

# HERITAGE HIGH SCHOOL



## CA-20144 CADET GROUP CADET GUIDE 2020-2021

CADET'S NAME: \_\_\_\_\_

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## **CHAPTER 1 – AFJROTC OVERVIEW**

### **Section I— Mission, Goals, Values, Honor Code, and Cadet Creed**

**The mission of the Air Force Junior Reserve Officer Training Corps (AFJROTC) is:**

- To develop citizens of character dedicated to serving their nation and community.

**AFJROTC Goals** - Instill values of:

- Citizenship
- Service to the United States
- Personal Responsibility
- A Sense of Accomplishment

**AFJROTC Core Values** - AFJROTC program is grounded in the Air Force core values of:

- Integrity First
- Service Before Self
- Excellence in All We Do.

**Cadet Honor Code** - I will not lie, cheat, steal, nor tolerate anyone who does.

**Cadet Creed:**

- I AM AN AIR FORCE JUNIOR ROTC CADET
- I AM CONNECTED AND FAITHFUL TO EVERY CORPS OF CADETS WHO SERVE THEIR COMMUNITY AND NATION WITH PATRIOTISM.
- I EARN RESPECT WHEN I UPHOLD THE CORE VALUES OF INTEGRITY FIRST, SERVICE BEFORE SELF, AND EXCELLENCE IN ALL WE DO.
- I WILL ALWAYS CONDUCT MYSELF TO BRING CREDIT TO MY FAMILY, SCHOOL, CORPS OF CADETS, COMMUNITY, AND TO MYSELF.
- MY CHARACTER DEFINES ME. I WILL NOT LIE, CHEAT, OR STEAL. I AM ACCOUNTABLE FOR MY ACTIONS AND DEEDS.
- I WILL HOLD OTHERS ACCOUNTABLE FOR THEIR ACTIONS AS WELL.
- I WILL HONOR THOSE I SERVE WITH, THOSE WHO HAVE GONE BEFORE ME, AND THOSE WHO WILL COME AFTER ME.
- I AM A PATRIOT, A LEADER, AND A WINGMAN DEVOTED TO THOSE I FOLLOW, SERVE, AND LEAD.
- I AM AN AIR FORCE JUNIOR ROTC CADET.

## **Section II—Course Component Descriptions / Objectives**

### **Overview**

AFJROTC is a four-year program for high school students providing elective credit. The curriculum includes Aerospace Science (AS), Leadership Education (LE) and Wellness. All students earn credit towards graduation for successful completion of the AFJROTC program. Each academic course must consist of an AS component (20% contact time), an LE component (60% contact time), and a Wellness component (20% contact time).

### **Aerospace Science (AS)**

Aerospace Science acquaints students with the elements of aerospace and the aerospace environment. It introduces them to the principles of aircraft flight and navigation, the history of aviation, development of air power, contemporary aviation, human requirements of flight, cultural and global awareness, geography, the space environment, space programs, space technology, rocketry, propulsion, the aerospace industry, and survival.

### **Leadership Education (LE)**

Leadership Education is the part of the AFJROTC curriculum that defines leadership skills and acquaints students with the practical application of life skills. The leadership education curriculum emphasizes discipline, responsibility, leadership, followership, citizenship, customs and courtesies, cadet group activities, study habits, time management, communication skills, career opportunities, life skills, financial literacy, management skills, and drill and ceremonies.

### **Wellness Program**

Wellness is an official and integral part of the Air Force Junior ROTC program. The aim of the Wellness Program is to motivate cadets to lead healthy, active lifestyles beyond program requirements and into their adult lives. Cadets will participate in a 2-4 monthly Physical Training (PT) sessions culminating in taking the AFJROTC Fitness Test at the beginning of the 1<sup>st</sup> semester and at the end of the 2<sup>nd</sup> semester. Cadets that miss a scheduled PT session must make up the PT session during a Patriot Plus session or coordinate with the instructors for an alternate time. Failure to complete PT session will result in a grade of incomplete for JROTC. The AFJROTC Fitness Test is a program requirement and it helps cadets track physical improvements.

## **Drill and Ceremonies**

The Drill and Ceremonies course concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, marching, and development of command voice, leadership and confidence. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events and have the opportunity to personally learn drill.

## **Flag Detail**

Flag Detail enables cadets to exhibit a sense of patriotism as AFJROTC members volunteer to present and order (raise and lower) the American and Californian flag every morning and afternoon. Along with the opportunity to gain camaraderie, the cadets will also be able to earn community service hours and a patriotic ribbon. Cadets are required to accomplish two and a half hours of flag detail each semester. Once a month there will be a retreat ceremony, which requires uniform wear and will count for one hour towards flag detail hours.

## **Objectives**

- The objectives of AFJROTC are to educate and train students in citizenship and life skills, promote community service, instill a sense of responsibility, and develop character, along with self-discipline through education and instruction in air and space fundamentals.
- This program will enable the students to:
  - Develop a high degree of moral fortitude, self-esteem, self-reliance, personal appearance, and leadership
  - Adhere to the values of integrity, service, and excellence
  - Increase their understanding of patriotism and responsibilities as US citizens
  - Participate in community service activities
  - Expand their skills of critical thinking and problem solving, communication and collaboration, and creativity and innovation
  - Demonstrate military customs, courtesies, and traditions and develop habits of order, discipline, and social skills
  - Acquire a broad-based knowledge of aerospace studies and leadership education
  - Prepare for college and careers in the 21st century
  - Cultivate a commitment to physical fitness and a healthy lifestyle

## **Section III — Conduct**

### **Lying**

Lying is making a statement that is intended to deceive or mislead. A lie may be an oral or a written statement or even committing an act which is purposely misleading or deceiving.

### **Stealing**

Stealing is defined as intentionally depriving someone else of his/her property without his/her consent. If something is not yours, you should not take it without the consent of the owner.

### **Cheating**

- **Work Credit:** In general, any work done for credit must be done without another cadet's help unless the instructor specifically authorizes such help. The instructor accepts the work with the assumption that you have done it yourself.
- **Competition:** During your association with AFJROTC, you will be in friendly competition with other cadets (e.g. PT activities, promotion opportunities, rank, etc). Competition is an important aspect of the JROTC training program. The result of competition will affect your progress through the cadet program. It is expected therefore that you will compete fairly with your fellow cadets. Cheating is not confined to any single area - it applies to your whole life as a citizen.

### **Prohibition on Physical Discipline, Hazing and Unauthorized Clubs.**

- Any form of hazing, whether verbal or physical will not be tolerated within any AFJROTC unit or activity. Requiring cadets to perform any physical action as a reprimand, punishment, or for failure to perform is grounds for dismissal from the JROTC program.
- Examples of prohibited physical activities include, but are not limited to push ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.
- Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.
- This prohibition is applicable to all AFJROTC unit activities including instructors, cadets, and any personnel involved with or participating in an AFJROTC unit or activity.
- Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

## **Disciplinary Action**

- The Cadet Honor Code is “I will not lie, cheat, steal nor tolerate among us anyone who does.” Any violation of the Cadet Honor Code will be considered a major offense of personal conduct standards. In addition, any student behavior disciplined by school officials will be reviewed by the AFJROTC instructors and the applicable Assistant Principal for consideration as a major offense.
  - The first major offense will result in the parent being notified by the AFJROTC instructors with a written reminder of the AFJROTC program standards. If deemed extremely grievous the cadet may be removed from the program immediately.
  - The second major offense will result in the parent being notified by the applicable Assistant Principal with a written reminder of the AFJROTC program standards. If deemed extremely grievous the cadet may be removed from the program immediately.
  - The third major offense will result in the parent being notified by the Principal that the student is in jeopardy of disenrollment from the AFJROTC program.
  - The fourth major offense will result in disenrollment from the AFJROTC program.

## **AFJROTC Disenrollment Process**

- Cadets failing to meet uniform wear requirements, personal conduct standards, or maintain a quarterly passing grade may be considered for disenrollment from the AFJROTC program. The AFJROTC program is a voluntary program and failure to meet standards is an indication of a student’s desire to stay in the program. Students disenrolled from the program will be dropped from the AFJROTC class with no credit and placed in a study hall class for no credit.

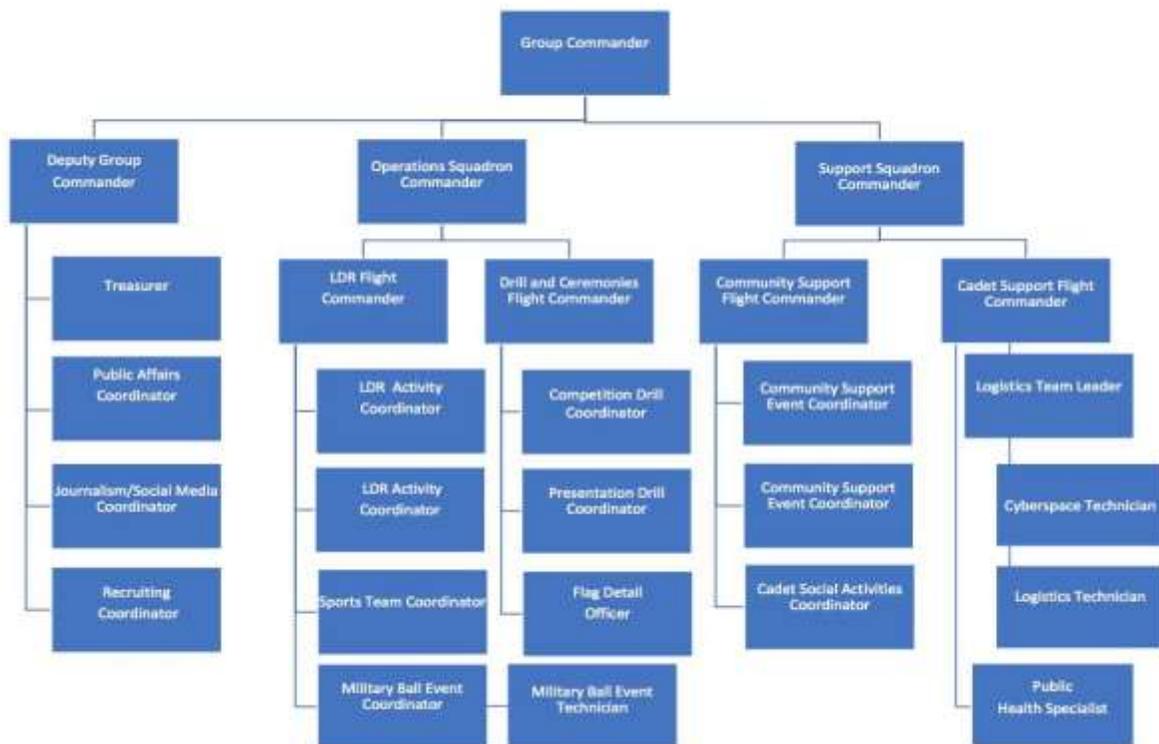
## **JROTC Co-Curricular Ineligibility**

- A cadet who does not meet district or school eligibility for sports or after school events will be ineligible for JROTC co-curricular activities. Guidance counselors publish quarterly lists that will be used to evaluate cadet eligibility.

## CHAPTER 2 – GROUP OPERATIONS

### Section I—Group Management

- **General** - Management of the cadet Group is an integral part of the AFJROTC program. Cadets assigned to leadership positions in an established organizational command structure conduct this management. These cadets are assigned specific tasks and responsibilities that are necessary for the cadet group to successfully function and carry out its objectives.
- **Organization** - The California 20144 (CA-20144) cadet group is organized as illustrated below:



### Section II – Cadet Group Duty Assignment Process

- Cadets must turn in an application to AFJROTC Instructors during the application window. The Cadet Group Commander, SASI and ASI will review these applications and will assign cadets to jobs based on their leadership potential and ability, academic

performance, Leadership Development Requirement participation, and recommendations from the staff. Cadets may be assigned a position he/she did not apply for based on the jobs available and the needs of the Cadet Group.

- **Position Rotation** Position assignments are rotated to ensure all cadets have an opportunity to participate in the management of the Group. Position terms are normally a semester long, but can be suspended if job performance is unsatisfactory, or can be extended if needed.
- **Position Resignation.** If a cadet wishes to relinquish their position, they must submit a letter of resignation to the Group Commander explaining their reason for resigning the position. Resignation, however, may have serious consequences for further promotions and position assignment.

**Section III — Job Descriptions:** The following is a description of job responsibilities in the CA-20144 Cadet Group.

- Senior Leadership Team will be composed of the Cadet Group Commander, Deputy Group Commander, Operations Squadron Commander, and the Support Squadron Commander
- **Cadet Group Commander:**
  - Commands the group in mass formations
  - Oversees all cadet corps activities
  - Holds staff meetings as necessary
  - Reviews Staff Summary Reports
  - Assists the SASI/ASI as needed
- **Deputy Cadet Group Commander:**
  - Assumes duties as Cadet Group Commander in his/her absence
  - Conducts the Unit Self Inspection
  - Manages completion of the Cadet Goals
  - Publishes Group and School announcements 2-3 times per week or as needed
  - Supervises the actions of the Treasurer, Public Affairs Coordinator, Journalism/Social Media Coordinator, and Recruiting Coordinator
  - Organizes and supervises cadet mentorship/training program for new cadets (mentorship program requires 3rd and 4th years assisting 1st year cadets in academics and AFJROTC activities)
  - Provides training on WINGS
- **Operations Squadron Commander:**
  - Supervises the actions of the LDR and Drill and Ceremonies Flight Commanders
  - Provides schedule of competitions, events and training to the SASI/ASI
  - Reviews flight performance through regular meetings and updates WINGS
  - Attends weekly staff meeting

- **Support Squadron Commander:**
  - Supervises the actions of the Community Support and Cadet Support Flight Commanders
  - Provides schedule of events to the SASI/ASI
  - Reviews flight performance through regular meetings updates WINGS
  - Attends weekly staff meeting
  
- **Treasurer:**
  - Develops a “needs and wants” list for the cadet group with input from all Flight Commanders
  - Develops AFJROTC budget for Heritage High School ASB
  - Identifies and leads fundraising events
  - Coordinates with SASI/ASI on cadet purchases
  - Attends school-hosted club council/ASB meetings
  
- **Public Affairs Coordinator:**
  - Develops a monthly a newsletter covering JROTC events
  - Maintains a photo library of all JROTC events
  - Develops one story for submission to **‘Leadership Magazine’** and HQ AFJROTC monthly newsletter each semester
  
- **Journalism/Social Media Coordinator:**
  - Publishes Weekly Cadet Bulletin
  - Maintains Cadet Group’s social media websites (e.g. Instagram, Snapchat, etc)
  - Posts relevant information about upcoming events in classroom and on Remind app
  
- **Recruiting Coordinator:**
  - Prepares presentations for recruiting, bullying awareness and drug awareness
  - Coordinates recruiting visits with school administrations
  - Maintains recruiting supplies
  - Presents drug and bullying awareness to elementary and middle school students
  - Provides information about JROTC to junior high school students
  - Provides schedule of visits to SASI/ASI
  
- **Leadership Development Requirement Flight Commander:**
  - Provides schedule of Leadership Development Requirement activities, events and leaders to the SASI/ASI
  - Oversees execution of LDR Activity Coordinators
  - Reviews attendance and participation in those activities
  - Maintains a calendar for events
  - Hold meetings as needed and updates WINGS
  
- **Leadership Development Requirement Activity Coordinator:**

- Plans and gains participation for club or event of choice: Bataan Death March, Sports Teams for competition, Survival club (Land Navigation)
  - Organizes and maintains attendance of club participants
  - Coordinates with Journalism/Social Media Coordinator to write announcements.
  - Creates and schedules fun practices or meetings for event(s) of choice.
  - Updates WINGS as necessary
- **Military Ball Event Coordinator:**
- Schedules date of event
  - Manage invite list to include neighboring JROTC schools
  - Gathers participants to share jobs for event
  - Writes script for event
  - Coordinates with Treasury and Booster Club for expenses
  - Contacts and reserves event location
  - Contacts officials to attend (Principal, counselors, recruiters etc.)

**Military Ball Event Technician:**

- Coordinates with Military Ball Event Coordinator to plan and prepare for military ball
  - Assists with duties of Military Ball Event Coordinator in appropriate times
- **Sports Teams Coordinator:**
- Plans for sports competition against other JROTC units
  - Plans and prepares for weekly PT sessions
  - Updates WINGS as necessary
- **Drill and Ceremonies Flight Commander:**
- Oversees Competition Drill Coordinator, Presentation Drill Coordinator, and Flag Detail Officer
  - Ensures Drill Teams keep an inventory of all supplies
  - Updates WINGS as necessary
- **Competition Drill Coordinator:**
- Commands and manages the Armed/ Unarmed and Exhibition Drill Teams
  - Coordinates with other teams in creating a training schedule
  - Provides schedule of events and practices to the SASI/ASI
  - Maintains accurate records for awarding ribbons and cords – Updates WINGS
- **Presentation Drill Coordinator:**
- Responsible for command and management of the Color Guard
  - Serves as Drill Team Commander in his/her absence (at discretion of Group Commander and approved by SASI)
  - Coordinates with other teams in creating a training schedule
  - Provides training schedule to the SASI/ASI

- Trains all members in color guard routines/procedures
  - Maintains accurate records for awarding ribbons and cords – Updates WINGS
- **Flag Detail Officer:**
    - Records community service hours for each cadet participating in Flag Detail
    - Coordinates schedule for each morning and afternoon Flag Detail group
    - Plans and prepares for monthly Flag Retreat Ceremony
    - Regulates daily flag detail attendance count
    - Ensures all schools flags are serviceable and advises Chain of Command when a replacement flag is needed
    - Updates WINGS as necessary
  - **Community Support Flight Commander:**
    - Commands and manages all Community Service events held or attended by cadets
    - Identifies potential community service activities and develops communication channel between the cadet corps and community organization
    - Selects of Community Service Event Coordinators
  - **Community Support Event Coordinator:**
    - Coordinates with Community Service Flight Commander to schedule events
    - Contacts the Journalism/Social Media Coordinator and Deputy Group Commander to get events in bulletin.
    - Creates sign-up sheets for events
    - Updates WINGS as necessary
  - **Cadet Social Activities Coordinator:**
    - Plans and organizes one social activity per semester for all cadets and parents
    - Contacts the Journalism/Social Media Coordinator and Deputy Group Commander to get events in bulletin.
    - Calculates expenses and coordinates with Treasury Officer
    - Finds cadets to help set up and execute event
  - **Cadet Support Flight Commander:**
    - Manages Logistics Team and Public Health Specialist.
    - Ensures all special orders are labeled, dated, and formatted correctly that they have the correct labeled information attached.
    - Updates WINGS as necessary
  - **Logistics Team Leader:**
    - Oversees timely and accurate completion of logistic team duties
    - Reports to Cadet Support Flight Commander for assignments
    - Conducts quarterly inventory of uniforms using WINGS and provides copies to SASI/ASI

- Assists the SASI/ASI with the issue of items to cadets
- Updates WINGS as necessary

○ **Cyberspace Technician:**

- Repairs and/or replaces computer equipment and supplies as necessary
- Maintains a quarterly inventory of all computer equipment in WINGS
- Maintains cleanliness of computer areas
- Conducts quarterly inventory of uniforms using WINGS and provides copies to SASI/ASI
- Assists the SASI/ASI with the issue of items to cadets
- Updates WINGS as necessary

○ **Logistics Technician:**

- Conducts quarterly inventory of uniforms using WINGS and provides copies to SASI/ASI
- Assists the SASI/ASI with the issue of items to cadets
- Assists the SASI/ASI with identifying cadets who have earned ribbons
- Actively works in WINGS to ensure all cadet personal information is correct to include loading PFT scores
- Updates WINGS as necessary

○ **Public Health Specialist:**

- Ensures cleanliness of unit assets (computers, chairs, tables) on a regular basis
- Promotes organization and neatness of unit assets to prevent clutter and trash accumulation
- Oversees cadet following of social distancing guidelines set forth by authorities
- Advocates for cadet personal hygiene (ie: reminds students to wash hands when needed, etc.)
- Assists SASI/ASI in resupplying unit cleaning materials

**Job Expectations**

- As a member of the cadet group staff, you are expected to show initiative and carry out your job responsibilities in a timely and efficient manner. If you cannot meet these requirements, you may be removed from your position. In addition, you may become ineligible for future cadet corps staff positions.

### Staff Meetings

- The Cadet Group Commander will hold a Senior Leadership Team meeting once per week. This meeting will be attended by all Senior Leadership Team members.
- Senior Leadership Team members will hold weekly staff meetings once per week with members of their respective teams to ensure and track completion of objectives. Meetings must occur before the next Senior Leadership Team Meeting takes place.
- Flight Commanders may have regularly scheduled meetings with members of their Flight to ensure and track completion of objectives.

### Documenting Cadet Performance

- If supervisors experience difficulties with subordinates, they must report and document the problem. Supervisors will write a memo for record of the incident and provide it to the SASI/ASI.

### Section IV—Promotion Procedures

- **Cadet Rank** - All references to cadet rank will have the word "Cadet" as part of the cadet grade, i.e. Cadet Major Allyson Souza. Grade is represented by standardized AFJROTC insignia that is worn on the cadet uniform. Cadets must also know and recognize active military service rank. The order of rank from lowest to highest is as follows:

<u>Cadet Enlisted Rank</u>	<u>Symbol</u>
○ Airman Basic	C/AB
○ Airman	C/Amn
○ Airman First Class	C/A1C
○ Senior Airman	C/SrA
○ Staff Sergeant	C/SSgt
○ Technical Sergeant	C/TSgt
○ Master Sergeant	C/MSgt
○ Senior Master Sergeant	C/SMSgt
○ Chief Master Sergeant	C/CMSgt
<u>Cadet Officer Rank</u>	
○ Second Lieutenant	C/2d Lt
○ First Lieutenant	C/1st Lt
○ Captain	C/Capt
○ Major	C/Maj
○ Lieutenant Colonel	C/Lt Col
○ Colonel	C/Col

- **Standard Promotion**
  - Every cadet will be promoted to the following ranks after completing an academic year in AFJROTC
    - 1 Year - C/Amn
    - 2 Years – C/A1C
    - 3 Years – C/SrA
    - 4 Years – C/SSgt
- **Advanced Promotion Requirements:** Advanced promotions are earned through additional work within the cadet corps and are approved by the GP/CC and SASI/ASI
  - C/Amn
    - A Grade of “B” or better in AFJROTC
    - 2.5 hours of flag detail
    - 2.5 hours of community service (non-flag detail)
  - C/A1C
    - A Grade of “B” or better in AFJROTC
    - Awarded the Patriotic Flag Ribbon (5 hours of flag detail)
    - 5 hours of community service (non-flag detail)
  - C/SrA
    - A Grade of “B” or better in AFJROTC
    - Awarded the Patriotic Flag Ribbon
    - 10 hours of community service (non-flag detail)
    - 90% on Semester 1 drill final
  - C/SSgt
    - A Grade of “B” or better in AFJROTC
    - Awarded the Patriotic Flag Ribbon
    - Awarded the Service Ribbon
    - 100% written 30 step drill sequence
  - C/TSgt
    - A Grade of “A” or better in AFJROTC
    - 30 hours of community service (non-flag detail)
    - Commanded 30 step drill sequence
  - C/MSgt
    - A Grade of “A” or better in AFJROTC
    - 45 hours of community service (non-flag detail)
    - Successfully completed one quarter in a Cadet Corps staff position
    - Participated in two major AFJROTC Leadership Development Requirement activities and awarded respective ribbons for activities
  - C/SMSgt
    - A Grade of “A” or better in AFJROTC
    - 55 hours of community service (non-flag detail)
    - Successfully completed two quarters in a Cadet Corps staff position
    - Participated in three major AFJROTC Leadership Development Requirement activities and was awarded respective ribbons for activities
  - C/CMSgt
    - A Grade of “A” or better in AFJROTC

- 60 hours of community service (non-flag detail)
- Successfully completed two quarters in a Cadet Corps staff position
- C/2d Lt
  - A Grade of “A” or better in AFJROTC
  - 65 hours of community service (non-flag detail)
  - Successfully completed three quarters in a Cadet Corps staff position
  - Participated in four major AFJROTC Leadership Development Requirement activities and was awarded respective ribbons for activities
- C/1st Lt
  - A Grade of “A” or better in AFJROTC
  - 70 hours of community service (non-flag detail)
  - Successfully completed four quarters in a Cadet Corps staff position
- C/Capt
  - A Grade of “A” or better in AFJROTC
  - 75 hours of community service (non-flag detail)
- C/Maj
  - A Grade of “A” or better in AFJROTC
  - 80 hours of community service (non-flag detail)
  - Successfully completed two quarters in Cadet Corps Senior Staff Position
- C/Lt Col
  - A Grade of “A” or better in AFJROTC
  - Successfully completed one quarter as the Cadet Group Commander
- C/Col
  - A Grade of “A” or better in AFJROTC
  - Successfully completed two quarters as the Cadet Group Commander
- **Cadet of the Quarter Criteria and Selection Process**
  - **Criterion 1: Grades**
    - Cadets must earn a 3.0 GPA minimum
    - No more than one D in any class during the academic year
    - Must maintain an A in AFJROTC
  - **Criterion 2: PT**
    - Must Participate/makeup all PT sessions in the span of the current semester
    - Earn at least 90% average per PT session
  - **Criterion 3: Cadet Corps Involvement**
    - Required to have current participation in the Cadet Corps (maintain a job)
    - Required to have a minimum of 10 community services hours in the current semester (flag detail included)
    - Required to attend at least one social event (i.e. Military Ball/Dining out, Curriculum In Action trip, Parent/cadet meet and greet).

- Required to participate in at least one Leadership Development Requirement team (Drill, Bataan, Exhibition, Orienteering, etc.)
- **Criterion 4: Uniform wear**  
Cadets must score at least an 90% average on all uniform wears throughout the academic quarter with no unexcused uniform misses
- **Selection Review Process**  
After all requirements have been met, the Group Commander, Deputy Group Commander, Operations Squadron Commander, and Support Squadron Commander will review the records of eligible cadets, discuss, and come to an agreement to select one 1<sup>st</sup> Year and one upper-class Cadet of the Quarter. SASI/ASI will approve selection of the cadets.

### **AFJROTC Club Varsity Letter**

- All 2nd, 3rd, or 4th year cadets enrolled in the Air Force Junior ROTC Program at Heritage High School are eligible to earn their AFJROTC Club Varsity Letter. The varsity letter represents a degree of excellence achieved by the cadet in particular areas. The letter is awarded to cadets for their participation and accomplishments in Co-Curricular activities:
- Letter nominations are approved and awarded by the Senior Aerospace Science Instructor.
- All of the following criteria must be achieved.
  - Have the AFJROTC community service ribbon, with at least one additional oak leaf cluster.
  - Know, represent, and embrace the Air Force Core Values: Integrity, Service, and Excellence by earning all of the following ribbons:
    - Attendance Ribbon
    - Health and Wellness Ribbon
    - Academic Ribbon
  - Cadets must hold rank of Cadet Master Sergeant or above
  - Cadets must have ONE or MORE of the following ribbons:
    - Achievement Ribbon
    - Co-Curricular Activities Leadership Ribbon
    - Leadership Ribbon
    - Superior Performance Ribbon
  - Cadets must demonstrate continued participation in cadet corps co-curricular activities by earning at least four following:
    - Bataan Death March Ribbon
    - Color Guard Ribbon
    - Drill Team Ribbon
    - Orienteering Ribbon
    - Patriotic Flag Ribbon
    - Recruiting Ribbon

- Special Teams Ribbon
- Model Rocketry Badge
- Academic Team Cord
  
- **Reserve Cadet Status**
  - A student must have been a cadet for at least one academic year prior to being considered a Reserve Cadet. A Reserve Cadet is a cadet that cannot participate in the AFJROTC academic program for that particular year because of class scheduling priorities. With SASI concurrence, a Reserve Cadet may participate in all AFJROTC activities (community service, drill team, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding. Reserve Cadets may retain their uniform for the entire academic year.

## **CHAPTER 3 – THE UNIFORM**

### **Section I—Uniform Wear**

#### **General**

- Each cadet in AFJROTC is issued a standard Air Force blue uniform at the beginning of the school year. You are required to properly wear the uniform as a part of your leadership training, and it is a sizable portion of your grade. Uniform wear instructions can be found in AFI 36-2903 and AFJROTC Instructional Supplement posted on the Heritage High School AFJROTC Activities webpage.

#### **Issuance**

- When you are issued the uniform, you become responsible for its maintenance and protection. However, the uniform is the property of AFJROTC. Any lost or damaged uniform items must be paid for by the cadet responsible for the uniform. You must dry clean your uniform before turning it in at the end of the school year. Cadets who fail to turn in their dry-cleaned uniform prior to the final week of school will receive an incomplete grade for the semester and a due bill (fine slip) will be placed in their school record.

#### **Grading Policy**

- The uniform is worn once a week in accordance with the monthly schedule, unless otherwise specified by the AEROSPACE SCIENCE INSTRUCTORS (ASI). The entire uniform must be worn properly throughout the school day unless the ASI authorizes you to remove it. If you are absent on uniform day and have an excused absence, uniform wear make-up will be the next class session that you meet for JROTC where the cadet is in school. If you are at school and not in uniform on the designated uniform day, you will receive zero points on your uniform wear for the week. Additionally, if you change into or out of your uniform at school, except for PE, you will also receive zero points.

## Uniform

- There are multiple uniform combinations that may be worn. The master schedule will direct the cadets to wear a specific uniform combination. **The specified uniform will be worn to and from school for the ENTIRE school day.**
- ABU wear is authorized as an optional cadet uniform in accordance with the monthly published schedule. Cadets must earn a 90% on the previous three uniform inspections to earn the right to wear the ABU uniform.
- Note: All items must be DRY CLEANED with the exception of the cadet blue shirt. It is the CADET'S responsibility to clean and repair the uniform. The blue pants, service coat and lightweight blue jacket cannot be laundered (cleaned in the washing machine). Laundering ruins the items and the student will receive a fine slip for payment. Dryel or similar home dry-cleaning is not allowed.
- THE UNIFORM MUST BE WORN PROPERLY AT ALL TIMES IN ACCORDANCE WITH UNIFORM GUIDE AFI 36-2903. IT MUST BE CLEAN AND WELL PRESSED. THE CADET MUST PRESENT AN OVERALL APPEARANCE OF NEATNESS AND PRIDE. REMEMBER...WHEN IN UNIFORM, YOU BECOME A REPRESENTATIVE OF THE UNITED STATES AIR FORCE - A PROUD SERVICE WITH AN OUTSTANDING REPUTATION AND A HISTORY OF SACRIFICES.

## Section II—Uniform Guidelines

- **Dress and Appearance:** The uniform AFJROTC cadets wear is the same, with certain exceptions, as that worn by active duty Air Force personnel. Just as the person on active duty, you are also obligated to wear the uniform properly. The standards for uniform wear consist of four elements: neatness, cleanliness, safety, and military image. The following list outlines the guidelines for properly maintaining this standard of dress and appearance in uniform. **Complete uniform wear instructions can be found in AFJROTC Instructional Supplement posted on the Heritage High School AFJROTC Activities webpage**
- **Flight Cap (DRY CLEAN ONLY):** The flight cap is to be worn on the head with the front crease directly above the nose and the bottom of the cap tilted forward in a position

that allows two finger widths between the top of the nose and the bottom of the cap. **Hair must not protrude** in front of the cap. The flight cap must be worn when outdoors. Do not wear your hat indoors unless performing Color Guard duties.

- **Short Sleeve (Blue) Shirt:** The shirt will always be tucked into the slacks to school/during school/home from school. If wearing a tie/tie tab with the shirt, always button the top button of the shirt (leave it unbuttoned otherwise). The shirt should be washed and ironed before each wearing. The sleeves are to be creased, with the exception of JROTC patches. **A plain white V neck undershirt under your blue uniform shirt is MANDATORY.**
- **Slacks (DRY CLEAN ONLY):** The bottom of the trousers should rest on the front of the shoes with a slight break in the crease. Always wear your belt with your slacks. The belt should be tight enough to hold up your pants without buckling the fabric. When you adjust the belt buckle, cut off any excess material hanging past the edge of the belt. Keep the pocket buttoned and do not place bulky items in it.
- **Service Coat (DRY CLEAN ONLY):** The service coat should be properly fitted so that if you hang your arms naturally, the coat sleeves extend roughly one half of an inch from the base of the thumb. When the service coat is the designated uniform wear, it must remain on at all times.
- **Lightweight Jacket/Liner (DRY CLEAN ONLY):** **When worn, the jacket must be zipped at least 1/2 way up at all times.**
- **Shoes / Socks:** Keep your shoes shined, including the heels and the edge of the soles. Socks must be plain and calf length BLACK; no other color is allowed.
- **Gig Line:** The gig line is the line formed by the front of your shirt line, the right edge of your belt buckle, and the flap of your fly. This line should be straight and unbroken. Male belts are routed from wearers left to right and female belts routed from wearer's right to left.
- **Threads:** Inspect your uniform for loose threads and cut them off.
- **Insignia:** Proper insignia placement on the uniform is illustrated on the Uniform Diagrams in the following attachments. Also, refer to Attachment XVI for the Ribbon Chart to determine the order of precedence for your ribbon bar.
- **Tie / Tie Tab (DRY CLEAN ONLY):** The tie should be tied with a Four-in-Hand Knot or a Windsor Knot. It should rest at the halfway point of the belt buckle. The top shirt button should not be visible. The Tie Tab should be neatly and comfortably fitted around the neck.

- **Physical Training Gear:** The Physical Training Gear (PTG) uniform is a multi-purpose uniform provided at Air Force expense. When wearing PT gear, t-shirts must be tucked into shorts or sweatpants. Only white or black socks with a small logo authorized for wear with the PTG. Short and long-sleeved solid white, black or light gray form fitting undershirts, (i.e. Spandex, Lycra™ or elastic material) may be worn and visible under the short-sleeved PTG shirt. Undershirts must be tucked in. The lining in the PTG shorts may be removed. Short, mid and full length solid black white or dark blue form fitting sportswear (i.e. Spandex, Lycra™ or elastic) may be worn and visible under both the PTG.
  
- **Male Grooming Standards**
  - Hair must have a tapered appearance with no hair touching the ears, eyebrows, or shirt collar
  - Hair must not exceed 1¼ in bulk, contain excessive amounts of grooming aids, be dyed an unnatural hair color, have any foreign items attached to it, or be a faddish cut.
  - If you do not have a regulation hairstyle, you will automatically receive a failing score on your uniform wear.
  - Sideburns must be neatly trimmed and cannot extend below the lowest part of the exterior ear opening.
  - Face must be without hair except with the exception of a mustache. If a mustache is worn, it must be neatly trimmed and will not extend beyond the corners of the mouth or below the lip line of the upper lip.
  - Cannot wear earrings or any type of facial piercing when in uniform.
  - May wear a wristwatch of normal color, rings (no more than three rings combined on both hands, and no thumb rings).
  - No sunglasses are allowed to be worn in uniform unless authorized by prescription.
  
- **Female Grooming Standards**
  - Hair cannot extend past the bottom edge of the collar at the back of the neck, or be dyed an unnatural color and must be in a style that presents a professional appearance.
  - Any hair ties must be the natural color of the cadet's hair.
  - Hair must not contain excessive amounts of grooming aids, and if pins or similar items are worn, they must be modest in size and plain in appearance.
  - Hair will not exceed 3 & 1/2 inches in bulk.
  - Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized in uniform dimension, no wider than one inch.
  - Hair and/or hair aids will not impede the wear of the flight cap. If you do not have a regulation hairstyle, you will automatically receive a failing score on your uniform wear.
  - Cadets cannot wear any type of facial piercing while in uniform.
  - Female cadets can wear earrings IAW AFI 36-2903 standards. Female cadets may wear small (not exceeding 6 mm in diameter) spherical, round white diamond, gold,

white pearl, or silver earrings. If a female cadet has multiple holes, only one set of earrings are authorized and must be worn in the lower earlobes.

- Cadets can wear a wristwatch of normal color, rings (no more than three combined, and no thumb rings).
- Fingernails may only be a conservative, single color (Compliment of skin tone) or modest French manicure; no decorations. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well-groomed
- Cadets will not wear makeup shades that distinctly contrast with their complexion, detract from the uniform, or are extreme. Some examples of extreme color include but are not limited to: purple, gold, blue, black, red and fluorescent colors.
- No sunglasses are allowed to be worn in uniform unless authorized by prescription.

## **CHAPTER 4 – CUSTOMS AND COURTESIES**

### **Section I—Saluting**

- **General :** The salute is deeply rooted in military history from the times when warriors raised their right arms to show that no weapon was present, to when knights raised their visors with their right hand as a sign of greeting, and to when American soldiers removed their hats to greet and show respect to others. The salute is a way of saying "Hello" while showing respect to officers senior in rank. Sometimes the hand salute is rendered to honor the colors, a mark of respect for our country. The way cadets execute a salute is important. A sharp salute indicates pride in self and corps. A sloppy salute indicates a lack of confidence, pride, and respect. Cadets should develop the habit of carrying books or other objects with the left hand to free the right hand for saluting. Cadets must salute all higher-ranking cadet officers and the SASI.
  
- **When a cadet is outside in uniform they must salute:**
  - The President.
  - All commissioned officers of the United States military services. Cadets need to be especially aware of their surroundings.
  - The SASI when in uniform.
  - Cadet officers senior in rank and grade who are in uniform.

Note: Cadets will not render hand salutes indoors EXCEPT when formally reporting to an AFJROTC instructor or cadet board.

- **Hand salute is done in the following two counts:**
  - COUNT 1. Raise the right hand smartly and directly to the forehead while at the same time, extend and join fingers. Keep the hand palm flat, forming a straight line between the fingertips and the elbow. As the hand gets close to the face, tilt the palm slightly toward the face and hold the upper arm horizontally, slightly forward of the body, and parallel to the ground. Finally touch the tip of the middle finger of the right hand to the outside corner of the right eyebrow or to the front right corner of glasses.
  
  - COUNT 2. Bring the arm smoothly and smartly downward, retracing the path used to raise the right hand and arm after the person you are saluting returns the salute. The salute should always be rendered while either standing at attention or marching at attention.

## Section II—Reporting Procedures

- **Reporting in/out (instructors' office)** - It is important that you observe proper reporting procedures when reporting in to the instructors' office. You will abide by the following steps when reporting in/out:
  - Knock once on the office door and wait for permission to enter or acknowledgment depending on whether the door is already open or not.
  - Stand at attention and render a hand salute.
  - Report in by saluting and stating "Cadet, Last Name, Reporting Ma'am/Sir." If you are ordered or asked by the SASI or ASI to report to them you must state "Cadet, Cadet Last Name, Reporting as Ordered, Ma'am/Sir."
  - Wait for the instructor to return your salute and then drop yours.
  - Once you have completed talking to the instructor and are dismissed stand at attention by the doorway and render a salute.
  - Wait for the instructor to return your salute and then drop yours and exit the office.

## Section III—Customs and Courtesies

- **Flag** - The flag and national anthem are symbols of the people, their land, and institutions. Thus, when we salute these symbols, we are saluting the nation. Flag ceremonies occur during parades, reveilles, retreats, and prior to special events. Reveille starts the official day while retreat signals the end of the official duty day. Most flag ceremonies will be conducted with the playing of the national anthem. All cadets will render the following courtesies:
  - When attending any outdoor event and the US flag is carried past a cadet, the cadet, if in uniform, should stand at attention, face the path of the flag, render a proper salute six paces before the flag is even with them, and hold the salute until the flag passes six paces beyond them
  - When ceremonies occur indoors and the national anthem or "To the Colors" is played, face the flag and take the position of attention. If the flag is not visible, take position of attention and face the music. Do not salute unless under arms.
  - On any military base, at the first note of the national anthem, all vehicles will come to a stop and the occupants will sit quietly until the last note of the music
  - If the base is playing the National Anthem while you are outside, you should stop, face either a visible flag or the direction of the music, and follow procedure A or B. When in uniform, cadets should stop and salute towards the music or the flag.
- In civilian clothes, males removes his hat, holds it in his right hand, and places his right hand over the heart and females places her right hand over her heart but does not remove her hat

- **Flag Detail**
  - Air Force Junior ROTC, CA-20144 will raise and lower the United States and California flags each school day or special occasion, weather permitting, as determined by the SASI/ASI. Normally, these flags will be raised on the school's stationary flagpoles prior to first period and then lowered at the end of school day. These are formal, solemn ceremonies that will be accomplished in a professional manner. The senior cadet will act as the flag detail chief and will form the detail in the area outside of the classroom, march the detail to the flagpole, direct the flag ceremony, march the detail back to the form up area after the flags are raised or lowered, and secure the flags. The SASI or ASI will give any special instructions.
  
- **Pledge of Allegiance** - In military formations, the Pledge of Allegiance shall not be recited. At protocol functions, social, and sporting events that include civilian participants, cadets should when in uniform outdoors, stand at attention, remain silent, face the flag, and render the hand salute. When in uniform indoors, stand at attention, remain silent, and face the flag. Hand salute is not rendered and reciting the pledge is optional.
  
- **Cadet Etiquette** - Proper etiquette is "the customary rules of conduct or behavior in polite society." Our civilized society is more pleasant to live in, go to school in, and work in when all members practice proper etiquette and good manners. "Treat Others as You Want to Be Treated" is the code to live by and is the desired behavior for all cadets.
  - Say "Please" and "Thank You"
  - Use "Yes Ma'am/Sir " when addressing AFJROTC instructors, military service members, school officials, teachers, and visitors at all times
  - Do not keep people waiting
  - Do not gossip
  - Use proper telephone etiquette
  - Use "Mr., Ms., or Mrs." and last name when addressing civilians and "Military Grade" and last name when addressing military personnel
  - Do not interrupt others when they are talking
  - Do not use profanity
  
- **Classroom Etiquette** - When either the SASI or ASI enters the classroom area from the main entrances (this does not include logistics, the storage room, or the office), the first cadet to see them must call the room to ATTENTION. The only times when this is not necessary is if there is a lesson or meeting in progress. If the commander in the room is higher ranking than the person entering, the room is not called to attention. The act of calling the room to ATTENTION is also applicable for the principal as well as military guest speakers whose rank is above the SASI.
  
- **Position of Honor** - This military courtesy began centuries ago when warriors fought with swords. Since soldiers were primarily right handed, the heaviest fighting occurred

on the right side. The left side became a defensive position since the shield was normally carried with the left hand/arm. Thus, since units were proud of their fighting ability, the right side (sword bearing side) or right of the battle line became the position of honor, assumed by great warriors and leaders. Thus, a cadet should, while in uniform, walk or sit on the LEFT side of an AFJROTC instructor, military service member, or senior cadet officer who assumes the position of honor on the RIGHT.

## **CHAPTER 5 – LEADERSHIP DEVELOPMENT REQUIREMENT ACTIVITIES**

### **Section I— LEADERSHIP DEVELOPMENT REQUIREMENT ACTIVITIES**

- **General** - The AFJROTC program provides numerous Leadership Development Requirement (LDR) activities during the school year. All of these activities are identified during daily announcements at the beginning of each class. Cadets can earn promotion potential by participating in these activities to improve the cadet's organizational and leadership skills.
- The following is a general description of some the LDR activities in AFJROTC at Heritage High School.
  - **Academic Bowl** - One of the main goals of the JROTC Academic Bowl is to prepare students for state exit/graduation exams as well as college entrance exams, such as the SAT and ACT. Contest questions are a mix of JROTC curriculum, English, math, current events and science. All of the current events questions will be taken from major media available on television, the internet, and in daily newspapers
  - **Bataan Death March** – Cadets will train to participate in the annual commemorative AFJROTC Bataan Death March event of at least 14 miles.
  - **Co-Educational Recreation Sport Teams** – Cadets will have the opportunity to participate in sporting events against other NORCAL AFJROTC units.
  - **Color Guard Team** - Color Guard is a highly professional and patriotic team that combines precision drill and proper flag courtesies. Their primary functions are casing and uncasing, presenting, folding, posting, and retiring the colors. Team members must be dedicated to learning the Manual of Arms and flag etiquette.
  - **Drill Team** - The Drill Team consists of Color Guard, Unarmed, and Armed Drill Teams that may compete in Inspection, Exhibition and Regulation categories. Practices normally take place two or three times each week. An exhibition drill team may be established to perform at Parades and school spirit functions.
  - **Flight Simulation (RC Airplane / Multi-copter / Flight Simulator) Club** – Cadets will have the opportunity to gain introductory aviation skills using hands-on technology.
  - **Model Rocketry Program** - Model rocketry is the designing, building, and flying of small rockets that are made of paper, plastic, balsa wood, or any other lightweight material. A model rocketry program can provide an exciting introduction for cadets to concepts of aerospace engineering and design and the basic concepts of flight and space. It can motivate cadets to attain a greater knowledge of aerospace studies and arouse interest in aerospace careers.

- **Orienteering** - Orienteering is the sport of navigation—often held in unfamiliar terrain—using a map and compass. It's easy to learn and a fun way to exercise your body and mind as you enjoy the outdoors. It's a competitive sport for everyone and beginners are always welcome.
- **Recruiting and Awareness Presentation Team (APT)** - This cadet team volunteers time in the district's elementary and middle schools to discuss the prevention of bullying, drug and alcohol use. You can earn an Awareness Presentation Team Badge if you meet the team participation requirements. The recruiting team presents a presentation to the middle school to recruit incoming freshmen into the JROTC program.

## Section II—Awards

### AFJROTC Unit Awards

- **Gold Valor Award:** The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty.
- **Silver Valor Award:** The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award.
- **Cadet Humanitarian Award:** It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community.
- **Silver Star Community Service with Excellence Award:** Award. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. "Countable" hours must be logged into WINGS and be accomplished IAW published guidance in AFJROTCI 36-2010.
- **Community Service with Excellence Award:** It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project.
- **Distinguished Unit (with Merit if applicable) Award:** Awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year
- **Distinguished Unit Award:** Is awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA.
- **Outstanding Organization Award:** Awarded to cadets enrolled during the period a unit's rating is Outstanding.
- **Outstanding Flight Ribbon:** Awarded each semester to members of the outstanding flight having the best combined average in academics, participation, drill and ceremonies, uniform grade, PT grade and community service.

- **Top Performer Award:** Awarded by HQ AFJROTC to select individuals for leadership and job performance specifically in preparation for the unit's annual assessment.
- **Outstanding Cadet Ribbon:** Awarded to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence. The Group Commander, Deputy Group Commander, Operations Squadron Commander, and Support Squadron Commander will review the records of eligible cadets, discuss, and come to an agreement and nominate Cadet(s). The SASI/ASI will approve selection of the cadets.
- **Leadership Ribbon:** Awarded for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. The Group Commander, Deputy Group Commander, Operations Squadron Commander, and Support Squadron Commander will review the records of eligible cadets, discuss, and come to an agreement and nominate Cadet(s). The SASI/ASI will approve selection of the cadets.
- **Achievement Ribbon:** Awarded for significant achievement in a leadership role. The Group Commander, Deputy Group Commander, Operations Squadron Commander, and Support Squadron Commander will review the records of eligible cadets, discuss, and come to an agreement and nominate Cadet(s). SASI/ASI will approve selection of the cadets. Only one ribbon per year will be awarded.
- **Superior Performance Ribbon:** Awarded for outstanding achievement or meritorious service rendered while planning and organizing a major cadet activity on behalf of AFJROTC. The Group Commander, Deputy Group Commander, Operations Squadron Commander, and Support Squadron Commander will review the records of eligible cadets, discuss, and come to an agreement and nominate Cadet(s). The SASI/ASI will approve selection of the cadets.
- **Academic Ribbon:** Awarded for academic excellence as signified by attaining an overall grade point average of at least a "B" for one academic term, in addition to an "A" average in AFJROTC over the same grading period. You cannot obtain a "D" or "F" in any class during the time.
- **Cadet Leadership Course Ribbon:** Awarded for completion of Summer Leadership School or Encampment consisting of at least 5 days. A silver star may be awarded for outstanding performance.
- **Special Teams Competition:** Awarded to team members for placing 1st, 2d or 3d in an Air Force or Joint Service Competition to include Color Guard Teams, Armed/Unarmed Drill Teams, Academic Bowl Teams, etc. Teams that did not place shall be awarded an Activities Ribbon.

- **Joint/All-Service National Competition Award:** Is a medal/ribbon awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.
- **Air Force Nationals Competition Award:** Is a medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc.
- **Orienteering Ribbon.** Is a ribbon awarded to team members for completing a unit-specific Orienteering training program and one competition.
- **Leadership Development Requirement Leadership Ribbon:** Awarded for leadership in AFJROTC Leadership Development Requirement activities. The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others.
- **Drill Team Ribbon:** Awarded each year for participation in at least 80 percent practice attendance, attended three drill competitions or one exhibition performance. The team commander gives his/her recommendation and the ASI/SASI will approve.
- **Color Guard Ribbon:** Awarded each year for participation in at least 80 percent practice attendance, attendance of five color guard presentations and demonstration of proficiency in color guard ceremonies. The Color Guard Commander will recommend and the ASI/SASI will approve.
- **Service Ribbon:** Awarded for the completion of twenty hours of community service.
- **Health and Wellness Ribbon:** Awarded by the SASI for participation in the health and wellness physical fitness program. Cadets scoring above 75% will receive the bronze, silver or gold star.
- **Recruiting Ribbon:** Is a ribbon awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC.
- **Activities Ribbon:** Awarded for participation in one of the various Leadership Development Requirement (LDR) activities.
- **Attendance Ribbon:** Is awarded to cadets who have no more than three excused absences (no unexcused) from AFJROTC classes during an entire school year.

- **Dress and Appearance:** Awarded to cadets who:
  - Wear the appropriate uniform for all uniform inspections
  - Received no less than 80% on any uniform inspection
  - Average uniform inspection grade of 90%
- **Longevity Ribbon:** Awarded for the successful completion of each year in AFJROTC.
- **Bataan Death March Memorial Hike Ribbon.** Is a ribbon awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March; AFJROTC units may conduct a 14-mile Bataan Death March Memorial Hike. Cadets must complete entire hike to earn ribbon.
- **Patriotic Flag Ribbon.** May be awarded for participation in *non-color guard* events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. Cadets performing five hours of flag detail and/or monthly retreat ceremonies during the academic year will earn a Patriotic Flag Ribbon. **This ribbon can only be earned one time and the five hours must be earned in a single school year.**
- **Oak Leaf Clusters** If awarded the same ribbon more than once, you will receive an oak leaf cluster. No more than four clusters are permitted on any one ribbon. A silver leaf cluster is awarded when the cadet has earned the ribbon a total of five times.

**AFJROTC National Awards** – These awards are awarded annually at the JROTC annual Awards Night. The awards are presented to cadets who demonstrate exceptional leadership, academics, and participation in the corps. A colored description of each AFJROTC National award can be viewed on the Ribbon Chart.

- **Air Force Association (AFA) Award:** Cadets may only receive this award once. This AFA-sponsored award is presented annually at each unit to the outstanding second-year (in a 3- year program) or third-year cadet (in a 4-year program). The award recipient must possess/meet the following personal characteristics and eligibility criteria:
  - Top 1% of the cadets in a unit in the following areas, academics, leadership, and professionalism.
  - Positive attitude (toward AFJROTC and school).
  - Outstanding personal appearance (uniform and grooming).
  - Display personal attributes such as initiative, judgment, and self-confidence.
  - Courteous demeanor (promptness, obedience, and respect for customs).
- **Daedalian Award:** Cadets may only receive this award once. The Order of Daledalin's is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is

offered to encourage the development of these traits in cadets and to interest them in a military career. This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:

- Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.
  - Indicate the potential and desire to pursue a military career.
  - Rank in the top 10% of their AFJROTC class.
  - Rank in the top 20% of their school class.
- **American Legion Scholastic Award:** This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements. Each cadet must:
- Rank in the top 10% of the high school class.
  - Rank in the top 25% of their AFJROTC class.
  - Demonstrate leadership qualities.
  - Actively participate in student activities
- **American Legion General Military Excellence Award:** This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's general military excellence. Each cadet must:
- Rank in the top 25% of their AFJROTC class.
  - Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- **American Veterans (AMVETS) Award:** This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:
- A positive attitude toward AFJROTC programs and service in the Air Force.
  - Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).
  - Personal attributes (initiative, dependability, judgment, and self-confidence).
  - Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
  - Obtained a grade of "A" (or the numerical equivalent) in their AS class.
  - Be in good scholastic standing in all classes at the time of selection and at the time of presentation.
- **Reserve Officers Association (ROA) Award:** This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:
- Be in the top 10% in the AFJROTC program.
  - Be in the top 25% in academic grades.

- Be recognized for having contributed the most to advancing the objectives of the AFJROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic.
- **Military Order of World Wars Award:** This award is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.
- **Military Officers Association of America (MOAA) Award:** This award is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must:
  - Be a member of the junior class.
  - Be in good academic standing.
  - Be of high moral character.
  - Show a high order of loyalty to the unit, school, and country.
  - Show exceptional potential for military leadership.
- **Veterans of Foreign Wars (VFW) Award:** This award is presented annually to an outstanding second or third-year cadet in a 3-year program (third or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:
  - Positive attitude toward the AFJROTC program
  - Must be enrolled as a 10th-12th grade AFJROTC student
  - Must maintain a “B” average in AFJROTC curriculum and a “C” average in all remaining subjects with no failing grades in the previous semester
  - Active in at least one other student extracurricular activity (music, athletics, government, etc.)
  - Not a previous recipient of this award.
- **Military Order of the Purple Heart Award:** This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC program and demonstrates leadership ability. (Seniors are not eligible) Each cadet must:
  - Have a positive attitude toward AFJROTC and country.
  - Hold a leadership position in the cadet corps.
  - Be active in school and community affairs.
  - Attain a grade of “B” or better in all subjects for the previous semester.
  - Not a previous recipient of this award.
- **Air Force Sergeants Association (AFSA) Award:** This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:
  - Be in the top 10% of the AFJROTC class.

- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
  - Not a previous recipient of this award.
- **Tuskegee Airmen Incorporated (TAI) AFJROTC Cadet Award:** This award is presented annually to two cadets. Cadets may be first-year, second year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:
    - Attain a grade of “B” or better in their AS class.
    - Be in good academic standing.
    - Actively participate in cadet corps activities.
    - Participate in at least 50% of all unit service programs.
  - **The Retired Enlisted Association (TREA) Award:** Awarded annually, at the SASI’s discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year.
  - **The Celebrate Freedom Foundation (CFF) Award for Excellence in Academic Programs.** Cadets must demonstrate the following personal characteristics to be eligible for nomination:
    - Outstanding personal appearance (uniform and grooming)
    - Display personal attributes such as initiative, judgment and self-confidence
    - Courteous demeanor (promptness, obedience and respect for customs)
    - Growth potential (capacity for responsibility, high productivity and adaptability to change)
    - Possess the highest personal and ethical standards and strong positive convictions
    - Shows the potential and desire to pursue a military career
    - Rank in the top 5% in his/her AS class with a grade average of A or numerical equivalent
    - Rank in the top 15 % of his/her academic class
    - Demonstrates a positive attitude (toward AFJROTC and school)
  - **Air Commando Association Award:** Awarded annually at the SASI’s discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the 13 critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength.

**Cadet Cords and Badges** – Are awarded for certain accomplishments and must be worn on cadet uniform when earned:

- **Group CC Cord** – (Blue & Yellow Cord)
- **Deputy Gp/CC, Sq/CC Cord** - (Silver & Blue Cord)

- **Flight Commander Cords** – (Green Cord) Presented to flight commanders determined by the Cadet Group Commander. The flight commander cord takes precedence over other cords except Cadet of the Quarter. The flight commander cord is not an earned cord that is kept, rather, it is associated with the position held in the Corps. It is to be returned if you no longer hold a flight commander position or at the end of the school year.
- **Cadet of the Quarter Cord** – (Blue cord) Awarded to one first year and one 2/3/4 year cadet per quarter that demonstrates hard work and dedication to the corps. Determined by Cadet of the Quarter Board.
- **Academic Team Cord** – (Gold Cord) Presented each year to team members that have 85% attendance and compete in two tiers of competition.
- **Drill Team/Color Guard Cord** – (White Cord) Presented each year to team members who have 85% attendance, are proficient in Drill and Ceremonies, able to train other cadets in Drill and Ceremonies, and are approved by the ASI/SASI. The white cord is reserved for Drill & Color Guard Performances only.
- **AEF (Aerospace Education Foundation) Badge** – Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below “C” on their transcript. The individuals must be recommended by the SASI.
- **APT Badge** – Presented to cadets with 85% attendance, that participate in the school presentations, and are approved by the ASI/SASI.
- **Flight Solo Badge** - Awarded to those cadets that perform their solo flight with documentation present to the SASI, which is submitted to HQ AFJROTC for verification. The badge is worn on the uniform at all times if it is the only one earned.
- **Aviation Ground School Badge** - Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider) and provide proper documentation to the SASI, which is submitted to HQ AFJROTC for verification. The badge is worn on the uniform at all times if it is the only one earned.
- **Flight Certificate Badge** - The Flight Certificate Badge is the highest aviation badge awarded to awarded to any cadet who possesses a valid FAA pilot’s certificate for either powered or non-powered aircraft and provide proper documentation to the SASI, which is submitted to HQ AFJROTC for verification. When worn, the badge is worn on the uniform without the flight solo or ground school badges.

## **Special Uniform Items**

- **Color Guard and Exhibition Drill Teams may wear the following items during presentations:**
  - White Ascots
  - White Gloves
  - Ceremonial AF Belt
  - Ceremonial AF Service Cap

## **Certificate of Completion and Training**

- **Certificate of Training**
  - Presented to a cadet in good standing who successfully completes **two years or more of AFJROTC with a D or above for all semesters**. The SASI will review the cadet's entire enrollment to determine if a certificate of training is to be awarded.
- **Advanced Enlistment**
  - Students *successfully* completing at least 2 academic years of AFJROTC are entitled to advanced promotion in accordance with each Military Services policies. Three years of AFJROTC also entitles a student to no less than 1 year of credit in the Senior College ROTC Officer Commissioning Program.

## CHAPTER 6 - CADET WELLNESS PROGRAM

### Dress for Success

- All cadets are required to dress out for PT. There is no cost for AFJROTC Physical Training Gear (PTG) attire, however if an item is lost or damaged the cadet must pay to replace each item. Cadets must wear the PTG during JROTC PT sessions. School Gym clothes can be worn but cadets will not receive full participation points for the days PT grade. AFJROTC PT clothes will be issued through the AFJROTC Department. If AFJROTC sweatpants and sweatshirts have not been issued, a cadet can wear conservative sweatshirts and sweatpants during cold wellness activities. Appropriate athletic shoes that tie are required (running shoes are recommended). Cadets are required to wear white or black athletic socks with AFJROTC PT Uniform. The socks are allowed to have small logos on them. Cadets are responsible for purchase of their own socks and shoes for the PTG. Sandals, slides, boots or going barefoot will not be allowed while wearing the USAF PTG.

### Non-suit Policy/Refusal to Dress

- All non-suits, excused or unexcused must report to their teacher. Cadets who do not dress for PT will receive a “0” (F) for that day and an incomplete for the course if not completed at a later date. PT sessions will be made up during Patriot Plus Sessions or before school for those cadets that attend school at another district school site.

### Excused Medical:

- A doctor’s note must include the dates in which the cadet is excused from participation in class and a date of return to activity and any modifications to activity.
- All medical notes must be given to the instructor. The nature of the physical limitations from the doctor **MUST** be clearly stated on the note. What is the exact injury, what the time off is, and what the cadet can or cannot do physically. ***All cadets as a minimum will dress for each PT session and participate in activities that they are medically cleared for or complete an alternate lesson for the day to receive credit.***
- **ALL MEDICAL exceptions are on a case by case basis.** Each instructor is given the professional discretion of appropriate make-up, expectations, and responsibilities required to earn a grade in the teacher’s class. When a cadet is on a medical waiver it is their responsibility to meet with their instructor and come up with a plan to make-up the missed activities; how long a student is out, their level of proficiency, effort/attitude, and several other factors are part of the determinant of that specific student’s needs and/or make-up requirements.

### Grading Policy: Grading in physical training will be based on following components

- Appropriate Dress and appearance in AFJROTC PT uniform
- Participation in class (attitude/sportsmanship, daily effort/intensity)
- For more specific grading information please refer to the student syllabus

**Fitness:**

- Fitness is an important part of the AFJROTC curriculum. All cadets in class are expected to participate in PT sessions which can consist of various activities including running, teams sports, cardio fitness course, and plyometrics, etc. Days dedicated to fitness are designed to help improve students' body composition, cardiovascular capacities, muscular strength, muscular endurance as well as flexibility. Fitness days are the most essential part of our Health & Wellness curriculum. Fitness testing will be conducted at the beginning and end of the year to measure improvement in strength, agility, endurance, and flexibility. Cadets obtaining the following benchmarks will receive recognition.
  
- All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Cadets who score in the Physical Fitness Test's 75-84% percentile will receive a Bronze Star device; 85-95% percentile will receive a Silver Star device; and 96-100% percentile will receive a Gold Star device

**Execution:**

- Cadet Sports Program Leader:
  - Develop a PT plan for the quarter
  - Assist in obtaining and setting up equipment for each PT session
  - Provide instructions to PT leaders
- Class PT leaders will
  - Lead opening and closing stretching exercises
  - Oversee safety and equipment availability
  - Ensure all cadets are participating fairly
  - Monitor class start and end times
  - Monitor cadet participation

**Goals and Outcomes:**

- **Excellence:** To develop the highest level of personal physical fitness. Perform activities safely and follow rules of etiquette and ethical behavior.
- **Physical Fitness Components:** Students will demonstrate improvement and competency in the five health-related components: muscular strength, muscular endurance, cardiovascular fitness, flexibility, and body composition.
- **Health Enhancement:** To understand the relationship between health and physical education and to attain a high level of wellness and personal satisfaction.
- **Social Development:** To develop appropriate social behaviors, including good sportsmanship, respect for ones' self and others, and appreciation for peers by working independently as well as with others during planned and guided activities.

ATTACHMENT I – 30 Count Drill Sequence

**AFJROTC 30 - DRILL COMMANDS SEQUENCE**

**Step 1:** The Flight Commander will salute and **report in**:

*“Sir/Ma’am, \_\_\_ Flight is prepared for the Regulation Drill Phase”.*

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
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

**Step 2:** Flight Commander will salute and **report out**,

*“Sir/Ma’am, \_\_\_ Flight has completed the Regulation Drill Phase”.*

**Step 3:** Flight Commander will dismiss the flight.

## **ATTACHMENT II–Chain of Command**

Commander in Chief: The Honorable Donald J. Trump

Vice President: The Honorable Mike R. Pence

Secretary of Defense: The Honorable Mark T. Esper

Secretary of the Air Force: The Honorable Barbara M. Barrett

Chief of Staff, U.S. Air Force: Gen. Charles Q. Brown

CMSgt U.S. Air Force: CMSgt JoAnne S. Bass

Commander, Air Education and Training Command: Lt. Gen. Marshall B. Webb<sup>[L][L][L]</sup><sub>[SEP][SEP]</sub>

Commander, Air University: Lt. Gen. James B. Hecker

<sup>[L][L][L]</sup><sub>[SEP][SEP]</sub>Commander, Holm Center: Brigadier General Leslie A. Maher

Director, Air Force JROTC: Col Stephen T. Sanders<sup>[L][L]</sup><sub>[SEP]</sub>

Liberty Union High School District Superintendent: Mr. Eric L. Volta

Heritage Principal: Mrs. Carrie Wells

Heritage Vice-Principals: Ms. Danielle Winford  
Ms. Julene MacKinnon  
Mr. Hugh Bursch  
Mr. Chris Lonaker

SASI: Lt Col Barrett L. Morris

ASI: Vacant

ATTACHMENT III – Insignia

**AIR FORCE JUNIOR ROTC INSIGNIA**

**CADET OFFICER RANK**



SECOND  
LIEUTENANT



FIRST  
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT  
COLONEL



COLONEL

**CADET AIRMAN RANK**

(no rank insignia)

AIRMAN BASIC



AIRMAN



AIRMAN  
FIRST CLASS



SENIOR  
AIRMAN



STAFF  
SERGEANT



TECHNICAL  
SERGEANT



MASTER  
SERGEANT



SENIOR  
MASTER  
SERGEANT



CHIEF  
MASTER  
SERGEANT

**ATTACHMENT IV–Badges**



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



The National Finalists CyberPatriot badge is the only CyberPatriot badge that may be worn. See placement in Attachments 9, 10, 11, and 12. Notes 15 and/or 16.

**Badges/Insignia not listed here are unauthorized for wear.**

ATTACHMENT V- Male Headgear

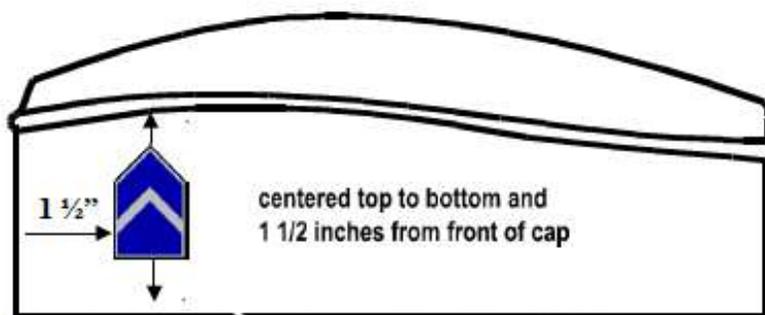
**CADET MALE HEADGEAR**

**SERVICE CAP (Officer and Enlisted)**



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

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



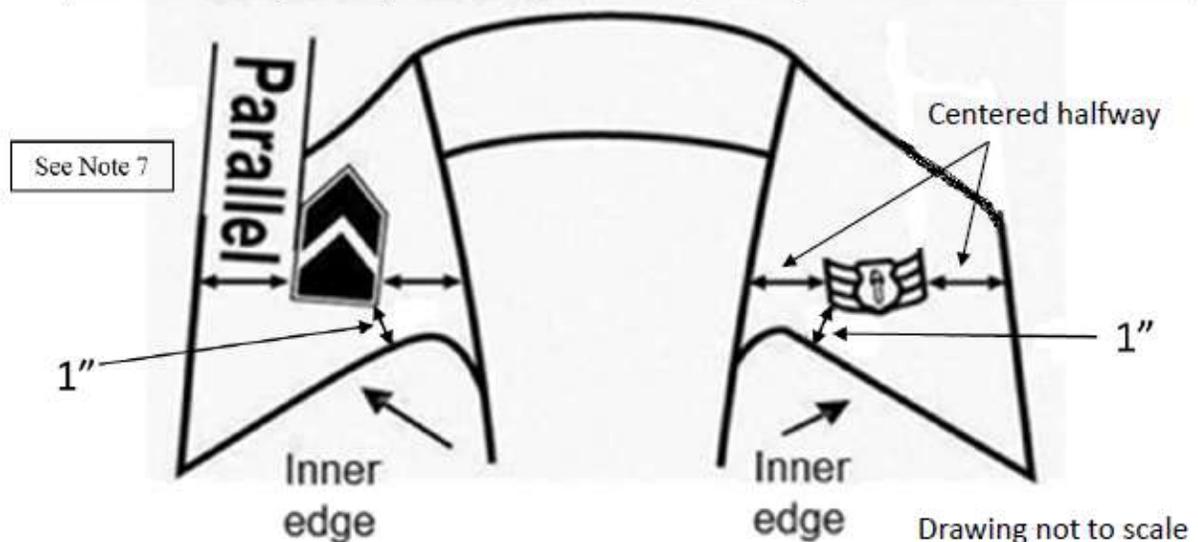
- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

## ATTACHMENT VI- Lightweight Blue Jacket

### CADET LIGHTWEIGHT BLUE JACKET



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

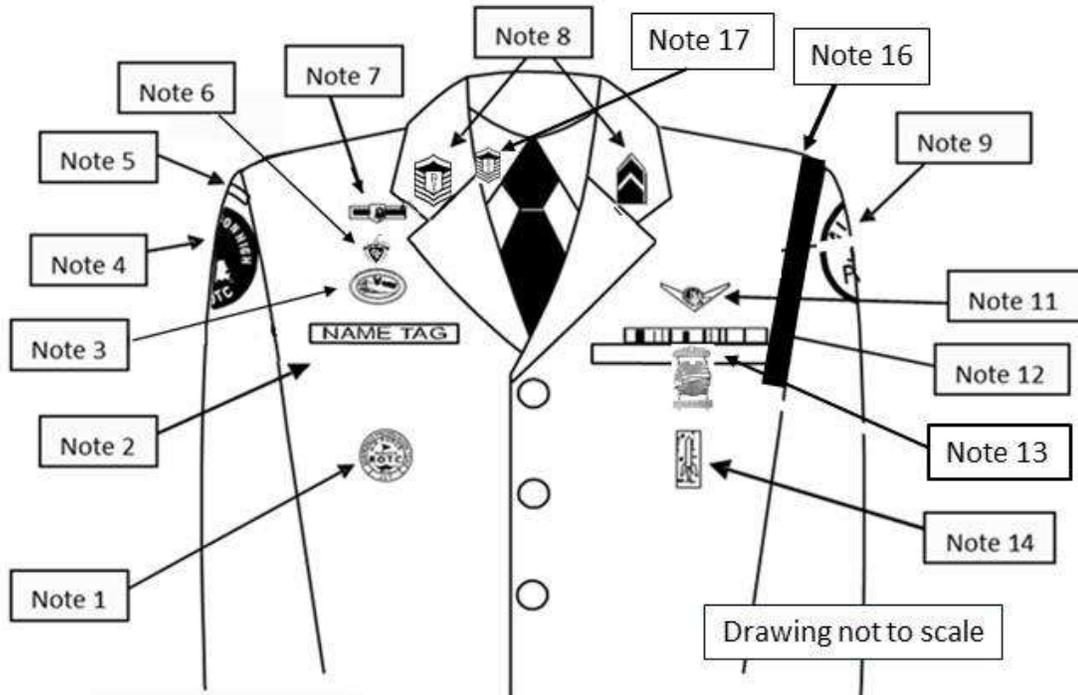


Drawing not to scale

1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia centered halfway up the lapel. Bottom of insignia is horizontal with the ground.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
5. AFJROTC patch on left sleeve  $\frac{1}{2}$  to 1 inch below shoulder seam centered.
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.

ATTACHMENT VII- Male Service Dress

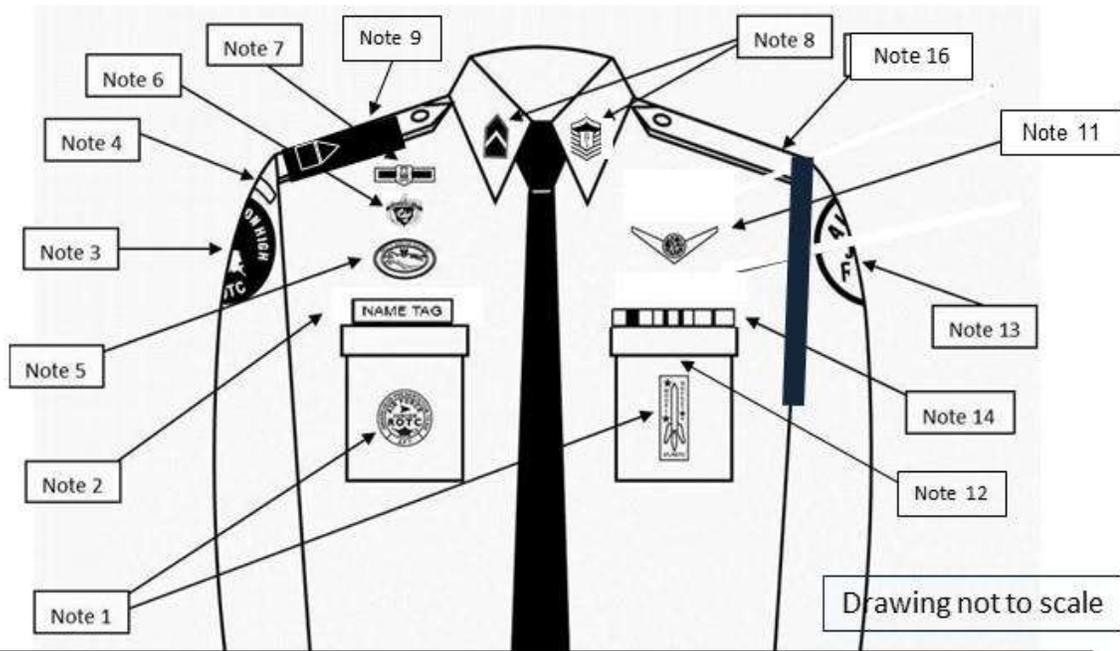
## CADET MALE SERVICE DRESS



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

ATTACHMENT VIII– Male Blue Shirt

**CADET MALE BLUE SHIRT**



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered ½ to 1 inch below the shoulder seam.
4. Shoulder tab. Centered between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge. See Note 15.
6. Aerospace Education Foundation (AEF) Badge. See Note 15.
7. Distinguished Cadet Badge. See Note 15.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar.
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
10. Deleted
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
12. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
14. Ribbons are optional. Wear all, some or no ribbons earned. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.
15. Except marksmanship badges. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk Badge, and finally the CyberPatriot National Finalist Badge. **No more than one Flight badge is authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet. May be solid or multi-colored.
17. Medals (regardless of what type) are not authorized for wear on this uniform.

ATTACHMENT IX– Female Headgear

**CADET FEMALE HEADGEAR**

**SERVICE CAP (Officer Only)**

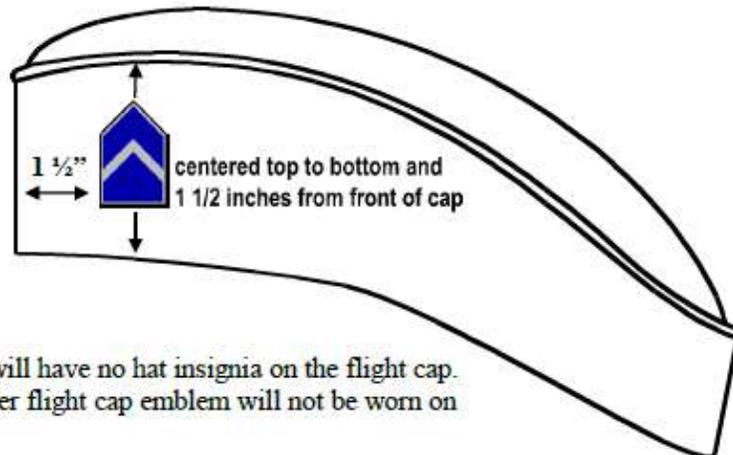
Solid Blue Color with no embroidery

Centered



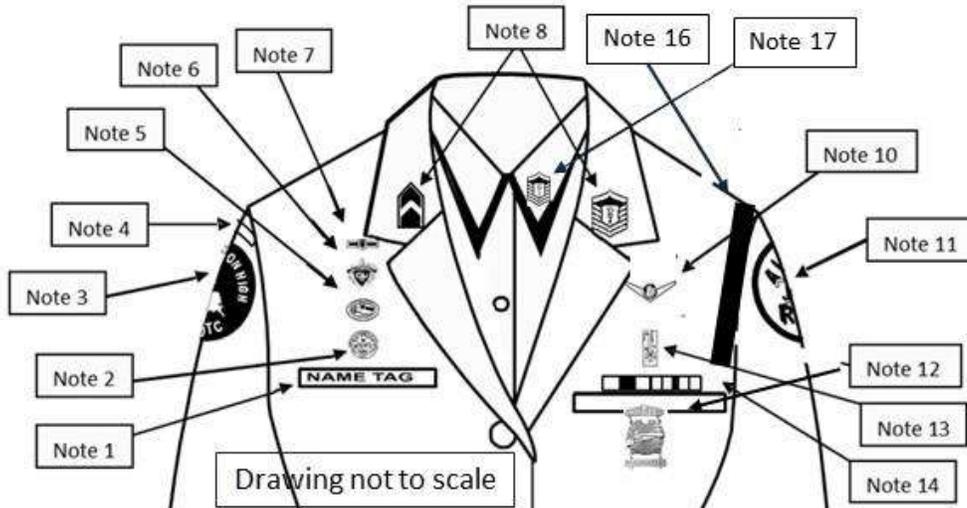
Enlisted Women's Service Caps may be worn with the Hap Arnold Wings insignia.

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



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

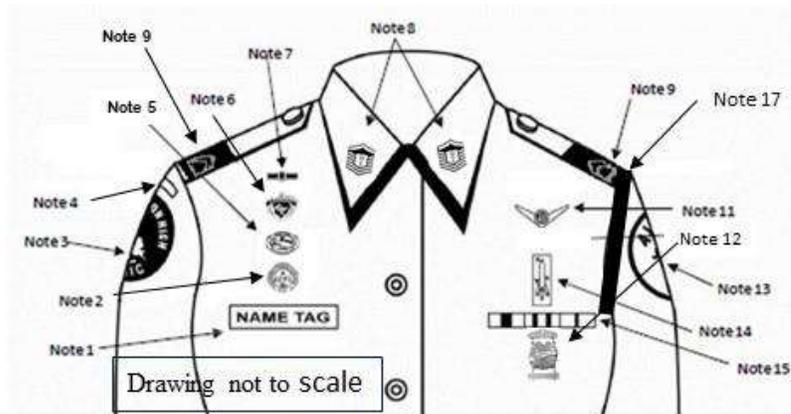
## CADET FEMALE SERVICE DRESS



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 ½ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. 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 ½ to 1 inch below left shoulder seam.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. Model Rocketry Badge. See Note 15.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
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 show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. **No more than one Flight badge is authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

## ATTACHMENT XI- Female Shirt

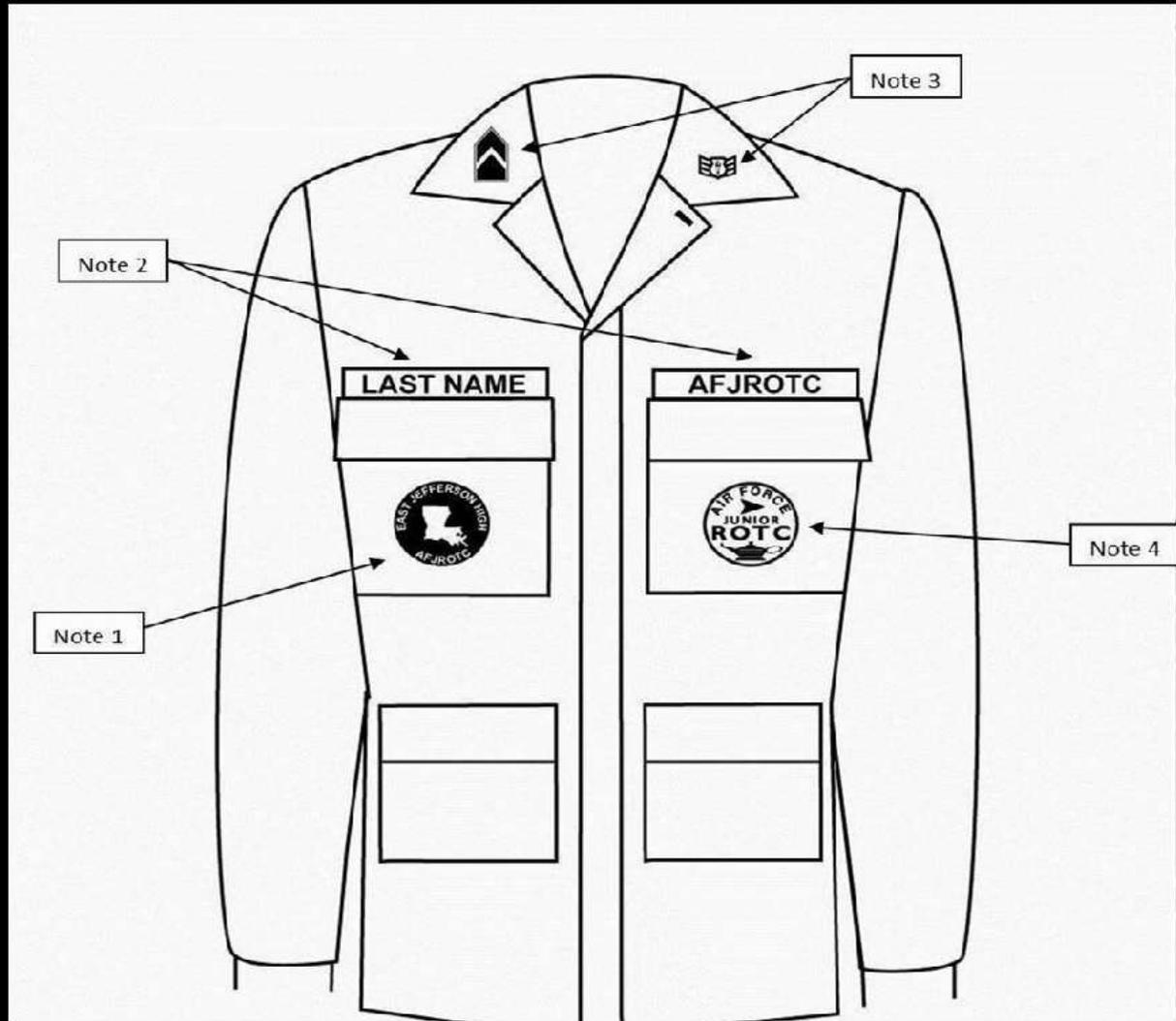
### CADET FEMALE BLUE SHIRT



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

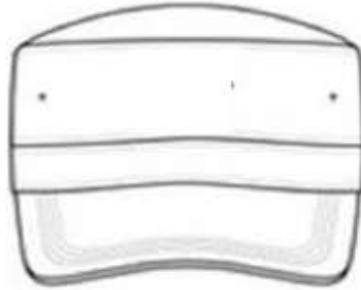
ATTACHMENT XII- Cadet ABU Uniform and Cap

## CADET ABU Male and Female

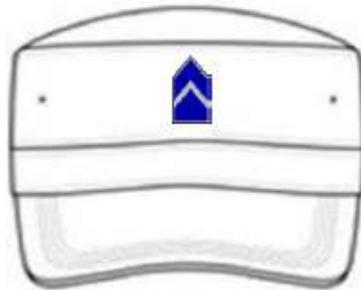


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with velcro to enable reuse/reissue to a different cadet.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

## CADET ABU HEADGEAR



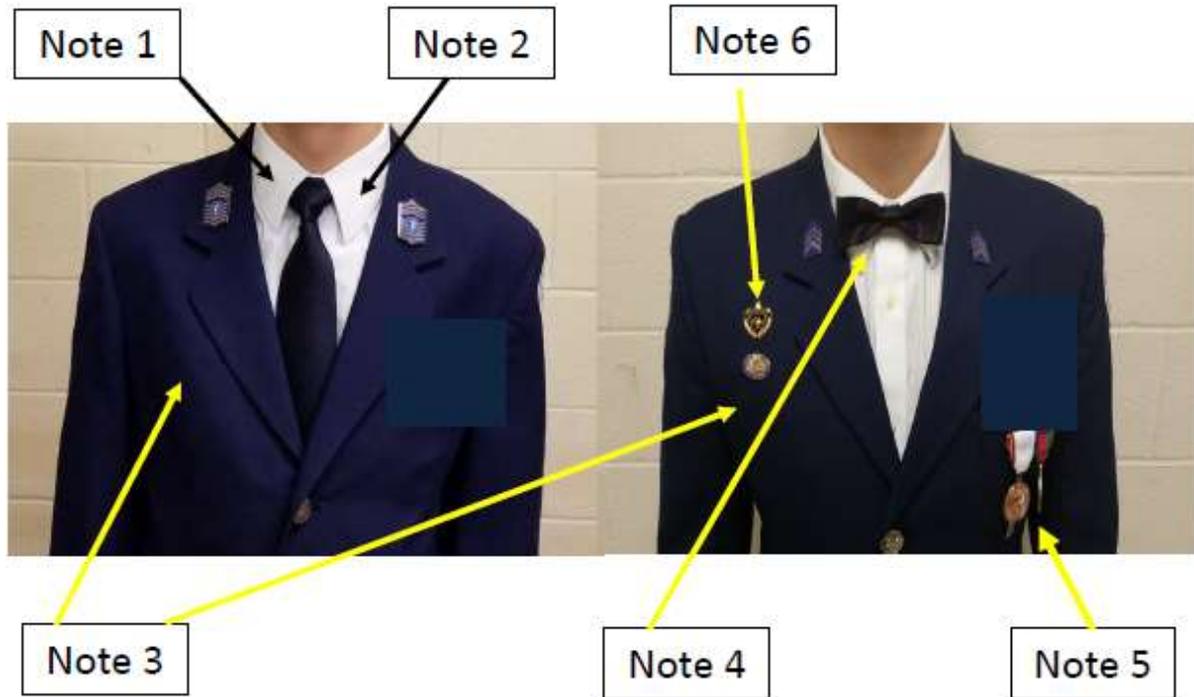
Enlisted Cadets will not wear rank on the ABU cap.



Officers will wear rank insignia on the ABU cap.

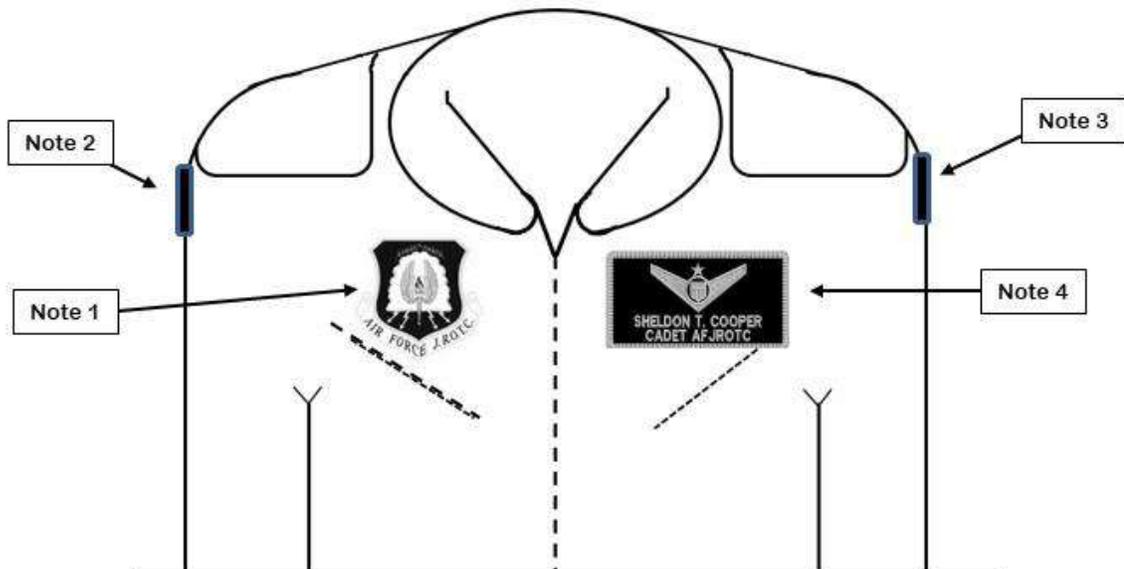
ATTACHMENT XIII – Semi-formal Dress Uniform

## Semi-Formal Dress Uniform



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

## FLIGHT SUIT (Male and Female)



1. \* AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. (see Ops Supplement, Chapter 7, paras 7.2.1 - 7.2.4).
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge, AFJROTC Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
3. \* American Flag Patch (mandatory) on left shoulder. Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
4. \* Cadet Name Patch (mandatory). Velcro attached. Black background with silver border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be "CADET AFJROTC". Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
  - Flight patches and Velcro may be purchased from a vendor using MilPer funds.
  - Flight Suits maybe purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)
  - Flight Suits are accountable uniforms items and must be issued/returned via WINGS.

### ATTACHMENT XIV – CA-20144 Uniform Tips

#### Standard Uniform Tips:

- Place cardboard behind ribbon bars, nametag, and badges to keep them straight and grounded on the uniform.
- Use nail clippers to remove threads from uniform; flip pockets of shirt inside out to remove strings from the inside pockets.
- When ironing, use starch to maintain the uniform shirt's crispness.
- Wear two layers of socks to prevent blisters.
- To keep gig line straight, pull shirt down from zipper and align gig line.
- Dry uniform shirt on air-dry or hang dry.
- Shine shoes at least once a week.
- To keep tie unwrinkled, wrap around hand, and lay on its side.



### Advanced Uniform Tips:

- Use garters to pull down shirt and keep it straight.
- Glue oak leaf clusters to ribbons (Elmer's or rubber cement).
- Cowboy tuck: Pinch sides of shirt at the seams, fold back until front of shirt is flat and straight, then place pants over the fold of the shirt, and tuck the fold until shirt is at desired flatness.
  - (Works best for male cadets)
- **Uniform Checklist:**
  - Undershirt – “V” neck white t-shirt – **MANDATORY**
  - Socks – black – **MANDATORY**
  - Hat – **MANDATORY**
  - Hair – **MANDATORY (Within Air Force Standards)**
  - Shave – **MANDATORY**
  - Shirt – **MANDATORY**
    - Name Tag – **MANDATORY**
    - Ribbons – When Designated; refer to Heritage AFJROTC web site, uniform combination memorandum, or whiteboard
    - Rank – **MANDATORY** when promoted
  - Trousers – **MANDATORY**
    - Belt – **MANDATORY**
  - Shoes – **MANDATORY**
  - Lightweight Jacket – According to weather and weekly uniform wear
    - Rank – **MANDATORY** when promoted above C/AB

# ATTACHMENT XV– Air Force Active Duty Ranks



Second Lieutenant  
ONE GOLD BAR



First Lieutenant  
ONE SILVER BAR



Captain  
TWO SILVER BARS



Major  
ONE GOLD LEAF



Lieutenant Colonel  
ONE SILVER LEAF



Colonel  
ONE SILVER EAGLE



Brigadier General  
ONE SILVER STAR



Major General  
TWO SILVER STARS IN LINE



Lieutenant General  
THREE SILVER STARS IN LINE



General  
FOUR SILVER STARS IN LINE



AIRMAN (E-2)



AIRMAN FIRST CLASS (E-3)



SENIOR AIRMAN (E-4)



STAFF SERGEANT (E-5)



TECHNICAL SERGEANT (E-6)



MASTER SERGEANT (E-7)



SENIOR MASTER SERGEANT (E-8)



CHIEF MASTER SERGEANT (E-7)

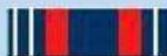
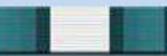
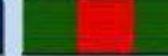


CHIEF MASTER SERGEANT  
OF THE AIR FORCE

**ATTACHMENT XVI- Ribbon Chart**



**AIR FORCE JUNIOR ROTC**  
Wear your Ribbons Properly and Proudly!

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

Version: 3 August 2019

To determine the order of your specific ribbons you may use the following link - AFJROTC Ribbon Rack Builder - <http://www.airforcewriter.com/afjrotc-ribbon-rack-builder.htm>

ATTACHMENT XVI – Air Force Song

THE AIR FORCE SONG

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

*(Verse II)*

*Brilliant minds fashioned a crate of thunder,  
Sent it high into the blue;  
Valiant hands blasted the world asunder;  
How they lived God only knew!  
Boundless souls dreaming of skies to conquer  
Gave us wings, ever to soar!  
With scouts before and bombers galore. Hey!  
Nothing'll stop the U.S. Air Force!*

*(Verse III)*

*Here's a toast to the host  
Of those who love the vastness of the sky,  
To a friend we send a message of the brave who serve on high.  
We drink to those who gave their all of old,  
Then down we roar to score the rainbow's pot of gold.  
A toast to the host of those we boast, the U.S. Air Force!*

*(Verse IV)*

*Off we go into the wild sky yonder,  
Keep the wings level and true;  
If you'd live to be a grey-haired wonder  
Keep the nose out of the blue!  
Fly to fight, guarding the nation's border,  
We'll be there, followed by more!  
In echelon we carry on.  
Oh, nothing'll stop the U.S. Air Force!*

*Lyrics printed with permission from Carl Fischer, LLC.*