

Airline High School  
Air Force Junior ROTC

**CADET HANDBOOK**  
**2019 – 2020**

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LA-072 AFJROTC Airline High School - Bossier City LA

**“Developing Citizens of Character Dedicated to Serving their Nation and Community”**



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## WELCOME LETTER

Dear Parents/Guardians and Cadets,

On behalf of Airline High School and the United States Air Force, welcome to the Air Force Junior Reserve Officer Training Corps (AFJROTC). Chief Scott Parson, SMSgt Margo Miller and I are excited about starting a new school year with your cadet and we look forward to providing your student a quality education and to meeting you soon.

Our mission in AFJROTC is to educate and train high school cadets in citizenship, promote community service, instill responsibility, character, discipline and teach aerospace fundamentals. Our goal is to develop health conscious cadets committed to a high degree of personal honor, self-reliance and leadership.

Each cadet enrolled in the AFJROTC program is required to wear the Air Force military uniform properly and proudly one entire school day each week. Cadets earn points towards their grade for wearing the uniform. Grading for the leadership and aerospace course will consist of academics (in class assignments, assessments, quizzes, and individual/group projects), physical education and overall participation points are also given.

Each cadet is given a Cadet Contract, Honor Code Pledge, Health/Wellness screening questionnaire, cadet access module/data entry acknowledgment and both a Photo Release and movie viewing agreement to be signed by both parent and cadet and returned to us the first week of school. By signing, these agreements, you acknowledge the instructor's expectations and agree that you will assist us in upholding the policies of this program. Also, included are AFJROTC policies for your review, please ensure you and your child understand these guidelines and what is required to be an active member of this program. All signed agreement remain in effect unless superseded by updated requirements. **There is an annual fee requirement of \$25 for first time cadets and \$20 for returning cadets.** Call me at (318) 549-5102 if you have questions or need further clarification on the information provided.

***//signed//***

KIRK A. KIMMETT, Colonel, USAF (Retired)  
Senior Aerospace Science Instructor

Attachment 1: Cadet Contract  
Attachment 2: Honor Code Pledge  
Attachment 3: Movie Viewing Agreement  
Attachment 4: Cadet Rank Chart

## Chapter 2: AFJROTC INTRODUCTION

The mission of AFJROTC is to “Develop citizens of character dedicated to serving their nation and community.”

The goal of the program is to instill in high school students the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.

AFJROTC offers credit as Health, PE and elective courses through Airline High School as well as dual enrollment through BPCC. It is a unique course of instruction because the Air Force has established certain requirements that must be met before credit can be given. This Cadet Handbook serves to communicate general guidelines concerning requirements and encourages a commitment to develop self-discipline and responsibility.

**It must be understood that participation in AFJROTC does not commit or obligate any student to military service.** Nor does it guarantee special consideration if a student chooses to enter the service. However, a cadet who completes two or more years of AFJROTC may qualify for advanced rank upon enlistment in the military.

**Air Force JROTC Goals:** To instill:

1. Values of citizenship
2. Service to the United States
3. Personal responsibility
4. Sense of accomplishment

**Air Force JROTC Objectives:** To:

1. Educate and train high school cadets
2. Promote community service
3. Instill responsibility, character, and self-discipline
4. Provide instruction in air and space fundamentals

**Start of Class:** All cadets standing by desk at parade rest prior to the tardy bell, Call room to attention immediately following tardy bell or SASI/ASIs arrival, Flight Sergeant takes roll, “Report”, Elements report “Element \_\_, all cadets’ present or accounted for.” Flight commander makes final report, asks cadets to join in Pledge of Allegiance, Reports to SASI/ASIs. The SASI/ASIs give the command “Seats” and fills in electronic attendance. End of Class: Flight Sgt: “Flight attention” SASI/ASIs: “dismissed.”

**Uniform Information:** Uniform day is Thursday. Normal uniform is combination 3 (See below). Uniform grades are from 20 (perfect) to 0 (poor). General knowledge and drill is part of the uniform wear grade. If uniform’s not worn, grade is “0”. Uniform must be worn the entire school day for credit. If a cadet changes out of their uniform without instructor consent, there grade will be changed to a zero for that uniform day.

**ABU Wear:** ABU’s will be issued to exceptionally active members of the cadet corps. Active cadet corps members are cadets who are CLC graduates, a senior NCO/Officer and/or part of the Corp Staff, participate in three LDR activities and have over 10 hours of community

service/fundraising hours. Cadets are authorized to wear issued ABUs on the third Thursday of each month.

## Chapter 3: BEHAVIOR EXPECTATIONS

Cadets are expected to conduct themselves in a proper manner at all times, on and off campus. Individuals who are continually unwilling to behave appropriately may be removed from the AFJROTC program. Likewise, students who consistently demonstrate good citizenship will be provided additional responsibility and recognition accordingly.

The following are expectations of students to provide a successful learning environment:

1. All students will obey the AFJROTC Honor Code.
2. No chewing gum in class or during drill practices or ceremonies.
3. Male Cadets will not wear earrings in the classroom.
4. Cadets repeatedly using profanity will be removed from the class, and sent to an administrator.
5. Only use computers after permission from instructors; use of personal software is prohibited.
6. Be at your seat before the tardy bell rings; late arrivals will report to “Tardy Central” per school rules.
7. No writing on desks, textbooks, or tampering with computers or classroom equipment.
8. Cheating is prohibited! Cadets found cheating will receive a grade of “0”. Repeated violations may result in dismissal from the program.
9. Military courtesy will be adhered to, including saluting and proper greeting of cadet officers.
10. Do not store personal items in the classroom without permission from an instructor.
11. Wear the uniform all day; changing will result in an “0” for uniform wear for that day.
12. Uniform inspections missed due to absence will be made up on the FIRST day back to school.
13. Failure to make scheduled functions will result in the loss of 25 participation points for the week.
14. Electronic devices are prohibited in the classroom and should not be **visible at any time**. Electronic devices will be confiscated and turned in to the Student Office, no exceptions. Cadets who refuse to give up devices will be sent to their administrator.
15. Cadet must dress out and participate in all Physical fitness activities. Cadet will bring the appropriate athletic shoes, shorts/sweats and the provided unit PT wear.

**Each cadet should be thoroughly familiar with the cadet handbook and AFJROTC uniform and awards guide. Refer to them when there is a question concerning wear of the uniform, placement of badges, patches and insignia.**

**Disenrollment of cadets** from the program who fails to remain in school or who **does not**:

- a. **Maintain Air Force personal appearance and uniform standards.**

- b. Abide by the school rules of behavior; to include obeying the school dress code.
- c. Follow classroom rules, maintain a positive attitude towards training, and comply with classroom procedures.
- d. Remain in control and disrupts the class frequently.
- e. Abide by the Honor Code and Classroom Rules Agreement Contract.

**Prohibition on Physical Discipline and Hazing.** 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.

1. Examples of prohibited physical activities include, but are not limited to: push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.
2. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.
3. This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.
4. Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

**A Reserve Airline High School Cadet** is a cadet who will has completed at least 1 year of AFJROTC and their course load for one semester of the school year does not allow for a AFJROTC course. The Reserve Cadet must be enrolled in ROTC for at least 1 semester of each school year, in order to participate in AFJROTC activities, community service, drill team, honor guard, LDR activities. A reserve cadet will need to maintain Air Force grooming standards while in uniform. Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding.

## Chapter 4: NATIONAL CHAIN OF COMMAND

Every cadet in AFJROTC is required to memorize the National Chain of Command and be prepared to recite parts of it during weekly uniform inspections. You will be tested several times on this material.

**PRESIDENT OF THE UNITED STATES:** \_\_\_\_\_  
(COMMANDER IN CHIEF OF ARMED FORCES)

**SECRETARY OF DEFENSE:** \_\_\_\_\_

**SECRETARY OF THE AIR FORCE:** \_\_\_\_\_

**CHIEF OF STAFF OF THE AIR FORCE:** \_\_\_\_\_

**COMMANDER, AIR EDUCATION AND TRAINING COMMAND:**  
\_\_\_\_\_

**COMMANDER, AIR UNIVERSITY:** \_\_\_\_\_

**COMMANDER, HEADQUARTERS AFOATS:** \_\_\_\_\_

**DIRECTOR, AFJROTC:** \_\_\_\_\_

**CMSgt OF THE AIR FORCE:** \_\_\_\_\_

**SUPERINTENDENT, BOSSIER PARISH SCHOOLS:** \_\_\_\_\_

**PRINCIPAL, AIRLINE HIGH SCHOOL:** \_\_\_\_\_

**SR AEROSPACE SCIENCE INSTRUCTOR: (SASI)** \_\_\_\_\_

**AEROSPACE SCIENCE INSTRUCTORS:**

**ASI:** \_\_\_\_\_

**ASI:** \_\_\_\_\_

## **Chapter 5: The Air Force Junior ROTC Cadet Creed**

*I am an Air Force Junior ROTC Cadet*

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

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

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



# **Chapter 6: COURSE INFORMATION**

## **6.1. ENROLLMENT QUALIFICATIONS AND DISENROLLMENT PROCEDURES**

To be eligible for enrollment and continuance in the AFJROTC program, a student must:

Enrolled and attending a regular course of instruction in a grade above eighth grade at Airline High School.

All AFJROTC students must be enrolled voluntarily and participate in the full program to include taking AFJROTC academic courses, participating in the cadet corps, and wearing the prescribed uniform.

Incoming freshmen cadets will be screened the first day of school to determine their desire to participate in AFJROTC.

### **6.1.1 Subsequent Term Enrollment.**

To continue in AFJROTC, students must:

Successfully completed their previous Aerospace Science course.

Be a regularly participating member of at least one co-curricular activity.

Have SASI approval before added to the AFJROTC class roster for the next term.

### **6.1.2. COURSE REQUIREMENTS AND EXPECTATIONS**

All cadets will show reasonable and cooperative behavior to not disrupt learning in the AFJROTC classroom and throughout the Airline High School campus.

An assessment will be given for each chapter taught in both Aerospace Science and Leadership Education.

All cadets are expected to be model citizens at all times, on and off campus. It is expected that cadets will:

- Follow directions carefully
- Solve problems thoughtfully and reasonably
- Work cooperatively and responsibly
- Respect themselves and others

## 6.2 COMMUNITY SERVICE

Community service is another integral part of the AFJROTC curriculum. Each student will be required to participate in a minimum of 8 community service hours per year (Aug-May annually). A service ribbon will be awarded to the cadet who completes **15** or more hours of community service. This participation must occur within the AFJROTC program and be documented by cadet staff and instructors. Corp staff members will be responsible for planning community service projects.

**Community Service dress guidelines:** If the community service event requires civilian attire, the following are required: Airline AFJROTC unit t-shirt, jeans or cargo shorts with no holes. Shorts must have a minimum 6 inch inseam. All cadets must maintain UNIFORM DAY appearance standards.

*The Airline High School JROTC “ Viking Pride ” list is published every other Friday evening and goes into effect on the following Monday. If a cadet is on this list they cannot participate in JROTC events until they are off the list. NO EXCEPTIONS.*

## 6.3 PROGRAM BENEFITS

For participating cadets, the greatest benefits to participating in AFJROTC are individual growth, personal development and becoming an informed, more responsible citizen. The following benefits are available to cadets through enrollment in AFJROTC courses:

1. **Academy Nominations** – Instructors will assist cadets in the application process to compete for an appointment to a military Service Academy.
2. **Scholarships** – Cadets who have taken AFJROTC for at least two years and are enrolled in their senior year may qualify for ROTC scholarships. These scholarships can cover most college expenses (tuition, books, and \$250 per month stipend). AFJROTC instructors can recommend qualified cadets to the service academies (Air Force, West Point, Annapolis, and Coast Guard).
3. **MOAA** – The local Chapter of the Military Officer Association of America awards scholarships to Bossier Parish JROTC cadets. Each high school may submit a cadet to compete for one of these scholarships. The MOAA awards three \$1,000.00 scholarships and one \$1,500.00 scholarship each year. Number and amount of scholarships are subject to change depending on yearly funding.
4. **Three Year Certificate** – Students earning a three or four year Completion Certificate, may be entitled to the following advance promotions: Air Force, Navy E-3, Army: E-2 and Marines E-2. (Subject to change based on individual Service needs.)
5. Membership in the Cadet Corps is worthwhile and prestigious. Additional, AFJROTC offers the following opportunities:

- Participation in parades and state and local ceremonies
- Field trips related to the AFJROTC curriculum
- Cadet social events and competitions
- Counseling on vocational and educational opportunities
- Leadership training and experience
- Summer leadership schools
- Free tutoring in core subjects
- Tours to military bases
- Possible visits to the state capital

## **6.4 AFJROTC CURRICULUM 4-YR PROGRAM**

### **6.4.1 AEROSPACE SCIENCE**

Academics are taught in 4-year sequences. The fourth year is available in schools which have the ninth through twelfth grades. Writing and speaking skills are incorporated into the Aerospace Science courses.

**The objectives for academic courses are for the cadet to develop:**

1. An appreciation of the basic elements and requirements for national security.
2. Respect for and an understanding of the need for constituted authority in a democratic society.
3. Patriotism and an understanding of one's personal obligation to their country.
4. Broad-base knowledge of the aerospace age and fundamental aerospace doctrine.
5. The desire to complete high school and pursue higher educational goals or skills.

### **6.4.2 LEADERSHIP EDUCATION**

Leadership education is an integral part of each year's instruction. Activities such as drill teams, clubs, and the formal cadet corps' operation all require considerable responsibilities skills. The leadership portion of the curriculum equates to 72 hours per year.

**The course objectives for Leadership Education are:**

1. Know the AFJROTC mission and organization, customs and courtesies, and the meaning and purpose of standards, discipline, and conduct.
2. Comprehend why the elements of effective communication skills are important to the dynamics of individual and group behavior, and key to effective leadership.
3. To teach that obtaining a degree or skill after high school is important to having a civilian or military career.

4. Know the various management theories and processes, and how values and ethics are formed to create an individual and society.

## Chapter 7: Unit Manning Document

### LA 072 AFJROTC CADET GROUP

<u>Function</u>	<u>Position Title</u>	<u>Maximum Grade</u>	<u>Authorized</u>
<b>Group</b>	Commander (GP/CC)	Cadet Col	1
	Vice Commander (GP/CV)	Cadet Lt Col	1
	Operations Officer (GP/DO)	Cadet Major	1
	Group Superintendent	Cadet CMSgt	1
	Personnel Officer	Cadet Major	1
	Logistic Officer	Cadet Major	1
	Public Affairs Officer	Cadet Major	1
	Health and Wellness Officer	Cadet Major	1
	Color Guard Commander	Cadet Major	1
	Drill Team Commander	Cadet Major	1
	Kitty Hawk President	Cadet Capt	1
	Cyber Patriot Director	Cadet Capt	1
	Orienteering Director	Cadet Capt	1
	Academic Bowl Director	Cadet Capt	1
<b>A Squadron</b>	Commander (A SQ/CC)	Cadet Major	1
<b>B Squadron</b>	Commander (B SQ/CC)	Cadet Major	1
<b>A/B/C/D Flts</b>	Commander	Cadet 1LT	1
	Flight Sergeant	Cadet MSgt	1
	Guide	Cadet TSgt	1
	Supply Technician	Cadet TSgt	1
	Personnel Technician	Cadet TSgt	1
	Health & Wellness Leader	Cadet TSgt	1

Note: The following positions may rotate after each semester. Positions will be posted on the classroom bulletin board. A cadet may sign up to interview for a position:

1. Flight Commanders
2. Logistics Manager
3. Finance Manager
4. Information Manager
5. Health & Wellness Manager

6. Element Leaders (May rotate every three weeks)
7. Flight Sgts (May rotate every three weeks)

## **Chapter 8: COMMAND AND STAFF FUNCTIONS**

**8.1. COMMAND RESPONSIBILITIES:** Cadet Officers are responsible for maintaining discipline and for setting a proper example at all times. Whenever a cadet officer is absent, the next higher-ranking officer/NCO is in charge.

**8.2. ALL OFFICERS AND NCOs** with staff positions must maintain a “A” average in AFJROTC and a minimum 2.0 overall GPA for each 9-week grading period. If the GPA is less than 2.0, the cadet will be placed on academic probation for the following 9 weeks. At the end of the second 9-week grading period if GPA is still less than 2.0, the cadet will be removed from their position.

**8.3. AUTHORITY AND RESPONSIBILITY:** Cadet Officers are authorized to give orders to cadets who are junior to them. This authority and responsibility will be confined to AFJROTC activities only and will not be carried over or permitted in other classes throughout the school. Cadet staff members have the authority to correct infractions observed on campus such as public display of affection (PDA), incorrect wear of the uniform, or other transgressions observed while not in class. Cadet staff members will notify instructors of any infractions observed if the cadet making the infraction is not willing to correct the problem when asked by a senior cadet. Cadet officers do not have the authority to excuse other cadets from scheduled classes, formations, or to change or modify existing orders or instructions.

**8.4. CADET STAFF POSITION:** Staff positions have been established as near to Air Force staff positions as possible. Titles similar to those of active duty situations are used. There are enough staff positions to provide sufficient opportunities and incentives for cadets to participate in AFJROTC program, but not so many that the positions have no responsibility or meaning. Consistent with their abilities and available time for AFJROTC activities, cadets will be given every opportunity to experience the function of a military organization. **The AFJROTC Instructors will monitor and observe the assigned duties of all cadets.**

**8.5. CADET STAFF MEETINGS:** The cadet group commander and staff will conduct meetings weekly before, during or after school. Staff member is responsible for ensuring he/she get information from the meeting if they cannot attend.

**8.6. CHAIN OF COMMAND:** The chain of command is the primary channel of communication throughout the corps. The communication system must be a two-way channel of information flowing in both directions. Information flows from the Instructor’s and Cadet Commander through the corps to the individual cadet and from the cadet up through the system to the commander and instructors. The Chain of Command for AFJROTC cadets extend upward and downward as follows:

Senior Aerospace Science Instructor  
Aerospace Science Instructor  
Cadet Group Commander

Deputy Group Commander  
Cadet Squadron Commander  
Cadet Flight Commander  
Cadet Flight Sergeant  
Element Leader  
Individual Cadet

## **8.7 ASSIGNED DUTIES AND RESPONSIBILITIES**

Basic duties and responsibilities for each are outlined below. These are not all inclusive, and each cadet is expected to seek out and complete tasks that will make the corps run smoothly. The primary leadership responsibility for each cadet Officer, cadet Senior NCO, and cadet NCO is to set the standards of performance in everything they do.

- a) **CADET:** Each cadet is responsible for conducting himself or herself in a manner to reflect credit upon themselves, the AFJROTC program, and Airline High School. Since each cadet wears their uniform once a week, your actions also reflect on the United States Air Force and your country. Whether in uniform or not, cadets are responsible for maintaining rules and regulations of the corps and school, and for carrying out instructions and orders of their superiors to the best of their ability.
- b) **CADET OFFICERS AND STAFF NCO's:** Cadets are promoted and selected for corps assignments based upon demonstrated performance and individual potential. Continued enthusiasm, active participation, a positive attitude, and leadership by example are required to advance or remain in leadership positions. Cadet Officers and staff NCOs are expected to set the example for junior cadets in every aspect of the AFJROTC program. The responsibilities of leadership must be demonstrated before the privileges of rank can be assumed. Extra effort and time will be required, especially of cadet officers and staff NCO's. Those selected for advancement who do not wish to accept the related and additional responsibilities and requirements should decline the promotion. Cadet Command and Staff have Authority to exercise command within the Air Force JROTC unit is vested in the cadet officers and noncommissioned officers. These cadets establish and uphold the standards of performance and conduct for LA-072.
- c) **Cadet Officers:**
  - 1. Cadet Officers are cadets who have shown their potential as cadet non-commissioned officers.
  - 2. Cadet Officers must serve as role models for other cadets in the unit.
  - 3. Leadership and follower-ship skills must be exercised.
  - 4. Must remember that authority and responsibilities are limited to corps activities.
  - 5. Promote of cadet ideals and standards and will not accept cadets violating rules and regulations. Any problems not satisfactorily resolved must be brought to the attention of the SASI or ASIs.

**d) Cadet Noncommissioned Officers (NCOs):**

1. Cadet NCOs assist the cadet officers to whom they are assigned.
2. Cadet NCOs must serve as role models for the rest of the cadet corps.
3. Cadet NCOs must address rule violations and report it through the chain of command.
4. Cadet NCOs authority and responsibilities are limited to Corps activities.
5. Cadet NCOs are responsible for the appearance and discipline of their cadets.

## **Chapter 9: LA-072 GROUP STAFF**

### **9.1. CADET GROUP COMMANDER (LA-072/CC):**

*The commander is the senior ranking cadet in the cadet group and is responsible for:*

- A. The appearance, discipline, efficiency, training, well-being and conduct of cadet corps.
- B. Ensures all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities.
- C. Administering cadet corps activities according to U.S. Air Force principles and procedures.
- D. Conducting at least bi-monthly cadet staff meeting and briefing the SASI/ASIs's on all unit activities.
- E. Providing recommendations for cadet evaluation, promotion, and position changes.
- F. Presiding as the chairperson, president of all board/committees, and having the power to delegate chairmanship to juniors.
- G. Performing other duties assigned by the SASI/ASIs.
- H. Directing senior staff activities.

### **9.2. CADET GROUP DEPUTY COMMANDER (LA-072/CV):**

- A. Assume the duties of the Cadet Group Commander during their absence.
- B. Supervise the cadet group staff during meetings
- C. Planning and organizing all squadron activities, such as squadron formations, parades, etc.
- D. Planning, coordinating and scheduling extra-curricular activities with other school organizations and other schools/JROTCs.
- E. Assisting the ASI's in planning, coordinating, and scheduling base visitations, field trips, and similar activities.
- F. Assigning duties to subordinates and evaluation of their work. Training at least one subordinate in their duties and responsibilities of the Operations position.
- H. Briefing the Cadet Group Commander, SASI\and ASI's on a weekly basis pertaining to assigned responsibilities and activities.
- I. Ensure that paperwork for parades/field trips/permission slips/excuse from class slips are completed by assigned deadlines.
- J. All activity requests, field trip requests, parental consent forms, and bus requests.
- K. Coordinate all phases of the Outstanding Flight Competitions
- L. Attend Cadet Action Board meetings
- M. Performing other related duties assigned by the Group Commander or ASI's.
- N. Conducting unit self-assessment with SASI.



### **9.3. CADET GROUP SUPERINTENDENT (LA-072/CCM):**

- A. Directly responsible for the unit Enlisted Incentive Program.
- B. Assists ASI in preparing promotion and awards
- C. Conducts periodic NCO staff meetings for inputs to give to the ASI, SASI and the Group Commander
- D. Attend group staff meetings and prepares the meeting room
- E. Ensure all first sergeants and Flight Sergeants carry out their responsibilities
- F. Establish a first sergeant and senior NCO advisory board
- G. Establish a Airman's Advisory Board and attends as honorary member.
- H. Makes enlisted promotion recommendations to the Group CC.
- I. Serve on promotion boards as directed by the Group CC.

### **9.4. CADET OPERATIONS OFFICER (LA-072/DO):**

- A. Planning, and organizing all mission support activities.
- B. Plan and coordinate information management functions to ensure functions are accomplished.
- C. Plan and coordinate personnel functions to include in/out processing of new cadets.
- D. Plan and coordinate public affairs activities to ensure activities are reported and newspaper published as required, and picture album is maintained.
- E. Plan and coordinate logistical support for clothing, issue, parades, competition, and camps.
- F. Plan and coordinate all financial matters and fund-raisers.
- G. Brief ASI's/Cadet Group Commander on weekly status of each function.
- H. Brief ASI's/Cadet Group Commander on operation support problems.
- I. Train one person to perform your duties if you are unavailable.
- J. Monitoring the administrative clerks in the performance of their duties.
- K. Briefing the ASI's/ Cadet Group Commander weekly pertaining to assigned responsibilities and activities.
- L. Performing other related duties assigned by the Cadet Group Commander/ASI.

### **9.5. PERSONNEL OFFICER ( DP):**

- A. Compiling and maintaining promotion points for the cadet group.
- B. Maintaining the cadet personnel recorder folders and record information such as promotions, awards, etc., as required in Wings
- C. Maintaining attendance records for group staff meetings, briefings, leadership training activities, and special functions.
- D. Record best drilled, cadet of the quarter, cadet leader of the quarter.
- E. Serving as a recorder on cadet evaluation/promotion boards when needed.
- F. Prepare all orders directed by the Corp CC.
- G. Performing other related duties assigned by Cadet Group Commander/ASIs.

### **9.6. HEALTH AND WELLNESS OFFICER (PT):**

- A. Operating a voluntary cadet physical fitness program, including supervising stretching exercises prior to any physical fitness activity.
- B. Posting current health awareness information on the athletic bulletin board.
- C. Organizing and coordinating athletic competitions between flights or other schools.

- D. Oversee the documentation of Presidents Physical Fitness Assessment and returned parent consent forms into WINGS.
- D. Performing other duties assigned by the Cadet Group Commander/SASI/ASIs.

### **9.7. PUBLIC AFFAIRS OFFICER (PA):**

- A. Group internal and external public relations.
- B. Contributes monthly to the school newspaper.
- C. Provides newsworthy items about cadets and group activities to school, city, and other local newspapers.
- D. Maintaining the AFJROTC Unit Scrapbook and other files relevant to the Unit's history, tradition, accomplishments, and activities.
- E. Coordinate with school video production for AFJROTC recognition and information.
- F. Making a yearly video of the corps' activities/actions.
- G. Maintaining the group Organizational Chart..
- H. Performing other related duties assigned by the Cadet Group Commander/ASIs.
- I. Ensuring only those cadets authorized utilize cadet corps computers.
- J. Organizing, scheduling, and training online corps related competitions.
- K. Performing other related duties assigned by the Cadet Group Commander/ASIs.
- L. Updating the AFJROTC web site as assigned by ASIs.

### **9.8. LOGISTICS OFFICER (LG):**

- A. Assisting in the issuing and turning-in of uniforms, inventory, and other accountable property.
- B. Providing guidance to the cadet corps on proper supply discipline and supervising the activities of the supply assistants.
- C. Originating the proper paperwork to properly affect the ordering, receipt, stocking, survey, and disposal of military property as directed by the ASI.
- D. Ensuring the cleanliness and organization of the supply room is maintained.
- E. Briefing the commander weekly pertaining to assigned responsibilities and activities.
- F. Performing other related duties assigned by the Cadet Group Commander/ Sq CC/ASIs.

### **9.9. SQUADRON COMMANDERS (SQ/CC):**

- A. The appearance, discipline, efficiency, training, and conduct of the cadets who make up the squadron.
- B. Ensuring that all cadet members of the squadron have the opportunity to develop leadership skills commensurate with their individual abilities.
- C. Observing, evaluating, and rating cadets who are members of the squadron.
- D. Overseeing the Flight Commanders.
- E. Relaying information from the cadet Operations Group Commander to the Flight Commanders.
- F. Acting as liaison between the flights and command staff.
- G. Performing other related duties assigned by the Cadet Group Commander/ASIs.

### **9.10. FLIGHT COMMANDERS (FLT/CC):**

- A. Leads the class in the pledge of allegiance.
- B. The appearance, discipline, efficiency, training, and conduct of the cadets who make up the flight.

- C. Ensuring that all cadet members of the flight have the opportunity to develop leadership skills commensurate with their individual abilities.
- D. Observing, evaluating, and rating cadets who are members of the flight.
- E. Training the flight sergeant in their duties and responsibilities.
- F. Attending all flight drill practices, group pass-in reviews.
- G. Briefing the Cadet Corp Commander weekly on flight activities and areas of concern.
- H. Maintaining personal proficiency in military drill as set forth in the Air Force Drill and Ceremonies Manual, and other applicable instructions.
- I. Performing other related duties assigned by the Cadet Sq Commander/ASIs.
- J. Ensure every member of the flight has the current chain of command, current cadet guide (handbook), and any materials necessary for class.
- k. Ensure all members are issued their current rank and ribbons based on board results or achievement captured in WINGS by personnel officer.

### **9.11. FLIGHT SERGEANTS:**

- A. Leading the class in pledge of allegiance in absence of Flight CC.
- B. Take attendance report from element leaders
- C. Drilling the flight.
- D. Discipline of the flight.
- E. Ensuring cadets have proper PT clothing, updated chain of command, cadet guide (handbook), and proper military uniforms.
- F. Being in charge of the flight when the flight commander is not available.
- G. Performing other related duties assigned by the flight commander.

### **9.12. ELEMENT LEADERS:**

- A. The appearance, discipline, efficiency, training, and conduct of the cadets who make up the element.
- B. Ensuring that all cadet members of the element have the opportunity to develop leadership skills commensurate with their individual abilities.
- C. Teaching, observing, and evaluating members of their elements.
- D. Distributing and collecting necessary materials.
- F. Monitoring element's academics/missed work.
- G. Ensuring cadets have proper PT clothing, updated chain of command, cadet guide (handbook), and proper military uniforms.
- H. Performing other related duties assigned by the flight commander.

### **9.13. COLOR GUARD COMMANDER**

- A. Ensures Color Guard team members are trained in Air Force and Army requirements and prepared for key functions
- B. Ensures Color Guard equipment is clean
- C. Ensures accountability of Color Guard equipment
- D. Provides training for cadets to perform Color Guard activity for non-key functions
- E. Informs SASI/ASIs when equipment needs purchasing
- F. Maintains a roster for Varsity and JV members; annotates each members effort/practice
- G. Must be a solid communicator; following up to ensure all personnel are ready and keeping the SASI/ASIs updated prior to any event

- H. Ensures only authorized Color Guard personnel access to equipment storage area
- I. Ensures completion of events sheets for all color guard events

## **9.14. DRILL COMMANDER AND SABER TEAM COMMANDER**

- A. Ensures Drill team members are trained and prepared for key functions
- B. Ensures Drill team equipment is clean
- C. Ensures accountability of drill team equipment
- D. Informs SASI/ASIs when equipment needs purchasing
- E. Maintains a roster for Varsity and JV members; annotates each members effort/practice
- F. Ensures only authorized Drill team personnel have access to equipment storage area
- G. Must be a solid communicator; following up to ensure all personnel are ready and keeping the SASI/ASIs updated prior to any event
- H. Ensures completion of events sheets for all drill team events

## **Chapter 10: LDR ACTIVITIES**

Listed below are various extracurricular activities offered in AFJROTC to all cadets. Cadets involved in extracurricular activities are expected to be dedicated to and maintain regular attendance in all meetings and practices. Participants in extracurricular activities will enhance their chances for promotion to higher ranks.

***NOTE:*** *Teams are open to all cadets, but each cadet must maintain at least a 2.0 GPA to participate in competitions and other special events. Cadets with less than a 2.0 GPA and/or a current “D” or “F” are not permitted to participate in activities that take them away from school studies. The Airline AFJROTC “Academics First” list is published the first Friday of each month and goes into effect on the following Monday. If a cadet is on this list they cannot participate until they are off the list. NO EXCEPTIONS.*

### **10.1. Drill and Color Guard Teams**

Drill and Ceremonies are an important part of the AFJROTC curriculum and will be taught during the normal school day. Drill helps students develop teamwork, discipline, pride, and *esprit de corps*. All cadets will receive drill and ceremony instruction as part of the AFJROTC curriculum.

Cadets who participate on drill teams will be placed on particular teams based on their skills and desires. These teams will perform at various schools and community activities. Teams will compete in drill competitions between three and six times per school year.

#### **10.1.1. Color Guard**

The color guard is responsible for presenting the colors (American, State, and Service flags) for the playing of the National Anthem at special community and school events. The commander is

responsible for organizing and training the members of the Color Guard. Activities the Color Guard support may include: school varsity sports games, community functions, and other special events upon request. Members may receive up to two ribbons for participation if the criteria listed below is met.

Color Guard training for competitions is on Fridays from 2:35pm - 4:00pm. Members of the competition color guard are selected at least two weeks prior to all scheduled Drill Competitions. The Color Guard Commander will make these selections with the advice and approval of the Instructors. Times are subject to change due to needs and event schedules.

#### **10.1.2. Unarmed Drill Team**

The drill team presents a marching performance at parades, special events, and drill competitions. Membership is open to all cadets. Each participating member may receive up to two ribbons, if the criteria listed below is met. Unarmed Drill Team training is Tuesdays and Thursdays from 2:35pm - 4:00pm. Times are subject to change due to needs and event schedules.

#### **10.1.3. Armed Drill Team**

The armed drill team presents a marching performance at parades, special events, and drill competitions. The commander is responsible for organizing and training the members of the drill team Mondays and Wednesdays from 2:35pm - 4:00pm. Membership is open to all cadets and each participating member may receive up to two ribbons. Times are subject to change due to needs and event schedules.

The SASI/ASIs will make the final decision on who will compete at and in all drill competitions.

### **10.2 Kitty Hawk Air Society**

#### **"Academic Excellence, Service, and Leadership"**

The Kitty Hawk Air Society (KHAS) is the official National Honor Society of AFJROTC. The purpose of the society is to uphold academic standards and promote further interest in academic achievement. Cadets will have the opportunity to earn the KHAS Badge and Cord. Entry into KHAS will involve invitations extended to all cadets who:

- Have successfully completed at least 1 term in JROTC
- Possess good character
- Earn a minimum academic grade of 93 in their Aerospace Science course
- Maintain an overall 3.0 GPA
- Have no history of disciplinary problems at Airline High School

### **10.3 Orienteering team**

Orienteering is a navigation race often held in unfamiliar terrain using a map and compass. It is easy to learn and a fun way to exercise your body and mind as you enjoy the outdoors. It is a

activity for everyone and beginners are always welcome. Airline's JROTC Orienteering Team competes in four to six events per school year.

#### **10.4 Cyber Patriot**

CyberPatriot is the National Youth Cyber Education Program. There are three main programs within CyberPatriot: the National Youth Cyber Defense Competition, AFA CyberCamps and the Elementary School Cyber Education Initiative. CyberPatriot was conceived by the Air Force Association (AFA) to inspire students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future.

At the center of CyberPatriot is the National Youth Cyber Defense Competition. The competition puts teams of high school students in the position of newly hired IT professionals tasked with managing the network of a small company. In the rounds of competition, teams are given a set of virtual images that represent operating systems and are tasked with finding cybersecurity vulnerabilities within the images and hardening the system while maintaining critical services.

Responsible for maintaining cadet corps staff computers

#### **10.5 Awareness Presentation Team**

Airline's Awareness Presentation Team (APT) has a two-fold mission. They present the JROTC mission and inform potential cadets of the purpose of the Cadet Corps as well as present D.A.R.E information to grade schools. The APT also coordinates with feeder middle schools to attend regularly to help teachers as well as recruit cadets for our Corps. Duties are as follows:

Junior Cadets participate in the Recruiting portion of the APT. They are charged with scheduling and participating in recruiting events at our feeder middle schools as well as within Airline High School. Members of this team work in conjunction with school counselors to perform recruiting during eighth grade scheduling.

Approved Senior Cadets will serve as Teaching Assistants on uniform day within our feeder middle schools. They will coordinate with the Middle School Counselors to target teachers in need of assistance in the middle schools and will go assist that teacher during their normally scheduled JROTC block of instruction. Members will serve for one hour, allowing enough travel time to return to Airline High School for their next scheduled block of instruction.

#### **10.6 Academic Bowl**

Consist of a team of four cadets with two alternates – they may be freshmen, sophomores or juniors only. It is an academic-focused on-line competition. The questions have a mix of JROTC curriculum as well as English, Math and Science in each level of the competition. The JROTC curriculum questions will focus primarily on leadership preparation, wellness and fitness, group/team dynamics and communication skills. A few questions about current events are also included – focusing on national and international news, particularly international relations, politics, business and science. One of the main goals of the JROTC Academic Bowl is to

prepare students for state exit/graduation exams as well as college entrance exams, such as the SAT and ACT.

### **10.7 Military Ball Committee**

Airline's Military Ball is the highlight of the Corps activities. It takes place during the Spring semester each school year.

Interested cadets work with Corps leadership to plan and execute the Military Ball. Committees and Sub-Committees are formed to ensure the Ball is professional, in good taste and reflects the high standards of Air Force JROTC. Planning typically begins in January of each school year

### **10.8 Drill Competition Planning Committee**

Airline hosted an annual regional drill competition during the fall semester. The Operations Officer is responsible for leading this activity to include the planning, execution and after action review phases.

Planning begins at the start of the school year with the formation of various committees that are responsible for numerous activities such as contacting schools for participation, organizing a budget, detailing all requirements needed on execution day, updating and disseminating our letter of instruction, entry form and SOP to participating schools. Cadets must follow Holm Center Policy letter dated 25 July 2017.

### **10.9 Veterans Day Assembly**

The Corp is responsible for organizing and executing all activities associated with the Airline High School Veterans Day assembly.

### **10.10 Cadet News**

The Cadet News crew provides very important information to the corps. This program allows the cadet staff and corps members to publish information of interest for all cadets to read. The news channel is a vital link to keeping all cadets informed of the happenings in AFJROTC. It is each cadet's responsibility to read the news often to stay informed of upcoming events.

News and the upcoming schedule is placed on the TV monitor in the JROTC area of Airline High School. The news update has information such as upcoming schedule, progress on Cadet Goals, the Corps GPA and photos/videos of past activities and performances.

The primary responsibility of the public affairs officer is the publication of the video news. The public affairs officer will coordinate all article submissions and publish the cadet corps news at least monthly. The publication will be coordinated with SASI/ASIs for approval before being placed on the monitor. The public affairs officer is also responsible to provide cadet information to the principal for dissemination during morning announcements along with updates to the AFJROTC section of the school website.

### **10.11 School Flag Detail**

Cadets are responsible for putting up and taking down the American and LA state flag while school is in session (weather permitting) and all home football games. The upperclassman are responsible for commanding the team and will include at least four freshman once the freshman receive flag etiquette training by Corp leadership.

### **10.12 Fundraising**

In order to accomplish our mission and provide cadets with the multitude of opportunities throughout the school year, we need to raise funds. Throughout the school year, we will organize fundraisers to help offset the cost for these opportunities, such as drill competitions, social events, recognition programs, and many other activities for cadets. For Airline High School's AFJROTC program to be successful, each cadet should volunteer and support each fundraiser as much as possible.

### **10.13 Trivia Night**

Trivia Night is a JROTC sponsored school wide event consisting of 6 teams answering questions on scorecards playing for points based on correctness. The main tasks for planning is securing a location, developing questions, ordering food/drinks, determining prizes, and assigning teams. We need at least six volunteers to collect and count scorecards as well as one or two cadets to oversee the execution. Public affair must also advertise for trivia night by putting something in the announcements as well as putting up sign forms around the school.

## **Chapter 11: RECOGNITION PROGRAMS**

### **11.1 RECOGNITION PROGRAMS:**

#### **11.1.1. Cadet of the Quarter (nine week grading period):**

Every cadet in the AFJROTC program, except the Senior Staff are eligible to compete for the Outstanding Cadet of the Quarter award for each school grade. Each Flight Commander will nominate one cadet in each category from their flight for this award. Nominations will be based upon cadet's academic achievement, military bearing, appearance, participation in extra-curricular activities, community service, attendance, and attitude. If the Flight Commander feels there are no deserving cadets, a nomination is not required from that flight. The winner will receive recognition after board selection.

Additional criteria for nomination of award are listed below:

- a) 2.5 GPA or above in all classes (No current grade lower than a "C" in any class.)
- a) A grade of "A" AFJROTC
- c) No derogatory behavior as identified by AFJROTC cadet/instructor staff or school administration
- d) Recommendation by Flight Commander based upon drill, assessments, overall class performance, uniform inspections, attitude, participation, and other criteria listed above.
- e) Cadet Board nomination



### **11.1.2. Cadet of the Year:**

This is one of the most honorable awards a cadet can achieve and is awarded annually. The award is presented at the annual awards ceremony near the end of the school year. Listed below are the criteria for this award:

- b) Cadet of the Quarter at least once
- c) GPA of 3.0 or higher for all classes (No current grade lower than a “C” in any class.)
- d) A grade of “A” AFJROTC
- e) No derogatory behavior identified by AFJROTC cadet/instructor staff or school administration

### **11.2. Outstanding Flight Competition**

Each quarter all flights will compete to be recognized as the “Outstanding Flight of the Quarter” The week following the quarter data is collected and the Group Staff will evaluate which flight has earned Outstanding Flight. Each member of the flight will receive the Outstanding Flight ribbon.

The first, second and third quarters requirements are based on the following category and computed on a points scale as follows:

#### **Categories**

Uniform wear percentages per week  
Flight AFJROTC GPA  
Out of classroom community service hours  
Tardies  
Tie breaker extracurricular AFJROTC activities

#### **Points**

##### **Scale for uniform wear percentage and class GPA**

50 points for 100 to 95  
45 points for 94 to 90  
40 points for 89 to 85  
35 points for 84 to 80  
30 points for 79 to 75

**Community service hours:** Flight’s total community service hours times one point per hour.

**Tardies:** A one point deduction for each tardy during the nine week period.

**Tie Breaker:** Will be determined by calculating extracurricular events per person for each event. The total number of cadets involved divided by number of events. The flight with the highest average will be declared the Outstanding Flight.

The fourth quarter Outstanding Flight is based on Airline’s Flight Drill Wars Intramural Drill Competition.

## Chapter 12: PROMOTION OF AFJROTC CADETS

### 12.1. Cadet Ranks

Rank insignia represents position and responsibility within the cadet corp. Insignia of rank is also evidence of growing maturity, ability, and willingness to accept additional responsibility, also recognized demonstrated growth of leadership qualities.

**12.1.1. Cadet Rank.** All references to cadet rank will have the word “cadet” as part of the cadet rank or be preceded by a “C”, i.e. Cadet Major Joe Smith or C/Maj Joe Smith. Rank is represented by standardized AFJROTC insignia which is worn on cadet uniforms. Cadets must also know and recognize active duty military service rank which is relevant since cadets will have interaction with other military personnel.

There are two kinds of rank a cadet can hold - temporary and permanent. Cadets will not necessarily be promoted to the highest rank authorized for the position they occupy. However, a cadet’s performance in the position and a knowledge test may allow a cadet to be promoted to the next rank while in a temporary rank. Promotion will be based upon performance, potential, and knowledge.

**12.1.2. Permanent Rank.** This rank is commensurate with the number of successful AFJROTC course completion, which will be awarded at the end of the each semester, provided satisfactory progress has been made for the entire semester. Retention of the permanent rank is contingent upon satisfactory performance and behavior. Permanent rank for completion of the first course is Cadet Airman, second course Cadet Airman First Class, third course Cadet Senior Airman, and fourth course Cadet Staff Sergeant.

**12.1.3. Temporary Rank.** Cadets will be awarded a temporary rank based on their cadet job and performance. Since the rank is temporary, it will not necessarily be carried over from year to year – **performance determines achieving and retaining temporary rank.** Officer ranks are hard to achieve and will **normally** be awarded to outstanding junior and senior cadets who have completed the Cadet Leadership Course. Thus, a cadet’s entire academic record and conduct will be closely scrutinized by the SASI to determine if officer rank will be awarded and retained. A cadet will wear the insignia of the cadet temporary rank. Normally, cadets will not hold a temporary rank higher than the maximum rank authorized for the job in the Unit Manning Document (UMD). Cadets will be placed in the minimum rank for the position and may work towards the maximum by performance.

**12.2 Cadet Promotions and Cadet Job Assignments Objectives.** The cadet promotion system promotes cadets to permanent rank, commensurate with the number of years of successful completion of AFJROTC, promotes cadets to temporary ranks to fill cadet jobs, and promotes exceptional performers. Promotions and assignments are not based solely on past performance, but on the cadet’s potential and willingness to assume jobs of increased responsibility. Promotions are tied to assignment to leadership jobs where a cadet can make and learn from mistakes.

**12.3 Promotion Methods.** There are several paths to achieve promotion. The first is through enrollment and successful completion of AFJROTC curriculum. The highest rank obtained through this method is E-5 (C/SSgt). The second path is through completion of our Cadet Leadership Course (CLC). A CLC graduate is promoted to the rank of E-6 (C/TSgt) and are eligible for promotion to E-7 (C/MSgt) the next term and subsequently to O-1 (C/2Lt) at the beginning of their junior year. A non-CLC graduate competes for promotions beyond E-5 based on outstanding leadership and participation in CORP activities. The final path is through our version of the Stripes for Excellent Performance (STEP). The top 10% of each enlisted grades are eligible for this method via a specific board. All three promotion paths will meet a board for subsequent promotions

**12.4. Responsibilities.** The SASI and ASI will review all promotion requests prior to the order being published or announced. The cadet Group Commander will promote cadets, assign cadets to jobs, demote cadets, and reassign cadets from AFJROTC LA-072 UMD positions on cadet orders. The incoming and outgoing cadet corps commanders will submit staff position recommendations to the SASI and ASIs, who will approve all key staff and commander assignments.

**12.5. Promotions and Promotion Board Convene.** The Group Commander will convene the promotion board at the appropriate times. The board will document and forward promotion recommendations to the SASI/ASIs. The Cadet Corp Commander will chair the promotion board and the Group Personnel Officer will document the proceedings. The officer promotion board will consist of the **Commander** and/or **Vice Commander and the Operations Officer**. The **Corp Superintendent** is present for all enlisted promotion boards as well as the STEP promotion board.

**12.5.1. Proceedings.** Although the proceedings are closed, any cadet or cadet supervisor can submit matters that they want considered by the board concerning promotion of a cadet. As a minimum the board will review the cadet's records, evaluations, and any written correspondence when determining whether a cadet will be promoted. The Public Affairs officer will publish an article for the cadet newsletter, school paper, and other publications as deemed appropriate announcing the promotions and or job assignments.

**12.5.2. Promotion Review/Board Timelines:**

- E-1 -- enrollment of first JROTC Course
- E-2 --nine weeks into current JROTC Course
- E-3 through E-5 --enrollment in subsequent JROTC Course
- E-6 -- prior to completion of current JROTC Course
- E-7 (CLC Grad) -- nine weeks into current JROTC Course
- E-7 (non-CLC Grad) - prior to completion of current JROTC Course
- E-7 and E-8 -- prior to completion of current JROTC Course
- E-9 -- Special board to select one individual
- O-1 -- End of Spring Semester prior to their Junior Year

O-2 and O-3 -- prior to completion of current JROTC Course  
O-4 through O-6 --special board based on demonstrated leadership and Corp Position  
STEP Promotion Board – held at nine point each semester for all enlisted ranks

Note: All cadets not selected for promotion on their first time of eligibility will meet the same board every nine weeks

Note: People who show extraordinary leadership capability and are active in the corps but did not attend CLC can be promoted past E-5

Note: An out of class event is classified as a community service/co-curricular/fundraiser activity

## **12.6. Overall Promotion Requirements**

**12.6.1.** The following are eligibility requirements for promotion consideration that applies to the Airline High School AFJROTC program:

- a) Maintain a minimum “90%” grade or better for E-1 through E-6 and 93% grade or better for E-7 through E-9 and all officer ranks in their respective AFJROTC class.
- b) Maintain a minimum overall 2.1 G.P.A. or better in all current Airline High School classes.
- c) Wear of the uniform weekly on assigned uniform days (no unexcused uniform wear violations). If a cadet is absent on uniform day or failed to wear their uniform they may wear their uniform before the next inspection day to clear the uniform wear violation for promotion purposes only.
- d) Have no suspensions, GASP, current D or F, or adverse reports at Airline High School during a promotion cycle.
- e) If a cadet has any questions regarding the promotion process they should contact the Corp Chain of Command and then one of the instructors. Promotions in the AFJROTC program are not a right, but provide cadets positions of greater responsibility and leadership based on a cadet’s sustained performance in the classroom and citizenship in the community.

## **12.6.2. Specific Promotions Eligibility Requirements**

### **12.6.2.1 Promotion Eligibility Requirements for Enlisted Grades:**

E1 through E5 are curriculum enrollment ranks with no other requirements.

E5 to E6

- “Top 3”/Chief/Flt CC recommendation; participate in 2 out of class events

E6 to E7

- “Top 3”/Chief/Flt CC recommendation; participate in 2 out of class events; A in JROTC

E7 to E8

- “Top 3”/Chief/Flt CC recommendation; participate in 3 out of class events; A in JROTC

E8 to E9

- Corps or Vice Corps Commander Recommendation; Special Board; participate in 5 out of class events; A in JROTC

### **12.6.2.2. Promotion Eligibility Requirements for Cadet Officer Grades**

#### **General Requirements**

- Must have served in NCO leadership position
- Graduate from the Bossier Parish Cadet Leadership Camp (CLC)
- Pass all classes and a A in JROTC
- Cannot have an unexcused uniform wear
- Be at least a Junior or selected for key Corp Staff Position

#### **O1 through O3**

- Demonstrate leadership, positive attitude, merit [grades, class participation, event participation (at least 3 per promo cycle)], hold or have held a leadership position within the past promotion cycle, CV recommendation

#### **O4**

- Demonstrate leadership, positive attitude, merit [grades, class participation, event participation (at least 4 per promo cycle)], hold a leadership position within the past promotion cycle, CC or CV recommendation with SASI/ASIs approval.

#### **O5**

- Must be serving or have served in the position of Group Deputy Commander.

#### **O6**

- Must be serving or have served in the position of Group Commander

# Chapter 13: General Knowledge

**13.1. AFJROTC: Air Force Junior Reserve Officers Training Corps**

**13.2. Air Force DOB:** 18 September 1947

**13.3. Designation of Unit:** The AFJROTC unit at Airline High School is designated as Louisiana 072 (LA-072) AFJROTC unit.

**13.4. Air Force Core Values:** Integrity first, Service before self, Excellence in all we do

**13.5. Air Force Ranks:** *Enlisted:* Airman Basic, Airman, Airman First Class, Senior Airman, Staff Sergeant, Technical Sergeant, Master Sergeant, Senior Master Sergeant, Chief Master Sergeant

*Officers:* Second Lieutenant, First Lieutenant, Captain, Major, Lieutenant Colonel, Colonel, Brigadier General, Major General, Lieutenant General, General

**13.6. Department of Defense** is made up of: Departments of the Air Force, Army, and Navy (includes the Marines). The Coast Guard is in the Department of Homeland Security.

**13.7. Air Force Units from lowest level to the highest:** Element, Flight, Squadron, Group, Wing, Numbered Air Force, Command (AETC), Air Staff (Pentagon)

**13.8 The Phonetic Alphabet:** Alpha, Bravo, Charlie, Delta, Echo, Foxtrot, Golf, Hotel, India, Juliet, Kilo, Lima, Mike, November, Oscar, Papa, Quebec, Romeo, Sierra, Tango, Uniform, Victor, Whiskey, X-ray, Yankee, Zulu.

**13.9. Time in the Air Force** is expressed using the 9-hour clock. Noon is 1190 Hours, 6 P.M. is 1800 Hours, and Midnight is 900 Hours.

**13.10. Who/What to Salute:** Officers of higher rank, and when reporting to an officer...American Flag outdoors...during National Anthem outdoors...when receiving an award ("Shake, Take, Salute")...Stand at attention: During the National Anthem and the Pledge of Allegiance indoors.

**13.11. Addressing Air Force Members:** Airman is "*Airman*"... Sergeant is "*Sergeant*"

Chief Master Sergeant is "*Chief*"

Officers Lieutenant to Colonel is "*Sir*", "*Ma'am*" or their rank

General Officers are "*General*"

AFROTC Cadets are "*Mister*" or "*Miss*"

**13.12. Uniform combinations:**

Combination 1: Service dress: Blue service dress coat "with" tie/tab, nametag, and ribbons.

Combination 2: Service uniform: Short sleeve shirt with tie.

Combination 3: Short sleeve shirt, open collar.

Combination **4**: ABU uniform with appropriate patches. (reserved for cadets as noted in paragraph 12.15.)

Combination **5**: Airline JROTC Physical training T-shirt, shorts, sneakers, socks.

Combination **6**: Air Force PT t-shirt or Airline AFJROTC unit t-shirt, jeans or cargo shorts with no holes. Shorts must have a minimum 6 inch inseam. All cadets must maintain appearance standards.

## **PLEDGE OF ALLEGIANCE**

**I pledge allegiance to the flag  
of the United States of America  
and to the Republic for which it stands,  
one nation under God, indivisible,  
with liberty and justice for all.**

## **THE STAR SPANGLED BANNER**

**O say can you see by the dawn's early light,  
What so proudly we hail'd at the twilight's last gleaming,  
Whose broad stripes and bright stars, through the perilous skies,  
O'er the ramparts we watched, were so gallantly streaming?  
And the rockets red glare, the bombs bursting in air,  
Gave proof through the night that our flag was still there.  
O say, does that star spangled banner yet wave  
O'er the land of the free and the home of the brave.**

## **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, giv'er the gun!  
Down we dive spouting our flame from under,  
Off with one hell-uv-a-roar!  
We live in fame and go down in flame,  
Nothing'll stop the U.S. Air Force!**

***All LA-072 cadets are responsible for committing all facts on this page to memory and are subject to being quizzed on this knowledge on the drill pad and on written exams in class.***



## Chapter 14: UNIFORM ISSUE

**14.1.** When a cadet is issued uniforms items, books, and other course materials, they will sign a Uniform and/or Book Issue Receipt form. Each item then becomes the property of the cadet who is responsible for its care. If the item is lost or willfully or negligently destroyed, beyond normal wear and tear, the cadet must pay for it at its current replacement cost. The Uniform and Book Issue Receipt form will contain the replacement costs for all accountable items. Any item substitution must be authorized by the SASI/ASIs prior to purchase. Cadets will also sign for shoes and combat boots on issue control documents; although once they are worn they are not required to be returned.

**14.1.2.** Cadets will be issued one complete, clean uniform with all accessories and insignia to include an Air Force blue name tag. Cadets will ensure their uniforms are properly dry cleaned and laundered during the school year.

**14.1.3.** Cadets will return all items issued, except for shoes, socks, white T-shirt, Belt and hat, or pay for them at the end of the school year or upon disenrollment during the school year. They will return the cleaned uniform pressed and on hangers in a cleaner's plastic bag. Service dress, skirts, pants, ties, tabs, and windbreakers are DRY CLEAN ONLY. **All dry clean only items must be returned with a cleaning receipt.** Instead of cleaning the uniforms themselves, cadet may pay a **uniform cleaning fee of \$20.00** at the time uniform is turned in (this will cover the cost of cleaning the uniforms for the final turn in only). Cadets are responsible for paying for cleaning during the remainder of the school year.

**CERTIFICATES OF COMPLETION OF MILITARY TRAINING WILL NOT BE RELEASED UNTIL ALL AFJROTC UNIFORMS, COURSE MATERIALS, AND EQUIPMENT ARE RETURNED OR PAID FOR BY THE CADET. FAILURE TO PAY FOR ACCOUNTABLE ITEMS OR TO HAVE THEM PROPERLY CLEANED WILL RESULT IN COLLECTION ACTION BE INITIATED BY AHS TO THE CADET'S PARENT/GUARDIAN.**

### **14.2. WEARING OF THE UNIFORM**

**14.2.1.** The uniform is the distinctive dress of a proud and honorable profession. All cadets must be responsible for maintaining the uniform in good order and wearing it both correctly and proudly.

**14.2.2.** The uniform will be issued to you free of charge. **If you lose or damage it through neglect, you are responsible for the cost of the lost/damaged item(s).** The price list for replacement items is located in the supply room with your signed uniform issue receipt. You can contact the Logistics Officer or instructor to obtain cost replacement information.

### **14. 3. "Missing Uniform Wear Policy"**

All cadets are required to wear the uniform on the appropriate uniform inspection day for the entire school day, students will be inspected weekly. If you are absent or do not wear the uniform on the assigned uniform day (**Thursday**) you will receive a zero until that uniform inspection is

made up. Uniform make up days are the first day back to school after any absence. Cadets who do not meet the prescribed standards of military dress and appearance will be evaluated accordingly and if the student refuses to meet standards, they will be removed from the program.

#### **14.4 Airman's Battle Uniform (ABU)**

**14.4.1.** The ABU is authorized as an optional uniform under the following conditions:

**14.4.1.1.** The principal must approve ABU wear.

**14.4.1.3.** The SASI will establish the units ABU wear policy.

**14.4.1.4.** ABUs may substitute for the standard service uniform no more than **one uniform day** per month.

**14.4.1.5.** ABU wear is a "right-of-passage" or incentive, reserved for select cadets only.

**14.4.1.6.** ABU patches, nametags, and insignia must be worn as indicated in the attachments of this guide.

**14.4.1.7.** Miniature metal rank insignia will be worn on the collar.

**14.4.1.8.** ABU footwear. Only Sage green boots are authorized with ABUs.

#### **14.5 Physical Fitness uniform (PT uniform)**

**14.5.1.** Cadets will be issued a unit PT uniform to be worn on the required PT days.

## Chapter 15: Standards of Personal Appearance

**15.1.** When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the extreme, the unusual, or the faddish. The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity and military image. The first four are absolute, objective criteria for the efficiency, health, and well-being of the force. The fifth standard, military image is also very important, military appearance is subjective, but necessary. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

**15.1.1** Drill Team, Color Guard, and Exhibition Uniforms - **these uniforms WILL NOT be worn on regular uniform days.** It is important that AFJROTC cadets properly represent the Air Force during events and competitions. All drill team, color guard and exhibition uniforms must be a distinctive Air Force dress uniform. This means 1) a combination of the normal Air Force blue pants/skirts, light blue shirt, and/or blue service dress coat or, 2) the Airman Battle Uniform (ABU). Normal blue or ABU uniforms are visually depicted in Chapter 7 of the Operational Supplement

**15.1.2.** Air Force JROTC Cadets **WILL COMPLY** With the Following Standards:

### **15.2. THE AIR FORCE JROTC UNIFORM**

**15.2.1.** The uniform worn by AFJROTC cadets is the same, with certain exceptions, as that worn by active duty Air Force personnel. Cadets will wear the uniform one day a week for **the entire school day** and at other times prescribed by AFJROTC Instructors.

**15.2.2.** There are **four combinations of cadet uniforms**. See AFJROTC Uniform and Awards Guide, this handbook, and the Leadership I textbook for proper placement and maintenance of authorized uniform accessories.

**15.2.3.** You should wear the uniform when flying in a military aircraft and when serving as a member of the color guard or drill team. **Do not wear the uniform mixed with civilian clothing, and do not lend the uniform to anyone who is not a member of the AFJROTC program.**

**15.2.4.** Just as the person on active duty, you are obligated to wear the uniform properly and proudly. In doing so, you uphold the dignity of the United States Air Force, LA-072, Airline High School and yourself. With practice and attention to detail, all the dos and don'ts about the proper wear of the uniform and personal appearance will soon become automatic. You are responsible for your uniform, so pay attention to details; this will help you proudly represent your fellow cadets. Follow the regulations and suggestions designed to guide you in the proper wear of the uniform and in personal appearance. If there is any doubt about the proper wear of the uniform refer to one of your instructors.

**15.3. Uniform Wear Restrictions.** Certain restrictions apply to wearing the military uniform. For example, cadets may not wear the uniform while hitchhiking, in student demonstrations, for crowd control, political events, or for any other inappropriate activity. (However, AFJROTC cadets may wear the uniform while acting as ushers, parking lot attendants, runners, etc., at the discretion of the SASI.)

**15.3.1. Public Political Activity.** Parts of the Hatch Act bar AFJROTC cadets from engaging in any form of public political activity—such as attending rallies and political speeches or passing out political flyers—while in uniform. Since AFJROTC cadets wear a form of the U.S. Air Force uniform, they should also follow the Hatch Act terms while in uniform.

In addition, cadets are prohibited from publicly supporting a particular candidate, party, or political issue while in the AFJROTC uniform.

Air Force Instruction (AFI) 36-2903, *Dress and Personal Appearance of Air Force Personnel*, also forbids cadets in military uniform from participating in public speeches, rallies, interviews, picket lines, marches, or any other public demonstration where it might be implied that the Air Force supports a particular cause. Engaging in an activity that might imply Air Force endorsement of a commercial interest or engaging in private employment while in uniform is also banned.

#### **15.4. General Guidelines**

- a) Keep the uniform clean, neat, and properly pressed.
- b) Wear the garrison hat and flight cap as directed – remove when indoors.
- c) Keep hands out of the pockets.
- d) Keep all buttons buttoned.
- e) Items cannot stick out of the pockets.
- f) Do not fill pockets with bulky items.
- g) Do not listen to MP3's, iPod's, CD's or other electronic devices while in uniform.
- h) Keep shoes shined, including the heels and edge of the soles.
- i) Male cadets must be clean shaven/sideburns within Air Force Standards when in uniform.
- j) Keep all metal uniform devices (belt buckles, badges, name tag, or insignia) clean/shined.
- k) Cadets will refrain from Public Display of Affection (this includes kissing, holding hands, sitting on laps) or any other displays of affection in or out of uniform.
- l) Only one cord will be worn, and it will be worn on the left shoulder.
- m) When in uniform necklaces will not be visible.
- n) Religious apparel must be concealed.
- o) Eyeglasses/sunglasses must be free of ornamentation on frames and lenses.
- p) Hands should never be in any uniform pockets, black design free gloves are authorized.

- q) Conservative lenses and frames outdoors (faddish styles and mirrored lenses are prohibited). No sunglasses in formation. Never wear glasses around the neck.
- r) Body Piercing/Ornamentation. With the exception of earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips, or any exposed body part while in the Air Force uniform (includes visible through the uniform).

**15.4.1. Jewelry, Eyewear, Electronic Devices, Bags, Backpacks, Cold Weather and Other Accessories.** Personal accessories not listed in this instruction are *not* authorized for wear.

**15.4.2. Jewelry:** Jewelry will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the local commander.

**15.4.3. Earrings:** Male cadets are not authorized to wear earrings while in uniform or while participating in any JROTC event (to include academics). Female Cadets may wear small (not exceeding 4mm in diameter) spherical, conservative (moderate, being within reasonable limits; not excessive or extreme) round white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If a cadet has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.

**15.4.4. Bracelets:** Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing attention or faddish) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing inappropriate attention or faddish). Bracelets espousing support for cause, philosophy, individual or group are *not* authorized (**Exception:** Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized).

**15.4.5. Watches:** Must be conservative and *only* one can be worn around the wrist. Conservative examples (*not* all inclusive) are solid color black, brown, silver or gold. Prohibited examples are diamond-covered, neon, bright colors, bands that exceed 1-inch width and novelty (i.e. cartoon character) watches.

**15.4.6. Rings:** Cadets may wear a total of no more than three rings. Rings will be worn at the base of the finger, and will not be worn on the thumb.

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

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

**15.4.8. Handheld Electronic Devices:** Handheld electronic devices are small electronic equipment such as cellular phones (personal or official), MP3 or similar players, radio, or hands-free devices (e.g. Bluetooth). Handheld electronic devices will be plain black, silver, dark blue, or gray. Holster and other storage devices used to carry handheld electronic devices will be plain black, silver, dark blue, or gray. One handheld electronic device may be attached to a belt/waistband on either side, clipped to a purse, or carried in the left hand.

**15.4.9. Wear/use of an earpiece:** Any blue tooth technology or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized. (**Exception:** Headphones and earphones (iPods, MP3 type players, etc.) are authorized during travel on public transportation i.e., bus, train or air travel. or while wearing the physical training uniform (PTU) during individual designated running areas unless prohibited. Use of a hands-free device is authorized while in uniform operating a motor vehicle if local policy permits.

While walking in uniform use of personal electronic media devices, including ear pieces, speaker phones or text messaging is limited to emergencies or when official notifications are necessary. Military customs and courtesies take precedence.

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

**15.4.11. Body Piercing.** Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear (other than authorized in para 7.9.7), 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.

**15.4.12. If the uniform does not fit properly, see the logistics officer or ASI. Do not wait until someone else calls attention to a problem. Check your appearance in a mirror. How you look influences others around you.**

**15.4.13. Wearing of the Garrison Hat (Flight Cap):** The garrison hat/flight cap is an integral part of the Air Force uniform. It is important that you wear the hat properly and when directed from instructor staff and Air Force Instructions. Airline High School has been designated as a “No Hat” campus. However, all cadets will be issued a garrison hat and will have it with them while wearing the uniform in case they need to leave campus.

**15.4.14. Shoulder Cords:** Cadets are authorized to wear **one shoulder cord** on the left shoulder. Wear the shoulder cord only on light blue shirt and the service dress coat. The SASI will designate criteria on who may wear shoulder cords. Colors to denote different honors or leadership positions may be used. On the service dress coat and blue shirt, cords should be pinned to the shoulder with the pin hidden beneath the cord. The only position cords are designated below.

Corps Commander: Gold  
Vice Corps Commander: Silver  
Superintendent: Royal Blue  
Operations Officer: Navy  
Logistics Officer: Dark Red  
Kitty Hawk Officer: Light Blue  
Personnel Officer: Purple  
Public Affair Officer: Black  
PT Officer: Crimson Red  
Orienteering Officer: Green  
Special Assistant to the SASI: Gold  
Special Assistant to the chief: Mustard Yellow

#### **15.4.15. How To: Shine Shoes**

**15.4.15.1** This how-to was derived from a shoe shining tutorial. Leather dress shoes need shining! A good shine preserves their longevity by moisturizing the leather. Leather, like your own skin, can dry out and crack,-so shoe care professionals use polish to prevent desiccation and to restore lost moisture. You should do the same by giving your leather shoes as often as needed. Materials needed:

1. A section of newspaper
2. Cotton balls and at least one old cloth (T-shirts work great. You'll need two or three of these if you don't want to use cotton balls)
3. Wax or cream shoe polish
4. Saddle soap [optional]
5. A soft bristle (e.g., horsehair) brush [optional]

\*\*\*There are many methods for shining shoes. One simple method is to dip the cotton ball in water and rub polish on the shoe in a circular motion. Add more water as necessary. See above site for directions.

\*\*\*\* Avoid using liquid polish and quick shine products.

**15.4.16. Hair-male and female.** Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear or helmet and conform to safety requirements. Will *not* contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural, human hair colors. The hair color must complement the member's complexion and skin tone. Examples of natural human hair colors

are brown, blonde, brunette, natural red, black or grey. Prohibited examples (*not* all inclusive) are burgundy, purple, orange, fluorescent or neon colors.



# **CHAPTER 16: AFJROTC UNIFORM AND AWARDS GUIDE**

**16.1** This guide provides direction for HQ AFJROTC, Area Administrators, and units on uniform wear, awards, and decorations for cadets at Air Force Junior Reserve Officer Training Corps (AFJROTC) units. It implements United States Code (USC), Department of Defense (DoD), Air Force, and Air Education and Training Command (AETC) directives, and complements AFJROTCI 36-1901, AFJROTC Operations and Chapter 7 of the Operations Supplement.

**EACH CADET SHOULD BE THOROUGHLY FAMILIAR WITH THE CADET GUIDE/AIR FORCE JUNIOR ROTC UNIFORM AND AWARDS GUIDE AND REFER TO IT WHEN THERE IS A QUESTION CONCERNING PLACEMENT OF BADGES, PATCHES, AND INSIGNIA.**

## **16.2 BADGES**

**The following is an excerpt from the Air Force Junior ROTC Uniform and Awards Guide with the criteria for the various badges available:**

### **16.2.1 Ground School Badge:**

Awarded for completion of the AFJROTC aviation honors ground school curriculum or completion of another aviation ground school program prescribed by the FAA. Cadets may wear the badge after the first grading period if they received a passing grade.

### **16.2.2 Flight Solo Badge:**

Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft.

### **16.2.3 Flight Certificate Badge:**

Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft.

### **16.2.4 Awareness Presentation Team Badge:**

Awarded for participation on an Awareness Presentation Team.

### **16.2.4 Kitty Hawk Air Society Badge:**

Awarded to cadets who are members of the Kitty Hawk Air Society.

### **16.2.5 American Modeling Association (AMA) Wings:**

Awarded to cadets who are members of a **local AMA chartered model airplane club.**

### **16.2.6 Distinguished AFJROTC Cadet Badge:**

This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second-year cadet (third-year cadet in a 4-year program)

selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. Although the Distinguished Cadet Badge is normally presented to the incoming Cadet Corps commander, this is not a requirement for earning the badge.

### 16.2.7 Aerospace Education Foundation (AEF) Academic Cadet Badge:

Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.5 grade point average with no grade below “C” on their transcript. The individuals must be recommended by the SASI.

### 16.2.8 Model Rocketry Badge:

Awarded to cadets who have fulfilled model rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook available in the Cyber Campus HQ Library in the Guide and Handbooks folder. Model Rocketry Badge will be presented to no more than 25% of Freshmen upon completion of the Rocket Lesson, Rocket Build, Rocket Flight and Rocket Launch.

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA			
 Optional Enlisted/Officer Service Cap Insignia	 OFFICERS SERVICE CAP INSIGNIA	 MODEL ROCKETRY BADGE	 ACADEMY OF MODEL AERONAUTICS SILVER WINGS
 KITTY HAWK AIR SOCIETY BADGE	 DISTINGUISHED CADET BADGE	 SHOULDER TAB METAL OR CLOTH	
 GROUND SCHOOL BADGE	 FLIGHT SOLO BADGE	 FLIGHT CERTIFICATE BADGE	 AEF BADGE (NEW)
 Marksmanship Shield  Choose <u>one</u> only. Follow APT placement criteria. May NOT wear Marksmanship Shield and a Marksmanship Badge.	 AWARENESS PRESENTATION TEAM BADGE		
 <div style="display: flex; justify-content: space-around;"> <span>MARKSMANSHIP</span> <span>SHARPSHOOTER</span> <span>EXPERT</span> </div> Choose <u>one</u> only. Place directly underneath ribbons. May NOT wear Marksmanship Shield and Marksmanship Badge. Do not wear Marksmanship badges with medals.			

## 16.3 AWARDS

See Operational Supplement Chapter 7 Uniform and Awards Guide for a complete description of Special and National Awards. Special Awards are earned by specific actions of heroism/bravery or extraordinary community service. We present National Awards during annual our Spring Awards/Change of Command/Pass and Review Ceremony.

### **16.3.1 NON-FUNDED NATIONAL AWARDS**

**Knights of Columbus.** To acknowledge the Patriotic attributes of the high school junior ROTC student who best exemplifies a Patriotic approach to his or her mission as a high school ROTC cadet.

### **16.4 RIBBONS**

All ribbons should be in proper order based upon the AFJROTC ribbon chart in Chapter 7 and on the wall in each classroom. If a ribbon is awarded more than once, oak leaf clusters will be used to signify each additional award unless directed otherwise. Oak leaf clusters or stars should be placed on the ribbon using Elmer's white glue. Order of precedence: The lowest ribbon will be worn at the lowest left position, and the highest ribbon will be worn at the top right. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available

Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals may not be worn on regular uniform days and not worn at the same time as ribbons. Place medals on the mounting rack in the proper order of precedence. Place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned 1/2 inch below bottom row of ribbons.

**Distinguished Unit Award (DUA).** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. Units have to set and accomplish goals for the year to attain this award. AFJROTC Operations Support will post specific criteria for this award annually in WINGS. If DUA is won by unit in multiple years then consecutive awards are denoted by single oak leaf clusters for each additional award. If during a Unit Evaluation the JROTC unit receives an "Exceeds Standards" as the overall evaluation and is identified by HQ AFJROTC as a unit "with merit" then unit is authorized the wear of a silver star on ribbon. The DUA ribbon is ordered through EMALL.

**Outstanding Organization Award.** For the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

**Outstanding Flight Ribbon.** Awarded each semester to members of the outstanding flight. First semester is awarded to flight with best community service project and the second semester are the winners of each drill war competition event.

**Top Performer Award.** The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). All currently enrolled cadets may be considered. Specific consideration should be given to cadets not previously recognized for superior performance. The award will recognize a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's annual assessment. Leadership qualities: involvement and positions held in extracurricular activities. Academic performance: nominee must be in good academic standing in all high school course work. Significant self-improvement. Community involvement: Other accomplishments

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

**Leadership Ribbon.** Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities focusing on LDR activities. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. The LA-072 Corp CC will recommend to SASI/ASI's.

**Superior Performance Ribbon.** Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Sustained performance is in recognition of superior Corp Staff personnel.

**Achievement Ribbon.** Awarded for a significant achievement as deemed appropriate by the SASI. LA-072 will recommend cadets for this award. Individuals may not receive more than one ribbon during a 1-year period.

**Academic Ribbon.** Awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic semester, in addition to an "A" average in AFJROTC.

**Cadet Leadership Course Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration. Add a silver star for outstanding performance or leadership ability at a Leadership School. Limit the star to 10 percent of the class. This ribbon may only be earned once.

**Special Teams Placement Ribbon.** Awarded to team members for placing 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> in an Air Force or Joint Service (national level) Competition to include Color Guard Teams, Rifle Teams, Drill Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, Orienteering TEAM category.

**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

**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.

**Orienteering Ribbon.** Awarded to team members for completing four unit approved Orienteering events as part of unit curriculum.

**Leadership Development Requirement Leadership Ribbon** Awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement (LDR) activities for LA-072 (such as but not limited to KHAS commander, honor guard commander, orienteering team commander, drill team commander, color guard team commander, Drill Comp chairperson, military ball chairperson, etc.).

**Drill Team Ribbon.** Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have attended 80% of the practices and 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.

**Color Guard Ribbon.** Cadet must have participated five color guard events. An oak leaf cluster should be added to this ribbon for each additional five events or year of qualifying membership beginning with the second year. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

**Saber Team Ribbon.** Cadet must have participated in three saber team events. An oak leaf cluster should be added to this ribbon for participation in three additional events

**Good Conduct Ribbon.** Awarded each semester to a cadet who has maintained high standards of conduct. Criteria: A cadet must not have missed more than five days of school, been suspended, and assigned to In School Suspension Room. No referrals from any Airline teacher to SASI or ASI for behavioral issues.

**Service Ribbon.** Awarded at the SASI's discretion for distinctive performance in an out of classroom school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. Also awarded to Cadets who obtain 15 hours of out of class community service per semester.

*\* Participation in Drill Teams, Saber Teams, or Color Guard Teams does not qualify for the Service Ribbon (see above criteria for Drill Team Ribbon) unless community service hours are awarded within established local criteria.*

**Health and Wellness Ribbon.** Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the wellness program will receive the Physical Fitness Ribbon. All cadets who participate in the Presidential Physical Fitness Program will receive the Physical Fitness Ribbon. The Bronze Star device will be awarded and worn on the ribbon to any cadet scoring in the 75-84 percentiles in the Presidential Physical Fitness Program. If a cadet earns a percentile score of 85-95 they will wear a Silver Star. If they receive a 96-100 percent they will wear the Gold Star on the ribbon. The percentiles are computed automatically under Presidential Physical Fitness Program Assessment in WINGS.

**Recruiting Ribbon.** Awarded for outstanding effort in support of unit recruiting activities, and if a cadet recruits two students and those students completes one semester.

**Activities Ribbon.** Awarded for participation in 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, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. Cadets of LA-072 may also earn the ribbon by also participating in Cyber Patriot, Three Honor Guard, Military Ball Planning Committee, Drill Competition Planning Committee.

**Attendance Ribbon.** Criteria for attendance ribbon is no more than 3 excused (no unexcused) absences in a semester.

**Dress and Appearance Ribbon.** Criteria for dress and appearance ribbon: Cadets must have a 90% average or above on uniform inspections and no unexcused uniform inspections.

**Longevity Ribbon.** Awarded for completion of each AS semester.

**Bataan Death March Memorial Hike 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.

**Patriotic Flag Ribbon.** Awarded for participation in five *non-color guard* events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, Veterans Day Programs and historical flag demonstrations.

**The link below maybe used to build your ribbons in the correct order:**

**[www.airforcewriter.com/afjrotc-ribbon-rack-builder.htm](http://www.airforcewriter.com/afjrotc-ribbon-rack-builder.htm)**

## Chapter 17: AFJROTC Graduation Honor Cords

1. In order to wear an AFJROTC Honor Cord during a cadet's graduation from Airline High, a cadet must meet the following requirements:

- a. Student has been active within AFJROTC for a minimum of 3 years
- b. Maintained a cumulative 4.0 GPA in AFJROTC
- c. Maintained a cumulative 3.25 GPA in Core classes outside of AFJROTC
- d. Student has been recognized as having outstanding leadership skills and served in a Corp Staff leadership position

2. In addition to the above requirements a cadet must also have earned the following AFJROTC awards:

- a. **Leadership Ribbon**- Awarded to students who have displayed outstanding leadership skills throughout the year.
- b. **Achievement Ribbon**- Awarded for a significant achievement as deemed appropriate by the AFJROTC instructor.
- c. **Superior Performance Ribbon**- Awarded annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. (**Top Performer Ribbon** is a substitute)
- d. **Academic Ribbon**- Awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term, in addition to an "A" average in AFJROTC.
- e. **Leadership Development Requirements Activities Leadership Ribbon**- Awarded annually, the recipient must have demonstrated exceptional leadership in achieving objective through the coordinated efforts of others.
- f. **Service Ribbon**- Awarded for distinctive performance in school, community, or AFJROTC projects.

3. The SASI will approve all candidates for wear of the AFJROTC Honor Cord.

## Chapter 18: MALE UNIFORM ITEMS

**18.1. Belt:** Dark blue with silver tip, 1 1/4 inches wide and worn by threading through the belt loop to the wearer's left. The silver tip extends beyond the buckle to the wearer's left with no blue fabric showing. The male cadet "gig" line is the straight line formed by the front edge of the shirt, the belt buckle, and the trousers fly. Check frequently to ensure the "gig" line is straight.

**18.2. Blue Service Coat:** With arms hanging naturally, sleeves should end 1/4 inch from the heel of the thumb. Bottom of the coat should be fingertip length when hands are slightly cupped. All buttons must be buttoned and NOTHING is carried in outside pockets. Flat items may be carried in the inside pockets. The coat may be removed in classrooms or the media center when it becomes uncomfortably warm or when a lab coat must be worn, or it may be unbuttoned in the classroom to avoid binding or wrinkling. It will NOT be unbuttoned or removed in public areas (hallways, common areas, or cafeteria). When removed it will be hung up or carefully draped over a chair back. The coat must be put back on and BUTTONED before leaving the classroom. The coat will have the unit patch on the right sleeve and AFJROTC patch on left sleeve as prescribed in AFJROTC Uniform and Awards Guide, dependent upon availability.

**18.3. Blue Service Cap ("Wheel Cap"):** This is an optional item for cadet officers that may be purchased by the cadet through the SASI/ASIs. It is worn squarely on the head with two-finger spacing between the bridge of the nose and the bill of the cap. Service cap will have a plain visor.

**18.4. Blue Garrison Cap ("Flight Cap"):** Worn slightly to the right with vertical crease at center of the forehead in a straight line with the nose and approximately one inch above the eyebrow. The crown will not be crushed. Flight cap **will not** have officer silver braid.

**18.5. Light Weight, Blue Windbreaker Jacket:** Must be zipped up at least halfway. Cuffs of the sleeves should cover the wrists but not extend beyond. The windbreaker will not be worn over the service dress jacket or with civilian clothing. The jacket will have the AFJROTC patch on the left sleeve as prescribed in AFJROTC Uniform and Awards Guide, dependent upon availability.

**18.6. Light Blue, Short Sleeve Shirt with Epaulets:** With arm bent at a 90 degree angle, the bottom of the sleeve should barely touch or come within one inch of the forearm. This shirt may be worn with a tie or with open collar. If worn with an open collar, a white **"V" neck tee shirt must be worn** so that the top of the tee-shirt is not exposed. When wearing a tie, all buttons will be buttoned. When not wearing a tie all buttons except the top button are buttoned. Under either option, the shirttail is pulled down into the trousers tightly and tucked at the sides to make it nearly form fitting. The only creases on the shirt are down the sleeves.

**18.7. Socks:** Socks must be black without designs or logos. Other dark colors are not authorized. Socks must be at least "crew length." Ankle socks are not authorized.

**18.8. Blue Tie:** The tie is secured by either a Windsor or four-in-hand knot. The tip of the tie



will extend no more than 1 and 1/2 inches above or below the belt line. It is worn outside the shirt and is not tucked in. Pre-tied ties and the tie tack or clasp bearing the official Air Force Coat of Arms are not authorized.

**18.9. Dark Blue Trousers:** Trim fitted with no bunching at the waist or bagging at the seat. The bottom of the trousers will rest on the front of the shoes with a slight break in the creases. The back of the trouser leg will extend approximately 7/8 inch longer than the front. The trousers must be of matching material to the service coat and the cap. The rear pocket of the trousers will be buttoned always and articles should not be bulky and not be visible. The zipper tab will be pressed down to permit the "fly" to be neatly closed.

**18.10. Shoes:** Black male oxfords. Shoes will be laced to the top and will be highly shined. The soles and heel edges will be coated with sole and heel dressing. Optional high gloss black patent leather are authorized at the cadet's own expense.

**18.11. Undergarments:** Will be worn with the uniform and will be conservative, commercial style, white in color, and contain no visible designs or lettering.

**18.12 Other: Earrings will not be worn while in uniform or during JROTC class time.** Fingernails will be neat, clean and trimmed. No more than three rings will be worn at any one time and one bracelet may be worn which cannot be wider than one inch and will not detract from the military image, or will not present a safety hazard. Rubber "cause" bracelets are not authorized for wear while in the Air Force uniform.

## **18.2. MALE PERSONAL APPEARANCE**

**18.2.1. Hair:** Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will *not* exceed 1¼ inch in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, high-and-tight or flat-top cuts are authorized. Prohibited examples (*not* all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched design. Men are *not* authorized hair extensions. See **Figure 3.1** for sideburns, mustache and beard and for graphic examples of male hair standards.

**18.2.2.Sideburns:** If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. See **Figure 3-1**, orifice of the ear opening is at reference point A.

**18.2.3. Mustaches:** Male cadets may have mustaches; however they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See **Figure 3-1**, reference points B, C, and D.

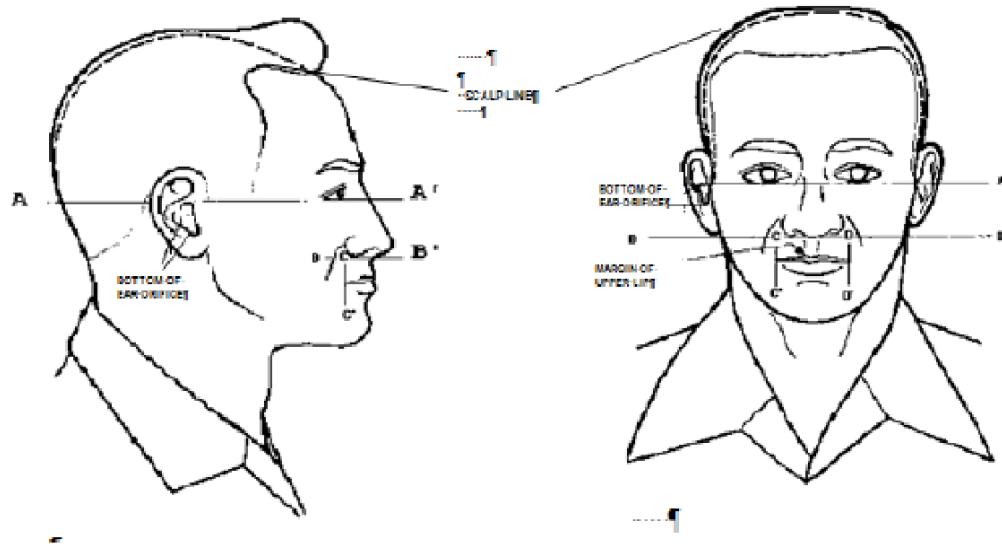
**18.2.4. Beards:** Beards are not authorized unless given a shaving waiver by medical authority.

**18.2.5. Shaving:** All male cadets must be clean shaven while in the Air Force uniform. If given a shaving waiver, facial hair must not exceed ¼ inch in bulk

**18.2.6 Fingernails.** Male cadets are not authorized to wear nail polish

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

**Figure 3-1**



# Chapter 19: How to tie a Tie

## 19.1. How To: Tie a Knot (Four-In-Hand)



1. Situate the tie so that the end "A" is longer than end "B" and cross "A" over "B".



2. Turn "A" back underneath "B".



3. Continue by bringing "A" back over in front of "B" again.



4. Pull "A" up and through the loop around your neck.



5. Hold the front of the knot loosely with your index finger and bring "A" down through front loop.



6. Remove finger and tighten knot snugly to collar by holding "B" and sliding the knot.

## 19.2. How To: Tie a Tie (Windsor)



1. Situate the tie so that the end "A" is longer than end "B" and cross "A" over "B".



2. Bring "A" up through loop between collar and tie; then back down.



3. Pull "A" underneath "B" and to the left, and back through the loop again.



4. Bring "A" across the front from left to right.



5. Pull "A" up through the loop again.



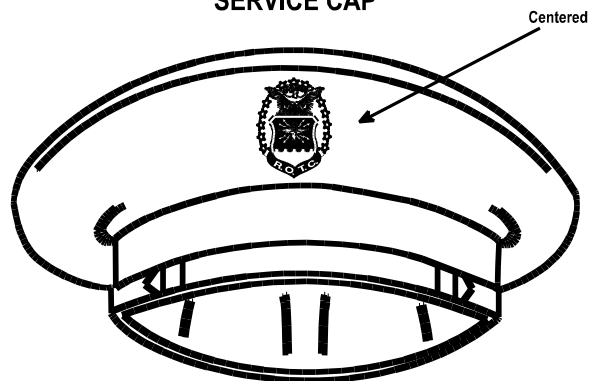
6. Bring "A" down through the knot in front.



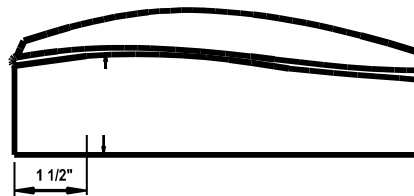
7. Using both hands tighten the knot and draw up to collar.

## CADET MALE HEADGEAR

### SERVICE CAP



### FLIGHT CAP



centered top to bottom and  
1 1/2 inches from front of cap

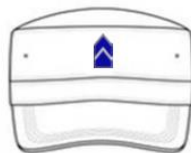
Officers wear hat insignia with stars

**Enlisted Ranks will have no hat insignia on the flight cap**

## CADET ABU HEADGEAR

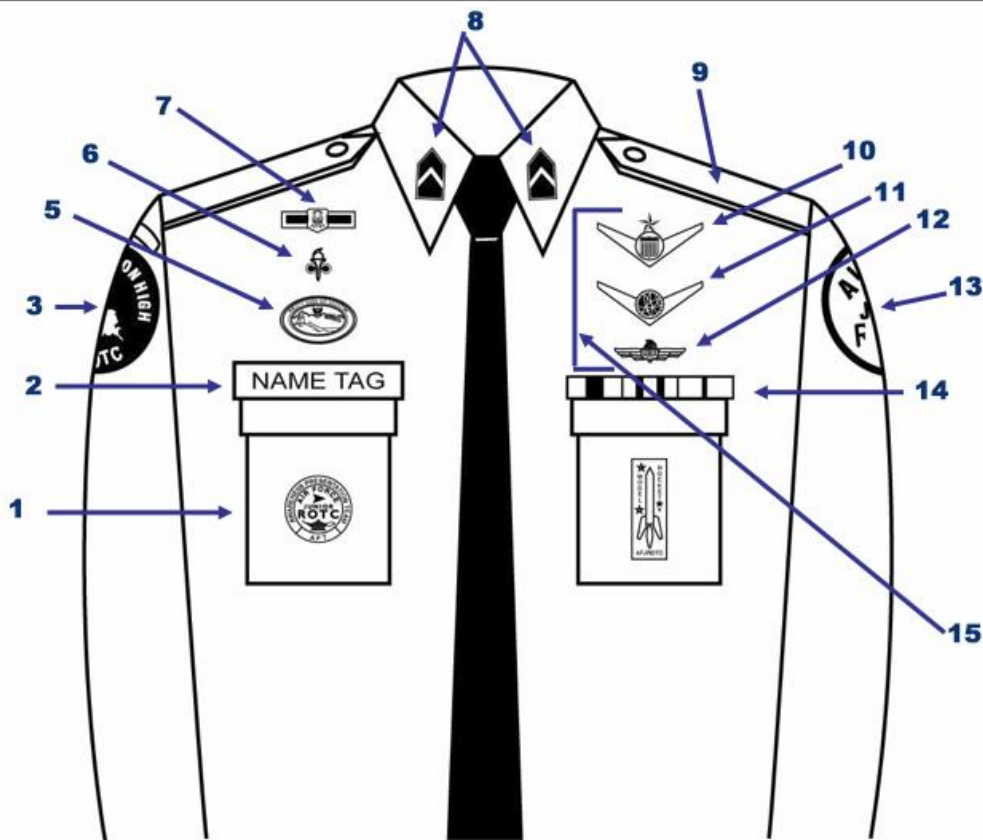


Enlisted Cadets will not wear rank on the ABU cap.



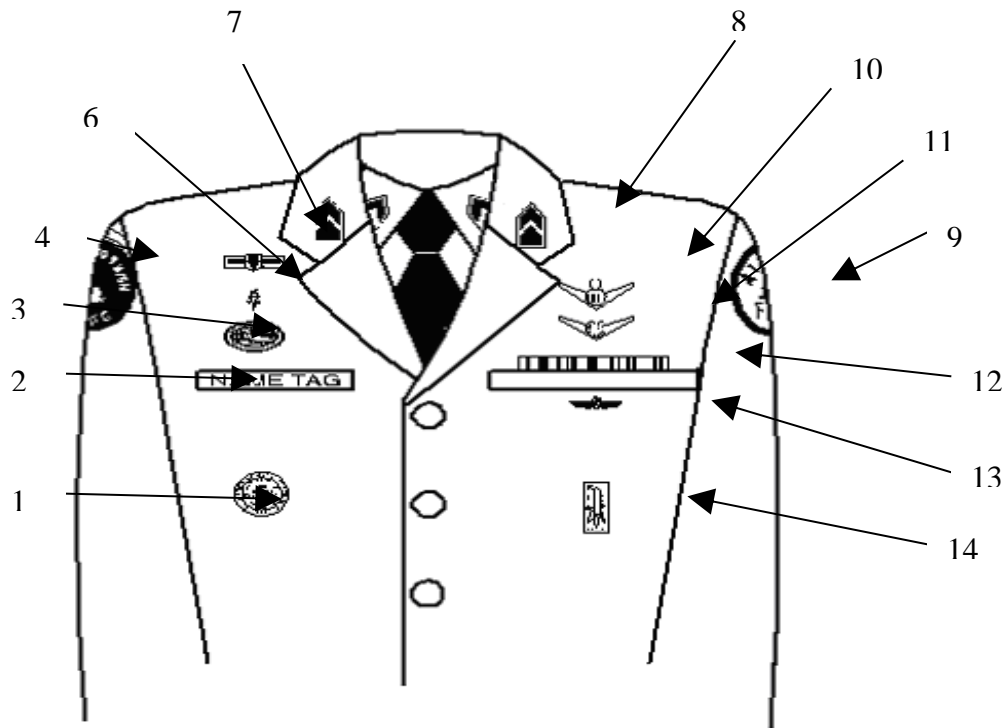
Officers will wear rank insignia on the ABU cap.

# CADET MALE BLUE SHIRT



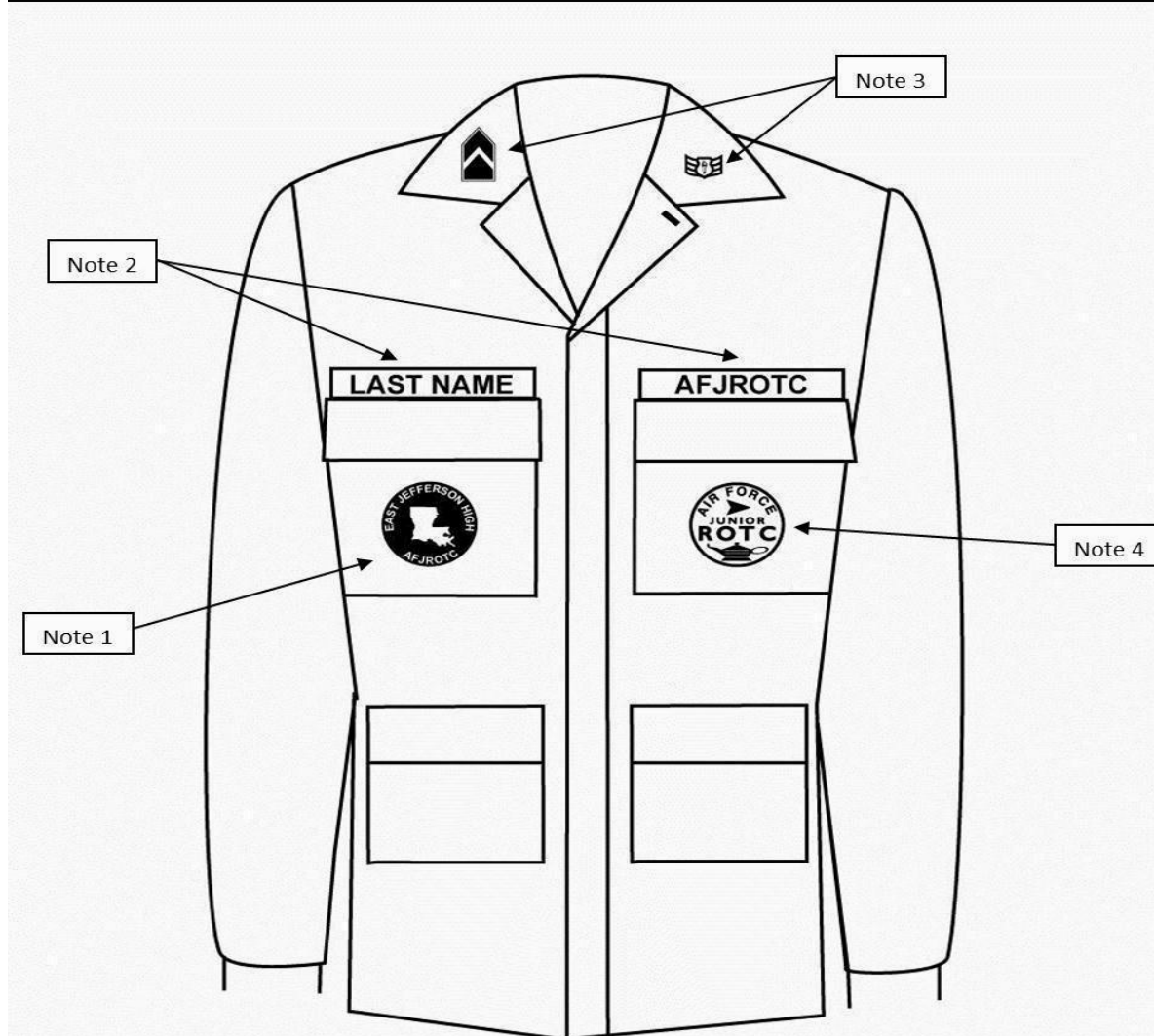
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: authorized for wear and is to be grounded and centered over wearer's right pocket.
3. Unit patch: center  $\frac{1}{2}$  to 1 inch below shoulder seam on right sleeve.
4. Shoulder tab: center 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 (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman 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.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. AFJROTC Patch: center  $\frac{1}{2}$  to 1 inch below shoulder seam on left sleeve.
14. Ribbons: ground and center on pocket.
15. First badge placed  $\frac{1}{2}$  inch above name tag or ribbons and is centered horizontally. Additional badges placed  $\frac{1}{2}$  inch above previous badge.

## CADET MALE 1620 SERVICE DRESS



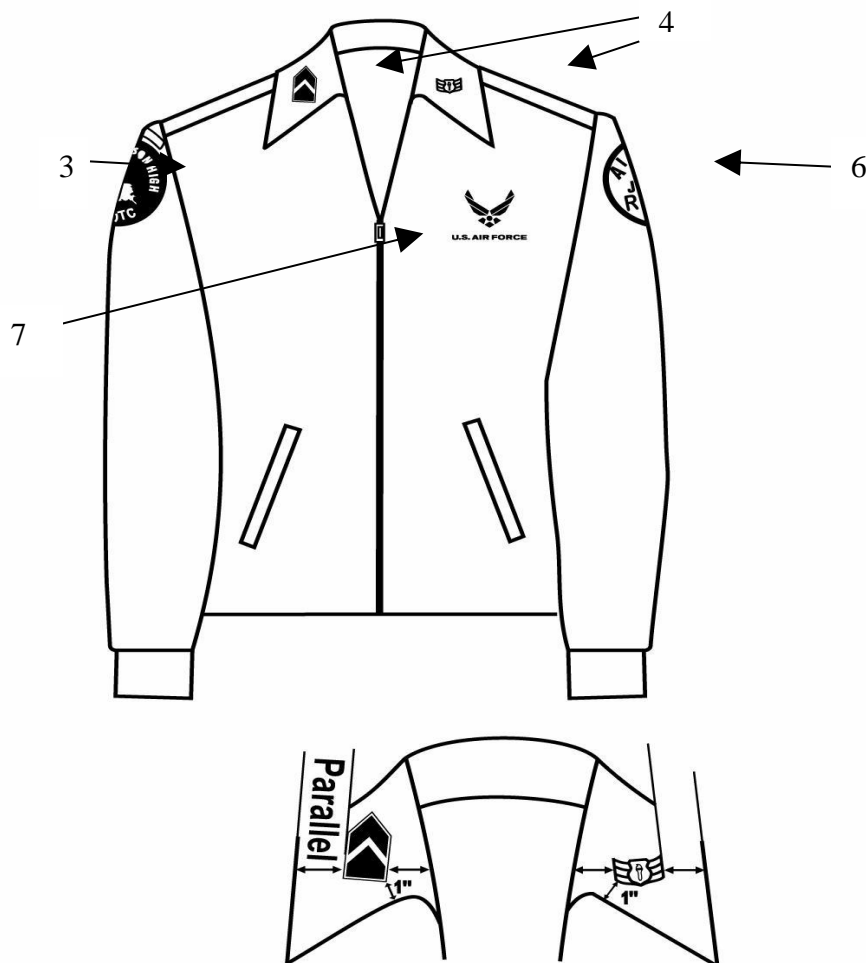
1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed 1/2 to 1 inch below shoulder seam and centered on right sleeve.
5. Shoulder tabs: 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.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Airman Basic wear lapel insignia on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch: Placed 1/2 to 1 inch below shoulder seam, and centered on left sleeve.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed 1/2 inch above name tag or ribbons and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

## CADET UTILITY UNIFORM (ABU/BDU) Male and Female



1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes, dark blue (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch: WHITE patch only (mandatory). Will be worn on left pocket and centered.

## CADET LIGHTWEIGHT BLUE JACKET



1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
3. Unit patch on right sleeve 1/2 to 1 inch below shoulder seam and centered.
4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
5. 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.
6. AFJROTC patch on left sleeve 1/2 to 1 inch below shoulder seam and centered.
7. Jacket will be closed to at least the halfway point.
8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.



## Chapter 20: FEMALE UNIFORM ITEMS

**20.1. Blue Service Coat:** Coat should follow the contours of the figure but allow ease of movement without pulling in the back of the waist. The sleeves should come to the base (heel) of the hand. The coat and slacks or skirt must match the color shade and material. Items will not be carried in the jacket pockets. The coat may be removed in the classrooms or the media center when it becomes uncomfortably warm. It may also be unbuttoned in the classroom to avoid binding or wrinkling. It will not be removed in school public areas such as hallways, common areas, or the cafeteria. When removed it will be hung up or carefully draped over the back of a chair. The coat will be put on and buttoned before leaving the classroom or media center. The coat will have the unit patch on the right sleeve and AFJROTC patch on left sleeve as prescribed in AFJROTC Uniform and Awards Guide, dependent upon availability.

**20.1.2. Blue Flight Cap:** Worn with the crease straight with the nose, with insignia over the left eye, and worn one inch to one and one-half inches above the eyebrow.

**20.1.3. Hosiery:** Hosiery will be worn with the formal dress, mess dress, semi-formal dress, and service dress uniform (skirt). Hosiery will be plain commercial, sheer, nylon in neutral, dark brown, black or off-black, or dark blue shades that complement the uniform and the Airman's skin tone. Patterned hosiery is not authorized to be worn with any uniform. Hosiery must be worn with the skirt and are optional with slacks.

**20.1.4. Socks:** Black, commercial socks without designs will be worn with slacks and oxfords.

**20.1.5. Light Weight, Blue Windbreaker Jacket:** Jacket must be zipped up at least halfway. Cuffs of the sleeves should cover the wrists but not extend beyond. Over blouse will not show below the jacket. The jacket will have AFJROTC patch on left sleeve as prescribed in AFJROTC Uniform and Awards Guide, dependent upon availability.

**20.1.6. Short Sleeve, Light Blue, and Pointed Collar Blouse:**

May be worn with or without tab, except tab is worn with combination 1 (Service Dress Uniform). Blouse is worn tucked in.

**20.1.7. Blue Slacks:** Will fit naturally over the hips with no bunching at the waist or fullness in the seat. Bottom of slacks will rest on the front of the shoes with a slight break in the creases. Back of the slacks will extend approximately 7/8 inch longer than the front. Slacks are tailored to straight hanging and any alterations to modify the leg shape must be approved by the SASI/ASIs. Articles carried in the pockets will not be visible or present a bulky appearance.

**20.1.8. Blue Belt:** With skirt or slacks with belt loops, silver tip end of the belt extends beyond the buckle facing the wearer's right; no blue fabric shows. Check frequently to ensure the "gig" line is straight.

**20.1.9. Blue Skirt:** Will be free hanging with zipper closure on the left hip. Length will be no shorter than the top of the kneecap and no longer than the bottom of the kneecap. Hose will be worn with the skirt.

**20.1.10. Undergarments:** Will be worn with the uniform and will be conservative, commercial style, and white in color.

**20.1.11. Shoes:** Will be issued black oxford shoes to be worn with uniform. Shoes will be laced to the top and highly shined. Optional scotch grain black leather or high gloss finish pumps are authorized for female cadets at their own expense. Optional high gloss black corfam or patent leather shoes are also authorized at the cadet's own expense. Heel height must not exceed 2 1/2 inches. Shoes will have plain closed toe and heel, and will not have any ornamentation such as bows, buckles, or straps.

**20.1.12. Purse:** May carry a small black purse. The standard Air Force purse may be purchased and carried at the cadet's expense.

## **20.2. FEMALE PERSONAL APPEARANCE**

**20.2.1.** Female cadets will not wear, carry, or exposed on the uniform, pencils, pens, handkerchiefs, and jewelry to include ankle bracelets. One bracelet is permitted if it is neat and conservative and not wider than one inch. They may wear wristwatches, identification bracelets, and pearl, silver, diamond, or gold stud earrings if they do not extend or dangle below the bottom of the ear lobe. Earrings must be spherical or of plain design. They may wear no more than three rings at any one time.

**20.2.2. Hair-Female:** There is no minimum hair length, to a maximum bulk of 3½ inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will *not* touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. See Figure 3.4. When in doubt, assess correct length of hair with Airman standing in the position of attention. **Exception:** While wearing the Physical Training Uniform (PTU), long hair will be secured but may have loose ends and may extend below the bottom edge of the collar.



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

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



**20.2.5.** Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar (see figures below). Headgear must fit properly.

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



**20.2.6. Unauthorized:** Locs and shaved heads (photo above). Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. Shaved heads are defined as complete removal of all hair to the skin on the head or portions of the head.

**20.2.7. Hair color** Hair color, highlights, lowlights, and frosting will *not* be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey).

**20.2.6. Fingernails:** Male cadets are not authorized to wear nail polish. Fingernail polish, if worn by female cadets, 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 florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors. However, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well groomed. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.

**20.2.7. Cosmetics:** Male cadets are not authorized to wear cosmetics. Female cadets may wear cosmetics; however, if worn, will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Cadets will not wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.

**20.2.8. Earrings:** Female cadets may wear small round or square white diamond, gold, white pearl, or silver earrings. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.

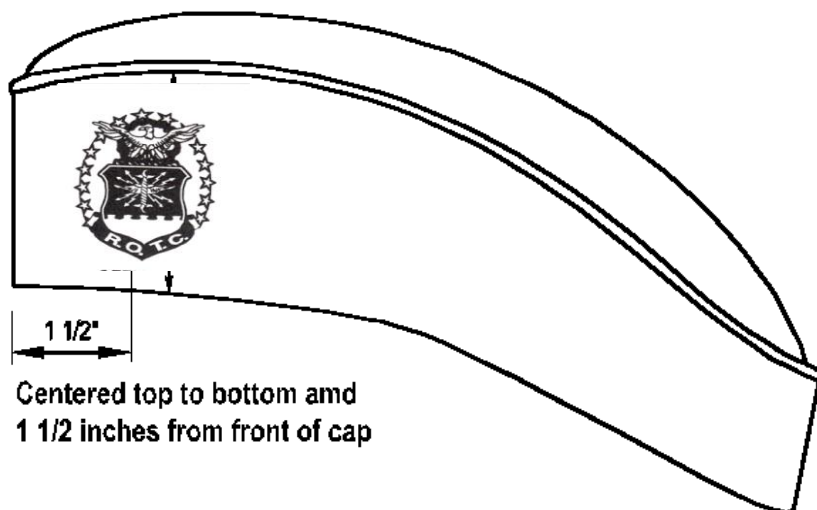
**20.2.9 Skirts.** The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade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

# CADET FEMALE HEADGEAR

## SERVICE CAP



## FLIGHT CAP



Officers wear hat insignia with stars.  
**ONLY cadet officers wear hat insignia.**

## CADET ABU HEADGEAR

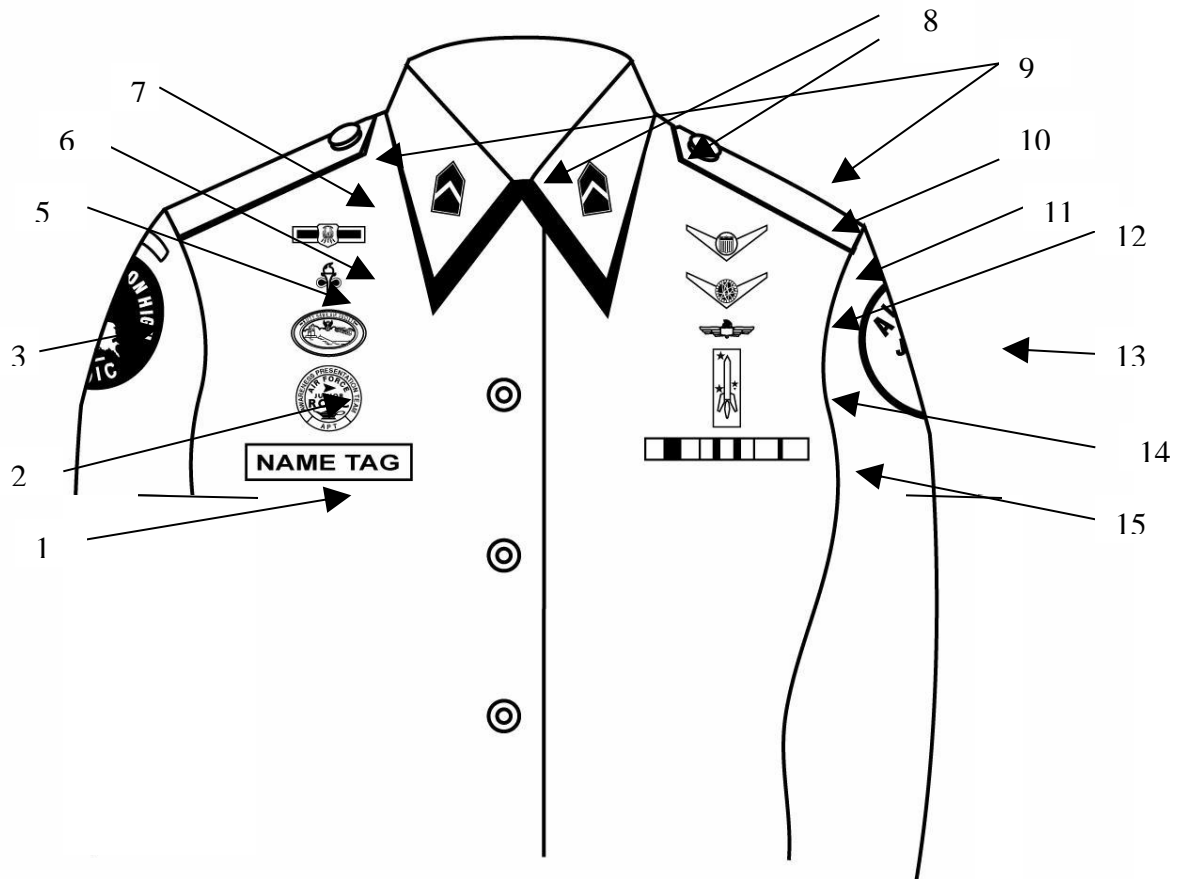


Enlisted Cadets will not wear rank on the ABU cap.



Officers will wear rank insignia on the ABU cap.

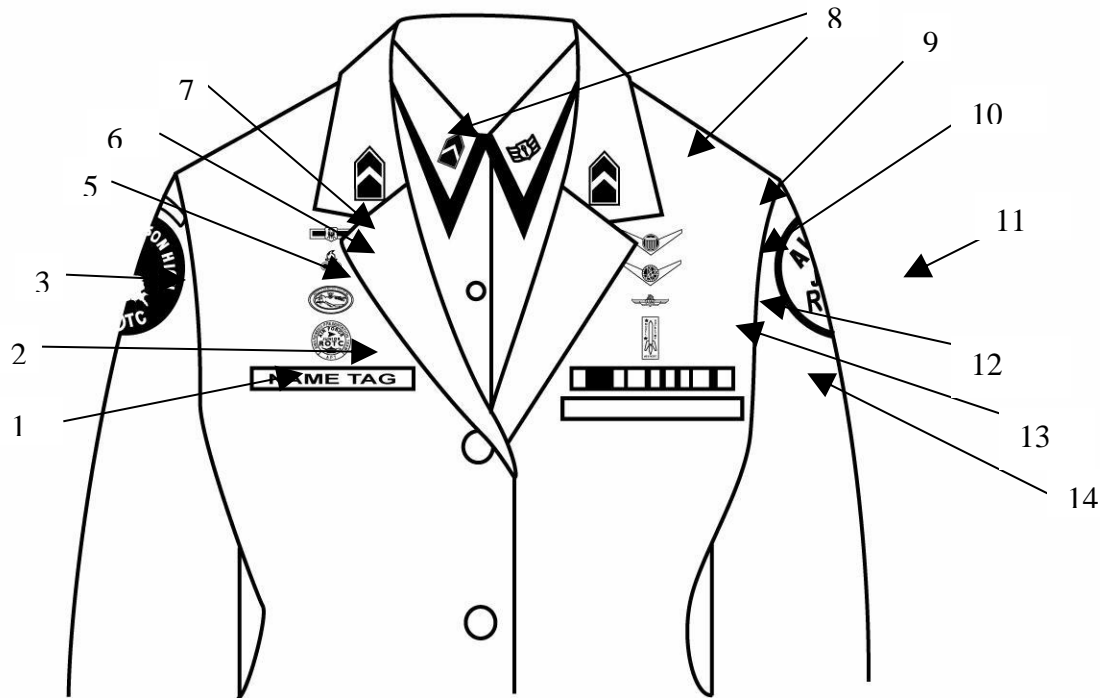
# CADET FEMALE BLUE SHIRT



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center 1/2 to 1 inch below shoulder seam on right sleeve.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman 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.
10. Flight Solo or Flight Certificate Badge: see note 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautic (AMA) Wings: see note 16.
13. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam on left sleeve.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 1/2 inches higher or lower than the first exposed button.
16. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.



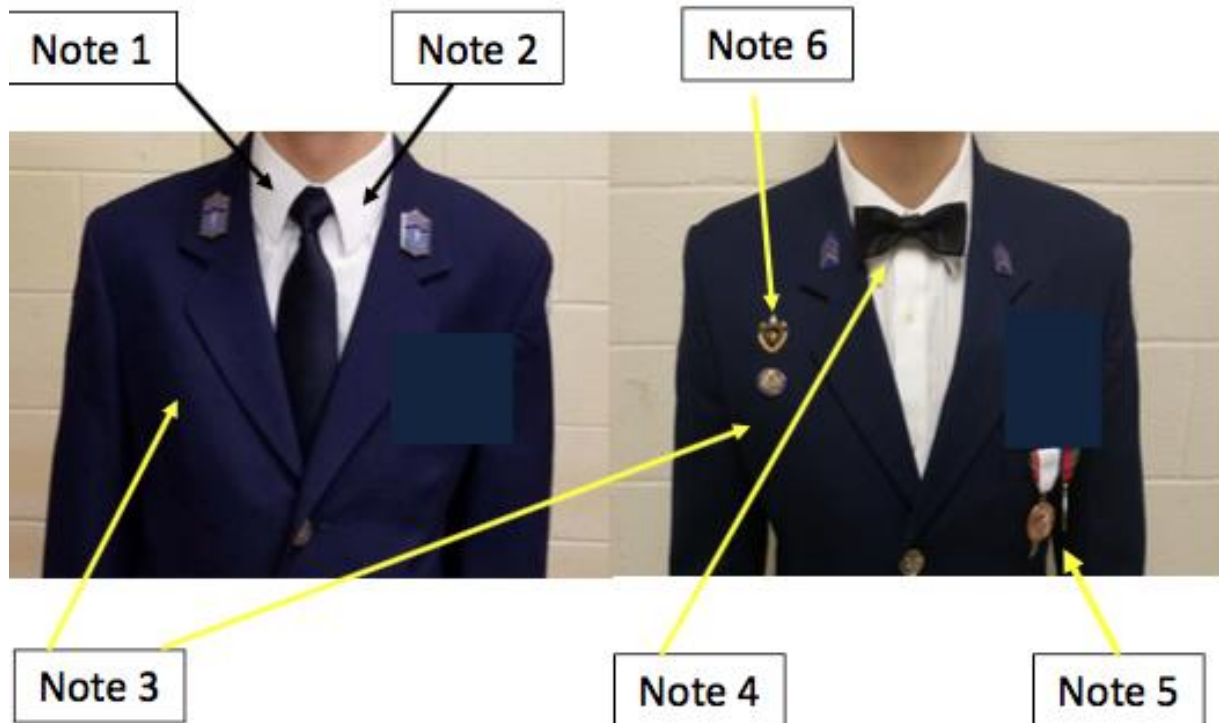
# CADET FEMALE 1620 SERVICE DRESS



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam on right sleeve.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 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 (officer or enlisted) worn on both lapels. 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.
10. Ground School Badge: see note 15.
11. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam on left sleeve.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. Model Rocketry Badge: see note 15.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some.
15. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

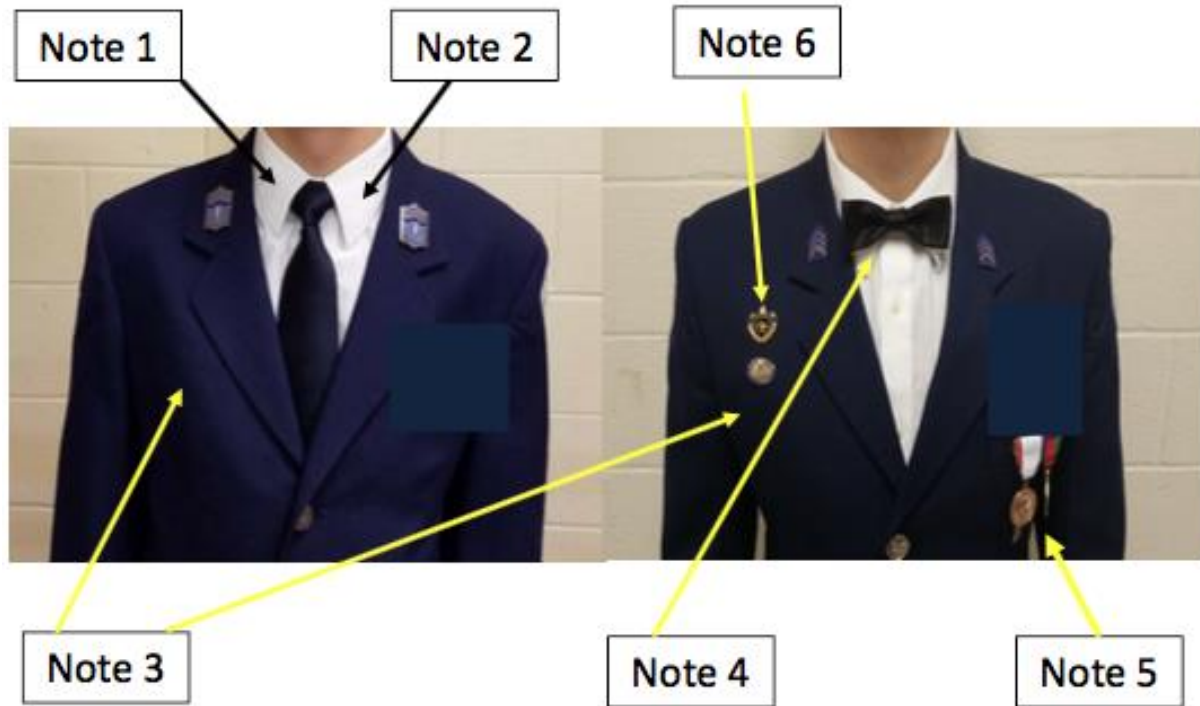
## 20.2.10 – Additional Uniform Examples

### 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. Ribbons will not be worn on the semi-formal uniform. Large medals may be worn on the Service Dress coat only, directly under ribbon rack.
6. Authorized badges may be worn on the semi-form dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
7. Headgear is not worn with the semi-formal dress uniform.

## 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. Ribbons will not be worn on the semi-formal uniform. Large medals may be worn on the Service Dress coat only, directly under ribbon rack.
6. Authorized badges may be worn on the semi-form dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
7. Headgear is not worn with the semi-formal dress uniform.

## Sample Exhibition Uniform



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

1. Berets. Solid Color, white, dark blue and/or black ONLY, with AFJROTC officer and/or enlisted rank insignia and mini-Hap Arnold Insignia. The former officer flight cap emblem will not be worn on the beret.
2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a  $\frac{3}{4}$  inch stripe on the outside length of the pants, silver, dark blue, and/or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn, colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**

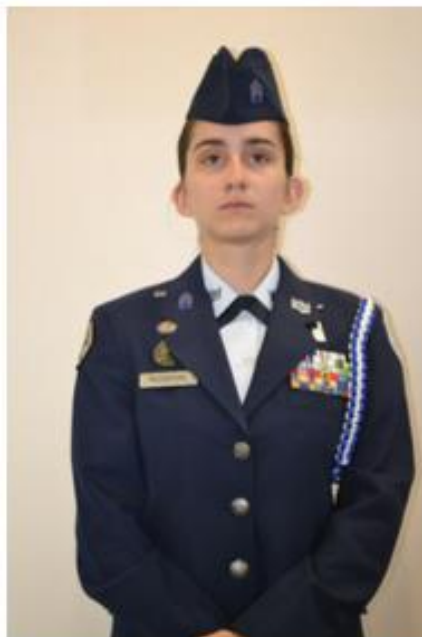


## Sample Exhibition Uniform



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

## Sample Uniform Pictures



## Sample Uniform Pictures



## Chapter 21: AIR FORCE DRILL

**21.1.** Military drill is a vital part of AFJROTC curriculum. The purpose for military drill is listed below:

1. Enables a cadet to move a unit from one place to another in an orderly manner
2. Teaches cadets to act in unison and together as a team
3. Teaches cadets to respond instantly and subconsciously to a word or command
4. Provides cadets a feeling of belonging and togetherness
5. Develops self-discipline and motivation

Cadets will be evaluated during each promotion cycle on Drill and Ceremonies. It is absolutely necessary that each cadet become proficient in drill during the first semester.

NOTE: All cadets must participate in drill. If you are not physically able to participate you must have a signed doctor's excuse or be sent to the nurse's office for evaluation. Cadets who do not have a written doctor's excuse but refuse to participate in drill will not receive credit for that day of class.

### 21.2. Sample Drill Terminology

- **Element:** The basic formation - the smallest drill unit comprised of at least 3 but usually 8 to 12 cadets, one of whom is designated as the element leader
- **Flight:** At least two but not more than four elements
- **Interval:** The space between cadets placed side by side - a normal interval is an arm's length
- **Distance:** The space between cadets (40 inches) as measured from their chest to the back of the cadet to their immediate front while in formation
- **Dress:** Alignment of elements side by side or in line while maintaining proper interval
- **Cover:** Cadets aligning directly behind the person to their immediate front while maintaining proper distance
- **Alignment:** Dress and cover
- **File:** A single column of cadets place one behind the other
- **Rank:** A single line of cadets placed side by side
- **Flank:** The extreme right or left (that of the troops) side of a formation
- **Step/Pace:** The distance measured from heel to heel (9 inches in quick time) between the feet of an individual marching
- **In Column:** The arrangement of units side by side with element leaders at the head
- **In Line:** The arrangement of units one behind the other with the element leaders at the extreme right flank
- **Quick Time:** The rate of marching 100 to 119 steps, 9 inches in length, per minute
- **Half Time:** The rate of marching 100 to 119 steps, 12 inches in length, per minute
- **Mark Time:** Marching in place at 100 to 119 steps per minute, raising feet 4 inches
- **Slow Time:** The rate of marching at 60 steps per minute (used in funeral ceremonies)
- **Double Time:** The rate of marching 180 steps, 30 inches in length, per minute



### 21.3. General Rules for Drill Command

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

### 21.4. Characteristics of the Command Voice

- **Loudness:** The volume used in giving commands
- **Projection:** The ability of your voice to reach whatever distance is desired without undue strain
- **Distinctness:** Clear enunciation
- **Inflection:** The change in pitch of the voice
- **Snap:** The extra voice quality that demands immediate response - expresses confidence and control

### 21.5. Saluting & Verbal Greetings

- The junior member initiates the salute and/or verbal greeting in time to allow the senior officer to return it
- A superior carrying articles in both hands need not return the salute but should nod or verbally acknowledge
- Salutes are not rendered indoors, with the exception of formal reporting
- Cadets will not salute or return a salute in formation unless given the command to do so - the cadet in charge salutes for the whole formation
- In groups not in formation, the first cadet that notices a senior officer approaching calls the group to attention, and all cadets face the officer and salute
- At public gatherings such as sporting events, meetings, or when a salute would be inappropriate or impractical, salutes between cadets/officers need not be rendered
- Cadet in a work detail do not salute - the person in charge salutes for the entire group
- The salute must be rendered to officers moving in marked military vehicles

### 21.6. Flight Formations and Rules for Individuals "Falling Out"

- A flight forms in at least two but not more than four elements in line formation
- A line formation is the only formation used for open ranks inspections
- A formation in column of at least two but not more than four elements is the formation used for marching
- The flight marches in line formation only for minor changes in position
- To leave ranks in line formation, the command is (Rank/Last Name), (pause), < "Front and Center" >
  - Upon hearing his or her name, the cadet assumes the position of attention
  - On the command < "Front and Center" >, the cadet takes one step backward, faces to the left or right, proceeds to the closest flank, and proceeds to the front of the formation by the most direct route
  - The cadet halts one pace in front of and facing the person in command, salutes, and reports as directed
  - To return to ranks, the cadet salutes, faces left or right, and returns by the same route to the

same position in ranks

### **21.7. How To: Call the 30 Commands Sequence**

- |                      |                            |                                  |
|----------------------|----------------------------|----------------------------------|
| 1. Fall In           | 11. Forward March [L]      | 20. Ready Front [L]              |
| 2. Open Ranks March  | 12. Right Flank March [R]  | 21. Column Right March [R]       |
| 3. Ready Front       | 13. Left Flank March [L]   | 22. Forward March [L]            |
| 4. Close Ranks March | 14. Column Right March [R] | 23. Change Step March [R]        |
| 5. Present Arms      | 15. Forward March [L]      | 25. Column Right March [R]       |
| 6. Order Arms        | 16. To the Rear March [R]  | 26. Forward March [L]            |
| 7. Parade Rest       | 17. To the Rear March [R]  | 27. Flight Halt [Either]         |
| 8. Attention         | 18. Column Right March [R] | 28. Left Face                    |
| 9. Left Face         | 19. Forward March [L]      | 29. Right Step March             |
| 10. About Face       | 19. Eyes Right [R]         | 30. Flight Halt [heels together] |

### **21.8. How To: Perform an Open Ranks Inspection**

- 1 “Fall In”:
  - Guide (Or 1st Element Leader) takes a position so the flight is centered and three paces away.
- 2 Size the Flight
  - Taller tap.
- 3 “Count Off” (in column formation)
  - The element leaders turn their heads 45 degrees and in unison, call out “ONE” and then turn their heads back to center. Each rank follows the same pattern.
- 4 Open ranks:
  - Give the command <Open Ranks March>. Proper distance is 70 inches between ranks. The flight automatically executes <Dress Right Dress> and remains so until the flight has been aligned.
- 5 Align the flight:
  - This is a formality. Go quickly. Do proper facing movements. After aligning elements, march three paces past the flight and execute a <Left Face>.
- 6 Ready front:
  - Give the command <Ready Front>. Take one pace, execute a <Right Face>, salute, and report to the inspector as appropriate. For example: “(Sir/Ma’am), FL-035 \_\_\_ flight is prepared for inspection.” You will then be inspected and then asked to accompany him/her during the inspection.
- 7 Prepare the flight:
  - After you are inspected, execute a <Left Face> and give the command <Second/Third (Fourth) Elements, Parade Rest>. Now execute a <Half-Left Face> as in marching and halt one pace to the right and one pace behind the instructor

8 Inspection:

- The flight commander (sergeant) must step off with the left foot and execute an in place halt as the inspector moves from cadet to cadet. The flight commander (sergeant) follows the inspector and records all discrepancies. At the end of each element, the flight commander (sergeant) allows the inspector to pass by and then follows the inspector down the back of the element. Element leaders must call their elements to <Attention> and give their elements <Parade Rest> at the proper times. Element leaders must assume the position of <Attention> prior to calling their respective elements to <Attention>.

9 Post inspection:

- After the last element has been inspected, the inspector will march off. The flight commander (sergeant) then marches to a position one pace to the right and three paces past the flight, executes a <Left Face> and calls the flight to <Attention>. The flight commander (sergeant) then takes one pace forwards and executes a <Right Face>. The flight commander (sergeant) will receive comments from the inspector and salute the inspector upon departure

10 Close ranks:

- Immediately after the inspector departs, the flight commander (sergeant) executes a <Left Face> and gives the command <Close Ranks March>. The flight commander (sergeant) then marches by the most direct route to a position three paces in front of, centered on, and facing the flight. The flight commander (sergeant) will give feedback and further instructions to the flight before having them fall out.

## Chapter 22: FLAG DETAIL

**22.1.** Flag detail will be performed by A Flight in the morning and D Flight in the afternoon. Flight commanders will provide a minimum of three cadets per day to complete the flag detail. It is not necessary to be in uniform to complete this detail.

**22.2.** It will be each flight's responsibility to complete this detail. **Flags should be raised prior to 0745 each school day, and will be lowered at 1400 daily.** If the flag is to be flown at half-mast the instructors will notify the cadets. In this case, the flag is briskly raised to the top of the flagpole first and then lowered to half-mast ceremoniously.

### 24.3. FLAG FOLDING

As a military custom, the flag is lowered daily at the last note of retreat. Special care should be taken that no part of the flag touches the ground. The flag is then carefully folded into the shape of a tri-cornered hat, emblematic of the hats worn by colonial soldiers during the war for Independence. In the folding, the red and white stripes are finally wrapped into the blue, as the light of day vanishes into the darkness of night **This custom is reserved for the United States Flag alone.**



#### *How to fold the Flag*

##### **Step 1**



To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.

---

### Step 2



Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.

---

### Step 3



Fold the flag **again** lengthwise with the blue field on the **outside**.

---

### Step 4



Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.

---

### Step 5



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.

---

### Step 6



---

### Step 7



When the flag is completely folded, only a triangular blue field of stars should be visible.

## **Chapter 23: CADET NOTES...**

# ATTACHMENT 1

**Airline High School**  
Air Force Junior ROTC  
Cadet Contract / Data Sheet

## **Cadet's Name:**

First: \_\_\_\_\_ MI: \_\_\_\_ Last: \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent/Guardian Name / Phone: \_\_\_\_\_

Gender: M\_\_\_\_\_ F: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Recruited by: \_\_\_\_\_(If applicable)

1. UNDERSTANDING: Belonging to the Airline High School cadet corps is a privilege, not a right. The instructors reserve the right to remove a cadet from the program if they are not meeting the minimum standards spelled out in this contract.

2. OBLIGATIONS AND CONSIDERATIONS: Participation in AFJROTC does not commit or obligate any student to military service. It does not guarantee special consideration if a student chooses to enter military service. However, a cadet who successfully completes 4 terms of AFJROTC **MAY** qualify for advanced rank upon enlistment in the military. This is a cadet ran organization and your daughter/son/ward must be willing to take direction from other cadets.

3. APPLICATION: I, the above named prospective cadet, hereby apply for enrollment in the LA-072 Air Force Junior ROTC Program.

4. INSTRUCTOR AGREEMENT: Upon acceptance of this application, the Senior Aerospace Science Instructor (SASI) and the Aerospace Science Instructor (ASI) agree to educate and train the cadet in citizenship; promote community service; instill responsibility, character, and self-discipline; and provide instruction in air and space fundamentals, leadership, and physical training/wellness. We provide direct oversight of all cadet actions and activities.

5. CADET AGREEMENT: In order to maintain the high cadet standards of discipline, courtesy, personal conduct, and appearance required by the Air Force and the LA-072<sup>nd</sup> Cadet Group, I understand and agree to the following:

A. I will meet the standards of discipline, behavior, attitude, and courtesy required by the instructors.

B. I will be removed from the AFJROTC Program for the following reasons:

- (1). Failure to wear the Air Force uniform appropriately as/when required.
- (2). Failure to wear the issued PE Uniform as/when required.
- (3). Failure to maintain acceptable standards including uniform and personal grooming (haircut, earrings, tattoos, facial hair, etc.)
- (4). Inaptitude or indifference to training.
- (5). Inappropriate behavior/disciplinary reasons.
- (6). Involvement with alcohol, tobacco, drugs, or other activities generally unacceptable in the school/community.
- (6). Failure in not standing for and reciting the Pledge of Allegiance.
- (7). Other reasons deemed appropriate by the SASI and/or principal.

C. I will wear the issued regulation Air Force uniform and the JROTC PE uniform as required by the instructors. I understand that optional uniform items may be worn as long as worn properly and that the JROTC program has no obligation to provide optional items.

D. I will maintain the uniform in a clean, properly fitted, and repaired manner and will configure and wear the uniform as described in the Cadet Handbook and the AF JROTC Operational Supplement.

E. I will meet and maintain the personal grooming standards established by the Air Force. I will take particular attention to military haircut standards, facial hair, body piercing, tattoos, and body jewelry. Male cadets will not wear earrings while in the AFJROTC classroom either in or out of Air Force uniform. Male and female cadets will not have any visible body jewelry (except earrings for female cadets). All male cadets holding a staff position will maintain proper grooming at all times when in the AFJROTC classroom or participating in any sponsored events/activities.

F. I will maintain an acceptable standard of academic performance in all classes. I will complete all assignments given to me by my instructor. I will actively participate in classroom work and the co-curricular activities of AFJROTC.

G. I will respond positively to other cadets appointed to leadership positions in the Cadet Group. I will render proper military courtesies to instructors, military officers, and cadets senior in rank. I will express courtesy and respect to administrators teachers, coaches and other adults with whom I come into contact. I will conduct myself properly when I am entrusted with a position of leadership.

H. I will develop the ability to perform basic military skills associated with drill.



I. I will strive to develop self-discipline and accept personal responsibility for my actions.

J. I will strive to live the Core Values of integrity, service before self, and excellence in all I do.

K. I will take proper care of textbook materials provided by the Air Force and return them when requested to do so. I will make payment to the AFJROTC office for any books and uniform items that are damaged or lost.

L. I will participate in all fundraising activities including making prompt payment of any fines/fees associated with the JROTC program such as JROTC fee, Uniform Cleaning Fees, or extra-curricular activity fees.

M. I will read, understand and comply with the requirements and information provided to me in the LA-072 Cadet Handbook

N. I understand that the Junior ROTC program consists of Leadership Education, Aerospace Science Education and Physical Education and will participate in all three phases of the program as required by the instructors.

**O. I understand that if I have three unexcused reasons for not wearing the Air Force uniform on required days that I may fail the class.**

## **STUDENT AND PARENT ACKNOWLEDGEMENT**

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

AGREEMENT: (PARENT/GUARDIAN: I agree to the conditions set forth in the LA-072 Air Force JROTC Group Student Contract. I hereby give my permission for my daughter/son/ward to enroll in the AFJROTC Program and will encourage their active participation. My daughter/son/ward had read this contract, with particular attention to paragraph 5, and understands the requirements of the AFJROTC Program. I understand there is no commitment for military service associated with participation in AFJROTC. I will help my daughter/son/ward maintain the high standards required of an Airline High School Air Force JROTC Cadet. Additionally, I understand and agree to pay the **JROTC fee** mentioned in the welcome letter at the start of the school term.

PRINTED NAME OF PARENT/GUARDIAN

\_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

SASI/ASIs SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## ATTACHMENT 2

### HONOR CODE PLEDGE

“ON MY HONOR AS AN AFJROTC CADET, I WILL NOT LIE, CHEAT, OR STEAL, AND I WILL NOT TOLERATE THOSE WHO DO.”

I \_\_\_\_\_, PROMISE TO ABIDE BY THE AFJROTC HONOR CODE AND I UNDERSTAND THAT IF I VIOLATE THE HONOR CODE I WILL BE REMOVED FROM AFJROTC.

---

CADET SIGNATURE

---

DATE

# Attachment 3

## Movie Viewing Release Form

,Dear Parents and/or Guardians,

Your son or daughter is currently enrolled in our JROTC program. To instruct JROTC classes, we try to use various approaches to convey the true meaning of military history and government activities to my students. With the assistance of technology and film, the events of history are more than just learned they are experienced and felt by students.

From time to time, we watch films such as Braveheart, Schlinder's list, Snowden, Band of Brothers, etc... These films give students a first-hand perspective of some of the historical events we discuss in class. However, some of these films are rated "R" and as a result we are asking permission to allow your son/daughter to watch in class.

If you feel these types of films are not appropriate for your son or daughter, he/she will not be allowed in the room during viewing. Rather, they will participate with our other JROTC class on that day(s). This permission slip needs to be turned in by the week first of school. Thank you for your time.

Airline High School Junior ROTC Instructors

=====Return This Portion=====

Please check one of the following boxes:

----- Yes, I give permission for my son/daughter to watch R rated movies in JROTC

----- No, I do not give permission for my son/daughter to watch R rated movies. Please remove them from class during viewing.

Student's Name:\_\_\_\_\_ Date:\_\_\_\_\_

Parent's Signature:\_\_\_\_\_

# ATTACHMENT 4

## Cadet Rank Chart

### AIR FORCE JUNIOR ROTC INSIGNIA

#### CADET OFFICER RANK



SECOND  
LIEUTENANT



FIRST  
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT  
COLONEL



COLONEL

#### CADET AIRMAN RANK

(no rank insignia)

AIRMAN BASIC



AIRMAN



AIRMAN  
FIRST CLASS



SENIOR  
AIRMAN



STAFF  
SERGEANT



TECHNICAL  
SERGEANT



MASTER  
SERGEANT



SENIOR  
MASTER  
SERGEANT



CHIEF  
MASTER  
SERGEANT