

TX-863 AFJROTC Cadet Corps  
Western Hills High School  
3600 Boston Avenue  
Fort Worth, TX 76116-6999



**2020**

**Western Hills High School**  
**Air Force J.R.O.T.C**  
**Cadet Guide**

## AFJROTC RANKS



## AIR FORCE RANKS

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

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

19 Aug 19

Dear Western Hills High School Cadets

It is a great pleasure to welcome you to Western Hills High School's Air Force Junior ROTC Program – the ONLY Air Force JROTC program in Fort Worth Independent School District! Your commitment to the program will be exemplified throughout this school year as your instructors promote the goals of Western Hills High School and our community through the Air Force Junior ROTC Program.

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

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

Best of luck this year!

Keri Flores  
Principal



**AFJROTC TX-863  
WESTERN HILLS HIGH SCHOOL  
FORT WORTH, TX**

**FOREWORD**

19 Aug 19

The TX-863 Air Force JROTC Group was established at Western Hills High School by an agreement between the Fort Worth Independent School District and the United States Air Force. Our Air Force JROTC Group has served this community through you Cadets since 1986 at Western Hills. The Senior Aerospace Science Instructor (SASI) and the Aerospace Science Instructors (ASIs) retired from the Air Force with over 90 years of combined Air Force experience and today have an additional combined 21 years of AFJROTC experience- A total of 111 years of uniform experience! We have an extensive background in leadership, management, teamwork, coaching...and teaching- all of which is meant to benefit you!!!

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

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

We believe most cadets will voluntarily work for the betterment of the Group if they are aware of the goals and mission of the unit. *You*, as a *Cadet*, are responsible for obtaining a thorough understanding of the contents of this cadet. Only then can you maximize your experience and participation in the AFJROTC program and apply these standards to the benefit of yourself, TX-863 and our community. We wish each of you great success in your academic and JROTC endeavors.

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Senior Aerospace Science Instructor

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MSgt, USAF (Ret)  
Aerospace Science Instructor

## **INTRODUCTION**

The purpose of this Cadet Guide is to spotlight your personal responsibilities and obligations as a member of TX-863. You will be expected to know and comply with the policies and procedures as outlined in this guide. You should read, become thoroughly familiar with, and refer often to the information in this guide.

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

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

### **CADET HAZING/BULLYING POLICY**

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

Examples of prohibited physical activities include, but are not limited to push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited. This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity. Any cadet who witnesses an event which appears to be of hazing or bullying nature should immediately report this to a trusted adult such as an instructor, teacher or administrator.

Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program. Only approved activities listed in this Cadet Guide are allowed and will provide many unique and rewarding challenges.

***AFJROTC instructors will strictly enforce the Cadet Hazing/Bullying Policy***

## **Air Force Core Values**

**Integrity first**

**Service before self**

**Excellence in all we do**

## **AFJROTC CADET CREED**

**I am an Air Force Junior ROTC Cadet.**

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

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

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

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

**I will hold others accountable for their actions as well.**

**I will honor those I serve with, those who have gone before me, and those who will come after me.**

**I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve, and lead.**

**I am an Air Force Junior ROTC Cadet.**



## AFJROTC WHHS CHANT

*Western Hills is the best  
Flying high above the rest  
Leading our way to number one  
Let us show you how it's done  
We're the Cougars from the west  
Fort Worth knows that we're the best  
When we march you will know  
Western Hills is running this show...\  
AIM HIGH - FLY, FIGHT, WIN-  
AIR POWER!!! (CLAP!)*

### **The Air Force Song** (First Verse)

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

### **CODE OF HONOR**

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

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

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## CHAPTER ONE

### MISSION AND OBJECTIVES OF THE AFJROTC PROGRAM

1. **MISSION:** The AFJROTC mission is to "Develop citizens of character dedicated to serving their nation and community."

2. **GOALS:** The Goals of AFJROTC are to instill values of citizenship, service to the United States, personal responsibility, and sense of accomplishment.

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

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

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

a. **Leadership** – The corps of cadets and the JROTC program is an active, on-going leadership laboratory. Cadets have numerous opportunities to develop and practice leadership skills as they plan, organize, manage, lead and participate in community service projects, field trips, drill competitions, and other corps activities. Leadership responsibilities for upperclassmen include group staff positions or corps event planning.

b. **Credits** – JROTC is an elective or PE credit. Additional years of JROTC are local elective credits.

c. **Certificate of Completion** – A Certificate of Completion is awarded for the successful completion of three or four years of AFJROTC. This certificate will enable a cadet to enlist in any branch of the armed services at an advanced rank with increased pay and benefits.

d. **Cadet Leadership Opportunities:** Cadets may attend one of several camp options offered during the summer. The following are descriptions of the camps:

(1) Fort Worth ISD JCLC in Azle, Texas, Cadet Staff Leadership Course (Howard Payne University) Brownwood TX, and University of Texas Arlington, (Science, Technology, Engineering, Art and Math) STEAM Camp.

**Cadet Staff Leadership Course:** The objective is to broaden management and leadership skills thru classroom work, drill and ceremony along with physical fitness. The course will prepare you to become a leader within your home unit.

**Fort Worth ISD Summer Camp:** The objective is to instill team building characteristics, self-confidence and leadership skills.

**University of Texas Arlington:** The objective is to provide cadets STEAM opportunities at various levels within the camp in a collegiate environment.

### **Selection Criteria for CLC and other Camps**

1. **MUST** wear uniform throughout the school year.
2. **MUST** pass JROTC classes.
3. **MUST** pass all core classes.
4. **MUST** know how to perform/command all 30 drill commands.
5. **MUST** be physically fit. Cadets who score below acceptable standards on the PFT may not be selected to attend camp.
6. **MUST** understand they represent the TX-863 Corps.

## CHAPTER TWO

### ADMISSION, TRANSFER, AND DISENROLLMENT OF STUDENTS

1. **ELIGIBILITY:** To be eligible for and to participate in the AFJROTC TX-863 program, students must be:

- a. Enrolled and attending Western Hills High School in grades 9 through 12.
- b. Of good moral character
- c. Physically fit to participate in AFJROTC training: A cadet is considered physically fit if he or she is qualified for the Physical Education (PE) program.
- d. Student will obtain approval from proper authority to enroll in AFJROTC at WHHS.
- e. Cadet Reserve Program. Cadets may be enrolled as a "Reserve Cadet" if approved by the SASI/ASI and the cadet must have completed at least one full year of traditional AFJROTC. This option is only used when a cadet is highly deserving of being a part of the program but cannot fit a regular AS class into their school schedule. Cadets who are a part of the reserve program must still wear the uniform weekly as required by other cadets, and they are also eligible to be a part of all other co-curricular activities.

2. **TRANSFER:** Students who transfer from other JROTC units may receive full credit for training already received, with appropriate documentation from their previous unit. It is the student's responsibility to forward all documentation to the aerospace science instructors. The student transfer may wear AFJROTC equivalent ribbons earned from another branch.

3. **DISENROLLMENT:** A cadet may be dis-enrolled for any reason deemed necessary by the SASI. Below are examples of some reasons:

- a. **Failure to maintain acceptable course standards, including haircut, unauthorized hair color, grooming, improper uniform wear, failure to wear the AFJROTC PT gear, etc.**
- b. Ineptitude, indifference to training, disciplinary infractions, or reasons involving undesirable traits of character.
- c. Failure to remain enrolled in school.

- d. Failure to maintain a passing grade in AFJROTC course work.
- e. Insubordination toward JROTC cadet leaders or WHHS faculty / staff.
- f. SASI Discretion.

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

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

- a. Take the initiative when leadership action on their part is needed to insure the unit mission is successfully accomplished. This includes taking an active role in team activities.
- b. Meet their financial obligations to the unit and the AFJROTC program promptly and completely.
- c. Complete AFJROTC class and program assignments conscientiously.
- d. Participate regularly in at least one after school co-curricular/LDR activity OR regularly attend community service events hosted or co-hosted by TX-863 AFJROTC (**cadet staff**). See Chapter 9 for a listing of these activities.
- e. Follow school and AFJROTC guidelines, setting the example for subordinate cadets.

Note: **Officers and NCOs who fail to wear their uniform at the designated time may lose their Corps position and/or be reduced in rank.**

## CHAPTER THREE

### GENERAL INFORMATION

1. **CADET DAILY BRIEFING:** This is one of the main forms of communication to cadets. All are expected to listen attentively to the daily briefing in class and ask for clarification as needed. The Flight Commander is responsible to ensure all members understand the brief.
2. **ORGANIZATION:** The unit will be organized as one operational Group with two squadrons.
3. **CHAIN OF COMMAND:** Within the Corps of Cadets, the chain of command is as follows:
  - a. Cadet Airmen report to their Element Leader, who report to the Flight Commander, who in-turn report to their Squadron Commander who report to the Group Commander.
  - b. The Deputy Group Commander will act on behalf of the Group Commander during the Group Commander's absence.
  - c. See Attachment 1 for the organizational chart/chain of command.
4. **TEXTBOOKS:** The textbooks used in the AFJROTC program are furnished to the cadets without charge. All textbooks, hard back and paperback, are controlled items and will remain in the classroom with few exceptions.
5. **FLAG DETAIL:** Cadets should arrive to school by 0745 who wish to serve on the morning flag detail. In the event enough cadets are not available by 0800 to post the school flags then Alpha Flight may form a detail for this event within the first 10 minutes of the period. At the end of the school day the last fifteen minutes of Hotel Flight's period may use this time with cadets to form a detail unless other flights' cadets have previously volunteered to recover the flags after school. Regardless a detail commander will establish a planned process under the authority of the Operations Officer at the beginning of the week.
6. **AFJROTC ACADEMIC PROGRAM:** The program is divided into three graded parts: Aerospace Science, Leadership Education and the Cadet Wellness Program. Aerospace Science consists of classroom instruction on STEAM subjects to include aviation history, science of flight and space exploration. This portion counts for 40 percent of the cadet's grade. Leadership Education consists of drill, inspections (with emphasis on proper uniform wear and grooming standards- see paragraph eight below), and topics ranging from the foundations of citizenship, traditions, life and communication skills, health and leadership, counting for another 40% of the grading criteria. The remaining 20 percent of the grade comes from participation in the Cadet Wellness Program. Cadets will be tested according to the President's Fitness Program standards at the beginning of the first semester and again, toward the end of the second semester. Aerospace Science 500 is an Aviation Honors Ground School for 3<sup>rd</sup> or 4<sup>th</sup> year Cadets who have a keen interest in the aviation industry; it is taught by a rated retired officer of the USAF who is an FAA Certificated Flight Instructor.

## 7. CLASS SCHEDULE:

- a. Aerospace Science (AS100-400) is normally taught by the SASI.
  - Aerospace Science 500 (AS500) is taught by the SASI
- b. Leadership Education (LE100-400) is normally taught by the ASIs.
- c. Health and Wellness is typically taught/coached on Fridays by the SASI and/or ASIs.

8. **UNIFORMS:** Cadets are required to wear their uniform on “uniform day” which is typically scheduled for Wednesday unless otherwise stated. Failure to wear your uniform on “uniform day” for the inspection portion of your grade will result in a zero for that week and unless immediately corrected by the Cadet, possible failure in the JROTC program. Continued failure to wear the uniform will result in dismissal from AFJROTC. Officers and NCOs will be removed from their positions and all may be reduced in rank. Cadets should make every possible effort to let an instructor know before the day a uniform is to be worn that there could be an issue so a make-up opportunity could be made available.

- a. The Physical Training Uniform is required on days physical fitness training is conducted, which is Friday unless otherwise directed.
- b. The Airman Battle Uniform is normally worn on Thursdays provided the Cadet has properly worn the assigned USAF blue uniform as required the preceding Wednesday. At no time is the ABU (or FDU) to be worn in lieu of the required blue USAF JROTC uniform.
- c. The Flight Duty Uniform (FDU) or “flight suit” may be issued to Cadets enrolled in the Aviation Honors Ground School or graduates thereof. The FDU may only be worn on Tuesdays providing there has never been a question as to the integrity of that cadet’s wear of the blue USAF uniform and the example they set in it during Uniform Wear Days or other required occasions. As in the case of the ABU, the FDU cannot be worn in lieu of the required blue USAF JROTC uniform



## CHAPTER FOUR

### CADET REMOVAL PROCESS

1. **GENERAL:** Cadets may need to be removed from AFJROTC based on numerous circumstances. Some of these situations may include, but are not limited to:

- a. Failure to wear the AFJROTC uniform as directed.
- b. Failure to maintain proper military grooming or correct grooming violations.
- c. Involvement in illegal activity (Immediate Removal).
- d. Refusal to participate in PT or wear the issued PT gear.
- e. Transfer to Metro Disciplinary School (Immediate Removal).
- f. Disrespect towards instructors.

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

- a. *First Offense:* Sign counseling memo acknowledging the problem area and how to correct it.
- b. *Second Offense:* Sign counseling memo, parent will be contacted via phone or email with a CC to the counselor.
- c. *Third Offense:* Contact parent and counselor to begin cadet removal process.

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



MEMORANDUM FOR CADET \_\_\_\_\_ FLIGHT: \_\_\_\_\_

FROM: Western Hills High School AFJROTC

SUBJECT: Letter of Counseling

This memo is to formally notify you of your failure to perform to the minimum expectations of an AFJROTC cadet. This behavior cannot be tolerated and must be corrected if you desire to remain in the cadet corps. ***Failure to do so will result in removal from this program.*** You will sign below acknowledging receipt of this memo.

#### **FAILURE TO WEAR UNIFORM**

	STRIKE 1	STRIKE 2	STRIKE 3
DATE			
CADET SIGNATURE			
PARENT CONTACTED?			

#### **GENERAL BEHAVIOR**

	STRIKE 1	STRIKE 2	STRIKE 3
DATE			
INFRACTION			
PARENT CONTACTED?			

//SIGNED//  
RUSSEL MALESKY, COL, USAF (Ret)  
WHHS SASI

## CHAPTER FIVE

### CADET CONDUCT AND MILITARY COURTESY

1. **GENERAL:** Cadets are always expected to be courteous and conduct themselves as proper young ladies and gentlemen while observing correct military bearing. This will reflect credit upon themselves, their parents, TX-863, Western Hills High School, and the United States Air Force. Cadets will not use abusive, vulgar, obscene, or profane language. Cadets will not annoy or harass other cadets with insulting, inflammatory, insinuating, or defaming remarks or obscene gestures. Cadets will not indulge in horseplay such as hitting, slapping, sparring, or wrestling that frequently develops into undesirable behavior.

#### *Warning*

Cadets will not indulge in forms of physical contact such as “romantic” HUGGING, KISSING, or EMBRACING (Public Display of Affection- “PDA”) within the confines of the AFJROTC area, while on any AFJROTC trip, or ANYWHERE WHILE IN UNIFORM. Cadets are expected to maintain lofty standards of conduct and behavior.

2. **CLASSROOM ENTRY/EXIT PROCEDURES:** Classroom instruction will begin with cadets standing at ease by their seats before the last bell. Tardiness will not be tolerated (see the school Student Handbook for tardiness penalties). The Flight Commander and Flight Sergeant will be positioned in front of the class. The element leaders will report attendance for their element to the FLIGHT COMMANDER. The flight sergeant will mark the attendance binder. The Flight Commander will then have the flight recite Air Force JROTC cadet creed and WHHS Chant. The Flight Commander reports the flight status to the SASI or ASI. The SASI/ASI will take charge of the flight after the Flight Commander completes the daily briefing. At the end of the period, the Flight Commander will call the Flight to attention Sing the Air Force song and then dismiss the Flight. All cadets will remain attentive during class or may be directed to stand at attention at the rear of the classroom.

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

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

4. **CALLING THE ROOM TO ATTENTION:** When an administrator or military guest enters the classroom, the first person to see the visitor will call the room to attention. Cadets will remain at attention until the command “At Ease”, “As you were”, etc. is given. The room does not need to be called to attention if a Western Hills student enters the room to deliver a note, etc. but it is better to err by calling the room to attention if you are not sure.

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

5. **TELEPHONE PROCEDURES:** TX-863 cadets have access to a telephone in the SASI and ASI offices. The telephone will **not** be used by cadets for any activity without the specific permission of the SASI/ASI. Calls home to be picked up or to obtain JROTC related information is considered official use. The office phone is the primary phone for SASI/ASI use. Answer the AFJROTC phone in the following manner:

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

#### 6. **GENERAL CLASSROOM RULES:**

a. Before School: Cadets may come to the classroom (Rm 320) before school hours; however, no “horseplay” is allowed. Cadets will remain in the classroom or may meet and wait for class in the AHGS classroom (Rm 318). Cadets will not loiter outside the classroom.

b. During the school day: Normally, cadets will NOT come to the JROTC classroom unless they have pre-coordinated with the SASI or ASI to work on a specific project; that cadet will not interfere with classroom discussion.

c. Lunch: The cadet classroom is “CLOSED” for cadet use during the lunch periods. With prior coordination with instructors, cadets may use this room to hold meetings and planning activities. The AHGS classroom (Rm 318) may be used for lunch periods but it must be kept clean and organized; Cadets will not horseplay and will keep their voices at a respectful level.

d. After School: Only cadets involved in afterschool AFJROTC activities should be in the classroom after school. Cadets monitoring activities will not interact or interfere with on-going team practices (APT, Drill, Color Guard, Marksmanship) for teams they are not a member of. The AHGS classroom is the recommended classroom for tutoring, etc. When marksmanship practice is in session in Room 320 this room is locked and under supervision of an instructor; typically, only the marksmanship team and approved observers are present during this practice.

#### 7. **SALUTES:**

a. The salute is a courteous exchange of military greeting the world over. Military personnel consider the salute as a respectful greeting between members and it is one of the oldest traditions binding military professionals together. You will be taught the proper manner of saluting and the rules which govern its use among the military services.

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

c. The salute is rendered indoors only when cadets are reporting to cadet officers or the SASI/ASI. The proper sequence of “reporting in,” includes rendering the salute and the statement, “Sir/Ma’am, Cadet (last name) reports as ordered,” or other appropriate comment. The cadet holds the salute until it is returned or otherwise acknowledged by the officer. When the purpose of the report or meeting is completed, the cadet salutes again to report out. The officer will acknowledge the salute and the cadet will exit and leave.

d. The salute is never given or returned while running. The cadet will come to quick time (marching) and render the salute when approximately six paces from the officer.

e. If a cadet observes the American Flag being raised or lowered while in uniform, they will come to attention and render the hand salute until the flag has reached the summit or base of the flagstaff. If the cadet is in civilian clothes, they will come to attention, remove headgear if worn, and place their right hand over their heart until the function is complete.

f. During the Pledge of Allegiance while in uniform, the cadet will stand at attention. When in civilian clothes, stand at attention and place the right hand over the heart.

g. When the cadet is outdoors in uniform and the National Anthem is played, the cadet will stand at attention, face the flag or music, and render the hand salute until the music stops.

h. If a cadet is late for a formation, they will approach the person in charge when the formation is at a halt, salute, and request permission to fall in.

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

j. When in uniform and both arms are full, only a verbal greeting, “Good morning, sir or ma’am”, or “Good afternoon, sir or ma’am” is required. The officer will acknowledge the verbal greeting in the same manner. No salute is exchanged.

k. The Western Hills High School campus is a saluting/hat area except for the bus lane area and portable classroom area. Saluting and headgear wear is mandatory during extra-curricular activities and field trips as directed by SASI/ASI. Cadets will wear their caps outside the front of the school, to/from vehicles or if they walk to/from home/school in uniform.

## CHAPTER SIX

### PERSONAL APPEARANCE AND WEAR OF THE UNIFORM

The AFJROTC uniform is, with certain minor exceptions, the same uniform worn by active duty Air Force members. Cadets must constantly be aware of their responsibility for maintaining their uniform in good order, and for wearing it correctly. Uniforms are issued clean and in good repair. It is each cadet's responsibility to keep it that way.

**1. UNIFORM GRADE MAKEUP POLICY:** If a cadet is absent on uniform day, they will make up their uniform grade their first day back to school. If a cadet simply fails to wear the uniform or makeup a missed inspection grade due to absence, the cadet will receive a zero-grade and must arrange a meeting with an instructor and cadet corps commander (or deputy) to discuss reasons for the incident. This will be accomplished prior to being allowed to make up the zero grade. At this point, the best grade a cadet may receive is a 70.

#### 2. UNIFORM COMBINATIONS:

- a. **Service Dress Coat**, Tie/Tab, Entire Uniform
- b. **Long Sleeve** – No Dress Coat, Requires Tie/Tab
  - May Include the Windbreaker Jacket as required
- c. **Short Sleeve** – No Dress Coat, No Tie/Tab (Most Common)
  - May Include the Windbreaker Jacket as required
- d. **Physical Training/Fitness** – Cadet PT Gear
- e. **Option 1** – Cadet Polo, Cadet T-Shirt (as appropriate for community service)
- f. **Option 2** – Cadet Airman Battle Uniform (ABU)
- g. **Aviation Incentive**– Flight Duty Uniform (FDU) – Aviation Ground School Only

### **WARNING**

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

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

- (a) Keep the uniform clean, neat, and pressed.
- (b) Wear the cap when outdoors-remove it indoors.
- (c) Keep hands out of pockets.

- (d) Keep all buttons buttoned, zippers zipped.
  - (e) Do not put bulky items/jingling change in pockets.
  - (f) Keep shoes shined and clean; this includes the heels and edges of the soles.
  - (g) Keep all metal devices such as belt buckles, badges, ribbons, or insignia clean.
  - (h) When the military uniform is worn to school, only authorized uniform items will be worn with it. **Do not** mix uniform items with civilian clothing at any time- in or out of school.
  - (i) Uniform covers/caps will be worn outdoors. Always take hats off when indoors. When not being worn, it may be carried in your hand or in your backpack. Berets may be worn. Solid-color berets, white, dark blue and/or black ONLY, with officer or enlisted rank insignia. Berets may be worn on regular uniform days.
  - (j) Keep the shirt tucked in neatly with the gig line (shirt edge, belt buckle, and trouser fly) lined up in a straight line and trim off all loose threads. Replace missing buttons promptly.
  - (k) Cadets will wear AFJROTC-issued shoes. Shoes should have a high shine with the edges of the soles and heels black. Edging will be clean and free of dirt.
- Exception:** Female cadets may wear black leather or leather looking, plain, close-toed heels or flats without decorative stitching or designs with the uniform (requires ASI approval). If purchased, ensure they can be returned if not authorized with the uniform.
- (l) Cadet insignias are oxidized silver; do not attempt to shine these items.
  - (m) Carry backpack/books in the left hand so that the right hand is free for saluting.

4. **SCHOOL DRESS CODE:** All pants, shorts, and skirts must be worn on or above the hip bone (belts if needed). Shirts that could be considered inappropriate should not be worn. All shorts and skirts must be longer than fingertips with arms straight down. All school dress codes facial piercing policies will be enforced as outlined in the FWISD Student Handbook. All cadets, both upper and lower classmen, will enforce these standards always, regardless of one's rank/position.

5. **REQUIRED AFJROTC UNIFORM WEAR DAYS:** Uniforms will be issued and worn on the designated scheduled "UNIFORM DAY" within 6 weeks of enrollment into AFJROTC. The type of uniform to be worn or special uniform requirements for the coming week will be posted by the Group Commander or Deputy Group Commander before the first period on Friday the week prior; also check class website for uniform

NOTE: The uniform must be worn the entire school day to receive grade credit. The uniform may be removed for PE, dance, sports or lab work only if prior approval is granted by the ASI. Upon completion of the activity (sports, lab, etc.), cadets MUST put their uniform back on. Any exceptions must be approved before-hand by the SASI/ASI.

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

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

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

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

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

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

f. Jewelry: A wristwatch may be worn and no more than 3 rings (maximum of two on one hand) altogether on both hands (but no thumb rings). Bracelets may be worn if neat and conservative and not wider than 1/2 inch. Colored bracelets that support a cause are not allowed. Once again, male cadets are not permitted to wear any earrings. One necklace may be worn, but it must be out of sight.

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



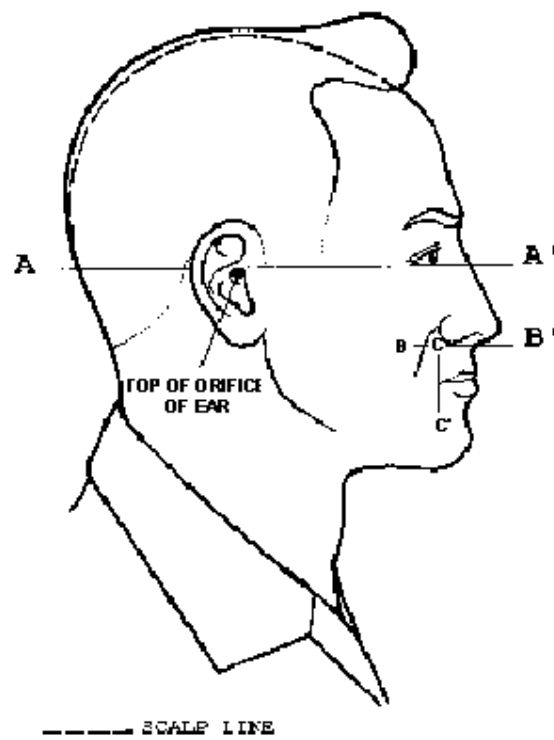


Figure 1-2  
Male Grooming Standards (Side View)

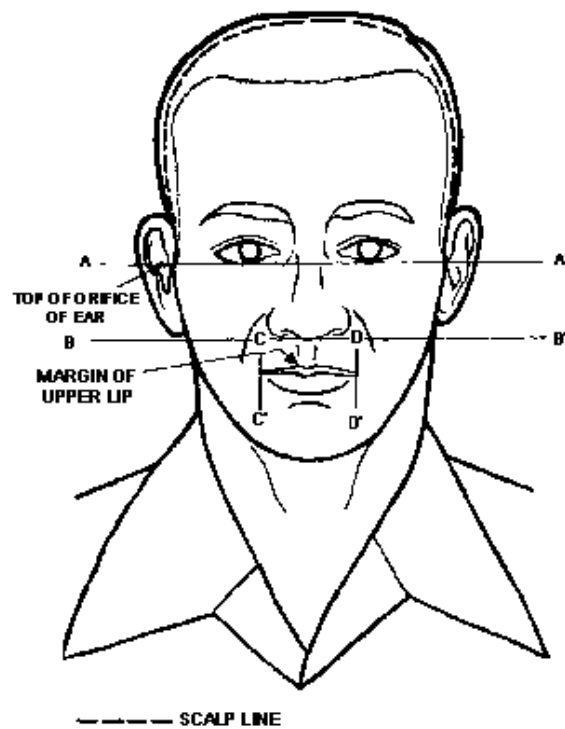


Figure 1-1  
Male Grooming Standards (Front View)

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

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

b. Hair Styles: No minimum hair length to a maximum bulk of 3 ½ inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. When in doubt, assess correct length of hair with Airman standing in the position of attention. If worn, black hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized regardless of hair color. Locks, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. Locks are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locks. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, like the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Headgear must fit properly. All locks braids/twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locks, braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locks/braids shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly fused/interwoven to present a neat, professional appearance. A loc, braid/twist must continue to the end of the hair without design and following the contour of the head and may be worn loose or in a secured style within hair standards. Exception: Micro-braids or twists are not required to continue to the end of the hair.

c. Hair will not contain excessive amount of grooming aids nor touch eyebrows. Hair color/ highlights/frosting must not be faddish. Examples of natural looking for human beings: Blonde/Brunette/ Red/Black/Grey. Cadets may not die hair more than one color (i.e. black and red braids). Females may shave their entire head but no shorter than ¼ inch. Females will not shave a portion of their hair.

#### Authorized Women's Hair Styles



#### Authorized Braids



### Example Authorized Scrunchie



### Unauthorized Female Hair Styles



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

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

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

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

## 8. AUTHORIZED WEAR OF THE UNIFORM:

a. The AFJROTC cadet uniform is, with certain exceptions, the same as that worn by active duty personnel. It is the distinctive dress of a proud and honorable profession. Cadets should always wear the uniform correctly and with pride. AFJROTC regulations require that cadets wear the uniform all day, one day each week. Changing out of uniform without permission will result in a zero grade for that day. Uniform day is

**Wednesday.**

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

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

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

d. The semi-formal uniform, which consists of the blue uniform with a white button-down shirt and AFJROTC-issued tie/tab or black/navy bowtie (males only), is authorized for the Military Ball. The white shirt is purchased at the cadet's expense.

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

f. The Airman Battle Uniform (ABU) is only to be worn on the Thursday after the Wednesday the blue uniform has been appropriately worn. Cadets may be issued ABUs if available. Cadets may be required to purchase their own boots. Cadets must wear the ABU uniform correctly, to include cover, t-shirt, name/AFJROTC tapes, belt, socks, and sage green boots.

g. The Flight Duty Uniform (FDU) or Flight Suit is authorized for current cadets enrolled in the Aviation Honors Ground School (AHGS) or previous graduates of this course.

NOTE: See Attachment Five for pictured guidance of all uniform wear.

## **9. UNAUTHORIZED UNIFORM WEAR:**

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

b. The uniform must not be worn while hitchhiking.

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

## **10. RIBBONS, MEDALS, AND BADGES:**

a. See attachments section for proper placement of ribbons and badges. Medals will not be worn simultaneously with the ribbons. Medals may be worn for formal, semiformal, and special occasions ONLY. The order of precedence will be the same as for ribbons. All or some ribbons are mandatory with the service dress coat.

b. Ribbons of other services: AFJROTC cadets transferring from an Army, Navy, or Marine JROTC may wear the AFJROTC equivalent ribbon. Only five CAP ribbons (General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and General J. F. Curry Achievement Award) are authorized on the AFJROTC uniform. Badges or insignia from any other non-AFJROTC groups are not authorized on the AFJROTC uniform.

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

d. Order of Precedence: The medal or ribbon with the highest precedence is worn nearest the lapel on the top row. The ribbon or medal with the lowest precedence is worn on the bottom row furthest from the lapel. Consult ribbon chart in this guide.

e. Oak Leaf Clusters and Stars:

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

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

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

f. Badges:

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

(2) Aerospace Education Foundation (AEF): Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining a minimum 3.3 grade point average (GPA) with no grade below a 2.0 GPA on their transcript. The individuals must be recommended by the SASI.

(3) Model Rocketry Badge: Awarded to cadets who have fulfilled model rocketry program requirements and competed in at least one JROTC sanctioned competition.

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

11. **CORFAM SHOES:** Cadets are issued corfam (artificial leather) shoes only if they are on a performance/drill team and the shoes are primarily for these events.

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

a. The light blue shirt and blouse may be machine laundered, DO NOT BLEACH. Heavy starch will give them a crisp appearance. All uniform items will be cleaned prior to turn in.

b. ABUs can be laundered or dry cleaned.

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

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

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

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

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



## CHAPTER SEVEN

### GENERAL UNIFORM WEAR

1. **BLUE SHIRT:** Shirts will be pressed/dry cleaned and worn with the shirttail pulled down tightly in the pants and tucked in at the sides. The only creases on the shirt will be down the sleeves. Items will not be carried in the shirt pockets. The short sleeve shirt may be worn with the collar open or with a tie/tab. The long sleeve shirt must be worn with tie/tab.
2. **BUTTONS AND PANTS:** Uniform buttons will be buttoned always. Attention needs to be paid to the rear pocket button on the men's trousers. The bottom of the trouser legs will touch the shoes in such a manner as to cause a slight break in the crease. The back of the trouser leg will be hemmed to be 7/8 of an inch longer than the front. Hemming issues should be brought to the ASI for correction.
3. **DRESS COAT:** The outside pocket of the service coat is for decorative purposes only; nothing should be carried in it. The service coat may be removed in the classroom if it becomes too warm. The necktie will not be removed or loosened even though the coat is removed. The coat will be donned and buttoned prior to leaving the classroom. The sleeves of the long sleeve shirt may be rolled up to protect them during lab type activities.
4. **FLIGHT CAP:** The male flight cap (garrison cap) will be worn slightly to the right with the vertical crease of the cap at the center of the forehead in a straight line with the nose and approximately one (1) inch above the eyebrows. The crown is not crushed. The female flight cap is worn in the same manner as the male cap except it may be one (1) to one and a half (1-1/2) inches above the eyebrows with the top of the cap opened to secure it to the head. Hair may show in the front of the cap.
6. **BELT:** The male belt is threaded through the loops of the trousers to the left and the female belt to the right. When buckled, only the metal on the tip of the belt should show. The adjustable belt clamp on the belt buckle is used to change the length of the belt.
7. **SHOES:** Shoes will be laced to the top, tied, and shined to a high gloss always. This includes the heel and sole.
8. **UNIFORM SETUP:** See attachments section at the end of this document for uniform diagrams and how to set them up. See pages 75-86 for diagrams.

## CHAPTER EIGHT

### CLOTHING AND EQUIPMENT ACCOUNTS

1. Protecting government and school property is each cadet's responsibility. All AFJROTC uniform items and books are loaned to you by the United States Air Force. These items remain the property of the Air Force and must be accounted for at all times.
2. At the time you are issued your uniform and equipment items, you will be required to sign a hand receipt and place your initials on each line for individual items. Each item then becomes your personal responsibility. If you lose it, or willfully or negligently destroy it, you will be required to pay for it.
3. One complete uniform with all accessories and insignia will be issued to each cadet. It is important to understand that all items must be turned in when a cadet leaves or is removed from AFJROTC. **REMEMBER: The uniform must be PROFESSIONALLY DRY-CLEANED, on clothes hangers, under plastic wrap, with cleaner's tags still attached, and turned in ON TIME.**
4. To preclude unnecessary expense or delay for the cadet and to provide efficient turn-in of uniforms and equipment, the following suggestions are offered:
  - a. **DO NOT** leave uniform items in unlocked lockers, or unattended in other places at school.
  - b. **DO NOT** lend uniform items or insignia to other cadets or persons.
  - c. **DO NOT** permit another cadet or person to turn in or exchange your uniform or equipment items.
  - d. **DO NOT** carry your flight cap under your belt or waistband. Carry in your hand or in your backpack.
  - e. **DO NOT** place your AFJROTC equipment in the care of others. **IF YOUR ITEMS ARE LOST, YOU ARE RESPONSIBLE FOR PAYING FOR THEM.**
5. Clothing items that become worn or unserviceable should be turned in as soon as possible. If the unserviceable condition is due to fair wear and tear from normal use, then the item will be replaced at no cost. Items of clothing that do not fit properly should be exchanged.
6. When a uniform or equipment item is lost, a second item will be issued, but the cadet will be required to pay for all lost or stolen items. When turning in, exchanging, or purchasing uniform items or equipment, deal only with the designated supply personnel or ASI.

## CHAPTER NINE

### CO-CURRICULAR/LEADERSHIP REQUIREMENT (LDR) ACTIVITIES

1. **COLOR GUARD/ELITE COLOR GUARD:** The unit Color Guards present the National, State, and other flags at school and community events and color guard competition. The elite color guard is selected from the pool of color guard cadets based on performance and academic grades. Cadets on elite color guard must maintain UIL eligibility or face removal from the team. Distinctive uniform items are worn by the Elite Color Guard. The Color Guard teams are open on a competitive basis to all cadets. This is one of the most visible positions in the unit and only the most professional cadets will be chosen to participate. Cadets may earn the color guard arc pin.
2. **DRILL TEAM:** The unit Drill Team represents WHHS at drill competitions and ceremonial functions. All cadets are eligible to compete for a position on the Drill Team. Drill Team practice is held several times each week, all year, so only the most dedicated should join. Cadet may earn the drill team arc pin.
  - a. **Saber Team.** At least 9 cadets who perform/compete with Air Force swords.
  - b. **Armed (or) Unarmed Drill Team.** Competes based on official AF and Army regulations for drill maneuvers.
  - c. **Armed Exhibition Team.** Drill includes non-regulated drill with rifles. These teams will normally prepare/practice against the rules established by each individual competition host.
3. **INSPECTION TEAM:** This team, which can be composed of both males and females is led by a well-trained cadet in the aspect of inspection regulations. The Inspection Team requirements include JROTC cadet knowledge, drill, ceremonies and the ability to manifest an exact and precise uniform image down to the smallest detail while displaying a crisp, sharp formation.
4. **PHYSICAL FITNESS TEAM:** Includes both male and female teams. Unit Physical Fitness Team members practice to develop enhanced individual physical fitness for competition. Cadets may earn the PT Team arc pin.
5. **AWARENESS PRESENTATION TEAM (APT):** The APT is formed to give presentations to elementary and middle schools to help younger students develop into good citizens and avoid self-defeating behavior patterns and chemical dependency. All cadets are eligible for membership on this team. Members are responsible for developing their materials and participating regularly in recurring presentations. Primary team members may be awarded the AFJROTC Awareness Presentation Team Badge.
6. **MODEL ROCKETRY TEAM:** Unit members with an interest in learning more about rocketry and space science may join the Model Rocketry team. They will complete training programs, build and launch model rockets, and compete in model rocketry competitions. Team members can earn the AFJROTC Model Rocketry Badge.

7. **ORIENTEERING TEAM:** Orienteering is the skill of finding your way through a series of checkpoints on an unfamiliar course using a map and a compass. Typically, a course is set in a wilderness area and the participants are timed as they complete it. Cadets may earn the Orienteering rocker arc pin.

8. **FLAG DETAIL TEAM:** This team of cadets are primarily responsible for the raising / lowering of the school flags. They must be versed in proper care of the flags and display including special occasions when they are flown at half-staff. Additionally, this team is key during flag retirement ceremonies. Cadets may earn the flag detail rocker arc pin.

9. **CYBERPATRIOT TEAM:** CyberPatriot, the National High School Cyber Defense Competition; *is* sponsored by the Air Force Association in conjunction with the USAF. This national competition excites high school students and motivates them toward careers in cyber defense and other STEAM disciplines, while instilling greater national cyber security awareness in the tens of thousands reached. This year's competition starts in October, competing in the spring.

10. **ACADEMIC TEAM:** A JROTC unit is allowed one team consisting of four cadets, including two juniors, two sophomores. Freshman may "play up" in place of a sophomore. Seniors may not be included on the team. Two alternates (one sophomore/one junior) may be named in case a team member drops out before the end of the competition. The alternates may participate in the online testing however, if selected only four team members may participate in the final round in DC.

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

12. **MARKSMANSHIP TEAM:** This is an extremely disciplined and safety-conscience team of Air Rifle qualified cadets. These cadets have completed the approved AFJROTC Civilian Marksmanship Program (CMP) Safety Course conducted by the SASI at the beginning of the fall semester. It is led by the most experienced marksman on the team who has achieved at minimum the formal level of "Sharpshooter" although "Expert" level is preferred. The Marksmanship Captain communicates clearly and concisely and understands without question the high level of safety required of the Marksmanship Team allowing little tolerance for complacency. Competitive events are held under strict CMP guidelines locally and at national levels. All cadets participating in these events will meet UIL guidelines.

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

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

**15. KITTY HAWK AIR SOCIETY (KHAS):** The “Flying Cougars” Chapter of the TX-863 KHAS, as an AFJROTC Honor Society promotes academic excellence, service and patriotism. Selection for this Society requires nomination by fellow cadets or instructors following a strict set of criteria. Once nominated as a pledge and the requirements met by following a nomination package process a pledge-cadet is inducted as a Society member through a formal ceremony. KHAS members receive a distinctive badge that is worn on the uniform as long as the cadet remains a productive member in the Society. The Society members foster a motivational environment of academic excellence for all cadets in the corps and should avail themselves to mentoring and tutoring cadets who struggle academically while supporting cadet confidence toward the development of *excellence in all we do*. One cadet leads this Society as the KHAS Captain and ensures all standards remain consistent and fair, reporting directly to the SASI.

- a. Cadets who hold an “A” average in AFJROTC classes and a minimum of “B” in all other classes are candidates for nomination (no classes should ever be in danger of having failing grades at any time through the school year). Additionally, cadets must be outstanding examples of the AFJROTC program where disciplinary issues are never of concern.
- b. Nominated cadets who accept the position of a *pledge* will receive a pledge program package, following the guidance and receiving the support of a big brother or sister who is an active member of the KHAS in the Flying Cougars.

**16. FUND RAISING ACTIVITIES:** TX-863 sponsors fund-raising activities to generate money to purchase special equipment and support field trips and social activities. Each cadet is expected to participate in these efforts. The primary event is the annual drill meet hosted by FWISD. Additional events are planned by the cadets as they become available.

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

## **CHAPTER TEN**

### **CADET PROMOTIONS, CORPS COMMANDER SELECTION, and DEMOTIONS**

1. Promotion provides challenge and motivation to the members of AFJROTC. This attention and interest are proper since the insignia of promotion reflects visible evidence of progression and standing among fellow cadets. It should be noted that the insignia of rank is evidence of growing maturity, the ability and willingness to accept additional responsibility, and a demonstrated growth of leadership.

2. Promotions in TX-863 are based on uniform wear and grooming, academic and leadership grades, testing, and demonstrated leadership abilities. Each cadet should understand how selections for command and staff positions are made to permit equal opportunity for advancement. The SASI may waive any of the requirements in this chapter based on the needs of the Corps.

Note: Cadets may advance no more than two grades per Semester via the Cadet Promotion System.

3. The TX-863 promotion system is patterned after the active Air Force and conforms to guidance provided by Headquarters AFJROTC. At TX-863, a cadet will wear only the rank he or she has earned and tested to and this may/may not correlate with the normal rank associated with the job position within the corps that the cadet has been assigned. This is the system currently used in the active duty Air Force. It is quite common in the active Air Force to find SSgts fulfilling the work responsibilities of an MSgt or a Major filling a position calling for a Captain, etc. (Airman – Senior Airman Promotions will be based on time and activity spent within the corps).

4. The Unit Manning Document and Organizational Chart reflects a limited number of authorized leadership positions. To give as many cadets as possible the opportunity to experience an active leadership role, we may employ a semester rotation system. Rotation may be lateral, up, or down. Every cadet must understand and cooperate with the rotation system to obtain maximum leadership training. Each cadet is asked to give their successor the same degree of loyalty and respect they would expect for themselves. During your time in AFJROTC, you will experience both followership and leadership situations on an alternating basis, so stay flexible and responsive.

5. The following policies govern TX-863 appointments and promotions:

a. In April of each year, the Deputy Group Cdr and/or Command Chief will distribute Unit Position Survey Forms to determine individual interests, goals, and desires regarding staff positions for the upcoming year. The completed surveys will be reviewed by the

current and possible incoming cadet group commander who will develop a proposed listing for SASI/ASI review. The following will be considered in selections.

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

b. To be eligible for appointment and to maintain a unit position, a cadet must possess at least a "B" in AFJROTC. They must also demonstrate an exceptional attitude, military bearing, and effective leadership potential to assume positions of higher responsibility.

c. All cadets will have a permanent rank based on the number of years of AFJROTC completed. The permanent rank is Cadet Airman for the first year of AFJROTC; Cadet Airmen First Class for the second year; Cadet Senior Airman for the third year; and Cadet Staff Sergeant for the fourth year of AFJROTC.

d. Cadet Officer and NCO positions are normally filled by 2nd-4th year cadets. First year cadets will not normally be considered for cadet officer positions. However, consideration is given for previous military studies experience, such as Civil Air Patrol or cadets in higher grade levels. Cadets must attend a CLC to advance to a cadet officer rank, but this may be waived by the SASI based on the needs of the corps.

6. CADET OFFICER BOARD. Only a select number of cadets will be promoted to officer grade. The officer corps will be comprised of those cadets with a demonstrated interest in AFJROTC as indicated by grades, demonstrated leadership abilities, and successful completion of the following criteria.

a. Be a Cadet Master Sergeant (or higher) and be approved by a Cadet Officer Board (normally chaired by the Cadet Group Commander along with the Vice Group Commander and Chief of Staff). For example, if we have four positions to fill, the top four cadets that



have been approved by the board will be promoted. The cadet must not be currently failing a subject nor have failed a semester grade in the semester prior to the test. The board will be convened on an “as needed” basis by the SASI.

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

b. A vacancy must exist in the area the cadet has some skill or expertise. The cadet must also pass the cadet officer promotion test. The final decision is made by the SASI.

c. The new cadet officer must take the Cadet Appointment and Oath of Office.

*“I \_\_\_\_\_ hereby accept appointment as a cadet officer in the Junior Reserve Officer Training Corps, with full knowledge of the responsibilities attached to this position. I will live by and uphold the Cadet Honor Code. I will always seek integrity first, service before self, and excellence in all I do. I will perform the duties of my office, accept responsibility and conduct myself as an officer at all times. I further understand that I must continue throughout the school year to demonstrate my ability to hold the office to which I have been appointed.”*

7. Again, we stress that the number of advanced positions of leadership are limited. There is only one Chief of Staff of the Air Force; likewise, there can be only one Group Commander and one Command Chief at Western Hills High School. All of the other roles and duties within the unit, however, are just as important in accomplishing our mission.

8. As in the active Air Force, evaluation and promotion is based upon several factors. The Air Force calls this the “WHOLE PERSON” concept. Consideration is given to each of the following qualities:

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

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

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

d. Responsibility: There are many ways in which a cadet can reflect responsibility. The most evident measures of responsibility for AFJROTC evaluation purposes are the following:

(1) Promptness in arriving for classes or formations.

(2) Degree to which the cadet is prepared to respond to assignments/problems related to the development of leadership.

(3) Manner in which the cadet takes responsibility for their actions.

e. Service: How active is the Cadet concerning service to the community, school, church, and the cadet organization?

f. Organizational Support: To what degree does the cadet perform duties above and beyond those required in normal unit operations?

#### 9. Enlisted Cadet Promotion Requirements:

a. A system for each cadet to progress through the enlisted cadet ranks from Cadet Airman Basic to Cadet Senior Master Sergeant is outlined below. All officer candidates will be screened by the Grp/CC and SASI/ASI before being allowed to test for promotion. There are two opportunities for cadets to apply for promotion, once during 1<sup>st</sup> semester and 2<sup>nd</sup> once on the second semester

b. **Standard Promotion:**

1. Every cadet applying for promotion must be prepared to demonstrate all criteria outlined in the standard promotion system guide from SSgt through Senior Master Sergeant.

2. Every cadet applying for promotion to a rank of Cadet Staff Sergeant and above must attend the cadet evaluation board for an interview.

3. Cadets applying for promotion to a rank below Cadet Staff Sergeant do not meet a promotion board.

4. All Cadets must submit a Promotion Request Form to their flight commander for promotion consideration. Flight Commanders will forward this form to cadet Training Squadron Commander who will coordinate the forms for approval, disapproval and signatures. Those competing for cadet SSgt-SMSgt will be scheduled for an interview date/time.

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

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

10. Cadet Promotion Board: A cadet promotion board will be convened by the Group

Commander two times per year. The promotion board will consist of up to four members but will include the squadron commanders for enlisted cadet promotions:

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

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

11. The chart (pg. 39) outlines the mandatory requirements that must be met before the cadets are eligible for a standard promotion. The cadet must submit a completed Request for Promotion to their flight commander if they desire consideration.

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

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

- a. Failure to maintain a passing grade in AFJROTC.
- b. Failure to satisfactorily perform duties as outlined in the cadet guide job descriptions.
- c. Failure to satisfactorily perform additional duties as assigned by the SASI, ASI, or Unit Commander.
- d. Failure to maintain the additional standards of professionalism as expected for a cadet officer or NCO (such as unsatisfactory uniform wear).
- e. Major behavioral incidents.

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

<b>RANK</b>	<b>TIG</b>	<b>REQUIREMENTS</b>
CADET AIRMAN	9 Weeks	Complete promotion request form. Determined by time, uniform wear and cadet performance. (Also may earn 1 <sup>st</sup> stripe for attending new cadet orientation)
CADET AIRMAN FIRST CLASS	9 Weeks	Complete promotion request form. Determined by time, uniform wear and cadet performance
CADET SENIOR AIRMAN	9 Weeks	Complete promotion request form. Determined by time, uniform wear and cadet performance
CADET STAFF SERGEANT	9 Weeks and AS-2	Complete promotion request form. Cadet must complete the following: 1. One community service event with JROTC 2. Command and march 30-Command sequence (w/ flight) 3. List all ranks in order lowest to highest 4. Have a "B" or higher in JROTC 5. List Cadet Chain of Command 6. Recite the Cadet Creed from memory 7. Be able to carry out duties as a Flight Sergeant 8. Meet Promotion Board
CADET TECHNICAL SERGEANT	9 Weeks	Complete promotion request form. Cadet must complete the following: 1. Know/Complete all requirements of a Staff Sergeant (above) 2. Write / Present short essay on "Qualities and traits of a leader"
CADET MASTER SERGEANT	9 Weeks	Complete promotion request form. Cadet must complete the following: 1. Know/Complete all requirements of a Staff Sergeant (above) 2. Have an "A" in JROTC and pass all classes for previous grading period 3. Be able to carry out duties as a Flight Commander
CADET SENIOR MASTER SERGEANT	9 Weeks	Complete promotion request form. Cadet must complete the following: 1. Know/Complete all requirements of a Master Sergeant (above) 2. Lead and/or organize one community service or other major event with approval from Group CC and the CCMS.
CADET CHIEF MASTER	9 Weeks	<b>Selected by the corps commander and SASI as this rank is part of the cadet staff.</b>

## CHAPTER ELEVEN

### ORGANIZATION OF TEXAS-863, AFJROTC CADET CORPS

1. The organizational chart (attached) indicates how the cadet corps is organized. Organizational charts break the functions of the unit down into specialized tasks. The responsibilities associated with each task are found in the corresponding job descriptions in Chapter 11. Each cadet should study all job descriptions to gain a more complete understanding of jobs as they relate to the total mission.
2. The organizational chart reflects a “Chain-of-Command” by a solid line connecting the functions or positions. Information, guidance, and decisions flow down the chain of command in oral and written instructions. Information and recommendations also flow up the chain of command. Information flow and coordination between lateral functions is also necessary for efficient staff functioning. Unless there is a free communication flow throughout the organization, the unit will quickly become ineffective. The Group Commander, the SASI and the ASIs have an “open door” policy, meaning, if a cadet has a sensitive issue or feels it is inappropriate to use their chain of command, a cadet may address a concern directly with them without using their normal chain-of-command.
3. Authorized leadership positions are shown in the Unit Manning Document below. Cadets must learn the duties and responsibilities of assigned positions. Promotion up the chain of command will be based on job performance and potential for more responsibility.

### UNIT MANNING DOCUMENT AFJROTC TX-863

Pos#	Position Title	Authorized Cadet Grade	#Authorized	Office Symbol
A1	COMMANDER	Lt Col	1	CC
A2	DEPUTY COMMANDER	MAJ	1	CD
A3	SAFETY OFFICER	2Lt	1	SE
A6	SPECIAL PROJECTS	CAPT	1	SP

Pos#	Position Title	Auth Grade	#Authorized	Office Symbol
<b>B1</b>	<b>DIRECTOR OF OPERATIONS</b>	<b>MAJ</b>	<b>1</b>	<b>OPS/CD</b>
B2	DEPUTY OPERATIONS	CAPT	1	OPS/CC
B3	COLOR GUARD COMMANDER	1LT	1	OPS/CG
B4	COLOR GUARD NCOIC	TSGT	1	OPS/CGE
B5	DRILL TEAM COMMANDER	1LT	1	OPS/DT
B6	DRILL TEAM NCOIC	TSGT	1	OPS/DTE
B7	AP TEAM COMMANDER	1LT	1	OPS/APE
B8	AP TEAM NCOIC	TSGT	1	OPS/APE
B9	ORIENTEERING TEAM CC	1LT	1	OPS/ORE
B10	ORIENTEERING TEAM NCOIC	TSGT	1	OPS/ORE
B11	PT TEAM COMMANDER	1LT	1	OPS/PT
B12	PT TEAM NCOIC	TSGT	1	OPS/PT
B13	ROCKETRY TEAM CC	1LT	1	OPS/RT
B14	ROCKETRY TEAM NCOIC	TSGT	1	OPS/RT
B15	CYBERPATRIOT TEAM CC	1LT	1	OPS/SC
B16	CYBERPATRIOT TEAM NCOIC	TSGT	1	OPS/SC
B17	MARKSMANSHIP TEAM CC	1LT	1	OPS/MT
B18	MARKSMANSHIP TEAM NCOIC	TSGT	1	OPS/MT
B19	DRONE TEAM COMMANDER	1LT	1	OPS/DR
B20	FLAG DETAIL TEAM CC	1LT	1	OPS/FL
<b>C1</b>	<b>MISSION SUPPORT DIRECTOR</b>	<b>MAJOR</b>	<b>1</b>	<b>SS/CC</b>
C2	DEPUTY SUPPORT	CAPT	1	SS/CD
C3	LOGISTICS OFFICER	1LT	1	SS/LG
C4	LOGISTICS NCOIC	TSGT	1	SS/LGE
C5	MWR OFFICER	1LT	1	SS/MWR
C6	MWR NCOIC	TSGT	1	SS/MWR
C7	PERSONNEL OFFICER	1LT	1	SS/PE
C8	PERSONNEL NCOIC	TSGT	1	SS/PE
C9	ACADEMICS OFFICER	1LT	1	SS/AE
C10	ACADEMICS NCOIC	TSGT	1	SS/AE
C11	RECRUITING OFFICER	1LT	1	SS/RE
C12	RECRUITING NCOIC	TSGT	1	SS/RE
C13	COMMUNITY SERVICE OFFICER	1LT	1	SS/CS
C14	COMMUNITY SERVICE NCOIC	TSGT	1	SS/CS
<b>D1</b>	<b>LIGHTNING SQUADRON CC</b>	<b>CAPT</b>	<b>1</b>	<b>SQ/CC</b>
D2	ALPHA FLIGHT COMMANDER	MSgt	1	A
D3	ALPHA FLIGHT NCOIC	TSgt	1	AE
D4	BRAVO FLIGHT COMMANDER	MSgt	1	B
D5	BRAVO FLIGHT NCOIC	TSgt	1	BE
D6	CHARLIE FLIGHT COMMANDER	MSgt	1	C*
D7	CHARLIE FLIGHT NCOIC	TSgt	1	CE
D8	DELTA FLIGHT COMMANDER	MSgt	1	D
D9	DELTA FLIGHT NCOIC	TSgt	1	DE

Pos#	Position Title	Authorized Grade	#Authorized	Office Symbol
D10	RAPTOR SQUADRON CC	CAPT	1	SQ/CC
D11	ECHO FLIGHT COMMANDER	MSgt	1	E
D12	ECHO FLIGHT NCOIC	TSgt	1	EE
D13	FOXTROT FLIGHT CC	MSgt	1	F
D14	FOXTROT NCOIC	TSgt	1	FE
D15	GOLF FLIGHT COMMANDER	MSgt	1	G
D16	GOLF FLIGHT NCOIC	TSgt	1	GE
D17	HOTEL FLIGHT COMMANDER	MSgt	1	H
D18	HOTEL FLIGHT NCOIC	TSgt	1	HE

Note1: Ranks for Flight Commanders, Flight Sergeants and Element Leaders will be achieved AFTER the Cadet has demonstrated their responsibilities in these positions. Until that time, they will remain at the rank they previously held based on the permanent rank concept of the Cadet JROTC program.

\*Note2: The AHGS is a sub flight of Charlie Flight and for further clarification is labeled Charlie Alpha (CA) for "Charlie Aviation" flight. For administrative purposes this flight falls under Charlie flight and does not create its own flight commander/sergeant roles.

## CHAPTER TWELVE

### GROUP MANAGEMENT AND JOB DESCRIPTIONS

As with the active Air Force, responsibilities and duties increase with grade and rank. Each cadet is expected to prepare for assuming additional responsibilities to accept higher positions. The following job descriptions outline the major duties of each leadership position contained in the Unit Manning Document. Cadets are required to attend a Cadet Leadership Course prior to assuming a cadet officer position. Additionally, all cadet officers must take and pass the cadet officer promotion test.

Cadets will use the established continuity books to ensure expectations and suspenses are met in accordance with established guidance.

**1. GROUP COMMANDER (CC).** Authorized Grade: c/Lt Colonel. Supervises the Deputy Commander, Squadron Commanders, the Group Command Chief and First Sergeant. Responsible for:

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



**2. CADET DEPUTY COMMANDER (CD).** Auth. Grade: c/MAJ Is a member of the Group Staff. Supervises cadets assigned as squadron commanders. Responsible for:

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

**3. CADET GROUP COMMAND CHIEF (CCC)** Auth. Grade: c/CMSgt. Is a member of group staff. Although not involved in direct supervision, this position requires extensive management of the enlisted corps. This is a highly prestigious and selective position. Responsible for:

- a. Providing recommendations to the Chief of Staff based on inputs from all the cadets and acts as liaison between the cadets and the Group Staff.
- b. Advising the SASI, ASI, and Commander of possible problems within the group and suggesting possible solutions.
- c. Coordinating an annual cadet pass in review.
- d. Holding at least 1 enlisted cadet meeting per semester.
- e. Sitting on all enlisted cadet demotion boards.
- f. Other duties as assigned by the Commander or SASI/ASI.

**4. CADET EXECUTIVE OFFICER (CCE).** Authorized Grade: c/Capt. Is a member of the Group Staff. This key position is given only to select experienced, trusted individuals by the SASI. This officer attends all unit staff meetings as an assistant to the group commander. EXECUTIVE OFFICER is responsible for:

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

**5. FIRST SERGEANT (CCF).** Auth. Maximum Grade: C/SMSgt. Is a member of group staff. Although not involved in direct supervision, this position requires management and leadership experience. Similar to the Group Superintendent, this is a highly prestigious and selective position. Responsible for:

- a. Keeping the Commander informed on matters of drill, weekly uniform wear, and conduct of cadets. Updating the daily briefing with upcoming uniform inspections.
- b. Updating information to the cadets on AFJROTC regulations concerning uniform wear,
- c. Maintaining a high degree of personal military bearing and appearance. Serves as an example for the entire Cadet Group.
- d. Performs required duties related to the cadet / flight of the month / semester.
- e. Other duties as assigned by the Commander or the SASI/ASI.

**6. PUBLIC AFFAIRS OFFICER (PA).** Auth. Grade: C/2Lt. Is a member of the Group Staff. Supervises the Public Affairs NCOIC. Responsible for:

- a. Coordinating all matters of AFJROTC publicity with the Commander and the SASI/ASI.
- b. Coordinating with the school library staff regarding AFJROTC publicity on morning announcements and slides/videos for the cougar pause.
- c. Preparing appropriate publicity as follows:
  - (1) Performing duties as the primary unit photographer. Provides photos to ASI for storage.
- d. Managing cadet folder permissions on the google drive.

- e. Updating the AFJROTC school website.
- f. Other duties as assigned by the Commander or the SASI/ASI.

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

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

**8. DIRECTOR OF OPERATIONS (OPS/CC).** Auth. Grade: c/Major. Is a member of the group staff. Supervises the following all co-curricular team commanders. Responsible for:

- a. Ensuring team commanders are performing up to expectations and handling any team personnel issues.
- b. Evaluating teams prior to competitions to ensure they are ready to perform and eliminate any teams not properly prepared. Will provide the SASI/ASI a roster of prepared teams 45 days prior to the competition date.
- c. Providing a master practice schedule to the Commander for posting in the classroom.

**9. DEPUTY OPERATIONS OFFICER (OPS/CD)** Auth. Grade: c/Capt. Is a member of the Group Staff. Primary assistant to the squadron commander. Responsible for:

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

**10. COLOR GUARD COMMANDER/NCO (OPS/CG).** Auth. Grade: c/1Lt. Supervises the Color Guard NCOIC. Responsible for:

- a. Coordinating closely with the Director of Operations on all team activities to include Elite Guard membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.
- b. Recruiting eligible cadets for team membership who meet unit academic and leadership requirements. Will establish an Elite Guard team to perform at special events.
- c. Training and educating team members as to the team's objectives, procedures, and requirements.
- d. Leading the team drill, ceremonial functions, and competition as required. Will maintain an up-to-date binder for continuity and logging cadet participation.
- e. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team's activity schedule.
- f. Other duties as assigned by the Operations Squadron Cdr and the SASI/ASI.

**11. DRILL TEAM COMMANDER/NCO (OPS/DT).** Auth. Grade: c/1Lt. Supervises the Drill Team NCOIC. Responsible for:

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

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

- a. Coordinating closely with the Director of Operations on all team activities to include membership, training, attendance, participation, and team member credit toward ribbons and other awards.
- b. Recruiting eligible cadets for team membership who meet unit academic and leadership requirements.
- c. Training and educating team members as to the team's objectives, procedures, and requirements. Will develop educational skits or activities to be executed at the elementary campuses.
- d. Scheduling at least one elementary school visit each semester. Keep SASI/ASI informed of awareness presentation opportunities in the area.
- e. Coordinating at least one flag burning ceremony every other school year with the local VFW or American Legion.
- f. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.
- g. Other duties as assigned by the Director of Operations and the SASI/ASI.

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

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

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

- a. Coordinating closely with the Director of Operations on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.
- b. Recruiting eligible cadets for team membership who meet Unit academic and leadership requirements. Will maintain an up-to-date binder for continuity and logging cadet participation.
- c. Training and educating team members as to the team's objectives, procedures, and requirements.
- d. Leading the team in competitions as required.
- e. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team's activity schedule.
- f. Review and filing of all cadet fitness screening questionnaires.
- g. Developing unit fitness plans each semester outlining weekly activities and planning Presidential Fitness dates. Logs cadet fitness data in the Wings system.
- h. Other duties as assigned by the Director of Operations and the SASI/ASI.

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

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

**16. CYBER PATRIOT TEAM COMMANDER (OPS/SC)** Auth. Grade: c/1Lt. Supervises the

Cyber Patriot Team. Responsible for:

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

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

- a. Developing a training plan to teach cadets assigned to this team how to properly maintain and fly the unit drone.
- b. Coordinating with the cadet group commander to determine events where the drone will be utilized.
- c. Seeking out opportunities for the drone team to compete.

**18. MARKSMANSHIP TEAM COMMANDER (OPS/OT)** Auth. Grade: c/1Lt. Supervises the Marksmanship Team Program. Responsible for:

- a. Establishing team members from those who have successfully completed the CMP Marksmanship Safety Course.
- b. Coordinates the practice schedule
- c. Implements leaders and works with the coach (SASI) to determine team standing
- d. Brings to members' attention any lack of safety concerns
- e. Ensures all equipment is maintained and inventoried
- f. Reports immediately to the SASI/ASI any safety or security concerns affecting the program.

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

- a. Establishing team members from within all flights.
- b. Providing training to team members on proper folding and display of the school flags and actions to take if flags need to be replaced due to wear.
- c. Conducting training for new cadets added to the team as the school year progresses.
- d. Assisting the APT commander in planning a flag retirement ceremony every other school year.

**20. MISSION SUPPORT DIRECTOR (SS/CC)**. Auth. Grade: c/Major. Is a member of the Group Staff. Supervises the following Officers: Community Service, Logistics, MWR, Personnel, Public Affairs, and Recruiting. Responsible for:

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

**21. DEPUTY MISSION SUPPORT (SS/CD)**. Auth. Grade: c/1Lt. Is a member of the Group Staff. Responsible for:

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



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

Assisting the ASI in maintaining supply records in accordance with all AFJROTC Regulations. Will maintain an up-to-date binder for continuity and logging cadet participation. Assisting the ASI in the issue, receipt, and accounting of all items of uniform, textbooks, equipment, and supplies related to the operation of the unit.

- a. Organizing and supervising the maintenance, repair, and cleaning of AFJROTC facilities, uniforms, equipment, and supplies.
- b. Assisting the SASI/ASI in inventories as required; data input to WINGS (AF database).
- c. Conducting at least one full inventory each semester to include uniforms, textbooks, weapons, and ADPE computer equipment.
- d. Other duties as assigned by the Support Squadron Cdr, CC, or the SASI/ASI.

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

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

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

- a. Filing and maintenance of Cadet Personnel Records. Will maintain an up-to-date binder for continuity and logging cadet participation.
- b. Maintaining the Unit Organizational Chart and the Unit Manning Document (UMD).
- c. Inputting new cadets into the WINGS database.
- d. Updating cadet personnel records in WINGS.
- e. Completing special orders pertaining to promotions, awards/ribbons, and job assignments; data input to WINGS.
- f. Assisting the Chief of Staff in tracking cadet points earned for Letter Jackets.

Other duties as assigned by the Support Squadron Cdr, CC, or the SASI/ASI.

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

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

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

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

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

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

**28.SQUADRON COMMANDER (S/CC)** Auth. Grade: c/CAP is a member of the Group Staff. Supervises all Flight Commanders, Flight Sergeants and their activities. Works closely with the SASI and the ASI for monitoring cadet performance in individual flights. Also responsible for:

- a. Developing/incorporating changes in the promotion guide. Provides schedule for cadet promotions. Will maintain an up-to-date binder for continuity and logging cadet participation.
- b. Ensuring the Commander is advised and kept current on flight performance

trends. Identifies all flight commanders and flight sergeants.

- c. Assisting the Commander and SASI/ASI as directed.
- d. Leads preparations for promotions, including:
  - i. Organizing board member schedules to ensure a minimum of three board members for each board.
  - ii. Organizing promotion schedules to best match cadet promote availability (not all cadets will be available at any given time).
  - iii. Advertises promotions, ensures flight commanders are educating their flights on promotion requirements.

**29. DEPUTY SQUADRON COMMANDER (S/CD)** Auth. Grade: c/1Lt. Is a member of the Group Staff. Assists in Supervising all Flight Commanders and their activities. Works closely with the SASI and the ASI for monitoring cadet performance in individual flights. Also responsible for:

- a. Assist in instruction and scheduling for cadet promotions. Will maintain an up-to-date binder for continuity and logging cadet participation.
- b. Ensuring the CD is advised and kept current on flight performance trends. Identifies all flight commanders and flight sergeants.
- c. Assisting the CC and SASI/ASI as directed.
- d. Assists in preparations for promotions, including:
  - i. Organizing board member schedules to ensure a minimum of three board members for each board
  - ii. Organizing promotion schedules to best match cadet promote availability (not all cadets will be available at any given time).
  - iii. Advertises promotions, ensures flight commanders are educating their flight on promotion requirement.

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

- a. The appearance, discipline, and training of their flight members.
- b. Acting as Liaison/Advisor to the SASI/ASI on matters pertaining to the flight.
- c. Reviewing the daily briefing and performing roll call.
- d. Marching the flight to various locations outside the classroom.
- e. Providing documentation to the Squadron Commander and SASI/ASI for identified problems in discipline, and attitude that detract from the overall completion of flight responsibilities.

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

**31.FLIGHT SERGEANT. (FLT/SGT).** Auth. Grade: c/TSgt. Responsible for:

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

**32.ELEMENT LEADER. (FLT/EL).** Auth. Grade: c/SSgt. Responsible for:

- a. Keeping the Flight Commander informed on matters of drill, uniform wear, and conduct of cadets.
- b. Leading the element in classroom and during Aerospace Science/Leadership education.
- c. Assists the Flight Commander and Flight Sergeant during roll call and keeping track of individual cadets.
- d. Assists cadets in their element with classroom and uniform supply items.
- e. Other duties as assigned by the Flight Cdr/Sgt or the SASI/ASI.

## CHAPTER THIRTEEN

### AWARDS AND DECORATIONS

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

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

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

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

#### SPECIAL AWARDS:

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

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

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

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

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

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

-Countable hours will be the period from 11 April (previous year) to 10 Apr (current year).

HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the units earning the Award.

-Instructors at the Top 5% units will determine which of their cadets have contributed to the unit earning the new award.

vii. **Community Service with Excellence Award.** It is intended to recognize individual cadets who provide significant leadership in the planning, organizing, directing, and execution of a major unit community service events.

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

1. **Air Force Association Award** - awarded annually to an outstanding third-year cadet who demonstrates a positive attitude, exemplary personal appearance, and attributes of initiative, judgment, courtesy, and self-confidence.

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

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

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

5. **American Veterans Award** - awarded annually to cadet who has made an "A" in JROTC, is in good standing in all other classes, and demonstrates a strong, positive attitude toward JROTC and service in the Air Force, and exemplary personal appearance, strong initiative, dependability, judgment, self-confidence, and strong officer potential.

6. **Reserve Officer's Association Award** - awarded annually to a cadet who is in the top 10% of the ROTC class, and has demonstrated a positive attitude, exemplary personal appearance, and personal attributes of courtesy, judgment, high ethical standards, and shows growth potential on positions of leadership responsibilities.

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

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

9. **Veterans of Foreign Wars Award** - awarded annually to a 3<sup>rd</sup> or 4<sup>th</sup> year cadet who has at least a “C” average in all class work (“B” in JROTC), and demonstrates a positive attitude toward ROTC, outstanding bearing and conduct, strong personal attributes of courtesy, self-discipline, and leadership ability and appreciates ROTC training.

10. **Military Order of the Purple Heart Award** - awarded annually to a 3<sup>rd</sup> or 4<sup>th</sup> year cadet who has demonstrated a positive attitude toward AFJROTC and country, and has proved to be a leader in the Corps, active in school and community affairs, and has maintained a “B” average in all class work for the previous semester.

11. **Air Force Sergeants Association Award** – awarded annually to an outstanding 3<sup>rd</sup> or 4<sup>th</sup>-year cadet demonstrating leadership, discipline, character, and citizenship. The cadet must be in the top 25% of their JROTC class.

12. **Tuskegee Airman Award** – 1<sup>st</sup>- 3<sup>rd</sup> year cadet who maintains a “B” or better in the AS class, be in good standing and actively participates in Corps activities and 50% of activities.

13. **The Retired Enlisted Association Award** – awarded annually to a deserving cadet (any year group, serving in an enlisted rank) demonstrating outstanding leadership throughout the course of the school year.

14. **The Celebrate Freedom Award** – awarded annually for outstanding performance in academics and corps activities to a deserving first or 1<sup>st</sup> or 2<sup>nd</sup> year JROTC cadet.

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

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

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

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

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

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

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

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

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

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

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

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

11. **Special Teams Competition Ribbon** - awarded to team members for placing first, second, or third in an Air Force or Joint Service competition to include color guard, drill, saber, academic bowl, Cyber-Patriot, model rocketry, orienteering, etc.

12. **Joint/All-Service National Competition Award** - Is a medal/ribbon awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.



**13. Air Force Nationals Competition Award** - Is a medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.

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

**15. Leadership Development Requirement (LDR) Leadership Ribbon** - Is a ribbon awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.).

**16. Drill Team Ribbon** - Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 3 drill competitions. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

**17. Color Guard Ribbon** - awarded each semester to cadets who participate in at least 5 "official" color guard activities (flag presentation at a pep rally/sporting event/other public or school presentation; or compete in at least one drill meet competition; etc.).

**18. Saber Team Ribbon** - Cadets must perform at least 3 saber team events to receive this ribbon. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

**19. Marksmanship Team Ribbon** - Cadets must be on the marksmanship team for an entire year season to be eligible to qualify and must have competed in at least 1 marksmanship postal competition. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

**20. Good Conduct Ribbon** - Cadets must not have received a referral (this includes no ISS/OSS) and not missed more than 5 days of school (unexcused absences) for an entire school year to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.

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

**22. Health and Wellness Ribbon** - awarded not more than once each year by the SASI for sustained participation in the Western Hills High School AFJROTC physical fitness program and completed the Presidential Fitness Test at the end of the second semester with a minimum score of 25. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon.

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

**24. Activities Ribbon** - awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year.

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

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

**27. Longevity Ribbon** - awarded annually at the spring award ceremony to cadets completing and passing a full academic year in ROTC.

**28. Bataan Death March Memorial Ribbon** – Is a ribbon awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.,). Units may complete the full hike in a span of one to no more than 3-days. Cadet safety must always be monitored and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon.

**29. Patriotic Flag Ribbon** – awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising

ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events.

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

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

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

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

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

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

4. CRAFTSMAN Tier: Cadet has competed and placed 1<sup>st</sup> for their event. Incentive: They may earn the Raider Arc pin.

**Cords worn by Cadets serving in leadership roles and/or on special teams must be compliant with the new Chapter 7 of the Consolidated Guide. Metal tips are NOT authorized on Cords. An authorized list of cords will be updated and displayed in the classroom as they are issued and worn by Cadets listing the position and authority. Cadets will only wear one cord on the uniform based on the highest position they hold in the Group. Below is an *example* of a listing of possible cord combinations by position. However, any actual displayed (dated) list in the classroom takes precedent.**

Green (Dbl) Braid  
w/Dbl Gold Loop

Commander

DARK BLUE

Inspector General

BLUE (Dbl) Braid  
w/Dbl RED Loop

Deputy Commander

RED (Dbl)/BLUE Braid

Chief of Staff

RED/BLACK Braid	Executive Officer
BLACK/YELLOW	Chief Master Sergeant
BLACK	First Sgt
SILVER (DbI) BRAID w/DbI SILVER Loop	Kitty Hawk Air Society Cdr
GREEN	Sqn Commander(s) and Deputies
LIGHT BLUE/GOLD	Personnel Officer
GOLD/GREEN RED/WHITE	Recruiting Officer Public Affairs NCO
GOLD/MAROON	Community Service Officer
MAROON/GOLD	MWR Officer
BLACK/GOLD	Linguist
PURPLE/YELLOW	Logistics Officer
BLUE/WHITE	Finance Officer
RED RED	Drill Team Commander Drill Team
RED/BLUE	Color Guard
PURPLE PURPLE	APT Commander APT Team
GREEN GREEN	PT Commander PT Team
YELLOW YELLOW	Rocketry Commander Rocketry Team
ORANGE ORANGE	Orienteering Commander Orienteering Team
LIGHT BLUE	Cyber-Patriot Team

GREY

Drone Team

ORANGE

Marksmanship Team

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

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

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

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

**TX-863 UNIT AWARDS:** These awards are presented to cadets as approved by the SASI/ASI. These awards are presented by the unit cadet Chief and First Sergeant. Normal award criteria are listed below.

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

1. Must wear the uniform one time every week and obtain a grade of 90 or above every week.
2. Must be passing JROTC and all core classes at the end of the month.
3. Must be nominated by the Flight Commander.
4. Must show participation outside of class.

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

1. Highest percentage of cadet participation in that month’s activities.
2. Highest uniform wear rate.
3. Classroom behavior.
4. Performance on the drill pad.

## CHAPTER FOURTEEN

### LETTER JACKET AND EXCEPTIONAL CADET RECOGNITION POLICY

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

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

2. Award Categories:

a. Category 3 Awards:

- (1) Academics
- (2) Service
- (3) Activities

b. Category 2 Awards:

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

c. Category 1 Awards:

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

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

## CHAPTER FIFTEEN

### CADET HEALTH AND WELLNESS PROGRAM

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



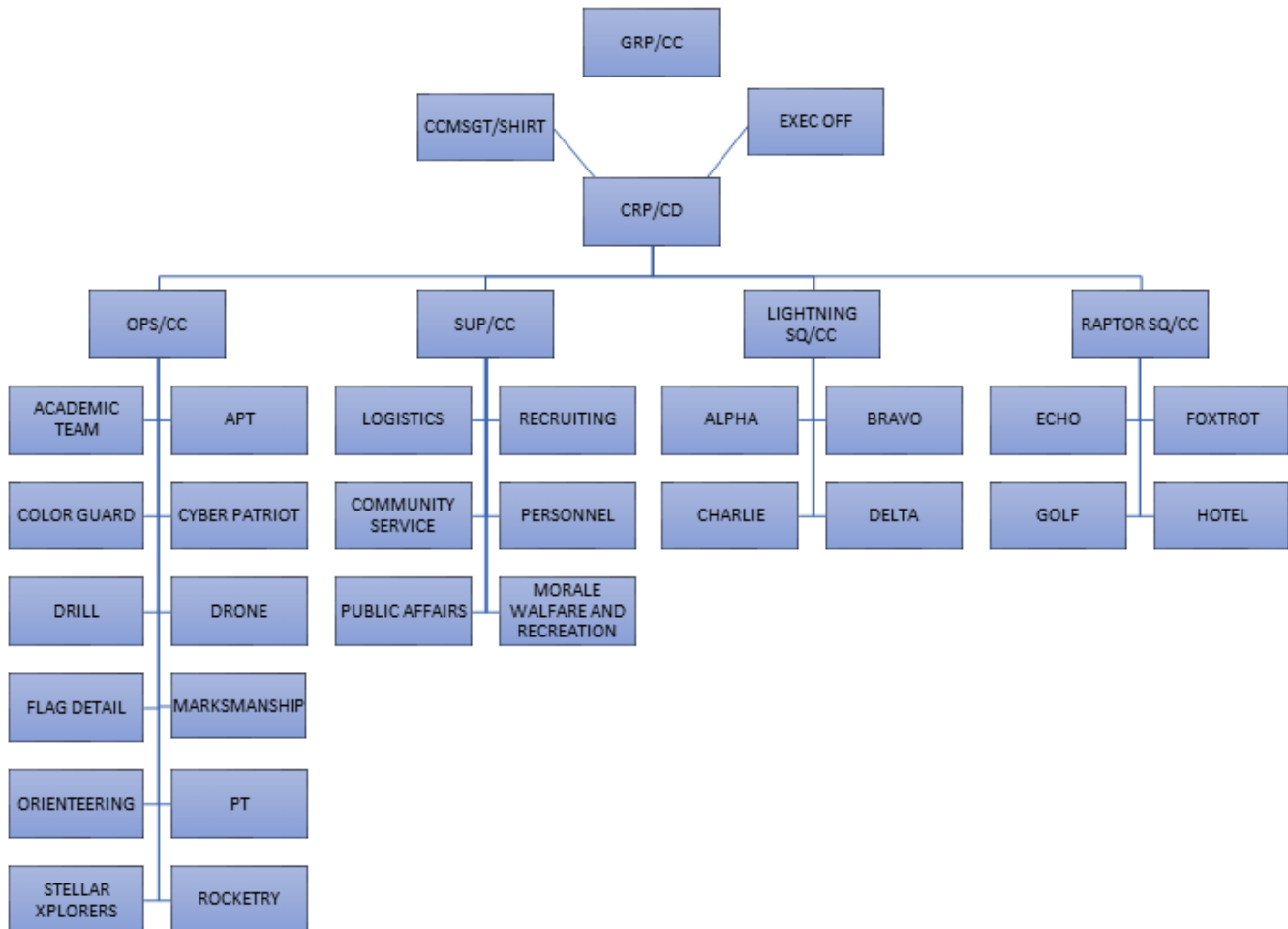


## **CHAPTER SIXTEEN**

### **UNIT STAFF MEETING PROCEDURES**

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

## Attachment 1 TX-863 ORGANIZATIONAL CHART



## Attachment 2














### “MY” CHAIN OF COMMAND

<b>CHAIN OF COMMAND</b>	
<b>POSITION</b>	<b>RANK/NAME</b>
Commander-in-Chief	
Secretary of Defense	
Chairman, Joint Chief of Staff	
Secretary of the Air Force (SAF)	
Air Force Chief of Staff (AFCOS)	
Commander, Air Education and Training Command (AETC)	
Commander, Air University (AU)	
Commander, Holm Center	
Director, AFJROTC	
Principal, Western Hills High School	
Sr Aerospace Science Instructor TX-863	
Aerospace Science Instructor TX-863	
<b>CADET CHAIN OF COMMAND</b>	
<b>POSITION</b>	<b>RANK/NAME</b>
Cadet Group Commander	
Cadet Deputy Group Commander	
Cadet Command Chief Master Sergeant	
Cadet First Sergeant	
Flight Commander	
Flight Sergeant	
Element Leader	







## Attachment 3

### AIR FORCE RANK AND INSIGNIA






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

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

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

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

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

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

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

Advancement to higher ranks and grades is based on ability, skill, experience, and potential.

## Attachment 4

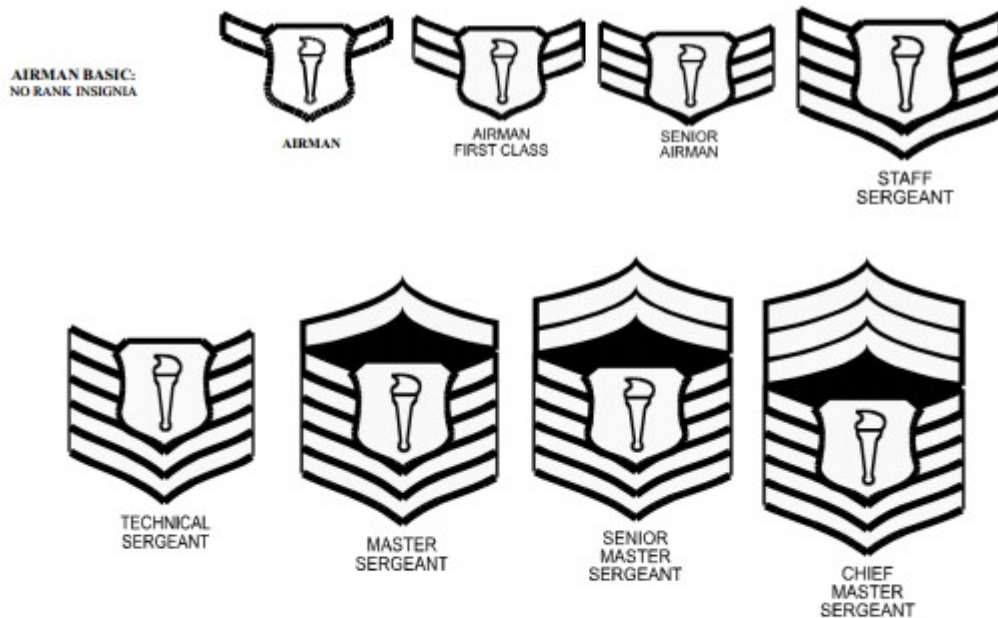
### AIR FORCE JROTC RANK INSIGNIA

#### CADET OFFICER RANK



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

#### CADET ENLISTED RANK



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

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

\*Cadet Airmen Basic has no rank insignia

## Attachment 5

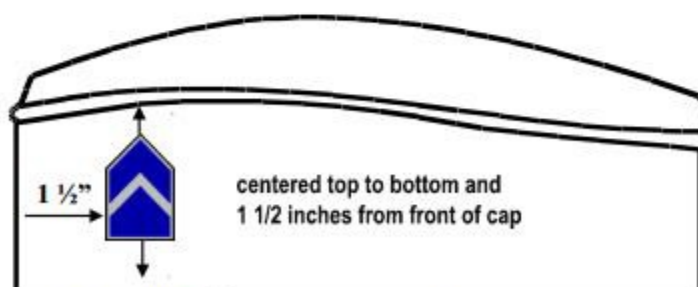
### CADET MALE HEADGEAR

#### SERVICE CAP (Officer and Enlisted)



Officer Service Cap may also be worn with the large officer service cap insignia.

#### FLIGHT CAP\* (Officer and Enlisted)



- 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

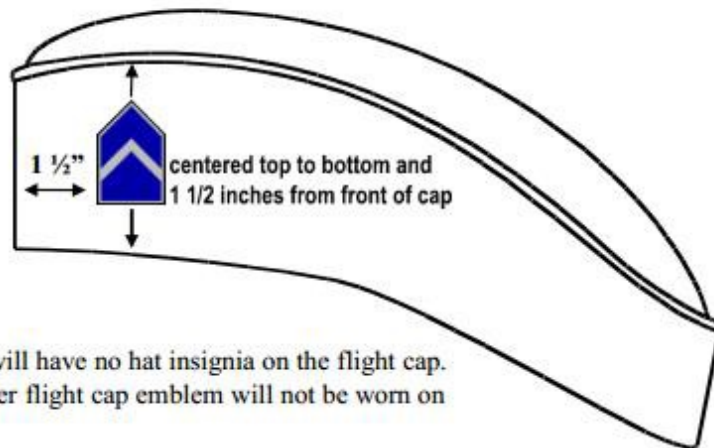
### SERVICE CAP (Officer Only)

Solid Blue Color with no embroidery



Enlisted Women's Service Caps may be worn with the Hap Arnold Wings insignia.

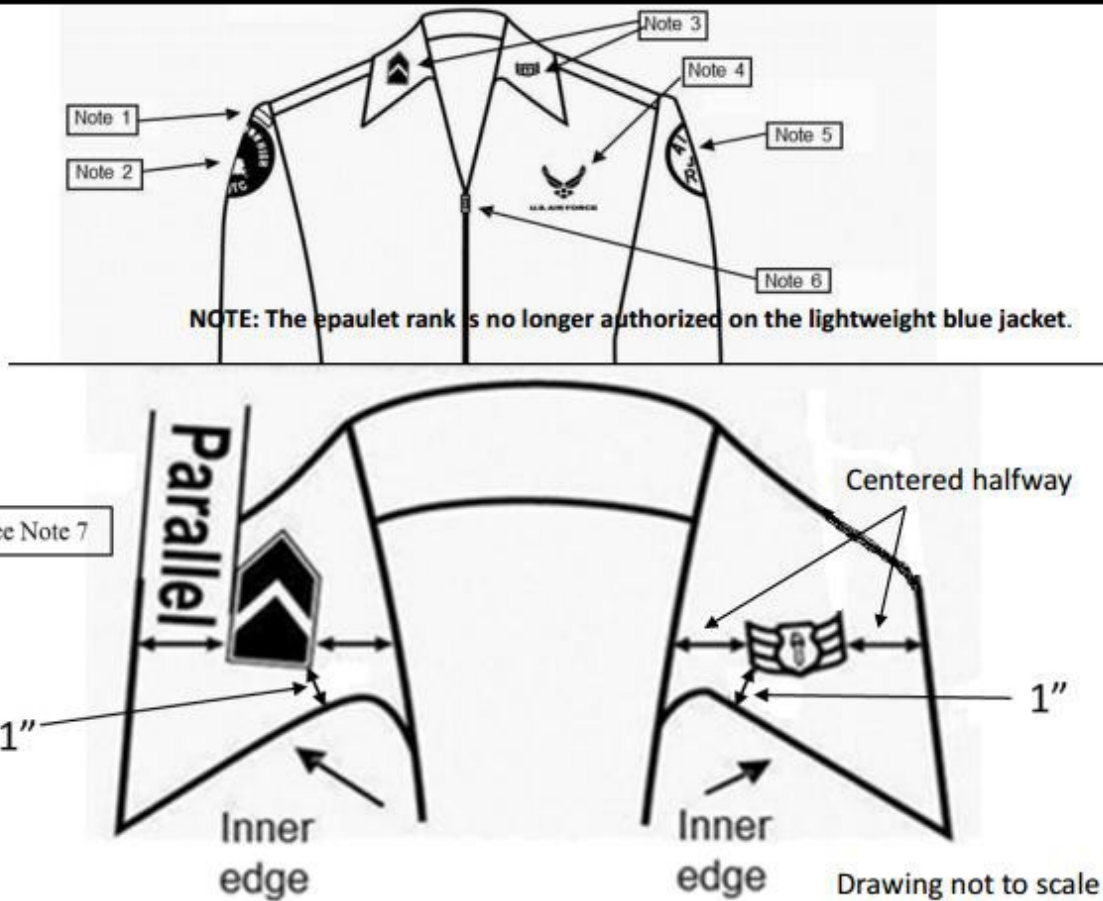
### FLIGHT CAP\* (Officer and Enlisted)



- 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.

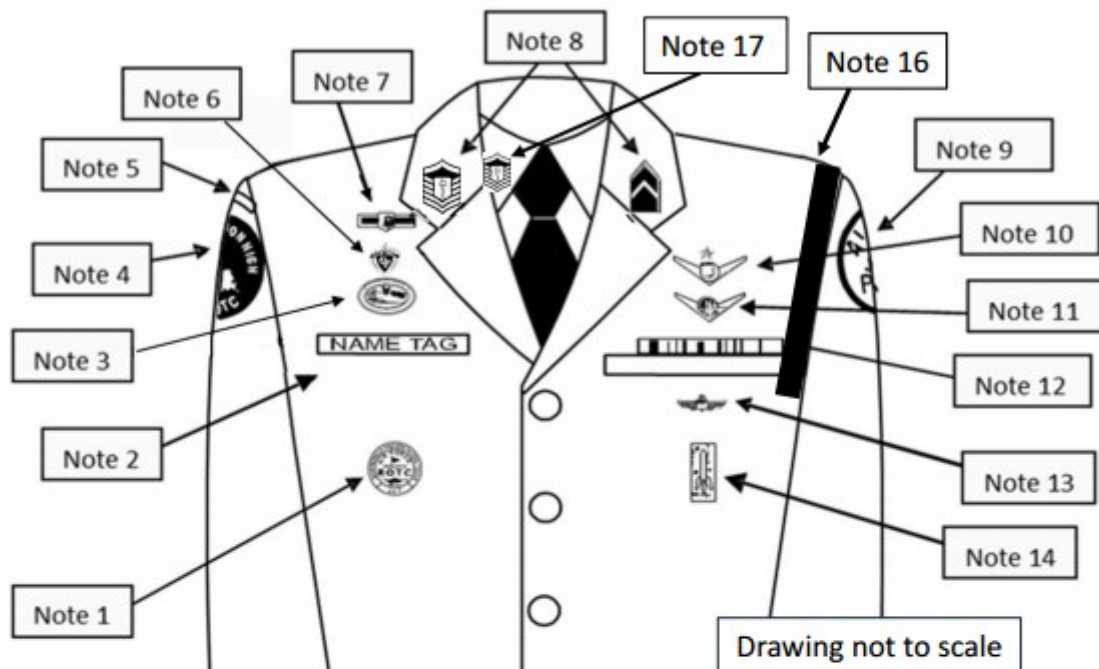


## CADET LIGHTWEIGHT BLUE JACKET



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) worn on both lapels, mandatory. Place insignia centered halfway up the lapel. Bottom of insignia is horizontal with the ground.
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.
5. AFJROTC patch on left sleeve  $\frac{1}{2}$  to 1 inch below shoulder seam centered.
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.

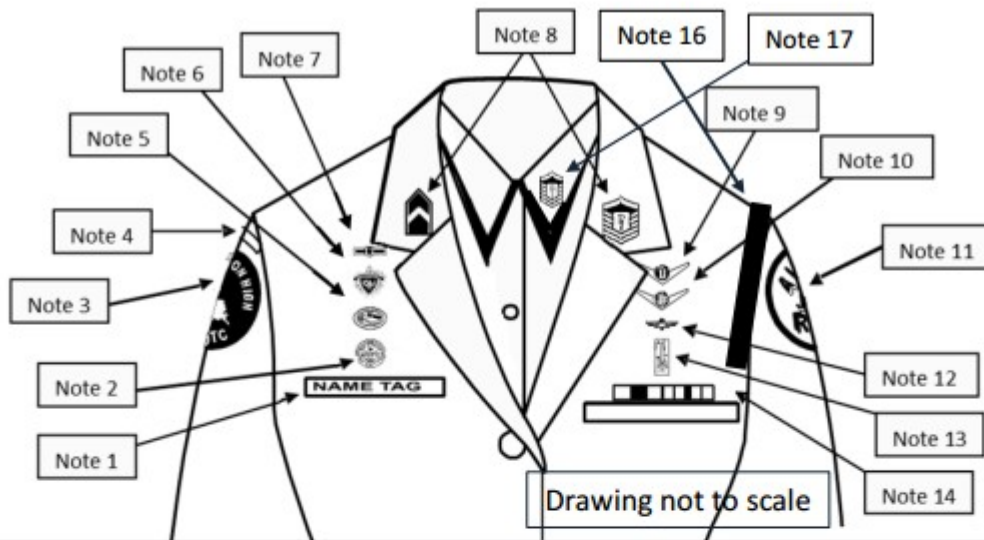
## CADET MALE SERVICE DRESS



1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
5. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch: Place  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
10. Flight Solo or Flight Certificate Badge. See Note 15 below.
11. Ground School Badge. See Note 15 below.
12. Ribbons, mandatory. Centered, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
13. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
14. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed  $\frac{1}{2}$  inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed  $\frac{1}{2}$  inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

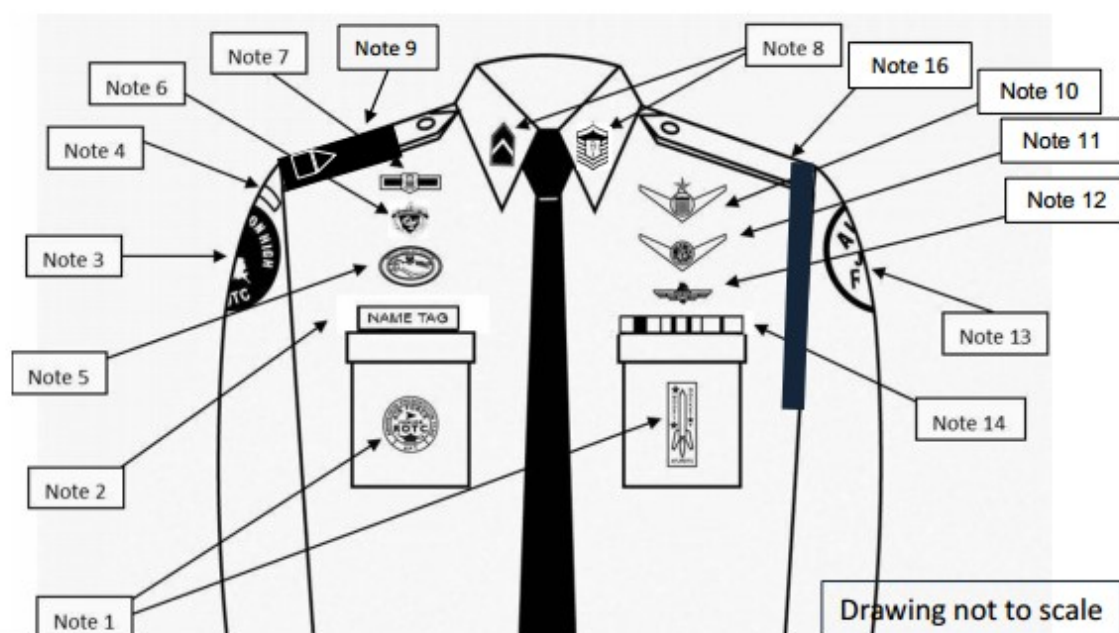


## CADET FEMALE SERVICE DRESS



1. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge even with to 1 ½ inch higher or lower than the first exposed button.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Flight Solo or Flight Certificate Badge. See Note 15 below.
10. Ground School Badge. See Note 15 below.
11. AFJROTC Patch, mandatory. Center ½ to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
13. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
15. First badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

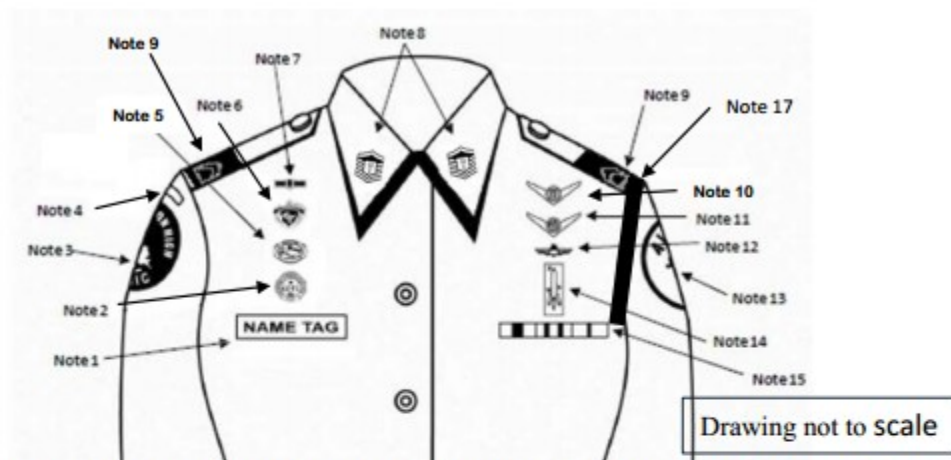
## CADET MALE BLUE SHIRT



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

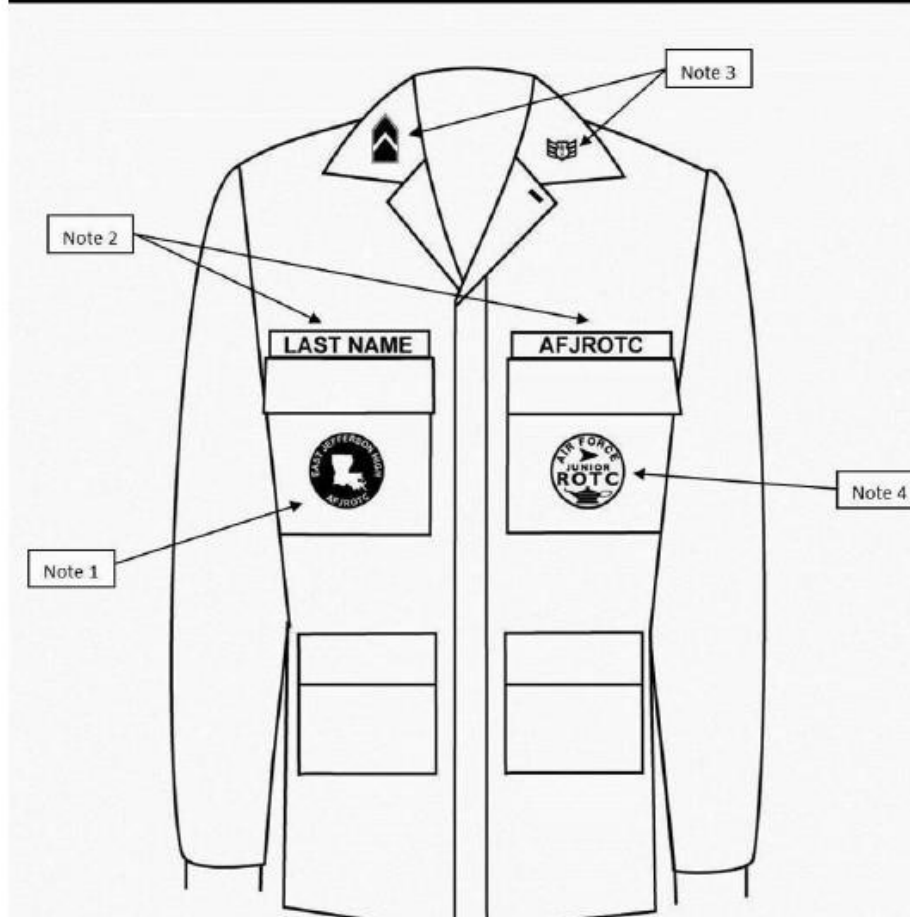


## CADET FEMALE BLUE SHIRT



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

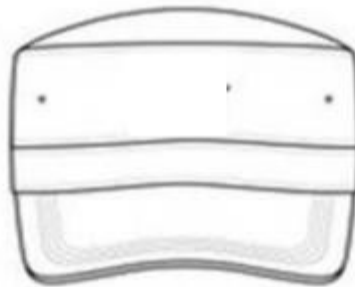
## CADET ABU Male and Female



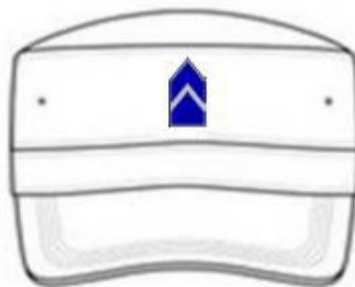
1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with velcro to enable reuse/reissue to a different cadet.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

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

## CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.



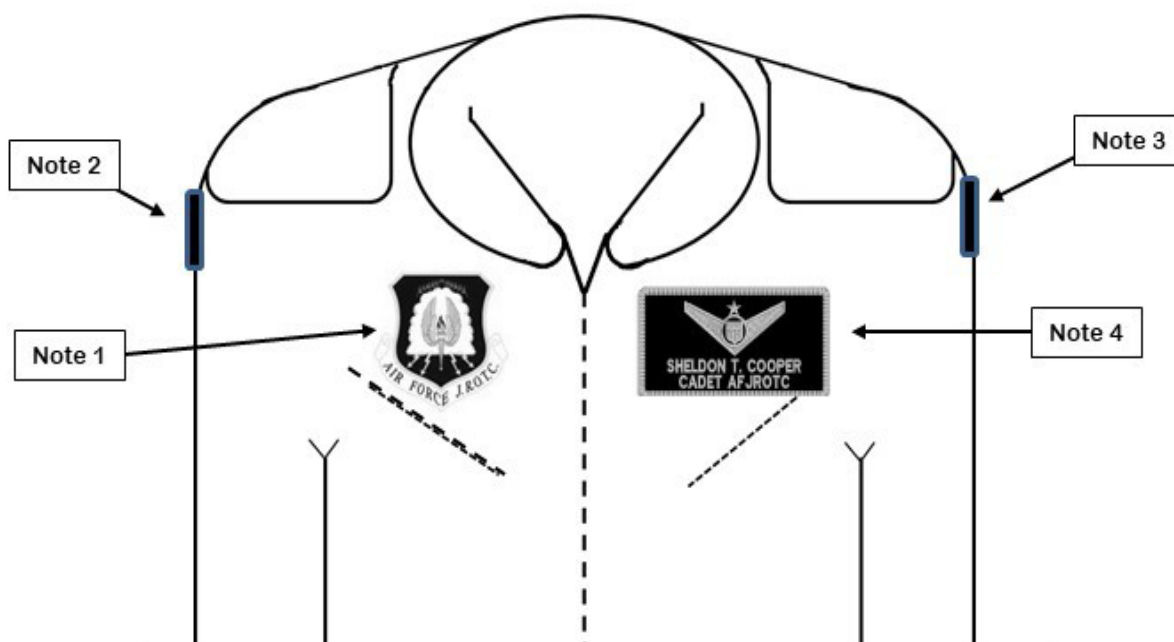
Officers will wear rank insignia on the ABU cap.

### Cadet PT Gear

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

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

## FLIGHT SUIT (Male and Female)

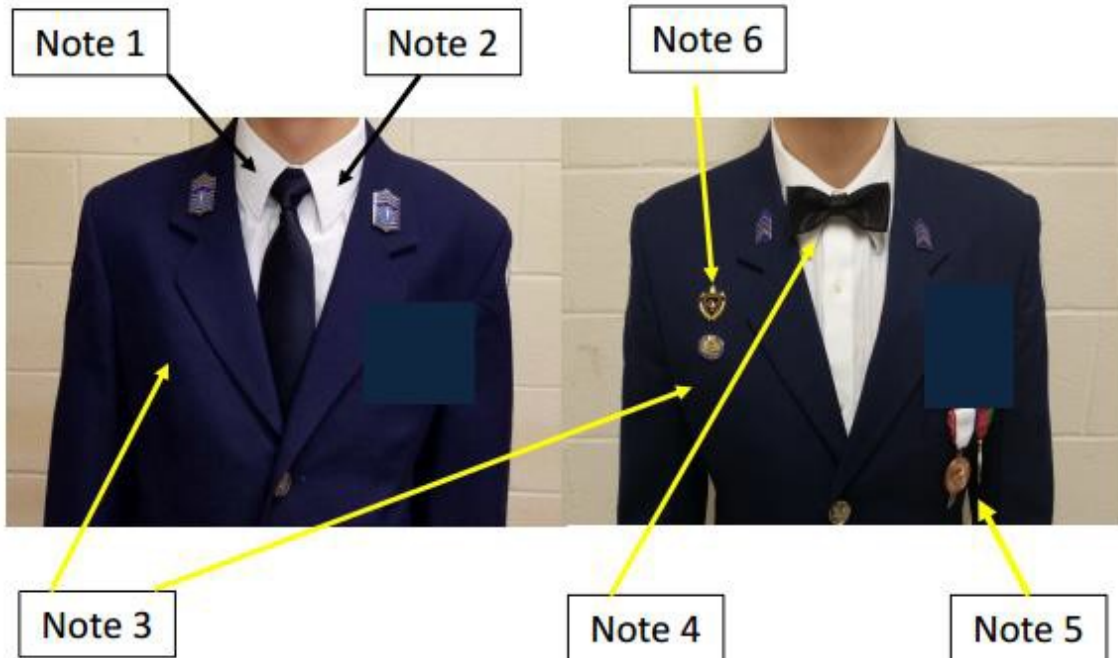


1. \* AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets can only wear **ONE** ground school, flight solo or flight certificate badges upon successful completion those programs (See Ops Supplement, Chapter 7, paras 7.2.1, 7.2.2 and 7.2.3).
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge, AFJROTC Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
3. \* American Flag Patch (mandatory) on left shoulder. Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
4. \* Cadet Name Patch (mandatory). Velcro attached. Black background with silver border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be "CADET AFJROTC". Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
5. Flight Suits are authorized for those cadets that are currently enrolled in or that have successfully completed AFJROTC aviation honors ground school, have been awarded the aviation ground school/unmanned aircraft badge, flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program.
  - Flight patches and Velcro may be purchased from a vendor using MilPer funds.
  - Flight Suits may be purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)



## Attachment 6

### Semi-Formal Dress Uniform



1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue bow tie may be worn with the semi-formal uniform (white shirt only).
5. Ribbons will not be worn on the semi-formal uniform. Large medals may be worn on the Service Dress coat only, directly under ribbon rack.
6. Authorized badges may be worn on the semi-form dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
7. Headgear is not worn with the semi-formal dress uniform.

## Attachment 7

### AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

 <p>Optional Enlisted/Officer Service Cap Insignia</p>	 <p>OFFICERS SERVICE CAP INSIGNIA</p>	 <p>MODEL ROCKETRY BADGE</p>	 <p>ACADEMY OF MODEL AERONAUTICS SILVER WINGS</p>
 <p>KITTY HAWK AIR SOCIETY BADGE</p>	 <p>DISTINGUISHED CADET BADGE</p>	 <p>SHOULDER TAB METAL OR CLOTH</p>	
 <p>GROUND SCHOOL BADGE</p>	 <p>FLIGHT SOLO BADGE</p>	 <p>FLIGHT CERTIFICATE BADGE</p>	 <p>AEF BADGE (NEW)</p>
 <p>Marksmanship Shield</p>	 <p>AWARENESS PRESENTATION TEAM BADGE</p>	 <p>MARKSMANSHIP   SHARPSHOOTER   EXPERT</p> <p>Choose <u>one</u> only. Place directly underneath ribbons. May NOT wear Marksmanship Shield and Marksmanship Badge. Do not wear Marksmanship badges with medals.</p>	

Choose one only. Follow APT placement criteria. May NOT wear Marksmanship Shield and a Marksmanship Badge.

Badges/Insignia not listed here are unauthorized.  
(Exception for other badges or pins see section 7.2.10)

**Attachment 8**  
**Cadet Team and Program Recognition (Includes Badge Qualifications)**

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

#### **Cadet Drill Team**

Cadets who are a regular member of the drill team and have placed 2<sup>nd</sup> or 3<sup>rd</sup> will be awarded the Drill Team arc pin. The pin will only be worn as an active member of the drill team. If the cadet quits the team or is removed for cause, the pin will be returned to the team commander. Note: Cadets who compete in drill and PLACE 1<sup>st</sup> will be awarded the “Raider” Arc in place of the team arc pin.

#### **Cadet Color Guard Team**

Cadets who are a regular member of a color guard team and place 2<sup>nd</sup> or 3<sup>rd</sup> in a color guard competition will be awarded the Color Guard arc pin. The pin will only be worn as an active member of the color guard team. If the cadet quits the team or is removed for cause, the pin will be returned to the team commander. Note: Cadets who compete in color guard competition and PLACE 1<sup>st</sup> will earn the “Raider” Arc in place of the team arc.

#### **Cadet Physical Fitness Team**

Cadets who are a regular member of a PT team and place 2<sup>nd</sup> or 3<sup>rd</sup> in a PT competition will be awarded the PT Team arc pin. The pin will only be worn as an active member of the PT team. If the cadet quits the team or is removed for cause, the pin will be returned to the team commander. Note: Cadets who compete in a PT Team competition and PLACE 1<sup>st</sup> will be awarded the “Raider” Arc in place of the team arc.

#### **Cadet Model Rocketry Team**

Cadets who are a regular member of a Rocketry Team and compete in a JROTC rocketry competition will be awarded the Rocketry Badge. The badge will only be worn as an active member of the Rocketry team. If the cadet quits the team prior the end of the school year, or is removed for cause, the pin will be returned to the team commander. Note: Cadets who compete in a rocketry competition and place 1<sup>st</sup> in a competition will also earn the “Raider” Arc pin.

#### **Cadet Orienteering Team**

Cadets who are a regular member of the Orienteering team and place 2<sup>nd</sup> or 3<sup>rd</sup> in an orienteering competition will be awarded the Orienteering Team arc pin. The pin will only be worn as an active member of the team. If the cadet quits the team or is removed for cause, the pin will be returned to the team commander. Note: Cadets who compete and place 1<sup>st</sup> in a competition will earn the “Raider” Arc in place of the team arc.

### **Cadet Saber Team**

Cadets who are a regular member of a Saber Team and place 2<sup>nd</sup> or 3<sup>rd</sup> in a JROTC saber competition will be awarded the Saber Team Arc pin. The pin will only be worn as an active member of the Saber team. If the cadet quits the team or is removed for cause, the pin will be returned to the team commander. Cadets who compete in a Saber competition and PLACE 1<sup>st</sup> will earn the “Raider” Arc in place of the team arc.

### **Cadet Awareness Presentation Team**

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

### **Flag Detail Team**

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

### **Aviation Badges**

There are three levels of aviation badges which can be earned and become a mandatory badge worn on the blue AFJROTC uniform and will be embroidered on the FDU (Flight Suit) name tag if issued. To earn each of the following levels cadets must meet the listed requirement.

**Ground School Badge** – Successfully completes first semester AHGS mid-term and passes all remaining tests during second semester (or will lose the wings). This allows seniors the chance to proudly wear the wings for the remainder of the school year.

**Flight Solo Badge** – A cadet must demonstrate they have successfully soloed an aircraft as part of an FAA flight-training program (includes a sailplane/glider).

**Flight Certificate Badge** – Cadet receives formal FAA certification as a private pilot

### **Marksmanship Team**

Cadets who participate regularly on the marksmanship team can qualify for three levels of badges based on a scoring system over a course qualification time, which begins in September and ends in April. At the end of the qualification period, the Cadet must hold the following average scores to achieve each given badge level:

<b><u>Badge Level</u></b>	<b><u>Score</u></b>
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<b><i>Basic</i></b> Marksmanship Badge---	“200”
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<b><i>Sharpshooter</i></b> Badge-----	“250”
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<b><i>Expert</i></b> Badge-----	“525”
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## Attachment 9

### 30 COMMAND FLIGHT DRILL SEQUENCE

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

The Flight Commander will salute to signify completion.





# AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!

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

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# Aim High, Fly, Fight, Win



## *Air Power*

