

**Air Force
Junior Reserve Officer Training Corps
TN-20181**

Cleveland High School



Cadet Guide

2021 – 2022

FORWARD

Welcome to Air Force Junior Reserve Officer Training Corps (AFJROTC) and congratulations on joining this exceptional program. I consider it an honor and a privilege for Cleveland High School (CHS) to be among only 892 schools in the entire country to host this distinguished program. You are now part of a nationwide team of 121,000 AFJROTC cadets.

The provisions of this program as outlined in this student guide are rooted in United States Public Law and agreed upon between Cleveland City Schools and the United States Air Force. Program guidance is established in United States Air Force directives and managed by Air Education and Training Command, Headquarters Air Force JROTC. JROTC academic and development objectives also align perfectly with those maintained by Cleveland High School.

The JROTC instructors are highly qualified and possess nearly 55 years of combined experience in the United States Air Force. They have my full support in the administration of the program as outlined in this guide. Cadets and their parent/guardian are required to sign a contract agreeing to adhere to program requirements. Among these are that cadets will wear the JROTC uniform at least one entire school day each week, and that personal grooming and hair style will conform to Air Force standards. Following these guidelines is a requirement to participate and will allow cadets to excel and advance in the JROTC program. Failure to adhere to program guidelines will result in student removal from the course.

In two short years, we have seen the ability of JROTC to make a difference in our school, our community and, most importantly, in the lives of our students. This program not only teaches the academics of leadership and aerospace science, but it affords students with the opportunity to develop as a leader and become more disciplined. JROTC cadets are active in our school and community and truly understand what it means to be a servant leader.

Ultimately, success in AFJROTC is up to the individual and the spirit in which they abide by the provisions of this guide. I look forward to following the accomplishments of the cadet corps this year and wish them much success and personal satisfaction.

Autumn O'Bryan

AUTUMN O'BRYAN
Cleveland High School Principal

PREFACE

Welcome to Air Force JROTC! We have an exciting year planned with numerous opportunities to excel and activities we know that you will enjoy. As a Cadet in this program, you are joining a program just completing its first year at Cleveland High School and, as such, you have a responsibility to help the program continue to grow, while maintaining traditions and the high standards set in just one year. We look forward to helping you make this the best Air Force JROTC organization possible.

A lot of effort went into the creation of this Cadet Handbook. It contains all the basic information and guidance required to become a successful cadet. This handbook should be maintained throughout the year and be the source reference for all program requirements. Grooming requirements, how to wear the uniform properly, cadet conduct and expectations, classroom behavior, and many other details are explained in this guide.

Air Force JROTC is a cadet-led program. The instructors teach academic lessons, but all other aspects of the program are led and administered by the cadets. Teamwork is crucial to the ability of the cadet corps to achieve their goals and exceed program expectations. For the team to succeed, each individual member must understand the mission of JROTC and their role in achieving cadet goals. Only when the individual voluntarily participates as part of the group will the organization maximize possibilities. That journey begins with each cadet fully reading and understanding this guide.

We want cadets to have fun and we will have numerous opportunities for cadets to get involved. Some examples of those opportunities are Drill Team, Color Guard, Raider Team, Awareness Presentation Team, Cyber Patriot Team, Academic Team, and Green Team. Each of these teams is detailed later in this guide. We will also take one curriculum-in-action trip per semester to support JROTC education. As mentioned above, cadet involvement and teamwork are required for success.

Remember, effective LEADERSHIP starts with responsible FOLLOWERSHIP. **“BEFORE YOU CAN LEARN TO LEAD, YOU MUST LEARN TO FOLLOW!”**

Scott Campbell

SCOTT CAMPBELL, Colonel (Ret), USAF
Senior Aerospace Science Instructor (SASI)

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1. Program Information

1.1. Welcome. Welcome to AFJROTC and TN-20181! When beginning this course, both students and parents have many questions and this guide is designed to provide most answers. First, it is important to understand that AFJROTC is NOT a military recruitment program and there is no military service obligation for taking this course. Likewise, this program is not a military boot camp and the instructors do not operate it as one. AFJROTC is a course of study designed to teach students discipline, communication skills, and decision-making skills to help them build self-confidence as a leader. This class is not difficult, but it is challenging and requires effort over intellect. Our program is all-inclusive and open to any Cleveland High School student who meets the basic requirements outlined in this guide.

1.2. Mission. The mission of AFJROTC is to *“Develop Citizens of Character dedicated to serving their Nation and Community”*. At CHS, we seek to achieve this mission through academic instruction in aerospace science and leadership education, drill, wear of the Air Force uniform and physical training. This is designed to instill character and teach self-discipline, responsibility, and respect. The AFJROTC mission compliments the Cleveland High School motto to “Work Hard. Get Smart. Be Nice.”.

1.3. Goals. The goals of the AFJROTC program are to instill the values of citizenship, service to the community and United States, personal responsibility, and a sense of accomplishment. To support this, cadets will set a minimum of six goals each school year. These goals will be two each in the areas of cadet goals, school goals, and community goals.

1.4. Objectives. The objectives of AFJROTC are to educate and train high school cadets in citizenship, promote community service, instill responsibility, character, and self-discipline and provide instruction in air and space fundamentals. To achieve this, AFJROTC introduces and instills the Air Force Core Values of “Integrity First, Service Before Self, and Excellence in All We Do”. Some of the program objectives are as follows:

- 1.4.1. Develop leadership skills, morals, self-esteem, teamwork, and personal appearance.
- 1.4.2. Increase an understanding of patriotism and responsibilities as U.S. citizens.
- 1.4.3. Participate in a minimum of 12 hours of community service activities per cadet.
- 1.4.4. Demonstrate customs and courtesies while developing good order and discipline.
- 1.4.5. Introduce a basic knowledge of aerospace science and global studies.
- 1.4.6. Prepare and assist cadets for college and/or successful careers.
- 1.4.7. Cultivate a commitment to physical fitness and a healthy lifestyle.

1.5. Instructor Staff Positions. AFJROTC instructors are retired Air Force members and are school district employees. They receive basic certification from Headquarters, Air Force JROTC, but must also meet state requirements and become certified to teach by the state. Instructors are a cohesive team charged with providing successful instruction and mentorship to cadets.

1.5.1. Senior Aerospace Science Instructor (SASI). The SASI is a retired military officer and the senior instructor assigned. As the Department Head, the SASI manages and administers the AFJROTC program in accordance with public law, DoD, Air Force, Holm Center and AFJROTC instructional guidance under the supervision of the school principal or other school official. The SASI for TN-20181 is Colonel (Ret) Scott Campbell.

1.5.2. Aerospace Science Instructor (ASI). 10.6.3. Aerospace Science Instructor (ASI) is a retired military enlisted Airman who partners with the SASI in operation of the unit while

instructing, supervising and developing students and maintaining Air Force Equipment. The ASI for TN-20181 is Senior Master Sergeant (Ret) Jeffrey Bise.

1.6. Enrollment. Enrollment in the Cleveland High School AFJROTC Cadet Corps is a **privilege** and **not a right**. Enrollment requirements are as follows:

- 1.6.1. Must be enrolled and attending a regular course of instruction at Cleveland High School.
- 1.6.2. Must be an American citizen, permanent resident alien, or a foreign student authorized enrollment at Cleveland High School.
- 1.6.4. Must be physically fit to perform all training and have a signed consent form on file.
- 1.6.5. Must agree to the care and maintenance of the Air Force uniform, textbooks, and other U.S. government property used in the program.
- 1.6.6. Must have a minimum 2.0 GPA or approval of the SASI.
- 1.6.7. Both the student and parent or guardian must sign the cadet contract in Paragraph 2 of this guide and agree to comply with program rules and requirements.

1.7. Disenrollment. Per AFJROTC Instruction 36-2010, the Senior Aerospace Science Instructor (SASI) reserves the right--with documentation and corrective counseling--to remove anyone from the program, **at any time during the school year**, if they are not meeting the standards spelled out in the cadet contract. Disenrollment is not a decision taken lightly. Disenrollment for a single incident will only be considered for serious violations of cadet/student conduct in accordance with this guide or the CHS student handbook. AFJROTC allows students to grow and learn from minor mistakes before their removal from the program. The following violations are the type that lead to program disenrollment, but please note that the list is not all-inclusive:

- 1.7.1. Violations of the codes of conduct outlined in this guide or the CHS student handbook.
- 1.7.2. Conduct disrupting the morale or discipline of the classroom or cadet corps.
- 1.7.3. Failure to wear the military uniform on the required day or for the full academic day.
- 1.7.4. Failure to participate in drill or the wellness program.
- 1.7.5. Inability to adjust to AFJROTC or indifference to training.
- 1.7.6. Failure to render appropriate respect to our nation's flag.

1.8. Three Strike Rule. To enforce the integrity of the program, students are subject to a "Three Strike Rule" for disenrollment. The Three Strike Rule is actually a process that allows the student up to five program violations, but the strikes are only counted when parent/guardian notification have occurred. The process for the Three Strike Rule is as follows:

- 1.8.1. The first violation will result in receiving a verbal counseling from one of the instructors.
- 1.8.2. A second violation will result in a written letter sent to the parent/guardian detailing the incident and informing them of Strike 1.
- 1.8.3. A third violation will result in a second written letter being sent to the parent/guardian detailing the incident and informing them that this is Strike 2 and that any subsequent violation will result in Strike 3 and disenrollment from the program.
- 1.8.4. A fourth violation will result in disenrollment from the program. A written letter will be sent to the parent/guardian stating that the instructor is working with school guidance counselors to remove the student from the program.

1.9. Post-Graduation Benefits. Passing grades in every credit-granting academic period constitutes successful AFJROTC program completion and entitles the student, by law, to a Certificate of Completion.

- 1.9.1. Certificate of Training. Awarded for successful completion of two academic program years.

1.9.2. Certificate of Completion. Awarded for successful completion of three academic program years.

1.9.3. Advanced Enlistment. In accordance with DODI 1205.13, JROTC Cadets may be eligible for enlistment at a higher grade. Specifics of each service's policy is outlined in individual service recruiting instructions or regulations.

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

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

1.9.6. Air Force Academy Nominations. Students will apply for nomination to the SASI who must certify that the applicants meet the basic eligibility requirements and have or will have successfully completed the prescribed AFJROTC program by the end of the school year. The SASI will contact USAFA Admissions for an AFJROTC Nomination Appointment form.

1.10. Director's Welcome.

17 June 2020

Colonel Stephen T. Sanders.
Director, Air Force JROTC
60 West Maxwell Boulevard
Maxwell AFB AL 36112-6501

Dear Prospective AFJROTC Family,

Thank you for considering Air Force Junior ROTC (AFJROTC) for your loved one. AFJROTC is an incredible program and our mission is "To develop citizens of character dedicated to serving their nation and community." Our program is completely voluntary and no student can be forced to take AFJROTC but the support and encouragement you give your student to "try" the program is incredibly important. There are a few important points we want to ensure are very clear to our families.

1. If a student takes AFJROTC in high school, there is **never** any obligation to join the military.
2. AFJROTC emphasizes "life skills" which will help students long after high school.
3. AFJROTC will help prepare your student for success following high school.

It's important to know all JROTC programs are citizenship programs. They are not military recruiting programs and the citizenship charter is stated in Title 10 United States Code law. AFJROTC works to teach important skills and reinforce personal traits to help make your student successful in life, no matter what type of career they choose following high school. These life skills are based on the Air Force core values of "integrity first, service before self, and excellence in all we do." Your student will learn important aspects of leadership, followership, adherence to personal appearance and grooming standards, proper uniform wear and will also have the opportunity to participate in some very exciting co-curricular activities to include community service. These activities reinforce the lessons they will learn in the classroom and provide them an opportunity to lead and learn among their peers. These activities are our "hands on" teaching tools and are a very fun and exciting way to reinforce the importance of team-work, service, positive attitude, hard-work, and positive image. AFJROTC is a place where a student will not only start to grasp important life lessons, but they will truly feel a sense of accomplishment, belonging, and pride that comes with teamwork and success. For more information, please visit us on your smartphone or mobile device at: <http://afjrotc.com/mobile.php?menu=JROTC>.

AFJROTC is a fully (AdvancED) academically accredited and inclusive program that is open to all students in the 9th to 12th grades. If your student is eager to learn, has a good attitude, wants to be part of a true team, and is willing to follow very reasonable personal grooming and uniform wear requirements, then they will be welcome in this great program. It is a great program due to the dedication, leadership, teaching, and mentorship of about 2,000 retired Air Force instructors in over 880 partnering high schools across the nation and overseas. Your loved one will be joining nearly 125,000 other AFJROTC cadets! AFJROTC will help prepare your student for success following high school.

Thank you for considering AFJROTC for your loved one and your potential partnership in working towards our goal to develop citizens of character for America. If you have any questions please contact your schools Air Force JROTC instructors or school counselors who can give you more information about their specific corps of cadets.

Sincerely

Stephen T. Sanders, Colonel, USAF
Director

2. Cadet Contract

2.1. Application and Agreement for:

_____ *Print Name (Last, First, MI)*

2.2. Cadet Agreement. To maintain the high standards of cadet discipline, conduct, and appearance required by Air Force JROTC, I, the above-named cadet, hereby apply for admission to the program. I acknowledge understanding and agree to adhere to all of the requirements identified in this contract.

2.3. Cadet Honor Code. *“I will not lie, cheat, or steal, nor tolerate anyone who does”*. These words form the foundation of behavior for every cadet. Cadets must be honest in words and deeds. Cadets must perform their own work and team with other cadets to meet program goals.

2.4. Program Requirements. As a cadet in AFJROTC, I fully understand and agree to the following:

2.4.1. I will meet the standards of behavior, attitude, and courtesy established and taught by AFJROTC instructors and make every attempt to exceed those standards.

2.4.2. I will maintain personal grooming standards established by the United States Air Force. I will take particular attention to military hair standards, facial hair standards, and body piercing and jewelry requirements as prescribed by Air Force Instruction 36-2903 and detailed in this guide.

2.4.3. I will wear the appropriate Air Force uniform issued to me on all occasions prescribed by the instructors. Uniform day is normally on Thursdays. I am required to wear the uniform for the entire school day and for events outside the school day as prescribed.

2.4.4. I will wear the unit-issued physical training uniform (T-shirt and shorts) for all physical training events as scheduled by the instructors. The scheduled PT day will be on Fridays. Weather conditions and sweating due to activity level will result in the clothes becoming unsuitable for wear for the remainder of the school day. I will have a change of clothes for after scheduled PT sessions.

2.4.5. I will maintain all uniforms in a clean and serviceable condition. I will NOT machine wash uniform pants or jackets as the material in those items is DRY CLEAN ONLY. Uniform shirts and PT uniforms are machine washable. I am responsible for all cleaning costs and the replacement cost if items are damaged or lost.

2.4.6. I will return military uniforms at the end of the school year. ALL items required for return (shirt, pants, and both jackets) must be professionally dry cleaned, be in the dry cleaning bag, and have the dated and detailed receipt attached to the bag. Return of items in other than this manner will result in a \$30 dry cleaning fee assessed to my school account. Failure to return items at all will result in the full replacement cost being assessed to my school account. PT uniforms belong to the student and are not required to be returned.

2.4.7. I will maintain acceptable standards of academic performance in *all* classes. I will complete assignments as given by my teachers. I must earn a final grade of “C” or better in JROTC to be eligible to return for the next semester. This may be waived by the SASI following a written request from the parents/guardians. Failing two or more non-JROTC classes will also result in disenrollment from the program for the next semester. JROTC instructors want to ensure cadet success in core classes.

2.4.8. I will comply with customs and courtesies per Air Force Instruction 34-1201, Protocol. In particular, I will demonstrate proper respect to our nation’s flag. Cadets will stand, face the flag, and render proper respect for the flag for all events that conduct the National Anthem or Pledge of Allegiance. This includes ALL school and JROTC events, in or out of school and in or out of uniform.

2.4.9. I will respond respectfully and positively to the instructions and direction of cadets appointed to leadership positions in the corps. I will render proper military courtesies to instructors and cadet leaders. I will also express courtesy and respect to school administrators, teachers, coaches, and other adults with whom I come into contact. If performing the duties of a cadet leadership position, I will conduct myself accordingly and never abuse my authority.

2.4.10. I will participate in community service projects and understand that the goal is 12 hours of community service per cadet. I understand that these projects require sacrifice of personal time and events and will communicate and schedule these events with my parents or guardians to enable my participation.

2.4.11. I will meet, and strive to exceed, all objectives of the cadet corps. I will follow the cadet honor code, develop strong morals, and adhere to the Air Force core values of integrity, service, and excellence.

2.4.12. I will commit to physical fitness and a healthy lifestyle. I will participate fully in the wellness program to achieve this requirement.

2.4.10. I will develop the ability to perform basic military drill through full participation in weekly drill classes and instruction.

2.4.14. I will read this guide in its entirety, understand the information it contains,

2.5. Student Acknowledgement. I voluntarily agree to abide by all of the requirements listed above for this AFJROTC contract. I understand that belonging to AFJROTC is a privilege and not a right. I understand that failure to comply with these requirements could result in disenrollment and immediate removal from the program.

STUDENT SIGNATURE _____ **DATE** _____

2.6. Parent/Guardian Acknowledgement. I have read this contract in its entirety, understand the requirements of the program and have discussed them with my cadet. I understand the importance of strict adherence to this contract as a requirement for program enrollment. Of particular importance, I understand the requirements for proper wear of the uniform and the grooming requirements involved. I understand that there will be a number of events outside school hours and on weekends, and that some of those will require mandatory attendance and participation. I have read and understand the Three Strike Rule and understand program disenrollment. I fully understand that I am ultimately responsible for the replacement cost of uniform items, equipment or materials issued to my cadet if they are not returned in the required condition as outlined in this guide and that failure to reimburse that cost to the government will result in student account debt and will affect transfer and/or graduation actions.

PARENT/GUARDIAN SIGNATURE _____ **DATE** _____

2.7. Parent/Guardian Contact Information. In the event JROTC needs to contact a parent/guardian, below is my preferred contact information:

	Primary	Alternate
Name / Relation to Cadet:		
Best Phone Number:		
Email Address:		

3. Curriculum. Cleveland High School’s AFJROTC program is a four-year course of study for high school students. Each year is divided into four categories; Aerospace Science, Leadership Education, Drill/Ceremony, and Wellness. Major topics in the Aerospace Science curriculum include history, science, space, and optional studies. Major topics in the Leadership Education curriculum include Air Force customs and courtesies, Cadet corps activities, study habits, time management, communication skills, life skills, leadership and management studies, drill and ceremonies. Physical fitness training and education is a part of every year. The curriculum plan for 2018-2025 is listed below. Course syllabi for the courses offered 2019-2020 follow the curriculum plan.

3.1. Seven Year Curriculum Plan. Blended Classes, Standard Block Scheduling

CADET YEAR	Fall 2018 JROTC 1	Spring 2019 JROTC 2	Fall 2019 JROTC 3	Spring 2020 JROTC 4	Fall 2020 JROTC 5	Spring 2021 JROTC 6	Fall 2021 JROTC 7	Spring 2022 JROTC 8	Fall 2022 JROTC 1	Spring 2023 JROTC 2	Fall 2023 JROTC 3	Spring 2024 JROTC 4	Fall 2024 JROTC 5	Spring 2025 JROTC 6
Blended Classes	AS-100 Unit 1 - 2	AS-100 Unit 3 - 4	AS-200 Ch 1 - 2	AS-200 Ch 3 - 4 STEM 1	AS-220 Ch 1 - 3	AS-220 Ch 4 - 6 STEM 2	AS-300 Ch 1 - 2 AS-500	AS-300 Ch 3 - 4 AS-510	AS-100 Unit 1 - 2	AS-100 Unit 3 - 4	AS-200 Ch 1 - 2	AS-200 Ch 3 - 4 STEM 1	AS-220 Ch 1 - 3	AS-220 Ch 4 - 6 STEM 2
	LE-100 Ch 1 - 3 + Drill + Wellness	LE-100 Ch 4 - 5 + E1: UYP + Drill + Wellness	LE-200 Unit 1 - 2 + Drill + Wellness *	LE-200 Unit 3 - 4 + Drill + Wellness	LE-300 Ch 1 - 2 + E2 NEFE + Drill + Wellness *	LE-300 Ch 3 - 8 + Drill + Wellness	LE-400 Unit 1 - 2 + Drill + Wellness s*	LE-400 Unit 3 - 4 + Drill + Wellness	LE-100 Ch 1 - 3 + Drill + Wellness	LE-100 Ch 4 - 5 + E1: UYP + Drill + Wellness	LE-200 Unit 1 - 2 + Drill + Wellness *	LE-200 Unit 3 - 4 + Drill + Wellness	LE-300 Ch 1 - 2 + E2 NEFE + Drill + Wellness *	LE-300 Ch 3 - 8 + Drill + Wellness
Corp Staff Only	AS-400 Unit a - b	AS-400 Unit c - d	AS-400 Unit a - b	AS-400 Unit c - d	AS-400 Unit a - b	AS-400 Unit c - d	AS-400 Unit a - b	AS-400 Unit c - d	AS-400 Unit a - b	AS-400 Unit c - d	AS-400 Unit a - b	AS-400 Unit c - d	AS-400 Unit a - b	AS-400 Unit c - d

NOTES:

- Introductory AS/LE course material should be taught during first semester or block.
- * Repeat LE100, Chapter 1 for Blended Classes containing first year cadets is authorized.
- LE ELECTIVES (E1-E9): Guidance for using LE Electives can be found in this guide on page 102. (2021 Curriculum Guide)
- AS STEM: Guidance for using (STEM) opportunities can be found in this guide.
- AS 400: Intended for 4th year cadets who hold corps management positions, refer to page 67 for additional guidance.
- AS 500: Aviation Honors Ground School (AHGS) Guidance for this course is found on pages 8 and 70. (2021 Curriculum Guide)

3.2. Course Syllabi.

JROTC - COURSE SYLLABUS

COURSE NAME: JROTC Fall and JROTC Spring

CREDIT HOURS: 1 Elective credit

INSTRUCTOR'S NAME: Col Scott Campbell and CMSgt Tim Hughes

REQUIRED TEXT and MATERIALS: LE-400 “Fundamentals of Management”, Drill and Ceremonies (AF Manual 36-2203), AS-300 “Exploring Space: The High Frontier Second Edition” and the TN-20181 Cadet Guide.

COURSE DESCRIPTION: This course is comprised of Aerospace Science (AS), Leadership Education (LE), Drill and Ceremonies, and Wellness. The Aerospace Science portion of the course is an introductory course designed to teach cadets the latest information on exploring space and an introduction to cybersecurity and technology. It delves into astronomy, the solar system, space travel, space probes and robotics, rockets, launch vehicles and finally cybersecurity. Leadership Education is designed to prepare high school students for life in the high-tech, globally oriented, and diverse workplace of the 21st century. It introduces cadets to management concepts and its application to JROTC. It defines what management is and what managers do. It provides an overview for managing a JROTC unit—including its various activities, systems, and technology, and learning to manage yourself as you help manage the unit. Finally, the chapter explains the similarities and differences between a leader and a manager and how a manager should think about the health and growth of the organization. Leadership Education also includes in-depth instruction in Air Force drill and ceremonies. Wellness is an official part of the Air Force Junior ROTC program and includes a physical activity program focused on individual baseline improvements with the goal of developing a healthy lifestyle.

COURSE OBJECTIVES:

AS300 course objectives are:

1. Explain the history of astronomy throughout time.
2. Analyze the various elements of the solar system.
3. Investigate the components of space exploration and the current strategic plan for space exploration.
4. Analyze past space programs and the effect of space on the human body.
5. Examine the history of space exploration and the future of space travel.
6. Discuss the role of space probes and robotics in space exploration.
7. Evaluate the science and technology required for space travel.
8. Analyze the concept of cyber security and methods for staying safe online.

LE400 course objectives are:

1. Analyze management and its application to JROTC.
2. Analyze the elements of project management.
3. Evaluate the importance of formal planning within an organization.
4. Analyze decision-making within an organization.
5. Evaluate time management and change management within an organization.
6. Analyze concerns managers must consider in managing individuals and groups.
7. Analyze the factors that make work teams productive.
8. Evaluate the interpersonal skills of delegating, negotiating, and mentoring.

JROTC Fall (Semester 1)

AS300

Chapters: Chapter 1, The History of Astronomy, Chapter 2, The Solar System, Chapter 3, Space Exploration, and Chapter 4, Space Programs.

Lessons: This History of Astronomy covers, prehistoric, classical, renaissance, enlightenment and modern astronomy. The Solar System covers, Earth and our Moon, the Sun and our solar system and deep space. Space Exploration encompasses, why we explore space, space missions and hazards of space. Finally, Space Programs will review, the strategic significance of our programs and U.S. manned space programs.

LE400

Chapters: Chapter 1, Introduction to Management, Chapter 2, Project Management, Chapter 3, Planning: Laying the Foundation, Chapter 4, Decision-Making: Choosing Wisely and Drill and Ceremony (AF Manual 36-2203).

Lessons: What is management, managing the cadet corps, management and leadership, initiating and planning a project, organizing and executing a project, starting with a vision, types of plans and goals of an organization, improving your decision-making and decisions that are important but not urgent.

JROTC Spring (Semester 2)

AS300

Chapters: Chapter 5, Space Stations and Beyond, Chapter 6, Space Probes and Robotics, Chapter 7, Orbiting, Space Travel, and Rockets, and Chapter 8, Cybersecurity.

Lessons: Space Stations and Beyond includes Salyut to the International Space Station. Space Probes and Robotics covers probe missions, robotics in space and Mars rover expedition. Orbiting, Space Travel and Rockets involves orbits and how they work, how to travel in space and how rockets work. Lastly, Cybersecurity reviews foundations to cybersecurity, principles and computer basics and national policy.

LE400

Chapters: Chapter 5, Organizing: Managing Time and Change, Chapter 6, Leading: Managing Individual and Group Behavior, Chapter 7, Understanding Work Teams, and Chapter 8, Interpersonal Skills.

Lessons: Time management, change management, motivating others, evaluating others, managing difficult situations, work teams, delegating, negotiating and mentoring.

Drill Curriculum (Both Semesters)

Lessons: 1. Know the importance of drill and ceremonies. 2. Know basic commands and characteristics of the command voice. 3. Apply and execute the concepts and principles of basic drill positions and movements. 4. Know when and how to salute. 5. Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron. 6. Know the function of the Group and the wing. 7. Know how Groups and wings are formed. 8. Know the purpose and definition of ceremonies and parades.

Wellness (Both Semesters)

Lessons: 1. Know wellness program requirements. 2. Identify personal areas for improvement. 3. Create an individualized fitness program to meet wellness and physical fitness needs.

Uniform Day: Worn Wednesday, all day, as outlined in the Cadet Guide.

Wellness Day: Friday. Bring appropriate athletic gear to class every Friday.

Grading Procedures: As outlined in the Cadet Guide.

3.3. Grading System. This table outlines the factors and their relative weight for grading in AFJROTC. Col Campbell and SMSgt Bise will provide detailed grading information for each class at the start of the semester. Below is an example of the basic grading system but it is subject to change at SASI discretion. Each curriculum area is explained in more detail in the paragraphs that follow.

Curriculum Area	Weight	Graded By
Academics	30%	SASI / ASI
Uniform Inspections	30%	SASI/ASI or Student Flight Commander
Wellness Program	20%	SASI /ASI
Attitude/Participation	20%	SASI / ASI

3.3.1. Grade Calculation. AFJROTC is graded using the Cleveland High School grading scale.

A	B	C	D	F
100 – 93	92 – 85	84 – 75	74 – 70	69 & Below

3.4. Academics. Academic lessons are in the areas of Aerospace Science and Leadership Education. Assignments include class activities, quick write assessments, quizzes, oral and written presentations, and exams. Timely submission of assignments supports other objectives of the program and will affect Cadet grades. Late submission of work will result in deductions from the Cadet grade achieved on the assignment.

3.5. Uniform Inspections. Proper wear of the military uniform issued by JROTC is a critical component of the program that teaches accountability and discipline. Cadets are required to wear the designated uniform combination for the entire school day. The only exceptions are for removal of the uniform in classes that require specific dress (Athletics) or when the uniform could be damaged (Automotive, Art, etc.). For the latter, the uniform may be covered or changed out of for the duration of that class only. The uniform must be worn to all other classes.

3.5.1. Uniform inspections are conducted at the beginning of the period on uniform days. Students will be graded by Cadets in leadership positions.

3.5.2. Cadets are graded on proper wear of the uniform and strict adherence to grooming requirements.

3.5.3. Cadets who fail to wear the uniform on the required day will receive a zero for that inspection grade. The missed inspection is to be made up prior to the next scheduled uniform inspection. Missed inspections for excused absences may achieve full credit. All other missed inspections will be reduced in score achieved.

3.5.4. Failure to wear the uniform for three inspections will result in disenrollment from JROTC.

3.6. Wellness Program.

3.6.1. Overview. The AFJROTC Wellness Program is based on the Air Force Physical Fitness Program. The United States Code that creates the JROTC program requires its members to be physically fit. Physical Fitness is a significant portion of a Cadet’s personal responsibility.

3.6.2. Objective. The fitness program is designed to motivate AFJROTC Cadets to create positive wellness habits and to lead active, healthy lives that extend beyond the AFJROTC program and follow cadets into adulthood.

3.6.3. Goal. Each cadet will improve their personal wellness and fitness. This is measured against their own baseline and NOT against other cadets or a designated scale. The Air Force Physical Fitness Assessment (PFA) is used to measure each cadet's personal fitness level, but their performance in the course is measured on their individual improvement. PFA scores will be used throughout the program as a tool to identify Cadets for programs and opportunities.

3.6.4. Program Requirements. As outlined in the grading system above, the Wellness Program accounts for 20% of the Cadet's grade and is a MANDATORY component of AFJROTC. Wellness is normally scheduled for every Friday. Basic Cadet requirements are as follows:

- 3.6.4.1. Wear the issued shirt and shorts and wear athletic shoes.
- 3.6.4.2. Bring a water bottle to class.
- 3.6.4.3. Dress for the weather and be prepared to go outdoors.
- 3.6.4.4. Bring a change of clothes and personal hygiene items for after physical training.
- 3.6.4.5. Maintain PT gear clean and hygienic.
- 3.6.4.6. Participate FULLY in all wellness activities by giving 100% effort.

3.6.5. Program Outline

- 3.6.5.1. Assess each Cadet's individual level of fitness using the PFA, as outlined in Paragraph 3.6.7.
- 3.6.5.2. Identify areas of improvement for each Cadet.
- 3.6.5.3. Use the structured AFJROTC wellness program to mentally and physically challenge cadets.
- 3.6.5.4. Motivate Cadets to reach their wellness goals.
- 3.6.5.5. Conduct a final PFA to measure semester performance.

3.6.6. Wellness Program Assessment. The PFT is utilized to measure the individual cadet fitness level. The initial assessment must be completed within the first 45 days of the semester. The final assessment to measure Cadet performance will be conducted by 30 days prior to the end of the semester. Cadets who score over 60% on the assessment earn the Health and Wellness Ribbon.

3.6.7. PFT Events. The PFT consists of three events: Right angle push-ups, Sit-ups, and 1-mile run. Proper technique and performance of each event is detailed below:

- 3.6.7.1. Right-Angle Push Ups.
Objective: To measure upper body strength and endurance.

Testing: The cadet starts in push-up position with hands under shoulders, arms straight, fingers pointed forward, and legs straight, parallel, and slightly apart (approximately 2–4 inches) with the toes supporting the feet. Keeping the back and knees straight, the cadet then lowers the body until there is a 90-degree angle formed at the elbows with upper arms parallel to the floor. Another (same sex) cadet holds her/his hands at the point of the 90-degree angle so that the cadet being tested goes down only until he/she touches the partner's hand, then back up. If a cadet must rest, they must rest in the up position. To start, a timer calls out the signal "Ready? Begin!" and begins timing cadet for one minute. The cadet stops on the word "Stop."

Scoring - Record only those push-ups done with proper form. Right angle push-ups provide a good indicator of the range of strength/endurance found in youth, whereas some are unable to do any pull-ups.

Proper Push-Up Procedure



3.6.7.2. Sit-up

Objective: To measure abdominal strength and endurance.

Testing: Have cadet lie on cushioned, clean surface with knees flexed and heels of feet about 12 inches from buttocks. Another (same sex) cadet holds feet. Arms are crossed with hands placed on opposite shoulders and elbows held close to chest. Keeping this arm position, cadet raises the trunk to touch the outside of forearms and elbows to thighs and then lowers the back to the floor so that the scapula's (shoulder blades) touch the floor, for one sit-up. If a cadet must rest, they must rest in the up position. To start, a timer calls out the signal "Ready? Begin!" and begins timing cadet for 1-minute. The cadet stops on the word "Stop."

Scoring: Record only sit-ups done with proper form. Hands/fingers must remain in contact with the shoulders or upper chest at all times. Incorrect sit-ups when elbows do not touch the knees/thighs, the shoulder blades do not touch the mat, or the hands/fingers are not in contact with the shoulders or upper chest. If the cadet rests in the down position or holds onto their knees or legs in the up position, the assessment is terminated.

Proper Sit-up Procedure



3.6.7.3. One-Mile Run.

Objective: To measure heart and lung endurance by the cadet's fastest possible time to complete a one mile distance.

Testing: Before testing, cadet's health status will be evaluated to ensure that each cadet is physically capable of performing the test on the test date. Weather will be evaluated and testing location adjusted as required. On a safe, one-mile measured distance track or

location, cadets will be briefed on proper pacing. Cadets will warm-up. Cadets begin running following the timer's signal "Ready? Begin!". Walking may be combined with running, but no cadet should walk the entire distance. Effort is a major component of this assessment and each cadet will cover the distance in the shortest time possible. Cadets will cool down following testing.

Scoring: The cadet's time to complete the one-mile course will be recorded in minutes and seconds.

One Mile Run Illustration



3.6.8. Wellness Program Consent and Health Screening Questionnaire. Before a Cadet may participate in the Wellness Program, they WILL have a signed consent form from their parent/guardian authorizing Cadet participation. Consent forms will be sent home with every Cadet during the first week of school. Failure to return the form or not authorize program participation will result in Cadet disenrollment for AFJROTC. An example of the form is below.

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CADET PARTICIP. _____ PROGRAM
CREENING QUESTIONNAIRE
2021

AFJROTC Cadet Health/Wellness Program is designed to work with the cadet to help them improve their physical fitness. All physical activity sessions will be supervised and monitored by at least one of our instructors. These sessions include walking, running, and calisthenics exercises. The AFJROTC instructors have been trained in administering CPR if needed.

Parent/Guardian

By granting permission, we understand there are risks associated with any physical activity. It is our responsibility to inform the AFJROTC instructor of anything that should keep our child from participating in the AFJROTC Cadet Health/Wellness Program. In the event of a medical problem, we understand that any medical care that may be required is our personal financial responsibility.

_____ has permission to participate in the Cadet Health/Wellness Program YES - NO
(Printed Name of Cadet) (Circle one)

Last Name/First Name/Middle Initial _____

Printed Name Parent/Guardian: _____ Signature Parent/Guardian: _____

Dated: _____

It is mandatory to complete this screening form prior to participating in the Cadet Health/Wellness Program.

Return this completed questionnaire to your SASI or ASI, and advise them if you responded "Yes" to any of the questions below.

(Circle one)

1. Has there been any significant change to your health in the past 6 months? YES- NO
2. Are you currently on a medical profile exempting you from PT activities? YES- NO
3. Has a physician ever indicated you have heart disease, heart or breathing trouble? YES- NO
 - a. Do you suffer from pain in your chest, especially with physical activity? YES- NO
 - b. Do you feel faint or have dizzy spells during or after physical activity? YES- NO
 - c. Do you have shortness of breath related to asthma or any other condition that exercise could aggravate? YES- NO
4. Have you experienced a significant weight change in the past 6 months? YES- NO
If "Yes", indicate the estimated amount: Gained / Lost _____ lbs.
5. Have you ever been diagnosed or displayed symptoms of heat stress? YES- NO
6. Do you take any dietary, herbal or nutritional supplements, which contain any of the following Substances: Ephedra/Ephedrine, Guarana, Phenylephrine, Pseudoephedrine? YES- NO
If "Yes" please list: _____
7. Do you have any other medical issues that may cause a safety concern during physical exercise? YES- NO
(i.e., illness, pregnancy, etc.)
If "Yes" please list: _____

Note: If a cadet's health status changes during this school year cadet will notify AFJROTC instructor

This form is to gather information to be used for screening a cadet for participation as an AFJROTC cadet in the following areas: AFJROTC Cadet Health/Wellness Program, Photo Consent and Cadet Access Mobile participation. This form is for internal use only.

The Privacy Act of 1974 applies. The information herein is For Official Use Only (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C. § 552) and/or the Privacy Act of 1974 (5 U.S.C. § 552a), as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

3.7. **Attitude/Participation.** Cadets represent the JROTC program at all times and will be expected to demonstrate the highest levels of conduct in every situation. Cadet conduct and participation are

graded aspects of all activities, to include classroom activities, drill, inspections, physical training, wellness, community service, field trips, etc.

3.8. Curriculum in Action (CIA) Trips. Educational field trips that directly support or serve as an extension of JROTC curriculum. A minimum of one trip per semester will be taken with a minimum of 25% of cadets participating. Examples of CIA trips include visits to military installations, museums, orientation flights aboard military aircraft and trips to local and state government offices. CIA trips will be planned and executed by the Cadet Leadership team to the maximum extent possible.

3.9. Transfer Students. Students transferring from other JROTC units will be admitted with full acceptance and credit for training, ribbons, and recognition. Rank held at the previous unit will be evaluated and may result in a higher initial rank, but it may not be the rank previously held. Likewise, positions held at other units will be taken into consideration in evaluating cadet capabilities, but will not guarantee a position in Cleveland High School's JROTC cadet corps. The SASI/ASI will attempt to obtain documentation from previous units, but it is ultimately the responsibility of the transfer student.

4. Cadet and Classroom Conduct.

4.1. General Cadet Expectations. Cadets represent JROTC, Cleveland High School and reflect on members of the United States Air Force. As such, Cadets are expected to maintain the highest standards of integrity, service and excellence; both in and out of uniform. They should be professional in words, thoughts, and actions. Basic expectations are as follows:

- 4.1.1. Work Ethic. Understand what it means to be a "Citizen of Character". Come to class prepared to learn and maximize effort to listen and learn the lesson of the day. Respect teachers, fellow Cadets, and property of others. Memorize the Cadet Creed and the Air Force song.
- 4.1.2. Etiquette. Use proper terms of address. Always address teachers as Rank, Rank/Name, or Sir. Address Cadet officers as Sir/Ma'am or Cadet Rank and Last Name. Enforcement is strict when Cadets are in uniform. Responses will always be Yes/No, Sir/Ma'am. Use Please and Thank You. Profanity, vulgar language, or derogatory comments will not be tolerated.
- 4.1.3. Follow Commands. Respond appropriately to all leadership commands. An example of this is stopping all conversation and being quiet at the command "At Ease".
- 4.1.4. Discipline. The key to the functionality of any military unit, Cadets represent JROTC and will demonstrate discipline in all school classes and school-sponsored events. Cadets are expected to set the example to peers in and out of Cleveland High School. Self-discipline will be maintained. When it comes to discipline, exceeding the standard IS the standard.
- 4.1.5. Saluting. A salute is nothing more than a professional greeting. Salutes are required when outdoors and during military formations and ceremonies indoors. While in uniform, Cadets are required to salute all Active Duty, Guard, Reserve, and Retired Military Officers. Enlisted personnel will not normally be saluted, except during drill and inspections.
- 4.1.6. Quibbling. When an officer gives an order, it can be considered to be an order from the Commander and will be followed. You have the right to disagree and respectfully present your ideas, if time permits, but the officer has the final word. If you feel that an officer is treating you unfairly, utilize the chain of command to report.

4.2. Respect to the Flag. Cadets will always display appropriate respect to the flag of the United States, in or out of uniform, during any official school event, regardless of time of day. Failure to do so will result in JROTC disenrollment.

4.2.1. When **outside** in **uniform**, Cadets will stand at attention, face the flag and present arms (salute) any time the National Anthem is played, when the flag is being raised/lowered, or when the flag passes, such as at a parade.

4.2.2. When **outside** in **civilian clothes**, Cadets will stand at attention, face the flag and place their right hand over their heart any time the National Anthem is played, when the flag is being raised/lowered, or when the flag passes, such as at a parade.

4.2.3. When **indoors** in **uniform**, Cadets will stand at attention and face the flag any time the National Anthem is played.

4.2.4. When **indoors** in **civilian clothes**, Cadets will stand at attention, face the flag and place their right hand over their heart any time the National Anthem is played.

4.2.5. Pledge of Allegiance. When outside in **uniform**, Cadets will stand at attention and face the flag for the Pledge of Allegiance and present arms (salute). When outside in **civilian clothes**, Cadets will stand at attention and face the flag for the Pledge of Allegiance and place their right hand over their heart and recite the Pledge of Allegiance. When indoors in **uniform or civilian clothes**, Cadets will stand at attention, face the flag, place their right hand over their heart and recite the Pledge of Allegiance.

4.3. Public Displays of Affection (PDA). PDA detracts from the professional image the Air Force strives to project and is prohibited by Cadets when in uniform or attending any event as a representative of JROTC. PDA by Cadets out of uniform will comply with school rules and will never be excessive.

4.4. Physical Discipline and Hazing. Any form of hazing, verbal or physical, will not be tolerated within any AFJROTC unit or activity. Requiring Cadets to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals.

4.4.1. Examples of prohibited physical activities include, but are not limited to, push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a Cadet is strictly prohibited.

4.4.2. This prohibition is applicable to all AFJROTC unit activities, and includes instructors, Cadets and any personnel involved with or participating in an AFJROTC unit or activity.

4.4.3. Treatment of Cadets of a Lower Rank. Hazing will NEVER be tolerated in the corps of Cadets. Any hazing is to be reported to the flight commander of the Cadet who was harassed and taken straight up the chain of command to the SASI/ASI. No Cadet is to be embarrassed or degraded in any manner. This includes public reprimands, public punishment, joking about difference in rank, etc.

4.4.4. Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

4.5. Classroom Conduct and Procedures. AFJROTC class is considered to be a military formation both inside and outside the classroom. As such, rules apply to Cadets every day they are in the classroom or participating in functions, in or out of uniform. Classroom rules and procedures adhere to Cleveland High School requirements and add the following:

4.5.1. Class Preparation. Cadets will enter the classroom quietly, place all possessions in the designated locations, removing only those items required for the day's JROTC lesson. Cadets will then stand beside their desk at "Parade Rest." Complete silence is MANDATORY following the warning bell.

4.5.2. Attendance Reporting. The Flight Sergeant will command “Flight, Attention” and then command “Report”. Element leaders will salute the Flight Commander and report all absences. Example: “Ma’am, Cadets Smith and Johnson absent”. If all Cadets in the element are present, the proper reporting statement is “All Present, Sir/Ma’am”. When all elements have reported, the Flight Commander will turn to the SASI/ASI and report “Sir, the class is ready for instruction”.

4.5.3. Class Start. The Flight Commander faces the class and commands “Recite the creed” and the class responds by reciting the Cadet Creed in unison. Following the creed, the Flight Commander commands “At Ease, Take Your Seats”. Cadets respond by quietly remaining seated until receiving instruction.

4.5.4. Late Arrivals. Cadets arriving after the tardy bell has rung, must remain at the door until Cadets in the classroom are seated. At that point, they enter and report to the Flight Sergeant. The Flight Sergeant will take any notes and the late Cadet will place items as required and quietly take their seat. The Flight Sergeant presents notes and Cadet information to the SASI/ASI.

4.5.5. JROTC Class Rules. Render appropriate respect. Use appropriate responses. Mobile devices will not be on person and must be in personal bag and in the designated location. No sleeping or resting head on desk. Maintain good order and discipline. No food, drink, candy, or gum authorized. Water is the only exception.

4.5.6. Class Conduct. Raise your hand to speak. Bathroom breaks should be taken before class. When an emergency arises, raise your hand and request a pass. Breaks will be given if possible. When approaching the instructor, wait patiently to be recognized before speaking.

4.5.7. Class Closing. The Flight Sergeant will inform the instructor when five minutes remain in the class period. When the bell rings, the Flight Commander will position at the front of the class and command “Flight, Attention”. The class will launch with the flight or unit motivation. The Flight Commander will command “Dismissed”. Cadets will NOT move from their desk area or collect any personal belongings from the designated storage locations until dismissed.

5. Cadet Organization, Leadership and Programs.

5.1. TN-20181 Organizational Structure. TN-20181 is a fairly new unit, only three years into program existence. The unit is organized as a Group with three squadrons consisting of two flights per squadron. Responsibilities and duties of the organizational elements and positions are designed to align with active Air Force structure. This chapter describes the functional leadership of the TN-20181 Group.

5.2. Staff Leadership Positions. Cadets who have demonstrated leadership potential within the cadet corps will be assigned to staff leadership positions. Staff leadership positions are designed to lead cadets and the cadet corps. The Cadets in these positions are primarily responsible to lead and manage the JROTC program. This demonstrates the Cadet-led concept of JROTC. Cadets typically begin with lower levels of staff leadership and advancement to the senior leadership positions is the result of continued demonstration of abilities and continuation in JROTC through a Cadet’s high school years. Each of the staff leadership positions are defined below.

5.2.1. Group Commander. The Group Commander is the ranking member of the Cadet Corps. They are responsible for the overall operation of the TN-20181 Group. They manage and lead the Group Staff and report directly to the SASI/ASI. Will serve in the rank of Colonel. Their duties include, but are not limited to the following:

5.2.1.1. Direct the appearance, discipline, efficiency, training and conduct of the Group.

5.2.1.2. Ensure all Cadets have the opportunity to develop leadership abilities and compete for leadership positions.

5.2.1.3. Administer Group activities in accordance with all guidance, principles, and procedures.

5.2.1.4. Manage staff efforts to meet the Cadet goals.

5.2.1.5. Conduct weekly staff meetings, ensure minutes are taken and approved.

5.2.1.6. Form and conduct boards. Approve promotion orders and present to SASI.

5.2.1.7. Lead the group in drill ceremonies.

5.2.2. Deputy Group Commander. The Deputy Group Commander is responsible for assuming command of the Group in the absence of the Commander. They will assist the Commander as directed and report directly to the Group Commander. Will serve in the rank of Lieutenant Colonel. The Deputy Group Commander oversees all functional staff positions.

5.2.3. Group Chief. Senior enlisted member of the corps. Makes recommendations to the Group Commander on matters concerning enlisted Cadets. Will serve in the rank of Chief Master Sergeant and report directly to the Group Commander. Duties include, but are not limited to the following:

5.2.3.1. Evaluates morale of the cadet corps and reports to the Group Commander.

5.2.3.2. Aids the Group Commander in Cadet Corps formations, activities, ceremonies and events.

5.2.3.3. Coordinates with Flight Sergeants to identify Cadets needing assistance and reports them to the ASI to locate resources.

5.2.4. Squadron Commander. A squadron is composed of the cadets in both classes in each block. For this school year there are two squadrons. First squadron consists of Flights Alpha and Bravo. Second squadron consists of Flights Charlie and Delta. Each squadron will have a commander. Squadron Commanders report directly to the Group Commander and serves in the rank of Captain to Lieutenant Colonel. Duties include, but are not limited to the following:

5.2.4.1. Maintain the appearance, discipline, training and conduct of the squadron.

5.2.4.2. Develop a high degree of esprit de corps.

5.2.4.3. Process promotion recommendations from the Flight Commanders and pass to the Deputy Group Commander.

5.2.4.4. Assist the SASI/ASI with the administration of the squadron.

5.2.4.5. Lead the squadron in drill practice and ceremonies.

5.2.5. Flight Commander. The Cadet leader in each individual JROTC class (flight). Reports directly to the Squadron Commander and serves in the rank of Second Lieutenant to Major. Duties include, but are not limited to the following:

5.2.5.1. Maintain the appearance, discipline, training and conduct of the flight during daily instruction and activities.

5.2.5.2. Take roll at the beginning of class, report to the SASI/ASI, and start class.

5.2.5.3. Form the flight formation and lead drill practice as directed.

5.2.5.4. Conduct uniform inspections of the flight.

5.2.5.5. Select Cadets to serve as Flight Sergeant and Element Leaders.

5.2.5.6. Make promotion recommendations to the Squadron Commander.

5.2.5.7. Identify Cadet issues to the Squadron Commander.

5.2.5.8. Maintain the appearance of the classroom and cadet areas.

5.2.5.9. Coordinate with functional leaders for flight logistics

5.2.6. Flight Sergeant. Assists the Flight Commander with execution of flight duties. Serves in the rank held when assigned to the position. Duties include, but are not limited to the following:

- 5.2.6.1. Form the class to start class each day.
- 5.2.6.2. Admit tardy students to class.
- 5.2.6.3. Identify cadets requiring any academic or other assistance to the Group Chief.
- 5.2.6.4. Aid the Flight Commander with drill practice.
- 5.2.6.5. Aid the Flight Commander with daily class discipline and conduct.
- 5.2.6.6. Acts as Flight Commander in their absence.

5.2.7. Element Leader. Appointed by the Flight Commander. Serves in the rank held when assigned to the position. Duties include, but are not limited to the following:

- 5.2.7.1. Report attendance for each element member.
- 5.2.7.2. Assist the Flight Commander/Sergeant as needed.
- 5.2.7.3. Lead the element in drill.

5.3. Functional Leadership Positions. In addition to the staff leadership positions, the corps offers leadership positions in a functional role. These positions require a cadet to lead a functional area instead of leading cadets, but they are no less important. These positions are critical to the operation of the cadet corps. Cadets placed in these functional leadership positions will have demonstrated both leadership abilities and certain skillsets that make them a good fit for these functional roles. Functional leaders report to the Deputy Group Commander. The functional leadership positions are defined below.

5.3.1. Inspector General (IG). The IG is a key position to ensure compliance of the JROTC program. They maintain adherence to guidance at all times and focus efforts in preparation for headquarters visits and evaluations. Duties include, but are not limited to the following:

- 5.3.1.1. Conduct and organize unit self-inspections and brief results as requested.
- 5.3.1.2. Ensure at least one self-inspection per year is uploaded to WINGS.
- 5.3.1.3. Establish goals and metrics for the IG function

5.3.2. Logistics Officer (LO). The LG is responsible for the maintenance and accountability of all uniforms, equipment, and supplies. They work directly with the ASI to administer the program. Duties include, but are not limited to the following:

- 5.3.2.1. Conduct regular inventories of uniform and equipment items.
- 5.3.2.2. Maintain records for all accountable property and document in WINGS as required.
- 5.3.2.3. Notify the ASI immediately for missing items.
- 5.3.2.4. Identify supply requirements to the ASI.
- 5.3.2.5. Direct requirements, provide guidance, and coordinate LG issues with the LG NCO.
- 5.3.2.6. Maintain cleanliness and serviceability of unit drill rifles and equipment.
- 5.3.2.7. Receipt for new items in WINGS.
- 5.3.2.8. Assist the SASI/ASI with the issue and turn-in of accountable property.

5.3.3. Personnel Officer (PO). The PO is responsible for administering personnel actions for the Cadet corps. Duties include, but are not limited to the following:

- 5.3.3.1. Maintain the Cadet organizational chart
- 5.3.3.2. Update Cadet information in WINGS

- 5.3.3.3. Authenticate, publish, distribute, log and file special orders.
- 5.3.3.4. Maintain attendance and create/publish minutes for all Group staff meetings and other meetings as directed by the SASI/ASI or Group Commander.
- 5.3.3.5. Maintain Cadet forms and checklists.
- 5.3.3.6. Coordinate with cadet leaders for promotion and decoration information of Cadets.

5.3.4. Awareness Presentation Team (APT) Commander. The APT Commander is responsible to publicize the service, performance and characteristics of the Cadet corps. Strong communication skills and public speaking ability are required, as is a sharp uniform appearance. Duties include, but are not limited to the following:

- 5.3.4.1. Create and manage a team of cadets in the APT.
- 5.3.4.2. Collect data for all public events involving the Cadet corps and publicize locally, within the school, and/or Headquarters AFJROTC as appropriate.
- 5.3.4.3. Maintain a history folder of all cadet events.
- 5.3.4.4. Coordinate with the school yearbook staff as needed to reflect positively and professionally regarding Cadet activities.
- 5.3.4.5. Publish a Cadet newsletter twice per school term.
- 5.3.4.6. Create a brief for events and recruiting.
- 5.3.4.7. Direct APT in recruiting events and present to feeder schools as required.

5.3.5. Color Guard Commander. The color guard commander leads a team of select Cadets in the presentation of colors at events, competitions and parades. Duties include, but are not limited to the following:

- 5.3.5.1. Schedule, organize and lead practices.
- 5.3.5.2. Publish a schedule for practices and events.
- 5.3.5.3. Ensure the strictest adherence of team members to uniform and grooming requirements.
- 5.3.5.4. Prepare the team for all competitions and events.
- 5.3.5.5. Maintain a high degree of esprit de corps and discipline among team members.
- 5.3.5.6. Immediately communicate issues to the Deputy Group Commander.
- 5.3.5.7. Maintain an attendance and event performance log.
- 5.3.5.8. Track performance achievements to determine ribbons, devices and cords.
- 5.3.5.9. Ensure only active members wear cords.

5.3.6. Drill Team Commander. The drill team commander leads a formal group of select Cadets who work to polish and refine the skills of military drill. Attends local drill meets, parades, and other extra-curricular activities in order to promote esprit de corps. Duties include, but are not limited to the following:

- 5.3.6.1. Schedule, organize and lead practices.
- 5.3.6.2. Publish a schedule for practices and events.
- 5.3.6.3. Ensure the strictest adherence of team members to uniform and grooming requirements.
- 5.3.6.4. Prepare the team for all competitions and events.
- 5.3.6.5. Maintain a high degree of esprit de corps and discipline among team members.
- 5.3.6.6. Immediately communicate issues to the Deputy Group Commander.
- 5.3.6.7. Maintain an attendance and event performance log.
- 5.3.6.8. Track performance achievements to determine ribbons, devices and cords.
- 5.3.6.9. Ensure only active members wear cords.

5.3.7. Raider Team Commander. The Raider team commander leads the physical fitness team known as Raiders. This is a physically demanding competition designed to promote teamwork and camaraderie through physical fitness events and competitions. Duties include, but are not limited to the following:

- 5.3.7.1. Schedule, organize, and lead practices.
- 5.3.7.2. Publish a schedule for practices and events.
- 5.3.7.3. Prepare the team for all competitions and events.
- 5.3.7.4. Maintain a high degree of esprit de corps and discipline among team members.
- 5.3.7.5. Immediately communicate issues to the Deputy Group Commander.
- 5.3.7.6. Maintain an attendance and event performance log.

5.3.9. Academic Team Commander

- 5.3.9.1. Schedule, organize, and lead practices.
- 5.3.9.2. Publish a schedule for practices and events.
- 5.3.9.3. Prepare the team for all competitions and events.
- 5.3.9.4. Maintain a high degree of esprit de corps and discipline among team members.
- 5.3.9.5. Immediately communicate issues to the Deputy Group Commander.
- 5.3.9.6. Maintain an attendance and event performance log.

5.4. Leadership Guidelines. This section is designed to aid those Cadets appointed to leadership positions by providing additional leadership information designed to enable them to accomplish their mission effectively. The opportunity to lead is a great honor and Cadets will not take the responsibility lightly, nor abuse the privilege. Cadet leadership is the cornerstone of JROTC and will teach skills that will serve the Cadet for the remainder of their life.

5.4.1. Leadership Explained. Leadership is not an inherent characteristic but can be learned. The cornerstones of leadership are truth telling, promise keeping, fairness and respect. Leadership involves knowing one's own talent, knowledge, and skills in order to capitalize on strengths and manage weaknesses. In doing this, strengths are increased, and new knowledge and skills obtained. This leadership growth enables the individual to increase levels of responsibility and assume higher levels of leadership positions.

5.4.2. Unity of Command. Within any level of the command structure, there can be only one commander. The commander is responsible for performance at that level. The commander's responsibilities are matched by the authority necessary to carry out the mission. A commander can delegate authority to take an action but cannot delegate the responsibility for that action.

5.4.3. Span of Control. One leader can only effectively control a given number of subordinates. Normally the maximum number of subordinates is seven and the minimum is three. The ideal span of control is five subordinates.

5.4.4. Chain of Command. The succession of leaders through which command is exercised is called the chain-of-command. This enables the commander to retain unity of command within the maximum span of control. For example, the Squadron Commander assigns tasks to the Flight Commanders who, in-turn, assign tasks to the Element Leaders. The Element leaders execute the task by assigning tasks to the Cadets in that element.

5.4.5. Cadet Leadership Identification. It is important to immediately identify and recognize key leaders in a military organization. To accomplish this in JROTC, Cadet leaders in certain positions of authority will be identified through the wear of shoulder cords. Cadets are only authorized to wear one shoulder cord at a time and will wear the one corresponding to the highest position for which the cord was earned. Cords will be worn on the left shoulder of the blue uniform, either the light blue shirt or the service dress coat.

5.4.5.1. TN-20181 cords are assigned as follows:

Gold Cord:	Group and Deputy Group Commander
Red Cord:	Squadron Commanders
Blue Cord:	Flight Commander
Gray Cord:	Color Guard and Drill Team Members

5.5. JROTC Programs. JROTC provides numerous opportunities to grow and develop. Many of these opportunities are JROTC-sponsored and school-approved teams that normally occur outside classroom hours, before or after school. In JROTC, these programs are called Leadership Development Requirements (LDR). These events are planned, organized, and executed by the Cadet corps and will always be supervised by a JROTC instructor. LDRs will change from year to year, depending on the desires and goals of the Cadets. The LDRs expected for this school year are below.

5.5.1. Color Guard. A Group of select Cadets who present and post the Colors at formal and informal events, compete in competitions, and participate in parades. This elite Group helps to spread awareness of Cleveland High School AFJROTC on local, state, and national levels. It is an honor and privilege to be a Color Guard member, and members may be awarded Color Guard ribbons, letters, and letter devices for participation. A Color Guard cord is awarded after participation in ten events, two competitions, or one competition and five events.

5.5.2. Drill Team. A formal Group of select Cadets that join together to polish and refine the skills of military drill. The Drill Team attends local drill meets, parades, and other extra-curricular activities in order to promote esprit de corps. Drill Team members may be awarded Drill Team ribbons and cords. These activities are authorized and encouraged as they support the school and community while instilling esprit de corps. A Drill Team cord is awarded after participation in a drill team competition.

5.5.3. Academic Team. Participates in JROTC Academic Bowls to demonstrate the academic strength of the AFJROTC program. There are many benefits of participating in Academic Bowls including, improve SAT/ACT scores, increase interest in college admissions, boost esprit de corps and the best earn the opportunity to travel to our nation's capital for the national level leadership academic bowl championship.

5.5.4. Raiders. Athletic competitions designed to promote teamwork and camaraderie through physical fitness and competitions. Participants are required to have aa TSSAA sports physical. Raiders consists of obstacle course type events and a modified Air Force Physical Fitness Test. This is considered a fall sport for Cadets.

5.5.6. Kitty Hawk Air Society (KHAS). The official academic honor society of AFJROTC. The society upholds academic standards and promotes further interest in academic achievement. The KHAS is also affiliated with the Air Force Association. The purpose of this society is to promote interest in the Air Force, encourage Cadets to attend college, and recognize the importance of an education. The objectives of KHAS are to develop higher academic standards, promote community service within the school and community, and to help Cadets develop leadership

abilities. KHAS members are presented the KHAS Badge and cord for active participation. This LDR begins Spring 2020 with initial members.

5.5.7. **Marksmanship.** An Olympic-style air rifle program where cadets receive training in the safe handling and marksmanship of an air rifle. Competitions are held to promote training, good sportsmanship, and a high standard of performance in the safe use of an air rifle. This program has not yet been started but has been approved for implementation. We are finalizing all requirements and obtaining equipment for the program and hope to begin this year.

5.5.8. **CyberPatriot.** A National Youth Cyber Education Program to inspire cadets toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future. At the core of the program is the National Youth Cyber Defense Competition, the nation's largest cyber defense competition that puts high school and middle school students in charge of securing virtual networks.

5.5.9. **Military Ball Committee.** This team is focused on all aspects associated with our annual military ball. The planning begins at the beginning of the Fall semester. Focus areas for this committee involve; ball location, menus, guest speaker, special guests, fund raisers, script and timeline from planning to execution.

5.6. Flight Academy. This is a Chief of Staff of the Air Force (CSAF) initiative created to capitalize on the diverse AFJROTC Cadet population to provide a pathway to aviation careers in an effort to address the pilot shortage across the military and industry.

5.6.1. **Purpose.** The purpose of the Flight Academy is to provide an opportunity for selected Cadets to earn their Private Pilot License (PPL) while simultaneously increasing an interest in aviation.

5.6.2. **Obligations.** There is no military service obligation associated with a Flight Academy Scholarship. Cadets will, however, be referred to a Civil Air Patrol (CAP) Wing nearest them so they may continue their flying free of charge.

5.6.3. **Requirements.** The scholarship opportunity is open to JROTC cadets between 16 and 18 years old. 16-year old Cadets may apply, but they must be 17 years old to physically attend the Flight Academy program. Cadets must be in good standing with a 2.75 GPA or greater (on a 4.0 scale). They must have the recommendation of their SASI or high school administrator (principal or counselor) to apply for a Flight Academy Scholarship.

5.6.4. **Schedule.** The Flight Academy is approximately 8 weeks long and is conducted over the summer months at colleges throughout the nation. This timing minimizes conflicts with high school or college schedules for those Cadets selected to attend.

5.7. Reserve Cadets. A Reserve Cadet is a Cadet who has previously completed at least one term of JROTC but, due to schedule constraints or other issues, is unable to enroll in JROTC for a given term. The Cadet is then given Reserve status for the sole purpose of participating in LDRs. Approved Reserve Cadets will be allowed to retain their uniform for the purpose of participating in LDRs. To qualify as a Reserve Cadet, the following requirements will be met:

5.7.1. The Cadet must receive the approval of the SASI.

5.7.2. The Cadet must be enrolled in Cleveland High School, but scheduling precludes them from enrolling in JROTC.

5.7.3. The Cadet must meet academic requirements of JROTC.

5.7.4. Cadets will agree to fully participate in the LDR.

5.7.5. Cadets will fully honor ALL JROTC requirements as listed in this Cadet Guide.

5.7.6. Cadets are responsible to the commander of the LDR they participate in.

5.7.7. Cadets will be removed from Reserve status and be required to return their uniform if dismissed from the program by the SASI for failure to follow these requirements.

6. Cadet Progression and Promotion. Cadet standing within JROTC comes in two forms. The first of those is the Aerospace Science (AS) standing and the second is the Cadet's rank. The AS identifies the program year of the Cadet within the program and has no visible element. The rank system mirrors that of the active duty Air Force and is identifiable by the rank insignia worn by the Cadets. Promotion within the Corps occurs via two methods, time in grade (progression) promotions and performance promotions. This chapter outlines promotion procedures for those methods.

6.1. Progression Promotions.

6.1.1. First Year Cadets. First year Cadets are identified as AS-I Cadets. All AS-I Cadets begin JROTC with a rank of Cadet Airman Basic. Cadets receive this rank upon return of the signed Cadet Contract. First Year Cadets will not be progression promoted beyond the rank of Cadet Senior Airman.

6.1.2. Second Year Cadets. Second year Cadets are identified as AS-II Cadets. All AS-II Cadets begin their second year in the program with the rank they held at the end of their AS-I year. Any AS-II Cadet who had not previously been promoted to at least the rank of Cadet Airman First Class will be promoted and begin their AS-II year at that rank. Second Year Cadets will not be progression promoted beyond the rank of Cadet Technical Sergeant.

6.1.3. Third Year Cadets. Third Year Cadets are identified as AS-III Cadets. All AS-III Cadets begin their third year in the program with the rank they held at the end of their AS-II year. Any AS-III Cadet who had not previously been promoted to at least the rank of Cadet Staff Sergeant will be promoted and begin their AS-III year at that rank. Third Year Cadets will not be progression promoted beyond the rank of Cadet Captain.

6.1.4. Fourth Year Cadets. Fourth Year Cadets are identified as AS-IV Cadets. All AS-IV Cadets begin their fourth year in the program with the rank they held at the end of their AS-III year. Any AS-IV Cadet who had not previously been promoted to at least the rank of Cadet Master Sergeant will be promoted and begin their AS-IV year at that rank. Fourth year Cadets may hold any rank through Cadet Colonel.

6.2. Performance Promotions. Performance promotions are based on a "whole person" concept which includes academics, demonstrated leadership, knowledge and practice of policies and procedures, and involvement in corps activities. Promotion cycles are at the end of each grading period, two per term. Performance promotion requirements are as follows:

- 6.2.1. Cadets will be nominated for promotion by their Flight Commander.
- 6.2.2. Cadets will have a grade of “B” in JROTC.
- 6.2.3. Cadets will have no grade of “F” in any of their other classes.
- 6.2.4. Cadets will receive a score minimum of 70 on the JROTC promotion test. Answers to promotion test questions can all be found in this Cadet Guide.
- 6.2.5. Cadet promotion must be approved by the Cadet Promotion Board.

6.3. Cadet Promotion Board. The cadet promotion board will consist of the group commander, deputy group commander, squadron commanders and the personnel officer. The promotion board will hold a formal promotion board at the end of each grading period. Squadron commanders must make their promotion recommendations to the board for approval, ensuring all requirements of Paragraph 6.2 have been met. The promotion board will then present the SASI with promotion recommendations for both Progression and Performance promotions.

6.4. Cadet Demotions. Cadet Demotions are not taken lightly within AFJROTC. The Cadet leadership team may bring a demotion recommendation to the SASI at any time with sufficient justification. At a minimum, the Cadet leadership will bring documented evidence that the Cadet under consideration for demotion was afforded opportunities to correct the performance or behavior and it has not been corrected. The SASI will evaluate the recommendation and make a decision. The SASI reserves the right to demote any Cadet for reasons in their judgement that warrants demotion.

7. Uniform Issue, Care and Turn-In.

7.1. Uniform Issue. Each Cadet enrolled in JROTC will be issued a complete uniform upon receipt of the following items: Signed AFJROTC contract, wellness consent form, photo consent form, and the \$40 JROTC course fee. All uniforms are freshly dry cleaned or new when issued.

7.1.1. Cadets will be issued uniforms as soon as possible after term start and receipt of the above items. The first uniform inspection will occur when the majority of Cadets have received their uniforms as determined by the SASI/ASI. Failure of a few Cadets to comply with requirements will not be allowed to delay uniform wear by the corps.

7.1.2. Cadets will be sized for properly fitting uniforms. Alterations required for proper fit are handled by JROTC. Cadets will never be asked to pay for required fit alterations and are NOT authorized to have the uniforms tailored to obtain a preferred fit that does not comply with Air Force wear design. However, cadets may perform minor alterations at their expense within proper wear guidelines.

7.1.3. Each Cadet will sign a receipt for issued uniform items. A copy of this form will be sent home with each Cadet. Parents will acknowledge understanding of uniform requirements in the Cadet Contract and are ultimately responsible for proper care and return. In the event of lost or damaged items, she/he will be required to pay for the replacement cost of the items IAW para. 12.4.

7.2. Uniform Care. Cadets wear the same uniform worn by active duty Air Force personnel. The Air Force provides all cadet uniforms and pays for them with Air Force funds. Therefore, it is of the

utmost importance that Cadets properly care for the uniform while in their possession. Cadets are financially responsible for uniform care and replacement cost if ruined by improper care. Care requirements of Cadets are as follows:

7.2.1. Dry Clean Only. All dark blue items must be dry cleaned. This includes the pants, lightweight blue jacket and the dress service jacket. Pants should be dry cleaned after every two to three wears. Jackets are dry cleaned whenever they do not meet cleanliness requirements. NOTE: These uniform items will shrink if machine washed; DO NOT machine wash them.

7.2.2. Shirts. May be machine washed or dry cleaned. If machine washed, shirts MUST be pressed or ironed for a wrinkle-free appearance.

7.2.3. Shoes. Issued shoes are a quality leather that will last for a very long time if properly cared for. Cadets are required to polish shoes and maintain a shined appearance when worn. Kiwi shoe polish is recommended. Please do not put products other than basic shoe polish on shoes. Many of these products will destroy leather.

7.2.4. Accessories. Ties/tabs should be dry cleaned if they become soiled. Issued undershirts and socks will be washed after each wear. Belts must kept clean and buckles scratch free. Nametags will be kept scratch free or replaced at Cadet expense.

7.3. Uniform Turn-In. Uniforms are to be returned at the end of the school year, or the end of the semester if the cadet will not enroll in JROTC for the next semester. Turn-In requirements include:

7.3.1. Return Items. Only the shirt, pants, lightweight blue jacket, and dress service jacket are required to be returned. All other items can be kept by the Cadets. Ties, tabs and hats may be returned if cleaned with other items as outlined below. Rank insignia is requested to be returned. Shoes, socks, and undershirts will not be accepted for return.

7.3.2. Return Condition. Required return items must be returned dry cleaned. All items must be in the plastic dry cleaning bag, with the detailed receipt attached to the bag. Uniforms returned in any other condition will be assessed a \$30 dry cleaning fee.

7.3.3. Disenrollment. Any Cadet who is disenrolled from JROTC, either for cause or as the result of a transfer, must return their uniform. Failure to return a uniform will result in an administrative hold being placed on the student until the uniform is either returned or reimbursed.

7.4. Uniform Replacement. Uniform items that are damaged or lost are the responsibility of the student to replace. Replacement costs are as follows:

Male Service Jacket	\$112.00	Shoes	\$49.00
Male Lightweight Blue Jacket	\$90.00	Belt	\$7.00
Male Pants	\$47.00	Tie	\$5.00
Male Shirt	\$14.00	Tab	\$8.00
Male Hat	\$10.00	Undershirt	\$3.00
Female Service Jacket	\$100.00	Socks	\$1.00
Female Lightweight Blue Jacket	\$85.00	PT Shirt	\$9.00
Female Pants	\$45.00	PT Shorts	\$12.00
Female Shirt	\$10.00	Metal Rank	\$2.00
Female Hat	\$9.00	Cloth Rank	\$1.00

8. Uniform and Grooming Requirements. Wear of the JROTC uniform and grooming requirements for the program are governed by the United States Air Force and parallel those of active duty personnel. Responsibilities and standards for uniform wear and grooming are prescribed in Air Force Instruction 36-2903. The basic requirements of that publication are repeated in this guide for ease of access to Cadets. Military grooming standards have no room for the extreme, unusual, or faddish. Strict adherence to appearance and grooming standards is required for Cadets in uniform. Additionally, certain grooming requirements apply to Cadets at all times within the JROTC classroom and when participating in LDRs. The image that Cadets present to the community is a direct result of personal appearance in uniform and, as a result, **Cadets MUST wear the uniform properly and proudly!**

8.1. Responsibilities. Cadets must ensure the uniform meets basic wear criteria at all times. Those are: neatness, cleanliness, safety, and military image. Properly maintaining the uniform in a clean and serviceable condition is the most important of these responsibilities. Cadets agreed in the cadet contract to wear the uniform when and how prescribed. Parents acknowledged in the cadet contract that they are aware of basic wear requirements and will ensure their Cadet adheres to this guidance.

8.2. Mandatory and Optional Wear. JROTC Cadets are required to wear the uniform one day per week, normally Wednesday. Cadets must wear the uniform for the entire school day, with the only authorized exceptions being for removal of the uniform in classes that require specific dress (Athletics) or when the uniform could be damaged (Automotive, Art, etc.). Following a class that requires a uniform exception, Cadets **MUST** change back into their uniform for the remainder of the school day. Cadets will also wear the uniform for all mandatory JROTC functions, inside or outside normal school hours, and when performing JROTC LDRs, as required.

8.2.1. Cadets may wear the uniform at formal occasions outside official JROTC events such as family weddings or a formal ball, with approval from the SASI. Requests must come from the parent/guardian, via written letter or email, and outline the event details (event type, event date, location, and duration). Cadets are not authorized to wear the uniform without SASI concurrence.

8.2.2. Cadets are highly encouraged to wear the uniform for college or service academy scholarship interviews.

8.3. Uniform Combinations. The required uniform combinations for Cleveland JROTC Cadets are as follows:

8.3.1. Class A uniform: Service dress coat, shirt, necktie/tab, slacks, belt with buckle, flight cap, all earned ribbons, black socks and issued dress shoes.

8.3.2. Class B uniform: Shirt, necktie/tab, slacks, belt with buckle, flight cap, all earned ribbons, black socks and issued dress shoes.

8.3.3. Class C uniform: Shirt, open collar, slacks, belt with buckle, flight cap, all earned ribbons, black socks and issued dress shoes.

8.3.4. PT uniform: Issued T-shirt, issued athletic shorts, socks, athletic shoes.

8.4. General Grooming Standards. Appearance and Grooming. When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the excessive or extreme. The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity and military image. The first four are absolute, objective criteria for the efficiency, health, and well-being of the force. The fifth standard, military image is also very important, military

appearance is subjective, but necessary. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

8.4.1. Jewelry. While in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI.

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

8.4.1.2. Necklaces. Will not be visible at any time. If worn, will be concealed under a collar or undershirt

8.5.1.3. Bracelets. Bracelets. Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized. If worn, medical alert/identification bracelets will be conservative and moderate. Bracelets will not be excessive or extreme, which is defined as plain, not drawing inappropriate attention. Gemstones/tennis bracelets may only be worn with the mess dress uniform. Bracelets espousing support for cause, philosophy, individual or group are not authorized (Exception: Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized). No rubber or fabric type bracelets are allowed.

8.4.2. Eyeglasses/Sunglasses. Will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on nonprescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored or photosensitive lenses are authorized. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. [Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/Lasik surgery and when authorized by a commander or commandant on the advice of a medical official.].

8.4.3. Tattoos or Brands. Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance.

8.4.4. Body Piercing. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear (other than authorized in para 8.5.8), nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings.

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

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

8.5. Specific Female Cadet Grooming Guidelines.

8.5.1. Hair-Female. Hair-Female. No Minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Also, one or two braids or a single ponytail may be worn with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. Bangs, or side-swiped hair may touch eyebrows but will not touch or cover eyes. See **Figure 8.2**. When in doubt, assess correct length of hair with Airman standing in the position of attention.

8.5.1.1. Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. When hair is in a ponytail, it must be a single ponytail that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

8.5.1.2. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. All cadets are authorized to wear hair in a natural color regardless of their natural born hair color. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black/tan) due to a temporary medical condition (i.e., radiation/chemotherapy).

8.5.1.3. Hair accessories. If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, lips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed one-inch in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).



Scrunchie



Hair Clips

8.5.2. 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) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed bulk standard (see **figure 8.2**). Headgear must fit properly.

8.5.3. All locs, braids and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately ¼ inches), show no more than ¼ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.

8.5.4. A braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards in paragraph 8.5.1 above. Exception: Micro-braids or twists are not required to continue to the end of the hair.

8.5.5. Unauthorized: Mohawk, mullet or etched design

8.5.6. Fingernails. If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

8.5.7. Skirts. The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

8.5.8. Earrings. Female cadets may wear small (not exceeding 6 mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.

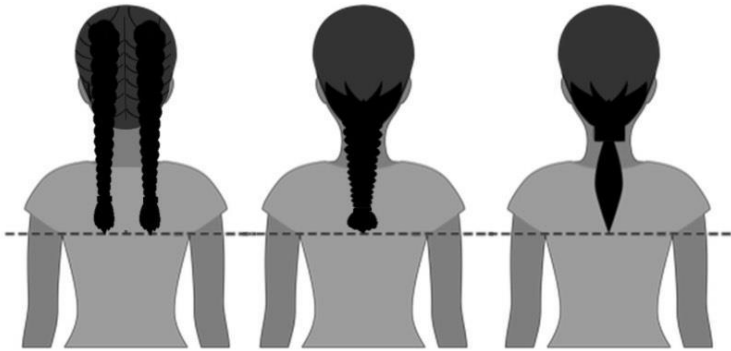
8.5.9. Undergarments (Mandatory).

8.5.9.1. Females. Appropriate undergarments are required to be worn with all uniform combinations. Wear bra and underpants with all uniforms. Wear of the white V-neck style or athletic tank top undershirt when wearing opened collar service uniforms is authorized. Undershirt will be tucked into slacks or skirt. Undershirts will not have pockets.

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

8.5.10.1. (Added) Cosmetic tattooing. Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e., eyebrows, eye liner); the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, and in good taste.

Figure 8.1 Female Ponytails



Female cadets may wear their hair in up to two braids or a single ponytail with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. In addition, women's bangs may now touch their eyebrows, but not cover their eyes.

Figure 8.2. Female Hair Style Examples



Braids



Twists



Locs

8.6. Specific Male Cadet Grooming Guidelines. (See Figure 3.1)

8.6.1. Men's Hair. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. All cadets are authorized to wear hair in a natural color regardless of their natural born hair color. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black/tan) due to a temporary medical condition (i.e., radiation/chemotherapy).

8.6.2. Hair-Male. Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2 inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes/design. Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are not authorized hair extensions. See **figure 8.3** for graphic examples of appropriate sideburns, mustache and male hair standards.

8.6.3. Sideburns. If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. See **Figure 8.3**

8.6.4. Mustaches. Male Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See **Figure 8.3**.

8.6.5. Beards. Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official. SASI will submit waiver request in WINGS for review by HQ AFJROTC Waiver Review board. Members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving waiver may shave or trim their facial hair to present a neat, clean, professional image but will not shave or trim in such a manner as to give a lined/shaped appearance.

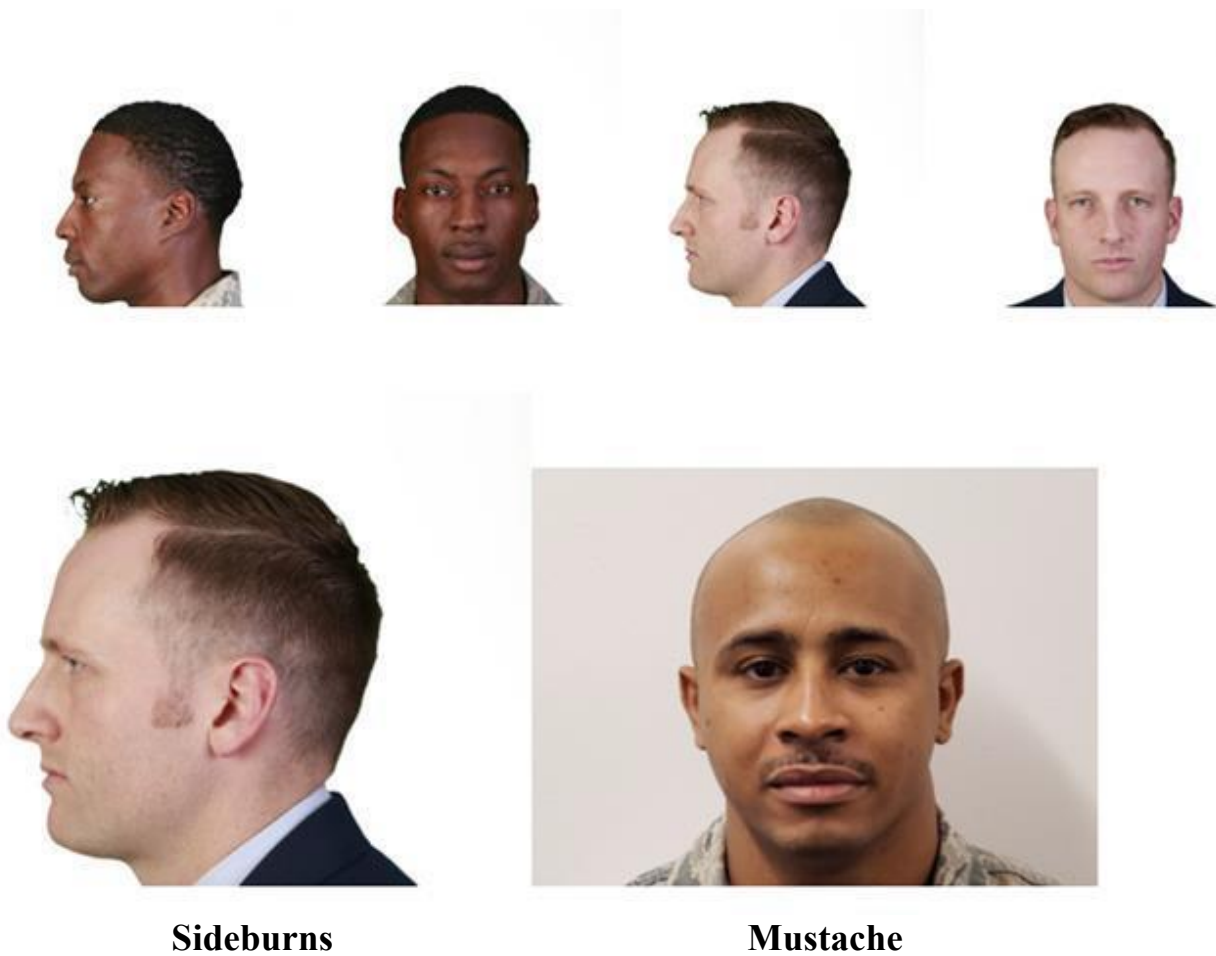
8.6.6. Fingernails. Male cadets are not authorized to wear nail polish.

8.6.7. Earrings. Male cadets in uniform may not wear earrings or any other type of facial piercings.

8.6.8. Undergarments (Mandatory)

8.6.8.1. Appropriate undergarments are required to be worn with all uniform combinations. Wear undershirt and underpants with all uniforms. Wear the white V-neck or athletic style tank top undershirt when wearing opened collar service uniforms only. Undershirt will be tucked into trousers. Undershirts will not have pockets.

Figure 8.3. Male Hair Grooming Standards



8.7. Specific Cadet Uniform Wear Guidelines.

8.7.1. Cadet Uniform Wear Guidance for School Hosted JROTC Events:

8.7.1.1. School Sponsored Military Ball with Awards Ceremony: Units have two options they may choose to utilize.

Option 1: All cadets can wear the AFJROTC Service Dress uniform.

Option 2: Each male and female cadet will be given the individual option to wear their AFJROTC Service Dress uniform or to wear formal or semi-formal civilian attire. Any civilian attire worn must be in compliance with any/all school and district policies.

NOTE: Option 2 would allow block schedule school students to attend who are not currently in AFJROTC and who may not have uniforms currently issued to them.

8.7.1.2. School Sponsored Dining-Ins/Dining-Outs with Awards Ceremony: All AFJROTC cadets will wear their AFJROTC Service Dress uniform.

8.7.1.3. For any other event, the SASI, in conjunction with the school Principal will decide on the appropriate attire for AFJROTC cadets.

8.7.2. Cadet Uniform Wear Guidance for Fundraising:

8.7.2.1. There are no concerns with businesses contributing money to an AFJROTC booster club or other private clubs associated with AFJROTC that are NOT established by the Air Force as part of the program.

8.7.2.2. If businesses make a monetary donation, AFJROTC instructors and cadets may not advertise for the business in return – particularly in uniform. Doing so would present the “appearance” of an Air Force endorsement of the businesses making the donation. Such an appearance could be interpreted as a violation of the Joint Ethics Regulation.

8.7.2.3. AFJROTC personnel/cadets should not solicit donations from local businesses at any time.

8.7.2.4. Incorporating Corporate Sponsorship/local business donations as a way to help boost funding for your AFJROTC program are a great way to fund Leadership Development Requirements (LDR) for your cadets. The key is to contact your district and follow the above guidance to help keep sponsors and AFJROTC units within the scope of the Joint Ethics Regulation.

8.7.3. Specialized Uniforms. It is important that JROTC cadets properly represent the Air Force during events and competitions. Drill team, color guard and exhibition uniforms must be a distinctive Air Force dress uniform. This means a normal combination of the normal Air Force blue pants, light blue shirt, blue service dress coat, or lightweight blue jacket. Normal wear requirements are outlined in the illustrations that follow. To accessorize this uniform, Cadets will wear the following:

8.7.3.1. Headgear. Color Guard members will wear the service caps with highly polished/chrome Hap Arnold Wings when performing color guard activities and in competitions.

8.7.3.2. Gloves. Color Guard and Drill Team members will wear white gloves when performing team activities and in competitions.

8.7.3.3. Cords. Color Guard and Drill Team personnel will wear cords earned on the left shoulder, grounded to the shoulder seam. Requirements are outlined in the awards portion of this guide. Wear is only authorized for Cadets who stay active in the activity for which the cord is earned.

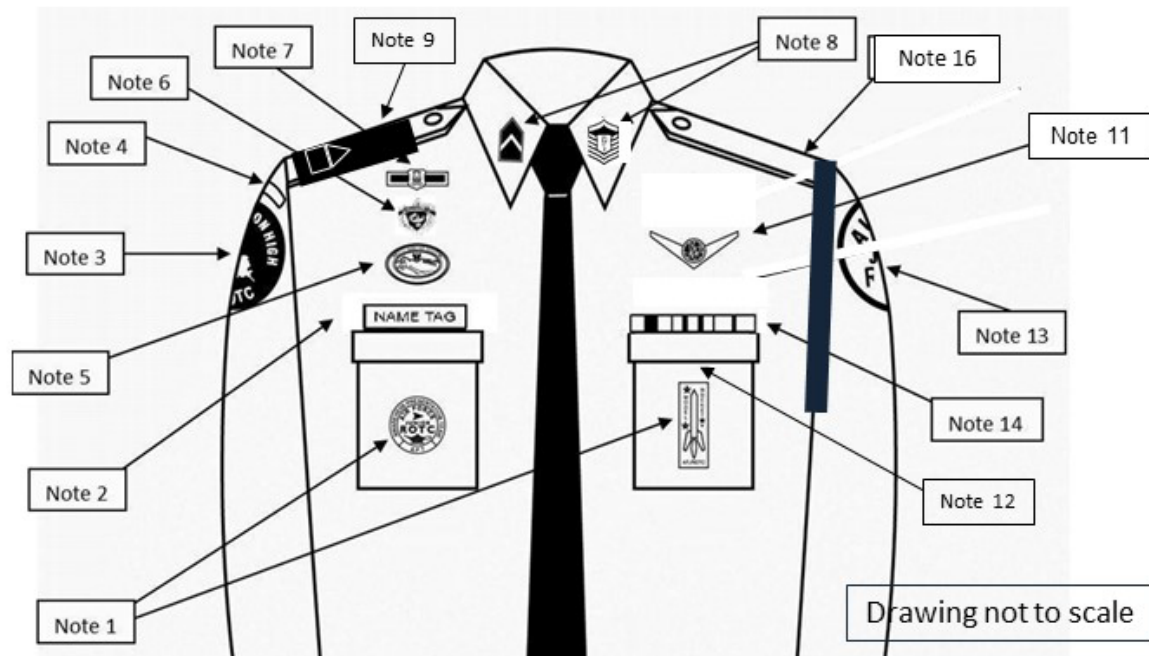
9. Uniform Wear. Proper wear and maintenance of the Cadet uniform is a critical component of JROTC. This element of the program is evaluated through weekly uniform inspections. Wear requirements for each individual uniform item is detailed in the illustrations that follow.

9.1. General Rules. In addition to the wear requirements, there are rules that Cadets must follow when wearing the uniform. Those are:

- 9.1.1. Care and cleaning requirements are mandatory and must be strictly followed.
- 9.1.2. Maintain control of uniform items and do not leave unattended. This includes leaving items in the JROTC classroom.
- 9.1.3. Place Cadet last name on masking tape inside the Service dress coat, lightweight blue jacket, and the hat.
- 9.1.4. Do not place hands in pockets in uniform.
- 9.1.5. Wear of headphones in uniform is NOT authorized.
- 9.1.6. Do not walk and eat/drink in uniform.
- 9.1.7. Do not walk and use cell phone in uniform.
- 9.1.8. Cadets will not perform any activity in uniform that could damage the uniform or bring discredit to the Cadet corps, the school, and/or the U.S. Air Force.
- 9.1.9. Maintain the uniform shirt tucked neatly into the trousers.
- 9.1.10. When the lightweight blue jacket is worn, it must be zipped at least halfway.
- 9.1.11. Trim all stray strings from the seams of all uniform items.
- 9.1.12. Smoking or using tobacco products in uniform is strictly prohibited. Uniforms returned that smell of smoke will be considered unserviceable and require full reimbursement.

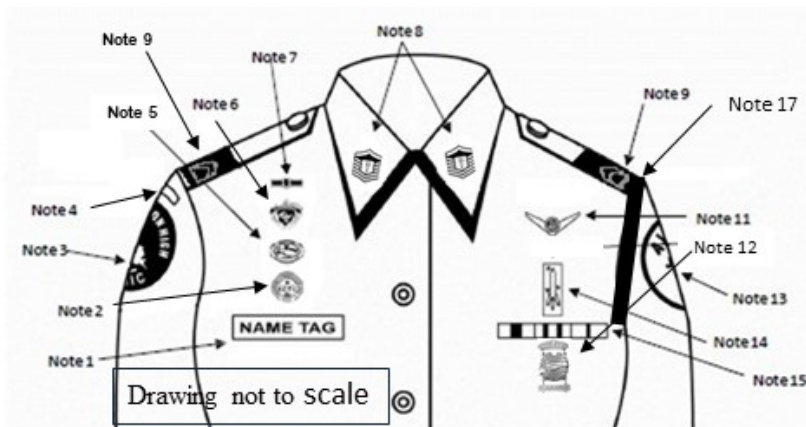
9.2. Uniform Illustrations.

CADET MALE BLUE SHIRT



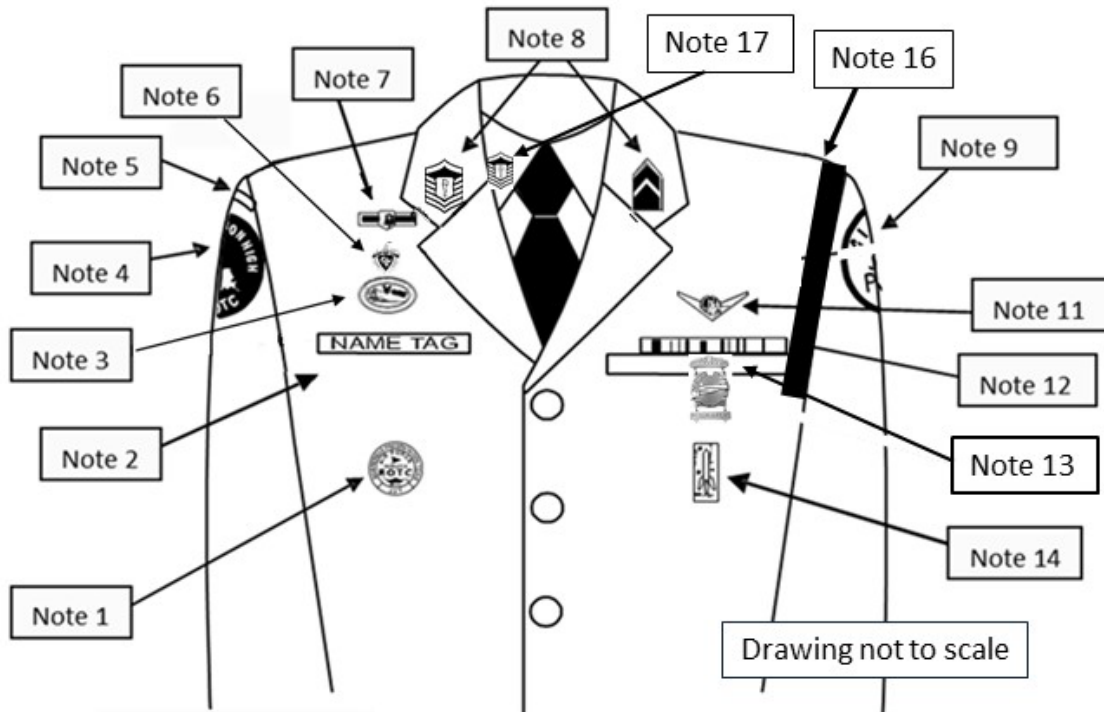
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch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

CADET FEMALE BLUE SHIRT



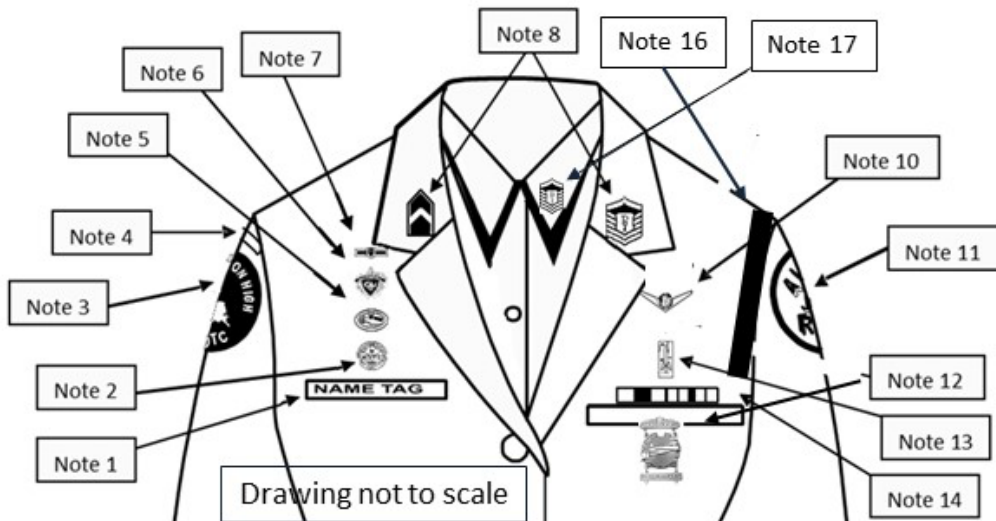
1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower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

CADET MALE SERVICE DRESS



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

CADET FEMALE SERVICE DRESS

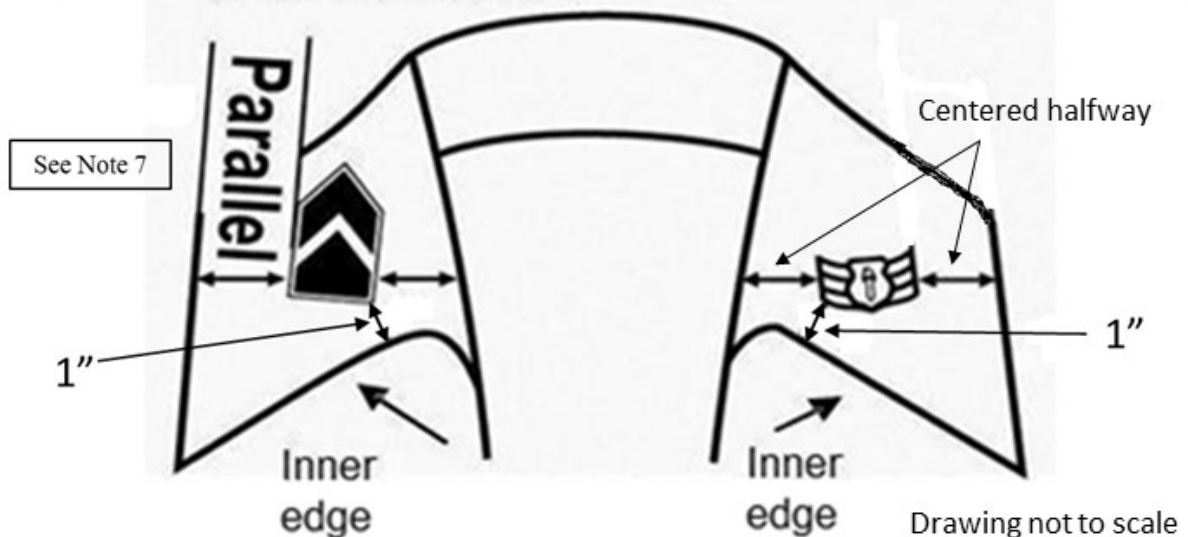


1. Silver Name tag, mandatory. **Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.**
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center $\frac{1}{2}$ to 1 inch below shoulder seam
4. Shoulder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

CADET LIGHT WEIGHT BLUE JACKET



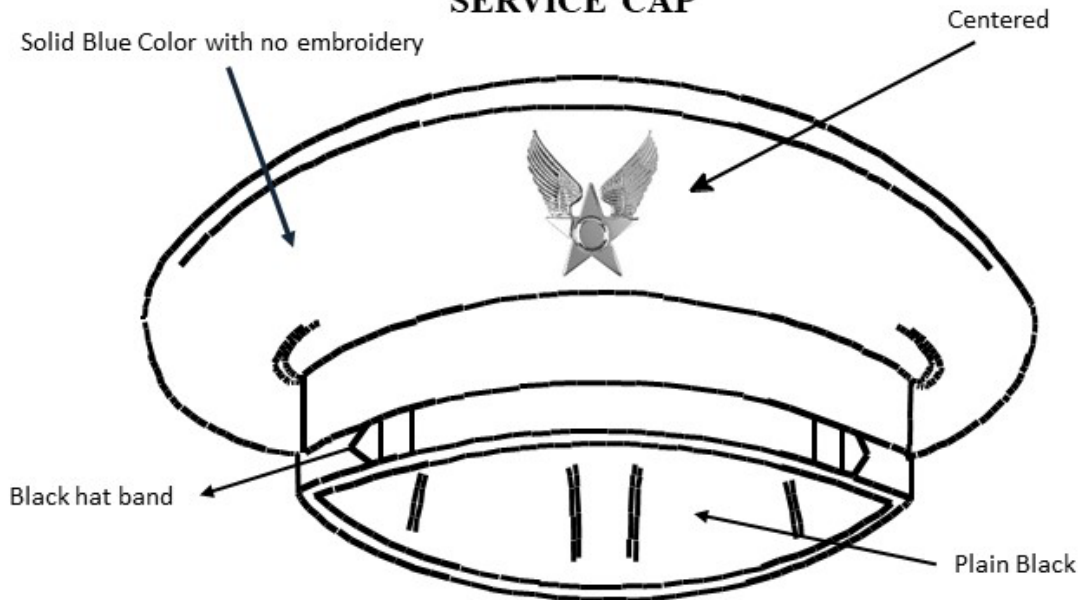
NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket.



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

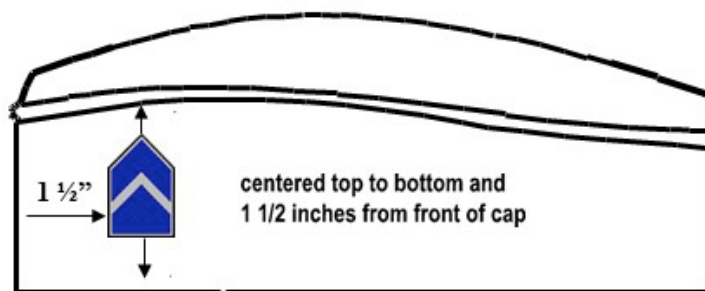
CADET MALE HEADGEAR

SERVICE CAP



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

FLIGHT CAP*



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

CADET FEMALE HEADGEAR

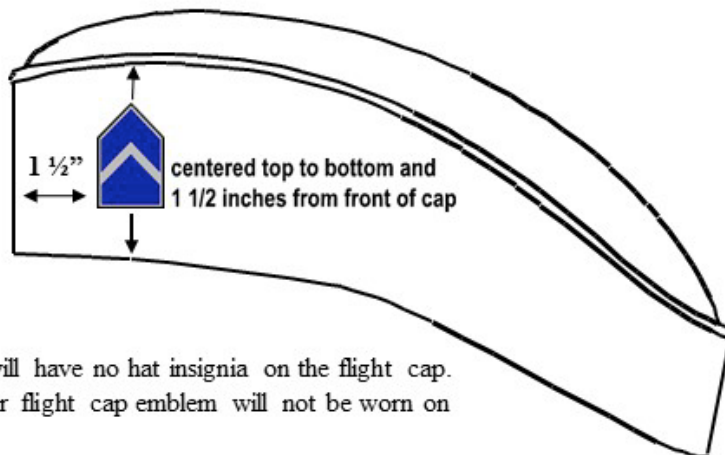
SERVICE CAP

Solid Blue Color with no embroidery



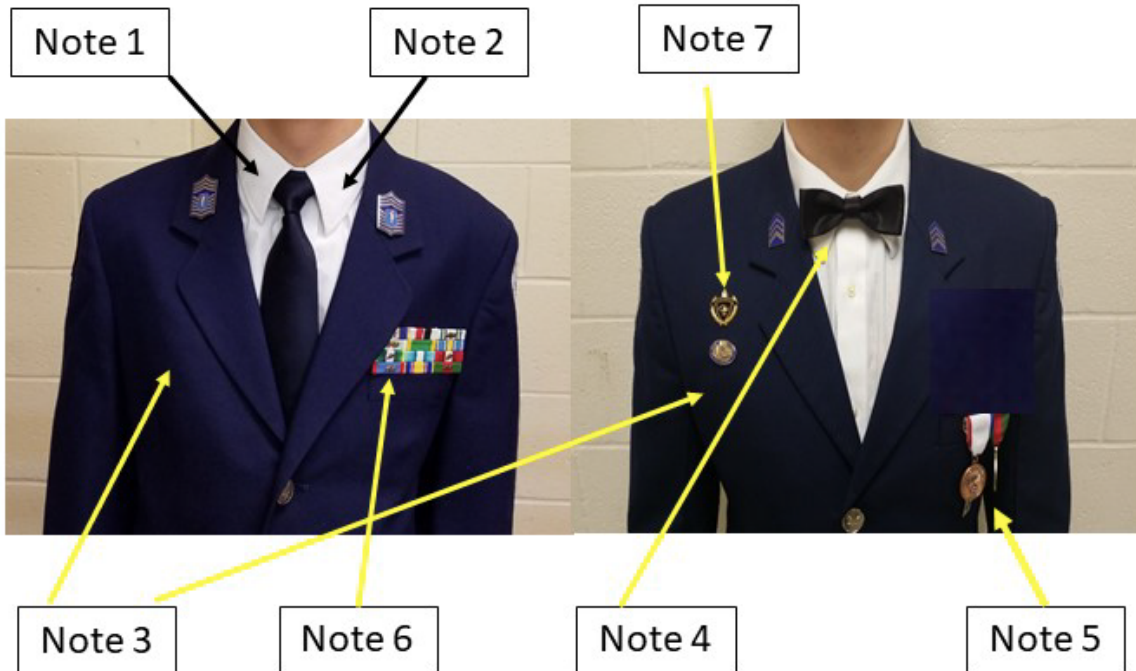
Service Cap - Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia.

FLIGHT CAP*



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

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.
9. Per Chapter 7 para 7.8.4.8. **Mess Dress Uniforms are not authorized for wear by AFJROTC cadets.**

10. Awards and Decorations. An awards and decoration program exists to recognize outstanding performance in academics and leadership, recognize achievement and displays of valor, promote esprit-de-corps, and foster morale. An annual awards ceremony is conducted to present major awards. A chart of all awards authorized for wear follows.



AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!

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

Version: 3 August 2019

10.1. Award Criteria. Requirements for each award.

	Ribbon	Criteria
1	Valor Award (Gold)	Awarded by Headquarters AFJROTC for voluntary acts of self-sacrifice and personal bravery involving personal risk.
2	Valor Award (Silver)	Awarded by Headquarters AFJROTC for voluntary acts of heroism, which do not involve personal risk.
3	Cadet Humanitarian Award	Awarded by headquarters of AFJROTC for cadets who provide aid in response to a singular extraordinary event such as a natural disaster or a catastrophe that has placed or has the potential to place a hardship on their fellow citizens.
4	Silver Star Community Service with Excellence Award	An honor that emphasizes the value of community service and establishes a greater sense of pride within the corps. The award will be given to cadets in the top 5% of units who have the highest "per cadet average" community service hours.
5	Community Service with Excellence Award	Awarded 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.
6	Air Force Association Award	Presented to an outstanding cadet, top 5% of AFJROTC class and top 10% of school class, positive attitude, outstanding personal appearance, courteous demeanor, growth potential, high personal and ethical standards.
7	Daedalian Award	This award recognizes one outstanding cadet that is ranked in the top 10% of their Aerospace Science class and top 20% of their school class. Demonstrates an appreciation of patriotism, love of country, and service to the nation and demonstrates the potential and desire to pursue a military career.
8	Daughters of the American Revolution Award	Presented annually to one third-year cadet that meets the following criteria: rank in the top 25% of their AFJROTC class; rank in the top 25% of their high school class; demonstrate qualities of dependability and good character; demonstrate adherence to military discipline; and possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.
9	American Legion Scholastic Award	Presented annually to one third-year cadet or a fourth-year cadet based on the cadets overall scholastic achievements. Rank in the top 25% of their AFJROTC class and top 10% of school class and demonstrates leadership qualities.
10	American Legion General Military Excellence Award	Awarded to an AS-III or AS-IV Cadet who ranks in the upper 25 percent of the Aerospace Science class and demonstrates outstanding qualities in military leadership, discipline, character, and citizenship.
11	Reserve Officer Association Award	Presented annually for military and academic achievement to an outstanding third- or fourth-year Cadet who ranks in the top 10% of their AS class and displays a positive attitude toward the AS curriculum. They will have strong initiative, judgment, self-confidence, and respect with the highest personal, ethical standards and strong positive convictions.

1 2	Military Officers Association Award	Awarded to an outstanding AS-III Cadet who is a Junior and shows exceptional potential for military leadership. The Cadet must be in good academic standing and be of high moral character. They must possess loyalty to the unit, school, and country and show how exceptional potential for military leadership.
1 3	Veterans of Foreign Wars Award	Presented annually to an outstanding third- or fourth-year Cadet who is actively engaged in the AFJROTC program. Must have a positive attitude toward AFJROTC, have outstanding military bearing and conduct, possess strong positive personal attributes. Demonstrates patriotism and leadership potential with a 3.0 GPA in JROTC and a 2.0 in all subjects.
1 4	National Society United States Daughters of 1812	Awarded annually at SASI's discretion for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.
1 5	National Sojourners Award	Awarded annually to a first- or second-year cadet who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Must be in the top 25% of their academic class; encourage and demonstrate ideals of Americanism; demonstrate potential for outstanding leadership; and not have previously received the award.
1 6	Scottish Rite, Southern Jurisdiction Award	Awarded annually to one outstanding second- or third-year cadet who must contribute the most to encourage Americanism by participation in LDR activities or community projects; demonstrate academic excellence by being in the top 25% of their class; demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism; and not have been a previous recipient of the award.
1 7	Military Order of the Purple Heart Award	Awarded to an outstanding AS III or AS IV Cadet who demonstrates a positive attitude toward AFJROTC and country. Must hold a leadership position within the Cadet corps, be active in school and community affairs and have a 3.0 GPA in all subjects for the previous semester.
1 8	Sons of the American Revolution Award	Awarded annually to an outstanding second- or third-year cadet who exhibits a high degree of leadership, military bearing, and all-around excellence in AS studies. Must be in top 25% of their high school class; top 10% of AFJROTC.
1 9	Military Order of World Wars Award	Awarded to a Cadet nominated by the Group Commander who provided outstanding service to the Cadet Corps and is committed to continuing the AFJROTC program for the next school year.
2 0	American Veterans Award	Awarded to one qualified Cadet who has demonstrated a positive attitude toward AFJROTC programs and service in the Air Force, possesses exceptional personal appearance, and displays personal attributes of initiative, dependability, judgment, and self-confidence. The Cadet will present officer potential and have a letter grade of "A" in the Aerospace Science class and good scholastic standing in all classes at the time of selection/presentation.

2 1	Air Force Sergeants Association Award	Awarded to an outstanding AS III or AS IV Cadet who ranks in the top 10 percent of the AFJROTC class, demonstrates outstanding qualities in military leadership, discipline, character, and citizenship.
2 2	Tuskegee Airmen Incorporated AFJROTC Cadet Award	Awarded to two first-, second-, or third-year Cadets who have a 3.0 GPA in JROTC and are in good academic standing in all other classes. Must actively participate in Cadet corps activities and have participated in at least 50% of community service.
2 3	The Retired Enlisted Association Award	Awarded annually for exceptional leadership to the most outstanding AFJROTC Cadet serving in an Enlisted Rank. The selected enlisted Cadet must have demonstrated outstanding leadership throughout the course. At SASI discretion.
2 4	Celebrate Freedom Foundation Award	Awarded annually for outstanding performance in academics and Cadets corps activities as a first or second year JROTC Cadet. At SASI discretion.
2 5	Air Commando Association Award	Awarded annually 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. At SASI discretion.
2 6	Distinguished Unit Award with Merit	Awarded to Cadets enrolled during the academic year in which the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year.
2 7	Distinguished Unit Award	Awarded to Cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA.
2 8	Outstanding Organization Award	Awarded to Cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA.
2 9	Outstanding Flight Ribbon	Awarded to the outstanding flight for the year. The recipient flight will be determined by the SASI and ASI based on total flight academic performance, physical fitness, community service hours, funding raising totals, ice breaker wins and Cadet merit.
3 0	Top Performer Award	A Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps during a formal Staff Assistance Visit or Unit Evaluation conducted by HQ AFJROTC personnel, as determined by the SASI and ASI.
3 1	Outstanding Cadet Ribbon	Awarded annually to the outstanding AS-I, AS-II, AS-III, and AS-IV Cadet. The recipients must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.
3 2	Leadership Ribbon	Awarded for outstanding achievement in a position of leadership as an JROTC cadet who consistently displayed outstanding leadership ability above and beyond expected performance.
3 3	Superior Performance Ribbon	Awarded annually for outstanding achievement or meritorious service rendered specifically on behalf of JROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and

		services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.
3 4	Achievement Ribbon	Awarded for a significant achievement as deemed appropriate by the SASI. Individuals may not receive more than one achievement ribbon during a 1-year period.
3 5	Academic Ribbon	Awarded for academic excellence as signified by attaining an overall grade point average of at least 3.0 for one academic term, in addition to a 4.0 GPA in JROTC.
3 6	Cadet Leadership Course Ribbon	Awarded for completion of an approved leadership school program of at least 5 days duration. A Silver Star will be awarded for outstanding performance or leadership ability at a Leadership School. The Silver Star is limited to 10 percent of the CLC class.
3 7	Special Teams Placement Ribbon	Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition.
3 8	All-Service National Competition Ribbon	Awarded to team members who competed at a Joint/All Service national-level competition.
3 9	Air Force Nationals Competition Ribbon	Awarded to team members who competed at an Air Force only national-level competition.
4 0	Orienteering Ribbon	Awarded to team members for completing a unit-specific Orienteering Program as part of unit curriculum.
4 1	Leadership Development Requirement Leadership Ribbon	Awarded for leadership in Leadership Development Requirements (LDR) activities. The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated effort of others.
4 2	Drill Team Ribbon	Awarded for competing in a five drill events. Five practices will count as one event. One competition will count as five events.
4 3	Color Guard Ribbon	Awarded for competing in a Color Guard competition. May also be earned for completing 5 Color Guard events in a semester.
4 4	Saber Team Ribbon	Not currently used by TN-20181.
4 5	Marksmanship Team Ribbon	Awarded for competing in five marksmanship events. Five practices count as one event. One competition counts as five events.
4 6	Good Conduct Ribbon	Awarded each semester to cadets with no suspensions or referrals of any kind, no adverse reports from other staff or faculty, and no more than one strike under the Three Strike Rule in JROTC.
4 7	Service Ribbon	Awarded for distinctive performance in school, community, or AFJROTC service projects. Limited to members whose active participation in a service project contributed significantly to the goals of the Cadet corps.
4 8	Health and Wellness Ribbon	Awarded each semester for to Cadets who achieve a minimum score of 60 on the Presidential Physical Fitness program. Additional awards are automatically computed in WINGS and will result in the award of star devices as follows: Bronze Star for a score of 75-84 percentile, Silver Star for a score of 85-95 percentile and Gold Star for a score of 96-100 percentile.
4 9	Recruiting Ribbon	Awarded for outstanding effort in support of unit recruiting activities. Must participate in 3 or more recruiting events.

50	Activities Ribbon	Awarded for participation in Leadership Development Requirement activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. The SASI will identify activities that meet Activities Ribbon criteria and events required to earn the ribbon.
51	Attendance Ribbon	Awarded each semester to Cadets with no more than one unexcused school absence.
52	Dress and Appearance Ribbon	Awarded each semester to Cadets who average 96% and above on all uniform inspections with no missed inspections (failure to show in uniform).
53	Longevity Ribbon	Awarded for completion of each AS year.
54	Bataan Death March Ribbon	Awarded to Cadets who fully complete the Bataan Death March Memorial Hike. The hike must complete a minimum of 14 miles.
55	Patriotic Flag Ribbon	May be awarded for participation in events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. TN-20181 specifically awards to Cadets who organize and lead a patriotic event as designated by the SASI. Color Guard events do not apply.
56	Gen Carl A. Spaatz Award (CAP)	Cadets awarded these awards by the Civil Air Patrol may wear the ribbons on their JROTC uniform in the precedence listed, and below all JROTC ribbons received.
57	Gen Ira C. Eaker Award (CAP)	
58	Amelia Earhart Award (CAP)	
59	Gen Billy Mitchell Award (CAP)	
60	Gen J.F. Curry Award (CAP)	

10.2. Wear of Devices on Ribbons.

10.2.1. Cadets are required to wear all ribbons awarded. Additional awards of the same ribbon will be indicated by the wear of a device on the ribbon. A maximum of four devices may be worn on a ribbon. Bronze devices indicate a single award of the ribbon. Replace the bronze device with a silver device after receipt of the fifth device. Silver devices will be placed to the wearer's right of bronze devices.

10.2.2. Position devices horizontally on ribbons and tilt slightly downward to the wearer's right, with the stem pointing to the wearer's right. If all devices don't fit (more than four) wear a second ribbon. When additional awards reduce the devices to a single ribbon, remove the second ribbon. On medals, position devices vertically with silver devices above bronze devices.

10.3. Ribbons of Other Services. AFJROTC Cadets are authorized to wear ribbons earned while enrolled in Army, Navy, and Marine Corps JROTC Programs, but Cadets will wear the Air Force equivalent ribbon. The SASI will determine what Air Force ribbons a Cadet will receive for other JROTC service.

10.4. Badges. The following badges are authorized for wear on the uniform when earned.

10.4.1. Ground School Badge. Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider) or the Remote Pilot Certification Test.

10.4.2. 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.

10.4.3. Flight Certificate Badge. Awarded to any AFJROTC Cadet who possesses a valid FAA pilot's certificate for either powered or unpowered aircraft.

10.4.4. Awareness Presentation Team Badge. Awarded for participation on an Awareness Presentation Team. SASI will designate participation and events throughout the year and notify cadets on meeting award criteria.

10.4.5. Kitty Hawk Society Badge. Awarded to Cadets who are members of the Kitty Hawk Air Society. The unit's Kitty Hawk charter should spell out the requirements for entry into the society. Charter has not yet been established at TN-20181.

10.4.6. Distinguished AFJROTC Cadet Badge. This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second- year Cadet (third-year Cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The recipient will hold the following awards prior to selection: Leadership ribbon, superior performance ribbon, achievement ribbon, academic ribbon, leadership development requirement ribbon and service ribbon.

10.4.7. Aerospace Education Foundation (AEF) Academic Cadet Badge. 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 individuals must be recommended by the SASI.

10.4.9. Model Rocketry Badge. Awarded to Cadets who have fulfilled model rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook available in WINGS. Not currently an LDR at TN-20181.

10.4.10. Marksmanship Awards. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Cadets will wear the badge below the ribbons on the blue shirt or service dress coat. Not currently an LDR at TN-20181. Awards are as follows:

10.4.10.1. Basic Marksmanship Badge. Requires a combined score of 170 or above, fired in the prone, standing, and kneeling 3x10 positions.

10.4.10.2. Sharpshooter Badge. Requires a combined score of 220 or above, fired in the prone, standing, and kneeling 3x10 positions.

10.4.10.3. Expert Badge. Requires a combined score of 250 or above, fired in the prone, standing, and kneeling 3x10 positions.

10.4.11. Civilian Marksmanship Program's (CMP) Junior Distinguished Badges. Badges are awarded in gold, silver and bronze to Cadets who distinguish themselves by attaining a series of

high rankings in designated major junior air rifle championships that include State Junior Olympic Qualifiers, CMP Cup Matches, the National Junior Olympic Championships and other National Council Three-Position Air Rifle Championships.



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



METAL OR CLOTH



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



UNMANNED AIRCRAFT
BADGE

Cadets may only wear one of these badges on their uniform



AWARENESS
PRESENTATION
TEAM BADGE

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



AEF BADGE

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



Badges/Insignia not listed here are unauthorized for wear.

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

If earned choose only one – *CADETS MAY ONLY WEAR ONE on their uniform.* Place directly underneath ribbons. Cadets may NOT wear Marksmanship Shield (see below) with Marksmanship Badge.
Do not wear Marksmanship badges with medals



Marksmanship
Shield

Choose either the APT or Marksmanship Shield and a Marksmanship Badge.
Only one may be worn.

Males and females may wear the marksmanship badge (may only wear one) below the ribbons on the blue shirt or service dress uniform or

Marksmanship badges will not be worn with medals.

Badges/Insignia not listed here are unauthorized for wear.

10.5. Award Board Procedures. The Cadet Group will hold a formal awards board NLT 45 days prior to the end of school. They will publish criteria and once approved by SASI, will apply the criteria against all eligible Cadets for awards. The awards board will convene with either the SASI or ASI present. The awards board will then submit award recommendations to the SASI for action. Final awards selection will be determined and approved by the SASI and ASI. Awards are presented during the annual awards ceremony.

11. Cadet Knowledge Requirements. This chapter contains a variety of information items that every Cadet is required to know by the end of their first year in JROTC.

11.1. JROTC Mission. Develop Citizens of Character dedicated to serving their Nation and Community.

11.2. Cadet Honor Code. I will not lie, cheat or steal, nor tolerate anyone who does.

11.3. Air Force Core Values. Integrity First. Service Before Self. Excellence in All We Do.

11.4. Cadet Creed.

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

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

Brilliant minds fashioned a crate of thunder, Sent it high into the blue;
Valiant hands blasted the world asunder; How they lived God only knew!
Boundless souls dreaming of skies to conquer, Gave us wings, ever to soar!
With scouts before and bombers galore. Hey! Nothing'll stop the U.S. Air Force!

Here's a toast to the host; of those who love the vastness of the sky,
To a friend we send a message of the brave who serve on high.
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 those 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 the nose out of the blue!
Fly to fight, guarding the nation's border, We'll be there, followed by more.
In echelon, we carry on. Oh! Nothing'll stop the U.S. Air Force.







11.6. Phonetic Alphabet

Phonetic Alphabet	
A - alpha	N - november
B - bravo	O - oscar
C - charlie	P - papa
D - delta	Q - quebec
E - echo	R - romeo
F - foxtrot	S - sierra
G - golf	T - tango
H - hotel	U - uniform
I - india	V - victor
J - juliet	W - whiskey
K - kilo	X - x-ray
L - lima	Y - yankee
M - mike	Z - zulu

11.7. Rank Insignia.

AIR FORCE JROTC RANK INSIGNIA




CADET OFFICER RANK












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

CADET ENLISTED RANK





















AIRMAN BASIC
NO RANK INSIGNIA

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

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

ENLISTED	OFFICER
<p style="font-size: x-small;">*Diamond denotes First Sergeant status.</p> <p>Airman Basic, E-1, no insignia</p>  <p>Airman, E-2</p>  <p>Airman First Class, E-3</p>  <p>Senior Airman, E-4</p>  <p>Staff Sergeant, E-5</p>  <p>Technical Sergeant, E-6</p>  <p>Master Sergeant, E-7</p>  <p>Senior Master Sergeant, E-8</p>  <p>Chief Master Sergeant, E-9</p>  <p>Command Chief Master Sergeant</p>  <p>Chief Master Sergeant of the Air Force</p>	 <p>Second Lieutenant, O-1</p>  <p>First Lieutenant, O-2</p>  <p>Captain, O-3</p>  <p>Major, O-4</p>  <p>Lieutenant Colonel, O-5</p>  <p>Colonel, O-6</p>  <p>Brigadier General, O-7</p>  <p>Major General, O-8</p>  <p>Lieutenant General, O-9</p>  <p>General, O-10</p>

11.8. Chain of Command.

Title	Name
Commander in Chief	President Joseph R. Biden, Jr.
Secretary of Defense	Honorable Lloyd J. Austin III
Secretary of the Air Force	Honorable Frank Kendall
Chief of Staff of the Air Force	General Charles Q. Brown, Jr.
Chief Master Sergeant of the Air Force	CMSAF JoAnne S. Bass
Commander, Air Education & Training Command	Lieutenant General Marshall B. "Brad" Webb
Air University Commander	Lieutenant General James B. Hecker
Commander, Holm Center	Brigadier General Leslie A. Maher
Director, Air Force JROTC	Colonel Johnny R. McGonigal
AFJROTC Regional Director	CMSgt Wayne Barron, USAF Retired
Superintendent of Schools	Dr. Russell Dyer
Principal, Cleveland High School	Mrs. Autumn O'Bryan
Senior Aerospace Science Instructor	Colonel Scott Campbell, USAF Retired
Aerospace Science Instructor	SMSgt Jeff Bise, USAF Retired
Cadet Corps Commander	Cadet Colonel Hunter Cahoon

11.9. 30-Step Drill Sequence

30-Step Command Drill Sequence

All cadets will learn how to drill and be evaluated. Flight commanders will provide instruction in drill and the flight leader will conduct the following drill sequence.

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



11.10. Drill Basics

11.10.1. Terminology

- Element: The basic formation - the smallest drill unit comprised of at least 3 but usually 8 to 12 cadets, one of whom is designated as the element leader
- Flight: At least two but not more than four elements
- Interval: The space between Cadets placed side by side - a normal interval is an arm's length
- Distance: The space between Cadets (40 inches) as measured from their chests to the backs of the cadet to their immediate front while in formation
- Dress: Alignment of elements side by side or in line while maintaining proper interval
- Cover: Cadets aligning directly behind the person to their immediate front while maintaining proper distance
 - Alignment: Dress and cover
- File: A single column of Cadets place one behind the other
- Rank: A single line of Cadets placed side by side
- Flank: The extreme right or left (that of the troops) side of a formation
- Step: The distance measured from heel to heel (24 inches) between the feet of an individual marching
- Pace: A 24-inch step - this is the length of a full step in quick time
- In Column: The arrangement of units side by side with element leaders at the head
- In Line: The arrangement of units one behind the other with the element leaders at the extreme right flank
- Quick Time: The rate of marching 100 to 120 steps, 24 inches in length, per minute
- Half Time: The rate of marching 100 to 120 steps, 12 inches in length, per minute
- Mark Time: Marching in place at 100 to 120 steps per minute, raising feet 4 inches
- Slow Time: The rate of marching at 60 steps per minute (used in funeral ceremonies)
- Double Time: The rate of marching 180 steps, 30 inches in length, per minute
- Adjutant's Cadence: 140 steps per minute

11.10.2. General Rules for Drill

- When giving commands, the leader is always at the position of attention
- While marching, the leader must be in step with the formation at all times
- The leader faces the Cadets when giving commands
- The command used to revoke a command is "As You Were"
- If a command is given improperly, the Cadets execute the movement to the best of their ability

11.10.3. Command Voice

- Loudness: The volume used in giving commands
- Projection: The ability of your voice to reach whatever distance is desired without undue strain
- Distinctness: Clear enunciation
- Inflection: The change in pitch of the voice