

“Create Your Future Today”



**Mohave High School's
AFJROTC
2015-2016
Cadet Handbook**

Contact Information

Senior Aerospace Science Instructor (SASI):

Major (retired) Earl Davis

Email: EDavis@cruhsd.org

Phone: 928 788 1208

Aerospace Science Instructor (ASI):

CMSgt (retired) Robert Starkey

Email: RStarkey@cruhsd.org

Phone: 860 422 5478

Phone: 928 788 1208

Like us on Facebook at: <https://www.facebook.com/AZ942AFJROTC/>

Note: Please only contact instructors with important messages. If the instructor is unavailable, leave a voicemail. DO NOT call and hang up if there is no answer. Make sure to leave your name and phone number/email address. If you are calling after hours, you should ensure that it is a valid concern. Use your chain of command, social media, and fellow cadets to get information before contacting an instructor.

Table Of Contents

1. Title Page
2. Contact Information
3. Table Of Contents
4. Admission Standards
5. Did You Know..?
6. Mission, Goals, Core Values
7. The Cadet Honor Code
8. Cadet Conduct
9. Classroom Procedures and Conduct
11. Things Never Said
12. Grading Criterion
13. Extra-Curricular Activities
14. Curriculum in Action (Field Trips)
15. Cadet Leadership Course
16. Chain of Command
17. Key Leadership/ Staff Chart
31. Military Courtesy
32. Saluting
34. Tattoos, Brands, Body Piercing
35. Proper Wear of Uniform
56. Cadet Promotion Guide
64. Awards and Decorations

Admission Standards

1. Eligibility for admission into the Air Force Junior Reserve Officer Training Corps (AFJROTC) program is determined by the Jeanne M. Holm Center for Officer Accessions and Citizen Development in accordance with AFJROTC Instruction 36-2001. The goal is a proportionate representation of the entire student body. To be eligible to participate and continue in AFJROTC, students must be:

a. Enrolled in and attending a regular course of instruction in the school, school with cross town agreement, or home-schooled student. Cross town students may participate if both school principals agree to the participation in writing and the course (transcript) counts for the student's credit toward graduation. Home school students may participate with the permission of the principal and AFJROTC instructor.

b. Selected by the AFJROTC instructor in coordination with the principal (or a designated representative) to ensure enrolled students meet acceptable standards.

c. In grades 9 through 12. Students may participate during the summer between the 8th and 9th grades.

d. A citizen or national of the United States or an alien admitted for permanent residence, or a Foreign Cadet (see 2. below).

e. Physically fit. Students must be qualified, approved, or capable to participate in the school's standard physical education program. NOTE: Individual accommodations will be made as appropriate for disabled students.

2. Foreign Cadets are those who do not meet the citizenship requirements. Foreign Cadets are eligible to fully participate in Mohave High School's AFJROTC program and must meet all standards of the program.

3. Disenrollment. As a rule, disenrollment from AFJROTC is approved by the principal in coordination with the AFJROTC instructors. Disenrollment should be a last resort, preceded by substantiated documentation and corrective counseling, to maintain the morale and discipline of the unit. A cadet may be disenrolled from AFJROTC for:

- Failure to maintain acceptable standards (including uniform wear and grooming)
- Inaptitude or indifference to training
- Disciplinary reasons
- Any other reason deemed appropriate by the principal and AFJROTC instructors

Did You Know...?

1. There is no military service obligation for participating in AFJROTC.
2. AFJROTC cadets have an opportunity to earn scholarships.
3. AFJROTC cadets may have an advantage when competing for appointments to the U.S. Air Force Academy and the other service academies.
4. Cadets who complete 3 years of JROTC and enlist in the military may qualify for higher pay.
5. Membership in the AFJROTC unit is open to most high school students, but cadets must maintain a “C” average in AFJROTC to stay in the program or request a waiver from the SASI.
6. AFJROTC courses carry the same credit as other elective subjects and one year of JROTC credit will waive 1.0 credit of Physical Education.
7. Cadets earn medals, ribbons, trophies, plaques and other awards based on scholarship, military bearing, appearance, and community service.
8. AFJROTC uniforms, insignia, medals, ribbons and textbooks are provided at no cost (provided they are returned in good condition).
9. Members of the Drill Team/ Color Guard teams travel to compete against other units.
10. Each summer outstanding cadets have the opportunity to participate in a Cadet Leadership Course.
11. Each semester cadets go on field trips to military bases and other points of interest.
12. Each spring cadets may attend the formal Military Ball and Awards Banquet.
13. Cadets gain leadership experience and self-confidence by working in leadership positions in the cadet corps.
14. One day each week cadets participate in Physical Training (PT), which includes warm up exercises, running, and various sporting activities

Mission and Goal of AFJROTC

Mission:

Develop Citizens of Character Dedicated to Serving Their Nation and Community.

Goals:

Instill Values of Citizenship
Service to the United States
Personal Responsibility
Instill a Sense of Accomplishment.

AZ-942 accomplishes our mission and goals through activities such as military drill, ceremonies, classroom studies, and numerous school and community service projects. We follow standard AFJROTC policies by wearing uniforms once a week and adhering to all military customs and courtesies in all activities.

USAF Core Values:

Integrity First
Service Before Self
Excellence in All We Do

The success of our program depends on the application of the USAF Core Values.

Cadet Honor Code

The Cadet Honor Code is specific and clear in what it demands. A cadet is expected to have complete integrity in both word and deed, to avoid evasive statements, to do individual work in class, and yet be willing to assist others in a sense of cooperation in reaching common group goals.

The Honor Code belongs to the cadets. Maintaining its high standards of trustworthiness is the responsibility of each cadet. This requires self control and conscious effort at all times. Eventually it becomes an ingrained habit and part of the cadet's total ethical code and lifestyle.

The Honor Code, by stressing that there can be no toleration of lying, cheating, or stealing, emphasizes that HONOR is a common standard of the cadet corps. Each cadet is expected to commit this code to memory and live by it both inside and outside of the classroom:

“I am a JROTC cadet. I will not lie, cheat, steal, nor tolerate those who do. I will follow the directions of my guardians and those who entrust me with citizenship and high morals. I will live by the laws and behavior standards of my community. I will improve my body and mind. I will respect the rights of all and I will not tolerate those who physically or mentally abuse others. I will live by the Air Force Values.”

Cadet Conduct

1. **General:** You represent a select group and should always conduct yourself in a manner that is favorable to your school, AZ-942, and AFJROTC.
2. **Addressing Other Cadets:** A cadet officer is addressed by cadets of lower rank by their rank followed by their last name **OR**, addressed as "Sir" or "Ma'am".
3. **Active Duty, Reserve, and Retired Military Personnel:** Military personnel are addressed by their rank, followed by their last name, **OR** addressed as "Sir" or "Ma'am".
4. **Saluting:** A salute is a formal greeting. When in uniform outside or "reporting" indoors, salute all officers (cadets and adult military officers). All cadet officers must render a salute to cadet officers of a higher rank. The key to saluting is recognition and respect.
5. **Walking With Cadets and Military Personnel of a Higher Rank:** When walking with a person of higher rank, always walk to their left and in step. When passing through a doorway, the person of lower rank holds the door and allows the person of higher rank to proceed through the doorway first. When boarding and leaving a vehicle, the person of lower rank gets in first and gets out last.
6. **Treatment of Cadets:** Hazing is not tolerated in the cadet corps. No cadet is to be embarrassed or degraded in any manner. This includes public reprimands, public punishment, or joking about difference in rank. Abuse of authority in the cadet corps will not be tolerated. Respect all cadets especially those of a higher rank.
7. **Calling the Room To Attention:** When the Principal/Assistant Principals, distinguished visitors, Cadet Group Commander, Vice Commander, or military officer of senior rank to the personnel present in the room **enters or leaves** the room, the room is called to attention. The occupants of the room remain at attention until ordered otherwise in accordance with military regulations.
8. **Courtesies Rendered To Adults:** Adults are addressed as "Mr.,"/"Ms." (last name). In conversation they are answered "Yes sir/ma'am".
9. **Public Display of Affection (PDA):** Public display of affection will not be tolerated at any time when in uniform, or when participating in any AFJROTC event out of uniform. PDA consists of groping, kissing, holding hands, etc. Any and all displays of affection can be detrimental to the morale and welfare of the corps and can create the perception of favoritism.
10. **Quibbling:** When a cadet officer or NCO superior to you gives an order, it can be considered to be an order from the Commander. You have the right to disagree and present your ideas, but all lawful orders should be followed. Cadets who feel they are not being treated fairly should see their flight commander, and if necessary take it up the chain of command.

Classroom Procedures/Conduct

1. TO PASS THIS COURSE, YOU MUST CORRECTLY WEAR THE UNIFORM WHEN DIRECTED TO DO SO. Normally this will be once a week. However, there may be times when we will be called upon to wear it more often.

2. If you are tardy, follow school procedures and request permission to join the flight as described in “Saluting.”

3. Food, drinks, or candy will not be tolerated in the classroom unless authorized by the SASI/ASI (and there is enough for all cadets). Bottled water will be allowed at the discretion of the instructor. All prohibited items should be put away BEFORE class starts.

4. Sleeping will not be permitted in class. If necessary quietly get up, move to the rear of the classroom, and stand at “parade rest” to stay awake. You will **NOT** lay your head on the desk.

5. When class begins, cadets are to stand quietly behind their seats at parade rest until further directed by their flight commander, SASI or ASI.

6. When the final bell rings, the flight commander will call the room to “*attention*,”. The flight commander will then call “*post*” and all cadets will then face the flag and recite the pledge of allegiance. The flight commander will call “*post*” once again and the flight will face forwards. At the command “begin” the flight will recite the Honor Code. Then the flight sergeant will conduct roll call, and document those cadets absent/tardy in the attendance book. The flight commander will put the class at “*parade rest*” and make announcements, then give the command “Take your seats, sit at ease” until the SASI/ASI enters the room. When the SASI/ASI enters the room, the flight commander will order the class to “*attention*,”. The SASI/ASI will give the command “*Seats*” in which all cadets respond “Thank you, sir/ma’am”. The SASI/ASI will give small briefing and then release the flight to do warm-ups. After they return, the instructor will begin the day’s lesson.

7. Cadets will display proper courtesy and manners toward the instructors and other cadets at all times. Interrupting or talking at inappropriate times is a sign of disrespect.

8. Profanity, vulgar language, or disruptive comments will not be tolerated.

9. “Cutting down” or making fun of fellow cadets will not be tolerated. Hazing in any form, meaning physical or emotional harassment, will result in immediate disciplinary action.

10. Stay in your seats during class unless given permission by the SASI/ASI. Sharpen pencils before class. Hold all trash until dismissed at the end of class.

11. Cadets will be dismissed from class by the flight commander. He/she will call the flight to “attention,” request permission to dismiss the flight from the instructor (if the instructor is present in the classroom), and once this permission is received, give the order “dismissed.” Do not load book bags, put on coats, etc. until the class is dismissed.

12. When possible, the last three to five minutes of class will be given to the flight commander. That time will be used to brief the class on any new information, upcoming events, and to straighten the class area. Be sure the area around your table is clean and your chair is left in the proper position. Chairs will be grounded under the table at the end of class.

13. The flight commander is the cadet “in charge” anytime the SASI/ASI is not in the room. If the flight commander is absent, all duties will go to the flight sergeant. If both flight commander and sergeant are absent, the responsibility lies with the highest ranking cadet in the flight. He/She is responsible for making sure all classroom rules are observed.

Things Never Said

I can't..... (Yes you can!)

I forgot..... (Use a planner or write a note!)

I don't know..... (Ask someone or do some research!)

It's not my fault..... (Accept responsibility for your actions!)

Who is going to look out for you when your current support system no longer exists?

Stop making excuses and start making good decisions. Plan ahead, take action, and be an advocate for your own success.

Decisions, Consequences, Responsibility/Accountability!

It ALL starts with Attitude!

“If you think you can or you think you can't, either way you are right”!

“Integrity” is doing what is right even when no one is watching!

Grading Criterion

<u>Academics</u>	<u>25%</u>
<u>Drill/PT</u>	<u>25%</u>
<u>Uniform Wear</u>	<u>25%</u>
<u>Conduct/Performance</u>	<u>25%</u>

Academics: Grading of cadet performance is done as objectively as possible. Each test administered will be on any material covered in class. Classroom work includes workbook assignments, homework, team building exercises, and special projects.

Uniform Wear: The AFJROTC uniform will be worn the entire school day every Wednesday, or as directed by the SASI/ASI. Cadets will be graded based on the proper wear of the uniform and compliance with personal grooming standards. Cadets who do not wear the uniform all day will receive a zero (0) for that day. Cadets who are absent on uniform day must wear the uniform on their first day back at school. Extended absences will be handled on a case-by-case basis.

Drill/PT: Each semester, cadets will be expected to learn and perform a drill sequence. Part of the semester final will include a drill evaluation. Physical Training (PT) will be conducted one day each week. Cadets are expected to wear the designated PT uniform and participate in activities. The PT grade is not based on athletic ability, but on attitude and effort. Cadets not dressed in authorized PT gear will lose 5 points or ½ of their total points for the day. The other ½, or 5 points can still be earned through participation.

Conduct/Performance: Cadets are graded constantly on their conduct inside and outside of the classroom during all school and/or AFJROTC sponsored events. A report of misconduct provided by the school staff will negatively impact a cadet's grade. Cadets must always demonstrate teamwork, respect for themselves and others, and display courteous and considerate behavior at all times. Cadets are also graded on how well they observe and adhere to military customs and courtesies taught in this course. This area is evaluated throughout every phase of this program. Staff job performance and community service participation will earn points in this category.

Extra-Curricular Activities

AFJROTC offers many different extracurricular activities and opportunities for volunteer and community service. Participation in extracurricular activities and volunteer/community service will be considered during promotion boards and in the assignment of staff and leadership positions. Also, volunteering for community service to help our school and community during various events such as school grounds cleanup, parent/teacher night, school tournaments, flag detail, cleanups, and presentation of colors for school and community events adds to your total community service hours which count toward your conduct/performance grade. AZ-942 has a great reputation throughout the school and community for helping those in need. Let's keep building that trust and dependability!

Participation Criteria: Participating on our Color Guard, Drill, Model Rocketry, PT, or Demonstration Teams, and holding staff/leadership positions within the corps, require significant commitment and dedication. Your performance overall as a high school student, however, is even more important! That means if you are failing in other areas such as other class grades, you must put forth more effort there. The following are the standards you must maintain in order to participate on one of our teams, or hold a staff/leadership position.

- **Must maintain a 2.0 GPA (1st quarter, 1st semester, 3rd quarter, 2nd semester grades) with no more than 1 "F"**
- **If not meeting above criteria, you are ineligible to practice/participate on a team, or hold a leadership/staff position**
- **Can regain eligibility at the end of the next quarter by meeting the above criteria**
-

Drill Team - The different teams include unarmed and armed regulation, first-year unarmed, and with enough interest and commitment, exhibition teams, both unarmed and armed. The first-year teams are completely manned by first-year cadets including the team commander. All of these teams represent the Group at various drill competitions and give exhibition performances upon request. Participation on the Color Guard and/or Drill Team involves practice before and after school, and on weekends, as required to prepare for an event. Cadets who are interested in participating should be ready for a big commitment of time and energy and be ready to learn and master most aspects of military drill.

Saber Team - The Saber team performs at Homecoming ceremonies, Prom ceremonies, and Military ball crowning ceremonies.

PT Team - The PT team practices after school and all members work together to improve their bodies and cooperation with others. It helps instill a healthy lifestyle in each of its members and competes in competitions throughout the year.

Curriculum in Action

Curriculum-In-Action (Field Trips) is an important part of the AFJROTC program. The SASI/ASI work hard to plan these trips. Every trip will be interesting and exciting. Our unit will visit military bases, other JROTC units, college ROTC units, and other points of interest. Additional trips will be taken by the Drill Team to compete against other JROTC units, and by the Color Guard to support special events.

Participation in field trips is a privilege, not a right. Therefore, not all cadets may be eligible to participate in every field trip. Cadet eligibility includes the following:

- Must be passing all current subjects if field trip is during the school day
- Must have a “C” average or higher in AFJROTC
- Detentions, Saturday schools, suspensions, or unexcused absences may disqualify cadets from participating
- Must not have any disciplinary problems as determined by SASI/ASI

Cadet Leadership Course

Cadets may be offered the opportunity to attend Cadet Leadership Course (CLC) each summer, normally in July. Only the best cadets from AFJROTC units in our region earn the right to attend. The curriculum is fast moving and exciting.

To hold a staff leadership position at CLC, you must be academically eligible at the end of the 3rd quarter...no exceptions!

The unique aspect of these leadership schools is that they are led by a cadre of cadets. These cadets make up the command structure of the camp and they gain valuable leadership experience in their roles for the week. The commander is responsible for everything that goes on during the week. The commander is supported by a staff and flight cadre who perform all the same jobs of a normal AFJROTC unit.

Cadets who attend these camps must be in good physical condition and should be able to pass the Physical Fitness Test. Cadets in good standing are eligible to attend. Initial letters will be sent by the SASI/ASI before the end of the 3rd quarter to all eligible cadets to determine if cadets are interested in attending. A down payment of \$100.00 will be required. Since slots are limited, the final selection is made based on overall performance in the cadet corps, and final payment of the total fee. This fee is not refundable (unless not selected to attend), since we must pay for the slots in advance and usually do not get refunded for unused slots. It is critical for cadets who have signed up for CLC to fulfill their obligation as refunds will only be given for extremely unique and valid situations.

Incoming freshmen will be offered the opportunity to attend CLC if slots are available and they are recommended by the SASI/ASI.

Chain Of Command

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

United States Air Force

(Current as of November 2015)

President of the United States/Commander in Chief:	The Honorable Barack H. Obama
Secretary of Defense:	The Honorable Ashton B. Carter
Chairman of the Joint Chiefs of Staff:	General Martin E. Dempsey
Secretary of the Air Force:	Honorable Debra Lee James
Chief of Staff of the Air Force:	General Mark A. Welsh III
Air Education and Training Command Commander:	Lt Gen Darryl L. Roberson
Air University Commander:	Lt Gen Steven L. Kwast
Holm Center Commander:	Brig Gen Paul H. Guemmer
Air Force Junior ROTC Director:	Colonel Bobby C. Woods Jr.

MOHAVE HIGH SCHOOL

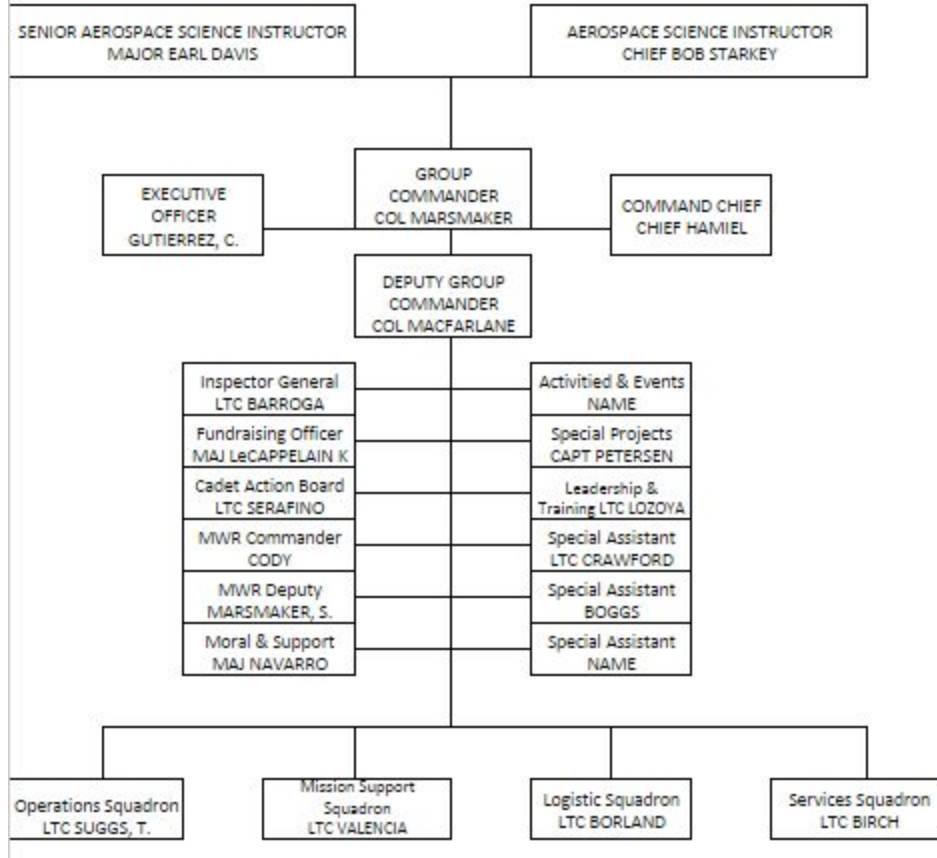
Principal:	Mr. Steve Lawrence
SASI:	Major (retired) Earl Davis
ASI:	CMSgt (retired) Robert Starkey

942 Key Leadership/Staff Charts

Group Commander:	C/Col. Brigham Marsmaker
Deputy Group Commander:	C/Col. Stewart MacFarlane
Command Chief:	C/Chief Katie Hamiel
Operations Squadron Commander:	C/Lt. Col. Taler Suggs
Logistics Squadron Commander:	C/Lt. Col. Hannah Borland
Service Squadron Commander:	C/Lt. Col. Bryce Birch
Support Squadron Commander:	C/Lt. Col. Juan Valencia

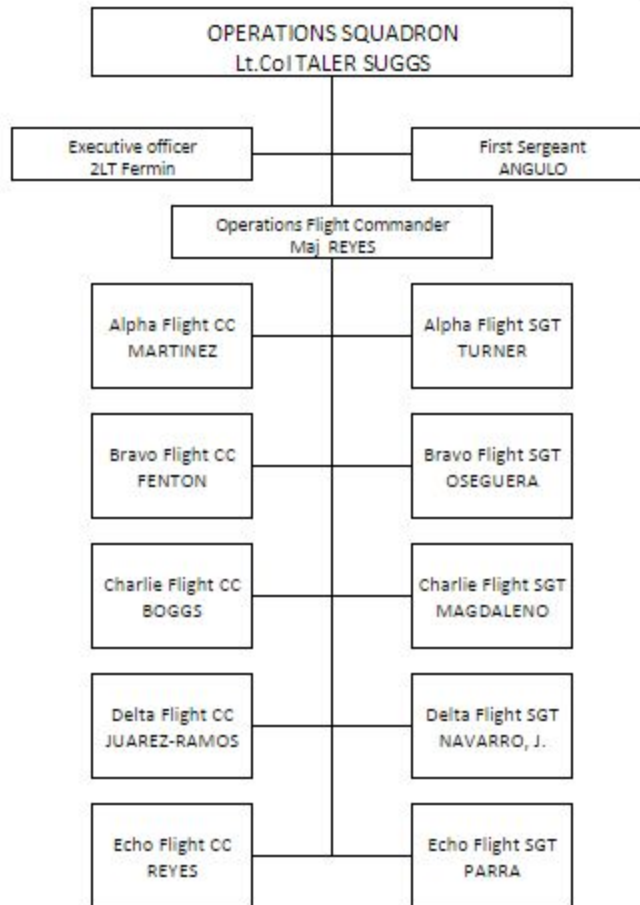


MOHAVE HIGH SCHOOL AZ 942 ORGANIZATION CHART COMMAND



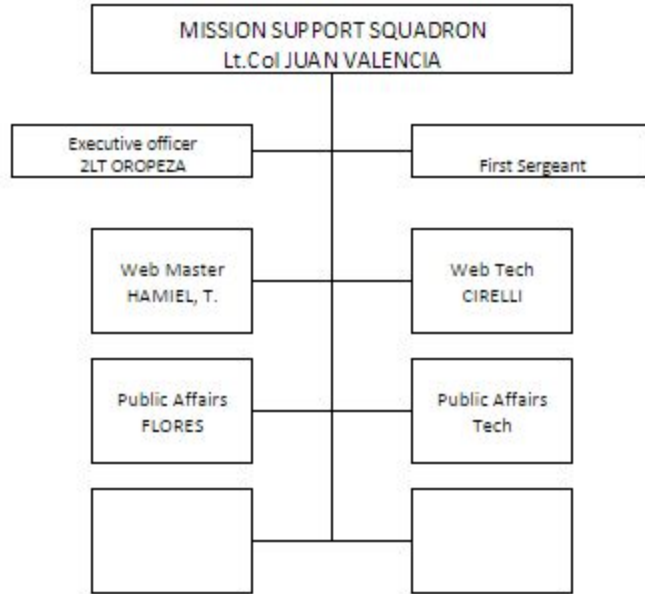


MOHAVE HIGH SCHOOL AZ 942 ORGANIZATION CHART OPERATION SQUADRON



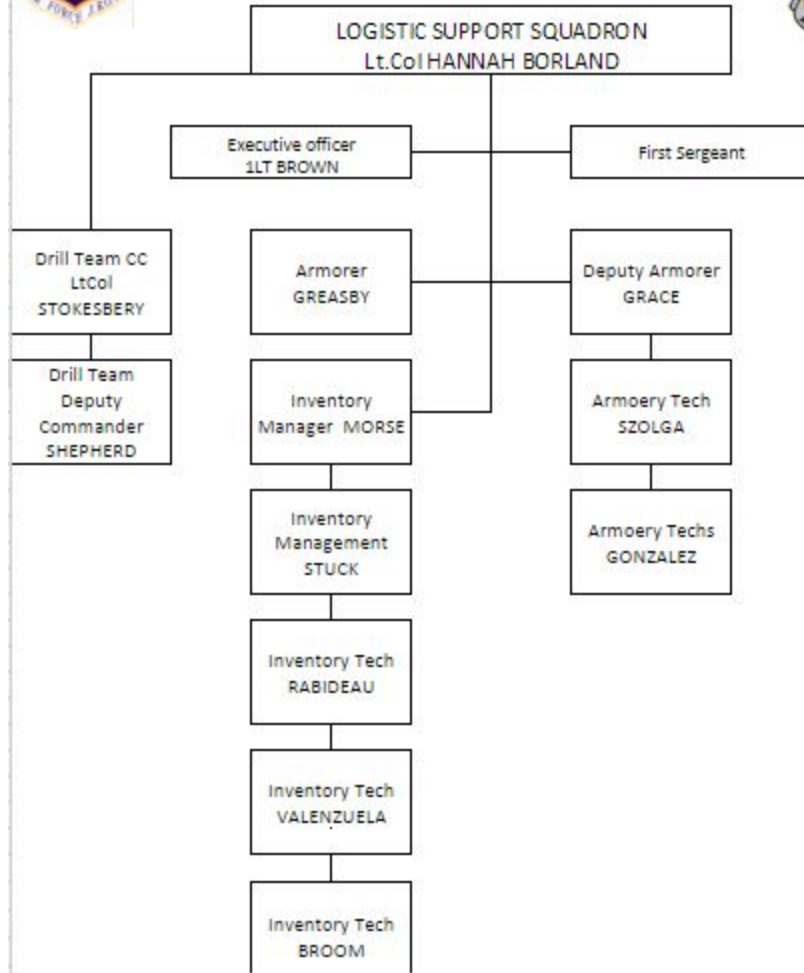


MOHAVE HIGH SCHOOL AZ 942 ORGANIZATION CHART
MISSION SUPPORT SQUADRON



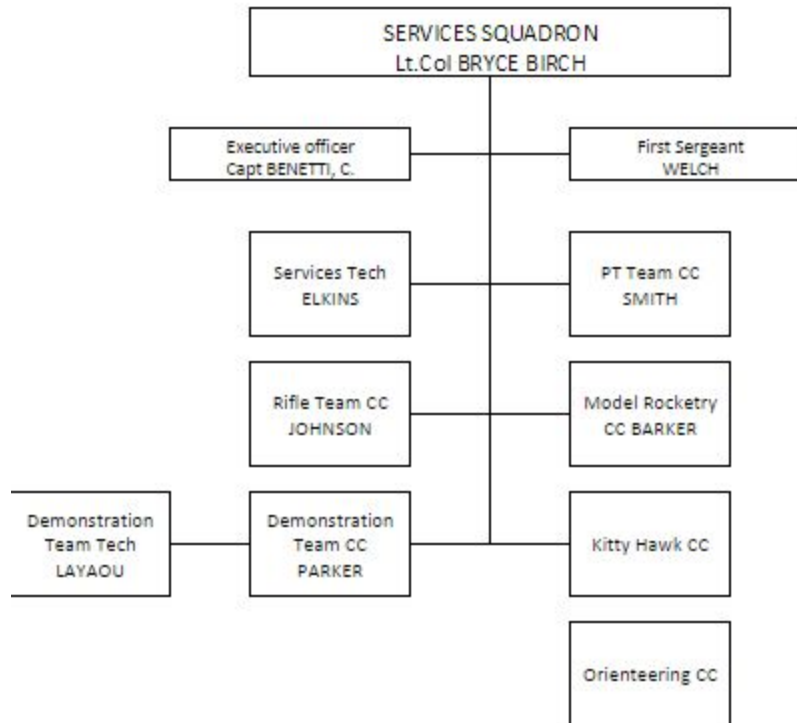


MOHAVE HIGH SCHOOL AZ 942 ORGANIZATION CHART LOGISTIC SQUADRON





MOHAVE HIGH SCHOOL AZ 942 ORGANIZATION CHART SERVICES SQUADRON



Staff Descriptions

Expectations

Seniors/Experienced (4th and 3rd year) cadets have earned the right and are expected to “lead” the corps. These select individuals will hold senior leadership and key staff positions. Juniors (3rd and 2nd year) cadets are expected to assist the seniors in running the staff, gaining experience in organizational leadership and management. Sophomores and freshman (2nd and 1st year cadets) provide the workforce while learning the responsibilities of the different staff and leadership positions.

Staff Flight Descriptions

Cadets who are interested in holding a staff position will have an opportunity to volunteer for the flight in which they wish to work. Staff positions are not handed out arbitrarily, nor are they given out just because someone wants to have one. While desire to hold a staff position does enter into a cadet's assignment to a flight, cadets should remember that staff positions demand some time as extracurricular activities and may conflict with jobs, sports, band, or other school activities. Furthermore, staff positions are subject to change. If a member of staff is consistently not meeting the standards of his/her job, he/she will be replaced. This does not mean that a staff

member is expected to be perfect! Some unforeseen problems are always bound to occur, but also remember that the whole staff (and sometimes the whole group) is depending on you to do your job and do it well.

Group Commander

- Responsible for the appearance, discipline, efficiency, training, and conduct of Group.
- Makes decisions on policies and procedures which pertain to the cadets in the Group.
- Will review and act on information and advice contributed by the SASI, ASI, Squadron Commanders, and Flight Commanders.
- Helps to coordinate and to observe all Group functions and activities.
- Assigns specific tasks to the Squadron Commanders and makes sure that they are completed.
- Hold and conduct a senior staff meeting on a bi-weekly basis or as necessary.
- Represents the Group at various functions.
- Hosts the annual staff inspection.

Deputy Group Commander

- Performs duties as Group Commander when Group Commander is unavailable.
- Responsible for conduct of all Staff Officers, assigns specific tasks to the Staff Officers and makes sure that they are completed.
- Leads all inspection preparation duties.
- Reports directly to the Group Commander.

Command Chief

- Responsible for monitoring the appearance, discipline, efficiency, training, and conduct of Group and report deficiencies to Group Commander.
- Makes decisions on policies and procedures which pertain to the cadets in the Group.
- Will review and act on information and advice contributed by the SASI, ASI, Squadron Commanders, and Flight Commanders.
- Coordinate and observe all Group functions and activities.
- Represents the Group at various functions.
- Reports directly the Group Commander.
- Will notify the SASI/ASI when a cadet qualifies for a service, superior performance, achievement ribbon, or letter of appreciation.
- Reports to the Operations Squadron Commander on the activities of their staff.
- Performs all other duties assigned by the Operations Squadron Commander.

Operations Squadron Commander

- Oversees all aspects of cadet operations including tasking and supervising Operations Flight, Services Flight, and Activities Flight Commanders.
- Responsible and accountable to Group Commander for all operations tasks ensuring Flight Commanders meet expectations
- Holds Squadron Staff meetings as necessary to ensure Flight Commanders are informed

--Coordinates and oversees projects assigned to his/her staff.

Operations Flight Commander

- Oversees all aspects of Cadet Operations to include Drill, and Color Guard teams, Color Guard Presentations, fundraising activities, and the Physical Fitness Program.
- Responsible for ensuring all teams are properly equipped and prepared for events.
- Coordinates with Logistics Flight Commander to ensure uniforms and equipment requirements are met.
- Develops, coordinates, and executes corps fundraising activities
- Reports to the Operations Squadron Commander on the activities of their staff.
- Performs all other duties assigned by the Operations Squadron Commander.

Drill/Color Guard/Saber/PT Team

- Holds and attends regular practice for all drill/color guard/saber teams.
- Ensures all members of the teams are trained and prepared to perform in competitions and/or special events.
- Provides primary input for selection of cadets to all drill/color guard/saber teams, and for selecting all cadets for special Color Guard presentations.
- Conducts, in a timely manner, tryouts for commanders of all teams.
- Reports directly to the Operations Flight Commander.

Physical Fitness

- Responsible for the overall physical wellness of the corps.
- Ensures all cadet health and wellness program signed permission forms are on file
- Responsible for documenting all fitness program results in database and recommends awards for deserving cadets
- Responsible for making sure Raider Cup, Cadet Challenge, and Triathlon participants are well prepared.
- Reports to the Operations Flight Commander on the activities of their staff.
- Performs all other duties assigned by the Operations Flight Commander.

Fundraising

- Responsible for setting up, scheduling, and documenting all aspects of fund raising activities for the group to include Howling Wolf Café sales, shirt, hoodie, cap sales, coin sales, dog tag sales, car wash planning and execution.
- Provides periodic status reports on all above tasks to Operations Flight Commander.
- Reports directly to the Operations Flight Commander.

Services Squadron Commander

- Oversees all aspects of Cadet Services to include all Corps Community Service activities.
- Coordinates and oversees scheduling and execution of all AFJROTC community service activities to include coordination with event POC, cadet signups, sign-in/out, and tracking hours.
- Ensures WINGS Events data is updated at least once a week or as necessary to update commanders on status of community service hours. Ensures individual cadet service hours are tracked separately from WINGS.
- Ensures classroom service hours chart is updated every two weeks showing the total hours of community service for each cadet.

Services Executive Officer

- Responsible for successful accomplishment of all Community Services tasks assigned to the Services Flight.
- Updates WINGS Events data at least once a week or as necessary to update commanders on status of community service hours. Separately tracks individual cadet service hours using spreadsheet created from WINGS Events data. Works hand in hand with Services Board NCO.
- Notifies the Services Flight Commander when a cadet reaches the minimum number of details/hours for a service, superior performance, achievement ribbon, or a letter of appreciation.
- Notifies the Services Flight Commander when a cadet has less than five community service hours near the end of each quarter/semester
- Performs all tasks assigned by the Services Flight Commander.

Services Board

- Responsible for successful accomplishment of all School Services tasks assigned to the Services Flight.
- Updates the cadet service hours chart posted in the classroom every two weeks using the service database spreadsheet. Communicates any errors to the Services Flight Commander. Works hand in hand with Spreadsheet NCO.
- Notifies the Services Flight Commander when a cadet reaches the minimum number of details/hours for a service, superior performance, achievement ribbon, or a letter of appreciation.
- Notifies the Services Flight Commander when a cadet has less than five community service hours near the end of each quarter/semester
- Performs all tasks assigned by the Services Flight Commander.

Activities Flight Commander

- Coordinates all area-wide JROTC competitive events and corps participation to include cadet signups, team selection, preparation, and execution. Events include but are not

limited to Raider Decathlon, Cadet Challenge, JROTC WACKO, Bowling, Academic Challenge, Cyber Patriot, and Indoor Triathlon. Works directly with Operations Flight Commander to determine cadet fitness levels for team selection.

- Coordinates all area-wide JROTC non-competitive events and corps participation to include Curriculum in Action (CIA) field trips, Corps Lock-Ins, Military Ball, Awards Banquet, etc.
- Ensures corps presence at all school open houses and back to school nights, 8th grade orientations, etc.
- Reports to the Operations Squadron Commander on the activities of their staff.
- Performs all other duties assigned by the Operations Squadron Commander.

Kitty Hawk Commander

- Responsible for the overall academic wellness of the corps.
- Maintains tutoring program for cadets
- Coordinates all JROTC academic activities to include establishing and maintaining the Academic Challenge competition team.
- Maintains and distributes all academic information to include scholarship data, timelines, scholarship presentations, etc.
- Performs all tasks assigned by the Activities Flight Commander.

Public Affairs

- Gathers stories of local interest and attempts to get them published in the local and school newspapers.
- Keeps the student body, student government, school administrators, and school board advised of our activities and awards.
- Writes monthly letter providing corps update to be included in the school newsletter called "Tracker" available to all parents/staff/students
- Post Announcements as required.
- Oversees the publicity of all community service projects.
- Performs all tasks assigned by the Activities Flight Commander.

Recruiting and Retention

- Responsible for developing and maintaining a recruiting program to attract students to our program both from ERHS and from Gruening Middle School.
- Responsible for all open houses and ensures we are represented.
- Coordinates for permission and scheduling of a table or space at open houses/presentations/orientations.
- Responsible for planning, developing and executing our participation at recruiting events.
- Performs all tasks assigned by the Activities Flight Commander.

Support Squadron Commander

- Oversees all aspects of group support functions to include tasking and supervising Logistics Flight, Information Flight, and Personnel Flight Commanders.
- Responsible and accountable to Group Commander for all support tasks ensuring Flight Commanders meet expectations
- Holds Squadron Staff meetings as necessary to ensure Flight Commanders are informed
- Coordinates and oversees projects assigned to his/her staff.

Logistics Squadron Commander

- Oversees all aspects of Corps Logistics to include all supply, equipment, inventory and WINGS logistics entry procedures.
- Coordinates and oversees all projects assigned to the logistics flight.
- Ensures the storage rooms are clean and arranged properly at all times.
- Plans, organizes, and executes uniform issue procedures for all cadets
- Ensures proper stock of items such as ribbons, clusters, holders, belts, buckles, hats, and ties are maintained. Ensures that the storage cabinet is inventoried for proper stock.
- Ensures WINGS logistics database is current and updated
- Reports to the Support Squadron Commander on the activities of their staff.
- Performs all other duties assigned by the Support Squadron Commander.

Supply/Equipment

- Responsible for appearance and cleanliness of all corps storage areas and rooms. Performs periodic cleaning/arranging as necessary to keep rooms in order.
- Assists Logistics Flight Commander to plan, organize, and execute uniform issue procedures for all cadets
- Issues ribbons, clusters, ranks, cords, and any other items a cadet needs or has been awarded by way of special order.
- Responsible for making sure every cadet has completed and has on file a logistics card showing all uniform items issued to them.
- Accounts for all uniforms at the end of the school year.
- Performs all tasks assigned by the Logistics Flight Commander.

Inventory

- Responsible for appearance and cleanliness of all corps storage areas and rooms. Performs periodic cleaning/arranging as necessary to keep rooms in order.
- Assists Logistics Flight Commander to plan, organize, and execute uniform issue procedures for all cadets
- Issues ribbons, clusters, ranks, cords, and any other items a cadet needs or has been awarded by way of special order.
- Responsible for maintaining proper stock of all uniform and equipment items such as pants, coats, shirts, ribbons, clusters, belts, buckles, hats, and ties, cords, gloves, flags, etc. Notifies ASI when shortage exists.

--Performs all tasks assigned by the Logistics Flight Commander.

WINGS Data

--Responsible for appearance and cleanliness of all corps storage areas and rooms.

Performs periodic cleaning/arranging as necessary to keep rooms in order.

--Assists Logistics Flight Commander to plan, organize, and execute uniform issue procedures for all cadets

--Issues ribbons, clusters, ranks, cords, and any other items a cadet needs or has been awarded by way of special order.

--Responsible for entering all cadet uniform issue data into the WINGS database as cadets are issued and turn in uniforms/equipment. Ensures data remains current.

--Performs all tasks assigned by the Logistics Flight Commander.

Information Management Flight Commander

--Oversees all aspects of Corps Information Management to include all IM systems/webmaster, records management, and audio visual procedures.

--Takes the minutes of all staff meetings, types and distributes them to the flight commanders the Friday after the staff meeting.

--Ensures all IM systems inventoried, documented, and information provided to ASI

--Ensures corps website and face book page is secure, accessible by all cadets, and current

--Ensures all paperwork is filed in appropriate folders (cadet files, corps documents)

--Ensures bulletin boards and calendars in classroom remain up to date

--Ensures all cadet events are video and photographed as necessary and video clips and pictures are uploaded to cadet shared directory

--Reports to the Support Squadron Commander on the activities of their staff.

--Performs all other duties assigned by the Support Squadron Commander.

IM Systems/Webmaster

--Inventories IM systems, accounting for all corps systems, completes AIM inventory list and provides to ASI

--Maintains the group Facebook page and corps website to ensure security and access by all cadets/instructors/parents

--Responsible for updating the website and face book page to keep information current and to communicate effectively with cadets/instructors/parents

--Reports directly to the Information Management Officer.

--Performs all tasks assigned by the Information Management Flight Commander.

Records Management

--Creates hardcopy file folders for each cadet in the corps, maintaining folders in personnel file cabinet. Purges folders as required and ensures folders filed in alphabetical order.

--Files paperwork weekly in cadet folders, or corps document folders in accordance with

- file plan.
- Updates classroom calendars weekly with upcoming information showing corps events, and other important information for cadets
 - Maintains classroom bookcase ensuring neat and orderly
 - Ensures all paperwork filed in appropriate folders (cadet files, corps documents)
 - Performs all tasks assigned by the Information Management Flight Commander.

Audio Visual NCO

- Maintains audio-visual equipment ensuring all cameras are in working order, video tapes, and camera space is available, and batteries charged and ready to use
- Responsible for taking pictures/videos at corps events
- Uploads videos and pictures to cadet shared directory and maintains file library in an organized manner
- Produces audio/video slideshows covering cadet events
- Assists cadets with their request for borrowing books and videos, and providing photos for download.
- Performs all tasks assigned by the Information Management Flight Commander.

Personnel Flight Commander

- Oversees all aspects of Corps Personnel Management to include all Cadet Records, Special Orders, Awards and Decorations, Yearbook and Alumni procedures.
- Ensures that ALL personnel file folders and cadet WINGS data are updated within five school days after special orders are read in class.
- Ensures that the Special Orders folder is maintained and current.
- Spot checks files on a routine basis to ensure they are up to date and accurate.
- Reports to the Support Squadron Commander on the activities of their staff.
- Performs all other duties assigned by the Support Squadron Commander.

WINGS Records

- Enters cadet personnel information in WINGS database ensuring accurate information is provided
- Updates cadet personnel information in WINGS as special orders are processed or as cadet personnel status changes
- Performs all tasks assigned by the Personnel Flight Commander.

Special Orders/Awards and Decorations

- Tracks recurring awards and decorations, and notifies SASI when cadets are qualified to receive an award or decoration
- Creates special orders for all promotions and award presentations
- Posts special orders in electronic file and hardcopy special orders folder
- Performs all tasks assigned by the Personnel Flight Commander.

Yearbook/Alumni

- Works directly with ERHS yearbook staff to ensure JROTC data provided for yearbook pages is of high quality, accurate, and presents a well-rounded view of AK-20061
- Maintains electronic file data on all cadet alumni and attempts to maintain current contact information
- Performs all tasks assigned by the Personnel Flight Commander.

Classroom Flight Commander

- Responsible for all aspects of classroom flight personnel. This includes conduct, discipline, training, morale, participation, academics, and accountability of flight personnel. Note: This responsibility extends beyond the classroom.
- Responsible for documenting daily attendance and for creating a flag detail schedule ensuring daily flag details are performed and documented by flight personnel.

Flight Sergeant

- Assists flight commander with the conduct, discipline, training, morale, participation, academics, and accountability of flight personnel.
- Will personally ensure daily flag details are performed by flight personnel.

Element Leaders (normally 4 per flight)

- Responsible for the conduct, discipline, training, morale, participation, academics, and accountability of their element.
- Reports directly to the Flight Commander.

Military Courtesy

Military courtesy is a long-established tradition that sets us apart from other organizations. The practice of saying “**YES SIR/MA’AM**” and “**NO SIR/MA’AM**” to officers and civilian guests, and calling enlisted individuals by their rank is **required**. While you may find it difficult at first, it will soon become a habit of proper military behavior.

Cadet rank/grades will not be confused with active duty USAF rank/grades. The word cadet will be a part of any written and spoken reference to a specific cadet rank. There are no Majors or Master Sergeants in the corps, only Cadet/Majors and Cadet/Master Sergeants.

When asked a question by the SASI/ASI or other adults, the appropriate response will always be prefaced by Sir or Ma’am.

Example: “*Sir, I’ll help Cadet Jones get his uniform ready for inspection.*”

Those who choose to violate this policy will lose conduct/performance points. Those who continue to violate this policy will be removed from AFJROTC.

Saluting

1. **Introduction:** The salute, in its various forms, is considered a military greeting the world over. In many countries, as in the United States, it is a symbol of respect. Military personnel regard the salute as a respectful greeting between members. It is one of the oldest traditions binding military people together.

2. **Rules:** It is important that you learn the following rules of saluting:

- a. When wearing the uniform, Cadets will salute all cadet officers of higher grades who are also in uniform, all officers of the United States Armed Forces who are in uniform, including the SASI. Cadets will salute the ASI only in “reporting” situations.
- b. A cadet of junior grade will salute a cadet officer of senior grade first, and will hold the salute until it is properly returned or otherwise acknowledged.
- c. When a cadet in uniform sees the American Flag being raised on any flagpole, he/she will assume the position of attention, render the hand salute, and hold it until the flag reaches the top of the flagpole. When the flag is being lowered, the salute will be held until the flag reaches the hands of the individuals lowering the flag.
- d. When a cadet is late for group, squadron, flight, or element formation, he/she will approach the person in charge when the formation is at a halt. He/she will salute and request permission to fall in. This also applies to flag raising/lowering ceremonies.
- e. Cadet officers and cadet noncommissioned officers will correct saluting violations in a helpful manner on the spot. A cadet should not be placed in a degrading or embarrassing situation by public reprimand for failure to salute. Be civil and use common sense at all times. All cadets are expected to accept these corrections without resentment.
- f. Cases of disrespect, insolence, insubordination, or refusal to comply with corrective instructions will be reported to the SASI/ASI immediately.

3. **Salute.** The command for rendering the salute is: “**PRESENT, ARMS.**” On the command of execution “**ARMS,**” the individual raises the right hand smartly in the most direct manner while at the same time extending and joining the fingers. Keep the palm flat and facing the body. Place the thumb along the forefingers, keeping the palm flat and forming a straight line between the fingertips and elbows. Tilt the palm slightly toward the face. Hold the upper arm horizontal, slightly forward of the body and parallel to the ground. Ensure the tip of the middle finger touches the right front corner of the headdress. If wearing a hat without a bill, ensure the middle finger touches the outside corner of the right eyebrow or the front corner of glasses. The rest of the body will remain at the position of attention. On the command “**ORDER, ARMS,**” bring the arm smoothly and smartly downward, retracing the path used to raise the arm. Cup the hand as it passes the waist, and return to the position of attention.



Salute

4. **Saluting Areas:** The mandatory saluting areas are:

- a. **Outside:** When outdoors (common sense—if you can see the sky above you—salute.) This includes loading/unloading school buses and while on curriculum in action trips.
- b. **Inside:**
 - (1) When reporting to the SASI/ASI
 - (2) When reporting late to class
 - (3) When reporting to the President of the Cadet Evaluation Board
 - (4) When being recognized at awards ceremonies--take, shake, and salute

Note: When reporting to the SASI/ASI and to the cadet board president, the cadet will come to attention, salute and say, “*Sir/Ma’am, Cadet (grade) Last Name, reports as ordered.*” When reporting late to class, the cadet will come to attention, salute, and say, “*Sir/Ma’am, Cadet (grade) Last Name, requests permission to join the flight.*” Hold the salute until it is returned or the salute is acknowledged.

Tattoos/ Brands /Body Piercings

TATTOOS / BRANDS

Unauthorized (content). Tattoos/Brands anywhere on the body that are obscene, advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. Tattoos/brands that are prejudicial to good order and discipline or of a nature that tends to bring discredit upon the Air Force are prohibited in and out of uniform. All questions concerning what is and is not appropriate will be addressed by the SASI or ASI.

Inappropriate (military image). Excessive tattoos/brands will not be exposed or visible (includes visible through the uniform) while in uniform. Excessive is defined as any tattoo/brands that exceed ¼ of the exposed body part and those above the collarbone and readily visible when wearing an open collar uniform. This includes the PT uniform.

Members will not be allowed to display excessive tattoos that would detract from an appropriate professional image while in uniform. The SASI or ASI will determine if the tattoo conforms to an appropriate military image. Cadets with existing tattoos not meeting an acceptable military image will be required to maintain complete coverage of the tattoos using current uniform items.

Body Piercing

In Uniform or in Civilian Attire when performing AFJROTC duties:

Cadets are prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, or any exposed body part (includes visible through the uniform or clothing). EXCEPTION: Women are authorized to wear one small spherical, conservative, diamond, gold, white, black, or silver pierced, or clip earring per earlobe and the earring worn in each earlobe must match. Earring should fit tightly without extending below the earlobe. (EXCEPTION: Connecting band on clip earrings.)

There may be situations where the SASI or ASI can restrict the wear of non-visible body ornaments. Those situations would include any body ornamentation that interferes with the performance of the cadet's duties.

Note: In Jan 03, the Air Force also announced a policy which prohibits body mutilation, such as split tongues and intentional scaring.

IN SHORT, BODY PIERCINGS, TONGUE RINGS, TATTOOS AND BRANDS DO NOT REFLECT A POSITIVE IMAGE FOR AFJROTC AND WILL NOT BE ALLOWED.

Proper Wear Of The Uniform

1. Each AFJROTC cadet must wear the uniform properly. The importance of this requirement cannot be over-emphasized because the uniform, except for the insignia, is the same uniform worn by the United States Air Force. AFJROTC cadets will wear the standard service uniform prescribed for active duty personnel in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. The fitting standards, wearing instructions, and personal grooming standards also prescribed in AFI 36-2903 are applicable. The USAF, as a professional military organization, is known worldwide and has no equal. The uniform you will wear is a symbol of reputation. **Wear it Proudly!**

- Combination 1: Service dress uniform (Service Coat, tie or tab with ribbons)
- Combination 2: Short/Long sleeve shirt and tie or tab with ribbons.
- Combination 3: Short sleeve shirt, open collar and ribbons.
- Combination 4: Short sleeve shirt, open collar, no ribbons.
- Combination 5: PT gear
- Combination 6: Group T-Shirt or Hoodie
- Combination 7: ABU

2. Uniform Requirements for Cadets: Uniforms must be clean, correct in design and specification, fitted properly, pressed and in good condition (that is, not frayed, worn out, torn, faded, patched, and so forth.) Uniform items are to be kept zipped, snapped, or buttoned. Shoes will be shined to high gloss. Use edge dressing or polish on sole edges and heels.

- a. **Headgear:** The flight cap is worn slightly to the wearer's right with vertical crease of the cap in line with the center of the forehead in a straight line with the nose. The cap extends approximately one inch from the eyebrow in the front: if not worn, tuck under the belt on the left side. Cap will not fold over belt.
- b. **Belt:** The belt is threaded through the loops to your left (males) or right (females). When buckled, only the metal on the tip of the belt should show. The adjustable clamp on the buckle should allow for proper wear at all times.
- c. **Socks:** Males and females must wear **black** socks. Other dark colors are not authorized.
- d. **Shirts and Over blouse:**

(1) The short sleeve blue shirt may be worn with or without the tie/tie tab. (SASI/ASI will notify the flight commanders when tie is to be worn.) The tie/tie tab is ALWAYS worn when the blue service dress coat is worn. All buttons are buttoned except when the tie/tie tab is not worn. In this case, the top (collar) button is left unbuttoned and the shirt is worn with the collar open. The shirt tail is pulled down into the trousers tightly and tucked at the sides to make it appear form-fitting. The only creases on the shirt are down the sleeves. Military creases are not authorized.

- (2) Bulky items are NOT carried in the shirt pockets. The buttoning of pockets as well as the shining of shoes marks the degree to which a cadet pays attention to detail. Shirts and over blouses will be laundered after wearing. Follow the fabric care label instructions on each garment. Spray starch is recommended to keep the shirts neat and crisp through the entire day.
- e. **Coats and Trousers/Slacks:** The Service Dress coat and trousers/slacks are a polyester/wool blend and will be **DRY CLEANED ONLY!** Washing these items will ruin them. Trousers will be trim-fitted with no bunching at waist or bagging at seat. The beltline will be at the waist, not sagging on the hips. The bottom of the trousers/slacks will touch the shoes with a slight break in the crease. Cuffs are not worn on the military uniform. Trousers are hemmed on a slant (bias cut) so that the back falls slightly lower (just at the point where the heel and sole meet). The rear pocket of the trousers will be buttoned at all times. Articles carried in the pocket will not be visible. The zipper tab will be pressed down to permit the fly to be neatly closed. These small details are again marks of a well-groomed cadet. The outside pockets of the jacket are for decorative purposes only. Nothing should be carried in them. There are two inside pockets for carrying small flat items. All outside pockets and buttons will be secured at all times. The blue coat may be removed in the classroom (any classroom in Eagle River High School). The coat will be donned and buttoned before leaving the classroom. It will never be unbuttoned when worn. When the coat is removed in the classroom it will be hung on a hanger or carefully draped over the back of the chair. The tie/tie tab will not be loosened or removed even when the coat is removed.
- f. **Shoes:** Black low quarter shoes will be issued with the uniform and are recommended for wear during drill practice. This is the only item that can be worn with civilian clothes, but only during drill practice. Black leather pumps may be purchased by the female cadet as an optional item (not furnished by the Air Force.)

3. General Rules Concerning the Uniform:

- a. All uniforms must be turned in when requested by the SASI or ASI. Cadets will pay for lost or damaged uniform items. Report cards, transcripts, and diplomas will be held until uniforms are turned in or paid for.
- b. **Wednesday of each week is uniform day.** A graded open ranks inspection will be conducted during class that day. Cadets who fail to wear the uniform the entire school day will receive a ZERO (0) grade. Uniforms will not be worn during PE classes when participating in that classes physical activity. Also, with prior coordination of the SASI/ASI, cadets may remove the uniform during the day for other legitimate reasons to protect the uniform. Since the uniform inspection grade makes up 25% of your total grade, a single “0” will significantly drop your semester grade. If you are absent on uniform day, the next day you attend school is your uniform day. If there is a school cancellation due to weather, you will wear the uniform the following school day unless

directed otherwise by the SASI/ASI. In some cases, uniform day may be changed. Your SASI or ASI will advise you of all changes.

- c. Having a uniform in the cleaners will not be a valid excuse for missing a uniform inspection. “Poor planning on your part does not constitute an emergency on my part.” If your uniform is soiled on the morning of uniform inspection, wear it or bring it to school to prove it, or provide the SASI/ASI with a note from your parent/guardian.
- d. Only issued items are to be worn. Do not mix one uniform with another uniform. **CIVILIAN GARMENTS ARE NEVER WORN WITH THE AIR FORCE UNIFORM AND NO UNIFORM ITEMS MAY BE WORN WITH CIVILIAN CLOTHES.**
- e. Always wear your flight cap when outdoors and never wear it indoors, except as directed for uniform inspections. When not being worn, the flight cap will be tucked under the belt to the left of the buckle with the insignia to the outside.
- f. Wear the insignia properly and wear only authorized insignia. Any additional distinctive items to identify color guard, drill team, co-curricular activities and groups may be authorized by the SASI or ASI.
- g. When in uniform, NEVER put hands in pockets other than to get or put something there.
- h. Your “gig line” is the line formed by the shirt edge, the belt buckle and the fly of your trousers. These items should always be in line. Check it frequently during the day. An incorrect “gig line” is a guaranteed write-up!
- i. Trim loose strings and frayed seams on the uniform. New items have loose strings everywhere! Carefully use scissors to remove all loose strings from your garments.
- j. Keep the shirt tail tucked in and tuck in the sides of the shirt.
- k. Do not carry bulky items in the pockets.
- l. Shoes (including soles and welts) should have a high gloss shine.
- m. When wearing the tie, keep the shirt collar buttoned and be certain the knot of the tie or the tie tab covers the collar button.
- n. Develop the habit of carrying objects in the left hand to free the right hand for saluting.
- o. Never place any article (particularly the flight cap) under the epaulet of the shirt.
- p. A wristwatch, a bracelet and no more than three rings may be worn.
- q. Male cadets will wear a clean, white “V” neck tee shirt under the short sleeve shirt. Females will wear appropriate white undergarments which shall not be seen under the uniform.
- r. All insignia is fastened with metal clutches or “frogs”. Clutches must be worn as protection against sharp points on insignia. The SASI/ASI will replace lost clutches for a nominal charge.

- s. Cadets will not wear the uniform while participating in student demonstrations, crowd control, or any other inappropriate capacity which may bring discredit to the US Air Force or your Cadet Corps.

4. Another Reminder: The Air Force uniform you wear is also worn by the regular members of the United States Air Force. The USAF uniform or any military service uniform (Army, Navy, Marine or Coast Guard) is not a “costume” and wearing these uniforms in any manner other than that prescribed in service regulations is not only a violation of uniform wear, but also a display of poor taste. The federal law on uniform wear states, *“Any person within jurisdiction of the United States who wears the uniform or a distinctive part of the uniform of the Armed Forces without authority is subject to the penalties prescribed in US Code 702.”* Penalties include fines and even imprisonment.

5. Personal Grooming Requirements

- a. **Overall Standard (Male & Female).** Hair will be clean, well-groomed and neat. If dyed, hair will look natural. Hair will not contain excessive amount of grooming aids. Hair will not be worn in an extreme or fad style or in such a way that exceeds length or bulk standards or violates safety requirements (SASI has the final determination in what constitutes a “FAD style”). Hair will not touch eyebrows when groomed or protrude below the front band of properly worn headgear. *EXCEPTION:* Hair may be visible in front of women’s flight cap.
- b. **Hair Standards (Male).** Hair will have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the individual’s hair so that it conforms to the shape of the head, curving inward to the natural termination point. Hair will not touch the ears and only closely cut or shaved hair on the back of the neck may touch the collar. Hair will not exceed 1¼ inches in bulk, regardless of length and not exceed ¼ inch at the natural termination point. A block cut is permitted with tapered appearance. Hair will not contain or have any visible foreign items attached to it. Beards are not permissible. Mustaches are permitted but must not extend downward beyond the lip-line or extend sideways beyond a vertical line drawn upward from the corner of the mouth.
- c. **Hair Standards (Female).** Hair will be styled to present a professional appearance. Plain and conservative pins, combs, headbands, elastic bands, and barrettes similar to the individual’s hair color are permitted to keep hair in place. Hair will not extend in length on all sides below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck. Hair will not exceed 3 inches in bulk or prevent proper wear of headgear. Hair will not include hair ornaments such as ribbons or jeweled pins. Wigs or hairpieces worn should conform to the regulations that apply to regular hair styles. “Pony tails” high on the top of the head will not be worn.
- d. **Jewelry. Male cadets are not allowed to wear earrings or body piercing accessories while participating in AFJROTC functions!** Only conservative jewelry (rings, wristwatches not to exceed 1”) may be worn with the uniform. A necklace may be worn,

but it must **NOT** be visible. **For females**, jewelry should be kept to a minimum. Rings, wristwatches not to exceed 1", bracelets, no wider than ½", in gold or silver in color, and small white diamond, gold, white pearl, or silver spherical earrings not to exceed 6 millimeters in diameter are the only jewelry you may wear in uniform. Never wear more than three rings at a time.

- e. **Cosmetics and fingernail polish.** Cosmetics must be conservative and in good taste. Fingernail polish must be conservative, singular in color and in good taste. The color shall not be black, dark blue or other dark colors. Questions should be addressed to SASI.

6. Civilian Dress and Appearance: All AFJROTC members are held to a higher standard. All cadets must adhere to all of the ERHS dress codes. This is not just an issue while you are in the classroom or participating in AFJROTC functions. The school dress code is applicable from the moment you leave home until the moment you arrive home at the end of the day. Additionally, while participating in AFJROTC functions away from school grounds you will maintain proper dress and appearance. **THERE ARE NO EXCEPTIONS.**

7. Religious Items. Religious items will not be worn with any AFJROTC uniform unless written permission is granted by the SASI, the school principal, and HQ AFJROTC. A letter of approval must also be obtained by the leader of the cadet's faith to ensure that apparel is in keeping with doctrinal or traditional observances of the cadet's religion. No item should be authorized that will have an adverse affect on the student's health, safety, or performance of his/her duties.

8. Religious Headgear. Religious headgear may be worn indoors upon the approval of the SASI, school principal, and HQ AFJROTC (see para 7. above). Religious headgear may be worn outdoors so long as it is not visible (i.e. the standard issue Air Force cover must conceal any religious headgear).

9. Special Team Uniforms. With the approval of HQ AFOATS/JROS, special teams (color/honor guards, saber/drill teams, etc.) may wear additional uniform items or wear a distinctive yet conservative military uniform. Units frequently use altered/distinctive uniforms for the inspection and regulation drill competitions conducted at many drill meets. Specialized items or uniforms are worn only when performing duty as a member of the specialized group.

10. Pregnant Cadets. Female cadets are exempt from the uniform wear requirement when a pregnancy progresses to a point where it is not possible to wear the standard blouse or skirt. Air Force maternity clothing is authorized although it is not an Allowance Standard item. Purchase must be made from school or private funds.

11. Unisex Policy. Uniform items designated for a particular sex will not be worn by members of the opposite sex, except as authorized within this guide or AFI 36-2903. Female cadets are authorized to wear the male lightweight jacket.

12. AFJROTC Physical Training (PT) Uniform.

- a. Shirts will be tucked in.
- b. Do not mix portions of the PT uniform with any combination of the Air Force uniform.
- c. The PT uniform is not to be substituted for the weekly uniform day.

13. UNIFORM ACCOUTREMENTS (GENERAL) Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide.

a. Badges.

- (1) **Ground School Badge.** Awarded for successful completion of the AFJROTC aviation honors ground school curriculum or successful completion of another aviation ground school program prescribed by the FAA.
- (2) **Flight Solo Badge.** Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft.
- (3) **Flight Certificate Badge.** Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft.
- (4) **Awareness Presentation Team Badge.** Awarded for participation on an Awareness Presentation Team.
- (5) **Kitty Hawk Air Society Badge.** Awarded to cadets who are members of the Kitty Hawk Air Society.
- (6) **Academy Modeling of Aeronautics (AMA) Wings.** Awarded to cadets who are members of a local AMA chartered model airplane club. Contact the AMA to obtain badge for qualifying cadets.
- (7) **Distinguished AFJROTC Cadet Badge.** This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second-year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award throughout their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The recipient should hold the following awards prior to selection:
 - Leadership Ribbon
 - Achievement Ribbon
 - Superior Performance Ribbon
 - Academic Ribbon

- Co-curricular Activities Leadership Ribbon
- Service Ribbon

The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The Holm Center Form 308, Certificate of Recognition, is used to present with the badge. The unit must purchase the badge from a vendor.

- (8) **Aerospace Education Foundation (AEF) Academic Cadet 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.
- (9) **Model Rocketry Badge.** Awarded to cadets who have fulfilled model rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook available in WINGS | Published Files | Directory | JROTC | Instruction and Guides | Model Rocketry Handbook.
- (10) **Other Badges or Pins.** Sister Service: Only cadets who were previously enrolled in a sister service JROTC program may wear the badges or pins earned on their AFJROTC uniform in the location specified by the sister service. In a conflict, the AFJROTC badge location will always take precedence over the sister service badge/pin. Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination.
- (11) **Marksmanship Awards.** Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males wear the badges under the ribbons on the left pocket flap of the light blue shirt or below the ribbons on the service dress uniform. Females wear the badges above the ribbons on both uniforms.

b. **Shoulder Patches.**

- (1) **AFJROTC Patch.** Wear of the AFJROTC official shoulder patch is mandatory on the left sleeve of all uniforms except the raincoat, overcoat, and all-weather coat. Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder sleeve.
- (2) **Unit Patch.** Optional. If worn, must be on the right shoulder only. Unit patches are paid for by non-AF Funds. Unit patches must be approved by HQ AFJROTC via the waivers module in WINGS prior to purchase or use.

- c. **Shoulder Cords.** Cadets are authorized to wear one shoulder cord on the left shoulder. Wear the shoulder cord only on light blue shirt and the service dress coat. The SASI will designate criteria on who may wear shoulder cords. Colors to denote different honors or leadership positions may be used. Criteria and shoulder cord colors should be described

in the Cadet Guide or Unit Operating Instructions. On the service dress coat, cords should be pinned to the shoulder with the pin hidden beneath the cord.

- d. **Shoulder Tabs.** Shoulder tabs are either cloth or metal arches denoting participation in an AFJROTC activity. Shoulder tabs are optional. If worn, cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat, lightweight blue jacket and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.). If no unit patch is worn, tab should be worn no lower than 1 inch below the shoulder seam. If a unit patch is worn, shoulder tab should be centered between the unit patch and the shoulder seam. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each.
- e. **Devices.** Medals and ribbons may be worn simultaneously for formal, semiformal, and/or special occasions of a limited nature. Place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned $\frac{1}{2}$ inch below bottom row of ribbons. Refer to AFI 36-2903 for instructions on stacking multiple medals. The routine wear of both medals and ribbons is prohibited.
 - (1) **Devices on ribbons.** Additional awards of ribbons will be indicated by the addition of clusters. Wear a maximum of four devices on each ribbon. Place silver devices to the wearer's right of bronze devices. Replace the bronze device with a silver device after receipt of the fifth bronze device. Place clusters horizontally on ribbons and vertically on medals. Tilt clusters slightly downward to the wearer's right to allow maximum number of clusters and other devices. Tilt all or none. If all devices do not fit on a single ribbon wear a second ribbon. When future awards reduce devices to a single ribbon, remove the additional ribbon.
 - (2) **Devices on medals.** Additional awards of medals will be indicated by the addition of clusters. Place clusters vertically down the center of the cloth section of the medal. Do not wear single-constructed devices. Tilt clusters slightly downward to the wearer's right to allow maximum number of clusters and other devices. Tilt all or none. Wear a maximum of four devices unless wearing more prevents the addition of a second medal.
 - (3) **Ribbons of Other Services.** AFJROTC cadets are authorized to wear ribbons earned while enrolled in United States Army, United States Navy, or United States Marine Corps JROTC. Group ribbons according to service with the order of precedence determined by the regulations of each service. AFJROTC cadets will wear AFJROTC ribbons ahead of other service JROTC ribbons or awards (see exception in para (4) below). Other services' ribbons are grouped by service in the following order: Army, Navy, and Marine Corps. Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC group are not authorized on the AFJROTC uniform. Badges, ribbons or insignia from middle school programs such as Youth Leadership Corps are not authorized on the AFJROTC uniform.

(4) **Valor Awards.** Valor awards from all services are worn ahead of all other ribbons from any service. The AFJROTC Valor Awards will be worn first, with other services' Valor Awards worn in the following order: Army, Navy, Marine Corps, and Coast Guard.

14. How to Tie a Tie: To tie the Windsor Knot, select a tie of your choice and stand in front of a mirror. Then simply follow the steps below:



1) The wide end "W" should extend about 12 inches below narrow end "N". Cross wide end "W" over narrow end "N".



2) Bring wide end "W" up through loop between collar and tie; then back down.



3) Pull wide end "W" underneath narrow end "N" and to the left, back through the loop and to the left again so that the wide end "A" is inside out.



4) Bring wide end "W" across the front from left to right.



5) Pull wide end "W" up through the loop again.



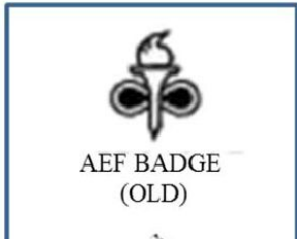
6) Bring wide end "W" down through the knot in front.



7) Using both hands, tighten the knot carefully and draw up to collar.

Attachment 7-1

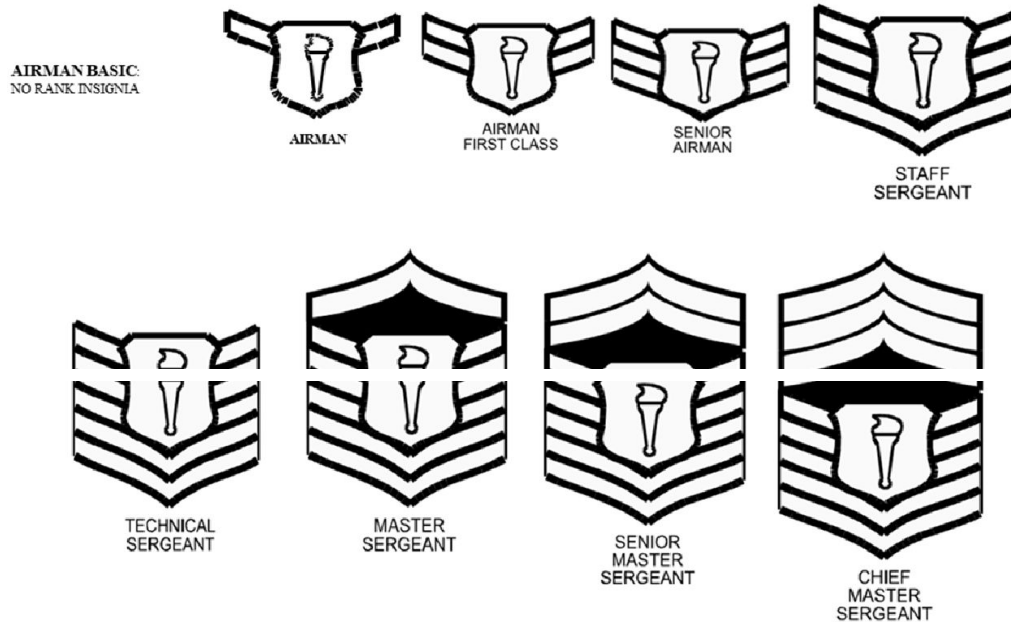
**AUTHORIZED AIR FORCE JROTC
BADGES/INSIGNIA/PINS**



Badges/Insignia/Pins not listed here are unauthorized
(Exception: Section 7.2.10)

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

CADET ENLISTED RANK

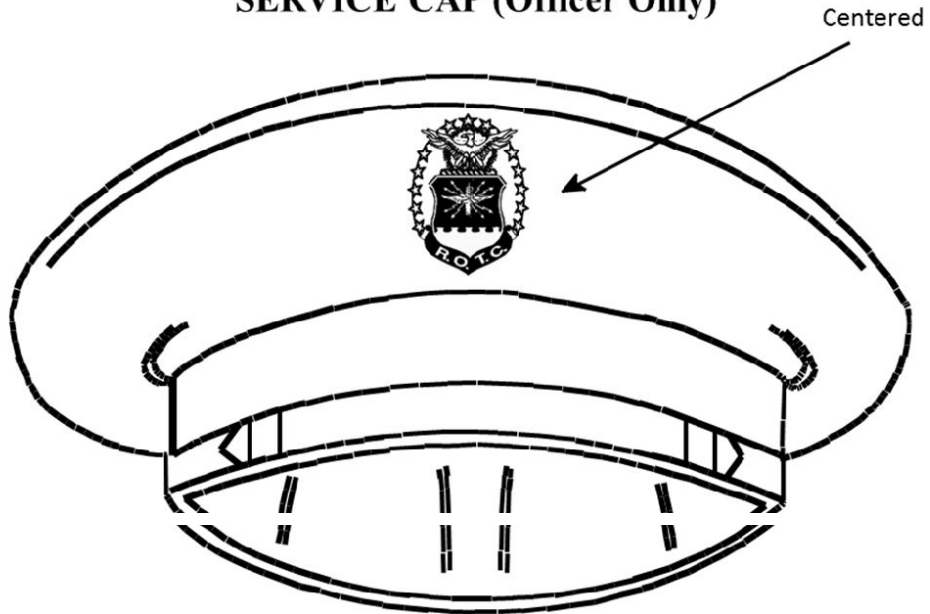


NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

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

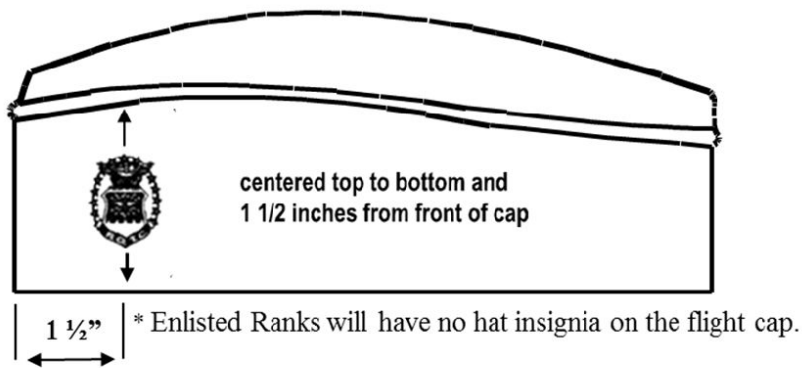
CADET MALE HEADGEAR

SERVICE CAP (Officer Only)



Service Caps with a different insignia than shown above require an approved waiver through HQ AFJROTC. See Section 7.8.

FLIGHT CAP* (Officer and Enlisted)



CADET FEMALE HEADGEAR

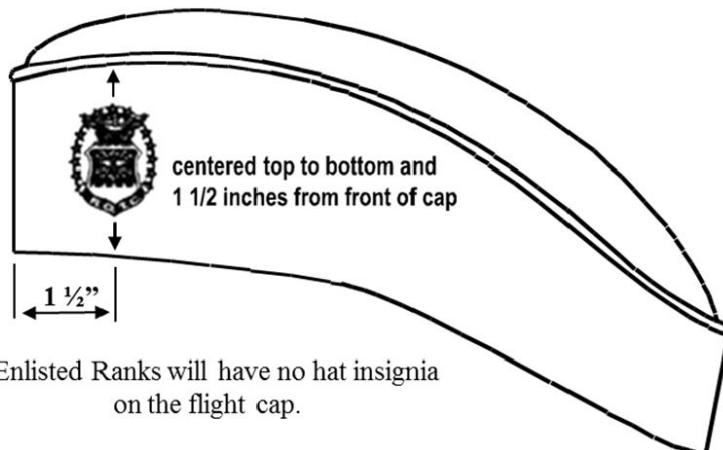
SERVICE CAP (Officer Only)



Service Caps with a
through HQ AFJRO

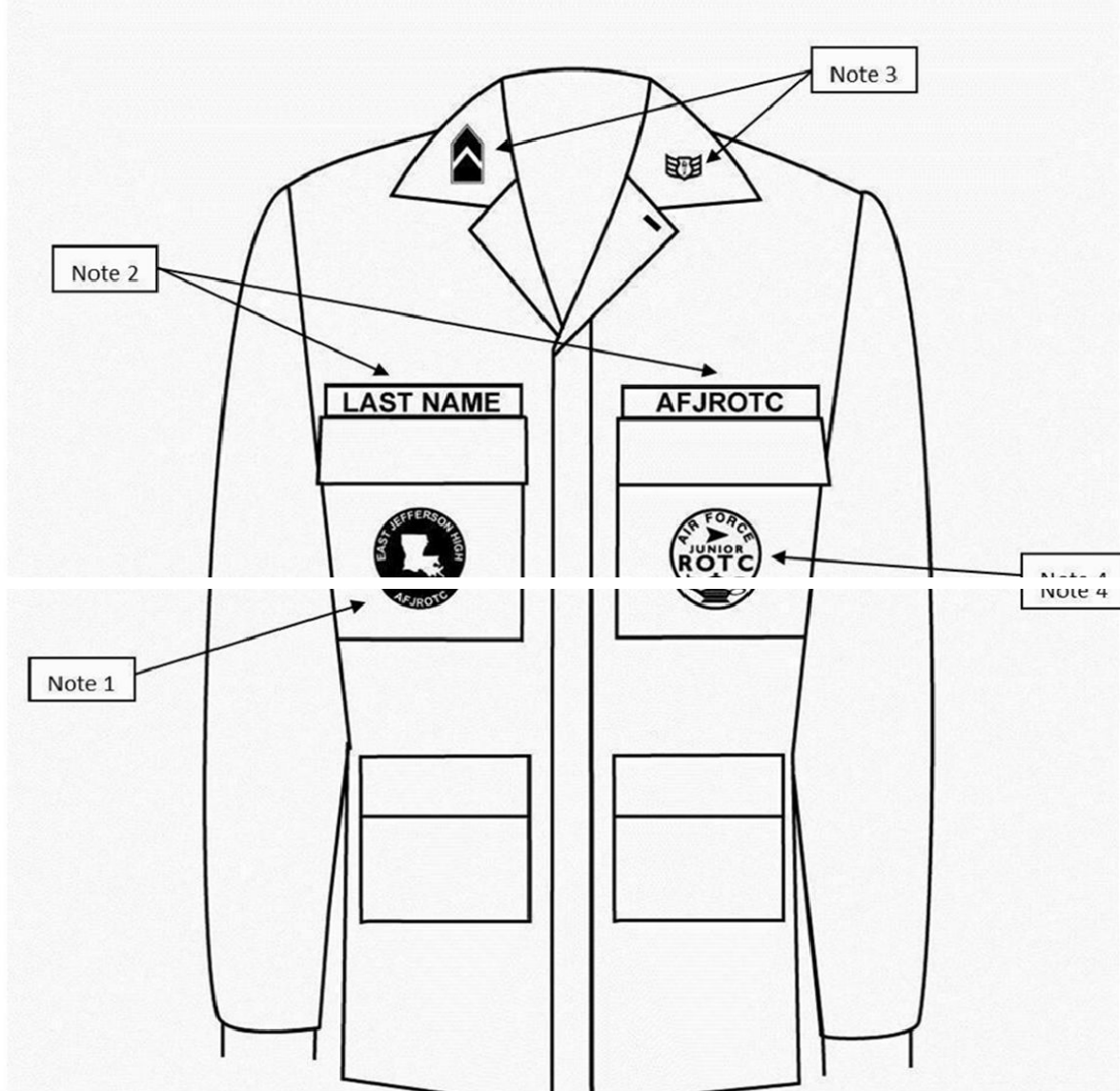
ed waiver

FLIGHT CAP* (Officer and Enlisted)



Attachment 7-5

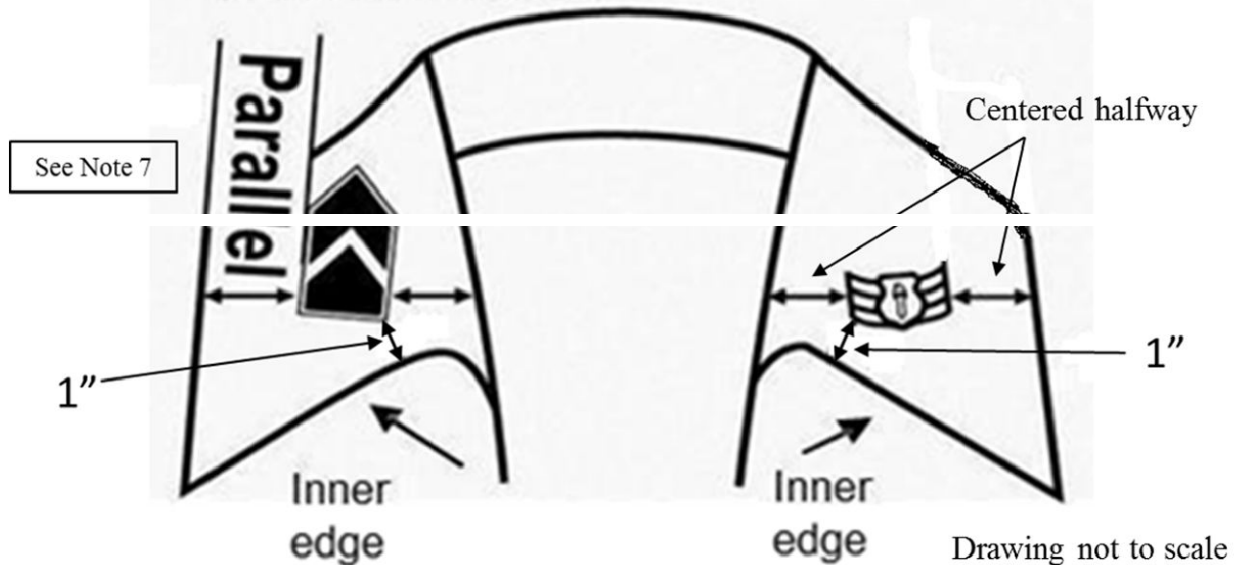
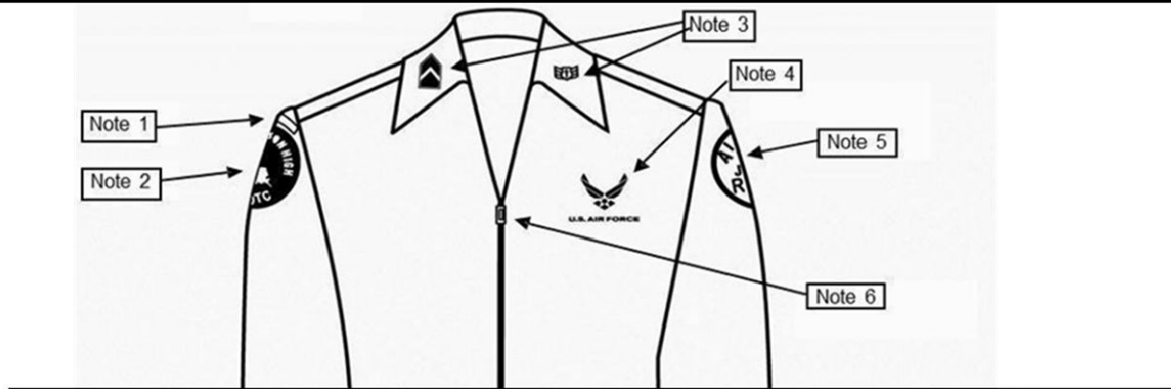
CADET ABU Male and Female



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 (mandatory). Will be worn on left pocket and centered.

Attachment 7-6

CADET LIGHTWEIGHT BLUE JACKET

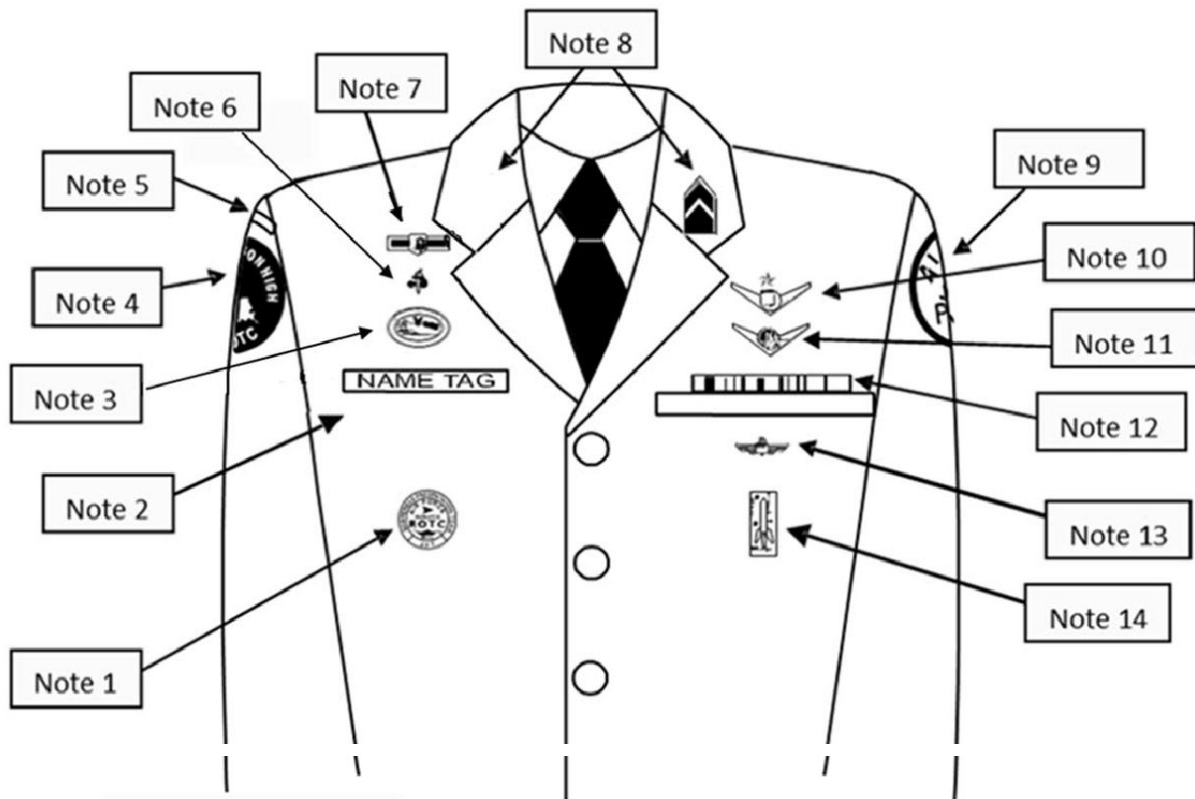


1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
2. Unit patch on right sleeve ½ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
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 ½ to 1 inch below shoulder seam and 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.

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

Attachment 7-7

CADET MALE SERVICE DRESS

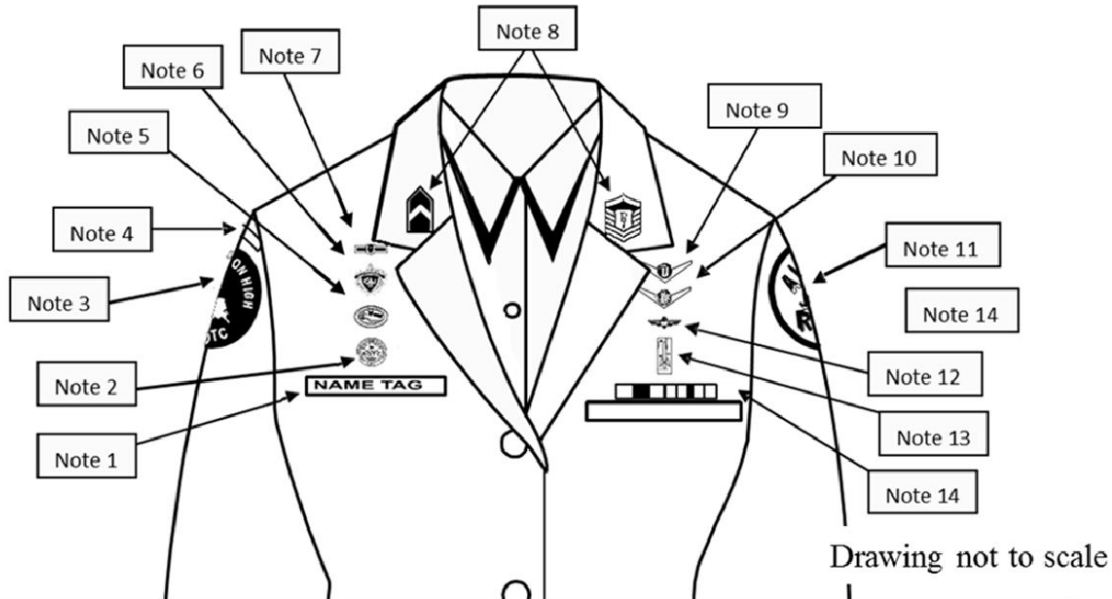


1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: 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.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)
9. AFJROTC Patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam, and centered.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all ribbons earned.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.

Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI) , not during regular weekly uniform days.

Attachment 7-8

CADET FEMALE SERVICE DRESS

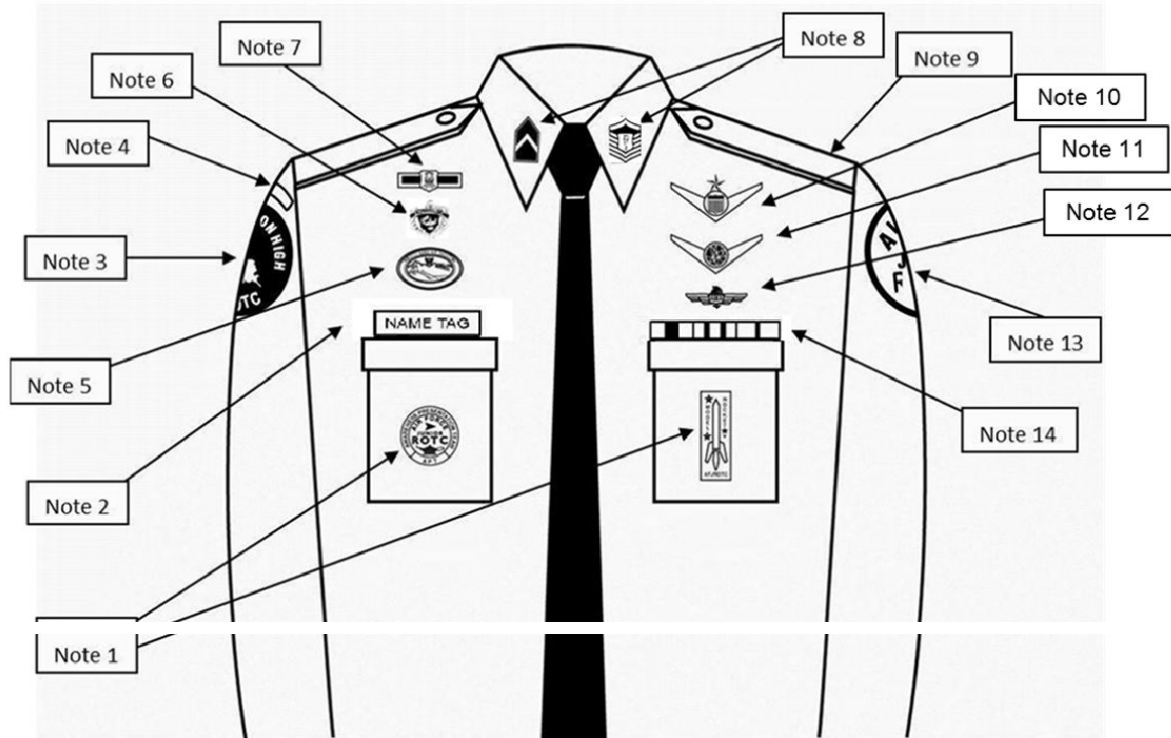


Drawing not to scale

1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. *(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)
9. Flight Solo or Flight Certificate Badge: see note 15.
10. Ground School Badge: see note 15.
11. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. Model Rocketry Badge: see note 15.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all ribbons earned.
15. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

Large medals may be worn on the Service Dress coat only, directly under ribbon rack and only during special events (as determined by SASI) , not during regular weekly uniform days.

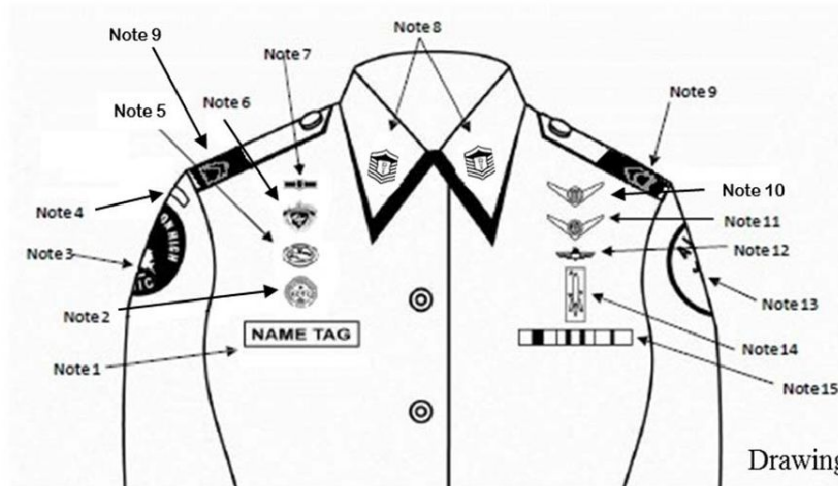
CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: Must be grounded and centered over wearer's right pocket.
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 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 (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar. (See Note 9)
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket. Wear all ribbons earned.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.

Attachment 7-10

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 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) See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Enlisted grade insignia worn on both left and right collar, centered side to side and top to bottom with torch points pointing toward bottom tip of collar.
9. Officer rank: cloth on epaulet only. Place rank as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge. See Note 16.
11. Ground School Badge. See Note 16.
12. Academy of Model Aeronautics (AMA) Wings. See Note 16.
13. AFJROTC Patch. Center on sleeve ½ to 1 inch below shoulder seam.
14. Model Rocketry Badge. See Note 16.
15. Ribbons. Centered on left side. Bottom of ribbons is aligned with bottom of name tag.
16. First badge is centered ½ inch above name tag or ribbons (as appropriate).

Cadet Promotion Guide

1. Promotions at Mohave High School AFJROTC are based on academic performance, demonstrated leadership abilities, and overall contributions to the quality of the Eagle River High School AFJROTC unit. Each cadet should understand how selections for various command and staff positions are made. Promotions must be earned, they are not automatic. A cadet promotion indicates that, based on past performance, the cadet is ready for a position of increased responsibility.

2. The promotion system is patterned after that of the active US Air Force. Cadets are considered for promotions and assignments based on their academic grades and participation in Group activities.

a. There are three types of grades a cadet may hold:

(1) **PERMANENT GRADE:** The permanent grade for the first year is Cadet Airman; for the second year, Cadet Airman First Class; for the third year, Cadet Senior Airman; and for the fourth year Cadet Staff Sergeant. Permanent grades are awarded at the start of the 2nd semester.

(2) **EARNED GRADE:** The grade awarded based on performance, leadership, participation, and overall knowledge. See section below titled “Requirements for “Earned” Promotion.”

(2) **APPOINTED GRADE:** The grade is assigned based on the job assigned or position held within the corps. This grade is temporary unless considered “earned” based on total performance and leadership. An appointed grade is assigned only when it is higher than the permanent or earned grade. Cadets serving in an appointed grade while occupying a command and staff position may revert to their earned or permanent grade upon completion of these duties with the exception of graduating seniors. At the discretion of the SASI or ASI, graduating seniors may retain their highest rank, regardless of course level.

b. All cadet officer positions will normally be filled by AS-III and AS-IV cadets who have successfully proven they have the ability to hold positions of increased responsibility. NCO positions will normally be filled by AS-II or higher cadets. The Top Three NCO positions will normally be filled by AS-III and higher cadets. Exceptions may be made at the discretion of the SASI or ASI.

c. Cadets initially assigned to command and staff positions will normally not be awarded the highest rank authorized for the position. The SASI or ASI must approve temporary promotions and assignments. The promotion system works as follows:

- (1) The cadet being considered for promotion must normally have at least six weeks time-in-grade before becoming eligible for the next grade. Promotion cycles will end on the last day of each of the first three academic quarters. At the end of promotion cycles, cadets will turn in grade check sheets with end of semester academic grades or current grade for the last cycle. Failure to turn in a completed grade check sheet will remove the cadet from promotion consideration.
 - (2) The cadet will take the prescribed promotion test. All cadet senior leader positions (Group, Squadron, or Flight commander) must have a score of 75% or higher to qualify for a position.
 - (3) Normal progression for earned grades is as follows:
 - (a) **AS-I:** Cadet/Airman through Cadet Senior Airman
 - (b) **AS-II:** Cadet/Senior Airman through Cadet Master Sergeant
 - (c) **AS-III:** Cadet/Staff Sergeant through Cadet First Lieutenant
 - (d) **AS-IV:** Cadet/Staff Sergeant through Cadet Major
 - (4) Cadets must meet eligibility requirements (academic grades and participation) to be eligible for positions and ranks listed in the Unit Manning Document (UMD).
 - (5) Eligible AS-III or higher Cadets will be considered for staff positions before eligible AS-II cadets.
- d. No cadet will hold a grade higher than that authorized for his/her current position. Exceptions may be made for AS-III seniors and AS-IV cadets to permit them to hold the highest grade regardless of position. Such exceptions will be granted only upon approval of the SASI/ASI. In all cases where this exception is made, these cadets will be assigned to special staff functions with further assignments to special projects, advisory positions, or to positions where their special talents or qualifications can be used for the benefit of the cadet corps. Such promotions are an exception and are not a normal occurrence.
- e. In order for each cadet to experience an active leadership role, a rotation system will be used. Rotations may be made laterally by moving to another leadership position with the same grade. Cadets may be rotated to lower positions or lower grades to permit other cadets to have the opportunity to serve at a higher grade. In these cases, this action is NOT a demotion, but is an opportunity to share the leadership experience. Every cadet must understand and cooperate with the rotation system if we are to maximize our leadership experiences. Each cadet is expected to give his/her successor the same degree of loyalty and cooperation received when they held that position.
- f. Dress, Cover, Interval and Distance: Dress is aligning your chest with the person to your left or right depending upon the formation. Cover is being directly behind the person in front of you. Interval is an arm's length between cadets side to side. Distance is 40"

Requirements For “Earned” Promotions.

Cadet Airman (C/AMN), Cadet Airman First Class (C/A1C), and Cadet Senior Airman (C/SrA):

1. Regular uniform wear with a minimum average of 80% for the promotion term
2. Satisfactory progress towards learning and performing military drill.
3. No Significant discipline problems.
4. Ability to fold the U.S. Flag and serve on the flag detail.
5. Academic grade of “C” or better in AFJROTC and passing grades elsewhere.
6. Six weeks Time in Grade (TIG).

Cadet Staff Sergeant (C/SSgt), Cadet Technical Sergeant (C/TSgt), Cadet Master Sergeant (C/MSgt) Cadet Senior Master Sergeant (C/SMSgt) and Cadet Chief Master Sergeant (C/CMSgt):

1. Regular uniform wear with a minimum average of 85% for the promotion term
2. Promotion Fitness Examination score greater than an 75%.
3. Display satisfactory military bearing and knowledge of basic drill.
4. Successfully command an element during a predetermined drill sequence.
5. Demonstrate the ability to serve on a Color Guard.
6. Demonstrate the ability to contribute to the corps in a staff position.
7. Academic grade of “B” or better in AFJROTC and passing elsewhere.
8. No significant discipline problems.
9. Six weeks minimum Time in Grade (TIG).
10. Interview/Selection by Cadet Promotion Board (SASI, ASI, Group Commander).

Cadet Second Lieutenant (C/2Lt), Cadet First Lieutenant (C/1Lt), Cadet Captain (C/Capt), Cadet Major (C/Maj), Cadet Lieutenant Colonel (C/Lt Col), Cadet Colonel (C/Col):

1. Regular uniform wear with a minimum average of 85% for the promotion term
2. Interview/Selection by Cadet Promotion Board (SASI, ASI, Group Commander).
3. Display satisfactory military bearing and knowledge of basic drill.
4. Display the ability to teach basic military drill.
5. Successfully command an element during a predetermined drill sequence.
6. Demonstrate leadership qualities by doing the following:
 - a. Working well with other cadets.
 - b. Ability to serve in Senior Leader positions (squadron/flight commander, etc.)
 - c. Ability to develop basic plans and carry them out.
 - d. Demonstrate a willingness to accept responsibility for personal actions and the actions of those under their supervision.
7. Set an example for other cadets by meeting and enforcing standards.
8. Develop and present a military briefing.
9. Academic grade of “A” in AFJROTC and a “C” average elsewhere.
10. No significant discipline problems.
11. Six weeks Time in Grade (TIG).

All promotions must be approved by the SASI / ASI.

General Knowledge Required For Promotion

All AZ-942 cadets are required to know all of the following General Knowledge information. Cadet leaders must have a score of 75% or higher to qualify for a position. All AZ-942 cadets are responsible for committing facts on these pages to memory and are subject to being quizzed on this information on the drill pad as well as examination in class.

Remember, promotion test material can come from anywhere in the cadet guide.

Air Force Core Values:

1. Integrity First
2. Service Before Self
3. Excellence In All We Do

AFJROTC Mission Statement: “Develop citizens of character dedicated to serving their nation and community.”

Honor Code Pledge: “I am a JROTC cadet. I will not lie, cheat, steal, nor tolerate those who do. I will follow the directions of my guardians and those who entrust me with citizenship and high morals. I will live by the laws and behavior standards of my community. I will improve my body and mind. I will respect the rights of all and I will not tolerate those who physically or mentally abuse others. I will live by the Air Force values.”

Chain of Command: Found in the Cadet Handbook.

Air Force Rank: General, Lieutenant General, Major General, Brigadier General, Colonel, Lieutenant Colonel, Major, Captain, First Lieutenant, Second Lieutenant, Chief Master Sergeant, Senior Master Sergeant, Master Sergeant, Technical Sergeant, Staff Sergeant, Senior Airman, Airman First Class, Airman.

Department of Defense: Department of the Air Force, Army, and Navy (includes the Marines). The Coast Guard is a part of the Department of Homeland Security.

Basic Air Force Units: Individual Cadet or Airman, Element, Flight, Squadron, Group, Wing, Numbered Air Force, Major Command, Air Staff (Pentagon), Secretary of the Air Force.

Phonetic Alphabet: Alfa, Bravo, Charlie, Delta, Echo, Foxtrot, Golf, Hotel, India, Juliet, Kilo, Lima, Mike, November, Oscar, Papa, Quebec, Romeo, Sierra, Tango, Uniform, Victor, Whiskey, X-ray, Yankee, Zulu

Military Time: 24 hour clock. Noon is 1200 hrs, 6 p.m. is 1800 hrs, midnight is 2400 hrs. All flyers use Greenwich Mean Time (this is also called Universal Coordinated Time or Zulu time). GMT or Zulu time for Alaska would be Local time + 8 hours during Daylight Saving time and during standard time it would be Local time + 9 hours.

Aircraft Designations: B is bomber (B-2 Spirit Bomber), F is Fighter (F-15 Eagle), A is Attack (A-10 Warthog), C is Cargo/Transport (C-130 Hercules), K is Tanker (KC-135 Stratotanker), R is Reconnaissance (RQ-4A Global Hawk High Endurance Unmanned Reconnaissance Aircraft.) D is Drone or unmanned vehicle for target or surveillance (DF-24B Douglas), E is Command/Control (E-8C Joint Stars), H is Helicopter (H-47E Chinook Rescue), P is Pursuit (P-38 Lightning), S is Strategic (SR-71 Blackbird), T is Trainer (T-38 Talon), U is intelligence gathering, V is VIP, W is Weather (WC-130 Hurricane Chaser), X is experimental. The number designator stands for the order in which the aircraft series was developed. The letter after the number is the model number. Example X-1A.

Who / What to Salute: Officers of higher rank, American Flag outdoors, National Anthem outdoors, reporting to the SASI or ASI, when receiving an award, and when saluted you ALWAYS return the salute. When receiving an award you “Take, Shake, Salute”

Addressing Air Force Members: Airman = Airman, Sergeant = Sergeant, Chief Master Sergeant = Chief, Officers through Colonel are “sir” or “ma’am” or their rank, General Officers = General, AF JROTC Cadets = “Mister” or “Miss.”

Dress/Cover/Interval/Distance (DCID): Dress: Aligned with the person to left or your right depending upon the formation. **Cover:** Aligned directly behind the person in front of you. **Interval:** The space between cadets and can be either normal (arm’s length) or close interval (4”). **Distance:** The distance between your chest and the back of the person in front of you (40”). Remember, do not adjust your position until given a command to do so--“cover” or “dress-right-dress”.

Common Commands: *Attention:* (Tench-Hut) Stand erect facing forward; *Parade Rest:* Stand feet apart, hands crossed behind back; *At Ease:* Be quiet, relaxed, right foot planted; *Rest:* Relax, talk quietly and keep right foot planted; *Fall Out:* Depart the formation; *Fall in:* Form up at a designated location; *Open Ranks:* Open the formation for inspection, automatic dress-right-dress; *Ready Front:* Arm dropped to your side, face forward; *Dress-Right-Dress:* Left arm out, alignment for dress and cover; *Close Ranks:* Close the formation; *Right/Left Face:* Turn in place 90 degrees; *About Face:* Turn in place 180 degrees; *Right/Left Step March:* Move sideways, 20” steps; *Forward March:* Left step forward, 30”; *Halt:* stop; *Right/Left Flank:* Everyone turn at once 90 degrees; *Right/Left Oblique:* All turn 45 degrees; *Present arms:* Present and hold salute; *Order Arms:* Drop the salute; *Front and Center:* Briskly leave the ranks, come forward, report; *Return to Ranks:* Report out, about face, briskly return to ranks; *Dismissed:* Free to go.

Folding the Flag: Hold flat with the union to the left, fold together lengthwise with 1” blue overlap, fold again evenly, triangle fold starting with red/white end. Fold so flag is all blue with stars, tuck the end, carry with hands over chest, flag tip pointing up.

Uniform Information: The standard Uniform of the Day is Combination 3. Uniform inspections will be carried out and graded each Wednesday. Cadets who have not been issued a uniform (AS-1s) will be graded on hair, shave, military bearing and general appearance.

Combination 1: Service dress uniform (Coat and tie or tab with ribbons)

Combination 2: Short/Long sleeve shirt and tie or tab with ribbons.

Combination 3: Short sleeve shirt, open collar and ribbons.

Combination 4: Short sleeve shirt, open collar, no ribbons.

Combination 5: PT gear

Combination 6: Group T-Shirt or Hoodie

Combination 7: ABU

Awards and Decorations

1. Awards and Decorations. The Cadet Awards and Decorations Program fosters morale, *esprit de corps*, and recognizes achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Criteria to earn these awards can be found in the awards binder. Only Awards and Decorations approved by Holm Center/JR and listed in this guide may be worn. Units may not create local awards for wear on the uniform.

2. Order of Precedence.

a. Special Awards.

- (1) Gold Valor Award
- (2) Silver Valor Award
- (3) Cadet Humanitarian Award
- (4) Silver Star Community Service with Excellence Award
- (5) Community Service with Excellence Award

b. National Awards (see AFJROTC reference guide for criteria).

- (6) Air Force Association Award
- (7) Daedalian Award
- (8) American Legion Scholastic Award
- (9) American Legion General Military Excellence Award
- (10) Daughters of the American Revolution Award
- (11) American Veterans Award
- (12) Reserve Officers Association Award
- (13) The Military Order of World Wars Award
- (14) Military Officers Association Award
- (15) Veterans of Foreign Wars Award
- (16) National Sojourners Award
- (17) Sons of the American Revolution Award
- (18) Scottish Rite, Southern Jurisdiction Award
- (19) Military Order of the Purple Heart Award
- (20) Air Force Sergeants Association Award
- (21) Sons of Union Veterans of the Civil War Award
- (22) Sons of Confederate Veterans H.L. Hunley Award
- (23) Tuskegee Airmen Incorporated Air Force Junior ROTC Cadet Award
- (24) The Retired Enlisted Association Award
- (25) The Celebrate Freedom Foundation Award
- (26) National Society United States Daughter of 1812
- (27) Air Commando Association Award
- (28) Non-Funded National Awards

c. AFJROTC Awards.

- (29) Distinguished Unit Award with Merit
- (30) Distinguished Unit Award
- (31) Outstanding Organization Award
- (32) Outstanding Flight Ribbon—All grading criteria, plus extra-curricular participation
- (33) Top Performer Award—HQ AFJROTC distributes
- (34) Outstanding Cadet Ribbon—1st, 2nd, 3rd, 4th year cadet
- (35) Leadership Ribbon—top 5% in training corps in leadership position
- (36) Achievement Ribbon—top 5% for significant achievement, one per year
- (37) Superior Performance Ribbon—10 % for a single or sustained superior performance
- (38) Academic Ribbon—A in AFJROTC, 3.0 overall Semester GPA
- (39) Leadership School Ribbon—Completing Cadet Leadership Course (CLC)
- (40) Special Teams Competition Ribbon—Placing 1st, 2nd, or 3rd in team competition
- (41) Orienteering Ribbon—Completing Unit Orienteering Program
- (42) Co-curricular Activities Leadership Ribbon—Outstanding leader of JROTC event
- (43) Drill Team Ribbon—75% of drill events per year, routinely attends practice
- (44) Color Guard Ribbon—75% of Color Guard events per year or as SASI determines
- (45) Saber Team Ribbon—75% of Saber team events per year or as SASI determines
- (46) Marksmanship Ribbon—100% on safety test, and top 50% of unit shooters during postal competitions
- (47) Good Conduct Ribbon—No adverse reports, suspensions, detentions, Saturday school
- (48) Service Ribbon—30 hours volunteer/community service, significant contribution
- (49) Health and Wellness Ribbon—completing initial and final fitness test events
- (50) Recruiting Ribbon—Participate in all recruiting efforts/events, personally recruit
- (51) Activities Ribbon—Significant contribution to AFJROTC activities/teams
- (52) Attendance Ribbon—no unexcused absences, no more than 4 excused in semester
- (53) Dress and Appearance Ribbon—No missed uniform days, 90% or better average, top 20% of unit
- (54) Longevity Ribbon—Completing each AS year
- (55) Bataan Death March Memorial Hike Ribbon
- (56) Patriotic Flag Ribbon

d. Civil Air Patrol (CAP) Awards.

- (57) General Carl Spaatz Award
- (58) General Ira C. Eaker Award
- (59) Amelia Earhart Award
- (60) General Billy Mitchell Award
- (61) General J.F. Curry Achievement Award

