

Fike High School
NC - 946
Air Force JROTC



Cadet Handbook
2017 – 2018

Mr. Randy St. Clair
Fike High School, Principal

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**NC-946 AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS (AFJROTC)
WELCOME LETTER**

To: AFJROTC Cadets, On behalf of the Superintendent, Wilson County Schools and the director,
Headquarters AFJROTC, Welcome.

You will experience a unique course of instruction that will be educational, motivational and rewarding. Many of you will get to do things that others can only imagine. Your experiences in AFJROTC are the foundation for life-long memories and close friendships. We sincerely believe you will benefit from the teamwork, self-discipline and leadership experiences you encounter.

We are sure most students and parents have questions about AFJROTC. First, let us assure you it is neither boot camp nor combat training. It is a class that will help you develop decision-making and communication skills while building self-confidence as a leader. If you have never been in charge or responsible for anything, get ready -- the opportunities are here! While our program will be challenging and demanding, we believe you will experience a sense of accomplishment and pride hard to put into words.

The Cadet Handbook is your guiding light in AFJROTC. All cadets must have a complete and clear understanding of the requirements, standards and policies prescribed for them. While the handbook is directive in nature, the final word on any issue rests with the principal and instructors. We urge your parents to read this handbook in order to gain valuable insight into AFJROTC. This handbook covers information that will answer most of their questions.

Again, welcome to AFJROTC. We look forward to working with each of you as members of our team and family. From this day on, you will have the opportunity to improve your interpersonal skills through a challenging leadership education program, and increase your awareness of flight and space operations. We are proud to have you enrolled and stand ready to help you expand your knowledge and horizons. We are delighted to have you on the team!

Signed

Senior Aerospace Science Instructor (SASI)
NC-946
Fike High School

Signed

Aerospace Science Instructor (ASI)
NC-946
Fike High School

“Building tomorrow’s leaders today”

AIR FORCE JUNIOR RESERVE OFFICERS’ TRAINING CORPS (JROTC) ESTABLISHMENT

Public Law 88-647. The authority to operate Air Force Junior Reserve Officers’ Training Corps (AFJROTC) in secondary schools is The Reserve Officer Training Corps Vitalization Act of 1964. The Director, AFJROTC, located at Maxwell AFB, Alabama, administer the AFJROTC program.

AFJROTC Instruction 36-2001. This instruction prescribes the operation of AFJROTC units and instructors.

The Superintendent of Wilson County schools signed a contract with the Air Force to offer AFJROTC at Fike High School. The Superintendent agrees to limit membership in the units to students who maintain an acceptable standard of academic achievement and conduct.

AFJROTC Program enrollment is strictly voluntary and cadets must participate in the full program to include taking AFJROTC academic courses, participating in the cadet corps, and wearing the prescribed uniform. No student may be placed into the program by school administrators arbitrarily.

The AFJROTC curriculum has two main focal points: Aerospace Science (AS) and Leadership Education (LE).

- AS focuses on the historical, scientific and technical aspects of aerospace power.
- LE provides experiences to help develop discipline, responsibility, communications skills, and citizenship. Cadets learn leadership fundamentals to prepare them for leadership responsibilities.

AFJROTC at Fike is a four-year program. Cadets are classified into “year-groups,” based on how many full years of an AFJROTC program they have completed. A first-year cadet is termed an AS-1. A second-year cadet is termed an AS-2. A third-year cadet is termed an AS-3. And a fourth-year cadet is termed an AS-4.

The AS designations may or may not align with a student’s year in school. In other words, a freshman taking AFJROTC is an AS-1. But a sophomore, junior, or senior could also be an AS-1 if he/she is in his/her first year of AFJROTC.

We recommend a student take one course per year of AFJROTC. There is no requirement to “complete” the program. However, active-duty military pay and rank benefits accrue after a cadet has completed at least two years of AFJROTC and then joins the military.

AFJROTC MISSION STATEMENT

*DEVELOP CITIZENS OF CHARACTER DEDICATED TO SERVING THEIR NATION AND
COMMUNITY*

CADET HONOR CODE

I WILL NOT LIE, CHEAT OR STEAL, NOR WILL I TOLERATE THOSE WHO DO.

AIR FORCE CORE VALUES:

Core values are the foundation upon which a truly quality Air Force Junior ROTC Program is built. Core values are also a fundamental set of guidelines that can serve you throughout your life. These are:

- INTEGRITY FIRST -

Integrity means devotion to honesty, truthfulness, doing one's duty, and doing what is right. This means that your word can always be counted upon and that you can be trusted to accomplish your job.

- SERVICE BEFORE SELF -

Service is the giving of self to provide for the welfare of others. Personal desires are not considered in the concept of service.

- EXCELLENCE IN ALL WE DO -

Excellence means doing the very best you can in each job you perform regardless of how large, small, difficult, or easy it is to accomplish.

NC-946 AFJROTC CADET CREED:

- *I AM AN AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS CADET*
- *I AM CONNECTED AND FAITHFUL TO MY COMMUNITY AND NATION.*
- *I UPHOLD THE AIR FORCE 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 AM A LEADER AND A WINGMAN DEVOTED TO THOSE I FOLLOW, SERVE AND LEAD.*

AIR FORCE JUNIOR ROTC CADET LEADERSHIP COURSE (CLC)

The mission of the CLC is to prepare rising cadets for cadet officer leadership positions. CLC is an intense weeklong training program conducted in June on the campus of Hunt High School, Wilson, NC. Each year's attendees are the most qualified cadets selected by the Aerospace Science instructors from the cadet corps. CLC graduates wear the distinguished purple and gold shoulder cords on their Air Force Junior ROTC uniform. All CLC graduates are appointed to NC-946 leadership positions.

An advanced and more challenging cadet leadership school will be afforded to the selected top cadets each school year based on the number of positions authorized. The Fayetteville State Cadet Officer Leadership School (COLS) is a weeklong leadership school held each year at Fayetteville State University. Approximately 250-300 AFJROTC cadets will face a challenging and demanding training schedule that includes survival academics, drill and ceremonies, physical fitness, and team sports. Cadets will be evaluated throughout the week on the various training provided. All activities and evaluations are supervised by AFJROTC instructors and will be assisted by Active Duty, Guard, and Reserve personnel. The week will conclude with a graduation and award ceremony.

NC-946 CADET POLICIES

ATTENDANCE POLICY

The Wilson County School Board attendance policy is: Any student (cadet) with more than ten (10) unexcused absences in a semester “shall not receive academic credit for the course, and no numerical grade shall be recorded for the course or applied toward the student's grade point average.”

Also, cadets will earn Out of School Suspension (OSS) after a third tardy and is cumulative. “However, where extenuating circumstances exist, the principal may review the circumstances and make a final decision regarding course credit.” If cadets are having problems with attendance, ASIs will work together with parents to ensure a credit is received for Aerospace Science class to the maximum extent possible.

****Note****: Cadet leaders must lead by example. They must attend school to the maximum extent possible and be on time for all of their classes. After 3 unexcused absences and/or 2 unexcused tardies in any class, the cadet leader will be given a warning and a phone call will be made to his/her parents. After 6 unexcused absences and/or 4 unexcused tardies, the SASI reserves the right to demote the cadet, remove him/her from a position of leadership, and limit future enrollment in the AFJROTC program. Cadets falling into either situation will not be considered for any current semester leadership position.

MISSING ASSIGNMENTS POLICY

Cadets are responsible for requesting and making-up all graded assignments missed while absent from class. Cadets who miss assignments due to unexcused absences or assigned OSS must make-up all missed graded assignments. Cadets missing graded assignments due to an excused absence, authorized school activities (field trips, sporting events, etc.) can elect to make-up assignments during class, time permitting, or at home. All missed assignments must be made-up within two days of each absence for full credit but no later than before the end of the grading period for partial credit. Any missed assignment not made-up will be entered as a “zero” grade. Exemptions to this policy will be determined on a case-by-case basis by either ASI.

FINAL EXAM POLICY

The Wilson County School Board Final Exam Policy requires Aerospace Science final exams. Final exams for all Aerospace Science courses are comprehensive. Final exams will come from the course material assigned during the semester.

HAZING POLICY

We are not a “Military Boot Camp” and we will not tolerate hazing. Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Examples of prohibited physical activities include, but are not limited to: push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.

ADVANCEMENT

For a cadet to advance from one AS year-group to the next, each cadet must take and pass an AFJROTC course. In addition, for a cadet to advance from AS-2 into AS-3, each cadet must also successfully complete Summer Leadership School, conduct 20 hours of documented community service (in the summer between AS-2 and AS-3), or receive an exemption from SASI/ASI, and pass the “30 step drill sequence.” Finally, for a cadet to advance from AS-3 into AS-4, a cadet must be recommended to his/her counselor by the AFJROTC Senior Aerospace Science Instructor.

TRANSFER

Students from other JROTC units (including Army, Navy, and Marine Corps units) may be admitted with full credit for all academics satisfactorily completed. Transfer students will be awarded a rank commensurate to that of their AFJROTC peers. All ribbons earned from a previous JROTC unit may be worn on the AFJROTC uniform. They will be worn in proper precedence, according to their particular service branch, however, they will be placed after in precedence to all AFJROTC ribbons earned. Put another way, a ribbon rack containing ribbons from another military branch of AFJROTC will be built from the bottom up, starting with the other branch(es) first and finishing with the AFJROTC ribbons.

DISENROLLMENT

The Senior Aerospace Science Instructor, in coordination with the school principal or a designated representative, reserves the right at any time to terminate a student from the AFJROTC program for persistent violation of program standards, such as:

- Indifference to training (to include persistent failure to wear the uniform and/or bring and wear PT gear when required)
- Discipline infractions.
- Undesirable character traits. (includes failing to live by the Cadet Honor Code, disrespect to instructors, etc.)
- Failure to remain enrolled at Fike High School.
- Physically unable and/or unwilling to perform drill (for an extended period).
- Individual request.
- Any other reason deemed appropriate by the principal and SASI

AIR FORCE JUNIOR ROTC UNIFORM POLICY

All Air Force Junior ROTC cadets are required to wear the AFJROTC uniform on the designated uniform wear day: Wednesday. The uniform wear day is subject to change based on extenuating circumstances such as holidays, weather, and as deemed by ASIs. The uniform must be worn in compliance with Air Force, AFJROTC and NC-946 directives. All cadets will have their uniforms and grooming inspected using the Uniform Grading Guide and scored on the inspection form on uniform days.

There will be a make-up uniform day on Thursday of the same week. Cadets are authorized to wear the uniform and receive a uniform grade on the make-up day **ONLY** for two situations:

1. Cadet was absent on the mandatory uniform day.
2. Cadet received, under rare occasions, an exemption from the SASI/ASI from wearing the uniform on the mandatory uniform day. Exemption must be granted before 1430 hours (2:30 P.M.) the day prior to the mandatory uniform day.

Both the mandatory uniform day and the make-up uniform day is defined as, "from the time the cadet arrives on campus until the end of the school day." Any cadet observed not wearing or incorrectly wearing the uniform during the uniform day will have their uniform grade adjusted accordingly. **PRIOR** approval from the SASI or ASI must be granted before any cadet may be out of uniform on any uniform day. The SASI, ASI, all CLC graduates, and the Fike High School administrative staff and teachers can report any cadet out of uniform or incorrectly wearing the uniform. Cadets will **NOT** receive uniform credit if they are observed not wearing or incorrectly wearing the uniform during the designated uniform period.

Any cadet who does not receive uniform credit, **FOR ANY REASON**, Two (2) times during the semester may be removed from class and reassigned to **CHOICE** or as assigned by School Administration for the remainder of the semester. Cadets removed from class may not participate in any Corps activity and functions and will receive a final grade of "50". This will limit future enrollment in any AFJROTC courses.

To possibly prevent a cadet's removal from class, at the time a cadet has failed to wear their uniform two times, the SASI and/or ASI will contact the cadet's parents to discuss the situation, to review the uniform wear policy with the parents, and to stress why their cadet must avoid a third "failure" to wear their uniform.

CURRICULUM IN ACTION POLICY (Field Trips)

Curriculum in Action (CIA) is an extracurricular activity designed to promote and reinforce classroom learning. NC-946 cadets participate in numerous on-site and off-site CIA events. To participate in a CIA event, cadets must meet the following four (4) criteria:

- Passing grade (70) in ALL classes
- Permission from all their teachers (off-site)
- Written permission from parents/guardians (off-site)
- No assignment to CHOICE, In School Suspension (ISS) or Out of School Suspension (OSS)
- In good standing with the ASIs

Each semester, the NC-946 Corps of Cadets officers determine the CIA events. **The planning, organizing, coordinating, fundraising, and execution of CIA events are the sole responsibility of the cadet corps officers.**

Fike cadets have or will learn the “spirit of community” by participating in parades, performing various community services and presenting the “colors” at school and community events. Annually, the Corps of Cadets develop close friendships and experience Air Force customs and traditions through their participation in our end-of-school year AFJROTC Awards Program. Field trips to military bases, aerospace facilities, museums, civilian airports, and college senior ROTC detachments can expand cadet interests in numerous potential career opportunities. Also, cadets may be afforded the opportunity to develop relationships with partner programs such as the Civil Air Patrol and Air Force flying units. These activities motivate cadets, reinforce the formal curriculum, and enhance the overall cadet learning experience.

CLASSROOM RULES/PROCEDURES

CLASSROOM RULES

Cadets will: Abide by all school behavioral guidelines as outlined in the Fike High School Student/Parent Handbook. Show respect to teachers, fellow students, and school property at all times. Address the SASI, ASI, and any guest speakers as “Sir”, “Ma’am”, or their appropriate rank and name. Come to class prepared every day. Cadets are considered prepared for class by bringing a pen/pencil, school issued electronic device (as appropriate), sheet(s) of paper, and completed homework each day.

Address cadet officers when in uniform or in formation as “Sir” or “Ma’am”, or appropriate cadet rank and name.

Be alert and attentive during class and refrain from sleeping or otherwise disrupting the class.

Use AFJROTC class computers or other equipment only with ASI’s permission and in a manner that complies with AFJROTC, Fike High School, and Wilson County Schools policies and procedures.

No chewing gum, eating food, or drinking beverages in the classroom (water in re-closable container is okay).

CLASSROOM PROCEDURES

Daily classroom procedures are as follows:

All cadets must be in classroom, have all required materials at their desk, place bags in the “Supply Room,” be ready for instruction, and standing the position of parade rest no later than the time the tardy bell rings. Cadets will follow all instructions and commands provided by their flight leadership.

The Flight Commander (or Flight Sergeant) will

- Call the classroom to attention
- Recite the Fike AFJROTC Creed as a Flight
- Receive reports of attendance from each Element Leader
- Report into the SASI/ASI with the daily attendance
- Take seats and prepare for instruction as a Flight

Cadets will be called to attention by the Flight Commander (or Flight Sergeant) prior to the end of class and dismissed by the ASI. Under no circumstances will cadets leave their seats, use cell phones, or congregate near the door prior to the bell.

CUSTOMS AND COURTESIES

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

When wearing the uniform anywhere outside the Fike High School campus and in each breezeway, cadets should salute:

- The President
- All commissioned/warrant officers of US Armed Forces and Friendly Foreign Nations.
- AFJROTC instructors (Officers)
- Cadet officers senior in grade when in uniform.
- Cadets will not render hand salutes indoors EXCEPT when formally reporting to ASIs and in uniform.

Cadet Etiquette

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

Say “Please” and “Thank You”.

Use “Mr., Ms., or Mrs.” and last name when addressing civilians and “Military Grade” and last name when addressing military personnel. Use “Yes Sir/Ma’am” or “No Sir/Ma’am” when addressing AFJROTC instructors, military service members, school officials, teachers, visitors and senior officer cadets at all times.

Position of Honor

This military courtesy began centuries ago, when warriors fought with swords. Since units were proud of their fighting ability, the right side (sword bearing side) or right of the battle line became the position of honor, assumed by great warriors and leaders.

While in uniform, a cadet should walk or sit on the LEFT side of an AFJROTC instructor, military service member, or senior cadet officer who assumes the position of honor on the RIGHT. The position of honor also applies to displaying the US flag. That is, the US flag is positioned at the highest point or on the far right when displayed with other flags on poles of equal height.

Calling rooms to Attention

Calling a room to attention is a way to show respect for Officers and high ranking/distinguished visitors. When any officer enters a room, the room is called to attention. The exception is when a person of an equivalent rank or higher is already in the room, then the room will not be called to attention.

In our learning environment, this courtesy of calling the room to attention will also be extended to the principal, AFJROTC instructors from other schools, and guest speakers. The first person in the room to notice the high ranking/distinguished visitor entering will call the room to attention and everyone inside will rise to attention and remain in the position until the person entering says “At Ease”, “As You Were”

NC-946 CORPS OF CADETS

CORPS OF CADETS ORGANIZATION

In every military unit, leadership responsibility is distributed among the members to ensure all unit goals are met. The NC-946 Corps of Cadets has an established chain of command modeled after the active duty Air Force unit. For the 2017-2018, the corps of cadets will be organized as:

FALL SEMESTER 2017

FIRST SQUADRON

A FLT (1st period)	AS-III
B FLT (2nd period)	AS-I
C FLT (4th period)	AS-V

SPRING SEMESTER 2018

SECOND SQUADRON

D FLT (1st period)	AS-IV
E FLT (2nd period)	AS-I
F FLT (4th period)	AS-II

During each semester, the Cadet Squadron Commander (SQ/CC), also referred to as the NC-946 Corps Commander, will be an AS-IV/AS-V cadet. The ASIs select the Cadet Squadron Commander. The Cadet Squadron Commander *must* be a Cadet Leadership Course (CLC) graduate.

RESERVE FLIGHT

The Reserve Flight is a support organization comprised of Junior ROTC cadets who are not enrolled in an Aerospace Science class during the current semester but wish to stay active in Junior ROTC activities. Any cadet who has successfully completed Aerospace Science One (AS-1) is eligible to be a member of the Reserve Flight. Cadets in the Reserve Flight are encouraged to wear the Air Force Junior ROTC uniform on the uniform wear day. Reserve Flight cadets participate in Junior ROTC functions and are invited to join their appropriate class on field trips. Reserve Flight cadets wear the Co-curricular Activities Leadership Ribbon.

ORGANIZATION

Cadet Corps Organization

The NC-946 Cadet Corps is organized as a Cadet Squadron. The cadet leaders will run the Corp organization to the maximum extent with guidance and supervision of the SASI and ASI. The cadet leaders will hold regular staff meetings to disseminate information, receive progress reports, discuss Cadet Corps activities, and present recommendations and suggestions. These meetings will be conducted in a formal atmosphere and led by the Squadron commander. Attendance for all Cadet Staff officers is mandatory unless prior arrangements for excuse have been made with the SASI/ASI.

Unit Manning Document

A document that shows the number of positions authorized within the Cadet Corps and the highest rank authorized for the each position. Cadets assigned to the various staff positions initially will not normally be awarded the highest authorized rank to allow for promotion based upon superior performance in their assigned duties.

Chain of Command

Each cadet will know the chain of command and the names of the people assigned to the positions contained in the chain of command. The Chain of Command defines lines of authority and communication. Cadets should use the chain for cadet business such as questions on uniforms, customs and courtesies, drill, cadet evaluations and promotions, cadet awards, extracurricular activities, and class rules and procedures.

POSITION TITLE

Squadron Commander
Director of Operations
Director of Personnel
Director of Logistics
Public Affairs
Flight Commander
Flight Sergeant
All other Staff Officers
All other Staff NCOs

JOB DESCRIPTIONS

Job descriptions for cadet corps staff positions are contained are listed below. Like the Air Force, job responsibilities and duties increase with each promotion. Cadets earn their job assignments and are entrusted to carry out their job duties, to include supervisory responsibilities, to the best of their ability.

Cadet Squadron Commander (c/Sq CC) will:

- (1) Develop a cadet operations and activities calendar.
- (2) Advise the SASI/ASI on corps operations, policies, procedures, and morale.
- (3) Manage the cadet corps senior staff and conduct regular staff meetings.
- (4) Ensure all cadets have opportunities to develop their leadership qualities.
- (5) Chair Cadet Evaluation Boards.
- (6) Establish and enforce appearance, discipline, training, and conduct standards.
- (7) Performs duties as assigned by SASI and/or ASI.

Cadet Director of Operations will:

- (1) Supervises the Operations staff officers and NCOs
- (2) Organizes and supervises extra-curricular and co-curricular activities
- (3) Advises the c/Sq CC on Operations activities and corps morale
- (4) Assists c/Sq CC in selecting project officers for activities
- (5) Develops a cadet evaluation and promotion system
- (6) Coordinate with Director of Communications for computer program support
- (7) Recommend cadets for jobs, awards, and promotions.
- (8) Takes on other projects as assigned by the SASI/ASI

Director of Personnel Officer will:

- (1) Create, Issue, collect, organize, track, and control all cadet information/consent forms (except those not granted access to cadets by parent/guardian)
- (2) Ensure all cadets have the proper ribbons and “Wings” has been updated to reflect the proper ribbons.
- (3) Ensure all cadets turn in proper forms for trips, pictures to be posted, and communicate with Public Affairs officer concerning forms before any pictures are posted.
- (4) Advise and Assist the c/Sq CC of any concerns/problems affecting the Corps.
- (5) Communicate with other key cadets to ensure event information is properly disseminated
- (6) Help organize award ceremonies and give recommendations on national awards
- (7) Recommend cadets for jobs and promotions
- (8) Complete any tasks instructed by the SASI/ASI.

Drill Team Commander will:

- (1) Establish rules, objectives, procedures and routines for performances
- (2) Recommends cadets for the team and keeps records for attendance at practices and performances
- (3) Trains Drill Team members for all routines
- (4) Coordinates with SASI/ASI for competition participation
- (5) Trains Color Guard members for all routines
- (6) Train NCO in all duties

Color Guard Commander will:

- (1) Establish rules, objectives, procedures and routines for performances
- (2) Recommend cadets for the team and keep records for attendance at practices and performances
- (3) Train Color Guard members for all events
- (4) Coordinates with SASI/ASI for competition participation
- (5) Train NCO in all duties

Cadet Director of Logistics will:

- (1) Supervises the Logistics staff officers and NCOs
- (2) Organizes and supervises resource programs
- (3) Advises the c/Sq CC on Resources activities
- (4) Manage the issue and accountability of uniforms
- (5) Recommend cadets for jobs, awards, and promotions.
- (6) Assist ASI with equipment and uniform inventory, issue and turn-in
- (7) Annotate and maintain cadet supply records
- (8) Monitor the Supply/Storage room for cleanliness and security
- (9) Maintain supply records for inventory/requisition control
- (10) Perform and record monthly equipment inventory
- (11) Train NCO in all duties

Cadet Flight Commander (c/Flt CC) will:

- (1) Command flight in classroom and informal formations.
- (2) Enforces discipline and dress and appearance standards.
- (3) Ensure compliance with classroom rules and procedures.
- (4) Instill teamwork/esprit-de-corps within the flight.
- (5) Supervise cadets and write evaluations on performance, conduct, leadership/promotion potential.
- (6) Advise c/Sq CC or Director of Operations of morale or issues affecting the Corps
- (7) Inspect flight members during uniform and personal appearance inspections, as directed
- (8) Submit request to Logistics staff for uniform items (i.e. ribbons, rank insignia etc)

- (9) Maintain cleanliness of classroom and supply room areas.
- (10) Train Flight Sergeant to assume duties in their absence

Cadet Flight Sergeant (c/Flt Sgt) will:

- (1) Assume command of the flight in the absence of the flight commander.
- (2) Assist flight commander with flight conduct and discipline.
- (3) Assist flight commander in teaching drill and ceremonies.
- (4) Prepare flight for inspection and accomplishing inspection records.
- (5) Maintain cleanliness of classroom and supply room areas.

Cadet Health and Wellness Officer will:

- (1) Assist SASI/ASI in conducting the Cadet Health & Wellness program
- (2) Establish and lead weekly exercise plan
- (3) Develop plan for field day activities
- (4) Records cadet performances to determine eligibility for Presidential Physical Fitness ribbon or certificates
- (5) Coordinate with Director of Personnel for input format and requirements
- (6) Train NCO in all duties

Cadet Public Affairs Officer will:

- (1) Publicize cadet activities and accomplishments
- (2) Write a cadet newsletter and/or the school newsletter input
- (3) Maintain Squadron bulletin board
- (4) Video and/or photograph cadet activities
- (5) Maintain scrapbook
- (6) Train NCO in all duties
- (7) Supervises the Communications staff officers and NCOs
- (8) Organizes and supervises computer systems programs
- (9) Advises the c/Sq CC on Computer Systems activities
- (10) Maintain the unit AFJROTC website
- (11) Recommend cadets for jobs, awards, and promotions.
- (12) Takes on other projects as assigned by the SASI/Unit Manning Documents

Chain of Command

President of the United States
Secretary of Defense (Sec Def)
Secretary of the Air Force
Chairman of the Joint Chiefs of Staff
Chief of Staff, USAF (CSAF)
Commander, Air Education and Training Command (AETC/CC)
Commander Air University (AU/CC)
Commander, Holm Center
Director of Air Force JROTC
Chief Master Sergeant of the Air Force
Senior Aerospace Science Instructor (SASI)
Aerospace Science Instructor (ASI)
Cadet Squadron Commander
Cadet Director of Operations

CADET OFFICER AND NCO AUTHORITY AND LIMITATIONS

Authority. Cadet officers and noncommissioned officers are authorized to take charge of and direct subordinate cadets in the performance of AFJROTC Leadership Training. They will judiciously enforce military discipline at all times and will never demean, belittle, harass or use obscene language or physical force. In addition, physical punishment will not be used by any member of AFJROTC at any time. Proven abuse of cadet officer or NCO authority will result in disciplinary action of the individual concerned.

Limitations. Cadets will not attempt to use AFJROTC rank or position in order to obtain personal gain or favor. They will never ask a teacher or administrator for special consideration because of their cadet status. Cadet rank is an AFJROTC Leadership training tool; therefore, cadet rank exists only in authorized AFJROTC activities.

CADET PROMOTION PROGRAM

All Air Force Junior ROTC cadets begin their Aerospace Science One (AS 1) course as a Cadet Airman Basic (C/E-1). During the AS 1 course, every cadet will have the opportunity to test and earn ranks of Cadet Airman (C/E-2) thru Cadet Staff Sergeant (C/E-5).

Criteria for Cadet Airman (C/E-2):

1. State the Air Force Junior ROTC mission statement: *“Developing citizens of character, dedicated to serving our nation and your communities.”*
2. State the three Air Force core values
 - Integrity First
 - Service before Self
 - Excellence in All You Do
3. 80% on promotion test
4. State the corresponding ranks (E-2)
 - Army – Private
 - Navy - Seaman Apprentice
 - Marines – Private First Class
 - Coast Guard – Fireman Apprentice/Seaman Apprentice
5. Perform 20-Step drill card.
6. May be promoted again if Cadet participates in at least 90% of Drill and/or Raider practices and Drill Competitions (if no competitions are offered it will be taken into consideration)
7. Must have at least 5 hours of community service

Criteria for Cadet Airman First Class (C/E-3):

1. 100% on five (5) criteria for C/E-2 rank
2. Recite the Pledge of Allegiance: “I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under GOD, indivisible with liberty and justice for all.”
3. State the corresponding ranks (E-3)
 - Army – Private First Class
 - Navy – Seaman
 - Marines – Lance Corporal
 - Coast Guard – Fireman/Seaman

4. Perform “reporting-in procedures”
5. Perform “correctly tie the necktie” (males only)
6. May be promoted again if Cadet participates in at least 90% of Drill and/or Raider practices and Drill Competitions (if no competitions are offered it will be taken into consideration)
7. Must have at least 5 hours of community service

Criteria for Cadet Senior Airman (C/E-4):

1. Lead the student body in the morning reciting of the Pledge of Allegiance
2. State the corresponding ranks (E-4):
 - Army - Corporal
 - Navy – Petty Officer Third Class
 - Marines - Corporal
 - Coast Guard – Petty Officer Third Class
3. 100% on appropriate Rank test
4. State the “Chain of Command” by individual
 - Commander in Chief – President
 - Secretary of Defense
 - Secretary of the Air Force
 - Chief of Staff of the Air Force
5. May be promoted again if Cadet participates in at least 90% of Drill and/or Raider practices and Drill Competitions (if no competitions are offered it will be taken into consideration)
6. Must have at least 5 hours of community service

Criteria for Cadet Staff Sergeant (C/E-5):

1. State the corresponding rank (E-5):
 - Army – Sergeant
 - Navy – Petty Officer Second Class
 - Marines – Sergeant
 - Coast Guard – Petty Officer Second Class

2. Accomplish two Color Guard details
3. Prepare a flight for “open ranks inspection”
4. Recite Cadet Creed
5. May be promoted again if Cadet participates in at least 90% of Drill and/or Raider practices and Drill Competitions (if no competitions are offered it will be taken into consideration)
6. Must have at least 5 hours of community service

All Air Force Junior ROTC cadets begin their Aerospace Science Two (AS 2) course at their highest earned Aerospace Science One (AS 1) rank. During the AS 2 course, every cadet will have the opportunity to test and earn ranks thru Cadet Master Sergeant (C/E-7).

Criteria for Cadet Technical Sergeant (C/E-6)

1. State the corresponding rank (E-6)
 - Army – Sergeant
 - Navy – Petty Officer First Class
 - Marines – Staff Sergeant
 - Coast Guard – Petty Officer First Class
2. State the eight (8) major Air Force active duty commands
 - Air Combat Command
 - Air Education and Training Command
 - Air Force Material Command
 - Air Force Space Command
 - Air Force Special Operations Command
 - Air Mobility Command
 - Pacific Air Forces
 - United States Air Forces in Europe
3. Perform 30-step Aerospace Science One Drill Evaluation (PG.49)
4. Recite Cadet Creed

5. May be promoted again if Cadet participates in at least 90% of Drill and/or Raider practices and Drill Competitions (if no competitions are offered it will be taken into consideration)
6. Must have at least 8 hours of community service

Criteria for Cadet Master Sergeant (C/E-7)

1. State the corresponding rank (E-7)
 - Army – Sergeant First Class
 - Navy – Chief Petty Officer
 - Marines – Gunnery Sergeant
 - Coast Guard – Chief Petty Officer
2. Research the internet for the “mission statement” of the United States Air Force. Then write a position paper on the mission statement to include your understanding of the concepts of “sovereign options” and “cyberspace”
3. Command flight in the 30-step Aerospace Science Two Drill Evaluation (PG.49)
4. Participate in one “off-campus” flag ceremony: Veteran’s Flag Ceremony, Color Guard Presentation, or Parade
5. Recite Cadet Creed
6. May be promoted again if Cadet participates in at least 90% of Drill and/or Raider practices and Drill Competitions (if no competitions are offered it will be taken into consideration)
7. Must have at least 10 hours of community service

All Air Force Junior ROTC cadets begin their Aerospace Science Three (AS 3) course at their highest earned Aerospace Science Two (AS 2) rank. During the AS 3 course, every cadet will have the opportunity to test and earn ranks thru Cadet Chief Master Sergeant (C/E-9).

Criteria for Cadet Senior Master Sergeant (C/E-8)

1. State the corresponding rank (E-8)
 - Army – Master Sergeant
 - Navy – Senior Chief Petty Officer

Marines – Master Sergeant
Coast Guard – Senior Chief Petty Officer

2. Successfully build and launch a model rocket
3. Recite Cadet Creed
4. May be promoted again if Cadet participates in at least 90% of Drill and/or Raider practices and Drill Competitions (if no competitions are offered it will be taken into consideration)
5. Must have at least 10 hours of community service

Criteria for Cadet Chief Master Sergeant (C/E-9)

1. State the corresponding rank (E-9)
 - Army – Sergeant Major
 - Navy – Master Chief Petty Officer
 - Marines – Master Gunnery Sergeant
 - Coast Guard – Master Chief Petty Officer
2. Recite Cadet Creed
3. May be promoted again if Cadet participates in at least 90% of Drill and/or Raider practices and Drill Competitions (if no competitions are offered it will be taken into consideration)
4. Must have at least 20 hours of community service

Criteria for Cadet Officers

1. All Cadet Officers must have completed at least one Summer Leadership School.
2. Completed three events of community service and/or have at least 25 hours of community service with the AFJROTC Corps.
3. May be promoted again if Cadet participates in at least 90% of Drill and/or Raider practices and Drill Competitions (if no competitions are offered it will be taken into consideration)
4. Must be approved by the Cadet Review Board.

5. Cadets selected for officer promotion must pass the Cadet Officer Qualification Test (COQT) with at least an 85% score. Note: The COQT is administered by the cadet squadron commander.

CADET REVIEW BOARD

The Cadet Review Board (CRB) is a team of staff members and the SASI/ASI. The objective of this board is to approve the best candidates for Officer positions. The Staff members include the Cadet Squadron Commander, Director of Operations, Director of Personnel, and the SASI/ASI.

AIR FORCE JUNIOR ROTC UNIFORM

WEAR OF THE UNIFORM

The Air Force Junior ROTC cadet uniform is, with certain exceptions, the same uniform worn by active duty and reserve Air Force personnel. The uniform is the distinctive dress of a proud and honorable profession. Each cadet will maintain and wear the uniform properly and with pride. Except where noted in the cadet handbook, Air Force Junior ROTC cadets will wear the standard service uniform prescribed in AFJROTCI 36-2001.

Each cadet in Air Force Junior ROTC must maintain high standards of dress and personal appearance. It is imperative that all members present a well-groomed appearance. Cadets represent Fike High School, AFJROTC, the Air Force, and are seen throughout the community. Further, the need for personal cleanliness, safety and proper wear of the uniform by all cadets requires the establishment of minimum uniform care and wear standards. Uniforms must be kept clean, neat, correct in design and specification and in good condition. Uniform pockets will be buttoned, shoes will be shined and in good repair and all uniform devices will be maintained and worn correctly.

MALE AIR FORCE JROTC UNIFORM STANDARDS

1. Unless specified in the cadet handbook, the fitting standards, wearing instructions and personal grooming standards are prescribed in AFI 36-2903.
2. Articles like wallets, pencils, pens, watch chains, fobs, handkerchiefs, combs and sunglasses, etc. will not be worn or carried exposed on the uniform. Wristwatches, identification bracelets and rings are permitted. Conservative sunglasses may be worn, but not when the cadet is in a military formation.
3. Hair will be neat, clean, trimmed and present a groomed appearance. Neatly trimmed box cuts are authorized for the back of the neck. Hair cannot touch the ears or the collar. In front, hair will be

groomed so that it does not fall below the eyebrows and will not protrude below the band of properly worn headgear. In no case will hair bulk or length interfere with the proper wear of the headgear.

Braided hairstyles are not authorized.

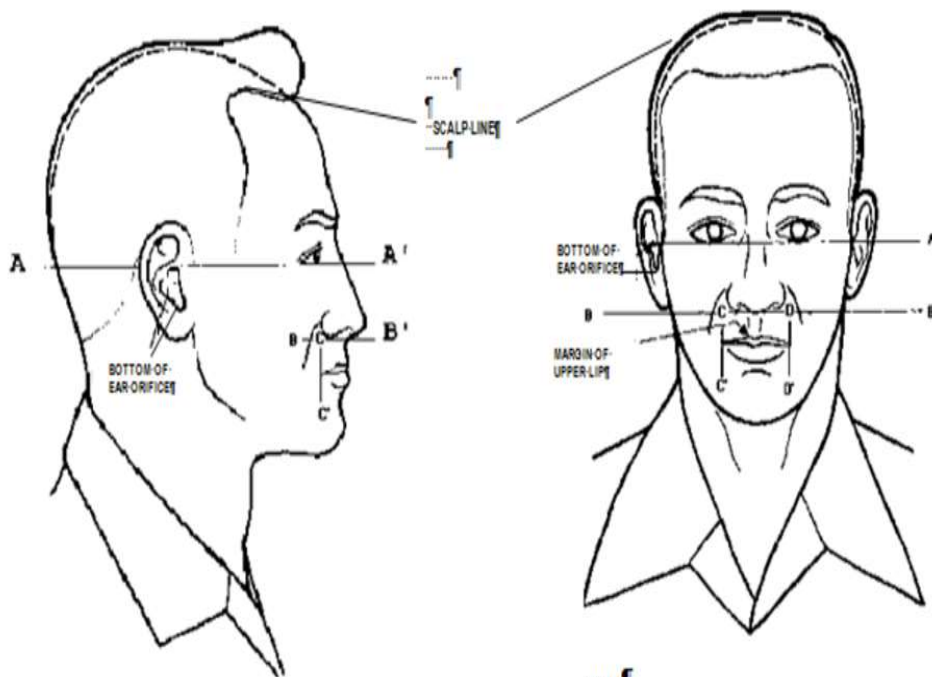
4. If a cadet chooses to wear sideburns, they will be neatly trimmed in the same manner as his hair. Sideburns will not extend below the bottom of the lowest opening of the ear, will not be more than an inch and a half wide and will end with a clean-shaven horizontal line.

5. Mustaches are permitted, but the rest of the face will be clean-shaven. Mustaches will be neatly trimmed and must not extend past the corner of the mouth. *Beards are prohibited.*

6. *Earrings and facial piercing are prohibited.*

7. Cadets will wear white “V” or “U” neck style T-shirts when wearing the short-sleeve Air Force shirt without the tie. Any style T-shirt with lettering that can be seen through the Air Force shirt is not authorized.

Male Hair Grooming Standards



FEMALE AIR FORCE JUNIOR ROTC UNIFORM STANDARDS

1. Unless specified in the cadet handbook, the fitting standards, wearing instructions and personal grooming standards are prescribed in AFI 36-2903.
2. Pencils, pens, civilian pins, and handkerchiefs will not be worn or carried exposed on the uniform. Ankle bracelets are not authorized. Earrings are limited to one pair and must be the smaller post style. Wristwatches, identification bracelets and rings (maximum of three rings) may be worn. Conservative sunglasses may be worn, but not when the cadet is in a military formation.
3. Hair must be styled to permit proper wear of the military headgear and will not be worn longer than the bottom of the collar of the outer garment being worn. Exaggerated styles with excessive length, bulk, or added color(s) are not authorized. Hairpieces, when worn, must be the same color as the hair in which it is being worn, and must conform to the same regulations governing natural hairstyles.
4. Cosmetics will be conservative and in good taste.
5. Only wear hose with a shade that complements the uniform.
6. *Facial piercing is prohibited.*
7. Fingernails must be kept neat and clean, can only extend ¼” past the finger tip and, if painted, must be a conservative color.

Female Hair Grooming Standards

Figure 3.2. Female Hair Grooming Standards

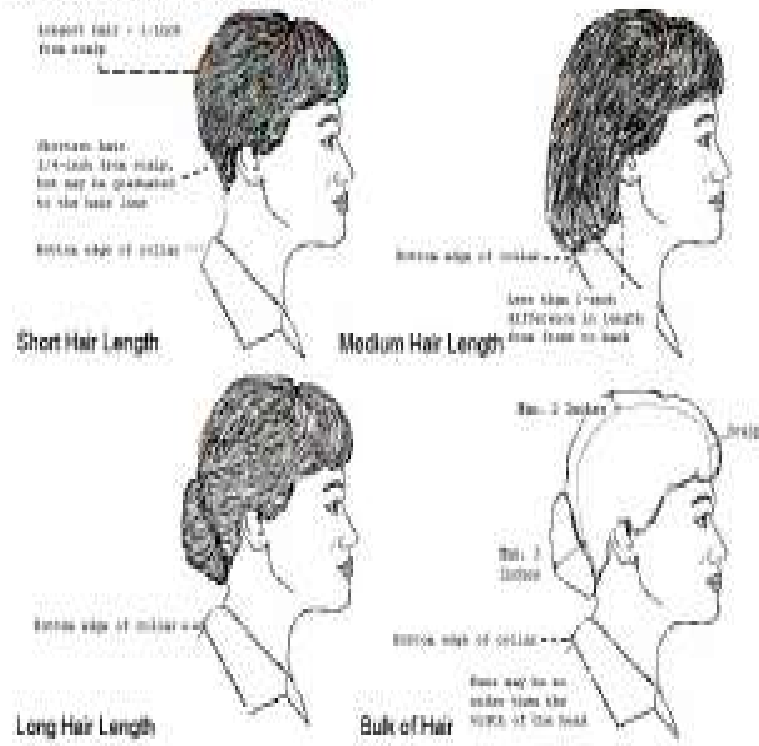


Figure 3-3.



Figure 3-4



Figure 3-5



UNIFORM INSPECTIONS

All cadets will have their personal appearance and Air Force Junior ROTC uniform inspected once a week and receive a grade. Each grading period the uniform inspection grade will be 60 percent of the cadet's total 9-week grade. **Cadets will not pass the AFJROTC course if they do not correctly wear the uniform.**

On uniform days, the Flight Commander or Flight Sgt will accompany the SASI/ASI and inspect each cadet in accordance with this Cadet Guide, AFJROTC and Air Force instructions. The Uniform Inspection Sheet will be used to inspect the uniform, the cadet's appearance, and one aspect of AFJROTC knowledge. Any cadet not in uniform will receive a "0" for the uniform inspection grade (see page 9 for exceptions). Also, any uniform inspection grade less than "20" during the semester will make cadets ineligible to earn the Dress & Appearance Ribbon.

UNIFORM SPECIAL CONSIDERATIONS

1. The Fike High School campus is no longer designated a "no hat" area. Cadets will receive hats as part of their uniform issue and hats will also be worn when off-campus.
2. Shoulder ropes will be worn by those cadets who hold a specific leadership/functional position and approved by the SASI/ASI. Only one set of ropes will be worn on the left shoulder.



AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!



1. Air Force JROTC Gold Valor Award



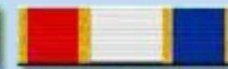
2. Air Force JROTC Silver Valor Award



3. Cadet Humanitarian Award



4. Silver Star Community Service with Excellence Award



5. Community Service with Excellence Award



6. Air Force Association Award



7. Daedalian Award



8. American Legion Scholastic Award



9. American Legion General Military Excellence Award



10. Daughters of the American Revolution Award



11. American Veterans Award



12. Reserve Officers Association Award



13. Military Order of World Wars Medal



14. Military Officers Association Award



15. Veterans of Foreign Wars (VFW) Award



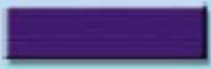
16. National Sojourners Award



17. Sons of the American Revolution Award



18. Scottish Rite, Southern Jurisdiction Award



19. Military Order of the Purple Heart



20. Air Force Sergeants Association



21. Sons of Union Veterans of the Civil War



22. Sons of Confederate Vets H.L. Hunley Award



23. Tuskegee Airman Inc. AFJROTC Cadet Award



24. The Retired Enlisted Association Award



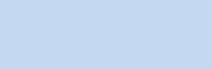
25. Celebrate Freedom Foundation Award



26. National Society United States Daughters of 1812



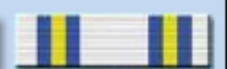
27. Air Commando Association Award



28. Non-Funded National Award



29. Distinguished Unit Award With Merit



30. Distinguished Unit Award



31. Outstanding Organization Award



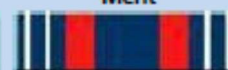
32. Outstanding Flight Ribbon



33. Top Performer Award



34. Outstanding Cadet Ribbon



35. Leadership Ribbon



36. Achievement Ribbon



37. Superior Performance Ribbon



38. Academic Ribbon



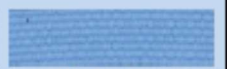
39. Cadet Leadership Course Ribbon



40. Special Teams Placement Ribbon



41. All-Service National Competition Ribbon



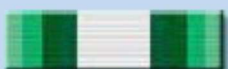
42. Air Force Nationals Competition Ribbon



43. Orienteering Ribbon



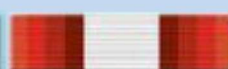
44. Leadership Development Requirement (LDR) Leadership Ribbon



45. Drill Team Ribbon



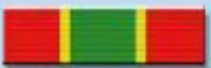
46. Color Guard Ribbon



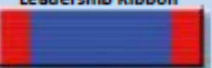
47. Sabre Team Ribbon



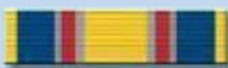
48. Marksmanship Ribbon



49. Good Conduct Ribbon



50. Service Ribbon



51. Health and Wellness Ribbon



52. Recruiting Ribbon



53. Activities Ribbon



54. Attendance Ribbon



55. Dress and Appearance Ribbon



56. Longevity Ribbon



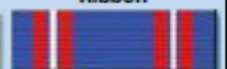
57. Bataan Death March Memorial Hike Ribbon



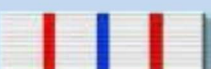
58. Patriotic Flag Ribbon



59. Gen Carl A. Spaatz Award (CAP)



60. Gen Ira C. Eaker Award (CAP)



61. Amelia Earhart Award (CAP)



62. Gen Billy Mitchell Award (CAP)



63. Gen J. F. Curry Award (CAP)

CRITERIA AND ORDER OF PRECEDENCE OF MEDALS AND RIBBONS

GOLD VALOR AWARD - 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. Awards consist of a medal, ribbon, and certificate.

SILVER VALOR AWARD - 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. Awards consist of a medal, ribbon, and certificate.

CADET HUMANITARIAN AWARD - 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. Award consists of a ribbon and certificate.

COMMUNITY SERVICE WITH EXCELLENCE AWARD - 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.

AFJROTC Instructor is the approving official and must print off the certificate of recognition from HQ Library | Certificates and order the ribbon for presentation.

AIR FORCE ASSOCIATION (AFA) AWARD - This AFA-sponsored award is presented annually to the outstanding third-year cadet. The award recipient must possess/meet the following personal Characteristics and eligibility criteria: 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), growth potential (capacity for responsibility, high productivity, adaptability to change), possess the highest personal and ethical standards and strong positive convictions, rank in the top 5% in their AFJROTC class, and rank in the top 10% of their academic class. Be recommended by the SASI for the Outstanding Cadet Ribbon.

NOTE: The SASI, as chairman, with the ASI and other faculty members, selects the recipient by 1 April. Upon selection, the SASI requests the award from the Director of ROTC Affairs, Air Force Association.

DAEDALIAN AWARD - The Order of Daedalians 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. 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.

NOTE: 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.

AMERICAN LEGION SCHOLASTIC AWARD - This award is presented annually to one 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 AS class, demonstrate leadership qualities, and actively participate in student activities. This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll.

NOTE: 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.

AMERICAN LEGION GENERAL MILITARY EXCELLENCE AWARD - This award is presented annually to one third- or fourth-year cadet based on the cadet general military excellence. Each cadet must: rank in the top 25% of the high school class, rank in the top 25% of their AFJROTC class, demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch.

NOTE: 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.

DAUGHTERS OF THE AMERICAN REVOLUTION (DAR) AWARD - This award is presented annually to one fourth-year cadet 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. This award consists of a bronze medal and ribbon.

NOTE: 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.

AMERICAN VETERANS (AMVETS) AWARD - 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, 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" in their AFJROTC class, be in good scholastic standing in all classes at the time of selection and at the time of presentation. This award consists of a medal pendant and ribbon.

NOTE: 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 should make the presentation if a participating local post or department representative is available.

RESERVE OFFICERS ASSOCIATION (ROA) AWARD - This award is presented annually for military and academic achievement to an outstanding fourth-year cadet. The recipient must possess individual characteristics contributing to leadership such as: positive attitude toward the AS curriculum, outstanding personal appearance (wear of the uniform, posture, and grooming), attributes of initiative, judgment, and self-confidence, courtesy (promptness, obedience, and respect), growth potential (capacity for responsibility, high productivity, adaptability to change), demonstrate the highest personal and ethical standards and strong positive convictions, rank in the top 10% of their AFJROTC class.

This award consists of a bronze medal, ribbon, and certificate. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient of the award. The local ROA chapter contacts each ASI before 15 September and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 September, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association.

MILITARY ORDER OF WORLD WARS AWARD - 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. This award consists of a bronze medal pendant, certificate, and ribbon.

NOTE: 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. See award points of contact. If a member is not available, any active, reserve, or retired commissioned officer may present the award.

MILITARY OFFICERS ASSOCIATION OF AMERICA (MOAA) AWARD - This award, formerly known as The Retired Officers Association Award, consists of a medal pendant with ribbon. This award is presented annually to an outstanding third-year cadet 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, and show exceptional potential for military leadership.

NOTE: 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.

VETERANS OF FOREIGN WARS (VFW) AWARD - This award presented annually to an outstanding third- or fourth-year cadet who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must: have a positive attitude toward AFJROTC, have outstanding military bearing and conduct, possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation), demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism, demonstrate leadership potential, attain a grade of "B" in AFJROTC with an overall average grade of "C" in all subjects for the previous semester, be active in student activities, not have been previous recipients of this award. This award consists of a medal pendant with ribbon.

NOTE: 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.

NATIONAL SOJOURNERS AWARD - This award is presented annually recognizing an outstanding second or third-year cadet 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. This award consists of a ribbon, medal pendant, and certificate.

NOTE: 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.

SONS OF THE AMERICAN REVOLUTION (SAR) AWARD - This award recognizes an outstanding third-year cadet. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AFJROTC 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. This award consists of a bronze medal with ribbon.

NOTE: 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.

SCOTTISH RITE, SOUTHERN JURISDICTION AWARD - This award annually recognizes an outstanding third-year cadet. Each cadet must: contribute the most to encourage Americanism by participation in extracurricular 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 a previous recipient of this award. This award consists of a medal, ribbon, and certificate.

NOTE: The SASI selects the recipient and requests the award from the nearest Scottish Rite Valley of the Southern Jurisdiction at anytime during the calendar year. With a 30-day notice, a representative of the Scottish Rite Valley of the Southern Jurisdiction will make the presentation a tan 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.

MILITARY ORDER OF THE PURPLE HEART AWARD - This award annually recognizes an outstanding third- or fourth-year cadet who demonstrates leadership ability. 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 have been a previous recipient of this award. This award consists of a medal pendant with a ribbon.

NOTE: 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.

AIR FORCE SERGEANTS ASSOCIATION (AFSA) AWARD - This award recognizes an outstanding third- or fourth-year cadet. The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must: be in the top 25% of the AFJROTC class, demonstrate outstanding qualities in military leadership, discipline, character, and citizenship, not have been a previous recipient of this award. This annual award consists of a medal pendant with a ribbon.

NOTE: 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 to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.

SONS OF UNION VETERANS OF THE CIVIL WAR (SUVCW) AWARD- This award recognizes one deserving cadet annually (may be first, second, third, or fourth year cadet). The recipient must display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability. This award consists of a medal pendant with a ribbon.

NOTE: The SASI and ASI select the recipient and must request presentation materials from a local camp or the respective SUVCW state department. The contact information for the state departments or local camps is located on the SUVCW website.

SONS OF CONFEDERATE VETERANS H. L. HUNLEY AWARD. This award should go to a rising second year cadet who has demonstrated the qualities of Honor, Courage and in particular Commitment to his/her unit throughout the school year. This award consists of a Medal ribbon and a certificate.

TUSKEGEE AIRMEN INCORPORATED (TAI) AIR FORCE JROTC CADET AWARD - This award is presented annually to two cadets. Cadets may be first-year, second-year, or third-year cadets and must meet the following criteria: attain a grade of "B" or better in their AFJROTC class, be in good academic standing, actively participate in cadet corps activities, participate in at least 50% of all unit service programs. This TAI sponsored award consists of a ribbon and a certificate.

NOTE: The SASI and ASI select the recipients. This award is mailed to all units *proactively* by AFJROTC Unit SC-065, C.A. Johnson Preparatory Academy not later than 1 March .AFJROTC Unit SC-065, C.A. Johnson Preparatory Academy will mail all award devices and certificates in one mass mailing. A follow-up report is required after the award is presented. Provide SC-065 the names and grades of the recipients and date award was presented on the supplied mail back form.

THE RETIRED ENLISTED ASSOCIATION (TREA) AWARD - 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. This award consists of a medal set with ribbon and a certificate from TREA.

CELEBRATE FREEDOM FOUNDATION/EMBRY RIDDLE AERONAUTICAL UNIVERSITY JROTC AWARD - This ribbon goes to a second or third year cadet who has a positive attitude, outstanding personal appearance, displays initiative, judgment, self- confidence, promptness, obedience and respect for customs.

NATIONAL SOCIETY UNITED STATES DAUGHTERS 1812 AWARD. Awarded annually, at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits. This award consists of a ribbon, medal and certificate.

AIR COMMANDO ASSOCIATION AWARD. Awarded annually at the SASI's discretion for completing a one page essay based on a historical AF Special Operations Mission possessing the 142 142 thirteen critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. This award consists of a ribbon and certificate

OUTSTANDING CADET RIBBON - Awarded annually at the SASI's discretion to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipients must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, attain academic and military excellence, and be involved in the cadet corps.

LEADERSHIP RIBBON - Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Limit this ribbon to 5 percent of the eligible group to ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

ACHIEVEMENT RIBBON - Awarded for a significant achievement as deemed appropriate by the SASI. Limit this ribbon to 5 percent of the cadet corps. Individuals may not receive more than one ribbon during a 1-year period.

SUPERIOR PERFORMANCE RIBBON - Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Limit this ribbon to 10 percent of the cadet corps to

ensure recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

DISTINGUISHED UNIT AWARD (DUA) - Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. Units have to set and accomplish goals for the year to attain this award. AFJROTC Operations Support will post specific criteria for this award annually in the Wings Distinguished Unit Award folder. NOTE: If DUA is won by unit in multiple years then consecutive awards are denoted by single oak leaf clusters for each additional award.

AEROSPACE AND TECHNOLOGY HONORS CAMP RIBBONS - Awarded for attendance at Honors Camp. This award consists of a Leadership School Ribbon with an "H" device and will be provided by HQ AFJROTC at the Honors Camp site.

TOP PERFORMER AWARD - The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current cadet corps. All currently enrolled cadets may be considered. Specific consideration should be given to cadets not previously recognized for superior performance. The award will recognize a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's triennial assessment. Leadership qualities: involvement and positions held in extracurricular activities. Academic performance: nominee must be in good academic standing in all high school coursework. Significant self-improvement. Community involvement. Other accomplishments.

NOTE: A SASI may nominate candidates to their respective Area Administrator. Area Administrators will present awards to nominees during their visit unless personal observation of the cadet warrants otherwise. Ribbons will be available from HQ AFJROTC and distributed to the Area Administrators for presentation. The award consists of a certificate and a ribbon, which may be presented by the Area Administrator during the visit or the SASI if the cadet(s) is unavailable due to class scheduling conflict, etc. The ribbon may be worn for the duration of a cadet's tenure in AFJROTC.

ACADEMIC RIBBON - Awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic semester, in addition to an "A" average in AFJROTC.

OUTSTANDING FLIGHT RIBBON - Awarded each academic semester to members of the outstanding flight under criteria determined by the SASI and ASI(s).

LEADERSHIP SCHOOL RIBBON - Awarded for completion of an approved leadership school program of at least 5 days duration. Add an "H" Device for completion of an Air Force Honors Camp (provided by HQ AFJROTC at camp site). Add a silver star for outstanding performance or leadership ability at a Leadership School. Limit the star to 10 percent of the class. This ribbon may only be earned once.

DRILL COMPETITION RIBBON - Awarded to drill team members for placing first, second, third, fourth, or fifth place in an Air Force or Joint Service drill meet. Compete at State, AF Nationals, or Armed Forces Nationals.

ORIENTEERING COMPETITION RIBBON - Awarded to team members for placing first, second, third, fourth, or fifth place in an orienteering meet.

CO-CURRICULAR ACTIVITIES LEADERSHIP RIBBON - Awarded at the SASI's discretion for leadership in AFJROTC co-curricular activities (such as dining-in chairperson, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This award may be earned a maximum of four times. An oak leaf cluster should be added to this ribbon for each additional award.

DRILL TEAM RIBBON - Awarded for distinguished participation in all drill meets and attended 30 drill team practices per academic year. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year. Compete at State, AF Nationals, or Armed Forces Nationals.

COLOR GUARD RIBBON - Awarded for distinguished participation in all drill meets or completion of 5 color guard details and attended 30 drill team or 10 color guard practices per academic year. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year. Compete at State, AF Nationals, or Armed Forces Nationals.

SERVICE RIBBON - Awarded at the SASI's discretion for distinctive performance in school, community service, or AFJROTC service projects (40 hours). Limit to members whose active participation in a service project contributed significantly to the goals of the organization. Participation in Drill Teams, Saber Team or Color Guard does not qualify for the service ribbon.

HEALTH AND WELLNESS RIBBON - Awarded by the SASI for participation in the Health and Wellness physical fitness program. All cadets who participate in the program will receive the Health and Wellness Ribbon. However, any cadet who receives a "0" for failing to participate in the program will not be awarded the ribbon. The Bronze Star device will be awarded and worn on the ribbon to any cadet scoring in the 80-89 percentile in the program. If a cadet earns a percentile score of 90-99 they will wear a Silver Star. If they receive a perfect 100 percent they will wear the Gold Star on the ribbon. Cadets can also receive the Health and Wellness Ribbon by meeting or exceeding the 1-mile run standard of 6-minutes for boys and 8-minutes for girls.

RECRUITING RIBBON - Awarded for outstanding effort in support of unit recruiting activities. Cadets can earn the recruiting ribbon in two ways: 1) Actively participate in at least two recruiting events during

the school year or 2) recruit one new member into the program. The new member must remain in the program the entire semester recruited and enrolled.

ACTIVITIES RIBBON - Awarded for participation in co-curricular activities other than Drill, Color Guard, and Saber teams. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, AFJROTC sports teams, or other AFJROTC extra-curricular activities. (18 activities per semester). An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. The SASI awards this ribbon based on information gathered from cadet service tracking log.

ATTENDANCE RIBBON - Awarded to cadets with no more than 3 excused absences and no unexcused absences in an academic semester.

GOOD CONDUCT RIBBON - Awarded to cadets with no suspensions (ISS, OSS) of any kind, no adverse reports from other staff or faculty in an academic term, if approved by the SASI.

DRESS AND APPEARANCE RIBBON - Awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards, with an average uniform grade of 90 or above, if approved by the SASI.

LONGEVITY RIBBON - Awarded for completion of each year of AFJROTC. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year.

DEVICES- 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 and tilt slightly down ward to the wearer's right to allow maximum number of clusters and other devices on the ribbon. 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 second ribbon.

CADET HEALTH AND WELLNESS PROGRAM

General. Although AFJROTC does not have cadet weight or physical fitness standards, we encourage cadets to establish their own physical fitness-training program. Cadets enrolling in a college ROTC program, service academy, or those enlisting in a military service, will have to attain and maintain weight and physical fitness standards. If you start a program now and stay physically active, you will reap the benefits of a physically fit body throughout your adulthood. If you are physically fit, you will perform better in school and in all other activities. ALL cadets must participate and give their best efforts in any and all activities assigned. Physical Training accounts for 30 percent of grade.

NC-946 CADET OF THE MONTH PROGRAM

The Cadet of the Week Program promotes morale, *esprit de corps* and recognizes the achievements of Air Force Junior ROTC cadets. Likewise, this program recognizes outstanding cadets who exemplify the Air Force Core Values of Integrity First, Service Before Self, and Excellence In All We Do.

One cadet from each flight is selected by their Flight Commander/Flight Sergeant to compete for the award of Cadet of the Month. Cadet selections are based on the Dress and Appearance grade; Health and Wellness Program participation, effort, and improvement; academic grades; participation in corps activities such as flag details and Color Guard details; classroom behavior; and other criteria which promote the NC-946 Corps of Cadets in a positive way. The final selection of the Cadet of the Week is made by the SASI and ASI.

Cadets chosen as Cadet of the Month receive an item such as an Air Force or other Service T-shirt, ball cap, water bottle, etc., as they are available. They also have their photograph posted in the JROTC classroom on the "Cadet of the Month" bulletin board and have their name announced during the morning school announcements.

CERTIFICATES OF COMPLETION AND TRAINING

There are two certificates that can be awarded to cadets: the Certificate of Training and the Certificate of Completion.

CERTIFICATE OF COMPLETION

Requirements: Must have passed three AFJROTC courses and be in good standing as determined by SASI/ASI.

Benefits: You may be excused from two academic terms of the General Military Course of a college AFROTC Program. This must be arranged with the college ROTC Professor of Aerospace Science at time of enrollment. You may be promoted to the pay grade of E-3 upon graduation from Basic Military Training. (E-2 for Marines). This places you ahead of other personnel enlisting at the same time, and makes you eligible for promotion earlier than other enlistees who enter at the same time.

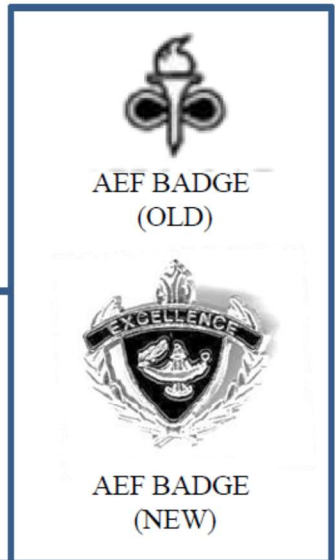
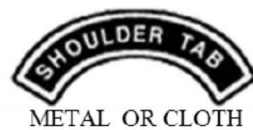
CERTIFICATE OF TRAINING

Requirements: Must have passed two AFJROTC courses and be in good standing as determined by SASI/ASI.

Benefits: You may be excused from one academic term of the General Military Course of a college AFROTC Program. This must be arranged with the college ROTC Professor of Aerospace Science at time of enrollment.

Attachment 7-1

**AUTHORIZED AIR FORCE JROTC
BADGES/INSIGNIA/PINS**



Badges/Insignia/Pins not listed here are unauthorized
(Exception: Section 7.2.10)

AEF Badge: Awarded to eligible 3rd or 4th year cadets who maintain a 3.3 GPA and have no grades lower than a “C” on their transcripts. SASI/ASI must verify transcripts.

APT Badge: Awarded at SASI/ASI discretion to cadets who have participated in at least three events designed for program awareness or recruiting.

AMA Wings: Awarded to members of an Academy of Model Aeronautics chartered model airplane club.

Distinguished Cadet Badge: Awarded to the outstanding cadet in each year group. Criteria determined by SASI/ASI.

AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT
COLONEL



COLONEL

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

CADET ENLISTED RANK

AIRMAN BASIC:
NO RANK INSIGNIA



AIRMAN



AIRMAN
FIRST CLASS



SENIOR
AIRMAN



STAFF
SERGEANT



TECHNICAL
SERGEANT



MASTER
SERGEANT



SENIOR
MASTER
SERGEANT



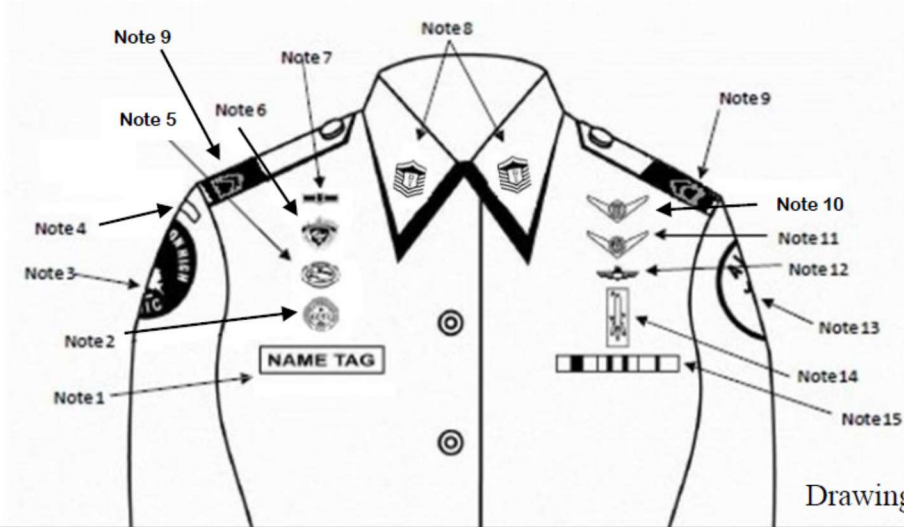
CHIEF
MASTER
SERGEANT

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.

Attachment 7-10

CADET FEMALE BLUE SHIRT

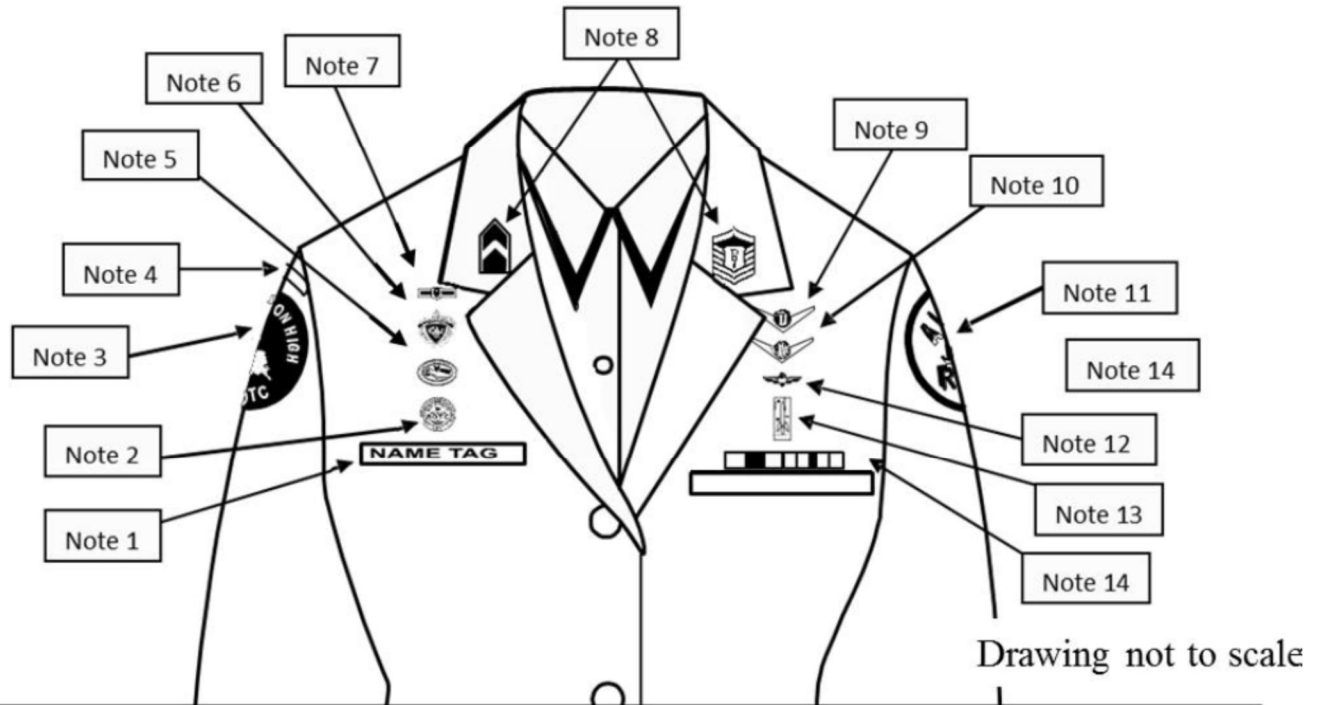


1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness presentation 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. Only one shoulder tab is authorized.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Enlisted grade insignia worn on both left and right collar, centered side to side and top to bottom with torch points pointing toward bottom tip of collar.
9. Officer rank: cloth on epaulet only. Place rank as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge. See Note 16.
11. Ground School Badge. See Note 16.
12. Academy of Model Aeronautics (AMA) Wings. See Note 16.
13. AFJROTC Patch. Center on sleeve ½ to 1 inch below shoulder seam.
14. Model Rocketry Badge. See Note 16.
15. Ribbons. Centered on left side. Bottom of ribbons is aligned with bottom of name tag.
16. First badge is centered ½ inch above name tag or ribbons (as appropriate).

- 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.

Attachment 7-8

CADET FEMALE SERVICE DRESS



Drawing not to scale

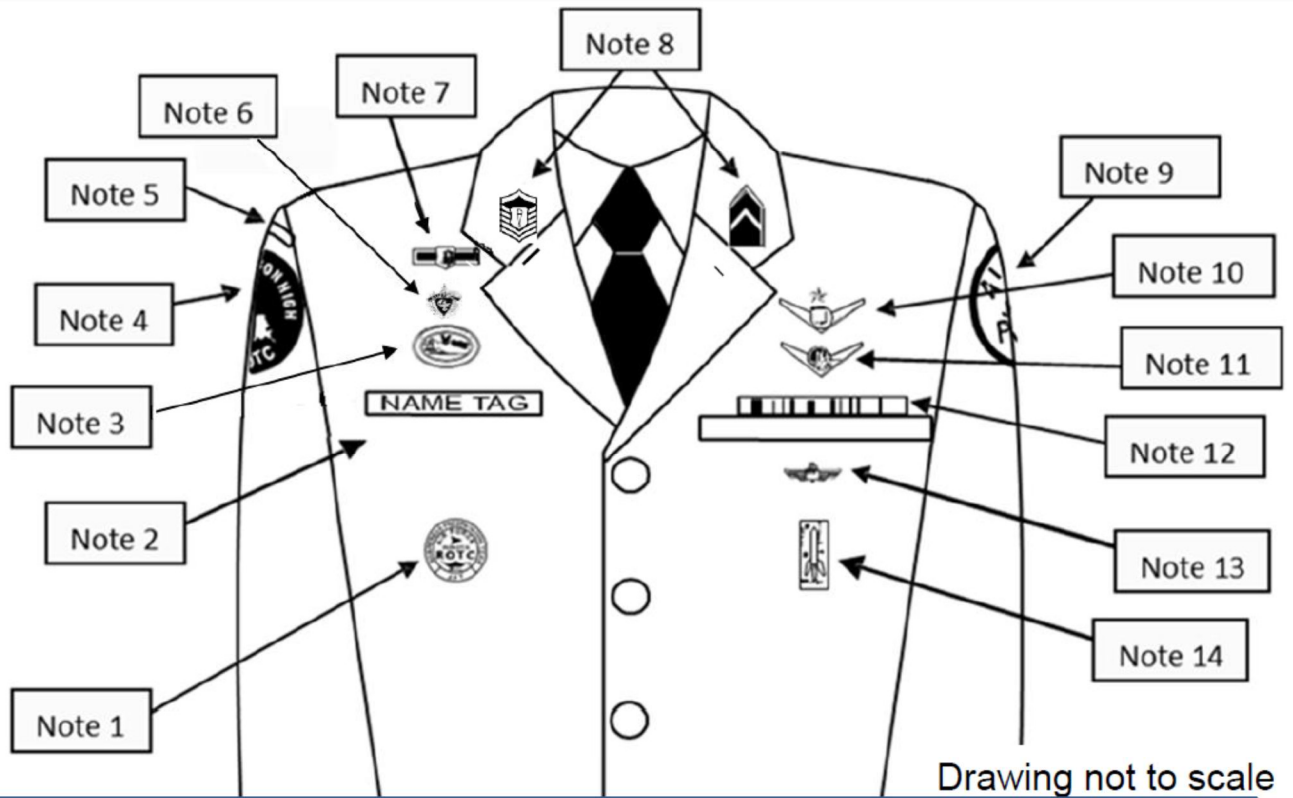
1. Silver Name tag: Mandatory wear. Center between arm seam and lapel with bottom edge parallel to top of welt pocket.
2. Awareness Presentation Team Badge: See Note 15
3. Unit patch: center $\frac{1}{2}$ to 1 inch below shoulder seam.
4. Shoulder tab: Only one is authorized and it will be centered between unit patch and shoulder seam. If no patch, then 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 (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. While wearing the service dress uniform enlisted cadets will wear rank on both shirt and jacket. Officer cadets may wear cloth epaulet rank while wearing the service dress uniform.
9. Flight Solo or Flight Certificate Badge: See Note 15
10. Ground School Badge: See Note 15
11. AFJROTC patch: center $\frac{1}{2}$ to 1 inch below shoulder seam
12. Academy of Model Aeronautic (AMA) Wings: See Note 15
13. Model Rocketry Badge: See Note 15
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all ribbons earned
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges place $\frac{1}{2}$ above previous badge.

- Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI).

- Cadet rank will be worn on shirt at all times even when wearing a service coat or L/W Blue Jacket.

Attachment 7-7

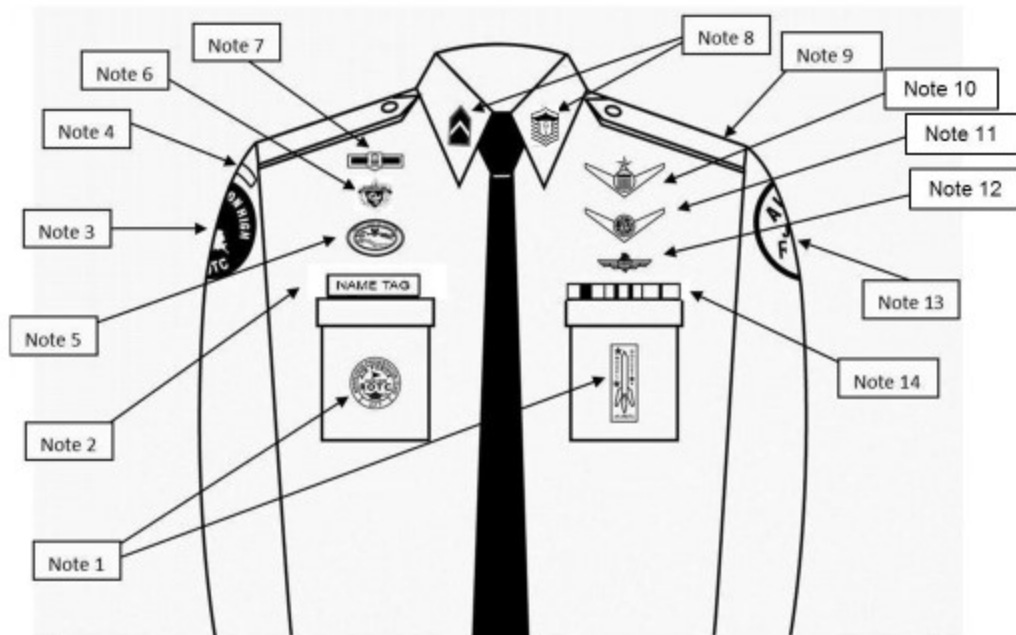
CADET MALE SERVICE DRESS



1. Awareness Presentation Team (APT) Badge: Center 3 inches below bottom of the name tag.
2. Silver Name tag: Mandatory wear. Center between arm seam and lapel with bottom edge parallel to top welt pocket.
3. Kitty Hawk Badge: See Note 15
4. Unit patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
5. Shoulder tab: Only one is authorized and it will be centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge: See Note 15
7. Distinguished Cadet Badge: See Note 15
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. While wearing the service dress uniform enlisted cadets will wear rank on both shirt and jacket. Officer cadets may wear cloth epaulet rank while wearing the service dress uniform.
9. AFJROTC patch: center $\frac{1}{2}$ to 1 inch below shoulder seam
10. Flight Solo or Flight Certificate Badge: See Note 15
11. Ground School Badge: See Note 15
12. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all ribbons earned
13. Academy of Model Aeronautic (AMA) Wings: worn 1 inch below pocket
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges place $\frac{1}{2}$ above previous badge.

- Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI).
- Cadet rank will be worn on shirt at all times even when wearing a service coat or L/W Blue Jacket.
- Semi Formal Uniform Option SASI discretion: White Shirt, Black/Blue Bow Tie, or Blue Neck Tie and no Name Tag.

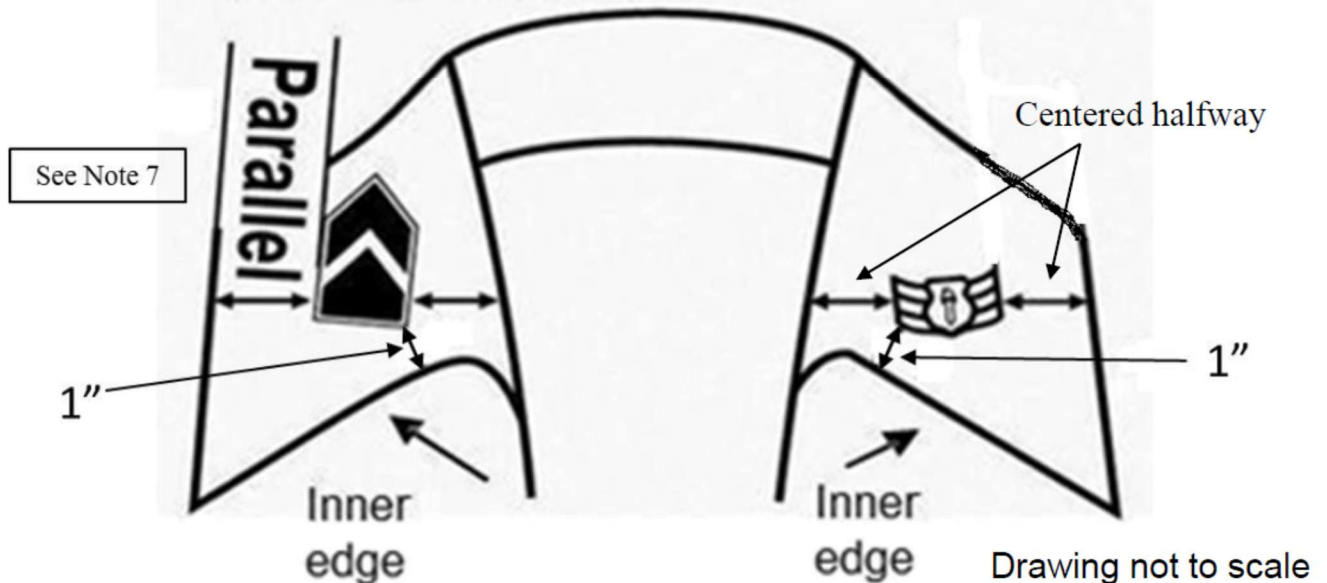
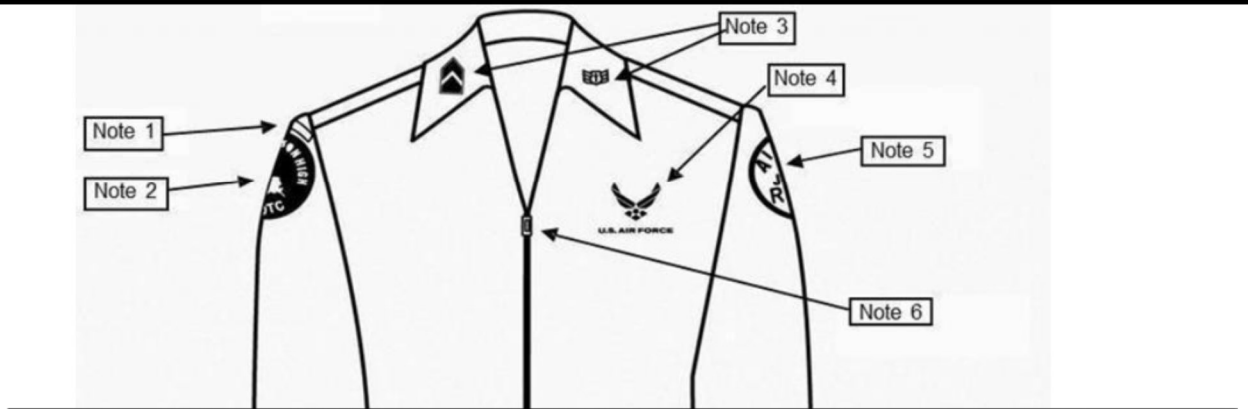
CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: Must be grounded and centered over wearer's right pocket.
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 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 (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar. (See Note 9)
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. AFJROTC Patch: center $\frac{1}{2}$ to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket. Wear all ribbons earned.
15. 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.

Attachment 7-6

CADET LIGHTWEIGHT BLUE JACKET



1. Shoulder tab: Only one is authorized and it will be centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right sleeve $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) is worn on both left and right collar. Cadet/Airman Basic have no collar insignia.
4. Optional item: centered 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.
5. AFJROTC patch on left sleeve $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
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.

- The epaulet rank (large size) is no longer authorized on the lightweight blue jacket and shoulder cords are not authorized for wear with this jacket.
- Cadet rank will be worn on shirt at all times even when wearing a service coat or L/W Blue Jacket.

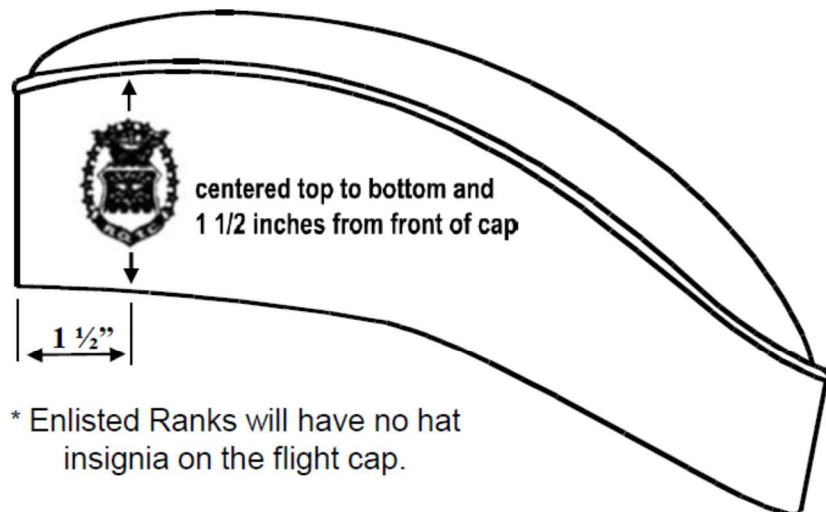
CADET FEMALE HEADGEAR

SERVICE CAP (Officer Only)



Service Caps with a different insignia than shown above require an approved waiver through HQ AFJROTC. See Section 7.8.

FLIGHT CAP* (Officer and Enlisted)

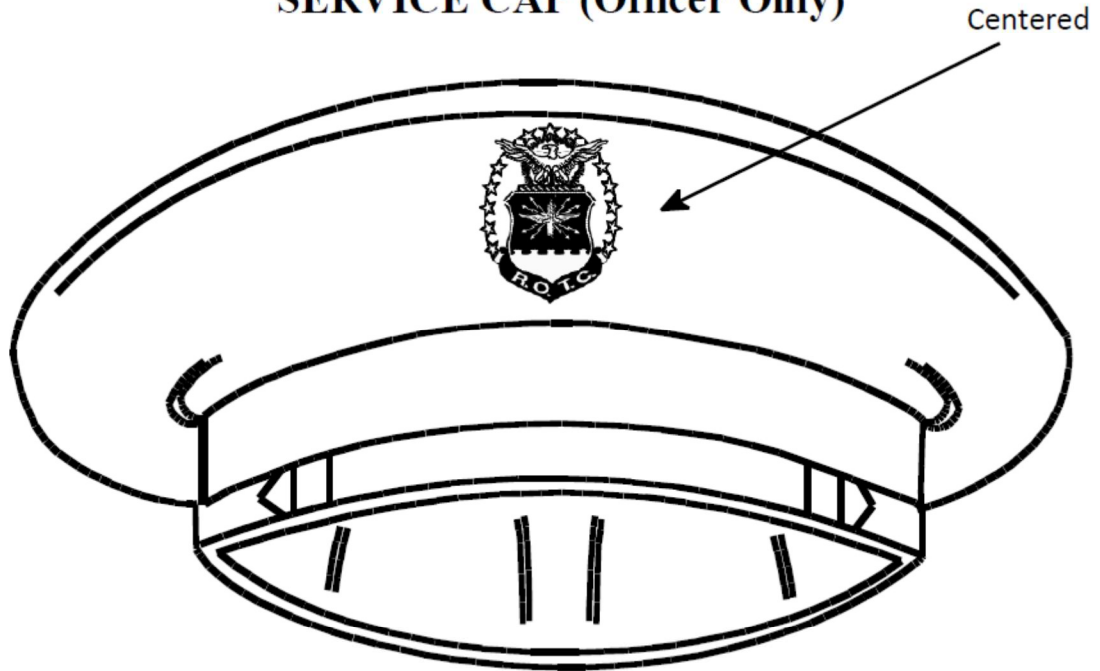


* Enlisted Ranks will have no hat insignia on the flight cap.

- Only the ABU Cap will be worn with the ABU uniform and there will be "NO" rank on the ABU cap.

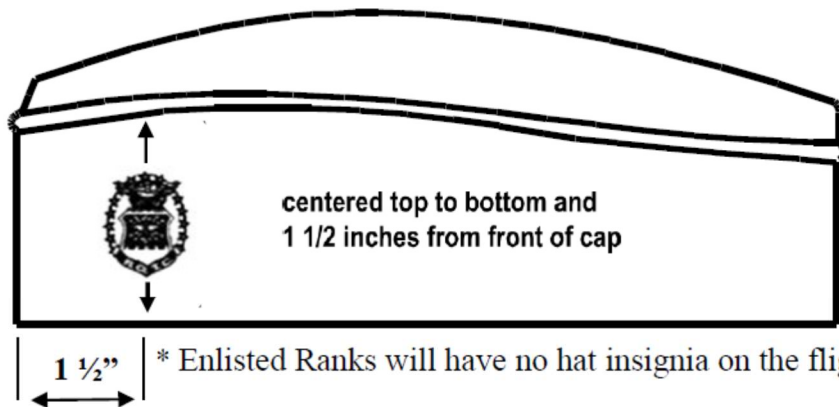
CADET MALE HEADGEAR

SERVICE CAP (Officer Only)



Service Caps with a different insignia than shown above require an approved waiver through HQ AFJROTC. See Section 7.8.

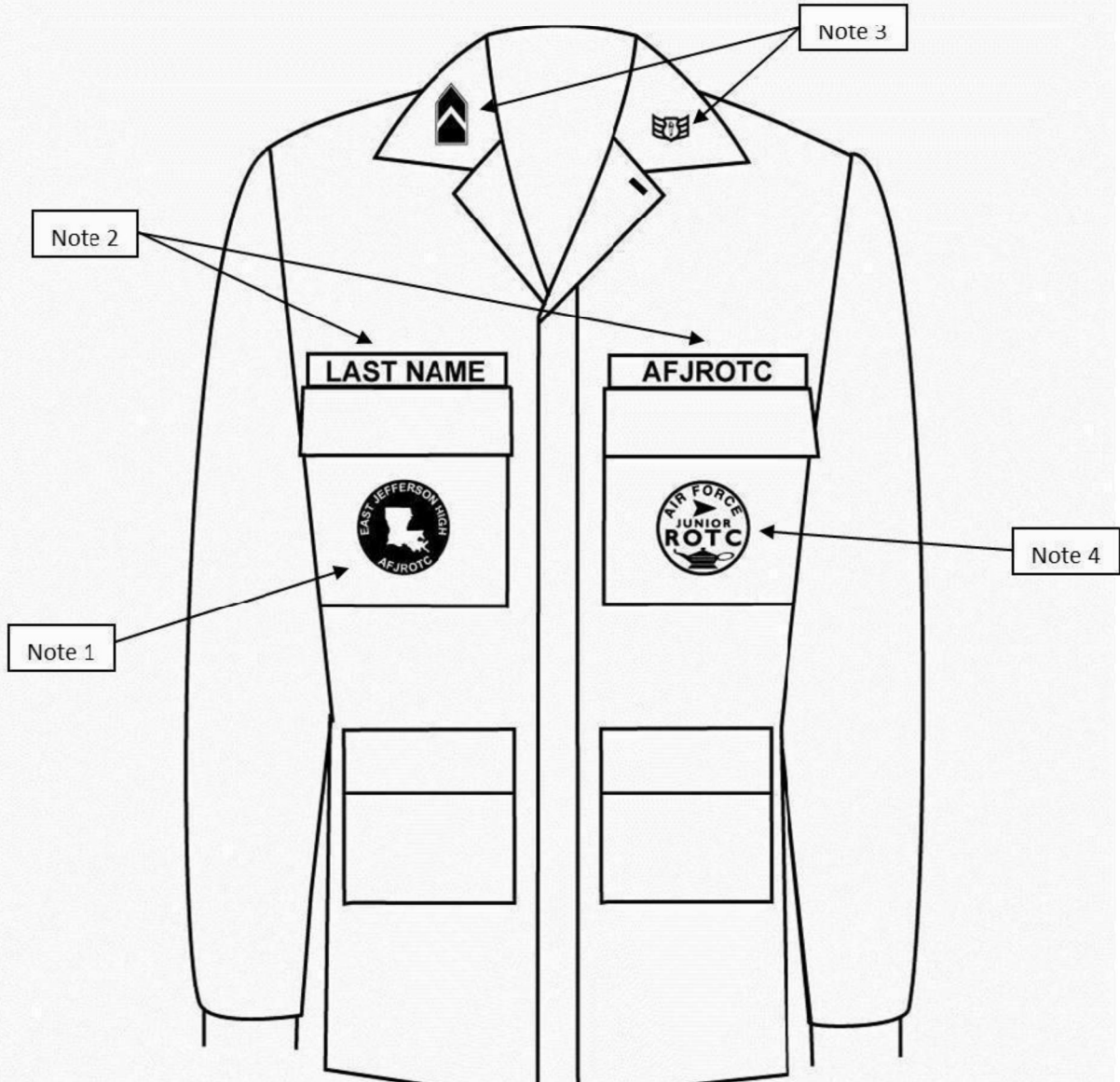
FLIGHT CAP* (Officer and Enlisted)



- Only the ABU Cap will be worn with the ABU uniform and there will be "NO" rank on the ABU cap.

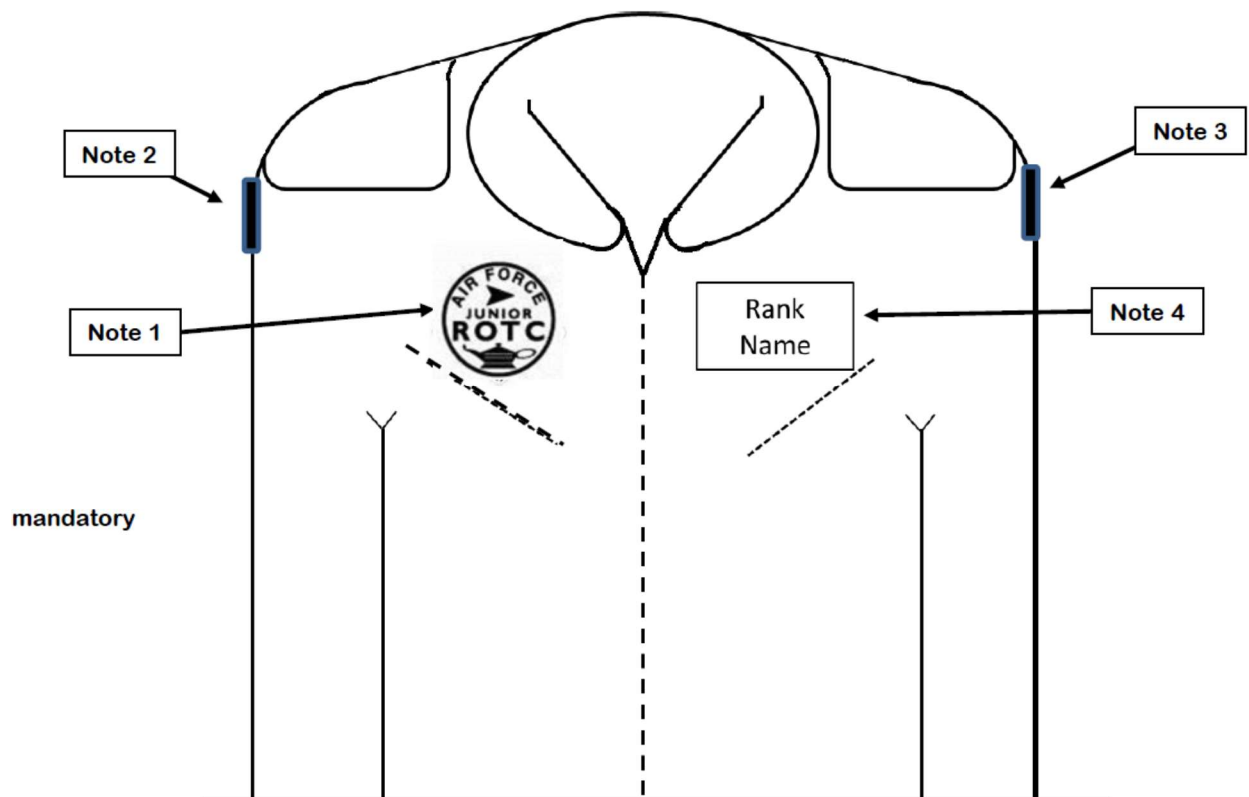
Attachment 7-5

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 (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 patch only (mandatory). Will be worn on left pocket and centered.
5. Shoulder cords and ascots are not authorized for wear with this uniform.
6. Only the ABU Cap (no berets or ball caps) will be worn with the ABU uniform and there will be "NO" rank on the ABU cap.

FLIGHT SUIT* (Male and Female)



1. AFJROTC Patch (mandatory). Velcro attached
2. Unit patch (optional). Velcro attached. If no unit patch is used, then leave the area blank.
3. American Flag Patch (optional). Velcro attached. If no American Flag patch is used, then leave the area blank.
4. Cadet Rank and Cadet Name (mandatory). Velcro attached.

***Flight Suits are authorized only for those cadets currently enrolled in or that have successfully completed Aviation Honors Ground School.**

*Flight suits, rank/name and unit patches are purchased and maintained with non-AF Funds.

AS1 20 Step Drill Card

1	FALL IN		
2	Present	ARMS	
3	Order	ARMS	
4	Parade	REST	
5	Individual	ATTENTION	
6	AT EASE		
7	Individual	ATTENTION	
8	Right	FACE	
9	Left	FACE	
10	About	FACE	
11	About	FACE	
12	Mark Time	MARCH	
13	Individual	HALT	
14	REST		
15	Individual	ATTENTION	
16	Right Step	March	
17	Individual	HALT	
18	Left Step	March	
19	Individual	HALT	
20	FALL OUT		

30-STEP DRILL SEQUENCE

Performance of the 30-Step Drill Sequence will be IAW AFMAN 36-2203 (Drill and Ceremonies), dated 20 Nov 2013 and is led and performed by second year cadets.

Cadet Commander will report in after the command fall-in is given.

Example: Sir/Ma'am, Unit Number, is prepared for the 30-step drill sequence.
Request permission to use your drill area, Sir/Ma'am!

- | | |
|---|--|
| 1. *Fall in
(Sizing of flight is not required) | 16. To the rear march |
| 2. Open ranks march | 17. To the rear march |
| 3. Ready front | 18. Column right march |
| 4. Close ranks march | 19. Forward march |
| 5. Present arms | 20. Eyes right (<i>salute the evaluator</i>) |
| 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 |

Cadet Commander will report out after the command flight halt is given. Example: Sir/Ma'am, Unit Number, request permission to exit your drill area, Sir/Ma'am!

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

Cadet 30-Command Drill Performance.

Cadets are required to demonstrate at least minimal proficiency in drill by their second year of AFJROTC experience.

The 30-command drill performance (see current Assessment Guide) is a required element of all formal external unit evaluations, and will be led and accomplished by second year cadets (9 or more cadets). Additional planning/coordination may be required to ensure second year cadets are available.

Appendix 8 NC-946 Sample Element Sheet

	NAME	Flag detail	Behavior	Prepared for class	PT Dress	Uniform	Food and Drink	Tardy
EL								
1								
2								
3								
4								
5								
6								

Air force Chain of Command

Commander in chief

Secretary of Defense

Chairman of the Joint Chiefs of Staff

Secretary of the Air Force

Chief of Staff of the Air Force

Chief Master Sergeant of the Air Force

Air Education and Training Command CC

Air University CC

Holm Center CC

Director AF JROTC

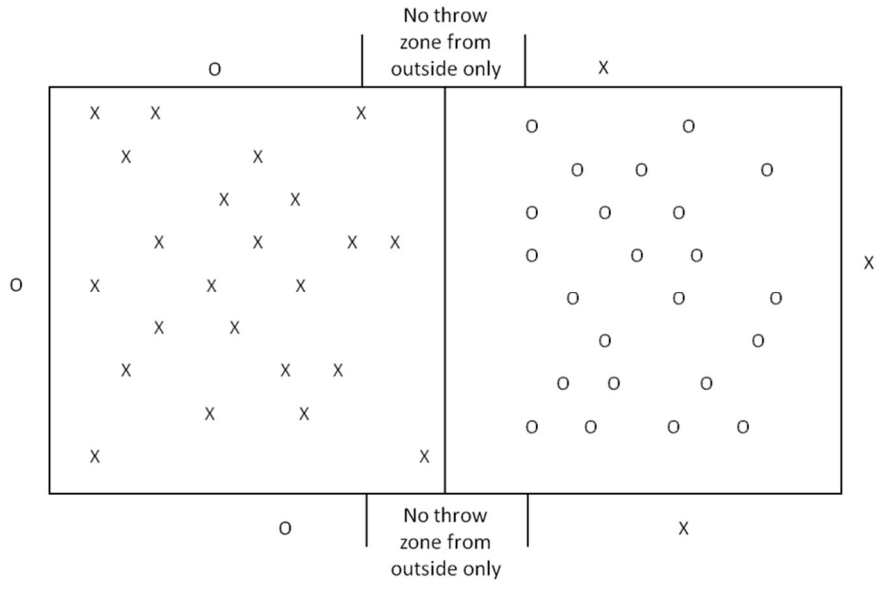
Physical Activity Options:

Dodge Ball

- 1) Dodge ball is played on a 100 ft by 50 ft court divided into two smaller 50 ft squares. All but three members of a flight occupy one of the 50 ft squares and send three of its members to the sides of the other 50 ft square to be throwers. The ball used is a standard kickball. A coin toss is used to determine which team gets the ball first. There is a region extending 10-12 ft from either side of the center line designated as a "no-throw zone" which only applies to throwers on the outside of the squares. Throwers can go into the no-throw zone to recover the ball, but then must move back to the 38-40 remaining ft on that side before throwing. Three members of each flight are selected to stand on the outside of each of the three sides to start the game. The throwers may move anywhere outside the court to retrieve the ball, but may not cross over the centerline.
- 2) Flight members inside the square must do one of the following when the ball is thrown at them:
 - (a) Get out of the way and dodge the ball
 - (b) Catch the ball and throw it at an opponent in the adjoining square
 - (c) Catch the ball and throw it to your own throwers who are outside the adjoining square or another flight member in the square with him/her, so they can throw the ball at the opposing flight
 - (d) Get hit by the ball and move to the outside of the adjoining square as a thrower
 - (e) Try to catch the ball and miss it (the ball must remain in your hands)--counts just like being hit by the ball--become an outside thrower
 - (f) Pick up a ball that is rolling/loose on the ground inside his/her square and proceed under rules 2 (b) or 2 (c) from above.
- 3) Flight members determined to be hit (eliminated) will become throwers around the outside of the adjoining square, ultimately building a wall around the opposing team. All rules that apply to the original throwers apply to new throwers as they are hit (i.e. can't throw from the "no-throw zone", can't cross the centerline, etc.)
- 4) If a player tries to catch a ball, and the ball hits the ground, he/she is out. If a ball hits a member and bounces off and is caught by another member, the hit person is out, but the person catching the ball is safe, and proceeds under rules 2 (b) or 2 (c) from above.
- 5) If a ball is thrown into a square and before it touches anyone it bounces or starts rolling, it can be caught after bouncing any number of times. Once a member tries to catch the ball (touches it), the ball can't touch the ground again, or if it does, the member who touched it is out. If a person catches the ball and, when trying to pass it to someone in his own square, lets it hit the ground before being caught by his/her teammate, he/she will be out. If a person catches the ball and throws at an opponent or throws to a teammate on the outside of the square, it is OK for the ball to hit the ground.

Once a ball hits someone and hits the ground, it can be picked up by anyone in that square except the person who was just hit (under rule 2 (f) above). If a person is hit and the ball touches the ground, the hit person must not touch the ball again (not throw it/or direct it to a teammate, etc.).

7. A person can only be hit by the ball below the shoulders--**NO HEAD SHOTS!!!** A hit above the shoulders will not count unless the referee determines the person was bending down. Continued high throwing by a team (after one warning) will result in allowing one opponent for each incident (who has already been hit) to return to the inside of his/her team's area to be hit again. The same person can reenter the game under this rule only once.
8. If a person is hit by a thrower who was inside the "no-throw zone", the hit will not count.
9. No one may cross the centerline at anytime--doing so will result in being called out.
10. Members inside the square may pass to their throwers outside the adjoining square or team members still remaining in their own square, and throwers outside the adjoining square may throw the ball to their teammates still inside the square. If the teammate inside the square drops a pass from his own thrower/teammate, he/she is still out.
11. The "no-throw zone" only applies when outside the square. If you are still inside the square and you catch the ball, you can move right up to the centerline and throw at an opponent in the adjoining square. Remember--if you are inside the square there is no such thing as a "no-throw zone".
12. When a predetermined number of people have been eliminated, a second ball will be thrown in to increase the game's difficulty (it will be given to the throwers with the most opponent's left).
13. When all of one flight has been hit, the other team wins. If the game lasts longer than the scheduled time, the team with the most players remaining on the court wins. More than one game can be played in the allotted time, so the overall winning flight will be the one who wins the most games or has the most people left on the court at the end of the time. If there is a perfect tie at the end of the scheduled time, the two teams will split the points available. (See court diagram.)



Kickball

The basic rules of baseball & softball apply. Each team will consist of all team members up to 10 players (short fielder is the extra position). In-field fly rule is in effect

ADDITIONAL RULES:

1. Each kicker will be allowed only 1 foul ball; the second foul ball will be an OUT. Three bad pitches (judged by the referees) will result in the kicker being awarded a base hit and going to 1st base. If a kicker kicks the ball in front of home plate, he/she is automatically out. Before a kicker kicks the ball, he/she must state the score and number of outs (Alfa 2, Bravo 1—two outs).
2. After a kicker kicks the ball, a fielder may either catch the ball in the air for an out, catch the ball after it has touched the ground and throw it to the base before the kicker can get to the base, or throw the ball at the kicker and hit the kicker only BELOW the neck for an out. If the kicker (runner) jumps or ducks and the ball hits them, the kicker is out. If a ball is thrown at a runner and it misses, the runner can only run to the base past the one he/she is running to. (Example—if a runner is going to first and the ball is thrown and misses him/her, he/she can only keep running to second. If the runner was past first when the ball was thrown and missed, the runner can continue to third. This is not a free movement—the runner can be tagged/thrown out during this advanced base movement.)
3. Do not make a pitch at the beginning of an inning until cleared by the referee.
4. An inning is three outs per team. Each team will be given the same number of "at bats" in the allotted time to determine the winner. If the team that batted first is at bat and scoring runs when time runs out, the score will revert to the prior completed inning. If at the end of play (time), there is a tie, the teams will split the points available for that event.

Capture the Flag Dodgeball

TEAMS: 2 teams of 10 people each (may set minimums for gender) on the playing field each round. Additional players will rotate in after each score.

OBJECTIVE: Teams score by capturing the flag of the opposing team and bringing it back to their goal area. Teams only score if their flag and that of the opposing team is in their goal area at the same time.

FIELD: Size of an Ultimate field or larger, up to a standard soccer field. Playing field consists of a goal area on opposite corners of the field with a penalty area in the center of the field. (See Figure 4)

EQUIPMENT: 20 light-weight, 10-inch, plastic, solid color balls (10 of one color and 10 of another; Wal-Mart is a good source).

RULES:

Play starts with each team on opposite ends of the playing field. Each team member is issued one ball in their team's color. Players line up adjacent to their respective goal areas. One player is designated as the goalie for the round and occupies the goal area.

Game will begin with players called to attention and say; "Alpha 0, Bravo 0. Ready to go, sir or ma'am." The opposing team says; "Ready to go sir or ma'am." You are addressing the scorekeeping referee, use the proper gender in your address.

When the referee blows the whistle, players may begin moving around the field.

Goalie's position is to protect the flag. Only one person is the goalie between scores. Once a game begins no swapping of goalies until the next round starts. A new round starts after a team scores. No one (either team) is allowed in the goal area when it is occupied by the goalie; violators are sent to the penalty box. If the goalie gets hit by the other team's ball the goalie is sent to the penalty box leaving the goal area unattended. The goalie may also leave the area to retrieve a ball (for a short time the goal area is unattended) but they can return to the goal area to protect their flag. In both situations the goal area is unattended and the opposing team may enter the goal to retrieve the flag.

Once a flag has been captured by the opposing team, it must be brought back to that team's goal area. If their own flag is missing they must retrieve it to score a point.

The ball is used to send the opposing team member or members to the penalty box. The ball is an extension of a player. If an opponent's ball hits a ball that is in a player's hand, that player is sent to the penalty box. If a player is hit by the ball of any opposing team member they are sent to the penalty box. When they are sent to the penalty box they drop their ball (if they are holding one) to the ground and leave it. Do not carry the ball any further.

Any member of a team can pick up their team's color ball and as many as they can carry and use them as needed.

No contact is permitted between opposing players during the game. Violators will be sent to the penalty box.

Penalty box: No push-ups or sit-ups required. Once in the penalty box, players stand at parade rest in element formation facing their side of the field and await someone to retrieve them. Players may be retrieved by any member of their team who must toss them a ball from outside the penalty box and the member in the box must toss the ball back to the teammate outside the penalty box. If either teammate fails to catch the ball (drops it) they must repeat the process from the beginning. Once they complete this toss-catch-toss catch process they can leave the penalty box and start playing again. One person can retrieve as many people as possible (watch out...the other team can send that person to the penalty box).

If either a ball or a player goes out of bounds (off the playing field) the ball/player are out of play for the remainder of the round and neither is allowed back on the field until one team scores.

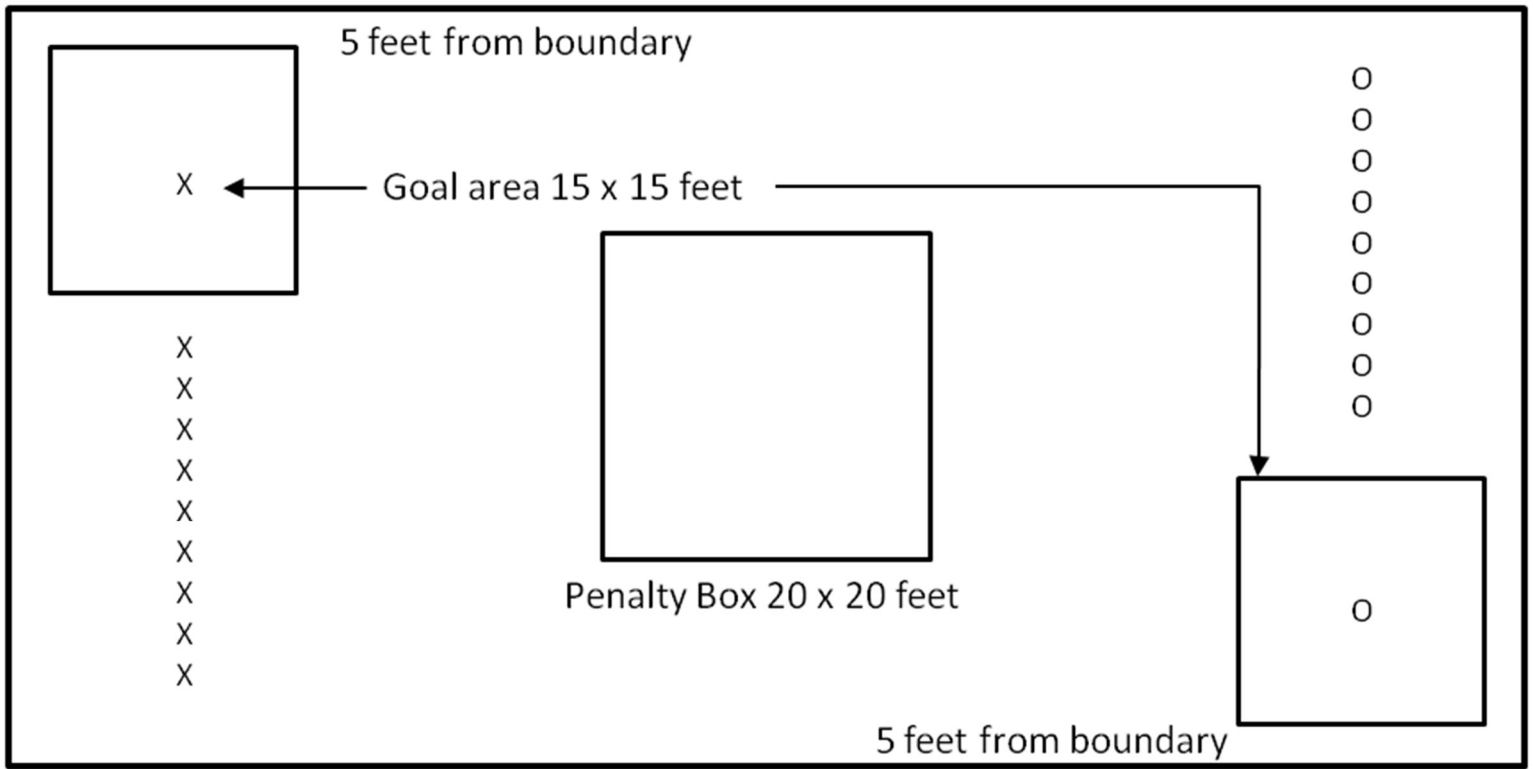
There are no penalties for jumping or contact with the ground. Only being hit by the other team's ball, contact between opposing players or unsportsmanlike conduct (referee's view point) is a penalty box violation.

Goal areas are 15 foot square; 5 feet from each boundary line, allowing an area to run around to try to take out the goalie. (see diagram)

The Penalty Box is in the center of the field and measures 20 ft. square (see diagram).

No one is allowed to run through the penalty box; they must run around the penalty box. If a cadet enters the penalty box, they must remain there until they are properly retrieved.

If while bringing a captured flag to their goal a person is hit by a ball they must drop the flag, as well as any ball they may be carrying, and go to the penalty box. A teammate may pick up the flag and continue bringing the flag to their goal. Similarly, the opposing team may pick up their flag and return it back to their home goal area by tossing it in, but only the defending goalie may actually go in the goal area.



Ultimate Ball

Ultimate is a non-contact sport with each team consisting of nine players. The objective is to move the ball down the field by passing it among team members (not letting it touch the ground) and scoring goals by catching the ball in the end zone. Each time the ball is caught in the correct end zone by a team, one point is earned. The field and end zones will be marked by cones.

RULES:

1. Games will consist of two 15-minute halves (with a break in between)--the clock starts when the first "jump off" occurs and stops at halftime. Injury time-outs will only be called by the referee; however, the clock will not stop. No other time outs are allowed.
2. Substitutions can only be made during halftime or immediately after a team scores a goal (prior to the next "throw off").
3. Jerseys, caps, or different color "T" shirts will be worn by one team to help differentiate a team member from an opponent.

To start the game, the referee will have the two team captains face each other at the half-field point. The referee will throw the ball into the air and play will begin (the second half will start the same way as the first). After an injury time-out, play resumes at the spot where the ball was last at.

To begin after a score, each team stands at attention with at least one foot on the receiving line. The

"throw off" team's server will call his/her team to attention and state the score, "Flight score (Alfa 2), other flight's score (Bravo 1), ready to serve, Sir/Ma'am". The receiving team captain will reply, "Ready to receive Sir/Ma'am". Then the referee will signal for the "throw off" by blowing the whistle. Both teams must remain in place until the whistle is blown and the server releases the ball. Once the ball is released, all players may move in any direction; however, no player on the serving team may touch the ball until it is touched by the receiving team.

6. If on the "throw off", the receiving team catches the ball, play begins from that spot. If the receiving team touches the ball and the ball then hits the ground, the throwing team takes possession where it was touched. If the receiving team lets the ball fall untouched to the ground and then picks it up after a couple of bounces, play begins from that spot immediately with no whistle. If the ball goes out-of-bounds before being touched, play begins at the point it went out of bounds or the 50-yard line (whichever is better for the receiving team). If it was touched and then goes out-of-bounds, the throwing team will start play where it went out. Except when untouched on the initial "throw off", the last team to touch a ball that goes out of bounds loses possession of the ball. If a team gains possession of the ball in the end zone, play will begin from the throw-off line closest to that goal line.

The ball must be thrown; any other method of transfer will result in a possession change. The receiver must establish a pivot foot and may rotate 360 degrees but cannot lift the pivot foot. A thrower may not catch his/her own throw unless another player touches it first, or he/she is the only person left on that team (he/she must still throw the ball at least 5 feet). Opponents must stay at least three (3) feet from the thrower and cannot make contact with the thrower or ball. If the team with the ball makes a pass and the ball is blocked (touched) by a defender before being touched by a receiver, it is a live ball and play will continue (no whistle). On all turnovers/dead balls, the referee will blow the whistle to resume play.

If running to catch a pass, the new thrower is allowed to take three (3) steps before stopping and establishing a pivot foot. If standing still and catching a pass, the new thrower **cannot** take any steps. If running and the new thrower takes more than three steps, takes any steps if standing still with the ball, or moves his/her pivot foot, possession changes. If the ball is caught simultaneously by an offensive and defensive player, the offensive team retains possession. The thrower may tag (softly, so as not to hurt the opponent) a defensive player who violates the three-foot rule, if he/she can do so without moving his/her pivot foot. No tagging may take place while taking the three steps. To be considered a good pass, the ball must travel a minimum of five (5) feet between team members and not touch the ground. If a pass is made, and, before it can be caught, a **defender** knocks it to the ground, it will be considered a live ball—no whistle will be blown and play will continue. Either team can pick the ball up off the ground and pass it to a fellow teammate.

9. FOULS: Fouls occur when:
- (a) opposing team or same team players make contact;

- (b) safety is jeopardized by reckless behavior (diving, hitting the ground, etc.);
- (c) the three-foot rule is violated and the defensive player is tagged with the ball;
- (d) a player other than the team captain talks to the referee;
- (e) a player hits an opponent with the ball too hard when trying to tag the opponent; and
- (f) a player jumps--NO JUMPING ALLOWED BY ANYONE!!!
- (g) a defensive player touches the ball on a “throw-off” before an offensive player touches it.

10. When a foul occurs, possession of the ball changes at the point of the infraction. The guilty player is sent to the penalty box and must do **10 push-ups** or **15 sit-ups** (his/her choice).

11. **PENALTY BOX:** When a foul occurs, the guilty player/players are sent to the penalty box to do their physical exercise and await the next score or end of a half before they can be released. A player must request permission to enter the penalty box, request permission to begin push-ups/sit-ups, and request permission to recover when finished with push-ups/sit-ups. Once a score occurs or half ends, the team captain must request by name his/her players be released from the penalty box by stating, “Alpha Flight request permission to retrieve Cadets Smith, Jones, etc. from the penalty box, Sir or Ma’am”.

12. **TURNOVERS:** Turnovers occur when:

- a) a thrower takes more than three (3) steps if running or any steps if standing still;
- b) a player holds the ball for more than 5 seconds (all throws must occur within 5 seconds); or
 - a. a pass falls incomplete and has not been touched by a defender or is thrown out-of-bounds-the opposing team assumes possession of the ball from the spot where the pass was attempted.
 - b. a pass is intercepted by the defense--if an interception occurs, play begins immediately from that spot without a whistle (keep on playing).
- c) a thrower passes/throws the ball less than five feet.

13. **SCORING:** A point is scored when a player catches the ball in his/her opponent's end zone. The ball must be caught in the end zone. A player cannot score by stepping into the end zone with the ball. If a player's momentum carries him/her into the end zone, play will continue and another throw must be made to score a point.

14. All decisions by the referees will be final.