

Mount Olive High School Air Force Junior ROTC NJ-20172



Cadet Handbook 2023 – 2024

AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS (AFJROTC) NJ-20172

AFJROTC Cadet,

On behalf of the Mount Olive School District and the AFJROTC Director, we welcome you to AFJROTC. You will experience a unique course of instruction that will be educating, motivating and rewarding. Many of you will get to do things that others can only imagine. Your experiences in AFJROTC are the foundation for life-long memories and close friendships. We sincerely believe you will benefit from the teamwork, self-discipline and leadership experiences you encounter.

Most students and parents have questions about AFJROTC. **Let us assure you it is neither boot camp nor combat training and there is never any obligation to join the military.** It is a class that will help you develop decision-making and communication skills while building self-confidence as a leader. If you have never been in charge or responsible for anything, get ready -- the opportunities are here! While our program will be challenging and demanding, we believe you will experience a sense of accomplishment and pride hard to put into words.

The Cadet Handbook is your guiding light in AFJROTC. All cadets must have a complete and clear understanding of the requirements, standards and policies prescribed for them. While the handbook is directive in nature, the final word on any issue rests with the principal and instructors. We encourage your parents to read this handbook in order to gain valuable insight into AFJROTC. This handbook covers information that will answer a lot of their questions.

Again, welcome to AFJROTC. We look forward to working with each of you as members of our team and family. From this day on, you will have the opportunity to improve your interpersonal skills through a challenging leadership education program, and increase your awareness of flight and space operations. We are proud to have you enrolled and stand ready to help you expand your knowledge and horizons. We are delighted to have you on the team!

//Signed//

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AFJROTC NJ-20172
Mount Olive High School

AFJROTC MISSION STATEMENT

DEVELOP CITIZENS OF CHARACTER DEDICATED TO SERVING THEIR NATION AND COMMUNITY

AFJROTC MOTTO

BUILDING BETTER CITIZENS FOR AMERICA

CADET HONOR CODE:

WE WILL NOT LIE, CHEAT OR STEAL, NOR WILL WE TOLERATE ANYONE AMONG US WHO DOES

OUR CORE VALUES:

Core values are the foundation upon which a truly quality Air Force Junior ROTC Program is built. Core values are also a fundamental set of guidelines that can serve you throughout your life. These are:

- INTEGRITY FIRST -

Integrity means devotion to honesty, truthfulness, doing one's duty, and doing what is right. This means that your word can always be counted upon and that you can be trusted to accomplish your job.

- SERVICE BEFORE SELF -

Service is the giving of self to provide for the welfare of others. Personal desires are not considered in the concept of service.

- EXCELLENCE IN ALL WE DO -

Excellence means doing the very best you can in each job you perform regardless of how large, small, difficult, or easy it is to accomplish.

This handbook establishes Air Force Junior Reserve Officer Training Corps (AFJROTC) NJ-20172 leadership education/ aerospace science course enrollment standards, curriculum, and academic requirements. It supports the leadership and personal development objectives of AFJROTC by outlining cadet responsibilities, conduct, uniform, personal appearance standards, and the cadet corps organization, operation, and extracurricular activities. This handbook is a supplement to Air Force and HQ AFJROTC directives. **All cadets will read this handbook, maintain a copy, know its contents, and comply with its standards to satisfactorily meet AFJROTC course objectives.** The Cadet Squadron Commander will review this handbook at least annually and recommend changes to the SASI/ASI.

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Chapter 1

MISSION, ENROLLMENT, VALUES, CODES AND ORGANIZATION

SECTION A - MISSION, GOALS AND OBJECTIVES

- 1.1. **Mission.** Develop citizens of character dedicated to serving their nation and community.
- 1.2. **Goals.** Our program goals are to instill the values of citizenship, service to the United States, personal responsibility, character, and a sense of accomplishment in high school students.

SECTION B - ENROLLMENT AND DISENROLLMENT

- 1.3. **Enrollment Eligibility.** To be eligible for enrollment, membership and continuance in the AFJROTC Program, each cadet must be:
 - 1.3.1. Enrolled and attending a regular course of instruction at Mount Olive High School or Roxbury High School.
 - 1.3.2. Physically fit to participate in AFJROTC training. Cadets are considered physically fit if they are qualified for the regular Mount Olive High School physical education program.
 - 1.3.3. Of good moral character as determined by the SASI and principal.
- 1.4. **Continued Enrollment.** To continue in AFJROTC, students must have successfully completed the previous Aerospace Science course. The SASI/ASI will establish enrollment standards with concurrence of the principal for AFJROTC course/classes dealing with student enrollment limits and quality standards.
- 1.5. **Disenrollment.** Being in AFJROTC is a privilege. Students will be disenrolled from the AFJROTC program by the SASI/ASI (after conferring with the student's guidance counselor, vice principals, principal and/or parents) for the following:
 - 1.5.1. Failure to maintain acceptable standards including behavior.
 - 1.5.2. Inaptitude or indifference to training.
 - 1.5.3. Failure to maintain personal appearance (hair and grooming) and uniform standards after being identified by the SASI, ASI, or senior cadets.
 - 1.5.4. Failure to abide with Mount Olive High School student rules of behavior. A history of suspensions and any expulsions may be reasons for disenrollment.
 - 1.5.5. Failure to comply with classroom rules and procedures, or to maintain self-control (negative pattern of behavior, disrupting the class, etc.).
 - 1.5.6. Parental request.

SECTION C - CORE VALUES, CODE OF CONDUCT, HONOR CODE AND CODE OF ETHICS

1.6. **Core Values.** The Air Force Core Values are: Integrity First, Service Before Self, and Excellence In All We Do! These core values are the basis for the self-discipline that will allow us to achieve our mission and goals.

1.6.1. Integrity First: Integrity is the willingness to do what is right, even when no one is looking. It is the “moral compass” - our inner voice, the voice of self-control and the basis for trust.

1.6.2. Service Before Self. “Service” refers to our duties, and “before self” tells us that professional duties take precedence over personal desires.

1.6.3. Excellence In All We Do. Excellence doesn’t mean just good enough. It means doing your best.

1.7. **Cadet Code of Conduct, Honor Code, and Code of Ethics.** The Honor Code and Code of Ethics are closely related, supplement each other, and form the basis for the Cadet Code of Conduct. These codes, in conjunction with the Air Force Core Values, guide cadets as they strive to become productive citizens in a society with demanding and often conflicting standards and questionable role models. Cadets should strive to instill these values in themselves and their fellow cadets to the best of their ability at all times.

1.7.1. Cadet Honor Code. **“We will not lie, cheat, or steal nor tolerate anyone among us who does.”** These simple words are the basis for a code to live by the remainder of your life. These are simple but tough rules to live by as reflected by the troubling and alarming number of students who freely admit they cheat in school. A cadet should be HONEST in both word and deed. A cadet should not make quibbling and evasive statements, should do their own work, and assist others in a sense of cooperation to meet Corps goals. Trustworthiness is not only noble but also necessary for the welfare and continued existence of our civilized society. This code requires hard work for long-term success.

1.7.2. Code of Ethics. Cadets will:

1.7.2.1. Respect your parents, school officials and staff, teachers, fellow students, and community leaders.

1.7.2.2. Refrain from any act or derogatory word(s) or acts which would discredit your family, school, Corps, or yourself. Vulgar conduct and language is not socially acceptable, hinders communication, and discredits the speaker.

1.7.2.3. Dedicate yourself to succeed in academics, athletics, extracurricular activities, and work.

1.7.2.4. Perform all assigned duties and meet all obligations in a timely manner.

1.7.2.5. Maintain self-respect, self-control, and good behavior.

1.7.2.6. Be honest and understand that honorable failure is better than success through unfair means.

1.7.2.7. Be proud of your uniform and the commitment to AFJROTC that sets you apart from others.

1.7.2.8. Be an exemplary role model with high standards of conduct.

1.7.2.9. Respect other cadets and follow the directions of senior cadet officers.

1.7.2.10. Place the good of the Corps ahead of personal gain.

SECTION D – ORGANIZATION

1.8. **Cadet Corps Organization.** The NJ-20172 Cadet Corps is organized as a Cadet Squadron as shown in Figure 1.1. The cadet leaders will run the Corps organization to the maximum extent with guidance and supervision of the SASI and ASI. The words “corps” and “unit” are used interchangeably.

1.9. **Job Descriptions.** Job descriptions for cadet corps staff positions are contained in Figure 1.2. Like the Air Force, job responsibilities and duties increase with each promotion. Cadets earn their job assignments and are entrusted to carry out their job duties, to include supervisory responsibilities, to the best of their ability.

1.10. **Unit Manning Document.** The Unit Manning Document (Figure 1.3) is a document that shows the number of positions authorized within the Cadet Corps and the highest rank authorized for each position. Cadets assigned to the various staff positions initially will not normally be awarded the highest authorized rank to allow for promotion based upon superior performance in their assigned duties.

1.11. **Chain of Command.** Each cadet will know the Cadet Corps Organization, also known as the chain of command, and the names of the people assigned to the positions contained in Figure 1.4.. The Chain of Command defines lines of authority and communication. Cadets should use the chain for cadet business such as questions on uniforms, customs and courtesies, drill, cadet evaluations and promotions, cadet awards, extracurricular activities, and class rules and procedures.

1.11.1. **Top 3 Leadership.** The “Top 3” consists of the Squadron Commander, Director of Operations and Superintendent.

1.11.2. **Executive Leadership.** The Executive Leadership team consist of the Top 3, directors and (when directed by the Squadron Commander) Leadership Development Requirement (LDR) commanders and committee leads.

1.12. **Cadet Executive Leadership Meetings.** The Squadron Commander will hold regular cadet executive leadership meetings to determine the status of on-going projects and activities, receive recommendations, make decisions, and disseminate information. These meetings will be the key for the Squadron Commander and executive leaders to establish and track their goals and priorities for the cadet corps. This provides the greatest opportunity to learn and practice one’s leadership skills. The executive leadership are required to attend. If the executive leader cannot attend, it is his/her responsibility to coordinate with the Squadron Commander prior to the meeting and have their Deputy or senior ranking NCO attend. Failure to attend may result in removal from a leadership position.

1.13. **Cadet Staff Meetings.** Cadet Leaders (directors, committee leads, etc.) will hold staff meetings to disseminate information, receive progress reports, receive/provide recommendations and suggestions. Attendance for all team members is mandatory unless prior arrangements for excuse have been made with the cadet leader.

1.14. **Top 3 Tag Up.** The Top 3 will meet with the SASI/ASI to provide progress reports of on-going projects and activities, present recommendations and suggestions, discuss future activities and receive feedback/guidance. Attendance for the Top 3 is mandatory unless prior arrangements for excuse have been made with the SASI/ASI.

Figure 1.1. CADET ORGANIZATION CHART

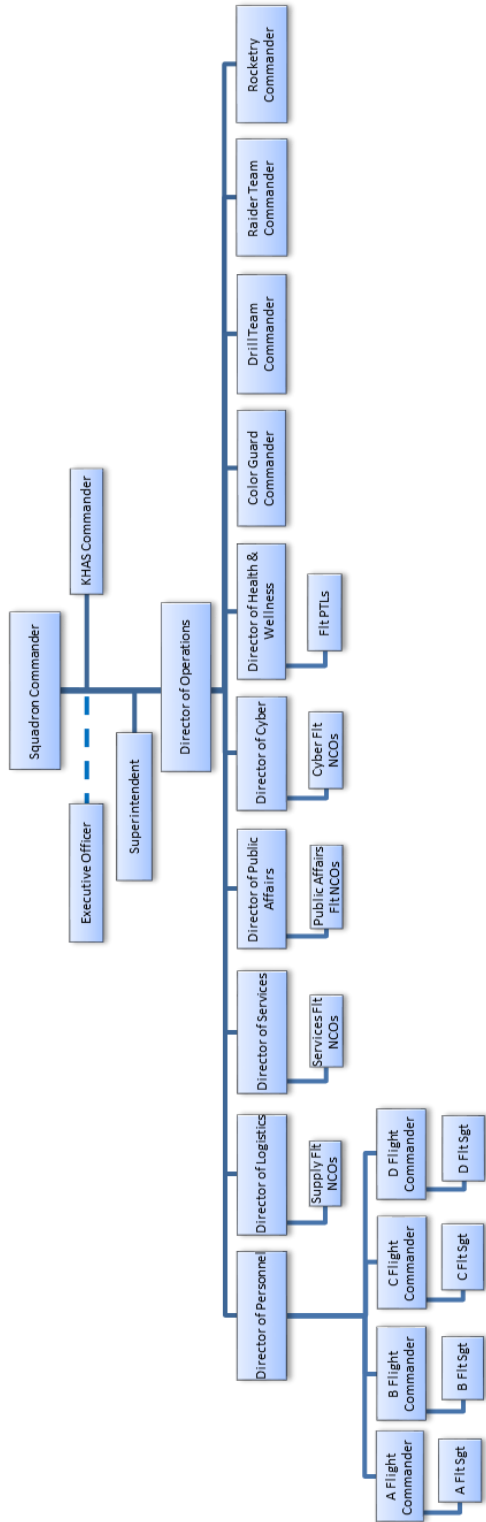


Figure 1.2 JOB DESCRIPTIONS

Cadet Squadron Commander will:

- (1) Develop, communicate, and continually measure a minimum of six organizational goals
- (2) Develop weekly operations orders and a cadet activities calendar
- (3) Manage the cadet executive leadership and conduct regular cadet executive leadership meetings
- (4) Advise the SASI/ASI on corps operations policies and procedures
- (5) Ensure all cadets have opportunities to develop their leadership qualities
- (6) Chair Cadet Evaluation Board
- (7) Establish and enforce appearance, discipline, training, and conduct standards
- (8) Recommend cadets for jobs, awards, and promotions
- (9) Perform duties as assigned by SASI/ASI

Cadet Executive Officer will:

- (1) Inform/assist the Squadron Commander as requested
- (2) Take and maintain minutes of all cadet executive leadership meetings
- (3) Take on other projects assigned by the SASI/ASI

Kitty Hawk Air Society Commander will:

- (1) Preside at all meetings of the organization
- (2) Be an ex officio member of all committees
- (3) Follow and enforce the KHAS Constitution and Bylaws
- (4) Run KHAS application/induction process
- (5) Recommend KHAS member induction and expulsion to SASI/ASI
- (6) Be a special assistant to the squadron commander
- (7) Ensure that the activities of KHAS do not conflict with those of the corps

Cadet Director of Operations will:

- (1) Assume command in the absence of the Squadron Commander
- (2) Supervise Directors, LDR commanders and their NCOs
- (3) Disseminate Squadron Commander's weekly operations orders and cadet activities calendar
- (4) Organize and supervise extracurricular and co-curricular activities
- (5) Assist Squadron Commander in recommending project officers for activities
- (6) Develop and manage a cadet evaluation and promotion system with the Director of Personnel
- (7) Coordinate with Director of Cyber for computer program support
- (8) Advise the Squadron Commander on operations activities
- (9) Take on other projects as assigned by the SASI/ASI

Cadet Superintendent will:

- (1) Serve as the Senior Enlisted Advisor to the Squadron Commander
- (2) Help supervise and improve the morale of the enlisted cadets
- (3) Represent the enlisted members of the Corps at staff meetings
- (4) Enforce Discipline and AFJROTC Standards & Policies
- (5) Advise the Squadron Commander on matters affecting the cadet enlisted corps
- (6) Take on other projects as assigned by the SASI/ASI

Cadet Director of Personnel will:

- (1) Supervise the Flight Commanders and Sergeants
- (2) Maintain WINGS for the program
- (3) Ensure cadet activities (i.e. community service, activities, etc...) are be entered into WINGS
- (4) Develop and manage Recruitment program
- (5) Develop and manage Cadet Quarterly Award program
- (6) Manage the cadet awards and decorations program
- (7) Track each cadets' ribbons, ranks, badges, and cords in WINGS
- (8) Advise the Squadron Commander on each Flights' conduct and other personnel programs
- (9) Recommend cadets for jobs, awards, and promotions
- (10) Take on other projects as assigned by the SASI/ASI

Cadet Flight Commander (c/Flt/CC) will:

- (1) Command flight in classroom and in formal formations
- (2) Enforce discipline, dress and appearance standards
- (3) Ensure compliance with classroom rules and procedures
- (4) Instill teamwork/esprit-de-corps within the flight to include developing and leading the flight cheer.
- (5) Supervise cadets and write evaluations on performance, conduct, leadership/promotion potential.
- (6) Inspect flight members during uniform and personal appearance inspections, as directed
- (7) Report in to SASI/ASI with attendance after the bell
- (8) Submit request to Supply NCO for uniform items (i.e. ribbons, rank insignia, cords, etc.)
- (9) Maintain cleanliness of classroom area
- (10) Train Flight Sergeant to assume duties in their absence
- (11) Advise the Director of Personnel of any flight concern/problem affecting the Corps

Cadet Flight Sergeant (c/Flt/Sgt) will:

- (1) Assume command of the flight in the absence of the flight commander
- (2) Assist flight commander with flight conduct and discipline
- (3) Assist flight commander in teaching drill and ceremonies
- (4) Prepare flight for inspection and accomplishing inspection records
- (5) Maintain cleanliness of classroom area
- (6) Call room to attention whenever the SASI, ASI, or school administrator enters/exits the room

Cadet Director of Logistics will:

- (1) Supervise the Supply NCOs
- (2) Organize and supervise cadet equipment
- (3) Maintain program inventory in WINGS
- (4) Manage the issue and accountability of uniforms
- (5) Ensure all cadets have proper uniform items
- (6) Train Supply NCOs in all duties
- (7) Advise the Squadron Commander on Corps Logistics
- (8) Recommend cadets for jobs, awards, and promotions
- (9) Take on other projects as assigned by the SASI/ASI

Cadet Supply NCOs will:

- (1) Assist the Director of Logistics with equipment and uniform inventory, issue and turn-in
- (2) Notify Director of Logistics of equipment and uniform items issued
- (3) Annotate/maintain supply records for each flight member in WINGS for inventory/requisition control
- (4) Monitor the Supply/Storage room for cleanliness and security
- (5) Perform and record semesterly equipment inventory

Cadet Director of Services will:

- (1) Supervise the Services NCOs
- (2) Direct the Corps' community outreach program
- (3) Coordinate and arrange community service projects
- (4) Track cadet attendance and hours in WINGS
- (5) Announce service projects and track sign-ups
- (6) Train Service NCOs in all duties
- (7) Advise the Squadron Commander on planned service projects
- (8) Recommend cadets for jobs, awards, and promotions
- (9) Take on other projects as assigned by the SASI/ASI

Cadet Services NCO will:

- (1) Assist Cadet Director of Services with organizing community outreach projects
- (2) Solicit and track sign-ups within appointed flight
- (3) Track flight attendance and hours in WINGS

Cadet Director of Cyber will:

- (1) Supervise the Cyber NCOs
- (2) Organize and supervise computer system programs
- (3) Maintain Unit Website
- (4) Maintain Cadet Social Media (Twitter, Facebook, YouTube, etc...)
- (5) Create and publish Program Newsletter each quarter
- (6) Coordinate and maintain connections with school newspaper
- (7) Train Cyber NCOs in all duties
- (8) Advise the Squadron Commander on unit's computer systems, announcements and imagery
- (9) Recommend cadets for jobs, awards, and promotions
- (10) Takes on other projects as assigned by the SASI/ASI

Cadet Cyber NCO will:

- (1) Assist Director of Cyber with maintaining the unit website and social media
- (2) Maintain proper care and use of computers and audio-visual equipment
- (3) Perform inventory of all computer and audio-visual equipment at the end of class

Cadet Director of Public Affairs will:

- (1) Supervise the Public Affairs NCOs
- (2) Create and publish Program Newsletter each quarter
- (3) Coordinate and maintain connections with school newspaper
- (4) Provide Director of Cyber with content for Corps website and social media
- (5) Train Public Affairs NCOs in all duties
- (6) Advise Squadron Commander on unit articles, announcements and imagery
- (7) Recommend cadets for jobs, awards, and promotions
- (8) Takes on other projects as assigned by the SASI/ASI

Cadet Public Affairs NCO will:

- (1) Assist the Director of Public Affairs with broadcasting the news about the unit
- (2) Publicize cadet activities and accomplishments
- (3) Write a cadet newsletter and/or the school newsletter input
- (4) Video and/or photograph cadet activities

Cadet Director of Health & Wellness (H & W) will:

- (1) Supervise the Flight Physical Training Leaders (PTL)
- (2) Assist SASI/ASI in conducting the Cadet Health & Wellness program
- (3) Advise the Squadron Commander on Corps Health & Wellness activities
- (4) Establish and lead bi-weekly exercise plan
- (5) Create and publish bi-weekly PT Op-orders
- (6) Record cadet performances to determine eligibility for H & W ribbon or certificates
- (7) Coordinate with Director of Personnel for input format and requirements
- (8) Train PTLs in all duties
- (9) Recommend cadets for jobs, awards, and promotions
- (10) Take on other projects as assigned by the SASI/ASI

Flight Physical Training Leaders (PTL) will:

- (1) Lead flight PT on designated PT days
- (2) Receive Cadet PT OP Order from the Director of H &W
- (3) Track flight PT scores and records in WINGS
- (4) Report to the Director of H &W

Color Guard Commander will:

- (1) Establish rules, objectives, procedures and routines for performances
- (2) Track attendance at practices and details in WINGS
- (3) Train Deputy in all duties
- (4) Train Color Guard members for all routines
- (5) Recommend Color Guard members to SASI/ASI for position certifications and awards
- (6) Coordinate with the Director of Logistics for uniforms and resources (as applicable)
- (7) Coordinate with SASI/ASI for competition participation

Co-Curricular Team Commander (e.g. Raider Team, Rocketry Team, Drill Team, etc.) will:

- (1) Establish rules, objectives, and procedures for the program
- (2) Track attendance at practices and details in WINGS
- (3) Train Deputy in all duties
- (4) Train Team members
- (5) Recommend team members to SASI/ASI for awards
- (6) Coordinate with the Director of Logistics for uniforms and resources (as applicable)
- (7) Coordinate with SASI/ASI for competition participation

Figure 1.3 UNIT MANNING DOCUMENT

**AFJROTC NJ-20172 CADET SQUADRON
MOUNT OLIVE HIGH SCHOOL
FLANDERS, NEW JERSEY**

<u>POSITION TITLE</u>	<u>QUANTITY</u>	<u>MINIMUM GRADE</u>	<u>MAXIMUM GRADE</u>
Squadron Commander	1	c/Lieutenant Colonel	c/Colonel
- Executive Officer	1	c/Master Sergeant	c/Master Sergeant
- *KHAS Commander	1	c/First Lieutenant	c/Captain
Superintendent	1	c/Senior Master Sgt	c/Chief Master Sergeant
Director of Operations	1	c/Captain	c/Major
Director of Personnel	1	c/Captain	c/Major
Director of Logistics	1	c/Captain	c/Major
Director of Services	1	c/Captain	c/Major
Director of Public Affairs	1	c/Captain	c/Major
Director of Cyber	1	c/Captain	c/Major
Director of H & W	1	c/Captain	c/Major
Color Guard Commander	1	c/Second Lieutenant	c/First Lieutenant
Co-Curricular Team Commander	1	c/Second Lieutenant	c/First Lieutenant
Deputy Commander	1	c/Technical Sergeant	c/Master Sergeant
Flight Commander	4	c/First Lieutenant	c/Captain
Flight Sergeant	4	c/Technical Sergeant	c/Master Sergeant
All other Staff NCOs	TBD	c/Staff Sergeant	c/Technical Sergeant

NCOs

- ❖ - *NCOs: Non-Commissioned Officers (E-5 c/Staff Sergeant & E-6 c/Technical Sergeant)*
- ❖ - *SNCOs: Senior Non-Commissioned Officers (E-7 c/Master Sergeant ~ E-9 c/Chief Master Sergeant)*
- ❖ - All Cadet Enlisted promotions will be reviewed and approved by the Cadet Evaluation Board

Officers

- ❖ - *Company Grade Officers (O-1 c/Second Lieutenant ~ O-3 c/Captain)*
- ❖ - *Field Grade Officers (O-4 c/Major ~ O-6 c/Colonel)*
- ❖ - Officers will be given the Minimum Cadet Officer Grade for their position.
- ❖ - Officers will not exceed their Maximum Cadet Officer Grade for their position.
- ❖ - All Cadet Officer promotions will be reviewed and approved by the Cadet Evaluation Board.

Figure 1.4 CHAIN OF COMMAND

President of the United States

Joseph R. Biden, Jr.

Secretary of Defense (SecDef)

Lloyd J. Austin III

Secretary of the Air Force (SecAF)

Frank Kendall III

Chief of Staff, USAF (CSAF)

Gen Charles Q. Brown Jr.

Vice Chief of Staff, USAF (VCSAF)

Gen David W. Allvin

Chief Master Sergeant of the Air Force (CMSAF)

CMSAF JoAnne S. Bass

Commander, Air Education and Training Command (AETC/CC)

Lt Gen Marshall B. Webb

Commander, Air University (AU/CC)

Lt Gen Andrea D. Tullos

Commander, Holm Center

Brig Gen Houston R. Cantwell

Director, AFJROTC

Col Johnny R. McGonigal

Senior Aerospace Science Instructor (SASI)

CMSgt Robert S. Bedell

Aerospace Science Instructor (ASI)

VACANT

Cadet Squadron Commander (c/SQ/CC)

c/Lt Col Gabrielle Drucks

Chapter 2

CLASSROOM RULES/PROCEDURES AND GRADING SCALE

SECTION A – CLASSROOM CONDUCT

2.1. **Classroom Rules.** All cadets will abide by the following class rules to receive AFJROTC course credits. Cadets will:

- 2.1.1. Abide by all behavioral guidelines outlined in the Mount Olive High School Student Handbook.
- 2.1.2. Show respect to teachers, fellow students, and school property at all times.
- 2.1.3. Address the SASI, ASI, and any guest speakers as **“Sir”**, **“Ma’am”**, or **their appropriate rank**.
- 2.1.4. Come to class prepared and punctual every day. Cadets will bring a pen/pencil, completed homework, and any applicable books.
- 2.1.5. Address cadet officers when in uniform or in formation as **“Sir”** or **“Ma’am”**, or **appropriate cadet rank**.
- 2.1.6. Obey all reasonable orders from all senior cadets, regardless of position or rank. Comply with instructions given to you by the cadet in charge when instructor is not present and at any other time that might be appropriate.
- 2.1.7. Be attentive when someone is speaking and do not speak out of turn; rather raise your hand and wait until called upon.
 - 2.1.7.1. If the SASI, ASI or cadet leader is attempting to get your attention to look at them, they will give the order, **“Eyes.”** Cadets will immediately stop what they are doing, lock their eyes on the person giving the command and respond, **“Focused.”**
 - 2.1.7.2. If the SASI, ASI or cadet leader is attempting to get your attention to listen to them, they will give the order, **“Ears.”** Cadets will immediately stop what they are doing, discontinue any conversations and listen to the person giving the command and respond, **“Open.”**
 - 2.1.7.3. **“Focused”** and **“Open”** responses do not mean you pause what you were doing and then go back to being inattentive.
- 2.1.8. Remain in your seat unless told otherwise and keep feet, hands, and objects to yourself.
- 2.1.9. Use AFJROTC class computers or other equipment only with teacher permission.
- 2.1.10. Refrain from chewing gum, eating food, or drinking beverages in the classroom (water, however, is permitted in a clear, re-closable container)
- 2.1.11. If absent from class or event it is your responsibility, immediately on your return, to find out what you missed and if you may make up any work.
- 2.1.12. Do not use electronic devices (phones, tablets, laptops, earbuds, etc.) without SASI/ASI permission.
- 2.1.13. Do not lay your head down or sleep in class. If you are feeling sleepy, promptly stand-up in the back of the classroom.
- 2.1.14. Do not put feet on tables, desks, chairs, or walls, nor sit on tables/desks.
- 2.1.15. Do not throw anything in the classroom or throw trash of any kind on the floor.
- 2.1.16. Do not tilt chairs or desks backwards or on two legs. All four legs must remain on the floor at all times.
- 2.1.17. Do not write on or deface tables, desks, chairs, walls, whiteboards or any other equipment.
- 2.1.18. Do not write on the whiteboards without permission from SASI/ASI.
- 2.1.19. Do not read or work on materials that do not apply to AFJROTC without SASI/ASI permission.
- 2.1.20. Absolutely NO PUBLIC DISPLAY OF AFFECTION IS PERMITTED IN AFJROTC CLASS, ACTIVITIES, OR UNIFORM!

2.2. Daily Classroom Procedures.

2.2.1. Classroom Arrival Procedures.

2.2.1.1. All cadets must be in the classroom and standing at **PARADE REST** behind their assigned desk by the time the tardy bell rings. Those entering late will be reported to the SASI/ASI by the c/Flt/Sgt.

2.2.1.1.1. All cadets will place their cellphones in their assigned cellphone pocket. The phone will be placed on silence mode or turned off and the screen will face the wall to minimize distractions.

2.2.1.1.2. Any cadet using electronics without SASI/ASI permission will surrender their electronics to the SASI/ASI and points may be deducted from their Military Bearing & Discipline grade.

2.2.1.1.2.1. First Offense: Electronics will remain with SASI/ASI until the end of class.

2.2.1.1.2.2. Second Offense: Electronics will remain with SASI/ASI until the end of the school day.

2.2.1.1.2.3. Third Offense: Electronics will be turned over to cadet's vice principal and can be retrieved at the end of the school day.

2.2.1.2. The c/Flt/CC & c/Flt/Sgt will stand in front of the room and monitor for timely and proper entrance procedures. After the second bell rings, the c/Flt/CC takes command of the flight by ordering, "**FLIGHT, TENCH HUT.**" Cadets will assume the position of **ATTENTION**. The flight commander then orders, "**PARADE REST.**"

2.2.1.3. The c/Flt/Sgt will take attendance, also known as roll call or roll. When a cadet's name is called, the cadet comes to the position of **ATTENTION** and responds "**Here, Sir/Ma'am.**" The cadet then returns to the position of **PARADE REST**.

2.2.1.4. When roll is complete, the c/Flt/CC or c/Flt/Sgt will give the order, "**FLIGHT, TENCH HUT**", cadets will assume the position of **ATTENTION**. The c/Flt/CC or c/Flt/Sgt will lead the flight in reciting the Pledge of Allegiance by commanding "**READY, BEGIN.**" The flight will recite the Pledge of Allegiance in unison.

2.2.1.5. When the Pledge of Allegiance is complete, the c/Flt/CC will order, "**PARADE REST,**" and then brief the weekly operations orders. This briefing may consist of upcoming events/activities and any pertinent issues affecting the flight. Upon completion of the operations brief, the c/Flt/CC reports to the SASI/ASI office (per para. 2.3) and advise the SASI/ASI, "**Sir/Ma'am, (Alpha, Bravo, Charlie, Delta etc.) Flight all present and accounted for**" or if someone is absent will report, "**Sir/Ma'am, (Alpha, Bravo, Charlie, Delta etc.) Flight all present and accounted for with the exception of Cadet (last name).**" "**The flight is ready for instruction or inspection.**" After the SASI/ASI are finished asking any questions or making any comments, report out of the SASI/ASI office (per paragraph 2.3.6).

2.2.1.6. The c/Flt/CC will escort the SASI/ASI out to the classroom commanding the flight to the position of **ATTENTION** once the SASI/ASI enters the classroom. The Flt/CC joins their c/Flt/Sgt at the front of the classroom. Once the SASI/ASI is at the front of the room, they will direct the c/Flt/CC to seat the flight. The c/Flt/CC will direct the class to be "**Be Seated.**" The flight will respond "**Proceeding Sir/Ma'am.**"

NOTE: If the c/Flt/CC is absent or at the discretion of the c/Flt/CC, the c/Flt/Sgt will perform the reporting procedures.

2.2.2. Classroom Dismissal Procedures.

2.2.2.1. Approximately five minutes before the dismissal bell rings, the SASI/ASI will direct the c/Flt/CC to order the flight to organize the classroom (return textbooks, Chromebooks, keypads, straighten chairs, etc.). After which, the c/Flt/CC will check with the SASI/ASI before giving dismissal permission.

2.2.2.2. Prior, to the dismissal bell, the c/Flt/CC will direct all cadets recite the AFJROTC Cadet Creed (Attachment 24) and their flight cheer. The c/Flt/CC will stand at attention and give the order "**FLIGHT, TENCH HUT**". The c/Flt/CC or c/Flt/Sgt will begin the Cadet Creed by commanding "**READY, BEGIN**" and the flight will recite the Cadet Creed in unison. The c/Flt/CC will direct the flight to recite their flight cheer by commanding "**J-ROTC**" and the flight will respond in unison "**MARAUDERS**" (NOTE: Flights should develop their own original flight cheer as soon as possible. These cheers should be uplifting, contain no vulgarity or sexually explicit material. All flight cheers must meet the approval of the SASI and ASI.

2.2.2.3. After the AFJROTC Cadet Creed and flight cheer, the c/Flt/CC will dismiss the Flight, **“FLIGHT, DISMISSED!”**

NOTE: If the c/Flt/CC is absent or at the discretion of the flight commander, the c/Flt/Sgt will perform the dismissal procedures.

2.2.2.3.1. Cadets will retrieve their cellphones from their assigned cellphone pocket in an orderly manner.

2.2.2.3.2. Cadets will remain in the AFJROTC classroom until the dismissal bell.

2.3. Reporting In/Out of SASI/ASI Office.

2.3.1. Knock once, loud enough to be heard

2.3.2. Wait until you are given permission to enter

2.3.3. As you enter, execute the proper marching and facing movements to approach the SASI’s or ASI’s desk.

2.3.4. Stand at the position of Attention and Salute (You will not salute the ASI)

2.3.5. Statement based on why you are reporting in

2.3.5.1. If you were ordered to report:

“Sir/Ma’am, Cadet (Rank) (Last Name) reports as ordered”

2.3.5.2. If you were NOT order to report (use the applicable comment):

“Sir/Ma’am, Cadet (Rank) (Last Name) reports”

2.3.6. Reporting Out:

2.3.6.1. Stand at the position of Attention facing the instructor.

2.3.6.2. Salute, hold salute and ask the SASI, **“Will that be all Sir/Ma’am?”** (You will not salute the ASI)

2.3.6.3. The SASI will salute (N/A for ASI) and state; **“That will be all”** or **“You are dismissed.”**

2.3.6.4. Drop your salute, execute the proper facing movements and move toward the door and exit.

SECTION B - GRADING SCALE

2.4. **Grading Scale.** Aerospace Science Instructors will use a weighted grading system and assign a letter grade using the school’s published grading scale.

2.4.1 Grades will be published in Realtime for MOHS cadets, which may be reviewed at any time. Grades for RHS cadets will be sent to the RHS guidance office on a quarterly basis. If parents cannot access Realtime, the instructors will provide updates at the middle of each marking period.

2.4.2 Parents or guardians will be notified by email or phone of any grade and/or behavior concerns.

2.4.3 The course includes evaluation in Academics, Uniform Wear, Military Bearing & Discipline (MB&D), Health & Wellness (physical fitness), as well as Program Participation. Uniform wear is a major portion of a student’s grade.

Chapter 3

CUSTOMS AND COURTESIES

3.1. **Salute.** The salute is a traditional greeting between military personnel. The salute is deeply rooted in military history from when warriors raised their right arms to show that no weapon was present, to when knights raised their visors with their right hand as a sign of greeting, and to when early American soldiers removed their “3-corner” hats to greet others and show them respect. Saluting is a way of saying “Hello” while showing respect to officers senior in rank. Sometimes the hand salute is rendered to honor the colors, a mark of respect for our country. The way cadets execute a salute is important. A smart salute indicates pride in self and corps. A sloppy, lackadaisical salute indicates lack of confidence and pride. Cadets should develop the habit of carrying books or other objects with the left hand or on the left shoulder to free the right hand for saluting.

3.1.1. When wearing the uniform anywhere outside, cadets should salute:

3.1.1.1. The President

3.1.1.2. All commissioned and warrant officers of United States military services and Friendly Foreign Nations when in uniform.

3.1.1.3. AFJROTC SASI when in uniform

3.1.1.4. Cadet officers senior in grade when in uniform.

3.1.2 Cadets will not render hand salutes indoors EXCEPT when formally reporting to SASI/ASI either in or out of uniform.

3.1.3. Do not salute while running. Come to a walk, salute the senior ranking officer, and continue running, if necessary.

3.1.4. Begin the salute in time to allow the senior cadet/military officer to return it. If you are carrying articles in both hands you do not need to salute, although you will be saluted if recognized as an officer. The person being saluted should verbally acknowledge the salute.

3.1.5. Anytime you are in uniform and observe the American flag moving up or down the flagstaff, you will halt, come to attention and salute until the flag stops moving.

3.1.6. National Anthem customs & courtesies.

3.1.6.1. When in uniform and outside, come to attention, face the music and salute. If the flag is being raised or lowered at the same time, face the flag and salute. Hold the salute until the flag has stopped moving and the music stops playing.

3.1.6.2. When in civilian clothing outdoors, take the same action as when in uniform, but use the following manner of saluting. Men remove the headdress with the right hand and hold it at the left shoulder with the right hand over the heart. Men without hats and women salute by standing at attention and placing the right hand over their heart.

3.1.6.3. When in uniform and indoors, face the flag (if present) and assume the position of attention. If no flag is present, assume the position of attention facing the music. Do not salute unless under arms.

3.1.6.4. When in civilian clothing indoors, render the civilian salute by standing at attention and placing the right hand over the heart.

3.1.7. Pledge of Allegiance to the United States of America Flag.

3.1.7.1. When you are in uniform and indoors, stand at attention facing the flag and recite the pledge. Do not render the hand salute nor place your right hand over the heart.

3.1.7.2. When you are in civilian attire, remove hats, stand at attention with the right hand over the heart, face the flag and recite the pledge.

3.2. **Cadet Etiquette.** Proper etiquette is “the customary rules of conduct or behavior in polite society”. Our civilized society operates smoother and is more pleasant to live, go to school and work in when all members practice proper etiquette and good manners. The axiom, “Treat Others as You Want to Be Treated”, is a good one to live by and is the desired behavior of all cadets. Cadets should:

3.2.1. Say “Please” and “Thank You”.

3.2.2. Use “Mr., Ms., or Mrs.” and last name when addressing civilian and “Military Grade” and last name when addressing military personnel. Use “Yes Sir/Ma’am” or “No Sir/Ma’am” when addressing AFJROTC instructors, military service members, school officials, teachers, visitors and senior officer cadets at all times.

3.2.3. During any casual conversation with an instructor, cadets will stand at parade rest.

3.3. **Position of Honor.** This military courtesy began centuries ago, when warriors fought with swords. Since units were proud of their fighting ability, the right side (sword bearing side) or right of the battle line became the position of honor, assumed by great warriors and leaders.

3.3.1. While in uniform, a cadet should walk or sit on the LEFT side of an AFJROTC instructor, military service member, or senior cadet officer who assumes the position of honor on the RIGHT.

3.3.2. The position of honor also applies to displaying the US flag. That is, the US flag is positioned at the highest point or on the far right when displayed with other flags on poles of equal height.

3.4. **Calling rooms to Attention.** Calling a room to attention is a way to show respect for military and cadet officers and high ranking/distinguished visitors.

3.4.1. When any officer enters a room, the room is called to attention. The exception is when a person of an equivalent rank or higher is already in the room, then the room will not be called to attention.

3.4.2. In our learning environment, this courtesy of calling the room to attention will also be extended to the district superintendent, principal, vice principals, AFJROTC instructors, and guest speakers.

3.4.3. The first person in the room to notice the high ranking/distinguished visitor entering will call the room to attention and everyone inside will rise to attention and remain in the position until the person entering says “At Ease,” “As You Were,” or “Carry On,” etc.

3.5. **Reporting for an award/decoration.**

3.5.1. Respond with “**Proceeding, Sir/Ma’am**”

3.5.2. Shake the presenter’s right hand while at the same time grasping the award with your left. After receiving the award, salute and depart back to your seat. **REMEMBER:** Shake, take, salute!

Chapter 4 PERSONNEL

SECTION A — CADET GRADES (RANK)

4.1. **Cadet Grade (Rank).** All references to cadet grade will have the word “Cadet” as part of the grade, e.g. Cadet Captain Tyler Barton. Standardized AFJROTC insignia (See Attachment A-1) are worn on the cadet uniform and represent cadet grade. Cadets must also know and recognize active duty Air Force insignia. Cadets should also be familiar with our Army, Navy, Marines, and Coast Guard military service grades. There are two grades a cadet may hold; permanent grade and temporary grade.

4.1.1. **Permanent Grade.** This grade is commensurate with the cadet’s performance and fulfillment of eligibility criteria as spelled out in Section D. Retention of the permanent grade is contingent upon satisfactory performance and behavior.

4.1.2. **Temporary Grade.** Cadet special orders will award a cadet a temporary grade based on their cadet job and performance. Since the grade is temporary, it will not necessarily be carried over from year to year; performance determines achievement and retention. Officer grades are difficult to achieve and will normally be awarded to seniors and some junior cadets only. The SASI determines if officer grades will be awarded and retained by closely scrutinizing a cadet officer’s entire academic record and conduct. A cadet will wear the insignia of the cadet temporary grade. Cadets will not hold a temporary grade higher than the maximum grade authorized for their job as listed in the Unit Manning Document (UMD).

SECTION B — CADET OFFICER AND NCO AUTHORITY AND LIMITATIONS

4.2. **Authority.** Cadet officers and noncommissioned officers are authorized to take charge of and direct subordinate cadets in the performance of AFJROTC Leadership Training. They will judiciously enforce military discipline at all times and will NEVER demean, belittle, harass or use obscene language or physical force. In addition, physical punishment will **NOT** be used by any member of AFJROTC at any time. Proven abuse of cadet officer or NCO authority will result in disciplinary action of the individual concerned.

4.2.1. **Limitations.** Cadets will not attempt to use AFJROTC rank or position in order to obtain personal gain or favor. They will never ask a teacher or administrator for special consideration because of their cadet status. Cadet rank is an AFJROTC Leadership training tool; therefore, cadet rank exists only in authorized AFJROTC activities.

4.2.2. Hazing is defined as “the practice of directing someone of lesser rank to perform a humiliating action, which entails the surrender of dignity and self-respect, or a hazardous action which exposes one to physical injury or bodily harm.” **ANY TYPE OF PHYSICAL OR MENTAL ABUSE AND PUNISHMENT IS STRICTLY PROHIBITED.** The SASI will deal harshly with any cadet who uses their leadership position, seniority, or rank/grade to engage in any behavior, physical or verbal, that is demeaning, retaliatory, or dangerous for personal gain. This prohibition includes directing a cadet to perform any activities that can be interpreted as threatening, demeaning, or containing prejudicial or sexual comments or overtones.

4.2.3. **Unauthorized Clubs.** NJ-20172 will not encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

SECTION C — CADET EVALUATION BOARD

4.3. Cadet Evaluation Board.

4.3.1. The SASI may convene a Cadet Evaluation Board, chaired by the Squadron Commander, to recommend:

- 4.3.1.1. Cadets for promotion or demotion.
- 4.3.1.2. Cadets for senior staff positions.
- 4.3.1.3. Cadets for annual and quarterly awards.
- 4.3.1.4. Cadet promotions and demotion policies.
- 4.3.1.5. Cadet evaluation policies and procedures.
- 4.3.1.6. Cadet corps operations policies and procedures.
- 4.3.1.7. Cadet handbook revisions.

4.3.2. Cadet Evaluation Board consists of:

- 4.3.2.1. Squadron Commander
- 4.3.2.2. Director of Operations
- 4.3.2.3. Director of Personnel
- 4.3.2.4. Superintendent
- 4.3.2.5. Executive Officer
- 4.3.2.6. Upper staff members may be used to replace board members, who are absent.

SECTION D — CADET JOB ASSIGNMENTS AND CADET PROMOTIONS

4.4. Job Assignment Policies

4.4.1. Cadets, who are senior cadets and/or fourth year cadets, receive priority for assignment to executive leadership, commander, and officer positions. If there is a lack of qualified seniors, then junior cadets and Summer Leadership School graduates will be assigned to officer jobs.

4.4.2. Cadets initially assigned to cadet jobs will normally be awarded a grade below the maximum authorized for the job in the cadet UMD. To be eligible for promotion to the position's highest authorized grade, the cadet must perform satisfactorily in that position.

4.4.3. The SASI and ASI will select the Cadet Squadron Commander with a recommendation from the sitting Cadet Squadron Commander. Cadet Squadron Commander will provide executive leadership team recommendations to the SASI and ASI for approval. The SASI and ASI may also seek out recommendations from the principal, his/her vice principals and teachers, and counselors.

4.4.4. Developing leadership potential is a fundamental part of JROTC. Normal position rotation may happen during the semester as well as after each semester. These personnel movements, to either a higher, lateral, or even lower position are not considered a demotion but are a chance to develop other cadets.

4.5. The Promotion System

4.5.1. Objectives. The cadet promotion system promotes cadets on a quarterly basis to permanent grade and temporary grade promotions. Permanent grade promotions are commensurate with their overall performance and fulfillment of eligibility criteria as spelled out in paragraph 4.5.3 and Table 4.1. Temporary grade promotions will be awarded by cadet special orders based on their cadet job and performance. The cadet job assignment system places cadets in leadership positions where they can demonstrate and refine their leadership skills. Promotion cycles occur upon the release of marking period grades.

4.5.2. Responsibilities. The SASI and ASI will promote cadets, assign cadets to jobs, demote cadets, and reassign cadets from the AFJROTC NJ-20172 unit manning document (UMD) positions on cadet orders. The incoming and outgoing Squadron Commanders will submit staff position recommendations to the SASI and ASI, who will approve all key staff and commander assignments.

4.5.3. Promotion Selection Eligibility Criteria is based on an assessment of a cadet's performance and fulfillment of eligibility criteria as spelled out in Table 4.1. Cadets are evaluated for promotion by a Cadet Promotion Board based on each Cadet's Promotion Report (Figure 4.1). Cadets must maintain a "C" average in AFJROTC and no failing grades in their other courses to be eligible for temporary promotion positions. Cadets with a failing grade for the semester makes a cadet ineligible for promotion. Cadets failing AFJROTC

will not be permitted to continue in the program. Only for extenuating circumstances may a cadet request continuance in the program at the discretion of the SASI.

4.5.5. Cadet Promotion Board consists of the Squadron Commander, Director of Operations, Cadet Superintendent, Director of Personnel, and Flight Commanders. The Executive Officer will arrange all Promotion Board Meetings and inform the Board Members. The promotion board will review each cadet's Cadet Promotion Report (Figure 4.1) to determine the board's promotion recommendation. The SASI/ASI has the final approval/disapproval of the board's recommendations. The promotion board report, regardless of outcome, will be placed in the cadet's file.

4.5.6. Cadets transferring from another JROTC program may temporarily assume the permanent and temporary grades, they had earned in their last unit. The students should request their cadet records from the losing unit. Upon receipt of their cadet records, the SASI/ASI will evaluate the cadet's record and permanently award on orders the appropriate grade and position. For cadets transferring from Mount Olive High School, the SASI will generate a record file of classes completed, permanent grade, positions held and awards received.

Table 4.1. PERMANENT GRADE PROMOTION ELIGIBILITY CRITERIA

Enlisted	Eligibility Criteria	Min Time in Corps
Cadet Airman Basic c/AB (AMN)	All new Cadets	
Cadet Airman c/Amn (AMN)	Minimum 75 in JROTC & 95 in MB&D Minimum 70 on Uniform Grade with no missed inspections 1 community service credits in previous rank	5 weeks
Cadet Airman First Class c/A1C (AMN)	Minimum 75 in JROTC & 95 MB&D Minimum 80 on Uniform Grade with no missed inspections 3 community service credits in previous rank	1 Full Quarter
Cadet Senior Airman c/SrA (AMN)	Served 1 Full Quarter in previous rank Minimum 75 in JROTC & 95 in MB&D Minimum 80 on Uniform Grade with no missed inspections 3 community service credits in previous rank	2 Full Quarters
Cadet Staff Sergeant c/SSgt (NCO)	Served 1 Full Quarter in previous rank Minimum 85 in JROTC & 100 in MB&D Minimum 85 on Uniform Grade with no missed inspections 4 community service credits in previous rank	3 Full Quarters
Cadet Technical Sergeant c/TSgt (NCO)	Served 1 Full Quarter in previous rank Minimum 85 in JROTC & 100 in MB&D Minimum 85 on Uniform Grade with no missed inspections 4 community service credits in previous rank	4 Full Quarters
Notes:	Participation on a school athletic team, marching band or musical during a promotion cycle = 3 service credits Member of LDR team = 3 service credits Color Guard detail = 1 service credit Community Service = 1 service credit per hour	

Enlisted	Eligibility Criteria	Min Time in Corps
Cadet Master Sergeant c/MSgt (SNCO)	Served 1 Full Quarter in previous rank Minimum 90 in JROTC & 100 in MB&D Minimum 90 on Uniform Grade with no missed inspections 5 community service credits in previous rank	5 Full Quarters
Cadet Senior Master Sergeant c/SMSGt (SNCO)(SNCO)	Served 1 Full Quarter in previous rank Minimum 90 in JROTC & 100 in MB&D Minimum 90 on Uniform Grade with no missed inspections 5 community service credits in previous rank	6 Full Quarters
Cadet Chief Master Sergeant c/CMSGt (SNCO)(SNCO)	Served 1 Full Quarter in previous rank Minimum 90 in JROTC & 100 in MB&D Minimum 90 on Uniform Grade with no missed inspections 5 community service credits in previous rank	7 Full Quarters
Officer	Eligibility Criteria	Min Time in Corps
Cadet Second Lieutenant c/2d Lt (CGO)	Successfully Completed CLC or awarded Officer promotion Minimum 90 in JROTC & 100 in MB&D Minimum 90 on Uniform Grade with no missed inspections 5 community service credits in previous rank	8 Full Quarters
Cadet First Lieutenant c/1st Lt (CGO)	Served 2 Full Quarters in previous rank Minimum 90 in JROTC & 100 in MB&D Minimum 90 on Uniform Grade with no missed inspections 5 community service credits in previous rank	10 Full Quarters
Cadet Captain c/Capt (CGO))	Served 2 Full Quarters in previous rank Minimum 90 in JROTC & 100 in MB&D Minimum 90 on Uniform Grade with no missed inspections 5 community service credits in previous rank	12 Full Quarters
Cadet Major c/Maj (FGO)	Served 2 Full Quarters in previous rank Minimum 95 in JROTC & 100 in MB&D Minimum 95 on Uniform Grade with no missed inspections 5 community service credits in previous rank	14 Full Quarters
Cadet Lieutenant Colonel c/Lt Col (FGO)	As Promoted by SASI/ASI	4th year Cadet
Cadet Colonel c/Col (FGO)	As Promoted by SASI/ASI	4th Year Cadet
Notes:	Participation on a school athletic team, marching band or musical during a promotion cycle = 3 service credits Member of LDR team = 3 service credits Color Guard detail = 1 service credit Community Service = 1 service credit per hour	

Figure 4.1 CADET PROMOTION REPORT

Name _____ Flight _____ School year _____

Beginning Rank/Date 1st QTR _____ 2nd QTR _____ 3rd QTR _____ 4th QTR _____

CRITERIA: In order to be promoted each quarter a cadet must meet the criteria in evaluation areas.

EVALUATION AREAS	1 st QTR	2 nd QTR	3 rd QTR	4 th QTR
1. AFJROTC GRADE (AMN=75, NCO=85, SNCO/CGO=90, FGO=95)	Passed _____ <input type="checkbox"/>	Passed _____ <input type="checkbox"/>	Passed _____ <input type="checkbox"/>	Passed _____ <input type="checkbox"/>
2. MB&D GRADE (AMN=95, NCO=100, SNCO/CGO=100, FGO=100)	Passed _____ <input type="checkbox"/>	Passed _____ <input type="checkbox"/>	Passed _____ <input type="checkbox"/>	Passed _____ <input type="checkbox"/>
3. UNIFORM GRADE (AMN=70, A1C/SRA=80, NCO=85, SNCO/CGO=90, FGO=95)	Passed _____ <input type="checkbox"/>	Passed _____ <input type="checkbox"/>	Passed _____ <input type="checkbox"/>	Passed _____ <input type="checkbox"/>
4. COMMUNITY SERVICE (AMN=1, A1C/SRA=3, NCO=4, SNCO/CGO/FGO=5)	Passed _____ <input type="checkbox"/>	Passed _____ <input type="checkbox"/>	Passed _____ <input type="checkbox"/>	Passed _____ <input type="checkbox"/>

Flight Commander Initials	APP/DISAPP _____	APP/DISAPP _____	APP/DISAPP _____	APP/DISAPP _____
Superintendent Initials	APP/DISAPP _____	APP/DISAPP _____	APP/DISAPP _____	APP/DISAPP _____
Commander Initials	APP/DISAPP _____	APP/DISAPP _____	APP/DISAPP _____	APP/DISAPP _____
SASI/ASI Initials	APP/DISAPP _____	APP/DISAPP _____	APP/DISAPP _____	APP/DISAPP _____
Permanent Rank Promoted to	_____	_____	_____	_____
Promotion Order Number	_____	_____	_____	_____
Date Posted in WINGS	_____	_____	_____	_____

SECTION E — AWARDS AND RECOGNITION

4.6. **Awards and Recognition Programs.** These programs acknowledge individual and group superior performance. Attachments A-16 to A-17 identifies the awards and recognition cadets can compete for and earn.

4.6.1. Cadet of the Quarter Award. This quarterly award program promotes personal excellence and teamwork within each of the AFJROTC course. The SASI and ASI will designate the outstanding cadets in each active course. The award is based on overall conduct, academics, uniform wear and personal appearance, and participation in fundraising, community service, co-curricular and extracurricular activities; also known as the “whole person” concept.

4.6.2 Outstanding Flight Award. Recognizes the flight that works as a team to excel in AFJROTC ideals, academics, uniform wear and personal appearance, and drill competition. The “whole person” concept will be averaged for all flight members. The SASI and ASI will select the outstanding flight at the end of each semester. Note: Each flight member who is in good standing will receive the outstanding flight ribbon and will be authorized to wear the red/white Outstanding Flight cord throughout the following semester.

4.6.3. Certificates of Completion and Training. The Aerospace Science Program is a voluntary four-year elective course. Upon completion of two or more years of the program there are several benefits to any cadet who may be interested in military service or college ROTC. The SASI certifies to the armed services that the cadet has earned and deserves training credit.

4.6.3.1. Certificate of Completion (AFJROTC Form 310). Presented to a cadet in good standing who has successfully completed at least three years of AFJROTC. A cadet must present this certificate when enrolling in college ROTC or when enlisting in the armed services to receive the following training credit:

4.6.3.1.1. The Professor of Aerospace Studies (PAS) may excuse cadets from one year of the General Military Course (GMC) in the college AFROTC program. Contact any college ROTC program (Air Force, Army and/or Navy) to inquire about their program’s possible enrollment waivers.

4.6.3.1.2. Enlistment pay grade E-3 in the Army, Navy, or Air Force and E-2 in the Marine Corps (Active Duty or Reserves) after completion of basic training. Provides immediate substantial monetary benefit and accelerated promotion ahead of other enlistees who enter active duty at the same time.

4.6.3.2. Certificate of Training (AF Form 1256). Presented to a cadet in good standing who successfully completes two years of AFJROTC. The cadet must have the certificate in their possession to receive the following training credit:

4.6.3.2.1. The PAS may excuse cadets from one semester of the GMC in the college AFROTC program. Contact any college ROTC program to inquire about their program’s possible enrollment waivers.

4.6.3.2.2. Enlistment pay grade of E-2 in the Army, Navy, Air Force or the Marine Corps (Active Duty or Reserves) after completion of basic training. Again, this provides immediate monetary benefit and accelerated promotion ahead of other enlistees who enter active duty at the same time.

4.6.4. AFROTC Scholarships. There are different types and durations of scholarships. High school seniors can receive either a 3- or 4-year scholarship. All scholarships include full or partial tuition, authorized fees, annual textbook allowance, and a monthly tax-free allowance during the academic year.

4.6.4.1. Type 1 pays full college tuition and authorized fees at any public or private institution with an AFROTC detachment. Approximately five percent of four-year scholarships are Type 1—mostly in technical fields as deemed needed by the Air Force. **(THIS IS THE ONLY SCHOLARSHIP BEING OFFERED IN 2022.)**

4.6.4.2. Type 2 pays up to \$18,000 per year in college tuition and authorized fees at any public or private institution with an AFROTC detachment. Approximately 15 percent of four-year scholarship winners will be offered a Type 2 scholarship (again, mostly in technical fields). If a student attends an institution where the tuition exceeds \$18,000 per year, then he/she pays the difference.

4.6.4.3. Type 7 pays full college tuition and authorized fees (capped at the in-state tuition rate) at a public, in-state institution with an Air Force ROTC detachment. If a student receives a Type 7 offer but wishes to attend a college/university where they do not qualify under the guidelines, the student can convert the four-year Type 7 scholarship to a three-year Type 2 scholarship. You cannot activate a Type 7 scholarship at a non-qualifying school and pay the difference. **(THIS SCHOLARSHIP IS NOT BEING OFFERED IN 2022.)**

4.6.4.4. The SASI may encourage qualified individuals to apply for ROTC scholarships. Students must meet the “whole person” concept to be competitive for these scholarships. In addition to strong academics, students must demonstrate excellent leadership ability, be active in their community service, and be physically fit.

4.6.5. AFJROTC Varsity Letter. The AFJROTC Varsity Letter recognizes cadets who have substantially contributed to the organization, demonstrated leadership, academic aptitude and a desire to serve their community.

4.6.5.1 For a cadet to earn a recommendation for a varsity letter, they must meet the following requirements:

4.6.5.1.1 Cadets must have satisfactorily completed 2 full years of AFJROTC and be enrolled in the Academic Year they are recommended for the letter.

4.6.5.1.2 Earn an overall "B" Average in AFJROTC with no F's in any other course for the semester preceding the award of the letter.

4.6.5.1.3 Successfully served in a unit leadership position (Flt/CC or Flt/Sgt & above) for at least one whole semester.

4.6.5.1.4 Earn at least 40 points per the Varsity Letter Points Schedule (Table 4.2).

4.6.5.1.5 Recommended for award by the Cadet Squadron Commander.

4.6.5.1.6 Approved by the SASI. The award of the AFJROTC Varsity Letter represents Mount Olive High School and Air Force JROTC. The highest standards must be maintained. A cadet could meet the basic requirements, but not meet the "whole person concept". Cadets not meeting the "Whole Person Concept", which involves overall attitude, moral character, self-discipline, respect for law and authority, personal behavior, military-bearing, honor and integrity, will not be recommended for the Varsity Letter Award.

Table 4.2. AFJROTC VARSITY LETTER POINTS SCHEDULE

ACTION	POINTS
ACTIVE MEMBER OF LDR (attended at least 75% of meetings/practices)	1 POINT (Each LDR per Year)
COMPETE AT MEET (Drill, Rocketry, Color Guard, Raider)	1 POINT
PLACE IN MEET (Drill, Rocketry, Color Guard, Raider) (1 st , 2 nd , 3 rd Place Trophy)	(1st) 3 PTS (2nd) 2 PTS (3rd) 1 PT
COLOR GUARD PERFORMANCES	1 POINT
COMPLETE FULL YEAR AS PRIMARY STAFF MEMBER (c/CC; c/DO; c/CCS; c/DP; c/DL; c/DS; c/DC; c/DHW; c/DPA)	3 POINTS
COMPLETE FULL YEAR AS LDR COMMANDER (Drill, Rocketry, Color Guard, Raider)	3 POINTS
COMPLETE FULL YEAR AS COMMITTEE LEAD (Successfully lead committee)	2 POINTS
COMPLETE 20 AFJROTC COMMUNITY SERVICE HOURS	4 POINTS
COMPETE IN JLAB	1 POINT (for each round of competition)
MARCH IN VETERANS DAY PARADE AND/OR PARTICIPATE IN A VETERANS MEMORIAL CEREMONY	1 POINT (for each event)
SCORE 80 OR HIGHER ON THE AIR FORCE FITNESS TEST	1 POINT
MEMBER OF ANY NATIONAL HONOR SOCIETY (One time award, regardless the number of inductions)	2 POINTS
ACTIVE MEMBER OF KITTY HAWK AIR SOCIETY FOR ENTIRE SCHOOL YEAR	2 POINTS
AN "A" AVERAGE IN AFJROTC FOR SEMESTER	1 POINT
FINISH IN THE TOP 10% OF THEIR ACADEMIC CLASS STANDING FOR THE YEAR	2 POINTS
PERFECT ATTENDANCE FOR THE ENTIRE SCHOOL YEAR; NO UNEXCUSED ABSENCES (OR TARDIES)	2 POINTS
SELECTED AS OUTSTANDING CADET	5 POINTS
AWARDED ANY NATIONAL AFJROTC AWARDS	5 POINTS EACH
ATTEND CADET LEADERSHIP COURSE	3 POINTS

Chapter 5

UNIFORMS, EQUIPMENT, BOOKS AND PERSONAL APPEARANCE

SECTION A - ACCOUNTABILITY, CADET RESPONSIBILITIES AND GENERAL POLICIES

5.1. Cadet Uniforms. The AFJROTC cadet uniform is, with certain exceptions, the same one that is worn by active duty Air Force members. Proper wear and maintenance of the uniform by cadets is closely scrutinized. Wear it proudly and correctly! Cadets must keep the uniform clean, neat and in good condition at all times, with badges, ribbons, insignia, and other metallic devices properly maintained. The AFJROTC instructors will designate one day a week as a required uniform wear day. Only the SASI or ASI may grant exceptions to this policy. Airman Battle Uniforms (ABUs) are authorized for returning cadets on two designated uniform days a month. All cadets will wear the uniform the entire school day, from when the first bell rings until the final bell rings dismissing students. Students involved in Gym, Art, or any other class that have activities that could get the uniform dirty may request a one period exemption to the uniform wear policy from the SASI/ASI or wear the uniform as required.

5.2. Receipt for Uniform(s), Books and Other Equipment. When a cadet is issued a uniform, they will sign a Uniform Receipt Form. Cadets will also sign for books and course materials that are issued to them on a textbook issue form or other receipt form showing quantity and control number. Each item then becomes the temporary property of the cadet, who is responsible for its care. If an item is lost or willfully or negligently destroyed beyond normal wear and tear, the cadet must pay for it at current replacement cost. The ASI will publish a price listing for all accountable items. The ASI must authorize any item substitution.

5.3. Uniform Issue and Maintenance. Cadets will be issued one complete, clean uniform with all accessories, insignia, and one blue and one silver Air Force nametag. The nametags are a one-time issue item that must last the entire time a student is in AFJROTC. If lost or damaged, the student must pay for a replacement. Cadets are required to keep uniforms clean. Payment must be made to AFJROTC for any uniform item lost or damaged, according to replacement prices charged by the Air Force Clothing Sales Store. This includes coats, shirts, or blouses with stains, including “ring-around-the-collar” which cannot be removed.

5.4. Turn-in of Uniform and Other Issued Items. Cadets will return all accountable items issued [except for name tags, t-shirts, shoes, socks, blue belt, silver belt buckle, and the PT (exercise) uniforms] or pay for them at the end of the school year, before transferring to another school, upon disenrollment or dropping out from the class. Service dress coat, pants/slacks, skirts, pants, neckties, tie tabs, flight caps, and lightweight jackets including the removable liner are DRY CLEAN ONLY. Books must be returned in the same condition that they were issued, minus normal wear and tear. **GRADES AND CERTIFICATES OF COMPLETION OR TRAINING WILL NOT BE RELEASED UNTIL ALL AFJROTC UNIFORMS, COURSE MATERIALS, AND EQUIPMENT ARE RETURNED AND ALL OTHER MISCELLANEOUS DEBTS ARE PAID IN FULL. MATERIALS ARE U.S. GOVERNMENT PROPERTY.**

5.5. Recommendations for taking care of Uniforms/Other Issued Items. To prevent paying for lost/damaged uniforms, books, and equipment, we encourage cadets to:

5.5.1. Follow all care and cleaning instructions for uniforms and do not alter any uniform item without permission from the SASI/ASI. Please follow these instructions when cleaning uniform items:

5.5.1.1. **DRY CLEAN ONLY:** (All dark blue items) Service dress coat, pants/slacks, skirts, ties, tie tabs, flight caps and light weight jacket including the removable liner. The material will be damaged if you machine wash these items. You will be charged for uniforms damaged because of improper cleaning.

5.5.1.2. **MACHINE WASH:** Shirts, blouses, and socks (but not together, wash light colors together and dark colors together).

5.5.2. Secure all uniform items at all times. Do not leave uniform items unattended.

5.5.3. Do not lend items to other cadets or anyone else.

5.5.4. Do not allow others to turn in accountable items for them.

5.5.5. When indoors, neatly tuck the flight cap under the belt on the left side or place in your backpack.

5.5.6. Use a piece of masking tape to place your name inside the hat, service dress coat and lightweight jacket.

5.5.7. Turn in any lost-and-found uniform items to an AFJROTC instructor.

5.5.8. Return all uniform items that become worn, don't fit, or otherwise unserviceable. If unserviceable due to normal wear and tear, items will be replaced at no cost. If a uniform item does not fit properly, return the cleaned item promptly for a replacement.

5.6. Uniform Wear Standards. Cadets will wear the uniform as prescribed in Air Force Instruction 36-2903 and AFJROTC Instruction 36-2010. Refer to appropriate Attachment in this handbook for proper uniform wear and combination standards. If authorized and prescribed by the SASI, a utility uniform may be worn while participating in designated cadet activities. When participating in orientation flights or field trips, the SASI will prescribe the uniform to be worn.

5.7. Weekly Uniform Wear Day Criteria. Cadets will wear the designated uniform as prescribed in advance by the SASI/ASI on uniform day. Cadets will be inspected on uniform wear and personal appearance. Each cadet will ensure that the uniform is ready for inspection on the designated uniform day or for other mandatory uniform formations. PLANNING AHEAD is the key. Assemble the uniform, iron shirts, and polish shoes the night before. The SASI/ASI will prescribe when those items may be worn, and how they will be worn and maintained. Failure to wear the uniform three (3) times will make the cadet ineligible for all extra-curricular activities and may result in disenrollment from the program.

5.8. Uniform Wear Make-Up Policies. "The uniform is in the cleaners, it's too small, I forgot, or I am missing uniform items, etc." are not acceptable excuses for not wearing the uniform. Cadets not wearing the uniform when prescribed may make-up the missed uniform day during that week of school using the following criteria: first day late – 10% deduction, two days late – 20% deduction, three days late – 30% deduction, etc. Failure to make up the missed uniform day during that week of school will result in a zero unless excused by the SASI/ASI. Cadets will wear the uniform for the entire school day to receive uniform credit. Changing out of the uniform before the end of the school day will result in a reduced grade for that uniform inspection grade and the military bearing and discipline grade. Wearing the uniform is an assessment and failure to wear it as directed seriously jeopardizes the course grade.

5.9. Uniform and Civilian Clothing. Cadets will not mix uniform and civilian clothing without the express permission of the SASI/ASI. If due to medical conditions a cadet is unable to wear the uniform or any uniform item, they must present medical documentation to receive a SASI/ASI waiver.

5.10. Name Tags. Cadets will wear the standard Air Force laminated ultramarine blue name tag, with white, block style letters engraved on plastic, secured with clutch-type fasteners on the short sleeve shirt. Name Tag size is 3 3/16 x 5/8 inches with 1/4-inch lettering. Males wear it over the right breast pocket, centered and grounded on the top seam of the pocket. Females place it on the right side of the blouse, even with to 1 1/2 inches above or below the first exposed button and even with the bottom row of ribbons and parallel to the ground. The AF brushed satin silver name tag with blue block style letters is only worn on the service coat. Males and females wear the silver name tag centered on the wearer's right hand side between the sleeve seam and lapel and the bottom of name tag will be parallel with top of welt pocket/bottom of ribbons. These nametags will only be provided once, so they must be maintained properly. Wipe name tags with a soft cloth to remove fingerprints, dust, etc. DO NOT use cleaning or polishing liquids. Cadets will purchase, at their own expense, new name tags to replace damaged or lost name tags. Name tags are to be worn at all times while in uniform. The blue nametags must be worn on the shirt even when wearing the service coat.

5.11. Prohibited Activities While Wearing the Uniform. Cadets will not hitch hike, perform manual labor, engage in sports activities, or do anything that would degrade the uniform. Absolutely, NO public displays of affection (holding hands, hugging, kissing, etc.) are permitted in uniform! Furthermore, questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC program, Mount Olive High School, and the Air Force. Conversely, proper conduct and pride reflects favorably upon the cadet wearing the uniform and enhances the Corps' image throughout the community. Thus, wear the uniform PROUDLY and constantly strive to present a neat, clean, and well-groomed appearance at all times.

SECTION B - MALE SERVICE UNIFORM REQUIREMENTS

5.12. **Coat, Service Blue.** With arms hanging naturally, sleeves will end $\frac{1}{4}$ to $\frac{1}{2}$ inch below the wrist. The bottom of the coat will extend 3 to 3 $\frac{1}{2}$ inches below the top of the thigh. All buttons must be buttoned. Flat items may be carried in the inside pockets. The coat may be removed in a classroom when it becomes uncomfortably warm or when a lab coat must be worn. It will NOT be unbuttoned when worn. When removed it will be hung up or carefully draped over the back of a chair. The coat must be put back on and **BUTTONED** before leaving the classroom. Refer to Attachment 5 for proper placement of uniform accoutrements.

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

5.14. **Cap, Blue Service ("Wheel Cap").** Men's Service cap is an optional item and may be purchased at the cadet's own expense. Third- and fourth-year cadets are authorized to wear this cap. It can be worn with the Service Dress or Standard uniforms with the proper insignia. Cadets will wear the highly polished/chrome Hap Arnold Wings or the large Cadet Officer insignia on the Service Cap.

5.15. **Flight Cap, Blue.** Worn slightly to the right with the vertical crease at center of the forehead in a straight line with the nose and approximately a two-finger spacing between the bridge of the nose and the bill of the cap. The crown will not be crushed. Cadet Officer ranks will be attached per Attachment 8. The flight cap will not have the silver officer braid. Cadet Enlisted ranks will not be worn on the flight cap.

5.16. **Lightweight Blue Jacket ("Windbreaker").** This jacket may be worn as an optional garment with the Blues uniform. When worn, it must be zipped at least halfway up. Both Officers and Enlisted will wear grade insignia on the right and left collar. Place insignia centered halfway up the lapel. Bottom of insignia is horizontal with the ground and 1" from the forward edge of the collar. Refer to Attachment 7 for proper placement of uniform accoutrements.

5.17. **Shirt, Light Blue, Short Sleeve with Epaulets.** With arm at a 90-degree angle, the bottom of the sleeve should barely touch or come within 1 inch of the forearm. This shirt may be worn with a tie or with open collar. If worn with an open collar, a plain white "V" neck or athletic style tank top must be worn so that the top of the T-shirt is not exposed. All buttons must be buttoned when wearing a tie. When not wearing a tie, all buttons except the top button are buttoned. The shirrtail is always pulled down into the trousers tightly and tucked at the sides to make it neatly for fitting. The only creases on the shirt are down the sleeves. Nothing will be carried in the shirt pockets. Refer to Attachment 3 for proper placement of uniform accoutrements.

5.18. **Socks.** Socks will be plain black without design. Plain white socks may be worn under the black socks as long as the white socks are not visible.

5.19. **Tie, Blue.** Either a Windsor or four-in-hand (Double-Windsor) knot secures the tie. The tip of the tie must cover a portion of the belt buckle, but cannot extend below the bottom of the belt buckle. It is worn outside the shirt and is not tucked in. AF approved tie tacks or tie bars may be purchased at the Cadet's own expense. If worn, the tie tack or clasp will be the "wing and star" design or Air Force symbol. The tie tack or clasp will be centered between the bottom edge of the knot and bottom tip of the tie. The tie is always worn with Service Dress Coat. Refer to Attachment 14 for Windsor and four-in-hand (Double-Windsor) knot tying diagrams.

5.20. **Trousers, Dark Blue.** Trim fitted with no bunching at the waist or bagging at the seat. The front bottom of the trousers will rest on the front of the shoes with a slight break in the creases. The back of the trouser leg will extend approximately $\frac{7}{8}$ inch longer than the front. The rear pocket of trousers will always be buttoned, and articles should not be bulky or visible. The zipper tab will be pressed down to permit the fly to be neatly closed.

5.21. **Shoes, Black male oxfords.** Shoes will be highly shined and laced to the top. Only the soles and heel edges may be coated with sole and heel dressing. Optional high-gloss black corfam shoes or patent leather are authorized for third- and fourth-year cadets, but at the cadet's own expense.

5.21.1. Shoe Shine Tips: You are required to keep your shoes shined to a high gloss at all times. This requires a great deal of time and dedication, but the resulting feeling of pride in your work bolstered by inspection merits will make it all worthwhile. There are several ways to spit shine your shoes.

5.21.2. WHAT YOU NEED: A can of Kiwi black shoe polish, a cup of warm water, a large supply of cotton balls or 100% cotton t-shirt, and old nylons.

5.21.3. WHAT TO DO: Dip a cotton ball into the water, then into the Kiwi polish. Apply the polish to the shoe on a small area using circular motion. Do this to the entire shoe but give the toe your best effort.

5.21.4. Repeat this process until you can see your reflection on the toe of the shoe, occasionally buffing with nylon to smooth the finish and check your progress.

NOTE: A great shoeshine shows dedication, personal resolve and hard work.

5.22. **Undergarments.** Conservative, commercial style undergarments **MUST** be worn with the uniform. A plain white V-neck or athletic style tank top is required with any uniform configuration. A white crew neck T-shirt is permitted when wearing a tie. Undershirts will not have pockets.

5.23. **Semi-Formal Uniform.** The semi-formal uniform is only worn for formal occasions such as the Military Ball. The semi-formal uniform consists of the service dress uniform (coat, pants and tie) worn with a plain white collared shirt. Shirts with buttoned down collars are not permitted.

SECTION C - MALE PERSONAL APPEARANCE

5.24. **Hair.** Hair will be clean, well-groomed, present a professional appearance, and allow proper wear of headgear. Will *not* contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, or moisturizer), or appear lopsided touch either eyebrow or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (*not* all inclusive) are burgundy, purple, orange, fluorescent or neon colors, and ombre (blending of one color to another with dyes, tints, bleaches and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear.

5.24.1. Hair will have a tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will *not* exceed 2 1/2 inches in bulk, regardless of length and 1/4 inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (*not* all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes and/or design. Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or 1/4 inch width. Men are *not* authorized hair extensions.

5.24.2. Sideburns, if worn, will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line.

5.25. **Mustaches.** Male cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme). No portion of the mustache will extend below the lip line of the upper lip. Additionally, the mustache will not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth.

5.26. **Beards.** Beards are not authorized unless for medical reasons, when advised by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons are governed by AFJROTCI 36-2001. When authorized for medical reasons, members will keep all facial hair trimmed not to exceed 1/4 inch in length. Individuals granted a shaving profile may shave or trim their facial hair to present a neat, clean, professional image.

5.27. **Jewelry.** Male cadets may not wear earrings while in uniform. One watch and one bracelet (not wider than ½ inch) may be worn; they must not detract from the military image or be a safety hazard. No more than three rings may be worn at any one time. Rings will be worn at the base of the finger, and may be worn on the thumb. Necklaces, if worn, will be concealed in the undershirt.

5.28. **Fingernails** will be neat, clean and, trimmed. Male cadets are not authorized to wear nail polish.

5.29. **Cosmetics.** Male Cadets are not authorized to wear cosmetics.

SECTION D - FEMALE SERVICE UNIFORM REQUIREMENTS

5.30. **Service Coat, Blue.** With arms hanging naturally, sleeves will end ¼ to ½ inch below the wrist. The bottom of the coat will extend 3 to 3 ½ inches below the top of the thigh. All buttons must be buttoned. Flat items may be carried in the inside pockets. The coat may be removed when it becomes uncomfortably warm or when a lab coat must be worn. It will NOT be unbuttoned when worn. When removed it will be hung up or carefully draped over the back of a chair. The coat will be put on and **BUTTONED** before leaving the classroom. Refer to Attachment 6 for proper placement of uniform accoutrements.

5.31. **Belt.** Dark blue with silver tip and matching buckle and worn by threading through the belt loop to the wearer's right. The silver tip extends beyond the buckle to the wearer's right with no blue fabric showing. The female cadet "gig" line is the straight line formed by the front edge of the shirt, the belt buckle and the trousers fly. Check frequently to ensure the "gig" line is straight.

5.32. **Cap, Blue Service** ("Bucket" or "Wheel" Cap). Female cadets are authorized to wear either the women's "Bucket" or men's "Wheel" Service cap. The Service Cap is an optional item and may be purchased at the cadet's own expense. Only cadet senior staff members are authorized wear of this cap. It may be worn with the Service Dress or Standard uniforms with the proper insignia. Cadets will wear the highly polished/chrome Hap Arnold Wings or the large Cadet Officer insignia on the Service Cap.

5.33. **Flight Cap, Blue.** Worn slightly to the right with the vertical crease at center of the forehead in a straight line with the nose and approximately a two-finger spacing between the bridge of the nose and the bill of the cap. The crown will not be crushed. Cadet Officer ranks will be attached per Attachment 9. The flight cap will not have the silver officer braid. Cadet Enlisted ranks will not be worn on the flight cap.

5.34. **Lightweight Blue Jacket** (Windbreaker). This jacket may be worn as an optional garment, when specified by the SASI/ASI. When worn, it must be zipped at least halfway up. Both Officers and Enlisted will wear grade insignia on the right and left collar. Place insignia centered halfway up the lapel. Bottom of insignia is horizontal with the ground and 1" from the forward edge of the collar. Refer to Attachment 7 for proper placement of uniform accoutrements.

5.35. **Blouse, Light Blue, Short Sleeve, and Pointed End Collar.** With arms bent at a 90-degree angle, the short-sleeved shirt should barely touch or come within 1 inch of the forearm. The blouse may be worn with a tie tab or open collar. The blouse is always worn tucked in. If worn with an open collar, and if a tee shirt is worn, a white V neck or athletic style tee shirt may be used so that the top of the tee shirt is not exposed.

5.36. **Socks.** Socks will be plain black without design. Plain white socks may be worn under the black socks as long as the white socks are not visible.

5.37. **Hosiery.** Commercial sheer, nylon hose in black, off black, dark blue, dark brown, or neutral which complements the uniform and/or the cadet's skin color may be worn. Patterned or white hosiery is not permitted. Hosiery is mandatory when wearing the skirt.

5.38. **Tie Tab.** An inverted-V tie tab is optional with the women's short-sleeved blue blouse. The tie tab will be blue polyester herringbone with self-fastening tails. The tie is always worn with Service Dress Coat.

5.39. **Slacks, Blue.** Slacks will fit naturally over the hips with no bunching at the waist or fullness in the seat. The bottom of the slacks will rest on the front of the shoes with a slight break in the crease. The back of the slacks will extend approximately 7/8 inch longer than the front. Slacks are tailored straight handing and any alterations

to modify the leg shape must be approved by the SASI/ASI. Articles carried in the pockets will not be visible or present a bulky appearance.

5.40. **Skirt, Blue.** The length of your skirt may not vary beyond the top and bottom of the kneecap while standing at attention. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. Hosiery is mandatory when wearing the skirt.

5.41. **Undergarments.** Conservative, commercial style undergarments **MUST** be worn with the uniform and not visible through the uniform. Wear of the white V-neck style or athletic tank top undershirt over undergarments when wearing opened collar service uniforms is authorized. A white crew neck T-shirt is authorized when wearing a tie tab. Undershirt will be tucked into slacks or skirt. Undershirts will not have pockets.

5.42. **Shoes.** Black oxford shoes will be issued and worn with uniform. Shoes will be highly shined and laced to the top. Optional high gloss black corfam or patent leather shoes are also authorized for third- and fourth-year cadets at their own expense. Optional scotch grained black leather or high gloss finish pumps are authorized for third- and fourth-year female cadets, but are purchased at the cadet's own expense. Pumps will have plain closed toe and rounded throat (the top opening), will not have any ornamentation such as bows, buckles, or straps, and a heel no higher than 3 inches.

5.42.1. **Shoe Shine Tips:** You are required to keep your shoes shined to a high gloss at all times. This requires a great deal of time and dedication, but the resulting feeling of pride in your work bolstered by inspection merits will make it all worthwhile. There are several ways to spit shine your shoes.

5.42.2. **WHAT YOU NEED:** A can of Kiwi black shoe polish, a cup of warm water, a large supply of cotton balls or 100% cotton t-shirt, and old nylons.

5.42.3. **WHAT TO DO:** Dip a cotton ball into the water, then into the Kiwi polish. Apply the polish to the shoe on a small area using circular motion. Do this to the entire shoe but give the toe your best effort.

5.42.4. Repeat this process until you can see your reflection on the toe of the shoe, occasionally buffing with nylon to smooth the finish and check your progress.

NOTE: A great shoeshine shows dedication, personal resolve and hard work.

5.43. **Purse.** Females may carry a small, purse. Purses will be solid, plain black, brown, gray, or dark blue leather or vinyl. It may be with or without plain fold-over flap, with or without single-placed silver or gold-colored clasp. Stitching will be black or white or the same color as purse. Purses may have up to two adjustable shoulder straps with or without buckles on the straps. The standard Air Force purse may be purchased at the cadet's expense.

5.44. **Semi-Formal Uniform.** The semi-formal uniform is only worn for formal occasions such as the Military Ball. The semi-formal uniform consists of the service dress uniform (coat, pants and tie tab) worn with a plain white blouse with a small pointed collar minus the name tag. Shirts with buttoned down collars are not permitted.

SECTION E - FEMALE PERSONAL APPEARANCE

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

5.45.1. Hair will be clean, well-groomed, present a professional appearance. Will *not* contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, or moisturizer), or appear lopsided. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (*not* all inclusive) are burgundy, purple, orange, fluorescent or neon colors, and ombre (blending of one color to another with dyes, tints, bleaches and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear.

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

5.45.3. Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail as described in paragraph 5.45. Hair must not exceed length and bulk cannot exceed width of head. Headgear must fit properly. See Attachment 15 for examples of female hair standards.

5.45.4. All locs, braids and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately ¼ inches), show no more than ¼ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.

5.45.5. A braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards in paragraph 5.45 above. *Exception:* Micro-braids or twists are not required to continue to the end of the hair.

5.45.6. Unauthorized: Mohawk, mullet or etched design.

5.46. **Jewelry.** One watch and one bracelet (not wider than ½ inch) may be worn; they must not detract from the military image or be a safety hazard. Female cadets may wear small (not exceeding 6 mm in diameter) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If cadet has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Exposed jewelry such as ankle bracelets may not be worn. Cadets may wear no more than three rings at any one time. Rings will be worn at the base of the finger, and may be worn on the thumb.

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

5.48. **Fingernails.** Fingernails must be clean and well-groomed and not exceed ¼ inch in length beyond the tip of the finger. Nail polish, if worn, will be a single color that does not detract from the uniform, nor be extreme in color. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized.

SECTION F – MALE/FEMALE AIRMAN BATTLE UNIFORM (ABU) REQUIREMENTS

5.49. **ABU Coat (Shirt).** Pockets will be secured and items stowed in pockets will not be visible except pens stowed in the pen pocket on the sleeve. The top button of the ABU coat will not be fastened; however, all other buttons will be secured at all times. Commanders may authorize sleeves to be rolled up on the ABU coat;

however, the cuffs will remain visible and the sleeve will rest at, or within 1 inch of, the forearm when the arm is bent at a 90-degree angle. Regardless as to whether the sleeves are rolled up or unrolled, the cuffs will remain visible at all times. The ABU coat may be removed in a classroom when it becomes uncomfortably warm or when a lab coat must be worn. It will NOT be unbuttoned when worn. When removed it will be hung up or carefully draped over a chair back. The ABU coat must be put back on and **BUTTONED** before leaving the classroom. Refer to Attachment 11 for proper placement of uniform accoutrements.

5.50. **ABU Nametape.** Issued Velcro nametape will be centered over the right pocket. This nametape will only be issued once so it must be maintained properly.

5.51. **ABU T-Shirt.** A desert sand (tan), short or long sleeved t-shirt will be worn under the ABU coat. Cadets may wear a Unit T-Shirt with the ABU uniform. The Unit T-Shirt will be standardized and a solid color. Unit T-Shirt may be worn without ABU Blouse during any Cadet Leadership Course (CLC), Raiders Team or Sports/Fitness Competition.

5.52. **ABU Trousers.** Pockets will be secured and items stowed in pockets will not be visible except pens stowed in the pen pocket. Tucking the ABU trouser into the boot is optional. Whether tucked in or bloused, the trouser must be evenly bloused (gathered in and draped loosely) over the top of the combat boot and must present a bloused appearance.

5.53. **ABU Belt.** Desert Sand colored (Tan). A one-piece rigger style, nylon, web belt (1 ¾ inch wide) will be worn with ABU trousers. Belt may extend past buckle.

5.54. **Boots (sage green or coyote brown).** Will be worn with the ABU. Laces will either be tied and tucked in the boot or tied and wrapped around the boot. No bowtie boot laces.

5.55. **Socks.** Sage green socks or Defense Logistics Agency (DLA) issued green socks will be worn with the sage green boots. DLA issued green socks or coyote brown socks will be worn with coyote brown boots. Plain white socks may be worn under any of the sock colors previously listed as long as the white socks are not visible.

5.56. **ABU Hat.** ABUs will be worn only with the garrison ABU cap. NO berets, shoulder cords, ascots and gloves will be worn with the ABU uniform. The ABU patrol cap will rest squarely on the head with the bottom of the cap parallel with the ground. The brim of the cap will face forward. Cap may not be pushed, rolled, folded or tucked in (e.g. ranger fold). Refer to Attachment 12 for proper placement of cadet officer rank.

5.57. **Operational Camouflage Pattern (OCP) Uniform.** The United States Air Force recently transitioned from the ABU to OCP. OCP uniforms **are not** authorized for wear by AFJROTC cadets at this time.

SECTION G - GENERAL UNIFORM AND PERSONAL APPEARANCE COMMENTS

5.58. **Buttons.** Replace buttons promptly. Buttons on the service dress are oxidized silver, **DO NOT** polish them.

5.59. **Uniform Loose Strings.** Trim loose strings (“cables”) and frayed seams on the uniform. Do not try to pull or tear them off.

5.60. **Jewelry.** While in uniform jewelry will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme). Necklaces, pendants, and other visible ornaments are prohibited. Necklace and pendants may be worn if concealed in the undershirt. Conservative sunglasses are authorized, except in military formations. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Cadets may wear one bracelet around their wrist. Medical alert/identification bracelets are authorized. The bracelet will be conservative in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Ankle bracelets are not authorized.

Colored/rubber/fabric bracelets that support a cause or individual(s) are not allowed to be worn in uniform.

(Exception: Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized).

5.61. **Ribbons.** Depending on the uniform of the day, **all awarded ribbons must be worn** on the service dress coat or on the blues shirt. When wearing the service coat, ribbons are not required to be worn on the blues shirt.

Ensure they do not become soiled, frayed or worn; replacement ribbons and devices must be purchased by the cadet. Only authorized ribbons shown on the AFJROTC Ribbon Chart (Attachment 17) may be worn on the cadet uniform. Five Civil Air Patrol ribbons are authorized to be worn. Normal order of wear is all AFJROTC ribbons, then CAP ribbons.

5.62. **Wear of Headphones.** Wearing headphones as well as the use of portable MP3 players are prohibited while in uniform. Wear of headphones while traveling (on a bus) during field trips will be permitted. Wear/use of an earpiece, any bluetooth technology or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically required for the execution of school curriculum. Use of a hands-free device is authorized while in uniform operating a motor vehicle if the local laws permit.

5.63. **Sweater Wear.** Cadets may only wear the Air Force long sleeve wool V-neck pullover sweater or cardigan sweater as an optional item that is purchased at the cadet's own expense.

5.64. **Umbrellas.** Optional, commercial, plain, solid black, gray or blue is authorized when weather conditions dictate. The umbrella will be carried in the left hand.

5.65. **Physical Training Gear (PTG).** The PTG may consist of issued gray short-sleeve AF tee-shirt and dark blue gym shorts OR locally purchased, issued red short-sleeve NJ-20172 tee-shirt and black gym shorts and athletic/running shoes. The designated PTG uniform is required to be worn during designated PT classes or during designated functions dictated by the SASI/ASI. The short-sleeve shirt will be tucked into shorts at all times. If the shirt becomes untucked during any portion of a physical training event, it will be tucked in immediately when time allows. The PTG is not intended to be worn the entire day of school.

5.66. **Shoulder cord.** Cadets are authorized to wear one shoulder cord on the left shoulder. Wear the shoulder cord only on the blue shirt and the service dress coat. On the service dress coat, the cord will be grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. On the blue shirt, the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. If authorized multiple cords, wear the highest level cord e.g. a cadet is a staff officer and earned Outstanding Flight honors, the cadet would wear the staff officer cord. For Color Guard/Drill Team members who are authorized multiple cords, wear the designated team cord when performing specific team duties.

5.63.1. **Red/Yellow cord.** Designated for unit's senior officers (commander, director of operations, superintendent, and directors).

5.63.2. **Red cord.** Designated for Flight Commanders and Flight Sergeants.

5.63.3. **Red/White cord.** Designated for Outstanding Flight members. Cord will be worn the semester after earning the honor until the next semester's Outstanding Flight is announced.

5.63.4. **White cord.** Designated for Color Guard members.

5.63.5. **Red/Black cord.** Designated for Drill Team members.

5.63.6. **Blue cord.** Designated for Kitty Hawk Air Society members.

5.67. **Tattoos or Brands.** Tattoos/Brands are authorized on the chest and back (below the open collar uniform), arms, and legs. Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform.

5.67.1. Chest and back tattoos will not be visible through any uniform combination(s) or visible while wearing an open collar uniform.

5.67.2. The SASI/ASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance. The tattoo may be covered up with a skin-colored bandage while in uniform and still participate in the program. However, tattoos and brands should be discouraged.

5.68. **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).

5.68.1. Cadets may not cover any of these articles with make-up or band aids to hide body piercings.

5.68.2. Female cadets in uniform, however, are allowed to wear one set of conservative earrings, pierced or clip style, in their earlobes.

THE UNIFORM MUST BE WORN PROPERLY AT ALL TIMES. IT MUST BE CLEAN AND WELL PRESSED. THE CADET MUST PRESENT AN OVERALL APPEARANCE OF NEATNESS AND PRIDE. REMEMBER.....WHEN IN UNIFORM, YOU BECOME A REPRESENTATIVE OF THE UNITED STATES AIR FORCE - A PROUD SERVICE WITH AN OUTSTANDING REPUTATION AND A HISTORY OF SACRIFICES.

Chapter 6

DRILL AND CEREMONIES

6.1. **Drill and Ceremonies.** Drill and Ceremonies are an important part of AFJROTC training. The primary reference that all cadets will become familiar with during leadership training is the Drill and Ceremonies manual. First year Aerospace Science cadets will learn basic drills and how to follow commands. Second, third and fourth year cadets will learn more difficult commands, lead the formation, and must be able to train cadets on proper drill sequence, commands, and basic drill fundamentals.

6.2. **30-Step Drill Sequence Commands.** Flight Commander will report in stating: “Sir/Ma ‘am, Cadet (Rank and Last Name) reporting for drill evaluation. Request permission to use your drill area, Sir/Ma’am.”

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

After final command is executed, the Flight Commander will salute the evaluator to signify completion and report out stating: “Sir/Ma ‘am, NJ-20172 requests permission to exit your drill area, Sir,/Ma’am.”

6.3. Drill Terminology

- **Element:** The basic formation - the smallest drill unit comprised of at least 3 but usually 8 to 12 cadets, one of whom is designated as the element leader
- **Flight:** At least two but not more than four elements
- **Interval:** The space between cadets placed side by side - a normal interval is an arm’s length
- **Distance:** The space between cadets (40 inches) as measured from their chests to the backs of the cadet to their immediate front while in formation
- **Dress:** Alignment of elements side by side or in line while maintaining proper interval
- **Cover:** Cadets aligning directly behind the person to their immediate front while maintaining proper distance
- **Alignment:** Dress and cover
- **File:** A single column of cadets placed one behind the other
- **Rank:** A single line of cadets placed side by side
- **Flank:** The extreme right or left (that of the troops) side of a formation
- **Step:** The distance measured from heel to heel (24 inches) between the feet of an individual marching
- **Pace:** A 24-inch step - this is the length of a full step in quick time
- **In Column:** The arrangement of units side by side with element leaders at the head
- **In Line:** The arrangement of units one behind the other with the element leaders at the extreme right flank
- **Quick Time:** The rate of marching 100 to 120 steps, 24 inches in length, per minute
- **Half Time:** The rate of marching 100 to 120 steps, 12 inches in length, per minute
- **Mark Time:** Marching in place at 100 to 120 steps per minute, raising feet 4 inches
- **Slow Time:** The rate of marching at 60 steps per minute (used in funeral ceremonies)
- **Double Time:** The rate of marching 180 steps, 30 inches in length, per minute
- **Adjutant’s Cadence:** 140 steps per minute

6.4. General Rules for Drill Command

- When giving commands, the leader is always at the position of attention
- While marching, the leader must be in step with the formation at all times
- The leader faces the cadets when giving commands

- The command used to revoke a command is < “**As You Were**” >
- If a command is given improperly, the cadets execute the movement to the best of their ability

6.5. Characteristics of a Drilling Command Voice

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

6.6. Saluting Privileges

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

6.7. Formation of a Flight

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

6.8. Open Ranks Inspection Procedures

1 Position:

- Six paces in front of and centered on the flight

2 Open ranks:

- Give the command “**OPEN RANKS, MARCH**”. Proper distance is 70 inches between ranks. The flight automatically executes “**DRESS RIGHT, DRESS**” and remains so until the flight has been aligned.

3 Align the flight:

- This is a formality. Go quickly. Do proper facing movements. After aligning elements, march three paces past the flight and execute a “**LEFT, FACE**”.

4 Ready front:

- Give the command “**READY, FRONT**”. Take one pace, execute a right face, salute, and report to the inspector as appropriate. For example: “(Sir/Ma’am), the flight is prepared for inspection.” You will then be inspected and then asked to accompany him/her during the inspection.

- 5 Prepare the flight:
 - After you are inspected, execute a left face and give the command “**SECOND, THRID, FOURTH ELEMENTS...PARADE, REST**”. Now execute a Half-Left Face as in marching and halt one pace to the right and one pace behind the instructor
- 6 Inspection:
 - The flight commander and the flight sergeant must follow the inspector through the ranks. The flight commander must step off with the left foot and execute an in place halt as the inspector moves from cadet to cadet. The flight sergeant follows the inspector and records all discrepancies. At the end of each element, the flight sergeant follows the inspector. Element leaders must call their elements to “**ATTENTION**” and give their elements “**PARADE, REST**” at the proper times. Element leaders must assume the position of Attention prior to calling their respective elements to Attention.
- 7 Post inspection:
 - After the last element has been inspected, the inspector will march off. The flight sergeant then marches to a position one pace to the right and three paces past the flight, executes a left face and calls the flight to “**ATTENTION**”. The flight sergeant then takes one pace forwards and executes a right face. The flight sergeant will receive comments from the inspector and salute the inspector upon departure.
- 8 Close ranks:
 - Immediately after the inspector departs, the flight sergeant executes a left face and gives the command “**CLOSE RANKS, MARCH**”. The flight sergeant then marches by the most direct route to a position six paces in front of, centered on, and facing the flight. The flight sergeant will give feedback to the flight and await further instructions from the flight commander.

Chapter 7

CLUBS AND EXTRACURRICULAR ACTIVITIES

7.1. General. There are several voluntary cadet extracurricular activities which supplement aerospace or leadership experiences. Additionally, these activities bring cadets together with common interests, build esprit de corps, and are ways to create lasting friendships, and guarantee a good time to those who get involved. Involvement teaches responsibility, teamwork, and cooperation. It is also a positive, visible way to publicize to the community the values we teach and live by. The SASI and/or ASI will monitor all activities and will serve as advisors. Additionally, Active Duty/Reserve/National Guard military and parents/guardians may help monitor and teach these activities. The following description of activities is not all-inclusive and may change depending on what activities the cadets want to support.

7.2. Other Events/Activities. There will be many activities for the cadets to participate in throughout their time in the AFJROTC program. Some will be required while others will be optional and at the individual's own expense. The following are some being considered. The final determination will be based on cadet interest and their participation in planning and organizing of the events/activities.

7.2.1. Military Ball – A formal Air Force JROTC dinner, taking place in the spring.

7.2.2. Commander's Call – Cadet Commander provides unit goals, status of the corps, awards, etc. The transition of command to the incoming Cadet Commander.

7.2.3. Color Guard – Specialized team who presents the U.S. flag at school events and local ceremonies.

7.2.4. Drill Team – Prepares marching routines and competes against other teams in local drill meets.

7.2.5. Raider Team – Promotes high levels of physical fitness and teamwork and competes in local meets.

7.2.6. Rocketry Team – Designs and builds model rockets and may compete at Rocketry competitions.

7.2.7. StellarXplorers – Competes in a challenging, space system design competition involving all aspects of system development and operation with a spacecraft/payload focus.

7.2.8. CyberPatriot – Competes in the premier national high school cyber defense competition that is designed to give hands on exposure to the foundations of cyber security.

7.2.9. Joint Leadership and Academic Bowl (JLAB) – This is a team trivia competition, which covers a mix of JROTC curriculum as well as English, Math and Science.

7.2.10. Parades – Our unit may participate in local parades for Memorial Day, Veteran's Day, etc.

7.2.11. Community Service Events – Serving at different community projects, such as park clean-up, children with special needs programs, mentoring programs, school clean-up, are just a few examples.

7.2.12. Fundraisers – Events to raise money for field trips, awards banquet, military ball and other JROTC activities.

7.2.13. Kitty Hawk Air Society - Kitty Hawk Air Society (KHAS) is an honor society exclusively for AFJROTC cadets. In order to become an active member, cadets must complete 3 semesters of AFJROTC, possess a minimum academic average of 90 in AFJROTC, a minimum cumulative GPA of 3.3, complete 10 hours of AFJROTC led community service, exemplify the Air Force Core Values and follow all guidelines in the MOHS Student and AFJROTC Handbooks. Membership is on a strictly volunteer basis. The objective of KHAS shall be to promote higher academic standards, to be of service to the school and community, promote self-confidence and initiative, develop leadership abilities, and to encourage academic excellence and continued educational development in the post high school years. All members earn a Kitty Hawk Air Society badge and are issued a blue cord that are worn on the uniform.

Chapter 8

CADET HEALTH AND WELLNESS PROGRAM

8.1. General. Although AFJROTC does not have cadet weight or physical fitness standards, we encourage cadets to establish their own physical fitness training program. Cadets enrolling in a college ROTC program, service academy, or those enlisting in a military service, will have to attain and maintain weight and physical fitness standards. If you start a program now and stay physically active, you will reap the benefits of a physically fit body throughout your adulthood. If you are physically fit, you will perform better in school and in all other activities.

8.2. Policies. The Director of Health & Wellness will outline the Health & Wellness (H & W) Program for cadets. As in other parts of the AFJROTC class performance will be recognized. In addition, each cadet who achieves the program's objectives will be awarded the AFJROTC Physical Fitness Ribbon. Categories of awards based on performance are described below.

8.3. Medical Evaluation. It is always advisable to consult your physician prior to initiating any regimented exercise program. Parental permission will be obtained prior to participation in the AFJROTC H & W Program.

8.4. Establishing Cadet Performance. This physical fitness training program will include numerous activities and a personal fitness regimen with obtainable objectives. The Flight Physical Training Leaders (PTLs) will input cadet information into WINGS to track H & W Program progress as well as to identify those cadets who are eligible to receive superior awards for their performance. Individualized training programs are based on national standards by age and gender. Areas of improvements as well as how to reach program goals will be identified for each cadet.

8.5. Competitions. During the year, physical fitness and athletic competitions may become a part of field days, flight, and other corps competitions.

8.6. Physical Fitness Test. The Flight Physical Training Leaders (PTLs) will lead students in the H & W activities. The SASI/ASI will review and approve the training program.

8.7. Health & Wellness Program

8.7.1. General. The Health & Wellness Program is a physical training (PT) program that represents 20% of the overall JROTC grade. It is designed to offer all cadets a way to make significant improvement in their health and to promote a more active and healthy lifestyle. It includes both aerobic and strength exercises that work all muscle groups and do not require special equipment. This program identifies areas of improvement and incorporates a PT program that motivates cadets to achieve individual and group goals. The program also provides leadership opportunities, builds esprit de corps, and increases cadet confidence.

8.7.2. Program Management.

8.7.2.1. The Health & Wellness (H & W) Program will be managed and directed by the Director of Health & Wellness and conducted by the PTLs in each flight. Cadets designated as flight PTLs demonstrate proficiency in personal fitness and leading classes in properly executing exercises in all aspects of the wellness program.

8.7.2.2. At the beginning of the school year, the PTLs will ensure all cadets in their flight have a completed Fitness Parental Consent form signed by a parent/guardian on file in WINGS.

8.7.2.3. PT is normally conducted once a week. Cadets will be graded on wearing the issued PT gear (AFJROTC issued T-shirt and shorts, white or black socks, and athletic shoes), and the other for participation and progress in the program. Cadets who do not wear the appropriate clothing and refuse to participate will receive a zero for the day. Only cadets with a valid medical excuse are exempt from participation but will be required to help with other duties as designated by the ASIs or flight PTL.

8.7.2.4. Prior to each PT day, the Director of Health & Wellness will direct what exercises will be performed and ensure PTLs are informed and properly trained.

8.7.2.5. PTLs will ensure the following:

8.7.2.5.1. Cadets are properly dressed and hydrated before going to the exercise area.

8.7.2.5.2. Conduct warm-up exercises for at least 5 minutes prior to the beginning of the designated exercises.

8.7.2.5.3. Lead the designated exercises, ensuring cadets properly perform and complete required repetitions.

8.7.2.5.4. Lead cool-down/stretching exercises.

8.7.2.5.5. Ensure results are recorded on each individual Cadet Fitness Record as applicable during testing.

8.7.3. AFJROTC Physical Fitness Test (PFT). An initial test is conducted at the beginning of the school year to establish a baseline and goals. Quarterly tests may be administered to measure individual improvement so cadets can compare results with individual and unit goals. A final test is conducted near the end of the school year to determine individual fitness levels. Physical Fitness Tests are comprised of the following 3 exercises: Right Angle Push-Ups, Curl-Ups, and One-Mile Run. Before administering this test, cadets' health status should be reviewed. Sufficient time should be allowed for warming up and cooling down before and after the AFJROTC PFT.

8.7.4. AFJROTC PFT Program Recognition.

8.7.4.1. All cadets who participate in the Health & Wellness Program will earn the Health and Wellness Ribbon. A star device may also be awarded based upon your overall AFJROTC PFT score (official percentile scores from WINGS):

8.7.4.1.1. Bronze Star – Percentile Score of 75 – 84

8.7.4.1.2. Silver Star – Percentile Score of 85 – 95

8.7.4.1.3. Gold Star – Percentile Score of 96 – 100

8.7.4.2. Most Improved Fitness Award is awarded to cadets who improve their AFJROTC PFT score the most from the last PFT evaluation as determined by the Director of Health and Wellness and the ASIs.

8.7.5. Exercises.

8.7.5.1. Right Angle Push-Ups: Start in the push-up position with hands under shoulders, arms straight, fingers pointed forward, and legs straight, parallel, and slightly apart (approximately 2-4 inches) with toes supporting the feet. Keeping the back and knees straight, lower your body until there is a 90-degree angle formed at the elbows with upper arms parallel to the floor, then push back up to the starting position. If you must rest, you may rest in the up position. Cadets begin push-ups on the command "Ready?, Go!" Cadets must try to complete as many proper right angle push-ups as possible in one minute. Push-ups not completed with proper form will not be counted.

8.7.5.2. Curl-Ups: Lie on a cushioned, clean surface with knees flexed and heels of feet about 12 inches from buttocks. Another (same sex) cadet holds feet. Arms are crossed with hands placed on opposite shoulders and elbows held close to chest. Keeping this arm position, raise your torso to touch the outside of forearms and elbows to thighs and then lower the back to the floor so that the scapulas (shoulder blades) touch the floor, for one curl-up. Keep your hands on your chest at all times. The curl-up does not count if your hands come off your chest. "Bouncing/lifting" one's hips or buttocks coming off the ground to produce momentum off the floor is not permitted. If you must rest, you must rest in the up position and cannot lean on your knees while resting. Cadets begin curl-ups on the command "Ready?, Go!" Cadets must try to complete as many proper curl-ups as possible in one minute. Curl-ups not completed with proper form will not be counted.

8.7.5.3. One-Mile Run: On a safe, one-mile distance, cadets begin running on the command "Ready? Go!" Walking may be interspersed with running. Cadets are encouraged to cover the distance in as short a time as possible. Times for scoring are recorded in minutes and seconds.

8.7.6. Percentiles. The charts on the following pages show percentiles for each assessed exercise:

Table 8.1. AFJROTC PHYSICAL FITNESS (PFT) ASSESSMENT TABLES

RIGHT-ANGLE PUSH-UPS FOR BOYS

PERCENTILE	AGE				
	13	14	15	16	17+
95	51	47	50	59	60
90	41	41	44	46	56
85	39	40	42	44	53
80	35	37	40	41	50
75	35	32	37	40	46
70	31	30	35	36	44
65	30	28	34	34	43
60	28	25	32	32	41
55	26	24	31	30	40
50	24	24	30	30	37
45	21	22	30	29	35
40	20	21	27	28	34
35	20	20	25	25	30
30	16	18	25	25	30
25	16	18	24	25	27
20	12	15	21	23	25
15	11	13	20	22	23
10	9	11	18	20	21
5	4	7	15	15	20

RIGHT-ANGLE PUSH-UPS FOR GIRLS

PERCENTILE	AGE				
	13	14	15	16	17+
95	25	25	34	32	29
90	22	21	23	26	28
85	21	20	20	24	25
80	17	19	20	22	22
75	17	15	20	20	20
70	15	12	18	19	19
65	14	11	18	16	18
60	13	10	16	15	17
55	12	10	15	13	16
50	11	10	15	12	16
45	10	9	15	12	15
40	10	8	13	12	15
35	8	5	11	11	14
30	7	5	11	10	12
25	6	5	11	8	11
20	5	5	10	5	9
15	4	3	7	4	7
10	3	2	5	3	5
5	2	1	2	1	2

CURL-UP FOR BOYS

PERCENTILE	AGE				
	13	14	15	16	17+
100	76	79	81	77	73
95	59	62	62	62	61
90	55	58	59	58	57
85	53	56	57	56	55
80	51	54	55	53	53
75	50	52	53	51	51
70	48	51	51	50	50
65	46	49	50	48	48
60	45	48	49	48	46
55	43	47	47	46	45
50	42	45	45	45	44
45	41	44	44	44	43
40	40	42	43	42	41
35	39	41	41	40	40
30	38	40	40	40	40
25	36	39	38	38	38
20	34	37	36	37	36
15	32	35	35	35	35
10	30	33	32	31	32
5	26	28	29	27	27
0	0	0	0	6	1

CURL-UP FOR GIRLS

PERCENTILE	AGE				
	13	14	15	16	17+
100	72	72	74	77	67
95	52	53	55	53	53
90	50	49	51	49	47
85	46	47	48	45	44
80	44	45	46	43	41
75	42	43	44	41	40
70	42	42	41	40	38
65	40	41	40	38	37
60	40	40	39	37	36
55	38	39	37	36	35
50	37	37	36	35	34
45	36	36	35	34	33
40	35	35	34	33	31
35	33	34	32	32	30
30	31	32	31	30	30
25	30	31	30	30	28
20	28	30	28	27	25
15	26	28	26	25	25
10	23	25	23	23	22
5	19	20	20	19	19
0	0	0	0	0	0

ONE-MILE RUN FOR BOYS

PERCENTILE	AGE				
	13	14	15	16	17+
100	5:40	4:30	4:42	4:49	4:46
95	6:25	6:01	5:50	5:40	5:35
90	6:39	6:13	6:07	5:56	5:57
85	6:50	6:26	6:20	6:08	6:06
80	7:00	6:33	6:29	6:18	6:14
75	7:11	6:45	6:38	6:25	6:23
70	7:20	6:59	6:48	6:33	6:32
65	7:29	7:09	6:57	6:44	6:40
60	7:41	7:19	7:06	6:50	6:50
55	7:55	7:29	7:16	6:58	6:57
50	8:06	7:44	7:30	7:10	7:04
45	8:17	7:59	7:39	7:20	7:14
40	8:35	8:13	7:52	7:35	7:24
35	8:54	8:30	8:08	7:53	7:35
30	9:10	8:48	8:29	8:09	7:52
25	9:23	9:10	8:49	8:37	8:06
20	10:02	9:35	9:05	8:56	8:25
15	10:39	10:18	9:34	9:22	8:56
10	11:43	11:22	10:10	10:17	9:23
5	12:47	12:11	11:25	11:49	10:15
0	24:12	18:10	21:44	20:15	16:49

ONE MILE RUN FOR GIRLS

PERCENTILE	AGE				
	13	14	15	16	17+
100	5:42	5:00	5:51	5:58	6:20
95	7:21	7:20	7:25	7:26	7:22
90	7:49	7:43	7:52	7:55	7:58
85	8:13	7:59	8:08	8:23	8:15
80	8:29	8:20	8:24	8:39	8:34
75	8:49	8:36	8:40	8:50	8:52
70	9:09	8:50	8:55	9:11	9:15
65	9:30	9:09	9:09	9:25	9:33
60	9:50	9:27	9:23	9:48	9:51
55	10:07	9:51	9:37	10:09	10:08
50	10:23	10:06	9:58	10:31	10:22
45	10:57	10:25	10:18	10:58	10:48
40	11:20	10:51	10:40	11:15	11:05
35	11:40	11:10	11:00	11:44	11:20
30	12:00	11:36	11:20	12:08	12:00
25	12:29	11:52	11:44	12:42	12:11
20	13:01	12:18	12:11	13:23	12:40
15	14:10	12:56	13:33	14:16	13:03
10	14:49	14:10	14:11	16:03	14:01
5	16:10	15:44	15:17	18:00	15:14
0	20:45	20:04	24:07	21:00	28:50

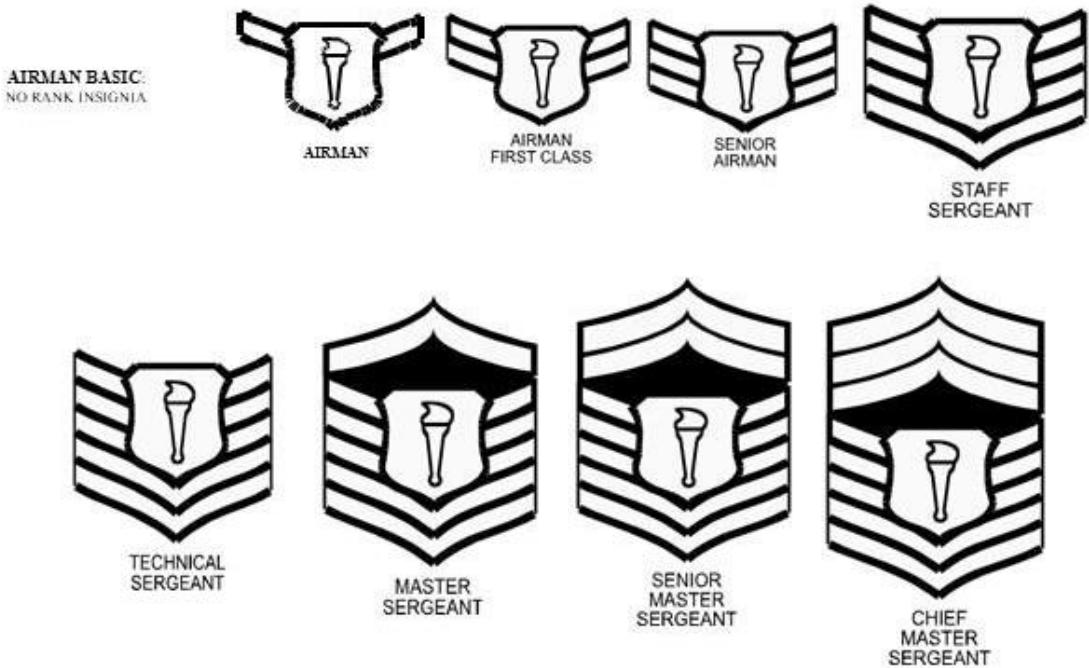
AIR FORCE JROTC RANK INSIGNIA

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.



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



SHOULDER TAB
METAL OR CLOTH



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



UNMANNED AIRCRAFT
BADGE

Cadets may only wear one of these badges on their uniform



AWARENESS
PRESENTATION
TEAM BADGE

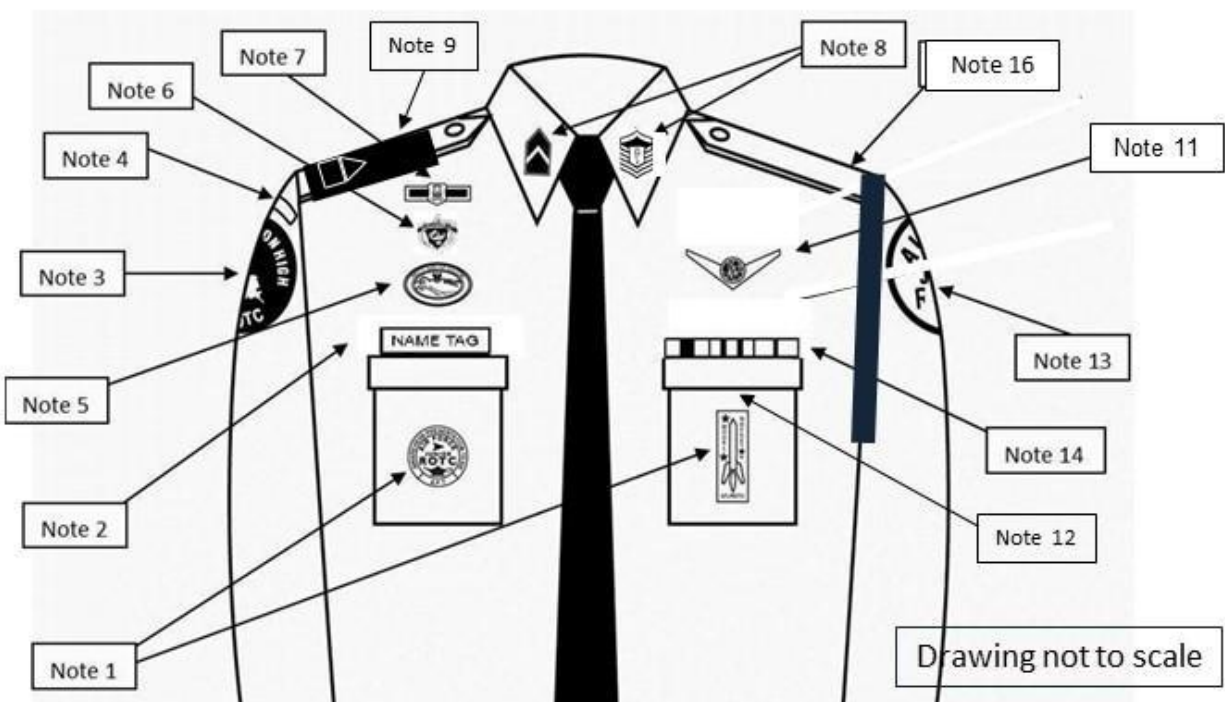
Cadets can choose only one badge. Either the APT badge or the Marksmanship Shield. Follow APT placement criteria if cadets wear the Marksmanship Shield.



AEF BADGE

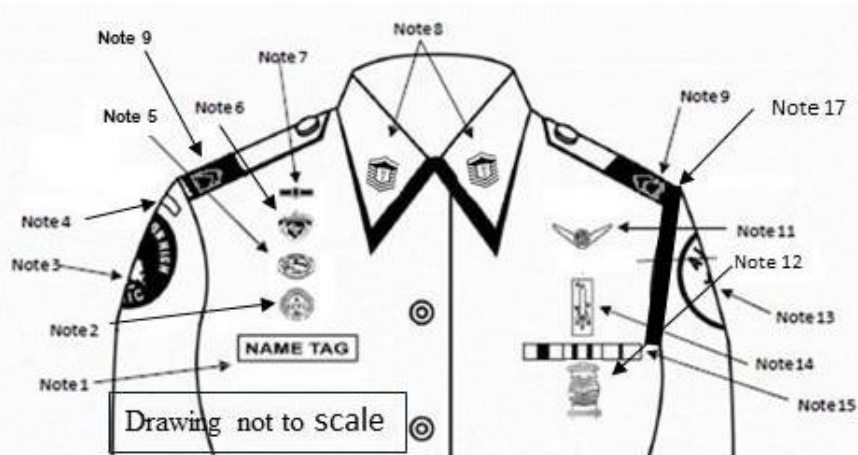
Badges/Insignia not listed here are unauthorized for wear.

CADET MALE BLUE SHIRT



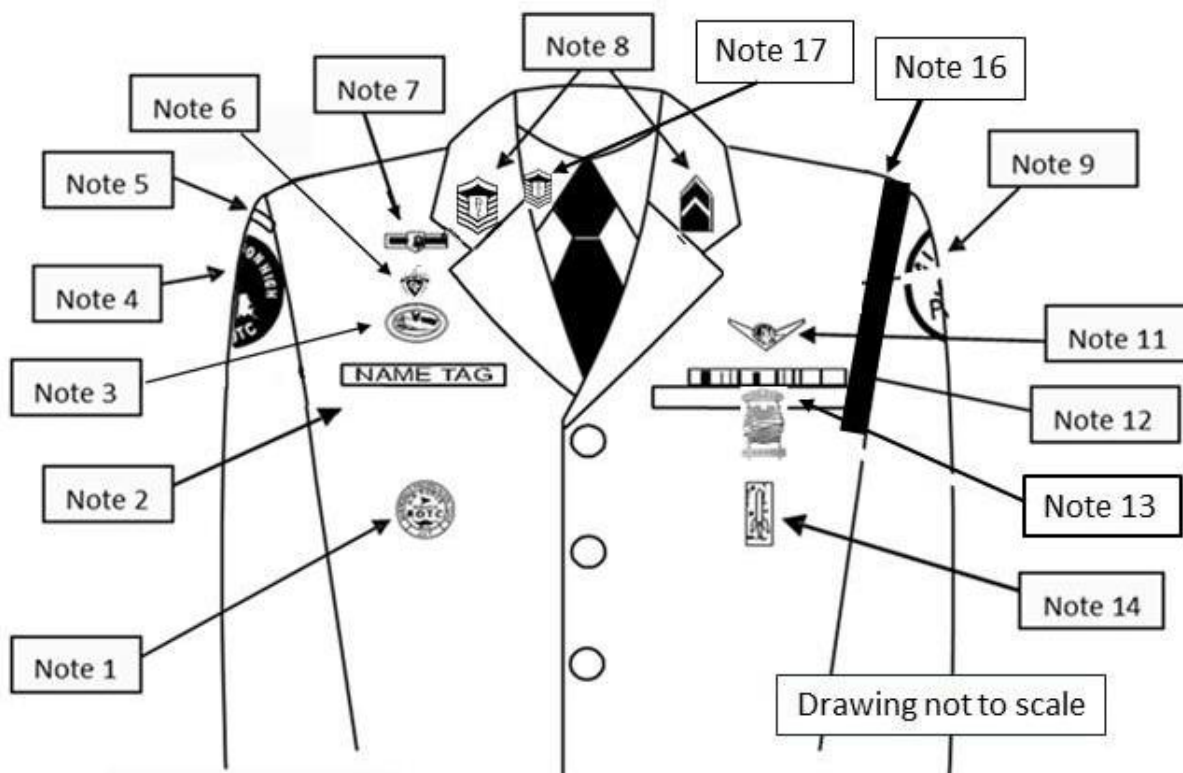
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch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

CADET FEMALE BLUE SHIRT



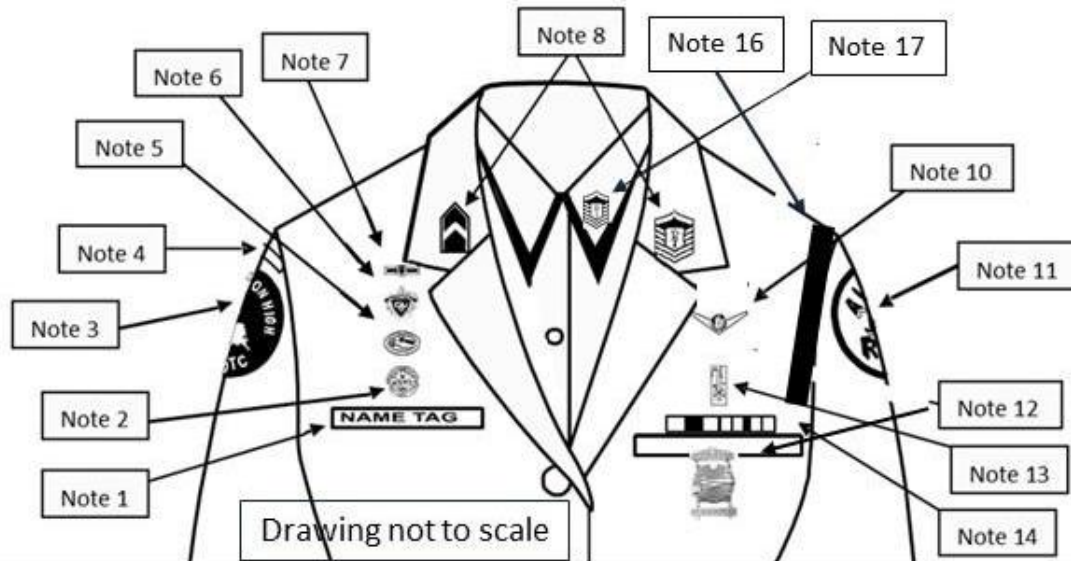
1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower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

CADET MALE SERVICE DRESS



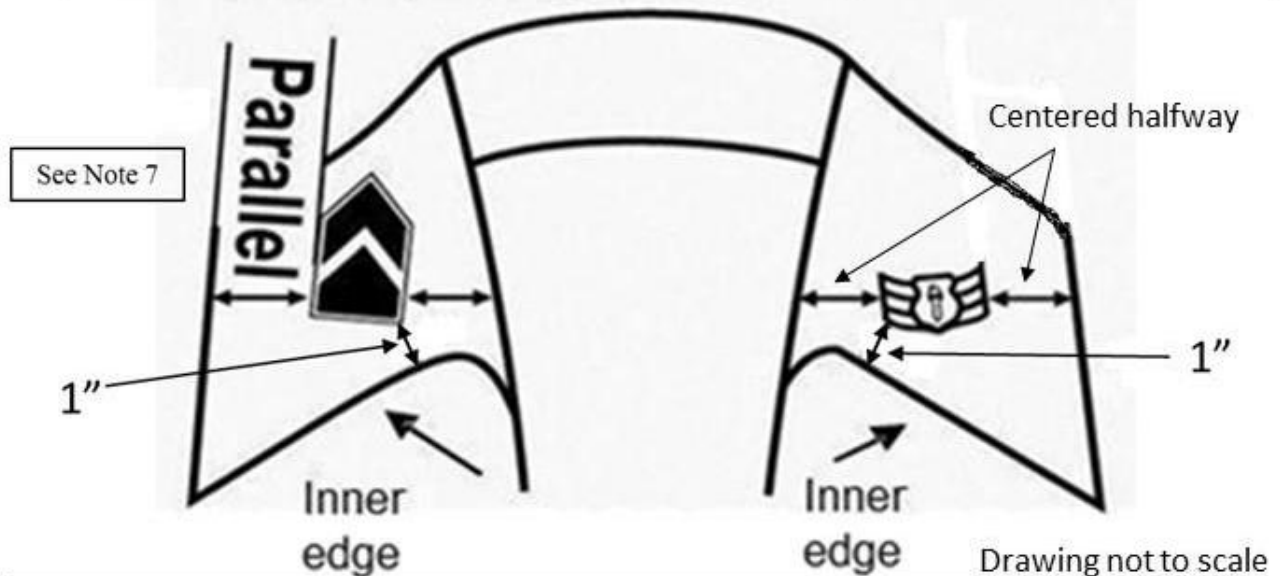
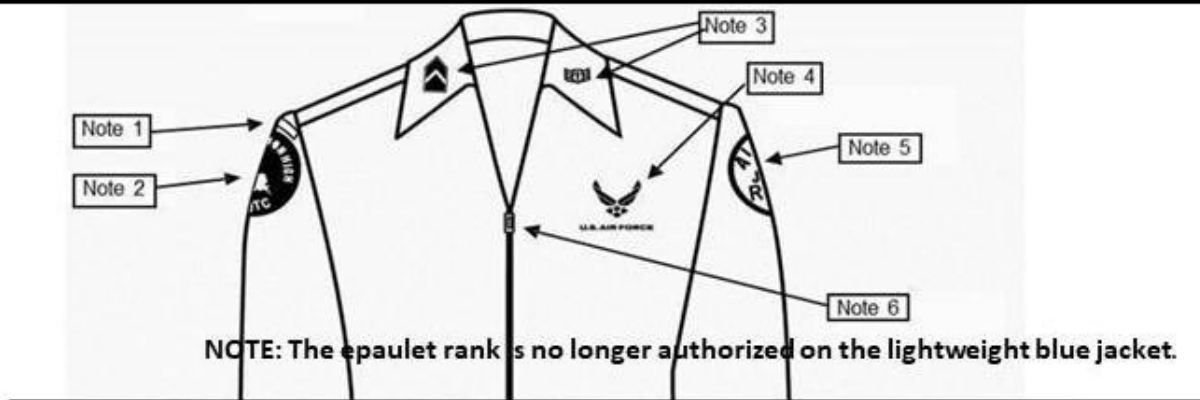
1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$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

CADET FEMALE SERVICE DRESS



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

CADET LIGHT WEIGHT BLUE JACKET



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

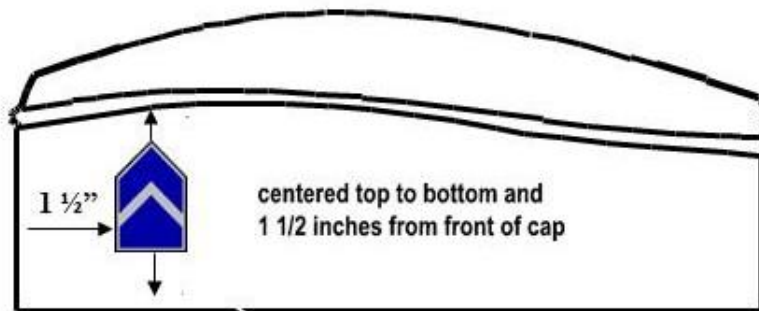
CADET MALE HEADGEAR

SERVICE CAP



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

FLIGHT CAP*



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

CADET FEMALE HEADGEAR

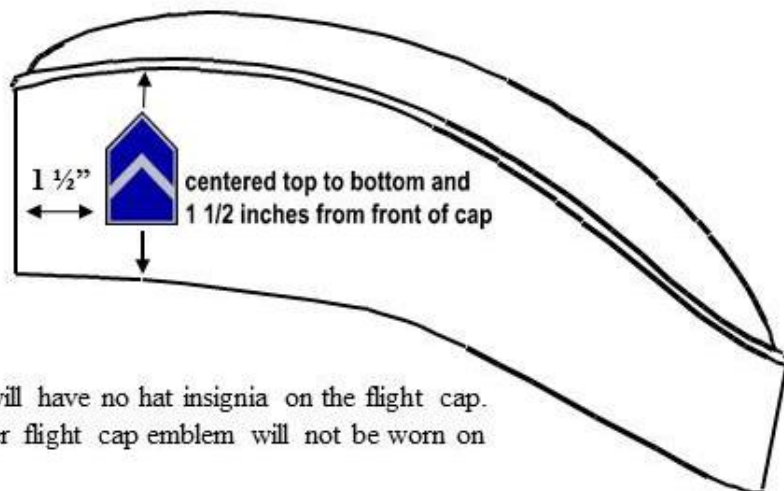
SERVICE CAP

Solid Blue Color with no embroidery



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

FLIGHT CAP*

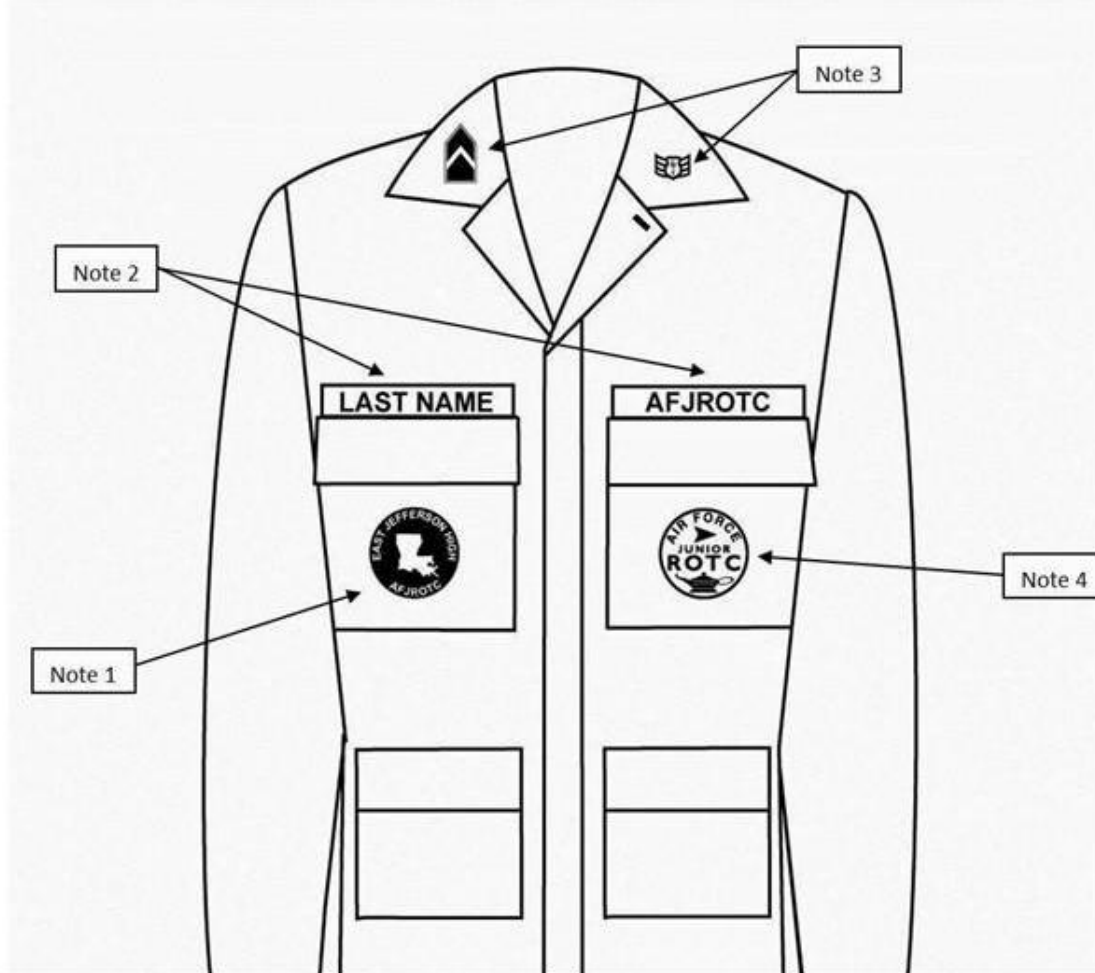


- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

CADET BERET HEADGEAR**BERET****Berets.**

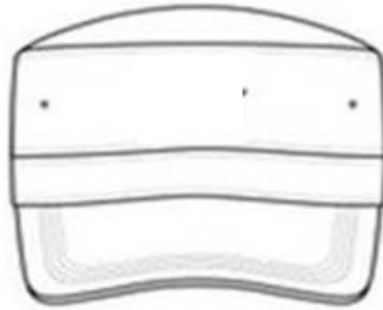
1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Position headband straight across the forehead,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

Male and Female

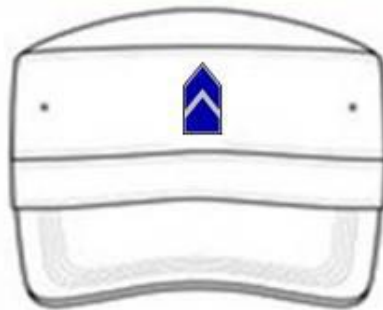


1. Unit patch (optional). If worn, will be placed on right pocket and centered.
2. Last Name and AFJROTC or SFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different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

CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.

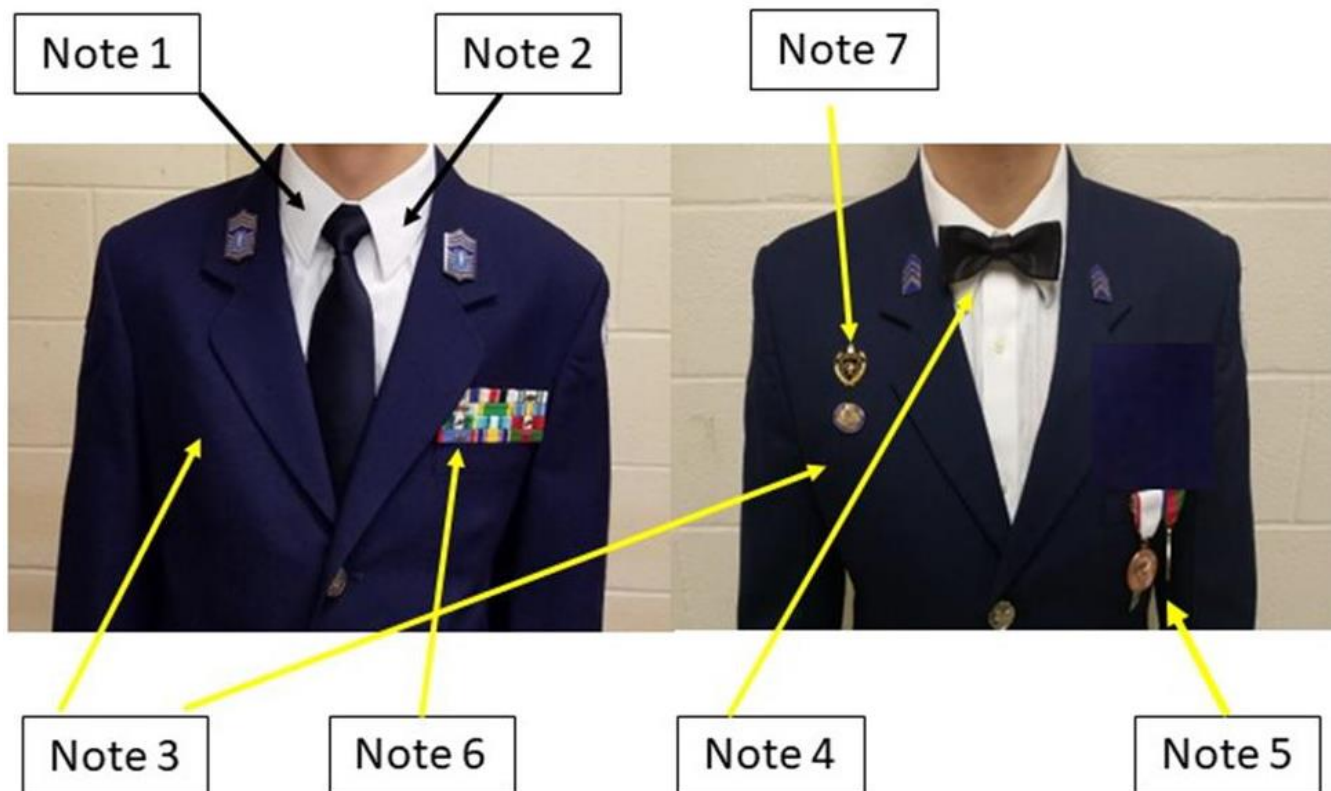


Officers will wear rank insignia on the ABU cap.

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

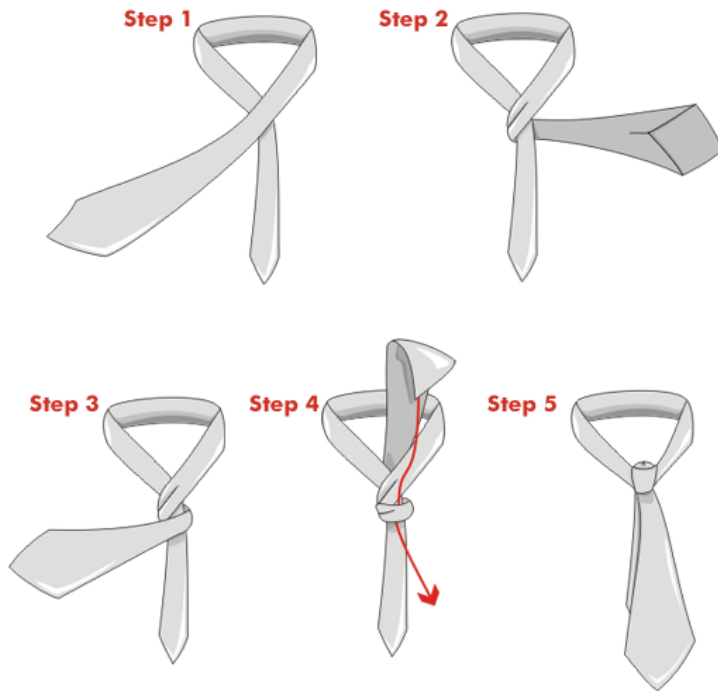
Exception is for Cadet Leadership Course (CLC) specific headgear that will ONLY be worn during the period of the CLC course.

Semi-Formal Dress Uniform



1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue bow tie may be worn with the semi-formal uniform (white shirt only).
5. Large medals will be worn on the semi-formal uniform coat $\frac{1}{2}$ inch below the top of the welt of the pocket, centered on the pocket. If medals are worn, ribbons will not be worn (no mixing).
6. AFJROTC ribbons may be worn on the semi-formal uniform. If ribbons are worn, medals will not be worn (no mixing).
7. Authorized badges may be worn on the semi-form dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
8. Headgear is not worn with the semi-formal dress uniform.
9. Per Chapter 7 para 7.8.4.8. **Mess Dress Uniforms are not authorized for wear by AFJROTC cadets.**

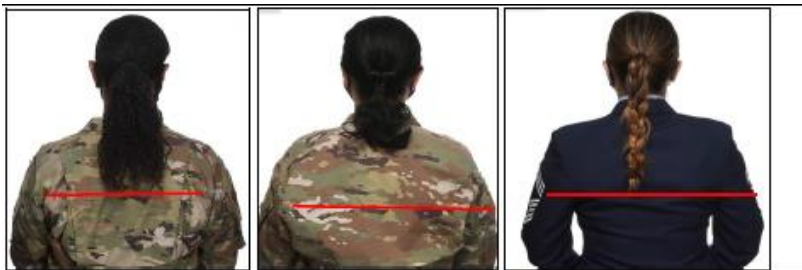
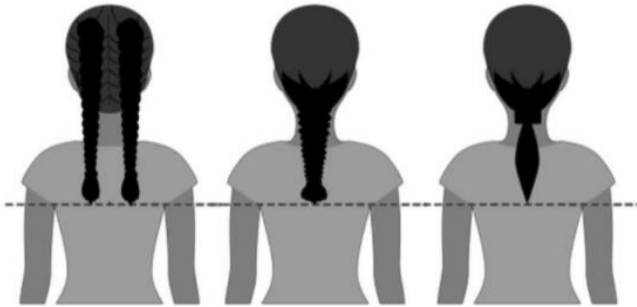
Four in Hand Knot



Windsor Knot



Female Hair Style Examples



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



Braided Ponytails/Multiple Braids in a Single Ponytail



AFJROTC Sponsored Awards and AFJROTC Cadet Awards		
AWARD (Eligibility)	CADET REQUIREMENT	ELEMENT(S) (Time Frame)
Valor (All Cadets)	GOLD: Voluntary act of bravery and self-sacrifice involving conspicuous risk of life beyond call of duty.	Medal, Ribbon, Citation (Annually)
	SILVER: Voluntary act of heroism which does not involve risk of life.	Medal, Ribbon, Citation (Annually)
Cadet Humanitarian (All Cadets)	Humanitarian act in response to a singular extraordinary event such as a natural disaster or catastrophe	Ribbon, Certificate (Annually)
Silver Star Community Service with Excellence (All Cadets)	The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours.	Ribbon, Certificate (Annually)
Community Service with Excellence (All Cadets)	Significant leadership in the planning/execution of a major unit community service project.	Ribbon, Certificate (Annually)
Air Force Association (AS III)	Excel in position of responsibility, exhibit positive attitude; exemplary personal appearance, personal attributes, and courtesy; and show growth potential. Top 1% of cadets in unit.	Medal, Ribbon (Annually)
Daedalian (AS III)	Demonstrate patriotism, love of country, and service. Potential and desire to pursue a military career. Top 10% of AS III class and top 20% of high school class.	Medal, Ribbon (Annually)
Daughters of the American Revolution (DAR) (AS IV)	Demonstrate qualities of dependability and good character, and adherence to military discipline. Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training. Top 25% of their AFJROTC and high school class.	Medal, Ribbon (Annually)
American Legion Scholastic (one AS III or IV)	Overall scholastic achievement. Top 10% of high school class and top 25% of AS-III or IV. Demonstrate leadership and participate in student activities.	Medal, Ribbon (Annually)
American Legion General Military Excellence Award (one AS III or IV)	General military excellence. Top 25% of AS-III or IV Outstanding leadership, discipline, character, and citizenship.	Medal, Ribbon (Annually)
Reserve Organization of America (ROA) (AS-IV)	Contributed the most to advancing the objectives of the AFJROTC program. Have a positive attitude, outstanding personal appearance, character, courtesy, growth potential, and strong ethics. Top 10% of unit and top 25% in academic grades.	Medal, Ribbon, Certificate (Annually)
Military Officers Association of America (MOAA) (AS-III/Junior)	Be a junior academically in good standing. Exhibit high morals and loyalty. Have exceptional military leadership potential.	Medal, Ribbon (Annually)
Veterans of Foreign Wars (AS-III or IV)	Show positive attitude towards AFJROTC. Have outstanding military bearing and conduct. Have strong positive character. Be patriotic with leadership potential. Have "B" in AFJROTC and "C" in all other classes. Be active in one other student activity. Not have received award previously	Medal, Ribbon (Annually)

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S) (Time Frame)
National Society United States Daughters 1812 Award (All Cadets)	Academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.	Medal, Ribbon (Annually)
National Sojourners Award (AS II or III)	Contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Top 25% of academic class.	Medal, Ribbon (Annually)
Scottish Rite, Southern Jurisdiction Award (AS III)	Contribute the most to encourage Americanism by participation in LDR activities or community projects. Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism. Top 25% of class.	Medal, Ribbon (Annually)
Military Order of the Purple Heart (AS I, II, or III)	Show positive attitude towards country and AFJROTC. Outstanding performer in Corps leadership position. Be active in school and community. Have "B" in all subjects. Not have received award previously.	Medal, Ribbon (Annually)
Sons of the American Revolution (SAR) Award (AS III)	Exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Currently enrolled in the AFJROTC program. The top 10% of their AFJROTC class. Top 25% of their overall class.	Medal, Ribbon (Annually)
Military Order of World Wars (AS I, II, or III)	Outstanding cadet who has committed to continue with AFJROTC program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.	Medal, Ribbon, Certificate (Annually)
American Veterans (All Cadets)	Possess positive attitude, outstanding personal appearance and character, and officer potential. Have "A" in AS and passing in all other classes at time of selection and presentation.	Medal, Ribbon (Annually)
Air Force Sergeants Association (AS-III or IV)	Be in top 10% of AS-III or IV. Show outstanding leadership, discipline, character, and citizenship. Not have received award previously.	Medal, Ribbon (Annually)
Tuskegee Airmen Incorporated (2 cadets selected out of all the AS-I, II, III year groups)	Attain a grade of "B" or better in AFJROTC Be in good academic standing. Actively participate in cadet corps activities. Participate in at least 50% of all service projects.	Ribbon (Annually)
Retired Enlisted Association (All Cadets)	Awarded annually for exceptional leadership to the most outstanding cadet while serving in an enlisted rank.	Medal, Ribbon (Annually)
Celebrate Freedom Foundation (All Cadets)	Outstanding personal appearance, initiative, sound judgement, self-confidence, courteous, growth potential, high ethical standards. Desire to pursue military career. Top 5% in AS class with overall 'A' and top 15% of academic class. One per grade (9th, 10th, 11th, 12th)	Ribbon (Annually)
Air Commando Association (AS-I or II)	Awarded annually to a cadet who submits a 1-page essay on a historical AF Special Operations Mission possessing the prescribed 13 critical attributes of success.	Medal, Ribbon (Annually)

AWARD (Eligibility)	CADET REQUIREMENT:	ELEMENT(S) (Time Frame)
Distinguished Unit With or Without Merit (All Cadets)	Be enrolled in AFJROTC at Mount Olive High School during period of award and making satisfactory progress	Ribbon (Annually)
Outstanding Organization Award (All Cadets)	Be enrolled in AFJROTC at Mount Olive High School during period of award and making satisfactory progress	Ribbon (Annually)
Outstanding Flight (All Cadets)	Be assigned to the outstanding flight during an academic semester.	Ribbon (Semester)
Top Performer (All Cadets)	The Cadet Top Performer Award is a HQ AFJROTC award presented to a maximum of 2% of the current unit cadet corps population. Specific consideration for cadets not previously recognized for superior performance.	Ribbon (Annually)
Outstanding Cadet (One Cadet each AS-I, II, III, IV)	Show high morals and outstanding military potential. Demonstrate positive personal character. Attain academic and military excellence.	Ribbon (Annually)
Leadership (All Cadets)	Be assigned and excel in leadership position. Exhibit outstanding performance.	Ribbon (Semester)
Superior Performance (10% of Cadets)	Render outstanding achievement or meritorious service on behalf of AFJROTC for a single or sustained act of a superior nature (National Merit Finalists, yearbook editor, most valuable athlete, outstanding performer in community sanctioned activity)	Ribbon (Semester)
Achievement (All Cadets)	Accomplish significant documented achievement (community/school services, ROTC Scholarship, Academy appointment, contest winner, Athletic achievement, Valedictorian/Salutatorian, etc.) "C" average in AFJROTC. Awarded once each school year.	Ribbon (Semester)
Academic (All Cadets)	Achieve an "A" in AFJROTC during term and an overall "B" GPA with no failures.	Ribbon (Semester)
Cadet Leadership Course (All Cadets)	Successfully complete Cadet Leadership Course lasting at least 5 days.	Ribbon (Annually)
Special Teams Placement (All Cadets)	Place 1st, 2nd, or 3rd in an Air Force or Joint Service competition (local, regional, state or national-level).	Ribbon (Anytime)
All-Service National Competition Award (All Cadets)	Team members who competed at a Joint/All Service national-level competition	Medal, Ribbon (Anytime)
Air Force Nationals Competition (All Cadets)	Team members who competed at an AF-only national-level competition.	Ribbon (Anytime)
Orienteering (All Cadets)	Completing a unit-specific Orienteering program.	Ribbon (Annually)
Leadership Development Requirement (LDR) Leadership (All Cadets)	Demonstrate exceptional leadership as project officer for AFJROTC Co-curricular activity (Dining-In, Military Ball, newsletter editor, Drill Team Commander, Color Guard Team Commander, orientation program coordinator etc.)	Ribbon (Semester)

AWARD	CADET REQUIREMENT:	ELEMENT(S)
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(Eligibility)		(Time Frame)
Drill Team (All Cadets)	Participate in at least 75% of all scheduled Drill Team practices and events in which selected to participate and must have competed in at least 3 drill performance events.	Ribbon (Annually)
Color Guard (All Cadets)	Participate in at least 75% of all scheduled Color Guard practices & perform 5 details	Ribbon (Annually)
Saber Team (All Cadets)	Awarded for distinguished participation in at least 75% of events & perform 3 performances	Ribbon (Annually)
Marksmanship Team (All Cadets)	Participate in at least 75% of all scheduled practices & competed in 1 marksmanship competition	Ribbon (Annually)
Joint Service Academic Bowl (JLAB) Team (All Cadets)	Criteria for this award will be created and published upon the establishment of a MOHS AFJROTC team	Ribbon (Annually)
Cyber Patriot Team (All Cadets)	Criteria for this award will be created and published upon the establishment of a MOHS AFJROTC team	Ribbon (Annually)
StellarXplorers Team (All Cadets)	Criteria for this award will be created and published upon the establishment of a MOHS AFJROTC team	Ribbon (Annually)
Raider Team (All Cadets)	Participate in at least 75% of all scheduled Raider Team practices and events in which selected to participate and must have competed in at least 2 Raider competitions.	Ribbon (Annually)
Military Model Building Team (All Cadets)	Criteria for this award will be created and published upon the establishment of a MOHS AFJROTC team	Ribbon (Annually)
Unmanned Aircraft Systems (UAS) Team (All Cadets)	Criteria for this award will be created and published upon the establishment of a MOHS AFJROTC team	Ribbon (Annually)
Robotic Club/Team (All Cadets)	Criteria for this award will be created and published upon the establishment of a MOHS AFJROTC team	Ribbon (Annually)
Good Conduct (All Cadets)	No suspensions of any kind, no adverse reports from any faculty in a semester. No skipped weekly uniform inspections.	Ribbon (Semester)
Service (All Cadets)	Show distinctive performance in a minimum of three school, community, or AFJROTC service projects each school year. Includes AFJROTC fundraising (min of 10 hours of service required)	Ribbon (Semester)
Health & Wellness (All Cadets)	Participate in the unit's H & W program. Devices may be earned for superior performance as specified in the H&W Program guidelines.	Ribbon (Annually)
Recruiting (All Cadets)	Awarded for outstanding effort in support of recruiting activities. Recruited at least two cadets	Ribbon (Semester)
Activities (All Cadets)	Participate in LDR activities other than those that have designated ribbons, such as Color Guard, Drill Team, etc. These include Rocketry team, Raider team, and the like. Must participate in at least 75% of scheduled practices.	Ribbon (Semester)

AWARD	CADET REQUIREMENT:	ELEMENT(S)
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(Eligibility)		(Time Frame)
Attendance (All Cadets)	Awarded to cadets who have no more than three school absences during academic term. May only receive one award annually.	Ribbon (Annually)
Dress and Appearance (All Cadets)	Wear uniform on all designated uniform days and conform with all AFJROTC dress and appearance standards. Scored 90% or higher average on weekly inspections.	Ribbon (Semester)
Longevity (All Cadets)	Successful completion of each AFJROTC school year	Ribbon (Annually)
Bataan Death March Memorial Hike (All Cadets)	Successfully completing a unit led 14-mile memorial hike in less than 24 hours.	Ribbon (Annually)
Patriotic Flag (All Cadets)	Participate in a non-color guard event specifically designed to honor our nation's flag, such as flag raising, flag retirement, flag folding ceremonies, & historical flag demonstrations. Minimum of 5 events.	Ribbon (Annually)
AFJROTC Resiliency Ribbon (All Cadets)	To cadets who enrolled, participated, and completed a virtual or on campus AFJROTC course of study from 1 March 2020 to 30 June 2022.	Ribbon (Annually)

Air Force and Space Force JROTC Ribbon Chart



Version: 15 May 2022

JROTC Insignia - Enlisted

	E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	
ARMY										
no insignia										
Private E-1 (PVT)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)
MARINES										
no insignia										
Private (Pvt)	Private First (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	First Sergeant (1stSgt)	Sergeant Major (SgtMaj)		
NAVY										
no insignia										
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)		
AIR FORCE										
no insignia										
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	Senior Master Sergeant (SMSgt)	Chief Master Sergeant (CMSgt)		

JROTC Insignia - Officers

O-1 O-2 O-3 O-4 O-5 O-6







ARMY

					
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)







MARINES

					
Second Lieutenant (2ndLt)	First Lieutenant (1stLt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (LtCol)	Colonel (Col)

NAVY

					
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)

AIR FORCE

					
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)

Insignia of the United States Armed Forces

ENLISTED

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	Senior Enlisted Advisor		
AIR FORCE											
No Insignia											
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	First Sergeant (FS)	Senior Master Sergeant (SMSgt)	Chief Master Sergeant (CMSgt)	Chief Master Sergeant of the Air Force	
ARMY											
No Insignia											
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)
				Specialist							
MARINES											
No Insignia											
Private (Pvt)	Private First Class (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MSgt)	First Sergeant (1stSgt)	Master Gunnery Sergeant (MGySgt)	Sergeant Major (SgtMaj)	Sergeant Major of the Marine Corps (SgtMajMC)
NAVY											
No Insignia											
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SA)	Petty Officer 3 rd Class (PO3)	Petty Officer 2 nd Class (PO2)	Petty Officer 1 st Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (CPO)	Master Chief Petty Officer (MCPO)	Force Command Master Chief Petty Officer (FORMC)	Fleet Command Chief Petty Officer (FLTMC)	Master Chief Petty Officer of the Navy (MCPON)
COAST GUARD											
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SA)	Petty Officer 3 rd Class (PO3))	Petty Officer 2 nd Class (PO2)	Petty Officer 1 st Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (CPO)	Master chief Petty Officer (MCPO)	Command Master chief (CMC)	Master Chief Petty Officer of the Coast Guard (MCPO-CG)	

Insignia of the United States Armed Forces

OFFICERS										
0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	Special
AIR FORCE										
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (LtGen)	General (Gen)	General of the Air Force (GAF)
ARMY										
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (LtGen)	General (Gen)	General of the Army (GA)
MARINES										
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (LtGen)	General (Gen)	
NAVY										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RDML)	Rear Admiral Upper Half (RADM)	Vice Admiral (RDML)	Admiral (ADM)	Fleet Admiral (FADM)
COAST GUARD										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RDML)	Rear Admiral Upper Half (RADM)	Vice Admiral (RDML)	Admiral (ADM)	Fleet Admiral (FADM)
WARRANT OFFICERS										
ARMY					MARINES					
Warrant Officer (WO-1)	Chief Warrant Officer (CWO-2)	Chief Warrant Officer (CWO-3)	Chief Warrant Officer (CWO-4)	Chief Warrant Officer (CWO-5)	Warrant Officer (WO-1)	Chief Warrant Officer (CWO-2)	Chief Warrant Officer (CWO-3)	Chief Warrant Officer (CWO-4)	Chief Warrant Officer (CWO-5)	
NAVY					COAST GUARD					
The grade of Warrant Officer (WO) is no longer in use.	Chief Warrant Officer (CWO-2)	Chief Warrant Officer (CWO-2)	Chief Warrant Officer (CWO-2)	Chief Warrant Officer (CWO-2)	The grade of Warrant Officer (WO) is no longer in use.	Chief Warrant Officer (CWO-2)	Chief Warrant Officer (CWO-2)	Chief Warrant Officer (CWO-2)	The grade of chief Warrant Officer (CWO-5) is no longer in use.	

Phonetic Alphabet

A - Alpha	N - November
B - Bravo	O - Oscar
C - Charlie	P - Papa
D - Delta	Q - Quebec
E - Echo	R - Romeo
F - Foxtrot	S - Sierra
G - Golf	T - Tango
H - Hotel	U - Uniform
I - India	V - Victor
J - Juliet	W - Whiskey
K - Kilo	X - X-ray
L - Lima	Y - Yankee
M - Mike	Z - Zulu

Military Time

Military time is based on a “24 hour clock”.

1 am = 0100 hours	1 pm = 1300 hours
2 am = 0200 hours	2 pm = 1400 hours
3 am = 0300 hours	3 pm = 1500 hours
4 am = 0400 hours	4 pm = 1600 hours
5 am = 0500 hours	5 pm = 1700 hours
6 am = 0600 hours	6 pm = 1800 hours
7 am = 0700 hours	7 pm = 1900 hours
8 am = 0800 hours	8 pm = 2000 hours
9 am = 0900 hours	9 pm = 2100 hours
10 am = 1000 hours	10 pm = 2200 hours
11 am = 1100 hours	11 pm = 2300 hours
12 pm = 1200 hours	12 am = 2400 / 0000 hours

THE U.S. AIR FORCE SONG

By Robert MacArthur Crawford

Off we go into the wild blue yonder,

Climbing high into the sun;

Here they come zooming to meet our thunder,

At 'em now, Give 'em the gun! (Give 'em the gun!)

Down we dive, spouting our flames 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!

CADET CREED

I am an Air Force Junior ROTC Cadet.

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

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

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

My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds. I will hold others accountable for their actions, as well.

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

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

I am an Air Force Junior ROTC cadet.

