



2019 - 2020 AFJROTC Cadet Guide

SY 2008-09: AFJROTC Distinguished Unit w/Merit

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

AFJROTC RANKS



AIR FORCE RANKS

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

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

1 Aug 19

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 JROTC 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
Principal

**AFJROTC TX-093
BILLY RYAN HIGH SCHOOL
DENTON, TX**

FOREWORD

1 Aug 19

The TX-093 Air Force JROTC 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 50 years of combined Air Force/JROTC experience. These 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 group 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 structures 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 JROTC 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 situations 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 each individual 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 boys, Give 'er the gun! (Give 'er 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. **MISSION:** The AFJROTC mission is to "Develop citizens of character dedicated to serving their nation and community."
2. **GOALS:** The Goals of AFJROTC are to instill values of citizenship, service to the United States, personal responsibility, and sense of accomplishment.

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.

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

3. **BENEFITS:** Cadets who are actively involved in the JROTC 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 JROTC 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** – JROTC is an elective or PE credit. Additional years of JROTC 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 will 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 attend one of two CLCs. Description of schools is as follows:

(1) Kerrville Cadet Leadership Course (CLC): Consists of a basic, intermediate and advanced summer camp located at Schreiner University in Kerrville, Texas, hosted by a collection of high school AFJROTC units (including Ryan High). **Selection preference: Denton CLC graduates/leadership potential. Seats limited at 11.**

(2) Denton Cadet Leadership Course (CLC): this is a basic course hosted by Denton High School (with support from Braswell, Guyer and Ryan High School JROTC). This is a “day camp,” with cadets reporting in daily at 0530, finishing each day at approximately 1600. This camp will normally be scheduled for the week following DISD graduation, lasting 4 days. Normally, this camp will be attended by cadets having just completed their first year in JROTC. Graduates of Denton CLC have the opportunity to volunteers as Cadet Training Assistants for future camps. **Unlimited seating.**

Selection Criteria for CLC

1. **MUST** wear uniform throughout the school year.
2. **MUST** pass JROTC classes.
3. **MUST** pass all core classes.
4. **MUST** know how to perform/command all 30 drill commands.
5. **MUST** be physically fit. Cadets who score below acceptable standards on the PFT may not be selected to attend camp.
6. **MUST** understand they represent the TX-093 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 in a course of instruction at Billy Ryan High School.
 - b. A citizen or national of the United States or an alien lawfully admitted to the United States for permanent residence.
 - c. Of good moral character.
 - d. 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.
 - e. 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. Cadets in this class are expected to be a part of the unit drill team and/or color guard.
 - f. 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.
2. **TRANSFER:** Students who transfer from other JROTC 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.
3. **DISENROLLMENT:** A cadet may be dis-enrolled 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. Ineptitude, indifference to 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 JROTC cadet leaders or Billy Ryan High faculty / staff.
- f. SASI deems removal of a cadet is best for overall management of the program.

4. **CADET RESPONSIBILITY:** Each cadet will abide by the rules and regulations of the Aerospace Science Department and accept responsibility for the proper care and maintenance of their uniform, textbooks, and any other AFJROTC equipment. Each cadet is also responsible for his or her debts. Failure to promptly pay cadet obligations may result in dismissal from the corps.

5. **OFFICER/NCO RESPONSIBILITIES:** A cadet OFFICER or NCO has special leadership responsibilities by virtue of their achievement in becoming a cadet officer or NCO. They are held to much higher standards and are expected to set a positive example in all actions. Among other general responsibilities to maintain rank/position, cadet officers and NCOs are expected to:

- a. Take the initiative when leadership action on their part is needed to insure the unit mission is successfully accomplished. This includes taking an active role in team activities.
- b. Meet their financial obligations to the unit and the AFJROTC program promptly and completely.
- c. Complete AFJROTC class and program assignments conscientiously.
- d. Participate regularly in at least one after school co-curricular/LDR activity OR regularly attend community service events hosted or co-hosted by TX-093 AFJROTC (**cadet staff**). See Chapter 9 for a listing of these activities.
- e. Follow school and AFJROTC guidelines, setting the example for subordinate cadets.

Note: **Officers and NCOs who fail to wear their uniform on their designated day may lose their corps position and/or be reduced in rank.**

CHAPTER THREE

GENERAL INFORMATION

1. **CADET DAILY BRIEFING:** This is one of the main forms of communication to 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.
2. **ORGANIZATION:** The unit will be organized as one operational group with three squadrons.
3. **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.
4. **TEXTBOOKS:** The textbooks used in the AFJROTC program are furnished to the cadets without charge. All textbooks, hard back and paperback, are controlled items and will remain in the classroom with few exceptions.
5. **FLAG DETAIL:** Designated flights will have cadets volunteer to be on the flag detail team. 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.
6. **AFJROTC ACADEMIC PROGRAM:** The program is divided into three graded parts. The first part is called Aerospace Science and consists of classroom instruction on subjects pertaining to Aerospace Science. This portion counts for 40 percent of the cadet's grade. The second part is called Leadership Education and consists of drill, inspections, and leadership education. It counts for another 40 percent of each semester grade. The remaining 20 percent comes from participation in the Cadet Wellness Program. Cadets will be tested to the President's Fitness Program standards at the beginning of the first 9-weeks and the end of the second, third, and fourth 9-weeks.
7. **CLASS SCHEDULE:**
 - a. Aerospace Science academics will normally be taught by the SASI.
 - b. Leadership Education will normally be taught by the ASI.
8. **UNIFORMS:** Cadets are required to wear their uniform on "uniform day". Failure to wear

your uniform on “uniform day” or to make-up a uniform inspection on the established day 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.

CHAPTER FOUR

CADET REMOVAL PROCESS

1. **GENERAL:** Cadets may need to be removed from AFJROTC based on numerous circumstances. Some of these situations may include, but are not limited to:
 - a. Failure to wear the AFJROTC uniform as directed.
 - b. Failure to maintain proper military grooming or correct grooming violations.
 - c. Involvement in illegal activity (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.

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:* Sign counseling memo, email to parent acknowledging the problem area and how to correct it.
 - b. *Second Offense:* Sign counseling memo, parent will be contacted via email with a CC to the counselor.
 - 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.

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			
CADET INITIALS			
PARENT CONTACT			
Cadet Corps Commander Initials			
ASI Initials			
SASI Initials			

NEGATIVE BEHAVIOR / DISCIPLINE / MISCONDUCT

	STRIKE 1	STRIKE 2	STRIKE 3
DATE			
INFRACTION			
CADET INITIALS			
PARENT CONTACT			
ASI Initials			
SASI Initials			

NOTE 1: 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 below.

NOTE 2: Some incidents will warrant immediate removal from AFJROTC. Examples include vaping, drug use, or alcohol use in JROTC operated rooms or during JROTC activities, multiple ISS placements, OSS, DAEP, etc.

CHAPTER FIVE

CADET CONDUCT AND MILITARY COURTESY

1. **GENERAL:** Cadets are expected to be courteous and conduct themselves as proper young ladies and gentlemen at all times while observing correct military bearing. This will reflect credit upon themselves, their parents, TX-093, Billy Ryan High School, and the United States Air Force. Cadets 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.

Warning

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. Cadets are expected to maintain lofty standards of conduct and behavior.

2. **CLASSROOM ENTRY/EXIT PROCEDURES:** Classroom instruction will begin with cadets standing at ease by their seats before the last bell. Tardiness will not be tolerated (see the school Student Handbook for tardiness penalties). The Flight Commander and Flight Sergeant will be positioned in front of the class. The element leaders will report attendance for their element to the FLIGHT COMMANDER. The flight sergeant will mark the attendance binder. The Flight Commander will then have the flight recite the pledges and Air Force JROTC 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. All cadets will remain attentive during class or may be directed to stand at attention at the rear of the classroom.

Note: School and District policy allows LIMITED use of cellphones and IPODs/MP3 players in the classroom (see School’s Student Handbook for specifics). For AFJROTC, cadets will NOT use, display, monitor, or take out their cell phones or IPODs/MP3 players without the express approval of the SASI or ASI. Failure to adhere to these restrictions will result in confiscation and turnover of the item to school administrators.

3. **MILITARY COURTESY DURING ALL FORMATIONS:** The practice of saying “Yes Sir, Yes Ma’am or No Sir, No Ma’am” to the SASI/ASI will be observed at all times. This also applies to junior cadets addressing Cadet Officers of higher rank when in uniform. A cadet officer is addressed by cadets of lower rank by his/her last name (Example: Captain Smith) OR, a cadet officer may be addressed as “Sir” or “Ma’am”. NEVER address a cadet officer by his/her first name when in uniform. This is a long-established military courtesy that will soon become a habit. All cadets will be addressed by their rank followed by their last name.

4. **CALLING THE ROOM TO ATTENTION:** When an administrator or military guest enters the classroom, the first person to see the visitor will call the room to attention. Cadets will

remain at attention until the command “At Ease”, “As you were”, etc. is given. The room does not need to be called to attention if a Billy Ryan student enters the room to deliver a note, etc. but it is better to err by calling the room to attention if you are not sure.

Note: The Flight Commander will call the room to attention when the Cadet Corps Commander enters the classroom.

5. TELEPHONE PROCEDURES: TX-093 cadets have access to a telephone in the SASI and ASI offices. The telephone will **not** be used by cadets for any activity without the specific permission of the SASI/ASI. Calls home to be picked up or to obtain JROTC 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?”

6. 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 JROTC 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 classroom is “CLOSED” for cadet use during the lunch periods on “B” Days.

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) for teams they are not a member of.

7. SALUTES:

a. The salute is a courteous exchange of military greeting the world over. Military personnel consider the salute as a respectful greeting between members 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.

b. Saluting between cadets, cadet officers, and commissioned officers (ie.SASI) is required at all times when in uniform outdoors. Under a porch or awning is considered indoors for saluting purposes.

c. 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 comment. 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.

d. 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.

e. 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.

f. 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.

g. 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.

h. 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.

i. Cadet officers and NCOs should correct saluting violations in a courteous manner when such violations are made by cadets junior to them.

j. 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.

k. 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.

CHAPTER SIX

PERSONAL APPEARANCE AND WEAR OF THE UNIFORM

The AFJROTC uniform is, with certain minor exceptions, the same uniform worn by active duty Air Force members. Cadets must constantly 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.

1. UNIFORM GRADE MAKEUP POLICY: May earn up to 100 points, weighted 60%. Uniform wear is a large part of the Air Force JROTC program. ALL cadets are required to wear the appropriate uniform each **Wednesday or Thursday**, from the start of the school day until released. **Failure to wear the uniform as required will result in removal from AFJROTC.** Below are three different scenarios regarding uniform wear grading:

- 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. Two days later, maximum 80%. Three days or more = a zero.
- B.** Cadet has an unexcused absence on uniform day: The cadet may wear the uniform the next school day for a maximum grade of 80%. If not completed then, the grade will be a zero.
- C.** Cadet fails to wear the uniform on the designated day and is present in class: Grade will be a zero with no makeup opportunity.

2. 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. Option 1 – Cadet Airmen Battle Uniform (ABU)
- e. Option 2 – Cadet PT Gear
- f. Option 3 – Cadet Polo, Cadet T-Shirt (as appropriate for community service)

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.

3. UNIFORM STANDARDS: Each member of the Ryan 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) Wear the cap when outdoors-remove it indoors.
- (c) Keep hands out of pockets.
- (d) Keep all buttons buttoned, zippers zipped.
- (e) Do not put bulky items/jingling change in pockets.
- (f) Keep shoes shined and clean; this includes the heels and edges of the soles.
- (g) Keep all metal devices such as belt buckles, badges, ribbons, or insignia clean.
- (h) 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.
- (i) 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 may be worn. Solid-color berets, white, dark blue and/or black ONLY, with officer insignia or mini Hap Arnold pin. Berets may be worn on regular uniform days with blue uniform only.
- (j) 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.
- (k) 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 or flats without decorative stitching or designs with the uniform (requires ASI approval). If purchased, ensure they can be returned if not authorized with the uniform.
- (l) Cadet insignias are oxidized silver; do not attempt to shine these items.
- (m) Carry backpack/books in the left hand so that the right hand is free for saluting.

4. **SCHOOL DRESS CODE:** All pants, shorts, and skirts must be worn on or above the hip bone (belts if needed). Shirts that could be considered inappropriate should not be worn. All shorts and skirts must be longer than fingertips with arms straight down. All school dress codes 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.

5. REQUIRED AFJROTC UNIFORM WEAR DAYS: Uniforms will be issued and worn on the designated A/B scheduled "UNIFORM DAY" within 6 weeks of enrollment into AFJROTC. The type of uniform to be worn or special uniform requirements for the coming week will be posted by the Corps Cadet Superintendent or 1st Sergeant before the first period on Friday the week prior.

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.

6. MALE CADETS IN UNIFORM: These specific standards apply (derived from AFI 36-2903):

a. General guidance on hair: Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair. When your hair is groomed, it will not touch your ears or eyebrows, and only the closely cut or shaved hair on the back of your neck should touch the collar.

b. Bulk and tapering: Your hair will not exceed 1 1/4 inch in bulk regardless of the length. Bulk is *the distance that the hair projects from the scalp when groomed* (as opposed to length of the hair). The bulk and length of your hair must not interfere with wearing any Air Force headgear properly, and it must not protrude below the front band of the headgear. Your hair must have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance means that, when viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point.

c. Dyes: Your hair may not contain or have attached to it any visible foreign items. If you dye your hair, it will look natural and be one color. You may not dye your hair an unusual or unnatural color or one that contrasts with your natural coloring.

d. Sideburns: You may have sideburns if they are neatly trimmed and tapered in the same manner as your haircut. Sideburns must be straight and of even width (not flared or cut to a point) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening.

e. Faddish haircuts: No extreme or faddish hairstyles are allowed. Hair may not protrude below the front band of properly worn headgear.

f. Jewelry: A wristwatch may be worn and no more than 3 rings (maximum of two on one hand) altogether on both hands (but no thumb rings). Bracelets may be worn if

neat and conservative and not wider than ½ inch. Colored bracelets that support a cause are not allowed. Once again, male cadets are not permitted to wear any earrings. One necklace may be worn, but it must be out of sight.

g. 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.

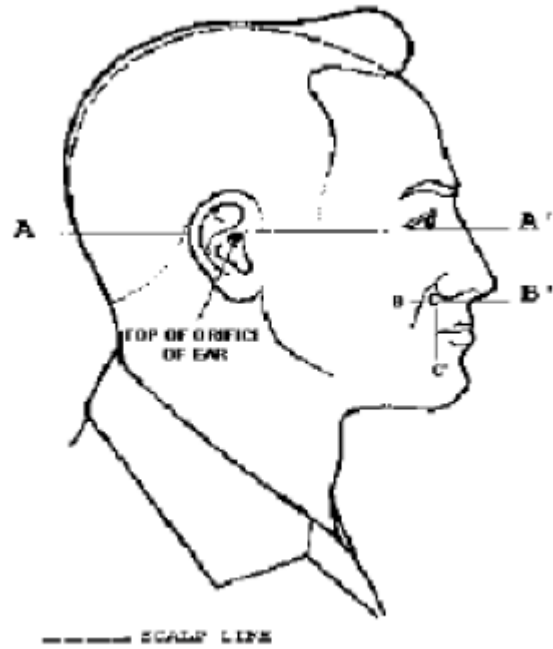


Figure 1-2
Male Grooming Standards (Side View)

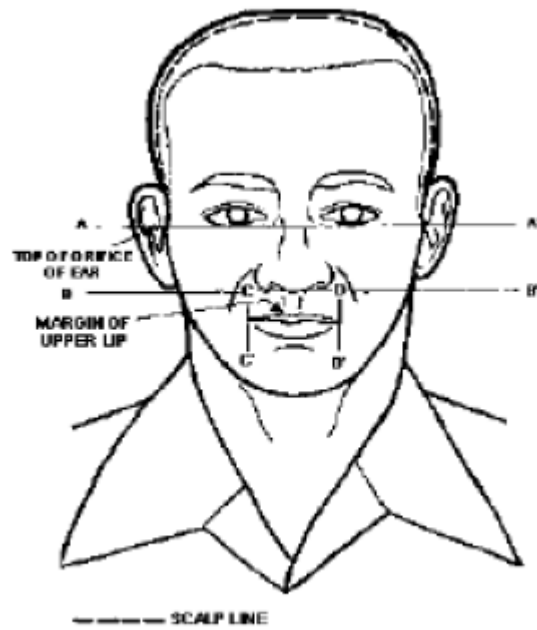


Figure 1-1
Male Grooming Standards (Front View)

7. FEMALE CADETS IN UNIFORM: These specific standards apply:

a. Cosmetics: Must be conservative. All non-natural colored lipstick, eyeliner, etc. is prohibited. Nail polish may be worn if it is the same conservative color on all nails. Designs, decorations, and/or decals are **not** allowed.

b. Hair Styles: No minimum hair length to a maximum bulk of 3 ½ inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. When in doubt, assess correct length of hair with Airman standing in the position of attention. If worn, black hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized regardless of hair color. Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Headgear must fit properly. All locs braids/twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs/braids shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly fused/interwoven to present a neat, professional appearance. A loc, 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.

c. Hair will not contain excessive amount of grooming aids nor touch eyebrows. Hair color/ highlights/frosting must not be faddish. Examples of natural looking for human beings: Blonde/Brunette/ Red/Black/Grey. Cadets may not die hair more than one color (i.e. black and red braids). Females may shave their entire head as long as it is one uniform length.

d. Females will use black (or a color that matches the hair) hair pins, bands, or scrunches to put hair up when in uniform.

Authorized Women's Hair Styles



Authorized Braids



1

Example Authorized Scrunchie



Unauthorized Female Hair Styles



d. Fingernails. Male cadets are not authorized to wear nail polish. If worn by female cadets, nail polish will be a single color that does not distinctly contrast with the female cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and fluorescent 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 $\frac{1}{4}$ inch in length beyond the tip of the finger and must be clean and well groomed.

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

f. Earrings: Women may wear small, conservative round or square white pearl,

gold, white diamond, or silver spheres that fit tight against the ear and will not extend below the earlobe. ALL EARRINGS WILL BE WORN IN THE LOWEST FLESHY LOBE AREA OF THE EAR. EARRINGS ARE **NOT** ALLOWED IN THE EAR CARTILAGE.

8. AUTHORIZED WEAR OF THE UNIFORM:

a. 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. Cadets should always wear the uniform correctly and with pride. AFJROTC regulations require that cadets wear the uniform all day, one day each week. Changing out of uniform without permission will result in a zero grade for that day. Uniform days are **Wednesdays or Thursdays**, depending on which day a cadet has AFJROTC class.

b. Each member of the Corps must maintain high standards of dress and personal appearance. The uniform must be kept clean, neat, and in good condition. If a uniform item becomes worn and unserviceable, or is outgrown, it should be reported to the ASI and returned to Logistics for a replacement. All returned items must be clean (clothing items require dry-cleaning). Cadets will be required to pay for the replacement cost of any uniform item damaged or lost through carelessness or neglect of the cadet.

c. Uniform items and insignia for AFJROTC cadets, and proper wearing instructions, are prescribed in attachments to this handbook and on the Ryan AFJROTC website.

NOTE: T-SHIRT & BLACK SOCKS MANDATORY. A plain, white V-neck T-shirt must be worn with the issued AFJROTC uniform. (T-Shirt sleeves should not extend below the shirt sleeve). Additionally, all cadets will wear plain black, calf-high socks with the uniform (no ankle socks).

d. The semi-formal uniform, which consists of the blue uniform with a white button-down 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.

e. Cadets may wear their uniform for special occasions such as weddings, graduations, etc. Permission for this must be obtained first from the ASI.

f. The Airman Battle Uniform (ABU) may be worn once per month for a uniform grade based on the uniform schedule. Cadets classified as sophomores, juniors or seniors and who have demonstrated proper wear of the blue uniform may be issued ABUs if available. Cadets will usually be required to purchase their own boots. Cadets must wear the ABU uniform correctly, to include cover, t-shirt, name/AFJROTC tapes, belt, socks, and sage green boots.

9. UNAUTHORIZED UNIFORM WEAR:

a. Any person who wears a uniform without authority is subject to penalties

prescribed by 18 USC 702: “UNIFORM OF ARMED FORCES AND PUBLIC HEALTH SERVICE. Whoever, in any place within the jurisdiction of the United States, without authority, wears the uniform or a distinctive part thereof or anything similar to a distinctive part of the uniform of any of the Armed Forces of the United States, Public Health Services, or any auxiliary of such, shall be fined not more than \$250 or imprisoned not more than six months, or both.”

b. The uniform must not be worn while hitchhiking.

c. Do not wear the uniform while participating in student demonstrations, or in any other inappropriate activity.

10. RIBBONS, MEDALS, AND BADGES:

a. See attachments section for proper placement of ribbons and badges. Medals will not be worn simultaneously with the ribbons. Medals may be worn for formal, semiformal, 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.

b. Ribbons of other services: AFJROTC cadets transferring from an Army, Navy, or Marine JROTC 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.

c. Valor Awards: Wear valor awards ahead of other ribbons, regardless of which JROTC awarded them.

d. 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 ribbon chart in this guide.

e. Oak Leaf Clusters and Stars:

(1) Bronze: Bronze oak leaf clusters are worn on the ribbon to designate the second or subsequent award of any ribbon.

(2) Silver: Silver oak leaf clusters are worn on the ribbon in lieu of five bronze oak leaf clusters.

(3) Stars: Bronze and silver stars are awarded to those who achieve the applicable score on their fitness assessments.

f. Badges:

(1) Distinguished Cadet Badge: Awarded to the cadet who has high moral character and outstanding military potential. This badge is passed to the next recipient at the end of the school year as selected by the SASI.

(2) Aerospace Education Foundation (AEF): Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining a minimum 3.3 grade point average (GPA) 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 and competed in at least one JROTC sanctioned competition.

(4) Awareness Presentation Team Badge: Awarded to cadets who have fulfilled APT program requirements and completed at least 2 AFJROTC APT Events.

11. CORFAM SHOES: Cadets are permitted to wear corfam (artificial leather) shoes if they are in a presentable condition.

12. 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 may 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 can be laundered or dry cleaned.

13. UNIFORM TURN IN. All uniform items will be accounted for, turned in clean, on clothes hangers, inside plastic bags with cleaning tickets still attached, ready for re-issue.

14. WEEKLY INSPECTION: All AFJROTC cadets are required to wear their uniforms and be inspected normally once each week. Uniforms are worn all day except as previously identified. *Failure to wear the uniform all day will result in a "zero" for a grade.*

On inspection day, each cadet will be graded on proper wear of the uniform, uniform condition, personal grooming, military bearing, and customs and courtesies. There is a maximum of 100 points available for each scheduled inspection. The ASI will record the final grade each week.

Note 1: Ribbons should be grouped according to service with the order of precedence determined by the regulation of that service. Air Force JROTC ribbons will be worn ahead of other JROTC ribbons or awards.

Note 2: Badges or insignia from non-AFJROTC groups are not authorized on the AFROTC uniform except those specifically allowed in JROTC regulations.

CHAPTER SEVEN

GENERAL UNIFORM WEAR

1. **BLUE SHIRT:** Shirts will be pressed/dry cleaned and worn with the shirt-tail 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 the shirt pockets. The short sleeve shirt may be worn with the collar open or with a necktie. Junior/Senior females may wear the princess cut shirt. All cadets will wear a white v-neck t-shirt under the blue shirt with ranks and blue nametag at a minimum. RIBBONS ARE OPTIONAL.
2. **PANTS/SLACKS:** 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 $\frac{7}{8}$ of an inch longer than the front. Hemming issues should be brought to the ASI for correction.
3. **DRESS COAT/WINDBREAKER:** The outside pocket of the dress coat is 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 donned and buttoned prior to leaving the classroom. Ranks, silver nametag, and ribbons are mandatory on the dress coat. The windbreaker may be worn with the blue shirt when the cadet is cold. The zipper will be zipped up at least $\frac{3}{4}$ when worn. Ranks are mandatory on the windbreaker.
4. **FLIGHT CAP:** The male flight cap (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. Hair may show in the front of the cap.
5. **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.
6. **SHOES:** Shoes will be laced to the top, tied, and shined to a high gloss. Black calf-high socks are mandatory.
7. **UNIFORM SETUP:** See attachments section at the end of this document for uniform diagrams and how to set them up. Pg 74-82 for diagrams.

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 be accounted for at all times.
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. **REMEMBER: The uniform must be PROFESSIONALLY DRY-CLEANED, on clothes hangers, under plastic wrap, with cleaner's tags still attached, and turned in ON TIME.**
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.
 - d. **DO NOT** place your AFJROTC equipment in the care of others. **IF YOUR ITEMS ARE LOST, YOU ARE RESPONSIBLE FOR PAYING FOR THEM.**
5. Clothing items that become worn or unserviceable should be turned in as soon as possible. If the unserviceable condition is due to fair wear and tear from normal use, then the item will be replaced at no cost. Items of clothing that do not fit properly should be exchanged.
6. When a uniform or equipment item is lost, a second item will be issued, but the cadet will be required to pay for all lost or stolen items. When turning in, exchanging, or purchasing uniform items or equipment, deal only with the designated supply 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 positions 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 uniform. Cadets may earn ABUs at the end of 1st semester based on overall performance in the program and on color guard. Additionally, JV may compete beginning second semester. There is no maximum number of cadets.

b. **Varsity Elite Color Guard.** Open to all 2nd and 3rd year cadets (must have served on the JV team) and selection occurs each December. Varsity will be issued the “honor guard” uniform. There will be a maximum of 8 cadets on the varsity team.

2. **DRILL TEAM:** The unit Drill Team represents Ryan High School at drill competitions and ceremonial functions. All cadets are eligible to compete for a position on the Drill Team. Drill Team practice is held several times each week, all year, so only the most dedicated should join. Cadet may earn the drill team arc pin.

a. **Saber Team.** At least 9 cadets who perform/compete with Air Force swords.

b. **Armed Drill Team.** Competes based on official AF and Army regulations for drill maneuvers.

c. **Armed Exhibition Team.** Drill includes non-regulated drill with rifles. These teams will normally prepare/practice against the rules established by each individual competition host.

3. **PHYSICAL FITNESS TEAM:** Includes both male and female teams. Unit Physical Fitness Team members practice to develop enhanced individual physical fitness for competition. Cadets may earn the PT Team arc pin.

4. **AWARENESS PRESENTATION TEAM (APT):** 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. All cadets are eligible for membership on this team. 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. **CYBERPATRIOT TEAM:** CyberPatriot, the National High School Cyber Defense Competition; *is* sponsored by the Air Force Association in conjunction with the USAF. This national competition excites high school students and motivates them toward careers in cyber defense and other STEM disciplines, while instilling greater national cyber security awareness in the tens of thousands reached. This year's competition starts in October, completing in the spring.

9. **ACADEMIC TEAM:** Each JROTC unit will be allowed one team consisting of four cadets, including two juniors, two sophomores. Freshman may "play up" in place of a sophomore. Seniors may not be included on the team. Two alternates (one sophomore and one junior) may be named in case a team member must drop out before the end of the competition. The alternates may participate in the online testing; however, if selected to participate in the final round in Washington, DC, only four team members will attend.

10. **DRONE TEAM:** This team is open to all cadets and is responsible for learning how to effectively fly the unit drone and maintain the equipment. They will fly the drone during various unit events to capture video and photos from an aerial viewpoint.

11. **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.

12. **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.

13. **FUND RAISING ACTIVITIES:** TX-093 sponsors fund-raising activities to generate

money to purchase special equipment and support field trips and social activities. Each cadet is expected to participate in these efforts. The primary event is the annual drill meet hosted at RHS. Secondary events are planned by the cadets as they become available.

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. 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. Promotions in TX-093 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. 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. Temporary rank is any rank beyond cadet Staff Sergeant. At TX-093, 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. The Unit Manning Document and Organizational Chart reflects 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. During your time in AFJROTC, you 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 unit cadet Superintendent or First Sergeant 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 JROTC.
- (3) Current rank/position.
- (4) Previous experience.
- (5) Academic performance.
- (6) Attitude/Conduct
- (7) Professionalism/Maturity.
- (8) Self-discipline.
- (9) JROTC 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: All cadets will have a permanent rank based on the number of years of AFJROTC completed. The permanent rank is Cadet Airman for the first year of AFJROTC; Cadet Airmen First Class for the second year; Cadet Senior Airman for the third year; and Cadet Staff Sergeant for the fourth year of AFJROTC. Cadet officer ranks are considered “temporary rank” and only a select number of cadets will be promoted to officer ranks. Cadets may be promoted to an officer rank at the beginning of each school year and again at the beginning of the 2nd semester. 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:

- a. Successfully complete a Cadet Leadership Course.
- b. Maintain UIL eligibility and be of highest moral character.
- c. Apply for and be selected to fill an officer position vacancy.

d. Attend the cadet officer promotion ceremony.

e. As in the active Air Force, evaluation and promotion is based upon several factors. The Air Force calls this the “WHOLE PERSON” concept. Consideration is given to each of 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) Demonstrate 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 of other cadets.

(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?

f. 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.

9. Enlisted Cadet Promotions: Cadet may progress through the enlisted cadet ranks from Cadet Airman Basic through Cadet Senior Master Sergeant as outlined below. There are three opportunities for cadets to apply for promotion, once at the end of 1st, 2nd, and 3rd quarters.

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 a Promotion Request Form to their flight commander for promotion consideration. Flight Commanders will forward this form to cadet Training Squadron Commander who will coordinate the forms for approval and signatures.

(3) Every cadet applying for promotion to a 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.

10. 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. Officer: This cadet will ask all knowledge questions and review all requirements for cadets testing for any rank above Cadet Senior Airman.

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

12. Corps Commander Selection Process. Any cadet becoming a Junior or Senior the upcoming school year 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. 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.

13. Cadet Demotions: Cadets may be reduced in rank for cause at any time during the school year. A Cadet 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.
- 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 (such as unsatisfactory uniform wear).
- e. Major behavioral incidents.

ENLISTED CADET PROMOTION REQUIREMENTS

NOTE: Cadets must be UIL eligible prior to being selected for promotion

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 and pass online ranks quiz with a 100%. Also 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 quiz 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 JROTC 2. Recite 30-Command sequence 3. Pass online ranks quiz with a 100% 4. Have a "A" in JROTC and pass all other classes for 9-weeks 5. Recite the Cadet Creed from memory 7. Be able to carry out duties as a Flight Sergeant 8. 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 Technical Sergeant 2. List the cadet chain of command. 3. Be able to carry out duties as a Flight Commander
CADET SENIOR MASTER SERGEANT	9 Weeks	Complete promotion request form. Cadet must complete the following: <ol style="list-style-type: none"> 1. Know/Complete all requirements of a Master Sergeant 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. The organizational chart (attached) indicates how the cadet corps is organized. Organizational charts break the functions of the unit down into specialized tasks. The responsibilities associated with each task are found in the corresponding job descriptions in Chapter 11. Each cadet should study all job descriptions to gain a more complete understanding of jobs as they relate to the total mission.

2. The organizational chart 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. 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	COMMANDER	COL	1	CC
A2	DEPUTY 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 SUPERINTENDANT	CMSGT	1	CCC
A7	CADET 1 ST SGT	SMSGT	1	CCF
A8	PUBLIC AFFAIRS	2LT	1	PA
A9	CHAPLAIN	2LT	1	HC
A10	SAFETY OFFICER	2LT	1	SE
A11	SPECIAL PROJECTS OFFICER	CAPT	1	SP
A12	AIDE DE CAMP	1LT	1	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 NCOIC	TSGT	1	OPS/CGE
B5	DRILL TEAM COMMANDER	1LT	1	OPS/DT
B6	DRILL TEAM NCOIC	TSGT	1	OPS/DTE
B7	AWARENESS PRESENTATION TEAM COMMANDER	1LT	1	OPS/AP
B8	AWARENESS PRESENTATION TEAM NCOIC	TSGT	1	OPS/APE
B9	ORIENTEERING TEAM COMMANDER	1LT	1	OPS/OR
B10	ORIENTEERING TEAM NCOIC	TSGT	1	OPS/ORE
B11	PHYSICAL TRAINING TEAM COMMANDER	1LT	1	OPS/PT
B12	PHYSICAL TRAINING TEAM NCOIC	TSGT	1	OPS/PTE
B13	ROCKETRY TEAM COMMANDER	1LT	1	OPS/RT
B14	ROCKETRY TEAM NCOIC	TSGT	1	OPS/RTE
B15	CYBERPATRIOT TEAM COMMANDER/CYBER	1LT	1	OPS/SC
B16	CYBERPATRIOT TEAM NCOIC	TSGT	1	OPS/SCE
B17	DRONE TEAM COMMANDER	1LT	1	OPS/DR
B18	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 NCOIC	TSGT	1	SS/LGE
C4	MORALE, WELFARE, RECREATION OFFICER	1LT	1	SS/MWR
C5	MORALE, WELFARE, RECREATION NCOIC	TSGT	1	SS/MWRE
C6	PERSONNEL OFFICER	1LT	1	SS/PE
C7	PERSONNEL NCOIC	TSGT	1	SS/PEE
C8	ACADEMICS OFFICER	1LT	1	SS/AE
C9	ACADEMICS NCOIC	TSGT	1	SS/AEE
C10	RECRUITING OFFICER	CAPT	1	SS/RE
C11	RECRUITING NCOIC	TSGT	1	SS/REE
C12	COMMUNITY SERVICE OFFICER	CAPT	1	SS/CS
C13	COMMUNITY SERVICE OFFICER NCOIC	TSGT	1	SS/CSE
C13	FINANCE OFFICER	1LT	1	SS/FM

C14	LINGUIST	TSGT	1	SS/LE
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
D14	GOLF FLIGHT COMMANDER	TBD (Note 1)		TN/G
D15	GOLF FLIGHT NCOIC	TBD (Note 1)	1	TN/GE

Note: Ranks for Flight Commanders and Flight Sergeants is based on the ranks that the cadet wears normally.

CHAPTER TWELVE

CORPS MANAGEMENT AND JOB DESCRIPTIONS

As with the active Air Force, responsibilities and duties increase with grade and rank. Each cadet is expected to prepare for assuming 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 prior to assuming a cadet officer position. Additionally, all cadet officers must take and pass the cadet officer promotion test.

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 CORPS COMMANDER (CC). Authorized Grade: c/Colonel. Supervises the Deputy Commander, Chief of Staff, all Squadron Commanders, the Group Superintendent and First Sergeant. Responsible for:

- a. Command and control of the cadet corps. Will establish and maintain a master calendar of all activities for the school year.
- 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 has the opportunity to 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 insure 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. Other duties as assigned by the SASI/ASI.

2. CADET DEPUTY COMMANDER (CD). Auth. Grade: c/Lt Col. Is a 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. Is a 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). Authorized Grade: c/Lt Col. Is a member of the Group Staff. This key position is given only to select experienced, trusted individuals by the SASI. This officer attends all unit staff meetings as an advisor and will assist the unit commander when so requested. INSPECTOR GENERAL is 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). Authorized Grade: c/Capt. Is a member of the Group Staff. This key position is given only to select experienced, trusted individuals by the SASI. This officer attends all unit staff meetings as an assistant to the group commander. EXECUTIVE OFFICER is 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. Is a 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 possible problems within the corps and suggesting possible solutions.
- c. Coordinating an annual cadet pass in review.
- d. Holding at least one enlisted cadet meeting per semester.
- e. Sitting on all enlisted cadet demotion boards.
- f. Other duties as assigned by the Commander or SASI/ASI.

7. FIRST SERGEANT (CCF). Auth. Maximum Grade: C/SMSGt. Is a 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. Keeping the Commander informed on matters of drill, weekly uniform wear, and conduct of cadets. Updating the daily briefing with upcoming uniform inspections.
- b. Updating information to the corps on 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. Performs required duties related to the cadet / flight of the month / semester.
- e. Other duties as assigned by the Commander or the SASI/ASI.

8. PUBLIC AFFAIRS OFFICER (PA). Auth. Grade: C/2Lt. Is a member of the Group Staff. Supervises the Public Affairs NCOIC. 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 as follows:
 - (1) Performing duties as the primary unit photographer. Provides photos to ASI for storage.
 - (2) Maintaining and decorating the unit trophy case next to library.
- d. Managing cadet folder permissions on the google drive.
- e. Updating the AFJROTC school website.
- f. Other duties as assigned by the Commander or the SASI/ASI.

9. CHAPLAIN (HC). Auth. Grade: c/2Lt. Is a 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.

10. SPECIAL PROJECTS OFFICER (SP). Auth Grade: C/Captain. Is a member of the group staff. Responsible for:

- a. Planning and organizing major events to include 9/11 ceremony, Veterans Day ceremony, 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.

11. OPERATIONS SQUADRON COMMANDER (OPS/CC). Auth. Grade: c/Major. Is a member of the group staff. Supervises the following all co-curricular 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.

12. DEPUTY OPERATIONS SQUADRON COMMANDER (OPS/CD) Auth. Grade: c/Capt. Is a 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.

13. COLOR GUARD COMMANDER/NCO (OPS/CG). Auth. Grade: c/1Lt. Supervises the

Color Guard NCOIC. Responsible for:

- a. Coordinating closely with the Operations Squadron Commander on all team activities to include 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. Will establish an Elite Guard team to perform at special events.
- c. Training and educating team members as to the team's objectives, procedures, and requirements.
- d. Leading the team drill, ceremonial functions, and competition as required. Will maintain an electronic folder on Google Drive for continuity and logging cadet participation.
- 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 TEAM and SABER TEAM COMMANDER/NCO (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, ceremonial functions, and competition as required.
- 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 burning ceremony every other school year with the local VFW or American Legion if equipment is needed.

f. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.

b. 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.

d. Leading the team in competition as required.

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 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.

- 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 in competitions as required.

- e. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team's activity schedule.

- f. Review and filing of all cadet fitness screening questionnaires.

- g. Developing unit fitness plans each semester outlining weekly activities and planning Presidential Fitness dates. Logs cadet fitness data in the Wings system.

- h. 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.

- 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 in preparation for competition as required.

- 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 Cdr and the SASI/ASI.

19. CYBER PATRIOT TEAM COMMANDER (OPS/SC) Auth. Grade: c/1Lt. Supervises the Cyber Patriot 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.

d. Leading the team in competition as required.

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.

20. DRONE TEAM COMMANDER (OPS/DR) Auth. Grade: c/1Lt. Supervises the Drone Team. Responsible for:

a. Developing a training plan to teach cadets assigned to this team how to properly maintain and fly the unit drone.

b. Coordinating with the cadet group commander to determine events where the drone will be utilized.

c. Seeking out opportunities for the drone team to compete.

21. 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.

22. SUPPORT SQUADRON COMMANDER (SS/CC). Auth. Grade: c/Major. Is a member of the Group Staff. Supervises the following Officers: Logistics, MWR, Personnel, and Recruiting. 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 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 Commander and SASI/ASI as directed.

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

24. 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, weapons, and ADPE computer equipment.
- f. Other duties as assigned by the Support Squadron Cdr, CC, or the SASI/ASI.

25. 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.

26. 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.

27. 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.

28. 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, and February recruiting table for second semester.
- 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.

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

- a. Planning, organizing, and implementing community service events throughout the year.
- 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

30. TRAINING SQUADRON COMMANDER (TS/CC) Auth. Grade: c/Major. Is a 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. Also responsible for:

- a. Developing/incorporating changes in the promotion guide. 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) Organizing board member schedules to ensure a minimum of three board members for each board.
 - (2) Organizing promotion schedules to best match cadet promote availability (not all cadets will be available at any given time).
 - (3) Advertises promotions, ensures flight commanders are educating their flights on promotion requirements.

31. DEPUTY TRAINING SQUADRON COMMANDER (TS/CD) Auth. Grade: c/1Lt. Is a 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. Also 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 CC 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 promote availability (not all cadets will be available at any given time).
 - (3) Advertises promotions, ensures flight commanders are educating their flights on promotion requirements.

32. FLIGHT COMMANDER. (FLT/CC). Auth. Grade: Current rank. Supervises the Flight Sergeant. Responsible for:

- a. The appearance, discipline, and training of their flight members.
- b. Acting as Liaison/Advisor to the SASI/ASI on matters pertaining to the flight.

- c. Reviewing the daily briefing and performing roll call.
- 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. Administering the flight portion of the cadet promotion and awards system, i.e., evaluations, surveys, recommendations, etc.
- g. Keeping the Flight informed of all unit activities which will affect flight members.
- h. Other duties as assigned by the Training Squadron Cdr or the SASI/ASI.

33. FLIGHT SERGEANT. (FLT/SGT). Auth. Grade: Current rank. Responsible for:

- a. Preparing the Flight for inspection.
- b. Assisting the Flight Commander as required, assuming their position in their absence.
- c. Maintaining order and discipline at all times.
- d. Assisting in the training of the flight member.
- e. Other duties as assigned by the Flight Cdr or the SASI/ASI.

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

- a. Keeping the Flight Commander informed on matters of drill, uniform wear, and conduct of cadets.
- b. Leading the element in classroom and during Aerospace Science/Leadership education.
- c. Assists the Flight Commander and Flight Sergeant during roll call and keeping track of individual cadets.
- d. Assists cadets in their element with classroom and uniform supply items.
- e. 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** - to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens.

4. **Silver Star Community Service with Excellence Award** - consists of a ribbon with silver star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units who have

- The highest "per cadet average" community service hours.

- "Countable" hours must be logged into WINGS and be accomplished IAW published guidance (AFJROTCI 36-2001, Part 7).

- 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.

-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.** It is intended to recognize individual 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 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 Officer's Association Award** - awarded annually to a cadet who is in the top 10% of the ROTC class, 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 has at least a "C" average in all class work ("B" in JROTC), and demonstrates a positive

attitude toward ROTC, outstanding bearing and conduct, strong personal attributes of courtesy, self-discipline, and leadership ability and appreciates ROTC training.

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 first- or second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must be in the top 25% of their HS class and demonstrate outstanding leadership.

11. **Scottish Rite, Southern Jurisdiction Award** - awarded annually to an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must contribute the most to encourage Americanism by participation in 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 3rd or 4th 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 second-year cadet in a 3-year program or third year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must be 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 JROTC, and endeavors to serve the nation and is committed to continuing in JROTC...and is committed to JROTC for the next school year.

15. **American Veterans Award** - awarded annually to cadet who has made an “A” in JROTC, is in good standing in all other classes, and demonstrates a strong, positive attitude toward JROTC 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 25% of their JROTC class.

17. **Tuskegee Airman Award** – 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 activities.

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 or 1st or 2nd year JROTC 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 Award (DUA) or DUA with Merit - awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA “outstanding” rating is earned. The distinction of “with merit” can be earned during a HQ inspection year and this is a separate ribbon earned by all cadets present for the inspection.

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 - This Headquarters AFJROTC award is presented to a maximum of 2% of the current unit cadet population. The award will recognize performance in the following key areas: leadership and job performance, leadership qualities, academic performance, self-improvement, and community involvement.

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.

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% of the cadet corps.)

7. 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% of the cadet corps.)

8. **Superior Performance Ribbon** - awarded annually to cadets who have demonstrated outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Achievement must be clearly outstanding and exceptional. (Limited to 10% of the cadet corps.)

9. **Academic Ribbon** - awarded annually for academic excellence by attaining an overall grade point average of at least “B” for an academic term 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 class.

11. **Special Teams Competition Ribbon** - awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service (national-level) Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.

12. **Joint/All-Service National Competition Award** - Is a medal/ribbon 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, CyberPatriot, StellarXplorers etc.

13. **Air Force Nationals Competition Award** - Is a medal/ribbon 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, CyberPatriot, StellarXplorers etc.

14. **Orienteering Ribbon** - Awarded each semester to team members who compete in at least one Orienteering competition (normally sponsored by the North Texas Orienteering Association). This award may be presented to an individual cadet no more than once a semester.

15. **Leadership Development Requirement (LDR) Leadership Ribbon** - Is a ribbon awarded at the SASI’s discretion for leadership in AFJROTC Leadership Development Requirement 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 3 drill competitions. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

17. **Color Guard Ribbon** - Awarded annually to cadets who participate in at least 5 “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 3 saber team events or compete in at least one drill meet competition.

19. **Marksmanship Team Ribbon** - Cadets must be on the marksmanship team for an entire year season to be eligible to qualify and must have competed in at least one marksmanship postal competition.

20. **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.

21. **Service Ribbon** - Awarded not more than once each semester to cadets for distinctive performance in school, community, or AFJROTC service projects outside of normal classroom time. This award is limited to cadets whose active participation in a service project significantly contributed to the goals of the organization.

22. **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 completed the Presidential Fitness Test at the end of the second semester with a minimum score of 25. Cadets who score in the Physical Fitness Test’s 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. 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.

23. **Recruiting Ribbon** - Awarded each semester 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.

24. **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.

25. **Attendance Ribbon** - Awarded annually to cadets who have no more than three school absences (no unexcused) from AFJROTC classes during an entire school year.

26. **Dress & Appearance Ribbon** - Is 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.

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

28. Bataan Death March Memorial Ribbon – Is a ribbon awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 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 any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon.

29. Patriotic Flag Ribbon – awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events.

NOTE: *The top five **Civil Air Patrol** medals/ribbons (Spaatz, Eaker, Earhart, Mitchell, and Curry awards) may be worn on the JROTC uniform if earned in the Civil Air Patrol program. Cadets must provide appropriate paperwork/documentation from CAP authorizing wear of these awards.*

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

1. **TRAINEE Tier:** Cadet is new to the team and learning the basic 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 has competed and placed 1st for their event. Incentive:

They may earn the Raider Arc pin.

Below is “current” list of approved shoulder cords for our unit. NOTE: Cords not compliant with the new Chapter 7 of the Consolidated Guide will change effective 1 Aug 2019.

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)
Cyber Patriot Team	Center Color (Light Blue) Edge (Light Blue)
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 (Navey Blue) Edge (Tan)
Training Sq Dep Commander	Center Color (Navey Blue) Edge (Tan)

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 concerning each

certificate is provided below to enable cadets who qualify for minimum enrollment 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 JROTC 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. Highest uniform wear rate.
- c. Classroom behavior.
- d. Performance on the drill pad and PT uniform wear/PT performance.

CHAPTER FOURTEEN

LETTER JACKET AND EXCEPTIONAL CADET RECOGNITION 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 a Ryan High school cadet.
- b. Must maintain a passing grade in JROTC and all core classes.
- c. **Be active in JROTC--Earned at least 200 points**
- d. Must wear the uniform on a consistent basis, maintain proper grooming standards, dress out in the JROTC PT uniform, and perform to the best of their abilities during PT.
- e. **Have secured the recommendation/approval of the Commander and the approval of the SASI/ASI.**

2. Award Categories:

a. Category 3 Awards:

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

CHAPTER FIFTEEN

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, push-ups, sit-ups, v-sit flexibility test, and shuttle run. 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 may be conducted throughout the year. 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 a 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 affects the cadet's grade, but it may also impact promotion eligibility. Air Force PTG may not be mixed with local purchased PT gear within a unit.



Local Purchased PFT Gear



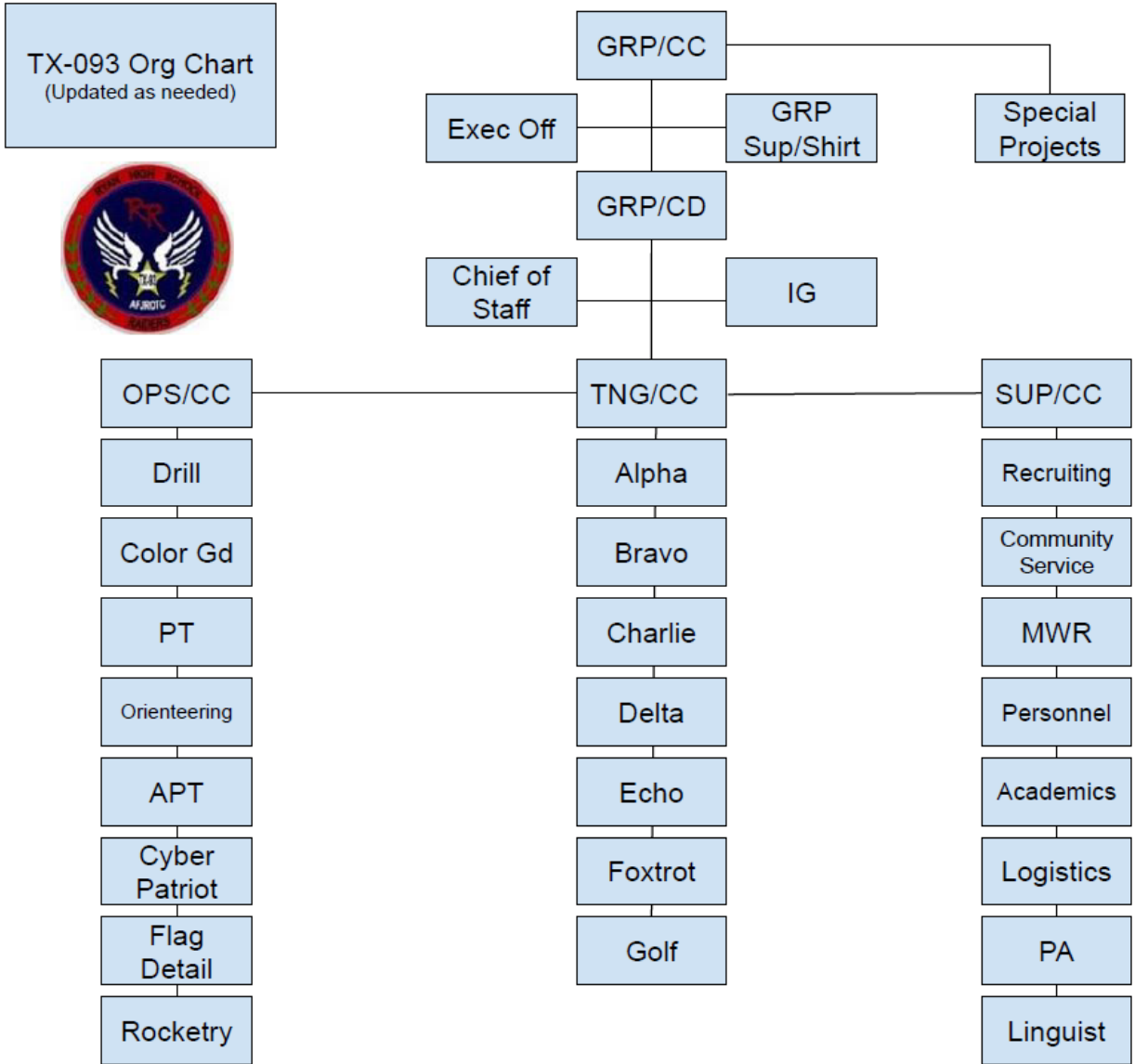
FEDMALL Purchased Air Force PTG

CHAPTER SIXTEEN

UNIT STAFF MEETING PROCEDURES

1. The corps commander will hold staff meetings at least twice per month.
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 applies:
 - a. The group commander will normally conduct the meeting. The ranking officer will chair in the commander's absence. Meetings will not be cancelled due to absences.
 - 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 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 approved, a copy of the minutes will be posted on the unit bulletin board, with the electronic copy posted on google drive.
4. The group commander will follow-up on all pending actions directed during 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 solution.
6. Each function of the Corps Staff will be represented by their designated representative at every staff meeting 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

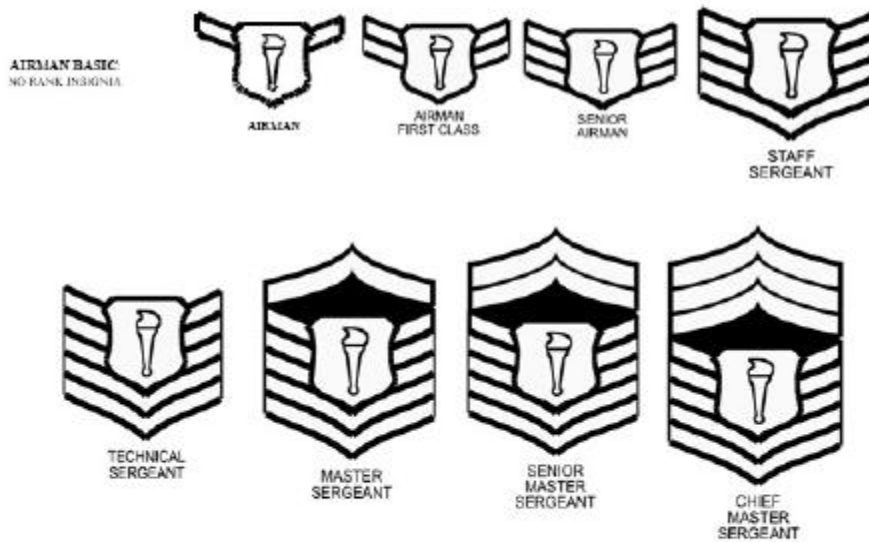
AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



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

CADET ENLISTED RANK



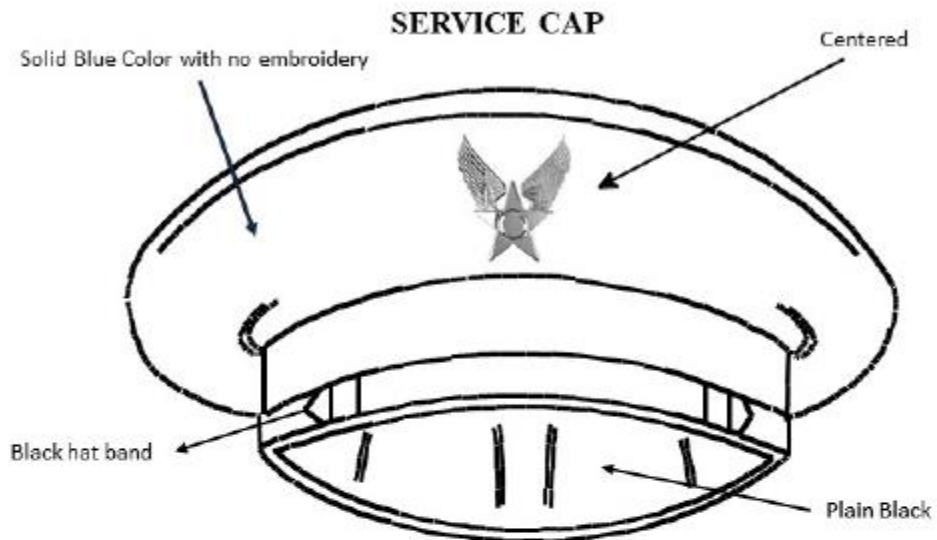
NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

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

*Cadet Airmen Basic has no rank insignia

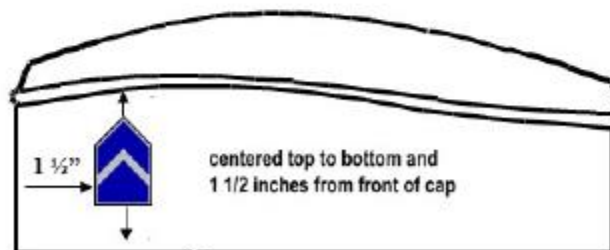
Attachment 5

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

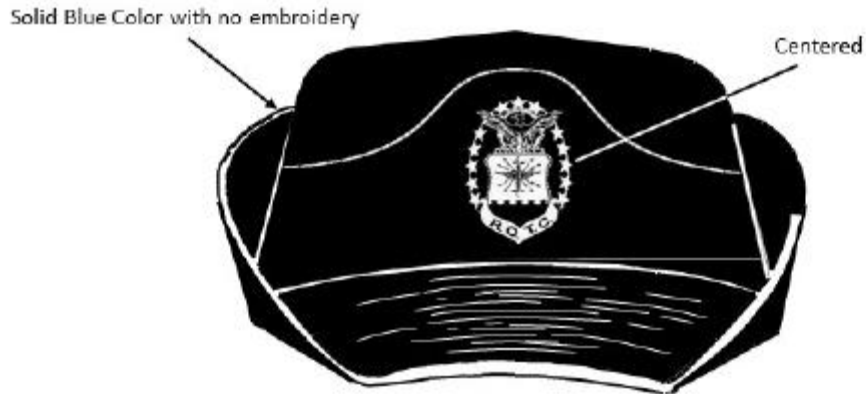
FLIGHT CAP*



- 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.

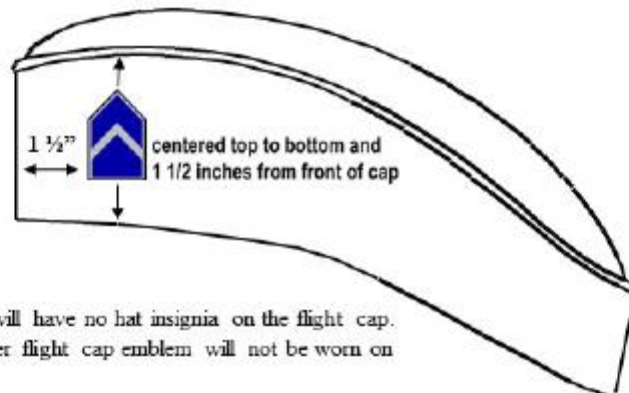
CADET FEMALE HEADGEAR

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

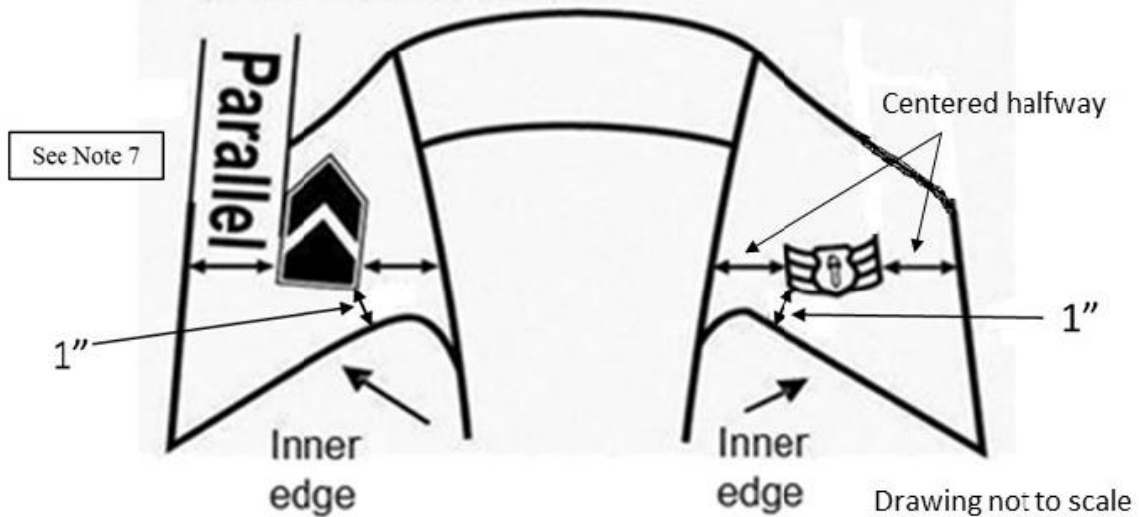
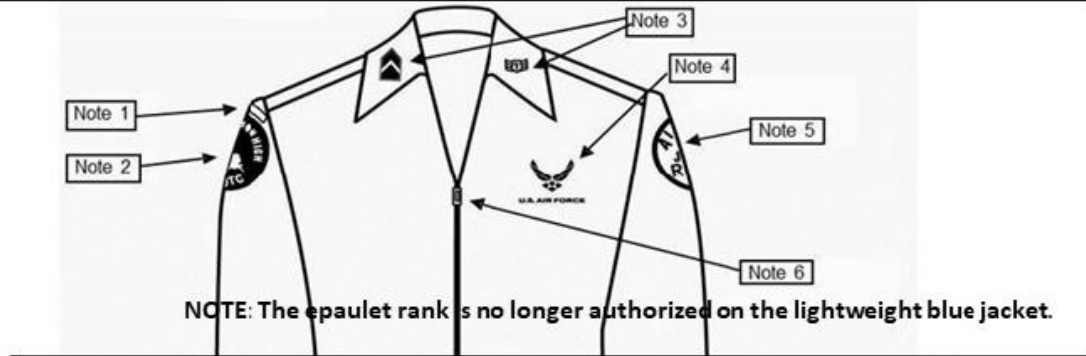
BERET



Berets.

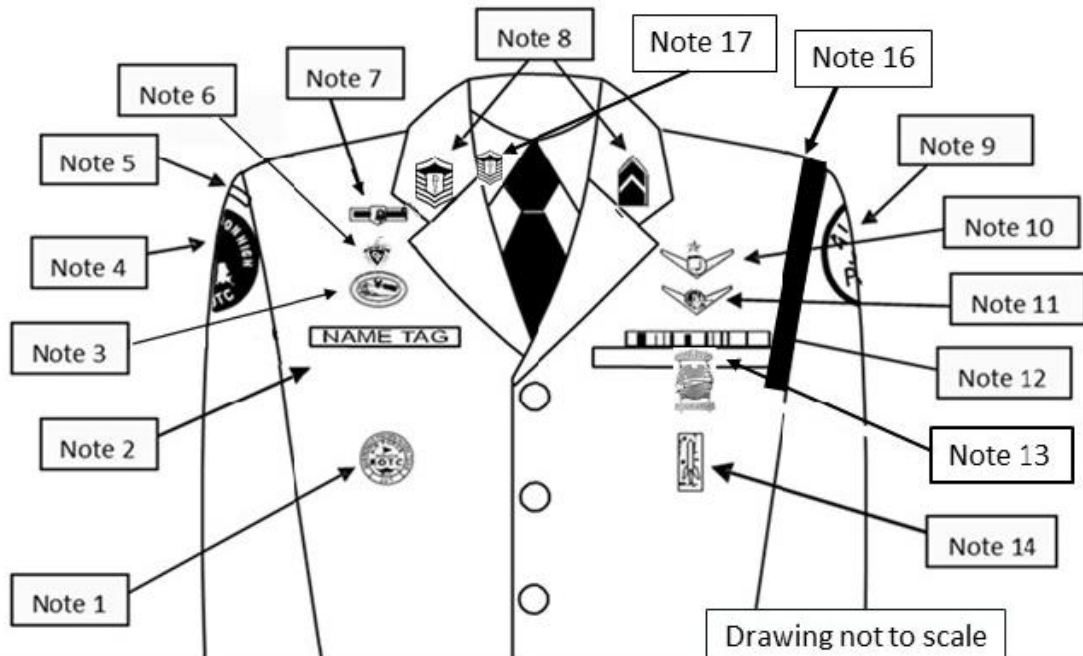
1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Position headband straight across the forehead, 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, ¼ inch above and parallel to the headband.
3. The wear of a "Beret Flash" is not authorized.

CADET LIGHT WEIGHT BLUE JACKET



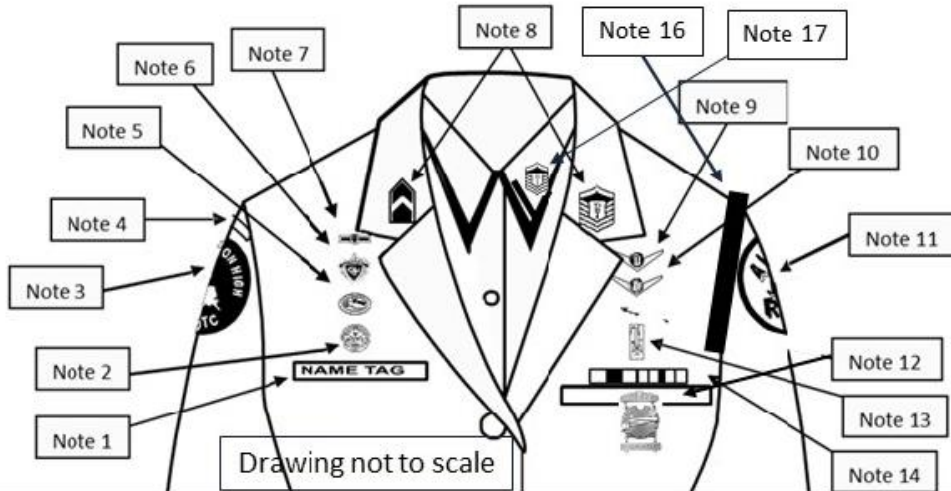
1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.
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



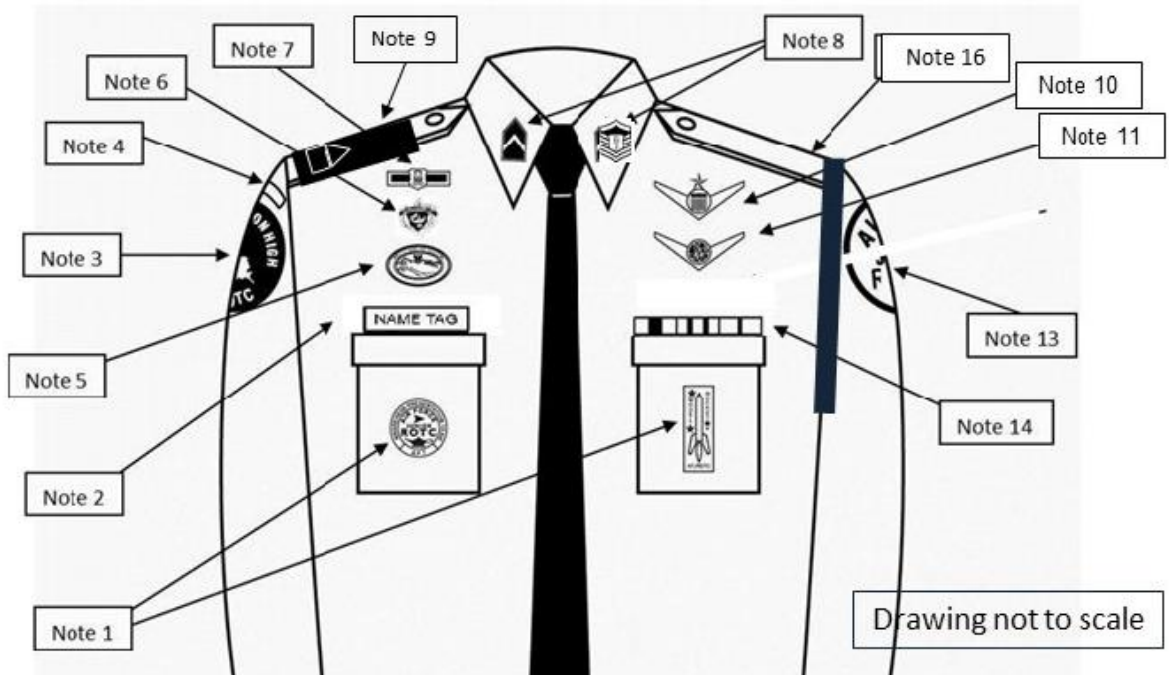
1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$ 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. Flight Solo or Flight Certificate Badge. See Note 15 below.
11. Ground School Badge. See Note 15 below.
12. Ribbons, mandatory. Centered on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
13. **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. Mocol Rocketry Badge. Worn 2 inches below the pocket.
15. Except marksmanship badge. Wear first badge placed $\frac{1}{2}$ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed $\frac{1}{2}$ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge and lastly the CyberPatriot National Finalist Badge. **No more than two Flight badges are authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

CADET FEMALE SERVICE DRESS



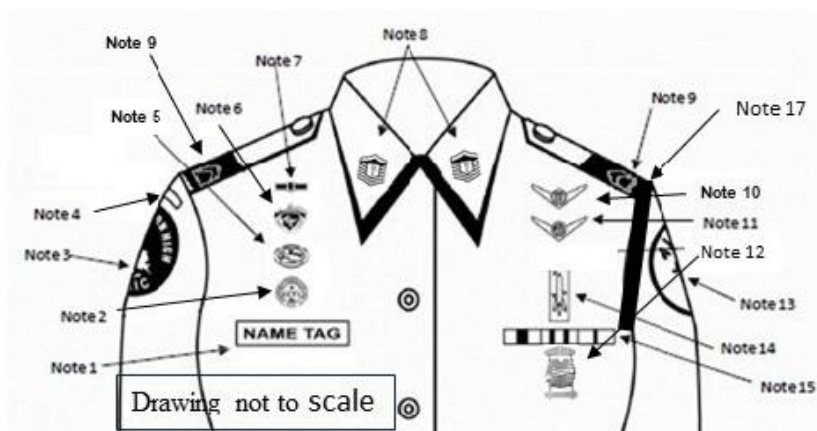
1. Silver Name tag, mandatory. **Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.**
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center $\frac{1}{2}$ to 1 inch below shoulder seam
4. Shoulder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

CADET MALE BLUE SHIRT



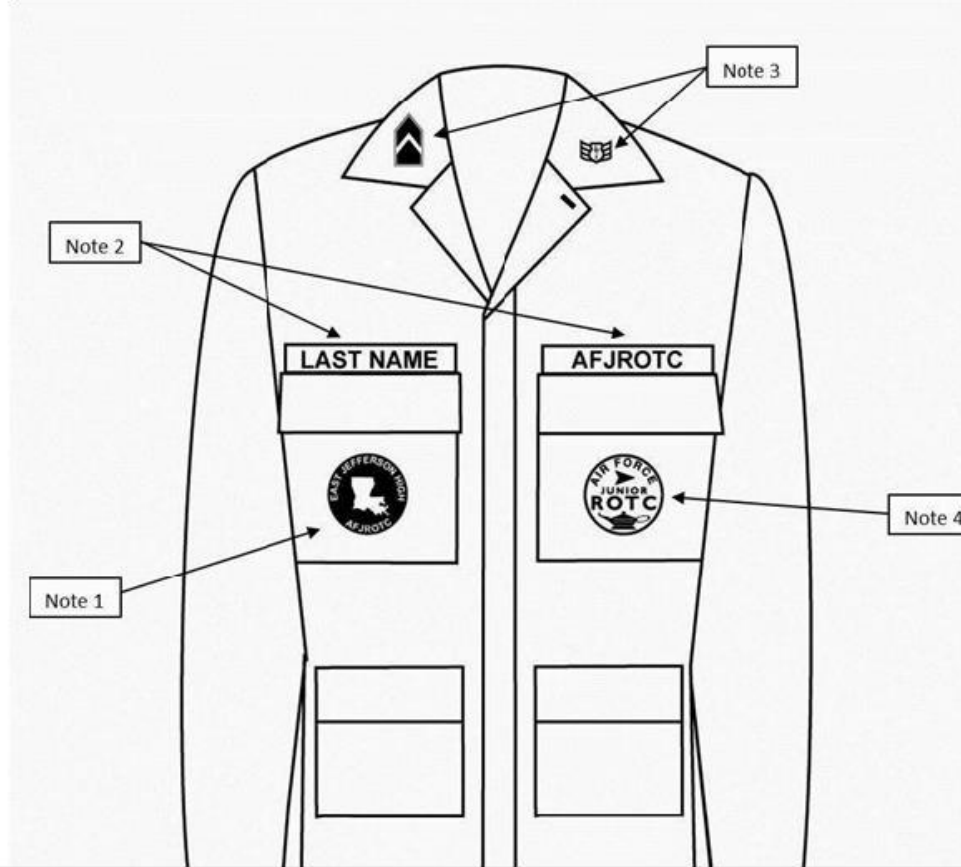
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch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

CADET FEMALE BLUE SHIRT



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

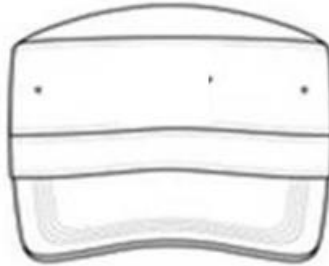
CADET ABU Male and Female



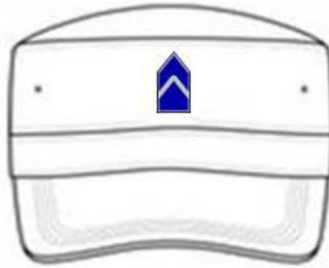
1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with 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 on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC Patch (white, Lamp of Knowledge): **WHITE patch only (mandatory)**. Will be worn on left pocket and centered.
5. **Berets, ascots, and shoulder cords will not be worn with ABUs.**
6. **ABU sage green boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots.**
7. **OCP uniforms are not authorized for wear by AFJROTC cadets at any time.**

RANK:	Centered on the collar and parallel with bottom of collar.
SLEEVES:	May be worn rolled up or fully extended.
T-SHIRT:	Tan/sand color.
BELT:	Issued ABU belt.
BOOTS:	AF Issue green boots.
HAT:	AF Issue ABU hat (No Beret)

CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.



Officers will wear rank insignia on the ABU cap.

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

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

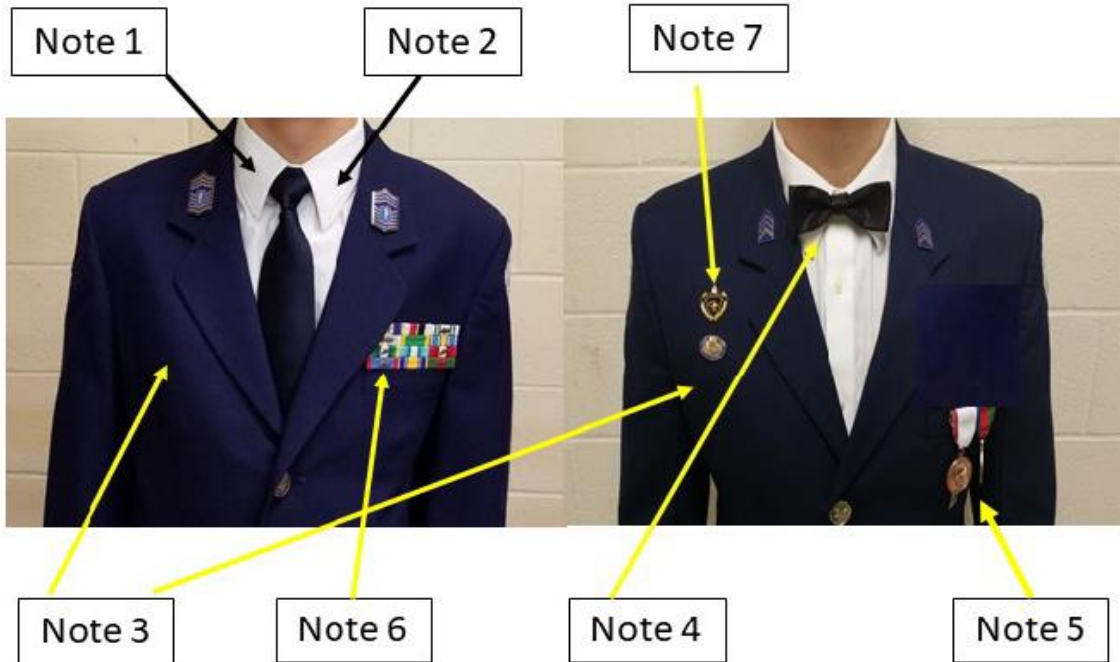
Cadet PT Gear

1. The cadet PT gear will be worn on designated PT days (normally Friday). The PT Gear will consist of the Air Force PT Shirt and Shorts. The issued PT Gear will be well fitting enough to allow the cadet freedom of movement. The shirt may be worn out or tucked in. Appropriate athletic shoes are required with the PT Gear (no flip flops, sandals, or open toed shoes). If a cadet has a valid excuse for not participating in PT (i.e., doctor's note) they should still bring their PT gear with them on that day since a grade is given for having the appropriate uniform.

2. On cold days, the Air Force issued sweatshirt and/or sweat pants may be worn over the shirt and shorts if issued. If not issued, cadets may wear personal sweats over the PT uniform.

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

**AUTHORIZED AIR FORCE JROTC
BADGES AND INSIGNIA**



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



SHOULDER TAB
METAL OR CLOTH



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



AWARENESS
PRESENTATION
TEAM BADGE

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



AEF BADGE

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



Badges/Insignia not listed here are unauthorized for wear.

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

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



Marksmanship
Shield

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

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

Marksmanship badges will not be worn with medals.

Badges/Insignia not listed here are unauthorized for wear.

Attachment 8

Cadet Team Recognition Program



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

Cadet Drill Team

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

Cadets who compete in drill and PLACE 1st will be awarded the “Raider” Arc in place of the team arc pin.

Cadet Color Guard Team

Cadets who are a regular member of a color guard team and place 2nd or 3rd in a color guard competition will be awarded the Color Guard arc pin. The pin will only be worn as an active member of the color guard team. If the cadet quits the team or is removed for cause, the pin will be returned to the team commander.

Cadets who compete in color guard competition and PLACE 1st will earn the “Raider” Arc in place of the team arc.

Cadet Physical Fitness Team

Cadets who are a regular member of a PT team and place 2nd or 3rd in a PT competition will be awarded the PT Team arc pin. The pin will only be worn as an active member of the PT team. If the cadet quits the team or is removed for cause, the pin will be returned to the team commander.

Cadets who compete in a PT Team competition and PLACE 1st will be awarded the “Raider” Arc in place of the team arc.

Cadet Model Rocketry Team

Cadets who are a regular member of a Rocketry Team and compete in a JROTC 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 the end of the school year, or is removed for cause, the pin will be returned to the team commander.

Cadets who compete in a rocketry competition and place 1st in a competition will also earn the “Raider” Arc pin.

Cadet Orienteering Team

Cadets who are a regular member of the Orienteering team and place 2nd or 3rd in an orienteering competition will be awarded the Orienteering Team arc pin. The pin 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.

Cadets who compete and place 1st in a competition will earn the “Raider” Arc in place of

the team arc.

Cadet Saber Team

Cadets who are a regular member of a Saber Team and place 2nd or 3rd in a JROTC saber competition will be awarded the Saber Team Arc pin. The pin will only be worn as an active member of the Saber team. If the cadet quits the team or is removed for cause, the pin will be returned to the team commander.

Cadets who compete in a Saber competition and PLACE 1st will earn the “Raider” Arc in place of the team arc.

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.

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.

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.

Cadet Ribbon Chart



AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!

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

Version: 3 August 2019



“Never Quit”