

**AIR FORCE JUNIOR ROTC WING
FORT DORCHESTER HIGH SCHOOL**



CADET HANDBOOK

2023-2024

FORT DORCHESTER HIGH SCHOOL

UNITED STATES AIR FORCE JUNIOR ROTC

SC 933

"Excellence Starts Here"

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From: Aerospace Science Instructors

Subject: Welcome to ROTC

To: All Cadets

Welcome to the Fort Dorchester High School Air Force Reserve Officer Training Corps (AFJROTC) Program. You have made a wise choice towards furthering your education. If you take the program seriously, participate in the activities, and work with your classmates, we believe you will come to the end of the school year as a more disciplined and well-rounded team player, with skills that will take you far in life.

All organizations, both military and civilian, have guidelines so that everyone within the organization knows how to work together to accomplish the desired goals. This Cadet Handbook provides these guidelines and statements of policy for the effective and efficient operation of the Wing. This Handbook is regulatory in nature. Follow all policies and guidelines as written until superseded by subsequent policy letters. Each policy and procedure are designed to help teach leadership skills, develop self-discipline, encourage orderliness, and promote citizenship.

We strongly believe AFJROTC training is beneficial regardless of the career you may pursue, whether military or civilian. AFJROTC will teach you skills like respectfulness, responsibility, and conscientiousness that will make you a valuable employee in the profession you choose. There is no obligation to join the military, but should you become interested in pursuing a military career in any of the uniformed services, we can provide you information on enlisting college scholarships, or how to become an officer in the United States military.

All the instructors are glad you are here and look forward to teaching you this school year.

DANA EVANS, Lt. Col, USAFR (Ret.)

Senior Aerospace Science Instructor

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1. FORT DORCHESTER AIR FORCE JUNIOR RESERVE OFFICER TRAINING

CORPS MISSION AND OBJECTIVES: The mission of the AFJROTC program is *to educate and train high school cadets in citizenship, promote community service, and provide instruction in Leadership and Air & Space Fundamentals*. AFJROTC is a four-year course of instruction in Aerospace Science and Leadership Education. The Aerospace Science portion of the program focuses on the history, development, and application of aerospace knowledge and its impact on society and on us as individuals. Leadership Education focuses on leadership skills and acquaints cadets with the practical application of life skills which include discipline, character development, responsibility, leadership, followership, and citizenship. The curriculum integrates military history, aerospace science, military drill and ceremonies, and the elements of leadership and management into a well-rounded course of instruction. The end goal is for all cadets to become better citizens through accomplishment of the following objectives:

- Encourage a high degree of personal honor, self-reliance, leadership, and discipline.
- Promote patriotism and an understanding of personal obligation toward national security.
- Promote habits of orderliness and precision.
- Develop respect for, and an understanding of the need for, constituted authority in a democratic society.
- Develop the ability to perform basic military skills associated with drill and ceremonies.
- Learn to develop a value system.
- Develop a basic knowledge of fundamental aerospace doctrine.
- Develop a knowledge of and appreciation for the traditions of the Air Force.
- Learn to manage stress.
- Learn to plan long and short-term goals.

2. BACKGROUND INFORMATION: Fort Dorchester's SC-933 AFJROTC Wing formed in 1993 in accordance with Public Law 88-647. This unit distinguishes itself in the community and the state by its many activities, tradition of excellence, as a 16-time recipient of the Distinguished Unit Award, and 3-time Distinguished with Merit recipient. Manned with over 300 cadets and 3 full time instructors, SC-933 is one of the largest JROTC units in the Southeastern United States.

3. UNIT OPERATIONS: The wing has a fully accredited elective credit course of instruction and enjoys equal status with all other departments at the school. Junior and senior cadets in leadership positions earn honors credits. The Senior Aerospace Science Instructor (SASI) is a retired US Air Force Officer. He reports directly to the School Principal and is responsible for the overall management of the program. The ASIs are retired Senior Non-Commissioned Officers (NCOs). Each instructor teaches class and serves as flight advisor, supply account custodian, team advisor, and special event advisor.

4. INSTRUCTOR BIOGRAPHIES:

Lt. Colonel Dana D. Evans is the Senior Aerospace Science Instructor. He is from Miami, Florida and graduated from South Ridge Senior High School in 1979. He attended Florida International University and graduated with a bachelor's degree in Industrial Technology in 1983. He is an ROTC graduate and is commissioned as a Second Lieutenant in the USAF in 1983. He then attended undergraduate pilot training in Columbus Miss. After earning his pilot wings, he remained in Mississippi as an instructor pilot until July 1988. Afterwards he moved to Tinker AFB OK and was an E-3 AWACS Aircraft Commander until Nov 1991. He then separated from the Air Force and began flying in the commercial airline industry. In Feb.1995, he joined the Air Force Reserves in Charleston SC as a C-17 Aircraft Commander until his retirement in July 2010. He then took the Senior Aerospace Science Instructor position at James Island Charter High School until July 2019 when he took the same position at Fort Dorchester High School. He earned his Master's degree in Occupational Safety in 2008.

Senior Master Sergeant Levi J. Bennett, is an Aerospace Science Instructor. He was born in St Stephen, South Carolina. He attended and graduated from East New York Vocational & Technical High School, Brooklyn, N.Y. in June 1981. He entered the Air Force in February 1982 as an Aircraft Electro-Environmental Systems Specialist. His numerous tours of duty include: Lackland AFB, TX; Chanute AFB, IL; Dyess AFB, TX; Dover AFB, DE; Howard AFB, Republic of Panama, Soto Cano AB, Honduras, Charleston AFB, SC, during his 26-year tenure, he performed maintenance on various airframes: C-5, C-17, C-141, C-130, H-53, L-1011, KC135, B-52, B-1, F-111, and several commercial aircraft. Sergeant Bennett has also held many other positions in the Air Force; Quality Assurance Inspector, Quality Air Force Instructor, Warranty Manager, First Sergeant, Shop Chief, training Manager, Production Superintendent and Flight Chief. He has worked in support of several local community agencies: Charleston AFB's Youth Center, Summerville SERTOMA Youth sports programs, the Amateur Athletics Union, Hunley Park Elementary reading mentorship program and Fort Dorchester High School football programs. He has earned an AS in Aerospace Technology a Bachelor in Human Resource Development and a Masters on Leadership and Management. His awards and decorations include: The Meritorious Service Medal with three Oak Leaf Clusters, the Air Force Commendation Medal, the Air Force Achievement Medal, Joint Service Commendation Medal, the Air Good Conduct Medal with one silver and four Oak Leaf Clusters, the National Defense Service Medal, the Global War on Terrorism Service Medal and the National Defense Service Medal.

Master Sergeant Todd M. Noltemeyer is an Aerospace Science Instructor. He was born in Columbus, Ohio and graduated from Wehrle High School in 1987. He entered the Air Force in 1987 as a Communications Cable and Antenna Maintenance Specialist. His assignments included tours at Kelly AFB, Texas; Eielson AFB, Alaska; McClellan AFB, California; Andrews AFB, Maryland and Charleston AFB, South Carolina. During his time as the Superintendent of Base Communications Support Element at Andrews AFB, he supervised the daily operations and maintenance activities supporting the President of the United States, Special Air Missions and Camp David. Additionally, Sergeant Noltemeyer was deployed twice in support of Operations ENDURING FREEDOM and IRAQI FREEDOM. He completed his Career as a First Sergeant for the 16th Airlift Squadron at Charleston AFB, South Carolina. His awards and decorations include the Meritorious Service Medal with two oak leaf clusters, Air Force Commendation Medal with three oak leaf clusters, Air Force Achievement Medal with nine oak leaf clusters, Air Force Good Conduct Medal with six oak leaf clusters, National Defense Service Medal with one service star, Global War on Terrorism Medal and the Global War on Terrorism Service Medal.

5. **AIR FORCE CORE VALUES:** *Integrity first, Service before self, and Excellence in all we do.*

- **Integrity:** The willingness to do what is right, even when no one is looking.
- **Service Before Self:** To lead is to serve; put those you lead above personal desires.
- **Excellence:** Doing your best... all the time.

6. **CADET HONOR CODE:** *A cadet will not Lie, Cheat, or Steal nor Tolerate among Us Those Who Do.* These simple words are the basis for a code to live by that will last the remainder of a cadet's life. These words are specific, clear in their demands, and are still relevant in our society. A cadet will not make evasive statements, should do their own work, and assist others in a sense of cooperation to meet the wing goals. Trustworthiness throughout life is not only noble but also necessary for the welfare and continued existence of our civilized society. The code requires self-control and a conscious effort not to take the easy road to short-term success. Eventually, living by the code will become an ingrained habit and a part of the cadet's total lifestyle both in JROTC and in his/her personal life. The **HONOR CODE** stresses that lying, cheating, or stealing are not tolerated within the Corps, and that **HONOR** is a noble standard that is the essence of not only the Corps but also each cadet's everyday life. Cadets will agree to live by the Cadet Honor Code by signing a pledge at the beginning of each school year. Failure to adhere to the Honor Code is grounds for dismissal from the JROTC program.

7. **CODE OF ETHICS:** Cadets will:

- Hold their country in high regard.
- Respect their parents, school officials and staff, teachers, and community leaders.
- Refrain from any act or derogatory word(s) or vulgar conduct or action that would discredit themselves, family, school, or Corps, both in and out of class.
- Strive to succeed in academics, athletics, extracurricular activities, and work.
- Perform all assigned duties and obligations in a timely manner.
- Maintain self-respect, self-control, and good behavior.
- Understand that honorable failure is better than success through cheating.
- Be proud of their uniform and the commitment to the Cadet Wing, which sets them apart from others.
- Be an exemplary role model with high standards of conduct.
- Respect other cadets and follow the directions of AFJROTC instructors and higher-ranking cadet officers and NCOs.
- Place the good of the Wing ahead of personal gain.

8. **CADET CONTRACTS:** All cadets will sign a Cadet contract that lays out expectations for conduct, uniform wear, and discipline standards. Failure to adhere to standards is grounds for corrective action or removal from the JROTC program. These signed contracts are kept in the cadet's personnel file. See section 12 for information on cadet review boards.
9. **CADET COUNSELING:** Instructors or cadet leadership may deem it necessary to formally discuss either outstanding or poor behavior or conduct with a cadet and will record this session on the official Letter of Counseling form. Formal counseling typically follows verbal counseling by the cadet leadership. Cadets receiving counseling will sign to acknowledge receipt of counseling. Letters of Reprimand are for offenses that are more serious and normally follow Letters of Counseling. All official letters of counseling and reprimand go in the cadet's personnel file. Cadet leadership will refer serious personal problems, family issues, or legal matters to the instructors.
10. **CADET CONCERNS:** Cadets should raise concerns with their flight leadership when possible. However, if the cadet has an issue or concern with flight leadership, they will then follow the change of command through Wing Staff and then to Instructor Leadership without fear of reprisal.
11. **CADET CONDUCT POLICIES/RULES:** We expect all cadets to be disciplined, courteous, respectful of authority (both in and out of the JROTC classrooms), and to follow the rules of the school. In addition to the cadet contract and individual instructor policies, here are additional cadet wing policies:
- Bring handbook, pencil/pen, paper, and all required materials to each class session.
 - Wear appropriate clothing and shoes for the scheduled day's activities. The issued PT uniform is required on physical training day. This keeps regular school clothes from getting dirty and provides flight unity.
 - If assigned a seat, sit only in that seat.
 - Throw away any trash around your seat before leaving whether or not it is yours.
 - Pay proper respect during the National Anthem, Pledge of Allegiance, and to the Flag always, not just during JROTC class time.
 - Address instructors by their appropriate ranks: Colonel, Chief, or Sergeant, as appropriate. Respond with "Yes, sir," or "No, sir" when asked a yes or no question.
 - Arrive to class on time.
 - Remember that you are a part of the SC-933 Wing and that you should behave in a manner befitting your status as a Cadet. Your actions and words now reflect on our unit. Instructors from other classes often tell us about the great things (and bad things) cadets do around the school. Remember that actions that bring discredit or embarrassment upon the school or AFJROTC are grounds for removal from the AFJROTC program and possible suspension from school.
 - Cadets will not walk arm-in-arm, embrace, or kiss while in uniform. Public displays of affection violates a long-standing custom of the service and detract from a professional image.
 - Obey all lawful and reasonable directions from cadet's senior to you in rank.
 - Always be courteous.
 - Only one person may speak at a time in class, and only after raising their hand and being recognized.

- Profanity/obscene language or gestures are prohibited.
- No sleeping in class. Instructors may ask sleepy students to stand up.
- Cadets will not enter instructors' offices without knocking. Do not use instructor offices as a passageway.
- The logistics rooms are **OFF LIMITS** to all unauthorized personnel.
- No arguing and fighting among cadets.
- No feet on desks/chairs, sitting on top of desks, lying on top of desks, or on the floor. All the furniture is school or Air Force property. Any damage caused by cadet misuse or willful negligence could result in a school financial obligation. Ask permission before you may get up from your seat.
- Eating, drinking, or gum chewing, in class are at instructor discretion.
- Call the room to attention when:
 1. An instructor enters the room without another instructor present.
 2. Any school administrator, teacher or parent enters the room.
 3. Member of the Top 4 enters without an instructor present.
 4. Officer in uniform enters without an instructor or higher-ranking officer present.

12. **CADET REVIEW BOARD:** When a cadet continues to show poor performance or attitude after both verbal counseling and/or letters of counseling or reprimand, the next step may be a cadet review board. The cadet Vice Wing Commander normally chairs this board made up of cadet leadership with instructor oversight. The board will review all documentation of poor behavior or performance with the cadet and his/her flight leadership, provide the SASI with a recommendation to retain or dismiss the cadet from the program, ensure the subject cadet understands why their performance or behavior is unacceptable, listen to any statements the cadet may have, and examine all the fact pertaining to the situation. The SASI will make the final decision after coordination with school administration. A copy of the recommendation will go in the cadet's personnel file. See Cadet Review Board Procedures in the Vice Wing Commander continuity book.

13. **HAZING:** Defined as *the practice of directing someone of lesser rank (a subordinate) 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 ABUSE OF THIS TYPE IS STRICTLY PROHIBITED.** These actions are grounds for dismissal from the JROTC program and further punishment as determined by the school. The use of physical activity (push-ups, sit-ups) in a disciplinary manner is **STRICTLY PROHIBITED.**

14. **CURRICULUM:** Fort Dorchester's JROTC curriculum consists of aerospace science and leadership, academics, physical training, drill, and ceremonies.
- Aerospace Science academics for first-year cadets emphasizes a basic knowledge of the origins and development of today's aerospace world. The second-year cadets will study the Aerospace Environment, Human Requirements of Flight, Principles of Aircraft Flight, and the Principles of Navigation. The third-year cadets will study the space environment, manned and unmanned flight, and space technology.
 - The Leadership Education curriculum is a well-balanced program of communication skills, character education, human relations, stress management, value systems, drug abuse prevention, problem solving, applying for colleges, job resumes, and finance.
 - Drill and ceremonies practice continues throughout the four years with a mixture of classroom study and outside drill. Drill teaches cadets how to work together as a team and work problems out together.
 - Physical fitness is a cornerstone of the JROTC program. Cadets will participate in the physical fitness test twice a year. Cadets must dress out in the provided physical training (PT) uniform for each scheduled session and are graded on proper attire and participation.
 - JROTC is a practical leadership laboratory in which qualified cadets are given leadership positions and learns how to lead and follow. Cadets will also participate in team building activities within the unit. Those junior and senior cadets in leadership positions will run the large wing sponsor activities involving other local schools (drill comps, Military Ball, Wing down day).

15. **ACADEMIC POLICIES:**

- **CREDIT:** The goal is for each cadet to pass and receive credit for the course. Each year successfully completed in AFJROTC equals one credit. The course takes the place of PE and will count as a physical education credit. Student that has already earned a PE credit will receive an elective credit for JROTC.
- **GRADES:** Each nine weeks grade is a weighted combination of Aerospace Science tests, Leadership Education tests, uniform inspection, physical training, quizzes, homework and grades from any written/oral presentations. Each instructor will address specific weight for his or her class at the beginning of the year.
- **EXAMS:** Exams will consist of multiple choice, true/false, matching, fill-in-the-blank, or discussion questions.
- **PAPERS:** Students may be required to write short expository or biographical papers. All papers should be neat with proper grammar and turned in on time.
- **HOMEWORK AND PROJECTS:** Instructors may assign homework and/or individual or group projects.
- **EFFECTS OF GRADES:** Leaders are well rounded. Grades are considered when filling staff positions and awarding promotions.

- **ACADEMIC PROBATION:** School grades are paramount and supersede all JROTC duties. Academic probation is for any cadet failing a class at the time of an interim report or the end of a grading period. During this probation period, the cadet may wear their rank, but may not perform their cadet duties. **This cadet must coordinate with cadet leadership to ensure their assigned duties are accomplished.** The cadet, the ASI, and the parents, will receive notification letters when a cadet is placed on or taken off Academic Probation. The cadet may also receive a designated Kitty Hawk tutor. Continued failing grades are grounds for removal from leadership positions and/or teams.
- **HONORS CREDIT:** Junior and senior cadets in leadership position in the Wing will receive credit for an Honors course.

16. **CLASSROOM REPORTING PROCEDURES:** Flight Commanders, Flight Sergeants, Element Leaders, and Guidon Bearers, will use the following procedures for classroom reporting.

- The Flight Commander will position him/herself in front and on the right side of the classroom with the Flight Sergeant to his/her left. The Guidon Bearer will position him/herself next to the Flight Sergeant, holding the Guidon at parade rest.
- The Flight Sergeant will call the flight to attention and direct flight to face the American Flag and then lead in the Pledge of Allegiance. Flight members must stand at attention by their desks. Flight Sergeant will state, "Element Leaders Report."
- The First Element Leader will turn 45-degrees and, facing the Flight Sergeant, say "First Element, all present and accounted sir/ma' am." Note: If a member of an element is missing with no reason given, the element leader will report, "First Element, 1 missing or unaccounted for sir/ma' am." Upon finishing the report, the Element Leader will return to their original position. Other Element Leaders will follow with their respective reports. Element Leaders will not salute the Flight Sergeant while making the report.
- After the last Element Leader has finished his/her report, the Flight Sergeant will consolidate the report and report to the Flight Commander stating "All present and accounted for" or "2 missing or unaccounted for" depending on the number of cadets not present. The Flight Sergeant will salute the Flight Commander while making the report. The Flight Commander will return the salute after the report is given.
- When given the order "Guide-post," the Guidon Bearer will march the Guidon back to the Guidon Rack and secure the guidon.
- The Flight Sergeant will give the flight "seats." Flight members will take their seats with hands placed on the desktop in front of them, sitting quietly while role is taken. On the command, "Seats, at ease," flight members are free to move in their seats and prepare for class.
- In absence of the Flight Commander, the Flight Sergeant will replace the Flight Commander. In the absence of the Flight Sergeant, the 1st Element Leader will replace the Flight Sergeant. The Flight Commander may select another Element Leader to step in, in the absence of the Flight Sergeant, to allow each Element Leader to gain experience.

17. **PHYSICAL FITNESS TRAINING (PFT) POLICY:**

- The Air Force JROTC goal is to build academically strong and physically fit students. The fitness program is a required part of the SC-933 AFJROTC curriculum. Each cadet must have a signed Health Screening Form on file prior to becoming involved in the program or any physical training activities within JROTC.
- The Physical Fitness Program is a required part of the AFJROTC PT program. Cadets will dress out and participate in the PT activities each week. These activities may include the PFP program, group related sports or team building exercises, stretching, exercising, walking, and jogging short distances. Cadets may be excused from participating with a signed note from a parent and or doctor.
- Cadets will wear their issued AFJROTC PT clothing for PT and appropriate shoes for outdoor physical activities.
- The Cadet PT Specialist in each flight will be responsible for running the program in their flight with cadet oversight by the Flight Commander and Flight Sergeant.
- Grading: maximum score for PT is 100 points: 50 points for wear of the issued PT uniform and 50 points for participating in the scheduled PT activity. Cadets may lose 25 points for only partial wear of the PT uniform. Failure to dress out and participate in PT activities will result in a grade of 0.
- The Physical Training uniform is a designated uniform and will be under the same regulations as normal uniform wear (i.e., hair pinned up, no hoop earrings, shirts tucked in, etc.)

18. **PHYSICAL FITNESS PROGRAM:**

- The Physical Fitness Program is designed to address the long-term health and productivity of each cadet. The goal is to help each cadet improve their physical fitness regardless of their fitness level when they started.
- Cadet leadership will monitor the progress on these three exercises throughout the year. Cadets can qualify for awards based on their performance on all three exercises.
- The program consists of three exercises: push-ups, curl-ups, and 1-mile timed run. See **page 39** for scoring standards and instructions.

19. **FLAG DETAIL:**

- The Top 4 leadership will create a flag detail schedule and have it approved by the SASI before the school year begins. Top 4 will develop a training program during the Cadet Leadership Course and Wing staff training to ensure this event is conducted properly with pride and professionalism every day.
- The Flag Detail will consist of four cadets overseen by a detail commander who will ensure proper raising, lowering, and proper storage of the flags. Raise and lower flags each day unless an instructor says otherwise.

20. **UNIFORM WEAR/INSPECTION:** The military uniform is the public symbol of the nation's defense forces. It represents a long and honorable tradition of devotion to duty in the service of one's country. The uniform worn by AFJROTC cadets is very similar to that worn by active-duty Air Force personnel. Thus, the uniform is something more than just another outfit – it must be worn proudly and properly before, during, and after school. Hats must always be worn when outside the school, whether under an awning or not.

- Cadets are required to wear the uniform each week on the specified day and at other times prescribed by the instructors. Cadets may remove Service and ABU Jackets during class, but **must wear them while walking in the hallways.**
- Cadets will receive a score of 10 if, once inspected, the cadet fails to wear the uniform properly all day or removes required uniform items.
- If a cadet is absent on uniform day or does not wear the uniform, the cadet must wear the uniform the next day they return to school. **This is called a makeup day.**
- Cadets who fail to wear the uniform by the end of the week without an acceptable excuse, will receive a uniform grade of "O" for the week.
- Cadets who are present on uniform day and not in uniform, will receive verbal counseling. They may make up the uniform later in the week, but the highest grade they may receive is a 70.
- A cadet in ISS will wear the uniform that day and wear it the next school day. It is their responsibility to ensure an instructor inspects them. If a cadet must leave school prior to uniform inspection in their JROTC class and has not arranged for an inspection, will wear their uniform on the next day.
- The following will occur when a cadet gets a **ZERO** for not wearing their uniform:
 - First Offense:** Flight commander will counsel the cadet on uniform wear requirements and future consequences of non-compliance.
 - Second Offense:** Flight commander issues a letter of counseling. Instructors may email the cadet's parents/guardians. The cadet may lose their leadership position.
 - Third Offense:** Flight commander issues a Letter of Reprimand. The cadet will be ineligible for all remaining field trips. The instructor will contact the parents/guardian. The cadet will be demoted.
 - Fourth Offense:** Based on instructor recommendation and final SASI decision, the cadet may be removed from the AFJROTC program. If removed from the program, the cadet will be removed from AFJROTC and may be assigned an overall failing grade for the year.
- Do not allow anyone not in JROTC to wear your uniform

Additional guidelines for proper uniform wear:

Men will not wear earrings in uniform.

- Do not wear any parts of the uniform with civilian clothes.
- You may remove the uniform for class (drama, weightlifting, culinary arts, etc.), but put it back on as soon as the class is over.
- Wear hats when outside. Only wear indoors when authorized.
- You may remove the service coat and hang it on the back of your seat while sitting in class. Keep all buttons buttoned while wearing the service coat unless seated when you may unbutton the bottom button.
- Keep your uniform neat, clean, and pressed.
- Do not put your hands in pants or coat pockets.
- Do not put anything in coat pockets. Avoid packing bulky items in pants pockets.
- Do not wear non-prescription sunglasses in formation.
- Keep shoes polished, including heels and edge of soles.
- Black pumps can be worn with any uniform combination (see instructor for specific guidelines).
- Do not loosen or remove neckties or neck tabs.
- Trim loose strings and frayed seams; remove lint, threads, etc.
- Wear wristwatches and rings in good taste. Cadets may wear one bracelet, neat and conservative, and no wider than one-half inch.
- Females may wear small conservative gold, white pearl, diamond, or silver spherical pierced or clip earrings; only clip-on earrings may protrude below the earlobe. Wear only one earring or healing post on each ear lobe, worn in the lowest hole and be no larger than the head of a pencil eraser
- Do not wear tongue rings or grills in designated JROTC areas or in uniform. - - No ornaments visible on the head, around the neck, or accessories on eye glass lenses or frames that are not part of such eyewear.
- No smoking in uniform on or off school grounds.

CADET APPEARANCE AND GROOMING GUIDELINES

Hair-male and female: Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (Exception: female bangs), or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches, and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red or black. All Cadets are authorized to wear natural color hair regardless of their natural born hair color, but when combined or frosted, the colors must blend together so as to not present an unnatural appearance between colors. For example, hair colors may be displayed as a “salt-and-pepper” look as this presents a naturally blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another with dyes, tints, bleaches, and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black or tan) due to a temporary medical condition (i.e., radiation and/or chemotherapy).

Wigs/Hairpieces/Extensions: Are authorized and will meet the same standard required for natural hair, be of good quality, fit properly, and comply with safety, functionality, and professionalism. (Note: Extensions are still prohibited for males). Wigs/Hairpieces/Extensions will not be used to cover unauthorized hair styles.

Hairnets: Worn as required for health or safety reasons. Made of natural or a synthetic material; must be conservative (plain and moderate, being within reasonable limits; not excessive or extreme), solid color similar to the member's hair color, also strong enough to support and control hair and contain no metal fasteners. Hairnets are only authorized when performing related duties as determined by applicable SASI.

Jewelry: While in uniform, will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI.

Airmen may wear a total of no more than three rings: wedding sets count as one ring when worn as a set.

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

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

Eyeglasses/Sunglasses: Will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored, or photosensitive lenses are authorized. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/Lasik surgery and when authorized by a SASI or commandant on the advice of a medical official.

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

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

Back Packs: Cadets may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).

Headphones: Wear/use of an earpiece, any blue tooth technology or headphones while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. Exception: Headphones and earphones (iPods, MP3-type players, etc.) are authorized during travel on public transportation i.e., bus, train, or air travel.

- FEMALE CADET GROOMING GUIDELINES

Hair-Female: No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back.

Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with the cadet standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail or equivalent, it must be a single ponytail or equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color (similar to the individual's hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed length and bulk standard and headgear must fit properly.

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.

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

Unauthorized: Mohawk, mullet, or etched design.

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



Scrunchie



Hair Clips

Fingernails: If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length

beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

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

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

Undergarments – Mandatory.

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

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.

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

Body Piercing/Ornamentation: In uniform except for earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, eyebrows, lips, or any exposed body part (includes visible through the uniform). Plugs for gauge holes in the ear lobes are not authorized (regardless of color, i.e., flesh colored). There are no exceptions per AFI 36-2903.

Dental ornamentation: Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited.

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



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



Braided Ponytails/Multiple Braids in a Single Ponytail



Pulled back secured and does not exceed 6 inch radius

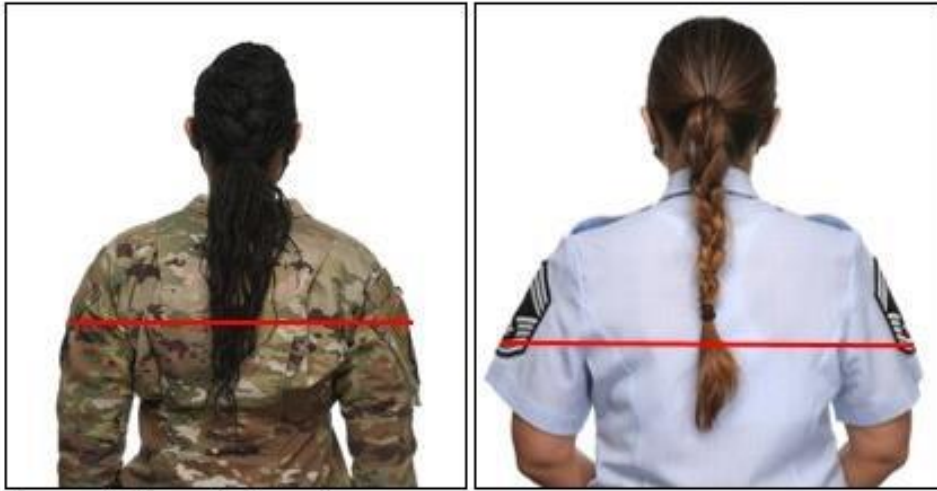


Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids

UNAUTHORIZED



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

Female Hair Style Examples



Braids



Twists



Locs

- MALE CADET GROOMING GUIDELINES

Hair-Male: Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2 ½ inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized. Prohibited examples (not all- inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes and/or design. 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 ¼ inch width. Men are not authorized hair extensions. See Figure 3.1

Mustaches: Male Cadets may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. Beards are not authorized unless for medical reasons, when authorized 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 ¼ inch in length. Individuals granted a shaving profile may shave or trim their facial hair to present a neat, clean, professional image.

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

Undergarments – T shirts (Mandatory): Appropriate undergarments are required to be worn with all uniform combinations. Wear undershirt and underpants with all uniforms. Wear the white V-neck or athletic style tank top undershirt when wearing opened collar service uniforms only. Undershirt will be tucked into trousers. Undershirts will not have pockets.

Male cadets are not authorized to wear earrings while in uniform. Male Cadets are not authorized to wear cosmetics.



21. **WEAR OF SHOULDER CORD:** The following guidelines apply to the wear of the cord:

- Worn with any blue uniform combination
 - Worn on the left shoulder---grounded to the shoulder seam
 - Only double knot single cords no wider than 1 inch without metal tips are authorized
- Do not wear shoulder cord with the ABUs or the lightweight jacket.

The following cords are assigned to Wing Staff positions:

- **Wing Commander**- Single silver rope
- **Vice Wing Commander** -Single gold rope
- **Inspector General** - Single yellow rope
- **Command Chief** - Single blue rope
- **Director of Operations** - Single red rope
- **Mission Support Commander** - Single navy blue and red rope
- **Squadron Commander** - Single white and red rope
- **Squadron First Sergeants** - Single white rope
- **Flight Commanders** - Single red and silver rope
- **Public Affairs, Logistics, and Personnel** - Single royal blue and red rope
- **Drill Team** - Single silver and navy-blue rope(only for competitions)

22. **WEAR OF BERETS:** Worn only by designated cadets and only worn with the service dress or any combination of blue uniform. Do not wear berets with ABUs.

- Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear with the stiffener over the left eye. Officers align rank centered above the left eye. Enlisted align the mini-Hap Arnold insignia centered above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside.
- Colors:
 - Blue Beret: Drill Team/Kitty Hawk
 - Black Beret: Rocketry/Aero Team
 - White Beret: Raider Team

23. **FEMALE UNIFORMS:**

- **Pages 45,49,51,52** show the female uniform. The service coat is a blazer style coat and is worn with the pants, or skirt. The coat should follow the contours of the figure but allow ease of movement without pulling in the back at the waist. Sleeve length should be to the heel of the thumb when the arms are hanging naturally at the sides.
- Start the silver metal tip of the belt through the belt loops going toward your right-hand side and then around your back to the front. When buckled, only the full metal tip on the belt should show. The adjustable clamp on the back of the buckle permits adjustment of the length to always permit proper wear, without excess belt showing.

- The blue skirt is a modified A-line skirt and must hang naturally over the hips. The skirt length must fall between the top and bottom of the kneecap. The slacks have a waistband with the zipper down the front of the slacks and a slant pocket on each hip. The bottom of the slacks will barely rest on the front of the shoes with a slight break in the crease. The back of the slacks is 7/8" longer than the front. The proper length of the slacks may be determined when the cadet is standing at the position of attention.
- Shine your issued black low quarter shoes to a high gloss. Females may purchase plain black slip-ons (flats) or pumps with heels no higher than 2 1/2" as an optional item of wear with the skirt or black flat shoes with no ornamentation. Upper-class cadets may purchase and wear patent leather (high gloss) shoes. Returning cadets will keep their issued shoes. Cadets may get new shoes if they outgrow the old ones.
- Wear plain sheer nylon hose in neutral, brown, black, or dark blue shade that complement the uniform and the individual's skin tone with the skirt or slacks. Wear plain black socks with slacks.
- Wear the female short-sleeved shirt with either the slacks or the skirt. Always wear the dark blue tab with the service dress coat or when wearing "blues with tie tab."
- Wear the female flight cap slightly to the wearer's right with vertical crease of the cap in line with the center of the forehead, in a straight line with the nose; approximately one inch above the eyebrows in the front. Hair may be visible in front but will not touch the eyebrows.

24. **MALE UNIFORMS:**

- **Pages 45,48,50,52** show the male uniform. The service coat will not be formfitted and must not be tight in the shoulders, chest, or underarm. The sleeve length should extend to the heel of the thumb when the arms are hanging naturally at the sides. The bottom of the coat should be fingertip length when the arms are hanging naturally at the side with the hands slightly cupped.
- The pants must be trim fitted with no bunching at the waist or bagging in the seat. The bottom of the slacks will barely rest on the front of the shoes with a slight break in the crease. The back of the slacks is 7/8" longer than the front.
- Start the silver metal tip of the belt through the belt loops on your left-hand side and then around your back to the front. When buckled, only the full metal tip on the belt should show. The adjustable clamp on the back of the buckle permits adjustment of the length to always permit proper wear, without excess belt showing.
- Shine your issued black low-quarter shoes to a high gloss. Upper-class cadets may purchase patent leather shoes. Socks must be plain black.
- Tie your issued tie so that the tip hangs no more than 1 1/2 above the belt line or 1 1/2 below the top of the buckle. Wear the tie outside the shirt, not tucked in. If worn, center the Air Force tie tac or clasp between the bottom edge of the knot and the tip of the tie.
- The bottom of the sleeve on the light blue short-sleeved shirt should barely touch or come within 1" of the forearms when the arm is bent at a 90-degree angle. The collar must be closed when wearing a tie. You must wear a tie when wearing the blue service coat.

- Only white "V" neck T-shirts are authorized under the short-sleeve shirt.
- Wear the male flight cap slightly to the wearer's right with vertical crease of the cap in line with the center of the forehead, in a straight line with the nose; approximately one inch above the eyebrows in the front.

25. **AIRMAN BATTLE UNIFORM (ABU) / OPERATIONAL CAMOFLAUGE PATTERN (OCP):**

- Authorized for all 2nd, 3rd, and 4th year cadets or at the discretion of the SASI. The ABU/OCP is normally worn every other week as directed by the IG or at the discretion of the SASI. The SASI will establish any further guidelines on the wear in or outside of the normal school day and the wear of optional items.
- Cadets may wear the desert tan undershirt or Unit T-shirt with the ABU/OCP uniform. Unit T-shirt may be worn without ABU/OCP Blouse during any Cadet Leadership Course (CLC), Raiders Team or sports/fitness competition.
- **ABUs** will be worn only with the garrison ABU cap and sage green or Coyote brown boots. ABU pants must always be properly bloused over the boots. NO berets, shoulder cord, ascots and gloves will be worn with the ABU uniform.
- **OCP** uniforms will be worn only with the garrison OCP cap and Coyote brown boots. The American flag patch is centered at the top of the Velcro on the right sleeve. The Ft Dorchester patch is centered and below the American Flag. The JROTC patch is centered and worn on the left sleeve. OCP pants must always be bloused over the Coyote brown boots. NO berets, shoulder cords, ascots and gloves will be worn with the OCP uniform. Ranks are centered on the blouse, not worn on the collar.

26. **HONOR FLIGHT SELECTION:** The Wing Commander will develop an honor flight program. This program will help the instructors and cadet leadership determine the highest performing flights in the wing. The program should recognize top upperclassmen and freshmen flights each month with overall winners announced at the end of the year. Top flights are those excelling in uniform wear, physical training, competitive events, participation, and military bearing.

27. **CADET STAFF DUTIES/JOB DESCRIPTIONS:** The Cadet Wing Commander is the highest-ranking cadet in the Corps. He/she is responsible for all cadet activities, particularly the training and the performance of the cadets. The "Top 4" in the cadet wing consists of the Wing Commander, the Vice Wing Commander, the Inspector General, and the Command Chief Master Sergeant. Key staff consists of the Top 4, the Director of Operations, Mission Support Commander, Staff OICs, Squadron Commanders and First Sergeants. Wing Staff includes members of the Key Staff plus flight commanders, flight sergeants, team captains and deputies. Cadets selected for Wing Staff positions have a special responsibility to those they lead and should place the needs of their cadets and the cadet Wing first. Some of the responsibilities for each position include:

- **Wing Commander:**
 - (1) Accomplish the mission and all objectives of the wing.
 - (2) Monitor the appearance, discipline, efficiency, training, and conduct of the wing.
 - (3) Administer cadet activities according to Air Force principles and procedures.
 - (4) Schedule and conduct the annual wing staff-training course.
 - (5) Develop and modify wing operations policies and procedures as required.
 - (6) Conduct periodic Wing Staff meetings and Wing Commander Calls.
 - (7) Ensure all major unit activities and events are properly coordinated.
- **Vice Wing Commander:**
 - (1) Command the wing during the absence of the Wing Commander.
 - (2) Act as an advisor to the Wing Commander and assist him/her as required.
 - (3) Chair the cadet review boards.
 - (4) Directly oversee the Director of Operations and OICs of Personnel, Logistics, and Public Affairs.
- **Inspector General:**
 - (1) Coordinate any Principal, Superintendent, or scheduled Annual Inspections.
 - (2) Develop and publish the uniform wear schedule.
 - (3) Administer the Wing Concerns and Suggestions System.
 - (4) Ensure uniform inspections are standardized and leaders properly trained.
 - (5) Develop and present the annual inspection briefing.
 - (6) Develop and present the unit mission briefing.
 - (7) Update the cadet handbook as required.
- **Command Chief Master Sergeant:**
 - (1) Advisor to the Wing Commander on all enlisted matters.
 - (2) Oversee wing drill, uniform wear, and the conduct and morale of all cadets.
 - (3) Conduct periodic enlisted staff meetings for input to the Wing Commander.
 - (4) Project officer for the annual Dining-In, Dining-Out, or Military Ball.
 - (5) Conduct periodic visits with flights to gauge morale and suggestions.
- **Director of Operations**
 - (1) Oversees the appearance, discipline, training, and conduct, of all teams.
 - (2) Develop standardized reports for team captains.
 - (3) Monitor and update the yearly activity board with changes.
 - (4) Evaluate Team Commanders and recommend promotion or removal based on performance.
 - (5) Coordinate the location of ALL Team Meetings/Practices.
 - (6) Brief team participation, upcoming events, and any issues at Staff meetings.
- **Mission Support Commander:**
 - (1) Oversees the administrative operations of the cadet wing.
 - (2) Develops standardized reports and forms for proper wing operation.
 - (3) Oversees all information boards and posted announcements.
 - (4) Evaluates performance of Logistics, Public Affairs, and Personnel OICs.
 - (5) Oversees input of all proper data in WINGS.

- **Squadron Commander:**
 - (1) Responsible for appearance, discipline, training, and conduct of assigned flights.
 - (2) Visit your flights periodically.
 - (3) Mentor and advise flight commanders and flight sergeants.
 - (4) Ensure each flight turns in all required reports.
 - (5) Input flight report data into staff meeting slides and brief squadron status at each wing staff meeting.
 - (6) Evaluate Flight Commanders, Sergeants, and your Squadron First Sergeant.
 - (7) Establish goals for squadron which support the wing's goals.
 - (8) Effectively administer the Cadet Promotion system.
 - (9) Perform all other duties assigned by the Cadet Wing Commander.

- **Squadron First Sergeant:**
 - (1) Oversee appearance, discipline, training, and conduct
 - (2) Coordinate with Squadron Commander to ensure periodic flight visits.
 - (3) Work with the Cadet Command Chief Master Sergeant to advise the Wing Commander on all enlisted matters.
 - (4) Assist the Squadron Commander with all required squadron duties.
 - (5) Mentor and advise flight sergeants.
 - (6) Help schedule and conduct squadron staff meetings.
 - (7) Ensure all flight reports are turned in on time.
 - (8) Perform all other duties as assigned.

- **Personnel Officer in Charge:**
 - (1) Maintain, file and secure personnel records for each cadet.
 - (2) Maintain and update WINGS on each cadet.
 - (3) Publish, distribute, and file wing administrative, service point, and special orders.
 - (4) Maintain and update all required publications.
 - (5) Process recommendations for promotion, demotion, and position changes.
 - (6) Maintain and update bulletin boards regularly.

- **Logistics Officer in Charge:**
 - (1) Assist the ASI in the issue and turn-in of Air Force property.
 - (2) Assist the ASI with tracking and inventory of all assigned AFJROTC property.
 - (3) Focal point for getting materials, tools, and equipment for wing activities.
 - (4) Ensure Cadet Supply Area is kept neat and orderly.
 - (5) Oversee all auxiliary cadets assigned by flights for logistics detail.

- **Public Affairs Officer/NCO:**
 - (1) Develop an effective plan to highlight newsworthy JROTC activities to the school, school district, and local news media.
 - (2) Develop and publish a sheet with the latest news and announcements for each flight to read each week.
 - (3) Ensure photo coverage of all cadet activities to include (but limited to): Mass meetings, award ceremonies, field day, Wing down day, parades, and major competitions.
 - (4) Supply photos for all unit mission briefings.
 - (5) Update message scrolling banner each week.

- **Team Commanders/NCO:**
 - (1) Set your team up for success.
 - (2) Coordinate with sponsoring instructor on all scheduled practices.
 - (3) Oversee and ensure the proper training of all team members.
 - (4) Track team participation at practices and competitions. Determine levels of participation for awards/ribbons.
 - (5) Ensure team members properly represent the unit at all competitions.
 - (6) Ensure all scheduled events are posted on the Director of Operations' master scheduling board.
 - (7) Advise the Director of Operations on any manning shortfalls for events.
 - (8) Attend all Wing Staff meetings.
 - (9) Develop a communication system whereby each team member is notified of changes in practice times, meeting locations, etc.
- **Flight Commanders:**
 - (1) Remember, attitude is infectious! You are the day-to-day face of wing leadership for the cadets in your flight. You are a huge part of the tone your wing commander sets for the wing.
 - (2) Responsible for appearance, discipline, training, and conduct of entire flight.
 - (3) Represent the flight at ALL meetings and Discipline Boards when required.
 - (4) Ensure all assigned cadets with jobs understand and perform their duties.
 - (5) Work closely with the Flight Sergeant to complete all required reports and assignments on time.
 - (6) Identify element leaders and a guidon bearer for the flight. Ensure these cadets have the proper rank for their respective positions.
 - (7) Monitor assigned flight cadets physical training and academic scores. Ensure struggling cadets receive help.
 - (8) Recommend flight members for promotion or demotion.
 - (9) Attend training sessions during the summer.
 - (10) Inspect flight members on uniform inspection day.
 - (11) Enter applicable personnel data into WINGS as required.
 - (12) Ensure classroom is clean each day before allowing flight to depart.
- **Flight Sergeants**
 - (1) Lead flight during the flight commander's absence.
 - (2) Assist the Flight Commander with all assigned flight duties.
 - (3) Directly oversee the Element Leaders on reporting procedures and ensure they are properly leading their respective elements.
 - (4) Receive the daily Element Leaders report and report to the Flight Commander.
 - (5) Train the Flight Guidon Bearer in Guidon Bearer procedures.
 - (6) Identify an acting Flight Sergeant for when you are absent.
 - (7) Identify flight members for specialist jobs (logistics, personnel, and public affairs, PT leader) to augment Key Staff when required.
 - (8) Coordinate with Flight Commander to ensure flight representation at all meetings.

- **Flight Guidon Bearer:**
 - (1) Maintain the highest personal appearance and uniform standards.
 - (2) Act as the focal point for formation of the flight.
 - (3) Lead the direction of march and set the pace for the flight.
 - (4) Learn guidon bearer procedures and train an alternate.
- **Element Leader:**
 - (1) Responsible for appearance, discipline, training, and conduct of their element.
 - (2) Assist the Flight Commander and Flight Sergeant as directed.
 - (3) Act as the Flight Sergeant as required
 - (4) Perform all duties assigned by Flight Commander or Flight Sergeant.
- **Flight Specialists:**
 - (1) Designated by flight leadership to periodically augment Key Staff during peakwork times.
 - (2) Each flight should identify cadets to fill the following positions: Personnel, Logistics, Physical Training, and Public Affairs. Attend all coordination and training meetings called for by Key Staff Officers in Charge.

28. **CADET STAFF TRAINING ROOM (CSTR):** This area is set aside as a training room for authorized cadets ONLY. Its use is a privilege. Additional rules for the room include:

- The training room only authorized for Wing Staff cadets. All other cadets must receive instructor approval before entering.
- The room is used as a storage for all PT, rocketry, and raider equipment. The equipment is not to be removed without instructor permission
- Ensure the room is neat and orderly prior to departing, even if you did not make the mess.
- Computers in CSTR are set up as a flight simulator and are not to be used for other computer programs
- Do not store book bags, books or personal belongings in the CSTR.

29. **CORPS ORGANIZATIONAL STRUCTURE:**

- The South Carolina 933rd Wing is organized using guidelines from AFROTCI 36-2001. The wing organization chart is on **page 36**.
- The unit is organized under the "Chain of Command" construct. Information, guidance, and decisions, flow "down" the chain of command in the form of either oral or written orders/information. Recommendations and feedback flow "up" the chain of command. There should also be a "lateral" flow of information (flight commanders sharing techniques, element leaders passing along guidance to each other). Good communication "up," "down," and "laterally," along the chain of command helps make a unit more effective and run efficiently.
- The Unit Manning Document (UMD) on **page 35** is a guide for position and rank authorizations.

30. **CADET RANK AND PROMOTION:** As is true in life, everyone answers to someone. Cadets of higher rank will direct those of lower rank to perform various duties to ensure the smooth running of the cadet wing. If selected to fill a leadership position, a cadet must fulfill their duties to the best of their ability-others are depending on their leadership. The following are criteria used to select a cadet for promotion: Attitude, experience, initiative, maturity, willingness to assume jobs of increased responsibility, trustworthiness, merit/demerit record, academic record, involvement in corps activities, and compliance with AFJROTC appearance and behavior standards. All promotions are subject to final approval by the SASI. See **page 42** for guidance on cadet ranks. Additional guidance:

- Cadets meeting the following criteria may be promoted at the end of the 1st semester:
 - Performs 10 hours of community service that semester
 - No "O" for a uniform grade
 - No in school or out-of-school suspensions (Instructor may waive)
 - A 75 average or above in JROTC.
 - Flight commander approval
- Cadets holding key leadership positions are assigned a permanent rank for the year and will hold that rank throughout the year unless promoted for exceptional performance.
- **Promotion for Exceptional Performers:** The Cadet Promotion for Exceptional Performers (PEP) Program is another motivational tool for each Squadron Commander to recognize and encourage outstanding cadet performance. This will normally be for a cadet without an assigned job and should be reserved for a cadet who has demonstrated exceptional effort or performance. Squadron Commanders will take recommendations from each of their flight commanders and, after notifying the Wing Commander and the SASI, make their selection at the end of first semester.
- **Promotion for Exceptional Staff Cadets:** The Wing Commander may, with approval from the SASI, recognize outstanding cadet leaders by promoting them one grade. This promotion may occur anytime during the school year but should be reserved for the most deserving and for truly outstanding leadership performance.
- **Cadet Demotions:** A cadet may, based on recommendation from his/her flight commander and instructor, be demoted. This is a more serious punishment for poor cadet performance after verbal and written counseling have failed to correct poor performance.
- **Training next year's leaders:** Start of Q4, flight commanders will become flight advisors, and flight sergeants will become acting flight commanders. The flight advisor will advise and guide the acting Flight Commander and Sergeant on leadership matters concerning their flight. **The flight commander is still in charge and will make final decisions for his/her flight.** Element leaders or other cadets within the flight will become acting flight sergeants. This system allows cadets to gain experience in new leadership roles while providing instructors a chance to evaluate potential leaders for the following year.

31. **CADET LEADERSHIP COURSE (CLC):** Cadets may compete for a limited number of slots at CLC, normally held a week each June. Those attending will be better prepared to assume greater responsibility as cadets in their subsequent years. Selection to attend CLC is a high honor and reflects the hard work and dedication put in to the JROTC program. Cadets completing CLC will receive a Leadership School Ribbon and one-half of an elective credit.
32. **FUND RAISING:** The unit charges each cadet an activity fee at the beginning of the school year. This fee helps cover expenses from the Wing Down Day, Military Ball and other extracurricular activities. The Cadet Wing may conduct additional fundraisers to help cover other cadet activities and purchases to help support the unit. These events are normally limited to two big events per year and cadet participation is voluntary. The unit may establish "sales targets" for fundraisers that, once reached, may result in incentives (gift cards, credits toward CLC or Upper-class field trip, activity fees, or the military ball).
33. **FIELD TRIPS:**
- The Cadet Wing will sponsor Curriculum-In-Action (CIA) trips throughout the year. These trips may consist of military orientation flights and trips to military and/or historically relevant locations around the region. There are also field trips to participate in parades, drill meets, color guard performances, etc. Cadets will complete a Field Trip Form for participation in all local AFJROTC field trips during the school year. Field trips may require the wearing of the cadet uniform, suitable civilian clothing, team uniform, or the unit activity T-shirt. Normally the school will provide transportation to these events.
 - Cadets who have an outstanding JROTC financial obligation, failing AFJROTC grade, school suspensions, or do not comply with unit policies, can be denied the opportunity to participate in field trips by their instructor. Any teacher can deny a cadet's request to take a field trip if the cadet has a low or failing grade in their course.
34. **LEADERSHIP DEVELOPMENT REQUIREMENTS:** The co-curricular teams and activities build team spirit and cohesion within the unit. Participation in these groups is open to all but will be limited to those cadets with an exemplary attitude and those who maintain the highest military standard. Members who participate have opportunities to earn service ribbons and clusters, special team ribbons, badges, and recognition for outstanding achievements. The co-curricular clubs and activities offered include:
- **Drill Team** - The Drill Team consists of three divisions:
 - (1) **Color Guard** – Presents, posts, retires, raises, and lowers the United States National Colors at school and community functions, parades, and Drill Meets.
 - (2) **Armed Division** – Cadets build on the basic drill and ceremony skills learned in the classroom using rifles or sabers. They often perform in parades, Drill Meets, Military Ball, and local community events.
 - (3) **Unarmed Division** – Cadet learn the basic skill necessary to compete in a drill meet. They may participate in parades, drill meets, and local community events.

- **Kitty Hawk Air Society** – This honor society promotes academic excellence and service. Cadets must have at least an overall 90 average in AFJROTC and an overall GPA of 3.0 or higher to join. Members may provide tutoring services, recruit at middle schools, participate in Academic Bowls, and plan community service projects. Team members receive a uniform pin and senior members receive a distinctive cord to wear at graduation to honor their service. Rising Juniors and Seniors with a 3.3 GPA will also receive the Aerospace Education Foundation (AEF) badge. As part of this team there are the following sub teams.
 - (1) **Academic Team** – Cadets compete in on-line competitions and during several local school competitions. Cadets are chosen to compete by Kitty Hawk team captain.
 - (2) **Recruiting Team** – Cadets organize and lead a visit to River Oaks and Oakbrook middle schools to recruit freshman for the upcoming school year. Kitty Hawk members will lead the team and pull volunteers from various co-curricular teams and freshman from that specific school.
 - (3) **Awareness Presentation Team (APT)** – An academic endeavor designed to provide positive role models for elementary and middle school students. The APT covers topics such as peer pressure, conflict resolution, sexual issues, violence, and drug & alcohol awareness, peer pressure, and gang violence. The team is composed of 5-10 cadets who are selected by the SASI/ASI. Cadets research a subject, then prepare and deliver a presentation.
- **Raider Team**-Cadets participate in competitions that include the physical challenges of pull ups, pulling a HUMMVEE, running a 5K with a ruck sack, firemen 's carry or as determined by the school hosting the event.
- **Rocketry/Drone/Aeronautical Team** – Cadets build and launch their own model rockets, fly drones, remote-control airplanes, and the flight simulator. The team competes in local competitions and may travel to local airports. Members are awarded the Model Rocketry Badge at the team commanders' discretion.
 - Team meetings may occur before, during, or after school. The Director of Operations will ensure the proper advertising of each meeting so that all interested may attend.
 - Cadets involved in co-curricular activities represent our unit and the school and should conduct themselves with the highest standards of maturity and responsibility.

35. **CADET ACTIVITIES:** Instructors must supervise all JROTC sponsored activities. Cadets involved in the planning of any activity will ensure an instructor is available. Cadets normally plan and execute all activities but ensure instructor concurrence before implementation. Cadets will not enter any type of activity in the name of JROTC, pre-planned or not, until the SASI or ASI has been made aware of the activity. Cadets will not enter into any type of agreement, contract, or financial obligation without first obtaining the approval of the SASI or an ASL Unit activities may include:

- **Military Ball:** A formal JROTC dance usually held once a year in February or March. JROTC males normally wear the service dress jacket with white shirt and the AFJROTC tie, non-JROTC males may wear dark colored suits. Females normally wear dresses or service dress. Cadets that have constant discipline problems inside or outside of JROTC or those removed from the program may not attend unless approved by the SASI.
- **Wing Down Day:** This is a JROTC "Sports Day" with food, sporting activities, and drill competition to determine the best drilled flights and honor flight Only enrolled cadets may attend. Those with excessive demerits or discipline problems in or out of JROTC may be refused attendance.
- **Pass-In-Review:** A ceremony held at the end of each year when all flights in the Wing march under the review of a Reviewing Officer. Normally both upper-class and freshmen honor flights are recognized.
- **Mass meeting:** Normally held during the school day and is an excused, required event for all unit cadets. Typically used by the Wing Commander as a forum to pass along guidance, present awards, and brief wing cadets.

36. **KITTY HAWK HONOR SOCIETY GRADUATION CORDS:** Senior cadets have the opportunity to earn a cord to wear with their cap and gown at graduation. The cords are the honor cords of JROTC and represent the achievement and participation of the senior cadet throughout their JROTC career. Cadets must be an active member of Kitty Hawk Honor Society and meet all the following criteria in order to wear the JROTC cord:
- A senior and a 3rd or 4th year in JROTC.
 - Maintain at least a 90 in JROTC for their entire JROTC career.
 - Maintain at least a 3.0 GPA in all classes for their junior and senior year.
 - No major behavior/discipline record inside or outside of JROTC.
 - Have averaged at least 10 hours of community service a year.
 - Kitty Hawk Commander approval.
37. **NATIONAL LEVEL AFJROTC AWARDS:** Cadets may earn these competitive awards given by national organizations during an awards ceremony at the end of the year. A list of awards and requirements are published in Cadet Handbook.
38. **AFJROTC BADGES:** Cadets may earn badges for exemplary service or being a member of an SC-933 team. The following badges are authorized:
- **Distinguished AFJROTC Cadet:** Awarded to one outstanding 3rd year cadet each year. Cadet must have high moral character, positive personal attributes and maintain exemplary academic and military standards.
 - **Kitty Hawk Air Society Badge:** Awarded to cadets who have a 3.0 GPA and lead atleast one Kitty Hawk function.
 - **Aerospace Education Foundation Academic Cadet Badge (AEF):** Awarded to rising juniors and seniors who have a 3.3 GPA with no grade below a 2.0 GPA.
 - **Model Rocketry Badge.** Awarded to cadets who as members of the Rocketry team competed in a rocketry competition.

39. **AFJROTC MEDALS AND RIBBONS:** Cadets may earn other ribbons and medals for performance or specific Cadets will wear medals only on special occasions, as directed by the SASI. When worn, position the medal(s) 12 inch below the top welt of the pocket in rank order, with the highest awarded ribbon on the inside. Ribbons are **MANDATORY** when wearing the blue uniform.

Criteria for ribbons are as follows:

- **Distinguished Unit Award (DUA).** Awarded to cadets enrolled during the academic year when the unit wins the DUA.
- **Distinguished Unit with Merit (DUAM).** Awarded to cadets enrolled during the academic year when SC-933 earns DUA while being inspected by HQ/AFJROTC.
- **Outstanding Flight Ribbon.** Awarded each year to the members of the outstanding freshmen and upper-class flights for the year. Also awarded to honor flight cadets during the Cadet Leadership Course.
- **Top Performer Award.** A HQ AFJROTC award presented to a maximum of 2% of the current cadet corps population; recognizes outstanding performance in leadership, job performance, academics, self-improvement, and community involvement. The Regional Director will present this award during their tri-annual visit.
- **Outstanding Cadet Ribbon.** Awarded annually to outstanding first-year, second-year, third-year, and fourth-year cadets who demonstrate high moral character, positive personal attributes, outstanding military potential, and academic and military excellence.
- **Leadership Ribbon.** Awarded for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. This ribbon is limited to 5% of the eligible group to ensure recognition of cadets who have consistently displayed outstanding leadership ability beyond expected performance.
- **Achievement Ribbon.** Awarded annually to a maximum of 5% of the cadet corps for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC for a single or sustained performance of a superior nature.
- **Superior Performance Ribbon.** Awarded annually for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC for a single or sustained performance of superior nature. This ribbon is limited to 10% of the cadet corps.
- **Academic Ribbon.** Awarded for an overall grade point average of at least a "3.0" with an "A" average in AFJROTC for the semester.
- **Leadership School Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration. The star is limited to 10% of the class.
- **Special Teams Competition Ribbon.** Awarded to team members for placing 1st, 2nd, or 3rd in an Air Force or Joint Service competition.
- **Leadership Development Ribbon.** Awarded for leadership in AFJROTC co-curricular activity. The recipient must have demonstrated exceptional leadership while coordinating the efforts of others.
- **Drill Team Ribbon.** Awarded once per year for participation in at least 50 percent of all scheduled drill team events with recommendation of Drill Team Commander.

- **Color Guard Ribbon.** Recommended by the Color Guard team commander.
- **Saber Team Ribbon.** Military Ball, Graduation, Homecoming
- **Joint Leadership Academic Bowl (JLAB) Ribbon.** Member of JLAB team and participate in one online event.
- **Raiders Team Ribbon.** Member of raider team and participate in one raider event.
- **Military Model Building Team Ribbon.** Member of Rocketry/Drone team and build a model for display.
- **Unmanned Aircraft Systems (UAS) Ribbon.** Member of Drone/Rocketry team and show adequate knowledge and flying of drone.
- **Good Conduct Ribbon.** Flight Commander recommends this ribbon for cadets with no suspensions of any kind by the school and no reports/discipline slips from the school or faculty during the semester, no Letters of Reprimand.
- **Service Ribbon.** Awarded for 10 hours of AFJROTC community service in projects such as Adopt-a-Highway, school cleanup, football parking, or school recycling.
- **Health and Wellness Ribbon.** Awarded for participation in the physical fitness program. All cadets who participate will receive the ribbon. Cadets who score from 75% to 84% on the Physical Fitness Program Assessment will receive a bronze star device for their ribbon. (85% -95% earn a silver star ,96% -100% earns a gold star)
- **Recruiting Ribbon.** Awarded for participating in a recruiting event at either local middle school.
- **Activities Ribbon.** Awarded for participation in co-curricular activities or competitions such as volunteering for Adopt-a-Highway, food bank support, parades, or VA hospital visits. Also includes competitive events not recognized for a specific ribbon.
- **Attendance Ribbon.** Awarded to cadets with 3 or less absences and no more than 1 tardy in a semester.
- **Dress and Appearance Ribbon.** Awarded each semester for wearing the uniform on all designated uniform days or makeup days. Average uniform grade of 90 or above and no demerits for uniform violations.
- **Longevity Ribbon.** Awarded for successful completion of each AS year.
- **Bataan Death March Memorial Hike Ribbon.** Awarded for completing the unit's annual 14-mile hike to commemorate this historic WWII event.
- **Patriotic Flag Ribbon.** Awarded for participation in 5 non-color guard events that honor our nation's flag such as daily flag details, and historical flag demonstrations.
- **COVID-19 Ribbon.** Enrolled in JROTC from 1 Mar 2020 to 30 June 2022.
- **Oak Leaf Clusters:** Given for the 2nd and subsequent awarding of the same ribbon. (bronze). The 5th awarding will be a silver cluster for which it will replace the 4-bronze oak leaf's.

40. **CERTIFICATE OF TRAINING:** Awarded to cadets who successfully complete 2 years of the program. Cadet may receive college ROTC credit. Cadets with a Certificate of Training that graduate from basic training may automatically promote to E-2.
41. **CERTIFICATE OF COMPLETION:** Awarded to cadets who successfully complete 3 or 4 years of JROTC. This certificate may help waive college ROTC courses with credit. If the cadet enlists, he/she will be promoted to the rank of E-3 (E-2 Marines) after completing basic training versus E-1 for those without it.

CADET-PARENT/GUARDIAN AFJROTC CONTRACT

Cadets who wish to participate in the FDHS AFJROTC must follow these requirements.

Financial Commitment: First year cadets or those cadets transferring in from another school must pay a \$30 activity fee. This fee includes an activity shirt that is required for field trips and community service events. Returning cadets only pay a \$20 activity fee since the activity shirt is not included. Fee is due **NLT Sept. 15**, unless different arrangements are coordinated with the cadets' instructor. If not paid by the applicable date, the fee increases by \$5, and the cadet will not be allowed to participate in any unit-sponsored field trips, unit parties, picnics, Military Ball, or team competitions until the fee is paid. Failure to pay the cadet activity fee will create a school obligation and may result in the cadet not being allowed to return to JROTC the following year. This fee helps pay for our Wing Down Day, travel to JROTC – sponsored events, and various incidentals. For unit-sponsored events and field trips, especially the Military Ball, if the cadet has signed up to attend and the announced cut-off day has passed, the cadet is **obligated to pay the fee regardless of whether the cadet attends the event or not since the Unit is required to pay in advance.**

Booster Club: Parents are automatically enrolled in our Booster club and are asked to join our Facebook page, **FDHS AFJROTC Booster Club**, to keep up with events, pictures, and information.

Uniforms, Grooming and Appearance Standards: AFJROTC policy makes it **mandatory** for cadets to wear the prescribed uniform one day a week. Cadets are required to wear the complete uniform the entire school day (from home to school, from school to home). Cadets must coordinate with their instructor to get an excuse uniform wear for a specific lab or shop class that might soil/damage uniform articles but must put the uniform back on for the remainder of the school day. Cadets are required to wear the uniform and maintain grooming standards as prescribed in the Cadet Handbook, hair and nail styling must comply with these requirements. If a cadet is absent on uniform day, they will wear the uniform the following day or the next day they have a JROTC class (even if that day is in the following week) or they will receive a grade of ZERO. If a cadet changes out of uniform during the school day without permission, the cadet will receive a grade of 10. Uniform wear each week is a graded test and is the largest percentage of your overall JROTC grade. Habitual failure to wear the cadet uniform is grounds for disenrollment from the AFJROTC Program. In uniform, no body piercings (nose/eyebrow) that detract from the uniform, learning environment, and/or good order and discipline are allowed. All uniform items are US Government property, and cadets must return each item to AFJROTC in good condition at the conclusion of their time in JROTC. The unit will assess a financial obligation for the cost of each missing or unserviceable item, beyond normal wear, and tear. It is each cadet's responsibility to keep their uniform clean for weekly inspections and other activities requiring uniform wear. Apart from ABUs, all uniform items **MUST be dry-cleaned** prior to return. **DO NOT wash, ONLY dry clean.**

Attitude and Conduct: All cadets will always conduct themselves in an exemplary manner, both in and out of AFJROTC, by following school rules and showing respect to all teachers and fellow students. The following list contains actions that could result in a student's removal from the AFJROTC program:

- 1) Violation of the cadet honor code/poor attitude is detrimental to the program.
- 2) Repeated failure to participate in physical training or class activities.
- 3) Failure to follow the directives of the Instructors and or Cadet Leadership.
- 4) Excessive school discipline actions (ISS or OSS); cadets must be on their best behavior both in and out of the JROTC classroom.
- 5) Failure to wear the uniform on the prescribed day more than *three times*.
- 6) Inability to meet uniform wear/physical training requirements or participate in unit activities due to extended homebound status.

The unit may also bar a cadet disenrolled from the program from returning to AFJROTC the following year. The SASI will consider each student's request to return on a case-by-case basis.

Physical Training (PT): Cadets must be capable of marching and reasonable physical activity. Cadets are required to dress out for PT, including appropriate footwear, and will have plenty of time to change at the beginning and end of class. All cadets must participate in PT unless temporarily medically excused by a doctor in writing.

Fundraising Policy: The unit may conduct fundraisers throughout the year to support various programs that benefit our cadets. Participation in these fundraisers is completely voluntary.

CADET: I have read and understood the requirements listed above. I agree to follow these requirements to the best of my abilities, and I understand that participation in the AFJROTC program is not a right but a privilege.

(Cadet Signature)

Date

PARENT: I have read and understood the requirements listed above.

(Parent/Guardian Signature)

Date

Printed name Parent/Guardian

E-mail

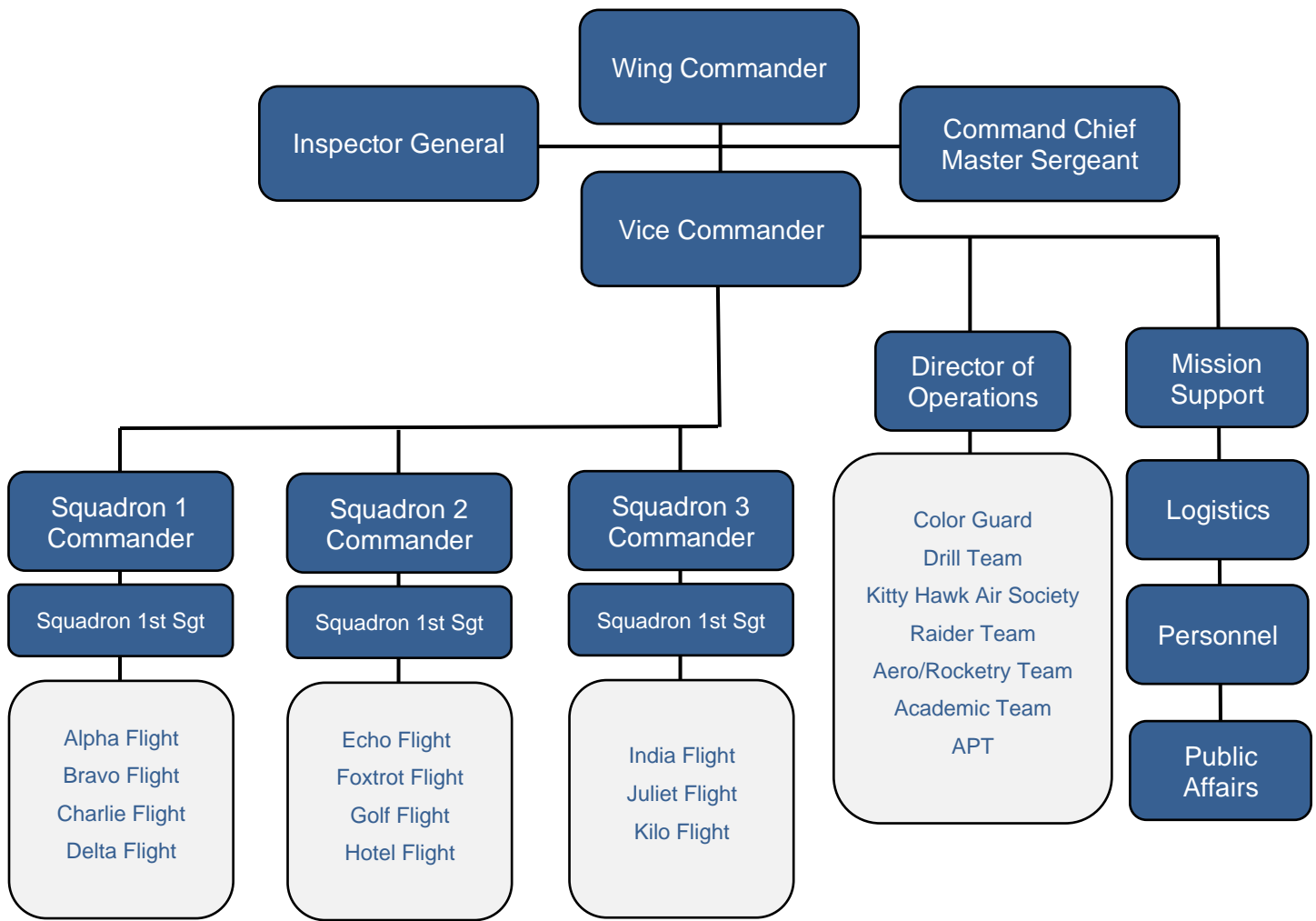
Phone Number

SC-933 CADET WING UNIT MANNING DOCUMENT

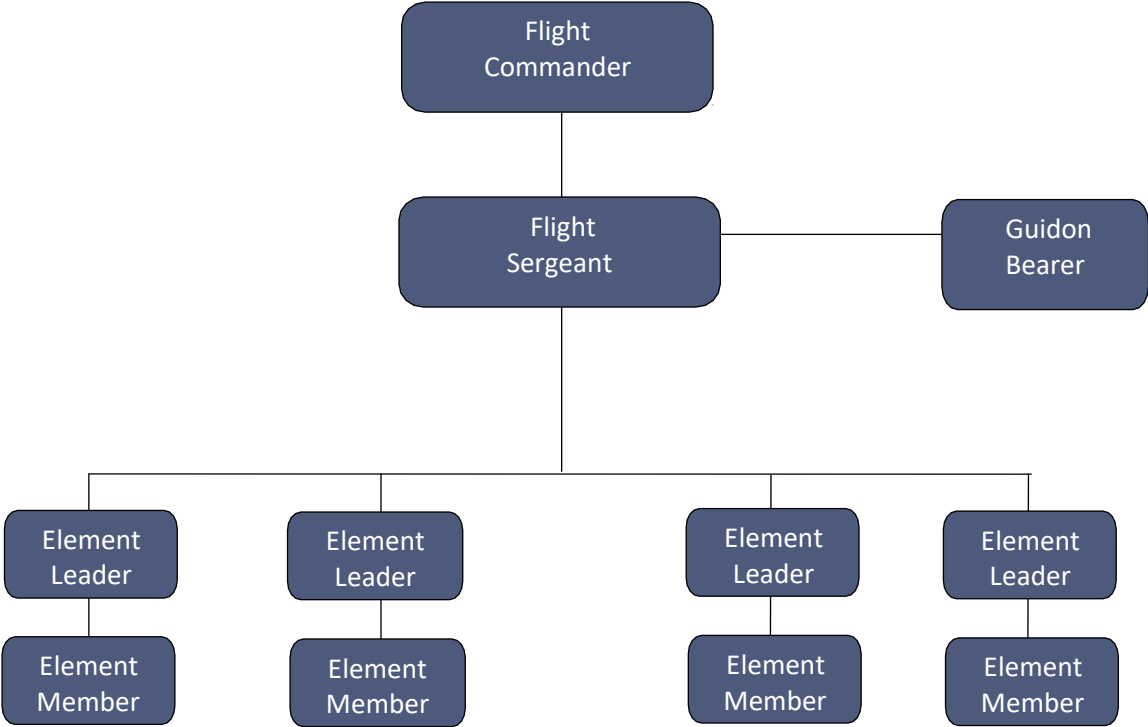
1. The following chart details cadet ranks by years in the program.
2. "*" below indicates those positions eligible for promotion after the 1st semester if the cadet:
 - a. Performs 10 hours of community service.
 - b. Has no "O" for a uniform grade.
 - c. Has no in-school or out-of-school suspensions (Instructor may waive).
 - d. A 75 or above average in JROTC.
 - e. Flt Commander approval.
3. See paragraph 17 for more opportunities for promotion.

<u>POSITION</u>	<u>AS-1</u>	<u>AS-2</u>	<u>AS-3</u>	<u>AS-4</u>
Wing Commander			COL	COL
Vice Wing Commander			LT COL	LT COL
Inspector General			LT COL	LT COL
Director of Operations			MAJ	MAJ
Mission Support OIC			MAJ	MAJ
Squadron Commander			MAJ	MAJ
Personnel OIC			1 LT	CAPT
Logistics OIC			CAPT	CAPT
Public Affairs OIC			1 LT	CAPT
Flight Commander		1 LT	CAPT	CAPT
Command Chief Master Sergeant			CMSGT	CMSGT
Squadron 1st Sergeant			SMSGT	SMSGT
Direct of Operations NCO			MSGT	SMSGT
Mission Support NCO			MSGT	SMSGT
Personnel NCO			MSGT	SMSGT
Logistics NCO			MSGT	SMSGT
Public Affairs NCO			MSGT	SMSGT
Flight Sergeant/Team NCO		TSGT	MSGT	MSGT
Guidon Bearer	AMN*	A1C*	SRA*	N/A
Element Leaders	AMN*	A1C*	SRA*	N/A
All Others	AB*	AMN*	A1C*	N/A

SC-933 Wing Organization Chart



SC-933 Cadet Flight Organizational Chart



The positions of Personnel, PT specialist and Logistics do not entitle the individual to additional rank.

AFJROTC Physical Fitness Test (PFT) Instructions

NOTE: Ensure cadet Parental Consent Forms have been completed prior to testing.

Sit-ups

Objective- To measure abdominal strength/endurance by the maximum number of curl-ups performed in 1 minute.

Testing - Have the cadet lie on a cushioned, clean surface with knees flexed and heels off the floor about 12 inches from the buttocks. Another (same sex) cadet holds feet. Arms are crossed, with hands placed on opposite shoulders and elbows held close to the chest. Keeping this arm position, cadet raises the trunk to touch the outside of forearms and elbows to thighs and then lower the back to the floor so that the scapula's (shoulder blades) touch the floor, for one sit-up. If a cadet must rest, they must rest in the up position. To start, a timer calls out the signal, "Ready? Go!" and begins timing cadet for 1-minute. The cadet stops on the word "stop."

Scoring - "Bouncing" off the floor is not permitted. The sit-up should be counted only if performed correctly.

One-Mile Run

Objective- To measure heart/lung endurance by fastest time to cover a one-mile distance. Due to the extreme heat in some regions, it may be necessary to do this exercise indoors or early morning hours.

Testing - On a safe, one-mile distance, cadets begin running on the count "Ready? Go!" Walking may be interspersed with running. However, the cadets should be encouraged to cover the distance in as short a time as possible.

Scoring - Before administering this test, cadets' health status should be reviewed. Also, cadets should be given ample instruction on how to pace themselves and should be allowed to practice running this distance against time. Sufficient time should be allowed for warming up and cooling down before and after the test. Times are recorded in minutes and seconds.

Right Angle Push-ups

Objective- To measure upper body strength/endurance by maximum number of push-ups completed in one minute.

Testing - The cadet starts in push-up position with hands under shoulders, arms straight, fingers pointed forward, and legs straight, parallel, and slightly apart (approximately 2-4 inches) with the toes supporting the feet. Keeping the back and knees straight, the cadet then lowers the body until there is a 90-degree angle formed at the elbows with upper arms parallel to the floor. Another (same sex) cadet holds her/his hands at the point of the 90-degree angle so that the cadet being tested goes down only until he/she touches the partner's hand, then back up. If a cadet must rest, they must rest in the up position. To start, a timer calls out the signal, "Ready? Go!" and begins timing cadet for **one minute**. The cadet stops on the word "stop",

Scoring - Record only those push-ups done with proper form. Right angle push-ups provide a good indicator of the range of strength/endurance found in youth, whereas some are unable to do any pull-ups.

ONE-MILE RUN FOR BOYS
AGE

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

ONE-MILE RUN FOR GIRLS
AGE

PERCENTILE	14	15	16	17+
100	5:00	5:51	5:58	6:20
95	7:20	7:25	7:26	7:22
90	7:43	7:52	7:55	7:58
85	7:59	8:08	8:23	8:15
80	8:20	8:24	8:39	8:34
75	8:36	8:40	8:50	8:52
70	8:50	8:55	9:11	9:15
65	9:09	9:09	9:25	9:33
60	9:27	9:23	9:48	9:51
55	9:51	9:37	10:09	10:08
50	10:06	9:58	10:31	10:22
45	10:25	10:18	10:58	10:48
40	10:51	10:40	11:15	11:05
35	11:10	11:00	11:44	11:20
30	11:36	11:20	12:08	12:00
25	11:52	11:48	12:42	12:11
20	12:18	12:19	13:23	12:40
15	12:56	13:33	14:16	13:03
10	14:10	14:13	16:03	14:01
5	15:44	15:17	18:00	15:14
0	20:04	24:07	21:00	28:50

CURL-UP FOR BOYS
AGE

PERCENTILE	14	15	16	17+
100	79	81	77	73
95	62	62	62	61
90	58	59	58	57
85	56	57	56	55
80	54	55	53	53
75	52	53	51	51
70	51	51	50	50
65	49	50	48	48
60	48	49	48	46
55	47	47	46	45
50	45	45	45	44
45	44	44	44	43
40	42	43	42	41
35	41	41	40	40
30	40	40	40	40
25	39	38	38	38

CURL-UP FOR GIRLS
AGE

PERCENTILE	14	15	16	17+
100	72	74	77	67
95	53	55	53	53
90	49	51	49	47
85	47	48	45	44
80	45	46	43	41
75	43	44	41	40
70	42	41	40	38
65	41	40	38	37
60	40	39	37	36
55	39	37	36	35
50	37	36	35	34
45	36	35	34	33
40	35	34	33	31
35	34	32	32	30
30	32	31	30	30
25	31	30	30	28

**CURL-UP FOR BOYS
AGE**

PERCENTILE	14	15	16	17+
20	37	36	37	36
15	35	35	35	35
10	33	32	31	32
5	28	29	27	27
0	0	0	6	1

**CURL-UP FOR GIRLS
AGE**

PERCENTILE	14	15	16	17+
20	30	28	27	25
15	28	26	25	25
10	25	23	23	22
5	20	20	19	19
0	0	0	0	0

**PUSH-UPS FOR BOYS
AGE**

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

**PUSH-UPS FOR GIRLS
AGE**

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

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



**DISTINGUISHED
CADET BADGE**



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**

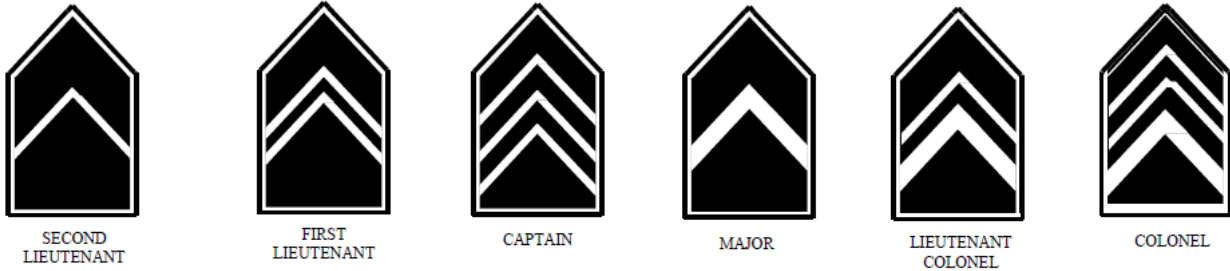
Cadets can choose only one badge. Either the APT badge or the Marksmanship Shield. Follow APT placement criteria if cadets wear the Marksmanship Shield.



AEF BADGE

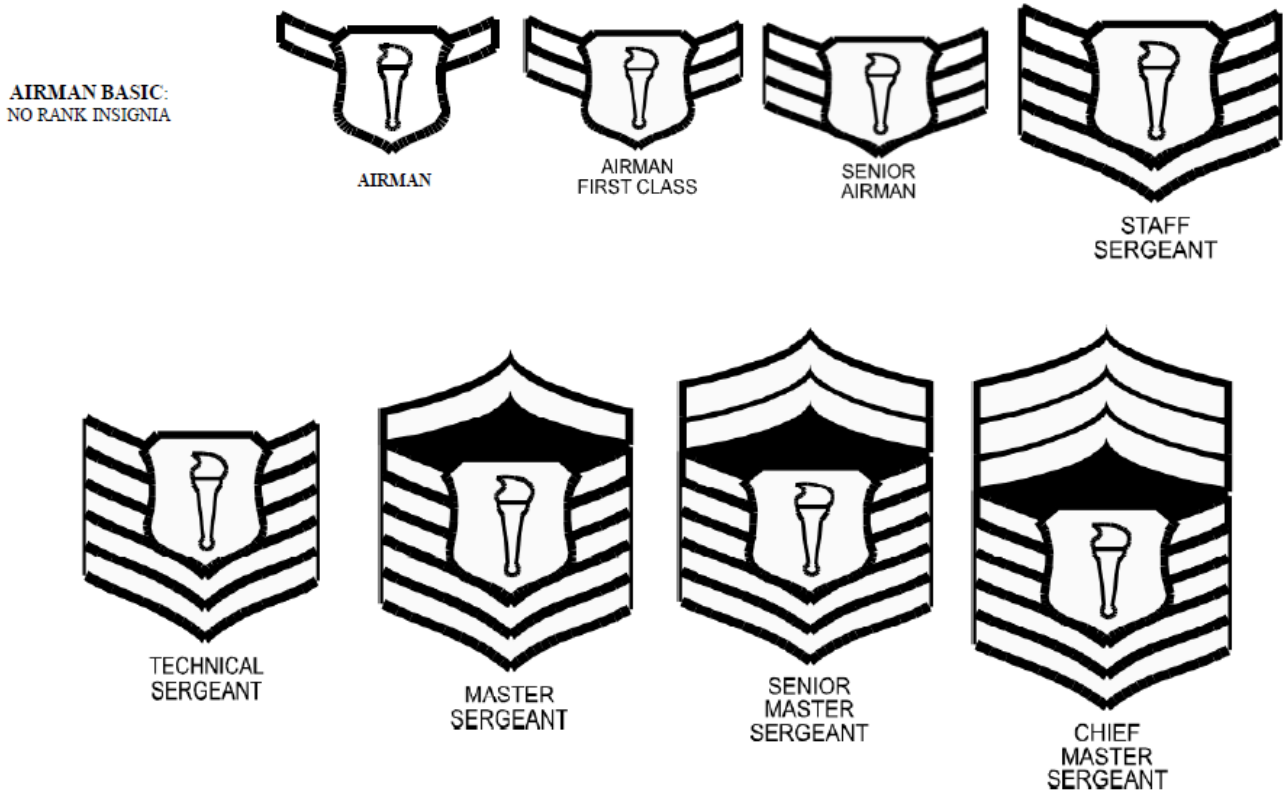
Badges/Insignia not listed here are unauthorized for wear

CADET OFFICER RANK



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

CADET ENLISTED RANK

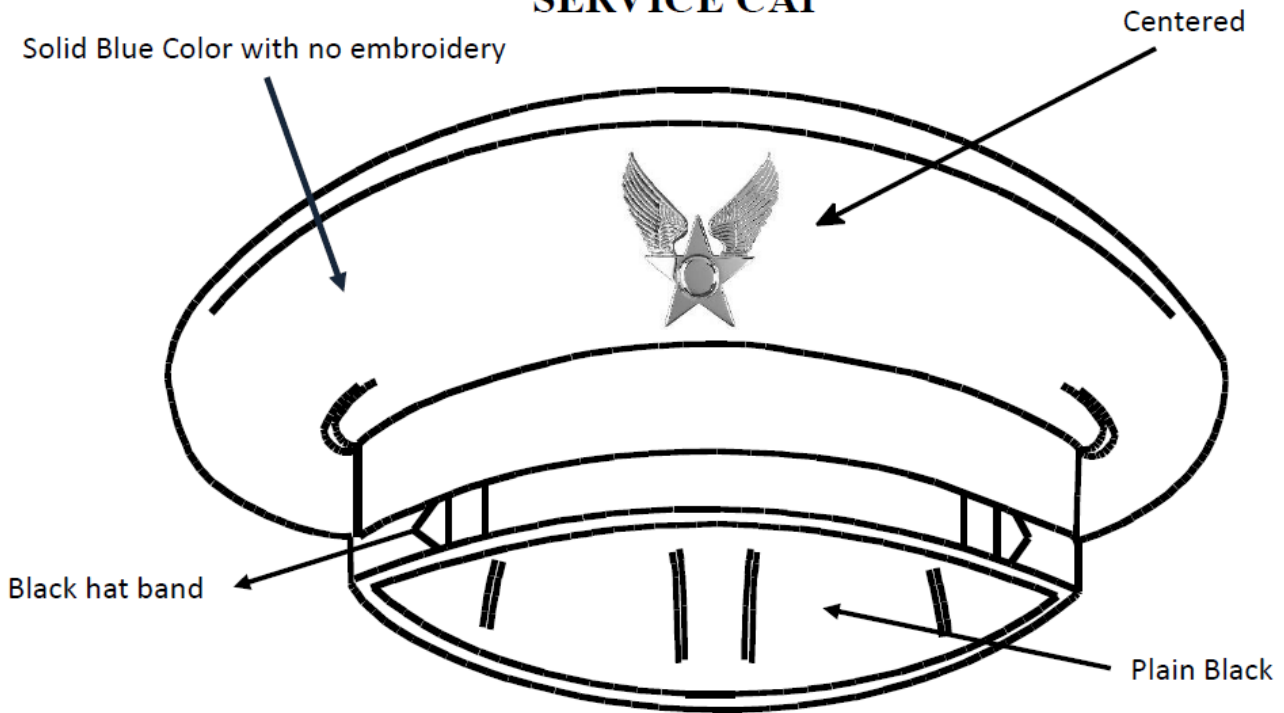


NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

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

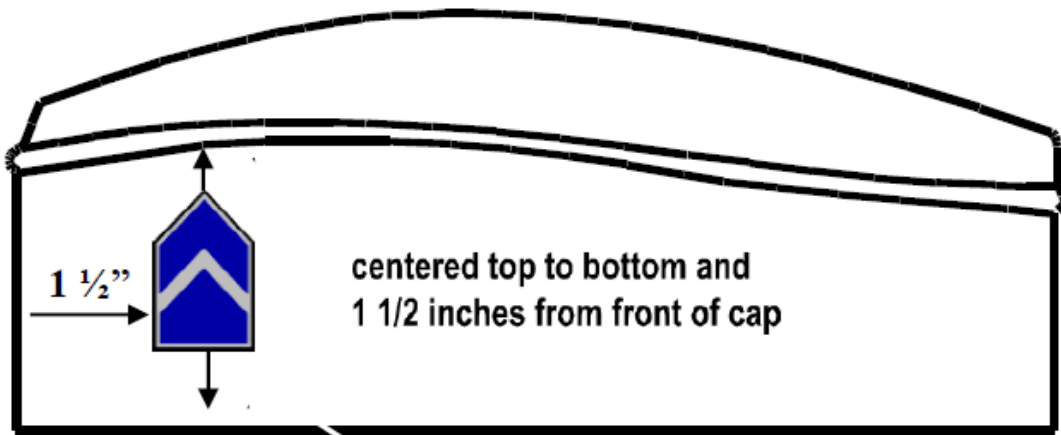
MALE HEADGEAR

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.

FEMALE HEADGEAR

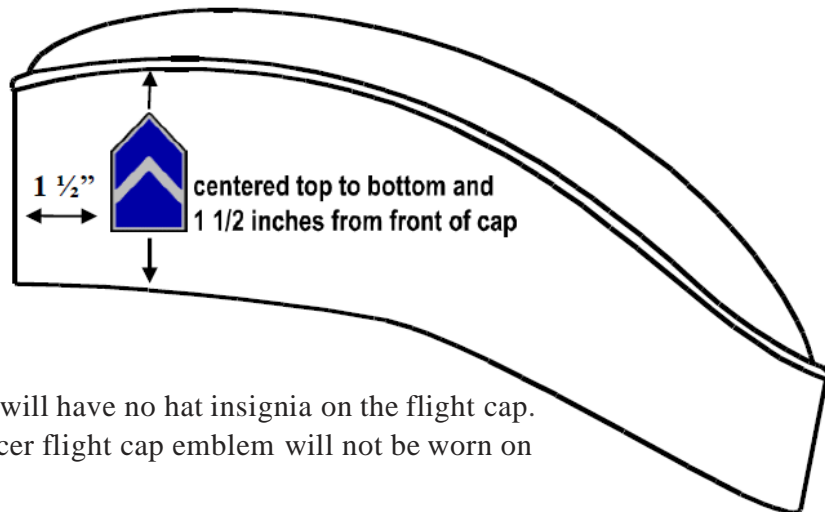
SERVICE CAP

Solid Blue Color with no embroidery



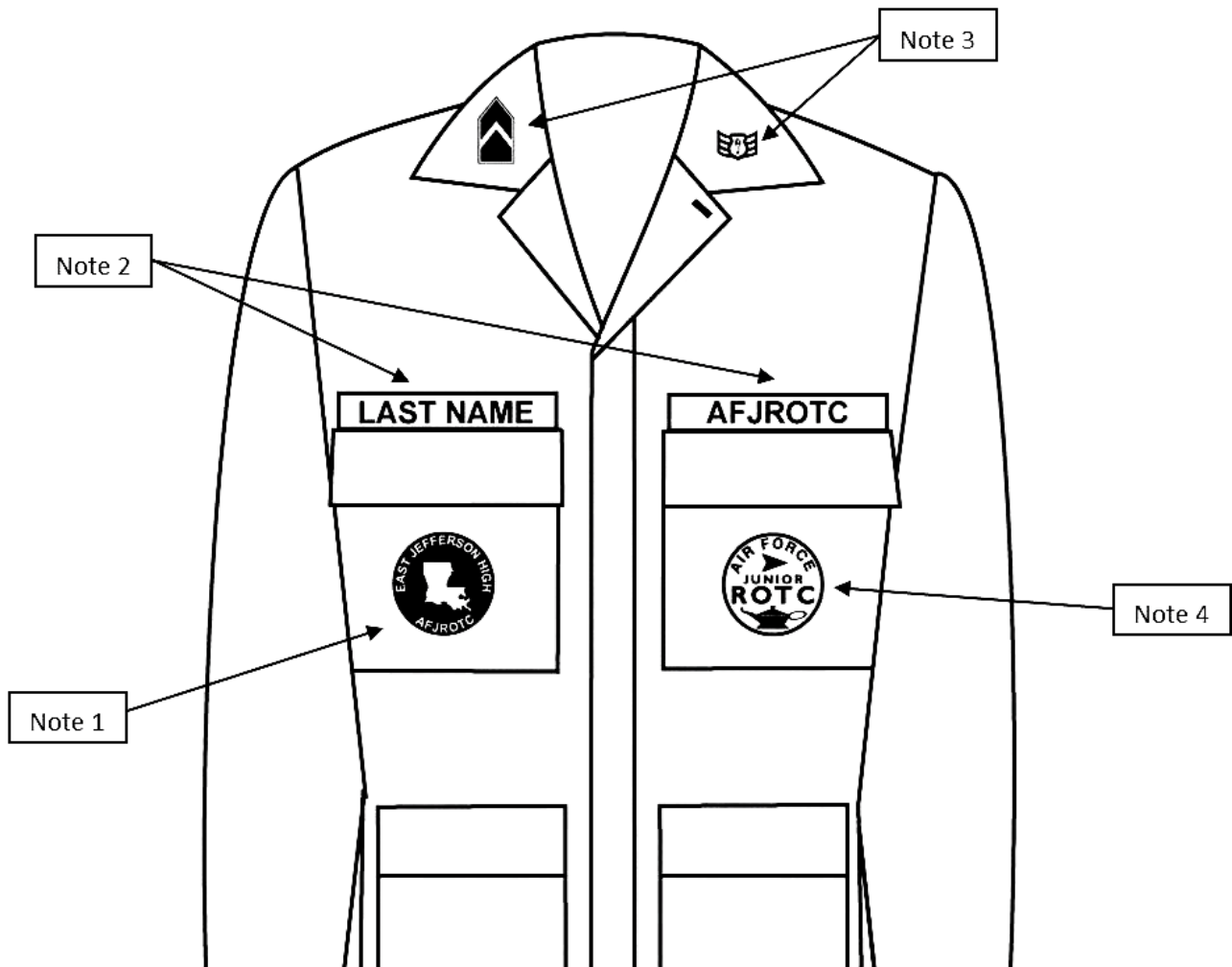
Service Cap - Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia.

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.

ABU – MALE & FEMALE



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

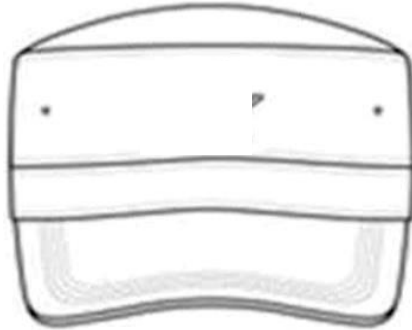
Attachment 7-6b

CADET OCP Male and Female

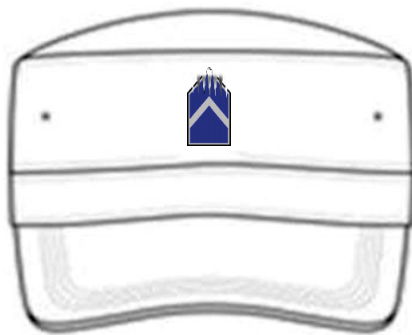


1. T-Shirt. T-Shirt color: Desert Sand, Tan or Coyote Brown color.
2. The **American Flag patch (mandatory)** and will be **full color** (cloth), will be placed on right sleeve using Velcro attachment (centered at the top of the Velcro area).
3. Unit patch (optional) **full color**. If worn, will be placed on right sleeve using Velcro attachment (centered in the middle of the Velcro area).
4. Last Name and AFJROTC tapes. Letters are Spice Brown color (mandatory using Velcro attachment).
5. Grade insignia (officer or enlisted) (mandatory). The standard miniature blue/silver AFJROTC rank will be worn.
6. AFJROTC Patch (white, Lamp of Knowledge): **WHITE patch only (mandatory)**. Will be worn on left shoulder using Velcro attachment (centered in the middle of the Velcro area).
7. **Berets, ascots, and shoulder cords will not be worn with OCPs.**
8. OCP Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing OCP boots. (Black boots will not be worn with OCPs)
9. Tan Rigger Belts maybe worn with OCPs.
10. OCPs may be bloused; the trousers will not extend below the third eyelet from the top of the boot.

CADET ABU and OCP HEADGEAR



Enlisted Cadets will not wear rank on the ABU/OCP cap.



Officers will wear rank insignia on the ABU/OCP cap.

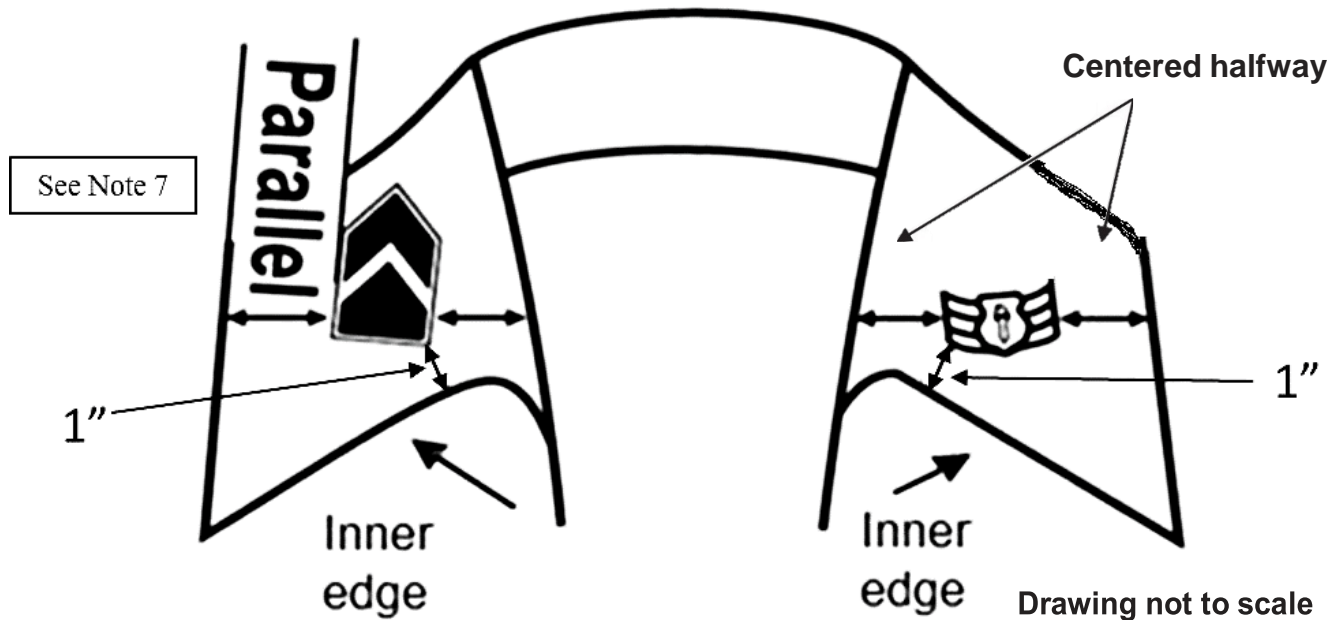
No other style of head gear is authorized for wear with ABUs/OCPs.

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

LIGHT WEIGHT JACKET

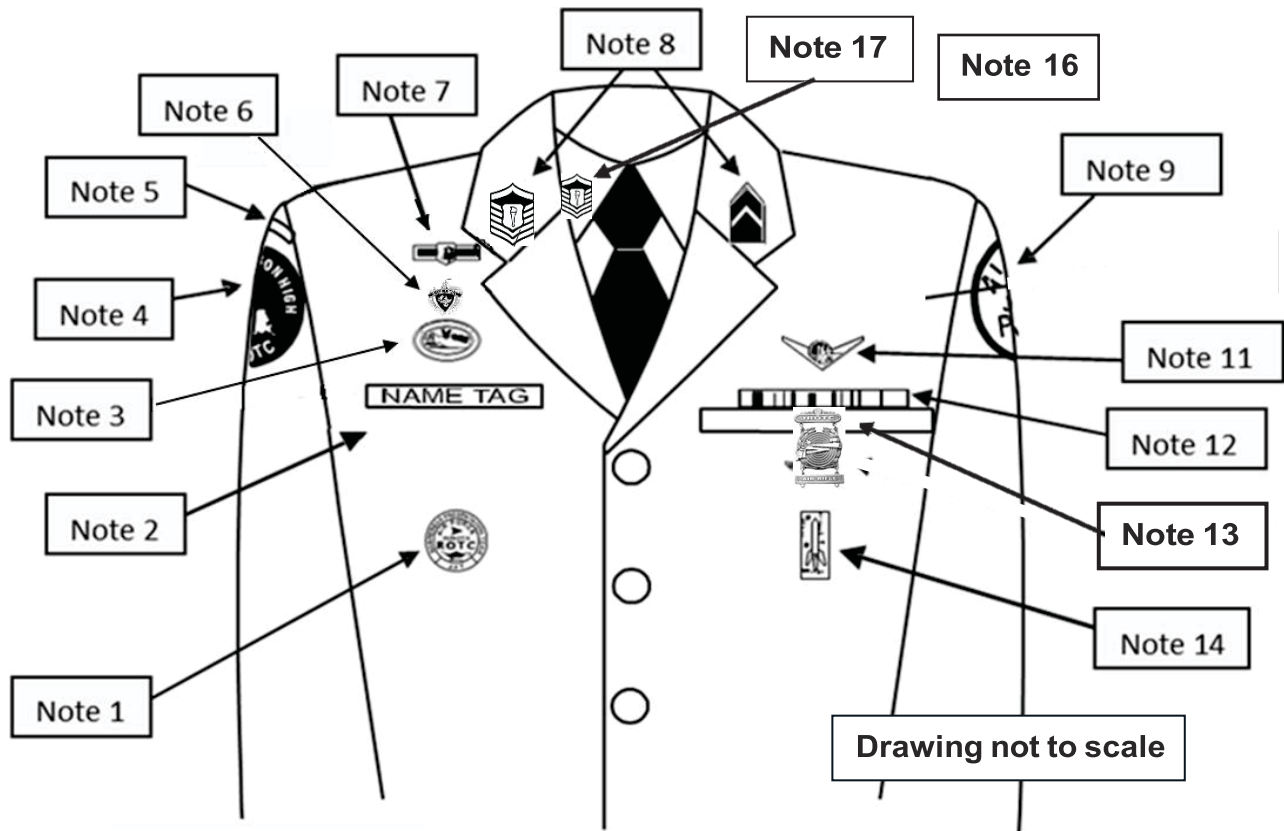


NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket



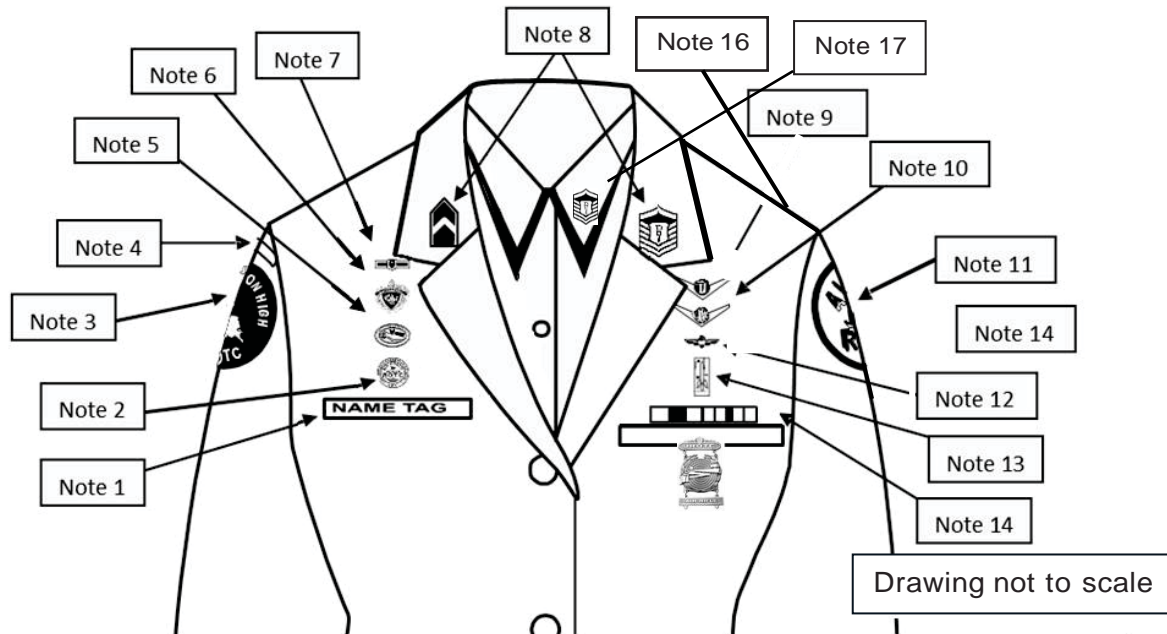
1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.
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 lightweight jacket.
9. **Ascots and shoulder cords will not be worn on this uniform.**

MALE SERVICE DRESS



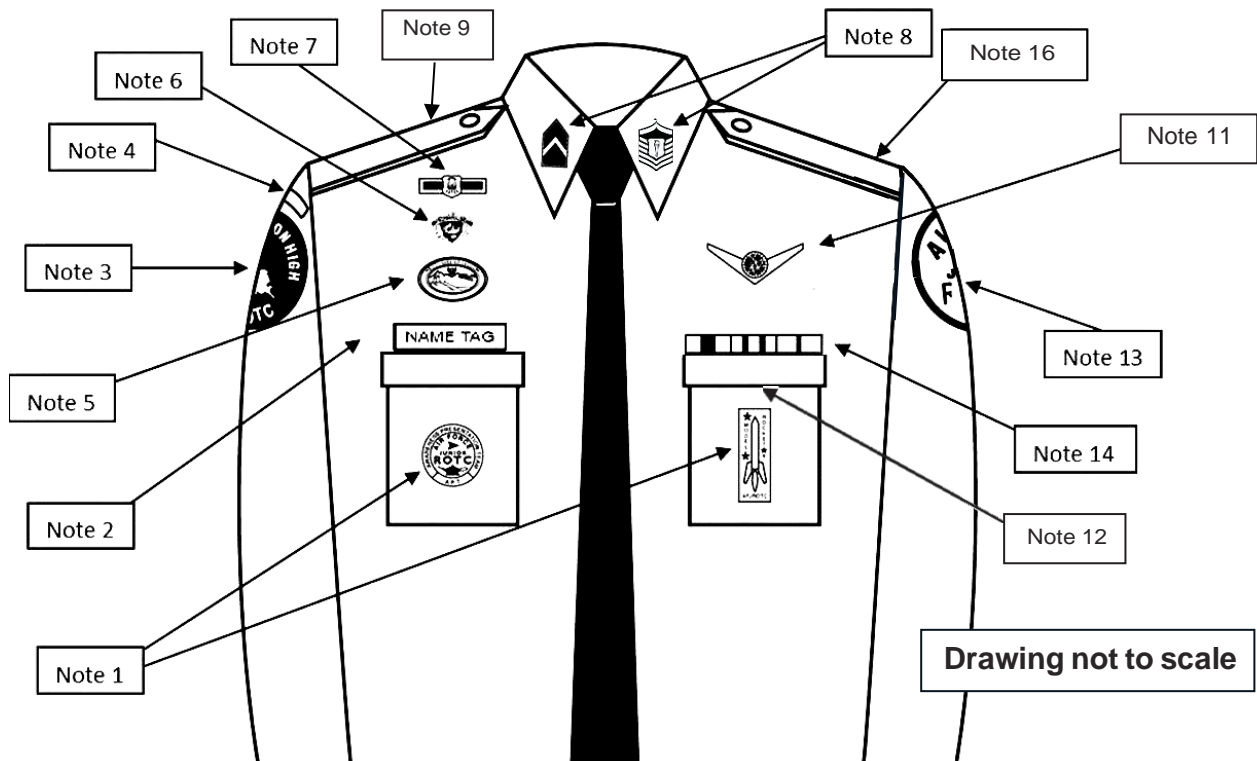
1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place ½ to 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 ½ 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 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 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 shown 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



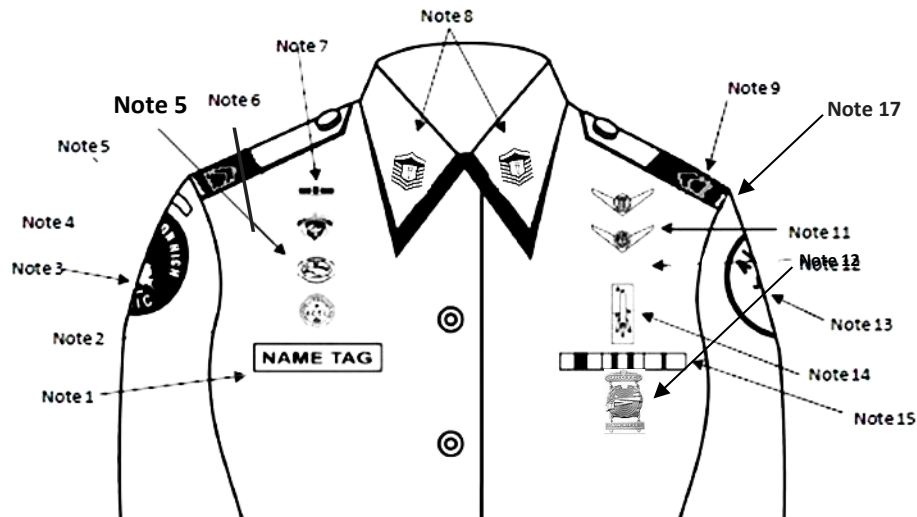
1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center $\frac{1}{2}$ to 1 inch below shoulder seam
4. Shoulder 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 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 Cyber Patriot 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.**

MALE BLUE SHIRT



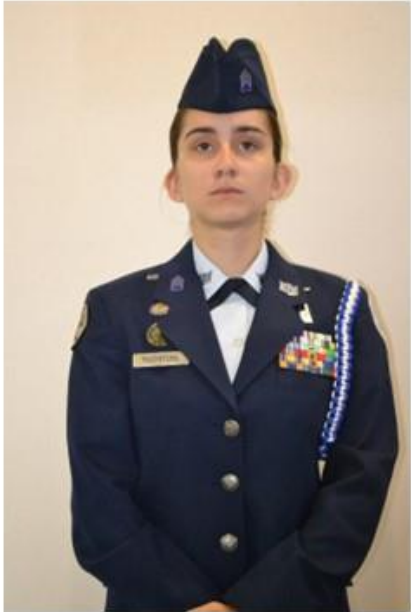
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch 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/Arnn 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. Ribbons are **MANDATORY** will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.
15. Except marksmanship badges. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk Badge, and finally the Cyber Patriot 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.**

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/Aman 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. Ribbons are **MANDATORY**, 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 Cyber Patriot National Finalist Badge. **Nomore 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.**

Sample Uniform Pictures
Cadets will not wear both officer and enlisted rank on their uniforms ... these are sample pictures only

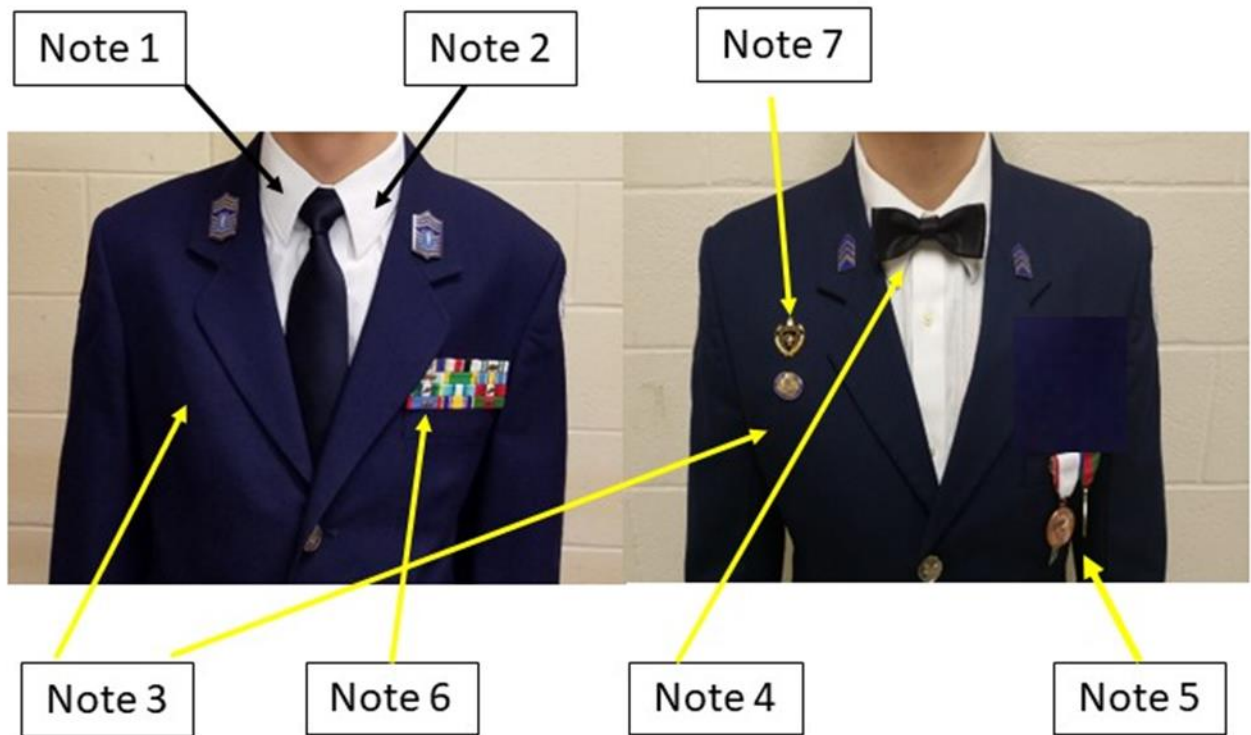


Sample Exhibition Uniform



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. Shoulder Cord. Cadets are authorized to wear **one shoulder cord** on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a $\frac{3}{4}$ inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized**, i.e., on the back of the blue shirt collar or shoulder yoke.
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**
9. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets.** Spray boots/corfams with disinfectant spray before reissuing.

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.**

CADET BERET HEADGEAR

BERET



- 1) Solid color white, dark blue or black ONLY with AFJROTC rank insignia or mini-Hap Arnold insignia pin.
- 2) Headband placed 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 $\frac{1}{4}$ inches above and parallel to the head band.

Phonetic Alphabet

A	Alpha	AL FAH
B	Bravo	BRAH VOH
C	Charlie	CHAR LEE
D	Delta	DELL TAH
E	Echo	ECK OH
F	Foxtrot	FOKS TROT
G	Golf	GOLF
H	Hotel	HOH TELL
I	India	IN DEE AH
J	Juliet	JEW LEE ETT
K	Kilo	KEY LOH
L	Lima	LEE MAH
M	Mike	MIKE
N	November	NO VEMBER
O	Oscar	OSS CAH
P	Papa	PAH PAH
Q	Quebec	KEH BECK
R	Romeo	ROW ME OH
S	Sierra	SEE AIRRAH
T	Tango	TANG OH
U	Uniform	YOU NEE FORM
V	Victor	VIK TAH
W	Whiskey	WISS KEY
X	X-ray	ECKS RAY
Y	Yankee	YANG KEY
Z	Zulu	ZOO LOO

30 Command Drill Sequence

Cadet Commander will report in after the command fall-in is given.

EXAMPLE: Sir/Ma'am, SC-933, is prepared for the 30-command drill sequence.
Request permission to use your drill area, Sir/Ma'am

1. Flight, fall in
2. Open ranks, MARCH
3. Ready front
4. Close ranks MARCH
5. Present arms
6. Order arms
7. Parade rest
8. Flight, Attention
9. Left face
10. About face
11. Forward, MARCH
12. Right flank, MARCH
13. Left flank, MARCH
14. Column right, MARCH
15. Forward, MARCH
16. To the rear, MARCH
17. To the rear, MARCH
18. Column right, MARCH
19. Forward, MARCH
20. Eyes right-salute the evaluator.
21. Ready front
22. Column right, MARCH
23. Forward, MARCH
24. Change step, MARCH
25. Column right, MARCH
26. Forward, MARCH
27. Flight, HALT
28. Left face
29. Right step MARCH
30. Flight, HALT

Cadet Commander will report out after the command flight halt is given.

EXAMPLE:
Sir/Ma'am, SC-933, request permission to exit your drill area, Sir/Ma'am.

Physical Training Standards

The exercises listed below are implemented into the weekly Physical Training (PT) activity cadets undergo to standardize the process. The exercises were synthesized during our Cadet Leadership Course (CLC) and will act as the standard operating procedure.

- **Warm-ups**

- Bend & Reach (4 Count 5 Reps)
- Rear Lunge (4 Count 5 Reps)
- High Jumper (4 Count 5 Reps)
- Rower (4 Count 5 Reps)
- Squat Bender (4 Count 5 Reps)
- Windmill (4 Count 5 Reps)
- Forward Lunge (4 Count 5 Reps)
- Prone Row (4 Count 5 Reps)
- Bent-Leg Body Twist (4 Count 5 Reps)
- Push-ups (4 Count 5 Reps)

- **Cool Down**

- Neck Stretch (Slow 10 Count Each Direction)
- Shoulder Stretches (Slow 10 Count Each Arm)
- Hamstring Stretches (Slow 10 Count Each Leg)
- Quad Stretches (Slow 10 Count Each Leg)
- Back Stretch (Slow Drop and Hang – 10 Count)
- Lay at Bay (Knee drops – Slow 10 Count Each Direction)

NOTE: PT Specialist should add or subtract reps as the cadets progress.

Air Force and Space Force JROTC Ribbon Chart

					
1. Gold Valor Award	2. Silver Valor Award	3. Cadet Humanitarian Award	4. Silver Star Community Service w/Excellence Award	5. Community Service with Excellence Award	6. Air Force Association Award
					
7. Daedalian Award	8. Daughters of the American Revolution Award	9. American Legion Scholastic Award	10. American Legion General Military Excellence Award	11. Reserve Organization of America (ROA) Award	12. Military Officers Association Award
					
13. Veterans of Foreign Wars (VFW) Award	14. National Society United States Daughters of 1812	15. National Sojourners Award	16. Scottish Rite, Southern Jurisdiction Award	17. Military Order of the Purple Heart	18. Sons of the American Revolution Award
					
19. Military Order of World Wars Medal	20. American Veterans Award	21. Air Force Sergeants Association	22. Tuskegee Airman Inc. Award	23. The Retired Enlisted Association Award	24. Celebrate Freedom Foundation Award
					
25. Air Commando Association Award	26. Distinguished Unit Award w/Merit	27. Distinguished Unit Award	28. Outstanding Organization Award	29. Outstanding Flight Ribbon	30. Top Performer Award
					
31. Outstanding Cadet Ribbon	32. Leadership Ribbon	33. Superior Performance Ribbon	34. Achievement Ribbon	35. Academic Ribbon	36. Cadet Leadership Course Ribbon
					
37. Special Teams Placement Ribbon	38. All-Service National Competition Ribbon	39. Air Force Nationals Competition Ribbon	40. Orienteering Ribbon	41. Leadership Development Requirement (LDR) Leadership Ribbon	42. Drill Team Ribbon
					
43. Color Guard Ribbon	44. Sabre Team Ribbon	45. Marksmanship Ribbon	46. JLAB Ribbon	47. Cyber Patriot Ribbon	48. StellarXplorers Ribbon
					
49. Raiders Team Ribbon	50. Military Model Building Ribbon	51. Unmanned Aircraft Systems (UAS) Ribbon	52. Robotics Ribbon	53. Good Conduct Ribbon	54. Service Ribbon
					
55. Health and Wellness Ribbon	56. Recruiting Ribbon	57. Activities Ribbon	58. Attendance Ribbon	59. Dress and Appearance Ribbon	60. Longevity Ribbon
					
	61. Bataan Death March Memorial Hike Ribbon	62. Patriotic Flag Ribbon	63. COVID-19 Ribbon	64-68. CAP Ribbons	