



2023 - 2024 AFJROTC Cadet Guide

- SY 2009-10: AFJROTC Outstanding Organization*
- SY 2010-11: AFJROTC Distinguished Unit*
- SY 2011-12: AFJROTC Distinguished Unit*
- SY 2012-13: AFJROTC Distinguished Unit w/Merit*
- SY 2013-14: AFJROTC Distinguished Unit*
- SY 2014-15: AFJROTC Distinguished Unit*
- SY 2015-16: AFJROTC Distinguished Unit w/Merit*
- SY 2016-17: AFJROTC Distinguished Unit*
- SY 2017-18: AFJROTC Distinguished Unit*
- SY 2018-19: AFJROTC Distinguished Unit w/Merit*
- SY 2019-20: AFJROTC Distinguished Unit*
- SY 2020-21: COVID YEAR*
- SY 2021-22: AFJROTC Distinguished Unit*
- SY 2022-23: AFJROTC Distinguished Unit*

AFJROTC RANKS



AIR FORCE RANKS

	E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9
Enlisted Ranks	Airman Basic	Airman	Airman First Class	Senior Airman	Staff Sergeant	Technical Sergeant	Master Sergeant	Senior Master Sergeant	Chief Master Sergeant
	(No insignia)								

	O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10
Officer Ranks	2 nd Lieutenant	1 st Lieutenant	Captain	Major	Lieutenant Colonel	Colonel	Brigadier General	Major General	Lieutenant General	General

1 Aug 23

Dear Cadets,

It is a great pleasure to welcome you to Ryan High School's Air Force Junior ROTC Program. Your commitment to the program will be exemplified throughout this school year as your instructors promote the goals of Ryan High School and our community through the Air Force Junior ROTC Program.

"Building Better Citizens for America" is the primary mission of our school's AFJROTC Program. Our aerospace curriculum and community service projects are structured to emphasize opportunities for you to develop yourselves as citizens. We support this through helping you develop personal traits such as integrity, teamwork, responsibility, ethics, self-discipline, and respect. These traits will serve you well as you travel through your life here at Ryan High School.

Congratulations on choosing a program with such high standards...I expect great things from each of you! I firmly believe significant involvement in our AFJROTC program provides you with the tools to be a true citizen leader.

Best of luck this year!

Vernon Reeves

Vernon Reeves
Principal

AFJROTC TX-093
BILLY RYAN HIGH SCHOOL
DENTON, TX

FOREWORD

1 Aug 23

The TX-093 Air Force AFJROTC Group was established at Ryan High School by an agreement between the Denton Independent School District and the United States Air Force. The Senior Aerospace Science Instructor (SASI) and the Aerospace Science Instructor (ASI) are both retired Air Force personnel with over 60 years of combined Air Force/AFJROTC experience. The instructors have an extensive background in leadership, management, and teaching.

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

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

We believe most cadets will voluntarily work for the betterment of the Group if they are aware of the goals and mission of the unit. You, as a Cadet, are responsible for obtaining a thorough understanding of the contents of this cadet handbook. Only then can you maximize your experience and participation in the AFJROTC program and apply these standards to the benefit of yourself and TX-093. We wish each of you great success in your academic and AFJROTC endeavors.

Michael S. Deal

MICHAEL S. DEAL
Lt Col, USAF (Ret)
Senior Aerospace Science Instructor

Dan Warren

DAN WARREN
SMSgt, USAF (Ret)
Aerospace Science Instructor

INTRODUCTION

The purpose of this Cadet Guide is to spotlight your personal responsibilities and obligations as a member of TX-093. You will be expected to know and comply with the policies and procedures as outlined in this guide. You should read, become thoroughly familiar with, and refer often to the information in this guide.

Cadets are expected to keep informed and to comply with all published unit orders and directions. Ignorance of directives is not an acceptable excuse for failure to comply with their provisions. When a cadet encounters a situation not specifically covered by this guide or supplemental directions/instructions, they are expected to use good judgment and common sense. If there are doubts about the meaning of the directive or order, cadets should request clarification from AFJROTC cadet leadership. Further questions concerning AFJROTC academics or leadership training requirements may be referred to the appropriate Aerospace Science Instructor (ASI).

It will be a cadet responsibility to keep this guide current and to make all changes that may be published. The overall success of the Ryan High School Cadet Corps this year will depend on how well everyone accepts personal responsibilities and performs their assigned duties. The Cadet Corps is dedicated to maintaining the high standards of excellence we have established at Ryan High. Individual efforts, attitude, and dedication will determine how successful we are in achieving our goals.

CADET HAZING POLICY

Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals.

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

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

The AFJROTC instructors will strictly enforce the Cadet Hazing Policy

Air Force Core Values

Integrity first

Service before self

Excellence in all we do

AFJROTC CADET CREED

I am an Air Force Junior ROTC Cadet.

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

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

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

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

The Air Force Song

Off we go into the wild blue yonder,
Climbing high into the sun;
Here they come zooming to meet our thunder,
At 'em now, Give 'em the gun! (Give 'em the gun now!)
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!

CODE OF HONOR

“We will not lie, cheat, or steal, nor tolerate among us anyone who does.”

1. *A Cadet Does Not Lie*: Making partially true statements which omit information causing another to believe something other than the truth is the same as telling a lie.
2. *A Cadet Does Not Cheat*: Giving unauthorized assistance either outside or inside the classroom is the same as cheating.
3. *A Cadet Does Not Steal*: Unlawfully taking or receiving another's property is the same as stealing.

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CHAPTER ONE

MISSION AND OBJECTIVES OF THE AFJROTC PROGRAM

1. **OUR MISSION:** The AFJROTC mission is to "Develop citizens of character dedicated to serving their nation and community."
2. **OUR PURPOSE:** Instill in students the value of citizenship, service to the United States, personal responsibility, character, and a sense of accomplishment. To make the greatest positive impact in the lives of our cadets as possible. This is perfectly encapsulated in our motto: "Building Better Citizens for America."

The AFJROTC program is grounded in the Air Force core values of integrity first, service before self, and excellence in all we do. The curriculum emphasizes the Air Force heritage and traditions, the development of flight, applied flight sciences, military aerospace policies, and space exploration. Some of the activities include:

- Academic studies
- Character education
- Life skills education
- Leadership opportunities
- Team-building experiences
- Intramural competition
- CIA field trips/training opportunities

3. **BENEFITS:** Cadets who are actively involved in the AFJROTC program develop confidence, self-discipline, self-reliance, and learn to work together as a team. In addition to the academic program teaching leadership and life skills, aerospace history, and aerospace science, the cadets also benefit from the following:

- a. Leadership – The corps of cadets and the AFJROTC program is an active, on-going leadership laboratory. Cadets have numerous opportunities to develop and practice leadership skills as they plan, organize, manage, lead, and participate in community service projects, field trips, drill competitions, and other corps activities. Leadership responsibilities for upperclassmen include group staff positions or corps event planning.
- b. Credits – AFJROTC is an elective or PE credit. Additional years of AFJROTC are local elective credits.
- c. Certificate of Completion – A Certificate of Completion is awarded for the successful completion of three or four years of AFJROTC. This certificate may enable a cadet to enlist in any branch of the armed services at an advanced rank with increased pay and benefits.

- d. Cadet Leadership Courses (CLC) – Each summer, cadets may apply for a spot at CLC. Our unit attends the North Texas CLC held at Texas Woman’s University in Denton which consists of a basic and senior summer camp. It is hosted by a collection of high school AFJROTC units (including Ryan High). **Selection is based on cadet performance in the corps and fitness level.**

Selection Criteria for CLC

1. **MUST** wear the AFJROTC uniform throughout the school year.
2. **MUST** pass AFJROTC classes.
3. **MUST** pass all core classes.
4. **MUST** know how to perform and/or command all 30 drill commands.
5. **MUST** be physically fit. Must be able to run 1-mile in under 10 minutes for males and 12 minutes for females. Cadets who score below acceptable standards on the PFT may not be selected to attend camp.
6. **MUST** understand they represent the RHS cadet corps.

CHAPTER TWO

ADMISSION, TRANSFER, AND DISENROLLMENT OF STUDENTS

1. **ELIGIBILITY:** To be eligible for and to participate in the AFJROTC TX-093 program, a student must be:
 - a. Enrolled at Billy Ryan High School in grades 9-12.
 - b. Of good moral character and selected by the AFJROTC instructor with the approval of the school principal or their representative.
 - c. Physically fit to participate in AFJROTC training. A cadet is considered physically fit if he or she is qualified for the Physical Education (PE) Program.
 - d. Year 2-4 cadets: Willing to comply with specific personal grooming standards. Common sense and good judgment apply to the attainment of these standards. Standards will not be relaxed so as to reflect discredit on the United States Air Force.
2. **CADET RESERVE PROGRAM:** Cadets may be enrolled as a “Reserve Cadet” if approved by the SASI/ASI and the cadet must have completed at least one full year of traditional AFJROTC. This option is only used when a cadet is highly deserving of being a part of the program but cannot fit a regular AS class into their school schedule. Cadets who are a part of the reserve program must still wear the uniform weekly as required by other cadets, and they are also eligible to be a part of all other unit activities. No credit awarded.
3. **DRILL ONLY CLASS:** This course is only offered during the A3 class period. If a cadet is enrolled in this course, they must also be enrolled in a regular AS class. Enrollment must be approved by the SASI and cadets in this class are expected to be a part of the unit drill team and/or color guard. Local credit is awarded.
4. **TRANSFER:** Students who transfer from other AFJROTC units may receive full credit for training already received, with appropriate documentation from their previous unit. It is the student’s responsibility to forward all documentation to the aerospace science instructors. The student transfer may wear AFJROTC equivalent ribbons earned from another branch.
5. **DISENROLLMENT:** A cadet may be disenrolled for any reason deemed necessary by the SASI at any time during the school year. Below are examples of some reasons:
 - a. Failure to maintain acceptable course standards including haircut, unauthorized hair color, grooming, improper uniform wear, failure to wear the AFJROTC uniform or PT gear, behavior, etc.
 - b. Refusal to participate in training, disciplinary infractions, or reasons involving undesirable traits of character.

- c. Failure to remain enrolled in school (including re-assignment to DAEP).
- d. Failure to maintain a passing grade in AFJROTC course work.
- e. Insubordination toward AFJROTC cadet leaders or Billy Ryan High faculty/staff.
- f. SASI deems removal of a cadet is best for overall management of the program.

CHAPTER THREE

GENERAL INFORMATION

1. **ORGANIZATION:** The unit will be organized based on the model of an active-duty Air Force unit. For TX-093, our unit consists of one operational group with three squadrons.
2. **CHAIN OF COMMAND:** Within the Corps of Cadets, the chain of command is as follows:
 - a. Cadet Airmen report to their Element Leader, who report to the Flight Commander, who in-turn report to their Squadron Commander.
 - b. The Deputy Group Commander will act on behalf of the Group Commander during the Group Commander's absence.
 - c. See Attachment 1 for the organizational chart/chain of command.
3. **TEXTBOOKS:** The textbooks or electronic versions used in the AFJROTC program are furnished to the cadets without charge. All textbooks, hardback and paperback, are controlled items and will remain in the classroom with few exceptions.
4. **AFJROTC ACADEMIC PROGRAM:** The program is divided into three graded parts. The first part is called Aerospace Science taught by the Senior Aerospace Science Instructor and consists of classroom instruction on subjects pertaining to Aerospace Science. The second part is called Leadership Education taught by the Aerospace Science Instructor and consists of drill, inspections, and leadership education coursework. The third part is the Cadet Wellness Program. Cadets are expected to participate as scheduled to include weekly activities and periodic fitness testing in accordance with AFJROTC requirements.
5. **CLASS SCHEDULE:**
 - a. Aerospace Science academics will normally be taught by the SASI.
 - b. Leadership Education will normally be taught by the ASI.
6. **UNIFORMS:** Cadets in years 2-4 are required to wear their AFJROTC uniform as directed. Failure to wear the uniform on "uniform day" or make-up a uniform inspection grade will result in a zero for that week. Continued failure to wear the uniform will result in dismissal from AFJROTC. **Officers and NCOs will be removed from their positions, and all may be reduced in rank.**
 - a. All cadets classified as YEAR 1 CADETS will not be required to wear the AFJROTC uniform nor conform to required grooming standards. If a cadet desires to be issued a uniform, it is highly recommended to join drill team, color guard, or express a strong desire to attend CLC. In these cases, the cadet may be eligible for the uniform before their second year and will comply with all grooming and uniform wear requirements.

CHAPTER FOUR

CADET REMOVAL PROCESS

1. **GENERAL:** Cadets may be removed from AFJROTC based on numerous circumstances. HQ AFJROTC has given full authority to the Senior Aerospace Science instructor to remove any cadet, at any time, for any reason deemed necessary to uphold the standards of the program. Some of these situations include, but are not limited to:

- a. Failure to wear the AFJROTC uniform as directed and maintain in acceptable condition.
- b. Failure to maintain proper cadet grooming standards in uniform or immediately correct violations to include hair, shave (males), nails, jewelry, or tattoos.
- c. Involvement in criminal/illegal activity to include use of any substances deemed illegal or inappropriate by DISD policy (Immediate Removal).
- d. Refusal to participate in PT or wear the issued PT gear.
- e. Transfer to Davis Disciplinary School (Immediate Removal).
- f. Disrespect towards instructors.
- g. Repeated admission to In-School Suspension or Out of School Suspension.
- h. Refusal to train or participate in mandatory events.

2. **PROCESS:** Cadets who fail to perform based on the minimum expectations of an AFJROTC cadet will be formally counseled by the cadet corps commander (depending on the specific situation), the SASI, or ASI. A counseling letter will be documented based on three strikes but understand a cadet may be removed at any time by the SASI. Below outlines the process for cadet violations:

- a. *First Offense:* Explain substandard performance and sign counseling memo.
- b. *Second Offense:* Explain substandard performance, sign counseling memo, and parent will be contacted via email.
- c. *Third Offense:* Contact parent and counselor to begin cadet removal process.

3. **VARIATIONS:** Extenuating circumstances will be handled on a case-by-case basis.



**BILLY RYAN HIGH SCHOOL
AIR FORCE JROTC TX-093
5101 E. McKinney St
Denton Texas 76208**

CADET NAME: _____

FLIGHT: _____

FROM: Billy Ryan High School AFJROTC

SUBJECT: Substandard Behavior

This memo will be placed in your official cadet file and is used to formally notify you and a guardian of failure to perform to the minimum expectations of an AFJROTC cadet. Substandard behavior cannot be tolerated and must be corrected if there is a desire to remain in the cadet corps. *Failure to do so will result in removal from this program.*

FAILURE TO WEAR UNIFORM / MAJOR GROOMING VIOLATIONS

	STRIKE 1	STRIKE 2	STRIKE 3
Date			
Infraction			
Action Taken			
Cadet Initials			
C/ Corps Cmdr Initials			
SASI / ASI Initials			

NEGATIVE BEHAVIOR / DISCIPLINE / MISCONDUCT

	STRIKE 1	STRIKE 2	STRIKE 3
Date			
Infraction			
Action Taken			
Cadet Initials			
Parent Contact			
SASI / ASI Initials			

NOTE 1: Corrective action may be progressive. It may start with counseling, then cadet demotion, then cadet removal.

NOTE 2: Some incidents will warrant immediate removal from AFJROTC. The SASI (Lt Col Deal) may remove a cadet at any time for any reason, even if prior to three strikes. Three strikes may include a combination of either of the two major areas identified above. Examples warranting immediate removal include but are not limited to any illegal activity/arrest, vaping, drug use, or alcohol use in school, JROTC operated rooms or during JROTC activities, multiple ISS placements, OSS, DAEP, etc.

CHAPTER FIVE

CADET CONDUCT, MILITARY COURTESY, SAFETY, AND CLASSROOM PROCEDURES

1. **GENERAL:** Cadets are always expected to conduct themselves as proper young ladies and gentlemen. They will not use abusive, vulgar, obscene, or profane language. Cadets will not annoy or harass other cadets with insulting, inflammatory, insinuating, or defaming remarks or obscene gestures. Cadets will not indulge in horseplay such as hitting, slapping, sparring, or wrestling that frequently develops into undesirable behavior. CADETS WILL NEVER TOUCH ANOTHER CADET IN A WAY THAT MAKES ANOTHER CADET FEEL UNCOMFORTABLE.

2. **CADET CONDUCT: Cadets** in AFJROTC are expected to set the example for other students. As such, your behavior is closely monitored by school administrators, teachers, and even other students.

- a. **Public Display of Affection (PDA).** Cadets will not indulge in forms of physical contact such as “romantic” HUGGING, KISSING, or EMBRACING (Public Display of Affection- “PDA”) within the confines of the AFJROTC area, while on any AFJROTC trip, or ANYWHERE WHILE IN UNIFORM. PDA while in uniform also directly affects your weekly uniform grade.
- b. **School Dress Code.** All school dress codes, and facial piercing policies will be enforced as outlined in the DISD Student Handbook. All cadets, both upper and lower classmen, will enforce these standards always, regardless of one’s rank/position.
- c. **Cadet Officer / NCO Conduct.** A cadet officer or NCO has special leadership responsibilities by virtue of their achievement in earning those ranks. They are held to much higher standards and are expected to set a positive example for other cadets. Among other general responsibilities to maintain rank/position, cadet officers and NCOs are expected to:
 - 1) Take the initiative when leadership action on their part is needed to ensure the unit mission is successfully accomplished. This includes taking an active role in team activities.
 - 2) Meet their financial obligations to the unit and the AFJROTC program promptly and completely.
 - 3) Complete AFJROTC class and program assignments conscientiously.
 - 4) Participate regularly in at least one after school co-curricular/LDR activity OR regularly attend community service events.

5) Follow school/AFJROTC guidelines, setting the example for subordinate cadets.

Note: *Cadet Officers and NCOs who fail to wear their uniform as required may lose their corps position and/or be reduced in rank.*

3. **MILITARY/CADET COURTESY:** The practice of saying “Yes Sir, Yes Ma’am or No Sir, No Ma’am” to any adult will be the norm. This is a long-established military courtesy that will soon become a habit.

- a. **Addressing AFJROTC instructors.** Cadets will never address instructors by their first or last name only. Cadets may use their rank / last name or just rank. Two examples are “Colonel,” “Sergeant,” Colonel Deal, or Sergeant Warren. You can also never go wrong with simply saying “Sir.”

4. **SALUTES:** The salute is a courteous exchange of military greeting. Military personnel and cadets consider the salute a respectful greeting between members in uniform and it is one of the oldest traditions binding military professionals together. You will be taught the proper manner of saluting and the rules which govern its use among the military services.

- a. [Saluting between cadets, cadet officers, and commissioned officers](#) (ie.SASI) is always required when in uniform **outdoors**. Under a porch or awning is considered indoors for saluting purposes.
- b. The salute is rendered indoors only when cadets are reporting to cadet officers or the SASI/ASI. The proper sequence of “reporting in,” includes rendering the salute and the statement, “Sir/Ma’am, Cadet (last name) reports as ordered,” or other appropriate comments. The cadet holds the salute until it is returned or otherwise acknowledged by the officer. When the purpose of the report or meeting is completed, the cadet salutes again to report out. The officer will acknowledge the salute and the cadet will exit and leave.
- c. The salute is never given or returned while running. The cadet will come to quick time (marching) and render the salute when approximately six paces from the officer.
- d. If a cadet observes the American Flag being raised or lowered while in uniform, they will come to attention and render the hand salute until the flag has reached the summit or base of the flagstaff. If the cadet is in civilian clothes, they will come to attention, remove headgear if worn, and place their right hand over their heart until the function is complete.
- e. During the Pledge of Allegiance while in uniform, the cadet will stand at attention. When in civilian clothes, stand at attention and place the right hand over the heart.

- f. When the cadet is outdoors in uniform and the National Anthem is played, the cadet will stand at attention, face the flag or music, and render the hand salute until the music stops.
- g. If a cadet is late for a formation, they will approach the person in charge when the formation is at a halt, salute, and request permission to fall in.
- h. Cadet officers and NCOs should correct saluting violations in a courteous manner when such violations are made by cadets' junior to them.
- i. When in uniform and both arms are full, only a verbal greeting, "Good morning, sir or ma'am," or "Good afternoon, sir or ma'am" is required. The officer will acknowledge the verbal greeting in the same manner. No salute is exchanged.
- j. The Ryan High School campus is a saluting/hat area except for the bus lane area and portable classroom area. Saluting and headgear wear is mandatory during extra-curricular activities and field trips as directed by SASI/ASI. Cadets will wear their caps outside the front of the school and to/from vehicles.

5. CADET PERSONAL SAFETY: It is standard practice that a cadet will not be alone with an instructor in a space that is not open and in plain view of others. As a safety measure, a second cadet or instructor will be present when in those confined spaces. Uniform fitting will always have at least one additional cadet or instructor present.

6. CLASSROOM ENTRY/EXIT PROCEDURES: Classroom instruction will begin with cadets standing at ease by their seats before the last bell. The Flight Commander and Flight Sergeant will be positioned in front of the class. The flight sergeant will call roll and mark the attendance binder. He/she will report missing cadets to the flight commander. The flight commander will then have the flight recite the pledges and AFJROTC Cadet Creed. The Flight Commander reports the flight status to the SASI or ASI. The SASI/ASI will take charge of the flight after the Flight Commander completes the daily briefing. At the end of the period, the Flight Commander will call the Flight to attention and then dismiss the Flight.

7. TARDIES AND UNEXCUSED ABSENCES: Cadets are expected to report to ALL classes on time. Tardies will be marked in attendance as required. If a cadet is absent for a legitimate reason, it is their responsibility to ensure it is corrected by the school attendance office. These two areas will be reviewed periodically to determine a cadet's ability to participate in extracurricular activities, field trips, and award of some cadet awards.

8. CADET DAILY BRIEFING: This is one of the main forms of communication with cadets. All are expected to listen attentively to the daily briefing in class and ask for clarification as needed. The Flight Commander is responsible to ensure all members understand the brief.

9. FLAG DETAIL: Designated flights will have cadets volunteer to be on the flag detail team to raise/lower the flags on the school flagpole. If the weather is inclement (bad), check

with the SASI or ASI prior to raising or lowering the flags. Do not go out into threatening weather to lower or raise the flags. There are times when the flags will be put up at “Half-Staff.” When this occurs, the flags will be raised to the top of the pole, then lowered until they are approximately half-way down. At the end of the school day, [if flags are at half-staff](#), they will first be raised to the top of the pole, and then brought all the way down. After the flags are disconnected from the pole, cadets will properly [fold both flags](#) prior to returning to the classroom.

10. **ELECTRONIC DEVICES:** School and District policy allows LIMITED use of electronic devices in the classroom (see School’s Student Handbook for specifics). For AFJROTC, cadets will **NOT** use, display, monitor, or take out their electronic devices without the express approval of the SASI or ASI. Failure to adhere to these restrictions may result in confiscation and turnover of the item to school administrators.

11. **GENERAL CLASSROOM RULES:**

- a. **Before school:** Cadets may come to the classroom before school hours; however, no “horseplay” is allowed. Cadets will remain in the classroom or return to the Commons; in no case will loitering be allowed outside the classroom or in the hallways.
- b. **During the school day:** Normally, cadets will NOT come to the AFJROTC classroom unless they have pre-coordinated with the SASI or ASI to work on a specific project. If allowed, the cadet must be UIL eligible (not on the failure report) and that cadet will not interfere with classroom discussion.
- c. **Lunch:** The cadet multipurpose classroom is “OPEN” for cadet use on A-days and during the “E” lunch periods on “B” Days. Failure to clean up after yourselves will result in “shutdown.”
- d. **After school:** Only cadets involved in after-school AFJROTC activities should be in the classroom after school. Cadets monitoring activities will not interact or interfere with on-going team practices (APT, Drill, Color Guard) with teams they are not a member of.
- e. Cadets will **NOT** sit on desktops, tables, or any countertops in the classrooms.

12. **TELEPHONE PROCEDURES:** TX-093 cadets have access to a telephone in the SASI and ASI offices/classroom. The telephone will **not** be used by cadets without the specific permission of the SASI/ASI. Calls home to be picked up or to obtain AFJROTC related information is considered official use. The office phone is the primary phone for SASI/ASI use. Answer the AFJROTC phone in the following manner:

“Ryan High School AFJROTC, Cadet (your last name), how may I help you?”

13. **CADET WEIGHTLIFTING AREA:** Use of the weightlifting area is a privilege, not a right.

Cadets may use this area before school, during lunch, or after school if an instructor is present in the classroom. Cadets will not abuse the equipment and put all items back in their place when finished. Abuse of this equipment will result in “closure” to cadets.

14. **LOGISTICS ROOM/STAIRWELL:** Cadets will not enter the stairs to the logistics area unless directed by an instructor. This is a restricted area and limited to cadets who perform duties in the logistics area.

15. **AFJROTC AREA SAFETY:** Safety is paramount for our cadets. The main classroom door will remain locked during instruction. Only the right-side door of the double doors leading into the ROTC hall will be unlocked to allow safe flow of traffic in/out of that area. The cadet changing area will be checked for any suspicious devices that could be a recording device prior to changing in or out of uniforms. If something is discovered, the cadet will immediately report it to an instructor.

16. **AFJROTC AREA ACCESS AND USE:** The ROTC Hall and rooms are for the use of current cadets only! Current cadets may also bring visitors who have never been enrolled in AFJROTC as this is a prime recruiting opportunity. Cadets are responsible for the behavior of their guests. Prior cadets who were removed from the program or who chose not to re-enroll in the program will not be permitted in the ROTC area.

CHAPTER SIX

CADET GROOMING AND PERSONAL APPEARANCE

1. GENERAL: Cadets in years 2-4 who enroll in AFJROTC are expected to maintain specific grooming standards IAW DAFI 36-2903 to be a member of the program. If an item or area is not addressed in this document, please refer to the HQ AFJROTC Ops Supplement, Chapter 7. Grooming standards must be met within three weeks of enrollment and failure to do so will result in immediate removal from AFJROTC. This chapter outlines personal grooming while wearing any Air Force uniform. SASI's discretion may be used to determine if an individual's personal grooming is within the standards of this instruction. The personal grooming standards listed are minimum standards that represent common appearance issues and are not all-inclusive. Although Cadets have the right, within established limits, to express their individuality through their appearance, the Air Force has defined what is and what is not an acceptable, professional military image for Cadets in uniform. Except for minor variations based on gender differences, all Air Force Junior ROTC cadets in uniform must comply with the same personal grooming standards. SASIs/ASIs have the responsibility to determine compliance with this instruction and to correct the obvious violations regardless of whether the situation identified is clearly written in this instruction. SASIs do not have authority to waive grooming and appearance standards except as identified in this instruction.

- a. **Hair-male and female.** Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear. Will *not* contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (**Exception:** female bangs), 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 or black. All Cadets are authorized to wear natural color hair regardless of their natural born hair color, but when combined or frosted, the colors must blend to not present an unnatural appearance between colors. For example, hair colors may be displayed as a "salt-and-pepper" look as this presents a naturally blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another with dyes, tints, bleaches, and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear. 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 or tan) due to a temporary medical condition (i.e., radiation and/or chemotherapy).
- b. **Body Piercing.** Cadets in uniform are not allowed to attach or display objects,

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

- c. **Dental ornamentation.** Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited.
- d. **Jewelry.** While in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI. Cadets may wear a total of no more than three rings. Rings will be worn at the base of the finger and may be worn on the thumb. Necklaces will not be visible at any time. If worn, will be concealed under a collar or undershirt. 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.**
- e. **Eyeglasses/Sunglasses.** 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 non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logos 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.
- f. **Bluetooth Earbuds.** Is authorized in uniform. Must be conservative colors (white, black) and must be completely free of wires. Earbuds will be removed at the request of a teacher/administrator. Full Headphones or wired devices are not authorized to be worn in uniform.

2. MALE CADET GROOMING STANDARDS:

- a. **Hair.** 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 a tapered appearance. Hair will not exceed **2 ½ 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 protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized. **Prohibited examples (not all- inclusive) are Mohawk, mullet, cornrows, dreadlocks, or etched shapes and/or 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.
- b. **Sideburns and Mustaches.** Sideburns will be straight and even width (not flared or pointed) and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. 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 more than ¼ inch beyond a vertical line drawn upward from both corners of the mouth.
- c. **Beards.** Beards are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons is governed by AFJROTCI 36-2001. **When authorized for medical reasons, members will keep all facial hair trimmed not to exceed ¼ inch in length.** Individuals granted a shaving profile may shave or trim their facial hair to present a neat, clean, professional image.
- d. **Fingernails and Piercings.** Male cadets are not authorized to wear nail polish in uniform. Male cadets in uniform may not wear earrings or any other type of facial piercings. Cadets may not cover any of these articles with band aids. A clear spacer may be worn in the lower earlobes while in uniform. Clear spacers are not allowed in the ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc).

Male Cadet Acceptable Hairstyles



Sideburns



Mustache

3. FEMALE CADET GROOMING STANDARDS:

a. Hair-Female. **No minimum hair length, to a maximum bulk of 4 inches from scalp** and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with the cadet standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

- (1) Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail or equivalent, it must be a single ponytail or equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.
- (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 length and bulk standard and headgear must fit properly. All locs, braids and twists 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 $\frac{1}{4}$ inches), show no more than $\frac{1}{4}$ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance. A braid/twist must

continue to the end of the hair without design and following the contour of the head and may be worn loose or in a secured style within hair standards. ***Exception:*** Micro-braids or twists are not required to continue to the end of the hair. **Unauthorized: Mohawk, mullet, or etched design.**

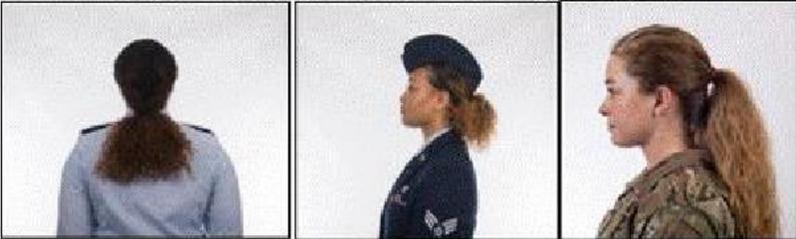
Authorized Female Ponytails/equivalent and long braid(s) Hair Styles Examples



Unbraided Single Ponytail/Pull-through Ponytail Style/Braided Ponytail



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius



Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids



Braids

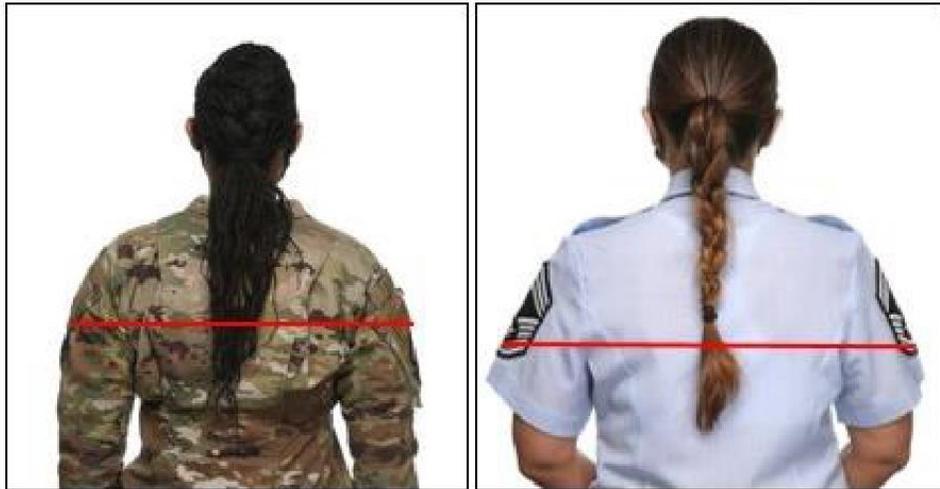


Twists



Locs

Unauthorized Female Ponytail Examples



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

- b. Hair accessories. If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Invisible hairnets are authorized; hairnets must match hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunches will not exceed two inches in width. Ornaments are *not* authorized (i.e., ribbons, beads, jeweled pins).
- c. 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.

- d. 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. Wearing hosiery with the skirt is optional. Choose a sheer nylon in a neutral dark brown, black, off black, or dark blue shade that complements the uniform and your skin tone.
- e. Earrings. Male cadets are not authorized to wear earrings while in uniform. Female cadets may wear small (not exceeding six 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 a 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. When not wearing earrings, male and female cadets **are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.).**
- f. 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. Male Cadets are not authorized to wear cosmetics.** 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.
- g. 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.

4. YEAR 1 CADET GROOMING STANDARDS:

- a. In accordance with the AFJROTC Headquarters memo dated 10 May 2023, all year 1 cadets are not required to follow grooming standards as listed above.
- b. If a cadet is fully participating in competition preparation for Color Guard or Drill Team, or plans to attend the Cadet Leadership Course, those cadets must be within required grooming standards and will be issued uniforms on or about 15 December.

CHAPTER SEVEN

CADET UNIFORM, WEAR, AND GRADING POLICY

1. **GENERAL:** This chapter applies to year 2-4 cadets or any year 1 cadets issued an AFJROTC uniform. The AFJROTC cadet uniform is, with certain exceptions, the same as that worn by active-duty personnel. It is the distinctive dress of a proud and honorable profession. [Male cadets](#) and [female cadets](#) will learn how to wear the uniform correctly and with pride! Cadets must be aware of their responsibility for maintaining their uniform in good order and for wearing it correctly. Uniforms are issued clean and in good repair. It is each cadet's responsibility to keep it that way.

2. **UNIFORM FITTING:** The goal is to have all cadet uniforms issued within the first 3-weeks of enrollment. Fitting will occur as time allows until all cadets have the required uniforms. All year 2 – 4 cadets will be fitted for the Class-C uniform at a minimum.

3. **UNIFORM DAY:** Uniforms will be worn on the designated A/B scheduled "UNIFORM DAY". The type of uniform to be worn or special uniform requirements for the coming weeks will be posted by the Cadet Corps Superintendent or 1st Sergeant. Failure to wear your uniform when directed will result in a zero for that week.

NOTE: The uniform must be worn the entire school day to receive grade credit. The uniform may be removed for PE, dance, sports, or lab work only if prior approval is granted by the ASI. Upon completion of the activity (sports, lab, etc.), cadets **MUST** put their uniform back on unless the cadet was authorized to remove it for the last block of the day.

4. **UNIFORM GRADE AND MAKEUP POLICY:** Uniform wear is a large part of the AFJROTC program. A cadet may earn up to 100 points, weighted 60% of the total 9-week grade. *All cadets are required to ARRIVE at school wearing the appropriate uniform each Tuesday or Wednesday and remain in uniform until the end of the school day. Failure to do so will result in a zero for that grade.* Below are situations regarding uniform wear as it relates to the uniform grade:

- a. Cadets wearing the uniform correctly on their designated day the entire school day may earn full credit minus discrepancies found during inspection.
- b. If a cadet has an excused absence on uniform day: The cadet may wear the uniform the first day upon return to school for full credit minus any discrepancies found during the makeup inspection. Two days later, a maximum of 70%. Three days or more = a zero.
- c. Cadet has an unexcused absence on uniform day: The cadet may wear the uniform the next school day for a maximum grade of 70%. If not completed then, the grade will be a zero.

- d. Cadet fails to wear the uniform on the designated day and is present in class: Grade will be a zero with no makeup opportunity.
- e. Cadet wears the uniform, but is found wearing it incorrectly, wearing civilian clothes with the uniform, or major grooming violations: Grade will be a zero with no makeup opportunity.

WARNING

Any cadet on a co-curricular team who misses uniform wear may be suspended from the team and/or competitions. The same cadet also loses the right to wear the team cord/pin if awarded.

5. UNIFORM CONFIGURATIONS:

- a. Class A Uniform – Dress Coat, Tie/Tab, Entire Uniform
- b. Class B Uniform – No Dress Coat, Keep the Tie/Tab
- c. Class C Uniform – No Dress Coat, No Tie/Tab (Most Common)
- d. Cadet Airmen Battle Uniform (ABU) or Operational Camouflage Pattern (OCP)
- e. Cadet PT Gear
- f. Semi-Formal Uniform - Consists of the blue uniform with a white button-down long-sleeve shirt and AFJROTC-issued tie/tab or black/navy bowtie (males only), is authorized for the Military Ball. The white shirt is purchased at the cadet's expense.
- g. Unit Spirit Shirt Polo

6. UNIFORM STANDARDS: Each member of the RHS Cadet Corps must maintain high standards of uniform dress and personal appearance. Cadets will comply with the following standards:

- a. Keep the uniform clean, neat, and pressed.
- b. Keep all buttons buttoned, zippers zipped.
- c. Do not put bulky items/jingling change in pockets.
- d. Keep all metal devices such as belt buckles, badges, ribbons, or insignia clean.
- e. When the military uniform is worn to school, only authorized uniform items will be worn with it. **Do not** mix uniform items with civilian clothing at any time.

- f. Uniform covers/caps will be worn outdoors. Always take hats off when indoors. When not being worn, it may be carried in your hand or in your backpack. Berets in white, dark blue or black may be worn with officer insignia or mini-Hap Arnold pin. Berets may be worn on regular uniform days with the blue uniform only. Cadets may also purchase at their expense the “wheel cap” with the cap device based on their cadet status.
- g. Keep the shirt tucked in neatly with the gig line (shirt edge, belt buckle, and trouser fly) lined up in a straight line and trim off all loose threads. Replace missing buttons promptly. Exception: Female year 3-4 cadets may be issued a princess cut blouse if available. This shirt is NOT tucked into the uniform slacks.
- h. Cadets will wear AFJROTC-issued shoes. Shoes should have a high shine with the edges of the soles and heels black. Edging will be clean and free of dirt.

Exception: Female cadets may wear black leather or leather looking, plain, close-toed heels (No higher than 3”) or flats that cover the toes and heels without decorative stitching or designs with the uniform (requires ASI approval). If purchased, ensure they can be returned if not authorized with the uniform. Male and female cadets may purchase “corfam” shoes at their own expense.

7. CLASS-C UNIFORM SETUP:

- a. **Blue Shirt w/ White V-neck T-Shirt.** Shirts will be pressed/dry cleaned and worn with the shirrtail pulled down tightly in the pants and tucked in at the sides. The only creases on the shirt will be down the sleeves. Items will not be carried in shirt pockets. The short sleeve shirt will be worn with all buttons buttoned except the top with the collar open. Junior/Senior females may wear the princess cut shirt. All male cadets will wear a white V-neck t-shirt under the blue shirt with ranks and blue name tag at a minimum. Female cadets will wear appropriate undergarments as 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. RIBBONS ARE OPTIONAL.
- b. **Blue Pants.** Pants will be zipped and buttoned. Attention needs to be paid to the rear pocket button on the men’s trousers. The bottom of the trouser legs will touch the shoes in such a manner as to cause a slight break in the crease. The back of the trouser leg will be hemmed to be 7/8 of an inch longer than the front. Hemming issues should be brought to the ASI for correction.
- c. **Garrison Cap.** The male garrison cap will be worn slightly to the right with the vertical crease of the cap at the center of the forehead in a straight line with the nose and approximately one (1) inch above the eyebrows. The female flight cap is worn in the same manner as the male cap except it may be one (1) to one and a half (1-1/2) inches above the eyebrows with the top of the cap opened to secure it to the head.

- d. **Belt.** The male belt is threaded through the loops of the trousers to the left and the female belt to the right. When buckled, only the metal on the tip of the belt should show. The adjustable belt clamp on the belt buckle is used to change the length of the belt.
- e. **Shoes and Socks.** The issued black shoes will be laced to the top, tied, and shined to a high gloss. Black calf-high socks are mandatory.

8. **CLASS-B UNIFORM SETUP:** ([How to Tie a Tie Video](#))

- a. Wear all items listed above for Class-C.
- b. Cadets will button the top button of the shirt collar and wear the tie (males) or tab (females).

NOTE: The **Blue Jacket/Windbreaker** will be issued to cadets and may be worn with either Class-B or Class-C uniforms ONLY. When worn, cadets must wear their cadet rank on the collar of the jacket. The zipper will be zipped up at least $\frac{3}{4}$ when worn.

9. **CLASS-A UNIFORM SETUP:** ([Instructional Video](#))

- a. Wear all items listed above for Class-B.
- b. Wear the blue dress coat. The outside pockets of the dress coat are for decorative purposes only. The dress coat may be removed in the classroom if it becomes too warm. The necktie is mandatory and will not be removed or loosened even though the coat is removed. The coat will be buttoned when worn. Cadet ranks, silver name tag, and ribbons are mandatory on the dress coat.
- c. The windbreaker WILL NOT be worn with the Class-A uniform.

10. **OPERATIONAL CAMOUFLAGE PATTERN (OCP) or AIRMAN BATTLE UNIFORM (ABU):**

- a. The OCP/ABU uniform may be worn as directed for a uniform grade based on the uniform schedule and no more than twice each month.
- b. Cadets who have worn the blue uniform for one entire school year may be issued OCP/ABUs for wear during subsequent years, if available. Cadets will be required to purchase their own coyote brown boots.
- c. Cadets must wear the OCP/ABU uniform correctly, to include cover, correct t-shirt, name/AFJROTC tapes, belt, socks, and sage green or coyote brown boots. The ABU will have the white lamp of knowledge patch sewn on the left pocket. OCPs will attach this patch with Velcro to the left shoulder and full color American flag on the right shoulder.

11. UNIFORM CLEANING: Cadet coats, pants, skirts, hats, ties, and tie tabs **WILL BE DRY-CLEANED ONLY**. The cost of dry cleaning is the individual cadet's responsibility.

- a. The light blue shirt and blouse can be machine laundered, **DO NOT BLEACH**. Heavy starch will give them a crisp appearance. All uniform items will be cleaned prior to turn-in.
- b. ABUs/OCPs washed/dried only.
- c. **REMEMBER:** The uniform must be PROFESSIONALLY DRY-CLEANED, on hangers, under plastic wrap with cleaner's tags still attached, and turned in **ON TIME**.

12. UNAUTHORIZED UNIFORM WEAR:

- a. Cadets will not wear the uniform when assigned to ISS. If this occurs, the cadet will make up the missed grade by wearing their uniform on their first day of school upon release from ISS.
- b. The uniform may only be worn for official AFJROTC events or activities that have been approved by the SASI, ASI, or Cadet Group Commander. Wearing the uniform during activities such as hitchhiking, student demonstrations, political rallies, or in any other inappropriate environment is prohibited.

13. RIBBONS, MEDALS, AND BADGES:

- a. Medals will not be worn simultaneously with the ribbons. Medals may be worn for formal, semi-formal, and special occasions **ONLY**. The order of precedence will be the same as for ribbons. All or some ribbons are mandatory with the service dress coat. Ribbons are optional on the light blue shirt.
 - (1) Ribbons of other JROTC services: AFJROTC cadets transferring from an Army, Navy, or Marine AFJROTC may wear the AFJROTC equivalent ribbon. Only five CAP ribbons (General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and General J. F. Curry Achievement Award) are authorized on the AFJROTC uniform. Badges or insignia from any other non-AFJROTC groups are not authorized on the AFJROTC uniform.
 - (2) Valor Awards: Wear valor awards ahead of other ribbons, regardless of which AFJROTC awarded them.
 - (3) Order of Precedence: The medal or ribbon with the highest precedence is worn nearest the lapel on the top row. The ribbon or medal with the lowest precedence is worn on the bottom row furthest from the lapel. Consult the ribbon chart in this guide.

b. Oak Leaf Clusters and Stars:

- (1) Bronze oak leaf clusters are worn on the ribbon to designate the second or subsequent award of any ribbon.
- (2) Silver oak leaf clusters are worn on the ribbon in lieu of five bronze oak leaf clusters.
- (3) Bronze and silver stars are awarded to those who achieve the applicable score on their fitness assessments. If a cadet has earned a “star” and oak leaf cluster for the same ribbon, the cadet will wear two of those ribbons as the two devices are not worn together on the same ribbon. The ribbon with the star is worn in higher precedence.

c. Badges:

- (1) Distinguished Cadet Badge. Awarded at the end of the year to the 3rd year cadet who has high moral character and outstanding military potential. The recipient will hold the Leadership, Superior Performance, Achievement, Academic, LDR, and Service Ribbons.
- (2) Aerospace Education Foundation (AEF) Badge. Awarded to rising junior or senior cadets for academic excellence as signified by attaining a minimum 3.3 grade point average (GPA) unweighted with no grade below a 2.0 GPA on their transcript. The individuals must be recommended by the SASI.
- (3) Model Rocketry Badge. Awarded to cadets who have fulfilled model rocketry program requirements as determined by the SASI.
- (4) Awareness Presentation Team Badge. Awarded to cadets who have fulfilled APT program requirements and completed at least 2 APT Events.
- (5) Flight Solo Badge. Awarded to any cadet possessing a solo flight certificate signed by a FAA Certified Flight Instructor for either powered or non-powered aircraft. Email jrotc.jrs.logistics@au.af.edu a copy of the cadet's Flight Solo Certificate. Flight Suit is NOT authorized.
- (6) Flight Certificate Badge. Highest aviation badge awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. Email jrotc.jrs.logistics@au.af.edu a copy of the cadet's Flight Certificate. Flight suits are authorized for cadets that have earned the private pilot's flight certificate badge or **have successfully completed the Flight Academy program.**

CHAPTER EIGHT

CLOTHING AND EQUIPMENT ACCOUNTS

1. Protecting government and school property is each cadet's responsibility. All AFJROTC uniform items and books are loaned to you by the United States Air Force. These items remain the property of the Air Force and must always be accounted for.
2. At the time you are issued your uniform and equipment items, you will be required to sign a hand receipt and place your initials on each line for individual items. Each item then becomes your personal responsibility. If you lose it, or willfully or negligently destroy it, you will be required to pay for it.
3. One complete uniform with all accessories and insignia will be issued to each cadet. It is important to understand that all items must be turned in when a cadet leaves or is removed from AFJROTC.
4. To preclude unnecessary expense or delay for the cadet and to provide efficient turn-in of uniforms and equipment, the following suggestions are offered:
 - a. **DO NOT** leave uniform items in unlocked lockers, or unattended in other places at school.
 - b. **DO NOT** lend uniform items or insignia to other cadets or persons.
 - c. **DO NOT** permit another cadet or person to turn in or exchange your uniform or equipment items.
5. When a uniform or equipment item is lost, worn out, or becomes unserviceable, a second item will be issued, and payment determination will be made at the end of the school year. When turning in or exchanging uniform items or equipment, deal only with the designated logistics personnel or ASI.

CHAPTER NINE

CO-CURRICULAR/LEADERSHIP REQUIREMENT (LDR) ACTIVITIES

1. **JV COLOR GUARD / VARSITY ELITE COLOR GUARD:** Color Guard teams are open on a competitive basis to all cadets. This is one of the most visible activities in the unit and only the most professional cadets will be chosen to participate. The unit Color Guards present the National, State, and other flags at school and community events and compete in color guard competitions. Color guard is selected from the pool of cadets based on desire, performance, ability to drill, and academic grades. All cadets must maintain UIL eligibility to remain on either color guard team. Cadets may earn the color guard arc pin.

- a. **JV Color Guard.** Open to all cadets NEW to color guard and selection occurs each September. They will perform in the standard issued blue uniform. Additionally, JV may compete for varsity color guard at the end of the first semester. There is no maximum number of cadets.
- b. **Varsity Elite Color Guard.** There will be a maximum of 9 cadets on the varsity team. It is preferred to have four male and four female cadets for competition purposes. Selection round 1 occurs December of each year and round 2 may occur in August (no 1st year cadets) if additional cadets are needed to fill out the team. Selection is based on the cadet's grades, teacher recommendations, and ability to drill which is evaluated through a try-out process. Cadets and their parents will acknowledge a one-year commitment to this team. Varsity will be issued the "honor guard" uniform.
- c. **Color Guard Competition.** [Color Guard may compete](#) in categories to include male teams, female teams, or co-ed.

2. **DRILL TEAM / SABER TEAM / INSPECTION TEAM:** The unit Drill Teams represent Ryan High School at drill competitions. All cadets are eligible to compete for a position on a Drill Team. Practice is held after school, and these teams require an extensive amount of time, so only the most dedicated should join. Cadets must maintain UIL eligibility to practice and compete. Cadets may earn the drill team arc pin.

- a. **Armed Drill Team.** Must consist of at least 10 cadets. This team [performs with rifles](#) marching to a specific sequence based on the competition rules.
- b. **Armed Exhibition Team.** Must consist of at least 10 cadets. Develop [marching performance with rifles](#) with specific time constraints based on the competition rules.
- c. **Unarmed Drill Team.** Must consist of at least 10 cadets. This team [performs without rifles or swords](#), marching to a specific sequence based on the competition rules.
- d. **1st Year Cadet Unarmed Drill Team.** Must consist of a team commander who is in their 2nd year of AFJROTC and at least 9 cadets in their first year of AFJROTC. Cadets [perform the AFJROTC 30-command drill sequence](#) at a competition.

- e. **Saber Team.** At least 9 cadets who [perform/compete with Air Force swords](#).
 - f. **Inspection Team.** Must consist of at least 10 cadets. This team competes in the [inspection phase of a competition](#). Cadets must be able to perform basic drill movements and their dress, appearance, and grooming must be impeccable. Additionally, cadets are usually asked questions based on general knowledge and/or specific questions provided ahead of time to study.
3. **PHYSICAL FITNESS TEAM:** Includes both male and female teams. Unit Physical Fitness Team members train to develop enhanced individual physical fitness levels for competition. Events typically include pushups, sit-ups, pullups (males), flex arm hang (females), standing long jump, and 4x100 relay. Cadets may earn the PT Team arc pin.
4. **AWARENESS PRESENTATION TEAM (APT):** All cadets are eligible for membership on this team. The APT is formed to give presentations to elementary and middle schools to help younger students develop into good citizens and avoid self-defeating behavior patterns and chemical dependency. Members are responsible for developing their materials and participating regularly in recurring presentations. Primary team members may be awarded the AFJROTC Awareness Presentation Team Badge.
5. **MODEL ROCKETRY TEAM:** Unit members with an interest in learning more about rocketry and space science may join the Model Rocketry team. They will complete training programs, build, and launch model rockets, and [compete in model rocketry competitions](#). Team members can earn the AFJROTC Model Rocketry Badge.
6. **ORIENTEERING TEAM:** Orienteering is the skill of [finding your way through a series of checkpoints](#) on an unfamiliar course using a map and a compass. Typically, a course is set in a wilderness area and the participants are timed as they complete it. Cadets may earn the Orienteering rocker arc pin.
7. **FLAG DETAIL TEAM:** This team of cadets are primarily responsible for the raising / lowering of the school flags. They must be versed in proper care of the flags and display including special occasions when they are flown at half-staff. Additionally, this team is key during flag retirement ceremonies. Cadets may earn the flag detail rocker arc pin.
8. **MODEL BUILDING TEAM:** Static modeling is the designing and/or building of small model rockets or planes. A static model program can provide cadets an exciting introduction to concepts of aerospace engineering and design.
9. **RAIDERS TEAM:** Raider Competitions are **athletic competitions held at JROTC programs around the world**. Events take place outdoors and usually consist of individual strength test (push-ups, tire-drag, obstacle course, etc), distance team running events, first aid events, and some survival elements.
10. **UNMANNED AIRCRAFT SYSTEMS (UAS) TEAM:** Cadets learn how to operate high grade drone equipment IAW FAA regulations all while learning the importance of

drones in the real world. Ranging from farming utility to navigational equipment cadets will learn how drones impact the world around us.

11. **ROBOTICS TEAM:** Robotics involve multiple types of design: physical design of structures (construction materials, motors, and gears), as well as computational design (writing a computer program to determine how something should move and respond). Robotics will engage cadets in the learning process.

12. **JROTC LEADERSHIP AND ACADEMIC BOWL (JLAB) TEAM:** JLAB is a nationally recognized academic competition created exclusively for JROTC students. By participating, cadets learn citizenship, leadership, and academic competition.

13. **CURRICULUM IN ACTION (CIA) FIELD TRIPS:** Field trips are available to all cadets who maintain good standing in AFJROTC. These include trips to military bases, space flight facilities, museums, college campuses, airports, etc. The trips are designed to expand your knowledge about the aerospace environment in which we live. The corps typically takes one day trip during the first semester and one overnight trip during the second semester. Cadets must be UIL eligible and have written parental/guardian approval to participate.

14. **SOCIAL ACTIVITIES:** The unit participates in the annual Denton ISD Military Ball and hosts this event every 4 years. In addition, we have informal picnics and parties to help cadets become better acquainted with each other and have a good positive recreational experience. All official AFJROTC activities must be approved by the SASI/ASI.

15. **FUNDRAISING ACTIVITIES:** TX-093 sponsors fund-raising activities to generate money to purchase special equipment, support field trips and social activities. Cadets are expected to participate in these efforts. Events are planned by the cadets as they become available.

16. **COMMUNITY SERVICE PROJECTS:** A large part of being in AFJROTC is “Service Before Self”. This means that cadets are expected to think of others before themselves by planning and participating in various community service activities during the year. Each cadet should establish a goal of completing at least 12 hours of community service each school year. The cadet senior leadership will ensure there are plenty of opportunities.

17. **KITTY HAWK HONOR SOCIETY:** Open to all current year 2-4 cadets. This organization is a cadet-led group who operates under their established constitution and bylaws. This document will outline requirements for membership and how the organization functions as its own entity within AFJROTC.

Note: All AFJROTC sponsored events require parental/guardian approval and supervision by the SASI/ASI. When school-sponsored transportation is provided, cadets are expected to travel and return on the school-sponsored transportation. Exceptions to this rule require prior written approval by parents/guardians.

CHAPTER TEN

CADET PROMOTIONS, CORPS COMMANDER SELECTION, and DEMOTIONS

1. **OVERVIEW:** Promotion provides challenge and motivation to the members of AFJROTC. Promotions reflect visible evidence of progression and standing among fellow cadets. It should be noted that promotion is evidence of growing maturity, the ability and willingness to accept additional responsibility, and a demonstrated growth of leadership.

2. **BASIS:** Promotions are based on uniform wear and grooming, academic grades, general cadet knowledge requirements, meeting a promotion board (for SSgt-SMSgt), and demonstrated leadership abilities. Each cadet should understand how selections for command and staff positions are made to permit equal opportunity for advancement. The SASI may waive any of the requirements in this chapter based on the needs of the corps.

Note: Promotions are normally held at the end of the 1st, 2nd, and 3rd 9-week grading periods.

3. **STRUCTURE:** The TX-093 promotion system is patterned after the active Air Force and conforms to guidance provided by Headquarters AFJROTC. Cadets have “permanent rank” and “temporary rank.” Permanent rank is based on one enlisted stripe for each year of AFJROTC. The permanent rank is Cadet Airman for the first year of AFJROTC; Cadet Airman First Class for the second year; Cadet Senior Airman for the third year; and Cadet Staff Sergeant for the fourth year of AFJROTC. Temporary rank is any rank beyond cadet Staff Sergeant. A cadet will wear only the rank he or she has earned, and this may/may not correlate with the normal rank associated with the job position within the corps that the cadet has been assigned. New cadets will be promoted to Cadet Airman at the end of the first 9-week grading period (unless promoted due to participation in the new cadet summer orientation). Returning cadets will be awarded their rank after successful completion of the online “ranks quiz.”

4. **UNIT MANNING DOCUMENT AND ORGANIZATIONAL CHART:** These documents reflect a limited number of authorized leadership positions. To give as many cadets as possible the opportunity to experience an active leadership role, we may employ a semester rotation system. Rotation may be lateral, up, or down. Every cadet must understand and cooperate with the rotation system to obtain maximum leadership training. Each cadet is asked to give their successor the same degree of loyalty and respect they would expect for themselves. Cadets will experience both followership and leadership situations on an alternating basis, so stay flexible and responsive.

5. CADET STAFF POSITIONS / TEAM COMMANDERS:

- a. In April of each year, the cadet group commander or cadet Superintendent will distribute Unit Position Survey Forms to determine individual interests, goals, and desires regarding staff positions for the upcoming year. The completed surveys will

be reviewed by the incoming cadet group commander who will develop a proposed listing for SASI/ASI review. The following will be considered in selections.

- (1) Individual desire/interest.
- (2) Grade in school/years in AFJROTC.
- (3) Current rank/position.
- (4) Previous experience.
- (5) Academic performance.
- (6) Attitude/Conduct
- (7) Professionalism/Maturity.
- (8) Self-discipline.
- (9) AFJROTC participation.
- (10) Leadership ability / Attendance at a CLC

- b. To be eligible for appointment and to maintain a unit position, a cadet must possess at least a "B" in AFJROTC. They must also demonstrate an exceptional attitude, military bearing, and effective leadership potential to assume positions of higher responsibility.
- c. Cadet staff positions are normally filled by 2nd-4th year cadets. First year cadets will not normally be considered for cadet officer positions. However, consideration is given for previous military studies experience, such as Civil Air Patrol or cadets in higher grade levels. Cadets must attend a CLC to advance to a cadet officer rank, but this may be waived by the SASI based on the needs of the corps.

6. CADET OFFICER PROMOTIONS: Cadet officer ranks are considered "temporary rank" and are assigned based on position in the cadet corps. Cadets who have served as an officer for at least one school year will be promoted the following year based on completion of the below tasks. Cadets who graduated CLC the previous summer will begin the year as Cadet Master Sergeants and work to complete the below tasks to earn cadet officer status. The officer corps will be comprised of those cadets with a demonstrated interest in AFJROTC as indicated by grades, demonstrated leadership abilities, and completion of the following criteria each school year:

- a. Successfully complete a Cadet Leadership Course.
- b. Maintain UIL eligibility.

- c. Apply for and be selected to fill an officer position vacancy.
- d. Memorize the 30-command drill sequence.
- e. Memorize Air Force/Cadet Ranks.
- f. Lead a formation performing the 30-command drill sequence using correct cadence and correct commands. (Formation performance not a factor)
- g. Demonstrate the following qualities:

(1) Academic Leadership: How well does the cadet perform on homework, quizzes, examinations, class projects, and uniform wear? Are assignments completed on time and in a thorough manner?

(2) Organizational Leadership: How well does the cadet function in positions of leadership in the organization? Has the cadet earned the respect of subordinates? Does the cadet give proper consideration for subordinates?

(3) Co-curricular Activity Leadership: To what degree does the cadet carry interest and enthusiasm beyond the classroom? Does the cadet demonstrate excellence in several outside team activities?

(4) Integrity: There are many ways in which a cadet can show integrity. The most evident include doing the right thing even when no one is looking, owning up to mistakes; not shifting the blame on others, and modeling expected behavior.

(5) Service before Self: How active is the Cadet regarding service to the community, school, and the cadet organization?

(6) Excellence: Does the cadet strive to do their best each and every day?

- h. Officer Oath: New cadet officers will be required to attend a promotion ceremony where they will recite the officer oath as written below:

“I, (state your name) _____, hereby accept appointment, as a cadet officer, in the Air Force Junior Reserve Officer Training Corps, with full knowledge of the duties and responsibilities, attached to this position. I will live by and uphold, the Cadet Honor Code. I will always seek, integrity first, service before self, and excellence in all I do. I will model expected behavior, and be a mentor to junior cadets. I will perform the duties of my position, accept responsibility, and conduct myself as a cadet officer at all times. I further understand, that I must continue throughout the school year, to demonstrate my ability, to hold the office to which I have been appointed.”

Note: the SASI has final approval authority/waiver for all officer promotions.

7. ENLISTED CADET PROMOTIONS: Cadet may progress through the enlisted cadet ranks from Cadet Airman Basic through Cadet Senior Master Sergeant. There are three opportunities for cadets to apply for promotion, once at the end of 1st, 2nd, and 3rd quarters. NOTE: Year 1 cadets will begin the cadet promotion process when uniform wear for that cadet begins. Until that time, their cadet rank will be Airman Basic.

a. Standard Promotion:

(1) Every cadet applying for promotion must be prepared to demonstrate the criteria outlined in this guide.

(2) All Cadets must submit an electronic Promotion Request Form which is emailed out by the Training Squadron Commander. Flight Commanders may email the Training Squadron Commander any additional information regarding their flight members for consideration.

(3) Every cadet applying for promotion to the rank of Cadet Staff Sergeant and above must attend the cadet evaluation board for an interview. Cadets will be scheduled for an interview date/time and will be required to wear their Class A dress uniform for the board.

b. Field Promotion: Field Promotions are issued directly by the SASI for outstanding performance by a cadet going beyond the call of duty.

c. Below the Zone Promotion: These promotions are given to enlisted cadets who have been model cadets and performed above and beyond. Cadet senior staff may hold a BTZ board when necessary for these cadets.

8. CADET PROMOTION BOARD: A cadet promotion board will be convened by the Corps Commander three times per year. The promotion board will consist of up to four members but will include the Group Superintendent or Group First Sergeant for enlisted cadet promotions:

a. Chairperson (as determined by the Training SQ/CC): This cadet will ask one question regarding accomplishments in the corps and reasons for promotion. This cadet will also be the presiding officer over the board and is responsible for the discipline/conduct of board members and the board's overall standardization.

b. Other Board Members: These cadets will ask all knowledge questions and review all requirements for cadets testing for any rank above Cadet Senior Airman.

9. PROMOTION CHART: The chart on the following page outlines the mandatory requirements that must be met before the cadets are eligible for a standard promotion.

10. CORPS COMMANDER SELECTION PROCESS: Any rising Junior or Senior cadet

may apply for corps commander. All cadets competing for one of the corps commander positions will complete an application and submit it to the ASI. The board will consist of the SASI, ASI, one of the outgoing Corps Commanders, and a school administrator/teacher. Board members will score the individual applications prior to the board. Each board member will ask the interviewee opinionated questions to determine the cadet's ability to think under pressure. Finally, the SASI will take all board member's scores and compile that information along with other factors to determine selections for the upcoming year.

11. **CADET DEMOTIONS:** Cadets may be reduced in rank for cause at any time during the school year. A Cadet Officer demotion board will consist of the Group Commander, Vice Group Commander, and Chief of Staff. An Enlisted Cadet demotion board will consist of the Group Commander, Vice Group Commander, and the Group Superintendent or First Sergeant. The board's decision will go to the SASI for final approval. Cadets may be demoted by the SASI for cause at any time. Reasons for demotion include but are not limited to:

- a. Failure to maintain a passing grade in AFJROTC (**Cadet officers who do not receive a passing grade for all classes at the 9-week point will be immediately demoted to Master Sergeant. The cadet may be reinstated as a cadet officer with passing grades at the end of the following grading period**).
- b. Failure to satisfactorily perform duties as outlined in the cadet guide job descriptions.
- c. Failure to maintain grooming standards, wear the AFJROTC uniform or PT Uniform.
- d. Failure to maintain the additional standards of professionalism as expected for a cadet officer or NCO.
- e. Major behavioral incidents.

ENLISTED CADET PROMOTION REQUIREMENTS

RANK	TIG	REQUIREMENTS
CADET AIRMAN	9 Weeks	Complete promotion request form. Determined by time, uniform wear, meeting grooming standards, grades, attitude, and cadet performance. (Also, may earn 1 st stripe for attending new cadet orientation)
CADET AIRMAN FIRST CLASS	9 Weeks	Complete promotion request form Determined by time, uniform wear, meeting grooming standards, grades, attitude, and cadet performance.
CADET SENIOR AIRMAN	9 Weeks	Complete promotion request form and pass online ranks test with a 100%. Also determined by time, uniform wear, meeting grooming standards, grades, attitude, and cadet performance.
CADET STAFF SERGEANT	9 Weeks and AS-2	Complete promotion request form. Cadet must complete the following: <ol style="list-style-type: none"> 1. One community service event with AFJROTC 2. Recite 30-Command sequence 3. Pass Online Ranks Test with a 100% 4. Have an "A" in AFJROTC 5. Be able to carry out duties as a Flight Sergeant 6. Meet Promotion Board
CADET TECHNICAL SERGEANT	9 Weeks	Complete promotion request form. Cadet must complete the following: <ol style="list-style-type: none"> 1. Execute all requirements of a Staff Sergeant 2. Lead assigned flight in 30-command drill sequence.
CADET MASTER SERGEANT	9 Weeks	Complete promotion request form. Cadet must complete the following: <ol style="list-style-type: none"> 1. Execute all requirements of a SSgt and TSgt 2. List the Air Force chain of command. 3. Involved in at least one team or staff position
CADET SENIOR MASTER SERGEANT	9 Weeks	Complete promotion request form. Cadet must complete the following: <ol style="list-style-type: none"> 1. Execute all requirements of a SSgt, TSgt, and MSgt 2. Have earned at least 12 community service hours that school year.
CADET CHIEF MASTER SERGEANT	9 Weeks	Selected by the corps commander and SASI as this rank is part of the cadet staff.

CHAPTER ELEVEN

ORGANIZATION OF TEXAS-093, AFJROTC CADET CORPS

1. **ORGANIZATION:** The unit will be organized as a Cadet Group with three squadrons to include Support, Operations, and Training Squadrons.

2. **CHAIN OF COMMAND:** The organizational chart (see Attachment 1) reflects a “Chain-of-Command” by a solid line connecting the functions or positions. Information, guidance, and decisions flow down the chain of command in oral and written instructions. Information and recommendations also flow up the chain of command. Information flow and coordination between lateral functions is also necessary for efficient staff functioning. Unless there is a free communication flow throughout the organization, the unit will quickly become ineffective. The Corps Commander, the SASI and the ASI have an “open door” policy, meaning, if a cadet has a sensitive issue or feels it is inappropriate to use their chain of command, a cadet may address a concern directly with them without using their normal chain-of-command.

3. **UNIT MANNING DOCUMENT:** Authorized leadership positions are shown in the Unit Manning Document below. Cadets must learn the duties and responsibilities of assigned positions. Promotion up the chain of command will be based on job performance and potential for more responsibility.

UNIT MANNING DOCUMENT AFJROTC/TX-093

<i>Pos #</i>	<i>POSITION TITLE</i>	<i>MAX AUTH CADET GRADE</i>	<i># AUTH</i>	<i>OFFICE SYMBOL</i>
A1	GROUP COMMANDER	COL	1	CC
A2	DEPUTY GROUP COMMANDER	LT COL	1	CD
A3	CHIEF OF STAFF	LT COL	1	CS
A4	INSPECTOR GENERAL	LT COL	1	IG
A5	EXECUTIVE OFFICER	CAPT	1	CCE
A6	GROUP SUPERINTENDENT	CMSGT	1	CCC
A7	CADET 1 ST SGT	SMSGT	1	CCF
A8	CHAPLAIN	2LT	1	HC
A9	SPECIAL PROJECTS OFFICER	CAPT	1	SP
X	AIDE-DE-CAMP	MAJ	2	AC
B1	OPERATIONS SQUADRON COMMANDER	MAJ	1	OPS/CC
B2	DEPUTY OPERATIONS SQUADRON COMMANDER	CAPT	1	OPS/CD
B3	COLOR GUARD COMMANDER	1LT	1	OPS/CG

B4	COLOR GUARD NCO	TSGT	1	OPS/CGE
B5	DRILL TEAM COMMANDER	1LT	1	OPS/DT
B6	DRILL TEAM NCO	TSGT	1	OPS/DTE
B7	AWARENESS PRESENTATION TEAM COMMANDER	1LT	1	OPS/AP
B8	AWARENESS PRESENTATION TEAM NCO	TSGT	1	OPS/APE
B9	ORIENTEERING TEAM COMMANDER	1LT	1	OPS/OR
B10	ORIENTEERING TEAM NCO	TSGT	1	OPS/ORE
B11	PHYSICAL TRAINING TEAM COMMANDER	1LT	1	OPS/PT
B12	PHYSICAL TRAINING TEAM NCO	TSGT	1	OPS/PTE
B13	ROCKETRY TEAM COMMANDER	1LT	1	OPS/RT
B14	ROCKETRY TEAM NCO	TSGT	1	OPS/RTE
B15	MODEL BUILDING TEAM COMMANDER	1LT	1	OPS/MB
B16	MODEL BUILDING TEAM NCO	TSGT	1	OPS/MBE
B17	RAIDERS TEAM COMMANDER	1LT	1	OPS/RR
B18	RAIDERS TEAM NCO	TSGT	1	OPS/RRE
B19	UAS TEAM COMMANDER	1LT	1	OPS/UA
B20	UAS TEAM NCO	TSGT	1	OPS/UAE
B21	JLAB TEAM COMMANDER	1LT	1	OPS/AB
B22	JLAB TEAM NCO	TSGT	1	OPS/ABE
B23	ROBOTICS TEAM COMMANDER	1LT	1	OPS/RO
B24	ROBOTICS TEAM NCO	TSGT	1	OPS/ROE
B25	FLAG DETAIL TEAM COMMANDER	1LT	1	OPS/FL
C1	SUPPORT SQUADRON COMMANDER	MAJOR	1	SS/CC
C2	DEPUTY SUPPORT SQUADRON COMMANDER	CAPT	1	SS/CD
C2	LOGISTICS OFFICER	1LT	1	SS/LG
C3	LOGISTICS NCO	TSGT	1	SS/LGE
C4	MORALE, WELFARE, RECREATION OFFICER	1LT	1	SS/MWR
C5	MORALE, WELFARE, RECREATION NCO	TSGT	1	SS/MWRE
C6	PERSONNEL OFFICER	1LT	1	SS/PE
C7	PERSONNEL NCO	TSGT	1	SS/PEE
C8	ACADEMICS OFFICER	1LT	1	SS/AE
C9	ACADEMICS NCO	TSGT	1	SS/AEE
C10	RECRUITING OFFICER	CAPT	1	SS/RE
C11	RECRUITING NCO	TSGT	1	SS/REE
C12	COMMUNITY SERVICE OFFICER	CAPT	1	SS/CS

C13	COMMUNITY SERVICE NCO	TSGT	1	SS/CSE
C14	FINANCE OFFICER	2LT	1	SS/FM
C15	PUBLIC AFFAIRS	2LT	1	SS/PA
C16	SAFETY	2LT	1	SS/SE
C17	LINGUIST	TSGT	1	SS/LI
D1	TRAINING SQUADRON COMMANDER	MAJOR	1	TNG/CC
D2	DEPUTY TRAINING SQUADRON COMMANDER	CAPT	1	TNG/DCC
D2	ALPHA FLIGHT COMMANDER	TBD (Note 1)	1	TN/A
D3	ALPHA FLIGHT NCOIC	TBD (Note 1)	1	TN/AE
D4	BRAVO FLIGHT COMMANDER	TBD (Note 1)		TN/B
D5	BRAVO FLIGHT NCOIC	TBD (Note 1)	1	TN/BE
D6	CHARLIE FLIGHT COMMANDER	TBD (Note 1)		TN/C
D7	CHARLIE FLIGHT NCOIC	TBD (Note 1)	1	TN/CE
D8	DELTA FLIGHT COMMANDER	TBD (Note 1)		TN/D
D9	DELTA FLIGHT NCOIC	TBD (Note 1)	1	TN/DE
D10	ECHO FLIGHT COMMANDER	TBD (Note 1)		TN/E
D11	ECHO FLIGHT NCOIC	TBD (Note 1)	1	TN/EE
D12	FOXTROT FLIGHT COMMANDER	TBD (Note 1)		TN/F
D13	FOXTROT FLIGHT NCOIC	TBD (Note 1)	1	TN/FE

Note 1: Flight Commanders and Flight Sergeants rank is based on the rank that the cadet normally wears.

CHAPTER TWELVE

CORPS MANAGEMENT AND JOB DESCRIPTIONS

INTRODUCTION: As with the active Air Force, responsibilities and duties of cadets increase with rank. Each cadet is expected to prepare to assume additional responsibilities to accept higher positions. The following job descriptions outline the major duties of each leadership position contained in the Unit Manning Document. Cadets are required to attend a Cadet Leadership Course (if available) prior to assuming a cadet officer position.

GOOGLE DRIVE: Cadets will use the established Google email account and Google drive for official business related to the corps. The top senior staff along with the SASI and ASI will be the only ones to have the login username and password. All other cadet positions will be granted access to their specific continuity folder on the drive. All permissions and login information will be changed annually upon change-over of the cadet staff.

1. CADET GROUP COMMANDER (CC). Auth. Grade: c/Colonel. Supervises the Deputy Commander, Chief of Staff, all Squadron Commanders, the Group Superintendent and First Sergeant. The overall performance of the cadet corps, completion of cadet leadership tasks, cadet recruiting and retention, community service efforts, and morale of the cadet corps will directly impact the number and type of CIA trips conducted during the course of the school year. Responsible for:

- a. Command and control of the cadet corps. Will establish and maintain a master calendar of all activities for the school year. Will hold at least one cadet staff meeting per month.
- b. The appearance, discipline, efficiency, training, and conduct of the corps.
- c. The accomplishment of the academic and Leadership Training Programs and any mission objectives as outlined by the SASI and ASI.
- d. Ensuring all members of the cadet corps can develop leadership commensurate with their individual abilities.
- e. Overseeing cadet corps activities according to established cadet goals.
- f. Directing the cadet promotion system, publishing cadet policy, and directing training as necessary to ensure fair, equitable, and timely promotion consideration for each member of the cadet corps.
- g. Conducting at least two staff meetings per month for the improvement of the cadet corps operations and activities.
- h. Presiding over all cadet officer and enlisted demotion boards.

- i. Developing cadet goals for the school year and implementing a course of action to accomplish those goals.
- j. Ensuring cadet corps community service hours goal is on track for completion.
- k. Other duties as assigned by the SASI/ASI.

2. CADET DEPUTY GROUP COMMANDER (CD). Auth. Grade: c/Lt Col. Member of the Group Staff. Supervises cadets assigned as squadron commanders. Responsible for:

- a. Assuming command of the unit in the absence of the Corps Commander as directed by the SASI/ASI. Will conduct unit staff meetings if the GRP/CC is absent.
- b. Assisting the Cadet Corps Commander as requested by the Commander and directed by the SASI/ASI.
- c. Developing and coordinating the unit staff meeting agenda with the Group Commander and Chief of Staff.
- d. Monitoring and reporting monthly the status on progress towards unit goals.
- e. Keeping the Cadet Commander informed of all cadet activities.
- f. Sits on all cadet officer and enlisted demotion boards.
- g. Other duties as assigned by the Commander or SASI/ASI.

3. CADET CHIEF OF STAFF (CCS). Auth Grade: c/Lt Col. Member of the Group Staff. Supervises cadets assigned as Information Management/Public Affairs Officer, Chaplain, and Safety Officer. Responsible for:

- a. Assuming command of the Group in the absence of the Commander and the Deputy Commander. Will conduct group staff meetings in their absence as well.
- b. Planning and coordinating AFJROTC co-curricular activities.
- c. Short and long-range planning of all scheduled activities.
- d. Ensuring appropriate school policies are complied with during scheduled cadet activities.
- e. Coordinating updates on the daily briefing.
- f. Coordinating with the Training Flight Commander for promotion testing from the ranks of SSgt to CMSgt.
- g. Producing cadet transcripts from WINGS and ensuring cadets are informed on

procedures for tracking cadet points earned for letter jackets.

- h. Submitting in writing promotion recommendations for all cadet officers to the Group Commander for second semester.
- i. Other duties as assigned by the SASI/ASI.

4. CADET INSPECTOR GENERAL (IG). Auth. Grade: c/Lt Col. Member of the Group Staff. This key position is given only to select experienced, trusted individuals by the SASI. Attends all unit staff meetings as an advisor and will assist the unit commander when requested. Responsible for:

- a. Advising and assisting the SASI on cadet activities, organization, and personnel.
- b. Assisting any cadet who voices a concern regarding regulations, procedures, or other unit functions.
- c. Focal point for all inspection related areas to include the unit self-inspection.

5. CADET EXECUTIVE OFFICER (CCE). Auth. Grade: c/Capt. Member of the Group Staff. This key position is given only to select experienced, trusted individuals by the SASI. Attends all unit staff meetings as an assistant to the group commander. Responsible for:

- a. Advising and assisting the cadet group commander on cadet activities, organization, and personnel.
- b. Reviewing all correspondence produced within the corps prior to submission for signatures or input into Wings.
- c. Assisting with development of plans for all major cadet functions and activities.

6. CADET GROUP SUPERINTENDENT (CCC) Auth. Grade: c/CMSgt. Member of Group Staff. Although not involved in direct supervision, this position requires extensive management of the enlisted corps. This is a highly prestigious and selective position. Responsible for:

- a. Providing recommendations to the Chief of Staff based on inputs from all the cadets and acts as liaison between the corps and the Group Staff.
- b. Advising the SASI, ASI, and Commander of potential problems within the corps and suggesting workable solutions.
- c. Providing the ASI a 9-week schedule of uniform days and specific uniform configurations for each week. Failure to complete this task will result in Class C uniform wear every week.

- d. Sitting on all enlisted cadet demotion boards.
- e. Other duties as assigned by the Commander or SASI/ASI.

7. FIRST SERGEANT (CCF). Auth. Grade: c/SMSgt. Member of Group Staff. Although not involved in direct supervision, this position requires management and leadership experience. Similar to the Group Superintendent, this is a highly prestigious and selective position. Responsible for:

- a. Tracking weekly uniform wear discrepancies, keeping the Commander informed on matters of drill and conduct of cadets.
- b. Enforcing AFJROTC regulations concerning uniform wear, standards of conduct, customs, and courtesies.
- c. Maintaining a high degree of personal military bearing and appearance. Serves as an example for the entire Cadet Corps.
- d. Performing required duties related to the cadet / flight of the month / semester.
- e. Other duties as assigned by the Commander or the SASI/ASI.

8. CHAPLAIN (HC). Auth. Grade: c/2Lt. Member of the Group Staff. Responsible for:

- a. Morale and welfare of members of the cadet corps and recommending solutions to problems concerning morale and welfare issues to the Group Commander.
- b. Delivering inspirational messages as required at corps activities.
- c. Posting an inspirational/motivational phrase in the daily briefing each week.
- d. Other duties as assigned by the Commander or SASI/ASI.

9. SPECIAL PROJECTS OFFICER (SP). Auth. Grade: C/Captain. Member of the group staff. Responsible for:

- a. Planning and organizing major events to include 9/11 ceremony, Veterans Day events, and CIA field trips.
- b. Conducting committee planning meetings.
- c. Gathering information from vendors.
- d. Gaining approval from ASI/SASI for actions recommended by committee.
- e. Other duties as assigned by the Commander and the SASI/ASI.

10. AIDE-DE-CAMP (AC). Auth. Grade: c/Major. Not a member of the Group Staff. This key position is given only to experienced, trusted individuals by the SASI and ASI. This officer attends all unit staff meetings as an advisor and will assist the unit commander when requested. Responsible for:

- a. Advising/assisting the SASI/ASI on cadet activities, organization, and personnel
- b. Assisting any cadet who voices a concern regarding regulations, procedures or other unit functions.
- c. Other duties as assigned by the SASI/ASI.

11. OPERATIONS SQUADRON COMMANDER (OPS/CC). Auth. Grade: c/Major. Member of the Group Staff. Supervises the ops team commanders. Responsible for:

- a. Ensuring team commanders are performing up to expectations and handling any team personnel issues.
- b. Evaluating teams prior to competitions to ensure they are ready to perform and eliminate any teams not properly prepared. Will provide the SASI/ASI a roster of prepared teams 45 days prior to the competition date.
- c. Providing a master practice schedule to the Commander for posting in the classroom.
- d. Collecting team practice sign-in logs and entering the data into the Wings Database every Monday and Friday.
- e. Completing any tasks/assignments not completed by subordinate cadets.

12. DEPUTY OPERATIONS SQUADRON COMMANDER (OPS/CD) Auth. Grade: c/Capt. Member of the Group Staff. Primary assistant to the squadron commander. Responsible for:

- a. Filling in for the squadron commander when that cadet is not available.
- b. Evaluating teams prior to competitions to ensure they are ready to perform and eliminate any teams not properly prepared.
- c. Updating Wings events module weekly with team practices and cadets attending those practices.
- d. Assisting the squadron commander with any duties as needed.

13. VARSITY COLOR GUARD COMMANDER/NCO (OPS/CG). Auth. Grade: c/1Lt. Supervises the Color Guard NCOIC. The deputy commander is the JV Color Guard Commander. Responsible for:

- a. Coordinating closely with the Operations Squadron Commander on all team activities to include managing Varsity Elite Color Guard and Junior Varsity team membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.
- b. Recruiting eligible cadets for team membership who meet unit academic and leadership requirements.
- c. Training and educating team members as to the team's objectives, procedures, and requirements.
- d. Leading the team, ceremonial functions, and competition as required. Will provide the OPS/CC a team practice roster within 3 days of practice completion.
- e. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team's activity schedule.
- f. Other duties as assigned by the Operations Squadron Cdr and the SASI/ASI.

14. DRILL, SABER, AND INSPECTION TEAM COMMANDERS/NCO'S (OPS/DT & OPS/ST). Auth. Grade: c/1Lt. Supervises the Drill Team NCOIC. Responsible for:

- a. Coordinating closely with the Operations Squadron Commander on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.
- b. Recruiting eligible cadets for team membership who meet Unit academic and leadership requirements. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.
- c. Training and educating team members as to the team's objectives, procedures, and requirements.
- d. Leading the team drill and competition as required. Will provide the OPS/CC a team practice roster within 3 days of practice completion.
- e. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team's activity schedule.
- f. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.
- g. Other duties as assigned by the Operations Squadron Commander and the SASI/ASI.

15. AWARENESS PRESENTATION TEAM (APT) COMMANDER/NCO (OPS/AP). Auth. Grade: c/1Lt. Supervises the APT NCOIC. Responsible for:

- a. Coordinating closely with the Operations Squadron Commander on all team activities to include membership, training, attendance, participation, and team member credit toward ribbons and other awards. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.
- b. Recruiting eligible cadets for team membership who meet unit academic and leadership requirements.
- c. Training and educating team members as to the team's objectives, procedures, and requirements. Will develop educational skits or activities to be executed at the elementary campuses.
- d. Scheduling at least one elementary school visit each semester. Keep SASI/ASI informed of awareness presentation opportunities in the area.
- e. Coordinating at least one flag retirement ceremony every other school year with the local VFW or American Legion if equipment is needed.
- f. Providing the OPS/CC a team practice roster within 3 days of practice completion.
- g. Other duties as assigned by the Operations Squadron Commander and the SASI/ASI.

16. ORIENTEERING TEAM COMMANDER/NCO (OPS/OT). Auth. Grade: c/1Lt. Supervises the Orienteering Team NCOIC. Responsible for:

- a. Coordinating closely with the Operations Squadron Cdr on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.
- b. Recruiting eligible cadets for team membership who meet unit academic and leadership requirements.
- c. Training and educating team members as to the team's objectives, procedures, and requirements. Leading the team in competition as required.
- d. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team's activity schedule.
- e. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.

- f. Providing the OPS/CC a team practice roster within 3 days of practice completion.
- g. Other duties as assigned by the Operations Squadron Cdr and the SASI/ASI.

17. PHYSICAL FITNESS TEAM COMMANDER/NCO (OPS/PT). Auth. Grade: c/1Lt. Supervises the Physical Fitness Team NCOIC. Responsible for:

- a. Coordinating closely with the Operations Squadron Commander on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards. Providing the OPS/CC a team practice roster within 3 days of practice completion.
- b. Recruiting eligible cadets for team membership who meet Unit academic and leadership requirements. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.
- c. Training and educating team members as to the team's objectives, procedures, and requirements. Leading the team in competitions as required.
- d. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team's activity schedule.
- e. Review and filing of all cadet fitness screening questionnaires.
- f. Developing unit fitness plans at the beginning of each 9-week grading period. If a plan is not in place, all flights will perform a standard routine each semester outlining weekly activities and planning Presidential Fitness dates. Logs cadet fitness data in the Wings system.
- g. Other duties as assigned by the Operations Squadron Commander and the SASI/ASI.

18. ROCKETRY TEAM COMMANDER/NCO (OPS/RT). Auth. Grade: c/1Lt. Supervises the Rocket Team NCOIC. Responsible for:

- a. Coordinating closely with the Operations Squadron Commander on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards. Providing the OPS/CC a team practice roster within 3 days of practice completion.
- b. Recruiting eligible cadets for team membership who meet unit academic and leadership requirements. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.
- c. Training and educating team members as to the team's objectives, procedures, and requirements. Leading the team in preparation for competition as required.

- d. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team's activity schedule.
- e. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.
- f. Other duties as assigned by the Operations Squadron Cdr and the SASI/ASI.

19. MODEL BUILDING TEAM COMMANDER/NCO (OPS/MB) Auth. Grade: c/1Lt. Supervises the Model Building Team. Responsible for:

- a. Coordinating closely with the Operations Squadron Cdr on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.
- b. Recruiting eligible cadets for team membership who meet unit academic and leadership requirements. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.
- c. Training and educating team members as to the team's objectives, procedures, and requirements. Leading the team in competition as required.
- d. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team's activity schedule.
- e. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.
- f. Other duties as assigned by the Operations Squadron Cdr and the SASI/ASI.

20. RAIDERS TEAM COMMANDER/NCO (OPS/RR) Auth. Grade: c/1Lt. Supervises the Raiders Team. Responsible for:

- a. Coordinating closely with the Operations Squadron Cdr on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.
- b. Recruiting eligible cadets for team membership who meet unit academic and leadership requirements. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.
- c. Training and educating team members as to the team's objectives, procedures, and requirements. Leading the team in competition as required.
- d. Care and upkeep of all team equipment to include a written inventory and cleaning

required to meet the team's activity schedule.

- e. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.
- f. Other duties as assigned by the Operations Squadron Cdr and the SASI/ASI.

21. UNMANNED AIRCRAFT SYSTEMS (UAS) TEAM COMMANDER/NCO (OPS/UA)

Auth. Grade: c/1Lt. Supervises the UAS Team. Responsible for:

- a. Coordinating closely with the Operations Squadron Cdr on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.
- b. Recruiting eligible cadets for team membership who meet unit academic and leadership requirements. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.
- c. Training and educating team members as to the team's objectives, procedures, and requirements. Leading the team in competition as required.
- d. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team's activity schedule.
- e. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.
- f. Other duties as assigned by the Operations Squadron Cdr and the SASI/ASI.

22. JROTC LEADERSHIP AND ACADEMIC BOWL (JLAB) TEAM COMMANDER/NCO (OPS/AB)

Auth. Grade: c/1Lt. Supervises the JLAB Team. Responsible for:

- a. Coordinating closely with the Operations Squadron Cdr on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.
- b. Recruiting eligible cadets for team membership who meet unit academic and leadership requirements. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.
- c. Training and educating team members as to the team's objectives, procedures, and requirements. Leading the team in competition as required.
- d. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team's activity schedule.

- e. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.
- f. Other duties as assigned by the Operations Squadron Cdr and the SASI/ASI.

23. ROBOTICS TEAM COMMANDER/NCO (OPS/RO) Auth. Grade: c/1Lt. Supervises the Robotics Team. Responsible for:

- a. Coordinating closely with the Operations Squadron Cdr on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.
- b. Recruiting eligible cadets for team membership who meet unit academic and leadership requirements. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.
- c. Training and educating team members as to the team's objectives, procedures, and requirements. Leading the team in competition as required.
- d. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team's activity schedule.
- e. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.
- f. Other duties as assigned by the Operations Squadron Cdr and the SASI/ASI.

24. FLAG DETAIL TEAM COMMANDER (OPS/FL) Auth. Grade: c/1Lt. Supervises the Flag Detail Team. Responsible for:

- a. Establishing team members within Alpha, Charlie, and Foxtrot flights.
- b. Providing training to team members on proper folding and display of the school flags and actions to take in the event that flags need to be replaced due to wear.
- c. Conducting training for new cadets added to the team as the school year progresses.
- d. Assisting the APT commander in planning a flag retirement ceremony every other school year.
- e. Inputting flag detail events into Wings on a weekly basis.

25. SUPPORT SQUADRON COMMANDER (SS/CC). Auth. Grade: c/Major. Member of the Group Staff. Supervises the Support Officers and functions. Responsible for:

- a. Organizing and coordinating all Logistical, Morale/Welfare/Recreation, Recruiting, and unit activities. Will maintain an electronic folder on Google Drive for continuity

and logging cadet participation.

- b. Ensuring the Cadet Group Commander is kept current on all Logistical and Supply problem areas.
- c. Ensuring all cadet support squadron activities are conducted in accordance with current regulations, directives, policies, and procedures.
- d. Establishing a training program to ensure all staff positions are filled with knowledgeable and motivated individuals.
- e. Completing any tasks/assignments not completed by subordinate cadets. Assisting the Commander and SASI/ASI as directed.

26. DEPUTY SUPPORT SQUADRON COMMANDER (SS/CD). Auth. Grade: c/1Lt.

Member of the Group Staff. Responsible for:

- a. Co-organizing and coordinating all Logistical, Morale/Welfare/Recreation, Recruiting, and unit activities. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.
- b. Ensuring the Deputy Corp Commander is advised and kept current on all Logistical and Supply problem areas.
- c. Ensuring all cadet support squadron activities are conducted in accordance with current regulations, directives, policies, and procedures.
- d. Establishing a training program to ensure all staff positions are filled with knowledgeable and motivated individuals.
- e. Assisting the Support Squadron Commander and SASI/ASI as directed.

27. LOGISTICS OFFICER (SS/LG). Auth. Grade: c/1Lt. Supervises the Logistics NCOIC and the Logistics NCO. Responsible for:

- a. Assisting the ASI in maintaining supply records in accordance with all AFJROTC Regulations. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.
- b. Assisting the ASI in the issue, receipt, and accounting of all items of uniform, textbooks, equipment, and supplies related to the operation of the unit.
- c. Organizing and supervising the maintenance, repair, and cleaning of AFJROTC facilities, uniforms, equipment, and supplies.
- d. Assisting the SASI/ASI in inventories as required; data input to WINGS (AF

database).

- e. Conducting at least one full inventory each semester to include uniforms, textbooks, and weapons.
- f. Other duties as assigned by the Support Squadron Cdr, CC, or the SASI/ASI.

28. MWR OFFICER (SS/MWR). Auth. Grade: c/1Lt. Supervises the Services NCOIC. Responsible for:

- a. Working closely with SASI/ASI concerning social activity needs. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.
- b. Organizing and executing at least two social functions for the corps each semester.
- c. Providing a detailed expense report for each activity.
- d. Ensuring the SASI/ASI approves all official cadet gatherings.
- e. Other duties as assigned by the Support Squadron Cdr, CC, or the SASI/ASI.

29. PERSONNEL OFFICER (SS/PE). Auth. Grade: c/1Lt. Supervises the Personnel NCOIC. Responsible for:

- a. Filing and maintenance of Cadet Personnel Records. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.
- b. Maintaining the Unit Organizational Chart and the Unit Manning Document (UMD).
- c. Inputting new cadets into the WINGS database.
- d. Updating cadet personnel records in WINGS.
- e. Completing special orders pertaining to promotions, awards/ribbons, and job assignments; data input to WINGS.
- f. Assisting the Chief of Staff in tracking cadet points earned for Letter Jackets.
- g. Other duties as assigned by the Support Squadron Cdr, CC, or the SASI/ASI.

30. ACADEMICS OFFICER (SS/AE). Auth. Grade: c/1Lt. Supervises the Academics NCOIC. Responsible for:

- a. Planning, organizing, and implementing a successful academic program for interested cadets.

- b. Working with the SASI, ASI, and Group leadership to offer a tutoring schedule for cadets.
- c. Tracking and coordinating educational support for “at need” cadets.
- d. Advertising after-school learning opportunities matches adept/A-level cadets with cadets needing additional tutoring or instruction. This is meant to augment, NOT REPLACE, teacher-led tutorials for various academic classes.
- e. Leading the annual Academic Bowl competition team.

31. RECRUITING OFFICER (SS/RC). Auth. Grade: c/Capt. Supervises the Recruiting NCOIC. Responsible for:

- a. Coordinating all recruiting efforts to include registration week, start-of-school PE/Dance recruiting, 2nd semester HS recruiting, and middle school recruiting trips.
- b. Building recruiting posters for school hallways.
- c. Tracking and coordinating the award of the AFJROTC recruiting ribbon to qualified cadets.
- d. Other duties as assigned by the Support Squadron Cdr, CC, or the SASI/ASI.

32. COMMUNITY SERVICE OFFICER (SS/CS). Auth. Grade: c/Capt. Responsible for:

- a. Planning, organizing, and implementing a wide variety of community service events throughout the year to maximize opportunities for all cadets.
- b. Tracking and recording all service hours earned by cadets and input the data into WINGS.
- c. Other duties as assigned by the Support Squadron Cdr, CC, or the SASI/ASI

33. FINANCE OFFICER (SS/FM). Auth. Grade: c/2Lt. Responsible for:

- a. Assisting instructors with establishing the budget for the school year.
- b. Developing the budget for major unit events.
- c. Lead officer for developing a plan for unit fund-raising activities for the school year.
- d. Other duties as assigned by the Support Squadron Cdr, CC, or the SASI/ASI

34. PUBLIC AFFAIRS OFFICER (SS/PA). Auth. Grade: C/2Lt. Responsible for:

- a. Coordinating all matters of AFJROTC publicity with the Commander and the SASI/ASI.
- b. Coordinating with the school library staff regarding AFJROTC publicity on morning announcements and slides for the commons televisions.
- c. Preparing appropriate publicity to include maintaining and decorating the unit trophy case next to the library, updating the JROTC slide on the commons TVs, as well as the TV in the JROTC room, and performing duties as the primary unit photographer.
- d. Updating the AFJROTC school website and social media as approved by the cadet group commander and SASI/ASI.
- e. Other duties as assigned by the Commander or the SASI/ASI.

35. SAFETY OFFICER (SS/SE). Auth. Grade: c/2Lt. Responsible for:

- a. Conducting a weekly safety inspection of all cadet facilities.
- b. Reporting all safety violations to the Group Commander or SASI/ASI and providing recommendations for correcting safety related problems.
- c. Writing and conducting safety briefings, as required.
- d. Other duties as assigned by the Commander or SASI/ASI

36. LINGUIST (SS/LI). Auth. Grade: c/TSgt. Responsible for:

- a. Providing translation services in a variety of forms.
- b. Translating during parent and SASI/ASI meetings as well as official school meetings.
- c. Establishes a cultural and language training program for other cadets.
- d. Other duties as assigned by the Support Squadron Cdr, CC, or the SASI/ASI

37. TRAINING SQUADRON COMMANDER (TS/CC) Auth. Grade: c/Major. Member of the Group Staff. Supervises all Flight Commanders, Flight Sergeants, and their activities. Works closely with the SASI and the ASI for monitoring cadet performance in individual flights. Responsible for:

- a. Developing/incorporating changes in the promotion process. Provides schedule for cadet promotions. Will maintain an electronic folder on Google Drive for continuity.

- b. Ensuring the Commander is advised and kept current on flight performance trends. Identifies all flight commanders and flight sergeants.
- c. Assisting the Commander and SASI/ASI as directed.
- d. Leads preparations for promotions, including:
 - (1) Developing and sending an electronic promotion request form to all cadets at least two weeks prior to the end of the grading period.
 - (2) Scheduling promotion board dates/times with at least 10 days notice and ensure each board has at least two senior cadets to conduct the board.
 - (3) Advertising promotions and ensuring flight commanders are educating their flights on promotion requirements.

38. DEPUTY TRAINING SQUADRON COMMANDER (TS/CD) Auth. Grade: c/1Lt. Member of the Group Staff. Assists in Supervising all Flight Commanders and their activities. Works closely with the SASI and the ASI for monitoring cadet performance in individual flights. Responsible for:

- a. Assist in instruction and scheduling for cadet promotions. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.
- b. Ensuring the CD is advised and kept current on flight performance trends. Identifies all flight commanders and flight sergeants.
- c. Assisting the squadron commander and SASI/ASI as directed.
- d. Assist in preparations for promotions, including:
 - (1) Organizing board member schedules to ensure a minimum of three board members for each board
 - (2) Organizing promotion schedules to best match cadet availability (not all cadets will be available at any given time).
 - (3) Advertises promotions, ensures flight commanders are educating their flights on promotion requirements.

39. FLIGHT COMMANDER. (FLT/CC). Minimum: 3rd or 4th Year Cadet. Supervises the Flight Sergeant. Responsible for:

- a. The appearance, discipline, and training of their flight members while coaching and mentoring the new cadets

- b. Acting as Liaison/Advisor to the SASI/ASI on matters pertaining to the flight.
- c. Reviewing the daily briefing and reporting attendance to the instructor. Keeping the Flight informed of all unit activities which will affect flight members.
- d. Marching the flight to various locations outside the classroom.
- e. Providing documentation to the Squadron Commander and SASI/ASI for identified problems in discipline, and attitude that detract from the overall completion of flight responsibilities.
- f. Recommend flight members for promotion, flight awards, and/or cadet awards.
- g. Other duties as assigned by the Training Squadron Cdr or the SASI/ASI.

40. FLIGHT SERGEANT (FLT/SGT). Minimum: 2nd or 3rd Year Cadet. Responsible for:

- a. Taking flight attendance and reporting it to the Flight Commander.
- b. Assuming Flight Commander duties in their absence.
- c. Posting flight location sign on classroom door when needed.
- d. Recording the Flight uniform inspection results.
- e. Maintaining order and discipline at all times.
- f. Assisting in the training of the flight members.
- g. Other duties as assigned by the Flight Cdr or the SASI/ASI.

41. ELEMENT LEADER (FLT/EL). Responsible for:

- a. Being the element leader during uniform inspections and flight drill.
- b. Coaching cadets in their element during drill.
- c. Other duties as assigned by the Flight Cdr or the SASI/ASI.

CHAPTER THIRTEEN

AWARDS AND DECORATIONS

Several distinctive awards are authorized for the AFJROTC cadets to recognize outstanding performance in academics and leadership, of the specific display of valor. Medals, ribbons, badges, and certificates are awarded in accordance with AFROTC publications in the following categories:

Note 1: National Awards are determined based on recommendations from a committee chaired by the Commander. In turn, the Commander forwards award recommendations to the SASI for final disposition.

Note 2: Senior cadets are responsible for all details for the annual awards ceremony in May of each school year. Normally, this includes developing the script, announcing each award, and coordinating the event with the school and the Parent's Group, etc.

Note 3: Medals and ribbons WILL NOT be worn simultaneously. Medals may be worn for formal, semi-formal, and/or special occasions of a limited nature (as specified by the SASI). Place medals on the mounting rack in the proper order of precedence. Refer to AFI 36-2903 for instructions on stacking multiple medals, and wear of devices on ribbons and medals. The **ROUTINE WEAR** of medals is **PROHIBITED**.

SPECIAL AWARDS:

1. **Gold Valor Award** - Awarded to cadets for voluntary acts of self-sacrifice and personal bravery involving conspicuous risk of life above and beyond the call of duty.

2. **Silver Valor Award** - Awarded to cadets for a voluntary act of heroism which does not meet the risk-of-life requirement of the Gold Valor Award.

3. **Cadet Humanitarian Award** – Awarded to cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens.

4. **Silver Star Community Service with Excellence Award** - Awarded to cadets in the Top 5% of units who have:

- a. The highest "per cadet average" community service hours.
- b. "Countable" hours must be logged into WINGS and be accomplished IAW published guidance (AFJROTCI 36-2001, Part 7).
- c. Countable hours will be the period from 11 April (previous year) to 10 Apr (current year). HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the units earning the Award.
- d. Instructors at the Top 5% units will determine which of their cadets have contributed to the unit earning the new award.

5. **Community Service with Excellence Award.** Awarded to cadets who provide significant leadership in the planning, organizing, directing, and execution of a major unit community service events.

NATIONAL AWARDS: Presented to cadets selected by a representative of the national organization giving the award or the SASI/ASI. Order of Precedence and normal award criteria are listed below. Cadets may only receive one National-level Award for each year they are in AFJROTC.

1. **Air Force Association Award** - Awarded annually to the top 1% of their JROTC class, is an outstanding third-year cadet who demonstrates a positive attitude, exemplary personal appearance, and attributes of initiative, judgment, courtesy, and self-confidence.

2. **Daedalian Award** - Awarded annually to an outstanding third-year cadet who is in the top 10% of the ROTC class, the top 20% of the academic class, and demonstrates an understanding of appreciation for patriotism, love of country, service to nation, and shows potential and desire to pursue a military career.

3. **Daughters of the American Revolution Award** - Awarded annually to an outstanding third-year cadet who is in the top 25% of the ROTC class, the top 25% of HS class and demonstrates dependability and good character with strong military discipline.

4. **American Legion Scholastic Award** - Awarded annually to a third OR fourth-year cadet who is in the top 10% of the academic class, top 25% of the ROTC class, and who demonstrates outstanding leadership qualities and participates actively in ROTC.

5. **American Legion General Military Excellence Award** - Awarded annually to an outstanding third OR fourth-year cadet who is in the top 25% of the ROTC class and demonstrates outstanding military leadership, discipline, character, and citizenship. Note: selected in conjunction with the ASI and one faculty member.

6. **Reserve Organization of America Award (ROA)** - Awarded annually to a 4th year cadet who is in the top 10% of the ROTC class / top 25% in academic grades, and has demonstrated a positive attitude, exemplary personal appearance, and personal attributes of courtesy, judgment, high ethical standards, and shows growth potential on positions of leadership responsibilities.

7. **Military Officers Association of America Award** - Awarded annually to a 3rd year cadet who is in good academic standing, and demonstrates high moral character, loyalty to the unit, school, community, and country, and shows exceptional potential for leadership.

8. **Veterans of Foreign Wars Award** - Awarded annually to a 3rd or 4th year cadet who possesses individual characteristics of leadership, has at least a "C" average in all class work ("B" in AFJROTC), and is active in at least one other school extracurricular activity.

9. **National Society United States Daughters of 1812 Award** - Awarded annually to a cadet for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.

10. **National Sojourners Award** - Awarded annually to an outstanding second or third-year cadet who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must be in the top 25% of their HS class and demonstrate outstanding leadership.

11. **Scottish Rite, Southern Jurisdiction Award** - Awarded annually to an outstanding third-year cadet in a 4-year program. Each cadet must contribute the most to encourage Americanism by participation in LDR activities or community projects and be in the top 25% of HS class.

12. **Military Order of the Purple Heart Award** - Awarded annually to a first, second, or third-year cadet who has demonstrated a positive attitude toward AFJROTC and country and has proved to be a leader in the Corps, active in school and community affairs, and has maintained a “B” average in all class work for the previous semester.

13. **Sons of the American Revolution Award** - Awarded annually to an outstanding third-year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must be in the top 10% of AFJROTC class and top 25% of HS class.

14. **Military Order of World Wars Award** - Awarded annually to a cadet who demonstrates excellence in military and scholastic performance, actively participates in AFJROTC, and endeavors to serve the nation and is committed to continuing in AFJROTC...and is committed to AFJROTC for the next school year.

15. **American Veterans (AMVETS) Award** - Awarded annually to cadet who has made an “A” in AFJROTC, is in good standing in all other classes, and demonstrates a strong, positive attitude toward AFJROTC and service in the Air Force, and exemplary personal appearance, strong initiative, dependability, judgment, self-confidence, and strong officer potential.

16. **Air Force Sergeants Association Award** – Awarded annually to an outstanding 3rd or 4th-year cadet demonstrating leadership, discipline, character, and citizenship. The cadet must be in the top 10% of their AFJROTC class.

17. **Tuskegee Airman Inc. Award** – Awarded to two 1st- 3rd year cadet who maintains a “B” or better in the AS class, be in good standing and actively participates in Corps activities and 50% of unit service programs.

18. **The Retired Enlisted Association Award** – Awarded annually to a deserving cadet (any year group, serving in an enlisted rank) demonstrating outstanding leadership

throughout the course of the school year.

19. **The Celebrate Freedom Award** – Awarded annually for outstanding performance in academics and corps activities to a deserving first, second, or third year AFJROTC cadet.

20. **Air Commando Association Award** – Awarded annually to a cadet submitting a one-page essay based on a historical Air Force Special Operations Mission possessing the thirteen critical attributes of success, to include: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness, and family strength.

AFJROTC AWARDS: Authorized by AFROTC publications and presented to cadets selected by the SASI and approved by the principal. Every effort will be made to recognize top performers on a semester and annual basis. Award criteria are as listed below:

1. **Distinguished Unit with Merit Award (DUAM)** – Awarded to cadets only in years when an official Unit Evaluation was conducted by HQ AFJROTC and selected by headquarters for this award.

a. **Distinguished Unit Award (DUA)** - Awarded to cadets enrolled during the academic year when selected by HQ AFJROTC to receive the DUA “outstanding” rating.

2. **Outstanding Organization Award (OOA)** – Awarded to cadets enrolled during the academic year when a unit is selected by AFJROTC to receive the OOA.

3. **Outstanding Flight Ribbon** - Awarded annually to members of the outstanding flight as determined by the SASI.

4. **Top Performer Award** - Headquarters AFJROTC Regional Director award presented to a maximum of 2% of the current unit cadet population. Award recognizes performance in the following key areas: leadership and job performance, leadership qualities, academic performance, self-improvement, and community involvement. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

5. **Outstanding Cadet Ribbon** - Awarded annually to the outstanding 1st, 2nd, 3rd, and 4th year cadets (one selected for each year group). Selected cadets must demonstrate high moral character, positive personal attributes, display outstanding military potential, and attain academic and military excellence.

NOTE: Outstanding Cadet Ribbon with silver star. Cadets chosen as State, Pacific and European "AFJROTC and AFA Cadet Leadership Award" winners will be awarded the “Outstanding Cadet Ribbon” with silver star. Exception: If a cadet has previously earned the Outstanding Cadet Ribbon or earns it in the future, that cadet will wear only one ribbon; that would be the Outstanding Cadet Ribbon with silver star, since that award is of higher precedence.

6. **Leadership Ribbon** - Awarded annually to cadets who have demonstrated sustained leadership performance in a position of leadership in corps training activities and display outstanding leadership ability above and beyond expected performance. (Limited to 5%)

7. **Superior Performance Ribbon** - Awarded annually to cadets who have demonstrated outstanding achievement/meritorious service rendered specifically on behalf of AFJROTC. Achievement must be clearly outstanding/exceptional. (Limited to 10%)

8. **Achievement Ribbon** –Awarded for a specific achievement related to a project or task as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period. (Limited to 5%)

9. **Academic Ribbon** - Awarded annually for academic excellence by attaining an overall grade point average of at least “B” for an academic year and an “A” average in AFJROTC.

10. **Cadet Leadership Course Ribbon** - Awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the CLC class. Cadets will only wear one ribbon with the silver star taking precedence.

11. **Special Teams Placement Ribbon** - Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service (local, regional, state or national-level) Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, Stellar Xplorers etc.

12. **All-Service National Competition Award** - Awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, Stellar Xplorers etc.

13. **Air Force Nationals Competition Award** - Awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, Cyber Patriot, Stellar Xplorers etc.

14. **Orienteering Ribbon** - Awarded each year to team members who compete in at least two local Orienteering competitions.

15. **Leadership Development Requirement (LDR) Leadership Ribbon** - Awarded at the SASI's discretion for leadership in AFJROTC LDR activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard

team commander, dining-in chairperson, military ball chairperson, etc.).

16. **Drill Team Ribbon** – Awarded annually to cadets on the drill team for an entire year/drill season and must have competed in at least three drill competition.

17. **Color Guard Ribbon** - Awarded annually to cadets who participate in at least five “official” color guard activities (flag presentation at a pep rally/sporting event/other public or school presentation) or compete in at least one drill meet competition.

18. **Saber Team Ribbon** – Awarded annually to cadets who perform at least three saber team events and/or competitions.

19. **Marksmanship Team Ribbon** – Awarded to cadets on the marksmanship team for and must have competed in at least one marksmanship postal competition. RHS is not authorized to have a marksmanship program.

20. **USAA Educational Foundation (EF) Joint Service Academic Bowl (JLAB) Ribbon** - Is a ribbon awarded to cadets who participate in the Joint Leadership and Academic Bowl (JLAB) Practice Test and the subsequent rounds of JLAB competition. The award recognizes individual efforts toward achieving a clear understanding of core subjects including math, science, language arts, leadership, current events, and financial literacy.

21. **Cyber Patriot Ribbon** - Awarded annually to cadets on the Cyber Patriot team who participate in practice/study sessions and compete in a competition. **(This ribbon replaces the Cyber Patriot pin, which is no longer authorized for wear on the cadets uniform.)**

22. **StellarXplorers Ribbon** – Awarded annually to cadets on the StellarXplorers team who compete in a competition. **(This ribbon replaces the StellarXplorers pin, which is no longer authorized for wear on the cadets uniform.)**

23. **Raiders Team Ribbon** - Awarded annually to cadets on the Raiders Team who compete in a Raiders competition or complete criteria submitted by the team commander for cadre approval.

24. **Military Model Building Team Ribbon** – Awarded annually to cadets on the Model Building team who complete an age-appropriate military model and present information to include function/mission of the model to cadre.

25. **Unmanned Aircraft Systems (UAS) Ribbon** – Awarded annually to cadets on the UAS team who demonstrate satisfactory knowledge of UAS operations. Cadets must complete a timed aerial course and provide photographic information from course.

26. **Robotics Ribbon** – Awarded annually to cadets on the Robotics team who complete an age-appropriate working robotics build and demonstrate functionality of the build to cadre.

27. **Good Conduct Ribbon** – Awarded annually to cadets who did not receive a referral (this includes no ISS/OSS or negative teacher comments) for an entire school year to be eligible to qualify for this award.

28. **Service Ribbon** - Awarded not more than once each year to cadets for distinctive performance in school, community, or AFJROTC service projects outside of normal classroom time. Limited to cadets with at least 12 hours of community service.

29. **Health and Wellness Ribbon** - Awarded not more than once each year by the SASI for sustained participation in the Ryan High School AFJROTC physical fitness program and a completed a Presidential Fitness Test with a minimum score of 30. In addition, cadets will receive a Bronze Star device with a score of 75-84%; a Silver Star device with a score of 85-95%; and a Gold Star device with a score of 96-100%. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon.

30. **Recruiting Ribbon** - Awarded annually to cadets who have participated and supported unit recruiting activities or have personally recruited 2 new members for the unit. The cadet must also have the recommendation of the Unit Recruiting Officer.

31. **Activities Ribbon** - Awarded annually for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams.

32. **Attendance Ribbon** - Awarded annually to cadets who have no more than 3 school absences during the academic term. Cadets may only receive this award once each year.

33. **Dress & Appearance Ribbon** - Awarded annually to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible.

34. **Longevity Ribbon** - Awarded annually to cadets completing and passing a full academic year in AFJROTC.

35. **Bataan Death March Memorial Ribbon** – Awarded to cadets who honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, and fully complete a 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.). Units may complete the full hike in a span of one to no more than 3-days. Cadet safety must be monitored at all times and advanced planning for first aid/medical attention is required.

36. **Patriotic Flag Ribbon** – Awarded to cadets for participation in non-color guard events specifically designed to honor our nation’s flag. Such events include flag raising/retirement/folding ceremonies, and historical flag demonstrations.

37. **Resiliency Ribbon** – Originally awarded to cadets during COVID, this award is now expanded to those who in the SASI’s discretion have overcome significant life challenges (significant illness, tragedy at home such as fire or destruction by storm) and have shown resilience to overcome those events and press on as a cadet.

CERTIFICATES OF TRAINING AND COMPLETION: There are two types of certificates that may be awarded to AFJROTC cadets; the “**CERTIFICATE OF COMPLETION**” and the “**CERTIFICATE OF TRAINING**.” Information for each certificate is provided below to enable cadets to assess the value of each certificate.

1. **CERTIFICATE OF COMPLETION: Presented** to cadets of good standing who have completed all four years of the AFJROTC program. Cadets who have this certificate in their possession when they enroll in a senior ROTC program or upon enlistment in the Armed Forces of the United States may gain benefits offered by successful completion of the AFJROTC program.

2. **CERTIFICATE OF TRAINING: Presented** to cadets of good standing who have completed at least two successful years of the AFJROTC Program.

3. These certificates are not awarded automatically based upon academic grades. Consideration is given to the total performance and achievement as a member of the unit. It is possible to complete the AFJROTC course for academic credit and not be considered to have met the “**Whole Person Concept**” requirements for the award of a certificate. The SASI will make the final determination.

TX-093 UNIT AWARDS: These awards are presented to cadets as approved by the SASI/ASI. These awards are presented by the unit cadet Superintendent and First Sergeant. Normal award criteria are listed below.

1. **Cadet of the Month Award.** Requirements:

- a. Must wear the uniform on time each week with a 90% grade or higher.
- b. Must be passing AFJROTC and all core classes at the end of the month.
- c. Must be nominated by the Flight Commander.
- d. Must show participation outside of class.

2. **Flight of the Month Award.** Requirements:

- a. Highest percentage of cadet participation in that month’s activities.
- b. 100% cadet uniform wear for the month.
- c. Classroom behavior.
- d. Performance on the drill pad and PT uniform wear/PT performance.

CHAPTER FOURTEEN

SHOULDER CORDS

COMPETITIVE TEAM SHOULDER CORDS: Cadets must earn their team shoulder cords using the process below:

1. **TRAINEE Tier:** Cadet is new to the team and learning the fundamentals. They have not earned the right to wear a cord at this point.

2. **APPRENTICE Tier:** Cadet has mastered the competition sequence for drill, color guard, rocketry, PT, etc. and is scheduled for a competition. Incentive: Cadet may wear the white cord for the competition and will keep the cord if they do not place. Cadets will return these items if removed from the team or quit.

3. **JOURNEYMAN Tier:** Cadet has competed and placed 2nd or 3rd in their area of expertise. Incentive: Cadet may earn the team color cord and arc pin. Cadets will return these items if removed from the team or quit.

EXCEPTION: Cadets selected for the Varsity Elite Color Guard Team will wear the color guard cord upon acceptance to that team.

4. **CRAFTSMAN Tier:** Cadet competed and placed 1st for their event. Incentive: They may earn the Raider Arc pin.

Below is the current list of approved shoulder cords for the unit.

POSITION	CORD COLOR
Group Commander	Center Color (Silver Metallic) Edge (Navy Blue)
Deputy Gp Commander	Center Color (Red) Edge (Navy Blue)
Chief of Staff	Center Color (Red) Edge (Navy Blue)
Executive Officer	Center Color (Red) Edge (Navy Blue)
Aide de Camp	Center Color (Grey) Edge (Navy Blue)
Group Superintendent	Center Color (Yellow) Edge (Black)
First Sergeant	Center Color (Black) Edge (Black)
Special Projects Officer	Center Color (Yellow) Edge (Maroon)
Public Affairs Officer	Center Color (Red) Edge (White)
Chaplain	Center Color (Red) Edge (Grey)
Safety Officer	Center Color (Red) Edge (Yellow)
Ops Sq Commander	Center Color (Yellow) Edge (Dark Green)
Ops Sq Dep Commander	Center Color (Yellow) Edge (Dark Green)
Varsity Color Gd	Center Color (Navy Blue) Edge (Red)
JV Color Gd	Center Color (White) Edge (Navy Blue)
Drill Team	Center Color (Red) Edge (Red)
Awareness Presentation Team	Center Color (Purple) Edge (Purple)

Orienteering Team	Center Color (Orange) Edge (Orange)
PT Team	Center Color (Dark Green) Edge (Dark Green)
Rocketry Team	Center Color (Yellow) Edge (Yellow)
JLAB Team (new)	Center Color (Light Blue) Edge (Light Blue)
Raiders Team (new)	Unassigned
UAS Team (new)	Unassigned
Model Building Team (new)	Unassigned
Robotics Team (new)	Unassigned
Flag Detail Team	Center Color (Black) Edge (Grey)
Apprentice Tier Cadets	Center Color (White) Edge (White)
Support Sq Commander	Center Color (Dark Grey) Edge (Maroon)
Support Sq Dep Commander	Center Color (Dark Grey) Edge (Maroon)
Logistics Personnel	Center Color (Old Gold) Edge (Navy Blue)
MWR Officer/NCO	Center Color (Medium Blue) Edge (Navy Blue)
Personnel Officer/NCO	Center Color (Gold) Edge (Royal Blue)
Academics Officer/NCO	Center Color (Grey) Edge (Black)
Recruiting Officer/NCO	Center Color (Tan) Edge (Navy Blue)
Community Svs Officer/NCO	Center Color (Orange) Edge (Black)
Training Sq Commander	Center Color (Navy Blue) Edge (Tan)
Training Sq Dep Commander	Center Color (Navy Blue) Edge (Tan)

CHAPTER FIFTEEN

LETTER JACKET POLICY

1. A Ryan High School letter jacket with an AFJROTC letter may be earned for outstanding sustained performance in AFJROTC activities. Letter jackets are normally awarded in October/November each year when all requirements are satisfied. To earn a letter jacket, a cadet must meet the following requirements:

- a. Be classified as an ACTIVE Ryan High school cadet. Cadets in Reserve status or prior cadets are not eligible.
- b. Must maintain a passing grade in AFJROTC and all core classes.
- c. Must demonstrate commitment to the AFJROTC program and associated activities-- Earned at least 200 points according to the chart below.
- d. Must wear the uniform on a consistent basis, maintain proper grooming standards, dress out in the AFJROTC PT uniform, and perform to the best of their abilities during PT.
- e. Must have secured the recommendation/approval of the Cadet Group Commander and the approval of the SASI/ASI.

2. Award Categories:

a. Category 3 Awards:

- (1) Service
- (2) Activities

b. Category 2 Awards:

- (1) Outstanding Flight (member)
- (2) Outstanding 1st, 2nd, 3rd, or 4th Year Cadet
- (3) Leadership
- (4) Achievement
- (5) Superior Performance
- (6) Distinguished Unit Award
- (7) Leadership school
- (8) Co-curricular Activities Leadership
- (9) Bataan Death March Memorial Ribbon
- (10) Patriotic Flag Ribbon

c. Category 1 Awards:

- (1) Boy Scout (Eagle)
- (2) Girl Scout (Top rank)
- (3) Any AFJROTC National Award
- (4) Distinguished Unit with Merit Award

TALLY SHEET FOR LETTER JACKET--200 POINTS					
Description	Point Value				
Category 1 Awards	15				
Category 2 Awards	10				
Category 3 Awards	5				
Cadet score on PFT of at least a 50 (10pts) or 75 (20pts)	10 or 20				
First Place Scheduled Competition	20				
Second Place Scheduled Competition.	15				
Third Place Scheduled Competition	10				
Each Semester satisfactory work on Staff	5				
Each Semester B or higher in AFJROTC	10				
Each Semester A in AFJROTC	20				
Each Semester member on an AFJROTC team.	10				
Distinguished Cadet Award	20				
Outstanding Cadet	10				
Cadet of the Month Award	10				
Outstanding Flight	10				
Student participation in other organizations (per semester)	10				
1pt for every Community Svs Hours	Varies				
Attendance of a Team Sponsored Competition	5				
Flight Commander/Sgt for Semester	10				
Uniform Inspection (100% participation with all grades over an 80) per semester	20				

CHAPTER SIXTEEN

CADET HEALTH AND WELLNESS PROGRAM

1. The cadet health and wellness program is organized and performed by the cadets. The cadet PT Team Commander has overall responsibility for this in developing an exercise program for the entire school year. All cadets participating must have a completed/signed fitness screening questionnaire on file with the unit.
2. The focus at the beginning and end of each year is the Presidential Fitness Test. The test includes a 1-mile run, one minute of push-ups, and one minute of sit-ups. The initial test must be completed within the first 45 days of school and a final test will be accomplished within the last 30 days of school. Additional tests will be conducted at the 9-week grading periods. Cadet testing data is then loaded into Wings by the PT Commander to produce a report of final scores.
3. The expectation is that all cadets will put forth maximum effort when completing fitness testing. Anything less is not acceptable.
4. Cadets will conduct the wellness program on Friday of each week. Each session will include at a minimum stretching, calisthenics, and cardio phase. Any time remaining may be used for an activity of the flight's choosing.
5. Cadets are expected to dress out in the provided PT Gear each week to include tennis shoes. Failure to do so not only affect the cadet's grade, but it may also impact promotion eligibility. Air Force PTG may be mixed with locally purchased PT gear as long as the unit is standardized. Cadets may wear their personal sweats during cold weather.



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

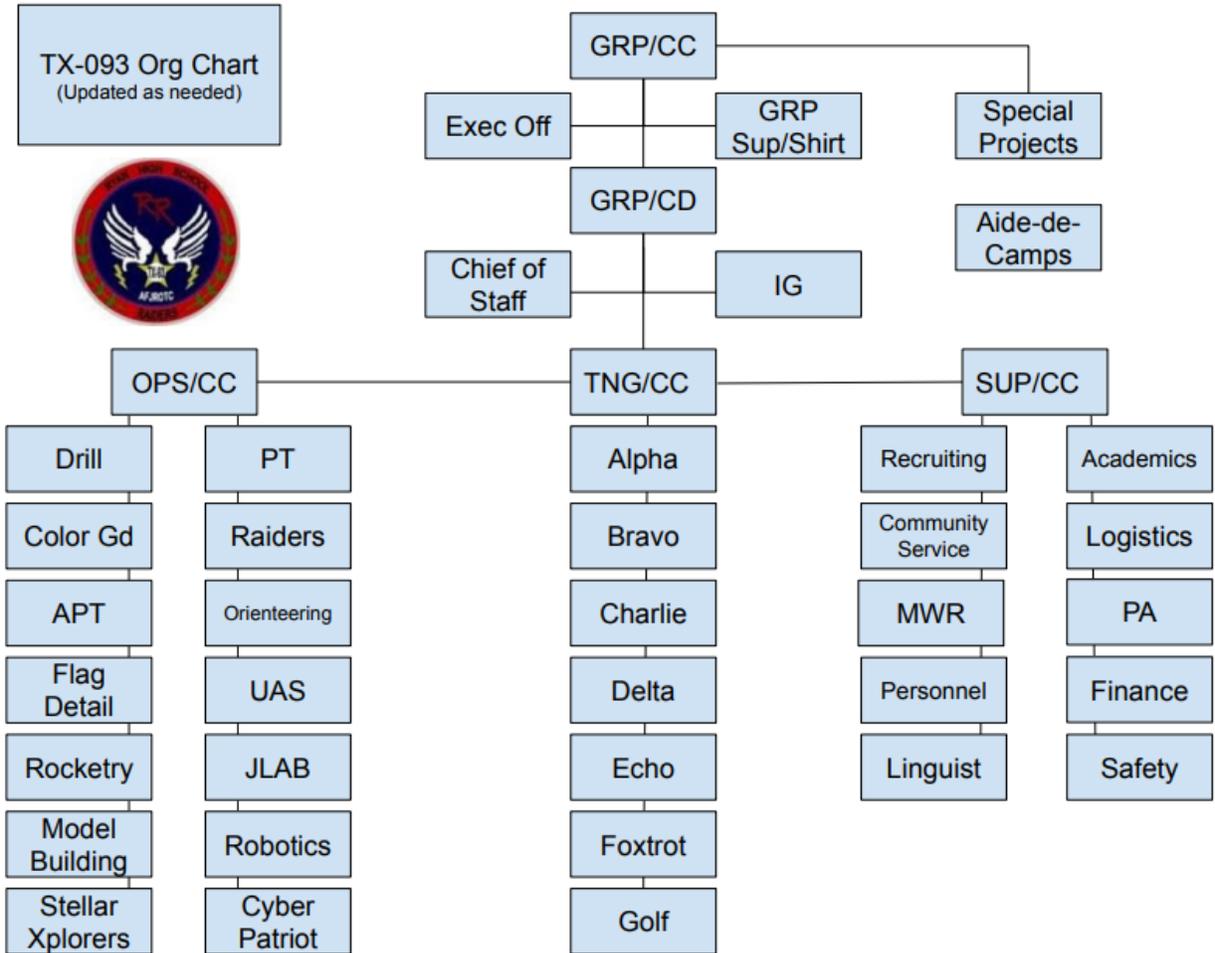
CHAPTER SEVENTEEN

UNIT STAFF MEETING PROCEDURES

1. The corps commander will hold staff meetings at least once per month or when deemed necessary.
2. Staff meetings are held to provide the opportunity for face-to-face communication between the commander and the staff. It is a vehicle for corps problem solving and allows the cadet staff to participate in the unit planning and remain informed about issues and activities of importance to the unit goals and objectives. It is the responsibility of designated Corps Staff members to be present at staff meetings. Failure to attend staff meetings could result in loss of position/rank.
3. The following staff meeting procedures apply:
 - a. The group commander will conduct the meeting. The ranking officer will chair in the commander's absence. Absence does not cause meeting cancellation.
 - b. A meeting agenda will be created. The agenda will be approved by the commander and include at a minimum a status report of each Sqn Commander (OPS, SS, TNG) and status of unit goals. Final agenda approval is by SASI/ASI. (Agenda will be finalized one full day prior to the staff meeting).
 - c. The Information Management Officer (or NCOIC) will serve as recorder and prepare minutes (template on google drive) of each meeting detailing decisions reached, actions taken, and assignments made with detail concerning the action officer/specialist and project suspense dates to be met. The staff meeting report will be submitted to the CC within 3 school days of the meeting. After approval, a copy of the minutes will be posted on the unit bulletin board, with the electronic copy posted on google drive.
 - d. The group commander will follow-up on all pending actions directed during the unit staff meeting to ensure that the responsible staff member accomplishes their required actions.
5. The meeting will begin with a status report from all Sqn Commanders. The group commander will brief staff on special interest items and unit policy. Subsequently, briefings will be given by other staff members on the status of upcoming activities, suspense, problem areas, and recommended solutions. When possible, issues brought before the staff should be put forth in the "completed Staff Work" format, i.e., problems, options, and recommended solutions.
6. Each function of the Corps Staff will be represented by their designated representative unless excused by the group commander or SASI/ASI.

Attachment 1

TX-093 ORGANIZATIONAL CHART



Attachment 2

“MY” CHAIN OF COMMAND

CHAIN OF COMMAND	
POSITION	RANK/NAME
Commander-in-Chief	
Secretary of Defense	
Chairman, Joint Chief of Staff	
Secretary of the Air Force (SAF)	
Air Force Chief of Staff (AFCOS)	
Commander, Air Education and Training Command (AETC)	
Commander, Air University (AU)	
Commander, Holm Center	
Director, AFJROTC	
Principal, Ryan High School	
Sr Aerospace Science Instructor TX-093	
Aerospace Science Instructor TX-093	
CADET CHAIN OF COMMAND	
POSITION	RANK/NAME
Cadet Group Commander	
Cadet Deputy Group Commander	
Cadet Chief of Staff	
Cadet Executive Officer	
Cadet Group Superintendent	
Cadet First Sergeant	
Flight Commander	
Flight Sergeant	
Element Leader	

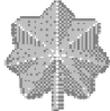
Attachment 3

AIR FORCE RANK AND INSIGNIA

“Rank” and “grade” are terms used by the military to classify service members. Rank is the actual title held by a service member, while grade is a letter/number combination that means the same thing. Service members are classified as either enlisted or officers. The following chart (on the next pages) identifies the rank and grade for airmen in the U.S. Air Force.

ENLISTED					
E-1	E-2	E-3	E-4	E-5	E-6
No Insignia					
Airman Basic	Airman	Airman First Class	Senior Airman	Staff Sergeant	Technical Sergeant
E-7		E-8			
					
Master Sergeant	First Sergeant	Senior Master Sergeant	First Sergeant		
E-9					
					
Chief Master Sergeant	First Sergeant	Command Chief Master Sergeant	Chief Master Sergeant of the Air Force		

(The Air Force no longer uses Warrant Officer grades.)

OFFICERS					
O-1	O-2	O-3	O-4	O-5	O-6
					
Second Lieutenant (Gold)	First Lieutenant	Captain	Major (Gold)	Lieutenant Colonel	Colonel

FLAG OFFICERS				
O-7	O-8	O-9	O-10	O-11
				
Brigadier General	Major General	Lieutenant General	General	General of the Air Force (Wartime only grade)

Within the enlisted ranks are two divisions based on experience and skill. The first three enlisted positions are usually entry level. Noncommissioned officers are those personnel who have advanced above the first three entry level positions and are in a supervisory position over personnel in lower grades.

Commissioned officers are appointed by the President and confirmed by the Senate. Commissioned officers have authority over lower ranking officers, warrant officers, and enlisted personnel.

The “E” and the “O” followed by a number identifies that person’s PAY GRADE, or in other words, how much that person is paid monthly based on the pay scale. As an example, a Master Sergeant is an E-7, or a Colonel is an O-6.

Attachment 4

AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK

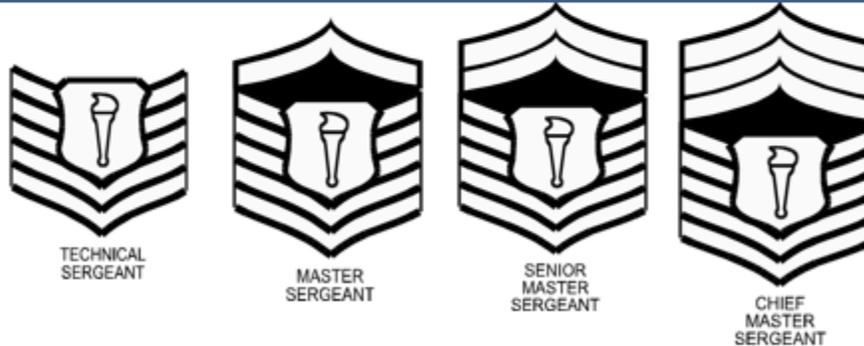


NOTE: Cadet Officer rank used is either cloth epaulet or collar rank, depending on specific uniform worn.

CADET ENLISTED RANK



For SFJROTC Spec 1 Spec 2 Spec 3 Sgt



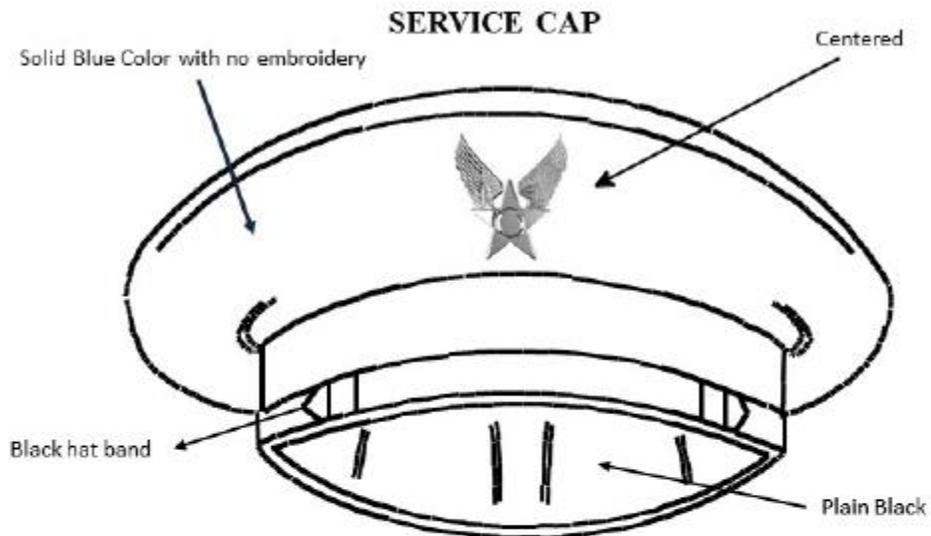
NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

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

*Cadet Airman Basic has no rank insignia

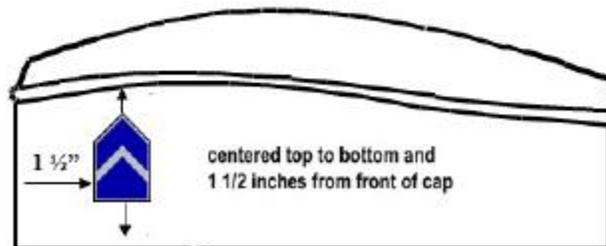
Attachment 5

CADET MALE HEADGEAR



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

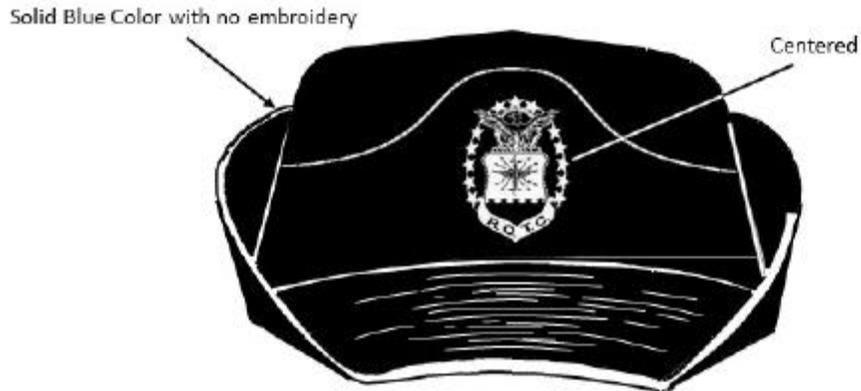
FLIGHT CAP*



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

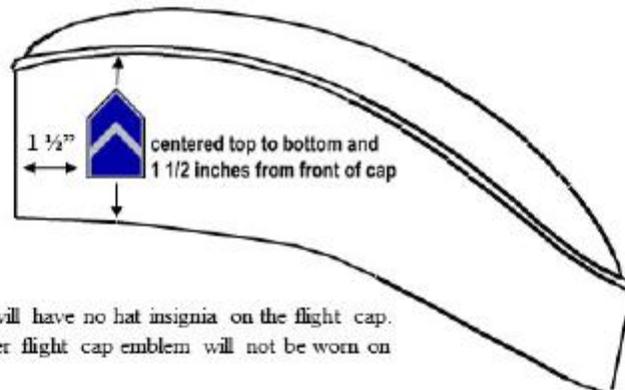
CADET FEMALE HEADGEAR

SERVICE CAP



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 BERET HEADGEAR

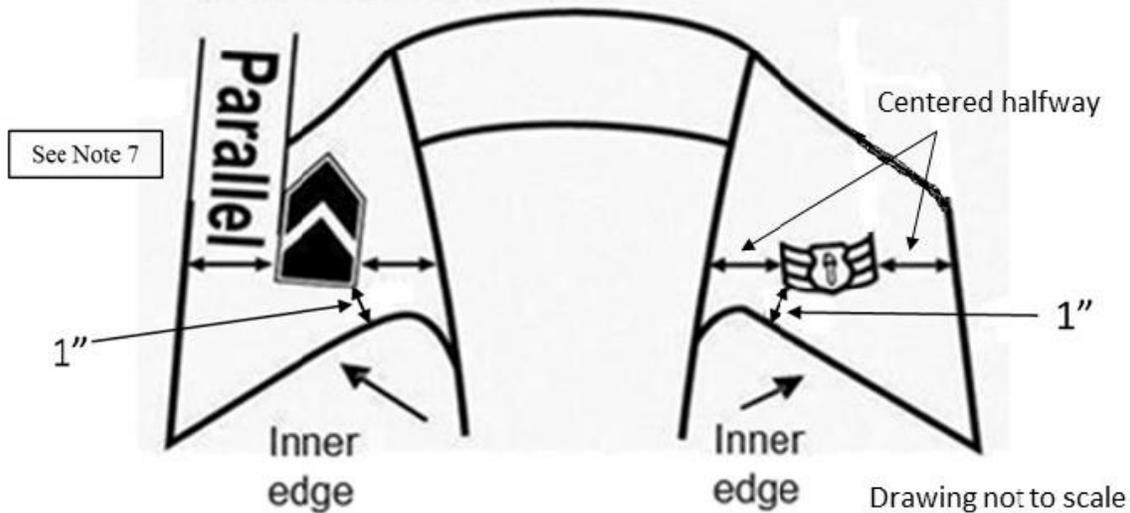
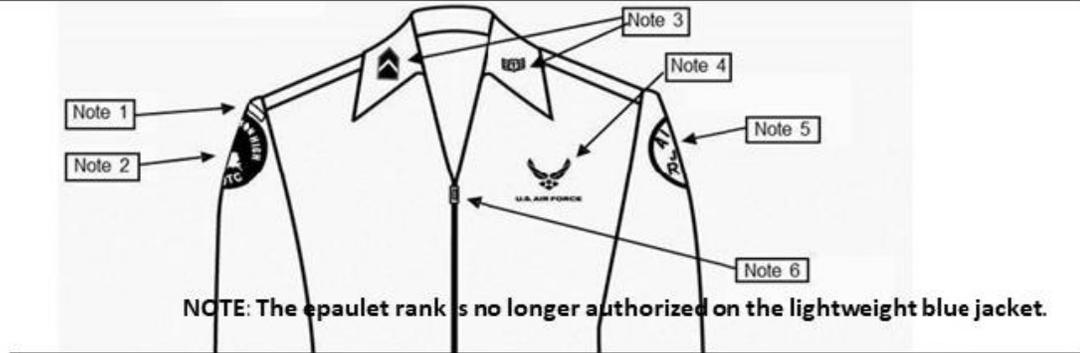
BERET



Berets.

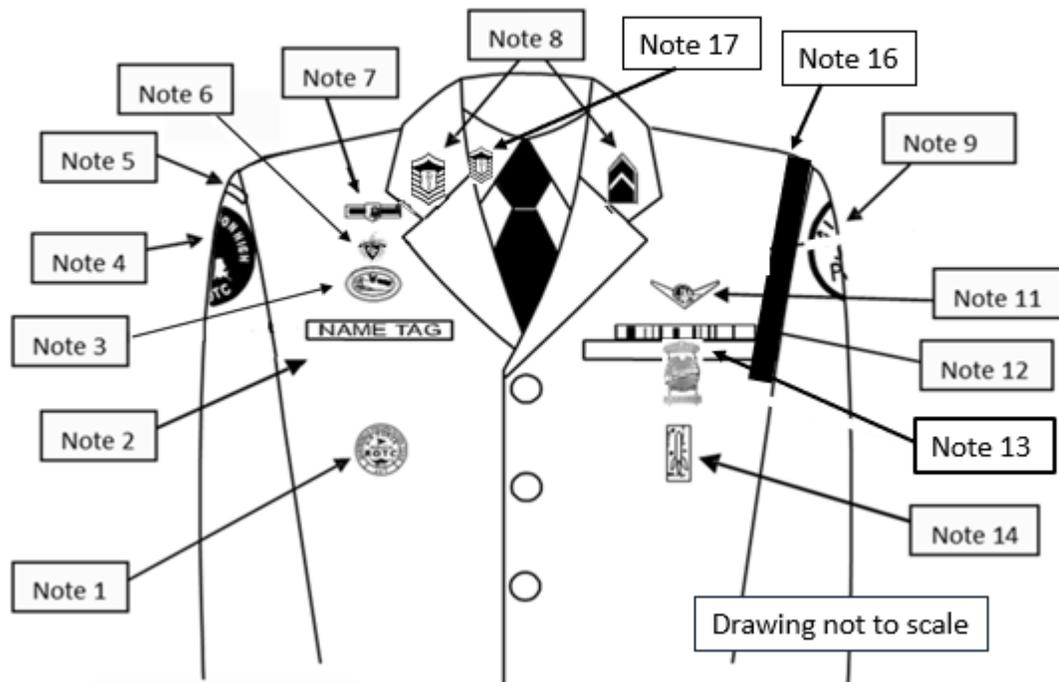
1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear. Wear the stiffener with the aligned insignia above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. The insignia will be centered, $\frac{1}{4}$ inch above and parallel to the headband.

CADET LIGHT WEIGHT BLUE JACKET



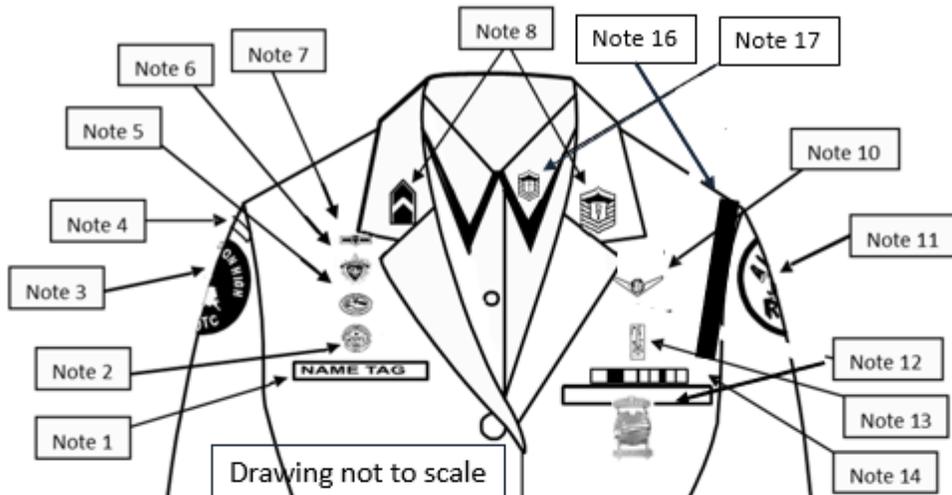
1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.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

CADET MALE SERVICE DRESS



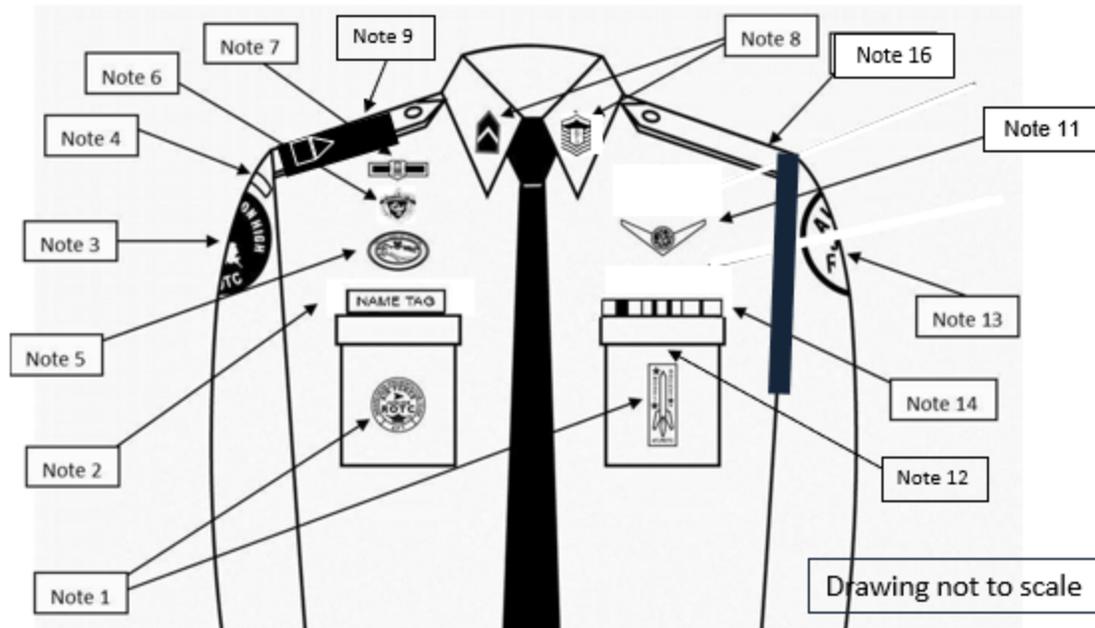
1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
5. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. # 1 See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
10. Deleted.
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and 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 one Flight badge is 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



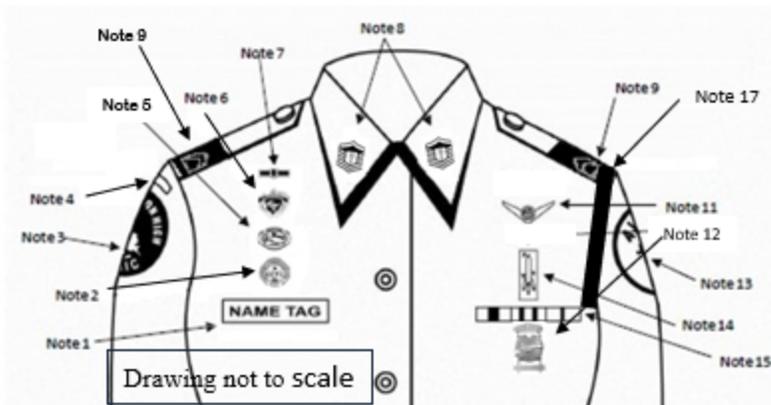
1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center $\frac{1}{2}$ to 1 inch below shoulder seam
4. Shoulder 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, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and 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 one Flight badge is authorized.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

CADET MALE BLUE SHIRT



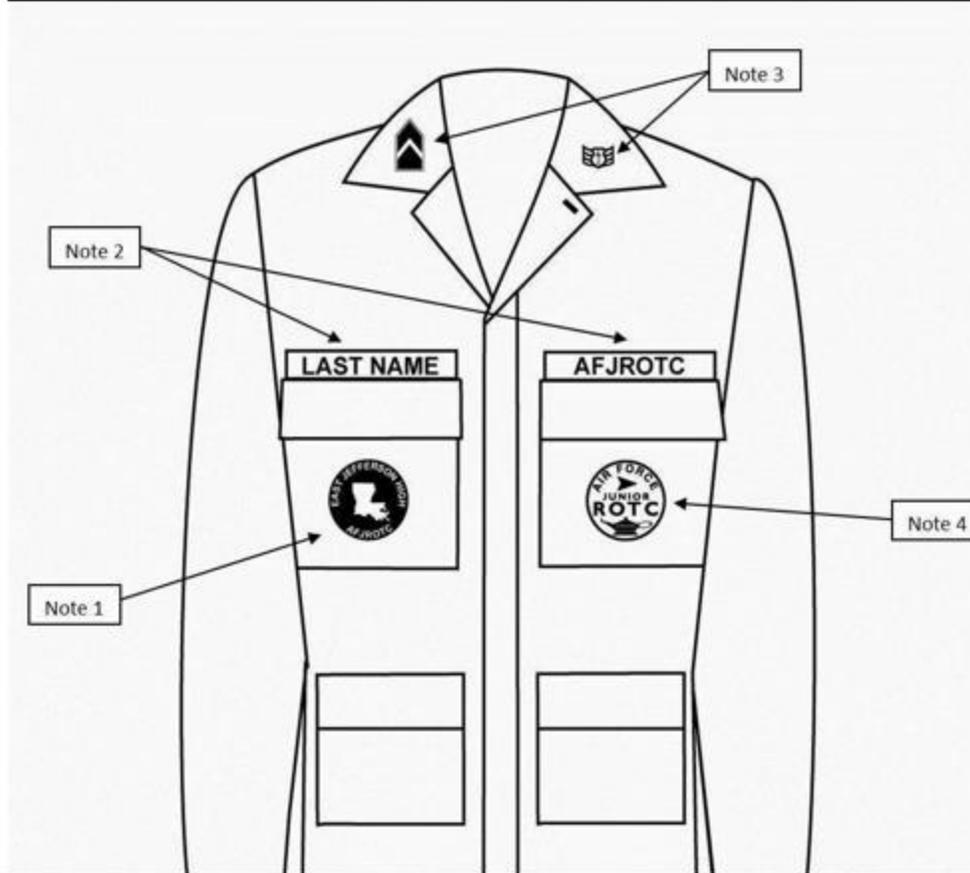
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch below the shoulder seam.
4. Shoulder tab. Centered between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge. See Note 15.
6. Aerospace Education Foundation (AEF) Badge. See Note 15.
7. Distinguished Cadet Badge. See Note 15.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar.
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
10. Deleted
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and 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 one Flight badge is 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, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and 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 one Flight badge is 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 ABU Male and Female



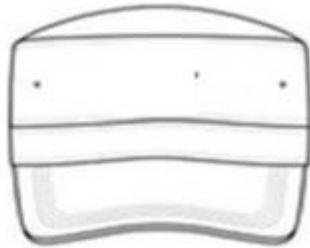
1. Unit patch (optional). If worn, will be placed on right pocket and centered.
2. Last Name and AFJROTC or SFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered 1-inch up from the bottom of the collar and parallel to the ground while remaining centered on the collar
4. AFJROTC Patch (white, Lamp of Knowledge) or SFJROTC Patch (black, Lamp of Knowledge) - **WHITE/BLACK patch only (mandatory)**. Will be worn on left pocket and centered.
5. **Berets, ascots, and shoulder cords will not be worn with ABUs.**
6. ABU sage green boots and Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots. (Black boots will not be worn with ABUs)

CADET OCP Male and Female

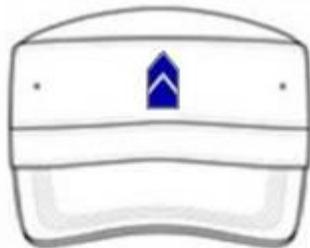


1. T-Shirt. T-Shirt will be Desert Sand, Tan Coyote Brown in color.
2. The American flag patch (mandatory) will be full color (cloth), will be centered on the top of the right sleeve using Velcro attachment.
3. Unit patch (optional) full color. If worn, will be placed on the right sleeve centered in the Velcro area beneath the American flag.
4. Last name tape (mandatory – must be cadets name). Letters will be spice brown for AFJROTC and dark blue for SFJROTC using Velcro attachment.
5. AFJROTC/SFJROTC tape (mandatory). Letters will be spice brown for AFJROTC and dark blue for SFJROTC using Velcro attachment.
6. Grade insignia (officer or enlisted) (mandatory). Will be standard metal rank pinned in the Velcro area in center of chest.
7. AFJROTC/SFJROTC patch (mandatory) (white/black circular lamp of knowledge patch) will be attached centered on Velcro area on left sleeve attached by Velcro.
8. Berets, ascots, and shoulder cords will NOT be worn with OCPs.
9. OCP Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant before reissuing OCP boots. (Black boots will not be worn with OCPs).
10. Tan rigger belts will be worn with OCPs.
11. OCPs may be bloused; the trouser leg will not extend past the third eyelet from the top of the boot.

CADET ABU and OCP HEADGEAR



Enlisted Cadets will not wear rank on the ABU/OCP cap.



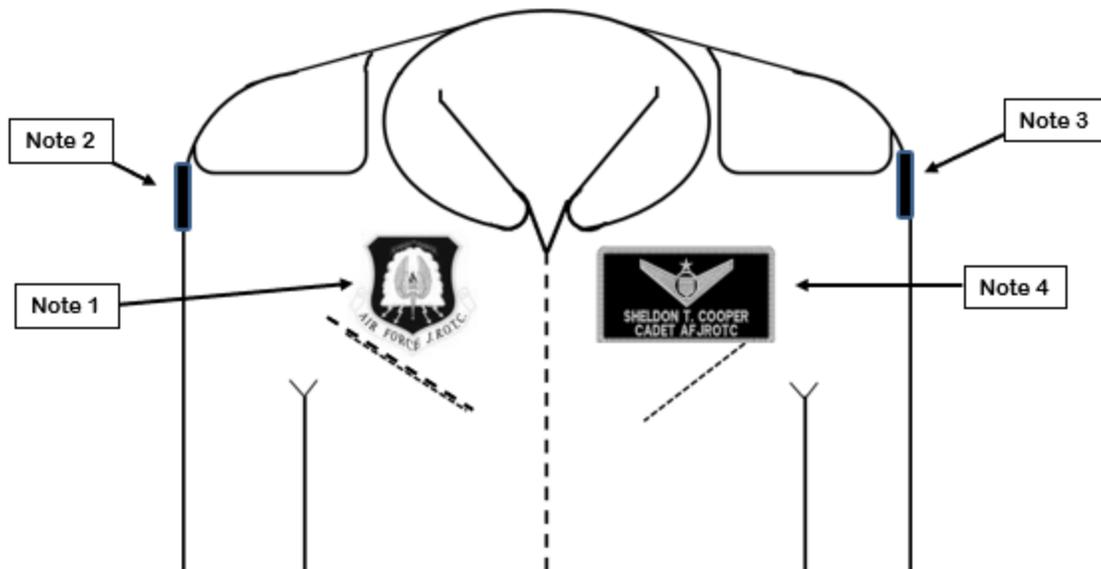
Officers will wear rank insignia on the ABU/OCP cap.

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

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

Exception for ABUs only is a dark blue American made baseball cap may be substituted for the ABU cover.

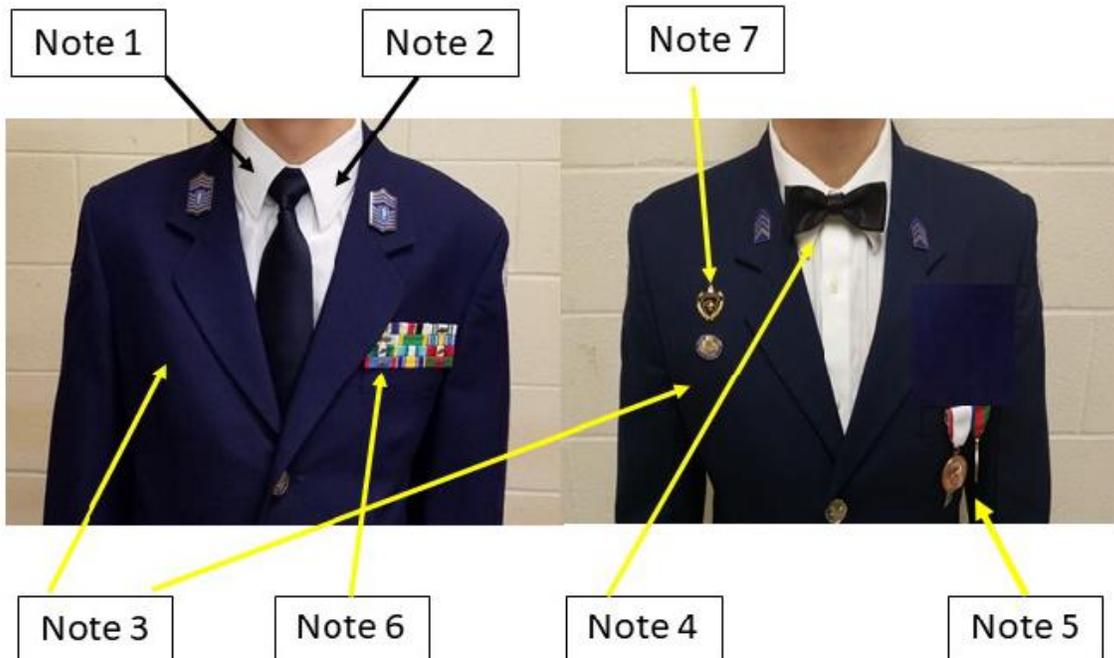
FLIGHT SUIT (Male and Female)



1. * AFJROTC Command Patch (mandatory). **Patches may be sewn directly onto the flight suit or attached using Velcro.** This style of patch may only be worn on the Flight Suit. Cadets can only wear ONE ground school, flight solo or flight certificate badges upon successful completion one of those. (see Ops Supplement, Chapter 7, paras 7.2.1 - 7.2.4).
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge will be worn. **Patches may be sewn directly onto the flight suit or attached using Velcro.**
3. * American Flag Patch (mandatory) on left shoulder. **Patches may be sewn directly onto the flight suit or attached using Velcro .**
4. Cadet Name Patch (mandatory). Velcro attached only. Black background with silver or white border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be "CADET AFJROTC".
5. See paras 7.2.4 and 7.2.5.1 for more details on flight suit wear.
 - Flight patches and Velcro may be purchased from a vendor using MilPer funds.
 - **Flight Suits maybe purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)**
 - Flight Suits are accountable uniforms items and must be issued/returned via WINGS.

Attachment 6

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.**

Attachment 7



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



Kitty Hawk Honor
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

Badges/Insignia not listed here are unauthorized for wear.

Attachment 8

Cadet Team Recognition Program



NOTE: Only one arc pin may be worn on the uniform at any given time.

NOTE: Cadets who PLACE 1st in competition will be awarded the “Raider” Arc in place of the team arc pin

Cadet Drill / Color Guard / Saber / Physical Training / Orienteering Team

Cadets who are regular members of these teams and have placed 2nd or 3rd will be awarded the appropriate arc pin. The pin will only be worn as an active member of the respective team. If the cadet quits the team or is removed for cause, the pin will be returned to the team commander.

Flag Detail Team

Cadets who are assigned to the flag detail teams in A, C, or F flights may be eligible for this pin. Cadets may earn the pin after the first 9-weeks of duty and must wear the uniform as required. Cadets will continue to wear the pin if actively participating with the flag detail.

Cadet Model Rocketry Team

Cadets who are regular members of a Rocketry Team and compete in an AFJROTC rocketry competition will be awarded the Rocketry Badge. The badge will only be worn as an active member of the Rocketry team. If the cadet quits the team prior to the end of the school year, or is removed for cause, the pin will be returned to the team commander.

Cadet Awareness Presentation Team

Cadets who are a regular member of APT, attend all meetings, and participate in at least two events may be awarded the Awareness Presentation Team Badge. The badge will only be worn as an active member of the team. If the cadet quits the team or is removed for cause, the pin will be returned to the team commander.

Model Building / UAS / Robotics / Raiders/ JLAB Team

No Arc pins available

Attachment 9

30 COMMAND FLIGHT 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 |

The Flight Commander will salute to signify completion.

Attachment 10

OPEN RANKS INSPECTION PROCEDURES

1. GENERAL PROCEDURES: Inspection may start when all cadets are halted at attention; in Line Formation. Line formation is when cadets are aligned side by side and evenly spaced left to right, front to rear, using “Dress, Cover, Interval, and Distance,” also known as DCID. This can be accomplished with either three or four elements with each element leader on the far right side of the formation. Once cadets have the proper spacing, the Flight Commander will center at the front of the formation, six paces from the first element and give the following commands and perform actions as listed:

- a. FALL IN.
- b. OPEN RANKS, MARCH.
- c. Immediately step off and begin aligning each element.
- d. After aligning the last element, march towards the front stopping six paces from the first element.
- e. Perform a left face, command READY, FRONT.
- f. Take 2 steps forward and execute a right face.

2. INSPECTOR/FLIGHT COMMANDER RESPONSIBILITIES: The flight commander is tasked with ensuring that the flight is prepared and in proper formation for inspection. They must also be able to command the flight to perform the necessary movements for the inspection. The inspector will be a senior cadet or instructor. The inspector must be able to recognize any dress and appearance violations and grade them on the severity of neglected standards. They will perform the actions as listed:

- a. Inspector will march to the Flight Commander.
- b. Flight Commander Salutes and reports, “FLIGHT IS PREPARED FOR INSPECTION.”
- c. Inspector says, “HAVE YOUR FLIGHT SGT POST.” (Flt CC repeats it loudly)
- d. Inspector conducts the Flt Commander’s inspection.
- e. Flight Commander, Inspector, and Flt Sergeant then inspect the flight.
- f. When the inspection is complete, the Flt Sgt will assume their position in the flight, and the Inspector and Flt Commander will march to the front of the formation for the command “CLOSE RANKS MARCH” and reporting out.

3. FLIGHT SERGEANT RESPONSIBILITIES: The flight sergeant will act as the recorder for the inspection. The flight sergeant will be the last cadet in the last element of the formation until given the command of post. Once posted the flight sergeant will remain on the left side of the Inspector, and record all comments made by the inspector.

Attachment 11

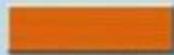
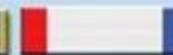
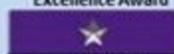
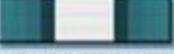
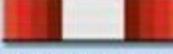
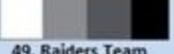
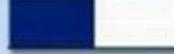
RELIGIOUS ACCOMMODATION REQUEST

Cadets seeking a religious accommodation waiver for grooming/appearance standards must first receive an approved waiver before they are permitted to wear the uniform with religiously accommodated grooming/appearance standards. Any religious accommodation or exception to policy regarding grooming/personal appearance requests, including, but not limited to shaving or hair length will be reviewed on a case-by-case basis.

Submit requests in WINGS (Unit Information | Unit Waivers | Dress and Appearance) with photos of the specific request, along with confirmatory letters from the parent(s) or guardian(s), the religious leader, the principal, and the SASI for AFJROTC approval. (NOTE: Exceptions to parent/guardian letter requirement would only be considered if the cadet has been deemed a ward of the state or otherwise as specified in state or federal law (and documented in the request package). In that instance, the SASI would make the cadet status known in their letter.)

The religious waiver request form can be found at:
WINGS | Published Files | JROTC | AFJROTC Policy Letters | Religious Waiver Template

Air Force and Space Force JROTC Ribbon Chart

					
1. Gold Valor Award	2. 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 Organization of America (ROA) 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. 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. USAA Education Foundation JLAB Ribbon	47. Cyber Patriot Ribbon	48. StellarXplorers Ribbon
					
49. Raiders Team Ribbon	50. Military Model Building Ribbon	51. Unmanned Aircraft Systems (UAS) Ribbon	52. Robotics Ribbon	53. Good Conduct Ribbon	54. Service Ribbon
					
55. Health and Wellness Ribbon	56. Recruiting Ribbon	57. Activities Ribbon	58. Attendance Ribbon	59. Dress and Appearance Ribbon	60. Longevity Ribbon
				64-68. CAP Ribbons	
	61. Bataan Death March Memorial Hike Ribbon	62. Patriotic Flag Ribbon	63. Resiliency Ribbon	64-68. CAP Ribbons	

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