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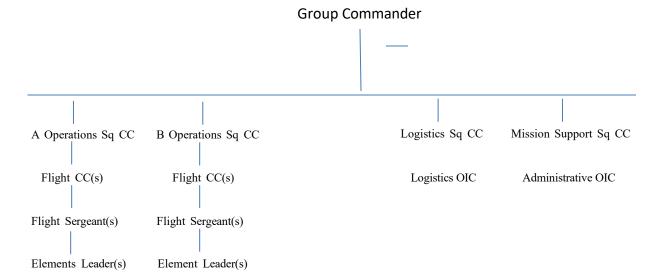
AIR FORCE JUNIOR ROTC

CADET GUIDE



CELEBRATION HIGH SCHOOL 1809 Celebration Blvd. Celebration, FL 34747

CADET CHAIN OF COMMAND



The Chain of Command is used in all communications between command levels. It aids in solving problems, defining responsibilities, and keeping unity of command. In the flight, your Flight Sergeant is the link between the enlisted and officer ranks. He/she can answer most questions regarding uniform wear, customs and courtesies, or drill. Any problem that the Flight Sergeant cannot solve is taken to the Flight Commander, and then to the Squadron Commander. Any problem that can't be solved by the Squadron Commander will be taken to the Group commander.

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 may go to the next higher level, but you must inform the person you are going above.

AF.JROTC/FL-20053

Celebration High School 1809 Celebration Blvd. CELEBRATION, FLORIDA 34747

Dear AFJROTC Cadet:

Welcome to Air Force Junior ROTC. You have elected to participate in a program that offers special opportunities in Education, Leadership, Social Activities, and Community Service. We feel that the program is well equipped to provide you the opportunity to profit from your participation. As a cadet, you will be required to maintain certain behavior and grooming standards AT ALL TIMES (in and out of your scheduled AFJROTC class period) and to wear the Air Force uniform each week as designated by the schedule. These standards are in support of the leadership and personal development objectives of ROTC and, if taken in the spirit in which they are intended, will provide the foundation for a pleasant and profitable educational experience. As a member of the Cadet Corps, you can travel to military bases for field trips, participate in parades in the local area, perform in drill team and color guard ceremonies and competitions, and participate in community service projects. Additionally, you can participate in social activities, such as the Military Ball, Awards Ceremony, and field day/picnics and, as you progress in experience and ability, become leaders in planning and executing the activities of the corps.

The program provides facilities and instructors dedicated to helping you get the most out of it. For your part, you will be expected to get involved. Your enthusiasm and interest are 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.

We are looking forward to having you in the program. Please ensure your parents review this guide, so that they will understand the program and assist you in meeting its objectives. Also, please ensure that attachments 2 and 3 have been reviewed and signed by you and your parents/guardian. Good luck!

JIMMY R. SOLES, Lt Col, USAF (Ret) Senior Aerospace Science Instructor

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 Celebration 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 flight, and each individual is expected to operate. This guide consists of attachments that must be turned in on the date set by the SASI/ASI.

This guide includes basic knowledge that each cadet should know, therefore, every effort should be made to learn to use this guide and to become familiar with as much of the information as possible. The Table of Contents is the key to finding the information that you want. This guide will be used in the development of a General Cadet Knowledge Test that will be used for cadet advancement.

You are responsible for keeping this guide current with any changes or additions and for bringing it to class whenever it is required for you to do so.

CADET CREED

I am an Air Force Junior ROTC Cadet.

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

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Mission/Scope of the AFJROTC Program

- 1.1. **MISSION.** The mission of AFJROTC is to "Develop citizens of character dedicated to serving their nation and community."
- 1.2. **GOALS.** The goal of the program is to instill in high school students the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.
- 1.3. **PROGRAM.** The AFJROTC program is divided into three parts. One part consists of academic instruction in aerospace education, which covers subjects pertaining to the aerospace age. This accounts for 40% of the program. The second part consists of leadership education and corps training activities that account for 40% of the program. The last part is physical training (PT) which covers physical training activities and wellness education that accounts for 20% of the program. We are not "recruiters" and do not try to "sign you up" for any military branch of the service. There is no military obligation when you enroll in AFJROTC.
- 1.4. **COURSE LEVELS.** The Aerospace Science Program is a voluntary 4-year course. It is an elective course, but completion of 2 full years of ROTC grants 1 health credit, 1 PE credit, and 1 performing arts credit necessary to graduate. 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 are described in Chapter 11. A brief summary of the coverage of each course level is listed below. To enroll in AS400, a cadet **must have** the Senior Aerospace Science Instructor's (SASI) and the Aerospace Science Instructor's (ASI) approval.
- 1.4.1. **Aerospace Science 100.** This course is an introduction to the history of man's struggle to fly. The course will also include the AFJROTC mission and organization, customs and courtesies, and the meaning and purpose of standards, discipline, and conduct.
- 1.4.2. **Aerospace Science 200.** This course provides an introduction to the atmosphere and weather elements, the effects of flight on the human body, and basic aeronautics and navigation or Global and Cultural Studies, which provides an introduction to various regions of the world. Special attention is given to understanding why the elements of effective communication skills are important to the dynamics of individual and group behavior, and a key to effective leadership.
- 1.4.3. **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.
- 1.4.4. **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.** Cadet Leadership Course (CLC). This program is a week of intensive training, in which the cadets learn and practice the basic concepts of leadership and responsibility. It is intended to train and pick out the potential future leaders of the corps. Cadets are selected for attendance based on proven discipline and acceptance of responsibility. This course or selected elements of it is offered only if base support is available.
- 1.6. **TEXTBOOKS.** The textbooks used in the AFJROTC program are furnished to cadets without charge. All textbooks and leadership manuals are controlled items and must be safeguarded and accounted for. They will be issued, as necessary, to cadets and must be returned at the end of the term or when the cadet drops the course. Cadets who damage or lose a textbook will be required to reimburse the Air Force for that book.
- 1.7. CLASS SCHEDULES. Cadets attend classes five days a week. Classes are divided between academic instruction and leadership education. Cadets are typically required to wear their uniform on Wednesday of each week. Each AFJROTC class period is designated as a "Flight" with its own military organization. Each class period is to be named after what the flight commander and the instructor agrees upon. The number of flights may vary based on the number of cadets per class period. Projected number of flights is 9, if period is bigger, flight will split into two sister flights. The Cadet Group Commander 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. The Cadet Corps and the AFJROTC program will be what you and your fellow cadets make of it!
- 1.8. **GRADING.** Each cadet receives three grades in AFJROTC, one for academic instruction, one for leadership education and one for physical training. In determining the overall grade for each grading period, the academic grade is weighted 40%, the leadership education grade is weighted 40% and the physical training grade is weighted 20%.
- 1.8.1. **Academic Grades.** Academic grades are determined by tests/quizzes, written assignments, oral presentations, class/group participation, workbook exercises, and individual classroom conduct/work.
- 1.8.2. **Leadership Education Grades.** Leadership education grades are determined by uniform wear/inspections, grooming standards, drill/ceremony, leadership class exercises, and individual classroom conduct.
- 1.8.2.1. Three (3) failures to wear the uniform in a 9-week grading period will result in an overall grade of "F" in AFJROTC for that grading period, however, the cadet has an opportunity to make up the uniform wear of up to ten school days from the moment the cadet failed to wear the uniform.
- 1.8.2.2. Cadets will be deducted points for each uniform discrepancy noted during uniform inspections and ten or more points if it is a repeat discrepancy from the previous uniform inspection. These deductions of points are called demerits.
- 1.8.2.3. A Uniform violation repeating five (5) times will result in a failing leadership grade for inspection on that day. Three (3) documented failures to meet the required cadet grooming standards in a 9-week grading period will result in an overall grade of "F" in AFJROTC for that grading period. Severe uniform violations (as determined by the SASI/ASI), to include severe grooming violations, may result in cadets having to change out of uniform or be sent home.
- 1.8.2.4. Drill grade will be based upon wearing proper shoes (close-toed, form fitting ie....no Crocs, sandals, slides etc....) for drill practice (50%) and performance/execution/attitude (50%).

- 1.8.3. **Physical Training Grades**. Physical training grades are determined by proper uniform wear (50%) and participation/effort/attitude (50%) in weekly physical training which is conducted on Friday of each week unless otherwise notified by instructors.
- 1.9. CADET DAILY BRIEFING. Whoever the flight commander designates will be required to provide the group activities "Group Report" to the class each school day so the flight will be aware of current information. All cadets are responsible for all information briefed which includes upcoming activities and academics.
- 1.10. **CADET Office.** The hub and center of activity in the corps is the Cadet Office (C/O). The planning and operation of the unit is conducted here by the Cadet Corps Commander and his/her staff. This office should only be used for conducting and performing official cadet business. After the official staff business, the cadet office may serve as the cadet lounge when not in use by the cadet staff. Use of the lounge is restricted to **leadership only**; no one from outside JROTC will be permitted in the lounge under any circumstances. Adherence to certain rules and policies must be maintained at all times or privileges will be revoked.
- 1.11. **CONTRACT.** The Celebration High School Cadet Contract is reproduced as Attachment 3 to this Cadet Guide. Each cadet and parent/guardian will acknowledge this contract.
- 1.12 **ACTIVITY FEE.** Each cadet is expected to pay a \$30.00 non-refundable activity fee. These funds will go to support the annual Fall Family Picnic/Field Day, flight tee shirts that are used for our annual Spring Field Day, awards for our Annual Spring Field Day and miscellaneous items for our Annual Awards Ceremony. This is not a charge for the Air Force uniform nor physical training uniform, they are provided at no cost.

Organization of the AFJROTC Cadet Corps

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.

2.1.0. Group Commander (GP/CC):

- 2.1.0.1. Monitors the appearance, discipline, training, and conduct of the Cadet Corps.
- 2.1.0.2. Conduct Group Cadre meetings on a regular basis.
- 2.1.0.3. Conduct full leadership meetings monthly to inform leadership to disseminate information.
- 2.1.0.4. Sets Group goals at the beginning of the year and tracks their completion.
- 2.1.0.5. Serve as the link between cadets and the instructors. Advising both groups about the concerns of the other.
- 2.1.0.6. Coordinate Group events delegating tasks and setting checkup dates to review progress.
- 2.1.0.7. Coordinating and monitoring Group Missons setting suspense dates for their completion (Evaluations, Inspection Guide, etc.).
- 2.1.0.8. Leads Group in all activities and events ensuring successful outcomes.
- 2.1.0.9. Provide feedback and ensure the creation of an After-Action Report for all major Group Activities.
- 2.1.0.10. Keep a direct and personal relationship with all members of cadre and ensure they understand their responsibilities and are capable in their positions.
- 2.1.0.11. Manages evaluations and promotions for Cadre.
- 2.1.0.12. Perform all other tasks assigned by the instructors.

2.1.1. Deputy Group Commander (GP/CD):

- 2.1.1.1. Commands the Cadet Corps in the absence of the Group Commander.
- 2.1.1.2. Monitors the promotion of all cadet officers.
- 2.1.1.3. Solicits nominees from group staff officers for Cadet of the Month program.
- 2.1.1.4. Ensures proper controls are utilized to maintain the Cadet Office/Lounge.
- 2.1.1.5. Assists Group Commander as necessary.
- 2.1.1.6. Perform all other tasks assigned by the instructors.

2.1.2. Operations Squadron Commander (SQ/CC):

- 2.1.2.1. Monitors the appearance, discipline, training, and conduct of their Flights.
- 2.1.2.2. Train and assist Flight Commanders and Flight Sergeants in the conduct of their positions.
- 2.1.2.3. Ensure proper discipline, uniform and standards of Flight Commanders.
- 2.1.2.4. Give guidance to cadets in relations to leadership skills and JROTC expectations.
- 2.1.2.5. Grade tests and quizzes of Squadron members.
- 2.1.2.6. Inform squadron of upcoming events, meetings, and important information.
- 2.1.2.7. Enforce chain of command, within leadership.
- 2.1.2.7. Manages evaluations and promotions for Flight Commanders.
- 2.1.2.8 Conduct weekly checkups with flights. On strengths and weaknesses, goals, and how flights can improve.
- 2.1.2.9 Assists Group Commander as necessary.
- 2.1.2.10. Perform all other tasks assigned by the instructors and Group Commander.

2.1.3. Squadron Senior Enlisted Leader

- 2.1.3.1. Works closely with squadron commanders and Group SEL.
- 2.1.3.2. Takes notes on group and shares them at staff meetings.
- 2.1.3.3. Visits squadrons at least once a month.
- 2.1.3.4. Keeps group issues at the lowest level.
- 2.1.3.5. First person squadron commander goes to if there are enlisted issues.

2.1.4. Mission Support Squadron Commander (MSS/CC):

- 2.1.4.1. Monitors the appearance, discipline, training, and conduct of the administration personnel.
- 2.1.4.2. Manages evaluations and promotions for administrative personnel.
- 2.1.4.3. Oversee after-school teams and clubs ensuring they have their proper equipment, and paperwork.
- 2.1.4.4. Plan, coordinate, and supervise recruiting events throughout the year.
- 2.1.4.5. Train and supervise referees for group events (Field Day, Picnic, etc.).
- 2.1.4.6. Inform Flight leadership on the rules for group events.
- 2.1.4.7. Create and maintain upcoming events calendar in Group Report.
- 2.1.4.8. Assists Group Commander as necessary.
- 2.1.4.9. Assist with any tasks assigned by the instructors and Group Commander.

2.1.5. Inspector General (IG)

- 2.1.5.1. Monitors the appearance, discipline, training, and conduct of the Cadet Corps.
- 2.1.5.2. Create an inspection guide including method and criteria for inspection.
- 2.1.5.3. Create an inspection schedule in the beginning of the year which will be followed as the year progresses.
- 2.1.5.4. Execute and delegate inspections following the schedule.
- 2.1.5.5. Follow up on inspections to ensure that problems are corrected as necessary.
- 2.1.5.6. Keep the Cadet Guide up to date and review as necessary.
- 2.1.5.7. Keep the Group Commander informed on the conditions of the Cadet Corps.
- 2.1.5.8. Assists Group Commander as necessary.
- 2.1.5.9. Follow all additional instructions given by the Group Commander.

2.1.6. Logistics Squadron Commander (LGS/CC):

- 2.1.6.1. Monitors the appearance, discipline, training, and conduct of the logistics personnel.
- 2.1.6.2. Ensures accurate and complete supply record.
- 2.1.6.3. Routinely check logistics personnel on their ability to issue uniform items.
- 2.1.6.4. Reviews the cleanliness, orderliness, and neatness of the supply and logistics rooms.
- 2.1.6.5. Create a detailed and accurate list of all required supplies for group events (Field Day, Military ball, Drill Competitions, etc.).
- 2.1.6.6. Create a plan for how supplies will be brought to the location they are needed.
- 2.1.6.7. Report to the instructors on the inventory of supplies and uniform items and determine if more supplies are needed.
- 2.1.6.8. Delegate tasks to personnel as necessary
- 2.1.6.9. Ensure proper conduct and training of the logistics OIC.
- 2.1.6.10. Assists Group Commander as necessary.
- 2.1.6.11. Perform all other tasks assigned by the instructors and Group Commander.

- 2.1.7. Officer In Charge of Logistics (LG/OIC)
- 2.1.7.1 Monitors the appearance, discipline, training, and conduct of the logistics personnel.
- 2.1.7.2 Assist the ASI and logistics squadron commander with the issue, turn in, and salvage of all uniform items.
- 2.1.7.3 Maintains accurate and complete supply record.
- 2.1.7.4 Maintains the cleanliness, orderliness, and neatness of the supply and logistics rooms.
- 2.1.7.5 Distribute specialty uniform items to members of group leadership.
- 2.1.7.6 Manages evaluations and promotions for logistics personnel.
- 2.1.7.7 Ensure all supplies are ready one day prior to all group events.
- 2.1.7.8 Supervises use of supplies during group events.
- 2.1.7.9 Perform all other tasks assigned to them by the instructors and Logistics Squadron Commander.

2.1.8. Administrative Officer/NCO(s):

- 2.1.8.1 Quarterly review behavior, grades, and GPA for cadets to determine promotions. (Coordinate directly with SASI)
- 2.1.8.2 Ensure that all PIFs are neat, organized and have all the required documentation (Cadet contract, E2C, Uniform contract, etc.)
- 2.1.8.3 If there is missing documentation report it to the Squadron commander and keep track of all missing documents to ensure the documents are received.
- 2.1.8.4 Assist with any tasks assigned by the instructors and Mission Support Squadron Commander.

2.1.9. Flight Commander: (Flt/CC)

- 2.1.9.1 Monitors the appearance, discipline, training, and conduct of the Flight.
- 2.1.9.2 Lead Physical Training, uniform inspection, and drill weekly.
- 2.1.9.3 Take an active role overseeing drill on weekdays to ensure proficiency.
- 2.1.9.4 Plan and coordinate activities within the Flight.
- 2.1.9.5 Report to Operational Squadron Commanders regularly regarding status of the Flight.
- 2.1.9.6 Help organize/participate in events throughout the year.
- 2.1.9.7 Keep well informed about group activities and important information.
- 2.1.9.8 Inform all flight members of upcoming corps activities and important information.
- 2.1.9.9 Ensure growth and development of the Flight Sergeant.
- 2.1.9.10 Manages evaluations and promotions of Flight Sergeant.
- 2.1.9.11 Assists Squadron Commander as necessary.
- 2.1.9.12 Follow all additional instructions given by the Squadron Commander.

2.1.10. Flight Sergeant: (Flt/Sgt)

- 2.1.10.1 Monitors the appearance, discipline, training, and conduct of the Flight.
- 2.1.10.2 Take attendance correctly in the beginning of the class period
- 2.1.10.3 Ensure Cadets are in dress code and enter the class following the correct conduct.
- 2.1.10.4 Ensure grades for cadets are inputted correctly.
- 2.1.10.5 Help organize/participate in events throughout the year.
- 2.1.10.6 Monitor promotions of all cadets in the flight.
- 2.1.10.7 Ensure all cadets have proper uniform items and works with logistics to keep cadets in standards.
- 2.1.10.8 Ensure growth and development of element leaders.
- 2.1.10.9 Manages evaluations and promotions of element leaders.
- 2.1.10.10 Assists Flight Commander as necessary.
- 2.1.10.11 Performs all duties carried out by the Flight Commander during their absence.
- 2.1.10.12 Follow all additional instructions given by the Flight Commander.

- 2.1.11. Element Leader
- 2.1.11.1 Monitors the appearance, discipline, training, and conduct of the element members.
- 2.1.11.2 Teach cadets drill commands and ensure correct execution
- 2.1.11.3 Remind cadets of important upcoming events.
- 2.1.11.4 Maintain contact with cadets to ensure all questions and concerns are being addressed.
- 2.1.11.5 Serve as a role model and keep cadets motivated throughout the week.
- 2.1.11.6 Manages evaluations and promotions of their element members.
- 2.1.11.7 Ensure Flight leadership is informed about the status of cadets.
- 2.1.11.8 Be prepared to lead the flight in the absence of Flight leadership.
- 2.1.11.9 Follow all additional instructions given by the leadership.
- 2.1.12. Cadet
- 2.1.12.1 Maintain physical standards to be able to efficiently perform in PT.
- 2.1.12.2 Ensure Uniform is in good condition before every Wednesday for inspections.
- 2.1.12.3 Actively listen and participate in lessons and presentations.
- 2.1.12.4 Have proper footwear for drill and pt.
- 2.1.12.5 Follow all additional instructions given by the leadership.
- 2.2. CADET 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 once a month and at other times as determined by the SASI or Cadet Group/CC. For regularly scheduled meetings, the Cadet Group Commander is responsible for preparing and submitting a complete agenda to the SASI at least 1 day prior to the meeting. Attendance by all Cadet Group Staff members is MANDATORY unless prior arrangements for an absence have been made with the SASI and the Cadet Group/CC. If a cadet that is required to be at the staff meeting is unable to attend, it is his/her responsibility to have appropriate representation attend the meeting and take notes. The Administration Officer will prepare typed minutes of the meeting and submit them to the Cadet Group Commander and the SASI/ASI within 3 working days.
- 2.3. CADET IN RESERVE STATUS. Cadets who are not able to be placed in an AS class due to scheduling issues are permitted to be added/kept in the Corps in a Reserve Status. These Cadets will be entered into Wings in a Reserve Status. Cadets must have completed/passed at least the AS100 year and be willing/able to remain an active participant in the Corps (wear uniform of the week, attend events, participate in cadet clubs/trips). Cadets are eligible for promotion and awards and must check into JROTC at least once a week. The details of the participation and weekly check in are to be approved by the SASI.
- 2.4. UNIT MANNING DOCUMENT. The Unit Manning Document is a document that shows the positions within the Cadet Corps and the highest rank that an individual can attain. Deviations to this document are authorized only by the SASI.
- 2.3.1. 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 performance in that position.
- 2.3.2. No cadet will hold a higher rank than that authorized for the current position. Exceptions may be made for third- or fourth-year cadets to permit them to hold the highest grade earned regardless of position. These exceptions will be granted on an individual basis and in the best interest of the corps.

UNIT MANNING DOCUMENT FL-20053 Air Force Junior ROTC Cadet Group

<u>Function</u>	Position Title	Maximum Grade
Special Assistant (SA) Commander (CC)	Special Assistant Group Commander	Cadet Col Cadet Col
Deputy Commander (CD) Group Superintendent Commander (CC) Squadron Superintendent Deputy Commander (CD)	Deputy Group Commander Group Senior Enlisted Leader Squadron Commander Senior Enlisted Leader Deputy Group Commander Kitty Hawk Air Society Commander NCOIC Color Guard Commander NCOIC	Cadet Lt Col Cadet CMSgt Cadet Lt Col Cadet CMSgt Cadet Maj Cadet SMSgt Cadet Maj Cadet Maj Cadet SMSgt
Operations (DO)	Drill Team Commander NCOIC Operations Officer NCOIC	Cadet Maj Cadet SMSgt Cadet Maj Cadet SMSgt
	Physical Fitness Officer NCOIC	Cadet Capt Cadet MSgt
Personnel (DP)	Personnel Officer NCOIC	Cadet Maj Cadet SMSgt
Financial Management (FM)	Comptroller NCOIC	Cadet Maj Cadet SMSgt
Information Management (DA)	Administration Officer NCOIC	Cadet Maj Cadet SMSgt
Logistics (LG)	Logistics Officer NCOIC	Cadet Maj Cadet SMSgt
Public Affairs (PA)	Public Affairs Officer NCOIC	Cadet Maj Cadet SMSgt
Awards & Decs (AD)	Awards and Decorations Officer NCOIC	Cadet Maj Cadet SMSgt
Squadron	Squadron Commander Senior Enlisted Leader	Cadet Maj Cadet CMS
Flight	Flight Commander Flight Sergeant Flight Guide	Cadet Capt Cadet SMSgt Cadet SSgt
Element	Element Leader Assistant Element Leader	Cadet MSgt Cadet SrA

Cadet Standards of Conduct

- 3.1. **GENERAL CONDUCT.** Correct military conduct will be always observed by cadets to reflect credit upon themselves, their unit, and the United States Air Force. Conduct and attitude that does not meet the standards listed in this chapter will result in loss of privileges, field trips, promotion, etc. Cadets will not use abusive, vulgar, obscene, or profane language. Cadets will not annoy or harass other cadets with insulting, inflammatory, insinuating, or defaming remarks or gestures. Cadets will not engage in horseplay such as arguing, hitting, slapping, sparring, or wrestling. Cadets will not engage in any public display of affection, such as romantic handholding, romantic hugging, romantic kissing, or romantic embracing anywhere while in uniform. Cadets will not use tobacco or alcohol products. Cadets will maintain high standards of conduct and behavior **at all times** (including when not in ROTC classroom). Cadets will adhere to the rules set forth in the school's Code of Conduct to include dress code.
- 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:

- -Take pride in yourself and in your Cadet Corps.
- -Be polite, courteous, and respectful at all times.
- -Strive for excellence in everything you do.
- -Show respect for the American Flag and the Air Force uniform.
- -Follow the instructions of those in a position of authority over you. 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 prior to contributing to the class.
- -Leave the classroom clean with desks aligned.

DON'T:

- -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 other than AFJROTC material without permission.
- -Leave the classroom without the instructor's permission.
- -Write on the chalkboard without the instructor's permission.
- -Talk when the instructor is teaching or when someone else has the floor.
- -Be late or consequences will follow.

3.3. **HAZING.** Hazing is any conduct where cadets cause another cadet/student 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/students or between cadets/students is strictly forbidden.

3.4. CLASSROOM PROCEDURES.

- 3.4.1. Cadets will enter the classroom and stand behind their seats at parade rest.
- 3.4.2. The only items allowed at your seat will be a textbook, notebook, pen or pencil, and any other items approved by the instructor for that lesson. All other items (book bags, coats not being worn, etc.) will be placed in the front of the classroom along with cell phones in bags.
- 3.4.3. When the tardy bell rings, the class leader (Flight Commander or Flight Sergeant) will call the class to "Attention."
- 3.4.4. The class leader will lead the Pledge of Allegiance to the Flag and then review the Chain of Command.
- 3.4.5. The class leader will then order the class to: "At ease. Take your seats."
- 3.4.6. The flight sergeant will then take roll utilizing the "attendance sheets" and give the completed sheets to one of the instructors.
- 3.4.7. Tardy cadets will quietly enter the classroom and assume the position of "Parade Rest" near the door until the flight commander addresses them and gives them options including getting a tardy slip. After, the tardy cadet will take the position of "Attention," salute, and say: "Sir/Ma'am, Cadet (your name) requests permission to join the class."
- 3.4.8. Once instruction has begun, talking is prohibited except when permission is requested by the cadet and granted by the instructor.
- 3.4.9. After the bell rings at the end of the class period, with the instructor's permission the class leader will then dismiss the class. No one will leave the classroom unless dismissed by the class leader.
- 3.5. **MILITARY CONDUCT.** The practice of saying "Yes Sir" and "No Sir" to the SASI and ASI and to cadet officers that outrank you may seem difficult at first, but this long-established military courtesy will soon become an expected and comfortable habit.
- 3.6. **DISENROLLMENT.** Cadets will be disenrolled from AFJROTC as recommended by the SASI and approved by the Principal (See Attachment 1). A cadet may be disenrolled for failure to maintain acceptable standards, such as haircut, grooming, or uniform violations; inaptitude or indifference to training; disciplinary reasons; failure to remain enrolled in school; or any other reason deemed appropriate by the Principal and the SASI.

Cadet Uniform Wear

- 4.1. **GENERAL.** The uniform worn by the AFJROTC cadet is the standard Air Force uniform, with the exception of the distinctive insignia, and the AFJROTC shoulder patch. Cadets wearing the Air Force uniform must wear it with dignity and respect. Personal behavior while in uniform must be such that it will not bring discredit on the uniform, the AFJROTC program, or Celebration High School. The Celebration High School AFJROTC Uniform Wear policy is outlined in Attachment 2. Each cadet will acknowledge this policy.
- 4.2 **UNIFORM ISSUE.** Uniforms will be issued upon receipt of the parent signed Contract (Attachment 3), parent signed Uniform Wear Policy statement (Attachment 2), and compliance with grooming standards. When you are issued your uniform and other items of equipment, you will be required to sign the Uniform Hand Receipt. 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 your account is scheduled to be cleared. Clothing items that have become worn or damaged should be turned in. If the wear or damage has been through normal use, the items will be replaced without charge. You will be issued a clean uniform. Cadets are required to turn their uniform in at the end of the school year dry cleaned.

4.3. RULES CONCERNING THE UNIFORM.

- 4.3.1. Cadets are expected to wear the uniform all day on **Wednesday** of each week unless notified otherwise by the SASI/ASI. Each school day missed will result in a 10-point grade deduction; cadets will only have ten school days to make up uniform wear requirements.
- 4.3.2. The uniform must be kept clean and pressed with buttons buttoned and shoes shined.
- 4.3.3. Place and wear insignia properly and wear only authorized insignia. Additional items such as cords and berets identify members of a cocurricular activity.
- 4.3.4. Hitchhiking, engaging in sports activities, and participation in anti-authority demonstrations while in uniform are prohibited.
- 4.3.5. Each cadet must maintain a straight line down the front of the 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.
- 4.3.6. All loose strings and frayed seams on the uniform should be trimmed off.
- 4.3.7. The SASI/ASI will advise each class on Monday of any special uniform requirement for Wednesday of each week

4.3.8. During warmer weather, when the temperature in the classroom makes it uncomfortable to wear the service coat, it 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 kept in place at all times.

4.3.9. Details and example pictures of blues, ABUs, and PT gear wear are list in Attachment 5 (derived from the AFJROTC Chapter 7, Uniform and Award, Operational Supplement).

4.4. MALE UNIFORM REQUIREMENTS.

- 4.4.1. Male cadets are prohibited from wearing piercings, earrings or cosmetic products (makeup).
- 4.4.2. The "V-neck" tee shirt, worn under the short sleeve, light blue shirt by males, must be plain, white, and clean.
- 4.4.3. Male cadets will wear a plain colored white shirt with a Air Force issued dress tie with the service coat (semi-formal dress) on formal occasions (Military Ball).
- 4.4.4. The bottom of the pants will touch the shoes with a slight break in the crease.

4.8. FEMALE UNIFORM REQUIREMENTS.

- 4.8.1. Skirt length will be in keeping with the requirement of kneecap rule. In no case will the skirts be shorter than the top of the kneecap or longer than the bottom of the kneecap. Wearing hosiery with the skirt is optional.
- 4.8.2. Low-quarter shoes or commercial **plain** black closed toe and heel (heels no higher than 1") will be worn with the uniform (no flats). Nylon type stockings (Black or individual's skin tone) **may** be worn with the skirt. Black issue socks or hose must be worn with the pants.
- 4.8.3. Women may wear small conservative diamond, gold, white pearl, or silver spherical earrings. Earrings will fit tightly against the ear, will not extend below the earlobe, and only one earring per ear. Other ornaments are prohibited (must wear earrings in the lower ear lobe).
- 4.8.4. The bottom of the pants will touch the shoes with a slight break in the crease.

4.9. ADDITIONAL AUTHORIZED/UNAUTHORIZED ITEMS.

- 4.6.1. The Air Force all-weather blue jacket is authorized for wear as an optional item. While wearing this jacket, it must be zipped at least half way or all the way. Permission is granted to remove the jacket while in the classroom.
- 4.6.2. The Air Force flight jacket is not authorized for wear with the uniform.
- 4.6.3. Outer garb that does not meet Air Force standards will not be worn. No civilian clothing will be worn with the uniform. Cadets may wear the issued Air Force Jacket with civilian clothes.
- 4.6.4. Cadets may wear wristwatches and rings. No more than three rings are permitted. One bracelet, not wider than one inch, is permitted and must be gold or silver. If a watch is worn, it must be black, gold, or silver. Sunglasses may be worn, but they must be black, conservative and not mirrored.

- 4.6.5. Pens, pencils, wallets, key chains, checkbooks, chains, pins, combs, and so forth, may not be exposed when in uniform.
- 4.6.6. Book bags are authorized to be carried in the left hand or over the left shoulder. When riding a bike, use both shoulder straps.
- 4.6.7. Sunglasses will be conservative with no faddish styles or mirrored lenses. Sunglasses will not be worn in formation.
- 4.6.8. Necklaces must be concealed under the collar/undershirt with a tie/tab.
- 4.7. **DISTINCTIVE UNIFORM ITEMS.** Uniform distinctive items will be issued on an individual basis through Supply. Each cadet will sign a receipt for the issued item. Any other cadet requiring the issuance of a distinctive item will be on a "one time basis" and it will be **returned** to Supply after the activity is over. Whenever membership in the Color Guard, Drill Team, Kitty Hawk Air Society, or Group Staff is terminated, all distinctive items of wear will be turned into Supply immediately.
- 4.7.1. **Cords.** Cords are a distinctive addition to the uniform worn by AFJROTC cadets to denote participation in a co-curricular activity or position. One cord 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, and Kitty Hawk Air Society, Commandos or a member of the Group Staff.
- 4.7.2. **Wear of Cords.** Cords are authorized to be worn by cadets anytime they wear the Air Force uniform and may be worn anytime they participate in scheduled cocurricular activities.
- 4.7.3. **UNIFORM CARE/CLEANING.** The blue shirts/blouses, blue service coat, flight cap, tie, pants, skirt, blue light weight jacket, and all berets **must** be dry cleaned. A professional should accomplish major alterations. ABUs are machine washable.
- 4.8 **PHYSICAL TRAINING (PT) UNIFORM.** The PT uniform will be worn on Fridays during PT and for scheduled AFJROTC events such as field day or as directed by the SASI/ASI. PT and flight shirts are allowed to be worn during school hours on Fridays. PT shorts and sweatpants are not allowed to be worn during class time as they do not meet the school dress code policy requirements.

4.9. TURN-IN REQUIREMENTS.

- 4.9.1. At the end of each term, it is the responsibility of each cadet to return all issued uniforms and accessories to Supply and clear all accounts. Uniform must be dry cleaned and in plastic covering. Socks, V-neck t-shirts, and PT uniforms are not required to be returned.
- 4.9.2. Missing items will be paid for prior to receiving a final grade.

4.10. **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. If the uniform or grooming standard violation is severe, as determined by the SASI/ASI, the cadet will either change clothes or be sent home.

Article of Clothing	Abbreviations:	# of points off	If Excessive
Head:			
Cap	СР	5 pts	
Earings	ER	5 pts	
Hair	Н	10 pts	25 pts
Beard/Mustache	B/M	10 pts	25 pts
Abdomen:			
White V-Neck	WV	5 pts	
Tie/Tie Tab	T/TT	5 pts	
Tie Length	TL	5 pts	
Gig Line	GL	5 pts	
Stains	S	5 pts	10 pts
Cables	СВ	5 pts	10 pts
Wrinkles	WR	5 pts	10 pts
Lint	L	5 pts	
Name Tag	NT	5 pts	
Ranks	RK	5 pts	
Ribbons	RB	5 pts	
Tucked In	TI	5 pts	
Lower Body:			
Belt	BT	5 pts	
Belt Loops	BL	5 pts	
Belt Buckle (smudges/scratches)	BB	5 pts	
Pantyhose/Socks	P/SK	5 pts	
Shoes	SO	5 pts	
Heels (1in.)	HE	5 pts	

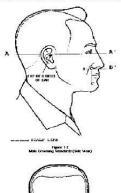
Cadet Grooming Standards

- 5.1. GENERAL STANDARDS. The following policies apply for personal grooming standards for cadets.
- 5.1.1. Cosmetics will be conservative and in good taste.
- 5.1.2. Hair will be clean, well-groomed and neat; in and out of uniform. Hair may **not** touch the eyebrows or protrude below the front band of the headgear, except that women's hair can be visible in the front of their headgear. Bangs must not touch the eyebrows if the bangs are longer than the eyebrows then they must be pinned back. Hair must not be worn in an extreme or fad style such as lines cut into hair, mohawks, ducktails, pigtails, dog ears, or in such a way that exceeds the length or bulk standards. However braided hair is authorized.

5.2. MALE STANDARDS.

- 5.2.1. Sideburns will be neat, even-width, and not extend below the lowest part of the exterior ear opening.
- 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 (no mushroom tops). Hair will not exceed 2 ½ inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar.

Figure 3.1. Male Hair Grooming Standards.





- 5.2.3. **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.
- 5.2.4. **Beards** are not authorized unless for medical reasons, when authorized by a medical official.
- 5.2.5. Fingernails. Must be clean and well groomed. Male Cadets are not authorized to wear nail polish.
- **5.3** Cosmetics. Male Cadets are not authorized to wear cosmetics.

5.4. FEMALE STANDARDS.

- 5.4.1. **Female-hair.** No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. The hair will have a professional appearance. If the hair is dyed, it will appear as if it is of natural color.
- 5.4.2. **Hair accessories.** If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must be black or match hair color.
- 5.4.3 If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered.
- 5.4.4 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.
- 5.4.5 **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. Nail polish must be in good taste, may not be chipped, and not contain any ornamentation. Nails may not extend beyond ½" past the fingertip.
- 5.4.6 **Cosmetics.** Female Cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste.
- 5.5. **FAILURE TO MAINTAIN GROOMING STANDARDS.** Cadets continually failing to meet the grooming standards will have the uniform recalled and will receive an "F", thus failing the course.

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, curricular activity, responsibility, service, and organizational support.
- 6.2. **CADET POSITION AND ROTATION.** The SASI/ASI selects the Cadet Corps Commander, subordinate commanders, and all staff members. Recommendations from the outgoing staff are encouraged and will be given consideration. In the case of promoting, positions are thought out ensuring the cadets who do exemplify the qualities of a leader are allowed the opportunity to fill in or be assigned a leadership position 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 demonstrate an exceptional attitude, exemplary military bearing, and effective leadership potential to assume positions of higher responsibility.
- 6.2.2. The outgoing Cadet Group Commander will be a mentor to the new Cadet Group Commander.
- 6.3. **PROMOTION.** The following policies governing appointments and promotions apply to all cadets.
- 6.3.1. Cadets promoted to cadet officer status will be required to maintain a 3.0 grade point average in Aerospace Science and a 2.5 grade point 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.
- 6.3.2. To be promoted within the enlisted ranks, the cadet should maintain a 2.0 grade point average or higher in all courses. Cadets will not normally be promoted if they have discipline referrals, OSS, over three tardies', or excessive absences. Only the SASI may authorize deviations from these requirements.
- 6.3.3. Promotion action will be announced by Special Orders published by the Administration Officer with the SASI's approval. The Administrative Officer will record promotions on individual personnel records.
- 6.3.4. Promotions are not automatic, they are earned in accordance with the promotion table below.

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, failure to perform duties listed for the job description, failure to perform additional duties as required, and misconduct.

For Promotion to:	Must Have: In addition to 2.0 overall GPA & 3.0 GPA in ROTC		
E-1			
E-2	1 Qtr as E-1		
E-3	1 Qtr as E-2 or 1 Qtr E-1 and recite Creed & CoC		
E-4	1 Qtr as E-3 w/promotion recommendation		
E-5	1 Qtr as E-4 w/1 Professional Development Seminar (PDS) & promotion recommendation (CLC counts towards 1 PDS)		
E-6	1 Qtr as E-5 w/promotion recommendation		
E-7	1 Qtr E-6 w/CLC, 2 PDS & promotion recommendation		
E-8	2 Qtrs E-7 w/30 ct drill & PFT evals, and w/promotion recommendation		
For Promotion	At the discretion of the SASI/ASI. In addition to 2.5 overall GPA & 3.0		
to:	GPA in ROTC		
0-1	CLC graduate		
0-2	1 Qtr as O-1		
0-3	1 Qtr as O-2 w/3 PDS, 50 ct Drill & PFT		
0-4	2 Qtrs as O-3 <u>or</u> 2nd CLC grad & PFT		
O-5	2 Qtrs as O-4 w/4 PDS & PFT		
0-6	Reserved for SASI/ASI discretion		

Military Customs and Courtesies

- 7.1. **GENERAL.** You will be taught the proper manner of saluting and the rules that govern its use among the military services.
- 7.2. **SALUTING.** The salute is a courteous exchange of greeting between members of a profession. The salute between military personnel is one of the oldest military traditions. In many countries of the world as in the United States, it is a symbol of respect.
- 7.3. SALUTING PROCEDURES. The following apply while in uniform unless otherwise noted.
- 7.3.1. A salute is never given or returned while running. The cadet will come to quick time (a walk) and render the salute when approximately three paces from the officer.
- 7.3.2. A cadet of a lesser grade will initiate the salute and **hold** it until it is returned or acknowledged by the person of higher grade.
- 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.
- 7.3.5. 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.
- 7.3.8. In attending an activity wherein, the National Anthem is being played, the uniformed cadet will render the salute and hold it until the last strains of music are heard. If the cadet is in civilian clothes, the cadet will assume the position of "Attention" and place his/her right hand with headgear, if worn, over the heart.
- 7.4. **REPORTING IN.** When reporting in, the cadet will come to "Attention," salute, and say: "Sir/Ma'am, Cadet (<u>Last Name</u>) reports as ordered/directed," or other appropriate comment. When reporting late to class, the cadet will come to "Attention," salute, and say: "Sir/Ma'am Cadet (<u>Last Name</u>) requests permission to join the flight/class." The cadet holds the salute until it is returned by the cadet officer/SASI/ASI.
- 7.5. **PLEDGE OF ALLEGIANCE.** When the Pledge of Allegiance is rendered, each cadet (whether in uniform 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.
- 7.6. **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.

AFJROTC Awards and Decorations

- 8.1. **GENERAL.** The AFJROTC Awards and Decorations Program is designed to foster morale, incentive, esprit-de-corps, and to especially recognize achievements of individual cadets. The major awards, decorations, and scholarships will be presented at an Awards Day Ceremony at the end of the school year. However, other awards and decorations may be presented by the SASI to deserving cadets during the school year.
- 8.2. AWARD CATEGORIES. There are two categories of awards as depicted in the following paragraphs.

8.2.1. National Awards.

8.2.1.1. Medals and Ribbons.

AWARD Air Force Association	SPONSOR Air Force Association	CRITERIA/ELIGIBILITY Top 1% AFJROTC, One AS-III Cadet
Daedalian	Order of Daedalians	Top 10% AFJROTC, Top 20% HS Class, One AS-III (Junior) 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-III or IV Cadet
Daughters of the American Revolution	Daughters of the American Revolution	Top 25% AFJROTC, Top 25% HS Class One or AS-III or IV Cadet
American Veterans	American Veterans	"A" in AFJROTC, Leadership Qualities One Qualifying Cadet
Reserve Officers Association	Reserve Officers Association	Top10% AFJROTC, Leadership Qualities One AS-IV Cadet
Military Order of World Wars	Military Order of World Wars	AFJROTC Commitment, Excellent Cadet One AS-III Cadet
National Society Daughter of 1812	National Society Daughters of 1812	Academics, leadership, character patriotism
Veterans Of Foreign Wars	Veterans Of Foreign Wars	"C" Average in HS, "B" Average in ROTC One AS-III or AS-IV Cadet
National Sojourners	National Sojourners	Top 25% HS Class, Leadership One AS-II or AS-III Cadet
Sons of The American Revolution	Sons Of The American Revolution	Top 10% AFJROTC, Top 25% HS Class One AS-III Cadet

Sons of the American Revolution Sons of the American Top 10% AFJROTC, Top 25% HS class

Scottish Rite, Southern Scottish Rite Valley Top 25% HS Class, Co-curricular Activities

Jurisdiction of the Southern Jsdt One AS-III Cadet

Military Order Of Military Order Of "B" Average in HS, Leadership the Purple Heart One AS-I,II, III (no seniors)

Air Force Sergeants Air Force Sergeants Top 10% AFJROTC, Leadership Association Association One AS-III or AS-IV Cadet

Tuskegee Airmen Inc. AFJROTC SC-065 Top two first, second or third year cadets, who are active participants in corps activities, B in JROTC, 50% of Cadet

Corps Activities

Retired Enlisted Association Leadership, most outstanding enlisted cadet

Air Commandos Winner of 1-page 13-attribute of success

Celebrate Freedom Foundation Award Top 5% AS, Top 15% HS class, Leadership. AS-I, II, III, IV

8.2.2. AFJROTC Awards.

8.2.2.1. Medals and Ribbons.

AWARD CRITERIA/ELIGIBILITY

Gold Valor Act of Bravery (Risk of Life), Any Qualifying Cadet

Silver Valor Act of Heroism, Any Qualifying Cadet

Humanitarian Provide aid in response to a singular extraordinary event

Silver Star with Excellence awarded to top 5% of units for community service with highest number of cadet

community service hours

Community Service with Excellence Leaders in major community service projects

8.2.2.2. **Ribbons.**

AWARD <u>CRITERIA/ELIGIBILITY</u>

Distinguished Unit w/Merit Evaluation "Exceeds Standards" with the Distinguished Unit award also

earned

Distinguished Unit Award Selected by HQ AFJROTC

Outstanding Organization Award Selected by HQ AFJROTC

Outstanding Flight Top Flight. Determined by academics, Fall Flight competition, Spring Field

Day and Flight Chant (unit requirements)

Top Performer Top 2% of cadets, awarded during a Unit Evaluation

Outstanding Cadet All-Around Excellence, One AS-I, AS-II, AS-III, and AS-IV Cadet

Leadership Outstanding Leadership, 5% of Cadet Corps (unit requirement)

Achievement Significant Achievement, 5% of Cadet Corps (unit requirement)

Superior Performance Outstanding Achievement, Meritorious Service, 10% of Cadet Corps

Academic 3.0 GPA for Term ("A" in ROTC), "B" average for the Term

Cadet Leadership Course Graduate FL-20053 summer Cadet Leadership School

Special Team Competition 1st, 2nd, 3rd in Air Force or Joint Competition

All Service Competition Compete in National Competition

Air Force Nationals Compete in National Air Force Competition

Orienteering Part of team entire year (no team at FL-20053)

requirement)

Leadership Development Requirement Leadership in an LDR. Awarded to all Competitive Team Captains and NCOICs

and Planning Committee Chairs (unit requirement)

Drill Team Part of team entire year, perform 3 times in events, attend 75% of practices (unit

requirement)

Color Guard Perform in 5 events, attend 75% of practices (unit requirement)

Saber Team Perform in 3 events

Marksmanship Part of team entire year, perform in 1 competition

Joint Leadership Academic Bowl Part of team entire year, compete at Level I (unit requirement)

Cyberpatriot Part of team for entire year (no team at FL-20053)

StellarXplorers Part of team entire year (no team at FL-20053)

Raiders Team Part of Commandos for entire year. Commando must place in at least 1 Raiders

event (unit requirement)

Military Model Building Team Part of team for entire year (no team at FL-20053)

Unmanned Aircraft Systems Part of team for entire year (no team at FL-20053)

Robotics Part of team for entire year. Must attend 75% of Robotics after school activities

(unit requirement)

Good Conduct Ribbon No Referral for term (awarded once per year). Must maintain a "B" for AFJROTC

term awarded, and "C" overall for term awarded (unit requirement)

Service Distinctive performance in school or AFJROTC service projects

Health and Wellness Participation in physical fitness program for academic year. Cadets must have zero

unexcused weekly PT sessions for entire year (unit requirement)

Recruiting Active cadet in recruiting efforts. Must be directly linked to recruiting 2 cadets,

must participate in 2 recruiting event (unit requirement)

Active participation in LDR activities. Must attend 75% of practices for at least 1

LDR (unit requirement)

Attendance No more the 3 absences during the academic term (semester), only 1 award

Annually

Dress and Appearance 90% or higher uniform average for the academic year. No unexcused uniform

wear days for the academic year (unit requirement)

Longevity Successful completion of 1 year in AFJROTC

Bataan Death March Complete the annual 14-mile memorial march (annual FL-20053 event)

Patriotic Flag Participate in non Color Guard events honoring our Nation's flag. Conduct at least

AFJROTC FL-20053 Cadet Guide Celebration High School Celebration, Florida 10 Flag raising or lowering at the school (unit requirement), take part in FL-20053 Annual Flag Retirement Ceremony (unit requirement)

Resiliency

Previously for COVID, Mar 2020 – Jun 2022). Now for resiliency to life events

8.2.2.3. Badges/Wings/Pins.

Award Distinguished AFJROTC Cadet Badge	<u>Criteria/Eligibility</u> Have Been Awarded Leadership/Superior Performance/Academic/LDR/ Service Ribbon, One AS-III (Junior) Cadet
Flight Solo Badge	Solo Flight Certificate, Any Qualifying Cadet
Flight Certificate Badge	Flight Examiner Pilot's Certificate, Any Qualifying Cadet
Ground School Badge	Honors Ground School Graduate or Aviation Ground School Graduate
Awareness Presentation Team Badge	Member of Awareness Presentation Team, Any Qualifying Cadet
Kitty Hawk Air Society	Member of Kitty Hawk Air Society, Any Qualifying Cadet Badge
Model Rocketry Badge	Member of Rocketry Club and Completed OPR/LPR Plan, Any Qualifying Cadet
Aerospace Education Foundation Academic Pin	Overall 3.3 GPA with no Grade Below a "C", Upcoming Junior and Senior Cadets

- 8.2.3. Civil Air Patrol Ribbons. The Civil Air Patrol ribbons for the General Carl Spaatz Award, Amelia Earhart Award, General Billy Mitchell Award, General J.F. Curry Achievement Award, and General Ira C. Eaker Award are authorized to be worn on the AFJROTC uniform.
- 8.2.4. **Ribbons of Other Services.** Cadets ARE NOT authorized to wear ribbons earned while enrolled in other JROTC programs. Also, no ribbons or badges earned while active, reserve, or national guard may be worn.
- 8.3. **RIBBON/MEDAL WEAR.** Ribbons will be worn above the left breast pocket from the wearer's upper right to left in descending order. Ribbons will be centered immediately above the pocket with no more than three ribbons per row. Medals ARE NOT authorized for wear.
- 8.4. **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 Superior Performance Ribbon, the Academic Ribbon, LDR, the Service Ribbon, and the Achievement Ribbon. The Distinguished Cadet wears the Distinguished AFJROTC Cadet Badge.
- 8.5. **SERVICE HOURS.** Service hours include, but are not limited to campus cleanup, food drive support, fundraising activities, community support, and school support. The officer/NCO in charge of each service project will submit the names of all participants and hours earned to the Administrative Officer.
- 8.6. **ACTIVITIES. Activities** include, but are not limited to drill meets, and color guard performances/competitions. The commander in charge of each activity will submit the names of all participants to the Administrative Officer.
- 8.7. **AWARD ADMINISTRATION.** The Administration Officer/NCO will prepare the proper orders for the presentation of the awards each semester.

AFJROTC Co-Curricular Activities

- 9.1. **GENERAL.** In addition to the regular curriculum, there are special activities that will assist the cadet in learning good citizenship and also to experience the esprit de corps in AFJROTC. Many of these activities enable cadets to earn extra credit towards AFJROTC awards, while other activities will give cadets an opportunity for fellowship with other cadets.
- 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 have the opportunity to 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. **Drill Team.** All cadets are eligible to try out for the Unarmed 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 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 Drill Team and be awarded the AFJROTC Drill Team Ribbon near the end of the term. Drill teams are divided into the First Year Drill Team (Drill Team 1) and the Varsity Drill Team (Drill Team 2).
- 9.2.2. **Armed Drill Team.** All cadets are eligible to try out for the armed 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 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 Armed Drill Team and be awarded the AFJROTC Drill Team Ribbon near the end of the term.
- 9.2.2.1. **Exhibition Drill Team.** All cadets are eligible to try out for the Exhibition Drill Team. The Exhibition Drill Team practices after school and specializes in precision free-style drill as well as participation in local parades, ceremonies, and competitions. Members of the Exhibition Drill 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 Drill Team and be awarded the AFJROTC Drill Team Ribbon near the end of the term.
- 9.2.3. **Color Guard.** All cadets are eligible to try out for the Color Guard. Color guard members 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 specific gear and are expected to excel in personal appearance and self-discipline. Members are eligible to wear the appropriate shoulder cord while an active member of the Guard and be awarded the AFJROTC Color Guard Ribbon near the end of the term.
- 9.2.4. **Saber Team.** All cadets are eligible to try out for Saber Team. The Saber Team practice after school and specialize in precision drill as well as participation in local parades, ceremonies including Homecoming and Graduation, and competitions. Members of the Saber Team are called upon to perform special duties where cadets who excel in personal appearance and self-discipline are required. Saber Team members may be awarded the AFJROTC Saber Team Ribbon near the end of the term.
- 9.2.5. **Kitty Hawk Air Society.** The Kitty Hawk Air Society is an academic society, which promotes service to the school and local communities. Eligibility criteria includes an "A" in ROTC and a 3.0 GPA in all school subjects. Members are eligible to wear the Kitty Hawk Badge and appropriate shoulder cord.

- 9.2.6. **Robotics Team.** Robotics provides students the opportunity to incorporate STEM within JROTC through the implementation of engineering and computer science skills. Students will be required to brainstorm ideas and solve problems in order to design and build a robot made entirely from VEX Robotics components.
- 9.2.7. **Aviation**. The purpose of aviation is to give cadets the opportunities to learn about rockets, drones, planes, and anything that flies and give them the tools to pursue a career in aviation if they choose. Expands and explains all the opportunities and paths cadets can take in the aviation field if they choose.
- **9.2.8.** Commandos. All cadets are eligible to attempt the title of Commando. The Commandos Team will meet one or more days a week for varied physical training as determined by the Commando leadership. Members are eligible to wear the appropriate shoulder cord and black beret if selected as a varsity member of the Commandos Team.
- 9.2.9. **Field Trips.** Each term we will attempt to have at least one field trip. It may be to the local airport, NASA facilities, or a local amusement park. Upper class cadets in good standing will have first choice at going. School field trip procedures apply, all field trips organized by the unit include a form of STEM learning for our cadets participating. Cadets must be in good academic standing with no Referrals.
- 9.2.10. **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.
- 9.2.11. **Military Ball**. Cadets get to participate in a formal event that the unit sponsors. It gives the cadet an opportunity to meet other cadets, dance, eat and socialize.
- 9.2.9 **AFJROTC Picnic**. Cadets, family and friends get together for a meet and greet and to participate in exciting activities.
- 9.3. **Field Day.** A day in which flights get to compete with each other in various sports. At the end of the day the top winners are announced. Cadets must be in good academic standing with no Referrals.
- 9.4 **BATAAN Death March.** Annual event to honor the thousands injured or killed during the World War II Bataan Death March in the Philippines. Cadets must be in good academic standing with no Referrals. Successful completion results in earning the JROTC Bataan Death March ribbon.

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 really apply themselves. Cadets **do not** incur any service obligation by participating in the AFJROTC program.
- 10.2. **CERTIFICATES:** In addition to studying Aerospace Science subjects and developing discipline, patriotism, esprit de corps, and leadership potential, there are many opportunities to earn worthwhile certificates.
- 10.2.2 **AF Form 1256, Certificate of Training:** This certificate is awarded to each cadet who completes 2 academic program years of AFJROTC. This certificate can result in a promotion to E-2 after basic military training. Two years of JROTC can result in a waiver of one academic semester under the college senior ROTC program.
- 10.2.3. **AFOATS Form 310, AFJROTC Certificate of Completion: This** certificate is awarded to each cadet who completes 3 and/or 4 academic program years of AFJROTC. 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 can result in a waiver of one year of AFROTC college credit.
- 10.3. **SCHOLARSHIPS:** Cadets who complete at least two years of the AFJROTC program and are active members their senior year receive increased consideration when applying for AFROTC and AFJROTC college scholarships. Each year, cadets can apply on-line (www.afrotc.com) for AFJROTC and AFROTC scholarships. The AFJROTC scholarship process is highly competitive and selective. Those cadets not selected for an AFJROTC scholarship will have their scholarship package automatically forwarded to the AFROTC Scholarship Board. All other qualifying cadets can submit applications through the AFROTC Regular College Scholarship Program for consideration.
- 10.4. **AIR FORCE ACADEMY (AFA) NOMINATIONS:** Cadets interested in academy nominations can obtain Pre-Candidate Questionnaires from the desired Service Academy and return the completed application to that desired Service Academy. This application process is designed solely for cadets who are academically, physically, and psychologically competitive for the Academies. Selection boards at the Academies will determine which cadets will be competitive for appointment.
- 10.5 **FLIGHT SCHOOL:** Cadets with superior grades, high GPAs, and great promise in the JROTC program can apply for a summer flight school where they can get a pilot's license and a scholarship. This is usually out of state and takes up the whole summer, it is only for committed cadets and cadets.
- 10.6 **OTHER Opportunities:** 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.

3rd Year Drill Evaluation

11.1. DRILL TEAM SEQUENCE.

1	Forward
2	Halt (centered on the judge)
3	Left Face
4	Present Arms
5	Report In: "Sir/Ma'am. Drill Team Number from Celebration High School reporting in for regulation drill."
6	Order Arms
7	Open Ranks
8	Ready Front
9	Close Ranks
10	Parade Rest
11	Attention
12	Count Off
13	Left Face
14	About Face
15	Close March
16	Extend March
17	Left Face
18	Left Step
19	Halt
20	Right Face
21	Mark Time
22	Forward
23	Change Step
24	Column Right
25	Forward
26	Right Flank
27	Left Flank
28	To the Rear
29	To the Rear
30	Column Right
31	Forward
32	Eyes Right
33	Ready Front
34	Column Right
35	Forward
36	To the Rear
37	Halt
38	About Face
39	Column of Files from the Right - Column Right
40	Halt
41	Column of to the Left
42	Forward
43	Left Flank
44	Halt
45	Present Arms
46	Report Out: "Sir/Ma'am. Drill Team Number from Celebration High School has completed
47	regulation drill and requests permission to leave the drill area."
47	Order Arms
48	Right Face
49 50	Forward
50	Exit

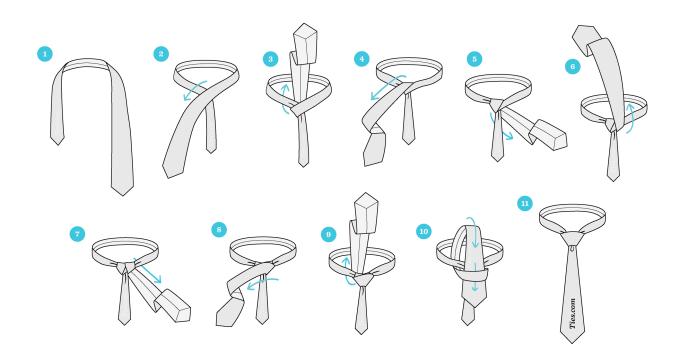
2nd Year Drill Evaluations

11.2 30-COUNT DRILL SEQUENCE.

- 1 Fall In
- 2 Open Ranks
- 3 Close Ranks
- 4 Present Arms
- 5 Order Arms
- 6 Parade Rest
- 7 Attention
- 8 Left Face
- 9 About Face
- 10 Forward March
- 11 Right Flank
- 12 Left Flank
- 13 Column Right
- 14 Forward March
- 15 To the Rear March
- 16 To the Rear March
- 17 Column Right
- 18 Forward March
- 19 Eyes Right
- 20 Ready Front
- 21 Column Right
- 22 Forward March
- 23 Change Step
- 24 Column Right
- 25 Forward March
- 26 Flight Halt
- 27 Left Face
- 28 Right Step
- 29 Flight Halt

The flight commander will salute to signify completion.

Chapter 12 Miscellaneous Military Knowledge Sheet



Phonetic Alphabet

A – Alpha	J – Juliet	S – Sierra
B – Bravo	K – Kilo	T – Tango
C – Charlie	L – Lima	U – Uniform
D – Delta	M – Mike	V – Victor
E – Echo	N – November	W – Whiskey
F – Foxtrot	O – Oscar	X - X-Ray
G – Golf	Р — Рара	Y - Yankee
H – Hotel	Q – Quebec	Z – Zulu
I – India	R – Romeo	

AIR FORCE JUNIOR ROTC INSIGNIA















CADET AIRMAN RANK

















SENIOR MASTER SERGEANT



CHIEF MASTER SERGEANT

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

Air Force Birthday	18 September 1947	
Air Force Motto Aim HighFly-Fight-Win		
Air Force Core Values	Integrity first, Service Before self, Excellence in all we do	
Honor Code	I will not lie, cheat, or steal, nor will I tolerate those who do	

(Attachment 1)

AFJROTC/FL-20053

Celebration High School 1809 CELEBRATION BOULEVARD **CELEBRATION, FLORIDA 34747** (321) 939-6600

MEMORANDUM FOR THE PARENTS/GUARDIANS OF

FROM: AFJROTC FL-92/SASI Celebration High School 1809 Celebration Blvd. Celebration, FL 34747

SUBJECT: Failure to Maintain Standards or Meet Requirements	
1. Cadets enrolled in the Air Force Junior ROTC Program are required by the Contractual Agreement betwee Celebration High School and the United States Air Force, applicable service directives, and the FL-200 AFJROTC Cadet Guide to meet the standards as described in the following paragraphs.	
2. Cadethas failed to meet the standards indicated below and may disenrolled from the course.	be
aFailure to maintain acceptable standards. bInaptitude or indifference to training. cDisciplinary reasons. dFailure to remain enrolled in school. eOther reason:	
has failed to wear the uniformtimes this semes on the dates of If he/she does not make these up accordance with our published grading policy, he/she will receive a failing grade in ROTC. 4. If you would like to contact us in this matter, please give me or Chief Bruce Taylor a call during school accordance at (321) 939-6600.	in
10415 41 (521) 555 00001	

JIMMY R. SOLES, Lt Col, USAF (Ret) Senior Aerospace Science Instructor

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(Attachment 2)

AFJROTC UNIFORM WEAR POLICY

- 1. Uniform wear day is **Wednesday** and the inspection grade is 100 points.
- 2. If the cadet fails to wear the uniform three (3) times in a 9-week grading period, he/she will receive a failing grade (F) in AFJROTC for that grading period.
- 3. If a cadet has an excused absence on Wednesday and/or following days, the uniform wear/inspection grade will be made up on the next attendance day.
- 4. A cadet who was present on Wednesday and not in uniform or had an excused absence on Wednesday and/or following days, but did not make up the uniform wear on the next attendance day, may wear the uniform for a 10-point grade deduction for each attendance day the uniform is not worn.
- 5. To receive credit for uniform wear, a cadet must wear the uniform all day to all classes. 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.
- 6. If a cadet has a severe uniform or grooming violation, as determined by the SASI/ASI, the cadet may need to change out of the uniform or be sent home.

CADET'S NAME (PRINT)	
CADET'S SIGNATURE	_DATE

7. It is the cadet's responsibility to ensure he/she complies with the uniform wear requirements.

PARENT'S/GUARDIAN'S SIGNATURE____

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(Attachment 3)

CADET CONTRACT

Application and agreement for the Air Force Junior Reserve Officers Training Corps (AFJROTC)

Forward

AFJROTC is a full credit science/fine art/elective course offered at Celebration High School. This is a unique course of instruction because the US Air Force has established certain requirements, which must be met before academic credit is given. This agreement, like an education contract, serves to communicate general guidelines concerning these requirements to each cadet and encourages a commitment to develop self-discipline and responsibility for personal actions.

The mission of the AFJROTC program at Celebration High School is: (1) To educate and train high school cadets in citizenship; (2) To promote community service; (3) To instill responsibility, character, and self-discipline; and (4) To provide instruction in air and space fundamentals.

NOTE: It must be understood that participation in AFJROTC does not commit or obligate any student to military service. It does not guarantee special consideration if a student chooses to enter any of the military services. However, a cadet who successfully completes 2 or more years of the AFJROTC program may: (1) Qualify for advanced rank upon enlistment, (2) Compete more favorably for 4-year college ROTC scholarships, or (3) Increase the chances for an appointment to one of the service academies.

Application

I, ______, hereby apply for enrollment in Air Force Junior Reserve Officer Training Corps (AFJROTC), FL-20053, at Celebration High School.

Agreement

- 1. Upon acceptance of this application and the fulfillment of the conditions on the part of the cadet, the Aerospace Science Instructors agree to:
 - a. Provide textbook materials.
- b. Issue a regulation Air Force uniform to each cadet on a loan basis from the authorized tariff sizes available from the Air Force.
- c. Provide instruction in support of the above stated purpose of AFJROTC and its program objectives. Specially, a cadet should develop:
 - (1) An appreciation of the basic elements and requirements for national security.
 - (2) Respect for and understanding of the need for constituted authority in a democratic society.
 - (3) Patriotism and an understanding of their personal obligation to contribute to national security.
 - (4) Habits of orderliness and precision.
 - (5) A high degree of personal honor, self-reliance, and leadership.
 - (6) Basic military skills.
 - (7) Broad-based knowledge of the aerospace age and fundamental aerospace doctrine.
 - (8) An interest in completing high school and pursuing higher educational goals or skills.
 - (9) A knowledge of and appreciation for the traditions of the Air Force.
 - (10) An understanding of the Air Force and military as a possible career path.
- d. Encourage academic achievement and career planning. Provide guidance regarding the continuing educational opportunities available through the service academies and college ROTC scholarship programs.

- 2. In order to maintain the high standards of courtesy, personal conduct, and appearance required by the Air Force and the Osceola County School District, as a cadet, I understand and agree to:
 - a. Take proper care of the textbook materials provided by the AirForce and return them when requested.
- b. Wear the regulation Air Force uniform only on those occasions prescribed by the Aerospace Science Instructors. Refusal to wear the uniform or improper use of the uniform will result in cadet removal from AFJROTC. (Removal from the program will result in an "F" for the course.)
- c. Maintain the uniform in a clean, proper fitted and required manner and to turn in the complete uniform upon demand. Cadets are responsible for the cost of routine cleaning, loss, or theft of the uniform and uniform items. Upon uniform turn in, the uniform must be professionally dry cleaned or the cadet must provide \$20 for cleaning cost (per set). Professional dry-cleaning receipt is due at uniform return.
 - d. Meet the personal grooming standards (especially haircuts) established by the Air Force.
- e. Meet the standards of attitude, behavior, and courtesy established and taught by the instructors. (Cadets who are suspended from school for their behavior risk losing their cadet rank, position, or may be withdrawn from the AFJROTC program.)
- f. Maintain an acceptable standard of academic achievement. Be active in the classroom work and, if possible, the co-curricular activities of AFJROTC.
 - g. Strive to meet the objectives of the AFJROTC program as listed in paragraph 1.c. above.
- h. Respond positively to other cadets who have been appointed to leadership positions in the Cadet Corps. Cadets are likewise expected to conduct themselves properly when placed in a position of leadership.

I understand that the uniform must be professionally dry cleaned upon turn in or \$20 must be provided for cleaning cost (per uniform set). I will also return the complete uniform when required.

Each cadet is expected to pay a \$30.00 non-refundable activity fee that is due within the first 30-days of school. These funds will go to support the annual Fall Family Picnic/Field Day, flight t-shirts that are used for motivational alternate PT gear and our annual Spring Field Day, awards for our Annual Spring Field Day and miscellaneous items for our Annual Awards Ceremony. This is not a charge for the Air Force uniform or physical training gear, they are provided at no cost. Cadets enrolled in virtual learning are not required to pay the activity fee and will not be issued any uniforms or physical training gear.

(Parent/Guardian S	signature)	(Date)

(Attachment 4)

Leadership contract

Congratulations, you have been selected for a position of leadership (Flight Sergeant through Group Commander) in the 2022-2023 school year. If you choose to accept the position, you will be required to exhibit exceptional qualities above those required of the average cadet. You have been chosen to be an example to younger cadets and due to this, the following standards will be enforced.

- 1. You will wear the uniform every week, unless instructed otherwise by the SASI or ASI. Missing more than two uniform wears without a valid excuse is grounds for dismissal from your position.
- 2. You will turn in all assignments on time; failure to do so will result in dismissal.
- 3. You will maintain an "A" in JROTC and an overall "C" average in all classes. If below you may be removed from your position.
- 4. You will participate in every PT unless physically unable. For any PT you assign your flight, you will participate with your flight. You must be able to do, correctly, what you have told your flight to do.
- 5. You will attend every staff meeting. If you are absent from three meetings without notifying the proper leadership you will be dismissed from the position.
- 6. Squadron commanders and up are required to visit each of their flights at least three times per quarter and discuss the state of the flight with the Flight Commander. It is important for the cadets to know who you are. Failure to comply with this is grounds for dismissal.

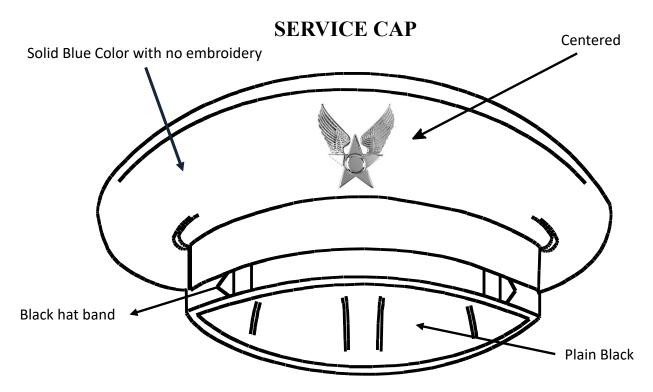
Failure to meet/maintain standards may result in dismissal from a leadership position. The Cadet Group Commander will make recommendations to the SASI/ASI for final determination in all cases for removal of a cadet from a leadership position.

I	hereby accept the position
of therein.	. I understand the requirements and responsibilities
I agree to meet these standards or allow myself to	receive the necessary consequences.
(Student Signature)	(Date)

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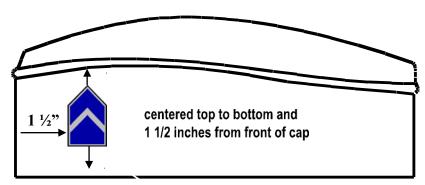
(Attachment 5A)

CADET MALE HEADGEAR



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

FLIGHT CAP*

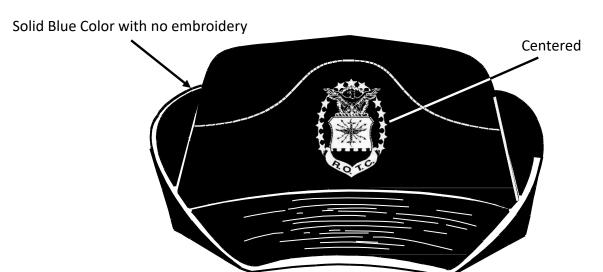


- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

(Attachment 5B)

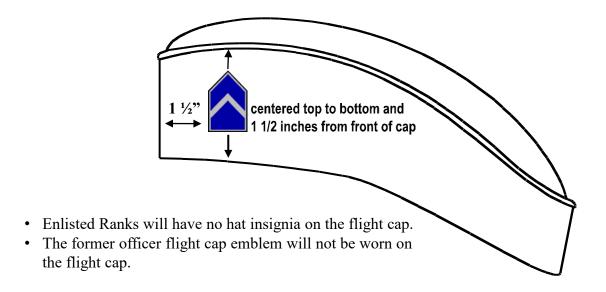
CADET FEMALE HEADGEAR

SERVICE CAP



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

FLIGHT CAP*



(Attachment 5C)

CADET BERET HEADGEAR

BERET



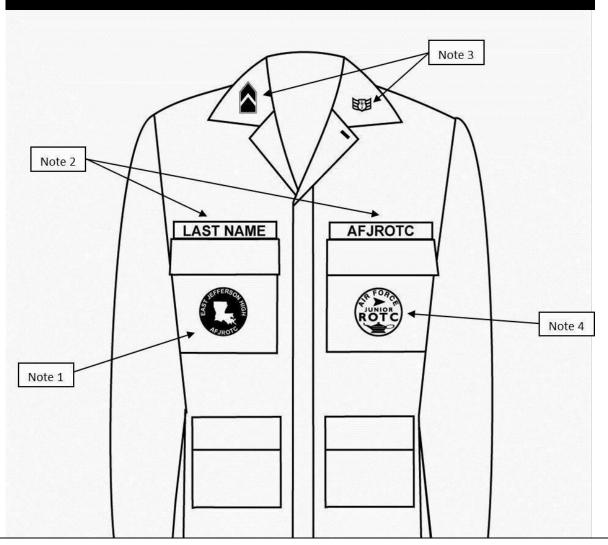


Berets.

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

(Attachment 5D)

CADET ABU Male and Female



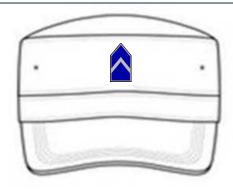
- 1. Unit patch (optional). If worn, will be placed on right pocket and centered.
- Last Name and AFJROTC or SFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.
- 3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered 1-inch up from the bottom of the collar and parallel to the ground while remaining centered on the collar
- 4. AFJROTC Patch (white, Lamp of Knowledge) or SFJROTC Patch (black, Lamp of Knowledge) WHITE/BLACK patch only (mandatory). Will be worn on left pocket and centered.
- 5. Berets, ascots, and shoulder cords will not be worn with ABUs.
- 6. ABU sage green boots and Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots. (Black boots will not be worn with ABUs)

(Attachment 5E)

CADET ABU and OCP HEADGEAR



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



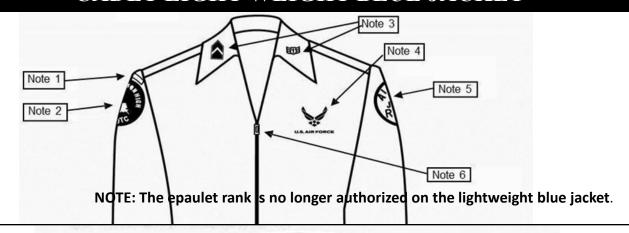
Officers will wear rank insignia on the ABU/OCP cap.

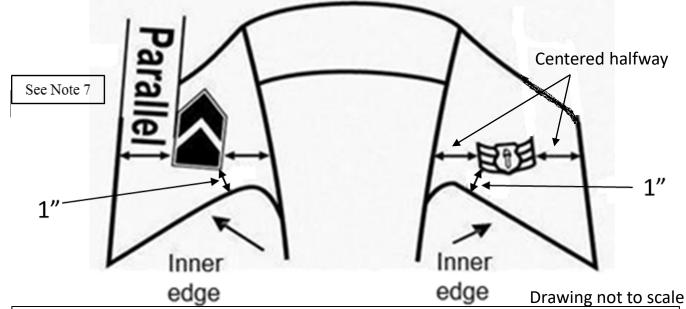
No other style of head gear is authorized for wear with ABUs/OCPs.

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

(Attachment 5F)

CADET LIGHT WEIGHT BLUE JACKET

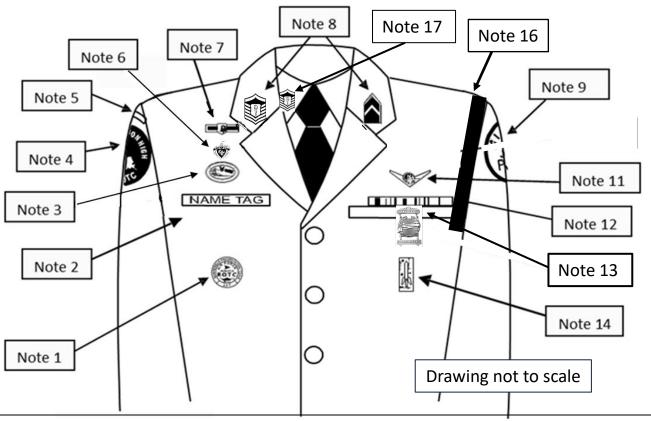




- 1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
- 2. Unit patch on right ½ to 1 inch below shoulder seam and centered.
- 3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.
- 4. 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 ½ 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.
- Ascots and shoulder cords will not be worn on this uniform.

(Attachment 5G)

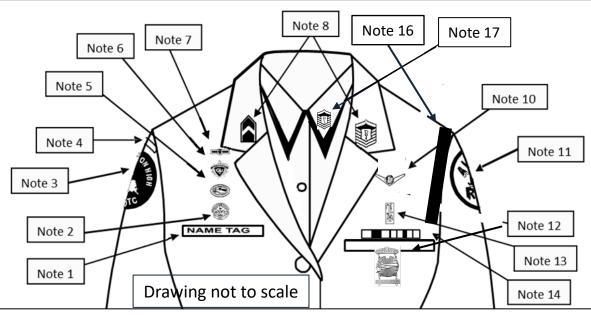
CADET MALE SERVICE DRESS



- 1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
- 2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
- 3. Kitty Hawk Badge. See Note 15 below.
- 4. Unit patch. Place ½ to inch below shoulder seam and centered.
- 5. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
- 6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
- 7. Distinguished Cadet Badge. # 1 See Note 15 below.
- 8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
- 9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
- 10. Deleted.
- 11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
- 12. Ribbons, mandatory. Centered, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
- 13. Marksmanship Badge Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. Marksmanship badges will not be worn with medals.
- 14. Model Rocketry Badge. Worn 2 inches below the pocket.
- 15. Except marksmanship badge. Wear first badge placed 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 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.
- Enlisted rank insignia MUST be worn on the blue shirt while wearing the service dress.
- 18. Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.

(Attachment 5H)

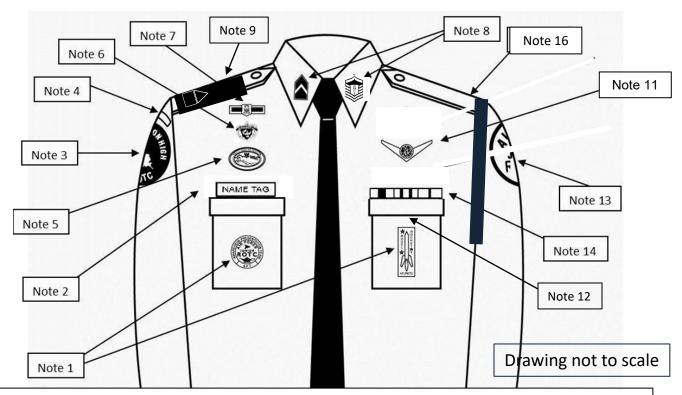
CADET FEMALE SERVICE DRESS



- 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 ½ 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 ½ 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 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.
- 16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
- 17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
- 18. Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.

(Attachment 5I)

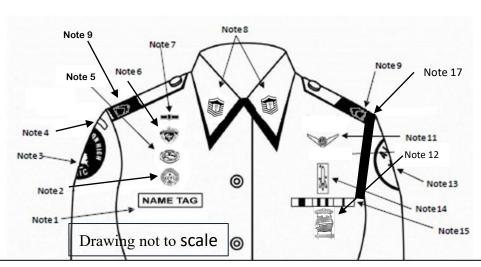
CADET MALE BLUE SHIRT



- Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
- 2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
- 3. Unit patch. Centered ½ to 1 inch below the shoulder seam.
- 4. Shoulder tab. Centered between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
- 5. Kitty Hawk Badge. See Note 15.
- 6. Aerospace Education Foundation (AEF) Badge. See Note 15.
- 7. Distinguished Cadet Badge. See Note 15.
- 8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar.
- Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
- 10. Deleted
- 11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
- 12. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. Marksmanship badges will not be worn with medals.
- 13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
- 14. Ribbons are optional. Wear all, some or no ribbons earned. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.
- 15. Except marksmanship badges. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk Badge, and finally the CyberPatriot National Finalist Badge. No more than one Flight badge is authorized.
- 16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet. May be solid or multi-colored.
- 17. Medals (regardless of what type) are not authorized for wear on this uniform.

(Attachment 5J)

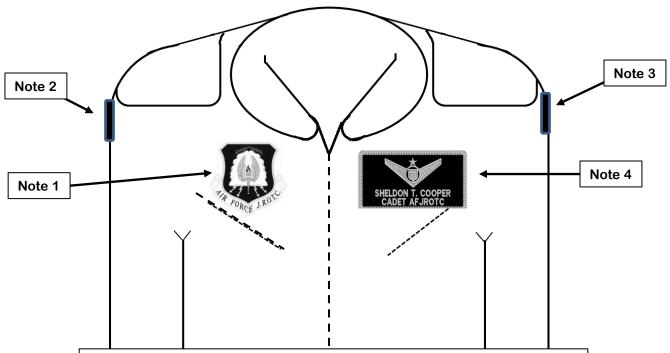
CADET FEMALE BLUE SHIRT



- 1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1½ inches higher/lower than topmost exposed button.
- 2. Awareness Presentation Team (APT) Badge. See Note 16
- 3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
- 4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
- 5. Kitty Hawk Air Society Badge. See Note 16.
- 6. Aerospace Education Foundation (AEF) Badge. See Note 16.
- 7. Distinguished Cadet Badge. See Note 16.
- 8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar
- 9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
- 10. Deleted.
- 11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 16 below.
- 12. Marksmanship Badge Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. Marksmanship badges will not be worn with medals.
- 13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam
- 14. Model Rocketry Badge. See Note 16.
- 15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
- 16. Except marksmanship badge. Wear first badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. No more than one Flight badge is authorized.
- 17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-colored.
- 18. Medals (regardless of what type) are not authorized for wear on this uniform.

(Attachment 5K)

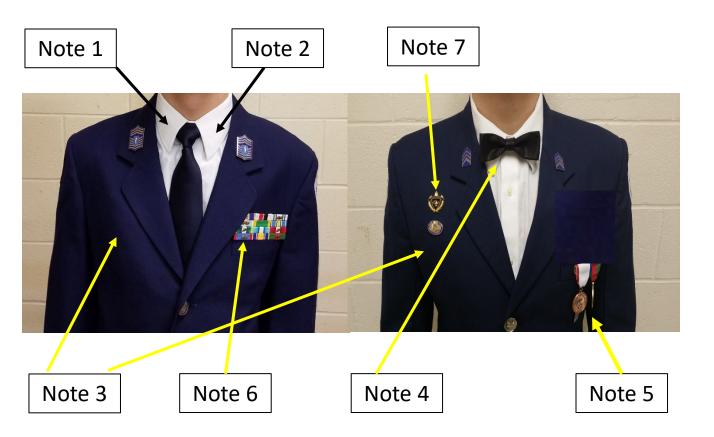
FLIGHT SUIT (Male and Female)



- 1. * AFJROTC Command Patch (mandatory). Patches may be sewn directly onto the flight suit or attached using Velcro. This style of patch may only be worn on the Flight Suit. Cadets can only wear ONE ground school, flight solo or flight certificate badges upon successful completion one of those. (see Ops Supplement, Chapter 7, paras 7.2.1 7.2.4).
- 2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge will be worn. Patches may be sewn directly onto the flight suit or attached using Velcro.
- 3. * American Flag Patch (mandatory) on left shoulder. Patches may be sewn directly onto the flight suit or attached using Velcro.
- 4. Cadet Name Patch (mandatory). Velcro attached only. Black background with silver or white border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge Top line will be Cadet Name and second line will be "CADET AFJROTC".
- 5. See paras 7.2.4 and 7.2.5.1 for more details on flight suit wear.
- Flight patches and Velcro may be purchased from a vendor using MilPer funds.
- Flight Suits maybe purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)
- Flight Suits are accountable uniforms items and must be issued/returned via WINGS.

(Attachment 5L)

Semi-Formal Dress Uniform



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

(Attachment 5M)

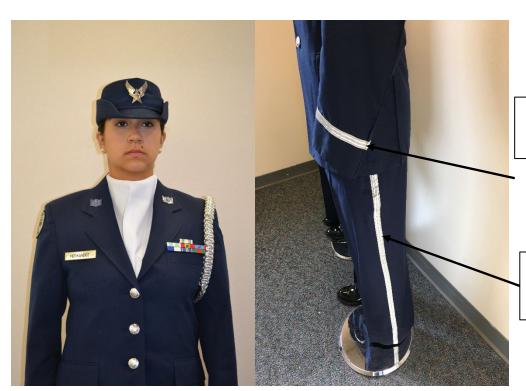
Sample Exhibition Uniform



- 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 <u>one shoulder cord</u> 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 ¾ 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 ½ to 1 inch below left shoulder seam.
- 10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets.** Spray boots/corfams with disinfectant spray before reissuing.

(Attachment 5N)

Sample Exhibition Uniform



1/2 inch braid

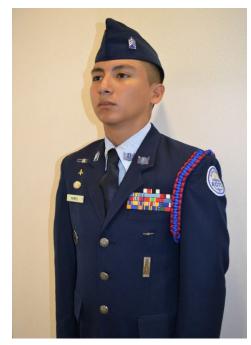
¾ inch stripe

- 1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's. Service Caps (wheel and bucket hats) will be a solid color and free of any embroidery.
- 2. Shoulder Cord. Cadets are authorized to wear **one shoulder cord** on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
- 3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. This does not apply to uniforms worn during regular uniform days.
- 4. Blue pants may be modified to have a ¾ inch stripe on the outside length of the pants, silver, blue, or black only. These items will not be worn on regular uniform days.
- 5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
- **6. Embroidery on the Air Force blue drill team uniform is not authorized,** i.e., on the back of the blue shirt collar or shoulder yoke.
- 7. Specialized unit rank/shoulder boards are not authorized.
- 8. A ½ inch silver, dark blue, or black only sleeve braid, 3 inches from the end of the sleeve, may be worn.
- 9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
- 10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets.** Spray boots/corfams with disinfectant spray before reissuing.

(Attachment 50)

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









(Attachment 5P)

Sample Uniform Pictures





(Attachment 5Q)

Sample Uniform Pictures



Local PFT Gear



Air Force PTG

Air Force Sweat Shirt and Pants

