

Air Force Junior Reserve Officer Training Corps Massachusetts-771 Lowell High School



Cadet Guide

Welcome to the exciting world of Air Force Junior Reserve Officer Training Corps (AFJROTC). This Cadet Guide will help you become a more effective cadet in the AFJROTC program and be part of the proud history of the MA-771. As you learn from this guide, we hope Lowell High School AFJROTC will become even better because of your participation in the program. The provisions of this Cadet Guide were not established arbitrarily. They come from a number of sources: the U.S. Public Law authorizing and establishing the AFJROTC program, the agreement signed by the Lowell School District Board of Education and the United States Air Force, directives prepared by the AFJROTC Headquarters of the Air Education and Training Command, and from experience gained from the operation of other AFJROTC units. Although these provisions form the foundation for the operation of the cadet group, each provision of this Cadet Guide was written in consideration of the academic and developmental objectives of the Lowell School District contribution to the reputation of our program will depend greatly upon you and the spirit in which you abide by the provisions in the Cadet Guide. May each of you enjoy success and derive personal satisfaction from your participation in the Lowell High School AFJROTC program.

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AFJROTC Cadet Creed

I am an Air Force Junior ROTC Cadet

I am connected and faithful to every Corps of Cadets who served their community and nation with patriotism.

I earn respect when I uphold the Core Values of Integrity First, Service Before Self, and Excellence in All We Do.

I will always conduct myself to bring credit to my family, school, Corps of Cadets community, and to myself.

My character defines me. I will not lie, cheat, or steal. I am accountable for my action and deeds.

I will hold other accountable for their action as well.

I will honor those I serve with, those who have gone before me, and those who will come after me.

I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and lead.

I am an Air Force Junior ROTC Cadet.

AFJROTC MISSION STATEMENT

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

AFJROTC MOTTO

BUILDING BETTER CITIZENS FOR AMERICA

CADET HONOR CODE:

**WE WILL NO LIE, CHEAT OR STEAL, NOR WILL WE TOLERATE
ANYONE AMOUNF US WHO DOES.**

OUR CORE VALUES:

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

-INTEGRITY FIRST-

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

-SERVICE BEFORE SELF-

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

-EXCELLENCE IN ALL WE DO-

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

This cadet guide establishes AFJROTC MA-771 aerospace science course enrollment standards, curriculum, and academic requirements. It supports the leadership and personal development objectives of AFJROTC by outlining cadet responsibilities, cadet conduct, uniform and personal appearance standards, and the cadet corps’ organization, operation, and extracurricular activities. This cadet guide supplements leadership texts and Air Force and AFJROTC directives. All cadets will read this guide, maintain a copy of it, know its contents, and comply with its standards to satisfactorily meet AFJROTC course objectives. The Cadet Corps Commander will review this guide at least annually and recommend changes to the Aerospace Science Instructors.

Table of Contents

	Paragraphs
Chapter 1—Mission, Enrollment, Contract, Codes, and Cadet Organization	
AFJROTC Mission.....	1.1
Objectives.....	1.2
Enrollment.....	1.3
Disenrollment.....	1.4
Cadet Oath, Honor Code, and Code of Ethics	1.5
Cadet Organization.....	1.6
Job Descriptions.....	1.7
Unit Manning Document	1.8
Chain of Command.....	1.9
Cadet Corps Commander Staff Meeting.....	1.10
Chapter 2—Class Rules and Procedures, Grading Scale, and Distribution	
Classroom Rules.....	2.1
Student Preparedness.....	2.2
Classroom Procedures.....	2.3
Grading Scale.....	2.4
Cadet Bulletin Boards, Announcement Boards and Distributions.....	2.5
Hazing.....	2.6
Social Media.....	2.7
Chapter 3—Custom and Courtesies	
Salute.....	3.1
United States Flag and National Anthem.....	3.2
Cadet Etiquette.....	3.3
Position of Honor.....	3.4
Chapter 4—Personnel	
Cadet Grade (Rank).....	4.1
Cadet Evaluation Board.....	4.2
Cadet Promotions and Job Assignment.....	4.3
Cadet Promotions for Exceptional Performers.....	4.4
Cadet Award and Decorations.....	4.5
Honor Flight.....	4.6
Training Certificates.....	4.7
Reserve Cadets.....	4.8
Chapter 5 – Uniforms, Equipment, Books, and Personal Appearance	
General.....	5.1
Uniform Hand Receipt and Accountability.....	5.2
Uniform Dry Cleaning.....	5.3
Uniform Return.....	5.4
Uniform Wear.....	5.5
Uniform Grading Policy.....	5.6

Uniform Prohibitions.....	5.7
Uniform Combinations.....	5.8
Miscellaneous Uniform Requirements.....	5.9
Male Uniform Fit/Wear Requirements.....	5.10
Female Uniform Fit/Wear Requirements.....	5.11
Airman Battle Dress Uniform.....	5.12
Grooming and Personal Appearance.....	5.13
Insignia, Badges, Patches, Cords and Tabs.....	5.14
Chapter 6 – Drill and Ceremonies	
General.....	6.1
Mandatory Flight Commands.....	6.2
Chapter 7 – MA-771 Co-Curricular Activities	
General.....	7.1
Honor Guard and Drill Teams.....	7.2
Fit Eagle.....	7.3
Field Trips.....	7.4
Social Functions.....	7.5
Academic Bowl.....	7.6
Mentoring Program.....	7.7
Chapter 8 – Physical Training Program	
General.....	8.1
Parental Consent.....	8.2
Presidential Fitness Challenge.....	8.3
Intramural Sports.....	8.4
Chapter 9 – Awards and Decorations	
General.....	9.1
Badges.....	9.2

Appendices:

A-1	Cadet Organization Chart
A-2	Unit Manning Document
A-3	Cadet Leadership and Staff Positions
A-4	Chain of Command
A-5	MA-771 Chain of Command
A-6	Air Force Junior ROTC Insignia
A-7	Air Force Junior ROTC Ribbon Chart
A-8	AFJROTC Award Description and Criteria
A-9	Authorized Air Force JROTC Badges and Insignia
A-10	Semi-Formal Dress Uniform
A-11	Cadet Male Service Dress
A-12	Cadet Female Service Dress
A-13	Cadet Male Blue Shirt
A-14	Cadet Female Blue Shirt
A-15	Cadet Light Weight Blue Jacket
A-16	Sample Uniform Pictures
A-17	Sample Exhibition Uniform
A-18	Flight Suit
A-19	Cadet ABU
A-20	Sample Uniform Pictures (AFJROTC PT Gear)
A-21	Cadet Male Hair
A-22	Cadet Female Hair
A-23	Windsor Knot/Four-In-Hand-Knot

Chapter 1

MISSION, ENROLLMENT, CONTRACT, CODES, AND CADET ORGANIZATION

SECTION 1 – MISSION AND OBJECTIVES

1.1 AFJROTC Mission. The mission of AFJROTC is to develop citizens of character, dedicated to serving their nation and community. At Lowell High School, this is accomplished through teaching aerospace fundamentals and leadership studies, strengthening character through discipline, encouraging the completion of high school and the pursuit of higher education and vocational goals, and promoting an understanding of the role of the citizen in a democratic society, community involvement, and teaching social values and life skills.

1.2 Objectives. Cadets will:

- 1.2.1 Understand the need for national security, authority, and military in a democracy.
- 1.2.2 Develop patriotism.
- 1.2.3 Develop habits of order and discipline using the military training model.
- 1.2.4 Develop strong morals, self-reliance, self-esteem, leadership, and communication skills.
- 1.2.5 Be familiar with the aerospace age, doctrine, and career opportunities.
- 1.2.6 Be familiar with military custom, courtesies, and traditions.
- 1.2.7 Develop social skills and values and adhere to the Cadet Code of Conduct and Honor Code.
- 1.2.8 Participate in community service activities.
- 1.2.9 Follow the rules of parents, school administrators, teachers, and community officials.

1.3 Enrollment. Cadets must be a full time student in good standing at Lowell High School; be of good moral character; and be able to participate in AFJROTC training including physical fitness. **THERE IS NO MILITARY SERVICE OBLIGATION FOR AFJROTC ENROLLMENT.**

1.4 Disenrollment. The SASI may disenroll a cadet who does not:

- 1.4.1 Wear the uniform three or more unexcused times in any grading period.
- 1.4.2 Pass an aerospace course. Continued enrollment will be on a space available basis when approved by the SASI, with no certification of completion credit for military training for failed AFJROTC courses.
- 1.4.3 Maintain personal appearance and uniform standards after many attempts to correct the deficiencies by the SASI, ASI, or senior cadets.
- 1.4.4 Abide by the Lowell High School student rules of the behavior. History of suspensions and any expulsion are reasons for disenrollment.
- 1.4.5 Enroll as a full time student at Lowell High School.

- 1.4.6 Follow classroom rules, maintain a positive attitude towards training, comply with classroom procedures, or fails to maintain self-control by being disruptive in the classroom environment.
- 1.4.7 Abide by the Cadet Code of Conduct, Honor Code, or Code of Honor.

1.5 Cadet Oath, Honor Code, and Code of Ethics

- 1.5.1 **Cadet Oath.** At the end of the add/drop period, all cadets will be required to recite and sign the Cadet Oath, which states: “I am an Air Force Junior ROTC Cadet. I am connected and faithful to every Corp of Cadets who serve their community and nation with patriotism. I earn respect when I uphold the Core Values of Integrity First, Service Before Self, and Excellence in All We Do. I will always conduct myself to bring credit to my family, school, Lowell High School JROTC, community and to myself. My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds. I will hold others accountable for their actions as well. I will honor those I serve with, those who have gone before me, and those who will come after me. I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and lead. I am a Lowell High School AFJROTC Cadet”.
- 1.5.2 **Cadet Honor Code.** “A Cadet will not Lie, Cheat, or Steal nor Tolerate among Them, Anyone who does.” These simple words are the basis for a code to live by that will last the remainder of a cadet’s life. A cadet should be **HONEST** in both words and deeds. A cadet should not make quibbling and evasive statements, should do their own work, and assist others in a sense of cooperation to meet corps’ goals. The code requires self-control and a conscious effort to not take the easy road to short term success, but to take the road that requires hard work for long-term success. Eventually, living by the code will become an ingrained habit and a part of the cadet’s total lifestyle. The Honor Code stresses that lying, cheating, or stealing is not tolerated and that **HONOR** is a noble, moral standard that is the essence of the Corps and important in making the cadet a good citizen.
- 1.5.3 **Cadet Code of Ethics.** Cadets will:
 - 1.5.3.1 Respect their parents, school officials and staff, teachers, and community leaders.
 - 1.5.3.2 Refrain from any act or derogatory word(s) that would discredit them, family, school, or Corps. Vulgar conduct and language is not socially acceptable.
 - 1.5.3.3 Dedicate themselves to success in academics, athletics, extracurricular activities, and work.
 - 1.5.3.4 Perform all assigned duties and meet all obligations in a timely manner.
 - 1.5.3.5 Maintain self-respect, self-control, and good behavior.
 - 1.5.3.6 Be honest and understand that honorable failure is better than success through unfair means.
 - 1.5.3.7 Be proud of their uniform and commitment to AFJROTC.
 - 1.5.3.8 Be an exemplary role model with high standards of conduct.
 - 1.5.3.9 Respect other cadets and follow the directions of senior cadet officers.
 - 1.5.3.10 Place the good of the Corps ahead of personal gain.

- 1.6 Cadet Organization.** The AFJROTC MA-771 Cadet Corps is organized as a Cadet Wing as shown in Attachment 1.
- 1.7 Job Descriptions.** Job descriptions for cadet corps leadership and staff positions are contained in this Attachment 3. Like the Air Force, job responsibilities and duties will increase with promotion. Cadets earn their job assignments and are entrusted to carry out their job duties, to include supervisory responsibilities, to the best of their ability.
- 1.8 Unit Manning Document.** The Unit Manning Document is contained in Attachment 2.
- 1.9 Chain of Command.** Each cadet will know the chain of command posted in each classroom. The Chain of Command defines lines of authority and communication. Cadets should use the chain for cadet business such as questions on uniforms, customs and courtesies, drill, cadet evaluations and promotions, cadet awards, extracurricular activities, and class rules and procedures.
A PERSONAL MATTER, INAPPROPRIATE CONDUCT BY ANY CADET, OR QUESTIONS ON ACADEMICS SHOULD BE ADDRESSED DIRECTLY AND IMMEDIATELY TO ONE OF THE AFJROTC INSTRUCTORS.
- 1.10 Cadet Corps Commander Staff Meeting.** The Cadet Corp Commander will schedule, publicize and conduct a weekly staff meeting. The purpose of this meeting is to develop communications, management, and leadership skills. The meeting is a vital part of the laboratory concept of leadership development. Minutes will be accomplished, published, and posted after each meeting. An agenda should also be published and posted prior to the meeting. The AFJROTC Cadet Operations Officer and staff will be set up to ensure that an orderly meeting is conducted.

Chapter 2

CLASS RULES AND PROCEDURES, GRADING SCALE, AND DISTRIBUTION

2.1 Classroom Rules.

- 2.1.1 All cadets will abide by the following class rules to receive AFJROTC course credit. Cadets will NOT:
- 2.1.1.1 Chew gum, eat food, or drink beverages in the classroom, cadet area, or instructor office. Instructors may modify these rules as required (e.g. instructors may allow water/beverages to allow students to hydrate)
 - 2.1.1.2 Wear hats or other headgear indoors during any cadet activity. The wear of bandannas and other faddish clothes are prohibited during any corps or school sanctioned activity.
 - 2.1.1.3 Talk when the instructor or a guest lecturer is talking unless recognized.
 - 2.1.1.4 Throw object(s).
 - 2.1.1.5 Write on the bulletin board, whiteboard, or on any other visual aid without the instructor's permission.
 - 2.1.1.6 Place books, athletic/book bags, purses, or other personal belongings in aisles or walkways.
 - 2.1.1.7 Sleep or put head down on the desk unless authorized by instructor due to illness.
 - 2.1.1.8 Be loud, disruptive, or participate in any form of "horseplay."
 - 2.1.1.9 Enter instructor offices without being given permission to enter and to address the instructor.
 - 2.1.1.10 Be disrespectful, inconsiderate, threatening, or use vulgarity towards teachers, visitors, or other students.

2.2 Student Preparedness. All students will come to class prepared. On days when curriculum is taught, students will have their assigned textbook, a notebook and pencil(s), and pen(s) with black or blue ink.

- 2.2.1 On the designated physical fitness days, students will bring their issued PT gear along with appropriate athletic shoes. Open toe sandals and other non-athletic footwear are not acceptable. Students may wear appropriate civilian workout attire in lieu of issued PT gear.
- 2.2.2 On designated drill days cadets will not wear open toed shoes.
- 2.2.3 On Uniform Day (usually Thursday) cadets will wear their AFJROTC uniform; on the First Thursday of each month Service Dress (3 Button) will be required; zip-up jacket is authorized all other Uniform Days unless told otherwise by Flight Commander or Instructor.

2.3 Classroom Procedures. The following are the daily classroom procedures:

- 2.3.1 Cadets will stand behind their desk with all personal belongings properly secured when the second bell stops ringing or be marked tardy.
- 2.3.2 At the signal of the instructor, the Flight Commander/Sergeant will call the flight to "**ATTENTION**". Cadets will come to the position of **ATTENTION** at the side of their desk and wait for further instructions. The Flight Commander/Sergeant will then call the flight to "**PARADE REST**."

- 2.3.3 While standing at **PARADE REST**, cadets will remain silent, take note of any assignments or announcements on the whiteboard, and be prepared to begin class immediately at the conclusion of the roll call.
- 2.3.4 With the flight at **PARADE REST**, Flight Commander/Sergeant will immediately call roll using the Attendance Book on the podium in the classroom. Cadets will come to **ATTENTION** when their name is called and respond “**HERE SIR/MA’AM.**” Cadets can then return to **PARADE REST** after their response. After the roll is called, the Flight Commander/Sergeant will notify the instructor that the flight is ready for instruction. Upon entry of the instructor, the flight will turn to face the United States Flag and recite the Pledge of Allegiance. After the Pledge, each Element Leader will “**REPORT**” to the Flight Commander/Sergeant. After the report, the instructor will direct the flight to “**TAKE YOUR SEATS.**” Cadets can then sit down but should refrain from talking. Flight Commander/Sergeant will then provide the instructor with the Attendance Book to review absences and/or tardiness.
- 2.3.5 Shortly before the bell rings or at the signal of the instructor, the Flight Commander/Sergeant will call the flight to “**ATTENTION.**” Cadets will come to the position of **ATTENTION** behind their desk and wait for further instructions.
- 2.3.6 As the bell sounds, Flight Commander/Sergeant will check that all trash is picked up and the desks are aligned. Flight Commander/Sergeant will then “**DISMISS**” the flight. Cadets can then retrieve their personal belongings and depart the classroom in an orderly manner.
- 2.3.7 The Flight Commander (or in his/her absence the Flight Sergeant) is responsible for the conduct of the flight during the class period. All cadets will abide by any Flight Commander/Sergeant instructions.
- 2.4 Grading Scale.** Aerospace Science Instructors will use the following grading scale and assign a letter/numerical grade using the school’s published grading scale. Instructors will maintain a grading system that can be reviewed at any time. Progress reports will be accomplished, and parents/guardians will be notified by phone of any grade and/or behavior concerns.

<u>Course Grading</u>	<u>Number of Points Awarded</u>
Final/Quarterly Exam	20%
Uniform Inspections	20%
PT	20%
Quizzes	15%
Attitude/Participation	10%
Community Service	15%

- 2.4.1 **Homework Policy.** Cadets must accomplish and turn in all assigned homework on time to successfully complete an AFJROTC course. All homework is due at the beginning of the class period on the day it is due unless excused by the instructor. If the cadet is absent on the date the homework is due and has been excused in accordance with school policy, homework is due not later than the end of the third school day after return. This policy also applies to any other work, to include exams that must be made up for the day(s) the cadet was excused. It is the cadet’s responsibility to make up any work. Only the instructor can make exceptions to the above policies.
- 2.5 Cadet Bulletin Boards, Announcement Boards and Distributions.** All cadets will review daily the cadet bulletin/announcement boards located in the AFJROTC classroom, or in the “Cadet Ops Notes” section of the LHS AFJROTC home page. All cadets will check their distribution box and further distribute information if in a leadership position. Failure to read and comply with any instructions will impact grades, promotions, and AFJROTC awards.
- 2.6 Hazing.** Hazing of cadets will not be tolerated and is **STRICTLY PROHIBITED**. SASI will deal harshly with any cadet who uses their leadership position, seniority, or rank/grade to engage in behavior, physical, or verbal, that is demeaning, retaliation, or dangerous for personal gain. This prohibition includes directing a cadet to do pushups or other physical activities for punishment or directing comments toward a cadet that can be interpreted as threatening, demeaning, or containing prejudicial comments of overtones. The SASI will brief all cadets on this policy in September and February.

2.7 Social Media. Unprofessional behavior on social media will not be tolerated. Any cadet who posts negative/inappropriate comments or photos will be asked to leave the program.

Chapter 3

CUSTOMS AND COURTESIES

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

3.1.1 Cadets should, when wearing the uniform, outside, and not under cover, salute:

3.1.1.1 The President

3.1.1.2 All commissioned and warrant officers of the United States military services

3.1.2 Cadets will not render hand salutes indoors EXCEPT when formally reporting to an AFJROTC instructor, or senior cadet

3.2 The United States Flag and National Anthem. The flag and national anthem are symbols of the people, their land, and institutions. Thus, when we salute these symbols; we are saluting the nation. Flag ceremonies occur during parades, reveilles, retreats, and prior to special events. Reveille starts the official day while retreat signals the end of the official duty day. Most flag ceremonies will be conducted with the playing of the United States national anthems. All cadets will render the following courtesies:

3.2.1.1.1 When in uniform outdoors and the national anthem is played, stand at attention; face the flag (or direction of the music), render the military salute and hold it from the first note of the music until the last note. When in civilian clothes, stand at attention, face the flag (or music), and place the right hand over the heart. A male removes his hat, holds it in his right hand, and places his right hand over the heart. A female places her right hand over her heart but does not remove her hat.

3.2.1.1.2 When attending any outdoor event and a United States Flag is carried past a cadet, the cadet, if in uniform, should stand at attention, face the path of the flag, render a proper salute six paces before the flag is even with them, and hold the salute until the flag passes six paces beyond them.

3.2.1.1.3 When ceremonies occur indoors and the national anthem is played, face the flag and take the position of attention. If the flag is not visible, take position of attention and face the music. Do not salute unless under arms.

3.2.1.1.4 On any military base, at the first note of the national anthem, all vehicles will come to a stop and the occupants sit quietly until the last note of the music.

3.2.1.2 **Pledge of Allegiance.** In military formations and ceremonies, the Pledge of Allegiance shall not be recited. At protocol functions, social, and sporting events that include civilian participants, cadets should when in uniform outdoors, stand at attention, remain silent, face the flag, and render the hand salute. When in uniform indoors, stand at attention, remain silent, and face the flag.

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

- 3.3.1 Say "Please" and "Thank You."
- 3.3.2 Use "Yes Sir/Ma'am" when address AFJROTC instructor, military service members, school officials, teachers, and all visitors always.
- 3.3.3 Not keep people waiting.
- 3.3.4 Not gossip.
- 3.3.5 Use proper etiquette.
- 3.3.6 Use "Mr., Ms., or Mrs.," and last name when address civilians and "Military Grade" and last name when addressing military personnel.

3.4 Position of Honor. This military courtesy began centuries ago when men fought with swords. Since men were primarily right handed, the heaviest fighting occurred on the right side. The left side became a defensive position since the shield was normally carried with the left hand/arm. Thus, since units were proud of their fighting ability, the right side (sword bearing side) or right of battle line became the position of honor, assumed by great warriors and leaders. Thus, a cadet should, while in uniform, walk or sit on the LEFT side of an AFJROTC instructor, military service member, or senior cadet officer who assumes the position of honor on the RIGHT.

Chapter 4

PERSONNEL

4.1 Cadet Grade (Rank). There are two grades or series of rank a cadet may hold, permanent and temporary. All references to cadet grade will have the work “Cadet” as part of the title, i.e. Cadet/Major Josh Smith. Grade is represented by standardized AFJROTC insignia which are worn on the cadet uniform. Cadets must also know and recognize active military service rank insignia.

4.2 Permanent Grade. This grade is commensurate with the number of years of successful AFJROTC completion and will be awarded at the beginning of the second semester, provided satisfactory progress has been made for the entire year. Prior to receiving promotion, cadets will be required to take a promotion test commensurate with the rank being awarded. This test will be taken at the end of each semester. Students who do not pass the appropriate promotion test will not be allowed to assume the new rank until successful completion of a retest. Retention of the permanent grade is contingent upon satisfactory performance and behavior. The following table outlines the permanent rank for each semester in AFJROTC:

Cadet Year	First Semester	Second Semester
First Year	Airman Basic	Airman
Second Year	Airman First Class	Senior Airman
Third Year	Staff Sergeant	Technical Sergeant
Fourth	Master Sergeant	NA

4.2.1 Temporary Grade. Cadets will be awarded temporary grade based on their cadet job and their performance. Since the grade is temporary, it will not necessarily be carried over from year to year; performance determines achievement and retention. Officer grades are difficult to achieve and will normally be awarded to seniors and some junior cadets only after successful completion of Summer Leadership School. Thus, a cadet officer’s entire academic record and conduct will be closely scrutinized by the SASI to determine if officer grade will be awarded and retained. A cadet will wear the insignia of the cadet temporary grade. Normally, cadets will not hold a temporary grade higher than the maximum grade authorized for their current job in the Unit Manning Document (UMD).

4.3 Cadet Evaluation Board. The SASI or ASI will convene a Cadet Evaluation Board, chaired by the Cadet Squadron Commander, to recommend:

4.3.1 Promotion for Exceptional Performance (PEP).

4.3.2 Quarterly and Annual Awards.

4.3.3 Cadets for senior staff positions.

4.3.4 Cadet corps operations policies and procedures and cadet handbook revisions.

4.3.5 As a minimum the board will consist of the Cadet Wing Commander (Chairperson), Cadet Vice Wing Commander, Cadet Senior Enlisted Advisor, Group Commanders, Cadet Squadron Commanders and the Cadet Personnel Officer (Recorder). The SASI and or the ASI will advise the board and will attend all meetings.

4.3.6 **Disciplinary and Policy Review.** For this purpose, the Cadet Evaluation Board will include squadron first sergeants. The Cadet Evaluation Board will develop a system that provides each cadet an opportunity to identify complaints, concerns, or recommendations of either a personal or corps interest to the board for appropriate action. The board will recommend new policies, procedures, or changes to existing ones contained in this handbook or policy statements to the SASI/ASI. The SASI will direct when the board will convene to investigate cadet misconduct and recommend to the SASI/ASI appropriate courses of action. Only the cadet officers assigned to the board will convene to investigate allegations against cadet officers. The SASI will also direct when the board will convene to enforce corps policies such as academic standards

4.4 Cadet Promotion and Job Assignments.

- 4.4.1 **Objective.** The cadet promotion system promotes cadets to permanent grades commensurate with the number of years of successful completion of AFJROTC, promotes cadets to temporary grades to fill cadet jobs, and promotes exceptional performers. The cadet job assignment system places cadets in leadership jobs where they can demonstrate and refine their leadership skills. Promotions and assignments are not solely on past performance, but on the cadet's potential and willingness to assume jobs of increased responsibility. Promotions are tied to assignments to leadership jobs where a cadet can make and learn from their mistakes.
- 4.4.2 **Responsibilities.** The SASI will promote cadets, assign cadets to jobs, demote cadets, and reassign cadets from AFJROTC MA-771 UMD positions. The incoming and outgoing cadet wing commander will submit staff position recommendations to the SASI and ASI, who will approve all key staff and commander assignments.
- 4.4.3 **Promotion and Job Assignment Selection Criteria:**
- 4.4.3.1 **Academic and Leadership Performance.** How well does the cadet perform in all their AFJROTC and academic studies? Does the cadet complete assignments, seek out responsibility, and work well with other cadets?
- 4.4.3.2 **Leadership and Management.** How well does the cadet perform assigned cadet duties? Is the cadet considerate of the needs of others? Do they maximize use of available resources? Can they motivate cadets or do they do all the work themselves? Do they serve as good a role model? Do they manage time well? Have they shown leadership potential? Do they need an opportunity to exhibit leadership potential?
- 4.4.3.3 **Co-curricular Activities.** To what degree do they participate in cadet activities within constraints of work and other obligations? Do they volunteer for community, school, and Corps service activities? If they are active in other school activities, do they assume and seek out leadership position?
- 4.4.3.4 **Responsibility and Conduct.** How well does the cadet accept school and AFJROTC duties and responsibilities? Is the cadet punctual? Does the cadet set the example by adhering to class rules? Can the cadet follow simple instructions? Does the cadet take responsibility for their actions and other cadets assigned to them? Does the cadet serve as a positive role model for other cadets in conduct, uniform wear, and personal appearance? Does the cadet assume training responsibilities for other cadets? Is the cadet an active spokesman for AFJROTC? Do they display a positive attitude?
- 4.4.4 **Job Assignment Policies:**
- 4.4.4.1 Cadets who are seniors and/or fourth year cadets, receive priority for assignment to senior cadet staff, commander, and officer positions. If there is a lack of qualified seniors, then high school junior cadets and Summer Leadership School graduates will be assigned to officer jobs.
- 4.4.4.2 Cadets initially assigned to cadet jobs will normally be awarded a grade below the maximum authorized for the job in the cadet UMD. To be eligible for promotion to the position's highest authorized grade, the cadet must perform satisfactory in that position.
- 4.4.4.3 The SASI will select the Cadet Squadron Commander and executive officer with a recommendation from the ASI.
- 4.4.4.4 The Cadet Wing Commander and Vice Wing Commander will serve one semester; the Vice Wing Commander will take over as Wing Commander at a Change of Command Ceremony the beginning of the second Semester. All other key staff members and commanders will serve in their positions for one year starting in May and ending the following May with a change of command ceremony. (*Exception: a new wing commander may be selected in January of the school year to allow for additional leadership opportunities*). Key staff members may be removed by the SASI for cause if they fail to uphold the MA-771 standards. May and June will serve as a time to promote cades, to transition from the old to the new staff, and to plan summer activities such as the Leadership Laboratory Activities.

- 4.4.4.5 Cadets who transfer from another JROTC program will assume temporarily their permanent and temporary grades earned in their last unit. The SASI/ASI will request their cadet records from the losing unit. Upon receipt of the cadet's records the SASI/ASI will evaluate the cadet's record and award on orders the appropriate grade and job.

4.5 Cadet Promotions for Exceptional Performers.

- 4.5.1 **Purpose.** The cadet Promotions for Exceptional Performers (PEP) program will promote outstanding cadets ahead of normal temporary grade advancement. The Promotion Board can recommend no more than one truly deserving cadet airman, noncommissioned officer, and officer per cadet year (ASI, ASII, ASIII, ASIV) to the SASI/ASI with detailed justification for the PEP consideration. This is the maximum allowed not the minimum. This promotion board is not required to recommend any cadet for PEP consideration.

4.5.2 Procedures:

- 4.5.2.1.1 The SASI will state in the promotion board appointment memorandum the PEP nomination procedures announcing when the board will convene, who will chair the board, number of PEP promotions allowed, supervisor nomination format, date recommendations are due and reporting instructions for nominees.
- 4.5.2.1.2 Supervisors may submit PEP nominations to the promotion board chairman (Cadet Wing Commander) by the suspense date outlined in the promotion board appointment memorandum. Nomination narrative must address leadership, job performance, citizenship qualities, actions that improved the Corps' operation and accomplishments that set the cadet apart from other cadets
- 4.5.2.1.3 Promotion board will notify each nominee when to report to the board and what general areas they will be asked to discuss with the board. Nominees will report in uniform as directed and be prepared to answer questions about their accomplishments, why they deserve early promotion, current affairs and their knowledge of AFJROTC leadership training.

- 4.6 **Cadet Awards and Decorations.** The Cadet Awards and Decorations Program fosters morale, esprit de corps, and recognizes achievements of AFJROTC cadets. MA-771 Awards include individual quarterly awards, annual awards and decorations, and Honor Flight competitions.

- 4.6.1 **AFJROTC Ribbons.** Attachment 7 shows the ribbons that are authorized for wear on the AFJROTC uniform.

- 4.6.1.1 **Devices.** If a ribbon is initially awarded with a star, adding a star would indicate an additional award. Additional Awards of ribbons initially awarded without devices will be indicated by the addition of the clusters. Wear a maximum of four devices on each ribbon. Place silver devices to the wearer's right of bronze devices. Replace the bronze device with a silver device after receipt of clusters and other devices on the ribbon. Tilt all or none. If all devices do not fit on a single ribbon, wear a second ribbon. When future awards reduce devices to a single ribbon, remove the second ribbon.

- 4.6.1.2 **Ribbons of Other Services.** AFJROTC cadets are authorized to wear ribbons earned while enrolled in United States Army, Navy, Marine Corps or Coast Guard JROTC. Group the ribbons according to the service with the order of precedence determined by the regulations of each service. AFJROTC cadets will wear AFJROTC ribbons ahead of other service JROTC ribbons or awards. Other services' ribbons are grouped by service in the following order; Army, Navy, Marine Corps and Coast Guard. Only four CAP ribbons may be worn on the AFJROTC uniform, the General Carl Spaatz Award, Amelia Earhart Award, General Billy Mitchell Award and the General J.F. Curry Achievement Award. Badges or insignia from Active Duty, National Guard, Reserve or any other non- AFJROTC group are not authorized on the AFJROTC uniform.

- 4.6.2 **Unit Level Ribbons.** Each semester, the SASI/ASI will award ribbons earned after confirmation by the assigned flight commander. Ribbons earned will be awarded via an Order of Award and annotated in the cadet record.

- 4.6.3 **Annual Awards and Decorations.** The SASI will convene the Cadet Action Board in March to recommend cadets for the AFJROTC cadet awards and AFJROTC sponsored awards. These national level awards have strict criteria that must be met for a cadet to compete for these awards.

4.6.4 **Individual Quarterly Awards.** The Cadet Ops Commander will convene a Cadet Action Board each quarter to select the quarterly award winners. Categories include:

4.6.4.1.1 **Cadet of the Quarter.** A cadet of the quarter will meet the board in person. One cadet will be chosen from each academic year (AS I, AS II, AS III, and AS IV). Each flight nominee will then meet the Cadet Action Board. Candidates will be evaluated on military bearing, wear of the uniform, general military knowledge, and involvement in the cadet corps including community service activities.

4.6.4.2 **Sharpshooter.** Each flight may select one female and one male cadet to compete for the Sharpshooter Award. Selection should be based on proper wear of the uniform during uniform inspections. Cadets who receive any grade of zero for failing to wear the uniform during a quarter will not be considered for the Sharpshooter Award. Each flight nominee will then meet the Cadet Action Board. The Cadet Action Board will select the unit quarterly winner based on wear of the uniform, and general AFJROTC knowledge.

4.6.4.3 **Community Service.** Each flight may nominate one cadet for the quarterly Community Service Award based on participation in unit community service activities, as well as community involvement outside the organization. The Cadet Action Board will select one quarterly winner from the nominations based on written award package.

4.7 Honor Flight.

4.7.1.1 **Purpose and Criteria.** Recognizes the flight that works as a team to excel in AFJROTC academics, uniform wear and personal appearance and drill competition. The overall academics, uniform wear and personal appearance score will be the average for all flight members. The drill sequence for the drill competition will be given to each flight commander early in the semester and practice time will be set aside during the semester, The Ops Commander and senior staff, with oversight by SASI and ASI, will select the honor flight at the end of each academic quarter.

4.7.1.2 **Recognition.** Each member of the flight will receive the outstanding flight ribbon and the flight commander will receive an award streamer for display on the flight guide on.

4.8 Training Certificates.

4.8.1 **Certificates of Completion.** Presented to a cadet in good standing who has successfully completed at least three years of AFJROTC. The SASI/ASI reviews the entire period of enrollment and determines if a certificate is to be issued. This is critical since the SASI certifies to the armed services that the cadet has earned and deserves the training credit. A cadet must have this certificate when enrolling in college ROTC or when enlisting in the armed services to receive the following training credit:

4.8.1.1 Credit for one year of the General Military Course (GMC) of the college AFROTC program. Must Contact the Professor of Aerospace Science at the college or university where the cadet is enrolling to receive the credit.

4.8.1.2 Enlistment in pay grade of E-3 in the Army, Navy or Air Force and E-2 in the Marine Corps after completion of basic military training. This provides immediate substantial monetary benefit and accelerated promotion ahead of other enlistees who enter active service at the same time.

4.8.2 **Certificate of Training.** Presented to a cadet in good standing who successfully completes two years of AFJROTC. Like the certificate of completion, the SASI will review the cadet's entire enrollment to determine if a certificate of training is to be awarded. The cadets must have the certificate to receive the following training credit:

4.7.3 **Eligibility.** These certificates are very important documents and are not awarded automatically based solely on academic grades. Total performance and conduct is considered and it is possible to successfully complete the AFJROTC courses but not be awarded a certificate. The SASI will determine whether a certificate will be issued.

4.8 Reserve Cadets. All reserve cadets must wear the uniform on every uniform day designated by the SASI. They will follow the same rules, requirements, and criteria as all other AFJROTC currently enrolled cadets, with the exception of weekly PT. Failure to wear the uniform or follow the rules set in the cadet guide will lead to permanent disenrollment from AFJROTC. Reserve cadets who meet criteria set in the cadet guide will be invited back by the SASI, and may attend CIA trips, community service events and other AFJROTC sponsored events.

Chapter 5

UNIFORMS, EQUIPMENT, BOOKS AND PERSONAL APPEARANCE

- 5.1 General.** The AFJROTC cadet uniform is, with certain exceptions, the same one that is worn by active duty Air Force members. Thus, wear it proudly and correctly! Cadets must keep their uniform clean, neat and in good condition at all times, with their badges, ribbons, insignia and other metallic devices properly maintained. **UNIFORM DAY FOR MA-771 IS THURSDAY!!!!** Only the SASI or ASI will grant exceptions to this policy. All cadets will wear the uniform the entire school day from when the first bell rings until when the final bell rings, dismissing Lowell High School students. Students involved in work-study must get an exception to the uniform wear policy from the SASI or wear the uniform as required.
- 5.2 Uniform Hand Receipt and Accountability.** When a cadet is issued a uniform, they will sign a Custody Receipt Form and place their initials beside each issued uniform item. Cadets will also sign for books and course materials that are issued to them. Each item then becomes the property of the cadet who is responsible for its care. If the item is lost or willfully or negligently destroyed beyond normal wear and tear, the cadet must pay for it at current replacement cost. The ASI will publish a price listing for all accountable items. The ASI prior to purchase must authorize any item substitution.
- 5.2.1 To prevent paying for uniforms, books, and equipment, we encourage cadets to:
- 5.2.1.1 NOT leave unattended or in unlocked or shared lockers.
- 5.2.1.2 NOT lend items to other cadets.
- 5.2.1.3 NOT allow others to turn in accountable items
- 5.2.1.4 NOT carry flight caps with books but tuck them under the belt properly on the left side.
- 5.2.1.5 PLACE their name in their hat.
- 5.2.1.6 TURN in any found items to an AFJROTC instructor or to the main school office.
- 5.2.1.7 RETURN uniform items that become worn or otherwise unserviceable to the ASI. If unserviceable due to normal wear and tear, item will be replaced at no cos. If a uniform item does not fir, return promptly for replacement
- 5.3 Uniform Dry Cleaning.** Cadets will be issued one complete, clean uniform with all accessories and insignias. Cadets will pay to dry clean and launder uniforms during the school year and prior to turn in before the summer break, upon disenrollment or graduation. Service dress, skirts, pants ties, tabs, flight caps and windbreakers are **DRY CLEAN ONLY**.
- 5.4 Uniform Return.** Cadets will return all items issued except for shoes and socks or pay for them at the end of the school year or upon disenrollment during the school year. They will return a clean uniform in a cleaner's bag pressed and on hangers along with receipt from the cleaners. Books must be returned in the same condition that they were issued, minus normal wear and tear. **CERTIFICATES OF COMPLETION OF MILITARY TRAINING WILL NOT BE RELEASED UNTIL ALL ROTC UNIFORMS, COURSE MATERIALS AND EQUIPMENT ARE RETURNED OR PAID FOR.**
- 5.5 Uniform Wear.** Cadets will wear the service dress uniform when directed by the SASI through the Cadet Corps Commander. All cadets will wear the uniform each Thursday from the first bell until the end of the school day. Cadets will be inspected on uniform wear and personal appearance on uniform days using the MA-771 Uniform Inspection Sheet.

5.5.1 Cadets will wear the uniform as prescribed in AFI 36-2903 and AFJROTCI 36-2010. Refer to Attachments for proper uniform wear and combination standards. Standard Uniform Combinations for MA-771 are as follows

5.5.1.1 Students are required to wear the complete uniform service dress (3-button) with tie and all insignia/ribbons on the first Thursday of every month. Students may wear any authorized combination on other Thursdays unless directed otherwise by the SASI/ASI.

5.6 Uniform Grading Policy. Each cadet will ensure that the uniform is ready on the designated uniform day or for other mandatory uniform formations. PLANNING AHEAD is the key. Assemble the uniform, iron shirts and polish shoes the night before. “The uniform is in the cleaners/it’s too small/ or missing uniform items” are not excuses for not wearing the uniform. If the cadet reports without wearing the uniform, they will receive a zero for not wearing the uniform if they do not present an excuse stating why the cadet is not in uniform that must then be approved by the SASI or ASI. If a cadet is absent and is excused in accordance with school policies, there is no penalty if the cadets makes up the missed uniform day, normally the following Monday. Unexcused absences or failure to make up the missed uniform day will result in a zero. The cadet must present an excused absence admission form to the SASI/ASI upon their return to school. Cadets will wear the uniform on the first Monday(s) after return to school for the entire school day, and have the flight commander inspect them to receive uniform credit; or another designated day that week coordinated with the Instructor. Failure to wear the uniform as directed and to not make up any excused absences will severely jeopardize the course grade. **SASI will consider disenrollment after three failures to wear the uniform during any grading period.**

5.7 Uniform Prohibitions.

5.7.1 Cadets will not mix uniform and civilian clothing. If they have a legitimate reason not to wear the uniform or any uniform item due to medical conditions, they must present medical documentation and receive an SASI waiver.

5.7.2 Cadets may not hitch hike, perform labor, engage in sports activities or do anything that would degrade the uniform. Further, questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC program, Lowell High School and especially the uniform worn by active duty Air Force members that served our country. Thus, wear the uniform PROUDLY and constantly strive to present a neat, clean and well-groomed appearance at all times.

5.8 Uniform Combinations.

5.8.1 There are four combinations of the cadet uniforms. They are: (1) the Service Dress Uniform which includes the coat, shirt, trousers and accessories, (2) the long sleeve light blue shirt, trousers and accessories and (3) the short light blue sleeve shirt, trousers and accessories, (4) the Airman Battle Dress Uniform (ABU) which includes ABU shirt, ABU pants, plain tan tee shirt, plain ABU cap, and boots. See AFI 36-2903, this handbook and the Leadership I textbook for proper placement and maintenance of authorized uniform accessories

5.9 Miscellaneous Uniform Requirements.

5.9.1 Replace buttons promptly. Buttons on the service dress are oxidized silver as are most of the insignia. DO NOT polish.

5.9.2 Trim loose strings (“cables”) and frayed seams on the uniform.

5.9.3 Necklaces, pendants and other conspicuous adornments are prohibited.

5.9.4 All authorized ribbons must be worn when in service dress. Ribbons are optional on other uniform combinations but are encouraged to be worn. Ensure they do not become frayed or worn. Cadets may wear ribbons earned while enrolled in other JROTC programs. Civil Air Patrol ribbons can also be worn. Normal order of wear is AFJROTC, CAP and then other service ribbons grouped by service and by year achieved. Medals and ribbons will not routinely be worn together. SASI will authorize the wear of regular sized medals on the service dress or semi-formal dress uniform for special occasions such as dining outs and the military ball.

- 5.9.5 Chewing gum, SMOKING or use of any tobacco product and use of headphones as well as the use of portable tape recorders, stereos, and CD players are prohibited while in uniform.
- 5.9.6 Umbrellas: Optional, commercial, plain solid dark blue or black without ornamentation are authorized when weather conditions dictate their use.
- 5.9.7 Semiformal Uniform: The SASI will authorize wear of a semiformal uniform to appropriate corps and other formal activities or functions such as dining ins/outs or military balls. For males, this uniform consists of the blue service uniform with white plain shirt and blue tie. For females, this uniform consists of the blue service uniform with a plain white blouse with blue, satin tie tab. Ribbons are worn but not the flight cap.

5.10 Male Uniform Fit/Wear Requirements.

- 5.10.1 **Belt:** Dark blue with silver tip, 1 ¼ inches wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The male cadet "gig" line is the strait line formed by the front edge of the shirt, the belt buckle, and the trousers fly. Check frequently to ensure the "gig" line is strait.
- 5.10.2 **Coat, Service Blue:** With arms hanging naturally, sleeves should end ¼ inch from the heel of the thumb. Bottom of the coat should be fingertip length when the hands are slightly cupped. All buttons must be buttoned to include pockets. Flat items may be carried inside the pockets. The coat may be removed in classrooms or the media center when it becomes uncomfortably warm or when a lab coat must be worn, or it may be unbuttoned in the classroom to avoid binding or wrinkling. It will NOT be unbuttoned or removed in public areas (hallways, common areas or cafeteria). When removed it will be hung up or carefully draped over a chair back. The coat must be put back on and **BUTTONED** before leaving the classroom. The coat will have the unit patch on the right sleeve and the AFJROTC patch on the left sleeve as prescribed in AFJROTCI 36-2010.
- 5.10.3 **Cap, Blue Garrison ("Flight Cap"):** Worn slightly to the right with vertical crease at center of the forehead in a straight line with the nose and approximately one inch above the eyebrow. The crown will not be crushed. Flight cap will not have officer silver braid.
- 5.10.4 **Jacket, Light Weight, Blue Windbreaker:** Must be zipped up at least halfway. Sleeve cuff, collar and side sizing tabs on lower side hems must be buttoned. The windbreaker will not be worn over the service dress jacket or with civilian clothing. The jacket will have the unit patch on the right sleeve and AFJROTC patch on the left sleeve as prescribed in AFROTC 36-2001.
- 5.10.5 **Shirt, Light Blue, Long Sleeves with Epaulets:** Sleeves should extend to the heel of the thumb. Military creases in front and back are prohibited. Shirt is always worn with the tie and the top button is always buttoned. The shirtsleeves will remain buttoned.
- 5.10.6 **Shirt, Light blue, Short Sleeve with Epaulets:** With arm bent at a 90-degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. The shirt may be worn with a tie or with open collar. If worn with an open collar. A "V" neck tee shirt must be worn so that no top of the tee shirt is exposed. When wearing a tie, all buttons will be buttoned. When tightly and tucked at the sides to make it nearly form fitting. Under either option, the shirttail is pulled down into the trousers may be carried in the shirt pocket if they do not show or interfere with the flap being buttoned or staying flat against the chest. Bulky items such as glasses will not be carried.
- 5.10.7 **Socks:** Socks must be BLACK. Other dark colors are not authorized.
- 5.10.8 **Tie, Blue:** The tie is secured by either a Windsor or four-in-hand knot. The tip of the tie will extend no more than 1 and ½ inches above or below the belt line. It is worn outside the shirt and is not tucked in. Pre-tied ties and the tie tack or clasp bearing the official Air Force Coat of Arms are not authorized.

- 5.10.9 **Trousers, Dark Blue:** Trim fitted with no bunching at the waist or bagging at the seat. The bottom of the trousers will rest on the front of the shoes with a slight break in the creases. The back of the trouser leg will extend approximately 7/8 inches longer than the front. The trousers must be of matching material to the service coat and the cap. The rear pocket of the trousers will be buttoned always and articles should not be bulky and not be visible. The zipper tab will be pressed down to permit the fly to be neatly closed/
- 5.10.10 **Shoes, Black male oxfords:** Shoes will be laced to the top and will be highly shined. The soles and heel edges will be coated with sole and heel dressing. Optional high gloss black corfam shoes or patent leather are authorized at the cadet's own expense.
- 5.10.11 **Undergarments.** Undergarments will be worn with the uniform and will be conservative, commercial style and white in color.

5.11 Female Uniform Fit/Wear Requirements.

- 5.11.1 **Service Coat, Blue:** Coat should follow the contours of the figure but allow ease of movement without pulling in the back of the waist. The sleeves should come to the base (heel) of the hand. The coat and the slacks or skirt must match the color shade and material. Items will not be carried in the jacket pockets. The coat may be removed in the classrooms or the media center when it becomes uncomfortably warm, it may also be unbuttoned in the classroom to avoid binding or wrinkling. It will not be removed in school public areas such as hallways, common areas or the cafeteria. When removed it will be hung up or carefully draped over the back of a chair. The coat will be put on and buttoned before leaving the classroom or media center.
- 5.11.2 **Flight Cap, Blue:** Worn with the crease straight with the nose, with insignia over the left eye and worn one inch to one and one-half inches above the eyebrow.
- 5.11.3 **Hose:** Commercial sheer, nylon hose in black or off-black, dark blue, dark brown or neutral that complement the uniform and the cadet's skin color. Patterned hose is not allowed.
- 5.11.4 **Socks:** Black, commercial socks without design will be worn with slacks and oxfords.
- 5.11.5 **Jacket, Light Weight, Blue Windbreaker:** Should fit loosely over the hips when zipped. Cuffs of the sleeves should cover the wrists but not extend beyond. Over blouse is not exposed below the jacket. Jacket must be zipped up at least halfway. Figure 5.7.
- 5.11.6 **Blouse, Light Blue, Short Sleeve and Pointed Collar:** May be worn with or without tab, except tab is worn with Service Dress Uniform. Blouse is worn tucked in or out.
- 5.11.7 **Blouse, Light Blue, Long Sleeve and Pointed Collar:** Must be worn with tab at all times and may be worn tucked in or out.
- 5.11.8 **Slacks, Blue:** Will fit naturally over the hips with no bunching at the waist or the fullness in the seat. Bottom of slacks will rest on the front of the shoes with a slight break in the creases. Back of the slacks will extend approximately 7/8 inches longer than the front. Slacks are tailored to straight hanging and any alterations to modify the leg shape must be approved by the SASI. Articles carried in the pockets will not be visible or present a bulky appearance.
- 5.11.9 **Undergarments.** Undergarments will be worn with the uniform.
- 5.11.10 **Shoes:** Will be issued black oxford shoes to be worn with the uniform. Shoes will be laced to the top and highly shined. Optional scotch grain black leather or high gloss finish pumps are authorized for female cadets at their own expense. Optional high gloss black corfram shoes will have plain closed toes and heels and will not have any ornamentation such as bows, buckles or straps.

5.12 Airman Battle Dress Uniform (ABU). With permission of the SASI, only seniors in leadership positions (staff or flight commanders) may be allowed to wear the ABU. It will be worn in accordance with this handbook, AFJROTCI 36-2010, AFI 36-2903, and Appendix 19. The ABU is not a substitute for the blue uniform on designated uniform days and is only authorized on one uniform day of the month. The ABU consists of an ABU shirt, ABU pants, plain tan tee shirt, plain ABU cap, and sage green boots.

5.13 Grooming and Personal Appearance.

5.13.1 **Male Personal Appearance.** Hair must be clean, neat and trimmed. It should present a groomed, tapered appearance. The thickness and length of the hair will not interfere with the proper wear of issued headgear. The hair must not touch the ears or collar or protrude below the front band of the headgear. It will not be worn in an extreme or fad style. Sideburns will be neatly trimmed in the same manner as the hair. Sideburns will not extend beyond the bottom of the ear opening, must be straight and even in width and end with a clean shaven, horizontal line. Cadets must wear conservative sunglasses, except while in formation and watches.

5.13.1.1 Earrings or other body pierced ornaments will not be worn while in uniform. Fingernails will be neat, clean and trimmed. No more than three rings will be worn at any one time and one bracelet may be worn which can be wider than one inch, detract from the military image, or be a safety hazard.

5.13.2 Female Personal Appearance.

5.13.2.1 Female cadets will not wear or carry exposed on the uniform, pencils, pens, handkerchiefs and jewelry to include ankle bracelets and one set of pearl, silver, diamond or gold stud earrings if they do not extend or dangle below the bottom of the earlobe. Earrings must be spherical or a plain design. They must wear conservative sunglasses, except in military formations, and may wear no more than a total of three rings at any one time.

5.13.2.2 **Hair.** Must be styled to permit wear of any military headgear and will not be worn in any style longer than the bottom of the collar edge at the back of the neck. Exaggerated styles with excessive fullness or extreme heights or colors are prohibited. Hair ornaments such as ribbons will not be worn; however pins, combs or barrettes VERY SIMILAR to the hair color of the individual's hair may be worn. Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar (see Appendix 22). When worn, they shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between and must be tightly fused/interwoven to present a neat, professional appearance. A loc, or braid 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.

5.13.2.3 Cosmetics must be conservative and in good taste.

5.13.2.4 Fingernails must be neat, clean and if nail polish is worn, must be conservative in color and not contain any ornamentation.

5.14 Insignia, Badges, Patches, Cords and Tabs

5.14.1 **Insignia.** See Attachment 6 for AFJROTC insignia. Authorized badges include:

5.14.1.1 **Aerospace Education Foundation (AEF) Academic Cadet Award:** Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below "C" on their transcript. The individual must be recommended by the SASI.

5.14.1.2 **First Sergeants Insignia:** Cadet MSgts or above assigned to first sergeant duties are authorized to wear the miniature diamond. The first sergeant diamond is centered directly above the metal chevron rank.

5.12 Shoulder cords: Cadets are authorized to wear one shoulder cord on the left shoulder. Wear the shoulder cord on the left shoulder. Wear the cord only on the short or long sleeve light blue shirt and the service dress coat. The SASI will designate criteria. Colors to denoted different honors may be used. The following chart depicts cord colors and designated positions:

Color Cord	Position
Black	Flight Commander
Red	Flight Sergeant
Royal Blue	Element Leader
Green	Guide-on Bearer
Silver	Honor Guard
Maroon/Grey	Drill Team Performing

5.12.1 Shoulder tabs: Shoulder tabs are cloth arches denoting participation in JROTC activity. Cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat, lightweight blue jacket and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g. drill team, saber team, honor guard, etc.)

Chapter 6

DRILL AND CEREMONIES

6.1 General. Drill and ceremonies are an important part of AFJROTC training. As a first year Aerospace Science cadet, you will learn basic drill and how to follow commands. We will spend a lot of time outside and in the gym developing your drill and ceremonies skills. The primary reference that all cadets will become familiar during leadership training is the Drill and Ceremonies manual. As a second, third or even fourth year cadet, you will learn more difficult commands, lead the formation and must be able to train cadets on proper drill sequences, commands and basic drill fundamentals.

6.1.1 All second, third and fourth year cadets must command a flight through the following sequence. When practicing in the ROTC area, cadets may use the MA-771 modified 30-count sequence. The cadet serving as Flight Commander will report in and out by saluting the individual who controls the field of performance and normally evaluates the flight's performance. Cadets will be graded on their ability to properly execute these commands and direct the flight within a specified drill area.

6.2 Mandatory Flight Commands.

Flight Commander:

Will report in, and then give the following commands:

- | | |
|-------------------------|-------------------------|
| 1. Forward, March | 22. Forward, March |
| 2. Flight, Halt | 23. Rear, March |
| 3. Left, Face | 24. Rear, March |
| 4. Present Arms | 25. Column Right, March |
| 5. Report in | 26. Rear, March |
| 6. Order Arms | 27. Rear, March |
| 7. Parade, Rest | 28. Half Step, March |
| 8. Flight, Attention | 29. Forward, March |
| 9. Open Ranks, March | 30. Column Right, March |
| 10. Close Ranks March | 31. Change Step, March |
| 11. Right Face | 32. Flight, Halt |
| 12. Forward March | 33. Left, Face |
| 13. Mark Time, March | 34. Present, Arms |
| 14. Forward March | 35. Report, Out |
| 15. Column Right, March | 36. Order Arms |
| 16. Column Right, March | 37. Right, Face |
| 17. Close, March | 38. Forward, March |
| 18. Forward, March | 39. Right Flank, March |
| 19. Extend, March | 40. Left Flank, March |
| 20. Forward, March | 41. Flight, Halt |
| 21. Flight, Halt | 42. Fall Out |

Flight Commander will: Salute to signify completion.

Chapter 7

MA-771 CO-CURRICULAR ACTIVITIES

7.1 General. There are several voluntary cadet co-curricular activities that supplement aerospace and leadership experiences. These activities bring cadets together with common interests, build esprit de corps, create lasting friendships and guarantee a good time for those who get involved. Additionally, involvement teaches responsibility, teamwork and cooperation. It also is a positive, visible way to publicize to the community the values we teach our cadets. The SASI and/or ASI will monitor all activities. The following description of activities is not all-inclusive and will change depending on what activities the MA-771 cadets want to have and support.

7.2 Honor Guard and Drill Teams

7.2.1 Honor Guard.

7.2.1.1 The SASI and ASI will closely monitor the corps honor guard. The Honor Guard Commander will normally command this highly selective group that performs at special military and civilian events. Individuals selected must exhibit the highest behavior and personal appearance standards, and must possess a thorough knowledge of drill and ceremonies. Selection for the Honor Guard will be made by cadet members of the current Honor Guard under the supervision of the SASI/ASIs.

7.2.1.2 Honor Guard tryouts will be conducted to fill open positions. It will consist of instruction in drill and ceremonies, and reporting in procedures. Students will then compete for a spot at open tryouts in uniform. Grading criteria will include drill, reporting in procedures, military bearing, attention to detail, and dress and appearance.

7.2.1.3 The Honor Guard Commander will be selected by the SASI/ASI. Normally the commander will have been on the team in the past and serves on the cadet staff. The Honor Guard Commander will write and operating instruction describing honor guard operations to include practice teams and distinctive uniform items which will be issued to each honor guard member.

7.2.2 Drill Team.

7.2.2.1 The MA-771 Drill Team consists of both an Unarmed Division and Armed Division. The Drill Team competes at the local, regional and national level, and often performs exhibition routines throughout the Lowell Public Schools and surrounding community.

7.2.2.2 **Drill Practice.** Drill practice will normally be three times per week and is held before school from 0645-0730. Students are expected to demonstrate the highest standards of commitment and professionalism. Continuing absences, lack of dedication, or failure to maintain AFJROTC standards of discipline may result in removal from the team.

7.2.2.3 **Drill Team Commander(s).** The Drill Team Commander will be a cadet selected by the coach of the Drill Team.

7.2.2.4 **Drill Team Selection.** Members of the Drill Team are selected by the Drill Team coaches, with recommendations from the individual team captains. While students may continue to practice with the team, even if not selected as a primary or alternate member of a team(s), they will normally not travel with the team to drill meets.

7.2.2.5 **Removal from Drill Team.** Like the Honor Guard, being a member of the Drill Team is a privilege, not a right. Students who fail to maintain adequate academic performance, or those who fail to maintain the highest levels of discipline, military bearing, and personal dress and appearance may be removed from the Drill Team by the Drill Team Coach.

7.3 Fit Eagle. MA-771's Fit Eagle program is an after school fitness club for those cadets who want to improve their overall fitness and health. It is a cadet-led fitness program supervised by an AFJROTC instructor, and is conducted 2 days per week from 2:45-3:45, from May-June.

7.3.1 Fit Eagle is led by Cadet Wing Physical Fitness Officers.

7.3.2 **Permission.** All students wishing to participate in the Fit Eagle program must have completed a Fit Eagle Permission slip in addition to the Wellness permission slip that all cadets and parents/guardians sign.

7.4 Field Trips. This is an important part of the AFJROTC curriculum. We have the luxury of living in a large military service community with very active and diverse missions. In the past, we visited flying operations, base support facilities and medical facilities. Visits will normally occur in the Fall and Spring. The SASI/ASI will choose cadets who are students in good standing, are passing AFJROTC, have not had a history of uniform or personal appearance violations and are released by their teachers to attend the field trip. The SASI will publish a field trip memorandum to show who has been selected for the trip, dress requirements and other instructions which must be complied with no participate in the trip. The school administration must approve all field trips. In the case of out of state trips, the school committee must also approve. Cadets must have parental permission to participate in any trips. Trips will normally occur on school days, but may also be on weekends or in the evening.

7.5 Social Functions. Various social functions, both formal and informal, will be planned during the school year to enhance cadet morale and encourage a sense of unity. The following are examples of events that may be planned depending on cadet interest.

7.5.1 **Military Ball:** The Military Ball is a tradition among JROTC units of all services. It is a formal event usually including a formal meal and a time of socializing including a dance. The ball is planned as an early springtime event and is held at one of the hotel ballrooms in the area. Participation is voluntary but encouraged since this is the highlight of the cadet social activities.

7.5.2 **Awards Banquet:** This is the final formal function of the school year and serves as the last commander's call. It is planned for the month of May. Cadets are encouraged to invite their family and friends to attend. All of the local and national awards and recognitions for the year are presented including scholarships and senior medallions.

7.7 Air Force JROTC Academic Bowl. MA-771 participates in the College Options Foundations' Academic Bowl Competition with a team of four cadets and two alternates—they may be freshmen, sophomore or juniors. Seniors cannot be included on the team.

7.7.1 The Academic team will be led by a Junior cadet who serves as one of two alternates for the team.

7.7.2 An AFJROTC instructor assembles and registers the team online for each level of competition.

7.7.3 All MA-771 cadets are encouraged to participate in the Practice Test, open for three weeks each October.

7.8 Mentoring Program. MA-771 has launched a successful mentoring program between cadets and middle schools across the city. Mentors must be in ASII, ASII, ASIV, or flight commanders.

7.8.1 Each cadet must dedicate at least an hour after school each week at their designated middle school.

Chapter 8

PHYSICAL TRAINING PROGRAM

8.1 General. AFJROTC does not have cadet weight or physical fitness standards. However, cadets are strongly encouraged to establish a personal physical fitness program. Cadets enrolling in a college ROTC program, a service academy, or those enlisting in a military service will be required to attain and maintain minimum weight and physical fitness standards. As a member of MA-771, cadets are encouraged to stay physically active. If you are physically fit, you will perform better in school and in all of your life activities.

8.2 Parental Consent. Prior to starting a fitness program, cadets should obtain a physician's medical certification that allows them to participate in a physical fitness program. Also, all cadets must complete the Wellness Program Parental Consent prior to participating in Any AFJROTC-sponsored fitness activities

8.2.1. Policies. The PT Officers will outline the Wellness Program for cadets. As in other parts of the AFJROTC class performance will be recognized. There are four individual awards that are available including a Most Improved Cadet. In addition, each cadet who achieves the program's objectives will be awarded the AFJROTC Physical Fitness Ribbon. Categories of awards based on performances are described below:

8.2.1.1. Medical Evaluation. It is always advisable to consult your physician prior to initiating any regimented exercise program. Parental permission will be obtained prior to participation in AFJROTC Wellness Program.

8.2.1.2. Establishing Cadet Performance. This physical fitness training program will include numerous activities and a personal physical fitness regimen with obtainable objectives. The Physical Fitness NCO will input cadet information into WINGS to track wellness program progress as well as to identify those cadets who are eligible to receive superior awards for their performance. Individualized training programs are based on national standards by age and gender. Areas of improvement as well as how to reach program goals will be identified for each cadet.

8.2.1.3. Competitions During the year. Physical fitness and athletic competitions may become a part of field days, flight and other corps competitions.

8.2.1.4 Physical Fitness Test. Physical Fitness NCO will lead students in the Wellness activities. The SASI/ASI will review and approve the training program.

8.2.1.5. Cadet PT Uniform. The uniform for physical training includes the gray Air Force shirt and sweatshirt, and blue Air Force shorts or the gray Air force sweatpants. The SASI is authorized to add other unit shirts deemed appropriate. The shirt will always be tucked in during PT.

8.3 Presidential Fitness Challenge.

8.3.1 Each cadet will take the Presidential Fitness Test consisting of 5 exercises no later than the end of the first quarter. The five exercises consist of:

8.3.1.1 Curl-ups

8.3.1.2 Shuttle Run

8.3.1.3 Endurance Walk/Run

8.3.1.4 V-Reach

8.3.1.5 Right angle push-ups

- 8.3.2 Cadets will be assessed once a semester.
- 8.3.3 We will take advantage of the excellent Lowell High School physical fitness equipment and facilities to develop a program for the corps. Each cadet who attains the corps' program objectives will provide documentation and will be awarded the AFJROTC EC2 Health and Wellness Ribbon. Those that meet the criteria established in WINGS will be awarded the Bronze, Silver or Gold oak leaf cluster to put on their Ribbon.

Chapter 9**AWARDS AND DECORATIONS****Forward**

AFJROTC cadets wear the same basic uniform as the active duty Air Force, and they should be expected to honor and wear the uniform properly and with pride. This chapter provides the latest guidance and clarification on AFJROTC uniform wear for instructors and cadets. It also provides guidelines for cadet appearances and grooming.

The AFJROTC Awards and Decorations Program recognize the achievements of AFJROTC cadets and fosters increased morale and esprit de corps. This Chapter outlines the proper execution of a successful unit Awards and Decorations Program.

9.1 General

9.1.1 Insignia Placement. Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide. Holm center/JROS is the review/approval authority for waivers and for situations not specifically addressed by this guide.

9.2 Badges

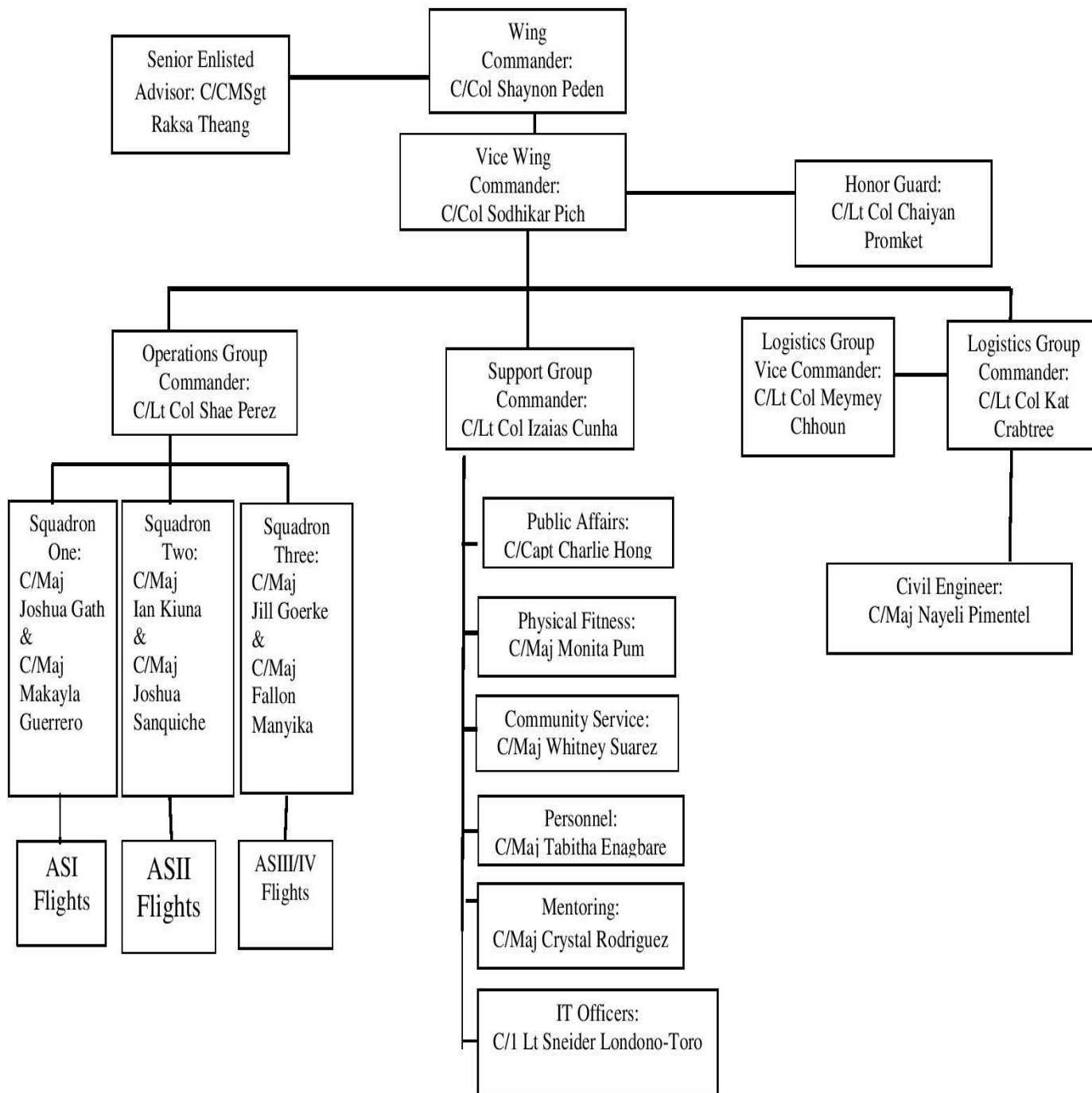
9.2.1 Ground School Badge. Awarded for successful completion of the AFJROTC aviation honors ground school curriculum or successful completion of another aviation ground school program prescribed by the FAA. To order the badge go to WINGS 1 Logistics 1 Create Display Orders.

9.2.2. Flight Solo Badge Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft. Email HQ-Logistics@afjrotc.com a copy of the Cadet's Flight Solo Certificate, and then go to WINGS 1 Logistics 1 Create Display Orders and order the Flight Solo Badge.

9.2.3 Flight Certificate Badge. Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. Email HQ-Logistics@afjrotc.com a copy of the Cadet's Flight Solo Certificate, and then go to WINGS 1 Logistics 1 Create Display Orders and order the Flight Certificate Badge.

9.2.4 Awareness Presentation Team Badge. Awarded for participation on an Awareness Presentation Team. Criteria for becoming a member of the team should be published in the Cadet Guide or the Unit Operating Instructions. Email HQ-Logistics@afjrotc.com a copy of Cadet's Flight Solo Certificate, and then go to WINGS 1 Logistics 1 Create Display Orders and order the Awareness Presentation Team Badge.

ATTACHMENT 1 – CADET ORGANIZATION CHART



ATTACHMENT 2: UNIT MANNING DOCUMENT

<u>Wing Staff Position</u>	<u>Authorized</u>	<u>Authorized Grade</u>
Wing Commander	1	C/Col
Vice Wing Commander	1	C/Col
Group Commander	3	C/Lt Col
Vice Group Commander	1	C/Lt Col
Squadron Commander	6	C/Major
Senior Enlisted Advisor	1	CMSgt
Director of Information Technology	1	C/Capt
Assistant Director, IT	1	C/1 st Lt
Director of Personnel	1	C/Capt
Assistant Personnel Officer	1	C/1 st Lt
Honor Guard Commander	1	C/Major
Drill Team Commander	2	C/Major
Physical Fitness Director	1	C/Capt
Assistant PT Director	3	C/1 st Lt
Logistics Officers	4	C/Capt
Public Affairs Officers	2	C/Capt
Assistant Public Affairs Officers	2	C/Capt
Community Service Officers	2	C/Capt
Unit Webmaster/ Audio Visual	1	C/Capt
Civil Engineering Officer	1	C/Capt
Assistant Civil Engineering Officer	2	C/1 st Lt
<u>NCOIC Positions</u>		
Senior Enlisted Advisor	1	C/MSgt
Squadron First SGT	3	C/SMSgt
Community Service NCOIC	3	C/SMSgt
Logistics NCOs	3	C/SMSgt
Physical Fitness NCOs	2	C/SMSgt
Public Affairs NCOIC	1	C/SMSgt
Mentoring NCOs	2	C/SMSgt
Personnel NCOs	3	C/SMSgt
NCOIC, Honor Guard	2	C/TSgt
NCOIC, Drill Team	2	C/TSgt
<u>Squadron/Flight Positions</u>	<u>Authorized</u>	<u>Authorized Grade</u>
Flight Commanders	As required	C/ILT
Flight Sergeants	1 per flight	C/SrA - C/MSgt
Element Leaders	4 per flight	C/SrA - C/MSgt
Guide-on Bearers	1 per flight	

ATTACHMENT 3: CADET LEADERSHIP AND STAFF POSITIONS

Cadet Wing Commander Will:

- 1] Establish and enforce appearance, discipline, efficiency, training, and conduct standards.
- 2] Advise the SASI/ASI on corps operations policies and procedures.
- 3] Develop a cadet operations and activities calendar.
- 4] Chair the Cadet Action Board.
- 5] Recommend cadets for jobs, awards, and promotions.
- 6] Manage the cadet corps senior staff.
- 7] Publicize cadet activities and accomplishments.
- 8] Develop a cadet evaluation and promotion system.
- 9] Attend most cadet extracurricular activities.
- 10] Ensure all cadets have the opportunity to develop their leadership qualities.

Cadet Vice Wing Commander Will:

- 1] Command the group and accomplish group commander responsibilities in his/her absences.
- 2] Supervise the cadet staff.
- 3] Serve as primary project officer for the cadet handbook.
- 4] Assist the Group Commander as directed.
- 5] Coordinate with squadron and flight commanders on cadet operations.
- 6] Attend Cadet Action Board meetings.
- 7] Supervise the Drill, Rifle, Color Guard team commanders and flight commanders.

Cadet Operations Group Commander and Vice Commander Will:

- 1] Enforce appearance, discipline, effectiveness, training, and conduct of the cadet operations group.
- 2] Attend Wing staff meetings.
- 3] Performing other duties as assigned by the Cadet Wing Commander
- 4] Attend Cadet Action Board meetings.
- 5] Establish criteria for honor flight.

Cadet Support Group Commander Will:

- 1] Enforce appearance, discipline, effectiveness, training, and conduct of the cadet operations group.
- 2] Attend Wing staff meetings.
- 3] Performing other duties as assigned by the Cadet Wing Commander.
- 4] Attend Cadet Action Board meetings

Cadet Logistics Group Commander Will:

- 1] Ensure accountability and efficient management of all resources including uniforms and accessories and curriculum material.
- 2] Attend Wing staff meetings.
- 3] Performing other duties as assigned by the Cadet Wing Commander.
- 4] Attend Cadet Action Board meetings.
- 5] Ensure Hand Receipts are handed out and accounted for w/in the first 45 days of school.
- 6] Will be in charge of Civil Engineering Flight.

- 1] Conduct periodic NCO staff meetings to gather input for the commander.
- 2] Prepare the meeting room for and attend group staff meetings.
- 3] Supervise and train group and flight guides.
- 4] Attend Cadet Action Board meetings.
- 5] Ensure all flight and squadron first sergeants carry out their responsibilities.
- 6] Establish a first sergeant and senior NCO advisory board.
- 7] Serve on promotion boards as directed.
- 8] Establish criteria for quarterly award boards.

Cadet Public Affairs Officer Will:

- 1] Supervise their flight cadets.
- 2] Enforce appearance, discipline, efficiency, training, and conduct standards.
- 3] Write and publish a monthly cadet newsletter.
- 4] Maintain Group history.
- 5] Maintain Group scrapbooks.
- 6] Maintain Group bulletin boards.
- 7] Publicize newsworthy items about cadets in the corps, school and community news media such as “The Lowell Sun” and the corps newsletter, “The Cadet Flyer.”
- 8] Be responsible for taking photos or designating a member of the Public Affairs team to take photos at all corps events and upload to “Shared Google Drive”
- 9] Be responsible for updating the AFJROTC Website (calendar, photos, upcoming events, etc.)

Cadet Drill Team and Honor Guard Commanders Will:

- 1] Write operations plans covering membership and operations policies and procedures.
- 2] Organize and train team members for competitions and performances.
- 3] Publicize team activities in corps, school and community publications and news media.
- 4] Raise funds to support activities.
- 5] Provide instruction and supervision for all retreat and flag raising ceremonies.

Cadet Logistics Officer Will:

- 1] Supervise logistics flight members.
- 2] Enforce appearance, discipline, efficiency, training, and conduct standards.
- 3] Recommend supply policies and procedures to ASI.
- 4] Schedule personnel during supply operations hours.
- 5] Help ASI accomplish uniform, book, and accountable equipment supply actions.
- 6] Maintain a neat and efficient cadet supply area.
- 7] Provide logistics support to cadet staff for cadet activities.
- 8] Forward supply requirements to ASI to support cadet corps operations

Cadet Community Service Officer Will:

- 1] Supervise flight members.
- 2] Enforce appearance, discipline, efficiency, training, and conduct standards.
- 3] Develop an activity plan that will enhance cadet morale.
- 4] Develop community service objectives and coordinate service projects.
- 5] Accomplish after action reports and continuity files.
- 6] Serve as active spokesperson for corps activities throughout the community.

Cadet Physical Fitness Officer Will:

- 1] Supervise flight members.
- 2] Enforce appearance, discipline, efficiency, training, and conduct standards.
- 3] Operate a corps physical fitness operations plan.
- 4] Write a physical fitness operations plan.
- 5] Publicize cadet physical fitness accomplishments.
- 6] Establish Fit Eagle program.

Cadet Flight Commander Will:

- 1] Command flight in classroom and in drill formation.
- 2] Supervise cadets and write evaluations on their performance, conduct, leadership, and promotion potential.
- 3] Provide drill and ceremonies training to flight cadets.
- 4] Call roll and report attendance.
- 5] Ensure compliance with classroom rules and procedures.
- 6] Enforce cadet conduct and discipline during class and drill formations.
- 7] Recommend improvements to flight conduct and operations to SASI/ASI through Group Operations Officer.
- 8] Inspect flight members during uniform and personal appearance inspections.

Cadet Flight Sergeant Will:

- 1] Assume command of the flight in the absence of the flight commander.
- 2] Assist the flight commander with flight conduct and discipline.
- 3] Train element leaders and flight guide on proper drill and ceremonies.
- 4] Assist flight commanders in teaching drill and ceremonies.
- 5] Prepare flight for inspection and complete inspection records.

Cadet Flight Guide-on Bearer Will:

- 1] Accomplish duties described in the drill and ceremonies manual.
- 2] Retrieve, post, and retire flight guide as directed in class and during formations.
- 3] Lead the direction of march for the flight when drilling.

Squadron First Sergeant(s) Will:

- 1] Work as a pathway between the squadron commanders to the individual flights to problem solve, inform flights, and check on the overall morale of the flights.
- 2] From time to time receive orders specifically from the squadron commanders on several tasks to be accomplished
- 3] Wears their uniform with pride

PT NCOIC Will:

- 1] Make sure all gym equipment and machines are working properly
- 2] Manages the flight on PT day to make sure all exercises and workouts run smoothly
- 3] Receives commands from the PT officers on a number of tasks including PT inputs
- 4] Wears their uniform with pride

ATTACHMENT 4: CHAIN OF COMMAND

President of the United States

Secretary of Defense (Sec Def)

Secretary of the Air Force (Sec AF)

Chief of Staff, USAF (CSAF)

Commander, Air Education and Training Command (AETC/CC)

Commander, Air University (AU/CC)

Commander, Holm Center

Director, AFJROTC

Senior Aerospace Instructor (ASI)

Cadet Corps Group Commander

Group Superintendent

Squadron Commander

Flight Commander

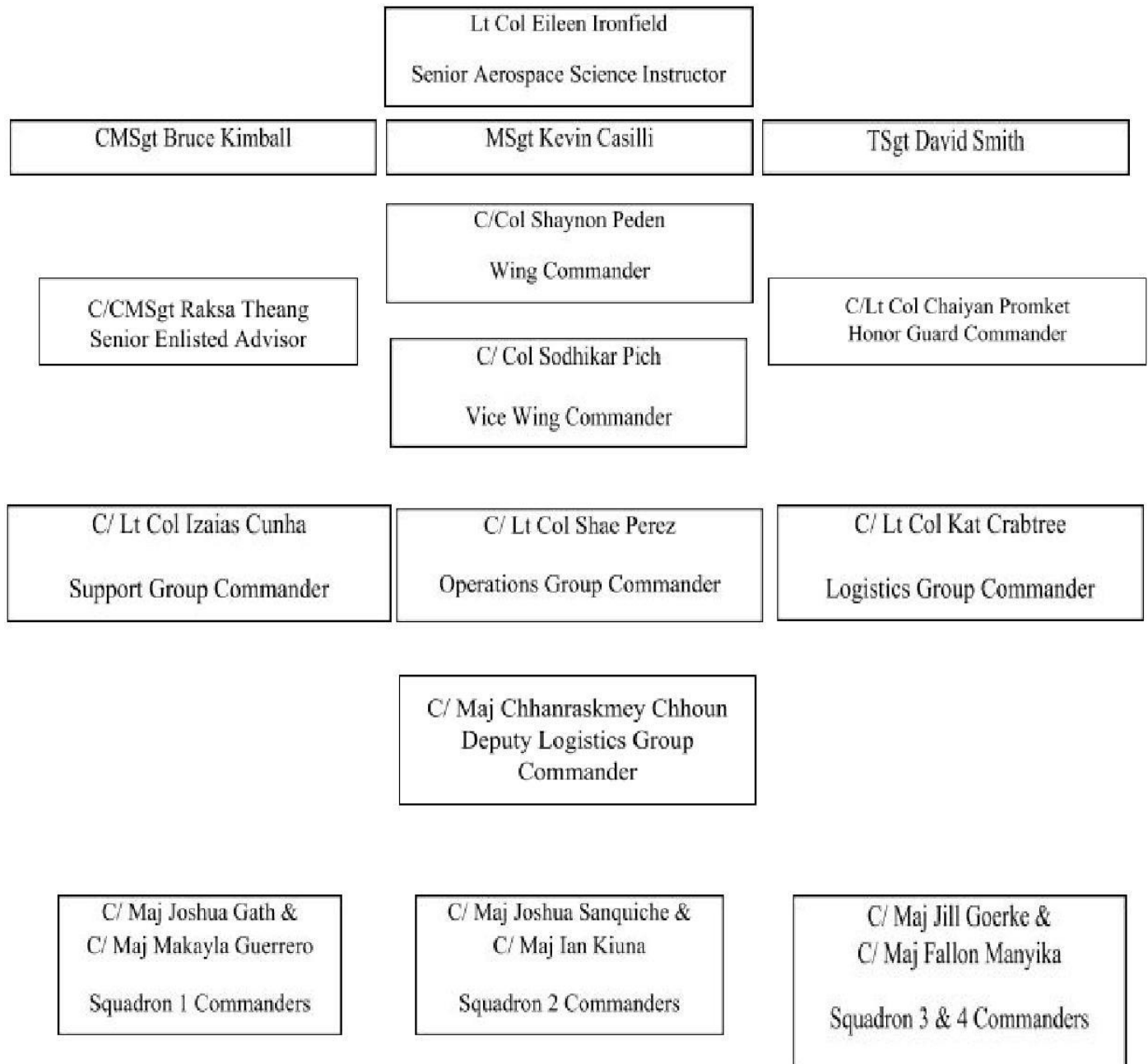
First Sergeant

Flight Sergeant

Element Leader

ATTACHMENT 5: MA-771 CHAIN OF COMMAND

MA-771 CHAIN OF COMMAND



ATTACHMENT 6: AIR FORCE JUNIOR ROTC INSIGNIA

AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK



Second Lieutenant

First Lieutenant

Captain

Major

Lieutenant Colonel

Colonel

CADET AIRMAN RANK



AIRMAN

AIRMAN FIRST CLASS

SENIOR
AIRMAN

STAFF
SERGEANT

TECHNICAL
SERGEANT



MASTER
SERGEANT

SENIOR MASTER
SERGEANT

CHIEF MASTER
SERGEANT

ATTACHMENT 7: AIR FORCE JUNIOR ROTC RIBBON CHART



AIR FORCE JUNIOR ROTC



1. Air Force JROTC Gold Valor Award



2. Air Force JROTC Silver Valor Award



3. Cadet Humanitarian Award



4. Silver Star Community Service with Excellence Award



5. Community Service with Excellence Award



6. Air Force Association Award



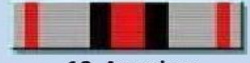
7. Daedalian Award



8. American Legion Scholastic Award



9. American Legion General Military Excellence Award



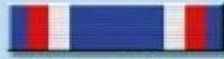
10. American Veterans Award



11. Reserve Officers Association Award



12. Military Order of World Wars Medal



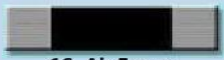
13. Military Officers Association Award



14. Veterans of Foreign Wars (VFW) Award



15. Military Order of the Purple Heart



16. Air Force Sergeants Association



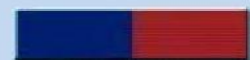
17. Tuskegee Airman Inc. AFJROTC Cadet Award



18. The Retired Enlisted Association Award



19. Celebrate Freedom Foundation Award



20. Air Commando Association Award



21. Distinguished Unit Award With Merit



22. Distinguished Unit Award



23. Outstanding Organization Award



24. Outstanding Flight Ribbon



25. Top Performer Award



26. Outstanding Cadet Ribbon



27. Leadership Ribbon



28. Achievement Ribbon



29. Superior Performance Ribbon



30. Academic Ribbon



31. Cadet Leadership Course (CLC) Ribbon



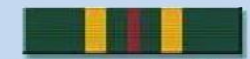
32. Special Teams Placement Ribbon



33. Joint/All-Service National Competition Ribbon



34. Air Force Nationals Competition Ribbon



35. Orienteering Ribbon



36. Leadership Development Requirement (LDR) Leadership Ribbon



37. Drill Team Ribbon



38. Color Guard Ribbon



39. Sabre Team Ribbon



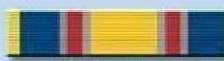
40. Marksmanship Ribbon



41. Good Conduct Ribbon



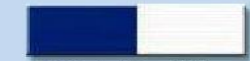
42. Service Ribbon



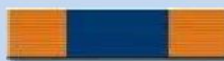
43. Health and Wellness Ribbon



44. Recruiting Ribbon



45. Activities Ribbon



46. Attendance Ribbon



47. Dress and Appearance Ribbon



48. Longevity Ribbon



49. Bataan Death March Memorial Hike Ribbon



50. Patriotic Flag Ribbon

Version: 1 August 2018

ATTACHMENT 8: AFJROTC AWARD DESCRIPTIONS AND CRITERIA

Descriptions and Criteria

Valor Awards: Valor awards from all services are worn ahead of all other ribbons from any service. The AFJROTC Valor Awards will be worn first, with other services' Valor Awards worn in the following order: Army, Navy, Marine Corps, and Coast Guard. Medals and ribbons may be worn simultaneously for formal, semi-formal, special occasions of a limited nature. The routine wear of medals and ribbons is prohibited.

Gold and Silver Valor Award: Awards consist of a medal, ribbon and citation. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving the conspicuous risk of life above and beyond the call of duty. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism that does not meet the risk-of-life requirements of the Gold Valor Award.

Cadet Humanitarian Award: Award consists of a ribbon and certificate and recognizes humanitarian effort or performance by cadets involving actions above and beyond the call of duty.

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. The SASI is the approving official for the award.

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.
- Courteous demeanor (promptness, obedience and respect for customs)
- Growth potential (capacity for responsibility, high productivity, adaptability to change)
- Possession of the highest personal and ethical standards and strong positive convictions
- Rank in top 5% in their AS class
- Rank in the top 10% of their academic class
- Be recommended by the SASI for the Outstanding Cadet Ribbon

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 the WW I 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 Lavada, Greece and depicts Daedalus and his son 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

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

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.

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

- A positive attitude towards the Air Force ROTC 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 from responsibility, adaptability and maintenance of high personal standards)
- Obtained a grade of "A" (or the numerical equivalence) in their AS class
- Be in good scholastic standing in all classes at the time of selection and at the time of presentation

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

- Positive attitude toward the AS curriculum
- Outstanding personal appearance (uniform wear, posture and grooming)
- Attributes of initiative, judgment and self confidence
- Courtesy (promptness, obedience and respect)
- Growth potential (capacity for responsibility, high productivity, adaptability to change)
- Demonstrate the highest personal and ethical standards and strong positive convictions
- Rank in the top 10% of their AS class

The Retired Officers Association (TROA) Award: This award consists of a medal pendant with a ribbon and is presented annually to an outstanding second year cadet (third year cadet in a four 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

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

Military Officers Association 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.

Veterans of Foreign Wars (VFW) Award: This award consists of a medal pendant with a ribbon and is presented annually to an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a fourth-year program) who is actively engaged in the AFJROTC program and who possess individual characteristic 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 the 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
- Has not been a previous recipient of this award

Military Order of the Purple Heart Award: This award consists of a medal pendant with a ribbon and annually recognizes an outstanding second- or third-year cadet (third or fourth year in a four-year program) who is enrolled in the AFJROTC program and demonstrates leadership ability. Each cadet must:

- Have a positive attitude toward AFJROTC and the country
- Hold a leadership position in the cadet corps
- Be active in school and the community
- Attain a grade of “B” or better in all subjects for the previous semester
- Has not been a previous recipient of this award

Air Force Sergeants Association (AFSA) Award: This annual award consist of a medal pendant with a ribbon and recognizes second or third year cadet in a three year program (third or fourth year cadet in a four 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
- Has not been a previous recipient of this award

Tuskegee Airmen Incorporated (TAI) Air Force Junior ROTC Cadet Award: This TAI sponsored award consists of a ribbon and a certificate and is presented annually to two cadets. Cadets may be first year, second year or third year (in a three- or four-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 Retired Enlisted Association Award: Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. This award consists of a medal set with ribbon and a certificate from TREA.

Celebrate Freedom Foundation/ JROTC Award: The CFF JROTC Award consists of a certificate and ribbon and is presented annually to the outstanding first or second-year (in a 3-year program or 4-year program) cadet. The award recipient must possess/meet the following personal characteristics and eligibility criteria:

- Positive attitude (toward AFJROTC and school)
- Outstanding personal appearance (uniform and grooming)
- Display personal attributes such as initiative, judgment, and self-confidence
- Courteous demeanor (promptness, obedience, and respect for customs)
- Growth potential (capacity for responsibility, high productivity, adaptability to change)
- Possession of the highest personal and ethical standards and strong positive convictions
- Indicate the potential and desire to pursue a military career
- Rank in the top 5% in their AS class with a grade average of "A" or numerical equivalent
- Rank in the top 15% of their academic class
- Be recommended by the SASI for the Outstanding Cadet Ribbon

Air Commando Association Medal: 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

Distinguished AFJROTC Cadet Award: This annual award consists of a certificate and a Distinguished AFJROTC Cadet Badge. The award recognized one outstanding second year (third year in a four year program). Selection is made at the end of each school year. This allows the recipient to wear the award throughout their final year in AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential and maintain academic and military excellence. The recipient must also hold the following awards prior to selection:

- Leadership Ribbon
- Achievement Ribbon
- Superior Performance Ribbon
- Academic Ribbon
- Co-curricular Activities Leadership Ribbon
- Service Ribbon

Outstanding Cadet Ribbon: Awarded annually to the outstanding first year, second year, third year and fourth year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attribute, display outstanding military potential and attain academic and military excellence. This ribbon is initially awarded with one Silver Star.

Leadership Ribbon: Awarded for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Limit this ribbon to 5% of the eligible group to ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. This ribbon is initially awarded with one bronze star.

Achievement Ribbon: Awarded for a significant achievement as deemed appropriate by the SASI. Limit this ribbon to 5% of the cadet corps. Individuals may not receive more than one ribbon during a 1-year period. This ribbon is initially awarded with one bronze Silver Star.

Superior Performance Ribbon: Awarded annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Limit this ribbon to 10% of the cadet corps to ensure recognition of achievements and services that are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets. This ribbon is initially with one Silver Star.

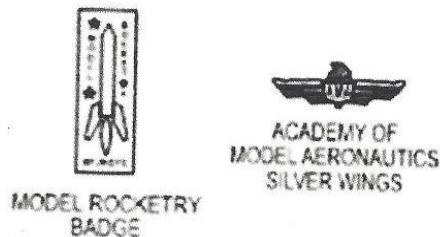
Outstanding Unit Award: Awarded to cadets enrolled during the inspection when a unit earns an "outstanding" rating.

Excellent Unit Award: Awarded to cadets enrolled during the inspection when a unit's "excellent" rating is earned.

- Academic Ribbon:** Awarded for academic excellence as signified by attaining an overall grade point average of at least a “B” for one semester, in addition to an “A” average in AFJROTC. This ribbon is initially awarded with one bronze star.
- Outstanding Flight Ribbon:** Awarded each semester 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% of the class. This ribbon may only be earned once.
- Drill Competition Ribbon:** Awarded to drill team members for “placing” in an Air Force or Joint Service Drill Meet.
- Orienteering Competition:** Awarded to team members for “placing” in an orienteering meet.
- Co-Curricular Activities Leadership Ribbon:** Awarded for leadership in AFJROTC co-curricular (such as dining-in chair person, military ball chair person, 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. This ribbon is initially awarded with one Silver Star.
- Service Ribbon with Drill Team Bar (Bronze):** Awarded for distinguished participation in at least 75% of all scheduled drill team events. It is awarded once and worn on the Service Ribbon.
- Service Ribbon with Color Guard Bar (Bronze):** Awarded for distinguished participation in at least 75% of all scheduled color guard events. It is awarded once and worn on the service ribbon.
- Service Ribbon with Saber Team Bar (Bronze):** Awarded for distinguished participation in at least 75% of all scheduled saber team events. It is awarded once and worn on the Service Ribbon.
- Service Ribbon:** Awarded for distinctive performance in school, community or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. If a cadet has qualified for the Drill Team, Color Guard and Saber Team bars and qualifies for the service ribbon, the cadet may wear a total of four ribbons in the appropriate order as directed in the Air Force Junior ROTC Ribbon Chart.
- Longevity Ribbon:** Awarded for completion of each AS year.
- EC2 Health and Wellness Ribbon:** Awarded for sustained participation in a locally developed physical fitness program. The SASI awards this ribbon based on locally developed criteria.
- Recruiting Ribbon:** Awarded for outstanding effort in support of unit recruiting activities. Limit to 10% of the cadet corps each year under locally developed criteria.
- Activities Ribbon:** Awarded for participation in co-curricular competitive activities (drill meets, color guard competitions, parades, rocket meets, academic meets, etc.). This SASI awards this ribbon using locally developed criteria.
- Attendance Ribbon:** Awarded to cadets with no more than 4 excused absences and no unexcused absences in an academic term.
- Good Conduct Ribbon:** Awarded to cadets with no suspensions of any kind, no adverse reports from other staff or faculty in a semester. (Awarded after the end of 1st semester)
- Dress and Appearance Ribbon:** Awarded for wearing the uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards. Limit this ribbon to 25% of the cadet corps.

ATTACHMENT 9: AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

**AUTHORIZED AIR FORCE JROTC
BADGES AND INSIGNIA**



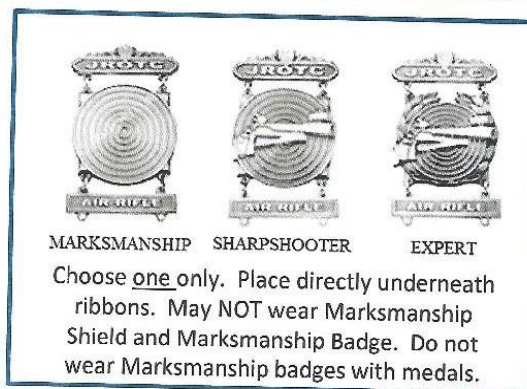
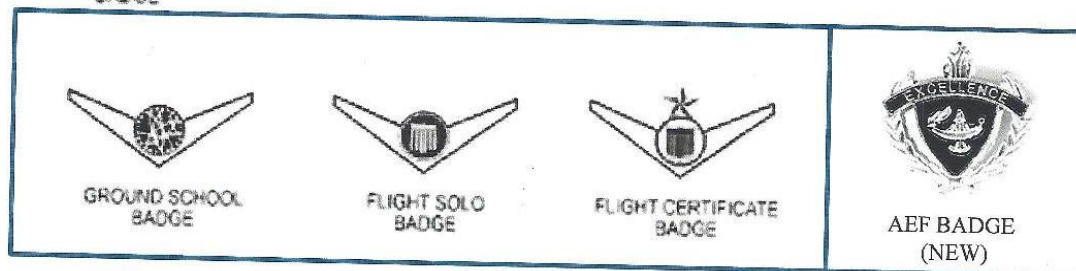
KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE

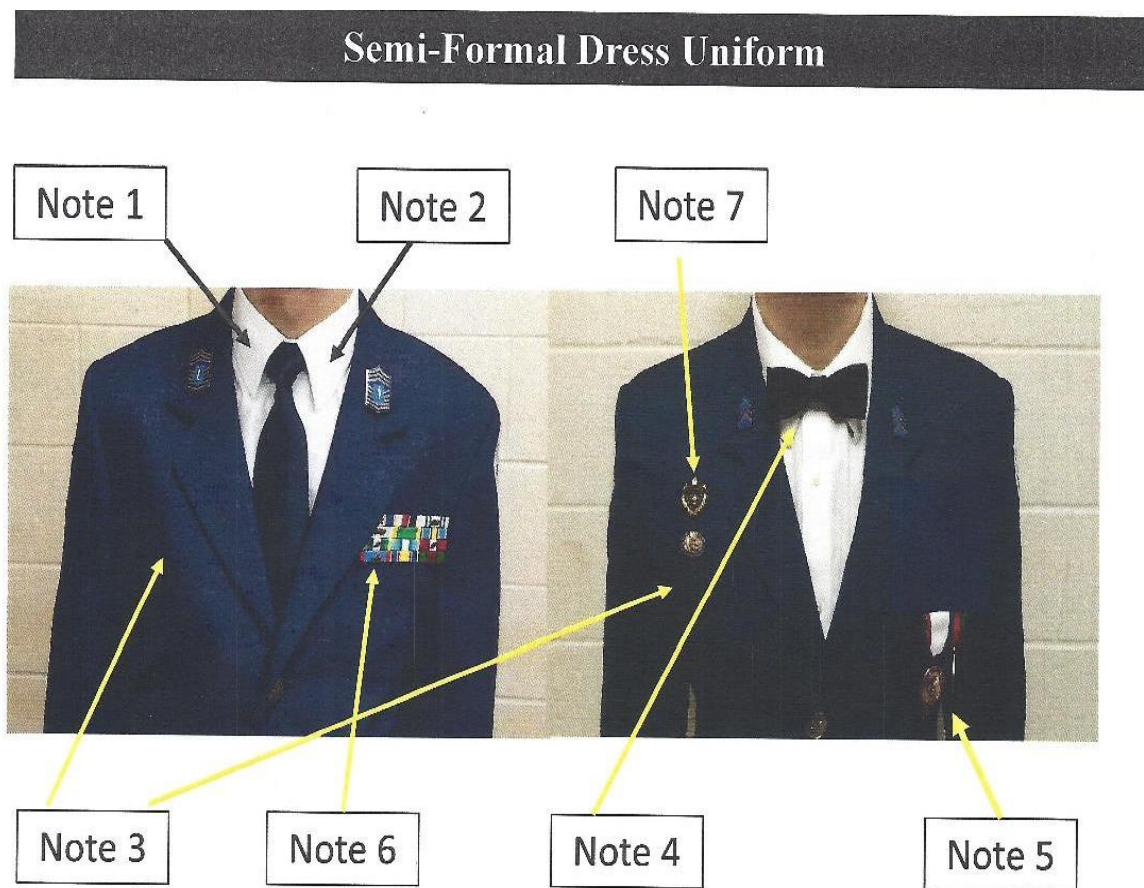


SHOULDER TAB
METAL OR CLOTH



Badges/Insignia not listed here are unauthorized.

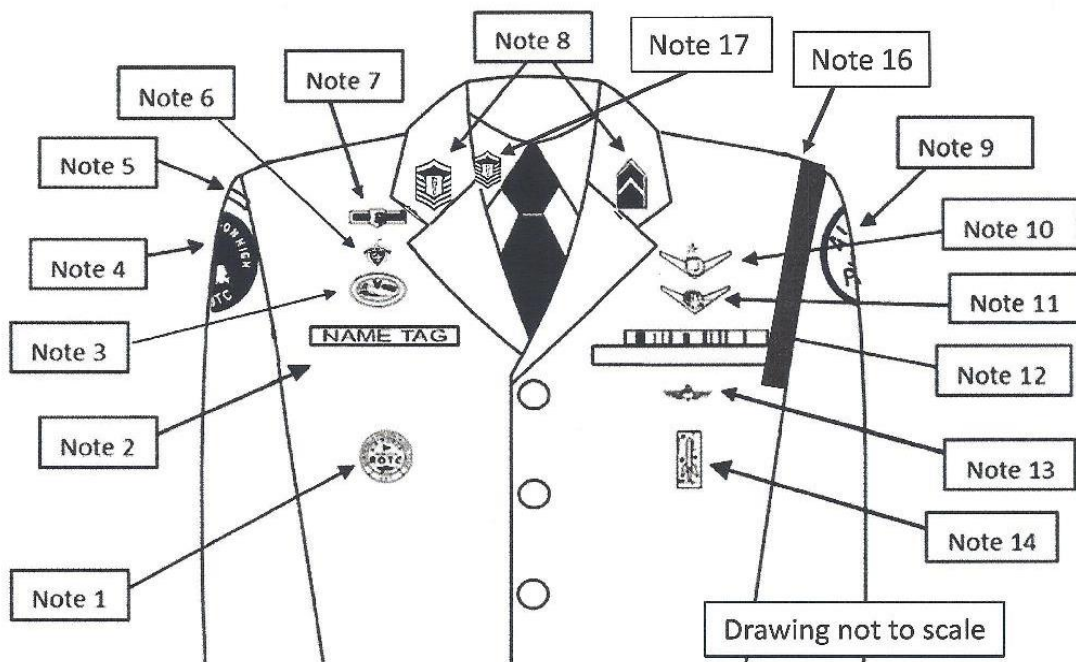
ATTACHMENT 10: SEMI-FORMAL DRESS UNIFORM



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

ATTACHMENT 11: CADET MALE SERVICE DRESS

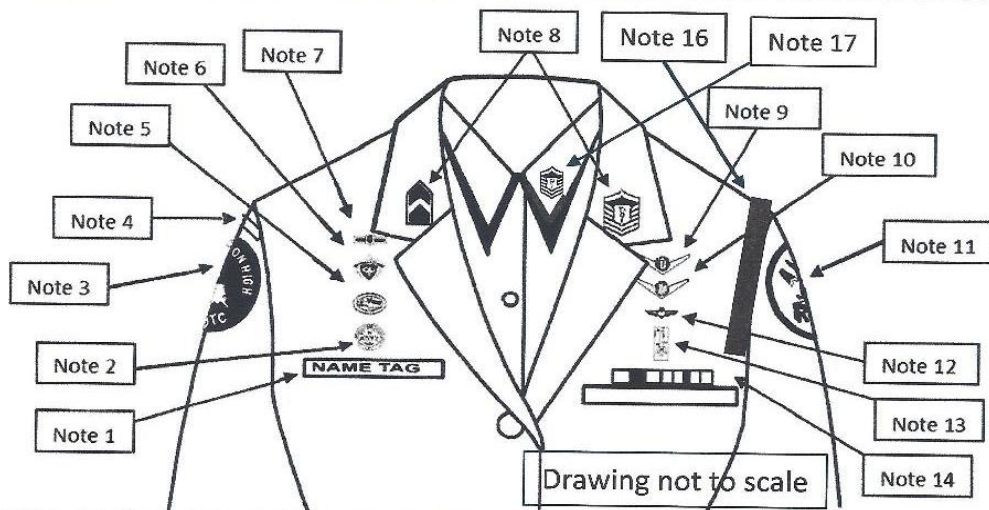
CADET MALE SERVICE DRESS



1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
5. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
10. 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 Aeronautic (AMA) Wings. Worn 1 inch below pocket.
14. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed $\frac{1}{2}$ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed $\frac{1}{2}$ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

ATTACHMENT 12: CADET FEMALE SERVICE DRESS

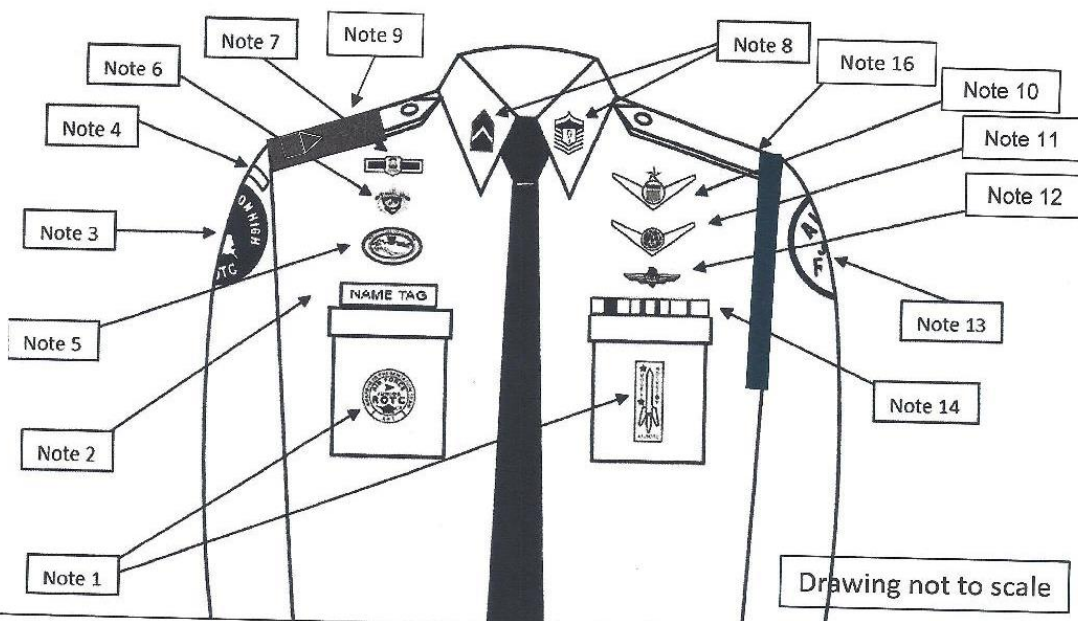
CADET FEMALE SERVICE DRESS



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.
9. Flight Solo or Flight Certificate Badge. See Note 15 below.
10. Ground School Badge. See Note 15 below.
11. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left 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. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

ATTACHMENT 13: CADET MALE BLUE SHIRT

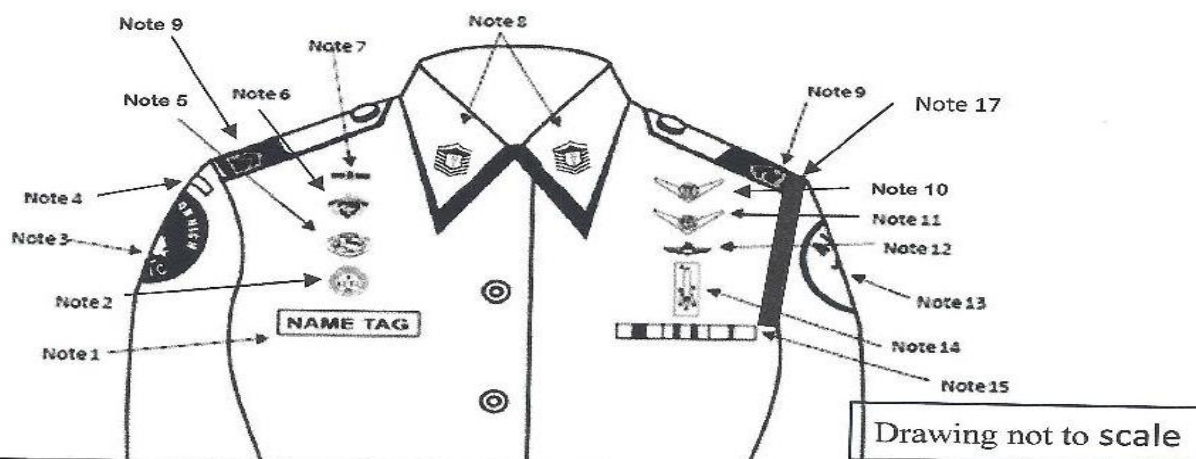
CADET MALE BLUE SHIRT



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

ATTACHMENT 14: CADET FEMALE BLUE SHIRT

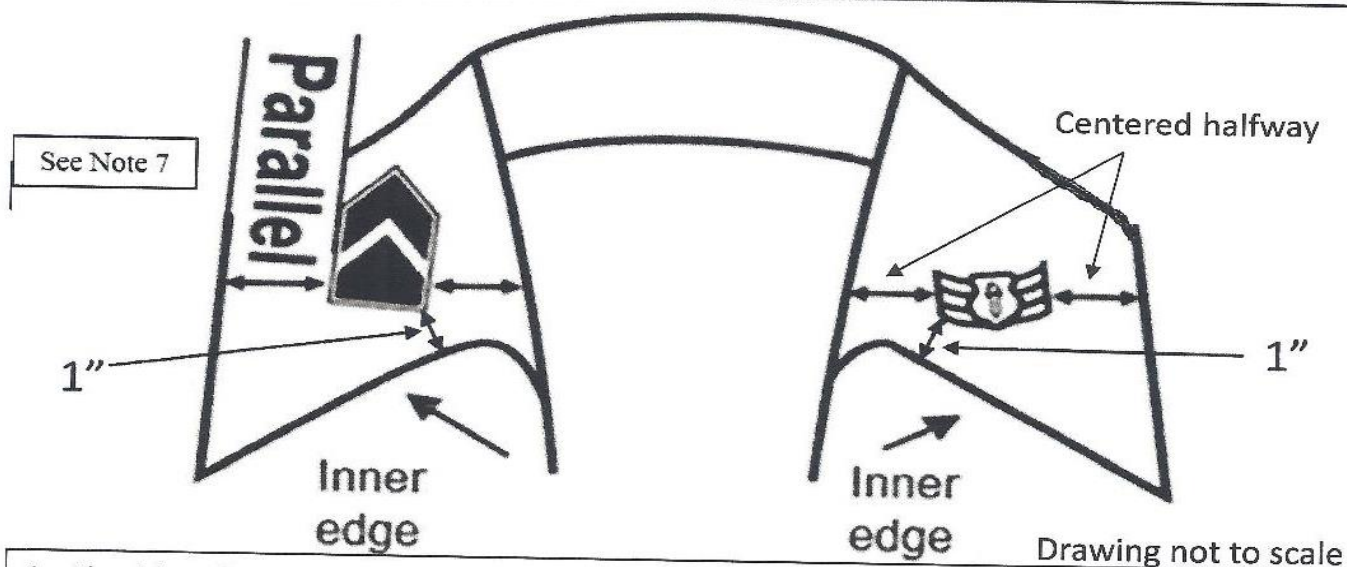
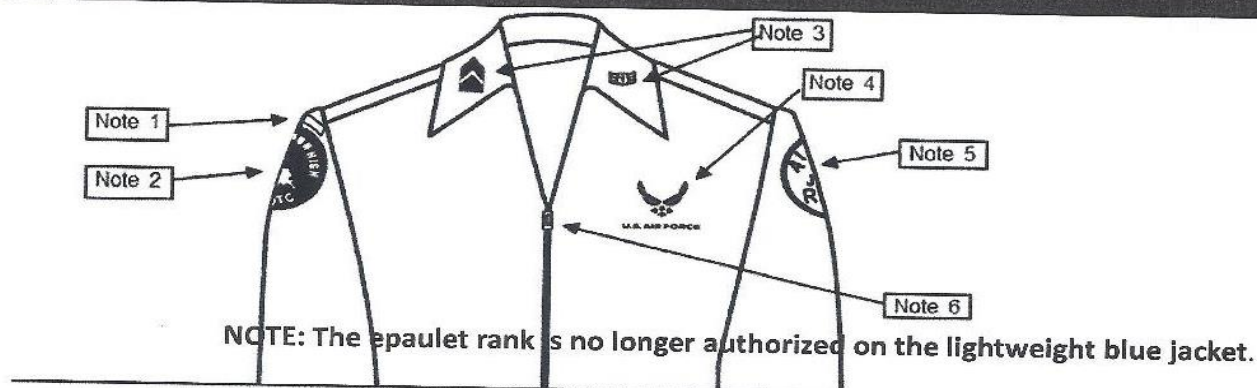
CADET FEMALE BLUE SHIRT



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 (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam
14. Model Rocketry Badge. See Note 16.
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. First badge is centered ½ 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. May be solid or multi-colored.
18. Medals (regardless of what type) are not authorized for wear on this uniform.

ATTACHMENT 15: CADET LIGHT WEIGHT BLUE JACKET

CADET LIGHT WEIGHT BLUE JACKET



1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
5. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.
9. **Ascots and shoulder cords will not be worn on this uniform.**

ATTACHMENT 16: SAMPLE UNIFORM PICTURES

Sample Uniform Pictures



ATTACHMENT 17: SAMPLE EXHIBITION UNIFORM

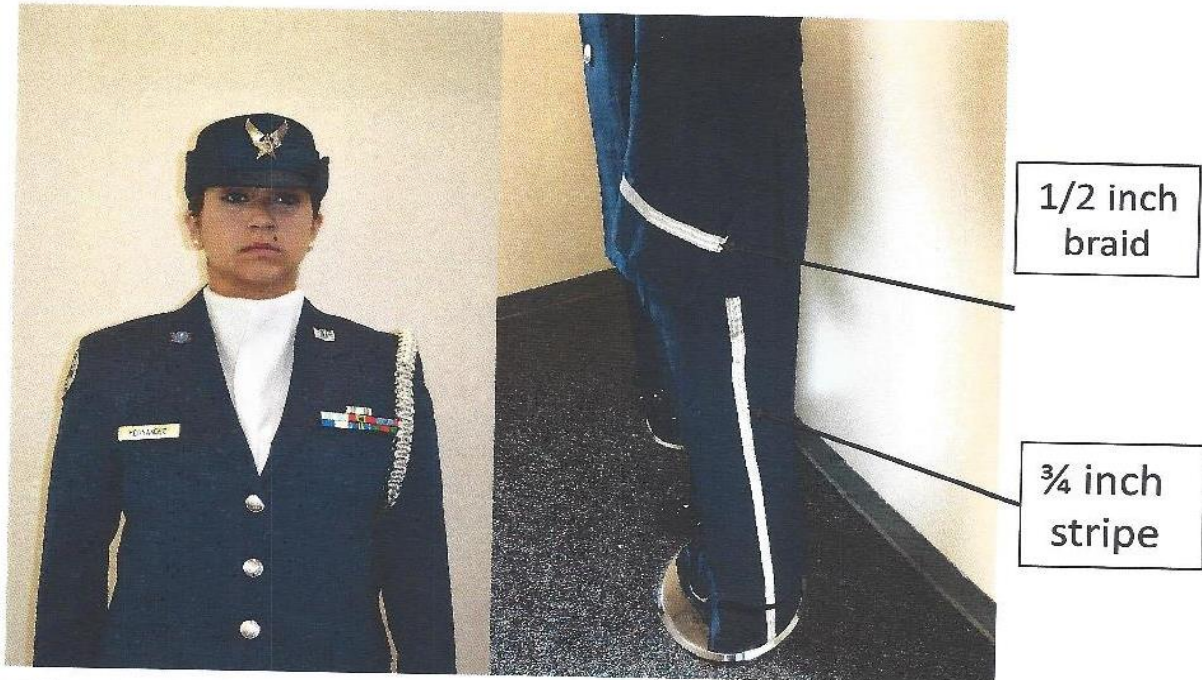
Sample Exhibition Uniform



$\frac{3}{4}$ inch
stripe

1. Berets. Solid Color, white, dark blue or black ONLY, with AFJROTC officer or enlisted rank insignia or mini-Hap Arnold Insignia. The former officer/enlisted 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. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a $\frac{3}{4}$ inch stripe on the outside length of the pants, silver, dark blue, or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam

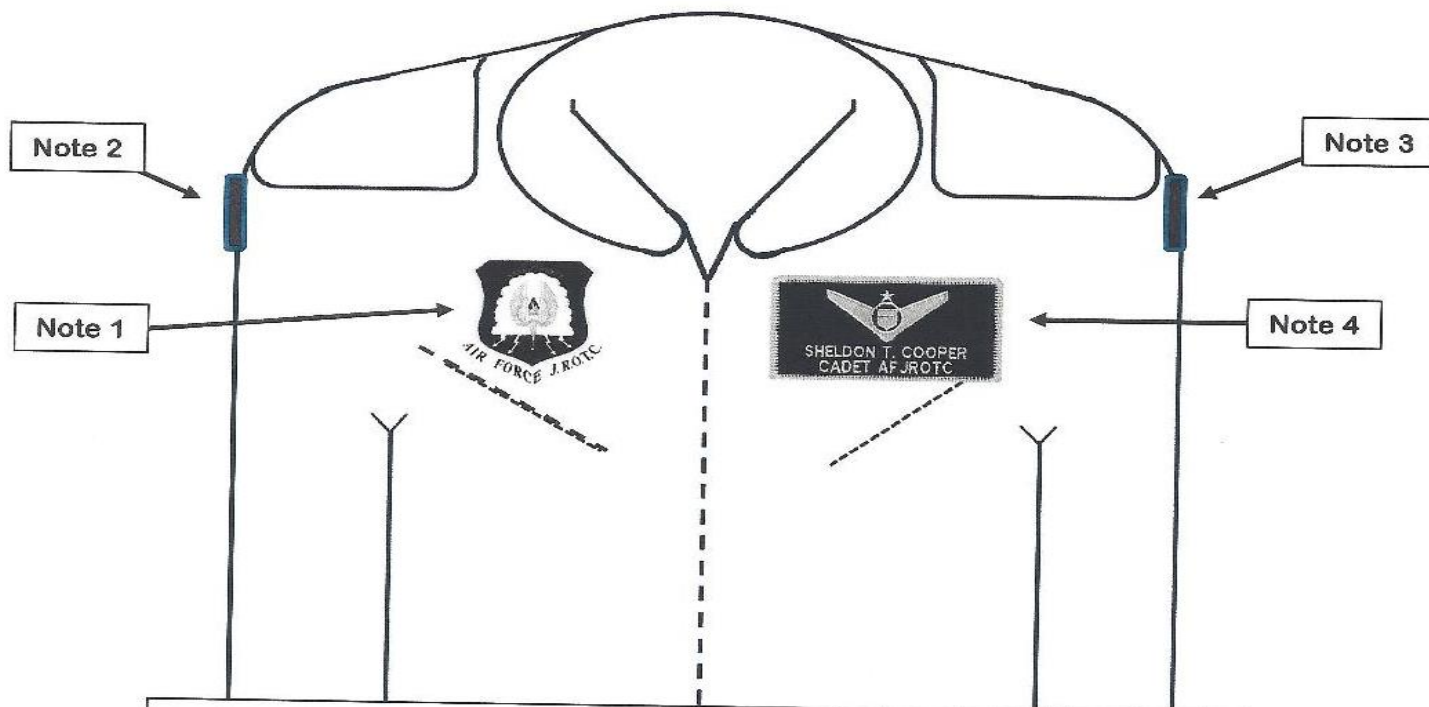
Sample Exhibition Uniform



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

ATTACHMENT 18: FLIGHT SUIT

FLIGHT SUIT (Male and Female)



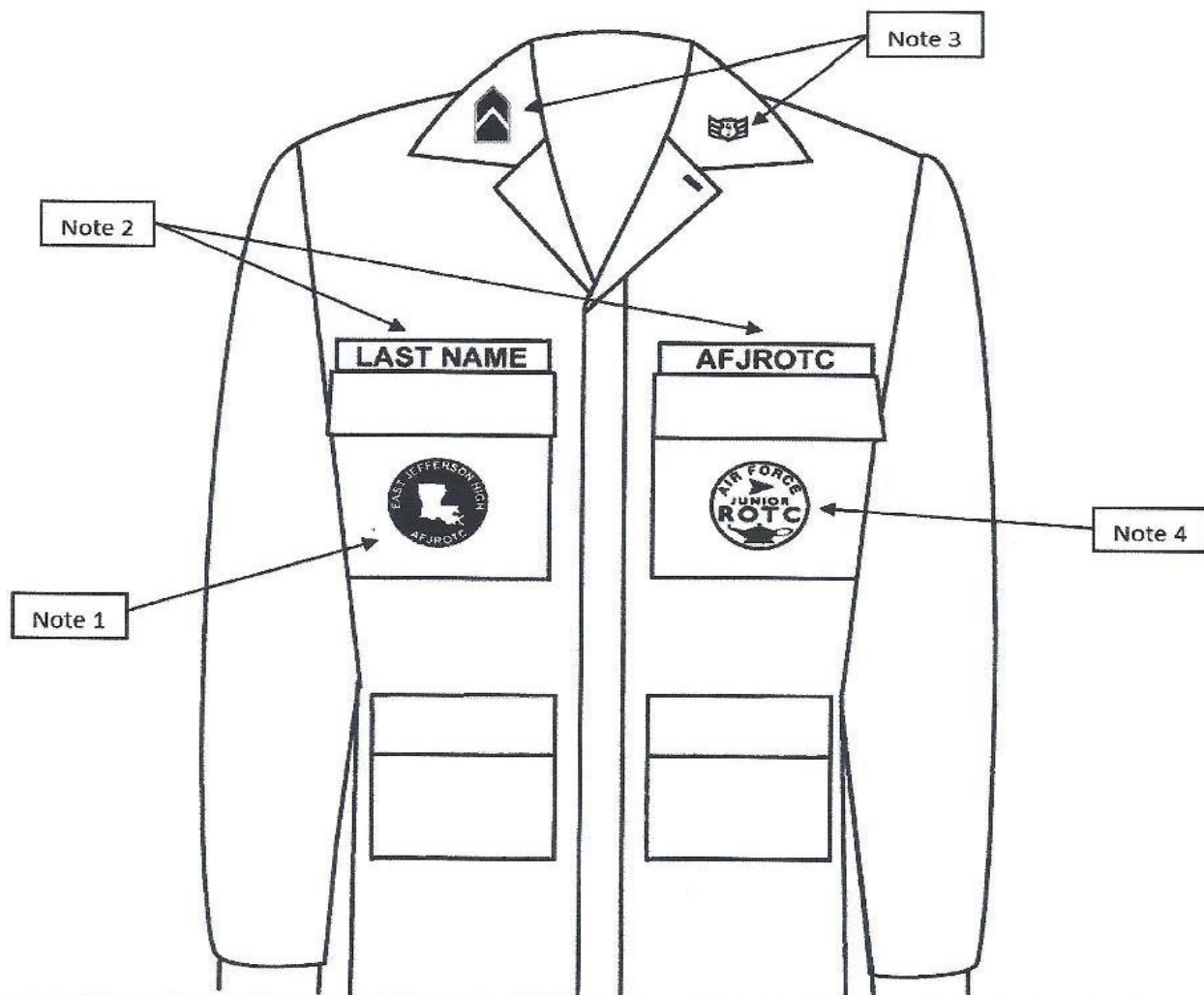
1. * AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets can only wear ground school, flight solo or flight certificate badges upon successful completion those programs (See Ops Supplement, Chapter 7, paras 7.2.1, 7.2.2 and 7.2.3).
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge, AFJROTC Patch will be worn Velcro attached.
3. * American Flag Patch (mandatory) on left shoulder. Velcro attached.
4. * Cadet Name Patch (mandatory). Velcro attached. Black background with silver border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be "CADET AFJROTC".
5. **Flight Suits are authorized for those cadets currently enrolled in or that have successfully completed aviation honors ground school, been awarded a flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program.**

* Flight patches may be purchased from a vendor using MilPer funds.

ATTACHMENT 19: CADET ABU

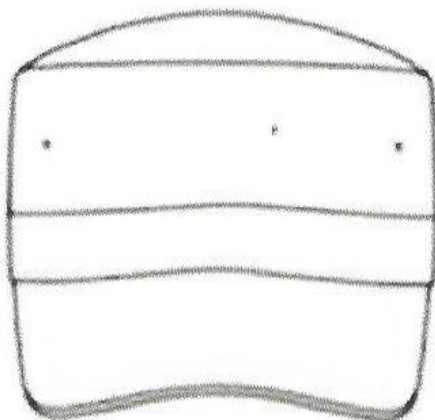
CADET ABU

Male and Female

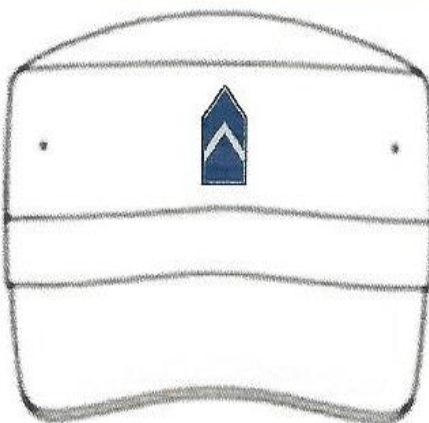


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes, dark blue (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different 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. AFJROTC Patch (white, Lamp of Knowledge): **WHITE patch only (mandatory)**. Will be worn on left pocket and centered.

CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.



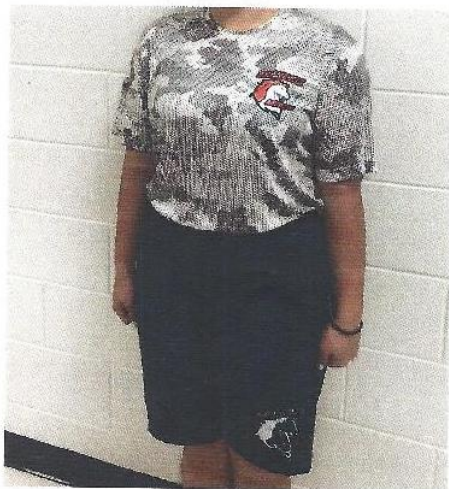
Officers will wear rank insignia on the ABU cap.

Sample Uniform Pictures



ATTACHMENT 20: SAMPLE UNIFORM PICTURES (AFJROTC PT GEAR)

Sample Uniform Pictures

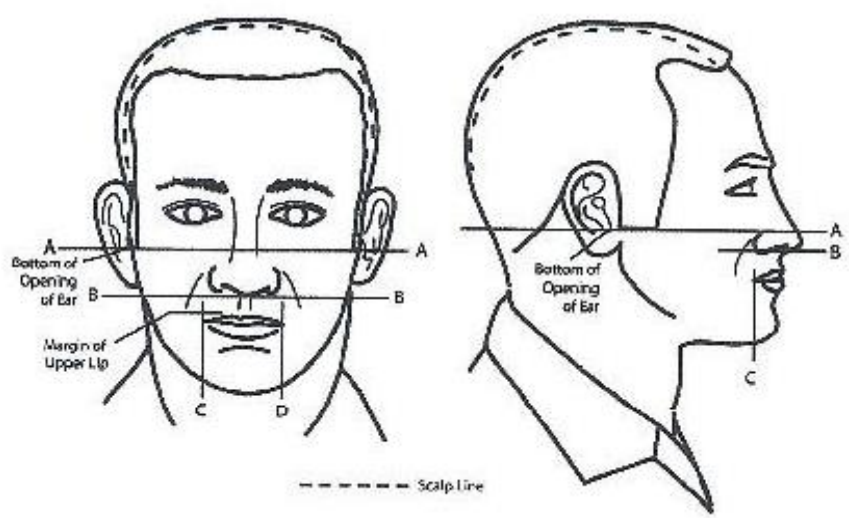
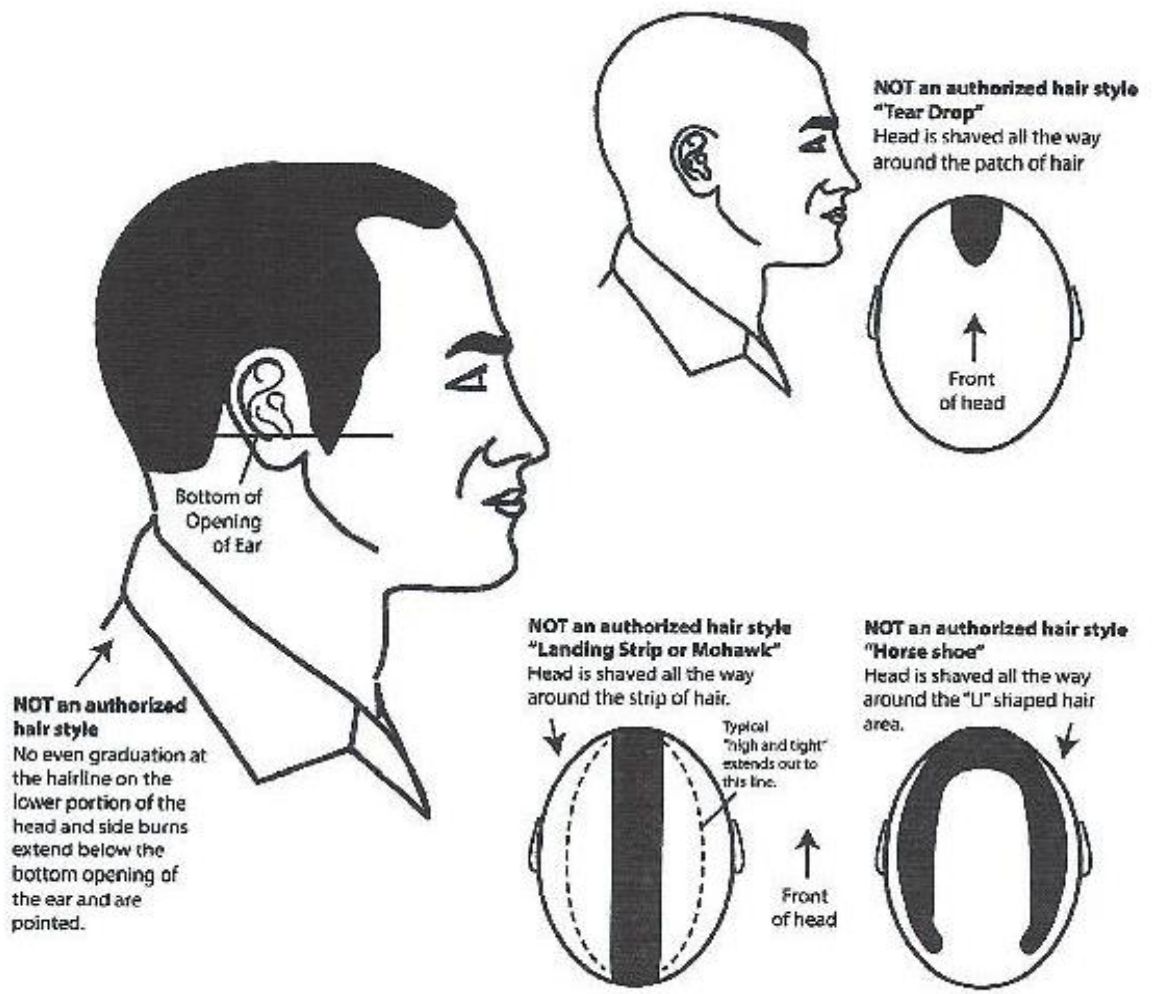


Local Purchased PFT Gear



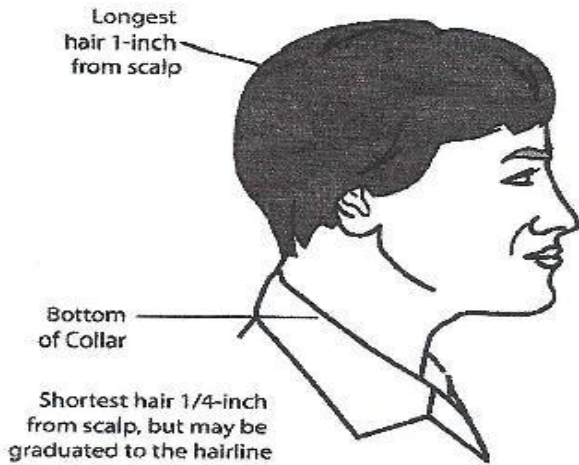
FEDMALL Purchased Air Force PTG

ATTACHMENT 21: CADET MALE HAIR

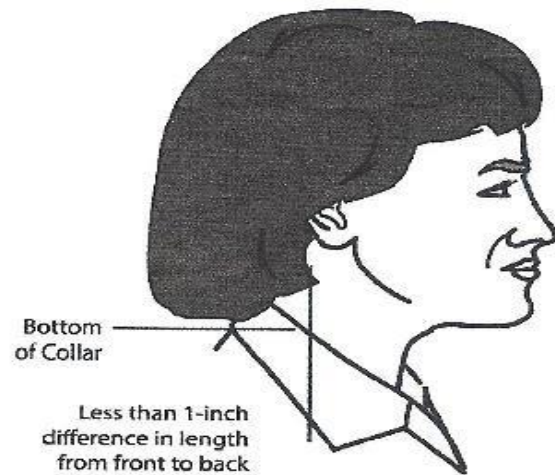


ATTACHMENT 22: CADET FEMALE HAIR

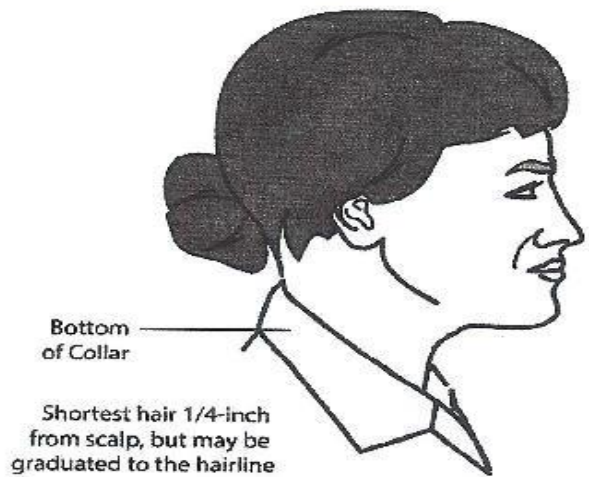
Short Hair Length



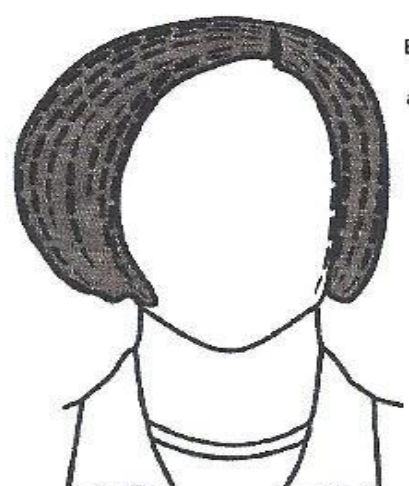
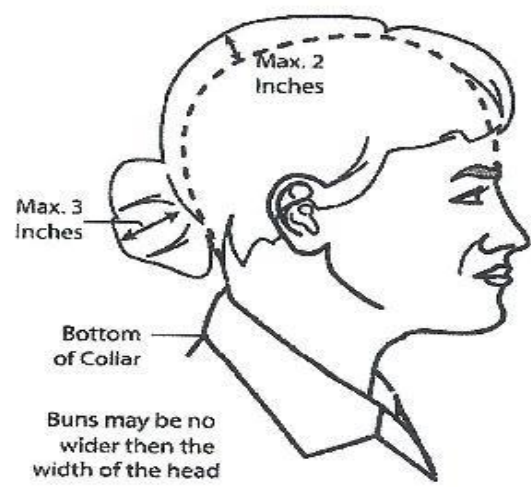
Medium Hair Length



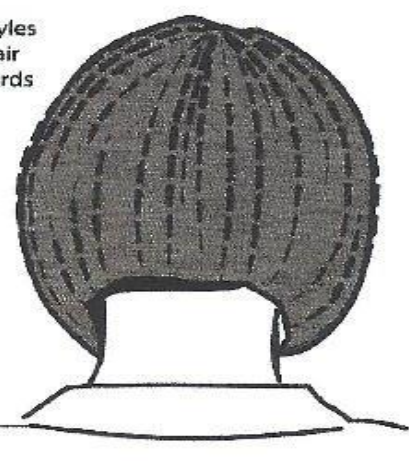
Long Hair Length



Bulk of Hair



Braids or fashionable styles must conform to all hair and appearance standards



Less than 1-inch difference in length from front to back

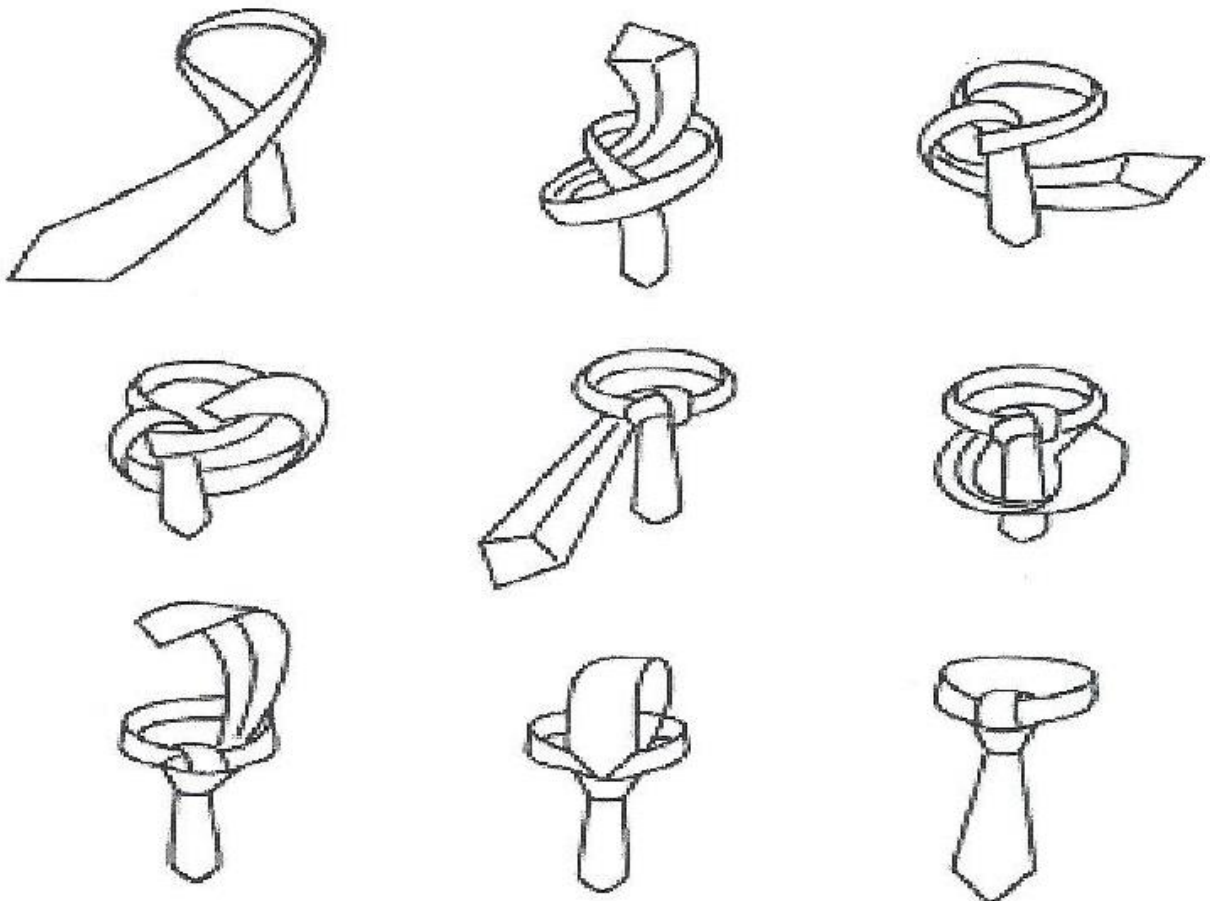


ATTACHMENT 23: WINDSOR KNOT/FOUR-IN-HAND-KNOT

Windsor Knot (Right)

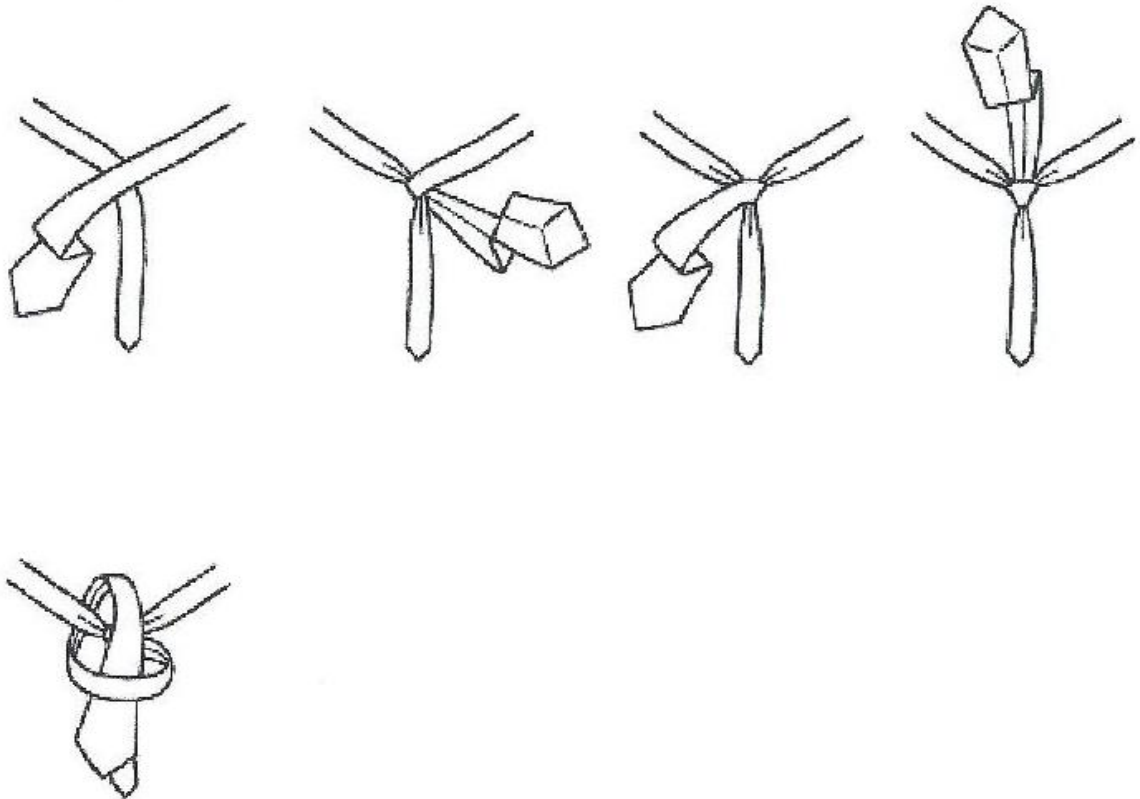
1. With the wide end 12 inches longer than the narrow end
2. Make a loop as shown
3. Bring the wide end around and behind the narrow end
4. Turn the wide end up and put it through the loop of the tie
5. Pull the wide end through and shape carefully

Note: There are several good knot tutorials on YouTube.



Four-In-Hand Knot

1. With the wide end of the tie on the right side
2. Then cross the wide end over in back and to the left bring it completely around the front to your right
3. Bring it back and up through the center
4. Pass it through the loop in front
5. Tighten the knot neatly, forming a "dimple" with your index finger. **Note:** There are several good knot tutorials on YouTube.



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'er the gun! (Give'er the gun now!)
Down we dive, spouting our flame from under,
Off with one hellofuva roar!
We live in fame, or go down in flame,
Hey! Nothing'll stop the U.S. Air Force!

Minds of men fashioned a crate of thunder,
Sent it high into the blue,
Hands of men blasted the world asunder,
How they lived God only knew!
Souls of men dreaming of skies to conquer,
Gave us wings ever so soar,
With scouts before and bombers galore, Hey!
Nothing'll stop the U.S. Air Force!

Here's a roast to the host of those
Who love the vastness of the sky,
To a friend we send a message,
Of his brother men who fly,
We drink to those who gave their all of old,
Then down we roar,
To score the rainbow's pot of gold,
A toast to the host of men we boast, the U.S. Air Force

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

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