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1 SECTION 1: INTRODUCTION AND CADET REQUIREMENTS
1.1 UNIT HISTORY:
Air Force Junior ROTC (AFJROTC) was founded under Public Law 88-647, called “The Revitalization Act of 1964.” The first AFJROTC units began operation in 1966 at just 20 high schools. Today there are nearly 900 AFJROTC units at high schools in the United States and at military bases around the world. Our unit, SC-934, was established at Beaufort High School on July 1, 1993. The designation SC-934 indicates that our unit was the fourth AFJROTC unit activated in South Carolina in 1993.

1.2 UNIT GOALS:
The purpose of the unit goals is to challenge the unit and cadets to get involved with the unit, school, community, etc. Throughout the school year, the unit will be evaluated to see if the unit has met, will meet, or will not meet the goals the Senior Staff and Group Staff has set. The unit goals change every year according to the previous years’ successes and failures. Some goals consist of number changes while others are completely new and added from scratch. They are set by the Senior Staff and Group Staff and are approved by all three instructors to ensure that they are realistic and can be met.

1.3 AIR FORCE CORE VALUES:

“Integrity first, service before self, excellence in all we do.”

**Integrity:** Integrity is the willingness to do what is right, even when no one is looking. It is the moral compass – our inner voice, the voice of self-control; and the basis for trust.

**Service:** Service refers to our duties and self-reminds us that professional duties take precedence over personal desires.

**Excellence:** Excellence does not mean just good enough; It means doing your best.

1.4 CADET HONOR CODE:

*A cadet will NOT Lie, Cheat, Steal, or Bully nor Tolerate among us those who do.* The HONOR CODE stresses that lying, cheating, stealing, and bullying is not tolerated within the Corps, and that HONOR is a noble standard that is the essence of not only the Corps but each cadet's everyday life.

1.5 AFJROTC MISSION STATEMENT:

“Developing citizens of character dedicated to serving their nation and community.”
1.6 CODE OF ETHICS:
Cadets will:

a. Hold their country in high regard.
b. Respect their parents/guardians, school officials and staff, teachers, and community.
c. Maintain self-respect, self-control, and good behavior.
d. Refrain from any act or derogatory words that would discredit themselves, family, school, and/or Corps.
e. Dedicate themselves to succeed in academics, athletics, extracurricular activities, and work.
f. Perform all assigned duties and timely meet all obligations.
g. Be honest and understand that honorable failure is better than success through unfair means.
h. Be proud of the uniform and commitment to the Corps, which sets them apart from others.
i. Be an exemplary role model with high standards of conduct.
j. Respect other cadets and follow the directions of AFJROTC instructors and higher ranking cadet officers and NCO’s.
k. Place the good of the Corps ahead of personal gain.

1.7 CADET CONDUCT POLICIES/RULES:

All JROTC cadets are expected to maintain a high degree of discipline. Cadets should use common sense, be courteous and respectful towards authority, follow the rules of the school, and treat all people fairly.

a. Cadets must bring a pencil/pen, paper, and required books to class each day. Cadets should never ask instructors for these items.
b. Arrive to class on time each day and sit in your assigned seat at all times during the duration of your class period unless authorized otherwise.
c. Pay proper respect during the National Anthem and Pledge of Allegiance, and to the flag AT ALL TIMES. Unless of respective religious reasons that have been discussed with that cadet’s instructor.
d. Address instructors and cadets by their appropriate ranks, i.e. Instructor: Master Sergeant (Sergeant). Cadet: Major (C/Major) or Colonel (C/Colonel).
e. Accept all directions and instructions from other cadets who are in positions of leadership without argument.
f. Profanity and obscene gestures are not allowed in the confines of classroom or any other AFJROTC activities.
g. Sleeping in class will not be tolerated and you will be asked to stand in the back of the classroom for the remainder of the class to regain your focus.
h. Arguing and fighting among cadets in class or drill area will not be tolerated. This could lead to Out-of-School Suspension and removal from the AFJROTC program.

i. Feet on furniture (desks/chairs) will not be tolerated, as well as lying or sitting on top of desks or on the floor. All of the furniture is school, unit, or Air Force property. If it is tampered with or destroyed due to misuse, the cadet will be held responsible.

j. Cadets will not go through another cadet’s or instructor’s personal property at any time within or out of JROTC.

k. Cadets will be proactive and ensure all AFJROTC facilities are kept neat and clean.

1.8 AUTHORIZED PERSONNEL ONLY:

The following items are areas within the unit that are off limits to all cadets who are not authorized by the Group Staff. Cadets who attempt to enter or tamper with any of the following items are subject to disciplinary action of high offense. Only business will be conducted by authorized cadets in these areas. Failure to comply will result in a temporary or permanent unauthorized status to the cadet involved and a 341 issued.

a. Each of the instructor’s offices contains sensitive material, i.e. academic grades, discipline reports, personnel files, etc. NO CADET SHOULD BE IN AN INSTRUCTOR’S OFFICE AT ANY TIME unless prior authorization was immediately granted.

   i. When entering an instructor's office, you must knock on the door once and then wait at parade rest until you are authorized to come in.

b. The Group Staff room is located and labeled as Hanger 3 and is to be used by Command and Group Staff, ONLY. These cadets should be the only ones allowed in Hangar 3. This includes, but is not limited to, the filing cabinets, computers/laptops, Group Staff desk, cadet mail center, printer, and the work tables. There will be an established Flight Crew Work Area for FLIGHT CREW USE ONLY. Cadets are not permitted to use the computers and printers without permission from the Group Staff or Instructors. There should be no cadet in an instructor’s office without permission.

c. The teaching area in front of each classroom is OFF LIMITS to cadets unless prior authorization is granted. This includes the instructor’s desk, laptop and podium, as well as the promethean board and all cabinets in the classroom.

d. The Logistics facilities are OFF LIMITS to all cadets. Only Logistics Personnel and Logistics Administration are authorized for business use ONLY. Cadets who need orders filled must request service during Logistics Operational Hours.

1.9 HAZING:

Defined as the practice of directing someone to perform a humiliating action, without cause, which entails the surrender of dignity and self-respect, or a hazardous action which
exposes one to physical injury or bodily harm. ANY TYPE OF PHYSICAL OR MENTAL ABUSE AND PUNISHMENT IS STRICTLY PROHIBITED. Any cadet who uses their position to engage in any behavior which is demeaning, retaliatory, or dangerous for personal gain will be subject to severe disciplinary action.

1.10 BULLYING:
Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power in balance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

1.11 BEAUFORT HIGH SCHOOL AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS MISSION AND OBJECTIVES:
The mission of the AFJROTC program is to educate and train high school cadets in citizenship, promote community service, and provide instruction in Leadership and Air & Space Fundamentals! Our Aerospace Science portion of the program focuses on the history, development, and application of aerospace knowledge and its impact on society and on us as individuals. The Leadership Education portion of the program focuses on leadership skills and acquaints cadets with the practical application of life skills to include: discipline, character, education, responsibility, leadership, fellowship, and citizenship. In addition, the curriculum encompasses determining and pursuing a job, determining a college major, getting into a college, and obtaining financial aid. AFJROTC is a four-year course of instruction in Aerospace Science and Leadership Education. The student’s curriculum integrates military history, Aerospace Science, military drill and ceremonies, and the elements of leadership and management into a well-rounded course of instruction. Acquiring a sense of responsibility and developing self-discipline are key objectives in the program. The desired end product will be that cadets become better citizens and develop a sense of personal pride, integrity, and patriotism. This will make them more capable of dealing successfully with challenges and adult responsibilities of society. In accomplishing its mission, the cadet organization will satisfy the following objectives:

a. Encourage a high degree of personal honor, self-reliance, leadership, and discipline.

b. Promote patriotism and an understanding of personal obligation toward national security.

c. Promote habits of orderliness, precision and attention to detail.

d. Develop respect for, and an understanding the need for, constituted authority in a democratic society.

e. Develop the ability to perform basic military skills associated with drill and ceremonies.

f. Learn to develop an honor system.

g. Develop a basic knowledge of fundamental aerospace doctrine.

h. Develop a knowledge of and appreciation for the traditions of the Air Force.

I. Learn to manage stress.

j. Learn to plan long and short term goals.

1.12 UNIT OPERATIONS:
The SC-934 AFJROTC Cadet Corps at Beaufort High School is a fully accredited elective
credit course of instruction and enjoys equal status with all other departments at the school. Presently, there are three AFJROTC instructors, one of which is the Senior Aerospace Science Instructor (SASI) who is a retired US Air Force Officer (Lieutenant Colonel). He reports directly to the School Principal and is responsible for the overall management of the program. The other two instructors are Aerospace Science Instructors (ASI), and are retired Senior Non-Commissioned Officers, responsible for planning and organizing the program. Each instructor (the SASI & ASIs) have additional responsibilities to include: flight advisors, Unit financial management, supply account custodian, team advisors, and special event advisors.

1.13 CADET CREED:

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

1.14 CADET CONTRACTS:

All cadets, upon enrollment, will complete the Cadet Contract, which will be filed in their Cadet Personnel Record. All Group Staff cadets will be asked to sign contracts before accepting their positions. The information outlined in the cadet contract must be followed or corrective action will be taken to insure the criteria are met. Cadets with any type of position in the Group must sign/return an Acknowledgement Notification on the position outlined in the Staff Position Contract. Failure to comply with the terms outlined in a Staff Position Contract will result in removal from the assigned position.
1.15 CADET DISCIPLINARY SYSTEM OF SC-934:

Each cadet in the corps has a disciplinary record. Counseling is used as a means of correcting actions unbecoming of a cadet. Verbal counseling is used at all times, and these counseling sessions will need to be documented by writing a statement that you talked to the instructor or writing the complete incident. The documentation process will be left up to the instructor and respective flight crew and be documented within the disciplinary tab of the flight binder. If the same actions persist, or the cadet in charge deems it necessary, there are two forms of counseling that may be conducted. A Letter of Counseling form will be used to document the situation, what corrective actions took place and follow-up actions. A Letter of Reprimand will be used for more serious offenses and will be used after other actions are taken such as 341 discrepancy reports (demerits), verbal counseling, and Letters of Counseling. As a final resort for discrepancies, a Letter of Removal will be issued, removing the cadet from their staff position. All matters pertaining to the performance of the cadet will be recorded in the cadet’s personal file. All Letters of Counseling, Reprimand, and Removal must receive prior instructor approval. In the event that a cadet makes a mistake so grievous as to warrant punishment of a higher level, it is the right of the Group Commander and SASI to collectively determine the course of action which is to be taken against the aforementioned cadet. Serious personal problems, home problems, or legal matters will usually be referred to the school guidance office. All cadets should understand that when a problem exists, it usually becomes a bigger problem if left alone. The best way to handle almost every problem is to face it. If a cadet needs to discuss a problem, ask a question, or gets information concerning other agencies, go through the chain of command. ALL LETTERS MUST BE SUBMITTED TO THE COMMAND CHIEF MAILBOX BEFORE AND AFTER IT IS RETURNED AND SIGNED BY THE CADET’S PARENT/GUARDIAN. THE FLIGHT CREW WILL NEED TO INFORM THE COMMAND CHIEF THAT THERE WAS A FORM ADDED TO THE MAILBOX.

These letters are a TEST GRADE, after 3 calendar days if the letter is not returned it will be a 0. If the letter is turned in after 3 calendar days, the grade will be changed to a 60. If the letter is turned in on time, it will have no negative effect on the cadet’s grade.

(1+2) First and Second Offenses: Cadets will be verbally counseled by the cadet supervisor. A 341 discrepancy report will be submitted to the Command Chief to document the incident.

(3) Third Offense: A Letter of Counseling and lunch detention will be issued by the Command Chief. This letter will be issued after 3 consecutive misdemeanors. The cadet has three calendar days to return the form signed by the cadet and parent/guardian. The flight crew must then submit it to the Command Chief. The cadet must attend lunch detention with a JROTC instructor, Command Chief, or the ASI’s on their assigned day and is responsible for obtaining a hall pass.

(4) Fourth Offense: A Letter of Reprimand will be issued by the Command Chief. The cadet has three calendar days to return the form signed by the cadet and parent/guardian. The
supervisor must then submit it to the Command Chief. The cadet will be ineligible for all remaining field trips/Unit events and is demoted to the lowest permanent rank allowed for the respective year group (this should be documented on the letter).

(5) Fifth Offense: A Letter of Recommendation for Removal will be issued by the Command Chief. This form will contain the reasoning for recommendation by the cadet’s flight crew and will be submitted to the disciplinary binder found in the respective instructor’s office. Upon review of the letter, the cadet’s entire Disciplinary Record will be reviewed and compiled for submission to the cadet’s respective flight crew squadron command. If approved, the case will continue to go up the Chain of Command until it is received by the Group Commander. The Group Commander and SASI will determine if a Letter of Removal needs to be issued. If so, the Group Commander will refer to the cadet’s Disciplinary Record to write the Letter of Removal, signed by the SASI. The cadet will receive the letter and will have 3 calendar days to have it signed by a parent/guardian. Upon return of the letter, the cadet will return all rank/aiguillettes to Logistics. If the Group Commander and SASI deem it unnecessary to issue a Letter of Removal, the Group Commander will submit a Denied Letter of Removal to the Command Chief with the reasoning for the cadet to sustain their position/rank and will attach the cadet’s Disciplinary Record for re-filing.

These actions may seem extremely harsh for high school students. However, as stated earlier, it is a privilege to wear this uniform, and to not wear it correctly or not wear it all is to disgrace it and the very men and women who wear the uniform on a daily basis in the Active and Reserve United States Air Force that the cadet uniform is modeled after.

NOTE: A UNIFORM VIOLATION LETTER WILL ALSO BE SENT HOME TO NOTIFY PARENT OF CADET FAILING TO WEAR UNIFORM ON DAY ASSIGNED. These letters are a TEST GRADE, after 3 days if the letter is not returned it will be a 0. If the letter is turned in after 3 days, the grade will be changed to a 60. If the letter is turned in on time, it will have no negative effect on the cadet’s grade. The Squadron Commander is notified of the situation. The Squadron Commander in working with the SASI will ensure that a Uniform Failure Letter is sent out to the respective parent. A copy of the letter will be kept by the flight crew in the flight crew book and a copy retained in the squadron uniform violation notebook.

1.16 PRIVACY CLAUSE:

Cadets in a staff position may have access to information pertaining to cadet’s JROTC files, personnel files, and other material that is declared as sensitive or confidential. This includes, but is not limited to, any form of Unit records, safe combinations, and all computer/website passwords. Cadets entrusted with this type of responsibility are forbidden from releasing any information without consent from a Group staff member or instructor. Releasing information that has been declared sensitive or confidential will result in immediate disciplinary action.
1.17 MANDATORY REPORTING:

Any cadet who witnesses any form of honor violation, breach of trust (entering an authorized-only zone, releasing personnel information), vandalism, failure to follow the Privacy Clause, or conduct unbecoming of a cadet are REQUIRED TO REPORT THE INCIDENT. Failure to report an incident will result in disciplinary actions.

1.18 UNIFORM VIOLATION:

Cadets who fail to wear the uniform on the designated uniform day will risk getting a uniform violation. There are four offenses dealing with cadets who fail to wear their uniform on a make-up day. Each offense increases with severity.

1. (1) First Offense: Cadets will be verbally counseled by the Flight Commander on uniform wear requirements and advised of consequences of further actions. A 341 recording the offense will be issued along with a lunch detention.

2. (2) Second Offense: A Letter of Counseling will be issued by the discipline Group at the request of the Flight Commander and the cadet will be ineligible for the next field trip, local or out of the state. A call from the cadet’s primary instructor to the cadet’s parents/guardians will be required. The cadet may lose some, or all of, their temporary rank and or flight rank. A 341 will also be issued along with a lunch detention.

3. (3) Third Offense: A Letter of Reprimand will be issued by the Command Chief by the request of the Flight Commander with a 1st endorsement from the applicable instructor. The cadet will be ineligible for: all remaining field trips, any aircraft orientation rides, and is demoted to the lowest permanent rank allowed for the respective year group. A 341 recording the offense will also be issued.

4. (4) Fourth Offense: The parents/guardians of the cadet with the cadet present will set up a meeting to discuss the ramifications of the cadet’s actions with the SASI and applicable classroom instructor at school. The cadet will not be allowed to participate in any cadet activity except for the academic classroom. The cadet will sit in the back of the room during academics. The cadet cannot receive any more than a 60 for the grading period when the fourth infraction occurred. Any more infractions on not wearing the uniform, the cadet will receive an F for the grading period. Once the cadet begins wearing the uniform correctly on the assigned days, a normal academic grading cycle being. Any more repeat of not wearing the uniform will in a grade of a 0 and a 50 for the rest of the grading period. The cadet will not be allowed to wear the uniform anymore with a failing grade for the grading period or semester. NOTE: A Memo of Record will be generated for the fourth offense by the applicable classroom instructor. In addition, the cadet can be recommended for dismissal by the SASI to the school administration.
i. On Uniform days and makeup days, the uniform will be worn properly **ALL DAY**. The only exception will be for a class that requires the wearing of other clothes such as gym, dance, shop, labs, and etc. If a cadet must change out of uniform for a class (example: dance), it is the cadet’s responsibility to notify the applicable instructor. Cadets will not wear uniforms during physical education classes. If a cadet participates in a school sport and is required to wear his or her uniform on uniform day, the cadet must coordinate with the applicable classroom instructor and wear the uniform on the next AFJROTC day.

1.19 **CHANGING OUT OF UNIFORM:**

Only the following classes will allow a cadet to change out for that period ONLY: weight lifting, dance, art, physical education, and theater. If a cadet has any other reason to change out (i.e. Animal Dissections, science experiments) they need to obtain an instructor signed and dated slip found in the filing cabinets of each classroom. Stating: “Cadet _______ has permission to change out for ___ period only on insert date.” The cadet is responsible for obtaining this pass and presenting it when asked for it.

1.20 **HONOR BOARD:**

The Honor Board is responsible for maintaining the unit’s high integrity. All cadets have agreed to the Air Force Core Values and they are expected to conform to SC-934’s standards. The purpose of the Honor Board is to provide means to do an internal investigation of a situation that might violate the Honor Code, and/or to review any excessive 341 discrepancies. Cadet(s) involved must complete an Incident Report Form for documentation purposes and decide if a cadet should go through the removal process from AFJROTC.

a. The SASI and Group Commander will determine when a case will go before the Honor Board.

b. If convened, the Honor Board will investigate the alleged infraction in whatever manner they deem appropriate to the circumstance. At a minimum, all members of the Honor Board will listen to the comments of the cadet(s) involved in the incident.

c. Within two calendar days, the Honor Board will bring forward a recommendation to the SASI concerning resolution of the incident. The SASI will consider the recommendations of the Board and only take other actions in the event he/she can point to specific information that was not known to the Board during their deliberation. Parents of the cadet(s) may not interfere with the Honor Board.

d. Members of the Honor Board will be the Vice Group Commander, Operations Commander, Command Chief, Executive Officer, Inspector General, and the Squadron Commander that the cadet(s) belong to.

  e. The Command Chief is the recorder.

f. All information may not be discussed except with the SASI or other attached AFJROTC instructors. All cases are confidential until released by the SASI.

1.21 **MERIT/DEMERIT SYSTEM:**

A merit/demerit system is used as a leadership tool to maintain discipline and high
standards of appearance and conduct in accordance with the following guidelines:

Merits are awarded for superior appearance and performance, good conduct, performance of duties, or achievement above and beyond that normally required or expected of a JROTC cadet.

Demerits are issued for substandard appearance and performance, poor conduct, failure to perform duties, or achievement below that which is normally required or expected of a JROTC cadet. **Demerits are a last resort after verbal counseling.**

(1) Giving a cadet merits or demerits is a judgment call based on the recommending cadet’s experience and knowledge of JROTC standards and procedures. It is a responsibility not to be taken lightly. Every cadet must realize issuing demerits may have a far-reaching and possibly adverse effect on an individual’s attitude and performance. **THE MERIT AND DEMERIT SYSTEM MUST BE USED WISELY AND SPARINGLY! BOTTOM LINE: THINK PROFESSIONALLY!**

(2) Merits/Demerits are used in assessing individual performance for promotions, awards, assignment of positions, JROTC field trips, and in extreme cases may be used as information on Cadet Honor Board or elimination from AFJROTC. Merits/Demerits are recorded in the personnel records and are important parts of the records used in decision-making, for cadet honor board and discipline board.

a. The following is a list of values for merits and demerits:

### 1.21.1 MERITS

<table>
<thead>
<tr>
<th>EVENT</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisting an officer with their duties</td>
<td>+10</td>
</tr>
<tr>
<td>Outstanding PT performance</td>
<td>+20</td>
</tr>
<tr>
<td>Outstanding cadet inspection</td>
<td>+35</td>
</tr>
<tr>
<td>Outstanding cadet performance</td>
<td>+40</td>
</tr>
<tr>
<td>Being selected for Cadet of the Month</td>
<td>+50</td>
</tr>
<tr>
<td>Being selected for Flight Crew of the Quarter</td>
<td>+50</td>
</tr>
</tbody>
</table>
1.21.2 DEMERITS

Improper classroom procedures/talking -10
Rifle safety violations -20
Blatant fraternization -25
Horseplay/Disrupting Class or Drill -25
Derogatory Attitude/Rudeness -30
Unauthorized change out of uniform -30
Male wearing of earring or piercing in uniform -30
Leaving a formation without permission. -30
Profane Language -30
Disrespect to Cadet Officer/NCO -35
Failure to perform duty as required -35
Conduct Unbecoming of a Cadet -40
Disrespect to National Anthem/Pledge -45
Blatant Disrespect to Instructor -50
Failure to wear uniform -50
Public Display of Affection (PDA) -50
Stealing or vandalizing another cadet’s property -50
Fighting Within JROTC -70

- Repeated infractions, to include items not listed, or special events will be as determined by the Group Commander with approval of the SASI.
- Depending on the situation with instructor approval the amount of merit/demerit can be changed.

1.21.3 UNIT FORM 341:

The purpose of the 341 is a means of informing a cadet that their actions were wrong and need to be corrected. A 341 also provides a means to recognize a cadet’s actions as a positive behavior. Abusing the system will cause it to fail. If any officer witnesses an infraction, he/she should immediately correct the responsible cadet and determine whether a 341 should be issued to the cadet. Remember to avoid confrontation and maintain professionalism at all times. The infraction and all other necessary information should be documented on the 341 slip. A cadet may correct an infraction or praise an action by filling out a 341 and having a cadet officer sign it. The 341s will be reviewed weekly by the Command Chief. The 341s must be signed by the Squadron Command for it to be valid NO EXCEPTIONS. The number of merits or demerits assigned will be written on the 341 and the reviewer will sign and check either “Agree” or “Disagree.” If an applicable Group Staff member disagrees, they must write their statement as directed on the 341 form. The Command Chief will keep a master list of each cadet’s merits and demerits. (We need to move the 341 before we discuss Merits and demerits)

a. The following procedures apply to documenting excellence or discrepancies by cadets using the 341 system:

1) All cadets are responsible for filling out the top portion of the 341 with
his/her name, flight, and squadron.
2) Group Staff, Flight Crew and Instructors are the only ones authorized to issue a 341.
3) When a 341 is issued, the issuing cadet will either recognize or reprimand the cadet at the time the 341 is issued and they both sign the 341.

b. The cadet writing the 341 will put it in the Merit/Demerit Box located in the SASI’s classroom.

c. Every 2 weeks, the Command Chief will compile a Discipline Report Roster listing the names of cadets receiving merits and demerits and the rationale.

1.21.4 DOUBLE JEOPARDY CLAUSE:
Cadets shall be protected from multiple infractions branching off from the same behavioral action mentioned on the merit/demerit chart. EX. “Blatant Disrespect to Instructor & Conduct Unbecoming of a Cadet” can all be listed in a 341, but the demerits given would be that of the greater infraction. The same goes for Merits, out of all the actions in a description, the greater cause will be the merit awarded.

1.21.5 EXCESSIVE DEMERITS:
If a cadet exceeds 50 or more demerits, they will be issued a 25 minute ILT detention. A Detention Letter will be issued to the cadet requiring both the cadet and parent to sign the letter. The cadet will have 3 days to return the letter. Failure to return the letter will result in an academic grade of 0 for a test. If the letter is returned, the 0 will be removed. Cadets will report to a designated area during their assigned 25 minutes and sign in with the Instructor or assigned member of Group Staff/Flight Crew. This detention will be a quiet time for them to do homework or just sit silently. No media devices will be allowed, unless approved by an instructor. After 25 minutes the cadet will report back to lunch after being released. By completing the lunch detention 25 demerits will be taken away from the cadet. The cadet is required to complete as many lunch detentions as it takes to get below 50 demerits. If a cadet fails to report to lunch detention this could result in more lunch detentions, a school write up, ISS or removal from JROTC.

However, the best way to work off demerits is to work towards obtaining merits. By obtaining merits, cadets will be able to subtract from their excessive demerits. If a cadet cannot serve the detention(s) on the day required due to taking a test, extra help, etc., the cadet must have the teacher email or send a signed note to the SASI and another Detention Day will be assigned.

1.21.6 APPEAL OR RECONSIDERATION OF DEMERITS:
If a cadet feels that a demerit is unjust, it may be appealed by a written request by submitting a typed letter, within two days after receiving the demerit, to the Command Chief. The Appeal or Reconsideration of Demerits Letter will contain the cadet’s name and flight, explanation of the reason for the appeal or reconsideration of the demerits, and the letter will be signed by the cadet. The Command Chief will attach the Demerit Appeal/Reconsideration Sheet to the cadet’s
Appeal/Reconsideration Letter with a copy of the 341 to be reviewed by the Group Commander and SASI. The SASI has final approval or disapproval. The cadet will be notified by the SASI on the decision of the appeal/disposition.
2 SECTION 2: ACADEMICS, PROCEDURES, OPERATIONS, AND STRUCTURE

2.1 ACADEMIC POLICIES:

2.1.1 Credit:
The goal is for each cadet to pass and receive credit for the course. Each year successfully completed in AFJROTC equals one elective credit. Credit may also be substituted for physical education.

2.1.2 Grades:
Each nine week’s grade is a weighted combination of academics (Aerospace Science tests, Leadership Education tests, quizzes, homework, grades from any written/oral presentations), uniform inspection, personal evaluations, physical training and readiness and behavior (R&B). Each instructor will address specific weight for their class at the beginning of the year. All Instructors will use the same weighting system for their classes. A grade will be attached to any projects or special events pertaining to a cadet. Cadets assigned to flight or Wing staff positions will also be assigned a grade. Those with high academic achievement may compete for college ROTC scholarships or appointments to the service academics.

2.1.3 Exams:
Most exams will be a mix of multiple choice, true/false, matching, fill-in-the-blank, and possibly discussion questions.

2.1.4 Papers:
Students may be required to write short expository or biographical papers. These will be on topics related to JROTC and will be of various lengths. All papers are expected to be neat with proper grammar and spelling and to be turned in on time. Ample time will be given prior to the required suspense.

2.1.5 Homework:
All students will be given homework assignments in the form of readings in assigned texts or completion of sections in the student workbook. Students are subject to “pop” quiz to encourage the reading in a timely manner.

2.1.6 Projects:
Students may be given individual or group projects to accomplish. The projects will be related to JROTC. All projects will be accomplished as per the instructions given out by the instructor and will be expected to be turned in on time.

2.1.7 Briefings:
Cadets will be required to give a briefing once a year. These academic briefings will
be related to AFJROTC as assigned by the instructor.

2.1.8 Effects Of Grades:
The grades a cadet earns will be reflected on their permanent school records. These grades also impact several other areas of a cadet’s status within JROTC. Grades are a priority when staff positions are assigned and are also considered at promotion time. Obviously, one who is failing cannot be given a promotion or be assigned a position of higher responsibility.

2.2 ACADEMIC PROBATION:
Each cadet in the corps has an Academic Record. Cadet grades will be monitored quarterly by the Academics Staff (Academics Officer, ASI’s and SASI). Any cadet failing more than one course will be placed under Academic Probation for the duration of the grading period (quarter). A Letter of Academic Probation will define the parameters of the probation period and will be signed by the cadet, parent, and instructor, as well as the Academics Officer. If the cadet is passing all subjects at the time of Academic Review (quarterly) and the failing courses from the previous quarter have been changed as well; that cadet will receive a Letter of Release from Academic Probation from the Academics Officer and the cadet’s Academic Record will be renewed. These letters are a TEST GRADE, after 3 academic days if the letter is not returned it will be a 0. If the letter is turned in after 3 academic days, the grade will be changed to a 70. If the letter is turned in on time, it will have no negative effect on the cadet’s grade.

2.2.1 Level I Probation:
Applies to cadets failing one course. The cadet must attend tutoring at least once to talk with their teacher about quarter recovery. They must submit a tutoring slip signed by their teacher saying they have received quarter recovery to the Academic Officer. After they complete and turn in quarter recovery, they need to turn in another tutoring slip signed by the teacher saying it was turned in.

2.2.2 Level II Probation:
Applies to cadets failing two courses. The cadet must attend tutoring at least once to talk with their teacher about quarter recovery. They must submit a tutoring slip signed by their teacher to the Academic Officer. They must submit a tutoring slip signed by their teacher saying they have received quarter recovery to the Academic Officer. After they complete and turn in quarter recovery, they need to turn in another tutoring slip signed by the teacher saying it was turned in. The cadet is suspended from all extracurricular activities and events; this excludes community service projects, fundraising events, JROTC team practices, required CIA field trips, military ball, and competitions only.

2.2.3 Level III Probation:
Applies to cadets failing three courses. The cadet must attend tutoring at least once to talk with their teacher about quarter recovery. They must submit a tutoring slip signed by their teacher to the Academic Officer. They must submit a tutoring slip signed by their teacher saying they have received quarter recovery to the Academic Officer. After they complete and turn in quarter recovery, they need to turn in another tutoring slip signed by the teacher saying it was turned in.
The cadet is suspended from all extracurricular activities and events, **NO EXCEPTIONS**!

### 2.2.4 Level IV Probation:
Applies to cadet failing four or more courses. The cadet must attend tutoring at least once to talk with their teacher about quarter recovery. They must submit a tutoring slip signed by their teacher to the Academic Officer. They must submit a tutoring slip signed by their teacher saying they have received quarter recovery to the Academic Officer. After they complete and turn in quarter recovery, they need to turn in another tutoring slip signed by the teacher saying it was turned in. The cadet is suspended from all extracurricular activities and events, no exceptions. The cadet will also receive a Letter of Removal from their staff position and demotion to permanent rank which will remain in effect until the parameters of their probation changes.

### 2.3 COMMUNITY SERVICE POLICY:
As per Air Force JROTC regulations, each cadet in the corps must participate in at least 12 hours of community service from the beginning of the school year to May. The cadets will be graded on their progress and must complete 6.00 hours (6 hours) of community service by the end of the 1st quarter for the school year. Group Staff cadets will be required to complete 6.00 hours by the end of the first quarter. This is agreed upon by each cadet and parent/guardian as it is a term of the Cadet Contract. The grading scale of this requirement is: 6.00 hours or more = 100%, between 4.99 hours and 2.50 hours = 50%, between 2.49 hours and 0 hours = 0%. This grading scale is to ensure that the Air Force requirement for Community Service is met. Each cadet in the corps has a Community Service Record to keep track of all community service hours. Cadets will be given opportunities to participate in community service projects locally with other cadets. Cadets leading a service event will follow the Unit’s Service Point System and will fill-out the information about the event as required by the Community Service Officer.

### 2.4 SERVICE HOUR SYSTEM:
Service hours will be awarded for SASI/ASI approved AFJROTC projects. Such projects include ushering, cleaning the Stadium in the Adopt-A-Highway program, etc. Once a cadet completes 30 service hours the Senior Cadet In-Charge will turn in a list of cadets at the end of third quarter to the Information Management Commander. Then those cadets will be issued the Service Ribbon per 30 hours. Service hours are not carried over from one school year to another. Each cadet will start each school year with 0 service hours, excluding community service hours obtained during the summer.

### 2.5 CLASSROOM REPORTING PROCEDURES:
Flight Commanders, Flight Sergeants, Element Leaders, and Guidon Bearers will use the following procedures for classroom reporting:

1. The Flight Commander will position his/herself in front of his/her flight and with the Flight Sergeant to his/her right. The Guidon Bearer will position his/herself left of the flight sergeant holding the Guidon at Parade Rest.

2. The Flight Sergeant will call the flight roster. Cadets will report back with the phrase,
‘Cadet (Rank) here sir/ma’am. Afterwards the Flight Sergeant will state to the Element Leaders, “Element Leaders, Report!”

3. The Element Leaders, while making their reports, will turn at a 45-degree angle facing the Flight Sergeant and state, “First Element, all cadets present and accounted for sir/ma’am.” Note: If a member of an element is missing, the element leader will report, “First Element, 1 cadet absent and unaccounted for, sir/ma’am”. Upon finishing the report, the Element Leader will return back to their original position. Element Leaders will not salute the Flight Sergeant while making the report.

4. After the last Element Leader has finished his/her report, the Flight Sergeant will consolidate the report and report to the Flight Commander stating “Flight reports, all cadets present and accounted for” or “Flight reports, 2 cadets absent and unaccounted for” depending on the number of cadets not present. The Flight Sergeant will salute the Flight Commander while making the report. The Flight Commander will return the salute after the report is given.

5. The Flight Commander and Sergeant will go back to their posts. The Flight Sergeant will then give the order “Guide post” The Guidon Bearer will take the most direct route to return the Guidon back to the Guidon Rack.

6. The Guidon Bearer will state “Post” once the Guidon has been returned (posted). Then the Flight Sergeant will give the flight “Fallout”

7. Afterwards they will give the order “By my Group, At Ease”, and then the Squadron Commander will read the week’s schedule to the flight every day.

8. After these procedures are complete the Flight Commander and Sergeant will take this time to make any pertinent announcements to their flight prior to Instructor’s class time.

At the end of class each day the Flight Sergeant will call the room to attention and Group: “X flight dismissed” The flight will then echo “X flight dismissed, yes sir/ma’am”

In the absence of the Flight Commander, the Flight Sergeant will replace the Flight Commander. In the absence of the Flight Sergeant, an element leader or any eligible cadet within the flight will replace the Flight Sergeant. The Flight Commander may select any cadet to step in, in the absence of the Flight Sergeant, to allow each cadet to gain experience.

2.6 INSPECTION:

It is crucial in making sure all Air Force uniform regulations are met. There are certain people assigned to inspect a flight’s uniforms during inspection days (i.e flight crew, Stan/Eval, Squadron Commanders). They strictly grade uniform wear and give feedback to each cadet. This group of cadets helps play a role in honor flight selection and help improve the overall look of the unit.
2.6.1 Open Ranks Procedures:
The designated uniform day there are set procedures on how you’re inspected. After the
daily classroom procedures, instead of continuing into instructor time, the flight will be given 5
minutes for final adjustments before their uniform is inspected. The Flight Sergeant will then call
the Flight to Attention and march them to the designated inspection area.

1. The Flight Sergeant calls the flight into formation 6 paces away with the flight at
attention.
2. The Flight Sergeant will call a right face and call “Taller taps, with exception of
element leaders, if you are taller than the cadet in front of you, tap them on the
shoulder and proceed forward”. Then the sergeant will call another right face and call
“Taller Taps, no exceptions, if you are taller than the cadet in front of you, tap them on
the shoulder and proceed forward”. Once the flight is sized the sergeant will call a left
face to assure that no cadet is out of position. The sergeant will then command another
“left face” and resume inspection procedures. (Note: this should be done before the
Grouper is ready to inspect the flight)
3. The Flight Commander or Instructor will then walk toward the Flight and position
themselves in front of the Flight Sergeant. While this is happening, the Flight
Sergeant will snap to Attention, do an about face, and call the Flight to Attention.
4. The Flight Sergeant will then call “Open Ranks, March!” and perform an immediate
45 degree left face (Half-Left) and begin inspecting each element starting with the 1\textsuperscript{st}
and ending at the 4\textsuperscript{th}.
5. After checking the alignment of the 4\textsuperscript{th} element, the Flight Sergeant will then march
to 3 paces in front of the 1\textsuperscript{st} element and perform a Left Face. Now the Flight
Sergeant will call out “Ready, Front!” while looking straight forward. After this they
will then take a step forward in front of the Guidon Bearer.
6. The Flight Sergeant will perform a right face and wait for the inspector to walk up to
the Flight Sergeant will salute and say “Sir/Ma’am, the Flight is prepared for
inspection.” The inspector would reply “Accompany me for inspection.”
7. The Flight Sergeant will then perform a Left Face where they will then call out “2\textsuperscript{nd},
3\textsuperscript{rd}, and 4\textsuperscript{th} elements! Parade, Rest!” Immediately after, the Flight Sergeant will then
take one step forward then execute a Left Face. The inspection will now begin.
8. When the inspector reaches the last cadet in an element, he will then march around
the last cadet in 3 steps. The flight sergeant will then (on the 3\textsuperscript{rd} step) march forward 2
steps, execute a left flank and follow behind the inspector onto the next element.
9. Once the inspector finishes with the last cadet, the inspector will march off. At the same time, the Flight Sergeant will step forward and execute a Left Flank, proceeding to the front of the formation. Once the Flight Sergeant has proceeded 3 paces past the guidon bearer, the Flight Sergeant will stop, execute a Left Face and give the command “Flight, Attention”. The Flight Sergeant will take one step in front of the guidon bearer and execute a right face and the inspector will walk up to the Flight Sergeant. The Flight Sergeant will salute the inspector and say “Sir/Ma’am the flight is finished with inspection.”

10. After being briefed by the inspector the Flight Sergeant will then do a left face and down the line call “Close Ranks March.” Then the flight sergeant will follow what the inspector told them (i.e. march them inside, prepare them for drill, etc.).

2.7 STANDARDIZATION/ EVALUATIONS:

Standardization and Evaluation is a major part within the unit in terms of observing the performance of the flights and teams. Having certain people evaluate different groups in the unit gives feedback to the leaders and instructors in the unit. Flights and teams are primarily evaluated on basic, daily procedures and the overall mission of the group being accomplished. Reports are made from the results of the evaluations and are documented to look at improvement or digression. This report will be provided to the Group Commander and SASIs for initial review. After approval, the report will be provided to other instructors and to the applicable Group staff. These reports will be reviewed at monthly flight crew meetings or with operational team wing staff meetings. Representatives of Standards and Evaluation evaluate and look at inspection procedures, classroom procedures, and overall conduct of the flight. Evaluations play a major part in honor flight selection based on the top performances.

2.8 PHYSICAL TRAINING AND PRESIDENTIAL CHALLENGE POLICY:

2.8.1. The Air Force JROTC goal is to build academically strong students and physically fit ones. The JROTC physical fitness (PT) program consists of stretching exercises, sit-ups, push-ups, jumping jacks, walking, and/or running for time. The fitness program is a required part of the SC-934 AFJROTC program in order for one to wear the AFJROTC Health and Wellness Ribbon and participation is mandatory.

2.8.2. Cadets will not be excused from PT unless they have an acceptable, written and signed note from a parent or doctor explaining why they cannot participate. Cadets will wear their issued AFJROTC PT clothing for PT. Scheduled physical fitness training gives cadets the chance to exercise during school class time, to check their own abilities, and the instructors a chance to observe cadet conditioning. As in most endeavors, “Attitude is everything.” The cadet PT Officer/NCOIC (1st Sergeant) will run the program.

2.8.3. Cadets will not be allowed to participate in unit PT unless the CADET HEALTH/WELLNESS PROGRAM CADET PARTICIPATION CONSENT FORM
WITH HEALTH SCREENING QUESTIONNAIRE FOR SC-934: Beaufort High School is on file. If a cadet has a limiting factor in performing physical activity, the unit will have on file what limiting factors those are. This must come from a medical authority and or a parent/guardian.

2.8.4 PROPER UNIFORM and PARTICIPATION will be evaluated during scheduled Thursday PT. A maximum score of 100 points will be given: Cadets will be required to wear the unit issued PT shirt and shorts TUCKED IN with hair met to Unit PT uniform standards (female hair pulled back). Cadets must wear tennis shoes or running shoes, no other substitutes will be allowed. During colder temperatures, cadets may wear Air Force issued sweats. Cadets must also bring a hygiene kit (deodorant, baby powder, & baby wipes). Cadets will be graded on PT wear, hygiene kit and participation. If a cadet shows up with PT clothes that are not unit issued, they can participate for 40 points. If the cadet shows up with no PT clothes, then the cadet will receive a 0.

2.8.5 As a reminder, in the event a cadet fails to dress out, cadets will be graded on PT wear and participation. If a cadet shows up with PT clothes that are not unit issued, they can participate for 40 points. If they show up with no PT clothes, then the cadet will get a 0. Cadets will walk around the area that the flight is accomplishing PT. Cadets may be assigned work details within the unit or school. In addition, the cadet will be assigned a 341 stating failure to have proper material for PT. Furthermore, the Physical Training uniform is a uniform and will be under the same regulations as normal uniform wear (i.e. female hair is pinned up or in a ponytail, no hoop earrings, shirts tucked in, etc.).

2.8.6 A preliminary Physical Fitness testing program will be implemented by the Physical Training Officer using the Presidential Fitness Program criteria. This base line will be established by testing each cadet using the Physical Fitness Test (PFT) initial assessment. Every cadet is tested within 45 calendar days of the school year. In April, the PFT will be run again to determine each cadet’s overall improvement. All cadets who score in the Physical Fitness Test 75-84 percentile will receive a bronze star device; 85-95 percentile they will receive a silver star device; 96-100 percentile will receive a gold star device. Duplicate awards of the bronze, silver, or gold percentile will be denoted by the addition of another star on the ribbon. Should a cadet score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars on the same ribbon.

2.8.7 In the month of September and April, each year an opportunity will exist for cadets to earn the Health and Wellness ribbon. This is not an optional try out. All cadets must at least make an attempt at all 5 components. Stars will be awarded according to the percentiles the cadet scores in. Cadets are encouraged to complete their scores for the 50th percentile of their age group.
2.9 FLAG DETAILS

Each flight will serve flag duty on a rotating weekly basis for Morning Flag Detail. Upperclassmen flights will serve flag duty until 1st year flights are trained. A cadet must have a passing grade in JROTC to serve flag duty. Raising and lowering the flag is not to be taken lightly. This is considered a required duty and when cadets are assigned and given permission by their teacher to raise or lower the flag, they are expected to be there. The Flag Detail will consist of five cadets (1 flag detail leader and 4 assistants. If assigned cadets do not show up for flag detail, it is the responsibility of the applicable Flight Grouper to take the necessary action.

2.9.1 SCHEDULING OF THE FLAG DETAILS

The Flag Detail Schedule will be posted on the Unit Bulletin Board. The Operations Commander will assign each flight at least one week tours for flag duty. The Flight Operations Commander will assign the flights at the beginning of each semester. Each Squadron Commander will sign off the Operational Order with final approval of the Ops Commander. The applicable Squadron will be held responsible for their Flight Commander/Flight Sergeant in ensuring that cadets assigned to flag duty are fulfilling that obligation. Cadets will be rotated within a flight for flag duty. Cadets performing flag detail will receive 1 hour of service hour credit for each day the cadet participates.
2.9.2 MORNING FLAG DETAIL:
Cadets assigned to flag duty will meet in the JROTC hallway with an official pass at 8:45am Monday through Friday to raise the United States Flag and the South Carolina Flag.

2.9.3 AFTERNOON FLAG DETAIL:
Each end of the day class period flight will serve flag duty on a rotating basis for Afternoon Flag Detail. The same protocol applies to Afternoon Flag Detail as Morning Flag Detail with minor changes. The changes are as follows: the Flight Commander/Flight Sergeant will take turns Commanding flag detail and must be trained on the proper procedures. They must take turns so their flight is never left unattended. They must also be properly trained on flag detail procedures. Afternoon Flag Detail should start promptly at 3:35pm. The flags must be folded properly and returned to their proper place in the front office. All cadets must report back to their flight immediately.
2.10 CADET ORGANIZATION
The South Carolina SC-934 AFJROTC Unit is organized as specified in AFJROTC Instruction 36-2001. The Cadet Personnel Officer will keep current an organizational chart for SC-934, which will be posted on the bulletin board.

A. The following charts reflect the Cadet Wing organization. Organization charts break the functions of the group down to specialized tasks. The responsibilities associated with each task are found in the corresponding job description in another chapter in this guide. Each cadet should become familiar with all of the jobs descriptions to gain a more complete understanding of those jobs as they relate to the total group.

B. The organization charts reflect a CHAIN OF COMMAND by a solid line connecting the functions or positions. Information, guidance, and decisions flow down the chain of command in the form or oral and written instructions. Information and recommendations, which are used by cadet leaders in decision making also, flow up the chain of command. Information flow and coordination between lateral functions is also necessary for efficient staff functioning. Unless there is a free communications flow throughout the organization, the group will quickly become ineffective.

C. The appropriate chart in this chapter shows the relationship between staff officers and staff specialists. The solid line between the flight commander and each staff specialist represents direct supervision, while the dashed line connecting staff officers with flight staff specialists denotes coordination channels.
2.11 UNIT MANNING DOCUMENT.
Authorized leadership positions are shown in the Unit Manning Document (UMD) found in this chapter in this Handbook. Cadets must learn the duties and responsibilities of their own assigned positions and should learn as much as they can about the other positions in the group. Promotions will be based on job performance and potential for more responsible jobs. The UMD (Table 2) identifies the SC 934 Cadet Group structure. Changes to the UMD to enhance cadet operations are made in accordance with AFJROTC instructions and approved by the Senior Aerospace Science Instructor (SASI).

2.12 CADET APPOINTMENT AND DUTY ROTATION.
The SASI and ASI selects the Cadet Squadron Commander, subordinate commanders, and Squadron staff members IAW the UMD. The in-coming Group Commander will provide a list of nominees for staff positions to the SASI.

Rotation of cadet position will normally occur at the end of each semester. Position assignments will be based upon each cadet’s performance in previous positions, recommendations by the Squadron Commander, and the SASI’s assessment of the cadet’s potential to perform in the new position. Due to experience limitations, it may be necessary to keep certain cadets in specific
positions for longer periods.

ORGANIZATION OF SC-934 JROTC

**FLIGHT OPERATIONS**

The Flight Operations division is the front-line of leadership in the Corps of Cadets. Every cadet in the Corps, excluding Group Staff, is assigned to a flight run by a Flight Commander and Flight Sergeant. Regardless of rank, cadets report to their Flight Commander and Flight Sergeant on a daily basis. Cadets assigned to lead the Unit’s flights are called Flight Crews and they manage the daily operations of the Unit by ensuring that each cadet in their flight is actively learning and following all SC-934 regulations. Flight Crews conduct daily procedures and inspect their cadets’ uniforms each week. Each of the 9 Flights in the Unit are assigned to 1-4 Squadrons. These Squadron Commanders ensure that all of the goals and policies of the Unit are being achieved.

**GROUP OPERATIONS**

The Group Operations division of SC-934 is vital to the missions carried out by the Corps of Cadets. Cadets assigned to Operations gain the valuable training to keep the Unit running and functional throughout the school year. The Logistics Commander manages and maintains all physical property assigned to the Unit and makes sure that cadets have all of their necessary uniform articles. They ensure that the Unit’s weapons are secured and that all ribbon and rank orders are ready for cadets in a timely manner. The Mission Support Commander carries out tasks to support the Unit’s overall mission. Cadets handle Information Management (special orders and record-keeping), Core Operations (Scheduling, Discipline, Academics, Community Service, Kitty Hawk Air Society, and Physical Training), and Public Affairs (Recruiting, website management, and appearance of the Unit’s facilities). The Wing Operations Division also manages each of the Unit’s teams, as well as the Corps’ Color Guard (Honor Guard) and the Cyber Officer who manages the computer systems. The Operations Group fulfills daily tasks alongside each other in a Group Staff setting, while officers and enlisted personnel under Operations enjoy fulfilling their required duties while also being assigned to an AFJROTC Flight and report directly to their Group Staff supervisor.

*Chain of Group Flow Chart:*
## Unit Manning Document (UMD)

<table>
<thead>
<tr>
<th>Position</th>
<th>AS-1</th>
<th>AS-2</th>
<th>AS-3</th>
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2.13 CADET STAFF DUTIES:

The Cadet Group Commander is the top ranking cadet in the Corps. Accordingly, he/she is responsible for all cadet activities, particularly the training and the performance of the cadets. Obviously, no one person could manage the Corps alone; therefore, there is an Operations Commander and several other senior cadet officers who serve as the staff. Other staff positions have been created for the unit to run efficiently. Cadets selected for Group staff positions are entrusted to carry out their duties, to include supervisory responsibilities, to the best of their ability. Assigned cadets may find themselves thinking outside the box and are encouraged to do so. The responsibilities of each job/position are described below.

- Be a model cadet to the Group at all times.
- Represent the corps at school, student, and community functions.
- Wear the uniform more than once a week when required.
- Give a briefing at Annual Inspections, as required.
Perform duties outside of the normal school day when required.
• Attend Group Staff training and Planning Sessions over the summer.
• Be of the utmost military order and cleanliness in matters of uniform wear and behavior at all times.
• Follow the Chain of Command AT ALL TIMES.
• Failure to follow your position contract will result in a Letter of Removal.

2.14 CADET JOB DESCRIPTIONS:
2.14.1 SENIOR STAFF:

2.14.1.1 Group Commander:
Head of the Unit and Corps of Cadets. Accomplish the mission and all objectives of the Group. Monitor the appearance, discipline, efficiency, training, and conduct of the group. Administer cadet corps activities according to Air Force principles and procedures and the unit handbook.
1. Chairman of the Squadron Staff; reports to the ASI/SASI.
2. Responsible for the appearance, discipline, efficiency, training, and conduct of the Corp of Cadets
4. Administers cadet corps activities according to Air Force principles and procedures.
5. Responsible for Group and control of the Group.
6. Conducts regular Group Staff meetings to plan and organize the Group activities. A head staff meeting should be held each Friday. A Group staff meeting should be held each Friday.
7. Evaluates the progress of subordinate Groupers to ensure their effectiveness.
8. Visits committee and club meetings (Kitty Hawk Air Society, Drill Team, etc).
9. Chairs Cadet of the Month, Cadet of the Semester, and Honor Code Boards.
11. Preform other duties assigned by the ASI/SASI

2.14.1.2 Vice Group Commander:
1. Member of the Group Staff, reports directly to the Group Commander.
2. Assumes Group of the unit in the absence of the Commander.
3. Prepares and coordinates the unit staff meeting agenda.
4. Supervises Special Teams Commander.
5. Trains Group Staff on position functions/responsibilities.
6. Keeps Group Commander informed on all cadet activities.
7. Assists other staff officers in their duties.
8. Assists the Group Commander in preparing monthly evaluations of the Group Staff officers.
9. Unit lead for self-inspections and external assessments. At a minimum, leads a self-inspection each quarter.
10. Preforms other duties assigned by the Group Commander or ASI/SASI.

2.14.1.3 Command Chief:
1. Member of the Group Staff; reports directly to the Group Commander.
2. Assumes Group in the absence of the Group Commander and the Vice Group Commander
3. Responsible for the appearance, discipline, efficiency, training, and conduct of the Group.
4. Manages cadet merit/demerit system appeals process.
5. Maintains and publishes merit/demerit table with established values.
7. In coordination with the Group Commander, establishes and maintains written Group policies that provide standard guidance in Group operations, including managing the cadet promotion system.
8. Assists other staff officers/positions in their duties.
10. Manages cadet Group promotion process. Schedules/ executes monthly promotion testing program (SSgt-CMSgt).
11. Performs other duties assigned by Group Commander or ASI/SASI.

2.14.1.4 Inspector General:
1. Member of the Group Staff; reports directly to the Group Commander.
2. Fields complaints from cadets concerning issues within the corps or with other cadets and resolves the/ passes them on to the Group Commander or the ASI/SASI.
3. Advises the Group Commander on problems within the corps and suggesting possible solutions.
4. Develops training plans and assists with the training cadet staff on the duties of their positions.
5. Attends staff meetings and performs duties assigned by the Group Commander.
6. Inspects, records, and monitors Reserve Cadet Program grooming and uniform wear.
7. Performs other duties assigned by the Group Commander or ASI/SASI.

2.14.1.5 Mission Support Commander:
● Ensure that all prescribed duties are being accomplished by each of the assigned Commanders.
● Monitors the appearance, discipline, efficiency, training, and conduct of all Core Operations to include Information Management, Public Affairs, Discipline/Honors Section, Academics/Awards Section, Community Service/Kitty Hawk Air Society, and Unit Physical Training.
● Devise a monthly calendar for the unit that is up-to-date and correct (completed prior to the beginning of the month), and work in conjunction with the Public Affairs Squadron to assure that the calendar and weekly schedule are being published throughout the Unit’s facilities.

2.14.1.6 Special Teams Commander:
1. Member of the Squadron Staff, reports to the Operations Commander.
2. Prepares and coordinates the Special teams staff meeting agenda and provides input for the weekly Squadron staff meetings.
3. Supervises APT/Recruiting Commander, Marksmanship Grouper, Drill Team Grouper, KHAS Commander and Color Guard Commander.
4. Trains Special Teams Commanders on position functions/responsibilities.
5. Keeps Squadron Commander informed of all Special Teams activities.
6. Assists other staff officers in their duties.
7. Assists the Squadron Commander in preparing monthly evaluations of Squadron Staff officers.
8. Performs other duties assigned by the Squadron Commander or SASI/ASI.
2.14.2 SUPPORT STAFF:

2.14.2.1 Squadron Commanders:
- Responsible for the appearance, discipline, efficiency, training, and conduct of their assigned Squadron under the supervision of the Operations Commander.
- Ensure that all members of their squadron have the opportunity to develop leadership.
- Work with other staff members to insure accomplishment of squadron-level goals.
- Inspect flights when assigned by the Stan/Evan Commander or the Operations Commander.
- Help conduct Flight Staff Meetings as required.
- Ensure that the standard of organization for flight books is being achieved.
- Update flight rosters as required for uniform inspections, PT, activities attendance, etc.
- Ensure appearance, discipline, efficiency, training, and conduct of the assigned command.
- Responsible for all tasks prescribed by the Operations Commander.
- Report to Operations Commander on a regular basis.

2.14.2.2 Logistics Squadron Commander:
- Responsible for all Logistics facilities and personnel.
- Responsible for all equipment as assigned.
- Responsible for the organization and security of the Team Supply and Uniform Supply Rooms (Logistics).
- Responsible for developing Logistics Operational Business Hours.
- Responsible for keeping the Operations Commander informed of all logistical issues.
- Responsible for Team Supply, Logistics, and Weapons personnel.
- Ensure that each team that owns supplies has a Team Supply NCO selected to handle supplies.
- Ensure that the Team Supply NCO for Air Rifle Team, and Drill and Ceremonies Team is trained for Weapons.
- Conduct training for all Logistics personnel and technicians.
- Work in conjunction with the Mission Support Group for Rank and Ribbon Special Orders while following the Logistics Chain of Custody procedure.
- Report to the Operations Commander on a regular basis.

2.14.2.3 Public Affairs Officer:
- Responsible for all Public Affairs within the Unit and between the Unit and Community.
- Work alongside the Cyber Officer for unit computer applications.
- Responsible for the Recruiting Corps’ mandate to effectively retain cadets and expand the unit.
- Provide newsworthy items about cadets and JROTC activities to the school, school district, local news media, and the AFJROTC newsletter, after coordination with the ASI or SASI.
- Provide maximum publicity coverage of all cadet activities.
- Maintain and organize all Unit photos.
- Maintain/Update Unit Bulletin Boards at all times with pictures and information.
- Work in conjunction with the Mission Support to assure that the calendar and weekly schedule are being published throughout the Unit’s facilities.
- Conduct training for all PA technicians.
- Report to the Mission Support Commander on a regular basis.
2.14.2.4 Physical Training Officer:
- Conduct a cadet physical fitness program, including the Physical Fitness Test and stretching exercises in accordance with Air Force standards.
- Ensure that a Physical Training assignment is published on each classroom board two days prior to PT day.
- Ensure that the male and female changing rooms are specified on each door with a typed sign at least one day prior to PT day.
- Prepare the wing for the Presidential Fitness Assessment.
- Develop and monitor procedures for safeguarding and check out/in of unit PT equipment.
- Work in conjunction with Logistics Personnel to ensure that all PT equipment is in working order at all times.
- Report to the Mission Support Commander on a regular basis.

2.14.2.5 Academics & Awards Officer:
- Responsible for monitoring academic grades in unit.
- Must ensure that the Academic Probation system is running effectively.
- Will send out Letters of Academic Probation and Release from Academic Probation Letters as defined in the Academic Probation system.
- Notify the supervisor(s) of cadets who are on Academic Probation to assure that the parameters of probation are being followed.
- Coordinate with Kitty Hawk Grouper for cadets that require academic help.
- Contact award organizations in preparation for Pass in Review.
- Ensure that all cadets who won an award at Pass in Review receive their award.
- Keep records of past Cadets of the Month and give them to the SASI for the Cadet of the Year award.
- Ensure the confidentiality and security of all information regarding the awards
- Assist the SASI in making/handing out awards at the Unit Mass Meeting at the beginning of the year.
- Report to the Mission Support Commander on a regular basis.

2.14.2.6 Community Service Officer:
- Responsible for the recording of all Community Service Projects within the Unit.
- Run the Unit’s Service Points System.
- Create a paper system for flight crew to submit hours for cadets in their flight for all community service activities that the flight does as a whole.
- The list of cadets to attend any activities must first be submitted to the Wing Operations Grouper to ensure that no cadet has any significant disciplinary offences/significant Academic Probation parameters.
- Report to the Executive Officer on a regular basis.

2.14.2.7 Cyber/Unit Media Officer:
- Responsible for the operation and upkeep of the Unit Webpage and Facebook Page.
- Work alongside the PA Officer for the content and pictures needed for these computer
• Responsible for making the recruiting video alongside the Recruiting officer.
• Assist the instructors and other cadet staff members with computer-related problems and activities.
• Monitor that all computers are being used properly.
• Set up documentation for use of computers.
• Ensure computers are in working order and are updated regularly with necessary printer paper, ink, etc.
• Responsible for developing the content of the recruiting video, unit webpage and Facebook page.
• Work alongside the Cyber/Unit Media Officer and PA Officer.
• File paper copies of all computer files on the unit website, Facebook, email, etc.
• Keep in touch with the SASI and Wing Grouper for information that may need to be added or updated.
• Report to the Mission Support Grouper, and Wing Operations Grouper on a regular basis.

2.14.3 CADET GROUP STAFF:
Each member of Group Staff plays a vital role in the overall mission of the Corps of Cadets. All Group Staff Officers are required to report to their Group Staff Supervisor on a regular basis. All Vice Commanders are to report to their assigned Officer in Charge and fulfill all duties as required. All Non Commissioned Officers in Charge are required to assist their direct supervisor will all tasks required to effectively carry out the mission of that division. All Non Commissioned Officers are required to work with their assigned NCOIC to effectively carry out the mission of that division.

2.14.3.1 Logistics Officers:
• Assist the ASI in the issue and turn-in of accountable property.
• Assist the ASI in the inventory and implementation of any needed amendments to the current method of accounting for AFJROTC property.
• Assist Project Officers in obtaining materials, tools, and equipment for corps activities.
• Provide Logistics Support to cadet staff for cadet activities.
• Maintain an organized and efficient Team Supply and Uniform Supply Rooms.
• Provide support to the Logistical Commander when required.
• Brief Logistical Commander on all Logistical issues.
• Instruct Logistic NCOIC and NCOs in all duties required.
• Authorized for entry into the Logistics Facilities.
• Report to the Logistics Commander on a regular basis.

2.14.3.2 Logistics NCOIC:
• Fulfill all tasks appointed by the Logistics Commander and Logistics Officers.
• Assist the wing in any Logistical matters.
• Authorized for entry into the Logistics Facilities.

2.14.3.3 Stan/Eval and Inspection NCOIC/NCO
• Conduct inspections as directed by the Stan/Eval Commander.
• Take charge of all Stan/Eval personnel in absence of the Stan/Eval Commander.
• Know every regulation as prescribed in the Unit Handbook in order to evaluation
correctly.

- Remain unbiased at all times, especially while evaluating.

2.14.3.4 Academics & Awards NCOIC/NCO:
- Fulfill all tasks appointed by the Academics Officer.

2.14.3.5 PT NCO:
- Fulfill all tasks appointed by the PT Officer

2.14.3.6 Military Ball Chairperson: no rank
- Responsible for planning and executing the annual Military Ball.
- Responsible for fundraising for the DJ and the Ball as a whole.
- Chairperson of the Military Ball Committee; must ensure that committee is established in a timely manner.
- Ensure that no cadet requesting to attend has any significant disciplinary offences/
significant Academic Probation parameters or owe fees.
- Maintain a Continuity Book

2.15 CADET TEAM GROUPERS:
Each team Commander must report to the Operations Commander on a regular basis to
ensure that all Unit goals are being achieved. Each team NCOIC/Vice Commander must assist the
Commander in leadership of the team and take over in the absence of the Commander. All
Commanders and NCOICs are required to attend all called Operations Meetings as required
by the Operations Commander. Also, ensure that your team has a Team Supply NCO
selected and trained if you will need access to the Logistics Team Supply Room. Air Rifle Team,
Drill Team, and Color Guard must ensure that the Team Supply NCO is trained for Weapons. All
Team Supply NCO’s must keep an inventory list at all times, up to date, to give to the team
Commanders who will give them to the Operations Commander for documentation.

ALWAYS ENSURE THAT NO CADET HAS ANY SIGNIFICANT DISCIPLINARY
OFFENCES OR SIGNIFICANT ACADEMIC PROBATION PARAMETERS. IF SO,
TEAM COMMANDERS ASSIST WITH ENFORCING THOSE CONSEQUENCES.

2.15.1.1 Academic Team Commander:
- Ensure SASI has signed up the team for all competitions at least a month prior to the
  competition date.
- Pick team members by the end of August with coordination with the Operations Commander and
  approval from the SASI.
- Establish training and competition dates.
- Ensure computers and smart boards are operational for each practice and competition.
- Provide a written report to the Operations Commander after each competition is
  completed.

2.15.1.2 Air Rifle Team Commander:
- Ensure that all cadets are taught the safety regulations.
● Ensure that no one enters or leaves a live range.
● Ensure all Air Rifles are secured and transported properly when out of the safe.
● Ensure all Air Rifles are pressured at proper air pressure.
● Have an inventory sheet of all rifles that get signed out.

2.15.1.3 Drill and Ceremonies Team Commander:
● Ensure the proper education of all cadets according to the Drill and Ceremonies book.
● Ensure the proper training of all new members.
● Be able to teach team all movements effectively and in a timely manner.
● Ensure the training of the NCOIC to take over the position.
● Maintain updated records of attendance, what was accomplished at practices and goals.
● Be of the utmost military order and cleanliness in matters of uniform wear and behavior at ALL times.
● Provide Operations and Logistical Commander inventory lists of team equipment, as required.
● Provide updated inventory if team inventory changes.
● Ensure routines are to Drill Competition specifications.
● Responsible for giving out competition SOPs to specified Commanders ASAP.
● Ensure that an adequate number of team members are trained to meet performance requirements.
● Teach all team members how to maneuver the rifles with snap and precision.
● Develop new drill sequences or alter old drill sequences for the team to be used during competitions.
● Brief the cadets on military uniform wear and make sure that they look of utmost cleanliness and military order.
● Hold weekend practices when necessary.

2.15.1.4 Drone Team Commander:
● Teach cadets safety precautions when dealing with various forms of aircraft.
● Help cadets develop hand-eye coordination and discipline.
● Train cadets in proper technique for flying Unmanned Aerial Vehicles.
● Maintain and provide a proper inventory of all team equipment.

2.15.1.5 Kitty Hawk Air Society Commander:
● Maintain the Kitty Hawk Air Society that has been established.
● Promote the Kitty Hawk Tutoring Service and any available Service Projects. Working with the Core Operations Squadron and Public Affairs Squadron will ensure that cadets are well informed of these opportunities.
● Ensure the proper education of all cadets in need of academic assistance.
● Reply to all requests of academic assistance in a timely fashion.
● Coordinate Adopt-A-Highway cleanups with county extension office, community service officer, and executive officer.
● Set up KHAS Pledge Program for new inductees.
● Responsible for the operations of the concession stands during the winter sports season.
- Responsible for making packets for registration.
- Responsible for parking detail at all home football games.

2.15.1.6 Orienteering Team Commander:
- Responsible for the training of Orienteering Cadets.
- Responsible for the upkeep of Orienteering equipment.
- Teach cadets how to use a compass.
- Teach cadets how to navigate over vast lands.
- Teach cadets the safety procedures of outdoor activities

2.15.1.7 Raider Team Commander:
- Responsible for training of the Raiders Team Cadets.
- Responsible for the upkeep of Raiders equipment.
- Conduct PT training during practice to keep the team ready for competitions.
- Reports to the Special Teams Commander; supervises the Drill Team NCOIC if applicable.
- Supervises all Raider Team activities; maintains/submits records for Raider Team performances.
- Responsible for Raider Team equipment; inventories equipment weekly and passes discrepancies to ASI.
- Coordinates with ASI for all Raider Team events and practices.
- Maintains database of Raider Team members, meets and events participated.
- Perform other duties assigned by the Special Teams Commander or SASI/ASI.

2.15.1.8 Rocketry Team Commander:
- Ensure the safety of all launches.
- Supervise the process of rocket building and launches by cadets.
- Set up launching plan for all launches and recoveries.
- Develop and distribute Rocketry Team Handbook.

2.16 CADET FLIGHT CREW:

Flight Crew as a whole:

Inspections-At least twice a month all flight crew will be expected to report to the JROTC hall during ILT for inspections. Formation will be in the mini-gym, by Squadron. This is a grade, being late will result in an automatic loss of 15 points and not showing up gives an automatic 60 with a 341 issued. If not showing up continues, the proper letters for removal from position will be issued.

Afternoon Meetings: Twice a month there will be mandatory meetings after school until 1730. This is also a grade (100 for showing, 0 for not showing without a written excuse). Work will NOT be an excuse every meeting. These will help solve flight issues, issues among flight Commander and flight sergeants and communicate with flight crew on new information.

2.16.1.1 Flight Commanders:
- Represent the corps at school, student, and community functions.
- Monitor the efficiency, training, and conduct of the flight.
- Represent the flight at all meetings and on the Honor Board, when required.
• Attend all meetings that are called within the Group or respective Squadrons.
• Serve as a model cadet for other flight members.
• Train Flight Sergeant to effectively handle the position of Flight Commander
• Evaluate the Flight Sergeant fairly and appropriately.
• Show pride and esprit-de-corps within the flight and always strive to achieve outstanding flight performance.
• Know uniform inspection procedures and proper uniform wear.
• Turn in reports to your assigned Squadron Commander on the appropriate day.
• Know all members of the flight; advise and counsel them as needed.
• Recommend members of the flight for promotion, demotion, flight positions, and awards.
• Attend training sessions during the summer.
• Hold meetings, when needed, with the Flight Sergeants and other flight leaders regarding improvements, corrections of discrepancies, or special projects.
• Assume the role of Flight Advisor during second semester, when announced.
• Ensure that your assigned Flag Detail personnel are completing their prescribed duties.

2.16.1.2 Flight Sergeant:
• Assist the Flight Commander with flight conduct, discipline, uniform inspections, and drill as instructed.
• Instruct the Element Leaders on reporting procedures and check their performance.
• Receive the Element Leaders report and report to the Flight Commander.
• Serve as a model cadet for other flight members.
• Train the Flight Guidon Bearer in Guidon Bearer procedures.
• Train flight members as Acting Flight Sergeant in the absence of the Flight Sergeant.
• Assume the duty of Flight Commander during the absence of the Flight Commander.
• Assume the role of Acting Flight Commander during the second semester, when announced.
• Evaluate the Acting Flight Sergeant accordingly during Flight Commander's absence.
• Delegate the jobs of flight specialists to members of the flight and train them on the position.
• Know uniform inspection procedures and proper uniform wear.
• Advise the Superintendent on matters pertaining to the flight.
• Know all members of the flight and advise and counsel them as needed.
• Recommend members of the flight for promotion, demotion, flight positions, and awards.
• Stimulate pride and esprit de corps within the flight and always strive to achieve outstanding flight performance.
• Attend training sessions during the summer.
• Ensure that flag detail personnel show and accompany them.
• Handle all flight paperwork with approval of flight Commander, i.e. cadet of the month, community service, etc. and turn it into the correct box in the Group Staff mail center.

In Flight Positions:
2.16.1.3 Flight Guidon Bearer: not Group staff
• Responsible for keeping the flight quiet and in their seats before class starts.
• Display the guidon properly.
• Act as the focal point for formation of the flight.
• Lead the direction of march and set the pace for the flight.
• Learn Guidon Bearer procedures.
• Attend Guidon Bearer practices, as required.
• Attend enlisted meetings

2.16.1.4 Element Leader: not Group staff
• Assist the Flight Commander and Flight Sergeant, as directed.
• Act as the Flight Sergeant, on a rotating basis, upon the absence of the Flight Sergeant.
• Maintain order of assigned element members for the duration of the class period.
• Serve as a model cadet for other members of the element.

2.16.1.5 Flight Technicians: not Group staff
Each flight must have the following flight technicians: Logistics (LG) (male & female), Physical Training (PT) (Male & Female), and Public Affairs (PA). Periodically, technician meetings will be scheduled and are MANDATORY. Attend all meetings as scheduled by the respective supervisor. In the event a specialist cannot attend a meeting, he or she must submit in writing a valid excuse. NOTE: The specialist’s Flight Grouper will assist in submitting the excuse.

YOU WILL FULFILL YOUR DUTIES AS PRESCRIBED BY YOUR TRAINING. FAILURE TO COMPLETE REQUIRED TASKS WILL RESULT IN REPLACEMENT. The Flight Commander will have to train any replacements and inform their assigned Squadron Commander on the change.

2.17 CADET RANK AND PROMOTION:
Cadets will be assigned to cadet positions of authority. Please remember these positions are not permanent. A cadet may be removed from the position at the direction of the SASI if the cadet cannot handle the position. To progress up the chain of Group, each cadet should strive to learn the duties and responsibilities of each position on the chart. If a cadet is selected for one of the leadership positions, the cadet should fulfill that position to the best of their ability. The following criteria will be considered in selecting a cadet for an appointment or promotion: attitude, experience, initiative, maturity, willingness to assume jobs of increased responsibility, trustworthiness, disciplinary record, academic record, community service progress, involvement in Unit activities, and compliance with AFJROTC appearance and behavioral standards. In addition, a cadet eligible for promotion may have to pass a knowledge test based on the cadet handbook respective to that cadet’s position and general Air Force and AFJROTC knowledge. The cadet promotion system places cadets in leadership positions where they can demonstrate and refine their leadership skills. All promotions are subject to approval and/or recommendation from the SASI. The SASI has the final authority for all promotions and non-promotions.

2.17.1 Permanent Rank:
(1) All cadets will have a permanent rank commensurate with the number of years of AFJROTC satisfactorily completed and will receive this permanent rank at the beginning of second semester. The retention of permanent rank is contingent upon satisfactory performance and behavior, as determined by the ASI and approval by the SASI.
(2) The permanent grade for the first year is Cadet Airman; for the second year, Cadet Airman
First Class: the third year, Cadet Senior Airman: the fourth year, Cadet Staff Sergeant.

(3) During second semester, all qualified non-staff cadets will be promoted to the next allotted rank as allowed by the Unit Manning Document. This rank will be their permanent rank for remainder of the school year and the beginning of the new school year if they return.

(4) **Note**: Once a cadet officer holds rank for 2 semesters or more and attends at least 1 CLC or Leadership School or reaches their 3rd year, his/her rank becomes their permanent rank. Cadet Officers who do not receive a position for the upcoming school year will retain their rank. These cadets will not be on staff and will not have any of the staff privileges/authorizations. However, they will have the privileges of a cadet officer including signing 341s and receiving salutes.

### 2.17.2 Temporary Rank:

(1) Cadets may be promoted to one rank presently vacant, based on certain circumstances, such as:

   a. the best qualified person not having the necessary rank,
   b. or there being no qualified individual readily available with the rank required for a key leadership position (Group Staff, Flight Commander, Flight Sergeant, Team Commander, etc.); upon the recommendation of the Group Commander the SASI may assign an individual “temporary” rank consistent with the responsibility of the position.
   c. If an individual vacates a position for any reason and does not move to a position of equal or greater responsibility, the individual reverts to his/her “permanent” rank.

(2) Upon recommendations of the Group Commander to recognize clearly superior performance and outstanding leadership potential, the SASI may award special promotions. Most special promotions are limited to non-staff personnel only.

### 2.17.3 Cadet Demotions:

(1) Any non-group staff cadet, with the recommendation of their Flight Commander and Flight Sergeant, and the approval of their Instructor, can be demoted for failing to perform the duties and responsibilities of their position. The same criteria considered in selecting a cadet for appointment or promotion: attitude, experience, initiative, maturity, willingness to assume jobs of increased responsibility, trustworthiness, merit/demerit record, academic record, involvement in corps activities, and compliance with AFJROTC appearance and behavior standards, will be considered prior to demotion action.

(2) Demotion Criteria: Cadets appointed to positions within the Cadet Group will be given a specific time period in which to learn the job. Following that training period, they will be expected to perform satisfactorily.

(3) Cadets who are unwilling or unable to perform the duties required, or clearly show that they do not intend to accept all the responsibility associated with a position will be removed from that position and awarded the appropriate permanent rank.

(4) At the SASI’s discretion, cadet’s receiving an out-of-school suspension may be demoted to his/her permanent rank and removed from any leadership position.

(5) Permanent and/or temporary rank may be withdrawn due to unsatisfactory performance and behavior as determined by the SASI.
2.17.4 Training and Evaluation System:
(1) During the second semester, Flight Commanders will become Flight advisors, and Flight sergeants will become temporary Flight Commanders.
(2) Element leaders or other cadets within the Flight will become temporary flight sergeants. This allows cadets to gain experience in new leadership roles. Flight advisors will advise the temporary Flight Commander and Sergeant on leadership matters concerning their respective Flights. In addition, these cadets will also be looked at as part of the evaluation process for determining future cadet positions. Evaluation forms will be provided to cadet raters to evaluate prospective Flight Commanders and Flight Sergeants. Group Staff cadets will receive an officer evaluation or NCO evaluation at the end of each month starting at the end of September and ending in March.

2.17.5 Second Promotion Cycle:
Any cadet not promoted at the end of the first semester is eligible for reconsideration at the end of third quarter for the Second Promotion Cycle. Cadets who were promoted in the First Promotion Cycle will not be able to exceed the UMD.

2.18 CADET PROMOTION CYCLE, EVALUATIONS AND PROMOTION BOARD:
All Group Staff Cadets (Cadet Ratees) will be evaluated by their cadet supervisors (Cadet Raters) in the appropriate time frame as prescribed by the Group Commander and SASI. Each staff member will be evaluated based on all actions, assignments, behaviors, and conduct relating to the cadet’s positional duties. For cadets holding multiple positions, a separate evaluation will be completed for each position. The evaluation for staff members (Cadet Ratees) will begin with their first-level supervisor. From there, it will go up the Chain of Command, as prescribed in each evaluation packet. Each Cadet Rater is expected to give their most unbiased and most detailed evaluation of their Cadet Ratee. After the Division Commanders have received and submitted all of the evaluations under their Command, the Group Commander will ensure that all evaluations have been received. From there, a Promotion Board Hearing is to be scheduled immediately. The Promotion Board consists of the SASI, Group Grouper and Operations Commander. The Promotion Board will refer to all evaluations completed for each staff member and have the ability to determine the necessary factors to promote, promote with probation, or withhold promotion for cadets. Demotion will not be considered during any Promotion Cycle.

2.18.1 Cadet Officers Promotions:
Cadet Officers will hold at least one rank below their maximum rank per the UMD for the first school semester. The Cadet Promotion Board will consider cadet officers for promotion to the next rank for the second school semester. The Group Commander and Command Chief are not eligible for further promotion. All other Group Staff are eligible for promotion. Leadership, grades, and participation in JROTC, position knowledge tests, and community service will be taken into consideration. Other unit-developed criteria may also be used. Results will be presented to the Group Commander. The Group Commander will present the final list to the instructors for review and final approval of the SASI.

2.18.2 Cadet Non-Commissioned Officers Promotions:
A Cadet Promotion Board will be held each school year to consider Group Staff NCOs for promotion. NCOs selected for promotion will be promoted the second semester. Leadership, grades, and participation in JROTC and the community will be taken into consideration. Other Unit-developed criteria
may also be used. Results will be presented to the Group Commander and the final list will be presented to the other instructors for review and to the SASI for final approval.

2.18.3 Promotion for Exceptional Performers:
The Cadet Promotion for Exceptional Performers (PEP) Program allows one NCO and one Airman to be promoted each semester for their exceptional efforts or performance. This program will be managed by the Group Commander and monitored by the SASI. The Group Commander will present recommendations to the SASI for approval.

3 SECTION 3 CO-CURRICULAR OPERATIONS

3.1 LEADERSHIP DEVELOPMENT REQUIREMENTS (LDR) TEAMS AND ACTIVITIES:
The co-curricular teams and activities within the Beaufort High School AFJROTC unit build team spirit and cohesion within the unit and give opportunities for cadets to experience the more exciting side of AFJROTC. Participation in these activities is voluntary but will be limited to those cadets with an exemplary attitude and those who maintain the highest military standard. Members who qualify have opportunities to earn service ribbons and clusters, special team ribbons, badges, and recognition for outstanding achievements. For cadets who are not engaged in other school activities, it is highly encouraged for cadets to be involved in JROTC teams or activities. This not only helps the unit but also the cadet to meet other people and is great college resume material. If cadets cannot participate due to car rides, every effort will be taken to insure the cadet can get a ride to participate. The co-curricular clubs and activities offered include:

- Academic Team
- Air Rifle / Marksmanship Team
- Drill and Ceremonies Team
- Drone Team
- Kitty Hawk Air Society (By invitation only)
- Orienteering Team
- Raiders Team
- Rocketry Team

3.1.1 UNIT TEAMS:

3.1.1.1 Academic Team—
Cadets who have quick reactions and excel at general and military knowledge would be valuable members of the academic team. Cadets will compete in various competitions at the local, regional, and national level. At least 14 different subjects, from high-school level grammar to college level mathematics, will be presented to cadets in these
challenging and rewarding competitions. At the end of the year, each cadet who participated in at least 70% of all competitions will receive an Academic Team medal.

3.1.1.2 Air Rifle / Marksmanship Team
is composed of qualified cadets who have taken the unit air rifle safety course and passed the unit air rifle safety test. Each cadet selected for the team must take a Joint Rifle Safety Course during the academic year.

Composition of the team: At the present time, the Marksmanship Team has ten rifles. To make maximum use of the rifles, the team is broken down into two teams (A Team and B Team). Although there are ten numbered rifles, each rifle has been assigned two individuals with their own numbered scope.

Shooting schedules: The Marksmanship Team meets every day from 0700 hrs. to 0800 hrs. in the Beaufort High School Gym. Cadets must report at 0650, so they can help set up the range and retrieve their rifle from the arms room. The Varsity (A Team) is composed of the top ten (10) cadets who achieve the highest combined marksmanship scores in the prone, kneeling and standing positions. The A Team shoots three times a week on Monday, Wednesday and Friday. The B Team shoots on Tuesday and Thursday. Wednesday has been set aside for classroom instruction, theory, as well as administrative and the initial orientation of new members.

Competitions and Matches: The ten members of the A Team will compete in all civilian marksmanship program (CMP) sanctioned competitions and matches. The top eight (8) cadets of the A Team will bring their rifles and gear and will be assigned a stick to shoot competitively. The two other cadets will also bring their rifles and gear but play an important role in assisting the coach with all administrative, record keeping and logistical tasks. If there is room available on the bus, B Team members may volunteer to accompany the A-Team to competitions to observe and gain professional development experience.

3.1.1.3 Drill and Ceremonies Team—
Cadets refine the basic drill and ceremony skills learned in the classroom, and as they apply to rifles. They often perform in parades, Drill Meets, Military Ball, and local community events. Presents, posts, retires, raises, and lowers the United States Division National Colors at many school and community functions. They often participate in Parades and Interscholastic Drill Meets.

3.1.1.4 Drone Team—
Cadets utilize superior coordination and disciplinary skills to apply to flying in obstacle courses using Unmanned Aerial Vehicles (UAVs). Cadets will use fine motor skills to carefully maneuver their UAV through the course as quickly as possible.

3.1.1.5 Orienteering Team—
Cadets will learn how to use a compass and map to full extent. The cadet will also train by running and doing other various forms of PT. In a competition, the cadet will use the compass and map to find orange and white markers in a certain time limit and order.
3.1.6 **Rocketry Team**—
Cadets build and launch their own model rockets. Participation can lead to earning the Model Rocketry Badge. Cadets also will attend middle schools and help out the science classes with their rocket programs. The team will also participate in the Air Force Association (AFA) StellarXplorers Competition.

3.1.7 **Kitty Hawk Air Society**—
Cadets who have a minimum academic grade of an “A” (90-100) in AFJROTC and at least an overall “B” (80-89) average without any failing grades during the preceding grading period may join this honor society which promotes academic excellence. Activities include tutoring other cadets in any academic subject and community service.

**3.1.2 KITTY HAWK AIR SOCIETY GRADUATION CORD SYSTEM:**
Senior cadets have the opportunity to earn a graduation cord. These cords will be worn at graduation with the cap and gown. The cords are the honor cords of JROTC and represent the achievement and participation of the senior cadet throughout their JROTC career. Cadets must meet all of the following criteria in order to wear the JROTC cord. Anytime during the year, the 4th year cadet is in danger of not meeting all of the criteria.

- a. A senior and a 3rd or 4th year in JROTC.
- b. Maintain at least a 90 in JROTC their senior year and have at least an 80 average for their entire JROTC career.
- c. Maintain at least an 80-89 in all other classes their senior year and have at least an 80 average for their entire high school career.
- d. No more than 25 demerits and no Letter of Counseling or Letter of Reprimands for major offenses.
- e. Must have at least 75 hours of community service hours over 4 years of JROTC.
- f. All information must be documented and turned in on time.
- h. Must be an active member of Kitty Hawk Air Society.
- i. All 4th year senior cadets must attend 95% of all Kitty Hawk meetings. If a cadet cannot attend a letter of reason must be turned in to the Commander.

**3.2 SC-934 AFJROTC LETTER REQUIREMENTS:**
The following is a list of requirements for earning a specialized JROTC Letter (e.g. Color Guard, Drill Team, etc.) at Beaufort SC-934. Any cadet wishing to receive a JROTC Letter must complete these requirements:

- a. A cadet must be an active member of a Unit Team.
- b. A cadet must have attended all events that he/she was scheduled to attend, that is, not have a “no-show.”
- c. A cadet must not have received any suspensions or other sign of severe misbehavior.
- d. A cadet must have shown a positive attitude and reflect favorably upon the JROTC program during the school year and team’s season.
- e. A cadet must not have shown disrespect to any teacher, instructor, or cadet during the school year.
- f. A cadet must be enrolled in either AFJROTC I, II, III, or IV.
g. A cadet must not owe any financial obligations to the unit.
h. AFJROTC Letters will be presented after a time in which it can be discerned which cadets qualify for the receipt of a Letter.
g. A cadet may join more than one team but must be able to balance schedules with Groupers in order to make all the competitions required.

3.3 FUNDRAISING PROJECTS:
The Cadet Corps needs money to support its many activities and community service projects. Various fund raising activities are accomplished each school year to raise money. The extent that cadets and their parents/guardians support these activities will determine the level of funding the corps has to minimize costs for social and formal functions and to purchase items that will enhance the Corps’ operation and cadet esprit de corps. The unit receives very little Air Force funds for student activities. It is critical that both parents and cadets participate in the maximum extent possible in raising funds for events.

3.4 MILITARY BALL:
The Military Ball is a formal JROTC dance usually held once a year at various locations in March. JROTC males are required to wear the service dress jacket with a white shirt and the AFJROTC tie, non-JROTC males may wear dark colored suits, and ALL females wear dresses. Cadets that have excessive demerits, constant discipline problems inside or outside of JROTC, owe unit obligations, or were removed from the program may not be permitted to attend unless approved by the SASI.

3.5 DINING IN/DINING OUT:
A formal dinner may usually held once a year. Dining-Ins are strictly for JROTC cadets; Dining-Outs are for JROTC cadets and their dates. JROTC cadets are required to wear their uniforms during this event (at Dining-Outs dates are required to wear dresses and suits). Team awards, PEP, and outstanding Flight Leader awards are usually given out at this event. A Dining Out may also be used as an Awards Recognition Dinner.

3.6 FIELD TRIPS:
The real highlights of the school year, these Curriculum-In-Action (CIA) trips include orientation flights and trips to military/civilian locations around the region. There are also other field trips to participate in, such as parades, drill meets, color guard performances, etc. Cadets will complete a Field Trip Form for participation in all local AFJROTC field trips during the school year. Field trips may require the wearing of the cadet uniform, suitable civilian clothing, or wearing of the unit T-shirt. For Curriculum-In-Action field trips, an additional field trip form must be filled out. Regulations authorize hospitalization and medical care while visiting military installations. Transportation depends upon the specific activity.

Cadets who have an outstanding JROTC obligation, are failing AFJROTC, have excessive demerits, ISS, or out of school suspensions, Level 3 Academic Probation, or are not in compliance with the uniform wear policy, or who are considered disciplinary challenges will be denied the opportunity to participate in field trips by their Instructor. This is not fair to other cadets who have maintained the highest standards to go on field trips. Also, any teacher can request a cadet not be
allowed to take a field trip if the cadet has a low or failing grade in their course.

3.7 CADET ACTIVITIES:

All JROTC sponsored activities, whether on or off campus, must be supervised by one of the instructors. **ALL CADETS PARTICIPATING IN AN OFF CAMPUS EVENT MUST RETURN A SIGNED FIELD TRIP AUTHORIZATION FORM TO BE AUTHORIZED TO ATTEND.** This form must be returned within two days once handed out by the instructor. Additional adult supervisors may also be used. Cadets involved in the planning of any activity will ensure that either the SASI or an ASI will be available to supervise the activity. Before setting final activity dates of any type, the concurrence of both the SASI and ASI will be obtained. Cadets will not enter into any type of activity in the name of JROTC, pre-planned or not, until the SASI or ASI is physically present and/or has been made aware of the activity. Cadets will not enter into any type of agreement, contract, or financial obligation without first obtaining the approval of the SASI or ASI. The following are a few examples of the unit’s activities.

3.7.1 Annual Inspection/Briefing:
Annual Inspection is a yearly event usually held in the springtime. All Group Staff members are required to give a briefing on their positions to the Inspecting Official. The Inspector will also inspect selected flights during a mass inspection. The results of the inspection and briefing are a major factor in determining if the unit is awarded the coveted Distinguished Unit award.

3.7.2 Pass and Review Awards Ceremony:
A ceremony held at the end of each year when cadets will be recognized with national and unit awards. The Honor Flight and Cadet of the Year will also be presented.

3.8 RECRUITING:
Recruiting is a major part within an AFJROTC unit because it is necessary to get support and interest from graduating middle school students who will eventually become rising high school students. It is a major part of introducing the activities within the AFJROTC unit to rising cadets. The Recruiting Officer plans and organizes in school trips to different middle schools within the district. The Recruiting Officer also creates display boards and power points that will show service projects, competitions, and other activities the unit is involved in. Current cadets of the Unit will give a brief overview on what the unit has to offer for a common AFJROTC cadet. The Recruiting Officer is also responsible for the retention of returning cadets, also. The Recruiting Officer will send out to all cadets a form asking if the cadet is returning or not. If a cadet is not, why is the cadet not returning? This information will be compiled into a report to the Group Commander and instructors. Cadets not returning will be talked to by the Recruiting Officer and instructors to determine the reason, such as scheduling, interests changed, etc.

3.9 SOUTH CAROLINA CADET LEADERSHIP COURSE (CLC):
Cadets will be recommended by their ASI based on performance, attitude, and ability to lead. Cadets will compete for a limited number of slots. Those attending will be prepared to assume greater responsibility as cadets in their subsequent years. Selection requires hard work in academics and military performance and is thus a high honor. For those cadets who are selected and complete all aspects of CLC, they will be awarded the Leadership School Ribbon or appropriate device. All
cadets who complete CLC successfully will receive one half of an elective credit. The school has two one week sessions long and normally held in June at the Citadel. Cadets who attend the first time are called basics and cadets who have attended before and attend again are called cadre. Cadets who want to be considered for wing staff positions must attend the camp. However, if a cadet is selected to go, but due to work, summer school, or family vacations, this will be taken in consideration. Cadets may be selected to go to CLC Week 1 or Week 2.

In September and April, cadets can qualify for the Health and Fitness Ribbon by qualifying in the qualification criteria listed below. In addition, cadets interested in trying out for Cadet Leadership Course (reference page 58) will have to participate in the run, push-ups and sit-ups. Cadets will be required to do the following if they are trying out for Cadet Leadership Course:

<table>
<thead>
<tr>
<th>MALES</th>
<th>FEMALES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Running:</td>
<td>1 mile in 8 minutes</td>
</tr>
<tr>
<td>Basic/CLC</td>
<td>1 mile in 9 minutes</td>
</tr>
<tr>
<td>Push-ups:</td>
<td>40 in 1 minute</td>
</tr>
<tr>
<td>Sit-ups:</td>
<td>40 in 1 minute</td>
</tr>
</tbody>
</table>

3.10 SINGAPORE TRIP:
Each CLC Week, cadets from the National Cadet Corp (NCC) from Singapore with instructors will attend and participate in CLC. Each November, selected CLC cadets will be able to travel to Singapore and participate in a 12-day course. Cadets will stay in Army barracks and participate in a number of activities, PT, visiting NCC cadet homes, tour military bases, and sampling the various culture foods, etc.

3.11 CADET LEADERSHIP LAB (CLL):
During the summer two days will be given to the Cadet Leadership Lab(CLL). CLL is a summer leadership course run by the upcoming Senior Staff, and to give the upcoming JROTC cadets to learn and understand more about the unit. These cadets will do academics, team bonding, and sports within the different sections of the unit.

4  SECTION 4 UNIFORM STANDARDS, CADET AWARDS, RIBBONS AND CERTIFICATION

4.1 UNIFORM STANDARDS:
The military uniform is the public symbol of the nation's defense forces. It represents a long and honorable tradition of devotion to duty in the service of one's country. Thus, the uniform is something more than wearing apparel; it should be worn proudly, and equally important, it should be worn properly. This includes before, during, and after school.
The uniform worn by AFJROTC cadets is, with certain exceptions, the same as that worn by active-duty Air Force personnel. The insignia and optional uniform items are different. The cadet uniform is required to be worn once each week on Tuesday and at other times as prescribed by the instructors. Any cadet not wearing a uniform on uniform day without a valid excuse will remain behind the flight during flight inspection. The failure to wear uniform rules will be implemented which is discussed later in the cadet handbook.

Washing Uniform service coats, pants, and lightweight jackets destroys the clothing. These Uniform items MUST BE DRY CLEANED, DO NOT WASH the items stated above. It can be easily determined when one of the above is washed. Cadets will be accountable and will have to pay replacement costs if a uniform item is destroyed through washing.

4.2 UNIFORM INSPECTIONS
If a cadet is absent (ABS) on uniform day or does not wear the uniform, the cadet must wear the uniform the next day or the day they return to school. This is called a makeup (MU) day. The cadets who do not wear their uniform on the prescribed day but were present will start with a base grade of “70” for the inspection. If a cadet is at school on their uniform make-up day and does not wear the uniform, the cadet will receive a 0 for a uniform grade unless the cadet presents a reasonable excuse to the applicable Flight Commander (at the discretion of the instructor). Excuses such as, “My parents forgot to pick up my laundry.” are not excusable, and a cadet is still held responsible. However, in cases of emergencies, illnesses, or deaths, etc. are excusable, but are left up to the instructors.

If a cadet changes out during the school day without permission, a Letter of Counseling will be issued and sent home to the parent/guardian of the cadet. A 341 will be issued and a grade of 0 will be given as the inspection grade.

A cadet in ISS will be coded as “Absent” (ABS) and will wear the uniform the next AFJROTC academic day. A cadet in ISS brings embarrassment upon his fellow cadets. It is an honor for a cadet to wear the uniform and if a cadet is in ISS, a cadet cannot wear the uniform. If a cadet wears the uniform while serving ISS, the cadet does not get credit. He or she must wear it the next JROTC academic day. If a cadet must leave school early, prior to their AFJROTC class, they are expected to have their uniform on the next day, unless they have been inspected by their Instructor.

If a cadet is required to wear their athletics uniform at school on a uniform day, the cadet must obtain permission not to wear the AFJROTC uniform from the Instructor. The cadet is expected to wear the uniform on the next AFJROTC school day. If the cadet does not get permission, this is considered the same as not wearing the uniform and uniform violation rules are in order.

Uniforms must also be worn when flying on military aircraft and when serving as a member of a special team during one of the many special team activities. The uniform will not be worn with any other civilian clothing or by anyone who is not a member of the AFJROTC program, with exceptions of the PT uniform. NO CIVILIAN CLOTHING (I.E. COATS,
HATS OR SHOES) WILL BE WORN AT ANY TIME WHILE IN UNIFORM.

With practice and attention to detail, all the “do's” and “don'ts” about the proper wear and care of the uniform and personal appearance will soon become automatic. A cadet should be proud of the uniform and the way they look. Always display pride and respect for the uniform by investing the time and effort necessary to wear it correctly.

4.3 UNIFORM WEAR:

1. The following items are parameters for proper uniform wear:
   a. Cadet Uniform will always be worn as a completed uniform.
   b. No parts of any uniform are allowed to be worn with civilian clothes, with exception of the PT uniform.
   c. Hats will always be worn when outside except in designated “no hat” areas. Designated “no hat” area is the small courtyard next to the cafeteria. Hats will never be worn inside any building unless specific tasks require it (such as Color Guard).
   d. If wearing the service coat, the coat may be removed while you are sitting in class and hung on the back of the chair properly. When wearing the coat, all buttons must be buttoned. However, you may unbutton the bottom button when seated.
   e. Keep your uniform neat, clean, and pressed.
   f. Hands do not stay in the pockets of the pants or jacket.
   g. Sunglasses shall not be worn in formation unless they are prescription glasses.
   h. Do not put flight caps under shoulder loops.
   i. Keep shoes polished, including heels and edge of soles.
   j. If wearing the service coat, the coat may be removed while you are sitting in class and hung on the back of the chair properly. When wearing the coat, all buttons must be buttoned. However, you may unbutton the bottom button when seated.
   k. Wristwatches and rings in good taste may be worn. Females may wear one bracelet, neat and conservative, and no wider than one inch. No more than three rings on both hands may be worn.
   l. Females may wear small conservative gold, white pearl, diamond, or silver spherical/square pierced or clip in earrings; only clip in earrings may protrude below the earlobe; only one earring or healing post can be worn on each ear lobe. It must be worn in the lowest hole.
   m. Female makeup must be conservative and in good taste with their skin tone.
   n. Tongue rings, nose rings and grills are prohibited in designated JROTC areas or in uniform.
   o. Ornaments visible on the head, around the neck, or accessories on eyeglass lenses or frames that are not part of such eyewear are prohibited.
   p. Smoking in uniform on school grounds or off school grounds is prohibited.
   q. Tattoos that have unauthorized content/locations are prohibited.

4.3.1 MALE UNIFORMS:

a. The male Blues uniform, and the service coat which will not be form fitted. This means it must not be tight in the shoulders, chest, or underarm. The sleeve length should extend to the heel of the thumb when the arms are hanging naturally at the sides. The bottom of the coat should be fingertip length when the arms are hanging naturally at the side with the hands slightly cupped.

b. The pants must be trim-fitted with no bunching at the waist or bagging in the seat. The bottom of the slacks will barely rest on the front of the shoes with a slight break in the crease. The back of the slacks is 7/8” longer than the front. The proper length of the slacks may be determined when the cadet is standing
at the position of attention with the waistband of the pants around a cadet’s waist.

c. Start the silver metal tip of the belt through the belt loops going toward your left hand side and then around your back to the front. When buckled, only the full metal tip on the belt should show. The adjustable clamp on the back of the buckle permits adjustment of the length to permit proper wear at all times, without excess belt showing.

d. The black low-quarter issue shoes will be shined to a high gloss. Patent leather (Corfam) shoes are authorized to be worn by upper-class cadets at their own expense. First Year cadets will not wear corfam shoes. Socks must be plain black; no other colors of socks are authorized.

e. The blue necktie is 2” or 3” wide at the bottom and tapered at the center. The tip may hang no more than 1 1/2 above the beltline or 1 1/2 below the top of the buckle. Wear the tie outside the shirt, not tucked in. If an Air Force tie-tac or clasp is worn (tacs and clasps are not issued), center the tac or clasp between the bottom edge of the knot and the bottom (tip) of the tie.

f. The bottom of the sleeve on the light blue short-sleeved shirt should barely touch or come within 1” of the forearm when the arm is bent at a 90-degree angle. The collar must be worn closed with a tie unless prior authorization is given. However, if the collar is closed, a tie must be worn. A tie must also be worn when wearing the blue service coat. A white “V” neck T-shirt must be worn under the short-sleeve shirt.

g. The male flight cap will be worn slightly to the wearer’s right with vertical crease of the cap in line with the center of the forehead, in a straight line with the nose; approximately one inch above the eyebrows in the front.

4.3.2 FEMALE UNIFORMS:

a. The female Blues uniform, and the Female service coat which is a blazer style coat and is worn with the pants. The coat should follow the contours of the figure but allow ease of movement without pulling in the back at the waist. Sleeve length should be to the heel of the thumb when the arms are hanging naturally at the sides. All medals are to be worn while wearing the coat.

b. Start the silver metal tip of the belt through the belt loops going toward your right hand side and then around your back to the front. When buckled, only the full metal tip on the belt should show. The adjustable clamp on the back of the buckle permits adjustment of the length to permit proper wear at all times, without excess belt showing.

d. The issued black low quarter shoes will be shined to a high gloss and will be worn when directed. Only upper-class cadets may purchase corfam (high gloss shoes) at their expense. First Year cadets will not wear corfam shoes. Returning cadets will keep their issued shoes and will be issued new ones only if the cadet grows out of the old ones, or the shoes need replacement due to normal wear.

f. The female short-sleeved shirt can be worn with the slacks and is always worn with the dark blue tab when the service dress coat is worn. When not wearing the coat, the tab can be omitted and the collar open if prior authorization is given.

g. The female flight cap will be worn slightly to the wearer’s right with vertical crease of the cap in line with the center of the forehead, in a straight line with the nose; approximately one inch above the eyebrows in the front. Hair may be visible in front of the cap but will not touch the eyebrows.

4.3.3 LIGHTWEIGHT JACKETS:

All cadets are issued the unisex Lightweight jacket to be worn when weather permits. Proper wear consists of having the zipper up to the halfway point (or up to the Air Force logo).

4.3.4 AIR BATTLE UNIFORM (ABU):

a. The Air Battle Uniform (ABU). All Group Staff, Flight Crews, Wing Staff Officers, and Survival Flight will wear ABUs when required. It will be worn in accordance with this handbook, AFJROTC UNIFORM GUIDE and AFI 36-2903. The ABU day will be set by the evaluation. In addition, ABUs may be worn for limited survival training, meaning, training in the woods,
recruiting purposes, or as directed by the SASI. The ABU consists of an ABU coat with name tape/AFJROTC tape, ABU pants/belt, a plain black undershirt, ABU cover, boot blousers (as directed), and Air Force sage boots. The tan undershirt will remain tucked into the ABU pants at all times and the issued ABU belt will be worn. The ABU coat will not be tucked-in and can be temporarily taken off in class during the school day and at AFJROTC practices (as directed by instructors). Instructors also have the ability to allow the ABU jacket to be taken off during the performance of certain duties. ABU jackets will not be taken off during a cadet’s lunch period.

NOTE: The Wing Grouper and SASI will determine if the ABU uniform will be sleeves up or sleeves down, and it will be recorded in the Unit Weekly Schedule. Cadets should arrive to school with the sleeves in accordance with the Unit Weekly Schedule and the sleeves should remain that way for the entire day. ABU pants will remain cuffed at all times and boots must be kept clean and shined. Only Air Force sage boots will be worn with the ABUs. ABU hats will not be worn outside at the cafeteria outside area and not after school at the bus loop.

The issued ABUs will not be worn to school unless directed or anywhere as a separate piece of clothing. The Air Force Sage Boots will only be worn with the uniform. The same standards for hair and accessories apply as with other JROTC uniforms.

- With exceptions of Orienteering team which require the BDU pants as part of their team uniform but should only be worn at their respective meets.

4.4 PERSONAL APPEARANCE AND GROOMING STANDARDS

4.4.1 Male's hair:
The hair on male cadets will have a tapered (faded appearance) appearance on both sides and back, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the natural termination point. A block cut is permitted with tapered appearance. Hair will not touch the ears; only the close cut hair can touch the collar in the back; Hair will not exceed 1 1/4 inches in bulk, regardless of length and no items will be attached to the hair. **No Mohawks, ducktails, braids, or other bizarre hairstyles are permitted. If hair is dyed it must look natural.**

- Beards and goatees are prohibited. Wearing of mustaches is discouraged but if worn cannot extend beyond the sides of the upper lip.
- Sideburns cannot extend below the lowest part of the ear opening; they must be tapered, have a smooth cut at the bottom, and cannot be flared.

4.4.2 Female’s hair:
Female hair will be no longer than the bottom of the collar edge at the back of the neck. Your hairstyle must be conservative—no extreme or faddish styles are allowed.

4.4.2.1 Hair Weaves
Hair Weaves are authorized as long as they adhere to the following criteria. It should look professional and allow you to wear uniform headgear in the proper manner; your hair must not be
too full or too high on the head. Hair must be able to be placed in a 3” bun (maximum of 3 inches) In addition, your hairstyle shouldn’t need many grooming aids. If you use pins, combs, barrettes, elastic bands or similar items, they must be plain, and modest in size. Wigs or hairpieces must also conform to these guidelines. Hair will not contain excessive amount of grooming aids or touch eyebrows. Hair color, highlights, frosting (must not be faddish). Examples of natural looking for people: blonde, brunette, natural red, black, grey. No shaved heads or flat-top hairstyles for women.

4.4.2.2 Braids, Micro-braids, Locs, Twists and cornrows:
Braids, Micro-braids, Locs, Twists and cornrows are authorized. However, they must be a natural looking color similar to the individual’s hair color; conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. A braid is three or more portions/strands of interwoven hair. When worn, multiple braids shall be of uniform dimension, small in diameter (approx. 1/4 inches), show no more than 1/4 inch of scalp between the braids and must be tightly interwoven to present a neat, professional and well-groomed appearance. Braids must continue to the end of the hair in one direction, in a straight line, and may be worn loose or secured style within hair standards. Shaved heads, flat-tops and military high and tight cuts are not authorized.

4.4.3 Jewelry:
While in uniform you may wear a wristwatch and rings, but no more than three rings at any one time. You may wear one bracelet if it is neat and conservative. However, bracelet may not detract from the military image, must not be wider than one-half inch, and must not subject anyone to personal injury. You may not wear ornaments on your head or around your neck. Thumb rings are not allowed in uniform. Colored bracelets that support a cause are NOT allowed. Female cadets may wear earrings if the earrings are conservative and kept within sensible limits (No bigger than ¼ of an inch). For example, you may wear one spherical or square (diamond, white gold, white pearl or silver) pierced or clip in earring on each earlobe. The earring worn in each earlobe must match. Earrings should fit tightly without extending below the earlobes, unless they are clip earrings. Male cadets in uniform may not wear earrings nor out in uniform in the JROTC hallway or classrooms.

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

4.4.5 Tattoos or Brands:
Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the air force are also barred, whether you are in or out of uniform. Excessive tattoos or brands, even though they do not
violate the prohibition in the above paragraph, will not be exposed on hands, head, neck (anything visible in open collar uniform), face, tongue, lips, eyes, and scalp.

NOTE: The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance. The tattoo may be covered up with a skin-colored bandage while in uniform and still participate in the program. However, tattoos and brands should be discouraged. The cadet should be counseled on the fact that tattoos and brands may preclude him or her from serving in the military.

4.4.6 **Body Piercings:**
Cadets in the uniform are NOT allowed to attach or display objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Female cadets in uniform, however, are allowed to wear conservative earrings, pierced or clip in style, in their earlobes. Men will not wear earrings in designated JROTC areas or in uniform. This includes the JROTC hallway.

NOTE: While some of these requirements may seem strict, they are for the good image of the unit, for standardization and for discipline. Cadet personal appearance standards mirror those of active duty Air Force personnel. Expect to have an inspection every time you wear the uniform. Normally, this will be during your JROTC class period on uniform day. An instructor or a cadet Grouper will perform inspections, and each inspection will be recorded and tabulated for flight competition.

4.5 **WEAR OF SHOULDER CORDS:**
All shoulder cords and accessories must be kept clean and in good repair.
All shoulder cords will be issued by the Logistics Squadron Grouper on equipment hand receipts.

1. The Group Commander will wear a gold cord.
2. The Deputy Group Commander will wear a double silver cord.
3. The Command Chief is authorized to wear a double black and white cord.
4. The Operations Commander will wear a double silver and red cord.
5. Mission Support Commander wears a blue and silver cord.
6. The Special Teams Commander will wear a red and black cord.
7. Logistics Commander will be issued a single tan cord.
8. The Inspector General will wear a blue and gold cord
9. Academic Team will wear a light blue and white cord.
10. The Drill team wears a green and silver cord.
11. Marksmanship Team will wear a red, white, and blue cord.
12. Raider Team will wear a black and yellow cord.
13. Cadet of the Year will wear a green and white cord.
14. Cadet of the Semester will wear a green cord.
15. Cadet of the Month will wear a white cord

4.6 Changing out of uniform:
- Uniforms are to be worn properly all day on uniform inspection days; if the uniform has to be taken off for special functions (Drama, weightlifting, culinary arts, etc.), it will be put back on as soon as the activity is completed.
- Any cadet that has Early Release on their schedule or are on an AFJROTC team, the cadet may change out of uniform with civilian clothes.
- No part of the uniform will be worn with civilian clothing. This includes the service coat, lightweight jacket, blue pants, blue shirt, ABU jacket, and ABU pants.

5 AWARDS, DECORATIONS AND CERTIFICATES

5.1 NATIONAL LEVEL AFJROTC AWARDS:
There are national awards that cadets may earn. Over a dozen of them are competitive awards given by national organizations during an awards ceremony at year-end. These are the only awards allowed to be worn on the service coat.

Order of Precedence:
Special Awards:
1. Gold Valor Award
2. Silver Valor Award
3. Cadet Humanitarian Award
4. Silver Star Community Service with excellence Award
5. Community Service with Excellence Award

National Awards:
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 Award
14. Military Officers Association Award (formerly called The Retired Officers Association Award)
15. Veterans of Foreign Wars 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 Award
20. Air Force Sergeants Association Award
21. Sons of Union Veterans of the Civil War Award
22. Sons of Confederate Veterans H.L. Hunley Award
23. Tuskegee Airmen Incorporated Air Force Junior ROTC Cadet Award
24. The Retired Enlisted Association Award
25. The Celebrate Freedom Foundation Award
27. Air Commando Association Award
28. Non-Funded National Awards (i.e., NCOA, National Society,)

5.2 Descriptions and Criteria:

**Gold Valor Award.**
Award consists of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty.
Forward recommendations for valor awards through HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to HQ AFJROTC Director for final approval. Upon approval, HQ-OpsSupport@afjrotc.com distributes the citation, medal, and ribbon for presentation.

**Silver Valor Award.** Award consists of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award.
Forward recommendations for valor awards through HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to HQ AFJROTC Director for final approval. Upon approval, HQ-OpsSupport@afjrotc.com distributes the citation, medal, and ribbon for presentation.

**Cadet Humanitarian Award.** Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the
Forward recommendations for humanitarian awards to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. Upon approval, HQ-Ops Support distributes the citation and ribbon for presentation.

**Community Service with Excellence Award.** Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project.

Forward recommendations for Community Service with Excellence Award to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a local vendor using MilPer funds.

**Air Force Association (AFA) Award.** This AFA-sponsored award consists of a medal and ribbon and is presented annually at each unit to the outstanding second-year (in a 3-year program) or third-year cadet (in a 4-year program). 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 and show courteous demeanor (promptness, obedience, and respect for customs).

**Daedalian Award.** The Order of Daedalian is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son 80 Icarus fabricating their legendary wings of wax and feathers. The award also includes a ribbon. 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 AS class.
- Rank in the top 20% of their school class.
The SASI selects the recipient and requests the award from the nearest Daedalian Flight. A minimum of 90 days’ notice is required to allow the local chapter to obtain the award from their national headquarters and to schedule a Daedalian Flight presenter for the award. See Attachment 11 for list of award points of contact.

**American Legion Scholastic Award.** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet’s overall scholastic achievements. Each cadet must:

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

The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 6-11 for list of award points of contact.

**American Legion General Military Excellence Award.** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch. This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet’s general military excellence. Each cadet must:

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

The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 6-11 for list of award points of contact.

**Daughters of the American Revolution (DAR) Award**

This award consists of a bronze medal and ribbon. This award is presented annually to one third-year (in a 3-year program) or fourth-year cadet (in a 4-year program) that meets the following criteria:

- Rank in the top 25% of their AS 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.

The SASI and principal select the recipient and must request the award and a presenter not later than 1 March. The award devices and presenter can be requested from the nearest DAR chapter. See Attachment 6-11 for list of award points of contact.

**American Veterans (AMVETS) Award.** This award consists of a medal pendant and ribbon. This award is presented annually to one qualified cadet that possesses individual
characteristics contributing to leadership such as:

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

- 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. See Attachment 6-11 for list of award points of contact.

**Reserve Officers Association (ROA) Award.** This award consists of a bronze medal, ribbon, and certificate. This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:

- 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, ethical standards & strong positive convictions.
- Rank in the top 10% of their AS class.

- 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 Sept and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 Sept, the SASI must communicate directly with the National Headquarters of the Reserve Officers Association. See Attachment 6-11 for list of award points of contact.

**Military Order of World Wars Award.** This award consists of a bronze medal pendant, certificate, and ribbon. 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.

- The SASI, with the concurrence of the principal, selects the recipient and completes the Military Order of the World Wars (MOWW) citation by summarizing the cadet’s outstanding accomplishments or service to the unit. The citation and request for the medal, certificate, and ribbon are sent to the nearest local chapter of the MOWW. The SASI will make arrangements for a MOWW representative to make the presentation at an appropriate ceremony. If a local chapter is unavailable, contact the MOWW National Headquarters. If a member is not available, any active, reserve, or retired commissioned officer may present the award.

**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 second-year cadet (third-year cadet in a 4-year
program) who shows exceptional potential for military leadership. Each cadet must:

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

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

- 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.

-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. 84

**National Sojourners Award.** This award consists of a ribbon, medal pendant, and certificate. This award is presented annually recognizing an outstanding first- or second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must:

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

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

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

- 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 consists of a medal, ribbon, and certificate. This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:

- Contribute the most to encourage Americanism by participation in 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.

- The SASI selects the recipient and requests the award from the nearest Scottish Rite Valley of the Southern Jurisdiction at any time during the calendar year. With a 30-day notice, a representative of the Scottish Rite Valley of the Southern Jurisdiction will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Scottish Rite Valley of the Southern Jurisdiction. The star worn on the ribbon must be procured with private or unit funds and will not be furnished by the sponsoring organization.
Military Order of the Purple Heart Award. This award consists of a medal pendant with a ribbon. This award annually recognizes an outstanding second- or third-year cadet (third- or fourth-year cadet in a 4-year program) who is enrolled in the AFJROTC program and 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.

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

- Be in the top 25% of the AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- Not have been a previous recipient of this award.

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 consists of a medal pendant with a ribbon. 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.

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. One month prior to awards program unit should submit application to point of contact with deserving cadet’s name and rank and a check for $30 (Unit cannot use AF Funds to pay for this award).

**Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award.** This TAI sponsored award consists of a ribbon and a certificate. This award is presented annually to two cadets. Cadets may be first-year, second-year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:
- Attain a grade of “B” or better in their AS class.
- Be in good academic standing.
- Actively participate in cadet corps activities.
- Participate in at least 50% of all unit service programs.

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.

**The Celebrate Freedom Foundation.** Awarded annually, at the SASI’s discretion, for outstanding performance in academics and cadets corps activities as a first or second year JROTC cadet. This award consists of a ribbon and a certificate.

**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 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.

**Non-Funded National Awards.** (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, etc.) (Organization must be submitted to and approved by HQ AFJROTC: award criteria must be published in Cadet Guide or Unit Operating Instruction)

**AFJROTC RIBBONS:**
There are many other ribbons cadets may wear based on the following criteria:
1. Distinguished Unit Award and Distinguished Unit Award w/Merit
2. Outstanding Organization Award
3. Outstanding Flight Award
4. Top Performer Award
5. Outstanding Cadet Ribbon
6. Leadership Ribbon
7. Achievement Ribbon
8. Superior Performance Ribbon
9. Academic Ribbon
10. Cadet Leadership School Ribbon
11. Special Teams Competition
12. Orienteering Ribbon
13. Leadership Development Requirements Ribbon
14. Drill Team Ribbon
15. Color Guard Ribbon
16. Saber Team Ribbon
17. Marksmanship Ribbon
18. Good Conduct Ribbon
19 Service Ribbon
20. Health and Wellness
21. Recruiting Ribbon
22. Activities Ribbon
23. Attendance Ribbon
24. Dress and Appearance Ribbon
25. Longevity Ribbon
26. Joint/ All-Service National Competition Ribbon
27. Air Force Nationals Competition Ribbon
28. Bataan Death March Memorial Hike Ribbon
29. Patriotic Flag Ribbon

**Outstanding Cadet Ribbon.** Awarded annually to outstanding first-year, second-year, third-year, and fourth-year cadets. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.

**Leadership Ribbon.** Awarded for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. This ribbon is limited to 5% of the eligible Wing to ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

**Top Performer Award.** The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). 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 annual assessment. Leadership qualities: involvement and positions held in extracurricular activities. Academic performance: nominee must be in good
academic standing in all high school course work. Significant self-improvement. Community involvement. Other accomplishments.

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. **SASIs may select recipients and present award in years that unit does not receive a visit.**

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.

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

**Superior Performance Ribbon.** Awarded annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. The ribbon is given to cadet for a single or sustained performance of superior nature. This ribbon is limited to 10% 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.** 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.

**Academic Ribbon.** Awarded for academic excellence as signified by attaining an overall grade point average of at least a “B” for all classes and an “A” average in AFJROTC for the semester.

**Outstanding Flight Ribbon.** Awarded each academic year to members of the outstanding flight under criteria determined by the SASI.

**Leadership School Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration. 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.

**Aerospace and Technology Honors Camp Ribbon.** 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.

**Drill Competition Ribbon.** Awarded to team members for “placing” in an Air Force or Joint Service meet.

**Orienteering Competition Ribbon.** Awarded to team members for “placing” in an
orienteering meet.

Leadership Development (LDR) 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 at least 75 percent of all scheduled drill team events. It is awarded once a year.

Color Guard Ribbon. Awarded for distinguished participation in at least 75 percent of all scheduled color guard events. Local unit requirements are a cadet must attend at least 15 color guard performances and/or competitions and attend at least 75 percent of all scheduled color guard meetings. It is awarded once a year.

Marksmanship Team Ribbon. Criteria for this award will be established by SASI and published in Cadet Guide or Unit Operation Instruction. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

Service Ribbon. Awarded for distinctive performance in school, community, or AFJROTC service projects. Limited to members whose active participation in a service project contributed significantly to the goals of the organization. A cadet must have earned a total of 20 service hours. Service hours will not be carried over to the next school year.

Clusters on the basic ribbon designate additional awards of the Service Ribbon.

* Participation in Drill Teams, Saber Teams or Color Guard Teams does not qualify for the Service Ribbon (see above criteria for Drill Team Ribbon) unless community service hours are awarded within established local criteria. SASI may award cadets working on a service project the service ribbon.

Longevity Ribbon. Awarded for successful completion of each AS year.

Health and Wellness. Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the wellness program will receive the Health and Wellness Ribbon but must successfully complete all 5 activities. All cadets who participate in the Presidential Physical Fitness Program and score in the 75-84 percentiles will receive a second Health and Wellness Ribbon and a Bronze Star device. If a cadet earns a percentile score of 85-95, they will receive a second Health and Wellness Ribbon and wear a Silver Star. If they receive a 96-100 percent, they will receive a second Health and Wellness Ribbon and they will wear the Gold Star on the ribbon. The percentiles are computed automatically under Presidential Physical Fitness Program Assessment in WINGS.

Recruiting Ribbon. Awarded for outstanding effort in support of unit recruiting activities while member of the Recruiting Team. Limited to 10% of the cadet corps. A cadet may also actively recruit one new cadet for award of the recruiting ribbon.
**Activities Ribbon.** Awarded for participation in co-curricular competitive activities (Drill meets, Color Guard competitions, parades, Rocketry meets, Academic meets, etc.). If a cadet has qualified for the Co-curricular Activities Leadership Ribbon and also qualifies for the Activities Ribbon, the cadet may wear two ribbons (the maximum allowed).

**Attendance Ribbon.** Awarded to cadets with no more than 4 excused absences and no unexcused absences in a semester. The cadet must also have no discipline slips for tardies.

**Good Conduct Ribbon.** Awarded to cadets with no suspensions of any kind by the school and no reports/discipline slips from the school or faculty during the semester, no Letters of Reprimand within ROTC, and no more than 25 demerits.

**Dress and Appearance Ribbon.** Awarded for wearing the uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards. No score below a 93% on uniform inspections and no demerits for uniform violations. Limited to 25% of the cadet corps.

**Special Teams Competition Ribbon.** Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition to include Color Guard Teams, Rifle Teams, Drill Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, etc.

**CAP Awards.** Only five CAP ribbons (General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and the General J. F. Curry Achievement Award) may be worn on the AFJROTC uniform. Units should contact the nearest CAP unit to obtain awards, invite presenters, or obtain any guidance on criteria or [http://www.cap.gov/join/unitlocator/html](http://www.cap.gov/join/unitlocator/html)

### 5.3 SPECIAL RIBBON ORDER REQUEST PROCEDURE:

In order to effectively manage all special ribbon orders after any event and ensure that all cadets receive their order in an efficient and timely manner, the order must be tracked as it is processed. This process is between the instructor who oversaw the event, the event cadet coordinator, Operations Commander, Mission Support Commander and the Logistics Commander. After any event, the instructor assigned to oversee the event will deem which ribbon or ribbons are appropriate for cadets to receive. NOTE: Only one ribbon per order request will be accepted, if multiple ribbons are to be awarded at the same event, multiple order requests will have to be filled. Team Commanders will use the applicable template for the event.

1. The cadet who managed the event will have to write the full name of the cadets/flight and which ribbon they are to receive. Then, the cadet will bring the form to the instructor assigned to oversee the event within 2 school academic days to have the order request form signed and dated to verify that the information is correct.
2. The cadet who managed the event then has 1 school day after initial instructor verification to verify/sign and date the order request form and submit it to the Operations Commander.
3. The Operations Commander has 1 school day to verify/sign and date the order request form and submit it to the Mission Support Squadron Commander.

4. The Mission Support Squadron Commander has 1 school day to verify/sign and date the order request form and submit it to the Operation Commander.

5. The Operation Commander has 2 school days to process the order request form, verify/sign and date the order request form, and submit both the order request form and Special Ribbon Order to the Logistics Commander.

6. The Logistics Squadron Commander has 2 school days to complete the order. Logistics Personnel should be ready to issue the order, and ribbons on ribbon day.

7. Once the order is filled and each cadet on the order has signed for and received their order, the Special Ribbon Order is considered complete. The order request form and Special Ribbon Order form should be signed and marked as “COMPLETE” and submitted within 1 school day directly to the Operation Commander.

5.4 **CERTIFICATE OF TRAINING:**

Cadets who successfully complete 2 years of the program will be given a Certificate of Training. If a cadet enters college and takes the Senior Air Force ROTC course, and possesses a Certificate of Training from AFJROTC, the Professor of Aerospace Studies may waive one semester of the General Military Course. In addition, if the graduating cadet completes 2 years of AFJROTC and has this certificate in his/her possession, he/she may be promoted to the rank of E-2 when completing basic training. This means additional pay.

5.5 **CERTIFICATE OF COMPLETION:**

A certificate of completion will be awarded to each cadet who successfully completes 3 or 4 years of the program. If a cadet enters college, takes the Senior JROTC Course, and possesses a Certificate of Completion of AFJROTC, the Professor of Aerospace Studies may waive a full year (with credit) of the General Military Studies portion of the class. If the cadet enlists in the Active Air Force or the Air Force Reserve, he/she will be promoted to the rank of E-3 (Airman First Class) when completing basic training. All others without the certificate will be given the rank of E-1 (Airman Basic). This promotion means additional pay.

5.6 **HONOR FLIGHT SELECTION:**

The Standardization/Evaluation Commander will set up criteria to determine the Honor Flight for each year group. The cadet Operations Commander will chair a selection committee composed of the Group Chief Master Sergeant, the Group Commanders, and the Squadron Commanders. The Group Commander will verify the results and the SASI will approve the results. This committee will convene during late 3rd week in April to select one flight from the first, second, and third year groups for honor flight. The committee will use the following criteria for the selection process. They will use a rubric to rate each flight. The flight may receive up to 150 points.

a. The overall flight academic rating of 80% - NLT 30 March (20pts) *Instructors will provide data*
b. 90% (average) of yearly wearing of uniform and PT attire. **SPECIAL NOTE:** This rating must come from the Group Commanders. This rating should be considered from an analysis of each flight. (20pts)

c. 95% of cadets in the flight turn in all paperwork. **SPECIAL NOTE:** This percentage comes from the Information Management Squadron Commander. (25 pts)

d. Participation of Cadets within the flight in all unit activities available i.e., Military Ball, Car Washes, Team memberships, etc. **SPECIAL NOTE:** Flight Commanders, Team Commanders, Military Ball Chairperson and Community Service Officer must submit during the 2\textsuperscript{nd} week of March a listing of all flight cadet involvement in these ROTC activities. (25 pts)

e. The total arithmetic of flight merits/demerits which equate to 500 positive merits or more. (20pts)

f. Specialist’s participation in scheduled meetings. **SPECIAL NOTE:** Documentation will be submitted by-monthly to the Squadron Commanders from the meeting leaders.

5.7 **MONKEY FLIGHT AND HONOR FLIGHT OF THE MONTH:**

Each month an overall ranking for each flight will be given. Honor flight will be awarded to the exemplary flight and Monkey flight will be given to the lowest ranking flight. This will be based on the following criteria will be calculated by the: Wing Grouper, Flight Operations Grouper, and Group Grouper. It is calculated by a point-base system:

a. The overall flight academic rating (25pts) *Instructors will provide data*

b. Monthly uniform grades for uniform inspections. **SPECIAL NOTE:** This rating must come from the group Grouper. This rating should be considered from an analysis of each flight. (25pts)

c. Any cadets failing their classes. (20pts)

d. Flight crew and Flight Technicians attending meetings. (2 pts per flight member)

e. Physical Fitness and weekly PT uniform wear. (20 pts)

f. Members of the flight having the adequate amount of community service. (15 pts)

g. Positive and Negative merits/demerits accumulated by flight members. (15 pts)

5.8 **CADET OF THE MONTH:**

Once a month a male and/or female cadet will be selected to be the Cadet of the Month. They will wear a turquoise cord with their uniform and receive a certificate with a medal. A cadet from the same flight will not be awarded this award twice. The criteria for this honor follows:

Each flight will submit a recommendation to their Squadron Commander on the 4\textsuperscript{th} Wednesday. Example, flight crew will turn in the December cadet of the month on the 4\textsuperscript{th} Wednesday in November. The Squadron Commanders will review with inputs with the Group Commanders and make a recommendation to the SASI. The SASI may go with the recommendation or choose another cadet. The program will start each September with an August input. The award will be given on the first Monday of the last week of the month. They will be turned in by that Thursday.

**General Criteria:**

a. “A” in JROTC for that month.

b. No school or JROTC discipline.
c. Participates in activities in AFJROTC. (Service Hours) Cadet must have recorded service hours. No service hours marks cadet as ineligible.

d. No unexcused tardiness and no more than 2 unexcused absences in JROTC.

e. Instructor advisor recommendation.

5.9 CADET OF THE YEAR:
The Cadet of the Year will be selected from the previous Cadets of the Month. The instructors and Group Staff will make the selection. The cadet chosen for the Cadet of the Year will be presented at the annual unit Pass-In-Review and his or her name will be placed on the Cadet of the Year Plaque.

5.10 FLIGHT CREW OF THE QUARTER:
The Squadron 1-4 Commanders, Group Chief, Operations Commander, Operations Commander, Inspector General and Group Commander will be members of the selection board. Once the nominee has been selected, the Group Commander will present the recommendation to the SASI for Final Approval. The Flight Crew of the Quarter will be awarded 50 merits, picture placed on the Wall of Recognition, and Quarter of the Month Certificate.

5.11 OFFICER AND NCO OF THE QUARTER:
Squadron Groupers will submit their recommendations and discuss it with the Group Commander and SASI.

1. General Criteria:
   a. A in AFJROTC
   b. No detentions that quarter
   c. No school or JROTC discipline
   d. Actively involved in JROTC
   e. A’s on all uniform inspections

5.12 OFFICER AND NCO OF THE YEAR:
The Officer and NCO of the year will be selected from the previous Flight Crew of the Quarter and/or Officer and NCO of the Quarter. The instructors and Group Staff will make the selection. The cadet chosen for the Cadet of the Officer/NCO will be presented at the annual unit Pass-In-Review.

5.13 CADET REWARDS:
Cadets may have the opportunity to receive rewards for good behavior and performance; this includes merits, Letters of Achievement, and/or Letters of Excellence. Cadets will receive Letters of Achievement for superior performance in flight. If a cadet receives 50 merits for one semester, a cadet will receive a Letter of Achievement. Cadets may also have the opportunity to receive a Letter of Excellence. Letters of Excellence are awarded for repeated performance such as being the number one cadet on personal cadet evaluations 3 times etc or receiving 75 merits for one semester. In addition, each cadet receiving a Letter of Achievement and/or Letter of Excellence must have a "B or better average in AFJROTC and no significant school discipline
problems. Outstanding Cadet Inspection and Outstanding Cadet Performance will be merits given out by the Flight Commanders to their Flights each month.
## 6 ATTACHMENTS

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AUTHORIZED AIR FORCE JROTC
BADGES AND INSIGNIA

Optional
Enlisted/Officer
Service Cap Insignia

Officers
Service Cap
Insignia

Model Rocketry
Badge

Academy
of Model
Aeronautics
Silver Wings

Kitty Hawk
Air Society
Badge

Distinguished
Cadet Badge

Shoulder Tab
Metal or Cloth

Ground School
Badge

Flight Solo
Badge

Flight Certificate
Badge

AEF Badge
(NEW)

Marksmanship
Shield

Awareness
Presentation
Team Badge

Choose one only. Follow APT placement criteria.
May NOT wear Marksmanship Shield and a
Marksmanship Badge.

Choose one only. Place directly underneath
ribbons. May NOT wear Marksmanship
Shield and Marksmanship Badge. Do not
wear Marksmanship badges with medals.

Badges/Insignia not listed here are unauthorized.
(Exception for other badges or pins see section 7.2.10)

ATTACHMENT 1: Authorized AFJROTC Badges & Insignia

80
ATTACHMENT 2

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 2: AFJROTC Cadet Rank
ATTACHMENT 3: Male Headgear
ATTACHMENT 4

CADET FEMALE HEADGEAR

SERVICE CAP (Officer Only)

Solid Blue Color with no embroidery

Centered

Enlisted Women’s Service Caps may be worn with the Hap Arnold Wings insignia.

FLIGHT CAP* (Officer and Enlisted)

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

ATTACHMENT 4: Female Headgear
ATTACHMENT 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 AFROTC tapes, dark blue (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. AFROTC patch: WHITE patch only (mandatory). Will be worn on left pocket and centered.
ATTACHMENT 6: CADET ABU Headgear (Male & Female)
ATTACHMENT 7: Cadet Lightweight Blue Jacket

1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right ⅜ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia centered halfway up the lapel. Bottom of insignia is horizontal with the ground.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
5. AFJROTC patch on left sleeve ⅜ to 1 inch below shoulder seam 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.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.

NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket.
ATTACHMENT 8

1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place ½ to inch below shoulder seam and centered.
5. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade Insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch: Place ½ to 1 inch below shoulder seam and centered.
10. Flight Solo or Flight Certificate Badge. See Note 15 below.
11. Ground School Badge. See Note 15 below.
12. Ribbons, mandatory. Centered, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
13. Academy of Model Aeronautics (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 ¼ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder.
17. Enlisted rank insignia MUST be worn on the blue shirt while wearing the service dress.
18. Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.

ATTACHMENT 8: Cadet Male Service Dress
ATTACHMENT 9

ATTACHMENT 9: Cadet Female Service Dress

1. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge even with to 1 ½ inch higher or lower than the first exposed button.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
10. Ground School Badge. See Note 15 below.
11. AFJROTC Patch, mandatory. Center ¼ to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
13. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
15. First badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder.
17. Enlisted rank insignia MUST be worn on the blue shirt while wearing the service dress.
18. Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer’s right pocket.
3. Unit patch. Centered ½ to 1 inch below the shoulder seam.
4. Shoulder tab. Centered between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge. See Note 15.
6. Aerospace Education Foundation (AEF) Badge. See Note 15.
7. Distinguished Cadet Badge. See Note 15.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank’s bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amm Basic have no insignia of any kind on the collar.
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
11. Ground School Badge. See Note 15.
13. AFJROTC Patch, mandatory. Center ½ to 1 inch below shoulder seam.
14. Ribbons are optional. Wear all, some or no ribbons earned. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet.
17. Medals (regardless of what type) are not authorized for wear on this uniform.
ATTACHMENT 11

CADET FEMALE BLUE SHIRT

1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank’s bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
10. 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, mandatory. Center on sleeve ⅛ to 1 inch below shoulder seam.
14. Model Rocketry Badge. See Note 16.
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer’s left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. First badge is centered ⅝ inch above name tag or ribbons (as appropriate).
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet.
18. Medals (regardless of what type) are not authorized for wear on this uniform.

ATTACHMENT 11: Cadet Female Blue Shirt
1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue bow tie may be worn with the semi-formal uniform (white shirt only).
5. Ribbons will not be worn on the semi-formal uniform. Large medals may be worn on the Service Dress coat only, directly under ribbon rack.
6. Authorized badges may be worn on the semi-formal dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
7. Headgear is not worn with the semi-formal dress uniform.
1. Berets. Solid Color, white, dark blue and/or black ONLY, with AFJROTC officer and/or enlisted rank insignia and mini-Hap Arnold Insignia. The former officer flight cap emblem will not be worn on the beret.

2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single “Infantry” style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord.

3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. This does not apply to uniforms worn during regular uniform days.

4. Blue pants may be modified to have a ¾ inch stripe on the outside length of the pants, silver, dark blue, and/or black only. These items will not be worn on regular uniform days.

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

6. Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.

7. Specialized unit rank/shoulder boards are not authorized.

8. Wrist bands are not authorized.
ATTACHMENT 16: Male Hair Grooming Standards

The hair on male cadets will have a tapered (faded appearance) appearance on both sides and back, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the natural termination point. A block cut is permitted with tapered appearance. Hair will not touch the ears; only the close cut hair can touch the collar in the back; Hair will not exceed 1 1/4 inches in bulk, regardless of length and no items will be attached to the hair. **No Mohawks, ducktails, braids, or other bizarre hairstyles are permitted.** If hair is dyed it must look natural.
3.1.3. Hair-Female. Minimum hair length is ¼ inch, to a maximum bulk of three inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. See Figure 3.4. When in doubt, assess correct length of hair with Airman standing in the position of attention. Exception: While wearing the Physical Training Uniform (PTU), long hair will be secured but may have loose ends and may extend below the bottom edge of the collar.

3.1.3.1. The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a —rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. When hair is in a ponytail, it must be a single ponytail; that does not exceed bulk and length standards and does not extend below the bottom of the collar (except while in the PTU). As with all hairstyles, a neat and professional image is essential.

3.1.3.2. Hair accessories. If worn, fabric scrunchies, hairpins, combs, clips, headbands, elastic bands and barrettes must match the hair color (i.e., blonde, brunette, natural red, black, and grey). Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed
one-inch in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins). See Figure 3.5 (photo of scrunchie)

3.1.3.3. Braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar (see figure 3.6). Headgear must fit properly.

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

3.1.3.4. Unauthorized: Locs and shaved heads. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. Shaved heads are defined as complete removal of all hair to the skin on the head or portions of the head. See figure 3.7 3.1.3.5. Hair color, highlights, lowlights, and frosting will not be faddish or extreme and will be natural looking hair color, similar to the individual’s hair color (e.g. black, brunette, blond, natural red, and grey).
ATTACHMENT 18: Fingernails/Cosmetics Standards

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

3.3. Cosmetics. Male Airmen are not authorized to wear cosmetics. Female Airmen may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Airmen will not wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. Cosmetics will not be worn during field conditions.
ATTACHMENT 19: How to Tie a Windsor Knot

THE HALF-WINDSOR KNOT

Medium symmetrical triangle—
for standard shirt collars.

1. Start with wide end of tie on your right and extending a foot below narrow end.

2. Cross wide end over narrow end and turn back underneath.

3. Bring up and turn down through loop.

4. Pass wide end around front from left to right.

5. Then, up through loop . . .

6. And down through knot in front. Tighten carefully and draw up to collar.
ATTACHMENT 20: AFJROTC Ribbon Chart

Version: 1 August 2018
### ATTACHMENT 21: Uniform Item Replacement Price List

**PRICES SUBJECT TO CHANGE. ACTUAL REPLACEMENT PRICE WILL BE BASED ON THE CURRENT CATALOG PRICE AT TIME OF REPLACEMENT**

<table>
<thead>
<tr>
<th>MALE UNIFORM ITEMS</th>
<th>FEMALE UNIFORM ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM</td>
<td>COST</td>
</tr>
<tr>
<td>FLIGHT CAP</td>
<td>$9.30</td>
</tr>
<tr>
<td>SERVICE DRESS COAT</td>
<td>$98.00</td>
</tr>
<tr>
<td>SHORT SLEEVE SHIRT</td>
<td>$13.20</td>
</tr>
<tr>
<td>TROUSERS</td>
<td>$34.80</td>
</tr>
<tr>
<td>SHOES</td>
<td>$44.75</td>
</tr>
<tr>
<td>TIE</td>
<td>$5.55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHYSICAL TRAINING CLOTHING</th>
<th>GENERIC ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM</td>
<td>COST</td>
</tr>
<tr>
<td>PT SHIRT</td>
<td>$7.00</td>
</tr>
<tr>
<td>PT SHORTS</td>
<td>$12.57</td>
</tr>
<tr>
<td>SWEATPANTS</td>
<td>$7.60</td>
</tr>
<tr>
<td>SWEATSHIRT</td>
<td>$7.48</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CADET ENLISTED RANK INSIGNIA</th>
<th>CADET OFFICER RANK INSIGNIA (MINI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RANK</td>
<td>COST/PAIR</td>
</tr>
<tr>
<td>AIRMAN</td>
<td>$3.50</td>
</tr>
<tr>
<td>AIRMAN FIRST CLASS</td>
<td>$3.50</td>
</tr>
<tr>
<td>SENIOR AIRMAN</td>
<td>$3.50</td>
</tr>
<tr>
<td>STAFF SERGEANT</td>
<td>$3.50</td>
</tr>
<tr>
<td>TECHNICAL SERGEANT</td>
<td>$3.50</td>
</tr>
<tr>
<td>MASTER SERGEANT</td>
<td>$3.50</td>
</tr>
<tr>
<td>SENIOR MASTER SERGEANT</td>
<td>$3.50</td>
</tr>
<tr>
<td>CHIEF MASTER SERGEANT</td>
<td>$3.50</td>
</tr>
</tbody>
</table>
ATTACHMENT 22: Career Progression Cycle

The following criteria will be used to promote cadets to permanent rank, and is based on leadership skills, grades, program participation, community service, and military behavior.

<table>
<thead>
<tr>
<th>Cadet Status</th>
<th>Lowest Rank</th>
<th>Promotion Band Width/Range</th>
<th>Highest Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Cadet/Student</td>
<td>Airman Basic C/E-1 (No Rank)</td>
<td>Assistant Element Leader or Staff</td>
<td>A higher rank may be awarded to a cadet based on merit and exceptional performance</td>
</tr>
<tr>
<td>Second Year Cadet/Student</td>
<td>Assistant Element Leader or Guidon</td>
<td>Element Leader or Staff</td>
<td>A higher rank may be awarded to a cadet based on merit, superior performance and operational requirements</td>
</tr>
<tr>
<td>Third Year Cadet/Student</td>
<td>Element Leader or Staff</td>
<td>Cadet Flight Sergeant or Staff</td>
<td>Cadet Command Chief Master Sergeant or Staff</td>
</tr>
<tr>
<td>Fourth Year Cadet/Student (Senior NCO’s and Officers)</td>
<td>Element Leader or Staff</td>
<td>Rank of C/E-6 to E-9 may be awarded based on merit and exceptional performance</td>
<td>Cadet Corps Commander</td>
</tr>
</tbody>
</table>

**Staff and Leadership Positions**

- Assistant Element Leader
- Cadet Historian
- Cadet Safety Officer
- Assistant to Staff Officers
- Armorer, Guidon Bearer or Element Leader
- Cadet Public Affairs
- Cadet Chaplain
- Cadet Color Guard Vice/Commander
- Mission support
- Cadet Deputy Flight Sergeant or Commander

- Cadet Operations Deputy Squadron Commander
- Cadet Operations Support Squadron Commander
- Cadet Logistics Deputy Squadron Commander
- Cadet Color Guard Commander
- Cadet First Sergeant / Cadet Flight Commander
- Cadet Command Chief Master Sergeant
- Cadet Squadron Vice Commander
- Cadet deputy staff positions
- Cadet Administrative Squadron Commander
- Cadet Operations Squadron Commander
- Cadet Logistics Commander
- Cadet Executive Officer
- Cadet Squadron Vice Commander
- Cadet Squadron Commander
- Cadet staff positions
- Cadet Corps Commander
ATTACHMENT 23: Preamble, Creed, Pledge and Songs

“PREAMBLE TO THE CONSTITUTION”

We the people of the United States, in order to form a more perfect Union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this constitution for the United States of America.

“THE AMERICAN’S CREED”

I believe in the United States of America as a government of the people, by the people, for the people; whose just powers are derived from the consent of the governed, a democracy in a republic, a sovereign nation of many sovereign states, a perfect union, one and inseparable, established upon the principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes. I therefore believe it is my duty to my country to love it; to support its Constitution; to obey its laws; to respect its flag; and to defend it against all enemies.

(Written by William Tyler, Clerk of the United States House of representatives in 1917 and accepted by the House on April 3, 1918.)

“THE PLEDGE OF ALLEGIANCE TO THE FLAG”

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.

(Written by Francis Bellamy)

“The Star-Spangled Banner”

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

(Written by Francis Scott Key)

“The Air Force Song”

Off we go into the wild blue yonder, climbing high into the sun.  
Here they come, zooming to meet our thunder, at ‘em boys, give her the gun!  
Down we dive, spouting our flame from under, off with one hell of a roar.  
We live in fame or go down in flames,  
Nothing can stop the U.S. Air Force.
ATTACHMENT 24: Uniform Inspection (UI) Sheet

Below is a sample weekly uniform inspection sheet. The names of the cadets will be filled in, but the cadets conducting the inspection must fill in the date, flight and their rank and names. For a complete guide on the points assigned to each deficiency, refer to Attachment 25 (UI Score Distribution Matrix).

<table>
<thead>
<tr>
<th>DATE: / /</th>
<th>FLIGHT</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>SAMPLE</th>
<th>TOTAL POINTS DEDUCTED</th>
<th>FINAL SCORE</th>
</tr>
</thead>
</table>

**UNIFORM**
- Air Force Blues (AF)
- ABU (Polo & Khakis)
- ABU Boots
- BLACK SOCKS
- Hair Non-comply unauth. rings, etc
**ACCESSORIES (B)**
- GIG LINE {Alligned and No Scratches}
- NAME TAG: Blue or Silver Clean
- RIBBONS

**HAIR (B)**
- Length, Color

**PERSONAL APPEARANCE**
- Shaven, No Facial hair

**SHIRT**
- Clean, Pressed and/or Ironed.
- Good knot. T-shirt is good & clean or ABU Tan

**PANTS**
- Clean, Pressed. No wrinkles

**JACKET/ WINDBREAKER**
- Clean, Pressed and No wrinkles

**SHOE S:**
- Highly Shined. Heel edge & sole
- Must be clean. No mud/stains

**ABU Boots**
- Fully Removed Uniform during 3 Block

<table>
<thead>
<tr>
<th>CONTENT</th>
<th>POSSIBLE POINTS</th>
<th>ACTUAL POINTS</th>
<th>TOTAL</th>
<th>DEDUCTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position of Attention</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>Lack of Uniform</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**FINAL SCORE**

- Cadet #1 has no deficiencies. Final score = 100
- Cadet #2 has a crooked name tag. Deduct 5 points. Final score = 95
- Cadet #3 is chewing gum. Deduct 10 points. Final score = 90.
- Cadet #4 is constantly moving. Write “A” in corresponding column deduct 20 points. Final score = 80.
- Cadet #5 (male or female) has minor hair infractions. Deduct 20 points. Final score = 80
- Cadet #6 (male) facial hair is visible or cadet did not shave. Deduct 20 points. Final score = 80
- Cadet #7 (male) has minor hair infractions and did not shave. Deduct 40 points. Final score = 60
- Cadet #8 (male or female) refuses to comply with AFI36-2903. Write “B” in corresponding row (i.e. Hair, etc...) and TOTAL POINTS DEDUCTED. Final score = 0
- Cadet #9 changed out of uniform during the school day without permission. Cadet will be issued a Letter of Counseling and sent home to the parent/guardian of the cadet. A 341 and referral will be issued and a grade of “0” will be given as the inspection grade.
- Cadet #10 is Absent. Mark “ABS” both in the UNIFORM Row and the TOTAL POINTS DEDUCTED Row. Final score = 0 or until absence is made up.
- Cadet #11 is not wearing their uniform. Mark “NU” both in the UNIFORM Row and the TOTAL POINTS DEDUCTED Row. Final score = 0 or until NU is made up before the week ending. After that, the “0” stays.
- Cadet #12 is making up (MU) missed uniform wear. Mark MU and deduct 10 points for each day missed
- Cadet #13 is Excused (EX). Mark corresponding information for the excused absence
- Cadet #14 wears ABU’s and Cadet #15 wears Polo & Khakis. Use corresponding Uniform Codes & grades
## ATTACHMENT 25: Uniform Inspection Scoring Distribution Matrix

<table>
<thead>
<tr>
<th>Legend</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Use Code</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION OF ATTENTION (A) No Moving, Talking or Gum</td>
<td>- 10 points</td>
<td>- 20 points</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>HAIR (B) [Length, Color]</td>
<td>- 20 points</td>
<td>- 100 points</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>PERSONAL APPEARANCE (B) [Shaven, Earings,]</td>
<td>- 20 points</td>
<td>- 100 points</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>PANTS/SKIRT [Length, Clean, Pressed. No Wrinkles/Lint]</td>
<td>- 20 points</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>SHIRT [Clean, Pressed and/or Ironed. No wrinkles!]</td>
<td>- 20 points</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>TIE or &quot;V&quot; Neck T-Shirt [Good knot. T-Shirt is white &amp; clean]</td>
<td>- 5 points</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>RIBBONS [Properly Alligned, Present, Clean]</td>
<td>- 5 points</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>NAME TAG [Straight, Alligned and No Scratches]</td>
<td>- 5 points</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>GIG LINE [Allignment. Belt buckle is shiny and not scratched]</td>
<td>- 5 points</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>ACCESSORIES (B) [No lip studs, unauth. rings, etc]</td>
<td>-</td>
<td>- 100 points</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>HEADGEAR/HAT [On hand, Clean]</td>
<td>- 10 points</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLACK SOCKS [No ankle socks]</td>
<td>- 10 points</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>SHOES (Highly Shined, no dust or mud on the edge of soles and heelt)</td>
<td>- 10 points</td>
<td>- 20 points</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Removal of Uniform (Partial / Full)</td>
<td>- 50 points (partial)</td>
<td>- 100 points (full)</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Wearing the Wrong Uniform</td>
<td>-40 points</td>
<td>- 100 points</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Untucked Polo Shirt/Saggy Pants</td>
<td>-</td>
<td>- 100 points</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Wearing Flip Flops with Polo &amp; Khakis</td>
<td>-</td>
<td>- 100 points</td>
<td>FL</td>
<td></td>
</tr>
<tr>
<td>No Uniform</td>
<td>-</td>
<td>- 100 points</td>
<td>NU</td>
<td></td>
</tr>
<tr>
<td>Absent - See Section 4.2</td>
<td>-</td>
<td>- 100 points</td>
<td>ABS</td>
<td></td>
</tr>
<tr>
<td>Excused [Drill, Demo, Field Trip, etc]</td>
<td>-</td>
<td>-</td>
<td>EX</td>
<td>Briefly describe the excuse</td>
</tr>
<tr>
<td>Make Up - See Section 4.2</td>
<td>-</td>
<td>-</td>
<td>MU</td>
<td>Write the date next to &quot;MU&quot; and deduct -10 points for each day late</td>
</tr>
</tbody>
</table>
### NATIONAL LEADERSHIP

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President, Commander-in-Chief</td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
</tr>
<tr>
<td>Secretary of State</td>
<td></td>
</tr>
<tr>
<td><strong>Secretary of Defense</strong></td>
<td></td>
</tr>
<tr>
<td>Chairman, Joint Chiefs of Staff</td>
<td></td>
</tr>
<tr>
<td><strong>Secretary of the Air Force</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Chief of Staff, US Air Force</strong></td>
<td></td>
</tr>
<tr>
<td>Chief Master Sergeant of the Air Force</td>
<td></td>
</tr>
<tr>
<td><strong>Commander, AETC</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Air University Commander</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Commander, Holm Center</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Director of AFJROTC</strong></td>
<td></td>
</tr>
</tbody>
</table>

### STATE AND LOCAL LEADERSHIP

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governor</td>
<td></td>
</tr>
<tr>
<td>Lieutenant Governor</td>
<td></td>
</tr>
<tr>
<td>State Senator</td>
<td></td>
</tr>
<tr>
<td>Local State Representative</td>
<td></td>
</tr>
</tbody>
</table>

### BEAUFORT SCHOOL DISTRICT LEADERSHIP

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Principal, Beaufort High School</td>
<td></td>
</tr>
</tbody>
</table>

### SC-934 Faculty and Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Senior Aerospace Science Instructor</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Aerospace Science Instructors</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Corps Commander</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Deputy Commander</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Chief Master Sergeant</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Mission Support Commander</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Operations Commander</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Special Teams Commander</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Inspector General</strong></td>
<td></td>
</tr>
</tbody>
</table>
ATTACHMENT 27: Khakis and Blue Polo Uniform (Field Trips)

A. **Blue Polo Shirt.** The shirt will be short sleeve, dark blue polo-style, with “US AIR FORCE” contemporary logo on front, upper left chest. The shirt will be tucked in the pants (see figure 1).

B. **Undershirt.** Undershirts will be worn and must be white with a V-neck collar.

C. **Nametag.** The brushed silver nametag with last name is optional and may be worn on the upper right chest, aligned with the US AIR FORCE logo.

D. **Trousers/Pants and Belt.** The trousers will be pleated without cuffs and khaki in color (**Blue jean and shorts are not authorized**). Pants will not sag. The belt will be black with silver clasp. Alternatively, cadets may wear the blue Air Force Belt with silver belt buckle (see figure 2).

E. **Footwear.** Cadets will wear socks with closed toed shoes (plain black business casual low quarters shoes) or plain black or white athletic style shoes are authorized. **Combat boots, steel-toed boots, hunting boots, platform shoes, high heel/stilettos, sandals or flip flops are not authorized** (see figure 3).

**FOR INSTRUCTION AND DEMONSTRATION PURPOSES ONLY!**
ATTACHMENT 28: USAF Grades and Insignias
ATTACHMENT 29: Rank Insignia of the U.S. Armed Forces (Enlisted)
ATTACHMENT 30: The Thirty Commands Drill Sequence
## ATTACHMENT 31: US Air Force (USAF) Structure Compared to Other Air Forces

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Unit Name (USAF/RAF/Other air forces)</th>
<th>No. of personnel</th>
<th>No. of aircraft</th>
<th>No. of subordinate units (USAF/RAF)</th>
<th>Officer in command (USAF/RAF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Xxxxxx +</td>
<td>Air Force</td>
<td>Entire air force</td>
<td>Entire air force</td>
<td>All Major Commands / Commands</td>
<td>General of the Air Force / Marshall of the RAF or Air Chief Marshall</td>
</tr>
<tr>
<td>Xxxxx</td>
<td>Major Command/Command or Tactical Air Force / Russian Air army[9]</td>
<td>Varies</td>
<td>Varies</td>
<td>By Region or Duty (subordinate units varies)</td>
<td>General/Air Chief Marshall or Air Marshall</td>
</tr>
<tr>
<td>XX</td>
<td>Numbered Air Force/No RAF equivalent/Aviation Division /Air Division/Air Brigade</td>
<td>By Region (subordinate units varies)</td>
<td>Varies</td>
<td>2+ Wings/Groups</td>
<td>Maj-Gen or Lt-Gen / N/A</td>
</tr>
<tr>
<td>X</td>
<td>Wing/Group (inc. EAGs)/Russian aviation brigade</td>
<td>1,000–5,000</td>
<td>48–100</td>
<td>2+ Groups/Wings</td>
<td>Brig-Gen/AVM or Air Cdre</td>
</tr>
<tr>
<td>III</td>
<td>Group/Wing (inc. EAWs) or Station/Russian aviation regiment</td>
<td>300–1,000</td>
<td>17–48</td>
<td>3–4 Squadrons/3–10 Flights</td>
<td>Col/Gp Capt or Wg Cdr</td>
</tr>
<tr>
<td>II</td>
<td>Squadron</td>
<td>100–300</td>
<td>7–16</td>
<td>3–4 Flights</td>
<td>Lt Col or Maj/Wg Cdr or Sqn Ldr</td>
</tr>
<tr>
<td>⋅⋅⋅</td>
<td>Flight</td>
<td>20–100</td>
<td>4–6</td>
<td>2 Sections plus maintenance and support crew</td>
<td>Capt/Sqn Ldr or Flt Lt</td>
</tr>
<tr>
<td>⋅⋅</td>
<td>Element or Section</td>
<td>5–20</td>
<td>n/a–2</td>
<td>n/a</td>
<td>Junior Officer or Senior NCO</td>
</tr>
<tr>
<td>⋅</td>
<td>Detail</td>
<td>2–4</td>
<td>n/a</td>
<td>n/a</td>
<td>Junior NCO</td>
</tr>
</tbody>
</table>
ATTACHMENT 32: Pattern and Group Structure among the various branches of the U.S. Armed Forces and their Foreign Counterparts

<table>
<thead>
<tr>
<th>British and USN</th>
<th>USAF and USMC</th>
<th>Canadian Air Force</th>
<th>German Air Force</th>
<th>French Air Force</th>
<th>Rank level of General or commanding officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>Wing</td>
<td>Air Division</td>
<td>No Equivalent</td>
<td>Groupe</td>
<td>Colonel or Brigadier General</td>
</tr>
<tr>
<td>Wing</td>
<td>Group</td>
<td>Wing</td>
<td>Taktisches Luftwaffen Geschwader (Operational AF-Wing)</td>
<td>Escadre / Regiment</td>
<td>Major or Lt Col</td>
</tr>
<tr>
<td>Squadron</td>
<td>Staffel</td>
<td>Escadron</td>
<td>Captain or Major</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flight</td>
<td>Schwarm / Kette</td>
<td>Escadrille</td>
<td>1LT or Captain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail</td>
<td>Element</td>
<td>Section</td>
<td>Rotte</td>
<td>Section</td>
<td>Junior NCO to Junior Officer</td>
</tr>
</tbody>
</table>