

Name: _____

**HOWELL HIGH SCHOOL
AFJROTC MI-20141
2025-2026 CADET GUIDE**



DISTINGUISHED UNIT

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ATTACHMENTS

“Integrity First, Service Before Self and Excellence in All We Do”

Preface

Welcome to Howell High School's Air Force Junior Reserve Officer Training Corps (AFJROTC). You have joined an elite group of fellow cadets (students) who have chosen to embark on a challenging journey through Aerospace Science, Leadership Education, Physical Fitness, and character building.

This Cadet Guide is your guide to success and outlines the standards of performance expected of you during your time as a Howell High School AFJROTC cadet. It serves as a text for first-year cadets as they are introduced into AFJROTC and it serves as a directive for all cadets as they continue their journey in AFJROTC. It provides guidance from the Senior Aerospace Science Instructor (SASI) and Aerospace Science Instructor (ASI). This guide provides you a reference for the many details that accompany high standards of performance in the classroom, in school conduct, in wearing the uniform, and overall behavior wherever you are. The objective of the guide is to help you learn, therefore:

It is your responsibility to understand the information within this guide. As we strive to improve MI-20141, changes to this guide may occur. Updates will be announced in class and posted in Schoology.

You will learn to work within a group, yet retain your individuality. You will be taught how to handle complex tasks, how to work with and lead fellow cadets, and how to give and follow instructions. Our philosophy is, "if a person knows *why*, the *how* comes naturally"

AFJROTC is an elective program at Howell High School and success depends on dedication, discipline, integrity, and a desire to be involved in the program. For you to gain the most from this program you should become as involved as much as possible.

Given the dynamic nature of AFJROTC, circumstances may arise during the academic year that require revisions to specific areas or policies within this guide. If and when these revisions occur, you will be notified promptly and be asked to replace the old information with the new.

CHAPTER ONE

HISTORY, MISSION, CORE VALUES, GOALS AND OBJECTIVES

1.1 HISTORY

The Air Force Junior Reserve Officer Training Corps (AFJROTC) was founded under Public Law 88-647 (also known as the Revitalization Act of 1964). The first AFJROTC units began operation in 1966 with just twenty high schools. As of June 2019, there are over 870 AFJROTC units, with more than 125,000 cadets, in high schools throughout the United States and military bases around the world. Our unit, AFJROTC Unit MI-20141, was established at Howell High School in 2014. The designation MI-20141 means that our AFJROTC unit was the first unit to be activated in Michigan during 2014. As of 2021, our outreach has extended to our neighboring communities; Brighton, Fowlerville, and Homeschoolers.

1.2 AFJROTC MISSION

The mission of AFJROTC is to *develop citizens of character.*

1.2.1 MI-20141 MISSION

The mission of AFJROTC Unit MI-20141 is to *benefit our school, local community, and nation while promoting a sense of comradery within the unit.*

MI- 20141 hopes to develop *Esprit de corps* (a feeling of pride, fellowship, and common loyalty shared by the members of a particular group) through many events that not only positively affect our cadets, but also our community.

1.3 CORE VALUES

The fundamental principles by which we must perform our work and life are called core values. The core values of the Air Force and our unit are:

“Integrity First, Service Before Self and Excellence in All We Do”

1.3.1 INTEGRITY FIRST

Integrity is the unfaltering devotion to honesty, truthfulness and doing what is right. Integrity is made up of several traits including moral courage, responsibility, accountability, justice, openness, self-respect, and humility.

1.3.2 SERVICE BEFORE SELF

Service before self means sacrificing personal goals for the good of the service and nation. Professional duties take precedence over personal desires.

1.3.3 EXCELLENCE IN ALL WE DO

Excellence in all we do means we strive to do our best in everything for which we're responsible, both personally and professionally. We maintain a passion for continuous improvement and innovation. We work together on the basis of trust and mutual respect.

1.4 AFJROTC GOALS AND OBJECTIVES

The goals of AFJROTC are to:

- Instill values of citizenship
- Provide service to the United States
- Establish personal responsibility and sense of accomplishment

The objectives of AFJROTC are to:

- Educate and develop citizenship in high school cadets
- Promote community service
- Instill responsibility, character, and self-discipline
- Provide instruction in air and space fundamentals
- Introduce cadets to leadership opportunities

The objectives of AFJROTC Unit MI-20141 are to:

- Maintain an environment where cadets can develop their citizenship, leadership potential, and teamwork
- Incorporate the core values in cadets' everyday lives
- Encourage the pursuit of excellence in academic studies
- Promote patriotism and respect for the American flag and country
- Promote understanding of military command structures
- Encourage appreciation for the traditions of the United States military (especially the United States Air Force)

"Integrity First, Service Before Self and Excellence in All We Do"

CHAPTER TWO

CLASSROOM RULES AND PROCEDURES

By enrolling in AFJROTC, you are agreeing to follow the classroom rules. Conduct and attitude not following these rules will result in disciplinary action and the loss of privileges, including but not limited to field trips, promotions, and/or AFJROTC Leadership Development Requirements (LDRs) (extra-curricular) participation. Cadets whose conduct and attitude continuously affect the class in an adverse manner will be recommended to the principal for disenrollment from AFJROTC. It is important to note that Cadets may be disenrolled from AFJROTC based on any other conduct related reason deemed appropriate by the AFJROTC SASI or the principal in order to maintain the morale and discipline of the unit. (Reference AFJROTC INSTRUCTION 36-2010, 7 May 2018, para 2.4.1.1.3.)

2.1 CLASSROOM RULES

- Cadets will be behind their seats standing at parade rest, prepared to be called to attention when the bell rings. All cadets late to class must report in to the flight sergeant and request permission to fall into the flight. Tardiness will affect your promotion eligibility, field trip consideration, and award nomination. Excessive tardiness will result in disciplinary action by the administration according to the HHS Student/Parent Handbook.
- During class and for official cadet corps business, cadets will address each other by surname. For example, a cadet named Bob Smith would be addressed as “Cadet Smith” or “Smith”.
- Cadets wishing to address the SASI/ASI during classroom instruction will raise their hands and wait to be called upon. Cadets will raise their right hand straight in the air bringing their arm to their ear, with their hand in a fist.
- Cadets will not slouch in their seats, put their feet on chairs, sit on the tops of desks or tables, lean back in chairs, be inattentive to instruction, nor put their heads down. Do not sit on top of tables. Keep all four chair legs on the floor. This includes the storage room.
- Sleeping during classroom instruction is prohibited. Cadets who feel sleepy may, at any time without asking permission, stand in the rear of the classroom until they can remain awake. No disciplinary action will be taken. Cadets with their heads down in their desks are considered asleep. One verbal warning will be given. Upon the second incident, disciplinary action will be taken. Parents will be notified and if needed, administration.
- Cadets will not chew gum at any time while in the classroom, during physical training or during drill before or after school.
- Water is permitted in the classroom. Food and other beverages will not be allowed in the classroom unless they are authorized by the instructors.

- Cadet cell phones will be silenced and placed in the caddy, unless the SASI/ASI permits its use for classroom activities. Cadets will NOT charge phones during class.
- During instruction, personal conversations are not permitted.
- Always sit in your assigned seat. Cadets will not leave their seats without asking permission, except to stand due to drowsiness.
- Do not wear hats (or any form of headgear) or sunglasses in the JROTC area.
- Do not write on or deface AFJROTC or school property.
- Do not use vulgar or obscene language.
- Do not engage in horseplay or any other disruptive behavior.

2.2 CLASSROOM PROCEDURES

At the beginning of class, all cadets should be standing behind their seat at parade rest before the bell rings, with their book bags and other personal belongings neatly in a standardized location according to your flight, and prepare for class. Flight Sergeants will call the class to attention and element leaders will report in saying, “Sir/Ma’am, all cadets present and accounted for” or “__” assigned, “__” present with the exception of Cadet(s) __, __”.

During the first hour of the day (Alpha/Bravo), cadets may stand at parade rest while listening to announcements.

2.2.1 BEGINNING OF CLASS

Every day, the beginning of class will be conducted in the following manner:

1. When the bell rings, the Flight Sergeant will immediately call the preparatory command, “Flight,” while standing at the front of the class. If the class is not already at parade rest behind their desks, this is the command that will call them to said position.
2. The Flight Sergeant will then call, “Attention” and the class will snap to the position of attention behind their desks, facing the front of the classroom.
3. “Element leads, report in” and take roll call. To take roll call, each element leader should turn to face the Flight Sergeant and say “__” assigned, “__” present with the exception of Cadet(s) __, Ma’am/Sir”. Element leads should NOT salute the Flight Sergeant when reporting in, UNLESS the Flight Sergeant is an officer. The Flight Sergeant will say “carry on” to the element lead when they finish their reporting in a statement, then carry on to the next element.
 - a. In the event that an element lead is an officer, the Flight Sergeant will salute the element lead.
4. Once roll call is complete and all absences are noted, the Flight Sergeant will report the status of the flight to the Flight Commander. The report is executed with a salute and the statement “Sir/Ma’am, __ Flight is all present and accounted for” or “Sir/Ma’am, ____ assigned, ____ present with the exception of Cadet __, __ __”

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5. The Flight Commander will return the salute, face the flight and then lead the flight in the recitation of the Cadet Creed.
6. The Flight Commander will give the flight permission to sit while they efficiently relays announcements and notifies any sign-up sheets on the online instruction application.

2.2.2 ENTERING THE SASI/ASI OFFICE

Cadets will never enter the SASI/ASI office without permission. To do so is a violation of military custom and a display of gross disrespect.

To enter the SASI/ASI in their office, the cadet will complete the following steps:

1. Stand at attention at the door (H-13).
2. Give a single knock on the door and wait for a response.
3. If you do NOT hear a response, we may be on the phone or having a private conversation. **Leave** and try again later. Do not eavesdrop to see what we are doing.
4. If you are having a conversation with the SASI/ASI as they are walking in the office, you do not need to stop, knock and ask permission to enter.

2.2.3 END OF CLASS

One minute prior to the end of class, the Flight Sergeant will call the command “STANDBY”. Cadets will push out their chairs and ensure the classroom is clean and orderly. They will then collect their book bags and personal items and wait for the Flight Commander to call them to attention and dismiss them. Chairs will be pushed in, textbooks standardized on desks, when applicable. Delta Flight and Echo Flight will ensure the classroom is prepared for the following day. When the bell rings, cadets will exit the classroom area quickly and quietly.

2.2.4 TARDY CADET

A tardy cadet will report to the Flight Sergeant immediately upon entering the room and state “Cadet _____ requests permission to join the Flight.”. If the Flight Sgt is in front of the class, the tardy cadet will stand by the door until acknowledged. The Flight Sergeant will notify the instructor of the change in attendance from Absent to Tardy or late and annotate the time of the attendance sheet.

CHAPTER THREE

CADET CONDUCT

3.1 GENERAL

Cadets will conduct themselves in a positive manner at all times in order to reflect good credit upon themselves, their parents/guardians, Howell High School, and the United States Air Force.

3.2 MILITARY COURTESY

In addition to saluting the SASI (if a commissioned officer), cadets will address the SASI, ASI, and cadet officers of higher rank by rank and surname or by “sir/ma’am.” This same courtesy should be extended to all teachers and administrators of Howell High School. **Your actions inside and outside the classroom reflect upon the entire cadet corps and the US Air Force.** Disrespect toward any faculty member, administrator, or other cadets will result in disciplinary action. You may receive verbal/written counseling and may impact your promotions or involvement in AFJROTC activities.

3.3 CADET OFFICER/NCO AUTHORITY

All cadet officers and non-commissioned officers (NCOs) are authorized and required to take charge of subordinate cadets in the performance of AFJROTC leadership training. This includes the correction of uniform wear violations and inappropriate behavior in any place on school grounds or at AFJROTC functions. However, cadet officers and NCOs will not disrupt any teacher’s class to make corrections, not use physical contact when correcting a cadet without the cadet’s permission, and never use force on another cadet. They will judiciously and respectfully enforce military discipline at all times and will never demean, belittle, harass, or use profane language. Proven abuse of authority will result in immediate demotion or other disciplinary action.

3.4 IMPROPER USE OF RANK

Cadets will not attempt to use their AFJROTC rank or position to obtain personal favors or gains. Cadet rank only exists when taking part in authorized AFJROTC activities.

Blatant misuse of cadet rank or authority will result in demotion, loss of position, and possibly disenrollment from the program.

3.5 HAZING

Hazing is the practice of directing someone of a lower rank to perform a humiliating action that entails the surrender of dignity and/or self-respect or a hazardous action that exposes one to physical injury or harm. **Any form of hazing, whether verbal or physical, will not be tolerated within AFJROTC. In addition, requiring cadets, individually or as a group, to perform any physical activity as a reprimand, punishment, or for failure to perform will also not be tolerated.** Therefore, hazing is strictly forbidden and will result in demotion or disenrollment from the AFJROTC program.

Examples of prohibited physical activities include, but are not limited to push-ups, running laps, or any inappropriate physical contact such as shoving, pulling, and grabbing.

Any form of verbal abuse, teasing, public rebuke, or any attempt to otherwise humiliate a cadet is prohibited.

This prohibition is applicable to all AFJROTC MI-20141 unit activities and includes instructors, cadets, and any personnel involved with or participating in an AFJROTC unit or activity.

3.6 UNAUTHORIZED CLUBS

Cadets will not encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program. Cadets are prohibited from organizing or belonging to secret organizations, including cliques and gangs. Such organizations are frequently violent, devious, divisive, and discriminatory. Participation in such groups will result in a recommendation from the SASI to the principal for disenrollment from AFJROTC and a failing grade for the course.

3.7 INAPPROPRIATE BEHAVIOR

Inappropriate behavior, whether you are in or out of uniform, is prohibited while participating in AFJROTC and will result in disciplinary action by the SASI/ASI and/or HHS administration. This behavior includes, but is not limited to:

- Alcohol consumption
- Drug abuse
- Tobacco use

- Vaping
- Horseplay
- Public display of affection
- Fighting
- Disparaging remarks
- Insubordination
- Disrespect
- Verbal threats
- Physical attacks

The initiation of a verbal threat or physical attack will be considered an assault, which is an illegal act and cause for disciplinary referral to the HHS administration and immediate disenrollment from the AFJROTC program.

3.8 HARASSMENT AND BULLYING

Harassment or bullying of any cadet by anyone of any rank is strictly forbidden. Examples of harassment or bullying are unwanted physical contact (especially of a sexual nature) and improper or abusive language, including profanity, obscenity, “in your face,” and gossip.

3.9 FAILURE TO SHOW

Failure to show occurs when you sign up for an AFJROTC activity (e.g., a fundraiser, field trips, meetings, etc) and you do not attend without a reasonable excuse. Failure to show lets your AFJROTC team down and will result in disciplinary action ranging from a reduction in grade, attending future events, or field trips.

3.10 DISENROLLMENT

A cadet may be disenrolled as determined by the principal and the Senior instructor. A cadet may be disenrolled for conduct such as, but not limited to:

1. Failure to maintain acceptable standards (haircut, grooming, proper uniform wear, academic responsibilities, etc.).
2. Inaptitude or indifference to training, discipline problems, or undesirable character traits.
3. Failure to remain enrolled in school.
4. Receipt of failing grade in AFJROTC class
5. Conduct unbecoming of an AFJROTC Cadet.

A cadet will be placed on probation following a suspension. A second suspension may result in disenrollment.

CHAPTER FOUR

CHAIN OF COMMAND, CADET JOB DUTIES, AND RESPONSIBILITIES

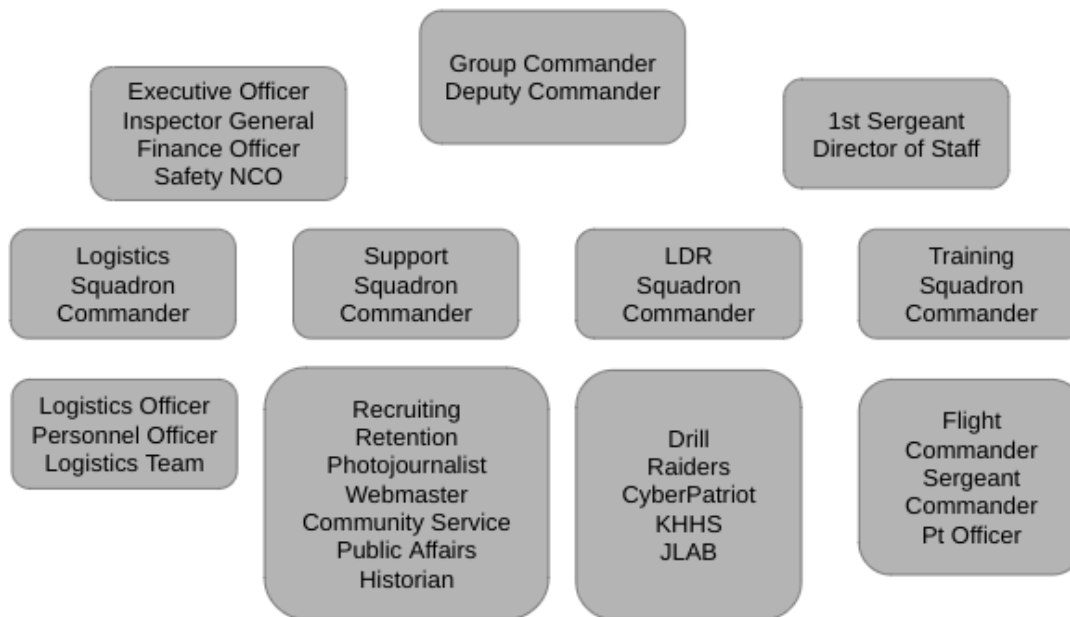
4.1 GROUP ORGANIZATIONAL STRUCTURE

AFJROTC Unit MI-20141 is organized as a Group as specified in AFJROTC Instruction 36-2001. Refer to the Chain of Command chart illustrated below or in the classroom.

4.2 CHAIN OF COMMAND

Why Have a Chain of Command?

In all military units authority is distributed according to rank, the position held, and level of responsibility. This distribution of authority is called the chain of command and is absolutely necessary for a smooth-running unit. The lines of this chain can be drawn from the lowest ranking individual to the Commander-In-Chief of the U.S. Armed Forces, the President of the United States. In order for our Cadet Corps to be successful, every member must understand the chain of command and know how to use it to accomplish our objectives and solve problems. Below is an example of an organizational chart, MI-20141 may deviate from year-to-year.



All cadets will use the chain of command concept, proceeding upward, regardless of the level from which they enter the flow. If a cadet has an inquiry, they will direct it *first* to his/her flight leadership. If flight leadership is unable to resolve the problem or answer the question, then the training squadron commander will be consulted. In the event the problem cannot be solved at the training squadron commander level, it will be brought to the attention of the Group Commander. If the problem is of such magnitude or sensitivity that it cannot be resolved or answered at any of these levels, it may be taken to the ASI or SASI. If a cadet does not feel comfortable talking to anyone in their chain of command they may talk to the First Sergeant or Inspector General.

4.3 PHILOSOPHY

The purpose of the Air Force JROTC organizational structure is to provide the means for cadets to:

- Understand the duty, responsibility, and authority that accompanies a job, title, or rank.
- Practice leadership, management, task accomplishment and personal responsibility in a controlled and supervised environment mirroring the active-duty Air Force organizational structure
- Understand the organization and workings of an Air Force Wing/Group and the interrelation of the component organizations within it.

Every effort will be made to ensure that cadets are selected for leadership positions they want and that they are capable of performing.

Expectations

Experienced cadets who have earned the right are expected to lead the corps. These select individuals will hold Command Staff and leadership positions. Other cadets provide the workforce while learning the responsibilities of the different staff and leadership positions.

Staff Flight Descriptions

Cadets who are interested in holding a staff position will have an opportunity to volunteer for the team in which they wish to work. Staff positions are not handed out arbitrarily, nor are they given out just because someone wants to have one. While the desire to hold a staff position does enter into a cadet's assignment to a flight, cadets should remember that staff positions demand some time as extracurricular activities and may conflict with jobs, sports, band, or other school activities. Furthermore, staff positions are subject to change. **If a member of staff is consistently not meeting the standards of their job, they will be replaced.** This does not mean that a staff member is expected to be perfect! Some unforeseen problems are always bound to occur, but also remember that the whole staff (and sometimes the whole group) is depending on you to do your job and do it well.

Criteria

The following criteria will be used in selecting cadets for leadership positions:

- Will the Cadet Corps improve with this cadet holding this position?
- Is the cadet capable of performing in the position?
- Will the position improve the cadet's leadership ability?
- Cadet availability (school, sports, job, personal, etc.).
- Grades/citizenship (JROTC & school).
- Involvement -- active or passive; is this cadet a team player?
- Performance in other held positions.
- What has the cadet done for the school overall?
- Recommendation by JROTC Cadet Staff based on past performance.
- SASI and ASI recommendations based on personal observations both in and out of class

4.4 CADET APPOINTMENT AND DUTY ROTATION

The SASI and ASI select the Group Commander, subordinate commanders, and Group Staff members. The incoming Group Commander will provide a list of nominees for staff positions to the SASI/ASI.

Cadets will be temporarily promoted to the minimum rank of their staff job description. **Once the cadet no longer holds that particular staff job, they revert back to their original (permanent) rank.** The Personnel Officer/NCO should cut all applicable orders. **RANK does not matter,** we are demonstrating what ranks look like for particular positions in the Air Force.

4.5 CADET JOB DUTIES AND RESPONSIBILITIES

These job descriptions serve as a guide for cadets who hold leadership or management positions within the corps of cadets. All cadets will ensure they become familiar with their duties when assuming these positions and are responsible for maintaining all unit functional areas and programs as outlined below. All of the following positions are required to attend staff meetings, their NCOs are responsible for attending in absence of the staff officer. Failure to execute the duties and responsibilities of the position may result in removal from the position and loss of temporary rank.

The **Group Commander and Deputy Commander** are responsible for:

- The appearance, discipline, training, efficiency, and conduct of the cadet corps.
- Establishing unit goals with input from Squadron Commanders.
- Ensuring all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities.
- Recommend cadets to positions within the unit.
- Ensure regularly scheduled Command Staff meetings.
- Provide guidance to all staff.
- Develop and present the unit mission brief as required.
- Delegate events to other cadets.
- Ensures the AFJROTC calendar is continuously updated.
- Chair Quarterly Awards Board.
- Ensure Cadet Guide is current prior to Academic Year beginning.
- Approve weekly PT plans and submit to SASI/ASI prior to scheduled PT.
- Ensure events are planned in an efficient and timely manner.
- Proficient in WINGS.
- Maintain a suspense list.
- Promote character and conduct through personal actions.

The **First Sergeant** is responsible for:

- The dress and the appearance of the cadet corps.
- Ensure that all cadets adhere to those regulations dealing with dress and appearance and customs and courtesies.
- Create uniform wear for the entire semester based on weather and events. Ensure the uniform is correctly posted on the shared Google calendar.
- Manage the unit recognition programs; maintain the cadet recognition boards - silver box in hallway.
- Responsible for Cadet Promotion Test and assisting Personnel Officer with ensuring correct ranks in WINGS.
- Proficient in WINGS.
- Perform tasks as directed from the Command Chief Master Sergeant.
- Act as Mentoring Officer:
 - Ensuring that each incoming Freshman is assigned one cadet mentor.
 - Ensure the success of the mentoring program.
 - Organize two Mentoring events (one per semester).
 - Maintain MI-20141's Mentoring Program.
 - Coordinating with cadet leadership.
 - Create weekly mentoring questions.

The **Director of Staff** is responsible for:

- Oversee and coordinate the flow of policy, plans, and information from the Group Commander/Deputy Commander to the squadrons. Be the liaison between the Commanders and staff.
- Act as the Group Commander's cadet advisor, providing useful insight on policies and decisions.
- Assist the planning committees in holding successful events.
- Direct the support staff, holding them accountable and offering help when needed.
- Assume command in the absence of the Group Commander and Deputy Commander.
- Ensure that officers adhere to the AFJROTC rules and regulations, and that they are fulfilling their responsibilities.
- Proficient in WINGS
- Be knowledgeable on the content found within the Operational Supplements.

The **Executive Officer** is responsible for:

- Responsible for the HHS AFJROTC calendar is continuously updated both electronically and on the whiteboard.
- Records actions (take minutes) from Command Staff Meeting.
- Proficient in WINGS.

- Ensure events are logging into WINGS 5 days after they occur.
- Perform tasks as directed from the Group Commander

The **Inspector General** is responsible for:

- Performing an annual self-assessment of the unit.
- Advise Instructors and Command Staff of areas for improvement.
- Assume the role of arbitrator of cadet concerns if the chain of command has failed.
- Proficient in WINGS.
- Ensures the unit meets all WINGS suspense.
- Assist in creating Unit Goals based off of the self-inspection.

The **Finance Officer** is responsible for:

- Overseeing and managing the MI-20141 budget.
- Work with teams to create a budget for the school year.
- Coordinate with HHS Resource officer for Deposits, Payments and Account information.
- Abide by AFJROTC Operational Supplement Chapter 8, Finance.
- Coordinate with the SASI/ASI to ensure prompt submission of all receipts.

The **Safety NCOSupport** is responsible for:

- Providing and ensuring basic safety minimums are met for each event.
- Ensure the First Aid Kit is supplied for events and PT days.
- Ensure First Aid Kit is fully stocked.

The **Training Squadron Commander** is responsible for:

- Training Flight Commanders and Flight Sergeants.
- Setting expectations and providing feedback to Flight leadership.
- Organizing squadron meetings.
- Overseeing the cadet PT Officer.
- Weekly check in with Flight Leadership.
- Coordinate with the Drill Commander and ASI to ensure that each flight has adequately gained drill experience.
- Create outlines for cadets to learn the required knowledge in the cadet guide. Coordinate with First Sergeant to ensure promotion testing aligns with required knowledge.
- Approve PT plans one week prior and submit to Group Commander for approval.
- Proficient in WINGS.
- Perform tasks as directed from the Group Commander.
- Provide weekly agendas to Flight Leadership.

The **Flight Commander** is responsible for:

- Overall responsible for the discipline, appearance, efficiency, training, and conduct of the flight.
- Ensure cadets properly wear the uniform.
- Teach proper military bearing and drill.
- Recommend the top cadet(s) within the flight for awards and recognition to the SQ/CC.
- Attend staff meetings.
- Report to Training Squadron Commander.
- Lead by setting a good example for the cadets to follow.
- Encourage cadets to participate in events.

The **Flight Sergeant** is responsible for:

- Ensure that discipline, appearance, efficiency, training, and conduct of the flight is maintained.
- Support and assist Flight Commander.
- Ensure accurate and timely attendance during class and physical training.
- Check Flight Folders daily, ensure papers are passed back.
- Permit the use of classroom passes.

The **PT Officer** is responsible for:

- Coordinating with the ASI to ensure that all data from PT tests are inputted into WINGS.
- Submitting all PT plans (two sets: indoor and outdoor). See the curriculum guide.
- Ensuring all PT tests are conducted and inputted in accordance with AFJROTC 36-2001, para 5.6 dated 20 May 2016.
- Coordinating with PT Leaders in each class.
- Submit PT plan for approval 1 week in advance.
 - Submit to Training Squadron Commander.
- Proficient in WINGS.
- Input cadets' PT test scores into WINGS within two weeks after the test date.

The **Logistics Squadron Commander** is responsible for:

- Overseeing Logistics Officer/Team and Personnel officer.
- Organizing squadron meetings.
- Ensuring all cadets have a properly fitting uniform.
- Coordinate with cadet leadership.
- Proficient in WINGS.
- Perform tasks as directed from the Group Commander.
- Manage the storage room and all of its contents.

The Logistics Officer/NCO is responsible for:

- Maintaining the uniform storage room and armory.
- Conducting a full inventory each semester.
- Coordinating with the Inspector General and the ASI.
- Organize a Logistics team made up of one representative from each flight.
- Ensuring all logistics activities are conducted in accordance with current regulations, directives, policies, and procedures.
- Generating and tracking hand receipts for all cadets.
- Instructing/Overseeing/Training Logistics Staff.
- Organizing & Labeling all items accordingly.
- Updating WINGS as needed or within 5 days of receiving or issuing items.
- Proficient in WINGS.

The Personnel Officer is responsible for:

- Checking the eligibility of cadets for obtaining ribbons and rank.
- Inputting ribbons, rank, and awards into WINGS.
- Verify correct information is inputted into WINGS.
- Attending cadet promotion meetings (the week before cadet promotion day).
- Distributing ribbons and rank to the flights.
- Coordinating with cadet leadership.
- Proficient in WINGS.

The Armament Specialist is responsible for:

- Taking accurate inventory for all replica rifles and Sabers weekly.
- Ensure proper accountability is being taken every time the storage cabinets are accessed.
- Keep all replica weapons clean and in proper working order at all times.
- Approve the storage access sheet at the beginning of the year.
- Verifying that a cadet from each flight has access to the cabinets.

The Support Squadron Commander is responsible for:

- Promoting the image of our unit by coordinating the efforts of the all Squadrons.
- Ensure the classroom slideshow is updated weekly.
- Organizing squadron meetings.
- Ensuring that each JROTC event is documented efficiently within 5 days (articles, web page, app, and bulletin boards).
- Ensure our unit is highlighted by our fellow peers at Howell High School by showcasing our unit accomplishments on our bulletin boards and display cabinets.
- Proficient in WINGS.
- Perform tasks as directed from the Group Commander.

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- Oversee that all members of the squadron are effectively performing their assigned duties.
- Overseeing Community service officer.
- Ensuring cadets have the available resources to strive within the program and in school.
- Ensure that each cadet has access to opportunities to participate and help themselves and others through different events.
- Ensuring that the recruiting officer successfully organizes recruiting events.
- Ensures proper and effective planning of retention events.

The **Community Service Officer** is responsible for:

- Create and coordinate community service events and ensure each event is properly put into WINGS within 5 days of the event.
- Proficient in WINGS.
- Organizing Community Service meetings.
- Identify when a cadet has earned the service ribbon and provide to Flight Commander for presentation.
- Provide updates on Community Service Goal Progress.
 - Publicly display group progress.

The **Public Affairs** is responsible for:

- Maintaining the MI-20141 website.
- Updating webpage without supervision.
- Update webpage as directed by SASI/ASI/Group Commander.
- Coordinate with outside sources to get major ROTC events into the local newspaper.
- Keep the MI-20141 Instagram page as well as other social media updated with major events and reminders.

The **Social Media Manager** is responsible for:

- Updating the social media pages with relevant and important information regarding major and minor events as well as reminders.
- Use social media as a recruiting tool for outreach to local schools and surrounding areas.

The **Recruiting Officer** is responsible for:

- Organizing successful recruiting events.
- Reaching out to the local middle schools.
- Organize days to recruit during lunches at the High School and Freshman Campus.
- Reaching out to neighboring schools for recruiting efforts.
- Proficient in WINGS.

The **Retention Officer** is responsible for:

- Creating and leading a team to provide inclusive events to the Cadet Corps.
- Ensure morale events are scheduled as directed by Morale Sqd Commander, Group Commanders, and CMSgt.
- Proficient in WINGS.

The **Photojournalist** is responsible for:

- Organizing a Photojournalist Team.
- Assigning each photojournalist event (organizing a meeting towards the beginning of the year). Each photojournalist must take photos and type up a description of the event.
- Ensuring that every MI-20141 event has a photojournalist assigned to it.
- Working with the Historian to create the necessary slideshows.
- Proficient using Google Drive.

The **Historian NCO** is responsible for

- Provides a slideshow presentation for the events of each quarter.
- Ensures classroom slideshow is updated weekly.
- Ensures continuity reports and lessons learned are submitted to the Group Commander within a timely manner.
- Create the end of the year slideshow.
- Creates the in class weekly slideshow.
- Maintains and updates the Hometown Heroes Wall.

The **Leadership Development Requirements (LDR) Squadron Commander** is responsible for:

- Organizing monthly squadron meetings.
- Ensure LDR Captains are communicating with their teams.
- Ensure LDR bulletin board is updated.
- Coordinate with Public Affairs to promote our accomplishments.
- Coordinate schedules to allow for every cadet to have equal opportunities in all co-curriculars.
- Coordinate the efforts and progress of the Drill Team, Cadet Challenge, CyberPatriot, JLAB Academic Team, Kitty Hawk HonorSociety (KHHS), and the Remote Controlled Aircraft and any other LDR or co-curricular teams that are created during the school year.
- Coordinate with cadets that want to create a co-curricular team.
- Coordinate with cadet leadership and other teams as assigned.
- Proficient in WINGS.
- Perform tasks as directed from the Group Commander.

The **Drill Captain** is responsible for:

- Recruiting, training, retaining drill members.
- Coordinating with ASI for drill meets.
- Leading the Annual Drill Meet.
- Assign a cadet to coordinate a color guard team for all events in which they are requested.
- Scheduling practices.

The **Kitty Hawk Commander** is responsible for:

- Following Guidance in Operational Supplement #4.
- Organize and carry out tutoring sessions and destress events.
- Inducting new cadets into the KHHS program.
- Conducting meetings once a month.
- Proficient in WINGS.

The **Awareness Presentation Team Officer** is responsible for:

- Organizing APT events throughout the course of the year.
- Reaching out to local schools.
- Organizing an APT.
- Creating APT presentations.
- Giving mock presentations.
- Proficient in WINGS.
- Determining who will be on the APT for each presentation.

All **Staff** will:

- Proficient using Google Drive.
- Use the MI-20141 shared calendar.
- Motivate everyone on your team to perform well at what they are good at.
- Announce meetings at least 2 weeks (14 days) in advance.
- Have an agenda for a meeting and assign someone to take notes (minutes) to share with those unable to attend.

CHAPTER FIVE

CADET RANK AND PROMOTIONS

5.1 GENERAL

Promotion within AFJROTC provides a constant challenge and motivation to cadets. Promotion to a higher rank reflects visible evidence of growing maturity, the ability and willingness to accept additional responsibility and a demonstrated growth of leadership. All information regarding the minimum and maximum rank for each position can be found in the Unit Manning Document. Each cadet has a **permanent** rank based on the completion of years in the AFJROTC program.

Permanent rank:

First Year Cadets: Cadet Airman Basic (E-1)

First Year Cadets at the end of First Quarter: Cadet Airman (E-2)

First Year Cadets at the end of Third Quarter: Cadet Airman First Class (E-3)

Second Year Cadets at the beginning of the year: Cadet Airman First Class (E-3)

Second Year at the end of Third Quarter: Cadet Senior Airman (E-4)

Third Year at the end of Third Quarter: Cadet Staff Sergeant (E-5)

Fourth Year at the end of Third Quarter: Cadet Tech Sergeant (E-6)

There will be two promotion cycles per school year; one after the first academic quarter and one after the third. Only First Year Cadets will be promoted at the first promotion cycle. All cadets will be promoted during the second promotion cycle if they are eligible. There will be a promotion meeting held the week before each promotion day to discuss who will be promoted and to approve of the selected cadets. The Operations Squadron Commander, Personnel Officer, Group or Deputy Commander and the SASI/ASI should be present at the meeting.

5.2 CRITERIA FOR PROMOTION - ENLISTED RANKS

Cadets will be promoted based on grades in both HHS and AFJROTC classes, attitude towards physical fitness, demonstrated responsibilities, participation in school activities, community service, attendance in school, discipline record in school, and AFJROTC, and leadership potential. *The SASI/ASI* have the final recommendation on a cadet's possible promotion. The instructors will be available to provide feedback as to promotion potential. Cadets selected for staff positions will not automatically be awarded the highest grade authorized

for the position but will be promoted within the position based on overall performance. Starting with AY 2016-2017, cadets have the opportunity to earn promotions up to the rank of Cadet Chief Master Sergeant. Earned rank will be retained as long as the cadet continues to maintain promotion retention standards.

CADETS ON THE DRILL TEAM, CADET OF THE QUARTER WINNER, FIRST ELEMENT LEADS, AND CADETS COMPLETING LEADERSHIP CAMP WILL BE THEIR PERMANENT RANK +1. LIMIT OF 1 ADDITIONAL RANK PER CADET PER YEAR

5.3 CRITERIA FOR PROMOTION - OFFICER RANKS

Officer promotions will be a three-part process. The process remains the same as the enlisted process (described above and below) with the following exception:

- A cadet must earn a grade of **90%** or greater in his/her JROTC class and not have failing grades in any other class during the current semester in order to be considered for promotion.
- **2nd Lieutenant - Captain**
 - All cadet flight commanders and staff officers with no previous officer experience will start at the rank of O-1.
 - The SASI/ASI are the approval authority for exceptions and will be annotated in a Memorandum for Record written by the Personnel Officer and documented in WINGS.
- **Major - Colonel**
 - Should have completed summer leadership school. (highly desired)
 - Must hold a position on Command Staff.
 - The SASI/ASI are the approval authority for exceptions.

5.4 OUT-OF-CYCLE PROMOTIONS

Certain out-of-cycle promotions may be given to cadets by the instructors based on exceptionally consistent performance or for superior performance in a single event.

5.5 EARNING A PROMOTION AND MAINTAINING CURRENT RANK

The Instructors will consider a cadet's attendance in school, discipline record in school and AFJROTC, and leadership potential. A cadet will not be promoted if they **has one or more "F's"** on the Quarter/Semester report card and/or **a term GPA of less than 'C' (2.0 or 73%)**.

Additionally, the following will be followed for a cadet to earn a promotion and/or maintain their current rank:

- A cadet's numerical grade is the first component because it reflects classroom and physical training. A cadet **MUST** have a passing grade in his/her **JROTC** class, defined as a **"B"/83%**, in order to be considered for enlisted promotion - **officer** promotions require a **90%**.
- Eligible cadets may be given a promotion test appropriate for their grade. If given, the test is worth 100 points, and the cadet **MUST** score a passable grade of at least **70% for enlisted promotion and 90% for Officer Promotion**

5.5.1 PROMOTION TEST

A cadet promotion test will be administered one week after the end of First and Third Quarter. The test will be created by the First Sergeant and will be based on the required knowledge taught by the Flight Commanders, as well as information from the cadet guide. The promotion test scores will also be used for the total flight of the semester grade.

5.5.2 CRITERIA FOR RETENTION OF CURRENT RANK

If you do not meet retention standards (the cadet must have a passing grade in his/her JROTC class), you may be placed in probationary status. A second consecutive failure to meet retention standards may result in consequences determined by the SASI/ASI. Officers and staff members may also lose their officer rank and staff position.

5.6 DEMOTIONS

Any cadet demotions will be based upon review by the instructors. The period of demotion and the new rank assigned will be based on the infraction and will be determined by the instructors.

5.7 RESERVE CADETS

A Reserve Cadet is a student who either 1) completed the entire AFJROTC Academic Program, or 2) is a cadet that cannot participate in the AFJROTC academic program for that particular year. A student must have been a cadet for at least one academic year prior to being considered a Reserve Cadet. Students meeting these criteria may be designated, with SASI

approval, as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion. Reserve Cadets may retain their uniform for the entire academic year. The Deputy Commander must keep in close contact with all reserve cadets to ensure that they are aware of current events.

CHAPTER SIX

CADET AND STAFF COMMUNICATION

Every cadet will be provided a syllabus for class, and announcements will be placed on Schoology, whiteboards, the classroom monitor, bulletin boards, and/or school internet site (i.e., calendar, uniform wear for the week, sign-up sheets, promotions, awards, cancellations, etc.). The AFJROTC MI-20141 calendar will be posted on the school JROTC website (<https://www.howellafjrotc.com>); it will have all activities and it is each and every cadet's responsibility to check the calendar and boards each day to ensure they are aware of all announcements and activities.

CHAPTER SEVEN

AFJROTC FUNCTIONS AND ACTIVITIES

We highly encourage you to participate in the many activities we offer in AFJROTC. We understand your attendance is subject to other factors, such as your family, job, and other school activities, etc., but we hope you take advantage of what we have to offer. There is no after-school activity that is mandatory, but it is a proven fact that participation has a direct bearing on a cadet's appreciation of the AFJROTC program. Your participation is strictly voluntary; however, if you sign up to attend a function, your participation will be expected.

Additionally, cadets must meet the Howell High School Student Handbook and Code of Conduct standards at all AFJROTC functions. Cadets demonstrating unacceptable conduct or academic performance may be prohibited from participating in any JROTC activity at the discretion of the SASI/ASI or principal.

CHAPTER EIGHT

AFJROTC FUNDRAISING ACTIVITIES

AFJROTC cadets and the Howell AFJROTC Parent Boosters participate in one fundraising activity in order to pay for the various activities and trips we take during the school year. Getting involved in the Golf Outing not only builds teamwork and supports the AFJROTC corps, it provides an avenue for cadets to earn money to pay for the fees and lower costs that are required to attend many of our functions and trips.

CHAPTER NINE

CADET HONOR CODE

“I will not lie, cheat, or steal, nor will I tolerate those who do.”

9.1 GENERAL

What is honor? Honor is what you stand for; it is a measure of your character. Every person, except the most depraved, has some code of ethics; some concept of right and wrong; some standard of “do’s” and “don’ts” by which they live. To an Air Force JROTC cadet, honor should be the most cherished principle of their life.

9.2 PRINCIPLES OF THE CADET HONOR CODE

Intentional dishonesty is inexcusable. It cannot, and will not be condoned. Truth is singular; its versions are mistruths and are a breach of the Cadet Honor Code.

Quibbling is defined as evasive statements or technicalities in order to delay the ends of justice or to shield guilt. Quibbling is a violation of the Cadet Honor Code. For example, a cadet is reported late by ten minutes to an important formation and they submit an explanation stating that they believe the report to be inaccurate. Later investigation proves that they were not ten minutes late but, in fact, eight minutes late. In the letter, the cadet has quibbled since they haggled over the details of two minutes, and was attempting to deceive the SASI or ASI into believing that they were not late at all.

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Failure to report Honor Code Violations- A cadet who commits an intentional honor violation and fails to report themselves at the first opportunity has violated the Cadet Honor Code.

9.3 RESPECT

Most likely, your parents stressed the importance of being respectful to your elders and being well-mannered children. In JROTC we insist on respect, both upward and downward. **We should all be respectful of each other if we want to be successful.** There are four phrases which will help you succeed in JROTC, and in life. They are: “Yes sir/ma’am,” “No excuse sir/ma’am,” “please,” and “thank you.” Endeavor to make them an integral part of your vocabulary.

Correct conduct facilitates learning and is a reflection of your attitude toward yourself, your parents, your corps of cadets, and your school.

Please abide by the classroom rules listed in the student handbook and code of conduct. **THE FOLLOWING WILL NOT BE TOLERATED:**

- Disrespect toward AFJROTC instructors, school administrators, teachers, staff, fellow JROTC cadets, and other HHS students.
- Lying, cheating, stealing or tolerating those who do.

Failure to meet standards and follow rules may be grounds for dismissal from class and referred for disciplinary action.

CHAPTER TEN

AFJROTC UNIFORM WEAR, PERSONAL APPEARANCE, GROOMING

MI-20141 will adhere to uniform guidelines in AFJROTC INSTRUCTION 36-2010 and AFJROTC Consolidated Operations Supplement, Chapter 7 and Department of the Air Force Instruction 36-2903 (DRESS AND PERSONAL APPEARANCE OF AIR FORCE PERSONNEL). All can be found on the **Unit Webpage**.

10.1 UNIFORM CARE AND WEAR

As an AFJROTC cadet, you must constantly strive to present a neat, clean and well-groomed appearance (in or out of uniform).

All of your uniforms and items of equipment (with the exception of PT uniform, black low quarter shoes, t-shirts and socks) are loaned to you by the United States Air Force. These items remain the property of the Air Force. **It is the cadet's responsibility to maintain the appearance of your uniform - shirts and pants must be pressed with prominent creases in the pants and shirt sleeves only. You may have your uniform laundered/dry cleaned at your own expense or maintain them yourself. Your uniform MUST be clean and present a professional image. Failure to appropriately maintain your uniform may result in forfeiture of the privilege to wear the uniform. The instructors may request the return of the uniform at any time if deemed necessary for those who do not meet standards or present the appropriate image.**

At the time you are issued your uniform and equipment items, you will sign a Uniform Issue Receipt (aka hand receipt) for individual items. Each item then becomes your personal responsibility. If you lose it, willfully or negligently destroy it you will be required to pay for it. At the time of the issue, you'll be advised of the cost of each item. During the school year, turn in any unserviceable items to the ASI as soon as possible; if the condition is due to normal use, we'll replace it for you at no cost. This includes normal growth spurts!

10.2 OVERALL GUIDELINES

Cadets are required to wear their uniform one day per week as directed by the SASI/ASI. Pay attention to the daily announcements, the published calendar on the web page and in class for weekly uniform information and any changes in the schedule. Asking leadership is also a valid option for uniform advice. Only the Instructors, Group Commander, and First Sergeant, with the instructor's permission, are authorized to make changes to the uniform of the week and wear schedule. Recommendations for uniform of the week will be provided by the Cadet Commander or First Sergeant and approved by the SASI/ASI. Once issued the uniform, cadets will be inspected and receive a uniform assessment grade every week.

Should you be absent from school on uniform day, you will receive credit for this missed opportunity by wearing the uniform on the day you return to school. If school is canceled on a uniform wear day - cadets will be required to wear the uniform the next day back to school. Exceptions being, if return is on a Physical Fitness Day or extended cancellations and the instructors waive uniform wear for the week. **Cadets cannot pass this class without wearing the uniform the required number of days. If a cadet misses uniform wear and chooses to not make it up, they will fail the semester.** A cadet may make up missed uniform wear days before a semester ends (excluding midterm, final exam or half days), but cannot wear the uniform in-advance for a grade without an instructor's prior approval. Missed uniform wear days with an excused absence can be made-up within two weeks count for full-credit; after two weeks the score is reduced by half. Uniform wear grades to fill the oldest missing uniform wear first. However, regardless of percentage, cadets cannot pass the semester without wearing the uniform the required number of days.

10.3 DISTINCTIVE ITEMS

Cadets are authorized to wear distinctive items approved by the SASI. Special teams and details may wear ascots, berets, and white gloves only at those times specified by the SASI/ASI. Shoulder cords are issued to distinguish specialized teams and staff. This is to foster esprit-de-corps among the staff and team members. Cadets are authorized to wear one shoulder cord on the left shoulder of the service dress coat or the shirt when the service dress coat is not worn. Shoulder cords are not authorized to be worn with the lightweight blue jackets. Only Infantry braid shoulder cords are authorized for wear. Shoulder Cord color authorizations are **specified in the Unit Manning Document.**

10.4 UNIFORM INSPECTION

You will receive an evaluation score during the uniform inspection. The grade will be equivalent to a test grade (maximum of 100 points). You must wear the uniform properly to receive a passing grade for the week; failure to meet standards could result in the failure of uniform wear for the week.

Failure to wear the uniform may result in one or more of the following: failure of uniform wear for week/quarter/semester; lose the right to attend the next scheduled JROTC function, possible dismissal from LDRs; not be considered for promotion and possible demotion; removal from an assigned staff position; and possible disenrollment from AFJROTC, as determined by the instructors/Principal.

Changing into and out of the uniform during the school day, without permission from the SASI/ASI, will earn 25 points out of 100 possible for inspection on that day and will impact the leadership portion of your grade.

Exceptions include, but are not limited to:

- Culinary
- Ceramics 1 & 2
- Work shop
- All physical activity classes
- Painting/mural
- Automation
- Construction

If you feel a certain class should be added to this list, contact the SASI/ASI. If you can't or wish to not meet standards, zero points will be earned.

If you encounter problems meeting uniform standards, it is your responsibility to contact your flight leadership then the ASI immediately. The ASI must approve any exceptions in advance to uniform day for the actual violation to be excused. You can contact your in class logistics to borrow a piece of your uniform, your in class logistics must sign out/in the piece you borrowed, it must be returned within the following day. **Do not take anything out of the storage room.**

We wear uniforms on most field trips, as directed by instructors and as directed by the activities during the field trip.

Wear **only** issued items, and don't mix one uniform with another uniform. Also, **NEVER wear civilian items with the uniform. DO NOT WEAR OCP BOOTS WITH CIVILIAN CLOTHING.** DO NOT wear headphones/earbuds in uniform while walking through the halls, to a car, or the bus. You are **ONLY** permitted to wear headphones while sitting in class and your teacher approves.

Wear insignia properly and wear only the authorized insignia. Any additional distinctive items to identify color guards or drill teams may be authorized only by the instructors. No bulky items in the trousers/slacks pockets - do not carry anything in shirt pockets.

Trim loose strings and threads ("cables") from the uniform using a pair of scissors DO NOT tear off the loose thread with your hand it could cause more thread to come loose and possibly damage the uniform. This is particularly important after the shirt is washed or if you're issued a new shirt.

Cadets will not participate in any anti-authority or political demonstrations in uniform.

Cadets will only turn their uniform in before the summer if they will not be joining us again the following school year. Lost items must be paid for promptly. All uniform items will be returned dry cleaned and pressed. **Grades, diplomas, and AFJROTC Certificates of Training or Certificates of Completion will not be released until all uniforms and equipment have been returned or paid for.** Some helpful hints to avoid this problem:

- **Don't** leave uniform items in unlocked lockers, in another locker, the AFJROTC room, storage room, or unattended in other places.
- **Don't** lend your uniform items to others or give them to your friends.
- **Don't** carry your flight cap with your books. Don't carry your hat unless it is absolutely necessary!
- **Place your name** on each uniform item in an inconspicuous place with masking tape and a permanent marker. Do not write directly on the uniforms.
- **Turn in** any found uniform item to the instructors before someone else takes it.
- **When turning in** or exchanging uniform items or other equipment, deal only with the ASI and at agreed-upon times. Uniform issues will not be handled during a cadet's scheduled AFJROTC class unless approved by the instructors.

Wear of the uniform is a very important aspect of JROTC and requires dedication, self-discipline, and self-esteem. Always remember, you are representing yourself, family, school, community, and the Air Force.

10.5 UNIFORM DIAGRAMS

These diagrams show the proper placement of all accouterments that are authorized for wear on any uniform. Images of cadets in uniform can be found on the AFJROTC website.

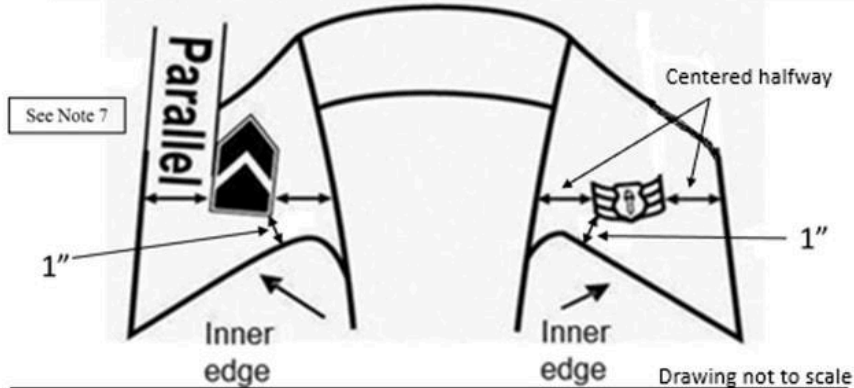
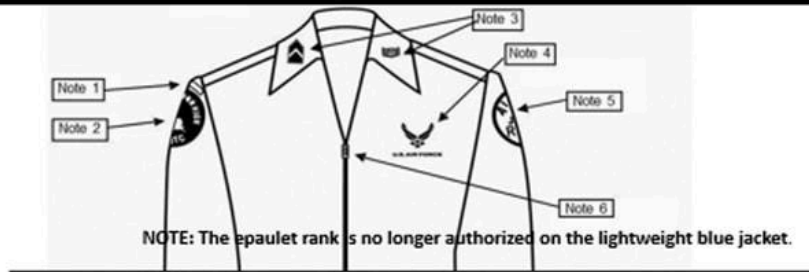


Above: Sample design, local purchased PFT gear. Unit may locally design and wear PFT gear that is customized for the unit. **Local PT gear will be unit funded.**

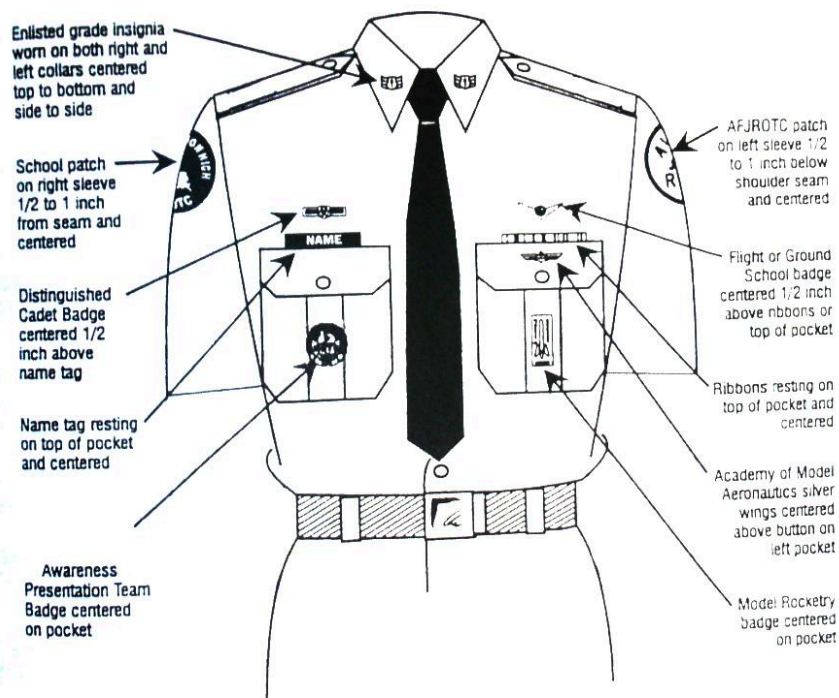
Footwear. Cadets must wear appropriate footwear while engaging in physical fitness activities.

Headgear: The SASI may authorize wear of an optional solid color, that is conservative and in good taste, baseball/sport cap with the PTG/PFT uniform. If authorized, caps are to be worn outdoors only and cadet officer rank will be worn.

CADET LIGHT WEIGHT BLUE JACKET

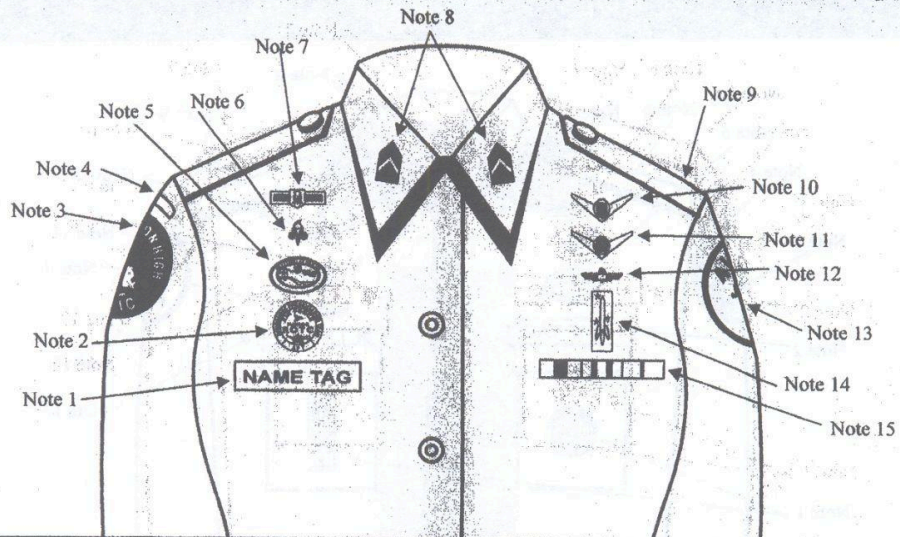


1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.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



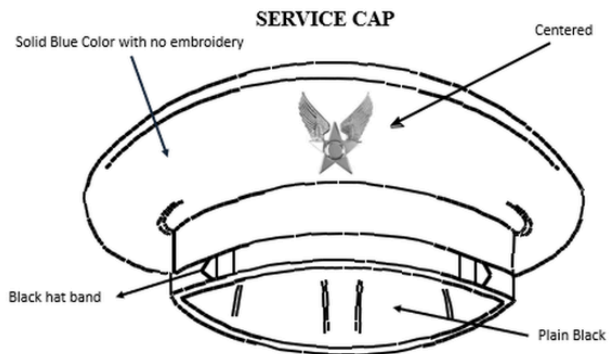
Attachment 10

CADET FEMALE BLUE SHIRT



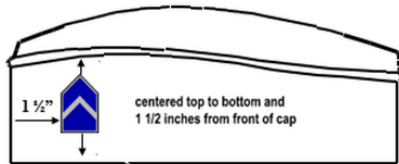
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder 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.
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 MALE HEADGEAR



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

FLIGHT CAP*



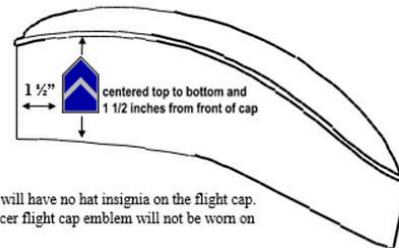
- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

CADET FEMALE HEADGEAR



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

FLIGHT CAP*



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

CADET APPEARANCE AND GROOMING GUIDELINES 7.9. Personal Grooming Standards. This chapter outlines personal grooming while wearing any Air Force uniform. SASI's discretion may be used to determine if an individual's personal grooming is within standards of this instruction. The personal grooming standards listed are minimum standards that represent common appearance issues and are not all-inclusive. Although Cadets have the right, within established limits, to express their individuality through their appearance, the Air Force has defined what is and what is not an acceptable, professional military image for Cadets. Except for minor variations based on gender differences, all AFJROTC and SFJROTC cadets must comply with the same personal grooming standards. SASIs/ASIs have the responsibility to determine compliance with this instruction and to correct the obvious violations regardless of whether the situation identified is clearly written in this instruction. 7.9.1. Hair-male and female. Will be clean, well-groomed, present a professional appearance, and allow proper wear of headgear. Will not contain excessive

amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (Exception: female bangs), or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches, and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red or black. All Cadets are authorized to wear natural color hair regardless of their natural born hair color, but when combined or frosted, the colors must blend together so as to not present an unnatural appearance between colors. For example, hair colors may be displayed as a “salt-and-pepper” look as this presents a naturally blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another with dyes, tints, bleaches and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black or tan) due to a temporary medical condition (i.e., radiation and/or chemotherapy). 7.9.1.1. Wigs/Hairpieces/Extensions. Are authorized and will meet the same standard required for natural hair, be of good quality, fit properly, and comply with safety, functionality, and professionalism. (Note: Extensions are still prohibited for males). Wigs/Hairpieces/Extensions will not be used to cover unauthorized hair styles. 7.9.1.2. Hairnets. Worn as required for health or safety reasons. Made of natural or a synthetic material; must be conservative (plain and moderate, being within reasonable limits; not excessive or extreme), solid color similar to the member's hair color, also strong enough to support and control hair and contain no metal fasteners. Hairnets are only authorized when performing related duties as determined by applicable SASI. 7.9.2. Jewelry. While in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI. 7.9.3. Rings. Cadets may wear a total of no more than three rings. Wedding ring sets count as one ring when worn as a set. Rings will be worn at the base of the finger and may be worn on the thumb. 7.9.4. Necklaces. Will not be visible at any time. If worn, will be concealed under a collar or undershirt. 7.9.5. Bracelets. Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized. If worn, medical alert/identification bracelets will be conservative and moderate. Bracelets will not be excessive or extreme, which is defined as plain, not drawing inappropriate attention. Gemstones/tennis bracelets may only be worn with the mess dress uniform. Bracelets espousing support for cause, philosophy, individual or group are not authorized (Exception: Traditional metal

POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized). No rubber or fabric-type bracelets are allowed. 7.9.6. Eyeglasses/Sunglasses. Will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or 45 eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with a small logo on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored, or photosensitive lenses are authorized. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/Lasik surgery and when authorized by a SASI or commandant on the advice of a medical official. 7.9.7. 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. 7.9.8. Body Piercing. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings. 7.9.9. Backpacks. Cadets may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute). 7.9.10. Wear/use of an earpiece, any blue tooth technology, or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. Exception: Headphones and earphones (iPods, MP3-type players, etc.) are authorized during travel on public transportation i.e., bus, train or air travel. 7.10. Specific Female Cadet Grooming Guidelines. (See Figure 3-2, Figure 3-3, and Figure 3.4). 7.10.1. Hair-Female. No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top

of each sleeve 46 inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with the cadet standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. 7.10.1.1. Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail or equivalent, it must be a single ponytail or equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. 7.10.1.2. Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color (similar to the individual's hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed length and bulk standard and headgear must fit properly. 7.10.1.2.1. All locs, braids, and twists, when worn, will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional, and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately ¼ inches), show no more than ¼ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance. 7.10.1.2.2. A braid/twist must continue to the end of the hair without design and following the contour of the head and may be worn loose or in a secured style within hair standards. Exception: Micro-braids or twists are not required to continue to the end of the hair. 7.10.1.3. Unauthorized: Mohawk, mullet, or etched design. 7.10.2. Hair accessories. If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Invisible hairnets are authorized; hairnet must match hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunches will not exceed two-inches in width. Ornaments are not 47 authorized (i.e., ribbons, beads, jeweled pins). 7.10.3. Fingernails. If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not

apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

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

7.10.5. Earrings. Male cadets are not authorized to wear earrings while in uniform. Female cadets may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, male and female cadets are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.). Piercing holes will not be large enough to permit light to shine through.

7.10.6. Undergarments (Mandatory).

7.10.6.1. Females. Appropriate undergarments are required to be worn with all uniform combinations. Wear bra and underpants with all uniforms. Wear of the white V-neck style or athletic tank top undershirt when wearing opened collar service uniforms is authorized. Undershirt will be tucked into slacks or skirt. 48 Undershirts will not have pockets.

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

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

7.11. Body Piercing/Ornamentation

7.11.1. In uniform 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, eyebrows, lips, or any exposed body part (includes visible through the uniform).

7.11.2. Plugs for gauge holes in the ear lobes are not authorized (regardless of color, i.e., flesh colored). There are no exceptions per AFI 36-2903. 7.11.3. Dental ornamentation: Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited. Figure 3.2. Female Hair Style Examples 49 Authorized Female Ponytails/equivalent and long braid(s) Hair Styles Examples. 50 Figure 3.4. Female Hair Style Examples

Figure 3.4

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



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



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius



Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids

3.1.2. Hair-Male. Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2 ½ inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized. Prohibited examples (not all- inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes and/or design. Airmen may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are not authorized hair extensions. See [Figure 3.1](#) for graphic examples of appropriate sideburns, mustache and male hair standards.

Figure 3.1. Male Hair Standards Examples.



Sideburns

Mustache

3.1.2.1. 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](#).

CHAPTER ELEVEN

HEALTH AND WELLNESS

Each Thursday or Friday, JROTC instructors will supervise cadets in fitness-related activities. Students will be graded on their attendance, participation, uniform, and effort. Points will be deducted for tardiness or negative conduct (e.g., lack of effort, disruptive behavior, etc.) Students who are absent from school or otherwise unable to participate in the Friday activity (due to medically-documented injury, physical limitations, etc.) will not be graded for that Friday activity (i.e., that day will be excluded from their average weekly grade). Cadets may be given a written assignment in lieu of participation or may be required to help with the execution of the event.

Cadets will be provided one t-shirt and one pair of shorts for their PT uniform per academic year. Wear of the current PT uniform is mandatory on PT days. The PT uniform should also be worn to community service events or to show pride in the unit.

In order to participate, JROTC requires each student and parent/guardian to sign a consent form, concussion awareness form and medical questionnaire before participating in our fitness program. This is provided at the beginning of the school year and **MUST** be returned in order to participate in PT.

Cadets must have the following clothing items and accessories in order to properly participate in the fitness program:

- Small Duffle/Gym Bag (small enough to carry below items and it into their school locker) (optional)
- Running or Athletic shoes (**MANDATORY**)
- Appropriate socks
- Issued JROTC Athletic Shorts (jeans or cargo shorts not authorized). Cadets may wear black leggings under their shorts
- T-Shirt (JROTC issued)
- Issued Sweatshirts (for outside activities as dictated by weather)
- Water Bottle (highly encouraged)
- Small Towel (optional)
- Lock

JROTC fitness activities will be conducted in a non-threatening atmosphere. Grading is based predominantly on a student's individual effort and improvement. We understand that not all students have the same fitness level - our intent is to help a student measure their current fitness level, set individual fitness goals, and develop a personal fitness program goal designed to reach their goal and instill lifetime fitness habits.

CHAPTER TWELVE

AWARDS AND DECORATIONS

The Cadet Awards and Decorations Program fosters morale, esprit de corps, and most of all recognize achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Only Awards and Decorations approved by Holm Center/JR may be worn. JROTC Awards, listed below, will be awarded in accordance with the Air Force JROTC Uniform and Awards Guide, Operational Supplement Chapter 7. All National level Awards (not listed) are awarded in accordance with published organizational standards and guidelines.

12.1 SPECIAL AWARDS (See Operational Supplement Chapter 7 for more details)

1. *Gold Valor Award*. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty.

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

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

4. *Silver Star Community Service with Excellence Award*. Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. The period of service is from 11 April (previous year) to 10 Apr (current year).

5. *Community Service with Excellence Award*. Intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefits the local community. This is not an award given to participants but to the key leader(s) of the project.

12.2 NATIONAL AWARDS (See Operational Supplement Chapter 7 for more details)

6. *Air Force Association (AFA) Award*. This AFA-sponsored award consists of a medal and ribbon and is presented annually at each unit to the outstanding third-year cadet. Criteria include Positive attitude (toward AFJROTC and school); Outstanding personal appearance (uniform and grooming); Display personal attributes such as initiative, judgment, and self-confidence; Courteous demeanor (promptness, obedience, and respect for customs).

7. *Daedalian Award*. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria: Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation. Ranks in the top 10% of their AFJROTC class. Rank in the top 20% of their school class.

8. *Daughters of the American Revolution (DAR) Award*. This award is presented annually to one fourth-year cadet that meets the following criteria: Rank in the top 25% of their AFJROTC class. Rank in the top 25% of their high school class. Demonstrate qualities of dependability and good character. Demonstrate adherence to military discipline. Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.

9. *American Legion Scholastic Awards*. Presented annually to third/fourth-year cadets based on the cadet's overall scholastic achievements. Each cadet must: Rank in the top 10% of the high school class. Rank in the top 25% of their AFJROTC class. Demonstrate leadership qualities. Actively participate in student activities.

10. *American Legion General Military Excellence Awards*. This award is presented annually to third/fourth-year cadets based on the cadets' general military excellence. Each cadet must: Rank in the top 25% of their AFJROTC class. Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

11. *Reserve Organization of American (ROA) Award*. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Medals will not be worn on regular uniform days or during any type of

competition. This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program).

12. *Military Officers Association (MOAA) Award.* This award is presented annually to an outstanding third-year cadet in a 4-year program who shows exceptional potential for military leadership. Each cadet must: Be a member of the junior class. Be in good academic standing. Be of high moral character. Show a high order of loyalty to the unit, school, and country. Show exceptional potential for military leadership.

13. *Veterans of Foreign Wars Award.* This award is presented annually to an outstanding third- or fourth-year cadet who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must: Have a positive attitude toward AFJROTC. Have outstanding military bearing and conduct. Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation). Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism. Demonstrate leadership potential. Attain a grade of “B” in AFJROTC with an overall average grade of “C” in all subjects for the previous semester. Be active in student activities. Not have been previous recipients of this award.

14. *National Society United States Daughter of 1812.* Awarded annually, at the SASI’s discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.

15. *National Sojourners Award.* This award is presented annually recognizing an outstanding second or third-year cadet who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must: Be in the top 25% of their academic class. Encourage and demonstrate the ideals of Americanism. Demonstrate potential for outstanding leadership. Not have previously received the award.

16. *Scottish Rite, Southern Jurisdiction Award.* This award annually recognizes an outstanding third-year cadet in a 4-year program. Each cadet must: Contribute the most to encourage Americanism by participating in Leadership Development Requirements or community projects. Demonstrate academic excellence by being in the top 25% of the class. Demonstrate the qualities of dependability, good character, self-discipline, good citizenship, and patriotism. Not have been previous recipients of this award

17. *Military Order of the Purple Heart Award.* This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC

program and demonstrates leadership ability. (Seniors are not eligible) Each cadet must: Have a positive attitude toward AFJROTC and country. Hold a leadership position in the cadet corps. Be active in school and community affairs. Attain a grade of “B” or better in all subjects for the previous semester. Not have been a previous recipient of this award.

18. *Sons of the American Revolution (SAR) Award*. This award recognizes an outstanding third-year cadet who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must: Be currently enrolled in the AFJROTC program. Be in the top 10% of their AFJROTC class. Be in the top 25% of their overall class.

19. *Military Order of World Wars Award*. This award is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.

20. *American Veterans (AMVETS) Award*. A positive attitude toward AFJROTC programs and service in the Air Force. Personal appearance (the wearing of the uniform, posture, and grooming, but not physical characteristics per se). Personal attributes (initiative, dependability, judgment, and self-confidence). Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards). Obtained a grade of “A” (or the numerical equivalent) in their AS class. Be in good scholastic standing in all classes at the time of selection and at the time of presentation

21. *Air Force Sergeants Association (AFSA) Award*. This award recognizes an outstanding third- or fourth-year cadet. The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must: Be in the top 10% of the AFJROTC class. Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Not have been a previous recipient of this award.

22. *Tuskegee Airmen Incorporated (TAI) Cadet Award*. This award is presented annually to two cadets. Cadets may be first-year, second-year, third-year cadets (in a 3- or 4-year program) and must meet the following criteria: Attain a grade of “B” or better in their AS class. Be in good academic standing. Actively participate in cadet corps activities. Participate in at least 50% of all unit service programs.

23. *The Retired Enlisted Association (TREA) Award*. Awarded annually, at the SASI’s discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year.

24. *The Celebrate Freedom Foundation (CFF) Award*. Awarded annually, at the SASI's discretion, for outstanding performance in academics and cadets corps activities as a first or second-year JROTC cadet

25. *Air Commando Association Award*. Awarded annually at the SASI's discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the thirteen critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength.

26. *Distinguished Unit Award with Merit (DUAM)*. Awarded to cadets enrolled during the same academic year in which 1) the unit receives an HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

27. *Distinguished Unit Award (DUA)*. Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

28. *Outstanding Organization Award (OOA)*. Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. OOA recipients do not receive a streamer.

29. *Outstanding Flight Ribbon*. Awarded each academic term to members of the outstanding flight. Criteria include average overall academic performance + percentage cadet participation in unit activities + percentage community service participation and overall military decorum of the flight.

30. *Top Performer Award*. The award consists of a ribbon and certificate presented/awarded only by Headquarters, AFJROTC personnel. This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population (Unduplicated headcount). Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC or SFJROTC. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

31. *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.

32. *Leadership Ribbon*. Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities.

33. *Superior Performance Ribbon*. Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Will also be awarded to the cadet of the quarter recipients.

34. *Achievement Ribbon*. Awarded for significant achievement as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period.

35. *Academic Ribbon*. Awarded for academic excellence as signified by attaining an overall grade point average of 3.0 for one academic term, in addition to an "A" (90%) average in AFJROTC.

36. *Cadet Leadership Course (CLC) Ribbon*. Is a ribbon awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class. Exception: If a cadet has previously earned the CLC Ribbon or earns it in the future, that cadet will wear only one ribbon; that would be the CLC Ribbon with silver star, since that award is of higher precedence. Criteria for this award will be published in the unit's Cadet Guide.

37. *Special Teams Placement Ribbon*. Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition to include Color Guard Teams, Rifle Teams, Drill Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, etc.

38. *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. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MILPER funds. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

39. *Air Force Nationals Competition Award.* Is a medal/ribbon awarded to team members who competed at an Air Force only national level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MILPER funds. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

40. *Orienteering Ribbon.* Alternatively, Cadets can also earn an orienteering ribbon for completing the Orienteering program at a Cadet Leadership School or completing an orienteering course as part of the unit curriculum during a Curriculum in Action (CIA) trip.

41. *Leadership Development Requirements (LDR) Leadership Ribbon.* Awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirements (such as dining-in chairperson, military ball chairperson, Golf Fundraiser chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This award may be earned a maximum of four times. An oak leaf cluster should be added to this ribbon for each additional award.

42. *Drill Team Ribbon.* Awarded annually to a cadet who successfully completes two drill meets. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

43. *Color Guard Ribbon.* Awarded to cadets after participating three times in a color guard event. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

44. *Saber Team Ribbon.* Awarded to cadets after participating twice in a Saber Guard event. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

45. *Marksmanship Team Ribbon.* Is a ribbon awarded to cadets who participate on the marksmanship team for an entire year/season and must have competed in at least 1 marksmanship competition event (cumulative). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

46. *Joint Leadership Academic Bowl (JLAB) Ribbon*. Is a ribbon awarded to cadets who are a member of the JLAB team for at least one year/season. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

47. *CyberPatriot Ribbon*. Is a ribbon awarded to cadets who are a member of the CyberPatriot team for at least one year/season. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. (Note: This ribbon replaces the CyberPatriot pin, which is not authorized for wear on the cadet uniform.)

48. *StellarXplorers Ribbon*. Is a ribbon awarded to cadets who are a member of the StellarXplorers team for at least one year/season. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. (Note: This ribbon replaces the StellarXplorers pin, which is not authorized for wear on the cadet uniform.)

49. *Raiders Team Ribbon*. Is a ribbon awarded to cadets who are a member of the Raiders Team for at least one year/season. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

50. *Military Model Building Team Ribbon*. Is a ribbon awarded to cadets who are a member of the Military Model Building Team for at least one year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the bronze oak leaf cluster.

51. *Unmanned Aircraft Systems (UAS) Ribbon*. Is a ribbon awarded to cadets who are a member of the UAS team for at least one year. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

52. *Robotics Ribbon*. Is a ribbon awarded to cadets who are a member of the Robotics club/team for at least one year. Criteria for this award will be published in the unit's Cadet

Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster

53. *Good Conduct Ribbon*. Awarded each semester to cadets with no suspension, no adverse reports from faculty/administration (to include, but not limited to detention, failure to do homework, excessive tardiness, disrespect, and failure to wear uniform and/or improperly, maintains discipline in classroom) and observed all school and AFJROTC rules of conduct.

54. *Service Ribbon*. Is a ribbon awarded for distinctive performance in school, community, or AFJROTC or SFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. (Note: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

55. *Health and Wellness Ribbon*. Awarded by the SASI for participation in the health and wellness physical fitness program while showing effort and improvement. All cadets who participate in the unit's wellness program gave 100% effort and had no more than 2 missed PT uniform days will receive the Health and Wellness Ribbon. All cadets who score in the Physical Fitness Test 80th percentiles will receive a Bronze Star device; 90-95 percentile will receive a Silver Star device, and 96-100 percent will receive a Gold Star device. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on the ribbon. Should a cadet score in a higher percentile, only the star representing higher percentile will be worn. In no case will a cadet mix different color stars on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.)

56. *Recruiting Ribbon*. Awarded for outstanding effort in support of major recruiting activity. A cadet that participates in two recruiting activities or who personally recruits an HS student who becomes an AFJROTC cadet.

57. *Activities Ribbon*. (Co-curricular involvement) Awarded for participation in Leadership Development Requirements 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 club, 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. Four or more activities other than special teams, such as Drill or Cadet Challenge

58. *Attendance Ribbon*. Awarded each semester to a cadet that has no more than 4 excused absences and NO unexcused absences to earn this ribbon. (3 tardies = 1 absence).

59. *Dress and Appearance Ribbon*. Awarded to a cadet who wears their uniform on all designated uniform days, no violations, with an 85% or above.

60. *Longevity Ribbon*. Awarded annually for completion of each completed year of AFJROTC.

61. *Bataan Death March Memorial Hike Ribbon*. 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 three days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Additionally, cadets must attend the safety and history presentation unless permission is received from the SASI. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon.

62. *Patriotic Flag Ribbon*. Is a ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of five flag events. Criteria for this award will be published in the unit's Cadet Guide. Ribbon may be purchased from a vendor using MILPER funds. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A 35 single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

63. *Resiliency Ribbon*. Is a ribbon awarded by the SASI to any cadet who has displayed a high amount of resiliency to life events. Principally intended to denote resilience in the face of COVID-19 to cadets who were enrolled in AFJROTC or SFJROTC course of study from 1 March 2020 to 30 June 2022. A course of study is defined as any cadet who was enrolled, participated, and completed in an on-line, virtual, or on campus in person, AFJROTC or SFJROTC course during this period. The ribbon is now expanded to those who in the SASI's discretion have overcome significant life challenges (significant illness, tragedy at home such as fire or destruction by storm) and have shown resilience to overcome those events and press on as a cadet. Ribbon may be purchased from a vendor using MILPER funds for each cadet authorized

to wear this award. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.

64. The Basic Marksmanship Badge: requires a combined score of 170 or above, fired in the prone, standing, and kneeling 3x10 positions.

65. The Sharpshooter Badge: requires a combined score of 220 or above, fired in the prone, standing, and kneeling 3x10 positions.

61. The Expert Badge: requires a combined score of 250 or above, fired in the prone, standing, and kneeling 3x10 positions.

12.5 Varsity Letter Criteria

- Maintain a 3.5 GPA in school year AFJROTC class
- Maintain a 2.5 overall GPA in all other school subjects (SASI is waiver approval authority)
- Must complete 2 full years (4 semesters) of AFJROTC
- AFJROTC participation score of 70 points (points described below)
- Failing zero current classes in the current school year
- Minimum 12 hours of community service during the academic year

Below are the requirements for cadets to earn their letters in AFJROTC. Each cadet must write a letter to the SASI requesting a varsity letter and identifying the activities they participated in to earn their letter. Requests for the Varsity Letter must be submitted at least 2 weeks prior to the Awards Banquet.

POINTS (70 Needed to receive Varsity Letter):

- Compete at a drill/raiders meet: 2 points per event
- Color Guard: 2 points per event
- Complete a full year as a staff member (flight commander, logistics team, run an LDR, etc.): 10 points per year
- Complete 15 community service hours in a year: 5 points per school year
- Compete on academic team: 2 points per year
- March in a parade: 2 points per parade

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- Active KHAS tutor: 5 points per year
- Maintain an “A” average in AFJROTC: 2 points per year
- Receive Cadet of the Quarter: 10 points
- Be awarded an AFJROTC national award: 5 points per award
- Attend an AFJROTC summer camp: 15 points per camp
- Recruit a new cadet: 5 points per cadet
- Participate on a team (Raiders, drill, STLX, Cyber, etc.): 5 points per team
- Successfully lead a major event (Military Ball, Lock-In, Awards Ceremony, Bataan Death March, CDI, etc.): 10 points per event
- Complete 1 year of STLX competition: 5 points per year
- Complete 1 year of CyberPatriot competition: 5 points per year

CHAPTER THIRTEEN

PROGRAM OPPORTUNITIES

Air Force JROTC offers numerous activities to allow each cadet to find an opportunity to learn and grow. The Leadership Development Requirements include *Drill Team, Saber Team, Color Guard, Rocketry, Model Aircraft, Quadcopters, Fitness Competitions, Orienteering, Academic Team (quiz bowl), StellarXplorers, CyberPatriot, Kitty Hawk Air Society and Awareness Presentation Teams (APT)*. The activities are ever-growing and changing as cadets identify new opportunities. Not only does each activity provide an opportunity to learn, but it also provides cadets with an opportunity to practice their leadership skills and build a cohesive team. The post-graduation benefits of the aforementioned Leadership Development Requirements and the AFJROTC program as a whole are numerous. Applications have areas to include teams and leadership experience. AFJROTC is a great way to fill an impressive résumé and have fun!

- J100 ROTC Scholarships, ROTC Scholarships, Service Academy Nominations
- Immediate enlistment promotion for any branch of military (depending on duration of JROTC enrollment)
- Job and Scholarship endorsements from JROTC Instructors
- Resume bolstering
- College application enhancement

13.1 LEADERSHIP DEVELOPMENT ACTIVITIES (Also known as co-curricular)

Short descriptions of some of our Leadership Development Requirements can be found below and in the Operational Supplement Chapter 4. We are always seeking new opportunities to meet cadet needs.

LDRs are divided into 3 tiers: STEM, Activity, and Unit based. A STEM Based any LDR that has a Science, Technology, Engineering, Mathematics (STEM) or academia related base AND has an outside partnership that includes a national level competition opportunity. Some examples include but are not limited to: Unmanned Aircraft Systems (UAS), StellarXplorers, CyberPatriot, Robotics, Rocketry, and the Joint Leadership and Academic Bowl (JLAB). Activity-Based includes any LDR that may not have a STEM or academia related base but does have an outside partnership and/or local level or above the competition. Some examples include, but are not limited to: Raiders, Cadet Challenge, Color Guards, Kitty Hawk Air Society, and Drill teams. Unit-Based includes any LDR that is a local level only and primarily benefits the cadet corps, school and/or local community. Some examples include but are not limited to: Flag detail, Awareness Presentation team, Sports teams, Planning Committees, and Model Building teams.

Drill Team - This is a dedicated group of cadets who refine their skills for marching in parades and competing against other JROTC units for awards and prizes. Participation is open to all cadets enrolled in the Air Force Junior ROTC Class which requires before or after school practice, extreme discipline and concentration, and extra care of the uniform. Select members of the Drill Team are also eligible to be a part of the Color Guard or Sabers Team. These specialized teams present the flag at school sports events and other ceremonies and present sabers at special sports events and ceremonies. Cadets on the Drill Team have the opportunity to earn the Special Teams, Color Guard, and Sabers Team ribbons to be worn on the uniform.

Rocketry - Model rocketry is the designing, building, and flying of small rockets that are made of paper, plastic, balsa wood, or any other lightweight material. See the Operational Supplement, Chapter 4 for more information. The team also has the opportunity to participate in TARC - The Team America Rocketry Challenge is the world's largest student rocket contest and a key piece of the aerospace and defense industry's strategy to build a stronger U.S. workforce in science, technology, engineering and mathematics (STEM).
<https://rocketcontest.org/>

Model Aircraft - The Model Aircraft club builds and hangs up the model aircrafts we have in our classroom.

Academic Team - 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. However, we have a mix of JROTC curriculum as well as English, Math and Science in each level of the competition. The team is open to 9-11th grade students.

StellarXplorers - StellarXplorers inspires and attracts high school students to pursue studies and careers in science, technology, engineering, and mathematics (STEM) through a

challenging, space system design competition involving all aspects of system development and operation with a spacecraft/payload focus. <https://www.stellarxplorers.org/>

CyberPatriot - CyberPatriot is the National Youth Cyber Education Program. At the center of CyberPatriot is the National Youth Cyber Defense Competition. The competition puts teams of high school and middle 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 in a six hour period. Teams compete for the top placement within their state and region, and the top teams in the nation earn all-expenses paid trips to Baltimore, MD for the National Finals Competition where they can earn national recognition and scholarship money. <https://www.uscyberpatriot.org/>

Kitty Hawk Air Society - Kitty Hawk Air Society (KHAS) is an honor society exclusively for AFJROTC cadets regardless of year, experience, or rank with a minimum GPA of 3.5. Cadet members must be active in the corps, school, and community, and be of good moral standing. Membership is on a strictly volunteer basis. The purpose of the KHAS is to improve fellow cadets' grade point average through peer tutoring, to promote esprit de corps, and to improve the school and community through service projects that promote cadet leadership and unit teamwork. All members are issued a Kitty Hawk Air Society badge that will be worn on the uniform.

Awareness Presentation Team (APT) - Provides presentations to junior high and elementary school classes on a variety of topics such as bullying; social media responsibility, bullying, drug abuse awareness, U.S. Flag. Cadets may earn an APT Badge. See Chapter 14.

Orienteering Team - The Orienteering Team competes inland navigation competitions at local recreational areas. All fitness and skill levels are encouraged to compete. The team competes at events hosted by the Southern Michigan Orienteering Club (SMOC) <https://smoc-runs.com/>.

13.2 GENERAL

Social Activities - The annual Military Ball is a highlight for many cadets. Male cadets wear the service dress uniform to this event with the option of wearing a white shirt to this event. Female cadets may wear the service dress uniform or they have the option of wearing an evening dress. Other social events include a combat dining-in, paintball, hiking, a lock-in, picnics, and bonfires. Many other activities are planned throughout the year during flex-time and after school.

To support the curriculum provided by the Air Force we will have at least one "Curriculum in Action (CIA)" trip (field trip) each year planned and organized by cadets in the AFJROTC Management of the Corps class and open to everyone in the cadet corps.

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In addition, Cadets with passing grades in every credit-granting academic period constitutes successful completion of the AFJROTC program and makes the cadet eligible by law for a **Certificate of Completion**.

All cadets will be awarded an AF Form 1256, Certificate of Training, for successful completion of 2 academic program years of AFJROTC with SASI concurrence.

An AFJROTC Form 310, AFJROTC Certificate of Completion will be awarded to all cadets for successful completion of 3 academic program years of AFJROTC with SASI concurrence. An updated Certificate of Completion may be provided after 4 academic program years.

Cadets may be awarded certificates even if they do not graduate from high school since the certificate is based only on AFJROTC performance.

Another benefit is eligibility for enlistment at a higher grade. For specifics, refer to Air Force Recruiting Service Instruction (AFRSI) 36-2001, Recruiting Procedures for the Air Force. Each branch of service may have their own specific/different requirements.

Finally, U.S.C. Title 10 sets aside up to 20 nominations per Service Academy for “honor graduates of JROTC honor schools.” Holm Center Operations Support will send a list of the AFJROTC Distinguished Unit Award winners to all three Service Academies. The Service Academies will maintain a Distinguished Unit Award list so cadets who apply to Academies on line will get additional consideration. Due to the level of competition for these limited appointments, cadets are highly encouraged to pursue other nomination sources to increase their chances of earning an appointment.

Other clubs/teams may be started within the Cadet Unit. If interested in starting an activity/club, outline the purpose, guidelines, budget, fund-raising activities, etc.in a written proposal and submit it to the LDR Squadron Commander through the chain of command to the SASI/ASI for approval.

CHAPTER FOURTEEN

CADET REQUIRED KNOWLEDGE

Cadet required knowledge will be taught by the cadet flight commander and will be used on cadet promotion exams.

Air Force Core Values:

“Integrity First, Service Before Self and Excellence in All We Do”

Integrity first, service before self, and excellence in all we do.

Mission Statement:

To develop citizens of character.

Air Force Birthday:

September 18th, 1947

Cadet Honor code:

I will not lie, cheat, or steal, nor will I tolerate those who do.

Seven Standard Responses:

1. Yes Sir/Ma'am
2. No Sir/Ma'am
3. No excuse Sir/Ma'am
4. Sir/Ma'am may I make a statement
5. Sir/Ma'am may I ask a question
6. Sir/Ma'am I do not understand
7. Sir/Ma'am I do not know

Chain of Command

***Cadets are responsible for updating their guide as changes are announced during class**

Commander-in-Chief:

Vice President:

Secretary of Defense:

Secretary of the Air Force:

Air Force Chief of Staff:

Chief Master Sergeant of the Air Force:

Director of AFJROTC:

Cadet Enlisted Ranks

E-1:

E-2:

E-3:

E-4:

E-5:

E-6:

E-7:

E-8:

E-9:

Cadet Officer Ranks

O-1:

O-2:

O-3:

O-4:

O-5:

O-6:

Phonetic Alphabet

- | | |
|-----|-----|
| A- | N - |
| B - | O - |
| C - | P - |
| D - | Q - |
| E - | R - |
| F - | S - |
| G - | T - |
| H - | U - |
| I - | V - |
| J - | W - |
| K - | X - |
| L - | Y - |
| M - | Z - |

AIR FORCE JROTC CREED

I am an Air Force Junior ROTC cadet
I am connected and faithful to every corps (*pronounced core*) of cadets who serve their nation
and community 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 who 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.

First Verse of Air Force Song

*Off we go into the wild blue yonder,
Climbing high, into the sun,
Here they come zooming to meet our thunder,
At 'em now, Give'er the gun! (Give'er the gun!)
Down we dive, spouting our flame from under,
Off with one heckuva roar!
We live in fame, or go down in flame,
Hey! Nothing'll stop the U.S. Air Force!*

PFT Goals

How will YOU improve your PT Scores?

SEMESTER ONE PT TEST:

PUSH-UPS: SIT-UPS
MILE RUN: PULL-UPS:
V-Sit Reach: Shuttle Run

<u>PFT GOALS</u>	<u>HOW WILL YOU MEET YOUR GOALS?</u>
PUSH-UPS: _____	
SIT-UPS: _____	
MILE RUN: _____	
PULL-UPS: _____	
V-Sit Reach _____	
Shuttle Run _____	

SEMESTER TWO PT TEST:

PUSH-UPS: SIT-UPS
MILE RUN: PULL-UPS:
V-Sit Reach: Shuttle Run:

NOTES