed Uniform Wear Policy statement (Attachment 3), parent/cadet signed Uniform Hand Receipt (Attachment 4 a or b), Leadership Laboratory Fee and **meeting ALL** grooming standards as outlined in chapter 6. First year cadets are on probation for the first month in AFJROTC. During the one-month probation the cadet must demonstrate their ability to maintain Air Force grooming standards and adhere to the OHS dress code, Physical Training Gear and AFJROTC Polo. Furthermore, cadets must pass the uniform wear test prior to it being issued Blues. When issued uniforms, and other equipment items, cadets will be required to initial and/or sign the Uniform Hand Receipt (attachment 4 and other forms); each item then becomes your responsibility. If you lose any part of it, willfully or negligently destroy any part of it, you will be required to pay for that item. The cost of each item will be the cost of each item in effect when an item is replaced or when your account is scheduled to be closed. Clothing items that have become worn or damaged due to normal “wear and tear” should be turned in for replacement. If the wear or damage has been through normal use, the items will be replaced at no charge. You will be issued a new professionally cleaned uniform. To ensure proper care, you must have your uniform **dry cleaned** prior to being turned in at the end of the school year, prior to replacement due to being outgrown or when you depart AFJROTC.

#### 4.3. RULES CONCERNING UNIFORM.

4.3.1. **UNIFORM CARE AND CLEANING.** The light blue shirts/blouses are washable and medium or light starch will keep the shirts neat the entire day. The dark blue service coat, flight cap, tie, tie tab, slacks, dark blue light weight jacket, and all berets **must** be dry cleaned. Dry cleaning is the responsibility of the cadet/parent/guardian. Button replacement may be accomplished at home. A professional will accomplish all major alterations. **Only dry-cleaned uniforms (with dry cleaning receipts) will be accepted for turn in at the end of the semester/year or change of course. Failure to do so will result in being added to the school debt list and receiving an F for the course until accomplished.**

4.3.2 Cadets must wear the correct Uniform of the Day (UOD) as directed by Group leadership and follow Air Force grooming standards every Monday, Wednesday, and Friday. **Monday** Cadets wear the Operational Camouflage Pattern Uniform (OCPs), or Blue Service Uniform (Blues) all day. **Tuesday** is DE flight suits during the second semester for Dual Enrollment cadets. **Wednesday** is a combination of the Blue Service Uniform (Blues) all day, all ranks. **Thursday** is the AFJROTC Polo with Air Force lanyard. **Friday** is the Physical Training Gear (PTGs) or Air Force Sweats all day. Uniform guidance must be followed unless otherwise directed by the SASI/ASI or flight leadership.

**School name badges are mandatory for security reasons at OHS. The OHS badge and AFJROTC ID will be subject to inspection daily when attendance is taken.**

4.3.3. The AF uniform must be kept clean and pressed with buttons buttoned and shoes shined.

4.3.4. Place and wear insignia properly and wear only authorized insignia (see Chapter 5). Only cadet officers will wear flight cap rank insignia. Additional items such as cords and berets identify members as part of a co-curricular activity are authorized by the SASI/ASI. Wear of these items are covered later.

4.3.5. Hitchhiking, engaging in sports activities, and participation in anti-authority demonstrations or political events while in the AF uniform is prohibited by Air Force Regulations.

4.3.6. Each cadet must maintain a straight gig line down the front of the AF uniform. This is called the “**gig line**.” The leading edge of the shirt and the right edge of the belt buckle for males should be in a straight line with the leading edge of the trouser fly. Females will use the left edge of the belt buckle for the straight line.

4.3.7. Any loose strings and frayed seams on the AF uniform should be removed.

4.3.8. The standard uniform for inspection is the Service Dress Uniform. The SASI/ASI will advise the Group Commander on Thursday of any special uniform requirement(s) for inspection on the following Wednesday. Unique requirements will be included in the published daily and monthly operations orders.

4.3.9. During certain times of the year, at the direction of the SASI/ASI, the service uniform coat may be removed, folded

neatly shoulder to shoulder and laid over the back of the chair. It will not be draped over the back of the chair as the sleeves and bottom of the coat will be on the floor. If the coat is not removed, it must be kept buttoned. The coat will always be properly buttoned when worn. When the coat is worn, shirt collars will be kept buttoned, and the tie will be always kept in place. The tip of the tie must cover a portion of the belt buckle but cannot extend below the bottom of the belt buckle.

#### 4.4. WINTER ACCESSORIES.

4.4.1. Gloves. Gloves may be worn with all authorized outer garments. They will all be one color, leather, knitted, tricot or suede, or a combination of leather, knitted, tricot, and suede. Only black gloves may be worn with the service dress uniform and all approved outer garments worn with the blue service and service dress uniforms.

4.4.2. Scarf (black). A scarf may be worn with all authorized outer garments. The scarf will not exceed 10 inches in width and can be knit, all wool or cotton simplex, with or without a napped surface.

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

4.4.4. Neck gaiter (black with all uniform combinations or sage green with OCPs). A neck gaiter may be worn with all authorized outer garments. It may be worn as a neck warmer or balaclava (may cover the nose).

#### 4.5. MALE AF UNIFORM REQUIREMENTS.

4.5.1. Male cadets are prohibited from wearing any earrings.

4.5.2. The "V-neck" T-shirt will be worn under the light blue short-sleeve/long-sleeve shirt, must be plain white and clean.

4.5.3. Male cadets will wear a plain colored white button-down shirt, blue tie, and service coat (semi-formal dress) on formal occasions (Military Ball). No headgear nor name tag is worn in the semi-formal uniform.

4.5.4. The bottom of the pants will touch the shoes with a slight break in the crease. No cuffs are worn on the uniform.

4.5.5. Undergarments must be worn with all uniforms, with no bold colors seen through the uniform.

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

#### 4.6. FEMALE AF UNIFORM REQUIREMENTS.

4.6.1. Skirts may only be worn in AFJROTC at Osceola HS by exception, and only in the direction of the SASI/ASI.

4.6.2. The "V-neck" T-shirt will be worn under the light blue short-sleeve/long-sleeve shirt, must be plain white and clean.

4.6.3 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 **lowest hole in the 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.

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

4.6.5. Piercings. Any female cadet who recently gets a piercing can hold the original piece until it is completely heals and the time requirement for that specific type of piercing, afterwards it must be taken out or change to a clear piece.

4.6.6. Undergarments must be worn with all uniforms, with no bold colors seen through the uniform.

#### 4.7. ADDITIONAL AF UNIFORM GUIDANCE.

4.7.1. The Air Force light weight blue jacket is authorized for wear as an optional item when wearing the Class B uniform. While wearing this jacket, it must be zipped at least halfway. Permission is granted to remove the jacket while in the classroom.

4.7.2. Belts for trousers must be blue in color only.

4.7.3. The Air Force flight jacket is not authorized for wear by cadets with the uniform.

4.7.4. No civilian clothing will be worn with the AF uniform.

4.7.5. Pens, pencils, wallets, checkbooks, chains, pins, combs, sunglasses, and so forth, may not be exposed when in uniform.

4.7.6. **Earpieces** Wear/use of an earpiece, any blue tooth technology, or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. Exception: Headphones and earphones [iPods, MP3-type players, etc.] are authorized during travel on public transportation i.e., bus, train, or air travel and while exercising on PT days. Use of a hands-free device is authorized while in uniform operating a motor vehicle.

**4.7.7. Handheld Electronic Devices.** If worn while in uniform it must be on the belt/waistband or clipped to a purse and will be plain black, silver, dark blue, or gray. Handheld electronic devices that are not worn on the belt/waistband/or clipped to a purse can be any color. Holster and other storage devices used to attach handheld electronic devices to the uniform or purse will be plain black, silver, dark blue, or gray. One handheld electronic device may be attached to a belt/waistband on either side or clipped to a purse. While walking in uniform use of personal electronic media devices, including earpieces, speaker phones or text messaging, is limited to emergencies only.

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

#### **4.7. AF UNIFORM FOOTWEAR.**

**4.7.1. Black Boots/Corfams** may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. Black boots/Corfams may be reissued to cadets. Spray boots/Corfams with disinfectant spray before reissuing.

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

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

**4.7.4. Socks.** Socks are mandatory, Socks will only be black and long with no logo visible.

#### **4.8. AF UNIFORM HEADWEAR.**

**4.8.1. Service Caps** (wheel and bucket hats, dark Air Force blue color only) may be worn. Females are authorized to wear the male Service Cap. Silver braid headband straps may only be worn on the Service Cap while the cadet is performing in a color guard or drill team competition ONLY. Cadets will wear the black headband strap during regular uniform days. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.

**4.8.1.1 Service Caps** (wheel and bucket hats) will be a solid color, dark Air Force blue color only and free of any embroidery. No waiver will be granted to change the color or authorize the use of embroidery on the Service Cap.

**4.8.2. Service Cap insignia.** Cadet Officers may wear the highly polished/chrome Hap Arnold Wings or the large highly polished/chrome Cadet Officer Insignia on the Service Cap (wheel and bucket hats). Enlisted cadets may only wear the highly polished/chrome Hap Arnold Wings. See Chapter 8, Finance Guide, Ops Sup, for purchasing authority.

**4.8.3. Flight caps** are required to be always worn while outdoors. This includes before and after the school day while in transit to and from the school. The only exceptions are in the "Kowboy Kitchen" area during lunch. Indoors, males and females with belts may tuck the cap under the belt on the left side between the first and second belt loops. Do **not** tuck the cap under the shirt/coat epaulets. The flight cap is worn slightly to the right with the vertical crease of the cap in line with the center of the forehead and in a straight line with the nose. The cap should be worn about 1 inch above the right eyebrow.

#### **4.9. SERVICE DRESS UNIFORM (Class A and B – Male and Female).**

The service dress uniform is worn as Class A's and the service blue uniform as Class B's. The Class A uniform is worn with the Service Dress Coat. The Class B uniform is worn without the service dress coat

**4.9.1. Coat (Class A's).** The service dress coat will be polyester and wool-blend, serge weave; semi-drape, single-breasted with three buttons and will have one welt pocket on the upper left side and two lower pocket flaps. With arms hanging naturally, sleeves will end 1/4 to 1/2-inch below the wrist. The bottom of the coat will extend 3 to 3 1/2-inches below the top of the thigh. The sleeves and lapel will be roll-pressed.

**Note: Cadets may only wear the Service Coat (Class A's) for special events such as team performances, picture day and when informed by SASI/ASI and Group Commander.**

**4.9.2. AF Lightweight Blue Jacket (Class B's).** Can only be worn with the Class B uniform and is optional for the cadet to wear. Females may wear the male version of the lightweight blue jacket. Blouses, if not tucked in, cannot be visible around the bottom of the lightweight blue jacket. It will be partially lined, water repellant and is authorized for wear inside and outside. It has a zipper front, two slanted pockets, knitted cuffs, and waistband. The jacket will be waist length with the zipper worn no lower than halfway between the collar and the waistband.

**4.10. AF MALE BLUE SHIRT AND FEMALE BLOUSE (Class A and B).**

**4.10.1. Long-Sleeve/Short-Sleeve Blue Shirt (Male).** The long-sleeve and short-sleeve blue shirt will be light blue in color with two pleated pockets, convertible cuffs (long-sleeve only), and epaulets. The collar of the shirt will be visible 1/4 to 1/2-inch above the service dress coat collar. With arms hanging naturally, sleeves will end 1/4 to 1/2-inch below the wrist, but not be visible below the sleeves of the service coat. The blue shirt will be neatly tucked into the trousers. The shirt may be altered for a tapered fit. A white V-neck or tank top, or crew neck (long sleeve blue shirt only) undershirt will be worn under the shirt.

**4.10.2. Blouse (Long and Short-sleeved) (Female).** The pointed-end collar of the shirt must show 1/4 to 1/2-inch above the service dress coat collar with arms hanging naturally. It will not have military creases and will have epaulets. With arms hanging naturally, long-sleeves will end 1/4 to 1/2-inch below the wrist, but not be visible below the sleeves of the service coat. The long-sleeved blouse will have rounded cuffs with buttonhole closures on each cuff. The blouse may be modified at the Airman's expense to accommodate cuff links. White, V neck, tank top or crew neck (long sleeve blouse only) undershirts are optional. If worn, they will be tucked into the skirt or slacks.

**4.11. AF TROUSERS, SLACKS. SKIRT.**

**4.11.1. Trousers (Male).** Trousers will be blue and trim-fitted with no bunching at the waist or bagging at the seat. The trousers will be full cut, straight hanging and without cuffs or additional alterations to further taper the leg. The front of the trouser legs will rest on the front of the shoe or boot with a slight break in the crease. The back of the trouser legs will be 7/8 inch longer than the front. The trouser material will match the service dress coat in both fabric and shade. 4.8.2.

**4.11.2. Slacks (Female).** Slacks will be blue and fit naturally over the hips with no bunching at the waist or bagging at the seat. The bottom front of the slack legs will rest on the front of the shoe, boot or on top of the foot if wearing pumps, with a slight break in the crease. The back of the slack legs will be approximately 7/8-inch longer than the front. The slacks will be tailored, straight hanging, with no flare at the bottom or additional alterations to further taper the leg. They will have a center fly-front opening and front and back waist darts, two 1/4 top side pockets, and a waistband with five belt loops. The slacks material will match the service dress coat in both fabric and shade. 4.8.3.

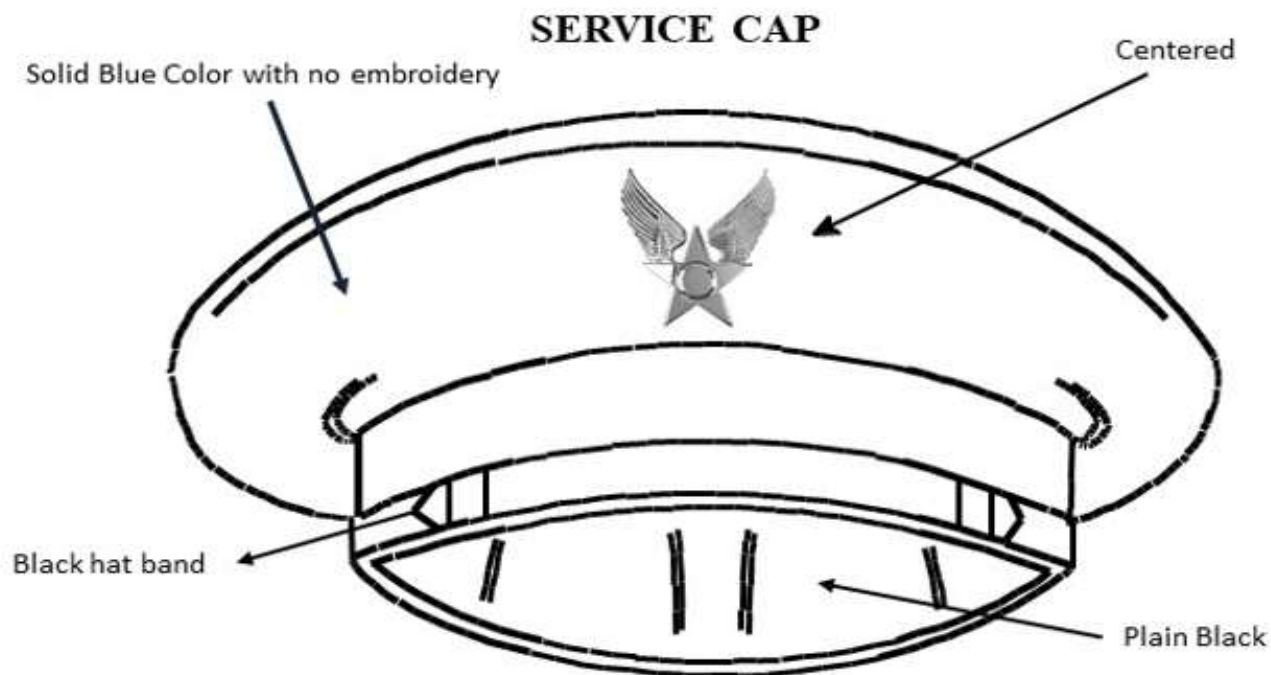
**4.11.3. Skirt (Female).** The skirt will be polyester or poly-wool, blue and hang naturally over the hips with a slight flare. The skirt will be no shorter than the top of the kneecap and no longer than the bottom of the kneecap when standing at attention. The skirt will be straight style with belt loops, a kick pleat in the back, two pockets, and a darted front. Skirts will have a back zipper and lining attached to the waist. Skirt material will match the service dress coat in both fabric and shade.

**4.12. TURN-IN REQUIREMENTS.** At the end of each year (unless otherwise instructed), it is the responsibility of each cadet to return all issued uniforms and accessories to Logistics dry cleaner with the receipts to clear all accounts. Dress shoes, socks, and ABU T-shirt are not required to be returned. Unless they are cleared to keep the uniform over the summer cadets will receive an F for the semester for failing to pay for missing uniform items and will remain on the OHS Debt List.

**4.13. ENFORCEMENT.** Cadets of higher grade/rank/position have the responsibility and authority over other cadets in the enforcement of prescribed uniform wear and they are obligated to make "on the spot" corrections. Cadets correcting others will do so privately and as discretely as possible. Cadets receiving corrections should accept the corrections in the proper spirit. Cadets continually failing to meet the uniform standards will have the uniform recalled and will receive an "F," thus failing the course. (See Supplement Attachments 1 and 3).

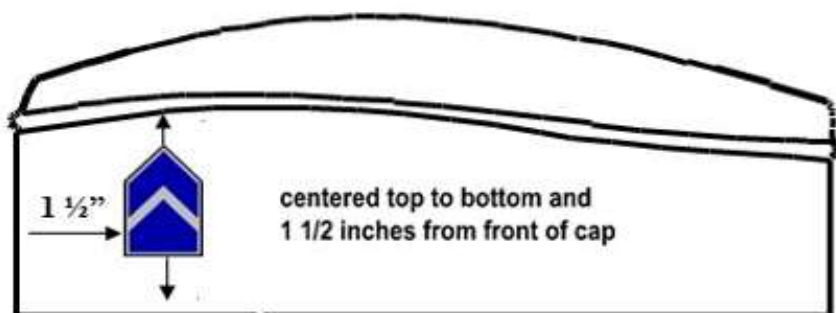
## CADET MALE HEADGEAR

Figure 4.1



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

### FLIGHT CAP\*



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

## CADET FEMALE HEADGEAR

Figure 4.2

### SERVICE CAP

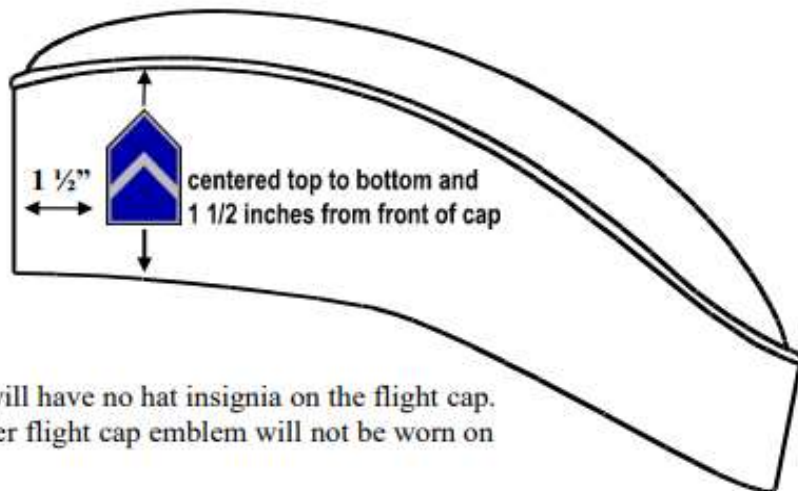
Solid Blue Color with no embroidery

Centered



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

### FLIGHT CAP\*

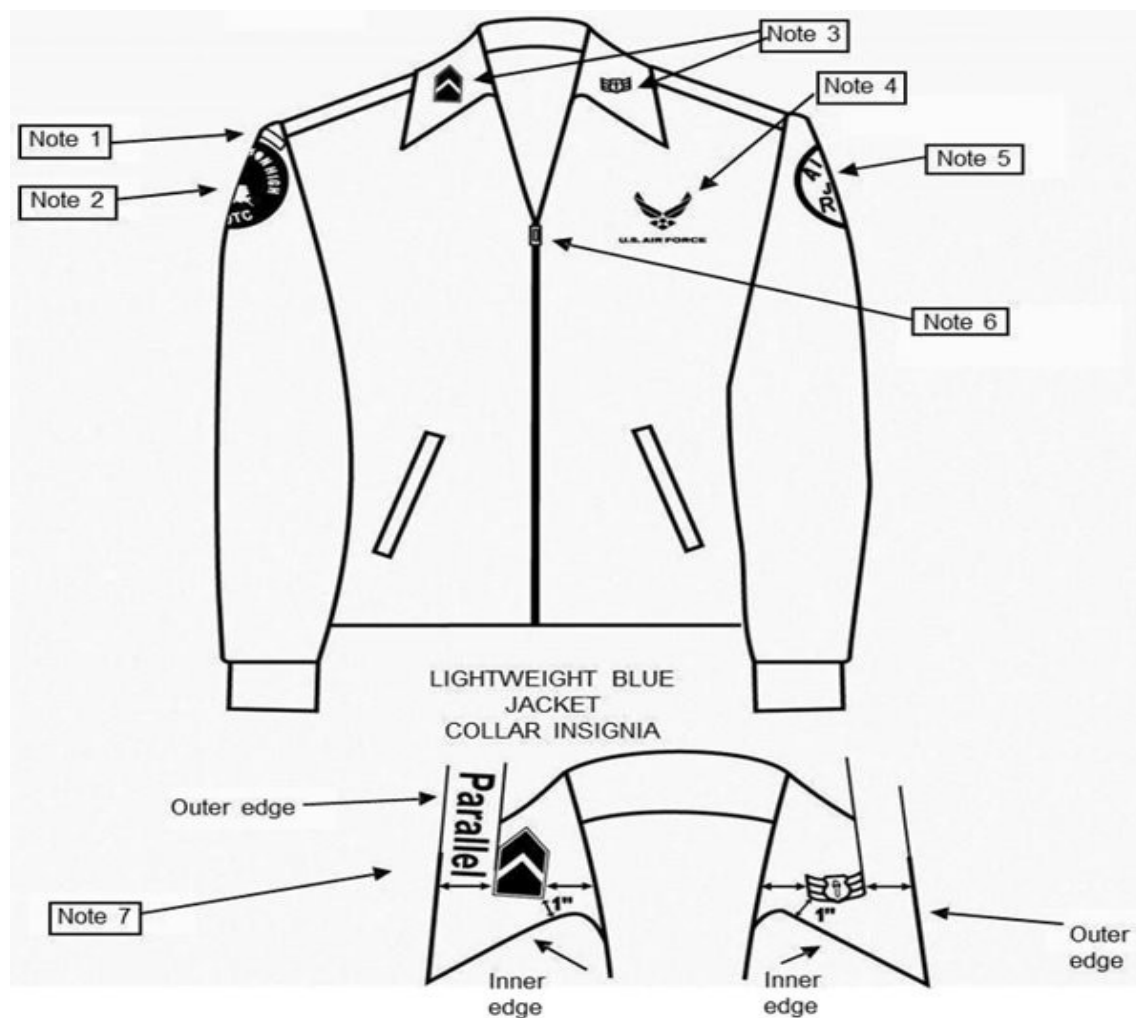


- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.



## CADET LIGHT WEIGHT BLUE JACKET

Figure 4.3



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.**

Figure 4.4

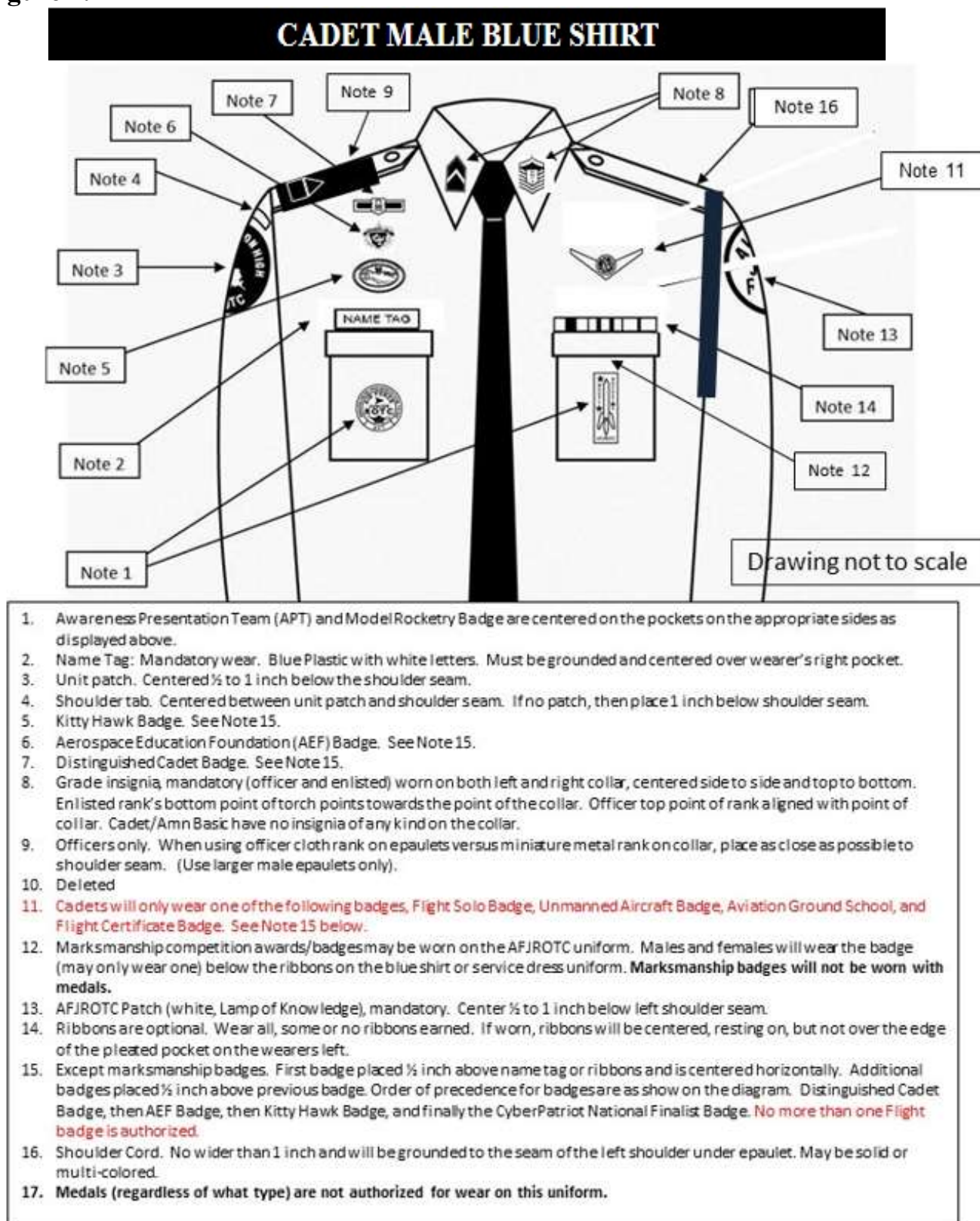


Figure 4.5

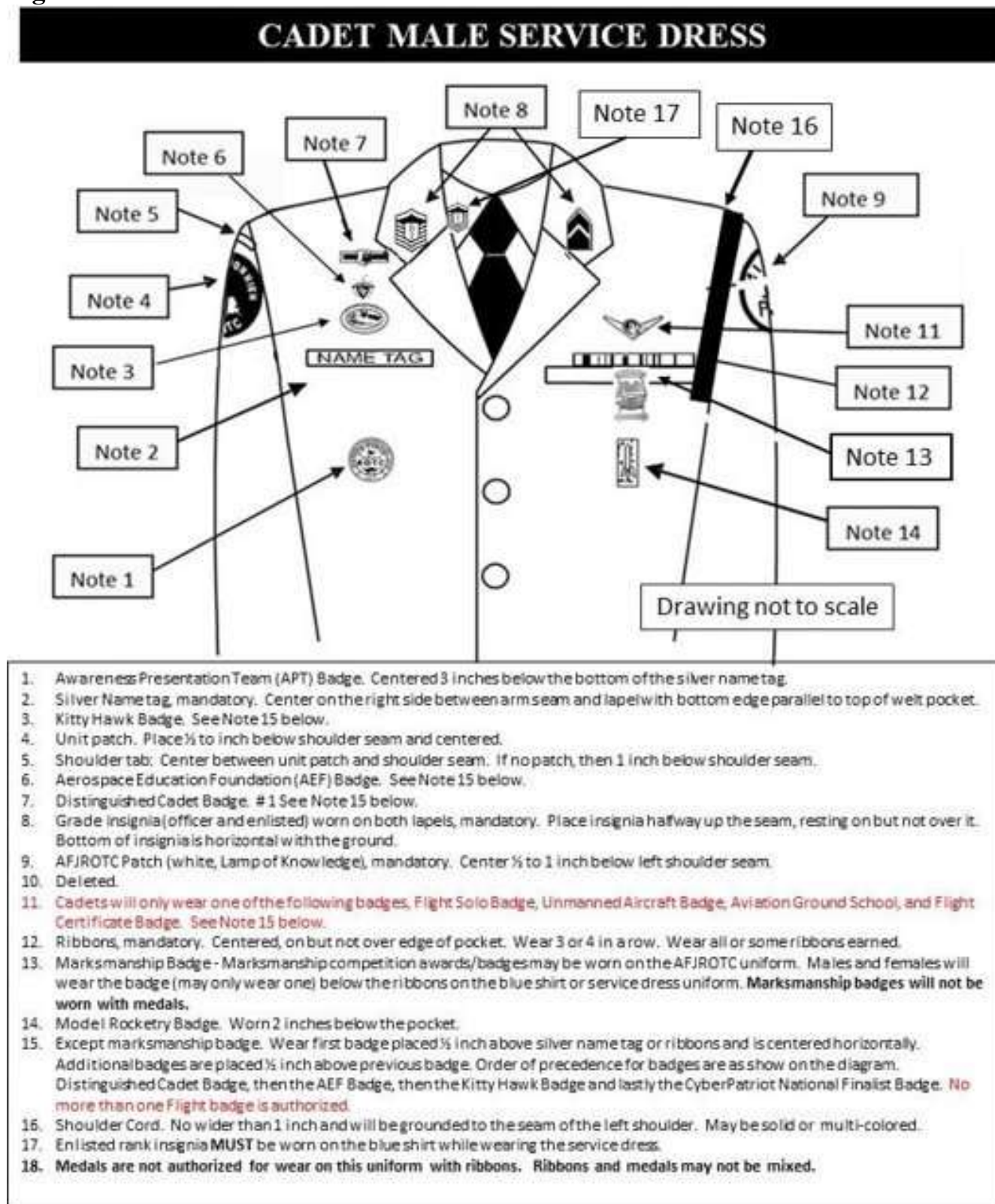
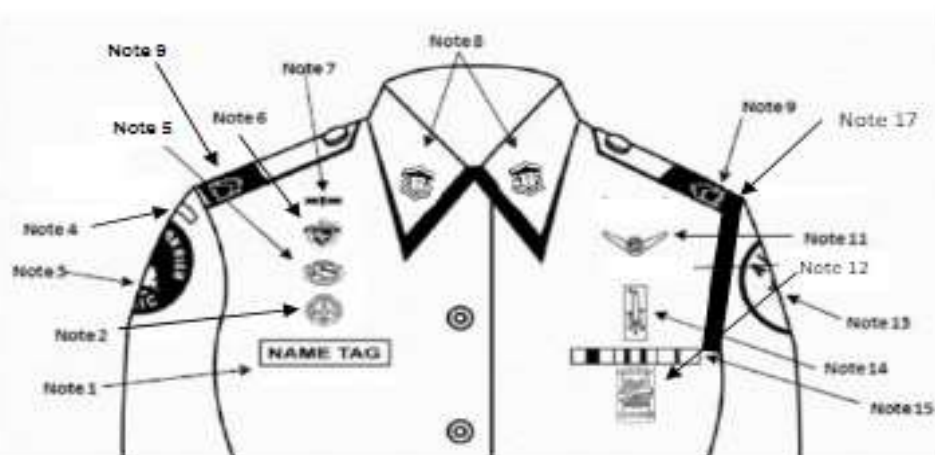




Figure 4.6

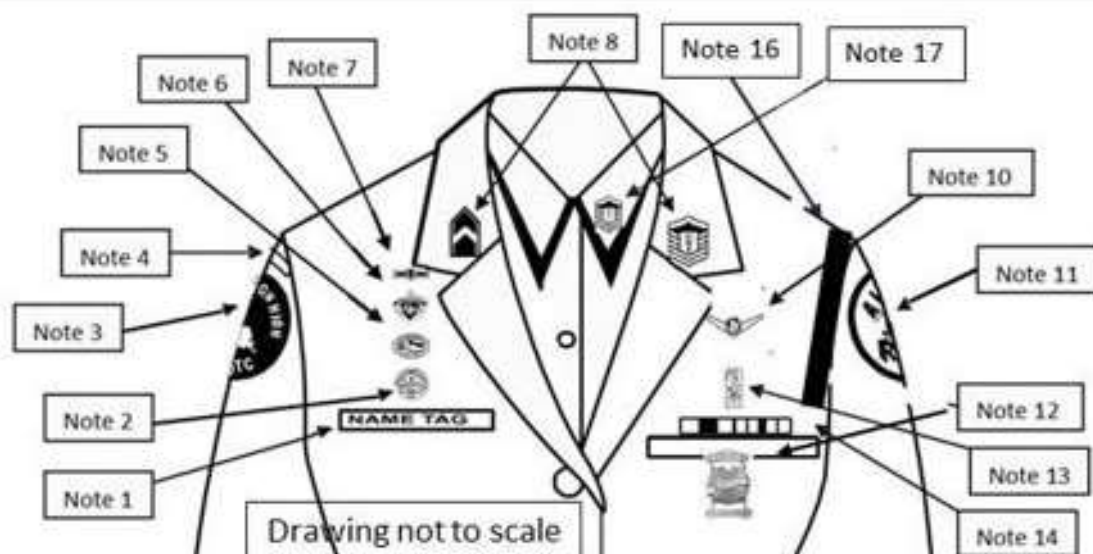
## CADET FEMALE BLUE SHIRT



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.**

Figure 4.7

## 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.**

## Team Exhibition Uniform

4.14. Drill Team, Color Guard, and Exhibition Uniforms. Uniform distinctive items must be authorized through the appropriate chain of command and have documented approval when being issued through Operation Squadron Commander, each team commander will sign a hand receipt for each issued item. To insure during that event that the team commander must take care of the equipment and ensure all that was borrowed for the one-time use is returned.

4.15. **Berets.** Solid color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized. Berets may be worn on regular uniform days. **Berets will not be worn indoors.**

4.15.1. Uniform distinctive items must be authorized through the appropriate chain of command and have documented approval by the SASI prior to being issued through Logistics to cadets. Each cadet will sign a hand receipt for each issued item. In the event that a cadet requires the issuance of a distinctive item on a "one time basis" for an event must get written approval for the SASI/ASI, sign a hand receipt for the item(s) and return it to the SASI/ASI immediately after the activity is over. Whenever membership in the Color Guard, Drill Team, Kitty Hawk Society, or Group Staff is terminated, all associated distinctive uniform items will be immediately turned into Logistics.

4.16. **Shoulder Cords.** One "infantry" style shoulder cord may be worn. Cords will be worn on the left shoulder, grounded to the shoulder seam, with no metal tips, and no wider than 1-inch. Cords are a distinctive addition to the uniform worn by AFJROTC cadets to denote participation in a co-curricular activity. Cords will be worn over the left shoulder of the light blue shirt/blouse or service coat. Cadets will not wear cords unless they are active participants of the Color Guard, Drill Team, Rifles, Sabers, Academic Team, Exhibition Team or Kitty Hawk Society. Cadets may only wear one cord at a time.

4.16.1. **Wear Shoulder Cords.** Cords are authorized to be worn by cadets during Drill Competitions and performances in their Blues.

4.16.2. There is no specific color assigned to any team or detail. The Operations Squadron commander will decide what colors are to be used by each team depending on the teams size and purpose.

4.16.3. During the month of selection/semester of selection, "Cadet AMN, NCO, and CGO of the Month" may wear designated shoulder cords. Of the Month AMN and NCO wear green shoulder cord. CGO wears maroon shoulder cord. Of the Semester AMN and NCO wear green/silver shoulder cord. CGO wear maroon/silver shoulder cord.

4.16.4. Team Commanders are not allowed to keep any commander cord to wear throughout the year.

4.16.5. Group Leadership and Squadron Commanders will be issued Royal Blue Cords to wear throughout the year.

4.17. **Ascots.** Solid color ascots may be worn (units may embroider a logo/team name/mascot or place a unit patch on the ascot), colors may be locally determined, but must be one solid color, conservative, and in good taste. Ascots are the same color as the cords for all teams except one, which uses a black ascot with teal shoulder cords. **Ascots will not be worn on regular**

4.18. **Gloves.** Drill Team 1# may wear white and blue gloves, while all the other teams may wear white gloves at events.



**Figure 4.8**

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## **BERET**



### **Berets.**

1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a “Beret Flash” or mini unit patch is not authorized.
2. Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear. Wear the stiffener with the aligned insignia above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. The insignia will be centered,  $\frac{1}{4}$  inch above and parallel to the headband.
3. The wear of a “Beret Flash” is not authorized.

Figure 4.9

## Sample Exhibition Uniform



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



## SEMI-FORMAL DRESS UNIFORM

**4.19. General Semi-Formal Dress Uniform.** Semi-formal dress uniform is worn for social functions of a semi-formal or official nature as prescribed by the SASI. When in semi-formal dress, saluting is not required. Semi-formal dress uniform is to be worn only during special events as determined by the SASI and not during regular weekly uniform days.

**Note:** The Semi-Formal Dress Uniform is ONLY worn in our annual military ball

**4.20. Shirts.** Cadets may wear either the blue or white Long-Sleeve Shirt. The blue or white long-sleeve shirt will be plain, knit, or woven, commercial type with a short or medium point collar, with button or French cuffs. Shirts will be tucked into the trousers

White V-neck or athletic style tank top, or crew neck style (long sleeve blue shirt only) undershirt will be worn under the shirt.

**4.21.1 Tie/Tab.** Cadets may wear either a blue polyester or silk, herringbone twill tie/tab with the blue or white long-sleeved shirt. Men may wear a plain black or dark blue bow tie with the long-sleeve white shirt, with the semi-formal dress uniform only.

**4.22. Trousers.** The semi-formal dress uniform trousers or skirt are the same as the service dress uniform trousers. No stripes (braiding) on the outside length of the trousers are authorized for wear on the semi-formal dress uniform.

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

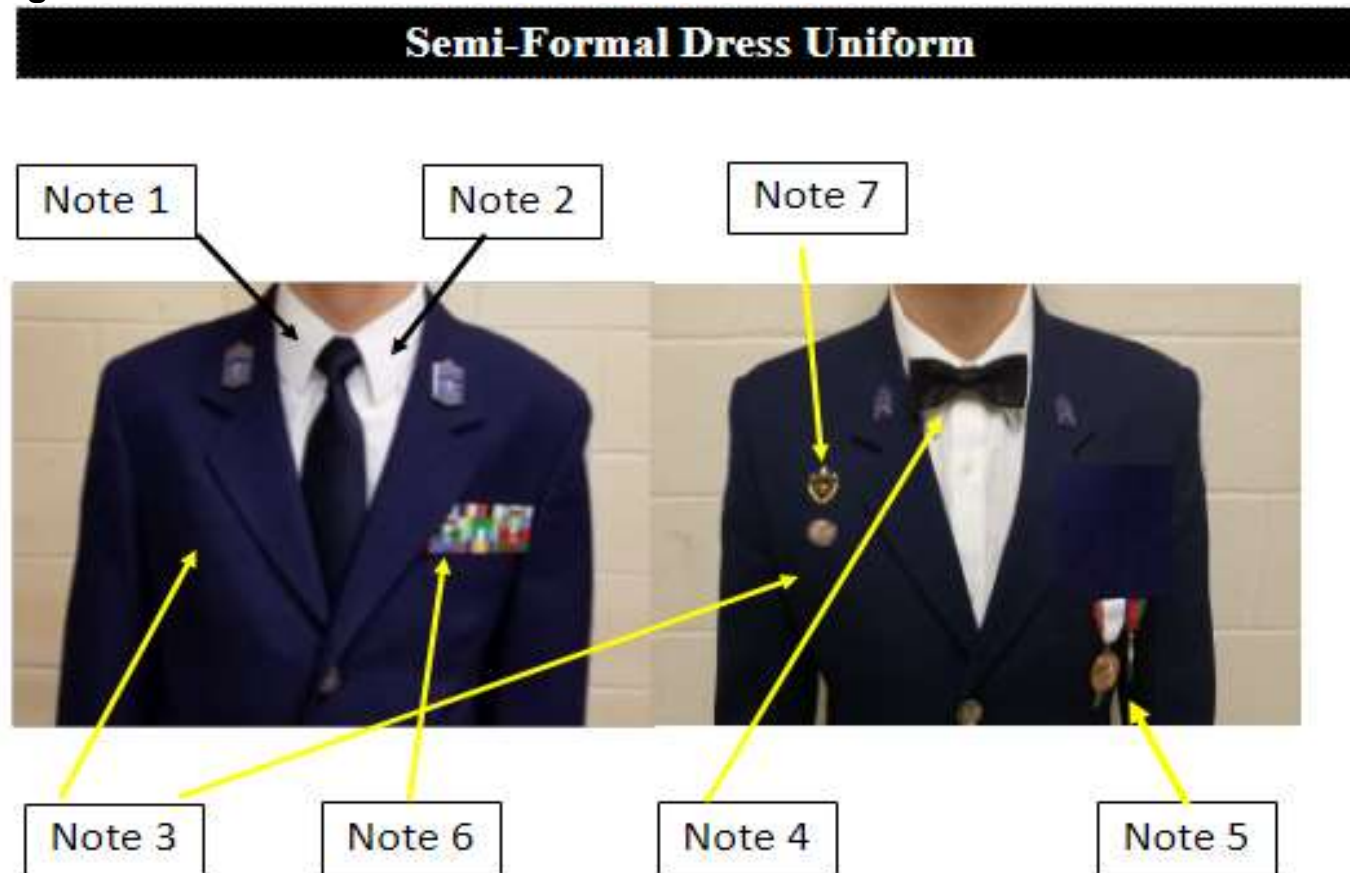
**4.23. Headgear.** Cadets will not wear headgear with the semi-formal dress uniform.

**4.24. Award and Decorations.** Cadets may wear medals with the semi-formal uniform at events such as dining ins/outs, military ball, awards ceremonies, picture day or other formal events as specified by the SASI. Large medals will be worn on the semi-formal uniform coat ½ inch below the top of the welt of the pocket, centered on the pocket. Additionally, AFJROTC ribbons may be worn on the semi-formal uniform; however, if medals are worn, ribbons will not be worn (no mixing).

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

**4.25. Female Dress Attire.** Female cadets have the option to wear the semi-formal uniform or a formal gown. Dresses will be conservative and have at least one strap over the shoulder. The dress length must be to the ankles. No cocktail dresses nor low cut below the lower back. The front must fully cover the body with no excessive cleavage. If there is any question as to the dress style, ask the chain of command and reference the guidance for attire provided before each Military Ball.

Figure 4.10



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.**

# PHYSICAL TRAINING GEAR (PTG)

The PTG (shirts, shorts and water bottle) are required for physical fitness training and mass physical fitness testing as well as other scheduled AFJROTC events such as field day or as directed by the SASI/ASI. **PTG t-shirts will be tucked in** and **may not** be mixed with any combination of the AF uniform other than the Air Force issued sweatshirt/sweatpants. If issued, unit PTG shorts must be worn. While waiting to be issued PTG shorts, conservative dark colored shorts may be worn. **It is the student's responsibility to dress appropriately for PT. Cadets must wear appropriate footwear (sneakers, tennis shoes, etc.) while engaging in physical fitness activities.** Failure to wear the appropriate clothing/shoes will result in an "F" for the day.

4.8.1. All cadets will wear their PTGs for the entirety of each Friday. Cadets are authorized to wear their sweatpants and sweatshirt on Friday.

4.8.1.1. Cadets may wear any combination of the PTGs, and Air Force sweatshirt and sweatpants based on the direction of flight leadership on PT days and depending on the weather temperatures and physical training activity.

4.8.1.2. Cadets are authorized to change from their sweats to their PTGs (and vice versa) anytime throughout the day based on outside and inside temperatures.

4.8.1.3. Cadets can wear the following combinations:

- A) PTGs (shirts and shorts)
- B) PTGs with sweatshirt
- C) PTGs with full sweats

Note: Cadets cannot wear sweatpants without wearing their sweatshirt.

4.8.1.3. **PTG UNDERGARMENTS.** Appropriate undergarments are optional to be worn with PTG.

4.8.1.4. **Leggings.** Leggings are optional to wear, Leggings will be a solid black, white, dark blue, and grey color .

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

4.8.1.5. **Socks.** Socks are mandatory. Socks will be a solid color black, white, dark blue, gray, desert sand, tan, DLA-issued green, or coyote brown) color and may have small trademark logos

4.8.1.6. **WATCH CAPS.** Cadets are authorized to wear their issued BLACK WATCH CAP when announced by the Group Commander via Remind. It must cover the cadet's entire head. No hair should be hanging down in the front. FEMALES must stay in Air Force grooming standards while using the watch cap. The cap is only to be worn with PTGs.

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

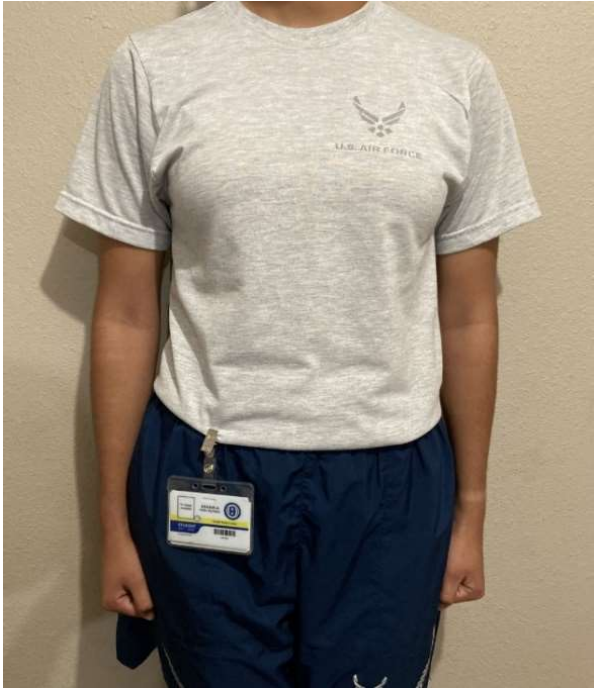
4.8.1.7. **ELECTRONICS AND ACCESERIES.** Cadets unauthorized hats or sunglasses during organized fitness events, no head or earphones due to safety concerns, headphones and earphones are authorized while in the fitness center or on designated running areas unless prohibited by the Commander.

4.8.1.8. Do not wear bandanas and other similar headscarves or headgear.

4.8.1.9. Hairclips. Are Authorized to wear ONLY with the Physical Training Gear (PTG). Long hair must be secured and may extend below the shoulder blades.

## PHYSICAL TRAINING GEAR COMBINATIONS

Figure 4.11



## Operational Camouflage Pattern Uniform (OCP)

When enough are available, OCPs will be issued to **all qualifying FL-921 Cadet Personnel**. **When quantities are limited, priority will be given to cadet officers, NCOs and Team members in that order.** All cadets who have been issued OCPs will wear them on Mondays unless directed otherwise. When worn on an inspection-day, cadets are subject to the same inspection requirements as the standard uniform. Shoulder cords, ascots and gloves will not be worn with the OCP uniform. Cadets must wear the complete uniform as described in this guide.

**Note:** AS-1s (First-Year) cadets will be issued OCPs upon dress and appearance certification by Group Leadership and receiving a passing grade on commanding the 30-command drill sequence.

**Note:** Any cadet may have their OCPs revoked for failure to meet dress and appearance certification standards or disrespect of the uniform at any point during the duty day.

4.9.1. **OCP Care:** OCPs must be always clean and neat. OCPs will be washed and dried according to the laundry care label. They will never be ironed or pressed.

4.9.2. **OCP Coat and Trouser:** The coat will not be tucked into the trousers. The sleeves on the OCP coat may be rolled up; however, the cuffs will remain visible, and the sleeve will rest at, or within 1 inch of the forearm when the arm is bent at a 90-degree angle. The trousers will be worn on the hips and bloused using an elastic blouse or tucked into the top of the boot.

4.9.3. **OCP Belt and Buckle:** The Coyote Brown Rigger Belt is the belt used in OCPs and there is only one size to issue, if said size does not fit you, you must keep your ABU belt, or one will be issued to you accordingly.

4.9.4. **OCP T-Shirt.** A Coyote Brown (Tan 499), crew neck, short-sleeved t-shirt will be worn under the OCP coat at all times.

4.9.5. **OCP Footwear.** The Coyote Brown combat boots will be worn with coyote brown boot socks. Shoelaces must not be visible and will be tucked in into the shoes.

4.9.6. **OCP Boot Blousers.** Cadets must wear their issued Boot Blousers, their OCP trousers will not be tucked into the boot. The boot blousers must look straight on the leg without any folds and socks should not be showing. Boot blouses must be even on both legs touching the boot.

4.9.7. **OCP Headgear.** OCP Cap: Worn squarely on the head with no hair protruding in front of the cap. Officer insignia will be worn centered on the front of the cap. Enlisted cadets will not wear rank on the OCP cap. Cadets may stow the hat in either of the lower cargo pockets on the OCP trousers when not actively wearing it. OCP Cap will always be worn when outside it will not be worn indoors.

4.9.8. **OCP Cold Weather.** Cadets may purchase the OCP fleece outer garment for wear during the winter. Can be worn with all uniform combinations. (Read more 4.9.8.2.)

4.9.8.1. **Gloves** (black or sage green). Gloves may be worn with all authorized outer garments. They will all be one color, leather, knitted, tricot or suede, or a combination of leather, knitted, tricot, and suede. Black or Coyote Brown gloves may be worn with the OCP, FDU (Flight Duty Uniform) and all authorized outer garments to the OCP or FDU. Only black gloves may be worn with the service dress uniform and all approved outer garments worn with the blue service and service dress uniforms.



## Coyote Brown Fleece Jacket.

Figure 4.12



4.9.8.2. **Coyote Brown Fleece (OCP).** May be worn indoors or outdoors. The coyote brown fleece is authorized for wear as an outer garment with the OCP only and over the OCP coat. It will have a Velcro® OCP nametape with spice brown lettering centered between the zipper and sleeve seam on the wearer's right chest. It will also have a 2-inch squared Velcro® subdued the cadets metal rank with OCP background flushed and centered above the nametape on the wearer's right chest. On the wearers left side it will also have Velcro space for the AFJROTC tape to be placed

**NOTE:** The cadets may only wear the Coyote Brown Fleece (OCP) when authorized SASI/ASI and Group Commander

**NOTE:** The coyote brown fleece sleeves will not be rolled up

Figure 4.13

## CADET OCP Male and Female



1. T-Shirt. T-Shirt will be Desert Sand, Tan or Coyote Brown color.
2. The **American Flag patch (mandatory)** and will be **full color** (cloth), will be placed on right sleeve using Velcro attachment (centered at the top of the Velcro area).
3. Unit patch (optional) **full color**. If worn, will be placed on right sleeve using Velcro attachment (centered in the middle of the Velcro area).
4. Last Name and AFJROTC tapes. Letters are Spice Brown color (mandatory using Velcro attachment).
5. Grade insignia (officer or enlisted) (mandatory). The standard miniature blue/silver AFJROTC rank will be worn.
6. AFJROTC Patch (white, Lamp of Knowledge): **WHITE patch only (mandatory)**. Will be worn on left shoulder using Velcro attachment (centered in the middle of the Velcro area).
7. **Berets, ascots, and shoulder cords will not be worn with OCPs.**
8. OCP Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing OCP boots. (Black boots will not be worn with OCPs)
9. Tan Rigger Belts maybe worn with OCPs.
10. OCPs may be bloused; the trousers will not extend below the third eyelet from the top of the boot.



## Operational Camouflage Pattern Examples

Figure 4.14

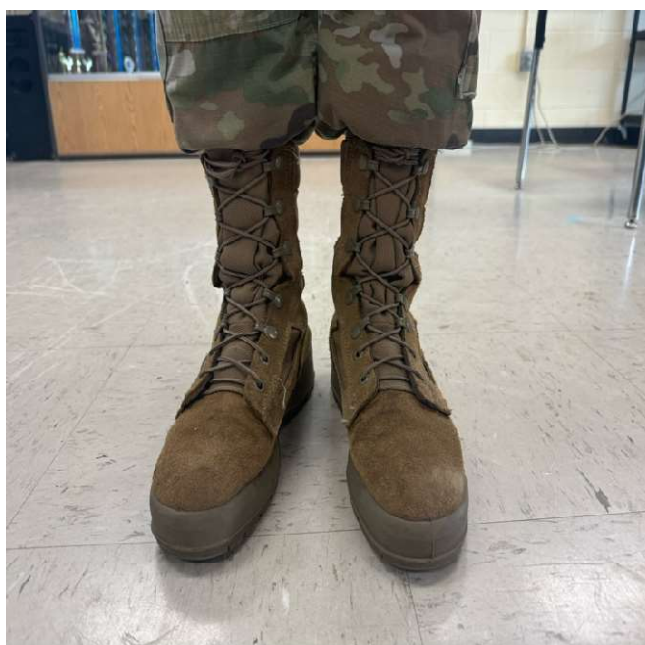
Right Shoulder



Left shoulder



Gig Line

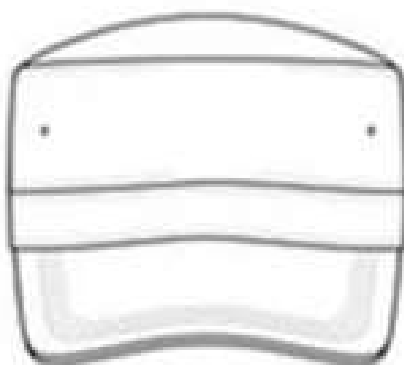


Boots Bloused



Figure 4.15

## CADET OCP HEADGEAR



Enlisted Cadets will not wear rank on the OCP cap.

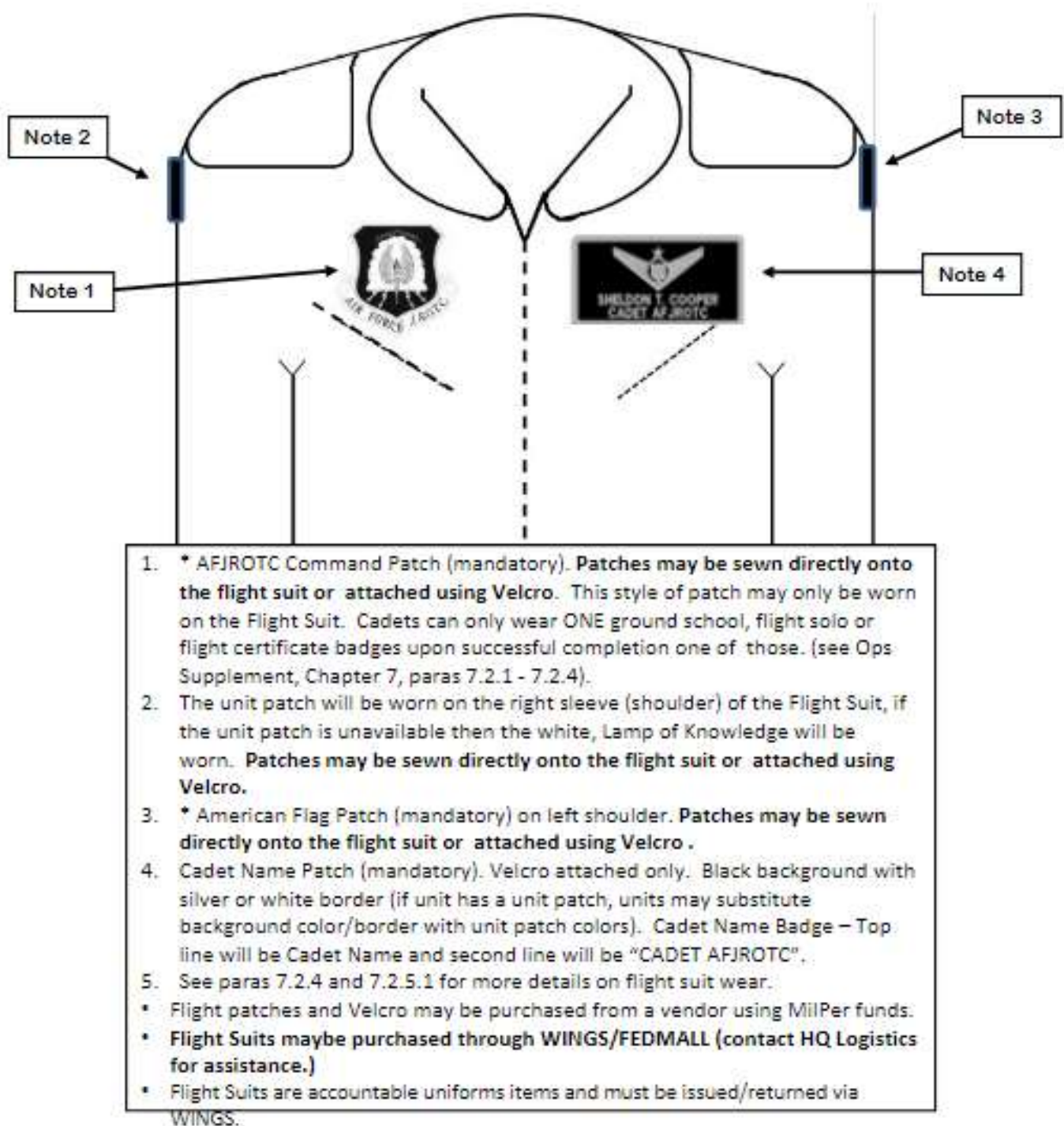


Officers will wear rank insignia on the OCP cap.

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

Figure 4.16

## FLIGHT SUIT (Male and Female)



# Flight Suit Guidance

**Flight Suit Wear Guidance:** The Flight Suit meets unique organizational and functional work requirements and are comprised of both distinctive and functional clothing items otherwise as the Flight Duty Uniform (FDU).

**Note:** The Flight Suit will be worn ONLY by the Dual Enrolment classes every Tuesday of the week in the second semester of the school year unless told otherwise by SASI/ASI.

**Note:** You may NOT mix, and match military issued items with civilian clothing. You must change completely out of your military uniform and into civilian clothes, this includes footwear and under clothing, as well.

**4.17.1. Flight Suit Uniform Care.** Flight Suit will be turned inside out before being washed in cold water at low speed then dried.

**4.17.2. Sleeves.** The Flight Suit will have sleeves worn down, cuffed, or tucked under at the wrist when performing aircrew duties in-flight. Sleeves may be rolled under or pulled up if not performing in-flight duties; if rolled under or pulled up (using Velcro® to hold in place), the sleeves will end at, or within 1-inch of, the natural bend in the elbow, when the wearer's arms are hanging naturally at their side.

**4.17.3. Zippers.** The centerline zipper of the Flight Suit will be closed no lower than even with the middle of the nametag. All other zippers will be completely closed. The Flight Cap may be stored in either lower leg pocket without that pocket being fully zipped. A small portion of the cap may be exposed while in the pocket. However, when the cap is removed, the pocket must be **fully zipped**.

**4.17.4. Pen and Pencil Pocket.** The pen and pencil pocket covers are authorized for use to hold black, blue, and grey pens and pencils.

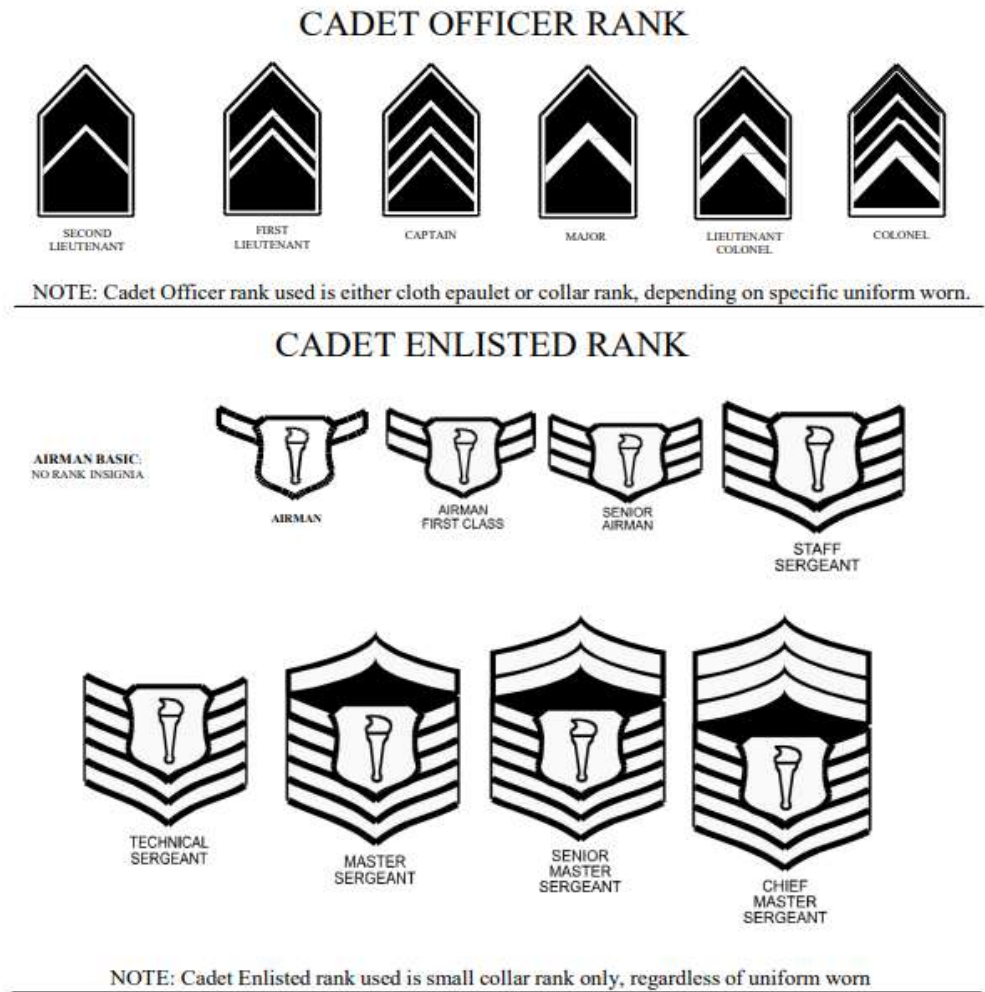
**4.17.5. Headgear.** The Blues Flight Cap is the ONLY headgear authorized to be worn with the Flight Suit. Applicable Cap may be stowed in the left or right lower leg pockets or right upper leg pocket in a zipped or unzipped configuration. A small portion of the cap may be exposed when in the pocket. However, when the cap is removed the pocket must be zipped.

**4.17.6. Undergarments.** Undergarments are required with the Flight Suit. Undershirts will be Coyote Brown

**4.17.7. Footwear** (Male and Female Flight Boots). Coyote Brown combat boots will be worn with the Flight Suit Socks. Socks should be made of cotton or wool. Coyote Brown, or DLA-issued green socks will be worn with the Flight Suit. Additional socks may be worn underneath colored socks provided they are not showing.

Air Force JROTC Rank Insignia

Figure 4.17



Cadet Enlisted Rank		
Cadet Ranks	Abbreviation	Air Force Pay Grade Equivalent
C/Airman Basic	C/AB	E-1
C/Airman	C/Amn	E-2
C/Airman 1st Class	C/A1C	E-3
C/Senior Airman	C/SrA	E-4
C/Staff Sergeant	C/SSgt	E-5
C/Technical Sergeant	C/TSgt	E-6
C/Master Sergeant	C/MSgt	E-7

C/Senior Master Sergeant	C/SMSgt	E-8
C/Chief Master Sergeant	C/CMSgt	E-9
Cadet Officer Rank		
C/Second Lieutenant	C/2d Lt	O-1
C/First Lieutenant	C/1st Lt	O-2
C/Captain	C/Capt	O-3
C/Major	C/Maj	O-4
C/Lieutenant Colonel	C/Lt Col	O-5
Colonel	C/Col	O-6

**Figure 4.18**

**FL-921 Blues Uniform ID Placements**



**Full Service Blue Uniform (Class A)**



**Light wight Blue Jacket**



**Service Blue Uniform Class B**





**AFJROTC FL-921 Polo**



**OHS Dress code**



**Flight Suit Uniform**

## CHAPTER 5

### Cadet Grooming Standards

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

5.1.1. **Hair (General).** Will be conservative, clean, well-groomed, present a professional appearance. Regardless of hairstyle, hair must not exceed length and bulk standard and ensure proper wear of headgear or helmet. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (Exception: female bangs), or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches, and frostings must result in natural hair colors, present a natural appearance and be complementary to facial hair e.g., eyebrows, lashes, beards (if authorized for medical or religious reasons), etc. **Examples** of natural hair colors are brown, blonde, brunette, natural red, gray, or black. All Airmen are authorized to wear natural color hair regardless of their natural born hair color, but when highlighted or frosted, the colors must blend as to naturally. **Example:** Hair colors may be displayed as a “salt-and-pepper” look as this presents a naturally blended hair color and is, therefore, authorized.

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

5.1.3. **Unauthorized Styles:** Mohawk, mullet, or etched design. Other cultural or societal trends that reasonably appear unnatural or that display vastly different shades of natural colors, regardless of the universally applied name. Males only: dreadlocks, coils, braids, twists, designs, and/or hair extensions are not authorized; Females only: Partially shaved sides and/or back of the head with long hair on the top (requiring the wear of a ponytail, bun, or braid) is prohibited.

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

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

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

5.1.4.3. **Bracelets.** Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. No rubber or fabric-type bracelets are allowed.

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

5.1.6. **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, eyebrows, lips, or any exposed body part (includes visible through the uniform).

5.1.7. **Plugs for gauge holes in the ear lobes are authorized (clear or flesh colored).**

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

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

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

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

**5.2.1. Men's Hair.** Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. All cadets are authorized to wear hair in a natural color regardless of their natural born hair color.

Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs (Senior Aerospace Science Instructor) may temporarily authorize cancer patients to wear approved caps (black/tan) due to a temporary medical condition (i.e., radiation/chemotherapy).

**5.2.2. Hair-Male.** Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with a tapered appearance. Hair will not exceed 2 and one half inches (2 ½") in bulk, regardless of length, and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of 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 shapes/design. Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are not authorized hair extensions. See figure 6.2 for graphic examples of appropriate sideburns, mustache and male hair standards.

**6.2.4. 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.

**5.2.5. Male cadets in uniform** may not wear earrings or any other type of facial piercings.

**5.2.6. No nail polish authorized.** Nail length will not exceed ¼ inch from the fingertip.

**5.2.7. Undergarments (Mandatory):** Appropriate undergarments are required to be worn with all uniform combinations. Wear undershirt and underpants with all uniforms. Wear the white V-neck or athletic style tank top undershirt when wearing open collar service uniforms only. The undershirt will be tucked into trousers. Undershirts will not have pockets



Figure 5.1

**Male- Unauthorized Hair Examples.**



**5.3. FAILURE TO MAINTAIN GROOMING STANDARDS. Three failures in a row to meet grooming standards during uniform wear days may result in removal from the program (See attachment 1).**

Figure 5.2

**Male Hair Grooming Standards.**



**Sideburns**

**Mustache**



**Figure 5.3**

**Male Mustache Grooming Standards.**



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

#### 5.4. Specific Female Cadet Grooming Guidelines.

5.4.1. Hair-Female. No minimum hair length, to a maximum bulk of 4 inches (4") from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with the cadet standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades **(Figure 6.1)**

5.4.1.1. Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail/equivalent, it must be a single ponytail/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. **(Figure 6.1)**

5.4.1.2. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. All cadets are authorized to wear hair in a natural color regardless of their natural born hair color. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black/tan) due to a temporary medical condition (i.e., radiation/chemotherapy).

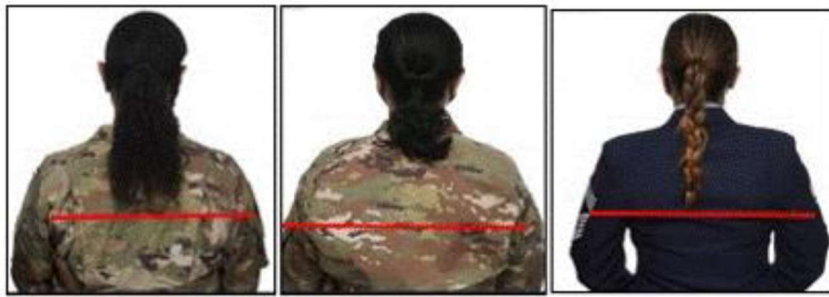
5.4.1.3. Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color (like 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 bulk standard **(Figure 6.1)**. Headgear must fit properly.

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

5.4.1.4 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 in paragraph 6.3.1 above. Exception: Micro-braids or twists are not required to continue to the end of the hair. Unauthorized: Mohawk, mullet or etched design.

5.4.1.5 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.

Figure 5.4. Female Hair Style Examples (Authorized Female Ponytails/equivalent and long braid(s) Hair Styles Examples)



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



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius



Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids

Figure 5.5. Unauthorized Female Ponytail Examples.



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.



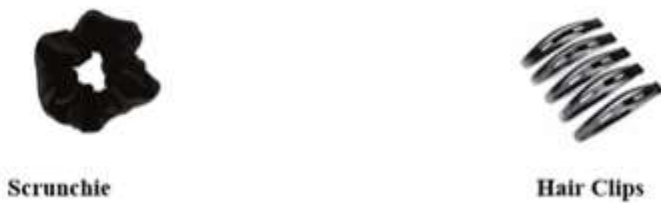
**Figure 5.6. Female Hair Style Examples**



### 5.5. Female Hair Accessories:

**Hair accessories.** If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Invisible hairnets are authorized; hairnet must match hair color. Hair must still comply 47 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).

**Figure 5.7.**



## Authorized and Unauthorized Nail Polish Colors (Not All-Inclusive).

5.6. **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. Male Cadets are not authorized to wear nail polish. If worn by females, nail polish will be a single conservative color that does not detract from the uniform. Do not apply designs to nails or apply two-tone or multi-tone colors; Exception: white-tip French manicures are authorized.

Figure 5.8.



## CHAPTER 6

### Cadet Promotion System

6.1. **GENERAL.** Promotion provides a constant challenge to an individual regardless of endeavor. This challenge is a manner of recognition for meeting the prerequisites levied for promotion. The insignia of rank is evidence of the ability and willingness to accept responsibility, demonstrate leadership, and experience growth potential. Promotion is based on academic and leadership grades, organizational leadership, co-curricular activity, responsibility, service, and organizational support. Cadets must consistently promote the AFJROTC Program standards and demonstrate their dedication to their assigned duties to be considered eligible for promotion by AFJROTC.

6.2. **CADET POSITION AND ROTATION.** The SASI/ASI selects the Cadet Corps Group Commander. Recommendation for subordinate commanders and group staff positions from the outgoing staff are encouraged and will be given consideration by the newly assigned Cadet Corps Group Commander. The Cadet Corps Group Commander will submit his/her recommendations for subordinate commanders and group staff positions for approval by the SASI at the end of the SY. Positions may be rotated each term to allow several cadets the opportunity to experience the various leadership positions available within the Cadet Corps. More frequent changes may be made if necessary. Fourth- or third-year cadets will normally fill all cadet officer positions unless insufficient fourth- or third-year cadets are assigned. Normally, fourth- or third-year cadets will outrank second- and first-year cadets.

6.2.1. To be eligible for an appointment to a group position, a cadet must be on track for graduation, have a 2.5 or greater cumulative overall GPA, a minimum of 3.0 GPA in AFJROTC, demonstrate an exceptional attitude, exemplary military bearing, and effective leadership potential to assume positions of higher responsibility.

6.2.2. When a cadet is not in a leadership (officer) position, the cadet will revert to the highest enlisted rank he/she attained. The SASI will be the final approving authority for any cadet change of rank.

6.2.3. The outgoing Cadet Group Commander will be the special assistant to the new Cadet Group Commander.

6.3. **PROMOTION.** The following policies governing appointments and promotions apply to all cadets.

6.3.1. Cadets will not be promoted if they have any ISS, miss one unexcused uniform inspection, four unexcused tardies, or two unexcused absences. Only the SASI may authorize deviations from these requirements.

6.3.2. Cadets promoted to **cadet officer** status are required to maintain an "A" average in Aerospace Science and a "B" average in other school academic subjects. Should a cadet officer fall below the established standards, he/she will be placed on probation until the next grading period. If a cadet does not improve the grade to the established standard, the cadet may be relieved from the officer position.

6.3.3. Cadets promoted to **senior NCO** enlisted ranks are required to maintain an "A" average in Aerospace Science and a "B" average or higher in all courses. Should a cadet officer fall below the established standards, he/she will be placed on probation until the next grading period. If a cadet does not improve the grade to the established standard, the cadet may be relieved from the officer position.

6.3.4. Cadets promoted up to **C/TSgt** are required to maintain a "B" average in Aerospace Science and a "C" average or higher in all courses.

6.3.5. Each Flight Commander under the direction of the ASI administers promotion tests.

6.3.6. The Spring Promotion Board will be announced by Special Orders published by the Personnel Officer with the SASI's approval. The Personnel Officer will record promotions individual personnel records and the SASI/ASI will record the promotions within WINGS. (See Chapter 13 for details pertaining to permanent and acting rank promotion).

6.3.7. The Cadet Group Commander will submit promotion exams for each enlisted and officer rank for SASI approval no later than the fourth week of the semester.

6.3.8. All cadets are eligible for one permanent rank promotion for every 2 consecutive quarters of A Honor Roll in the Program. All cadets are eligible for one permanent rank promotion for every 4 consecutive quarters of A and B Honor Roll in the program.

6.4. **DEMOTION.** Demotion may be made for failure to maintain a passing grade in JROTC, failure to maintain the standards expected of a cadet (grooming, uniform wear, personal conduct), failure to perform duties listed for the job description, failure to perform additional duties as required, indifference to training and misconduct or insubordination.



## CHAPTER 7

### Military Customs and Courtesies

7.1. **GENERAL.** Cadets will be taught the proper manner of saluting and the rules that govern its use among the military services. There are special rules at Osceola High School governing the salute and saluting areas with which you must become thoroughly familiar.

7.2. **SALUTING.** As with other customs and courtesies, saluting has evolved from history. The ancient knights used the gesture of raising the face visor on their helmets as a greeting. This move signifies friendship and confidence as it removed the sword hand from the weapon and provided vulnerability in the suit of armor. The salute is a respectful greeting exchanged between members of the same profession. It is an everyday courtesy based on mutual respect. It is one of the traditions that bind military personnel together.

7.2.1 When approaching an officer, a cadet will render a hand salute. If the cadet wants to approach an officer to converse or ask a question the cadet will greet said officer with "Good afternoon/morning ma'am or sir"

7.3. **SALUTING PROCEDURES.** The following apply while in uniform unless otherwise noted. Salutes are rendered as a courtesy. Salutes are not exchanged between enlisted members. They are, however, required between officers and enlisted and between junior officers and those of higher rank. When a junior officer or enlisted member recognizes an officer of higher rank, the junior should initiate a salute.

7.3.1. The salute is never given or returned while running. The enlisted cadet (or cadet officer of a lesser grade) will come to quick time (a walk) and render the salute when approximately three paces from the approaching officer. Furthermore, you are not expected to initiate or to return a salute if it is impractical or dangerous to do so. The salute is intended to be a dignified military greeting, not a test of manual dexterity. Therefore, you are not required to give a salute when encumbered (that is, when both hands are full), but you should give a verbal greeting.

7.3.2. The enlisted cadet (or cadet officer of a lesser rank) will initiate the salute and **hold** it until it is returned or acknowledged by the officer of higher rank.

7.3.3. The salute is rendered indoors only when cadets are in formation, participating in ceremonies, reporting to cadet officers, or reporting to the SASI/ASI.

7.3.4. If in charge of a group of cadets in formation and the DpGP/CC, GP/CC or the SASI passes, call the formation to "Attention" and salute for the group. Cadets in formation salute only when commanded to "Present, Arms."

7.3.5. If in a group standing outside not in formation and the DpGP/CC, GP/CC or the SASI passes, call the group to "Attention" and then everyone salutes.

7.3.6. When a cadet is late for a formation in or out of uniform, he/she will approach the person in charge (when the formation is at halt), salute, and request permission to fall-in.

7.3.7. When outdoors and the US Flag passes, all cadets should render the hand salute when the flag is approximately six paces away and hold it until the flag is six paces past. If in civilian clothes, place your hand with headgear, if worn, over your heart instead of saluting.

7.3.8. If a uniformed cadet observes the US Flag being raised or lowered from any Flagstaff, he or she will assume the position of "Attention," render the hand salute, and hold it until the flag reaches the summit or the base of the Flagstaff. If in civilian clothes, place your hand with headgear, if worn, over your heart instead of saluting.

7.3.9. If attending an activity where the National Anthem is being played:

7.3.9.1. Individuals in uniform should give the military salute at the first note of the anthem and maintain that position until the last note;

7.3.9.2. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute in the manner provided for individuals in uniform; and,

7.3.9.3. All other people present should face the flag and stand at attention with their right hand over the heart, and men not in uniform, if applicable, should remove their headgear with their right hand and hold it at the left shoulder, the hand being over the heart.

**NOTE:** If no flag is displayed, or visible, when the national anthem is being played, "all present should face toward the music and act in the same manner they would if the flag were displayed."

7.4. **SALUTING AREAS.** The saluting areas for Osceola High School include all areas, except the "Kowboy Kitchen" area during lunch and while inside buildings, unless reporting in. On work details, the salute will be rendered to the officer-in-

charge, when initially reporting for duty. Thereafter, while on work detail, the salute will be dispensed with.

**7.5. OUTSIDE GREETING.** Cadets must also practice officer greetings; when passing an officer that outranks you, they must address them with good morning, evening or afternoon depending on the time of day, including a salute.

**7.6. REPORTING INDOORS.**

7.6.1 When reporting to an officer in his/her office, knock once on the door. When told to enter, walk directly (squaring any corners) to within two paces of the desk, come to attention (eyes caged forward), and salute. Hold your salute until it is returned and remain standing at attention until you are dismissed or told to be seated.

7.6.1.1. If you have been directed to report, you will state, "Sir (Ma'am), Cadet (last name) reports or reports as ordered."

7.6.1.2. If you are reporting on your own, you will state appropriately:

- "Sir (Ma'am), Cadet Rank (last name) reports to ask a question."

- "Sir (Ma'am), Cadet Rank (last name) reports to make a statement."

7.6.1.3. At the end of the conversation ask, "Will that be all, Sir (Ma'am)?" The officer will acknowledge, then from the same location you reported in, salute and state, "Good morning (afternoon or evening), Sir (Ma'am)." After your salute is returned, drop your salute, execute the proper facing movement and depart.

**NOTE:** If the officer states, "That will be all" or "You are dismissed" before you ask, "Will that be all, Sir (Ma'am)," then do not ask that question; just salute and render the appropriate exit greeting such as, "Good evening, Sir (Ma'am)."

**NOTE:** If you are in frequent working contact with a senior, the senior may waive the saluting requirement. You will still be expected to salute when reporting to other senior officers.

7.7. When reporting late to class, the cadet will come to "Attention," salute, and say: "Sir Cadet (Last Name) requests permission to join the flight." The cadet holds the salute until it is returned by the cadet officer/SASI/ASI.

**7.8. PLEDGE OF ALLEGIANCE.** When the Pledge of Allegiance is rendered, each cadet (whether in uniform or not) (or whether in AFJROTC class or not) will stand at "Attention" and deliver the Pledge properly. If in uniform, stand at "Attention." If in civilian clothes, stand at "Attention" and place your right hand over your heart while reciting the Pledge.

**7.9. VIOLATIONS.** Senior cadets will correct saluting violations on the spot, but in a helpful manner. A cadet should not be placed in a degrading or embarrassing situation by public reprimand. All cadets are expected to accept these corrections without resentment and correct the error immediately. Cases of disrespect, insolence, or insubordination should be reported to the SASI/ASI.

## CHAPTER 8

### AFJROTC Awards and Decorations

8.1. **GENERAL.** The Awards and Decorations Program is designed to foster morale, esprit de corps, and to especially recognize achievements of AFJROTC cadets. The major awards, decorations, and scholarships will be presented at an Awards Ceremony at the end of the school year. However, other awards and decorations may be presented by the SASI at appropriate ceremonies to deserving cadets throughout the school year. (see the AFJROTC Operational Supplement Chapter 7 for more detailed information on National Level Awards.)

#### 8.1.1. GRADUATION AWARDS

8.1.2 **AFJROTC Stole and Graduation Honor Cord:** 3-4 year cadets; 3.0 GPA Weighted, 0 disciplinary actions taken or successfully fully completed probation periods. Minimum of 120 AFJROTC community service hours. Serve with distinction as commanding officer or senior noncommissioned officer in a leadership role. Cadets are approved to wear this stole, with any additional ribbons/medals/badges/insignia pinned on at the graduation ceremony.

8.1.3. **AFJROTC Medallion:** 2-4 year cadets; 2.5 GPA Weighted minimum, 0 disciplinary actions taken or successfully fully completed probation periods. Cadets are approved to wear this medallion at the graduation ceremony.

8.1.4. **Kitty Hawk Air Society Honor Cord:** Kitty Hawk Air Society members with a 3.2 GPA, 0 disciplinary actions taken, Cadets are approved to wear this cord at the graduation ceremony.

8.2. **AWARD CATEGORIES.** There are two categories of awards (National-level and AFJROTC Program-level) as depicted in the following paragraphs. **Cadets may only receive one National-level Award for each year they are in AFJROTC and SFJROTC and may not receive the same National-level award twice during their AFJROTC career (this does not apply to National competition awards).** Medals will not be worn on regular uniform days. Guidelines for National-level Awards will be followed to the fullest extent possible. Deviations from established award criteria will not be the norm, but based on a case-by-case basis. **Unit must uphold the “spirit of intent” of an award.**

#### 8.2.1. National Awards.

##### 8.2.1.1. Medals and Ribbons.

<u>AWARD</u>	<u>SPONSOR</u>	<u>CRITERIA/ELIGIBILITY</u>
Air Force Association	Air Force Association	Top 5% AFJROTC, Top 10% HS Class, One AS-III Cadet
Daedalian	Order of Daedalians	Top 10% AFJROTC, Top 20% HS Class, One AS-III (Junior) Cadet
Daughters of the American Revolution Award (Medal/Ribbon)		Top 25% of their AFJROTC & Top 25% HS class One AS-VI Cadet
American Legion Scholastic	American Legion	Top 25% AFJROTC, Top 10% HS Class, AS-IV Cadet
American Legion General Military Excellence	American Legion	Top 25% AFJROTC, Leadership, Discipline AS-IV Cadet
Reserve Officers Association	Reserve Officers Association	Top 10% AFJROTC, Leadership Qualities One AS-IV Cadet
Military Officers Assoc. of America (MOAA)	Military Officers Assoc. of America	High Moral Character, Leadership One AS-III (Junior) Cadet
Veterans of Foreign Wars	Veterans of Foreign Wars	“C” Average in HS, “B” Average in ROTC One AS-III or AS-IV Cadet
Military Order of the Purple Heart	Military Order of the Purple Heart	“B” Average in HS, Leadership One AS-III or AS-IV Cadet
Nat'l Society US Daughters 1812 Award		For academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits, Any Cadet

Nat'l Sojourners Award		Top 25% of their academic class One AS-III Cadet
Scottish Rite, Southern Jurisdiction Award		Top 25% of their academic class One AS-III Cadet
Military Order of the Purple Heart Award		One AS-I, II or III Cadet
Sons of the American Revolution (SAR) Award		Top 10% AFJROTC, Top 25% HS class One AS-III Cadet
Military Order of World Wars Award		Outstanding cadet committed to continue in AFJROTC following school year. One Qualifying Cadet.
NOTE: (Ribbon change from MOWW units may wear old ribbon if MOWW is out of stock of new ribbon)		
American Veterans		"A" in AFJROTC, Leadership Qualities One Qualifying Cadet
Air Force Sergeants Association		Top 10% AFJROTC, Leadership One AS-III or AS-IV Cadet
Tuskegee Airmen Inc. AFJROTC Cadet	AFJROTC SC-065 C.A. Johnson HS	Two AS-I, II or III Cadets, active participants in corps, "B" in ROTC
The Retired Enlisted Association Award	The Retired Enlisted Association Award	Most Outstanding Enlisted Cadet Any Qualifying Cadet
Celebrate Freedom Foundation		Top 5% in his/her AS class, A average, and top 15 % of their academic class, Any 9th, 10th, 11th and 12th grade cadet
Air Commando Association	Air Commando Association	SASI's discretion for a one-page essay on a historical Air Force Special Ops Mission. Any Qualifying Cadet.

#### 9.2.1.2. **Monetary Awards.**

<b><u>AWARD</u></b>	<b><u>SPONSOR</u></b>	<b><u>CRITERIA</u></b>	<b><u>ELIGIBILITY</u></b>
One \$1000 Award, four \$500 Awards, and 20 Certificates	Aerospace Education Foundation & Air Force Association	Video Tape of Selected Unit Activities	Any AFJROTC Unit
One \$100 Bond plus Medal and \$50 Bond plus, Medal	Freedoms Foundation  words)	Essay on a selected topic (100 to 500	Any ROTC Cadet
Four Scholarships to Aviation Challenge (Summer School)	Aerospace Education Foundation & US Space and Missile Center	Academic Excellence AS-IV Cadet	One Rising Senior

#### 8.2.2. **AFJROTC Program Awards.**

##### 8.2.2.1. **Medals and Ribbons.**

<b><u>AWARD</u></b>	<b><u>CRITERIA/ELIGIBILITY</u></b>
Gold Valor	Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life beyond the call of duty. Any qualifying cadet is eligible.
Silver Valor	Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award. Any qualifying cadet is eligible.

##### 8.2.2.2. **Ribbons.**

## **AWARD**

## **CRITERIA/ELIGIBILITY**

Cadet Humanitarian	The award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community. Any qualifying cadet is eligible.
Silver Star Community Service w/ Excellence	Silver Star Community Service with Excellence Award. Award consists of a ribbon with a Silver Star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. "Countable" hours must be logged into WINGS and be accomplished IAW published guidance in AFJROTCI 36-2010. Countable hours will be the period from 11 April (previous year) to 10 Apr (current year). Instructors at the Top 5% units will determine which of their cadets have contributed to the unit earning the new award.
Community Service w/ Excellence	The award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that benefits the local community. This is not an award given to participants but to the key leader(s) of the project.
Distinguished Unit Award w/ Merit (DUAM)	The award consists of a ribbon awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA (Distinguished Unity Award). Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. For each additional ribbon earned an additional small silver star will be awarded.
Distinguished Unity Award (DUA)	Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. For each additional ribbon earned an additional small silver star will be awarded.
Outstanding Organization (OOA)	Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA (Outstanding Organization). The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. For each additional ribbon earned an additional small silver star will be awarded.
Outstanding Flight	**Is a ribbon awarded each academic term to members of the outstanding flight based on improvement in their physical fitness testing, general knowledge testing, classroom conduct, uniform inspection scores and event participation. The flight with the greatest overall improvement in their physical fitness testing during the term and highest average general knowledge testing scores for the term. All flight members are eligible.
Top Performer Award	The award consists of a ribbon and certificate presented/awarded only by Headquarters, AFJROTC personnel. This award is only presented during a visit by HQ AFJROTC personnel. Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC. All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASIs may nominate) a maximum of 2% of a unit's cadets based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be of good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.
Outstanding Cadet	Awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadets Outstanding performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's annual assessment. Leadership qualities: involvement and positions held in extracurricular activities. Academic performance: the nominee must be of good academic standing in all high school coursework. Significant self-improvement, community involvement, other accomplishments. Any qualifying cadet up to a maximum of 2% of the current unit

cadet corps population.

Leadership (Changed)	**Outstanding achievement above and beyond the expected performance of duties in a position of leadership or for sustained/consistent meritorious service throughout the academic year which is above and beyond expected performance in a position of leadership as an AFJROTC cadet. Any qualifying cadet is eligible.
Superior Performance	Outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. The ribbon is presented 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 the achievements and accomplishments of other cadets. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. Eligibility is limited to no more than the top 10% of the cadet corps annually.
Achievement	**Significant achievement or sustained meritorious service rendered in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. Any qualifying cadet is eligible.
Academic	**Cadets who attain an overall grade point average of at least "B" for one academic term, in addition to an "A" average in AFJROTC. Any qualifying cadet is eligible.
Cadet Leadership Course	Completion of an approved leadership school program of at least 2 days in duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class. Any qualifying cadet is eligible.
Special Teams Placement	**Nominated by the OS/CC. For teams for placing 1st, 2nd or 3rd in an Air Force or Joint Service (national level) Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. Any qualifying cadet is eligible.
All-Service Nat'l Competition Award	**Team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. Any qualifying cadet is eligible.
Air Force Nationals Competition	**Team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. Any qualifying cadet is eligible.
Leadership Development Requirement (LDR) Leadership	**Awarded at 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.). For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
Drill Team	**Nominated by the OS/CC. As a minimum the cadet must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 5 drill performance events, i.e., competitions, special school events, community demonstrations (cumulative). Any qualifying cadet is eligible.
Color Guard	**Nominated by the OS/CC. As a minimum the cadet must perform at least 5 color guard performance events to receive this ribbon (cumulative). Any qualifying cadet is eligible.
Saber Team	**Nominated by the OS/CC. As a minimum cadets must perform at least 5 saber team performance events to receive this ribbon (cumulative). Any qualifying cadet is eligible.
Marksmanship	**Nominated by the OS/CC. As a minimum the cadet must be on the marksmanship team for an entire year/season to be eligible to qualify and must have competed in at least 1 marksmanship competition event (cumulative). Any qualifying cadet is eligible.



Leadership and Academic Bowl (JLAB) Ribbon	Leadership and Academic Bowl (JLAB) Ribbon may be awarded to members of the JLAB team who have demonstrated sustained performance which resulted in the increased efficiency and development of the unit or which brought exceptional honor and credit to the unit while competing in the JROTC Leadership and Academic Bowl.
Cyber Patriot Ribbon	Cadets must be a member of the Cyber Patriot team. See net AFI Chapter 7.7.47 for more information
USAA Education Foundation JLAB Ribbon	Is a ribbon awarded to cadets who participate in the Joint Leadership and Academic Bowl (JLAB) Practice Test and the subsequent rounds of JLAB competition. The award recognizes individual efforts toward achieving a clear understanding of core subjects including math, science, language arts, leadership, current events, and financial literacy.
StellarXplorers Ribbon	Cadets must be a member of the StellarXplorers team. See net AFI Chapter 7.7.48 for more information
Raiders Team Ribbon.	Nominated by the OS/CC. Cadets must be a member of the Raiders Team. As a minimum the cadet must be on the team for an entire year/season to be eligible to qualify and must have competed in at least 50% of the raider competition events. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
Military Model Building Team	Cadets must be a member of the Military Model Building Team. See net AFI Chapter 7.7.50 for more information.
Unmanned Aircraft Systems	Cadets must be a member of the UAS team (AKA Aviation Club). UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. As a minimum the cadet must be on the team for an entire year/season, attend 75% of the meetings and demonstrate UAS skills to a proficient level as defined in the Aviation Club Continuity Binder. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
Robotics Ribbon	Is a ribbon awarded to cadets who are a member of the Robotics club/team for at least one year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.
Good Conduct	Nominated by the Flt/CC and TS/CC in turn. As a minimum the cadet must not have received a referral (this includes no ISS/OSS) and demonstrate adherence to cadet standards of conduct as outlined in Chapter 3. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year. Any qualifying cadet is eligible.
Service	**Nominated by service project officer for distinctive performance in school, community, or AFJROTC service projects and GP/CC in turn. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. (NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded). Any qualifying cadet is eligible.
Health & Wellness	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. The subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix

different color stars, or star(s) and oak leaf cluster(s) on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS). Any qualifying cadet is eligible.

Recruiting	**Nominated by the RO and SS/CC in turn for outstanding effort in support of unit recruiting activities or for cadets who directly contributed to the recruitment of two new members to AFJROTC as documented on the FL-921 Form 1010. Any qualifying cadet is eligible.
Activities (Changed)	** Is a ribbon awarded for documented participation in Leadership Development Requirement (LDR) activities other than those that qualify for a ribbon on the ribbon chart. These include, but are not limited to, model rocketry clubs, sports teams, and any other LDR team event that does not currently have a ribbon on the ribbon chart. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Any qualifying cadet is eligible.
Attendance (Changed)	**Awarded to cadets who have no more than <b>three</b> school absences during academic term. Cadets may only receive one award annually. Any qualifying cadet is eligible.
Dress and Appearance	**Awarded to cadets who maintain a 90% or higher average on weekly uniform grades with no missed uniforms. Cadets receiving this award will maintain the highest grooming and dress standards possible. Criteria for this award will be published in the unit's Cadet Guide. Any qualifying cadet is eligible.
Longevity	Awarded for successful completion of each AFJROTC school year and SASI's recommendation to continue in the AFJROTC program. Cadets may only receive one award annually. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. Any qualifying cadet is eligible.
Bataan Death March Memorial Hike	**Awarded to honor/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 3- days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon. Additionally, no fees can be charged to participate in the Memorial March. Units are encouraged to collect donations to be given to reputable organizations that benefit disabled veterans: The AF Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation etc. Any qualifying cadet is eligible
Patriot Flag	**Awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. To receive this award, cadets must have participated in a minimum of 25 flag detail events. Any qualifying cadet is eligible. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster
Resiliency Ribbon	Ribbon awarded by the SASI to any cadet who has displayed a high amount of resiliency to life events. Principally intended to denote resilience in the face of COVID-19 to cadets who were enrolled in AFJROTC or SFJROTC course of study from 1 March 2020 to 30 June 2022. A course of study is defined as any cadet who was enrolled, participated, and completed in an on-line, virtual, or on campus in person, AFJROTC course during this period.

#### 8.2.2.3. Award

#### Badges/Wings/Pins. Criteria/Eligibility

Aviation Ground School/  
Unmanned Aircraft Badge

Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider) or the Remote Pilot Certification Test. Any Qualifying Cadet

Flight Solo Badge	Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft.
Flight Certificate Badge	Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. Once earned, this badge will be worn in place of the Flight Solo Badge. Any Qualifying Cadet
Awareness Presentation Team Badge	Member of Awareness Presentation Team - Team members will be awarded the AFJROTC Awareness Presentation Team Badge after completing SASI/ASI certification training and participating in four (4) presentations. Any Qualifying Cadet.
Kitty Hawk Air Society Badge	Member of Kitty Hawk Air Society – Member must satisfactorily complete the pledge program. Members must maintain qualifying GPA to remain active members. Any Qualifying Cadet.
Distinguished AFJROTC Cadet Badge	Has been awarded Leadership, Superior Performance, Achievement, Academic, Leadership Development Requirement & Service ribbons; recognizes one outstanding third-year cadet 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.
Aerospace Education Foundation Academic Badge	Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining a minimum 3.3 grade point average (GPA) with no grade below a 2.0 GPA on their transcript. Any Qualifying Cadet.
Model Rocketry Badge	Awarded to cadets who are members of the Rocketry Club and have fulfilled model rocketry program requirements listed in the Model Rocketry Handbook available in WINGS. Any Qualifying Cadet
Marksmanship	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. See Operational Supplement Chapter 7 for details. Any Qualifying Cadet

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

- 8.2.3.1. General Carl Spaatz Award,
- 8.2.3.2. General Ira C. Eaker Award,
- 8.2.3.3. Amelia Earhart Award,
- 8.2.3.4. General Billy Mitchell Award,
- 8.2.3.5. General J.F. Curry Achievement Award

**Note:** AFJROTC and CAP Medals may be worn on the semi-formal uniform only for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals will not be worn on regular uniform days.

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

**Note:** The following National-level organizations may present awards to AFJROTC cadets, but ribbons are not authorized

for wear on the cadet uniform. Only the awards listed on the AFJROTC ribbon chart may be worn on the cadet uniform.

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

**NOTE:** See Chapter 7 if the AFJROTC Operational Supplement for additional qualifying national level organizations.

### **8.3. RIBBON/MEDAL WEAR.**

#### **8.3.1. Medals.**

8.3.1.1. Medals may not be worn with ribbons.

8.3.1.2. Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Place medals on the mounting rack in the proper order of precedence.

8.3.1.3. Medals may not be worn on regular uniform days.

#### **8.3.2. Ribbons.**

8.3.2.1. Service Dress. Wear is mandatory. Center ribbons resting on, but not over the edge of pocket. Wear three or four in a row. Wear all or some ribbons earned.

8.3.2.2. Blue Shirt. Wear is 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.

8.3.2.3. A ribbon checker can be found at <http://www.airforcewriter.com/afjrotc-ribbon-rack-builder.htm>.

**8.4. CADET AIRMAN (AMN), NCO AND COMPANY GRADE OFFICER (CGO) OF THE MONTH.** Squadron Commanders will submit nominees from their squadrons for the Airman, NCO and CGO of the Month to the Deputy Group Commander by the last Wednesday of each month using the FL-921 Form 1206. The Deputy Group Commander may also submit nominees from Group Staff personnel. The Deputy Group Commander will submit all nominees to the Group Commander. The Group Commander will rank order the nominees and submit the list to the SASI with his/her recommendations. The SASI will make the final selection and announce the winners on the first school day of the next month. These cadets will be issued and wear the appropriate shoulder cord during the month of selection. Cadets will return the shoulder cord to the SASI no later than the last Thursday of the month for which they recognized.

**8.5. DISTINGUISHED AFJROTC CADET AWARD.** At the end of the school year, the SASI/ASI selects one outstanding AS-III (Junior) cadet as the Distinguished Cadet. The recipient must be an outstanding cadet who has earned the Leadership Ribbon, the Achievement Ribbon, the Superior Performance Ribbon, the Academic Ribbon, the Co-curricular Activities Leadership Ribbon, and the Service Ribbon. The Distinguished Cadet wears the Distinguished AFJROTC Cadet Badge.

**8.6. COMMUNITY SERVICE (CS) HOURS.** CS hours include, but are not limited to campus cleanup, food drive support, fundraising activities, community support, and school support. The project officer/NCO in charge of each CS project will submit the names, as part of their after-action report, of all participants and hours earned into the assigned after action report binder. The project officer/NCO will submit all parent permission slips of participating cadets to the Personnel Officer to be entered cadet personnel folders. The squadron commander in charge of each community service activity will ensure the event is entered into WINGS within six (6) days following the event.

**8.7. ACTIVITIES.** Activities include, but are not limited to parades, Military Ball, group field day/picnic, and field trips. As part of the after-action report, the project officer/NCO in charge of each activity will submit the names of all participants to the Chief of Personnel. The squadron commander in charge of the activity will ensure the event is entered into WINGS within six (6) days following the event. to be entered into WINGS.

**8.8. AWARD ADMINISTRATION.** Each month, the Awards and Decorations Officer will notify the Chief of Personnel of those cadets deserving awards. The Personnel officer will prepare the proper orders for the presentation of the awards.

Figure 8.1



## CHAPTER 9

### AFJROTC Co-curricular Activities

9.1. **GENERAL.** In addition to the regular curriculum, there are special activities that will both assist and test cadets' character development and community service focus. Many of these activities enable cadets to earn extra credit towards AFJROTC awards, while other activities give cadets an opportunity to build esprit de corps and develop camaraderie within AFJROTC.

9.2. **CO-CURRICULAR ACTIVITIES LEADERSHIP.** Most of the following activities are planned, managed, and organized by and for the cadets. Cadet leadership is essential to the success of these activities. It is through this process that cadets can practice what they have learned about the principles of leadership and management as taught to them in the leadership/management section of the Aerospace Science course. The SASI or ASI will provide sponsorship and guidance, but cadets must plan, execute, and manage the activities.

9.2.1. **Color Guard.** All cadets are eligible to try out for the Color Guard. Those who qualify will have the opportunity to carry the Colors (flags) at home football games and in parades, ceremonies, and competitions. Color Guard members normally practice after school and learn the proper care and use of the flag. The guard members wear special gear and are expected to excel in self-discipline and personal appearance. Members are eligible to wear the appropriate shoulder cord while an active member of the Color Guard and when eligible, in accordance with chapter 9, will be awarded the AFJROTC Color Guard Ribbon.

9.2.2. **Drill Team.** Cadets are eligible to try out for the Unarmed and Armed (Rifles) Drill Teams. The Drill Teams practice after school and specialize in precision drill as well as participation in local parades, ceremonies, and competitions. Members of the Drill Teams are called upon to perform special duties where cadets who excel in personal appearance and self-discipline are required. Members are eligible to wear the appropriate shoulder cord while an active member of a Drill Team and may be awarded the AFJROTC Drill Team Ribbon in accordance with criteria listed in chapter 9.

9.2.3. **Saber Team.** All cadets are eligible to try out for the Saber Team. The Saber Team practices after school and specializes in precision drills as well as participation in local events. Members of the Saber Team are called upon to perform special duties where cadets who excel in personal appearance and self-discipline are required. Members are eligible to wear the appropriate shoulder cord while an active member of the Saber Team and may be awarded the AFJROTC Saber Team Ribbon in accordance with criteria listed in chapter 9.

9.2.4. **Raider Team.** All cadets are eligible to try out for the Raider Team. The Raider Team practices after school and focuses on higher level PT exercises. They practice competing in raider competitions throughout the year.

9.2.5. **Orienteering Team.** The Orienteering Team practices after school and focuses on a high level of survival skills, focusing on their map reading skills, reaction time and accuracy. Each cadet trains to go through an individual based course by themselves. They practice participating in events throughout the year. All cadets are eligible to try out for the Orienteering Team.

9.2.6. **Academic Team.** Cadets who have a 3.0 GPA or higher are eligible to join the Academic Team. Cadets practice to compete in the Academic Bowl competition against other AFJROTC units in the nations. Cadets are tested on practice tests that have SAT style questions also including current event questions, and JROTC questions.

9.2.7. **Aviation Club.** Cadets who have a 3.0 GPA or higher in AFJROTC are eligible to join Aviation Club. The Aviation Club holds meetings teaching aerospace science, flight training, drone flight and rocketry as well as gives members the opportunity to go on field trips. Students outside of AFJROTC who have a 3.0 or higher overall GPA may participate when recommended by the Aviation Club Commander and SASI approval.

9.2.8. **Awareness Presentation Team (APT). (Added)** APT provides a great way for cadets to work on and hone public speaking skills. The APT is an academic/recruitment endeavor designed to provide positive role models to present information on relevant topics for the high school, middle, and elementary school students and community groups. Cadets that participate in the team will identify, research, and design their presentations. Topics include, but are not limited to, AFJROTC Program benefits, Operation KEEP OHS Green and Klean, hazards of drug use, US national symbols, national indivisibility etc.

9.2.8.1. APT Award Badge – Cadets will be awarded the AFJROTC Awareness Presentation Team Badge after completing SASI/ASI certification training and participating in four (4) presentation events.

9.2.9. **Model Rocketry and Robotics Team:** The Model Rocketry and Robotics Team is a dynamic and engaging extracurricular group within the AFJROTC program, designed to cultivate skills in engineering, technology, and teamwork. Cadets involved in this team explore the principles of rocketry and robotics through hands-on-projects and competitions.

9.2.10. **Kitty Hawk Air Society (Categories/Requirements).** The Kitty Hawk Air Society is an academic society, which



promotes academic excellence and service to the school and local communities.

**9.2.10.1. Honorary Member Requirements:** Attend All Kitty Hawk Air Society meetings, hold a GPA of 3.4+, display leadership qualities and attend a minimum of 70% of all Kitty Hawk Functions. These cadets will be eligible to wear the Kitty Hawk Air Society Badge and Cord.

**9.2.10.2. Active Member Requirements:** Attend All Kitty Hawk Air Society meetings, hold a GPA of at least 3.2 to 3.39, and display leadership qualities, as well as attend a minimum of 60% of all Kitty Hawk Functions. These cadets will be eligible to wear the Kitty Hawk Air Society Badge.

**9.2.10.3. Probationary Member Requirements:** A Kitty Hawk Air Society member whose GPA falls below 3.2, but no lower than 3.0, will be placed in probationary status until they meet the requirements of an Active Member. While in the probationary status they must continue to attend a minimum of 50% of all Kitty Hawk Air Society functions and work with the Kitty Hawk Air Society Academic Officer to establish a plan to bring up their GPA.

**9.2.10.4. Inactive Member: Failure** to maintain the requirements for Probationary Member Status.

**Loss of Membership Status:** A Kitty Hawk Air Society member who is involved in a school disciplinary action resulting in an OSS or an AFJROTC Honor Code Violation.

**9.2.10.5. Military Ball.** The Military Ball is normally held in late Winter or early Spring and is planned and organized by the Kitty Hawk Air Society members. It includes a formal evening dinner, appropriate ceremonies, and dancing. The requirements to attend are as follows:

**Grooming Standards:**

- Cannot have more than five Zeros in the months January through April, or you cannot attend.

**Academic Grades:**

- Must have a GPA higher than a 2.0
- 3<sup>rd</sup> Quarter Grade Average higher than a D in AFJROTC
- No F's in any other Classes

**Attendance:**

- No more than 10 unexcused days in the 1<sup>st</sup> and 2<sup>nd</sup> Semester.

**Community Service Hours:**

- Must have minimum 12 hours of community service (Flag Detail, Morning PT, Keep OHS Green and Clean, etc.)

**Flight Commander Recommendation**

- Flt/CC must concur with decision to recommend you go

**Merit Points**

- Cadet must have more than 10 merit points

**NOTE: If you do not meet ALL Military Ball Requirements, you may not run for Military Ball Royalty... NO EXCEPTIONS.**

**NOTE: Cadet may not run again if they have already been awarded in the past years.**

**9.2.11. Annual Awards Ceremony.** The Annual Awards Ceremony is held in May. All National and upper level AFJROTC awards are presented at this ceremony. It is open to all award representatives, cadets, and their parents.

**9.2.12. Field Day** Each year we will attempt to have two Field Days. The all-day affair consists of athletic activities, drill activities, awards, and MRE lunch. School field trip procedures apply.

**9.2.13. Curriculum in Action Field Trips.** Each semester we will attempt to have at least one field trip. It may be to the local airport, NASA, or any other local educational facilities. Upper class cadets in good standing will have first choice at going. School field trip participation standards policy and procedures apply.

**9.2.14. Parades.** All cadets are encouraged to participate in school sponsored parades. The Color Guard and Drill Team will normally be a part of each parade.

**9.2.15. FL-921 Cadet History.** The Cadet Public Affairs Staff is responsible for the compilation of the FL-921 Cadet History, "The history is designed to document the legacy of cadets within the Cadet Corps. It is updated electronically on a monthly basis and hard copy updated are printed annually by the second week of May. Cadets with an interest or talent in journalism, writing, or photography may serve on the Public Affairs Staff. Flight Public Affairs Advisors will submit monthly inputs through their Flt/CCs to the Public Affairs Officer/Staff to be considered for input into the FL-921 Cadet History.

**9.2.16. FL-921 Keep OHS Green & Klean.** Monthly School campus clean-ups where cadets get community service hours and help pick up trash and recycle recyclable items. Klean Kowboy Kulture (**K<sup>3</sup>**)

**9.2.17. FL-921 Internal Competitions.** Each semester FL-921 holds a drill competition among the flights. They compete in

regulation drill sequences and undergo uniform inspection. This event also includes multiple PT events. At the end of each internal comp awards are presented to the winning flights, individual cadets and overall winner of the Champion's Cup.

## CHAPTER 10

### Cadet AFJROTC Program Opportunities

10.1. **GENERAL.** The AFJROTC Aerospace Science Program provides more incentives than are normally available under most high school programs. Many of these incentives are within the grasp of cadets who diligently apply themselves to the program. **Cadets do not incur any military service obligation by participating in the AFJROTC program.**

10.2. **AFJROTC Graduate.** A cadet who has successfully completed the AFJRABUOTC academic program as prescribed by public law and Air Force instruction and has been awarded a Certificate of Completion.

10.3. **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.

10.3.1. **Certificate Types.** All cadets will be awarded an **AF Form 1256, *Certificate of Training***, for successful completion of 2 academic program years of AFJROTC with SASI concurrence. This certificate may result in a promotion to E-2 after basic military training. AFJROTC Form 310, *AFJROTC Certificate of Completion*, will be awarded to all cadets for successful completion of 3 academic program years of AFJROTC with SASI concurrence. AFJROTC instructors administering a 4-year program have the option of issuing an updated Certificate of Completion after 4 academic program years.

10.3.2. **AFOATS Form 310, AFJROTC Certificate of Completion.** This certificate is awarded to cadets who complete 3 and/or 4 academic program years of AFJROTC and display proper behavior. The SASI and ASI determine who qualifies for the certificate of completion. A cadet with this certificate can be promoted to E-3 (E-2 for the Marines) after basic military training. Three or four years of JROTC may result in a waiver of one year of AFROTC (Air Force Junior Reserve Officer Training Corp) college credit.

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

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

10.4. **Advanced Enlistment.** In accordance with DODI (Department of Defense Instruction) 1205.13, JROTC cadets may be eligible for enlistment at a higher grade. For specifics, refer to each service's recruiting instructions/regulations.

10.5. **ROTC Course Credit.** A student completing at least two years of JROTC may be entitled to credit in the Senior ROTC program. See AFROTCI 36-2011, *Cadet Operations*, for specifics.

10.5.1 **ROTC SCHOLARSHIPS.** ROTC scholarships are Senior ROTC controlled. Inquiries on scholarship eligibility, availability, and other scholarship-related issues should be made to Holm Center/RRUC.

10.6. **Service Academy Nominations.** U.S.C. Title 10 sets aside up to 20 nominations per Service Academy for "honorary graduates of JROTC honor schools."

10.6.1. **Air Force Academy Nominations:** Students will apply for nomination to the Senior Aerospace Science Instructor (SASI), SASI must certify that the applicants meet the basic eligibility requirements and have or will have successfully completed the prescribed AFJROTC program by the end of the school year. The SASI will contact USAFA (United States Air Force Academy) Admissions for an AFJROTC Nomination Appointment form.

10.6.2. Holm Center Operations Support will send a list of the AFJROTC Distinguished Unit Award winners to USNA and USMA Service Academies. The Service Academies will maintain a Distinguished Unit Award list so cadets who apply to Academies online will get additional consideration. (AFI 36-2019 and USAFA Sup to AFI 36-2019)

10.6.3. Due to the level of competition for these limited appointments, you are highly encouraged to pursue other nomination sources to increase your chances of earning an appointment.

10.7. **Kitty Hawk Air Society Membership and Recognition Certificates.** These certificates are awarded near the end of the school year to all Kitty Hawk Air Society members who are in good standing.

10.8. **NOCTI Leadership and Employment Skills Certification:** three (3) and four (4) year seniors may test for this certification. Cadets who score a 54% or above receive the certification. Cadets who score a 79% or above received a letter of recommendation for three college credits accepted by such schools as Embry-Riddle Aeronautical University.

10.8.1. **OTHER BENEFITS.** Qualifying cadets can earn letters of recommendations for other scholarships, recommendations for employment, and development of leadership potential and maturity through participation in drill and ceremonies and military leadership.

## CHAPTER 11

### Drill Sequences and Commands

#### 11.1 30 COMMANDS (Flight Members).

- 1 Flight, "Fall In"
- 2 Open Ranks, "March"
- 3 Ready "Front"
- 4 Close Ranks "March"
- 5 Present "Arms"

**NOTE:** Report In: "Sir/Ma'am. Drill Team Number \_\_\_ (or *Flight Name*) from Osceola High School is reporting in for 30 Command Drill Sequence and requesting permission to utilize your drill area Sir/Ma'am."

- 6 Order "Arms"
- 7 Parade "Rest"
- 8 Flight "Attention"
- 9 Left "Face"
- 10 About "Face"
- 11 Forward "March"
- 12 Right Flank "March"
- 13 Left Flank "March"
- 14 Column Right "March"
- 15 Forward "March"
- 16 To the Rear "March"
- 17 To the Rear "March"
- 18 Column Right "March"
- 19 Forward "March"
- 20 Eyes "Right"
- 21 Ready "Front"
- 22 Column Right "March"
- 23 Forward "March"
- 24 Change Step "March"
- 25 Column Right "March"
- 26 Forward "March"
- 27 Flight "Halt"
- 28 Left "Face"
- 29 Right Step "March"
- 30 Flight "Halt"
- 31 Present "Arms"

**NOTE:** Report Out. "Sir/Ma'am, Drill Team Number \_\_\_ (or *Flight Name*) from Osceola High School has completed 30 Command Drill Sequence and requests permission to exit your drill area, Sir/Ma'am."

- 32 Order, "Arms"

**NOTE:** (Commander uses commands, as required, to exit the drill area)

#### 11.2. Regulation Drill (56 Commands Drill Team Sequence – Flight Members)

- 1 Flight, "Fall In"
- 2 Right, "Face"
- 3 Forward, "March"
- 4 Flight, "Halt" (centered on judge)
- 5 Left, "Face"
- 6 Present, "Arms"

**NOTE:** Report In: "Sir/Ma'am. Drill Team Number \_\_\_ (or *Flight Name*) from Osceola High School is reporting in for Regulation Drill Sequence and is requesting permission to utilize your drill area Sir/Ma'am."

- 7 Order, "Arms"

- 8 Open Ranks, "March"
- 9 Ready, "Front"
- 10 Close Ranks, "March"
- 11 Parade, "Rest"
- 12 Flight, "Attention"
- 13 Count, "Off"
- 14 Left, "Face"
- 15 About, "Face"
- 16 Close, "March"
- 17 Extend, "March"
- 18 Left, "Face"
- 19 Left Step, "March"
- 20 Flight, "Halt"
- 21 Right, "Face"
- 22 Mark Time, "March"
- 23 Forward, "March"
- 24 Change Step, "March"
- 25 Column Right, "March"
- 26 Forward "March"
- 27 Counter "March"
- 28 Forward "March"
- 29 Column Half Left "March"
- 30 Column Half Left "March"
- 31 Column Left "March"
- 32 Forward "March"
- 33 Left Flank "March"
- 34 Right Flank "March"
- 35 Column Right "March"
- 36 Forward "March"
- 37 Eyes "Right"
- 38 Ready "Front"
- 39 Column Right "March"
- 40 Forward "March"
- 41 Double Time "March"
- 42 Quick Time "March"
- 43 Flight "Halt"
- 44 Forward "March"
- 45 To the Rear "March"
- 46 Flight "Halt"
- 47 About "Face"
- 48 Column of Files from the Right – Column Right "March"
- 49 Flight "Halt"
- 50 Reform Columns of # (*number of elements*) to the Left – Column Half Left, "March"
- 51 Forward "March"
- 52 Left Flank "March"
- 53 Flight "Halt"
- 54 Present "Arms"

**NOTE:** Report Out. "Sir/Ma'am, Drill Team Number \_\_ (*or Flight Name*) from Osceola High School has completed Regulation Drill Sequence and requests permission to exit your drill area, Sir/Ma'am."



55 Order "Arms"

56 Right "Face"

**NOTE:** (Commander uses commands, as required, to exit the drill area)

### 11.3. 30 COMMANDS (Commander's Guide).

Table 12.1

Command	Pronunciation
Attention	"Tench-Hut"
Face	"Hace"
Halt	"Hault"
Rest	"Hess"
Arms	"Harms"

- 1 Flight, "Fall In" *(About Face and take # (number of elements) steps forward)*
  - 2 Open Ranks, "March" *(Commander does a Left Face, followed by a Forward March until past the first cadet in the element, giving the commander space to do a right flank. The commander will then halt and do Left Steps to inspect all elements, then will retrace their steps to their commanding position.)*
  - 3 Ready "Front"
  - 4 Close Ranks "March" *(five second pause)*
  - 5 Present "Arms" *(Commander does an About Face and salutes the judge)*
- NOTE:** Report In: "Sir/Ma'am. Drill Team Number \_\_ (or Flight Name) from Osceola High School is reporting in for 30 Command Drill Sequence and is requesting permission to utilize your drill area Sir/Ma'am." *(Commander drops salute, does an About Face to face flight)*
- 6 Order "Arms"
  - 7 Parade "Rest" *(five second pause)*
  - 8 Flight "Attention" *(Commander goes to attention prior giving this command)*
  - 9 Left "Face" *(Commander does a Right Face simultaneously)*
  - 10 About "Face"
  - 11 Forward "March"
  - 12 Right Flank "March"
  - 13 \*Left Flank "March"
  - 14 Column Right "March" *(Commander needs to Mark Time until the last cadet passes then does a Right Flank to their position centered and to the right of the flight.)*
  - 15 Forward "March" *(Called once the last element is in place.)*
  - 16 To the Rear "March"
  - 17 To the Rear "March"
  - 18 Column Right "March" *(Commander needs to Mark Time until the middle cadet passes then does a Right Flank to maintain their position centered and three steps the right of the flight.)*
  - 19 Forward "March" *(Called once the last element is in place.)*
  - 20 Eyes "Right" *(Commander waits three paces to call "Right" then turns their head 45 degrees and salutes the judge.)*
  - 21 Ready "Front" *(Commander drops salute and faces forward before calling this command)*
  - 22 Column Right "March" *(Commander needs to Mark Time until the middle cadet passes then does a Right Flank to maintain their position centered and three steps to the right of the flight.)*
  - 23 Forward "March" *(Called once the last element is in place.)*
  - 24 Change Step "March"

- 25 Column Right “March” (*Commander needs pass in front of flight and execute a Right Flank then Marks time until the middle cadet passes then maintains their position centered and three steps to the left of the flight.*)
- 26 Forward “March” (*Called once the last element is in place.*)
- 27 Flight “Halt” (*five second pause*)
- 28 Left “Face”
- 29 Right Step “March” (Commander does Left Steps)
- 30 Flight “Halt” (*Called when the Commander’s heels are together then pauses for five seconds*)
- 31 Present “Arms” (*Execute an About Face and salutes the judge*)
- NOTE:** Report Out. “Sir/Ma’am, Drill Team Number \_\_ (*or Flight Name*) from Osceola High School has completed 30 Command Drill Sequence and requests permission to exit your drill area, Sir/Ma’am.” (*Commander drops salute, does an About Face to face flight*)
- 32 Order, “Arms”
- NOTE:** (Commander uses commands, as required, to exit the drill area)

#### 11.4. Regulation Drill Sequence (56 Commands Drill Team Sequence – Commander’s Guide)

- 1 Flight, “Fall In”
- 2 Right, “Face”
- 3 Forward, “March”
- 4 Flight, “Halt” (centered on judge)
- 5 Left, “Face”
- 6 Present, “Arms”
- NOTE:** Report In: “Sir/Ma’am. Drill Team Number \_\_ (*or Flight Name*) from Osceola High School is reporting in for Regulation Drill Sequence and is requesting permission to utilize your drill area Sir/Ma’am.”
- 7 Order, “Arms”
- 8 Open Ranks, “March”
- 9 Ready, “Front”
- 10 Close Ranks, “March”
- 11 Parade, “Rest”
- 12 Flight, “Attention”
- 13 Count, “Off”
- 14 Left, “Face”
- 15 About, “Face”
- 16 Close, “March”
- 17 Extend, “March”
- 18 Left, “Face”
- 19 Left Step, “March”
- 20 Flight, “Halt”
- 21 Right, “Face”
- 22 Mark Time, “March”**
- 23 Forward, “March”
- 24 Change Step, “March”
- 25 Column Right, “March”
- 26 Forward “March”
- 27 Counter “March”** (*Commander marches around the entire flight to the position themselves to be*

- centered on the flight and three steps right)*
- 28 Forward “March”
  - 29 Column Half Left “March”**
  - 30 Column Half Left “March”**
  - 31 Column Left “March”
  - 32 Forward “March”
  - 33 Left Flank “March”
  - 34 Right Flank “March”
  - 35 Column Right “March”
  - 36 Forward “March”
  - 37 Eyes “Right”
  - 38 Ready “Front”
  - 39 Column Right “March”
  - 40 Forward “March”
  - 41 Double Time “March”**
  - 42 Quick Time “March”**
  - 43 Flight “Halt”
  - 44 Forward “March”
  - 45 To the Rear “March”
  - 46 Flight “Halt”
  - 47 About “Face”
  - 48 Column of Files from the Right – Column Right “March”** (*Commander takes steps as necessary to align themselves to the element leaders. Commander turns their head 45 degrees left, facing the element leader prior to giving the command*)
  - 49 Flight “Halt”
  - 50 Reform Columns of # (number of elements) to the Left – Column Half Left, “March”**
  - 51 Forward “March”
  - 52 Left Flank “March”
  - 53 Flight “Halt”
  - 54 Present “Arms”
- NOTE:** Report Out. “Sir/Ma’am, Drill Team Number \_\_ (or Flight Name) from Osceola High School has completed Regulation Drill Sequence and requests permission to exit your drill area, Sir/Ma’am.”
- 55 Order “Arms”
  - 56 Right “Face”
- NOTE:** (Commander uses commands, as required, to exit the drill area)

**\*Called on the Left Foot**

## **CHAPTER 12**

### **Permanent and Acting Rank Promotion Process**

12.1. Cadets have three opportunities for permanent rank promotion throughout the school year.

12.1.1. Academic promotion (once per school year)

12.1.1.1. Any cadet who is on the "A" Honor Roll for a minimum of two quarters will receive one grade promotion in their permanent rank.

12.1.1.2. Any cadet who is on the A/B Honor Roll for all four quarters of the school year will receive one grade promotion in their permanent rank.

12.1.2. Course Completion: Any cadet who satisfactorily completes a full year AFJROTC course (see Longevity Ribbon) will receive one grade promotion.

12.1.3. Each Fall cadet officers and each Spring enlisted cadets will be afforded the opportunity to earn one grade promotion via the teacher recommendation, Cadet Guide testing and promotion board process.

12.1.3.1. All cadets will take the Cadet Guide Test prior to the promotion board.

12.1.3.2. Prior to the promotion board all cadets will be afforded the opportunity to secure their teacher's recommendation for promotion using the FL-921 Form 7001.

12.1.3.2.1. Only those cadets who return their FL-921 Form 7001 prior to the promotion board date established by the Deputy Group Commander will be able to go to the promotion board.

12.1.3.3. Promotion selection will be determined based on the Cadet Guide Test Scores, FL-921 Form 7001 Teacher Recommendations/comments and performance during the promotion board.

12.1.4. Promotion announcements will take place within two weeks following the last cadet's promotion board.

**Note: See Chapter 7 for GPA and other promotion limitations.**

12.2.1. Each Fall officer cadets, and each Spring enlisted cadets, who have acting rank will be considered for acting rank promotion based on their permanent promotion board results, job performance as described in their Form 708 and the Form 708 rater's recommendation for increased responsibility and their rater's rater recommendation for promotion (DNP – Do Not Promote, P – Promote and DP – Definitely Promote).

12.2.2. The personnel folders of cadets whose Form 708 recommend them for promotion (P or DP) will be reviewed by the promotion board established by the group commander to include themselves, the deputy group commander, the senior enlisted advisor and at least two squadron commanders. The group commander will act as the board president and will generate for the SASI a promotion list based on the criteria outlined in 13.1. The SASI will be the final approval authority on all promotions.

**NOTE: When determining acting rank promotion eligibility, the promotion board will consider the maximum authorized grade (as outlined in the workforce document, Ch 2), the possibility of rank inversion, and the cadet's rank progression based on their grade (first-year student, sophomore, junior or senior) at the time of the promotion board,**

**Note: See Chapter 7 for GPA and other promotion limitations.**

## CHAPTER 13

### Physical Training Standards and Conduct

13.1. Physical Training is an extensive and very important part the AFJROTC program. Where you push your body to its limits and you test the strength of your mind to exceed your personal best.

13.1.1. Things such as PT Homework and in school workouts will be conducted. It is your responsibility to be present, attentive, and participate.

13.2. In order to earn a bronze (75 – 84), silver (85 - 94), or gold (95 - 100) star your MASS PFT results must be fall within the percentiles listed in category

13.2.1. See chart below for the **One-Mile Run** percentiles pertaining to the Male and Female cadets by age.

#### Endurance run/walk

Male					
Effective Date 07/03/2023					
Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
100	6:55	6:37	6:26	6:17	6:10
95	7:22	7:05	6:52	6:42	6:35
90	7:48	7:28	7:13	7:02	6:54
85	8:11	7:49	7:33	7:20	7:11
80	8:30	8:09	7:53	7:39	7:28
75	8:51	8:30	8:12	7:57	7:45
70	9:15	8:52	8:33	8:15	8:02
65	9:37	9:13	8:55	8:35	8:21
60	10:00	9:36	9:17	8:57	8:40
55	10:24	10:00	9:40	9:20	9:02
50	10:48	10:23	10:03	9:45	9:25
45	11:14	10:48	10:30	10:09	9:51
40	11:40	11:15	10:58	10:36	10:17
35	12:06	11:47	11:29	11:07	10:50
30	12:45	12:19	12:02	11:44	11:26
25	13:20	13:00	12:43	12:24	12:07
20	14:07	13:48	13:32	13:15	13:00
15	15:00	14:53	14:41	14:30	14:15
10	16:36	16:18	16:13	16:10	16:01
5	30:00	30:00	30:00	30:00	30:00
0	59:00	59:00	59:00	59:00	59:00

Female					
Effective Date 07/03/2023					
Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
100	8:16	8:14	8:13	8:07	8:02
95	9:01	9:00	8:57	8:50	8:43
90	9:37	9:34	9:31	9:24	9:15
85	10:06	10:00	10:00	9:52	9:44
80	10:33	10:27	10:24	10:17	10:07
75	10:59	10:53	10:50	10:42	10:31
70	11:22	11:17	11:14	11:06	10:56
65	11:49	11:42	11:41	11:30	11:20
60	12:11	12:04	12:01	11:56	11:43
55	12:35	12:33	12:30	12:19	12:05
50	13:00	12:55	12:45	12:45	12:32
45	13:25	13:20	13:11	13:09	13:00
40	13:55	13:50	13:41	13:38	13:30
35	14:25	14:20	14:13	14:08	14:00
30	15:00	14:59	14:51	14:40	14:39
25	15:26	15:25	15:20	15:10	15:02
20	16:16	16:15	16:12	16:03	15:48
15	17:31	17:31	17:25	17:24	16:50
10	19:41	19:37	19:32	19:20	18:30
5	30:00	30:00	30:00	30:00	30:00
0	59:00	59:00	59:00	59:00	59:00

13.2.2. A continuous four laps around the track are required be counted as a full mile. Each time a cadet runs one full lap past the timekeeper they will state the following: "Lap # completed ma'am/ sir!"

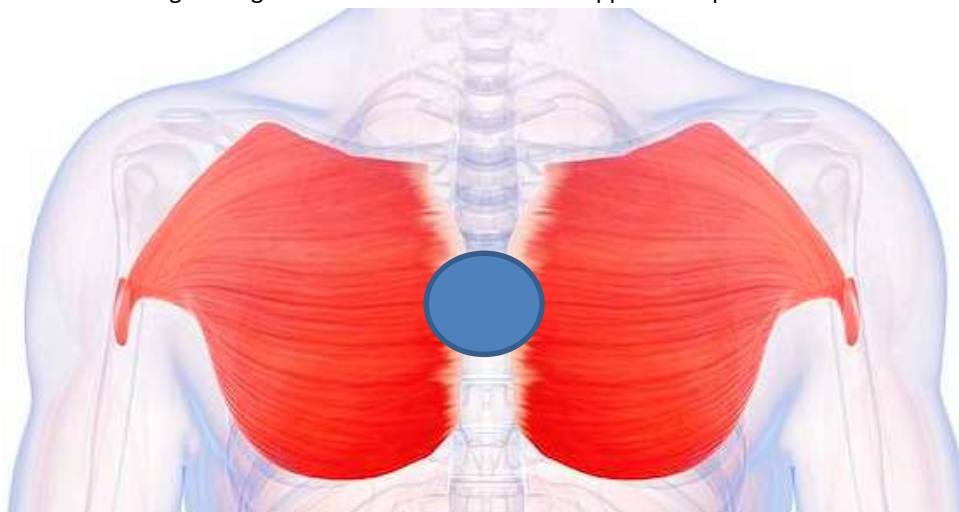
13.2.3. See chart below for the **Push – Ups** percentiles pertaining to the Male and Female cadets by age.

13.2.4. To the maximum extent possible each cadet will be paired up with a like-gender wingman. The cadet counting the push-ups will lay down on their stomach with holding a four-inch foam cylinder centered vertically and horizontally

## Right-angle push-ups

Male						Female					
1 of 1						1 of 1					
Effective Date 07/01/2023						Effective Date 07/01/2023					
Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+	Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
100	43	49	53	59	62	100	33	33	35	37	40
95	38	41	46	50	55	95	27	29	30	30	32
90	33	36	41	45	50	90	23	25	26	27	30
85	30	33	38	41	45	85	20	21	23	25	25
80	28	30	35	39	41	80	19	20	21	22	23
75	25	29	31	35	40	75	16	18	20	20	20
70	23	26	30	32	35	70	15	16	18	19	20
65	21	25	28	30	33	65	13	15	15	16	17
60	20	22	25	29	30	60	12	13	15	15	15
55	18	20	23	26	30	55	10	11	12	13	14
50	16	20	21	24	26	50	10	10	11	11	12
45	15	17	20	21	24	45	8	9	10	10	10
40	13	15	18	20	21	40	7	7	8	9	10
35	11	13	15	18	20	35	5	6	6	7	7
30	10	11	13	15	17	30	4	5	5	5	5
25	7	9	10	12	14	25	3	3	3	3	3
20	5	6	7	10	10	20	1	2	2	1	1
15	1	2	3	4	4	15	0	0	0	0	0
10	0	0	0	0	0	10	0	0	0	0	0
5	0	0	0	0	0	5	0	0	0	0	0

between the cadet's pectoral muscles (figure 14.1). Cadet's legs may be 2-4 inches apart while keeping the back and knees straight lowers the body until there is a 90-degree angle formed at the elbows with upper arms parallel to the floor.





13.2.5. See chart below for the **Sit – Ups** percentiles pertaining to the Male and Female cadets by age.

## Sit-Ups

Male					
1 of 1					
Effective Date 07/02/2023					
Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
100	51	55	60	62	65
95	46	50	52	56	59
90	43	45	50	51	54
85	40	43	46	49	50
80	39	41	44	46	49
75	36	40	41	44	46
70	35	37	40	42	44
65	34	36	38	40	41
60	32	34	36	38	40
55	31	33	35	36	38
50	30	31	33	35	35
45	28	30	31	32	34
40	26	29	30	30	31
35	25	26	28	30	30
30	23	24	25	26	27
25	20	21	22	24	24
20	16	17	20	20	20
15	10	10	10	10	10
10	9	9	9	9	9
5	8	8	8	8	8
0	0	0	0	0	0

Female					
1 of 1					
Effective Date 07/02/2023					
Percentile	Age 13	Age 14	Age 15	Age 16	Age 17+
100	43	45	46	50	51
95	38	40	41	43	45
90	35	36	38	40	41
85	32	34	35	37	38
80	31	32	33	35	35
75	30	30	31	32	33
70	28	29	30	30	31
65	26	27	28	30	30
60	25	26	27	28	29
55	24	25	25	26	26
50	22	23	24	25	25
45	21	21	22	22	23
40	20	20	20	20	20
35	18	18	19	20	20
30	15	15	15	16	16
25	13	12	12	12	12
20	10	9	9	8	7
15	9	8	8	7	6
10	8	7	7	6	5
5	7	6	6	5	4
0	0	0	0	0	0

13.3. To the maximum extent possible each cadet will be paired up with a like-gender wingman.

13.3.1. Cadets will be split into two groups with one side facing the other. One side will be told to go into the sit up position.

## Sit-ups

**Objective** - To measure abdominal strength/endurance by maximum number of curl-ups performed in 1 minute.

**Testing** - Have cadet lie on cushioned, clean surface with knees flexed and heels of feet about 12 inches from buttocks. Another (same sex) cadet holds feet. Arms are crossed with hands placed on opposite shoulders and elbows held close to chest. Keeping this arm position, cadet raises the trunk to touch the outside of forearms and elbows to thighs and then lowers the back to the floor so that the scapula's (shoulder blades) touch the floor, for one sit-up. If a cadet must rest, they must rest in the up position. To start, a timer calls out the signal "Ready? Go!" and begins timing cadet for **1-minute**. The cadet stops on the word "stop."

**Scoring** - "Bouncing" off the floor is not permitted. The sit-up should be counted only if performed correctly.



## One-Mile Run



**Objective** - To measure heart/lung endurance by fastest time to cover a one-mile distance. Due to the extreme heat in some regions it may be necessary to do this exercise indoors or early morning hours.

**Testing** - On a safe, one-mile distance, cadets begin running on the count "Ready? Go!" Walking may be interspersed with running. However, the cadets should be encouraged to cover the distance in as short a time as possible.

**Scoring** - Before administering this test, cadets' health status should be reviewed. Also, cadets should be given ample instruction on how to pace themselves and should be allowed to practice running this distance against time. Sufficient time should be allowed for warming up and cooling down before and after the test. Times are recorded in minutes and seconds.



## Right Angle Push-ups

**Objective** - To measure upper body strength/endurance by maximum number of push-ups completed in one minute.



**Testing** - The cadet starts in push-up position with hands under shoulders, arms straight, fingers pointed forward, and legs straight, parallel, and slightly apart (approximately 2–4 inches) with the toes supporting the feet. Keeping the back and knees straight, the cadet then lowers the body until there is a 90-degree angle formed at the elbows with upper arms parallel to the floor. Another (same sex) cadet holds her/his hands at the point of

the 90-degree angle so that the cadet being tested goes down only until he/she touches the partner's hand, then back up. If a cadet must rest, they must rest in the up position. To start, a timer calls out the signal "Ready? Go!" and begins timing cadet for **one minute**. The cadet stops on the word "stop."

**Scoring** - Record only those push-ups done with proper form. Right angle push-ups provide a good indicator of the range of strength/endurance found in youth, whereas some are unable to do any pull-ups.

## CHAPTER 14 MISCELLANEOUS

<b>PHONETIC ALPHABET</b>			<b>MILITARY TIME</b>	
A-Alpha	J-Juliet	S – Sierra	0000 hours – 12am	1200 hours – Noon
B-Bravo	K-Kilo	T – Tango	0100 hours – 1am	1300 hours – 1pm
C-Charlie	L-Lima	U – Uniform	0200 hours – 2am	1400 hours – 2pm
D-Delta	M-Mike	V – Victor	0300 hours – 3am	1500 hours – 3pm
E-Echo	N-November	W – Whiskey	0400 hours – 4am	1600 hours – 4pm
F-Foxtrot	O-Oscar	X – X-Ray	0500 hours – 5am	1700 hours – 5pm
G-Golf	P-Papa	Y – Yankee	0600 hours – 6am	1800 hours – 6pm
H-Hotel	Q-Quebec	Z - Zulu	0700 hours – 7am	1900 hours – 7pm
I-India	R-Romeo		0800 hours – 8am	2000 hours – 8pm
			0900 hours – 9am	2100 hours – 9pm
			1000 hours – 10 am	2200 hours – 10pm
			1100 hours – 11am	2300 hours – 11pm
To convert military time, +/- 12 hours (ex: 1815 hours-12=6:15pm or 5:55pm+12=1755hours)				

### Enlisted

E-1	E-2	E-3	E-4	E-5	E-6	E-7		E-8		E-9		E-9	
Air Force													
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)	Command Chief Master Sergeant (CCM Sg1)	Chief Master Sergeant of the Air Force (CMSAF)

### Officer

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

### **The Cadet Honor Code**

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

## National Anthem: The Star-Spangled Banner

O say can you see, by the dawn's early light,  
What so proudly we hail'd at the twilight's last gleaming,  
Whose broad stripes and bright stars through the perilous fight,  
O'er the ramparts we watched were so gallantly streaming?  
And the rocket's red glare, the bomb bursting in air, gave proof through the night that our flag was still there,  
O say does that star-spangled banner yet wave  
O'er the land of the free and the home of the brave?

On the shore dimly seen through the mists of the deep  
Where the foe's haughty host in dread silence reposes,  
What is that which the breeze, o'er the towering steep, as it fitfully blows, half conceals, half discloses?  
Now it catches the gleam of the morning's first beam,  
In full glory reflected now shines in the stream, 'tis the star-spangled banner –  
O'er long may it wave o'er the land of the free and the home of the brave!

And where is that band who so vauntingly swore,  
That the havoc of war and the battle's confusion, a home and a Country should leave us no more?  
Their blood has wash'd out their foul footsteps' pollution.  
No refuge could save the hireling and slave from the terror of flight or the gloom of the grave,  
And the star-spangled banner in triumph doth wave, o'er the land of the free and the home of the brave.

O thus be it ever when freemen shall stand  
Between their lov'd home and the war's desolation!  
Blest with vict'ry and peace may the heav'n rescued land  
Praise the power that hath made and preserv'd us a nation!  
Then conquer we must, when our cause it is just, and this be our motto - "In God is our trust,"  
And the star-spangled banner in triumph shall wave, o'er the land of the free and the home of the brave.

## **The Air Force Song**

Off we go into the wild blue yonder, climbing high into the sun;  
Here they come zooming to meet our thunder, at 'em, now, give 'em the gun! (Give 'em the gun  
now!)

Down we dive, spouting our flame from under, off with one helluva roar!  
We live in fame or go down in flame. Hey! Nothing'll stop the U.S. Air Force!

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

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

A toast to the host of men we boast, the U.S. Air Force!

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



## CHAPTER 15

### Annual Unit Goals

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

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

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

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

### Corps Goals (1 academic excellence in the corps)

Goal:	<b><u>Joint Training</u></b>
Specifics:	- The cadet corps will collaborate with other military organizations to plan and execute different training plans for the cadet staff.
Measurable:	<ol style="list-style-type: none"> <li>1. The Group commander, SASI, and the head of the organization being collaborated with will pick a date for the event to take place</li> <li>2. Training plans will reflect the needs of all organizations involved.</li> <li>3. Training plans will be discussed prior to the event.</li> </ol>
Attainable:	Yes.
How to track:	<ol style="list-style-type: none"> <li>1. Selected cadets will be invited to attend</li> <li>2. Permission slips will be administered with a set due date</li> <li>3. AAR will be made after the event by the commander in charge</li> </ol>
Time Frame:	Once every semester

Goal:	<b><u>Increase Corps GPA Average</u></b>
Specifics:	The cadet corps will work together to achieve a higher cumulative weighted GPA average as a corps of a 2.95, than the previous year which was a 2.85. (Measurable)
Measurable:	2.85 GPA increase to 2.95 GPA weighted
Attainable:	Yes.
How to track:	<ol style="list-style-type: none"> <li>1. Collect GPAs from handouts and the SEA will input the numbers into an Excel Spreadsheet</li> <li>2. Focus on cadets that have a low GPA</li> <li>3. Honorable mention to cadets with good GPA's quarterly</li> <li>4. Permanent Rank Promotion for two quarters of A honor roll or 4 quarters of A and B Honor roll</li> <li>5. Offer tutoring/help to cadets that struggle in certain classes by another cadet who excels in the subject they need help in.</li> </ol>
Time Frame:	August 2023 through April 2024

Goal:	<b><u>PT Challenge</u></b>
Specifics:	Every month, each cadet will accomplish the MASS PFT fitness test, increasing their score from their previous MASS PFT scores.
Measurable:	1) Push-Ups: minimum 5 Push-Up increase 2) Sit-Ups: minimum 5 Sit-Up increase 3) Mile: minimum 15 second increase 4) CORPS standards: at least 85%
Attainable:	Yes
How to track:	1) PTAs will fill out the MASS PFT score form 2) PTO will collect the MASS PFT forms and will calculate the percentage of the CORPS average
Time Frame:	September - May

## **School Goals (1 recruiting needed)**

Goal:	<b><u>Coalition Clean-up</u></b>
Specifics:	Volunteers in a JROTC program and other programs/club/teams can help clean up around school campus around other schools inside the community, such as parks or roads. As we perform a coalition with at least three other volunteer clubs on campus to do large sections of cleanups for the whole campus and inside community cleanups at least one cleanup per month
Measurable:	1. select dates for the entire year when the cleanups will take place 2. Advertise to our cadets, and other volunteer clubs, our dates for when the cleanups will take place 3. The day of the event, KHAS oversees the event 4. Divide and conquer between school campus areas
Attainable:	Yes.
How to track:	1. Sign-up sheets for those who attend the day of and what clubs were a part of the cleanup 2. Track the number of cadets in the core, who volunteered and participated 3. Create a map divided into all locations on campus 4. Track what groups/clubs oversaw what areas 5. Weigh trash and recyclable material collected 6. Take group photos 7. Create AAR
Time Frame:	Once every month

Goal:	<b><u>Program Retention Rate</u></b>
Specifics:	- Improving the Retention rate of cadets in the AFJROTC program by implementing a series of engagement and support initiatives aimed at enhancing cadet satisfaction and commitment.
Measurable:	1. Achieve a retention rate increase from the current rate (around 48%) 2. Reach a target rate of at least 65% over the course of the academic year. 3. Set a date and time to calculate the percentage throughout the year.
Attainable:	Yes.
How to track:	1. Monthly Check-In with a Cadet Satisfaction Survey. 2. Calculate the retention rate 3. Compare cadets' retention rates often. 4. Review end-of-year retention rate and overall progress.
Time Frame:	August 2024 through May 2025

## **Community Goals (1 service needed)**

Goal:	<b><u>Bookmark Buddies</u></b>
Specifics:	A set group of cadets placed in the last flight of the day (Foxtrot flight) will march to Thacker Avenue Elementary School, accompanied by the instructor, to be assigned to a student at the school. The cadet will meet once a week with their student to read to them and form strong connections with them.
Measurable:	This goal will be measured by having consistent meeting days with their assigned student and having read at least one book per visit.
Attainable:	Yes.
How to track:	1. Make a sign-up sheet to see what cadets are interested in becoming a bookmark buddy 2. Explain the criteria in which they need in order to become one: - Must have space on their schedule for the last period of the day - Must be present and available for each day to ensure consistency with the students 3. Have these cadets walk to Thacker Avenue Elementary to get assigned to a student 4. Regularly connect with these students once a week to read to the students.
Time Frame:	Once a week

Goal:	<b><u>Increase Community Service Hours</u></b>
Specifics:	The cadet corps will work together to achieve a higher community service average as a core of a 32.5 average of community service hours per cadet than the previous year which was 35 average community service hours per cadet.
Measurable:	Increase in community service hours per cadet
Attainable:	Yes.
How to track:	1. every month the community service officer will get the wings report of community service hours of each cadet and as well as the cadet corps in flights average of community service hours, 2. The CSO will send out a report to flight leader ship over their average and their individual cadets hours to work on improving their involvement. 3. The CSO will track this monthly and plan to ensure that every cadet is informed and involved in community service opportunities
Time Frame:	Monthly starting October 2023 through May 2024

# Air Force and Space Force JROTC Ribbon Chart



Version: 1 July 2023