



5x DU Award Winner

TX-20081 CADET GUIDE

This document contains information for the upcoming 2019-2020 School year for the USAF Junior Reserve Officer Training Corps located in Forney, Texas. The guidance is for both Forney High School and North Forney High School.



The TX-20081 Air Force JROTC Group was established at Forney High School on 27 August 2008 by an agreement between Forney TX School District and the United States Air Force. The Senior Aerospace Science Instructor (SASI) is a retired Air Force officer. The second Aerospace Science Instructor (ASI) is a retired non-commissioned officer. These instructors have an extensive background in leadership, management, and teaching.

The students who enroll in Air Force Junior ROTC are referred to as “Cadets”. The entire group of cadets is referred to as a Group. The Cadet Group is “owned”, managed, and operated by students referred to as Cadet Officers and Cadet Non-commissioned Officers. Using this cadet organization structures allows cadets to learn leadership skills through direct activities.

The attached cadet handbook contains policy guidance, requirements and rules of conduct for AFJROTC cadets. Each cadet will study this handbook and be held responsible for knowing its contents. The handbook also describes cadet operations, cadet rank and chain of command, job descriptions, procedures for promotions, awards, grooming standards, and uniform wear. It supplements AFJROTC and Air Force directives. This guide establishes the standards that ensure the entire Cadet Group works together towards a common goal of proficiency that will earn pride in achievement for our unit.



Your knowledge of aerospace science, development as a leader, and contributions to your High School and your community depend upon the spirit in which you abide by the provisions of this handbook.

We believe most cadets will voluntarily work for the betterment of the Group if they are aware of the goals and mission of the unit. You, as a Cadet, are responsible for obtaining a thorough understanding of the contents of this cadet handbook. Only then can you maximize your experience and participation in the AFJROTC program and apply these standards to the benefit of yourself and TX-20081.

We wish each of you, as a member of the Forney ISD AFJROTC Group, great success in your academic and JROTC endeavors.

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One Team, One Unit, One Family

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CHAPTER ONE



Mission and Objectives

You do not incur military service obligation by participating in the program.

1. THE BASICS

1.1. Purpose: In any organization, rules and standards concerning behavior, appearance and participation are essential for it to be effective. The objective of this Cadet Guide is to provide each cadet with a source of basic information about the Air Force Junior Reserve Officer Training Corps (AFJROTC) program. This guide has been created to provide each cadet the information needed to instill a sense of responsibility, self-discipline, citizenship and leadership within the cadet corps. **Each cadet should make it his or her personal responsibility to read and understand the information presented in this guide.**

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

1.1.2. ADMISSION: To be eligible for membership in the TX-20081 AFJROTC program you must be:

1.1.2.1. Enrolled in and attending a regular course of instruction at Forney ISD High Schools.

1.1.2.2. Under Open Enrollment you may attend any High School or be home schooled and still be eligible for membership.

1.1.2.3. Completed the eighth grade.

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

1.1.4. DISENROLLMENT: IAW AFJROTCI 36-2010, Para 2.4.1.1.3. thru 2.4.1.1.4., you may be disenrolled for the following reasons (for the detailed process reference para. 2.17. thru 2.17.4. pg. 18):

1.1.4.1. Failing to maintain acceptable course standards i.e. poor military bearing and appearance, or uniform wear and grooming).

1.1.4.2. Inaptitude or indifference to training; disciplinary reasons either on or off campus.

1.1.4.3. Insubordination or disrespect toward AFJROTC instructors, other teachers or cadets of superior rank and/or position.

1.1.4.4. Failure to maintain hair within Air Force standards.

1.1.4.5. Violation of the Cadet Honor Code (lying, cheating and/or stealing).

1.1.4.6. Failing to remain enrolled in school or suspended from school and any other reason deemed appropriate by the principal and the SASI.

1.1.4.7. Failing to participate TX-20081 mandatory events/activities (military ball and awards ceremony).

1.1.4.8. Failing to schedule and meet minimum community service hours. All Cadets will be required to accumulate 12 total community service hours for the school year. Cadets will project their hours/activities within the first two weeks of school. Failure to reach the 12 hours will limit a Cadet's ability to advance within the Corps. The Senior Staff, SASI and ASI will take extenuating circumstances under consideration. Each Cadet will be required to project at least 6 hours of community service per semester.

1.2. AFJROTC MISSION: “Develop citizens of character dedicated to serving their nation and community.”

1.3. AFJROTC CADET CREED

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

1.4. AFJROTC GOALS: AFJROTC strives to instill in high school students:

1.4.1. Values of citizenship

1.4.2. Service to the United States

1.4.3. Personal responsibility

1.4.4. Character

1.4.5. Sense of accomplishment

1.5. INSTRUCTIONAL OBJECTIVES: The objectives of our program are to instill in high school cadets:

1.5.1. Promoting the whole-person concept by encouraging physical fitness, academic excellence, moral character and community service, etc.

1.5.2. Patriotism and an understanding of their personal obligations as United States citizens.

1.5.3. A high degree of personal honor, self-reliance, responsibility, and leadership.

1.5.4. A broad-based knowledge of the aerospace age and fundamental aerospace doctrine.

1.5.5. Habits of orderliness and precision by teaching cadets military customs and courtesies and basic military drill.

1.5.6. A knowledge of and appreciation for the traditions of the Air Force.

1.5.7. An interest in completing high school and pursuing higher educational goals and skills.

1.5.8. How to interact with other cadets and use the chain-of-command by providing an environment for experience and growth in the attitudes, disciplines and techniques of effective leadership.

1.5.9. Good personal appearance including neat military grooming, cleanliness and proper wear of a military uniform.

1.5.10. Qualities of honorable behavior, high ideals, self-confidence and responsibility for the consequences of one's actions

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

1.6.1. Lying is making an untrue statement with the intent to deceive or mislead. You must avoid evasive or misleading statements.

1.6.2. Stealing is intentionally depriving someone else of their property. If something does not belong to you, you cannot take it without permission from the owner.

1.6.3. Cheating is taking unfair advantage of others.

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

Honor Code: I will not Lie, Cheat or Steal nor tolerate those who do!

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

1.7.1. Integrity First: Integrity is a character trait. It is the willingness to do what is right even when no one is looking. It is the “moral compass”—the inner voice; the voice of self-control. A person of integrity can control impulses and appetites. But integrity also covers several other indispensable moral

traits: courage, honesty, responsibility, accountability, justice, self-respect, and humility,

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

1.7.2.1. Rule following. To serve is to do one's duty, and our duties are most commonly expressed through rules. While it may be the case that professionals are expected to exercise judgment in the performance of their duties, good professionals understand that rules have a reason for being, and the default position must be to follow those rules.

1.7.2.2. Respect for others. Service before self tells us also that a good leader places the troops ahead of his/her personal comfort.

1.7.2.3. Discipline and self-control. Professionals cannot indulge themselves in self-pity, discouragement, anger, frustration, or defeatism. They have a fundamental moral obligation to the persons they lead to strike a tone of confidence and forward-looking optimism.

1.7.2.4. Faith in the system. To lose faith in the system is to adopt the view that you know better than those above you in the chain of command what should or should not be done.

1.7.3. Excellence In All We Do: *Excellence in all we do* directs us to develop a sustained passion for the continuous improvement and innovation that will propel the TX-20081 Cadet Group into a long-term, upward spiral of accomplishment and performance.

1.8. Mandatory Events: You are required to attend/participate in the following functions:

1.8.1. Military Ball

1.8.2. Annual Awards Ceremony

1.8.3. Community Service Requirements: For a unit of our size, each Cadet is required to accumulate at least 12 hours of community service through the AFJROTC program each school year. During the first two weeks of school, each Cadet will be required to forecast upcoming AFJROTC community service events that will allow them to accumulate 12 hours (6 hours per each semester) of JROTC community service hours. Cadets will schedule the events they plan to support by referencing the TX-20081 Events Schedule and filling out a Google Form that will be tracked by the Senior Staff Cadets.

CHAPTER TWO



Standards of Conduct and Military Courtesy

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

2.1.1. Addressing Other Cadets: Cadet officers, Senior Non-Commissioned officers (SNCO) and Non-Commissioned Officers are addressed by cadets of lower rank by their rank followed by last name. (Example: C/Major Wilcox, C/Chief Master Sergeant Barnes or C/Sergeant Barnes) **OR**, addressed as "Sir" or "Ma'am" (for officers only). **NEVER** address a cadet officer, SNCO, or NCO in uniform by their first name.

2.1.2. Active Duty, Reserve, and Retired Military Personnel: Military personnel are addressed by the rank, followed by their last name.

2.1.3. Saluting: A salute is a formal greeting. Salute all cadet officers and the SASI. All officers must render a salute to officers of a higher rank. You only salute outside the building unless you are reporting into the SASI office. The key to saluting is recognition. There is only one outdoor no-salute area and that is the picnic/eating area in the center of NFHS building. All other no-salute areas will be addressed on a case-by-case basis reviewed by the ASI and approved by the SASI.

2.1.4. Walking With Cadets and Military Personnel of a Higher Rank: When walking with a person of higher rank, always walk to their left and in step. When passing through a doorway, the person of lower rank holds the door and allows the person of higher rank to proceed through the doorway first. When boarding and leaving a vehicle, the person of lower rank gets in first and gets out last.

2.1.5. Treatment of Cadets: **Hazing is not tolerated in the Cadet Corps.** No cadet is to be embarrassed or degraded in any manner. This includes public reprimands, public punishment, or joking about difference in rank. Abuse of authority in the Cadet Corps will not be tolerated.

2.1.6. Calling Rooms to Attention: When the United States flag, SASI, ASI, military officers, distinguished visitors, School Administrators, Cadet Group Commander or Cadet Deputy Group Commander enters the room, the room is called to attention. The occupants of the room remain at attention until ordered otherwise. In addition, when the SASI departs the room, the room will be called to attention. You will hold at attention until told to carry-on or as you were by the SASI.

2.1.7. Courtesies Rendered To Adults: Adults are addressed as "Mr."/"Ms." (last name). In conversation they are answered "Yes sir/ma'am".

2.1.8. Quibbling: When the SASI, ASI or cadet officer gives an order you should ensure the order is followed. You have the right to disagree, but all lawful orders should be followed. Cadets who feel they are not being treated fairly, see your flight commander, and if necessary take it up the chain of command to the ASI and if not resolved to the SASI.

2.2. Class Procedures: All cadets will be expected to follow the following rules while in the

AFJROTC classroom, the Hanger or ASI or SASI office:

2.2.1. Cadets will enter the JROTC area through the 700 hallway and into the Hanger.

2.2.2. Once cadets enter the classrooms (room 601/705), cadets will stand, “*at parade rest*”, next to their desks and await further instructions from either the SASI, ASI, Flight Commander or Flight Sergeant.

2.2.3. When the **tardy** bell rings, **the flight sergeant** will call the room to “*attention*”.

2.2.4. The element leader performs a facing movement toward the flight commander, salutes (and holds until the salute is returned) and says “Sir/Ma’am, element (1st/2nd/3rd/4th) all present or accounted for” **OR ADDS, IF NECESSARY**, “with the exception of cadet(s) name(s).”

2.2.5. The **flight sergeant** will then report to the **flight commander** by reporting, “*All present or accounted for, Sir/Ma’am*” *except “listing the names of students”*. The **flight sergeant** will hand the absentee list to the **flight commander** and, in a military manner, return to his/her seat and assume the position of “attention”.

2.2.6. The flight commander will lead the flight in the **PLEDGE OF ALLEGIANCE**, and AFJROTC CADET CREED and then command “*take your seats*”.

2.2.7. The **flight commander** will either read announcements or assign a Cadet within the flight to ready announcements and take care of flight business (no more than 3 minutes unless prior approval is given by the ASI/SASI).

2.2.8. PT Post – Flight commander call the room to attention and command “*PT post*” (cadets spread out in the classroom). For one minute the flight will perform the assigned PT exercise.

2.2.9. Cadets will take their seats when instructed to by the flight commander.

2.2.10. The **flight commander** will report to SASI/ASI office. Knock once, when told to enter, **flight commander** will salute and state “**Cadet Rank & Name, __ flight is ready for instruction**” and report names of students absent to SASI/ASI. When the **SASI/ASI** enters the room, the **flight commander** will order the flight to “*attention*”.

2.2.11. Calling classroom to attention: Call the room or area to attention when the, SASI or ASI enters the room. The occupants of the room remain at attention until given the command of “as you were” or “take your seats”.

2.2.12. Come to class with the required materials for class session. Cadets will be notified via the Flight Commander or Flight Sergeant if a specific item is required. The SASI or ASI will advise the Flight Commander or Flight Sergeant on items needed.

2.2.13. Cadets should not be late to class; reference the respective student handbooks (FHS or NFHS) for proper protocol procedures. Cadets entering the class after the bell rings must request permission to enter the classroom:

2.2.13.1. Come to the position of attention

2.2.13.2. Knocking once, loud enough to be heard by flight leadership

2.2.13.3. Sir/Ma'am", request permission to enter

2.2.13.4. Once given permission to enter, execute the proper movements to your seat, squaring all corners.

2.2.14. Cadets must raise their right hand with arm bent at a 90 degree angle for permission to talk.

2.3. Flight Commander Responsibilities for Absent/Tardy Cadets

2.3.1. The flight commander is responsible for making sure absent or tardy cadets are informed of announcements and receive copies of notes, fliers, etc. The flight commander can delegate this duty to the flight sergeant.

2.3.2. Extended absences (3 or more) require flight commander consultation with routing thru the ASI and then presented to the SASI.

2.4. Class Protocol

2.4.1. Remove headgear before entering a building and do not place it back on your head until you have left the building.

2.4.2. Obey **reasonable** orders from all senior cadets, regardless of position or rank. Comply with instructions given to you by the cadet in charge when instructor is not present and at any other time that might be appropriate.

2.4.3. Be attentive when someone is speaking and do not speak out of turn; rather raise your hand and wait until called upon.

2.4.4. Turn in all assignments and projects on time.

2.4.5. Do not lay your head down or sleep in class. (Let the instructor know if you are not feeling well).

2.4.6. Do not put feet on tables, desks, chairs, or walls, nor sit on desk.

2.4.7. Do not throw anything in the classroom or throw trash of any kind on the floor.

2.4.8. Do not tilt chairs or desks backwards or on two legs. All four legs must remain on the floor at all times.

2.4.9. Do not write on or deface tables, desks, chairs, walls, whiteboards or any other equipment.

2.4.10. Do not write on the boards without permission from ASI or SASI.

2.4.11. Do not disturb pictures on the bulletin boards.

2.4.12. Do not read or work on materials that do not apply to AFJROTC without the ASI or SASI permission.

2.4.13. Do not remove markers or erasers from the dry eraser board trays.

2.4.14. Do not make excessively loud noises nor participate in or allow horseplay in the classroom.

2.4.15. Do not bring or consume food or drinks in the classroom or office without permission of the instructors.

2.4.16. Do not leave backpacks or any personal items unattended, if they must be left unattended there must be a way to secure them. The SASI & ASI will not be responsible for any items lost, stolen or locked in the office or classroom after school.

2.5. Cadets will use the following Seven (7) Basic Responses when asked a question by SASI, ASI or cadet officer. (In place of “I”, “this cadet” may be used):

2.5.1. “Yes, Sir/Ma’am”

2.5.2. “No. Sir/Ma’am”

2.5.3. “Sir/Ma’am”, I do not know but I will find out.”

2.5.4. “Sir/Ma’am”, may I make a statement?”

2.5.5. “Sir/Ma’am”, may I ask a question?”

2.5.6. “No excuse, Sir/Ma’am.”

2.5.7. “Sir/Ma’am, I do not understand.”

2.6. Cadets will not use these comments: Things Never to be Said:

2.6.1. I can’t

2.6.2. I forgot

2.6.3. I don’t know

2.6.4. It’s not my fault

2.7. Reporting In/Out of SASI/ASI Office

(If the door is closed, do not disturb. This means that the instructors are busy and are not to be disturbed. In case of emergency, open the door.)

2.7.1. Knock once, loud enough to be heard

2.7.2. Wait until you are given permission to enter

2.7.3. As you enter, stay perpendicular to the door, and then execute the proper facing movement to be facing the middle of the SASI/ASIs desk

2.7.4. Stand at the position of Attention and Salute (N/A for ASI)

2.7.5. Statement: based on why you are reporting in

2.7.6. If you were ordered to report:

2.7.6.1. "Sir/Ma'am, Cadet (rank) (last name) reports as ordered."

2.7.7. If you were NOT order to report (use the applicable comment):

2.7.7.1. "Sir/Ma'am, Cadet (rank) (last name) reports to ask question."

2.7.7.2. "Sir/Ma'am, Cadet (rank) (last name) reports to make a statement."

2.7.8. Reporting Out:

2.7.8.1. Perpendicular to the door, stand at the position of Attention facing the instructor.

2.7.8.2. Salute, hold salute and ask the SASI, "Will that be all Sir/Ma'am? (You will not salute the ASI) The SASI will salute (N/A for ASI) and state; "that will be all" or "you are dismissed."

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

2.8. Public Display of Affection (PDA)

2.8.1. **At no time**, while in uniform, will cadets do the following:

2.8.1.1. Hold hands with girlfriend/boyfriend/anyone

2.8.1.2. Kiss

2.8.1.3. Sit on laps

2.8.1.4. Engage in any PDA which may reflect unfavorably on the AFJROTC program

2.8.2. The reasons for this policy are as follows:

2.8.2.1. The good order and discipline of the corps

2.8.2.2. Detracts from the image we are trying to establish and maintain

2.8.2.3. Potential undermining of superior to subordinate roles/relationships

2.8.2.4. Changes relationships from professional to personal

2.8.2.5. Gives rise to perceptions of favoritism within the corps

2.8.2.6. When not in uniform, FISD Student Handbook restrictions apply.

2.9. HAZING: Hazing, degrading, or deliberately embarrassing cadets will not be tolerated or permitted during any AFJROTC activity... from classroom to field trips and all in between, EVEN OFF CAMPUS.

2.9.1. Cadets in leadership positions will be continually reminded not to subject other cadets to physical or mental hazing or any type of discipline that would have a negative effect.

2.9.2. In accordance with AFJROTC policy, **push-ups, or any other type of physical activity, is inappropriate for use as a disciplining tool.**

2.9.3. Any cadet who believes he/she has been a victim of hazing, degrading, or embarrassing behavior will immediately report it to his/her cadet chain of command.

2.9.4. **The ASI and SASI will also be informed immediately!** If the effected cadet feels that it is necessary, he/she may report the incident directly to the SASI or ASI.

2.9.5. TX-20081 will constantly review its policies to ensure that the health and wellbeing of any cadet is not placed at risk.

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

2.10.1. **Physical Contact:** Squeezing a person's shoulder or putting a hand around his or her waist.

2.10.2. **Gestures:** Puckering one's lips suggestively or making obscene signs with one's fingers or hands.

2.10.3. **Jokes:** Telling off-color, ethnic, or racial jokes.

2.10.4. **Pictures:** Pin-ups, particularly those of scantily clad individuals.

2.10.5. **Comments:** Generalities that lump certain Cadets together or belittle them.

2.10.6. **Terms of Endearment:** Calling anyone "honey," "dear," "sweetheart," or similar expressions are unacceptable. The effect is the primary issue rather than the intent. Even if you have "used the term for years," you should be aware that these expressions are inappropriate.

As a simple rule...**TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED!**

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

2.11.1. The practice of saying “**yes sir/ma’am**” or no “**sir/ma’am**” to your parents, instructors, teachers, employers and to cadets who are senior to you provides a vessel for you to develop a sense of respect through simple yet consistent application.

2.11.2. Such responses reflect long established military courtesies, which will become habit forming even though it may be difficult at first.

2.11.3. ASIs will enforce strict military courtesies throughout the course of instruction both in the classroom and during drill instruction.

2.12. Think Before Speaking:

2.12.1. Try to do things yourself rather than asking questions that are not necessary.

2.12.2. If you feel you are unable to answer a question on your own, ask a fellow cadet or look in the cadet handbook for the answer.

2.12.3. Rely on your available resources rather than looking for the easy answers from the instructors.

2.12.4. Follow the chain of command!

2.13. The Chain-of-Command:

2.13.1. A fundamental part of a structured environment. The military chain of command has been in existence for several millennia. The basic reason for the military’s use of it is efficiency. We, **just like the military**, use it:

2.13.2. Communicate objectives/information from **senior positions/functions to lower** positions/functions.

2.13.3. Communicate responses or to advise from lower positions/functions to higher positions/functions.

2.13.4. Voice grievances on policies, directives/orders, or perceived wrong doings (if the complaint is about an aerospace academic grade, the cadet should communicate directly with the SASI/ASI). If you want to use the chain of command to voice a complaint, do the following:

2.13.4.1. Talk with your supervisor about the concern first. This is extremely important because most complaints are resolved at this level.

2.13.4.2. If talking with your supervisor fails to resolve the problem, then use organizational chart (posted on the TX-20081 website) to figure out who is next in the chain of command to express your grievance. If the incident is personal, talk directly with the ASI or SASI.

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

2.14. General Leadership Guidelines

2.14.1. **Praise in public and criticize in private** (where and when appropriate).

2.14.1.1. Be quick to publicly give credit when someone has done something worth praising. Don't go overboard, but a few sincere remarks will accomplish more than all the criticism in the world.

2.14.1.2. **Criticize in private when possible.** If it is a behavioral issue, make sure the person knows it is the behavior that is being criticized and what is expected of them. If it is a performance issue, tell them how to correct it. Respect their dignity.

2.14.1.3. When criticism is necessary in public, try to avoid making it sound personal. There is a difference between observing that someone in military formation needs a haircut and singling that person out for ridicule. Respect their dignity.

2.14.2. **Be facilitators** (people who help to make positive things happen). Regardless of your position in the corps, **you should always ask yourself in every situation "How can I make this work?"** By being a facilitator, you are helping to make TX-20081 a positive experience.

2.14.3. **Accept criticism graciously.** Feedback is common in a structured environment. This is one of the ways structure is maintained. When the feedback is negative, it's called criticism. Criticism can vary from "your pocket is unbuttoned" to being extensive observations requiring more than a second to correct. **Try not to take it personal. If you allow it to become personal, it can ruin your experience in the corps. In addition, always ask the cadet that you will be providing him or her with some constructive criticism.**

2.14.4. As members of TX-20081, we are all responsible for making the corps something we want to be a part of.

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

2.15.1. Cadet Officers are saluted by any cadet with lesser rank. Junior officers will salute officers of higher rank when in uniform. Enlisted cadets are not required to salute each other.

2.15.2. Salute, in or out of uniform, whenever you are required to report to the SASI in the AFJROTC office.

2.15.3. Do not salute while running. Come to a walk, salute the senior ranking officer, and continue running if necessary.

2.15.4. When you are in uniform and outdoors, salute all military officers in uniform.

2.15.5. Begin the salute in time to allow the senior cadet/military officer to return it. If you are carrying articles in both hands you do not need to salute, although you will be saluted if recognized as an officer. The person being saluted should verbally acknowledge the salute.

2.15.6. Except for formal reporting, you are not required to salute indoors.

2.15.7. When you are outdoors in uniform and the National Anthem is being played, come to attention, face the music and salute. If the flag is being raised or lowered at the same time, face the flag and salute. Hold the salute until the flag has stopped moving or the music stops playing. Anytime you are in uniform and observe the American flag moving up or down the flagstaff, you will halt, come to attention and salute until the flag stops moving.

2.15.8. Pledge of Allegiance to the United States of America flag.

2.15.8.1. When you are in uniform, indoors or outdoors, stand at attention facing the flag and recite the pledge. Do not render the hand salute.

2.15.8.2. When you are in civilian attire, stand at attention with the right hand over the heart, face the flag and recite the pledge.

2.16. The Honor Board: The Honor Board is a small group of higher ranking cadets, along with the SASI and ASI, that come together to discuss decisions and take actions based off a cadet's behavior (minor violations only).

2.16.1 Reasons that will put a cadet up for discussion on Honor Board: AFJROTC Cadet performance related to AFJROTC's mission and not maintaining AFJROTC standards. Some examples include disrespect towards fellow cadets to include hazing, not wearing uniform for a period of time (exceeding 3 times), public display of affection (PDA), and abuse of power. Honor Boards will not be held for infractions that have been addressed at the school level (includes coordination with the principal, assistant principals, counselors or the school resource officer). The Family Educational Rights and Privacy Act (FERPA) must be followed and will not be violated.

2.16.2 Honor Boards are also held for cadets that are having difficulties in everyday life and may need guidance or advice. Scheduling of those Honor Boards will be by the Cadet requesting support.

2.16.3. Honor Boards will also team with the Kitty Hawk Air Society for grade support and after school tutoring support.

2.17. Violations & the Disenrollment/Removal Process

2.17.1. Minor Violations

2.17.1.1. Minor Violations will be addressed utilizing the chain of command, which consists of Flight Commander and Flight Sergeant, Squadron Commander for the respective Squadron (NFHS, FHS, or Mission Support), Inspector General, and the Group Commander (in that order).

2.17.1.2. Minor violations for the same violation will be addressed in the following order: verbal counseling, Cadet Counseling Form, Cadet Counseling Form with a referral to the Honor Board

(reference paragraph 2.16.), and Honor Board meeting.

2.17.1.3. Major and minor violations include those listed under paragraph 1.1.4. Violations of the Cadet Creed (para. 1.3.), violation of the Code of Conduct (para. 1.6.), violation of the Core Values (para. 1.7.), violation of Chapter Two, Standards of Conduct and Military Courtesy (those listed as major will be addressed by the SASI), Chapter Three, Uniform Wear, Personal Appearance and Grooming Standards and Chapter 6, Responsibilities (para. 6.1.).

2.17.1.4. The Cadet Chain of Command will always report to the ASI with any minor violations so the ASI can review and make any required recommendations. Once complete, the SASI will be informed by the upper chain of command (Cadet Group Commander or Group IG). In cases when all three are absent, the Deputy Group Commander will take lead in advising the ASI and SASI. When a Cadet Counseling Form is being utilized, before issuing the Cadet Counseling form to the Cadet in question, the ASI must review the form before the SASI approves or denies the recommended actions on the Cadet Counseling form.

2.17.2. Major Violations

2.17.2.1. Major Violations will be immediately reported to the SASI and/or ASI for action.

2.17.2.2. Major violations will be documented (may include the Cadet Counseling or Forney ISD referral forms) by the ASI and submitted to the SASI for review and approval. Based on the severity of the violation, the SASI, ASI or Cadet may need to immediately report the violation to the School Resource Officer (SRO), Principal, Assistant Principal or by dialing 911.

2.17.2.3. It is imperative that Cadets understand that any major violation that puts another student, teacher or administrator at risk will dial 911 immediately. In addition, major violations include those listed in paragraph 2.9. (hazing), paragraph 2.10. (harassment and discrimination), being suspended from school or being enrolled in DAEP.

2.17.3. The Disenrollment and Removal Process

2.17.3.1. The start of the disenrollment and the removal process will be determined by the SASI and is based on the degree of the minor violation to include the occurrences (no more than three violations per semester). Major violations may warrant immediate removal from TX-20081. Due process is important as well as affording Cadets with opportunities to make amends. When dealing with minor violations, TX-20081 is not a one-strike and you are out AFJROTC program. The SASI and ASI will work with administrators, counselors and parents when dealing with Cadets with either a minor or a major violation.

2.17.3.2. Depending on the stage of the minor violation or if the infraction is a major violation (when not a safety issue), the ASI will confer with the SASI to determine when the principals, counselors and parents/guardians **will be notified** of actions taken or those needing to be taken. When disenrollment/removal is warranted (based on degree violation or number of violations, no more than three per semester) the SASI will coordinate disenrollment/removal actions with the above-mentioned individuals. The Family Educational Rights and Privacy Act (FERPA) must be followed.

2.17.3.3. Records of phone calls and cadet counseling forms will be kept by the ASI and/or SASI for

every violation (minor or major). Cadet Counseling Forms will be shared with parents/guardians when parents/guardians are notified. Cadets in leadership positions are not authorized to contact parents of those Cadets that are in violation. Any coordination with administrators, counselors, teachers, and the SRO will take place by the SASI and/or ASI.

2.17.4. Cadet Counseling Form

CADET COUNSELING FORM			
AUTHORITY:		Fomey ISD, TX-20081 AFJROTC	
PRINCIPAL PURPOSE:		To record CADET counseling.	
ROUTINE USES:		As necessary.	
Part I - Personal Data			
Name (Last, First, MI)	Rank	Flight	Date of Counseling
Cadet Honor Code: On my word of honor, I will not lie, steal, or cheat, nor tolerate those who do. I will obey the orders of those appointed over me, and abide by all cadet and school regulations. I will perform my assigned duties to the best of my ability, so help me.			
Air Force JROTC Core Values: Integrity First, Service Before Self, Excellence In All We Do			
Part II - Purpose of Counseling			
<i>List reasons for counseling. What core value or part of the honor code was not followed?</i>			
Part III - Plan of Action			
<i>Outline actions that the cadet will take after the counseling session to reach the agreed upon goal(s).</i>			
Part IV - Signatures			
CADET _____		ASI _____	
FLIGHT/CC _____		SASI _____	
SQUADRON/CC _____			
Comments:			
OTHER INSTRUCTIONS			
<i>This form will be destroyed upon: transfer, graduation, or termination.</i>			

CHAPTER THREE



UNIFORM WEAR, PERSONAL APPEARANCE AND GROOMING STANDARDS

3.1. THE UNIFORM: AFJROTC Cadets will wear the standard Air Force uniform in accordance with current Air Force and AFJROTC instructions and guidelines. The Air Force uniform symbolizes the rank, organization, and unity of the cadet corps, a commitment to self-discipline, and **the Air Force core values...“integrity first...service before self...and excellence in all you do.”** The reputation of the United States Air Force, as a professional military organization, is known worldwide and has no equal. The Air Force philosophy is that the uniform will be plain, distinctive, and standardized. Pride in one’s personal appearance and wearing the uniform, greatly enhances the esprit de corps essential to an effective military force. Therefore, it is most important for all Airmen and Cadets to maintain a high standard of dress and personal appearance. The five elements of this standard are neatness, cleanliness, safety, uniformity, and military image. The uniform that both AFJROTC cadets and active duty personnel wear is a symbol of that reputation. **It must be worn correctly and proudly.**

3.2. Standards:

3.2.1. Cadets will wear the uniform each Wednesday throughout the school year. Students will be graded on their wear and maintenance of the uniform. This grade counts as a major grade. Students not wearing the uniform will receive a “0” unless an excused absence is verifiable through the school’s main office. IAW FISD policy, students may make up the grade for a maximum of 70 percent on Thursday. Students with verified excused absences must make-up the uniform grade the first day they return to school for maximum credit. Cadets will not make up uniform wear on Fridays since this day is reserved for health and wellness activities. **Failing to properly make up three uniform wears will be grounds for termination from AF JROTC.**

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

3.2.3. Cadets will be issued the uniforms. Each **cadet depending on the situation may be required to pay for lost or damaged** uniform items. The price of all uniform items is indicated on the Uniform Accounting Form that the cadet signs upon issue of the item. A full price listing will be provided to any student upon request.

3.2.4. Uniforms will be maintained (cleaned) by each cadet. A part of the uniform grade is based on cadets maintaining a clean serviceable uniform. Please follow these instructions when cleaning uniform items:

3.2.4.1. DRY CLEAN: Slacks, trousers, flight caps, coats, neckties, light weight jacket, service dress coat, (all dark blue items). **The material will be damaged** if you machine wash these items. You will be charged for uniforms damaged because of improper cleaning.

3.2.4.2. MACHINE WASH: Shirts, blouses, and socks (but not together, wash lights colors together and dark colors together).

3.3 Men's Personal Grooming Standards:

3.3.1. Hair- Men's hair must be clean, well groomed, and neat, and must not contain excessive amounts of grooming aids. If dyed, the hair should look natural.

3.3.1.1. Hair will not touch the ears or eyebrows and only closely cut or shaved hair on the back of the neck may touch the collar. Hair should not exceed 1 ¼ inch in bulk regardless of length. Bulk is the distance that the hair projects from the scalp when groomed (as opposed to length of the hair). Length and bulk of hair must not interfere with wearing any Air Force headgear properly and it must not protrude below the front bank of the headgear.

3.3.1.2. Men's hair must have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the natural termination point. The block cut is permitted with tapered appearance. Hair will not be worn in any faddish styles. (Faddish styles – Mohawks, Mullet, Braids...etc.).

3.3.1.3. Men's hair will not contain nor have any visible foreign items attached to it.

3.3.2. Beards, Mustaches, and Sideburns- Beards and mustaches will not be worn. Cadets will be clean shaven.

3.3.2.1. Sideburns, if worn, will be neatly trimmed and tapered in the same manner as the haircut. They will be straight and of even width (not flared) and end in a clean shaven horizontal line. They will not extend below the lowest part of the exterior ear opening.

3.3.3. Wigs and Hairpieces: If worn, they will not exceed the prescribed limits for natural hair, must be of good quality and fit, present a natural appearance.

3.3.4. Fingernails: must be clean and well-groomed, not exceed 1/4 inch in length past tip of finger.

3.4. Women's Personal Grooming Standards

3.4.1. Hair-Female. No minimum hair length to a maximum bulk of 3 ½ inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will *not* touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. When in doubt, assess correct length of hair with Airman standing in the position of attention. **Exception:** While wearing the Physical Training Uniform (PTU), long hair will be secured but may have loose ends and may extend below the bottom edge of the collar.

3.4.1.1. The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will *not* present the appearance of a —rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. When hair is in a ponytail, it must be a single ponytail;

that does not exceed bulk and length standards and does not extend below the bottom of the collar (except while in the PTU). As with all hairstyles, a neat and professional image is essential.

3.4.1.2. Hair accessories. If worn, black hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized regardless of hair color.

3.4.1.3. Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar. Headgear must fit properly.

3.4.1.3.1. All locs braids/twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs/braids shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly fused/interwoven to present a neat, professional appearance. A loc, braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards in paragraph 3.1.3 above. *Exception:* Micro-braids or twists are not required to continue to the end of the hair.

3.4.1.4. Unauthorized: Mohawk, mullet or etched design.

3.4.1.5. Hair color, highlights, lowlights, and frosting will *not* be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey).

3.4.2. Wigs and Hairpieces: Wigs or hairpieces must conform to the standards stated for natural hair.

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

3.4.4. Fingernails: Male Cadets are not authorized to wear nail polish. If worn by females, nail polish will be a single color that does not distinctly contrast with the female Airman's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well-groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

3.5. Uniform of the Day: The most commonly worn uniform will consist of the short sleeve shirt and

blue pants. All insignia, nametag, and ribbons will be properly placed on the shirt. Shirts will be worn tucked in at all times. Males may wear a tie with the short sleeve shirt but it is not required unless instructed to do so. The necktie or tie tab is **MANDATORY** with the long sleeve shirts. Military creases in shirts are not authorized (**ONLY THE SHIRT SLEEVE WILL HAVE A CREASE**). Skirts are authorized for female cadets. The length of the skirt may not vary beyond the top and bottom of the kneecap. The skirt will fit smoothly, hang naturally, and must not be excessively tight. Females must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

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

3.7. ABU and Unit Polos: Cadets will now have the option to wear either the TX-20081 Polo or their ABUs (if earned) on Tuesdays. Tuesday's ABU or Polo wear guidance will be posted on the daily announcements. The last Wednesday of the month is also reserved for ABU wear (if earned). Reference the daily announcements for scheduled wear. This guidance is subject to change based on SASI guidance/direction. Uniform wear will be posted on our normal daily announcements (briefed at the beginning of each class). ABUs or unit Polo may also be worn to drill meets and LDR events when reviewed by the ASI and approved by the SASI. When scheduled, during Introduction to TX-20081 AFJROTC (IJROTC) and ReBlue cadet cadre are authorized to wear ABU's without the blouse and instead of the standard sand colored t-shirt will wear the unit's red t-shirt with white lettering. The white lettering will identify the cadet position within the Corps (Group CC, CTO, Group Chief, etc.). In addition, Cadets may wear a Unit T-Shirt with the ABU uniform. The Unit T-Shirt will be standardized and a solid color. Unit T-Shirt may be worn without ABU Blouse during any Cadet Leadership Course (CLC), Raiders Team or Sports/Fitness Competition.

3.7.1. ABUs may be worn as Drill Team, Color Guard, and Exhibition Uniform. **Berets, shoulder cords, ascots and gloves will not be worn with the ABU uniform**, waivers will not be authorized.

3.7.2. **ABUs will be worn only with the garrison ABU cap and sage green boots.** ABU pants must always be properly bloused over the sage green boots. **NO berets, shoulder cords, ascots and gloves will be worn with the ABU uniform.**

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

3.9. Belt: The belt is threaded through all the loops around the body. When buckled, only the metal tab on the tip of the belt will show. No blue material will be visible between the belt tip and buckle.

3.10. Shoes: Shoes must be properly laced, tied and shined at all times. No ornamentation such as bows, buckles, bells or straps are permitted. Heels must be at least one inch, but no more than two and one half inches high. "Corfram" shoes are permitted for 3rd and 4th year cadets only...and purchased at cadet's expense. If they get scratched, cadets must replace at their own expense.

3.10.1. Shoe Shine Tips

3.10.1.1. You are required to keep your shoes shined to a high gloss at all times. This requires a great deal of time and dedication, but the resulting feeling of pride in your work bolstered by inspection merits will make it all worthwhile. There are several ways to “spit shine” your shoes.

3.10.1.2. WHAT YOU NEED: A can of Kiwi black shoe polish, a cup of warm water, a large supply of cotton balls or cotton t-shirt, and old nylons

3.10.1.3. WHAT TO DO: Dip a cotton ball into the water, then into the Kiwi polish. Apply the polish to the shoe on a small area using circular motion. Do this to the entire shoe but give the toe your best effort.

3.10.1.4. Repeat this process until you can see your reflection on the toe of the shoe, occasionally buffing with nylon to smooth the finish and check your progress.

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

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

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

3.12.1. Hats (headgear) will not be worn indoors. Headgear is always worn while outdoors, **except** in “no hat” or “optional hat” areas as designated by the SASI. When the flight cap is not being worn, it should be tucked under the left side of the belt between the first and second belt loop with the opening of the cap to the rear.

3.12.2. The wearing of headgear while riding in or operating a vehicle is optional. However, headgear will be worn exiting the vehicle. The SASI, ASI or highest ranking Cadet will determine the wear of the headgear for the vehicle. **Headgear is the most frequently lost uniform item. Be sure to put your name on a piece of tape placed inside the headgear.**

3.13. Service Caps: authorized to be worn by cadet officers when approved by the SASI and purchased at own expense.

3.14. Shoulder Patches: The AFJROTC shoulder patch is to be properly sewn (not glued) on the left shoulder of all uniform items, and the unit patch will be worn on the right shoulder. Patches should be centered on the sleeve, between one-half to one inch down from the shoulder seam.

3.15. Cleaning and Care of Uniforms: During the school year the care and cleaning of uniform items is the responsibility of the cadet. **All** uniform items with the exception of the Blues Shirt and ABU items must be **dry-cleaned**. Any other method of cleaning will cause damage to the uniform item. Cadets will be responsible for the replacement cost. Be sure the complete uniform is clean, pressed, sharp, and worn properly with pride. Cadets will turn uniforms in at the end of the year. Cadets that will not be returning

the following school year will turn uniforms in cleaned with dry cleaner receipts attached.

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

3.17. Shoulder Cords: Shoulder Cords. Cadets are authorized to wear one shoulder cord (double knot, single cord – no aiguillettes or citation cords) on the left shoulder. This will be a single “infantry” style cord, without metal tips, no more than 1-inch wide. Wear the shoulder cord only on the light blue shirt and the service dress coat. The SASI will designate criteria on who may wear shoulder cords. Colors to denote different honors or leadership positions may be used. On the **service dress coat**, the cord will be grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. On the **blue shirt**, the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. Shoulder cords will not be worn with the light weight blue jacket and ABUs.

3.17.1. SILVER and BLUE DOUBLE KNOT: TX-20081 Group Commander

3.17.2. BLUE DOUBLE KNOT: TX- 20081 Cadet Group Deputy and First Sergeant

3.17.3. WHITE and BLUE: TX-20081 Senior Staff

3.17.4. LIGHT BLUE: TX-20081 Flight Commanders and Flight Sergeants

3.17.5. SILVER: TX-20081 Color Guard Members

3.17.6. ROYAL BLUE: TX-20081 Physical Fitness Team

3.17.7. GREEN: TX-20081 Drill

3.17.8. RED: TX-20081 Saber team

3.17.9. WHITE: TX-20081 Logistics

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

3.19. Miscellaneous Uniform Wear and Appearance Requirements:

3.19.1. Only the AFJROTC insignia, badges, ribbons and accessories issued by or authorized by the

ASIs will be worn on the Air Force uniform. The official Air Force nametag and all authorized ribbons must be worn on all uniforms at all times.

3.19.1.1. Do not mix civilian clothing items with items of the uniform.

3.19.1.2. Bulky items should **not** be placed in the pockets, No item will protrude from the pockets, and hands...to include thumbs...are kept out of the pockets

3.19.1.3. All loose threads will be closely trimmed.

3.19.1.4. Pencils and/or pens are not to be carried behind ears, in hair, or any place visible on the blues uniform. Pencils and/or pens are authorized with the ABU, they are only to be carried in the pen/pencil pocket on the forearm or leg pencil/pen pocket.

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

3.19.1.6. Wrist watches with conservative wristbands (gold, silver).

3.19.1.7. Bracelets. Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing attention or faddish) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing inappropriate attention or faddish). Bracelets espousing support for cause, philosophy, individual or group are *not* authorized (**Exception:** Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized). **Colored/rubber bracelets that support a cause are not allowed to be worn in uniform.**

3.19.1.8. Necklace: Will not be visible at any time. If worn, will be concealed under a collar or undershirt.

3.19.1.9. Rings: may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger, and will not be worn on the thumb.

3.19.1.10. Thumb rings do not present a professional appearance and will not be worn with uniform

3.19.1.11. Earrings: Males are not permitted to wear earrings at any time on campus or during any school or AFJROTC sponsored activities (in or out of AFJROTC & school uniform). Female Cadets may wear small (not exceeding 6 mm in diameter) spherical, conservative (moderate, being within reasonable limits; not excessive or extreme) round white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit

tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.

3.19.1.12. Males **must** wear a **plain** (no lettering or graphics allowed), **white**, “V/U” **neck** type T-shirt. T-shirts are optional for females, but if worn, must be as described above.

3.19.1.13. The **gig line** is a straight line aligning the shirt line, belt buckle, and fly line of the pants.

3.19.1.14. Tattoos and brands are not authorized.

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

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

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

3.20. Prohibitions:

3.20.1. Cadets are not permitted to wear the uniform except on the specified uniform days or make up days, and then only during school hours, for AFJROTC activities, and en route to and from school.

3.20.2. Cadets desiring to wear the uniform on other occasions must have the permission of the SASI/ASI. Unauthorized wear of the uniform or distinctive items of the uniform is prohibited and punishable under federal law.

3.21. Physical Fitness Training Gear (PFTG) & Physical Training Gear (PTG)

3.21.1. The difference between PFTG and PTG: PFTG is locally purchased where PTG is official PTG of the USAF. The official wear for TX-20081 is PTG. Mixing of PFTG and PTG is not authorized. The PFTG will consist of unit issued PFTG issued shorts and shirts. For those Cadets with locally purchased PFTG, it is still authorized to wear and will be phased out based on wear or when the Cadet graduates.

3.21.2. Athletic style shoes are mandatory. There are no restrictions on the color of the athletic shoe. Socks are mandatory and will be white or black and may have small trademark logos.

3.21.3. The mixing (wearing non-uniform civilian attire with the PFTG or PTG) of the physical training uniforms is authorized to allow the cadet to be warmer during cool temperatures and is authorized only with following stipulations:

3.21.3.1. Short and full length, solid colored, black, blue, gray or white form fitting sportswear (i.e. spandex, lycra or elastic) may be worn under the PFTG or PTG shorts. They may have small trademark,

college or Forney school logos. They may not be flashy or contain bright colors. They must be fitted to allow the student to perform physical activity in accordance with the day's physical training plan.

3.21.3.2. Sweatshirts, hoodies, or zip-up athletic jackets may be worn over the PFTG or PTG shirt. They must be a solid color and be appropriately sized in the shoulders, sleeves, and length, and may have small trademark, college or Forney school logos. They must be fitted to allow the student to perform physical activity in accordance with the day's physical training plan.

3.21.3.3. Any other mixing of the PFTG or PTG is prohibited unless approved by the SASI or ASI.

3.22. Drill Team, Color Guard, and Exhibition Uniforms - these uniforms WILL NOT be worn on regular uniform days. It is important that AFJROTC cadets properly represent the Air Force during events and competitions. All drill team, color guard and exhibition uniforms must be a distinctive Air Force dress uniform. This means 1) a combination of the normal Air Force blue pants/skirts, light blue shirt, and/or blue service dress coat or, 2) the Airman Battle Uniform (ABU).

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

3.22.1.1. Headgear for Drill Team, Color Guard, and Exhibition Uniforms.

3.22.1.1.1. Berets may be worn. **Solid-color berets, white, dark blue and/or black ONLY**, with officer or enlisted rank insignia. **Berets may be worn on regular uniform days.** No other color berets may be worn and no waiver will be granted for any other color. Berets may be purchased from a vendor using MilPer funds.

3.22.1.1.2. Service Caps (wheel and bucket hats) may be worn. Females are authorized to wear the male Service Cap. Silver braid headband straps may only be worn on the Service Cap while the cadet is performing in a color guard or drill team competition **ONLY**. **Cadets will wear the black headband strap during regular uniform days.**

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

3.22.1.1.4. Cadets will wear the highly polished/chrome Hap Arnold Wings or the large Cadet Officer insignia on the Service Cap (wheel and bucket hats). These may be purchased from a vendor using MilPer funds.

3.22.1.2. Solid color ascots may be worn, colors may be locally-determined, but must be one solid color, conservative, and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**

3.22.1.3. Gloves may be worn. Colors may be solid but, no more than two colors. Colors will be locally-determined, but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Gloves will not be worn on regular uniform days.**

3.22.1.4. Shoulder cord. One “infantry” style shoulder cord may be worn. Cords will be worn on the left shoulder, grounded to the shoulder seam, with no metal tips, and no wider than 1-inch. Colors are locally-determined, must be conservative, in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Shoulder cord may be worn on regular uniform days.** Shoulder cords may be purchased from a vendor using MilPer funds.

3.22.1.5. Blue pants may be modified to have a ¾ inch stripe (braid) on the outside length of the pants, silver, dark blue, and/or black only. **These items will not be worn on regular uniform days.** No Air Force funds may be used.

3.22.1.6. Service Dress Jacket may be modified to have a ¾-inch silver, dark blue, and/or black only braid sewn 3 inches from bottom of sleeve. **These items will not be worn on regular uniform days.** No Air Force funds may be used.

3.22.1.7. Wear of Color Guard and Saber harnesses, i.e., Sam Brown belt with shoulder strap is authorized only when performing color guards or commanding during a drill segment. **Harness must be removed when not performing a color guard or a segment of drill and cannot be worn during awards ceremonies.**

3.22.1.8. **Belts for trousers must be blue in color only.** No waiver will be granted.

3.22.1.9. Units may wear the USAF Honor Guard Ceremonial Belt, with the Hap Arnold Wings during color guard performances only. **These items will not be worn on regular uniform days.** No Air Force funds may be used to purchase these belts.

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

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

3.22.1.12. **Embroidery on the Air Force blue drill team uniform is not authorized,** i.e., on the back of the blue shirt collar or shoulder yoke. No waiver will be granted.

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

3.22.1.14. **Arm wrist/sweat bands are not authorized.** No waiver will be granted.

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

CHAPTER FOUR



AFJROTC CURRICULUM

4. Curriculum General Information: The Air Force Junior ROTC program is a 4-year program for high school students. Each year is divided into three categories—Aerospace Science (AS), Leadership (LE) and Health and Wellness. Students may enroll in AFJROTC each of their four years at Forney High School. Academic credit is awarded as indicated in the School Course description guide and in the descriptions and schedule below.

4.1. Course Descriptions

4.1.1. Aerospace Science

4.1.1.1. AS 100 – Milestones in Aviation History: is an aviation history course focusing on the development of flight throughout the centuries. It starts with ancient civilizations and flight, then progresses through time to future developments in aerospace, with an introduction into cyber technologies.

4.1.1.2. AS 200 – The Science of Flight: A Gateway to New Horizons: is an introductory course and customized textbook that focuses on how airplanes fly, how weather conditions affect flight, flight and the human body, and flight navigation.

4.1.1.3. AS220 - Global Cultural Studies: An Introduction to Global Awareness: It introduces students to the world's cultures through the study of world affairs, regional studies, and cultural awareness. The course delves into history, geography, religions, languages, culture, political systems, economics, social issues, environmental concerns, and human rights.

4.1.1.4. AS 300 – Exploring Space: The High Frontier: The course covers the human aspect of spaceflight, focusing on the human experience in space. It also examines the latest advances in space technology, including robotics in space, the Mars Rover, and commercial uses of space.

4.1.1.5. AS400 – Management of the Cadet Corps: This hands-on experience affords cadets the opportunity to put theories of previous leadership courses into practice. Planning, organizing, coordinating, directing, controlling, and decision-making will be done by cadets. They will put into practice their communication, decision-making, personal-interaction, managerial, and organizational skills.

4.1.2. Leadership

4.1.2.1 LE 100 – Traditions, Wellness, and Foundations of Citizenship: It is intended for students who are entering the AFJROTC program and beginning their high school studies. It will introduce cadets to history, organization, mission, traditions, goals, and objectives of JROTC for all services. It introduces key military customs and courtesies, how to project a positive attitude, and exam the principles of ethical and moral behavior.

4.1.2.2. LE 200 – Communication, Awareness, and Leadership 2nd Edition: is a customized course designed to improve communication, enhance awareness of self and others, and provide fundamentals of

leadership and followership. The course focuses on the Air Force Junior Reserve Officer Training Corps (AFJROTC) mission to “develop citizens of character dedicated to serving their nation and community.” Woven throughout is the underlying theme of developing personal integrity. The course also emphasizes leadership and values such as service and excellence.

4.1.2.3. LE 300 – Life Skills and Career Opportunities: provides an essential component of leadership education for today’s high school students. This course it is designed to prepare students for life after high school in the high-tech, globally oriented, and diverse workplace of the 21st century.

4.1.2.4. LE 400 – Principles of Management: provides exposure to the fundamentals of management. The text contains many leadership topics that will benefit students as well as provide them with some of the necessary skills needed to put into practice what they have learned during their time in AFJROTC.

4.1.3. Wellness Program

4.1.3.1. AS/LE I, II, III, IV: Health and Wellness education is provided as part of all AS and LE classes. All cadets will participate in all health and wellness activities and these activities are graded.

CHAPTER FIVE



PROMOTIONS

5. General Promotion and Appointment Description

5.1. Appointments are Temporary Rank. Promotions will be announced and published on Group Special Orders.

5.1.1. The Senior Aerospace Science Instructor (SASI), based on the recommendations of the Aerospace Science Instructors (ASIs), will appoint the Cadet Corps Commander, Cadet Corps Deputy Commander, Flight Commanders, and Cadet Corps First Sergeant.

5.1.2. Group Commander will appoint subordinate staff members, as required, by the organizational structure of the unit and forward to SASI. Group Commander will forward to SASI for final approval. Once a cadet is no longer in this position they will return back to the permanent rank that the cadet has.

5.2. Cadet Promotion System: The SASI/ASI is the final approval authority for all cadet promotions, demotions and job position removal. Cadet promotions are made to fill authorized positions in the cadet corps. Promotions for cadets to the next higher grade may be either permanent or temporary.

5.3. Promotion Criteria – PERMANENT PROMOTIONS: Permanent promotions for all cadets will be determined by a promotion board using the following criteria.

5.3.1. For ranks in the Cadet Airman thru Cadet Senior Airman range:

5.3.1.1. Complete four Flag Details per semester (based on number of days of school and number of Cadets in the Corp), the flag detail NCO is responsible for keeping track of the detailers.

5.3.1.2. Complete 12 or more hours of community service for the school year.

5.3.1.3. Must pass each semester (all classes).

5.3.1.4. No ISS or DAEP.

5.3.1.5. Must be recommended by the respective high school's Operations Squadron Commander.

5.3.1.6. Uniform requirements: Must wear uniform on Wednesdays and Fridays, must have no more than 1 unexcused wear days for Wednesday's Uniform Day and 2 for Friday's Physical Education/Training Day (if a Cadet miss's Wednesday, he or she is authorized to make it up on Thursday, that will not count against them when being considered for promotion).

5.3.2. For ranks in the Cadet Staff Sergeant thru Cadet Colonel range:

5.3.2.1. General knowledge Exam: must score a 90% or above.

5.3.2.2. Uniform requirements: Must wear uniform on Wednesdays and Fridays, must have no more than 1 unexcused wear days for Wednesday's Uniform Day and 2 for Friday's Physical.

Education/Training Day (if a Cadet miss's Wednesday, he or she is authorized to make it up on Thursday, that will not count against them when being considered for promotion).

5.3.2.3. For Staff Sergeant and Technical Sergeant: complete 12+ hours of TX-20081 sponsored community service events. For Master Sergeant through Colonel, complete 18+ hours of TX-20081 sponsored community service events.

5.3.2.4. Complete 6 Flag Details per semester (based on number of days of school and number of Cadets in the Corp), the flag detail NCO is responsible for keeping track of the detailers.

5.3.2.5. No ISS or DAEP time.

5.3.2.6. Must be recommended by respective high school's Operations Squadron Commander.

5.3.2.7. Must pass each semester (all classes)

5.3.2.8. In addition to the requirements listed in paragraphs 5.3.2.1 thru 5.3.2.7., for consideration for promotion to Cadet Master Sergeant thru Cadet Colonel, you must meet the promotion board led by the SASI, ASI, Group Commander, Deputy Commander, and Group Chief. In addition, you must have a resume and remain UIL eligible in accordance with District standards.

5.4. Permanent Officer and SNCO Ranks: Cadet Officer's and SNCOs temporary rank may be converted to permanent rank if the following conditions are met:

5.4.1. Maintain rank for 2 semesters consecutively or 3 total semesters

In order to maintain any officer rank, a cadet officer must perform at the level of an officer no matter what job he/she holds. The officer must also participate in JROTC events and be an overall model cadet.

5.5. Cadet Promotion Opportunity & Permanent Promotions: Twice each year, all cadets are eligible for consideration for promotion. Minimum ranks are awarded based on longevity and successful progress within the AFJROTC program.

5.6. Promotion Board/Cadet Evaluation Board (CEB)

5.6.1. The SASI will convene a cadet promotion board before the winter break and before the Annual Awards Ceremony (early Spring) for the purpose of selecting cadets for promotions. The board will be run by cadet leadership and results will be approved by SASI/ASI. The board will utilize criteria in paragraph 5.3. to select cadets for promotion.

5.6.2. If the cadet leadership would like to consider additional criteria other than items listed in paragraph 5.3., the group commander must submit request in writing to SASI. The CEB selection results will be submitted to the SASI for approval. Selections will be announced in group special orders with an appropriate date of rank.

5.7. Summer Leadership Courses: Cadets may be selected to attend either the Cadet Staff Leadership Course (CSLC) or Cadet Leadership Course (CLC) during the summer. Selection will be based on

overall performance in AFJROTC and academic accomplishments for both high schools (dependent on what school the Cadet attends). Cadets who successfully complete CSLC and CLC earn the Leadership School ribbon, Cadets that place in the top 10% of the graduating class also earn the Outstanding Cadet Ribbon and Cadets who are members of CSCL or CLC flights that earn honor, athletic or drill awards will be awarded an appropriate ribbon.

5.8. Cadet Position Rotation: In order to provide leadership training and experience to a greater number of cadets, the cadet staff positions **may** be rotated during the school year.

5.8.1 The rotation of various squadron, flight, and staff positions will be on the basis of positions available, individual cadet abilities, and cadet chain of command recommendation.

5.8.2. Personnel changes will be considered whenever a cadet has demonstrated the ability to perform at a higher level of responsibility or when performance is not up to an acceptable standard.

5.9. Special Orders: Promotions, demotion, and appointments to command or staff positions will be made by Special Orders drafted by the Personnel/Admin NCO, published by the Executive OIC, and signed by the SASI and ASI.

CHAPTER SIX



RESPONSIBILITIES

6. Cadet Responsibilities

6.1. Cadets are responsible and accountable for:

- 6.1.1. Adhering to the rules and instructions contained in this Cadet Handbook, Forney ISD Student Handbook and Air Force directives concerning the AFJROTC program.
- 6.1.2. Following the directions and orders of senior cadet officers, SNCOs and NCOs.
- 6.1.3. Volunteering for and assuming other duties as directed by student leaders and ASIs.
- 6.1.4. Being mindful of their status as AFJROTC cadets, and striving to become leaders within the AFJROTC program and throughout the campus.
- 6.1.5. AFJROTC cadets are expected to represent Forney ISD, TX-20081, their communities, and the Air Force in an exemplary manner.

6.2. Officer promotions

- 6.2.1. The officer corps will be comprised of those proven, dedicated cadets with a demonstrated interest and performance in AFJROTC. Although the SASI may make exceptions for unique circumstances, cadet officer candidates must meet the following criteria:
- 6.2.2. Assignment to officer jobs and duties listed in the Unit Manning Document.

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

6.3. Officer, SNCO & NCO Responsibilities:

- 6.3.1. The grade/position means extra recognition, advancement in rank, and the requirement to exercise authority over subordinates.
- 6.3.2. Hand-in-hand with this extra prestige and authority is an increased amount of responsibility.
- 6.3.3. In addition to the responsibilities shown under specific job descriptions, **cadets in these positions are expected to be exemplary role model cadets...expected to lead by example and to take charge!**
- 6.3.4. Feedback: Cadet Commanders will periodically receive feedback from their subordinates, ASIs and SASI to aid in their professional leadership development.
- 6.3.5. Brief all flights: Cadet Officers in command positions will present briefings as necessary to ensure that cadets are informed of all activities in the AFJROTC program. This requirement will not be

delegated.

6.3.6. Set the example: All officers, SNCOs, and NCOs are expected to set the standard and demonstrate the proper example, including the proper wear of the uniform, proper wear of civilian clothing in accordance with school dress code, and the appropriate treatment of fellow cadets, students, teachers, and all school staff.

6.3.7. As in the Air Force, being an officer, SNCO, and NCO in TX-20081 is a 24-hour-a-day job.

6.3.8. Officers, SNCOs and NCOs that do not properly wear the uniform or exemplify the standard of a TX-20081 AFJROTC cadet may receive a reprimand from the cadet flight and or squadron commander, and may face demotion.

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

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

6.6. Substandard Performance

6.6.1. Cadet Officers will counsel cadets in their chain whose job performance, conduct, attitude and/or appearance are below acceptable standards. A copy of the counseling form will be provided to SASI or ASI. If performance does not improve, cadets will elevate to SASI or ASI.

6.6.2. The SASI or ASI will counsel cadets whose job performance, conduct, attitude and/or appearance are below acceptable standards and place a letter of counseling in the cadet's personnel records. The second counseling will normally result in demotion to the next lower rank (or to a rank considered appropriate by the SASI). The cadet may be disenrolled from AJROTC after the third offense.

6.6.3. An Honor Board will be held for those Cadets that meet the substandard criteria; reference paragraph 2.16. and 2.17 for further details.

CHAPTER SEVEN



Job Descriptions

7.1. Cadet Group Commander: The cadet Group Commander (CC) is supervised by the ASIs and is responsible for the following:

7.1.1. The appearance, discipline, efficiency, training, and conduct of the group.

7.1.2. Ensuring all cadet group activities are conducted in accordance with current Air Force AETC, AFJROTC, and corps instructions, directives, polices, and procedures.

7.1.3. Planning and coordinating all group activities, facilities, and resources.

7.1.4. Ensuring all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities.

7.1.5. Submitting recommendations for promotions and leadership positions changes to the ASI for comments, prior to submission to the SASI for final action. **PROMOTIONS or LEADERSHIP POSITION CHANGES WILL NOT BE ACCOMPLISHED WITHOUT ASI REVIEW and SASI APPROVAL.**

7.1.6. Supervising all activities of his/her staff. This authority may be delegated to the Deputy Group Commander; however, **RESPONSIBILITY CANNOT BE DELEGATED.**

7.1.7. Coordinating with the SASI/ASI twice a week and as required.

7.1.8. Establishing weekly group staff meeting.

7.1.9. Publish agenda for Staff Meetings NLT the day before meeting.

7.1.10. Ensure Group is prepared for and has met all established criteria for annual Air Force inspections.

7.1.11. Schedule at least two teambuilding events for your Senior Staff.

7.1.12. Evaluate staff members prior to end of each semester.

7.2. Cadet Deputy Group Commander: The Deputy Group Commander (CD) is supervised by the Group Commander and is responsible for:

7.2.1. Commanding group during absence of the group commander.

7.2.2. Assisting the Group Commander as directed.

7.2.3. Ensuring all cadet group activities are conducted in accordance with current Air Force AETC, AFROTC, and corps instructions, directive policies, and procedures.

7.2.4. Performing other duties as assigned by the C/Gp/CC.

7.2.5. Coordinate cadet operations with squadron and flight commanders.

7.3. Cadet Inspector General Commander (C/IG)

7.3.1. Ensure the Cadet Group is in compliance with appropriate Air Force, High School and TX-20081 policies, directives, and instructions.

7.3.2. Advisor to Group Commander.

7.3.3. Investigate and report matters/problems to the Group Commander.

7.3.4. Identify and recommend solutions to the Group problems.

7.3.5. Conduct periodic self-inspections of the cadet group operations (Squadron & Flight CC's).

7.3.6. Ensure all Flight CC's know the proper procedures for accomplishing Uniform Inspections.

7.3.7. Assist SASI and ASI, as requested.

7.3.8. Ensure maintenance and timely update of Continuity Folders is completed by responsible staff personnel.

7.3.9. Attend all Group Staff Meetings.

7.4. Cadet Protocol Officer

7.4.1. Develop and maintain programs and activities that will enhance Esprit de Corps among the cadet organization.

7.4.2. Planning, coordinating, and execution of all group special activities/projects.

7.4.3. Planning of homecoming, veteran's day, military ball, field day, hangout (parties) and other activities.

7.4.4. Assisting the SASI/ASI in scheduling cadets for base visits and similar activities.

7.4.5. Coordinate with student council to find opportunities for ROTC to be involved in student activities.

7.4.6. Ensure scheduled events are placed on the Group announcements/calendar.

7.4.7. Maintain list of cadet birth dates by flight.

7.4.8. Submitting/filling after-action reports on all special projects.

7.4.9. Develop/Update checklists for recurring duties...have SASI review for completeness.

7.4.10. Performing other duties as assigned by the Group Commander and SASI.

7.4.11. Attend all Group Staff Meetings.

7.5. Cadet Color Guard Commander: The Color Guard Commander is supervised by the Drill Team Commander and is responsible for:

7.5.1. Commanding the color guard.

7.5.2. Falls under the Drill Team Commander and is a part of the drill team.

7.5.3. Recruit, organize, select, and train team members.

7.5.4. Comply with applicable drill manuals and procedures governing color guard activities and routines.

7.5.5. Report all issues to the Services Commander.

7.5.6. Ensure all members maintain a 2.5 GPA.

7.5.7. Ensure all color guard equipment is in serviceable condition. Report deficiencies to the Services Officer.

7.5.8. Planning and coordination for all parades and ceremonies.

7.5.9. Supervising all after school LDR activities (practices).

7.5.10. Providing instruction and supervision for all retreat and flag-raising ceremonies.

7.5.11. Providing calendar of events to SASI/ASI weekly.

7.5.12. Performing other duties as assigned by the C/Gp/CD.

7.6. Cadet Drill Team Commander: The Drill Team Commander is supervised by the Inspector General and is responsible for:

7.6.1. Commanding the drill team.

7.6.2. Recruit, organize, select, and train team members.

7.6.3. Comply with applicable drill manuals and procedures governing drill team activities and routines.

7.6.4. Report all issues to the Services Commander.

7.6.5. Ensure all members maintain a 2.5 GPA.

7.6.6. Ensure all drill team equipment is in serviceable condition. Report deficiencies to the Services Officer.

7.6.7. Supervising all after school LDR activities (practices).

7.6.8. Providing calendar of events to SASI/ASI bi-weekly.

7.6.9. Performing other duties as assigned by the Services CC and C/Gp/CD.

7.6.10. Planning and coordination for all performances.

7.7. Cadet Saber Team Commander

7.7.1. Commanding the Saber Team.

7.7.2. Falls under the Drill Team Commander and is a part of the drill team.

7.7.3. Recruit, organize, select, and train team members.

7.7.4. Comply with applicable manuals and procedures governing saber team activities and routines.

7.7.5. Report all issues to the Mission Support Commander.

7.7.6. Ensure all members maintain a 2.5 GPA.

7.7.7. Ensure all saber equipment is in serviceable condition. Report deficiencies to the Services Officer.

7.7.8. Supervising all after school LDR activities (practices).

7.7.9. Providing calendar of events to SASI/ASI bi-weekly.

7.7.10. Performing other duties as assigned by the Services CC.

7.7.11. Planning and coordination for all performances.

7.8. Cadet Kitty Hawk Commander

7.8.1. Ensure the appearance, discipline, training, and conduct of all Kitty Hawk members.

7.8.2. Hold election for Kitty Hawk Officers at the end of the school year.

7.8.3. Responsible for all Kitty Hawk community service and fundraising activities.

7.8.4. Convene meetings at least monthly.

7.8.5. Conduct an effective Pledge program.

7.8.6. Induct new members at the end of the 1st semester.

7.8.7. Evaluate KHAS officers each semester

7.8.8. Ensure all members maintain 3.0 GPA. If not ensure members are placed on probation and provide a list to SASI.

7.8.9. Keep SASI and ASI informed of Kitty Hawk issues.

7.9. Cadet Physical Training SNCO/NCO

7.9.1. Assist the instructors with the unit physical training program.

7.9.2. Plan organize weekly physical training session.

7.9.3. Ensure all flight Presidential Fitness Representatives are trained on exercises weekly.

7.9.4. Plan, organize, and coordinate all athletic events and field day participation.

7.9.5. Schedule and execute Physical Fitness Tests every semester.

7.9.6. Recommend cadets for physical fitness ribbon.

7.9.7. Coordinate with Drill and Combat Ops teams to ensure proper representation for all PT events/competitions.

7.10. Cadet Logistics Support Flight Commander

7.10.1. The appearance, discipline, effectiveness, training, and conduct of the cadet logistics flight.

7.10.2. Ensuring all cadet logistics flight activities are conducted in accordance with current regulations, directives, policies, and procedures.

7.10.3. Ensuring all group uniform and supply requirements is supported and maintained.

7.10.4. Report any/all discrepancies and/or problems to the ASI (inventory all controlled items).

7.10.5. Maintain storage areas in inspection order.

7.10.6. Develop/Update checklists for recurring duties...have SASI and ASI review for completeness.

7.10.7. Providing logistic status report to SASI/ASI monthly.

7.10.8. By request, attend group staff meetings.

7.10.9. Uniform Technicians and Equipment Custodians will be assigned by the Logistics Support Flight Commander.

7.11. Cadet Mission Support Squadron Commander

7.11.1. Attend group staff meetings.

7.11.2. Ensuring all cadet mission support group activities are conducted in accordance with current regulations, directives, policies, and procedures (this is the most demanding position in the Corps).

7.11.3. Performing other duties as assigned by the C/Group Commander.

7.11.4. The Deputy Mission Support Squadron Commander works directly for the Mission Support Squadron Commander.

7.12. Cadet Deputy Mission Support Squadron Commander (optional position).

7.12.1. Take place during absence of the mission squadron commander.

7.12.2. Assisting the Mission Support Squadron Commander as directed.

7.12.3. Performing other duties as assigned by the C/Gp/CC.

7.13. Cadet Squadron 1st Sergeants (optional position)

7.13.1. Advise the Commander of problems and recommend solutions concerning the enlisted members of the Squadron.

7.13.2. Promote Esprit de Corps and camaraderie with the Cadet enlisted ranks.

7.13.3. Establish a training program for flight sergeants.

7.13.4. Ensure Squadron guidon bearer is trained and proficient.

7.13.5. Forming all parades and other squadron LDR activities related to drill and ceremonies.

7.13.6. Preparing the classroom for staff meetings.

7.13.7. Hold periodic NCO staff meetings to ensure give proper support to the Squadron Commander.

7.13.8. Resolves personnel conflicts and behavior problems in the Cadet enlisted ranks.

7.13.9. Seeks Command Chief for advice to resolve conflicts where necessary.

7.13.10. Accomplish other duties assigned by the Squadron Commander.

7.14. Cadet Executive Officer

7.14.1. Works directly for the Group CC.

7.14.2. Maintaining cadet personnel records following group guideline.

7.14.3. Maintaining the group organizational chart and unit manning document (UMD)
Coordinate group promotion boards.

7.14.4. Maintain a log of numbers for assignment of special orders.

7.14.5. Ensure that all published orders are posted promptly and properly into each cadet personnel file.

7.14.6. Inputting data into WINGS and providing monthly status report (with assistance from the ASI).

- 7.14.7. Coordinating with flight personnel representative to complete assigned duties.
- 7.14.8. Coordinate with community agencies to support awards program.
- 7.14.9. Performing other duties as assigned by the Group CC, SASI and ASI.
- 7.14.10. Producing and posting weekly Group staff meeting minutes/notes.
- 7.14.11. Coordinating with flight personnel representative to complete assigned duties.
- 7.14.12. Provide AFJROTC Headquarters with all matters of publicity related to the Forney AFJROTC program.
- 7.14.13. Prepare, publish, and distribute weekly activity reports (with assistance from the ASI).
- 7.14.14. Provide all group photographic services.

7.15. FHS & NFHS Cadet Flag Detail NCO

- 7.15.1. Train all first year cadets on flag etiquette.
- 7.15.2. Develop and maintain a Flag Detail Roster.
- 7.15.3. Provide the proper care for all flags under his or her control.

7.16. Cadet Cyber Patriot/Information Technology SNCO/NCO

- 7.16.1. Maintain the unit web site/page.
- 7.16.2. Handle any other cyber or information technology issues for the unit.

7.17. Cadet Squadron Commanders

- 7.17.1. Attend Group staff meetings.
- 7.17.2. Relay information from the cadet group commander to the Ops Sq. Commanders weekly.
- 7.17.3. Acting as a liaison between Ops Sq Commanders and Senior Staff.
- 7.17.4. Train flight commanders on assigned duties to include drill.
- 7.17.5. Coordinating with ASI/SASI on upcoming drill training for flights.
- 7.17.6. Performing other duties as assigned by the Group Commander.
- 7.17.7. Ensure C/Flight Commanders assign element leaders every few weeks for the first semester.

7.18. Cadet Flight Commanders

- 7.18.1. Maintaining the appearance, discipline, efficiency, training, and conduct of the flight, Command flight in classroom and in formal formations.
- 7.18.2. Planning and coordinating activities within the flight.
- 7.18.3. Recommending the top cadets within the flight for awards and recognition.
- 7.18.4. Establishing flight recall procedures.
- 7.18.5. Maintaining flight seating chart.
- 7.18.6. Assigning sponsors for new students.
- 7.18.7. Ensuring students assigned to support positions (i.e. uniform, supplies, community support, personnel, mission support, current ops, special project, etc.).
- 7.18.8. Meet all suspense's from group and squadron leadership and the SASI or ASI.
- 7.18.9. Establish goal for your flight and a system to monitor goals.
- 7.18.10. Work with Kitty Hawk and establish a tutorial system for flight.
- 7.18.11. Perform other duties as assigned by the chain of command.
- 7.18.12. Assigning classroom element leaders every six weeks.

7.19. Cadet Flight Sergeant

- 7.19.1. Assisting Flight Commander in all tasks.
- 7.19.2. Preparing Flight for attendance, roll calls and inspections Flight Commander.
- 7.19.3. Prepares flights for inspections.
- 7.19.4. Assumes command of the flight in the absence of the flight commander.
- 7.19.5. Assisting the Flight Commander with discipline problems within the flight.
- 7.19.6. Assisting the Flight Commander during drill and ceremonies.
- 7.19.7. Assisting the Flight Commander with maintaining updated cadet flight records.
- 7.19.8. Assisting with in keeping the classroom neat and clean.
- 7.19.9. Assisting the Flight Commander in all other activities.

7.20. Cadet Element Leaders

7.20.1. Learn the duties and responsibilities of the Flight Sergeant.

7.20.2. Lead the element in all drill activities and, if he/she is the ranking Element Leader, assuming command of the flight in the absence of the Flight Commander and Flight Sergeant.

7.20.3. Training cadets assigned to the element on proper execution of drill movements in accordance with Air Force directives.

7.20.4. Maintaining order and ensuring all cadets assigned to the element follow all applicable classroom rules.

7.20.5. Assuming the duties of Flight Sergeant when requested/required.

7.21. Cadet Mentors

7.21.1. Help first year cadets with tutoring.

7.21.2. Check on first year cadet's grades and progress and assist where needed.

7.21.3. Make progress reports to the Flight Sergeant and Flight Commander.

7.22. Unmanned Aircraft Systems (UAS) Team Commander *(Also titled "President" for the purposes of the Academy of Model Aeronautics charter):*

7.22.1. Command the UAS Team.

7.22.2. Report all issues to the Mission Support Squadron Commander and SASI.

7.22.3. Recruit, organize, select, and train team members.

7.22.4. Comply with applicable Federal Aviation Administration (FAA), Academy of Model Aeronautics, and local manuals, requirements and procedures concerning UAS usage.

7.22.5. Ensure all members maintain a 2.5 GPA or higher.

7.22.6. Ensure all UAS equipment is maintained with care and is in serviceable condition. Report deficiencies to the Mission Support Squadron Commander and SASI.

7.22.7. Supervise all UAS Team training and Mission Events, or ensure a trained and SASI-approved UAS cadet instructor supervises the activity.

7.22.8. Along with the SASI, certify a member as "Mission Ready" for each UAS platform prior to the member flying UAS Mission Events utilizing that platform.

7.22.9. Provide calendar of events to SASI/ASI when changes need to be made.

7.22.10. Perform other duties as assigned by the Mission Support Squadron Commander and SASI.

7.22.11. Plan and coordinate all UAS Mission Events (reference para 11.2.9.4).

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

CHAPTER EIGHT



Daily Update/Announcements/Operations Order

8. The Daily Update addresses the cadet corps activities for the week.
 - 8.1. The briefing is given daily prior to the start of classroom instruction.
 - 8.2. Covers the current week and major projects or activities.
 - 8.3. Briefed each class period by an element leader, flight sergeant, or flight commander.
 - 8.4. Items briefed are but not limited to include: uniform of the day, LDR activities, flag detail, quote of the day, and other items of interest.
 - 8.5. Each cadet is responsible for complying with the orders of the day.
 - 8.6. The ASI will coordinate with Senior Staff to ensure all items are updated in a timely manner.

CHAPTER NINE



Unit Manning Document (UMD) & Chain of Command

<u>Position/Title</u>	<u>Maximum Rank</u>
Group Commander	C/Colonel
Deputy Group Commander	C/Lieutenant Colonel
Inspector General	C/Major
Deputy Inspector General	C/Captain
Protocol Officer	C/Captain
Executive Officer	C/Captain
Kitty Hawk OIC	C/Captain
FHS Operations Squadron Commander	C/Major
FHS Operations Squadron First Sergeant	C/Master Sergeant
FHS Flag Detail SNCO	C/Master Sergeant
NFHS Operations Squadron Commander	C/Major
NFHS Operations Squadron First Sergeant	C/Master Sergeant
NFHS Flag Detail SNCO	C/Master Sergeant
Flight Commanders (8)	C/Second Lieutenant
Flight Sergeant (8)	C/Technical Sergeant
Mission Support Squadron Commander	C/Major
Cyber Patriot/Information Management NCOIC	C/Master Sergeant
Logistics Flight Officer In-Charge	C/Captain
Uniform Technicians	C/Master Sergeant
Equipment Custodian NCOIC	C/Master Sergeant
Drill Team Commander	C/Lieutenant Colonel
Color Guard Commander	C/Lieutenant Colonel
Armed Drill Commander	C/Lieutenant Colonel
UnArmed Drill Commander	C/Lieutenant Colonel
Saber Team Commander	C/Lieutenant Colonel

Physical Fitness SNCO/NCO
Unmanned Aircraft Systems Team Commander

C/Master Sergeant
C/Lieutenant Colonel

TX-20081 CHAIN OF COMMAND

President of the United States
Secretary of Defense
Acting Secretary of the Air Force
Chief of Staff of the Air Force
Commander, Air Education and Training Command
Commander, Holm Center
Director, Air Force Junior ROTC
Senior Aerospace Science Instructor (SASI)
Aerospace Science Instructor (ASI)

The Honorable Donald J. Trump
The Honorable Mark T. Esper
The Honorable Matthew P. Donovan
General David L. Goldfein
Lt. Gen. Marshall B. Webb
Brig. Gen. Christopher J. Niemi
Col Stephen T. Sanders
Lt Col S. Lucas Jobe
CMSgt Rogerio Garcia Jr.

TX-20081 Cadet Group Commander	_____
TX-20081 Cadet Deputy Group Commander	_____
TX-20081 Operations Squadron Commander	_____
TX-20081 Cadet Flight Commander	_____
TX-20081 Cadet Flight Sergeant	_____

Cadets Must Know the Chain Of Command

CHAPTER TEN



Rank and Grade

Officer

Title		Pay Grade	Grade Insignia
Second Lieutenant	2 Lt	O1	a gold bar
First Lieutenant	1 Lt	O2	a silver bar
Captain	Capt	O3	two connected silver bars
Major	Maj	O4	a gold leaf
Lieutenant Colonel	Lt Col	O5	a silver leaf
Colonel	Col	O6	a silver eagle
Brigadier General	Brig Gen	O7	a silver star
Major General	Maj Gen	O8	two silver stars in a line
Lieutenant General	Lt Gen	O9	three silver stars in a line
General	Gen	O10	four silver stars in a line

Senior Non-Commissioned Officers & Noncommissioned Officer

Title		Pay Grade	Grade Insignia
Staff Sergeant	SSgt	E5	Chevron of 4 stripes
Technical Sergeant	TSgt	E6	Chevron of 5 stripes
Master Sergeant	MSgt	E7	Chevron of 6 stripes with one stripe in inverted position above the star
Senior Master Sergeant	SMSgt	E8	Chevron of 7 stripes with two stripes in inverted position above the star
Chief Master Sergeant	CMSgt	E9	Chevron of 8 stripes with three stripes in inverted position above the star

Airmen

Title		Pay Grade	Grade Insignia
Airman Basic	AB	E1	No stripes
Airman	Amn	E2	Chevron of 1 stripe
Airman First Class	A1C	E3	Chevron of 2 stripes
Senior Airman	SrA	E4	Chevron of 3 stripes

CHAPTER ELEVEN



Leadership Development Requirements (LDRs) & Curriculum-in-Action (CIA) Trips

11.1. LDR and CIA Trips: There are many LDR activities and CIA trips available to you that provide added insight into aerospace or leadership experiences. It is highly recommended based on promotion and community service requirements that you participate in LDR and CIA trips, in addition to military ball and award ceremony attendance. These activities will help you understand and enjoy the AFJROTC program. *In addition, participation in these activities will increase your chance for promotion.*

11.1.1. Participation in any LDR activity except community projects held outside the school day requires passing grades in all subjects.

11.1.2. Periodically, cadets will go on CIA trips to Air Force bases, NASA, science museums, FAA control towers, other military installations, and the like.

11.1.3. When spaces are limited for either LDR or CIA Trips, factors used in selection of the attendees include: participation in cadet events, community service hours, overall performance in AFJROTC, school discipline, grades, and other factors as deemed appropriate by the SASI and ASI. In some cases, LDRs and CIA trips are targeted for a specific Cadet year-group. The SASI and ASI will start with the specific Cadet year group and open up sign-ups to other Cadet year groups if there are still slots available.

11.2. LDR Activities and Teams

11.2.1. Drill Teams/Color Guard/Saber Team/Physical Fitness Team

11.2.1.1. Team Membership. All active and reserve cadets may join the teams.

11.2.1.2. Performance: Team commander will select which Cadets will compete.

11.2.1.3. Practice schedules will be requested by the commander and approved by the SASI/ASI. Unexcused absences from practices/scheduled events may lead to removal from the drill team/color guard/saber team.

11.2.1.4. No one will be removed without prior approval of the SASI/ASI.

11.2.2. Model Aircraft/Rocketry

11.2.2.1. Purpose: Design, build and fly small aircraft and rockets made of paper, plastic, balsa wood or lightweight material.

11.2.2.2. Additional classroom instructions and fees required.

11.2.3. Executive and Logistics Staff

11.2.3.1. Purpose: Update Wings and support TX-20081 in all things administrative.

11.2.4. Kitty Hawk Air Society

11.2.4.1. Purpose: is a national honor society for AFJROTC cadets who excel academically.

11.2.4.2. To be considered for membership, cadets must maintain an “A” average in AFJROTC courses, a “B” average overall, and SASI approval.

11.2.4.3. In addition the club provides tutoring to AFJROTC cadets and support AFJROTC group events.

11.2.5. Community Service LDR teams: Will be established for each community service TX-20081 takes on. It will be their responsibility to make sure they coordinate with the Protocol and Executive Officer OICs to ensure Wings is updated in a timely manner.

11.2.6. TX-20081 Hangouts: An opportunity for cadets to socialize and meet cadets from both high schools and all flights. Coordinated through the Protocol Office.

11.2.7. Fundraising: Activities are coordinated through the through the Executive Officer.

11.2.8. Parades: Veteran’s Day is coordinated through the Protocol OIC.

11.2.9. Unmanned Aircraft Systems (UAS) Team

11.2.9.1. Team Membership. All active and reserve cadets may join the program.

11.2.9.2. Purpose: Learn about, operate, race, compete, and perform maintenance on UASs. Additionally, practice time may be utilized to prepare cadets for the knowledge needed so they can take their test for their Federal Aviation Administration Remote Pilot Certificate with a Small UAS Rating (Part 107).

11.2.9.3. Practice. Schedules will be set by the SASI/ASI. Unexcused absences from practices/scheduled events may lead to removal from the program.

11.2.9.4. Mission Events. UAS Mission Events consist of the following:

11.2.9.4.1. Missions flown in support of a request, such as video coverage for football, band, school administrators, etc.

11.2.9.4.2. Missions flown as part of an organized event, such as races and other competitions.

11.2.9.4.3. All other UAS missions not categorized as training that require a "Mission Ready" UAS pilot.

11.2.10. Flag Detail: Each cadet in the corps is required to learn how to raise, lower and fold the flag. Each cadet is required to perform flag details.

11.2.11. Staff Meetings: Staff meetings are held after school every Thursday unless otherwise stated. Those required to attend must be present unless prior absence approval is granted by the Cadet Group Commander, SASI and/or ASI.

11.2.11.1. The Deputy Group Commander will be responsible for setting up the room for all staff meetings.

11.2.11.2. All meetings will begin and end with the staff being called to attention. The commander will give the command "seats" and the meeting will begin. Commanders and staff officers will brief on plans, programs, and the unit's progress, identifying and discussing problem areas. The order will follow the organizational chart for TX-20081.

11.2.11.3. Staff officers will brief the commander on their respective areas, identifying progress and discussing problem areas.

11.2.11.4. The staff meeting will be under the cadets' control, and military courtesies will be followed at all times. The SASI and ASI will be present when applicable and will brief cadets and provide approvals. It is the responsibility of the Cadet Group Commander to ensure that time is made available for this briefing. Meeting minutes will be published within 48 hours.

11.2.12. Award Ceremonies: AFJROTC awards ceremonies are normally held during the spring semester.

11.2.12.1. It will be in addition to the Forney or North Forney High School recognition program.

11.2.12.2. Cadets will be presented with unit, AFJROTC and nationally recognized awards earned during the year.

11.2.12.3. Families and friends are invited.

11.2.12.4. The Executive Officer is point of contact and responsible for this LDR.

11.2.12.5. The awards ceremony is also a mandatory event for all cadets as specified in the Cadet Contract.

CHAPTER TWELVE



Awards and Decorations

12.1. Cadet Awards and Decorations: The Cadet Awards and Decorations program fosters morale, incentive, esprit de corps, and recognizes the achievements of AFJROTC cadets. The cadet chain-of-command may make recommendations for awards to the SASI/ASI; however, final approval rests with the SASI. Presentations will be made at appropriate times during the school year.

12.2. AFJROTC Graduate: A student who has successfully completed the AFJROTC academic program as prescribed by public law and Air Force instruction and has been awarded a Certificate of Completion.

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

12.2.1.1. Certificate Types: All cadets will be awarded an AF Form 1256, *Certificate of Training*, for successful completion of 2 academic program years of AFJROTC with SASI concurrence. AFJROTC Form 310, *AFJROTC Certificate of Completion*, will be awarded to all cadets for successful completion of 3 academic program years of AFJROTC with SASI concurrence. AFJROTC instructors administering a 4-year program have the option of issuing an updated Certificate of Completion after 4 academic program years.

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

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

12.3. Advanced Enlistment: In accordance with DODI 1205.13, JROTC cadets may be eligible for enlistment at a higher grade. For specifics, refer to each service's recruiting instructions/regulations.

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

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

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

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

12.6. Awards, Decorations & Order of Precedence: The Cadet Awards and Decorations Program fosters morale, esprit-de-corps, and recognizes achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Only Awards and Decorations approved by Holm Center/JR and listed in this guide may be worn. **Units cannot purchase matching medals for HQ AFJROTC Approved Ribbons. (Example: Outstanding Cadet, Patriotic Flag, Bataan March, etc.).** Only medals specifically designated within the Operational Supplement, this Cadet Guide and depicted on the AFJROTC Ribbon Chart are approved. Cadets may only receive one National-level Award for each year they are in AFJROTC and not receive the same National-level award twice during their AFJROTC career (this does not apply to National competition awards). Medals will not be worn on regular uniform days.

12.6.1. AFJROTC Awards (# = order of precedence)

1. Gold Valor Award (Medal/Ribbon)
2. Silver Valor Award (Medal/Ribbon)
3. Cadet Humanitarian Award (Ribbon)
4. Silver Star Community Service with Excellence Ribbon
5. Community Service with Excellence Ribbon
6. Air Force Association Award (Medal/Ribbon)
7. Daedalian Award (Medal/Ribbon)
8. Daughters of the American Revolution Award (Medal/Ribbon)
9. American Legion Scholastic Award (Medal/Ribbon)
10. American Legion General Military Excellence Award (Medal/Ribbon)
11. Reserve Officers Association Award (Medal/Ribbon)
12. Military Officers Association Award (Medal/Ribbon)
13. Veterans of Foreign Wars (VFW) Award (Medal/Ribbon)
14. National Society United States Daughters of 1812 (Medal/Ribbon)
15. National Sojourners Award (Medal/Ribbon)
16. Scottish Rite, Southern Jurisdiction Award (Medal/Ribbon)
17. Military Order of the Purple Heart Award (Medal/Ribbon)
18. Sons of the American Revolution Award (Medal/Ribbon)
19. Military Order of World Wars Award (Medal/Ribbon)
20. American Veterans Award (Medal/Ribbon)
21. Air Force Sergeants Association (AFSA) Award (Medal/Ribbon)
22. Tuskegee Airmen Incorporated AFJROTC Cadet Award (Ribbon)
23. The Retired Enlisted Association Award (Medal/Ribbon)
24. The Celebrate Freedom Foundation Award (Medal/Ribbon)
25. Air Commando Association Award (Medal/Ribbon)
26. Distinguished Unit Award with Merit (Ribbon)
27. Distinguished Unit Award (Ribbon)
28. Outstanding Organization Award (Ribbon)
29. Outstanding Flight Ribbon

30. Top Performer Ribbon
31. Outstanding Cadet Ribbon
32. Leadership Ribbon
33. Superior Performance Ribbon
34. Achievement Ribbon
35. Academic Ribbon
36. Cadet Leadership Course Ribbon
37. Special Teams Placement Ribbon
38. All Services National Competition (Medal/Ribbon)
39. Air Force Nationals Competition (Medal/Ribbon)
40. Orienteering Ribbon
41. Leadership Development Requirement (LDR) Leadership Ribbon
42. Drill Team Ribbon
43. Color Guard Ribbon
44. Saber Team Ribbon
45. Marksmanship Ribbon
46. Good Conduct Ribbon
47. Service Ribbon
48. Health and Wellness
49. Recruiting Ribbon
50. Activities Ribbon
51. Attendance Ribbon
52. Dress and Appearance Ribbon
53. Longevity Ribbon
54. Bataan Death March Memorial Hike Ribbon
55. Patriotic Flag Ribbon
56. General Carl Spaatz Award
57. General Ira C. Eaker Award
58. Amelia Earhart Award
59. General Billy Mitchell Award
60. General J.F. Curry Achievement Award

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

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

12.9. Medals and Ribbons: Ribbons will not be worn with Medals (only the medals will be worn).
NOTE: Medals will not be worn on regular uniform days or during any type of competition, i.e.,

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

12.10. Devices on Medals: Additional awards of medals will be indicated by the addition of clusters. Place clusters vertically down the center of the cloth section of the medal. Do not wear single-constructed devices. Tilt clusters slightly downward to the wearer's right to allow maximum number of clusters and other devices. Tilt all or none. Wear a maximum of four devices unless wearing more prevents the addition of a second medal.

12.11. Air Force Awards, Descriptions and Criteria (listed by precedence):

12.11.1. Gold Valor Award. Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty. Forward recommendations for valor awards through debra.paggett@us.af.mil or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the Director, HQ AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. **Medals will not be worn on regular uniform days or during any type of competition.**

Gold Valor Award

12.11.2. Silver Valor Award. Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award. Forward recommendations for valor awards through debra.paggett@us.af.mil or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the Director, HQ AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. **Medals will not be worn on regular uniform days or during any type of competition.**

Silver Valor Award

12.11.3. Cadet Humanitarian Award. Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community. Forward recommendations for this award through debra.paggett@us.af.mil or douglas.davenport@us.af.mil (HQ-Ops Support) for review and processing within 6 months of the incident. Include a detailed description of the situation,

newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the award to the Director, HQ AFJROTC for final approval. Upon approval, HQ-Ops Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. For each additional award earned an additional small silver star will be awarded. **Medals will not be worn on regular uniform days or during any type of competition.**

Cadet Humanitarian Award

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

12.11.5. Community Service with Excellence Award. Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project. Forward recommendations for Community Service with Excellence Award to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

National-level Awards

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

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

12.11.6.1. The award recipient must possess/meet the following personal characteristics and eligibility criteria: • Top 1% of the cadets in a unit in the following areas, academics, leadership, and professionalism.

- Positive attitude (toward AFJROTC and school).
- Outstanding personal appearance (uniform and grooming).
- Display personal attributes such as initiative, judgment, and self-confidence. Courteous demeanor (promptness, obedience, and respect for customs).

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

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

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

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

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

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

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

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

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

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

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

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

12.11.10. American Legion General Military Excellence Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

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

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

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

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

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

- Be in the top 10% in the AFJROTC program.
- Be in the top 25% in academic grades.

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

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

12.11.12. Military Officers Association of America (MOAA) Award. Cadets may only receive this award once. This award, formerly known as The Retired Officers Association Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

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

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

12.11.12.2. The SASI selects the recipient subject to the final approval of the sponsoring MOAA chapter. The SASI requests the award devices from the nearest MOAA chapter. A MOAA representative will make the award presentation. If a MOAA chapter is not available in the area, the SASI sends the request to the MOAA headquarters. 139

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

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

- Positive attitude toward the AFJROTC program
- Must be enrolled as a 10th-12th grade AFJROTC student
- Must maintain a "B" average in AFJROTC curriculum and a "C" average in all remaining subjects with no failing grades in the previous semester
- Active in at least one other student extracurricular activity (music, athletics, government, etc.)
- Not a previous recipient of this award.

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

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

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

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

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

- Be in the top 25% of their academic class.
- Encourage and demonstrate ideals of Americanism.
- Demonstrate potential for outstanding leadership.
- Not have previously received the award.

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

12.11.16. Scottish Rite, Southern Jurisdiction Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

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

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

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

12.11.17. Military Order of the Purple Heart Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

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

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

12.11.17.2. The SASI selects the recipient and requests the award from the nearest Military Order of the Purple Heart unit in February for presentation in April or May. A representative of the Military Order of the Purple Heart will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Military Order of the Purple Heart.

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

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

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

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

12.11.19. Military Order of World Wars Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

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

12.11.19.2. The SASI, with the concurrence of the principal, selects the recipient and completes the Military Order of the World Wars (MOWW) citation by summarizing the cadet's outstanding

accomplishments or service to the unit. The citation and request for the medal, certificate, and ribbon are sent to the nearest local chapter of the MOWW. The SASI will make arrangements for a MOWW representative to make the presentation at an appropriate ceremony. If a local chapter is unavailable, contact the MOWW National Headquarters. If a member is not available, any active, reserve, or retired commissioned officer may present the award.

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

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

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

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

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

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

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

12.11.21.2. The SASI, as chairperson, with the ASI, recommends the recipient of the award at least 60 days prior to the desired presentation date, but not later than 15 April. The SASI requests the award and an AFSA presenter from the nearest AFSA chapter. If information on the nearest chapter is not available, or if there is no active AFSA chapter in the area, the SASI will contact the AFSA international headquarters; (please send an email to AFSA HQ at bhill@hqafsa.org) to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.

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

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

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

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

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

12.11.24. The Celebrate Freedom Foundation (CFF) Award for Excellence in Academic Programs. Cadets may only receive this award once. The awards program recognizes 9th, 10th, 11th and 12th grade students (including home-schooled students) enrolled in AFJROTC programs. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

12.11.24.1. SASI may go on line at www.gocff.org/jrotc to nominate cadets for this award. Cadets must demonstrate the following personal characteristics to be eligible for nomination:

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

12.11.25. Air Commando Association Award. Cadets may only receive this award once. Awarded annually at the SASI’s discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the 13 critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

12.11.26. Distinguished Unit Award with Merit (DUAM). Award consists of a ribbon awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. Medal/Ribbon must be purchased from a vendor using MilPer funds. For each additional ribbon earned an additional small silver star will be awarded.

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

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

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

12.11.30. Top Performer Award. The award consists of a ribbon and certificate **presented/awarded only by Headquarters, AFJROTC personnel.** This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC.

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

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

Added: 12.11.31.1. Outstanding Cadet Ribbon with silver star. Cadets chosen as State, Pacific and European "AFJROTC and AFA Cadet Leadership Award" winners will be awarded the "Outstanding

Cadet Ribbon” with silver star. Exception: If a cadet has previously earned the Outstanding Cadet Ribbon or earns it in the future, that cadet will wear only one ribbon; that would be the Outstanding Cadet Ribbon with silver star, since that award is of higher precedence.

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

12.11.33. Superior Performance Ribbon. Is a ribbon awarded to no more than the top 10% of the cadet corps annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. Criteria for this award will be published in the unit’s Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

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

12.11.35. Academic Ribbon. Is a ribbon awarded for academic excellence as signified by attaining an overall grade point average of at least “B” for one academic term, in addition to an “A” average in AFJROTC. Criteria for this award will be published in the unit’s Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

12.11.36. Cadet Leadership Course (CLC) Ribbon. Is a ribbon awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class. Criteria for this award will be published in the unit’s Cadet Guide.

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

12.11.38. All-Service National Competition Award. Is a medal/ribbon awarded to team **members who competed** at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver

oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

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

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

12.11.41. Leadership Development Requirement (LDR) Leadership Ribbon. Is a ribbon awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

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

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

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

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

12.11.46. Good Conduct Ribbon. Cadets must not have received a referral (this includes no ISS/OSS) for an academic term to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide.

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

12.11.48. Health and Wellness Ribbon. Is a ribbon awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.) Criteria for this award will be published in the unit's Cadet Guide.

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

12.11.50. Activities Ribbon. Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

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

12.11.52. Dress and Appearance Ribbon. Is awarded to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

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

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

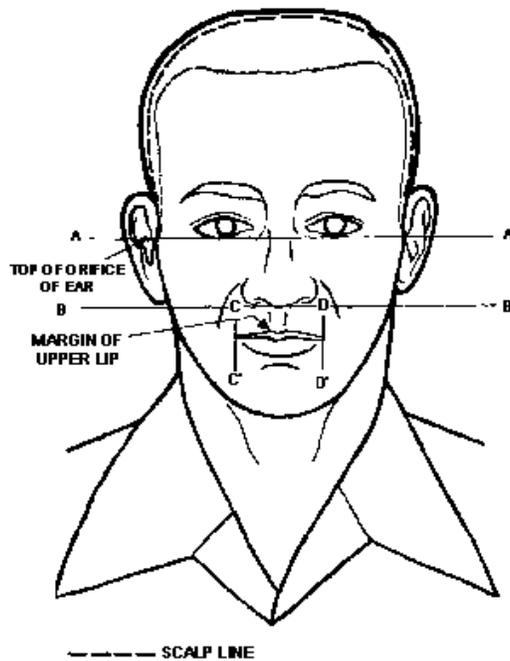
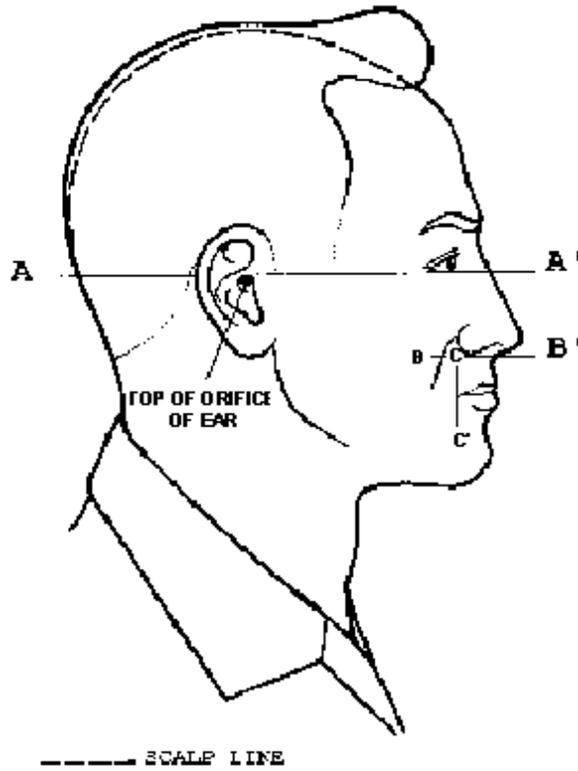
12.11.55. Patriotic Flag Ribbon. Is a ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events. Criteria for this award will be published in the unit's Cadet Guide. Ribbon may be purchased from a vendor using MilPer funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

CHAPTER THIRTEEN

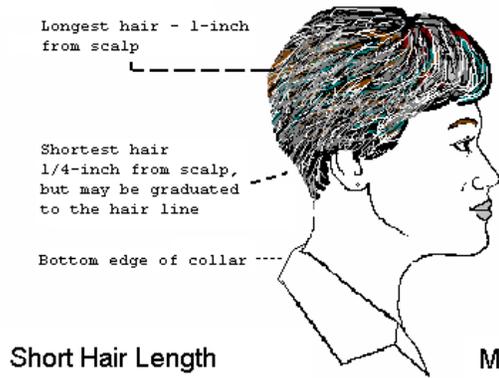


MALE AND FEMALE HAIR

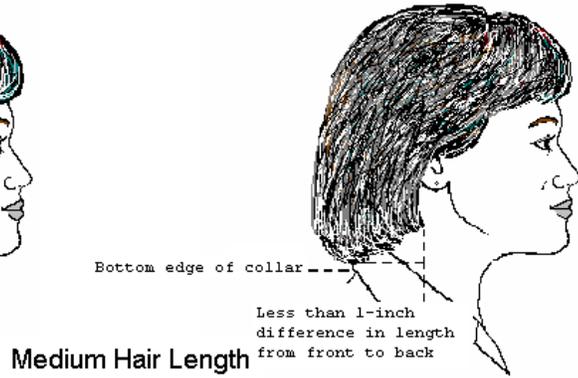
Male:



Female:



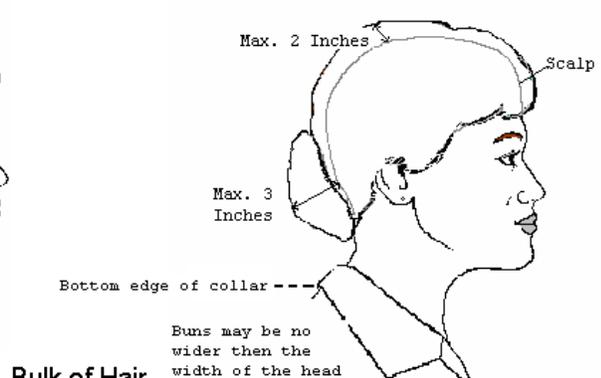
Short Hair Length



Medium Hair Length



Long Hair Length



Bulk of Hair

Female Hair Authorized:



Example Authorized Scrunchie



Authorized Female Braids:



Unauthorized Female Hair Styles:



BADGES AND UNIFORM ARRANGEMENT



**AUTHORIZED AIR FORCE JROTC
BADGES AND INSIGNIA**



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



METAL OR CLOTH



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE

Cadets may only wear one of these badges on their uniform



AWARENESS
PRESENTATION
TEAM BADGE

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



AEF BADGE

The National Finalists CyberPatriot badge is the only CyberPatriot badge that may be worn. See placement in Attachments 9, 10, 11, and 12. Notes 15 and/or 16.



Badges/Insignia not listed here are unauthorized for wear.

Male Tie



Four-In-Hand Knot

Start with the wide end of the tie on the right side; then cross the wide end over in back and to the left; bring it completely around the front to your right; bring it back and up through the center; pass it through the loop in front; tighten the knot neatly, forming a "dimple" with your index finger.

Windsor Knot

With the wide end of the tie about 12 inches longer than the narrow end, make a loop as shown. Bring the wide end around and behind the narrow end in the position illustrated; turn the wide end up and put it through the loop and around in front of the narrow end; bring it through the loop of the tie; pull the wide end through the knot and shape carefully.

How to Tie a Four-In-Hand and Windsor Knot

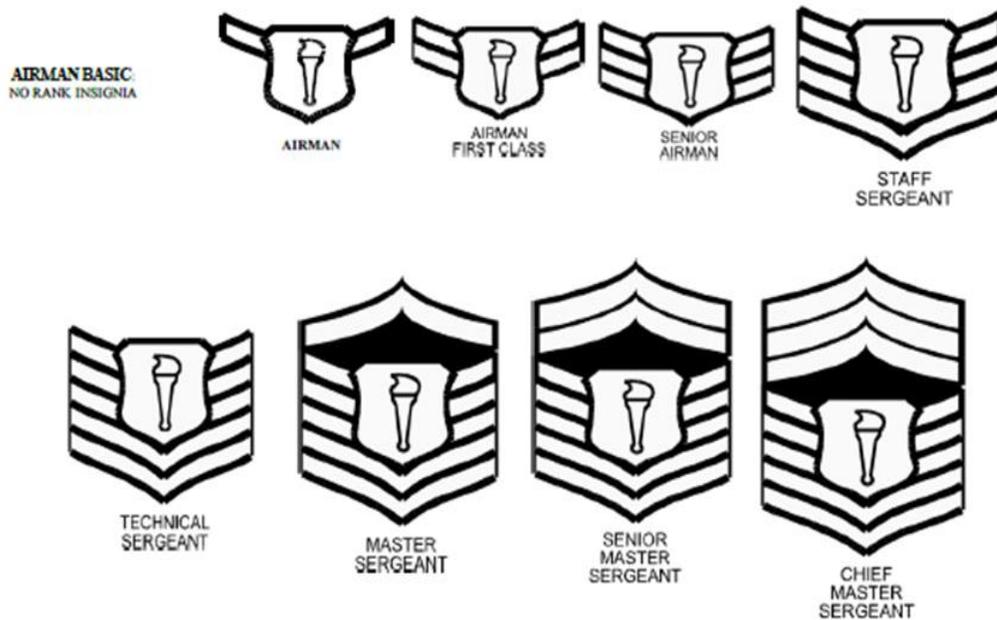
AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



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

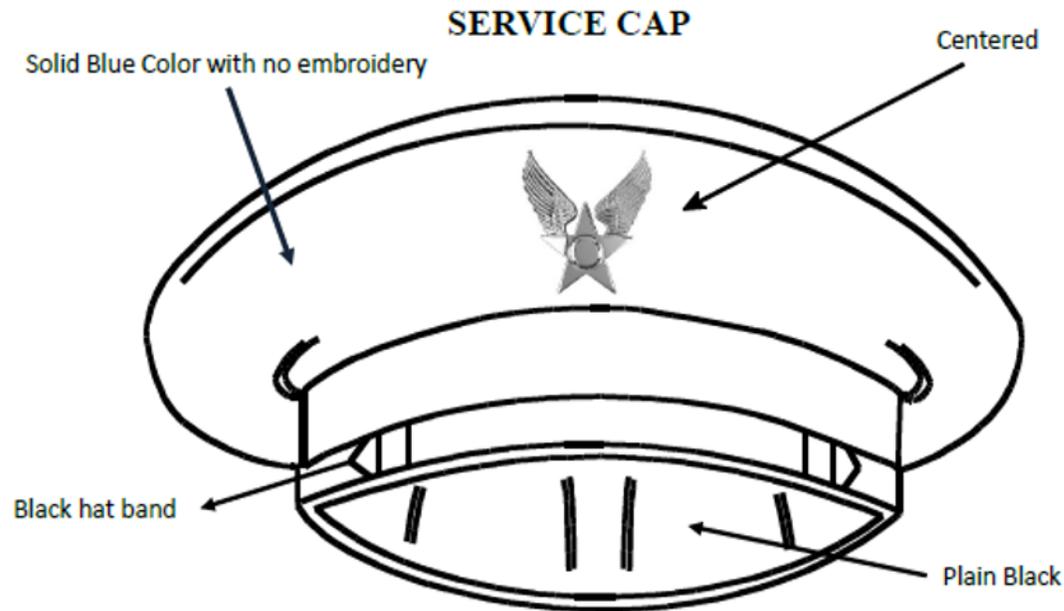
CADET ENLISTED RANK



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

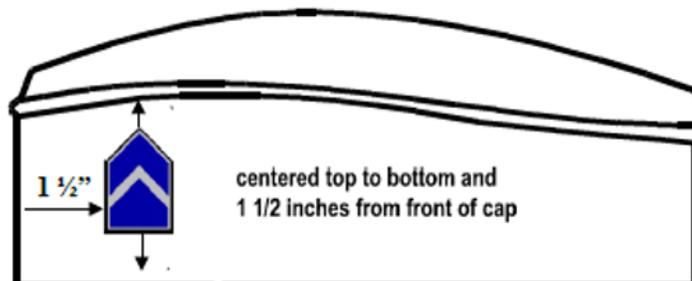
Rank insignia not listed here is unauthorized.
The First Sergeant device is not authorized.

CADET MALE HEADGEAR



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

FLIGHT CAP*



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

CADET FEMALE HEADGEAR

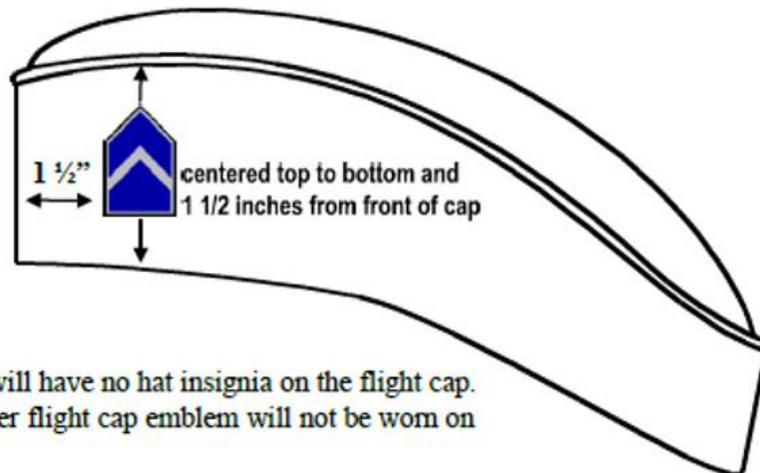
SERVICE CAP

Solid Blue Color with no embroidery



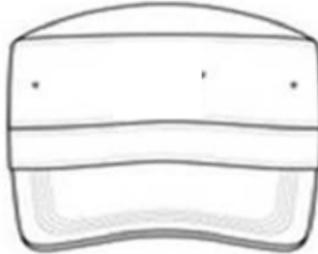
Service Cap - Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia.

FLIGHT CAP*

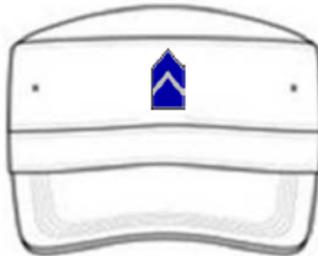


- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.

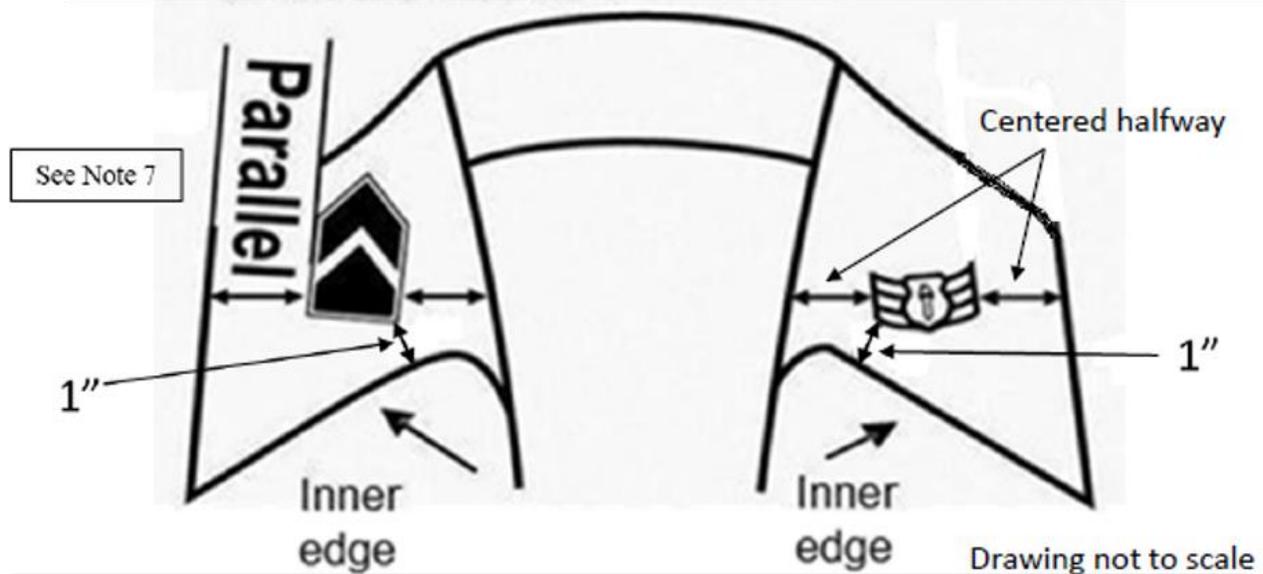
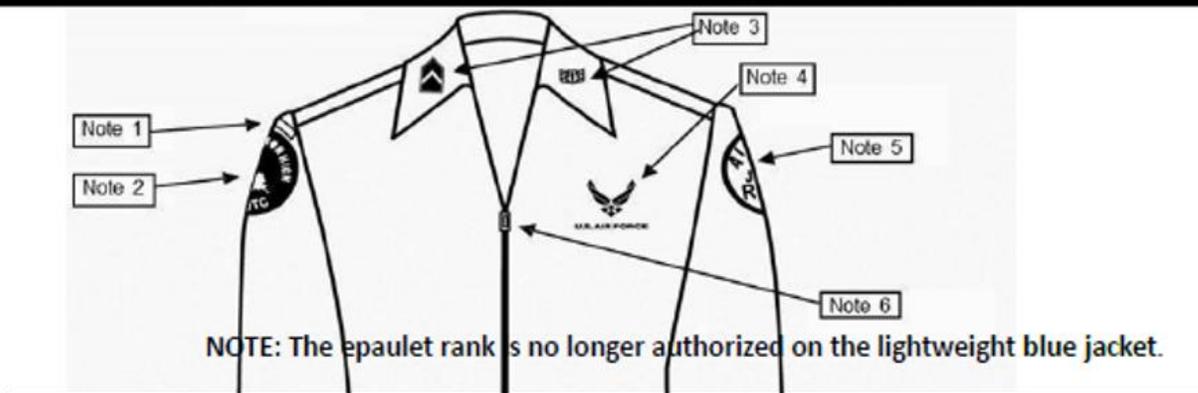


Officers will wear rank insignia on the ABU cap.

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

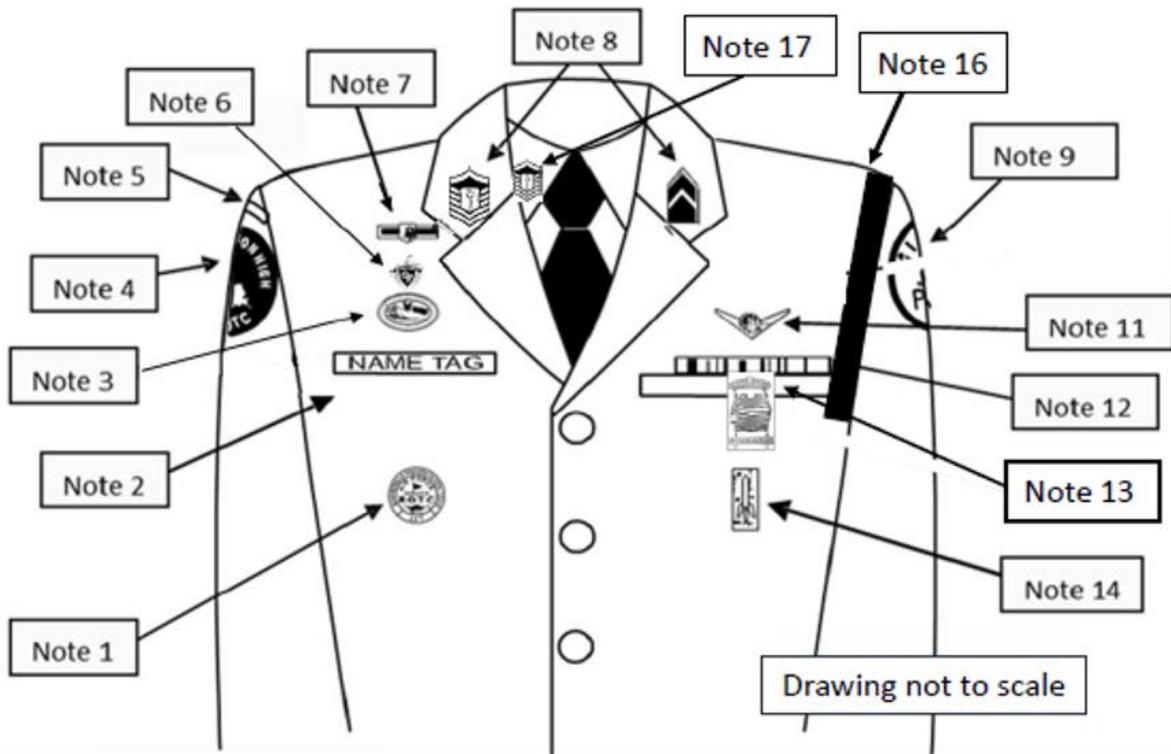
Exception is for Cadet Leadership Course (CLC) specific headgear that will ONLY be worn during the period of the CLC course.

CADET LIGHT WEIGHT BLUE JACKET



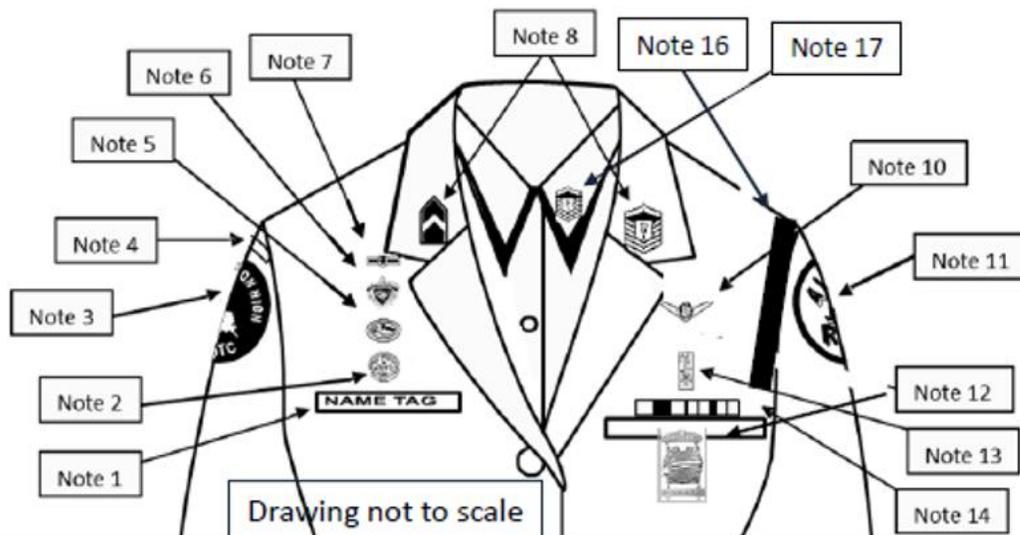
1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.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

CADET MALE SERVICE DRESS



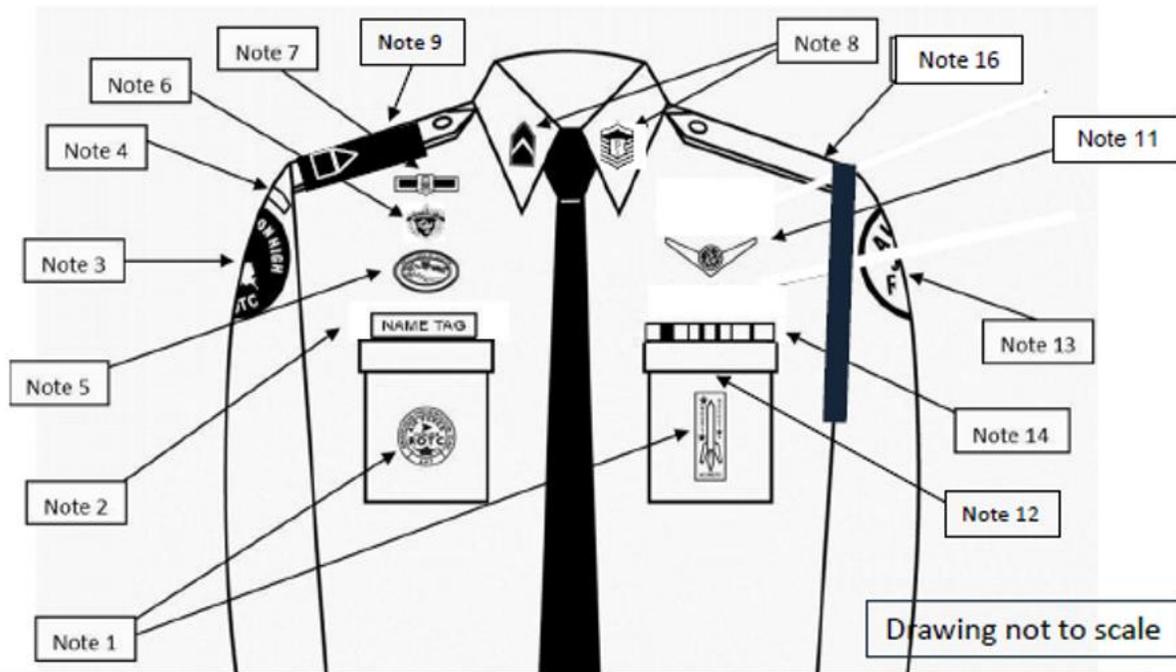
1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$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

CADET FEMALE SERVICE DRESS



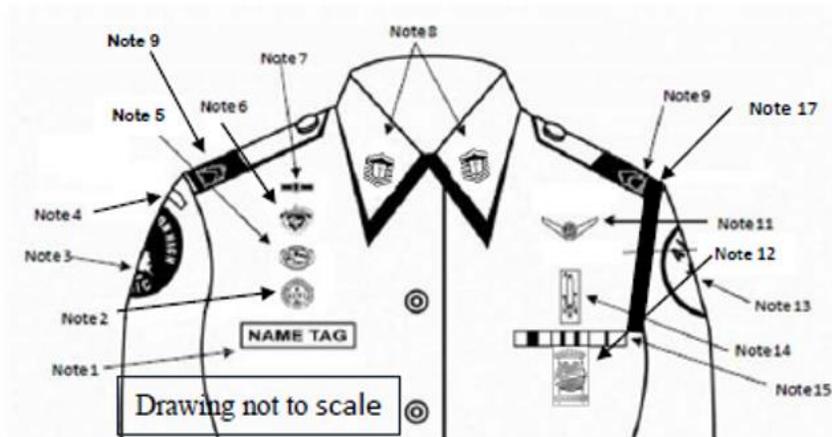
1. Silver Name tag, mandatory. **Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.**
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center $\frac{1}{2}$ to 1 inch below shoulder seam
4. Shoulder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

CADET MALE BLUE SHIRT



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

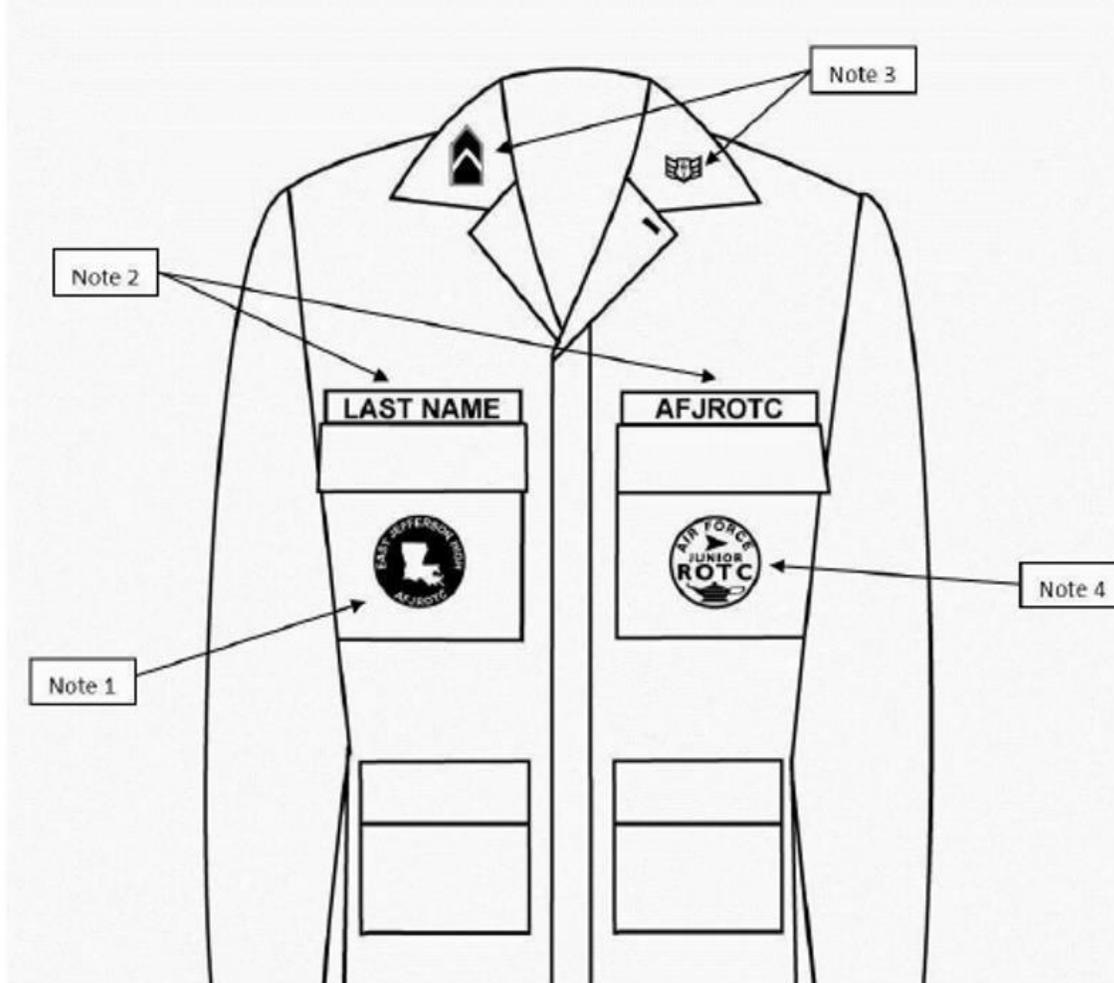
CADET FEMALE BLUE SHIRT



1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
10. Deleted.
11. Cadets will only wear one of the following badges, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or 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 two Flight badges are 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.

- Princess cut shirts are authorized. Reimbursement for shirt will not exceed cost of the price of a female shirt in FEDMALL and shirts will be loaded into WINGS logistics.

CADET ABU Male and Female



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

FLIGHT SUIT (Male and Female)



1. * AFJROTC Command Patch (mandatory). Velcro attached. 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 those programs (See Ops Supplement, Chapter 7, paras 7.2.1, 7.2.2 and 7.2.3).
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, AFJROTC Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
3. * American Flag Patch (mandatory) on left shoulder. Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
4. * Cadet Name Patch (mandatory). Velcro attached. Black background with silver 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". Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
5. Flight Suits are authorized for those cadets that are currently enrolled in or that have successfully completed AFJROTC aviation honors ground school, have been awarded the aviation ground school/unmanned aircraft badge, flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program.
 - Flight patches and Velcro may be purchased from a vendor using MilPer funds.
 - Flight Suits may be purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)

Sample Exhibition Uniform



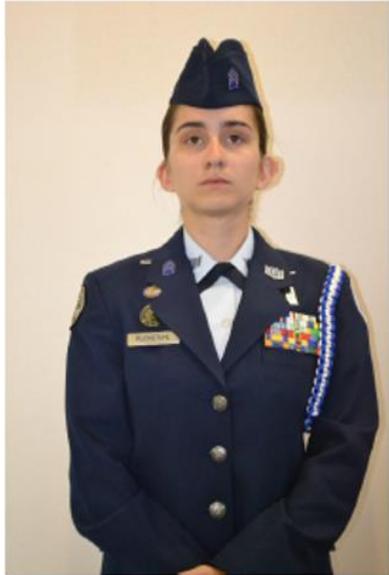
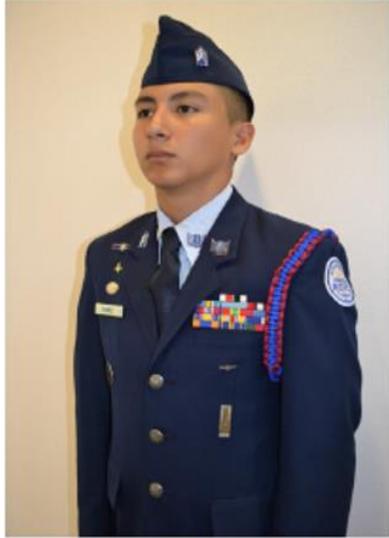
1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. This does not apply to uniforms worn during regular uniform days.
4. Blue pants may be modified to have a 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.

Sample Exhibition Uniform

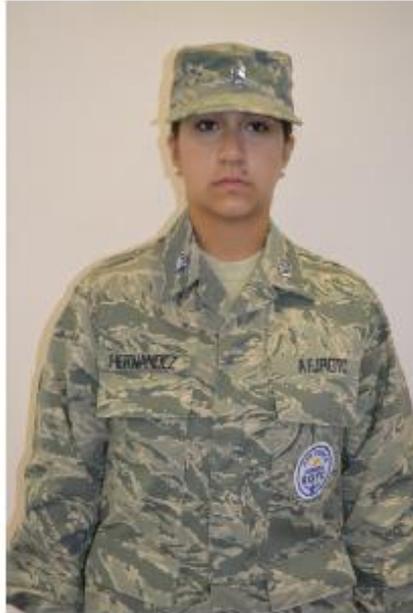


1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's . Service Caps (wheel and bucket hats) will be a solid color and free of any embroidery.
2. Shoulder Cord. Cadets are authorized to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

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



Sample Uniform Pictures



Sample Uniform Pictures



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

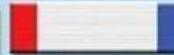
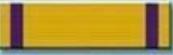
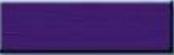
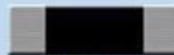
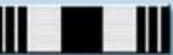
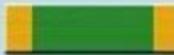
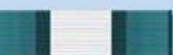
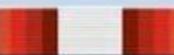
FEDMALL
Purchased Air Force
Sweat Shirt and
Pants





AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!

- | | | | | | |
|---|---|---|---|---|--|
| 
1. Air Force JROTC Gold Valor Award | 
2. Air Force JROTC Silver Valor Award | 
3. Cadet Humanitarian Award | 
4. Silver Star Community Service w/Excellence Award | 
5. Community Service with Excellence Award | 
6. Air Force Association Award |
| 
7. Daedalian Award | 
8. Daughters of the American Revolution Award | 
9. American Legion Scholastic Award | 
10. American Legion General Military Excellence Award | 
11. Reserve Officers Association Award | 
12. Military Officers Association Award |
| 
13. Veterans of Foreign Wars (VFW) Award | 
14. National Society United States Daughters of 1812 | 
15. National Sojourners Award | 
16. Scottish Rite, Southern Jurisdiction Award | 
17. Military Order of the Purple Heart | 
18. Sons of the American Revolution Award |
| 
19. Military Order of World Wars Medal | 
20. American Veterans Award | 
21. Air Force Sergeants Association | 
22. Tuskegee Airman Inc. AFJROTC Cadet Award | 
23. The Retired Enlisted Association Award | 
24. Celebrate Freedom Foundation Award |
| 
25. Air Commando Association Award | 
26. Distinguished Unit Award w/Merit | 
27. Distinguished Unit Award | 
28. Outstanding Organization Award | 
29. Outstanding Flight Ribbon | 
30. Top Performer Award |
| 
31. Outstanding Cadet Ribbon | 
32. Leadership Ribbon | 
33. Superior Performance Ribbon | 
34. Achievement Ribbon | 
35. Academic Ribbon | 
36. Cadet Leadership Course Ribbon |
| 
37. Special Teams Placement Ribbon | 
38. All-Service National Competition Ribbon | 
39. Air Force Nationals Competition Ribbon | 
40. Orienteering Ribbon | 
41. Leadership Development Requirement (LDR) Leadership Ribbon | 
42. Drill Team Ribbon |
| 
43. Color Guard Ribbon | 
44. Sabre Team Ribbon | 
45. Marksmanship Ribbon | 
46. Good Conduct Ribbon | 
47. Service Ribbon | 
48. Health and Wellness Ribbon |
| 
49. Recruiting Ribbon | 
50. Activities Ribbon | 
51. Attendance Ribbon | 
52. Dress and Appearance Ribbon | 
53. Longevity Ribbon | 
54. Bataan Death March Memorial Hike Ribbon |
| 
55. Patriotic Flag Ribbon | 
56. Gen Carl A. Spaatz Award (CAP) | 
57. Gen Ira C. Eaker Award (CAP) | 
58. Amelia Earhart Award (CAP) | 
59. Gen Billy Mitchell Award (CAP) | 
60. Gen J. F. Curry Award (CAP) |

Version: 3 August 2019

30Step Flight Drill Sequence (1st Year Cadets)

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

59 Step Flight Drill Sequence (1st – 4th year)

1. Report in	37. Half step march
2. Order Arms	38. Forward march
3. Dress right dress	39. Column left march (Forward march)
4. Ready front	40. Change step march
5. Parade rest	41. Flight halt
6. Flight attention	42. Column half-left march
7. Count off	43. Column half-left march
8. Right face	44. To the rear march
9. Close march	45. To the rear march
10. Extend march	46. Eyes right
11. Left face	47. Ready front
12. Open ranks march	48. Column left march (Forward march)
13. Close ranks march	49. Column left march (Forward march)
14. Left face	50. Flight halt
15. About face	51. Forward march
16. Left step march	52. Half-step march
17. Flight halt	53. Forward march
18. Left face	54. Counter march
19. About face	55. Counter march
20. Right step march	56. Left flank
21. Flight halt	57. Change step march
22. About face	58. Flight halt
23. Right face	59. Report out
24. Forward march	
25. Column right march (Forward march)	
26. Column right march (Forward march)	
27. Left flank	
28. Right flank	
29. Column left march (Forward march)	
30. To the rear march	
31. To the rear march	
32. Flight halt	
33. Column of files from the right	
34. Flight halt	
35. Columns of three(or twos) to the left	
36. Column left march (Forward march)	

Phonetic Alphabet and Military Time



Phonetic Alphabet

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

Military Time/the "24-Hour" Clock

Commonly known as "military" time, and formally referred as Universal Military Time [UMT], the 24-hour clock is the normal method of indicating time when using your radio.

Converting to military time is quick and easy with a little practice. Since the day is divided into 24-hours, references to "AM" or "PM" are no longer needed. Any number higher than 1200 equals a PM time period.

Another benefit of using military time is that time is always referred to in hundreds of hours. For example, 0200 Hours is reported as "Zero Two Hundred Hours" and 1700 Hours is reported as Seventeen Hundred Hours.

So the next time you are listening to your radio or watching a military movie and someone says its "2130 hours" -- you'll now be able to use simple subtraction to find civilian time: $2130 - 1200 = 9:30$ PM

- AM -

Military	Civilian
0001 Hrs	=12:01 AM
0100 Hrs	=1:00 AM
0200 Hrs	=2:00 AM
0300 Hrs	=3:00 AM
0400 Hrs	=4:00 AM
0500 Hrs	=5:00 AM
0600 Hrs	=6:00 AM
0700 Hrs	=7:00 AM
0800 Hrs	=8:00 AM
0900 Hrs	=9:00 AM
1000 Hrs	=10:00 AM
1100 Hrs	=11:00 AM
1200 Hrs	=12 Noon

- PM -

Military	Civilian
1201 Hrs	=12:01 PM
1300 Hrs	=1:00 PM
1400 Hrs	=2:00 PM
1500 Hrs	=3:00 PM
1600 Hrs	=4:00 PM
1700 Hrs	=5:00 PM
1800 Hrs	=6:00 PM
1900 Hrs	=7:00 PM
2000 Hrs	=8:00 PM
2100 Hrs	=9:00 PM
2200 Hrs	=10:00 PM
2300 Hrs	=11:00 PM
2400 Hrs	12 Midnight
or	=
0000 Hrs	

Some military people use terms similar to a form of "military shorthand" when referring to time. For example, the term "Oh Dark Thirty" is not an actual time. But military people use the term to refer to "sometime during the middle of the night" or "sometime very, very early in the morning."

Sometimes a military person will refer to Zero Five Hundred [0500 Hours] as "Oh Five Hundred." The 0500 is a number, not a letter, so the reference is technically incorrect. However, it's not an uncommon reference.

Official military time for mid-night is 0000 Hrs, but many people and reputable sources also use 2400 Hrs.

SONGS



THE STAR-SPANGLED BANNER

(Verse I and IV)

O say can you see, by the dawn's early light. What so proudly we hailed at the twilight's last gleaming, whose broad stripes and bright stars, thro' the perilous flight, O'er the ramparts we watched, were so gallantly streaming? And the rockets' red glare, the bombs bursting in air, Gave proof thro' the night that our flag was still there. O say does that Star Spangled Banner yet wave? O'er the land of the free and the home of the brave?

O thus be it ever when free men shall stand. Between their loved homes and the war's desolation; Blest with victory and peace, may the heaven rescued land. Praise the power that hath made and preserved us a nation! Then conquer us must, when our cause it is just, and this is our motto: "In God is our trust!" And the Star-Spangled Banner in triumph shall wave. O'er the land of the free and the home of the brave.

Air Force Song

First Verse

Off we go, into the wild blue yonder, climbing high into the sun;
Here they come, zooming to meet our thunder, at 'em boys give 'er the gun!
Down we dive spouting our flames from under, off with one hell-uv-a- roar!
We live in fame or go down in flame, HEY! Nothing'll stop the U.S. Air Force!

One Team, One Unit, One Family