

HAMILTON COUNTY HIGH SCHOOL

Air Force Junior Reserve Officer Training Corp

Unit FL-943



CADET

HANDBOOK

Master Sergeant
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ASI

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WELCOME TO AFJROTC

Welcome and Congratulations on your decision to enroll in the Air Force Junior Reserve Officer Training Corps (AFJROTC), Aerospace Science Choice Program!

Two retired U.S. Air Force personnel direct this AFJROTC unit, the Senior Aerospace Science Instructor (SASI) and one Aerospace Science Instructors (ASI). The instructors maintain Air Force standards and are trained through the AFJROTC Academic Instructor Course at Maxwell AFB, Alabama. Each instructor has extensive professional military education and training, experience in teaching, and training others.

Our AFJROTC curriculum includes aerospace science, leadership education and training, and wellness. Cadets learn leadership and management skills through a professionally designed curriculum and a variety of important tasks such as organizing and directing the Cadet Wing.

The standards in this Instruction support the leadership and personal development objectives of the AFJROTC program, and if taken in the spirit that it is intended, will provide the foundation for a pleasant and productive educational experience. It contains policy guidance, requirements, and rules of conduct for you, an AFJROTC cadet at Hamilton County High School. We recommend you study and know this Instruction thoroughly. You will be held responsible for its contents during daily activities and on examinations (i.e. uniform inspection).

The Guide concerns classroom and academic procedures, as well as policies of the Cadet Group. It is also informative for principals, counselors, teachers, and parents alike.

We wish you great success and personal satisfaction as a member of our elite FL-943 AFJROTC Cadet Group at Hamilton County High School – **TROJAN FORCE!**

Steven W. Hawkins

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CHAPTER ONE

HISTORY, MISSION & OBJECTIVES

HISTORY

AIR FORCE JUNIOR ROTC WAS FOUNDED UNDER PUBLIC LAW 88-647, CALLED "THE REVITALIZATION ACT OF 1964." THE FIRST AFJROTC UNITS BEGAN OPERATION IN 1966 AT JUST 20 HIGH SCHOOLS. TODAY THERE ARE OVER 870 AFJROTC UNITS AT HIGH SCHOOLS IN THE UNITED STATES AND AT MILITARY BASES AROUND THE WORLD. IN 1994, FL-943 AIR FORCE JUNIOR ROTC PROGRAM WAS ESTABLISHED HERE AT HAMILTON COUNTY HIGH SCHOOL BY AN AGREEMENT BETWEEN THE HAMILTON COUNTY SCHOOL BOARD AND THE UNITED STATES AIR FORCE. OUR UNIT WAS TO BE THE THIRD TO ORGANIZE THAT YEAR.

MISSION STATEMENT

THE MISSION OF AFJROTC IS TO DEVELOP CITIZENS OF CHARACTER DEDICATED TO SERVING THEIR NATION AND COMMUNITY.

THE MISSION OF AFJROTC FL-943 IS TO HELP OUR CADETS BECOME BETTER CITIZENS IN SCHOOL, COMMUNITY AND COUNTRY, BY PROVIDING OPPORTUNITIES FOR THE DEVELOPMENT OF TEAMWORK, LEADERSHIP, PERSONAL RESPONSIBILITY AND SELF-DISCIPLINE, AND ACADEMIC EXCELLENCE.

GOALS/OBJECTIVES

THE GOALS OF AFJROTC ARE:

- INSTILL VALUES OF CITIZENSHIP
- SERVICE TO THE UNITED STATES
- PERSONAL RESPONSIBILITY/SENSE OF ACCOMPLISHMENT

THE OBJECTIVES OF AFJROTC ARE TO:

- EDUCATE AND TRAIN HIGH SCHOOL CADETS IN CITIZENSHIP
- PROMOTE COMMUNITY SERVICE
- INSTILL RESPONSIBILITY, CHARACTER, AND SELF-DISCIPLINE
- PROVIDE INSTRUCTION IN AIR AND SPACE FUNDAMENTALS

THE OBJECTIVES OF FL-943 ARE TO:

- ENCOURAGE A HIGH DEGREE OF PERSONAL HONOR, SELF-RELIANCE, AND LEADERSHIP BY EXAMPLE
- ENCOURAGE THE PURSUIT OF EXCELLENCE IN ACADEMIC STUDIES
- PROMOTE PATRIOTISM AND RESPECT FOR FLAG AND COUNTRY
- PROMOTE HABITS OF ATTENTION TO DETAIL, ORDERLINESS, AND PRECISION IN ALL ACTIVITIES
- ENCOURAGE APPRECIATION AND RESPECT FOR CONSTITUTED AUTHORITY.
- PROMOTE UNDERSTANDING OF MILITARY COMMAND STRUCTURES
- ENCOURAGE APPRECIATION FOR THE TRADITIONS OF THE U.S. MILITARY, ESPECIALLY THE USAF

UNITED STATES AIR FORCE CORE VALUES

Integrity First: Integrity is the willingness to **do what is right, even when no one is looking**. It is the “moral compass” – our inner voice; the voice of self-control and the basis for the trust imperative in today’s military.

Cadets reflect this pride and professionalism through weekly appearance in uniform and by exemplifying the AFJROTC program expectations through daily conduct.

Service Before Self: Service refers to the mindset where **professional duties take precedence over personal desires**. It includes the following behaviors:

- Ruler Following
- Respect for Others
- Discipline and Self-Control
- Faith in the System

The cadets demonstrate “service before self” through active participation in all school and community support activities, as well as community service learning projects

Excellence in All We Do: *Excellence* directs us to **develop a sustained passion for continuous improvement and innovation**. It’s not about mediocrity; it’s all about doing your best.

Cadets demonstrate excellence through their compliance with all Florida School District, school and unit conduct policies, academic performance, recruiting of new cadets and retention of existing cadets, while assisting in the success of unit program goals.

CHAPTER TWO

ACADEMIC YEAR 2023-2024 SYLLABUS

AFJROTC 3: AFJROTC3 consists of three components: Aerospace Science (40%), Leadership Education (40%), and Wellness/Physical Fitness (20%). The Aerospace Science portion is a customized course about space and the human exploration of space. It was specifically created for the US Air Force Junior ROTC program and includes the latest information available in space science and space exploration. The course begins with the study of the space environment from the earliest days of astronomy, through the Renaissance, and on into modern astronomy. Leadership Education introduces the student to the Air Force Junior Reserve Officer Training Corps (AFJROTC) program, while instilling elements of good citizenship, develops informed citizens; strengthens and develops character; develops study habits and time management; wear of the Air Force uniform, and Air Force customs and courtesies. Additionally, cadets will be taught the fundamentals of Drill and Ceremonies. This portion of the course concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events and have the opportunity to personally learn drill. Most of the work is to be hands-on. The Wellness/Physical Fitness portion will incorporate the Cadet Health and Wellness Program (CHWP). The CHWP is an exercise program focused upon individual base line improvements with the goal of achieving a Presidential Physical Fitness standard calculated with age and gender. The goal of the CHWP is to motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education. Students will wear the Air Force JROTC uniform weekly (Tuesday) and participate in the organized PT sessions (Thursday).

GRADING SYSTEM: A cadet's Grades are based upon a points system which consists of the following:

Exams (2 @ 100 points each)	200
Activities	200
Assessments	100
Attendance/class participation	100
Uniform wear	200
Physical Training	200
TOTAL	1000

GRADING POLICY: Grades from the Aerospace Science portion of the course comprise 40% of the AFJROTC grade. The Leadership Education portion constitutes another 40%. The remaining 20% of the AFJROTC grade comes from the Wellness portion of the program. Drill is also evaluated as part of Leadership. The first 4 1/2-weeks of each semester cadets receive intensive leadership training to prepare them for AFJROTC activities for the remainder of the semester. During the remainder of the semester, cadets generally receive both Aerospace Science instruction and Leadership Education training each week. Wellness/Fitness Training is done each week as well. Assessments are done in all areas of instruction to evaluate and reinforce course learning objectives. All grades will be

administered by the Senior Aerospace Science Instructors and/or the Aerospace Science Instructor in accordance with the Hamilton County School District's grading policy.

GRADING SCALE: As set by the Florida State Board of Education

GRADE	PERCENTAGE REQUIRED
A	90 and above
B	80 – 89
C	70 – 79
D	60 – 69
F	59 and below

GRADING SYSTEM: A cadet's nine-week grade is an average of accumulated scores as follows: Major Grades (Uniform Wear/Grooming Inspection, Tests) = 60%, Minor Grades (Wellness/Fitness (PT), Quizzes, Participation in Drill, Workbook Assignments, Weekly Bearing & Behavior Grade) = 40%. ▢

A. Aerospace Science – Tests, Assessments, Special Projects.

B. Leadership Education – Tests, Assessments, Special Projects, and evaluations to include:

- (1) Wellness/Fitness participation and progress, including wearing proper shoes and issued PT clothing (T-shirt, shorts, sweat shirt and sweat pants as appropriate).
- (2) Observance of Air Force customs and courtesies, as well as classroom bearing and behavior.
- (3) Drill participation and drill evaluations.

C. Grooming Standards and Uniform Wear – Cadets are expected to meet standards prescribed in AFJROTC Instructions and Chapters Seven and Eight of this handbook. Each cadet is responsible to themselves and to the flight, and each cadet's performance affects his/her personal academic average and the flight's average for flight competition.

- (1) Cadets are inspected weekly for compliance with the uniform and grooming standards. (Cadets serving an In-School Suspension should come to the AFJROTC classroom prior to school or during the AFJROTC instructors' planning period to be inspected.) It is the cadet's responsibility to ensure they are inspected to avoid receiving a zero score and missed uniform wear day
- (2) Cadets not in uniform (unless excused) will receive a grade of "0" for that week. **Cadets who make it up the very next day may receive a maximum score of a 75; cadets will continue to lose 25 points per day until the next uniform wear day.**
- (3) **Cadets not wearing the correct uniform combination will have 20 points deducted from their uniform wear grade.** The uniform wear combination is announced Monday for the next wear date. If there is any question about correct uniform, cadets should check with the SASI, ASI, or their Flight Commander/Flight Sergeant.
- (5) The SASI or ASI may designate a uniform wear day other than the normal uniform wear day due to field trips, holidays, or special AFJROTC activities requiring wear of the uniform.

(6) Cadets absent from school for the uniform wear day must wear the uniform on their next day in school to avoid penalty.

D. Bearing & Behavior – Cadets receive a weekly subjective/objective grade for compliance with the parameters listed below:

- (1) Classroom rules
- (2) Compliance with Cadet Handbook and HCHS Student Handbook.
- (3) Military Customs & Courtesies.
- (4) Drill.
- (5) Physical training.
- (6) Merits/Demerits accrued.
- (7) Failure to report for assigned detail/duty. Example--Flag Detail.

CHAPTER THREE

CLASSROOM PROCEDURES AND CADET RESPONSIBILITIES

The nature of the Air Force Junior Reserve Officers Training Program mission, as well as its high visibility within the school and community, requires its members adhere to higher standards of conduct than might be found among the student population. Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, fighting, insubordination, disrespect, verbal threats, and the following:

1. Public Display of Affection (PDA) is not allowed while in uniform. This includes kissing, handholding, or any other form of physical affection, in class, or while at any AFJROTC function. PDA is also a violation of the Hamilton County School District policy.
2. Cadets will not use abusive, vulgar, obscene, or profane language or gestures.
3. Cadets will not annoy or harass anyone with insulting, inflammatory, insinuating, or defaming remarks.
4. Cadets will not indulge in horseplay such as hitting, slapping, sparring, or wrestling.
5. Cadets will not take part in public demonstrations in uniform, even for a “good” cause, nor will the uniform be worn as an endorsement for a particular organization, or cause.

CODE OF CONDUCT: See www.hamiltonfl.com and click on Menu, Parent Resources, Documents for Students and Parents to access the Hamilton County High School Student Code of Conduct Handbook.

CLASSROOM RULES: There are four overarching Rules of Engagement for cadets:

1. RESPECT THE PROGRAM...RESPECT THOSE AROUND YOU

- a. Stand silently at parade rest behind your seats at the beginning of class
- b. Sit up straight in your chair and keep your feet on the floor
- c. Keep your hands, feet, and other objects to yourself; do not place your feet on the furniture
- d. Stand at attention when an administrator, faculty member, or staff or visitor enter the AFJROTC area or classroom
- e. Be somebody! Allow others to be themselves

2. BE PREPARED

- a. Be on-time for class; if necessary, use the restroom before entering the classroom
- b. Sharpen your pencil before attendance roll is taken
- c. Do not bring gum, candy, tobacco, or beverages into the classroom without the instructor’s permission
- d. Do not bring radios, games, or other unauthorized devices into the classroom
- e. Wear your uniform on the prescribed uniform wear day

3. BE COURTEOUS

- a. Be an attentive listener
- b. Be courteous of others
- c. Address instructors by their proper title, e.g. “Colonel” or “Sir”, “Sergeant” or “Sir”

- d. During announcements – be quiet and listen as announcements are being presented

4. **BE RESPONSIBLE**

- a. Follow directions the first time
- b. Remain seated in class unless you have received permission from an instructor
- c. Raise your hand to be recognized before speaking
- d. Coordinate make-up work and tests with the instructor
- e. Turn in assigned work on the due date

CLASSROOM PROCEDURES

1. Cadets will stand behind their chairs at the position of PARADE REST with all personal belongings properly secured when the tardy bell rings. Any cadet not standing at PARADE REST with belongings properly secured will be *Out of Order* and may be written-up in accordance with school policy for failure to follow instructions.
2. With the flight at PARADE REST, the Flight Sergeant will immediately call roll using the attendance sheet. Cadets will come to ATTENTION when their name is called and respond “*HERE SIR/MA’AM*”. Cadets will return to PARADE REST after responding. Upon completion of the roll, the Flight Sergeant will report “*ALL PRESENT OR ACCOUNTED FOR, SIR*” to the Flight Commander. The Flight Commander will face the SASI/ASI and echo the report, followed by “*THE CLASSROOM IS YOURS, SIR*”. At that time, the SASI/ASI will direct the flight to “*TAKE YOUR SEATS*”. Cadets will sit down and refrain from talking.
3. Cadets arriving tardy will remain at the entrance of the classroom until the SASI/ASI finds out why the cadet was tardy and may join the class after being recognized by the instructor and providing a valid excuse. Roll call will not be stopped to recognize tardy cadets. Cadets without a written pass to class will be written-up as tardy in accordance with school policy.
4. Cadets assigned to first period will recite the pledge of allegiance, after roll-call, or before the start of each class.
5. Excessive absenteeism and tardiness will negatively affect a cadet’s course grade. Attending school and being on time as well as completing all class assignments are qualities that will ensure success in school and later in the job market.
6. Approximately three to five minutes before the class dismissal bell rings, the SASI/ASI Flight will turn the flight over to the Flight Commander and order them to “*PREPARE THE FLIGHT FOR DISMISSAL*”. Cadets will stop class work and put books and classroom materials away. Cadets will clear their table tops, pick up and dispose of any litter in the immediate vicinity, align their tables with others in their elements, and prepare to stand for dismissal.
7. At the Flight Commander’s signal, or as the bell sounds, the preparatory command “*FLIGHT*” or “*STAND BY*” will be called followed by “*ATTENTION*”. Cadets will come to the position of “*ATTENTION*” behind their chairs and wait for further instructions. The Flight Commander will then “*DISMISS*” the flight. Cadets will then respond with “*SIR/MA’AM, THANK YOU SIR/MA’AM*”, retrieve their personal belongings and depart the classroom in an orderly manner.

8. The Flight Commander, or in their absence, the Flight Sergeant is responsible for the conduct of their flight during the class period. All cadets will abide all valid Flight Commander or Flight Sergeant Instructions.

CHAPTER FOUR

CADET CONDUCT

Cadets will conduct themselves at all times so as to reflect credit upon themselves, their parents/guardians, Hamilton County High School, and the United States Air Force.

1. THE CHAIN-OF-COMMAND

The "Chain-of-Command" is established to accommodate all who desire to accomplish a task that is out-of-the-ordinary or to seek redress or a satisfactory termination of a grievance or an alleged miscarriage of justice. In other words, if you feel that you have not been given due consideration, have been treated unfairly, or somehow you feel that you were wronged and you have not gotten satisfactory responses from those that could correct the situation, then the correct procedure is to go "up the chain-of-command," one step at a time. For example, if you feel that you should have been promoted, received a staff position, or a national award, use the chain-of-command to get an answer and/or to correct the situation. In an organized society such as we have in the United States of America, there is an accepted procedure to follow when restitution or retribution is sought. For example, in your house, a parent is the final authority; in the AFJROTC program, the Aerospace Science Instructor (SASI) is the final authority; and in our judicial system the Supreme Court is the final authority. Naturally, the steps you go through to get to that final authority vary by each circumstance.

2. CADET CONDUCT

Cadet conduct stresses that lying, cheating, or stealing is not tolerated and that HONOR is a noble, moral standard that is the essence of not only the Corps, but our civilized society.

- Respect their parents, school officials and staff, teachers, community leaders and fellow cadets
- Refrain from any acts or derogatory words that may discredit their family, school, Cadet Corps or themselves.
- Vulgar conduct and language is not socially acceptable, hinders communication, and discredits the speaker.
- Dedicate themselves to succeed in academics, athletics, extracurricular activities, and work.
- Perform all assigned duties in a timely manner and fulfill all obligations.
- Maintain self-respect, self-control, and good behavior at all times (in and out of the classroom).
- Be honest and understand that honorable failure is better than success through unfair means.
- Be proud of their uniform and the commitment to AFJROTC that sets them apart from others.
- Be an exemplary role model with high standards of conduct.
- Respect other cadets and follow the directions of cadet officers and cadet NCOs.
- Show proper respect to the American Flag, an allied nation's flag, our national anthem, and pledge of allegiance.
- Place the good of the Corps ahead of personal gain.

3. CADET OFFICER/NCO AUTHORITY

All cadet officers and noncommissioned officers (NCOs) are authorized/required to take charge of and direct subordinate cadets in the performance of AFJROTC leadership training. This includes the correction of uniform wear violations and/or inappropriate behavior any place on school grounds or at AFJROTC functions. However, cadet officers/NCOs will not disrupt any teacher's class to make

corrections, not use physical contact when correcting a cadet without the cadet's permission and will never use force on another cadet. They will judiciously enforce military discipline at all times and will never demean, belittle, harass, or use profane or obscene language. Proven abuse of authority will result in immediate demotion and disciplinary action.

4. IMPROPER USE OF RANK

Cadets will not attempt to use their AFJROTC rank or position to obtain personal favors or gains. Cadet rank exists only when taking part in authorized AFJROTC activities. Blatant misuse of cadet rank or authority will result in demotion, loss of position and possibly disenrollment from the program.

5. INAPPROPRIATE BEHAVIOR

Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC and will result in disciplinary action by the SASI and/or the HCHS administration. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public display of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats, and physical attacks. The initiation of a verbal threat or physical attack will be considered an assault, which is an illegal act and cause for disciplinary referral to the HCHS administration and immediate disenrollment from the AFJROTC program. All inappropriate behavior is classified as "conduct unbecoming an AFJROTC Cadet."

6. HARASSMENT/BULLYING

Harassment or bullying of any cadet by anyone of any rank is strictly forbidden. Examples of harassment or bullying are improper or abusive language (to include profanity, obscenity, "in your face" or screaming either face-to-face or electronically), gossip/rumor spreading, and unwanted physical contact (especially of a sexual nature).

7. HAZING

Hazing is, "the practice of directing someone of lesser rank to perform a humiliating action, which entails the surrender of dignity and self-respect, or a hazardous action which exposes one to physical injury or bodily harm." Hazing is strictly forbidden.

8. SECRET ORGANIZATIONS

Cadets are prohibited from organizing or belonging to formal or informal secret organizations including cliques and gangs. Such organizations are frequently violent, devious, divisive, and/or discriminatory, and will not be tolerated. Participation in such groups will result in a recommendation to the principal for disenrollment from AFJROTC and a failing grade for the course.

CHAPTER FIVE

CUSTOMS AND COURTESIES

1. SALUTE

The salute is a traditional greeting between military personnel. The salute dates back to medieval times when knights in armor would raise their visor with their right hand when meeting a comrade. This practice gradually became a way of showing respect, and in early American history, sometimes involved removing the hat. By 1820, the motion was modified to touching the hat, and since then, it has become the hand salute used today. Salute outside when wearing the uniform or when reporting to an instructor or higher ranking cadet. Sometimes the hand salute is rendered to honor the colors, a mark of respect for our country. The way cadets execute a salute is important. A smart salute indicates pride in self and corps. A sloppy, lackadaisical salute indicates lack of self-pride and disrespect towards the corps.

A. Cadets will be taught the proper manner of saluting and the rules governing saluting. Each cadet is expected to know how to salute and to salute when required. Cadet Officers should correct saluting violations in a courteous and helpful manner when such violations are made by cadets junior to them. All cadets are expected to accept these corrections with a proper attitude. Disrespect toward a cadet officer will result in counseling by the ASI or SASI.

B. The salute is required when in uniform, outside of buildings with the exception of the two no salute areas: the bus loading/unloading zone and front of high school where parent drop-off/pick-up occurs.

C. Upon recognition of the SASI, a commissioned officer or warrant officer of any military branch, or a cadet officer of higher rank, cadets should execute the salute when a verbal greeting, in a normal speaking voice, can be heard. The salute is never exchanged while running or returned while running. A running cadet will come to a walk before executing the salute. A cadet who is sitting down outside will rise to the position of attention before saluting or returning a salute. The lower ranking cadet will extend a greeting, such as “Good morning, Sir”, and hold the salute until the higher-ranking cadet returns it. If the higher-ranking cadet does not return the salute, the lower ranking cadet will drop the salute after the higher-ranking cadet has passed. Higher ranking cadets who do not return a salute should not be confronted by the lower ranking cadet, but should be reported to the SASI /ASI.

D. The following situations require the exchange of salutes:

- (1) Outside in uniform when a lower ranking cadet notices a cadet officer or a commissioned or warrant officer approaching. (Exceptions: no salute areas identified earlier)
- (2) Classroom reporting. (in or out of uniform)
- (3) SASI/ASI office reporting. (in or out of uniform)
- (4) Drill activities. (in or out of uniform)
- (5) Formal ceremonies.
- (6) Official military functions.
- (7) Other activities as directed by SASI or ASI. (in or out of uniform)

2. MILITARY COURTESY

In addition to saluting, cadets will address the SASI, ASI and cadet officers of higher rank by rank or by the terms “Sir” or “Ma’am”. This same courtesy should be extended to all teachers and administrators of Hamilton County High School and the District office. Active duty, reserve, and retired military personnel should be addressed by their rank and last name, or by referring to them as “Sir” or “Ma’am”.

Your actions inside and outside the classroom reflect upon the entire cadet corps. Disrespect toward any faculty member, administrator, or cadet officer will result in disciplinary action, which may include loss of rank or position within the corps.

3. UNITED STATES FLAG

The U.S. flag, adopted on June 14, 1777, is the fourth oldest national flag in the world. Denmark's flag, adopted in 1219, is the oldest. The U.S. flag has 13 stripes (7 red and 6 white) which represent the 13 original colonies. In the upper corner is a field of blue with 50 stars (representing the 50 states). The colors of the flag are symbolic as well: Red symbolizes *hardness* and *valor*; White symbolizes *purity* and *innocence*; and Blue represents *vigilance*, *perseverance*, and *justice*.

The U.S. flag should always be treated with utmost care and respect. The flag represents a living country and, as such, is considered a living thing. The flag is flown from sun-up to sunset, unless there is artificial illumination. Then, the flag can be flown 24 hours a day.

- Always hold the flag carefully- never let it touch anything beneath it: the ground, the floor, water or merchandise
- Always carry the flag aloft and free- never carry it flag or horizontally
- Always keep the flag clean and safe- never let it become torn, soiled or damaged
- Always dispose of a flag properly, preferably by burning it

Because the U.S. Flag is the symbol of our country, it should always be displayed in the most prominent, most honored position. No other flag should ever appear more important.

- On a Wall: When the flag is displayed on a wall, it should be displayed with the union uppermost and to the observer's left
- In Multi-National Flag Displays: In the United States, the U.S. Flag is to be displayed first- to "it's own right"- followed by the flags of all the other countries (at equal height and in alphabetical order) to the left (observer's right) of the U.S. Flag
- Among Subordinate Flags: When the U.S. Flag is among a group of subordinate flags, such as state and organization flags, the U.S. Flag should be at the center and at the highest point- the position of prominence
- Displayed from a staff: When displayed from a staff, the flag should hold the position of prominence, in advance of the audience and to the speaker's right (facing the audience). If other flags are also displayed, they should be placed to the speaker's left
- On a pole: When several flags are flown from the same flag pole, the U.S. Flag should always be at the top- except during church services by naval chaplains at sea when the church pennant may be flown about the U.S. Flag on the ship's mast

- The United Nations Headquarters Building in New York City, where the U.N. Flag holds the most prominent position, is the only U.S. location exempted from this provision
- Among Peers: When flags from two or more nations are displayed, the flag code forbids the display of any nation's flag in a position superior to another in time of peace. Therefore, each flag should be of approximately equal size and flown at the same height

4. NATIONAL ANTHEM

In 1814, Francis Scott Key wrote the poem, *Defense of Fort McHenry*. The poem was later put to the tune of John Stafford Smith's song, *The Anacreontic Song*, and retitled *The Star Spangled Banner*. Congress proclaimed *The Star Spangled Banner* the United States National Anthem in 1931. When outdoors in uniform and the National Anthem or *To the Colors* is played, cadets will stand at attention, face the flag or direction of the music, and render a salute until the song ends. When indoors, or in civilian clothing, males should remove their hats, stand at attention, face the flag (or music), and place their right hand over their heart until the song ends. Females should stand at attention, face the flag (or music), and place their right hand over their heart until the song ends. Females in civilian clothing are not required to remove their hats.

The flag and national anthem are symbols of the people, their land, and their institutions.

CHAPTER SIX

CADET MERIT AND DEMERIT SYSTEM

The Merit and Demerit System is used to recognize service, promote observance of military customs and courtesies, and to reinforce positive behavior. It is comprised of a point system that directly affects the cadet's overall grade via the weekly bearing and behavior grade.

1. MERITS

Merits are awarded commensurate with the degree of expected performance but may not exceed five merits for any single occurrence. Failure to perform assigned tasks will negatively affect future selections for project assignment, promotions, awards, etc. In the event a performance is canceled due to weather or unforeseen reasons, cadets who were in place at the appropriate time will receive full credit for the performance/appearance. Merits and demerits will be used when determining the weekly bearing and behavior grade.

Merits may be awarded for exceptional performance in areas not listed below. These merits must be documented in detail by a cadet officer or NCO who outranks the recipient. All merits/demerits awarded are subject to review by the Squadron Command Chief and approval by the SASI/ASI.

MERIT VALUES

<u>PERFORMANCE</u>	<u>MAXIMUM POINT VALUE</u>
1. Exceptional performance of duties	5
2. Military parade or review	2
3. Color Guard (each performance except competitions)	2
4. Recruiting Team presentation	2
5. Fund raising (each \$10.00 of profit)	1
6. CHS A or A-B Honor Roll (nine week grading period)	5
7. Project officer for minor event (donut sale, car wash, etc.)	3
8. Project officer for major event (Dining Out, Field Day, etc.)	5
9. Flag detail (one week, 1 merit per day)	5
11. Community service project (6 hours)	2
12. Outstanding (Honor) Flight of the Semester (each cadet)	5
13. Cadet of the Month	5
14. Distinguished AFJROTC Cadet of the Year	10

2. DEMERITS

Attendance and conduct offenses will comply with the guidelines in the CHS Student Handbook. Offenses that would be equivalent of a "military" nature will be assessed according to the table below. Any cadet assessing demerits should first try counseling the cadet on the infraction/issue at hand (all counseling should be documented in counseling section of the personnel record). If counseling fails to correct the behavior, the issuing cadet should explain to the cadet receiving the demerits the nature of the offense and the number of demerits being assessed. Cadet receiving the demerit must sign the merit/demerit form prior to submission. Should counseling and demerits fail to modify the inappropriate behavior, other alternatives, up to and including disenrollment from the

program may be taken. Demerits will be used when determining the weekly bearing and behavior grade.

DEMERIT VALUES

<u>OFFENSE</u>	<u>MAXIMUM DEMERITS</u>
1. Uniform wear or grooming infraction (not during inspection)	1 (each)
2. Failure to perform assigned duties	3
3. Insubordination (i.e. disrespect to SASI, ASI or cadet superior)	5
4. Sleeping/disrupting class (e.g. talking without permission)	5
5. Disrespect for the flag (e.g. not standing for pledge or anthem)	3
6. Failure to report for duty or performance (e.g. flag detail)	5
7. Inappropriate behavior (e.g. PDA, horseplay)	1 (each)
8. Hazing or harassing other cadets removal)	5 (and possible)
9. Other infractions approved by the SASI/ASI	1-5

NOTE: Cadets may appeal demerits through their chain of command (Command Chief owns this process). Demerits assessed against a cadet may be reduced by appeal; they cannot be increased. All demerits must be approved by the SASI or ASI.

3. RECORDING PROCEDURES

Flight commanders and other cadet officers/NCOs will document merits awarded and demerits assessed on a Cadet Merit/Demerit Slip and place the slip in the Corps Command Chief distribution box as soon as possible. (Note: initial offenses should be resolved using the counseling method and documented in the cadet personnel record).

Cadet Command Chief submits all slips to the ASI on Friday of each school week. ASI reviews and returns slips to Cadet Command Chief by the following Monday.

Cadet Command Chief maintains a “living roster” listing of all merits/demerits for the quarter. This roster will show all merits and demerits received by each cadet and the reason for the merits/demerits. The code from this handbook may be used (e.g. M8 = Honor Roll, D5 = Disrespect for Flag). The roster will be updated weekly and posted on the bulletin board in the classroom NLT Wednesday of each week. Once logged the merit / demerit slip is given to the Personnel Officer to be added to the cadet’s personnel file.

Cadet Personnel Officer files all merits/demerits in the master merit and demerit personnel folder as required.

CHAPTER SEVEN

CADET OF THE MONTH PROGRAM

1. PURPOSE. Establish the requirements for award of the Cadet of the Month Award.

2. PROCEDURES.

A. A male and female Cadet of the Month (COM) will be nominated by each Flight Commander and/or Flight Sergeant. The nomination package, which includes a letter of justification, must be submitted to the Squadron Commander in accordance with the following timelines:

September COM nomination due 28 September
October COM nomination due 26 October
November COM nomination due 29 November
January COM nomination due 26 January
February COM nomination due 24 February
March COM nomination due 29 March
April COM nomination due 26 April

B. Cadets nominated for COM must display a positive attitude towards AFJROTC by:

1. Not having any unexcused, missed uniform wear days for the prior month
2. Participate in at least 50% of all corps extracurricular activities for the prior month
3. Not having any ISS or OSS during the semester

C. Nominated cadets will meet a central selection board consisting of the SASI, ASI, and Cadet Group Commander. The board will score each nominee based upon their dress and appearance, military bearing, and demonstrated leadership potential in the classroom. The scores from all three board members will be tallied and the candidate in each category, male and female, with the highest total score will be declared the COM. Tie breakers, if necessary, will be based on order of precedence – highest score in dress and appearance, military bearing, and leadership potential.

3. AWARD. The Cadet of the Month Award will consist of a certificate and special privileges. Additionally, the cadet's photo will appear on the bulletin board and the cadet will be authorized to wear a distinctive fourragere for the designated month.

CHAPTER EIGHT

HEALTH AND WELLNESS PROGRAM

1. GENERAL. Wellness and fitness are part of each cadet's training. Each Friday cadets will participate in the Wellness Physical Training (PT) program during AFJROTC class time. The PT program will consist of warm-up/stretching exercises and a regimen of targeted exercises designed to improve and measure your level of fitness. The PT program will also include team sports to foster leadership and teamwork. Cadets must return completed parental permission forms before they will be allowed to participate. Failure to return these forms could have a negative effect on the cadet's grade.

2. CLOTHING. Cadets are issued a FL-943 PT shirt and shorts. Upon request, cadets may also obtain sweatpants and a sweatshirt. Cadets must tuck in the PT shirt at all times. Wear of the sweatshirt and sweatpants is optional; however, cadets should be prepared to conduct PT outdoors during moderately cold temperatures. While participating in physical activities, cadets will wear appropriate shoes for physical activities, such as basketball, tennis, running or cross-training shoes. Examples of inappropriate shoes are sandals, high heels, dress shoes, boots, etc. Cadets who do not bring issued PT clothing and proper shoes will only be eligible to receive a maximum score of 50 for their physical training grade.

3. GRADING. Each cadet will receive a weekly grade for participation in the PT program. The cadet's grade is affected by the following factors: wear of proper PT clothing and shoes, participation in all PT activities, and the attitude displayed by the cadet.

A. The first time a cadet does not have the shoes or proper clothing they will receive a score of fifty (50).

B. The second and subsequent times they fail to have the proper shoes or clothing they will receive a score of zero, a discipline referral for being unprepared for class, and may be sent to ISS.

Note: Cadets who consistently refuse to participate in PT program will be recommended for removal from AFJROTC.

4. HEALTH AND WELLNESS RIBBON. Awarded by the SASI for successfully passing the standard physical fitness test. Criteria for passing the test is as follows:

A. Males must complete:

1. 30 push-ups in one minute
2. 30 sit-ups in one minute
3. One mile run in under nine (9) minutes

B. Females must complete:

1. 15 push-ups in one minute
2. 30 sit-ups in one minute
3. One mile run in under eleven (11) minutes

All cadets who participate in the Presidential Physical Fitness Program and score in the 75-84 percentiles will receive a second Health and Wellness Ribbon and a Bronze Star device. If a cadet earns a percentile score of 85-95 they will receive a second Health and Wellness Ribbon and wear a Silver Star. If they achieve a 96-100 percent score they will receive a second Health and Wellness Ribbon and will wear the Gold Star on the ribbon. The percentiles are computed automatically under Presidential Physical Fitness Program Assessment in WINGS.

CHAPTER NINE

CORPS OF CADETS ORGANIZATION

1. CADET ORGANIZATION

The Florida FL-943 is organized as specified in AFJROTC Instruction 36-2001. The Cadet Personnel Officer will keep current an organizational chart for FL-943, which will be posted on the .

- A. The following charts reflect the Cadet Wing organization. Organization charts break the functions of the group down to specialized tasks. The responsibilities associated with each task are found in the corresponding job description in another chapter in this guide. Each cadet should become familiar with all of the job descriptions to gain a more complete understanding of those jobs as they relate to the total group.
- B. The organization charts reflect a CHAIN OF COMMAND by a solid line connecting the functions or positions. Information, guidance, and decisions flow down the chain of command in the form of oral and written instructions. Information and recommendations, which are used by cadet leaders in decision making also, flow up the chain of command. Information flow and coordination between lateral functions is also necessary for efficient staff functioning. Unless there is a free communications flow throughout the organization, the group will quickly become ineffective.
- C. The organizational chart in this chapter shows the relationship between staff officers and staff specialists. The solid line between the flight commander and each staff specialist represents direct supervision, while a dashed line connecting staff officers with flight staff specialists denotes coordination channels.

2. UNIT MANNING DOCUMENT

The Unit Manning Document (UMD) identifies the FL-943 Cadet Squadron structure. Changes to the UMD to enhance cadet operations are made in accordance with AFJROTC instructions and approved by the Senior Aerospace Science Instructor (SASI).

3. CADET APPOINTMENT AND DUTY ROTATION

The SASI and ASI selects the Cadet Corps Commander. Then, in consultation with the Cadet Corps Commander, the SASI and ASI assist in filling the various staff positions and subordinate commanders IAW the UMD.

4. CADET RESERVE PROGRAM

Cadets may be enrolled as a "Reserve Cadet" if approved by the SASI/ASI and the cadet must have completed at least one full year of traditional AFJROTC. This option is only used when a cadet is highly deserving of being part of the program, but cannot fit a regular AS class into their school schedule. Cadets who are a part of the reserve program, must still wear the uniform weekly as required by other cadets, and they are eligible to be a part of co-curricular activities.

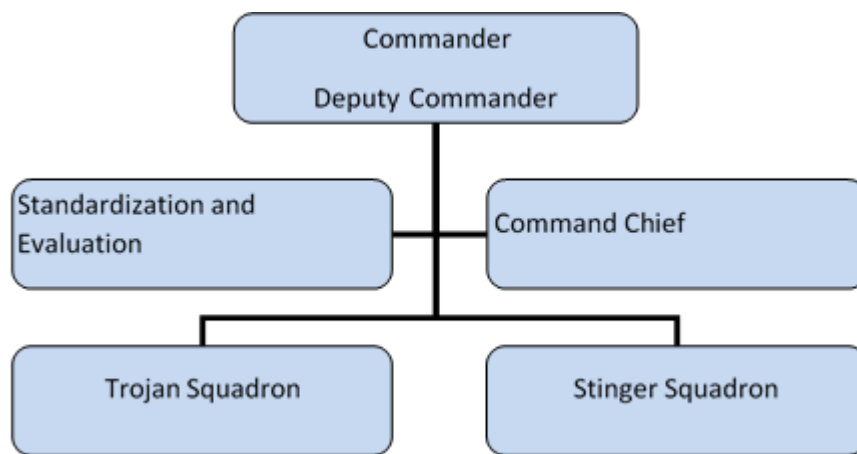
Rotation of some cadet positions will normally occur at the end of each semester. Position assignments will be based upon each cadet's performance in previous positions, recommendations by the Squadron

Commanders, and the SASI's assessment of the cadet's potential to perform in the new position. Due to experience limitations, it may be necessary to keep certain cadets in specific positions for longer periods.

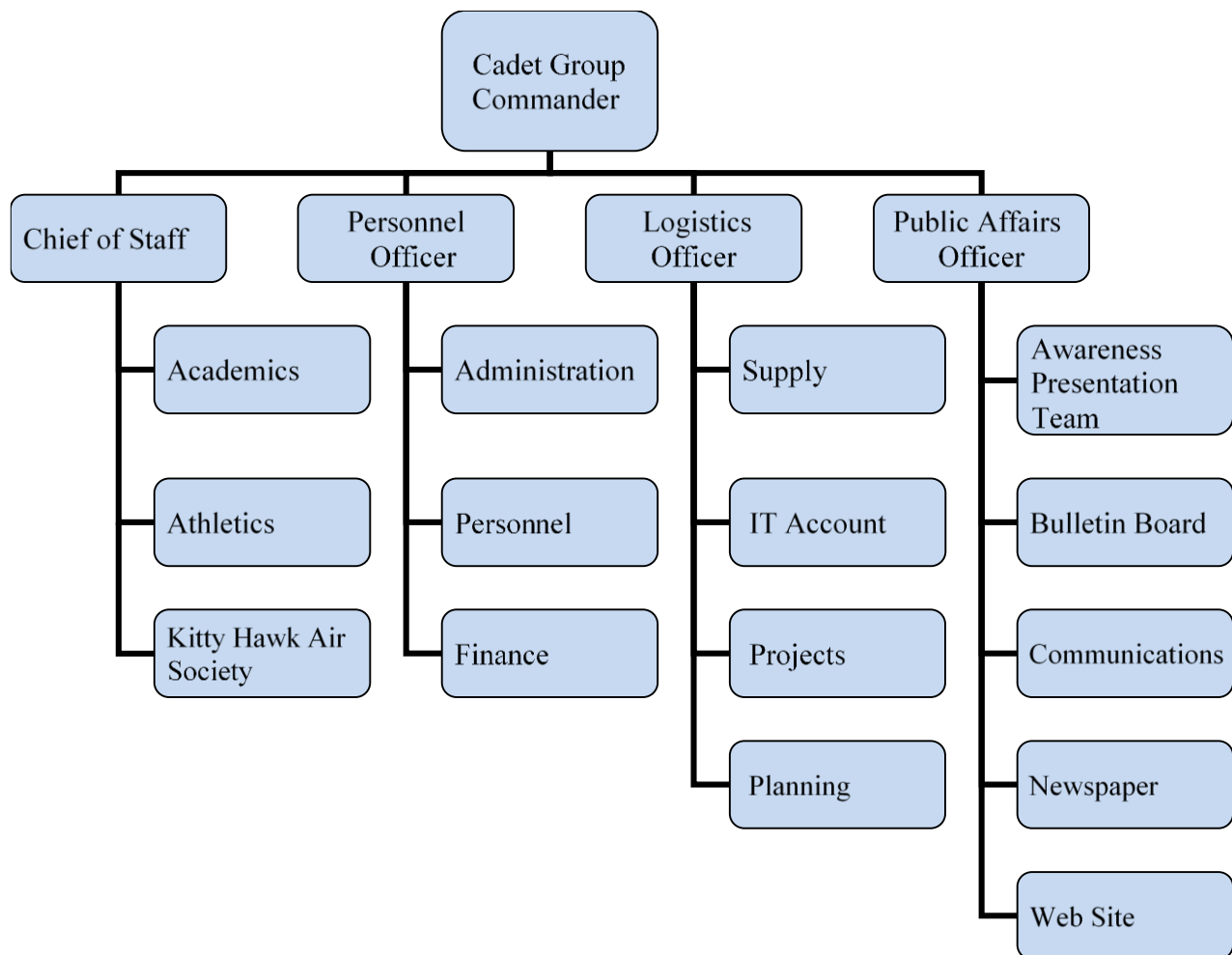
ORGANIZATION OF FL-943 AFJROTC

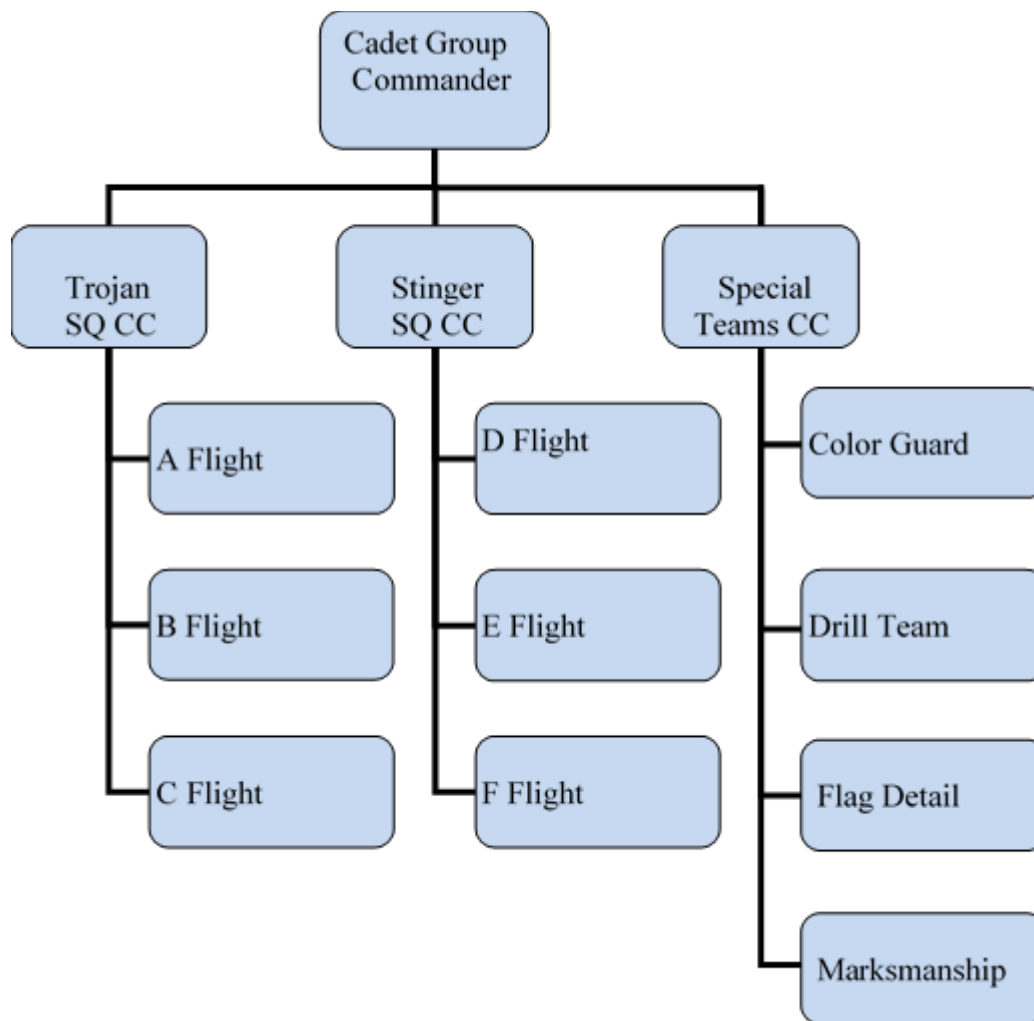
Authorized leadership positions are shown in the Unit Manning Document (UMD) found in this chapter of the Handbook. Cadets must learn the duties and responsibilities of their own assigned positions and should learn as much as they can about the other positions in the group. Promotions will be based on job performance and potential for more responsible jobs.

Cadet Group Commander and Senior Staff



Cadet Group Staff



Cadet Group Squadrons/Special Teams

GROUP COMMANDER (GP/CC)

1. In charge of the cadet corps. Reports to the SASI and ASI.
2. Responsible for the appearance, discipline, efficiency, training, and conduct of the group.
3. Directly supervises the Deputy Commander, Chief of Staff, Standard Evaluation Officer, Command Chief, and both Squadron Commanders.
4. Administers cadet corps activities according to Air Force principles and procedures.
5. Responsible for command and control of the group.
6. Conducts regular Group staff meetings to plan and organize the group's activities. A staff meeting should be held each month.
7. Evaluates the progress of subordinate commanders to ensure their effectiveness.
8. Visits committee and club meetings (Kitty Hawk Air Society, Drill Team, etc.).
9. Chairs Cadet of the Month and any other boards deemed necessary.
10. Prepares monthly evaluations of the Squadron Staff officers (except Flight Commanders).
11. Performs other duties assigned by the SASI/ASI.

GROUP COMMAND CHIEF (GP/CCC)

1. Member of the Group Staff; reports directly to the Group Commander.
2. Responsible for the appearance, discipline, efficiency, training, and conduct of the Group.
3. Manages cadet merit/demerit system appeals process.
4. Maintains & publishes merit/demerit table with established values.
5. Maintains database of issued merit/demerits. Post weekly roster on bulletin board.
6. In coordination with the Group Commander, establishes and maintains written policies that provide standard guidance in group operations, including managing the cadet promotion system.
7. Assists other staff officers/positions in their duties.
8. Keeps Group Commander informed of all cadet activities.
9. Sets uniform wear standards.
10. Manages cadet promotion process. Schedules/executes monthly promotion testing program (SSgt-CMSgt).
11. Performs other duties assigned by the Group Commander or SASI/ASI.

GROUP DEPUTY COMMANDER (GP/CD)

1. Member of the Group Staff, reports directly to the Group Commander.
2. Assumes command of the unit in the absence of the Commander.
3. Trains Group Staff on position functions/responsibilities.
4. Keeps Group Commander informed of all cadet activities.
5. Assists other staff officers in their duties.
6. Assists the Group Commander in preparing evaluations of Group Staff officers.
7. Performs other duties assigned by the Group Commander or SASI/ASI.

CHIEF OF STAFF (GP/CS)

1. Member of Group Staff; reports directly to the Group Commander.
2. Assumes command of the group in the absence of the Group and Deputy Commanders.

3. Prepares and coordinates the unit staff meeting agenda.
4. Oversees Group Athletics and Academics
5. Leads the unit's Kitty Hawk Air Society
6. Assists other staff officers in their duties.
7. Assists the Group Commander in preparing evaluations of Group Staff officers.
8. Performs other duties assigned by the Group Commander or SASI/ASI.

ATHLETICS OFFICER/NCO (GP/HW)

1. Member of the Group Staff; reports to the Chief of Staff.
2. Responsible for developing and managing unit Physical Fitness Program / Wellness Program.
3. Works closely with Flight Commanders to ensure compliance with unit physical fitness standards.
4. Coordinates all Cadet Corps athletic activities, such as intra-flight competitions.
5. Coordinates Cadet Corps involvement with school field day competitions.
6. Conducts monthly inventory of athletic equipment and informs the SASI/ASI of any discrepancies.
7. Conduct Presidential Physical Fitness Initial/Final Assessments; document results.
8. Performs other duties assigned by the Personnel Officer, Group Commander, or the SASI/ASI.

STANDARDIZATION AND EVALUATION (GP/SE)

1. Member of the Group Staff, reports directly to the Squadron Commander.
2. Advises the Group Commander on problems within the corps and suggesting possible solutions.
4. Develops training plans and assists with training cadet staff on the duties of their positions.
5. Unit lead for self-inspections and external assessments. At a minimum, leads a self-inspection each semester.
6. Attends staff meetings and performs duties assigned by the Group Commander.
7. Performs other duties assigned by the SASI/ASI.

SQUADRON COMMANDER (SQ/CC)

1. Reports directly to the Group Commander.
2. Initiates and supervises ranch/squadron self-inspections.
4. Ensures local directives are current.
5. Responsible for daily squadron operations.
6. Responsible for preparing and posting cadet detail rosters.
7. Ensures professional appearance, discipline, and conduct of the cadet squadron.
8. Assists the SASI/ASI in scheduling cadets for base visits, curriculum in action trips, and similar activities.
9. Develops and posts contingency plans for all operations of the cadet squadron.
10. Oversees the training and evaluation of subordinate squadron/flight commanders.
11. Ensures all squadron activities are conducted IAW current regulations, directives, policies, and procedures.
12. Attends staff meetings and performs duties assigned by the Group Commander
13. Performs other duties assigned by the SASI/ASI.

PERSONNEL OFFICER/NCO (GP/PR)

1. Reports to the Group Commander.
2. Oversees functions associated with administration, personnel, and finance
3. Maintains cadet personnel records following guidelines established by the SASI and ASI.
4. Creates and keeps current the Squadron staff organizational chart.
5. Maintains all group continuity files/folders to ensure accuracy, neatness, and completeness.
6. Annotates awards and decorations, promotions, staff jobs and academic history in applicable section of the cadet personnel record.
7. Files special orders for promotions, awards, etc. in corps and cadet files.
8. Assists SASI/ASI in maintaining and updating all cadet instructions, including the Cadet Handbook.
9. Performs other duties assigned by the Group Commander or the SASI/ASI.

ADMINISTRATIVE OFFICER (GP/AD)

1. Reports to the Personnel Officer.
2. Publishes, distributes, posts, and files all unit publications.
3. Publishes and maintains files for Special Orders, club activities, meeting minutes, etc.
4. Writes, publishes, and distributes unit staff meeting agenda and minutes.
5. Files all documentation in corps or cadet records (paper or electronic) as appropriate.
6. Performs other duties assigned by Personnel Officer or the SASI/ASI.

FINANCE OFFICER/NCO (GP/FM)

1. Reports to the Personnel Officer.
2. Supervises, controls, and coordinates the financial aspect of unit fund raising activities (if applicable).
3. Manages and supervises the finance function of the unit and keeps the Group Commander and SASI/ASI informed on financial matters.
4. Ensures that cadet funds are accounted for properly and that funds are not misused.
5. With SASI/ASI, counts money from fund raising activities, & prepares paperwork to deposit money.
6. Prepares and coordinates a unit budget.
7. Maintains an up-to-date record of all cadets who owe money to the unit.
8. Assists the SASI/ASI and cadet staff in planning/coordinating fund raising activities.
9. Presents a financial report at Group staff meetings or as required by the Group Commander or SASI/ASI.

LOGISTICS OFFICER/NCO (GP/LG)

1. Reports to the Group Commander.
2. Oversees functions associated with supply, information technology, projects, and planning.
3. Assists the SASI/ASI in maintaining supply records in accordance with all applicable regulations.
4. Assists the SASI/ASI in the issue, receipt, and accounting of all items of uniforms, textbooks, equipment, and supplies related to the operation of the unit.

5. Ensures squadron storage facilities are maintained in a clean and orderly manner.
6. Assists the SASI/ASI in inventories as required.
7. Maintains the logistics computer database under the direct supervision of the SASI/ASI.
8. Provides guidance to the unit staff on proper supply discipline.
9. Conducts monthly inventories of uniforms (selected) and accountable equipment.
10. Performs other duties assigned by the Group Commander or SASI/ASI.

INFORMATION TECHNOLOGY OFFICER/NCO (GP/IT)

1. Reports to the Logistics Officer.
2. POC for unit website (if applicable).
3. Manages all unit computer systems.
4. Provides information security for unit information systems.
5. Conducts quarterly ADPE inventory.
6. Performs other duties assigned by the Logistics Officer or the SASI/ASI.

PUBLIC AFFAIRS OFFICER/NCO (GP/PA)

1. Reports to the Group Commander.
2. Prepares a monthly cadet Squadron newsletter which will be published NLT than one week after the end of the month.
3. Submits news articles concerning cadet activities, coordinated with the SASI/ASI, to school and local newspapers
4. Provides all photographic services for the unit (including Drill Competition, Field Trips, etc).
5. Ensures advance publicity is provided to the media as appropriate for cadet activities.
6. Assists cadet briefers with graphic support.
7. Posts news stories about cadets and former cadets on the bulletin board.
8. Maintains monthly recognition boards (Cadet of Month, awards, promotions)
9. Compiles cadet corps electronic email listing/distribution group for delivery of cadet news/info.
10. Performs other duties assigned by the Group Commander or the SASI/ASI.

SPECIAL TEAMS COMMANDER (GP/ST)

1. Reports directly to the Group Commander.
2. Provides inputs for group staff meetings.
3. Supervises Color Guard, Drill Team, Flag Detail and Marksmanship Program.
4. Trains Special Teams Commanders on position functions/responsibilities.
5. Keeps Group Commander informed of all Special Teams activities.
6. Assists other staff officers in their duties.
7. Performs other duties assigned by the Squadron Commander or SASI/ASI.

COLOR GUARD COMMANDER (GP/CG)

1. Reports to the Special Teams Commander.
2. Manages Squadron Color Guard Program.
3. Supervises/schedules all Color Guard activities; maintains/submits/records Color Guard performances in database.
4. Submits names of Color Guard Ribbon recipients to Administrative Officer as required.
5. Advertises/holds Color Guard Team tryout (twice per year).
6. Trains Color Guard team members. Training should be held at least once per week.

7. Responsible for Color Guard equipment; controls team equipment during color guard activities; inventories equipment weekly and passes discrepancies to SASI/ASI.
8. Pulls Color Guard equipment prior to each detail. Inventories road kit to ensure completeness.
9. Drafts public affairs articles on completed Color Guard events.
10. Perform other duties assigned by the Special Teams Commander or SASI/ASI.

DRILL TEAM COMMANDER (GP/DT)

1. Reports to the Special Teams Commander.
2. Supervises all Drill Team activities; maintains/submits records for Drill Team performances.
3. Responsible for Drill Team equipment; inventories equipment weekly and passes discrepancies to ASI.
4. Coordinates with ASI for all Drill Team events and practices.
5. Forwards applicable cadet information to Administrative Officer regarding Drill Team awards and decorations.
6. Maintains database of Drill Team members, meets, and events participated. Include any awards.
7. Drafts public affairs articles on completed Drill Team events.
8. Perform other duties assigned by the Special Teams Commander or SASI/ASI.

FLIGHT COMMANDER (FLT/CC)

1. Reports directly to the Squadron Commander.
2. Manages and supervises the mission of the flight, and keeps the Squadron Commander informed on flight status.
3. Ensures flight compliance with AFJROTC and flight policies.
4. Leads and directs the flight at all unit functions.
5. Drills the flight, and instructs the flight in individual drill.
6. Promotes enthusiasm, and support of flight activities.
7. Calls flight to attention & oversees roll call at the beginning of class; dismisses flight at the end of class.
8. Tracks all flight promotion actions. Should establish a flight spreadsheet with milestones/promotion eligibility dates.
9. Coordinates/communicates procedures for missed uniform wear and missed Health and Wellness to flight members.
10. Identifies flight members for Cadet of the Month program.
11. Performs other duties assigned by the Squadron Commander.

FLIGHT SERGEANT (FLT/SGT)

1. Reports to the Flight Commander.
2. Conducts daily class attendance roll call and reports results to Flight Commander
3. Prepares the flight for inspection.
4. Maintains a current flight roster.
5. Maintains flight order and discipline at all times.
6. Drills and inspects the flight, as required.
7. Performs other duties assigned by the Flight Commander.

CHAPTER TEN

CADET PROMOTION SYSTEM

The purpose is to establish cadet promotion criteria and procedures. As a general rule, promotions are based on the most qualified individual for a position, as determined by the SASI. There are no racial or gender quotas for AFJROTC officer and noncommissioned officer positions.

1. MINIMUM RANKS

All cadets are assigned a minimum (or permanent) cadet enlisted rank based on the amount of time they have satisfactorily participated in AFJROTC. Upon first enrollment all cadets have the rank of Cadet Airman Basic. The minimum ranks* for cadets to be awarded at the start of the second quarter of each semester are as follows.

First year Cadets	Cadet Airman
Second year Cadets	Cadet Airman First Class
Third year Cadets	Cadet Senior Airman
Fourth year Cadets	Cadet Staff Sergeant

NOTE: Cadets who have not attended cadet leadership school and have successfully completed two AFJROTC courses while holding temporary officer status may (with SASI approval) remain in officer status for the remainder of their time spent in AFJROTC. Cadets who complete one AFJROTC course while holding officer status will revert back to their previous permanent rank. Successful completion of a course requires receiving an AFJROTC grade average of C or higher for each nine week grading period of the course.

2. PROMOTIONS.

Promotions require excellent attitude and performance as determined by the SASI. Promotions recognize achievement in AFJROTC and the potential to perform in a position with greater authority and responsibility. Enlisted cadets are considered for promotion once per month, except for promotions to Cadet Airman and Cadet Airman First Class. Cadets are required to have the requisite Time in Grade (TIG) prior to promotion eligibility. TIG is calculated by counting forward from the date on the previous promotion order. Cadet Officers are considered for promotion once per semester. Out-of-cycle promotions may be made at any time by the SASI to fill vacant positions or to recognize special merit. Eligibility requirements for promotion are as follows.

A. Cadet Airman Basic --join AFJROTC

B. Cadet Airman.

- (1) Correctly execute basic drill in-place movements: Attention, Parade Rest, Right and Left Face, About Face, At Ease, Rest, Present Arms and Order Arms.
- (2) Know the three Air Force Core Values and their meanings.
- (3) Know the birthday of the US Air Force – September 18, 1947

- (4) Identify the requirements for each of the following ribbons:
 - a. Attendance Ribbon – No more than four absences in a semester while actively enrolled in AFJROTC
 - b. Good Conduct Ribbon – No adverse discipline or suspensions
 - c. Dress and Appearance Ribbon – Wear uniform on all designated uniform days, conform with all AFJROTC dress and appearance standards, and 90 percent uniform grade average for the semester
- (5) If issued the uniform, have no missed, unexcused uniform wear days, and correctly wear the uniform (no more than 2 major errors per inspection).

C. Cadet Airman First Class.

- (1) Be a Cadet Airman for at least two months (TIG).
- (2) Complete all requirements for the previous rank.
- (3) Correctly execute all the in-place movements and the following marching movements: Forward March, Halt, Right and Left Flank, and To the Rear March.
- (4) Score at least 80% on the uniform test and a score of 80% or better on the Cadet Rank Identification Test.
- (5) Know customs and courtesies with respect to flag and national anthem (Chapter 5)
- (6) Identify the requirements for each of the following ribbons:
 - a. Academic Ribbon – Achieve overall “B” grade point average with “A” in AFJROTC for the semester enrolled. May be earned each semester by active cadets
 - b. Community Service Ribbon – Distinctive performance in a minimum of two community, or AFJROTC service projects each school year. Includes AFJROTC fund raising and parades. Awarded once per school year
 - c. Physical Fitness Ribbon – Successfully pass the physical fitness test. Awarded once per school year and for Leadership School
- (7) If issued the uniform, have no missed, unexcused uniform wear days, and no more than 2 major errors per inspection.

D. Cadet Senior Airman.

- (1) Be a Cadet Airman First Class for two months (TIG).

- (2) Complete all requirements for the previous ranks.
- (3) First time eligible: Maintain an AFJROTC grade of A or B.
- (4) Other than first time eligible: Maintain AFJROTC grade of B or better and minimum of C in all other courses for the term.
- (5) Correctly identify 90 percent of all Cadet Enlisted and Officer Rank Insignia, and 70 percent of Active Air Force Insignia (Chapter). This includes abbreviations and spelling.
- (6) Command a minimum of one cadet in all stationary drill movements:
Parade Rest, Attention, Right Face, Left Face, About Face, Present Arms, Order Arms, Hand Salute, At Ease, At Rest
- (7) Present a three (3) minute briefing on Followership to a flight
- (8) Identify and demonstrate knowledge of requirements for the following ribbons:
 - Longevity Ribbon
 - Service Ribbon
 - Color Guard Ribbon
- (9) Identify historical US military leaders:
 - a. First Secretary of the Air Force – Stuart Symington
 - b. First Chief of Staff of the Air Force – General Carl A. Spaatz
 - c. First Chief Master Sergeant of the Air Force – CMSgt Paul Airey
 - d. First black Air Force 4-star general – General Chappie James
 - e. First man to break the speed of sound in an aircraft – Captain Chuck Yeager
 - f. First Air Force “Ace of Aces” - Captain Edward Rickenbacker
- (10) Have no missed, unexcused uniform wear days, and no more than 2 major errors per inspection.
- (11) Complete at least 8 hours of community service since joining AFJROTC.

E. Cadet Staff Sergeant.

- (1) Be a Cadet Senior Airman for two months (TIG).
- (2) Complete all requirements for the previous ranks.
- (3) First time eligible: Maintain AFJROTC grade of A or B.
- (4) Other than first time eligible: Maintain AFJROTC grade of B or better and minimum of C in all other courses for the term.
- (5) Command flight in 30-Sequence Drill Routine with no more than three missed commands.

- (6) Have no missed, unexcused uniform wear days, and no more than two major errors per inspection.
- (7) Obtain a score of at least 75 percent on the C/SSgt Promotion Fitness Exam (PFE).
- (8) Complete at least 12 hours of community service since joining ROTC.
- (9) Participate in at least one-Color Guard in current year.
- (10) Score at least a 90 percent on the Cadet and Active Air Force Rank Insignia exam.

NOTE: First year cadet promotions are capped at Cadet Staff Sergeant

F. Cadet Technical Sergeant.

- (1) Be a Cadet Staff Sergeant for at least two months (TIG).
- (2) Complete all requirements for the previous ranks.
- (3) First time eligible: Prior semester AFJROTC grade of A or B.
- (4) Other than first time eligible: AFJROTC grade of B and minimum of C in all other courses.
- (5) Command flight in 30-Sequence Drill Routine with no more than two missed commands.
- (6) Have no missed, unexcused uniform wear days, and no more than one major error per inspection.
- (7) Obtain a score of at least 80 percent on the C/TSgt PFE.
- (8) Complete at least 20 hours of community service since joining ROTC.
- (9) Participate in at least two Color Guards in current year.

G. Cadet Master Sergeant.

- (1) Be a Cadet Technical Sergeant for at least two months (TIG).
- (2) First time eligible: Prior semester AFJROTC grade of A or B.
- (3) Other than first time eligible: AFJROTC grade of B and minimum of C in all other courses.
- (4) Command flight in 30-Sequence Drill Routine with no more than two missed commands.
- (5) Have no missed, unexcused uniform wear days, and no more than one major error per inspection during the current quarter.

- (6) Obtain a score of at least 85 percent on the C/MSgt PFE
- (7) Complete at least 24 hours of community service since joining ROTC.
- (8) Participate in at least three Color Guards in current year.

H. Cadet Senior Master Sergeant and Chief Master Sergeant.

- (1) Be a Cadet Master Sergeant or Senior Master Sergeant for at least two months (TIG).
- (2) First time eligible: Prior semester AFJROTC grade of A.
- (3) Other than first time eligible: AFJROTC grade of B and minimum of C in all other courses.
- (4) Command flight in 30-Sequence Drill Routine with no missed commands.
- (5) Have no missed, unexcused uniform wear days, and no major errors on inspections.
- (6) Obtain a score of at least 90 percent on the Senior NCO PFE
- (7) Complete at least 30 hours of community service since joining ROTC.
- (8) Be the primary OPR for a flight-level or higher special project (e.g. Special Olympics, fundraiser, food-drive, etc).

3. STRIPES FOR EXCEPTIONAL PERFORMERS (STEP)

Any cadet, at the SASI's discretion, can be promoted through the Stripes for Exceptional Performers Program. The criteria used for selection is not based on the standard cadet promotion system. The promotions through this program are based solely on the SASI observance of exceptional performance by a cadet. This performance is not a onetime event, but a consistent display of the core values, diligence and hard work focused on supporting or improving the unit.

A. Over the course of an academic year, the SASI may promote up to 5% of the current cadet corps through this program.

B. STEP promotions are not asked for by a cadet seeking to be promoted. However, a cadet officer or the First Sergeant may recommend a particular cadet to the SASI for a STEP promotion.

C. STEP promotions usually coincide with the traditional promotion cycle.

CHAPTER ELEVEN

UNIFORM WEAR

1. GENERAL.

The uniform worn by the cadet is the same uniform worn by the United States Air Force except for the insignia. Each cadet must take care to wear the uniform properly and avoid bringing disgrace or discredit to the uniform. The uniform is the symbol of a proud and honorable service -- wear the uniform with pride! Conduct while in uniform and in civilian attire must reflect a positive attitude towards the AFJROTC program, Hamilton County High, and your fellow cadets.

2. UNIFORM WEAR DAY.

One day each week (normally Wednesday) is designated as "Uniform Wear Day." Uniform wear day (UWD) provides practical experience in military grooming, behavior, and appearance standards. Each cadet must meet the standards for uniform wear and grooming each week to receive a passing grade in AFJROTC. On UWD cadets are required to wear the uniform and are evaluated and graded on uniform wear requirements and grooming standards. Cadets absent or not in uniform on UWD are expected to wear the uniform the next school day. Cadets who are not in uniform on UWD must have a valid written excuse from their parent/guardian to avoid receiving a uniform wear grade of 0. The SASI will determine the validity of all excuses. Verbal excuses are never acceptable. Cadets who fail to wear the uniform on designated UWD may wear the uniform on the following day, but will receive no higher than a 75. Cadets who fail to meet these requirements will receive a failing grade for the term regardless of academic average and possible removal from the program.

3. WEAR PROCEDURES.

On UWD the uniform must be worn from home to school, all day at school, and back home again to receive credit for wear. Cadets changing out of uniform without permission of the SASI or the ASI will receive a grade of zero for the week and will not receive uniform wear credit until it is made up. If a cadet must change out of uniform (except for participation in physical education activities) permission must be received in advance from the SASI or ASI. Cadets may change into appropriate clothing for after-school extracurricular activities (e.g. sports, clubs) and do not have to change back into uniform before going home. Cadets attending before-school activities where wear of the uniform is inappropriate will change into the uniform before 1st block begins. Cadets who consistently fail to meet appropriate uniform and grooming standards will not be permitted to participate in out of classroom activities (Military Ball, Dining Out, field trips, color guards, field days, etc.).

4. MALE CADET UNIFORM REQUIREMENTS.

Cadets must wear appropriate undergarments, including a white V-neck T-shirt when wearing a uniform without a tie. A white crew-neck T-shirt may be worn under the uniform shirt when the tie is worn. Athletic or "tank" style undershirts are not permitted. General guidance for wear of uniform items:

A. Flight Cap. 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

eyebrows in front. When not worn, tuck under the belt on either side between the 1st and 2nd belt loops; cap will not fold over the belt.

Note: Cadets are required to wear flight caps anytime they are outside of the high school buildings. This includes the courtyard, all parking lots, all sport fields and under the patios when waiting for the school busses or transportation pick up areas, and while off campus on a school field trip. Students will not wear flight caps inside a building or when riding on a bus.

B. Belt. The belt is adjusted to length so that only the belt's silver tip shows past the end of the buckle. Do not cut the belt unless told to do so by the ASI.

C. Shoes. Shoes will be laced and highly polished. Only authorized black shoes are worn.

D. Socks. Socks must be black. No other color is authorized. Ankle length socks are not permitted.

E. Shirt. The shirt will be clean and wrinkle free. The short sleeve shirt is machine washable. Special attention should be given to the shirt collar when laundering. The shirt is buttoned all the way down the front with the shirt tucked inside the trousers. The only creases on the shirt are down the sleeves. Pockets must be buttoned. Pens and pencils may be carried in the shirt pocket if they do not show or interfere with the flap being buttoned and laying flat against the chest. Bulky items, such as eyeglasses, will not be placed in the pockets. The short sleeve shirt is normally worn with an open collar and a white, V-neck undershirt. The necktie may be worn with the short sleeve shirt. Refer to Attachment 5 for insignia placement.

F. Trousers. The trousers will be dry cleaned when necessary. **DO NOT WASH!** Washing will ruin the trousers and you will be responsible for buying a new pair. The trousers are worn on the hips not below the hips exposing underclothes. The bottom of the trouser legs will touch the shoes in such a manner to slightly break the crease. Cuffs are not worn on the military uniform trousers. The trousers length will be adjusted to fit, but the excess material (up to 3 inches) will not be cut off. The rear pocket is buttoned at all times; lost buttons will be replaced as soon as possible.

G. Service Coat. The service coat requires the same laundry care as the trousers. **DO NOT WASH!** The outside pockets are decorative only and are not used for carrying items. The inside pockets may be used to carry small, flat objects. The service coat may be removed in the classroom when it becomes uncomfortably warm. It will never be removed or unbuttoned while in the school hallways. When the coat is removed in the classroom, it is carefully draped over the chair back - the necktie will not be removed or loosened. If the service coat is removed, the cadet name tag and rank insignia will be on the shirt. See the ASI right away if coat buttons become loose or come off. Refer to Attachment 5 for insignia placement.

H. Tie. The tie is worn with the short-sleeve or long-sleeve blue shirt (long-sleeve shirts may be purchased from a local Army/Navy-type store at the Cadet's expense). The tie is tied in the four-in-hand, 1/2 Windsor, or full Windsor style. The tie is required whenever the service coat or the long-sleeve shirt is worn.

I. Lightweight Jacket. The jacket and liner are a set; do not lose the liner or you will have to pay for a new jacket. Keep the jacket zipped at least halfway at all times. **DO NOT WASH!** Refer to Attachment 6 for insignia placement.

5. FEMALE CADET UNIFORM REQUIREMENTS.

Female cadets will wear appropriate undergarments, including a white V-neck T-shirt, to present a conservative, feminine appearance. Undergarments will not be exposed to view. General guidance for wear of uniform items is as follows.

A. Flight Cap. Worn in the same manner as male cadets; hairstyle must not interfere with proper wear of the cap.

B. Slacks. See male cadet guidelines.

C. Shoes. Black, plain toe oxford shoes, or black pumps with heels up to 2½ inches may be worn. Shoes will be fully laced. Shoes and pumps will be highly polished. Black socks or hose will be worn with shoes; hose will be worn with pumps. (See G below)

D. Service Coat. See male cadet guidelines, paragraph 4G. Refer to Attachment 5 for insignia placement.

E. Blouse: See male cadet guidelines, paragraph 4E. Refer to Attachment 5 for insignia placement.

E. Lightweight Jacket. See male guidelines, paragraph 4I. Refer to Attachment 5 for insignia placement.

F. Tie Tab. The tie tab is worn with the short-sleeve or long-sleeve blouse (long sleeve blouses may be purchased at the cadet's expense) and is required when the service coat or the long-sleeve shirt is worn.

G. Hose. Nylon hose (non-patterned), in neutral, flesh, dark brown, black or dark blue shades may be worn that complement the uniform and the Airman's skin tone.

6. UNIFORM WEAR RULES

A. Each UWD, wear the correct uniform combination as directed by the instructors.

B. Do not mix uniform items and only wear uniform items you've been issued. Civilian attire, including jackets, baseball caps, etc., will not be worn with the uniform.

C. Always wear your flight cap when you are outdoors (except for authorized "no hat areas.")

D. Place insignia on the uniform properly and only wear AFJROTC authorized insignia.

E. Keep your hands out of your pockets. All pockets with buttons will be kept buttoned.

NOTE: Hands may be placed in the pockets of the lightweight jacket for warmth when outdoors and not in formation.

F. Your "GIG" line is the line formed by the shirt, the edge of the belt buckle, and the fly on your slacks/trousers. The gig line should always make a straight line.

G. Trim off loose strings and frayed seams on the uniform. Fingernail clippers work well.

H. Keep shirttail and the sides of the shirt tucked in without excessive blousing.

I. Keep shoes highly polished. Heels and sole edges should be kept clean of dirt and scuffs.

J. Men **WILL NOT** wear earrings when in uniform. Women may wear a single small (6mm), conservative, diamond, gold, white pearl, or silver pierced, or clip earring in each ear. The earrings in the two ears must match. Earrings must be stud type – dangling earrings are not permitted. Earrings should fit snugly without extending below the earlobe. Earrings may not be worn in any part of the ear except the earlobe. No other exposed body piercings are permitted while in uniform. Remove them, or cover them with a flesh-colored Band-Aid type bandage or clear post. Coverage of piercings must be done for the entire day while in uniform, not just within the AFJROTC building. Failure to comply with piercing standards will result in removal from the program.

K. A maximum of three rings (on both hands combined) may be worn. Thumb rings are not permitted.

L. A single bracelet on each wrist is permitted. Bracelets must be conservative, no wider than ½ inch, and fit closely to the wrist. Ankle bracelets are not permitted. Bracelets promoting a cause (other than POW/MIA) are not permitted. Medical alert bracelets are permitted. A single, conservative wristwatch may be worn on one wrist or the other in addition to a bracelet.

M. Necklaces will be completely concealed under the collar or undershirt.

N. When wearing the lightweight jacket, keep it zipped up at least halfway.

O. Handheld electronic devices consist of small electronic equipment such as cellular telephones (personal or official), MP3 or similar players, radios or hands-free devices (e.g. Bluetooth). One handheld electronic device may be attached to a belt/waistband on either side, clipped to a purse, or carried in the left hand. Wear and/or use of an earpiece, any Bluetooth technology or headphones, while in uniform, indoors or outdoors, is prohibited. While walking in uniform, use of personal electronic media devices, including ear pieces, speaker phones, or text messaging is limited to emergencies or when official notifications are necessary. Military customs and courtesies take precedence.

P. Umbrellas will be plain, solid colored black and carried in the left hand.

Q. Recommendations to Prevent Paying for Uniforms/Other Issued Items. To prevent having to pay for uniforms/items, it is strongly advised you:

- Bathe regularly. Leave the ring in your bathtub, not your shirt collar.
- Do not wash the pants and/or coats in a washing machine. They are dry clean only!
- Do not alter any uniform item without permission from an AFJROTC instructor.
- Do not leave items unattended or unsecured.
- Do not lend items to other cadets or anyone else.
- Do not allow others to turn in accountable items for you.
- Do not carry flight caps with books; but properly tuck them under the belt on the left side with the insignia facing forward.

- Use a piece of masking tape to place your name inside your hat, service dress coat and light weight jacket.
- Turn in any lost-and-found uniform items to an AFJROTC instructor.

R. Uniforms must be kept clean and in good condition during the year. Uniforms must be professionally cleaned and returned with the dry cleaning bag and receipts/tags.

CHAPTER TWELVE

GROOMING STANDARDS

1. GENERAL HAIR STANDARDS (MALE AND FEMALE).

Will be clean, well-groomed, present a professional appearance. Will not contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, and moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural, human hair colors. The hair color must complement the member's complexion and skin tone. Examples of natural human hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. The SASI and ASI are the final authorities for acceptability of cadet hairstyles. Wigs, hairpieces and extensions will meet the same standard required for natural hair and will be of good quality, fit properly, and comply with safety, functionality and professionalism.

2. MALE CADET'S HAIR.

A. Hair must have a tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 1¼ inch in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched design. Men are not authorized hair extensions. See male cadet hair standards at Attachment 6.

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

C. Male cadets may have mustaches; however they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.

D. Beards are not authorized unless for medical reasons, when authorized by the SASI or ASI on the advice of a medical doctor. If SASI or ASI authorizes, members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance.

3. FEMALE CADET'S HAIR.

A. Hair minimum length is one inch, unless approved by the SASI or ASI upon recommendation from a doctor for medical reasons, to a maximum bulk of three inches from scalp. Hair will end above the elbow when bent at a 90° angle along the cadet's side parallel to the ground. When in doubt, assess

correct length of hair with cadet standing in the position of attention. Bangs will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. If worn, hairpins, combs, headbands, elastic bands and barrettes must match the hair color (i.e., blonde, brunette, natural red, black, grey), but hair must still comply with bulk and appearance standards. See female cadet hair standards at Attachment 7.

B. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins). Scrunches are not authorized. While wearing the PTU, long hair will be secured but may have loose ends and may extend below the collar; i.e. ponytails. The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a rooster tail; when hair is in a bun, all loose ends must be tucked in and secured; when hair is in a ponytail, it must be pulled all the way through the elastic band and may hang naturally downward and not extending below the bottom of the collar (except while in the PTU). As with all hairstyles, a neat and professional image is essential.

C. Braids, micro-braids, and cornrows are authorized. However, they must be a natural looking color for human beings similar to the individual's hair color; conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. A braid is three or more portions/strands of interwoven hair. When worn, multiple braids shall be of uniform dimension, small in diameter (approximately $\frac{1}{4}$ inches), show no more than $\frac{1}{4}$ inch of scalp between the braids and must be tightly interwoven to present a neat, professional and well-groomed appearance. Braids must continue to the end of the hair in one direction, in a straight line, and may be worn loose or a secured style within hair standards. Dreadlocks, (defined as long strands of hair that have been twisted closely from the scalp down to the tips; heavy matted coils of hair which form by themselves, eventually fusing together to form a single dread; or unkempt, twisted, matted individual parts of hair), shaved head, flat-tops and military high-and-tight cuts are not authorized hairstyles for female cadets. Hair color highlights, and frosting will not be faddish and will be natural looking hair color for human beings, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey).

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

5. COSMETICS. Male cadets are not authorized to wear cosmetics. Female cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female cadets will not wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors cosmetics will be conservative and in good taste. Lipstick should be a single, non-extreme color, which complements the skin tone and does not detract from the uniform.

6. BODY PIERCING/ORNAMENTATION. While in uniform on or off school campus: with the exception of earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through the uniform). If you have existing ornamentation/piercings, you must remove them or cover them with a flesh-colored Band-Aid type

bandage while wearing the uniform; a clear or flesh colored post is also acceptable. Coverage of piercing must be done for the entire day while in uniform, not just in the AFJROTC classroom. Failure to comply with piercing standards will result in removal from the program. **HIGHLY RECOMMENDED:** Don't get any piercing while in this program.

CHAPTER THIRTEEN

FL-943 COLOR GUARD

1. GENERAL. The Presentation Color Guard Team (CGT) presents the Colors at various school and civic functions during the year – primarily at athletic events such as football games and Special Olympics competitions. The number of members on a CGT is limited to the availability of equipment and the performance space available. Typically, four to five cadets (two to three flags and two rifles) will perform on the team. The Special Teams Commander maintains operational oversight for all facets of the CGT.

2. PROCEDURES. The CGT is open to all cadets and tryouts will be announced in class. There will be at least two tryouts per year (one each semester). The CGT will receive training in the proper procedures for posting and the presentation of the Colors. The CGT is open to every cadet who is motivated, displays a positive attitude, and has the ability and time to participate. Excellence cannot be achieved without personal commitment. Partial commitment degrades team unity. Practice sessions are typically conducted during school hours, and quick rehearsals take place before every event. CGT cadets earn the right to wear the scarlet beret and a distinctive shoulder cord after successfully completing all training.

a. The Color Guard Team Commander is responsible for:

1. Recruiting and organizing the CGT
2. Maintaining a roster of the CGT with contact information (telephone numbers/e-mail)
3. Conducting CGT training (initial and recurring)
4. Inventory and maintenance of all CGT equipment
5. Tracking cadet performances to ensure proper credit is given to participants

3. COLOR GUARD RIBBON. The Color Guard Ribbon is awarded to cadets who complete 5 events in one year. CGT cadets are eligible to wear the ribbon once they have presented the Colors for their 5th time. The ribbon is limited to one award per year. Cadets will add an oak leaf cluster each year after completing 5 events.

CHAPTER FOURTEEN

FL-943 FLAG DETAIL

1. GENERAL. The United States flag is a symbol of our nation's heritage and will be flown with the state flag each school day except during extremely windy or inclement weather. The instructors will determine when the weather is unsuitable to fly the flag. Flag raising, lowering, and folding is part of each cadet's training in customs and courtesies, and should be treated as a serious responsibility. Typically, the flag in front of the school remains raised 24/7 since it is illuminated during darkness. Therefore, the Flag Detail's primary duty is to raise and lower the flag on the flagstaff in the area immediately adjacent to the football field score board. The Special Teams Commander maintains operational oversight for all facets of the Flag Detail.

2. PROCEDURES. The instructors and/or Special Teams Commander will post notification of impending duty opportunities (primarily football games). Cadets of all classes, who have successfully completed flag customs and courtesies training, may volunteer to participate on the Flag Detail, which typically consists of 3 personnel. Cadets on flag raising/lowering duty should report to the AFJROTC building (700) at least 30 minutes prior to the event.

A. Raising the flag. The detail leader will retrieve the flag, form up the detail, and march the detail to whichever flagstaff is being used. Once at the flagstaff, one cadet will untie the halyard and assist the second cadet in attaching the flag to the grommet hooks. Both cadets will then take a step back and wait for the first note of the National Anthem. The detail leader will be centered between the two cadets handling the flag. On the first note of the National Anthem, the halyard cadet will briskly raise the flag to the top of the flagstaff. The detail leader will snap to attention and issue the command, "Present Arms". Following the last note of the National Anthem, the detail leader will issue the command, "Order Arms" and cadets will drop their salutes. The detail leader will then march the detail away from the flagstaff and towards the football stadium exit. Once the detail has left the area, the detail leader will halt the detail and dismiss the cadets.

B. Lowering the flag. The detail leader will form up the detail and march to whichever flagstaff is being used. Once at the flagstaff, one cadet will untie the halyard and prepare to lower the flag. The detail leader will then issue the command "Present Arms". All cadets not actively lowering the flag will execute a salute as the flag is lowered. The flag will be lowered slowly and with respect. Once the flag is within arm's reach, the detail leader will issue the command "Order Arms" and cadets not actively lowering the flag will drop their salute and move forward to assist in folding the flag. Once the flag has been folded, the detail leader will take possession of the flag and then dismiss the detail. The detail leader will return the flag to the AFJROTC building (700) for storage.

Note: Failure to show for a flag duty (unexcused) will result in counseling from the ASI and SASI. Persistent failure to perform assigned duties could result in loss of rank or position.

CHAPTER FIFTEEN

FL-943 HONOR GUARD

1. GENERAL. Honor Guard is a co-curricular activity that allows cadets to more fully participate in the corps and better develop their leadership abilities. The Honor Guard can easily be considered a community service team. They assist with events beyond the limits of the school campus, such as Veteran's Day at Jasper's Veterans Memorial Park. However, the Honor Guard are typically called upon to salute honorees during school team events and functions such as Homecoming and the Miss Hamilton County High School pageant, among other special ceremonies. In Honor Guard, cadets learn proper flag folding procedures and how to do rifle/saber arches. Honor Guard may also be requested to perform escort duties for distinguished visitors to the school. The Honor Guard is a vital component of Air Force Junior ROTC.

2. PURPOSE. The Honor Guard is open to every cadet who is motivated, displays a positive attitude, and has the ability and time to participate. Excellence cannot be achieved without personal commitment. Partial commitment degrades team unity. Practice sessions are typically conducted during school hours, and quick rehearsals take place before every event. The main function of the Honor Guard is to perform honors during high visibility recognition ceremonies such as Homecoming and Baccalaureate. However, there are countless activities, both on campus and throughout the state that cadets in the Honor Guard can participate in. Honor Guard cadets earn the right to wear a distinctive shoulder cord after successfully completing all training. Cadets can also earn promotion points for participating in Honor Guard events.

3. ACTIVITIES RIBBON. Cadets who actively participate in five Honor Guard events receive the Activities Ribbon.

Note: Failure to show for an honors ceremony (unexcused) will result in counseling from the ASI and SASI. Persistent failure to perform assigned duties could result in loss of rank or position.

CHAPTER SIXTEEN

FL-943 DRILL TEAMS

1. GENERAL. Drill teams develop self-confidence, teamwork, skill, and esprit-de-corps in the unit. Drill teams may be flight, element, or Color Guard. Drill teams may incorporate the use of weapons (i.e. rifles or sabers). The ASI is the coach for all drill teams.

2. PROCEDURES. Each drill team may consist of flights with twelve or more cadets and elements with six to eleven cadets. Color Guard teams will consist of a minimum of four members. Teams are open to every cadet who has a positive attitude, ability, and time to participate. Cadets may participate on more than one team. Excellence cannot be achieved without personal commitment. Partial commitment degrades team unity. Practices may be held after school, or at other times as announced by the coach.

A. Removal from Drill Teams. Any cadet who consistently fails to follow instructions, is consistently tardy or absent from practice sessions, or who misses scheduled demonstrations or competitions without a valid excuse will be removed from the team. Cadets missing two practice sessions will be suspended from marching in the next demonstration/competition.

B. Academic Standards. Drill team members must maintain a B average in AFJROTC, and be passing all other classes. Members not in compliance with this requirement will be suspended or removed from the team.

C. Participation in Competitions. Even though a cadet practices with the team and is a member of the team, does not imply that each team member will participate in all competitions.

D. Absences. Cadets who know they will miss practice must provide written notice to the Drill Team Commander at least 24 hours in advance of the absence. Cadets are encouraged to schedule routine medical appointments, hairdresser appointments, etc., so that they do not conflict with drill team practices. Absences that have not been coordinated in advance through the Drill Team Commander to the ASI are not acceptable. The ASI is the arbiter and has final say regarding the validity of all excuses.

3. DRILL COMPETITIONS.

A. Practice. The drill team normally practices after school until 4:15PM. The week of a scheduled competition, drill team practice is conducted Monday-Thursday. Team members missing a practice may become ineligible to perform in the competition. Cadets on the team may either have their parents or guardians pick them up, or request use of the HCHS Activity Bus to transport them home following weekday practices.

B. Competition Transportation. All competitions take place on Saturdays, and travel is normally by school activity vehicles. Departure time may be as early as 4:45 (0445) with uncertain return times to campus. Cadets will have an approximate time of return to campus, but should be prepared to contact their ride by phone when the bus is 30 minutes from arrival back at campus. This will prevent parents from waiting an unnecessarily long time at the campus for the bus to arrive. It also assures the cadets (and ASI) do not have an excessive wait time for cadet's rides to show up.

4. CONTROL OF DRILL WEAPONS/SABERS

A. Storage. Drill weapons and sabers are under the control of the designated Military Property Custodian (MPC), and will be stored in the designated secure weapons storage lockers in the AFJROTC Armory. The locks on the storage cabinets will be controlled by the MPC and alternate MPC. The weapons lockers and armory will be closed and locked when these areas are unattended.

B. Weapons/Saber Issue. Drill weapons and sabers will not be issued to a particular cadet. They will be removed from the armory/weapons lockers only for color guard/drill team practice or scheduled events and will be under the direct control of the MPC or drill team/color guard commander at all times.

(1) Cadets utilizing drill weapons and sabers are responsible for safeguarding them. Any cadet who loses or abuses a weapon or saber, jokes or jests with drill weapons or sabers, or otherwise handles drill weapons in an unsafe and inappropriate manner will face disciplinary action.

(2) Cadets on the drill team are authorized to practice with drill weapons after school provided the drill team commander or color guard commander is with the practicing cadets.

(3) Cadets practicing for a savor event will practice inside the AFJROTC drill area and be under the supervision of the commander for that activity.

C. Transporting Weapons and Sabers. While being transported, drill weapons and sabers will not be openly displayed. For non-school day activities where the weapons and sabers cannot be returned to the weapons storage lockers, the MPC or alternate will retain the drill weapons and sabers in their possession until they can be placed in the cabinet.

(1) The MPC or alternate will provide the best security possible for the drill weapons and sabers.

(2) Drill weapons will not be left in a vehicle except for very short periods.

D. Control Measures. On normal school days, a daily check of the drill weapons and sabers will be conducted. During vacations and extended periods during non-school days, a check of the drill weapons and sabers will be conducted every two weeks.

CHAPTER 17 – CADET AWARDS AND DECORATIONS

1. The Cadet Awards and Decorations Program fosters morale, *esprit de corps*, and recognizes achievements of AFJROTC cadets. The AFJROTC awards program is one which intends to recognize the achievements of deserving cadets. Awards can be earned by cadets who demonstrate scholarship/academic achievement, unusual leadership ability and overall exceptional performance. The guidelines outlined in the AFJROTC Operations Guide will be followed unless additional requirements are listed in this handbook.



AFJROTC AWARDS AND DECORATIONS

1. GENERAL.

AFJROTC cadets may earn a variety of distinctive and coveted medals and ribbons. All awards are based upon demonstrated performance of academic and leadership excellence.

2. WEAR OF RIBBONS AND MEDALS.

AFJROTC ribbons are worn from left to right, top to bottom, from highest to lowest as viewed by the observer. Medals are worn below the ribbons. Medals are only worn on formal occasions (e.g. Dining Out, Military Ball, etc.) or when specified by the SASI.

3. HUMANITARIAN AND NATIONAL AWARDS.

The following awards normally include a medal, ribbon, and certificate and are considered National Awards. Cadets are nominated for these awards by the SASI. See the Ribbon Chart for order of precedence.

HUMANITARIAN AWARDS

Valor Award (Gold) (All Cadets) Voluntary act of bravery and self-sacrifice involving conspicuous risk of life beyond call of duty.

Valor Award (Silver) (All Cadets) Voluntary act of heroism that does not involve risk of life.

Cadet Humanitarian Award (All Cadets) Humanitarian act above and beyond the call of duty. Not to be used to recognize community service.

NATIONAL LEVEL AFJROTC AWARDS

Air Force Association Award (AS-III) Excel in position of responsibility. Exhibit positive attitude; exemplary personal appearance, personal attributes, and courtesy; and show growth potential. Be an outstanding cadet and in upper 5% of AS-III. Be in upper 10% of high school class. Be recommended by the SASI for the Outstanding Cadet Ribbon.

Daedalian Award (All Cadets) Be patriotic and want to serve our country. Show leadership potential and a desire to serve in the military. Be in the upper 10% of AS-III. Be in upper 20% of high school class.

American Legion Scholastic Award (AS-III or IV) Be in upper 10% of high school class. Be in upper 25% of AS-III or IV. Demonstrate leadership qualities and participate in student activities.

American Legion General Military Excellence Award (AS-III or IV) Be in the Upper 25% AS-III or IV. Demonstrate outstanding leadership, discipline, character, and citizenship.

Daughters of the American Revolution Award (AS-IV) Be in the upper 25% AS-IV and high school class. Be dependable with good character, disciplined, a strong leader, and committed to the patriotic understanding of the importance of AFJROTC training.

American Veterans Award (AS-I, II, III, or IV) Possess positive attitude, outstanding personal appearance and personal character, and officer potential. Grade of "A" in AFJROTC and academics in good standing in all classes at time of selection and presentation.

Reserve Officers Association Award (ROA) (AS-IV) Have a positive attitude, outstanding personal appearance, character, courtesy, growth potential, and strong ethics. Upper 10% of AS-IV.

Military Order of World Wars Award (AS-I, II, III) Excel in all academics and military training. Actively Participate in AFJROTC extracurricular activities. Want to continue in AFJROTC.

Military Officers Association Award (AS-III) Be a Junior academically in good standing. Exhibit high morals and loyalty to the unit, school and country. Demonstrate exceptional military leadership potential.

Veterans of Foreign Wars Award (AS-III or IV) Show positive attitude towards AFJROTC. Have out-standing military bearing and conduct. Have strong positive character. Be patriotic with leadership potential. Have "B" in AFJROTC and "C" in all other classes. Be active in student activities. Not have previously received this award.

National Sojourners Award (AS-II or III) Be in upper 25% of high school class. Encourage and demonstrate ideals of Americanism. Demonstrate potential for outstanding leadership. Not received previously.

Sons of the American Revolution Award (AS-III) Show high degree of leadership potential, military bearing and excellence in AFJROTC. Top 10% of AS-III. Top 25% of high school class. Not previously received.

Scottish Rite, Southern Jurisdiction (AS-III) High degree of leadership, military bearing, self-discipline, good character and all around excellence. Top 25% of high school class. Not previously received.

Military Order of the Purple Heart Award (AS-III or IV) Show positive attitude towards country and AFJROTC. Outstanding performer in corps leadership position. Be active in the school and community affairs. Have at least a "B" average in all subjects. Not previously received.

Air Force Sergeants Association (AS-III or IV) Be in Top 25% of AS-III or IV. Show outstanding military leadership, discipline, character, and citizenship. Not previously received.

Sons of Union Veterans of the Civil War Award (AS I, I, II, or IV) This award recognizes one deserving cadet annually (may be first, second, third, or fourth year cadet). The recipient must display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability.

Tuskegee Airmen Incorporated Award (AS-I, II, III) 2 cadets Attain a grade of "B" or better in AFJROTC. Be in academic good standing. Actively participate in cadet corps activities. Participate in at least 50% of all unit service projects.

UNIT LEVEL AFJROTC AWARDS

Outstanding Cadet Award (One Cadet each AS-I, II, III, IV) Show high morals and outstanding military potential. Demonstrate positive personal character. Attain academic and military excellence. Awarded once per school year.

Leadership Award (5% of Cadets) Assigned to and excel in a leadership position. Exhibit outstanding performance. Awarded once per school year and to COLS Cadre.

Achievement Award (5% of Cadets) Accomplish significant documented achievement (community/school service, ROTC scholarship, Academy appointment, contest winner, athletic achievement, Valedictorian/Salutatorian, etc.), first place in AFJROTC fundraising. Awarded once per school year.

Superior Performance Award (10% of Cadets) Awarded for having a minimum of 20 Merits at the end of each Semester.

Distinguished Unit Award (Unit) The Distinguished Unit Award indicates unit ranked in the top 20% of the AFJROTC units worldwide.

Aerospace & Technology Honors Camp Ribbon (All Cadets) Successful attendance of Aerospace & Technology Honors Camp.

Top Performer Award (2% of Cadets) SASI nominates to Area Administrator prior to Staff Assistance Visit (SAV). Leadership and job performance in primary duty and specifically in preparation for the SAV. Leadership qualities: involvement and positions held in extracurricular activities. Academic performance: nominee must be in good academic standing in all high school course work. Significant self-improvement. Community involvement. Other accomplishments.

Academic Award (All Cadets) Achieve overall "B" grade point average with "A" in AFJROTC for the quarter enrolled. May be earned each semester by active cadets.

Outstanding Flight Award (All Cadets) Member in good standing of the outstanding flight during the semester and a grade of "C" (77%) or above.

Leadership School Award (All Cadets) Leadership Schools (COLS) graduate. Awarded only once. Add "H" device for completion of Air Force Honors Camp. Add Silver Star for outstanding performance at COLS, limited to 10% of COLS class.

Drill Competition Award (All Cadets) Place in Air Force or Joint drill meet.

Orienteering Competition Ribbon (all cadets) Awarded to team members for "placing" in an orienteering meet.

Co-curricular Activities Leadership Award (All Cadets) Demonstrate exceptional leadership as COLS cadre or project officer for AFJROTC curricular activity (cadet ball, newspaper editor, drill team commander, color guard team, orientation program coordinator, etc.). Awarded once per school year.

Drill Team Ribbon (All Cadets) Participate in at least 75% of all scheduled drill team practices and events. Must be recommended by DT/CC.

Color Guard Ribbon (All Cadets) Participate in at least five scheduled color guard events. Must be recommended by CG/CC.

Sabre Team Ribbon (HCHS does not have a saber team) Awarded for distinguished participation in at least 75% of all scheduled sabre team events.

Community Service (All Cadets) Distinctive performance in a minimum of two community, or AFJROTC service projects each school year. Includes AFJROTC fund raising and parades. Awarded once per school year.

Physical Fitness Ribbon (All Cadets) Successfully pass the physical fitness test. Awarded once per school year and for Leadership School.

Recruiting Ribbon (All Cadets) Enroll at least two quality cadets or serve as member of a Cadet Recruiting team at middle school, high school, or other forum. Recruit an additional cadet to earn a cluster. Awarded once per school year.

Activities Ribbon (All Cadets) For putting the flags up or down for a total of 5 times, or participation in Freshman Camp (as an AS-1).

Attendance Ribbon (All Cadets) No more than four absences in a semester while actively enrolled in AFJROTC.

Good Conduct Ribbon (All Cadets) No adverse discipline reports or suspensions.

Dress and Appearance Ribbon (All Cadets) Wear uniform on all designated uniform days, conform with all AFJROTC dress and appearance standards, and 90% uniform grade average for the semester.

Longevity Ribbon (All Cadets) Successfully complete AFJROTC course requirements.

Precedence of the ribbons appears in Attachment 4 AFJROTC Ribbon Chart. If you are unsure of which ribbon holds precedence, ask one of your instructors for guidance.

CHAPTER 18

30 COMMAND DRILL SEQUENCE

1. Fall in
2. Open Ranks March – *Move to first element for alignment*
3. Ready Front – *Take three steps from first element, left face for “Ready Front”*
4. Close Ranks March
5. Present Arms.....*About Face and Report In*
6. Order Arms – *About Face and issue the command*
7. Parade Rest
8. Flight Attention
9. Left Face
10. About Face
11. Forward March
12. Right Flank March – *Called on the **RIGHT FOOT***
13. Left Flank March – *Called on the **LEFT FOOT***
14. Column Right March – *Called on the **RIGHT FOOT***
15. Forward March
16. To the Rear March – *Called on the **RIGHT FOOT***
17. To the Rear March – *Called on the **RIGHT FOOT***
18. Column Right March – *Called on the **RIGHT FOOT***
19. Forward March
20. Eyes Right – *Called on the **RIGHT FOOT***
21. Ready Front – *Called on the **LEFT FOOT***
22. Column Right March – *Called on the **RIGHT FOOT***
23. Forward March
24. Change Step March – *Called on the **RIGHT FOOT***
25. Column Right March – *Called on the **RIGHT FOOT***
26. Forward March
27. Flight Halt
28. Left Face
29. Right Step March
30. Flight Halt – *Called when feet come together.....About Face and Report Out*

Attachment 1 – Uniform Item Replacement Price List

UNIFORM ITEM	COST		UNIFORM ITEM	COST
Male Service Dress Coat	\$161.07		Female Service Dress Coat	\$148.76
Male Lightweight Jacket	\$96.02		Female Lightweight Jacket	\$90.37
Male Trousers	\$56.40		Female Slacks	\$42.02
Male Short Sleeve Shirt	\$13.92		Female Short Sleeve Shirt	\$12.59
Male Garrison Cap	\$10.61		Female Garrison Cap	\$9.50
Male ABU Trousers	\$41.52		Female ABU Trousers	\$40.26
Male ABU Jacket	\$34.26		Female ABU Jacket	\$32.81
Male ABU Boots	\$105.39		Female ABU Boots	\$104.96
ABU T-Shirt	\$4.56		ABU T-Shirt	\$4.56
ABU Patrol Cap	\$5.89		ABU Patrol Cap	\$5.89
Air Force PT Shirt	\$7.19		Unit PT Shirt	\$27.95
Air Force PT Shorts	\$16.18		Unit PT Shorts	\$17.95
Air Force Sweatshirt	\$8.08		Air Force Nametag	\$2.00
Air Force Sweatpants	\$10.18			

Attachment 2 – AFJROTC Rank Insignia















RANK	ABBREVIATION	INSIGNIA
Cadet Second Lieutenant	C/2 Lt. (O-1)	
Cadet First Lieutenant	C/1 Lt. (O-2)	
Cadet Captain	C/Capt. (O-3)	
Cadet Major	C/Maj. (O-4)	
Cadet Lieutenant Colonel	C/Lt. Col. (O-5)	
Cadet Colonel	C/Col. (O-6)	

Figure 2a – Cadet Officer Rank Insignia

Figure 2b – Enlisted Rank Insignia

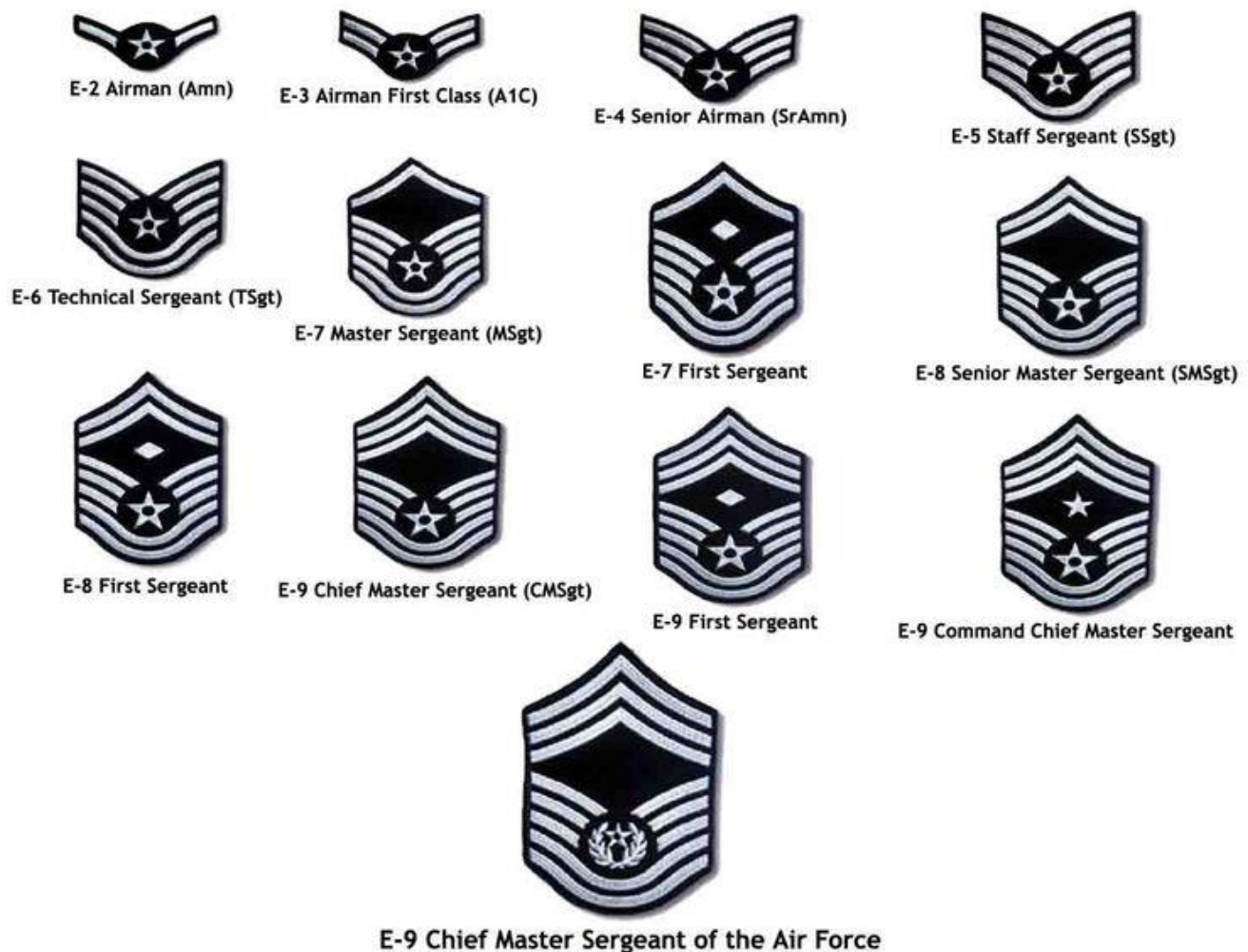
RANK	ABBREVIATION	INSIGNIA
Cadet Airman Basic	C/AB (E-1)	NONE
Cadet Airman	C/AMN (E-2)	
Cadet Airman First Class	C/A1C (E-3)	
Cadet Senior Airman	C/SrA (E-4)	
Cadet Staff Sergeant	C/SSgt (E-5)	
Cadet Technical Sergeant	C/TSgt (E-6)	
Cadet Master Sergeant	C/MSgt (E-7)	
Cadet Senior Master Sergeant	C/SMSgt (E-8)	
Cadet Chief Master Sergeant	C/CMSgt (E-9)	

Attachment 3 – Air Force Officer and Enlisted Rank

Figure 3a – Officer Rank



Figure 3b – Enlisted Rank



Attachment 4 – AFJROTC Ribbon Chart



AFJROTC Gold
Valor Award



AFJROTC Silver
Valor Award



Cadet Humanitarian
Award



Community Service
with Excellence Award



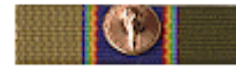
Air Force Association
Award



Daedalian Award



American Legion
Scholastic Award



American Legion General
Military Excellence Award



Daughters of the American
Revolution Award



American Veterans
Award



Reserve Officers
Association Award



The Military Order of
World Wars Medal



Military Officers
Association Award



Veterans of Foreign
Wars Award



National Sojourners
Award



Sons of the American
Revolution Award



Scottish Rite, Southern
Jurisdiction Award



Military Order of the
Purple Heart



Air Force Sergeant
Association



Sons of Union Veterans
of the Civil War



Tuskegee Airmen Inc.
AFJROTC Cadet



The Retired Enlisted
Association Award



The Outstanding
Cadet Ribbon



Leadership Ribbon



Achievement Ribbon



Superior Performance
Ribbon



Distinguished Unit
Award



Aerospace & Technology
Honors Camp Ribbon



Top Performer Award



Academic Ribbon



Outstanding Flight
Ribbon



Leadership School
Ribbon



Drill Competition
Ribbon



Orienteering Competition
Ribbon



Cocurricular Activities
Leadership Ribbon



Drill Team Ribbon



Color Guard Ribbon



Sabre Team Ribbon



Service Ribbon



Extreme Excellence
Challenge Ribbon



Recruiting Ribbon



Activities Ribbon



Attendance Ribbon



Good Conduct Ribbon



Dress & Appearance
Ribbon



Longevity Ribbon



Gen Carl Spaatz
Award (CAP)



Gen Ira C. Eaker
Award (CAP)



Amelia Earhart
Award (CAP)



Gen Billy Mitchell
Award (CAP)



Gen J.F. Curry
Achievement Award

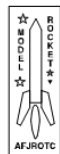
Attachment 5 – Uniform Wear Guide

The following figures display various uniform items, uniform combinations, and the proper placement of items, such as rank, nametags, and ribbons on the Air Force Junior ROTC uniform.

Failure to wear the uniform items properly will result in points taken off uniform inspection grade.

Figure 5a – Cadet Badges

AIR FORCE JUNIOR ROTC BADGES

LAPEL INSIGNIA
(METAL)OFFICERS
FLIGHT CAP
AND BERET
INSIGNIAFLIGHT CAP
AND BERET
INSIGNIASERVICE CAP
INSIGNIAOFFICERS
SERVICE CAP
INSIGNIAGROUND SCHOOL
BADGEFLIGHT SOLO
BADGEFLIGHT CERTIFICATE
BADGEMODEL ROCKETRY
BADGEAWARENESS
PRESENTATION
TEAM BADGEDISTINGUISHED
AFJROTC
BADGEACADEMY OF
MODEL AERONAUTICS
SILVER WINGSKITTY HAWK
AIR SOCIETY
BADGE

AEF BADGE



SHOULDER TABS

Figure 5b – Cadet Flight Caps

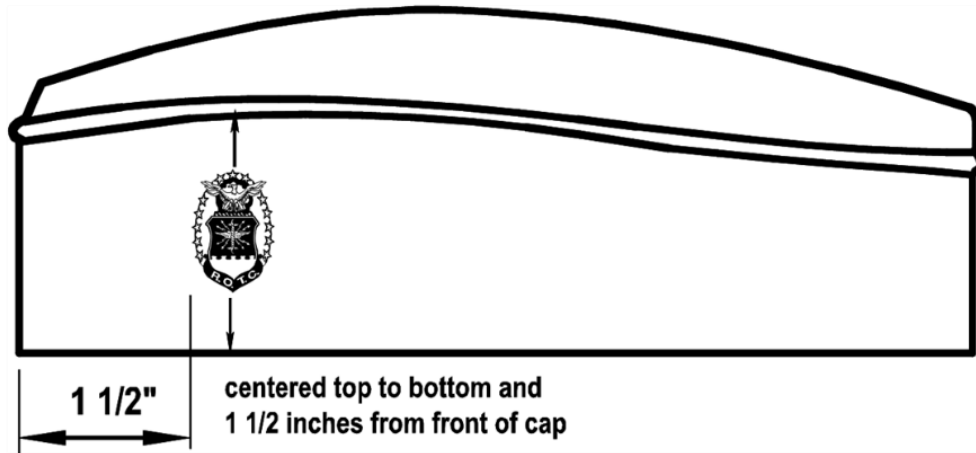
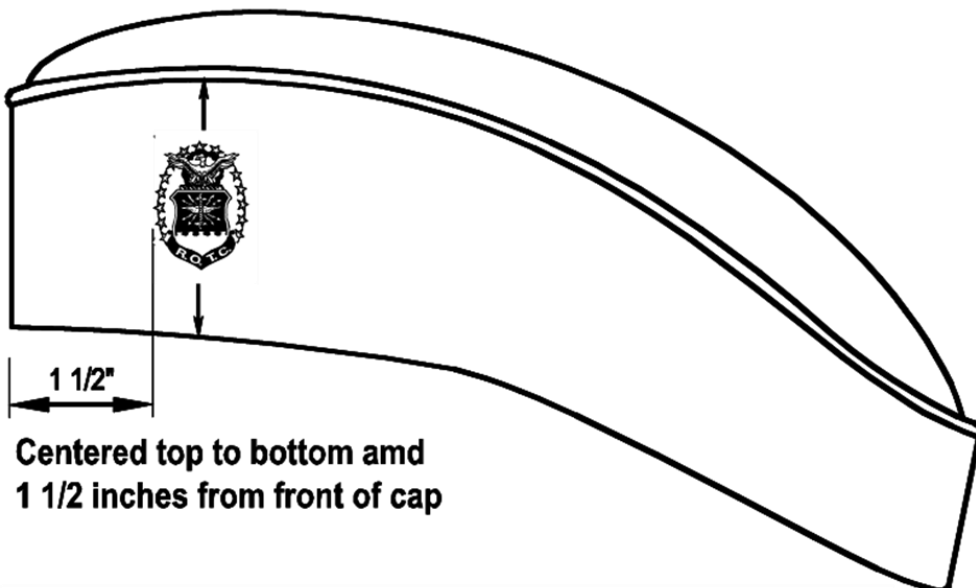
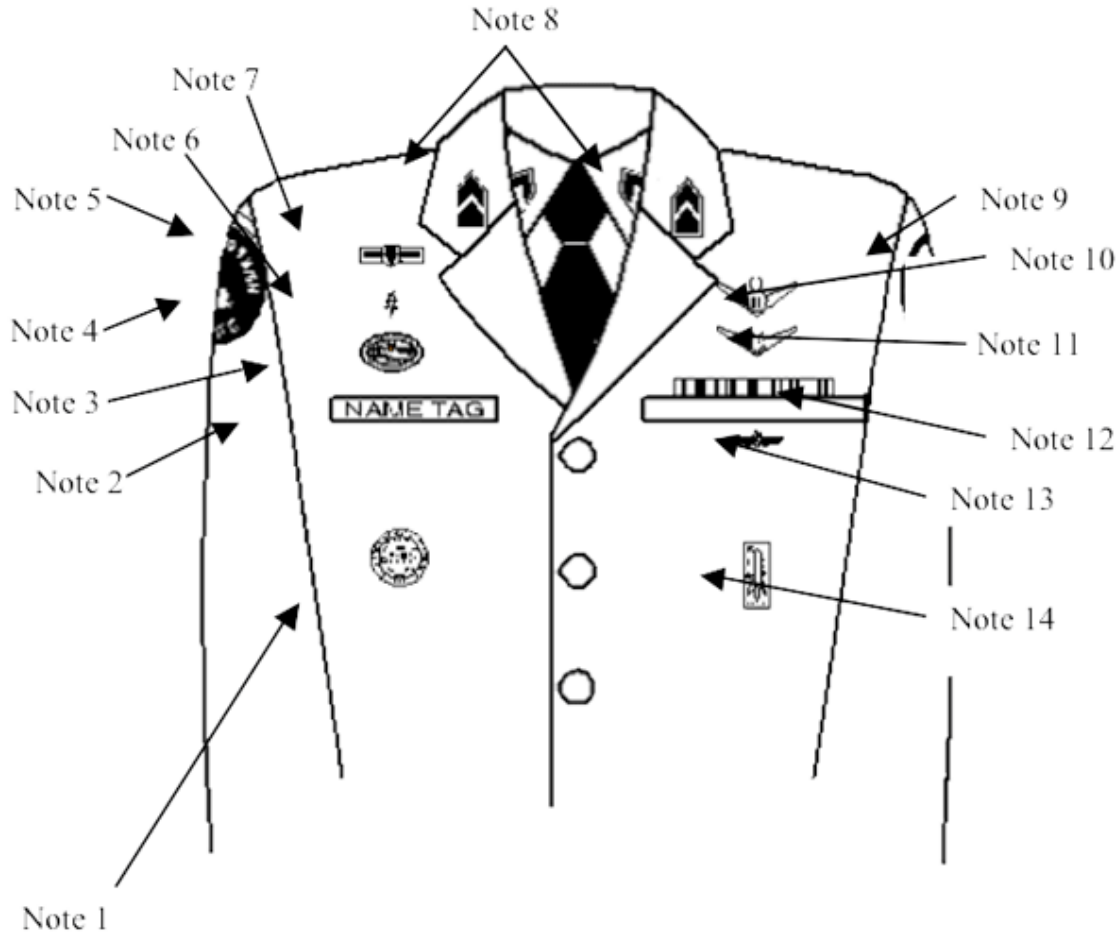
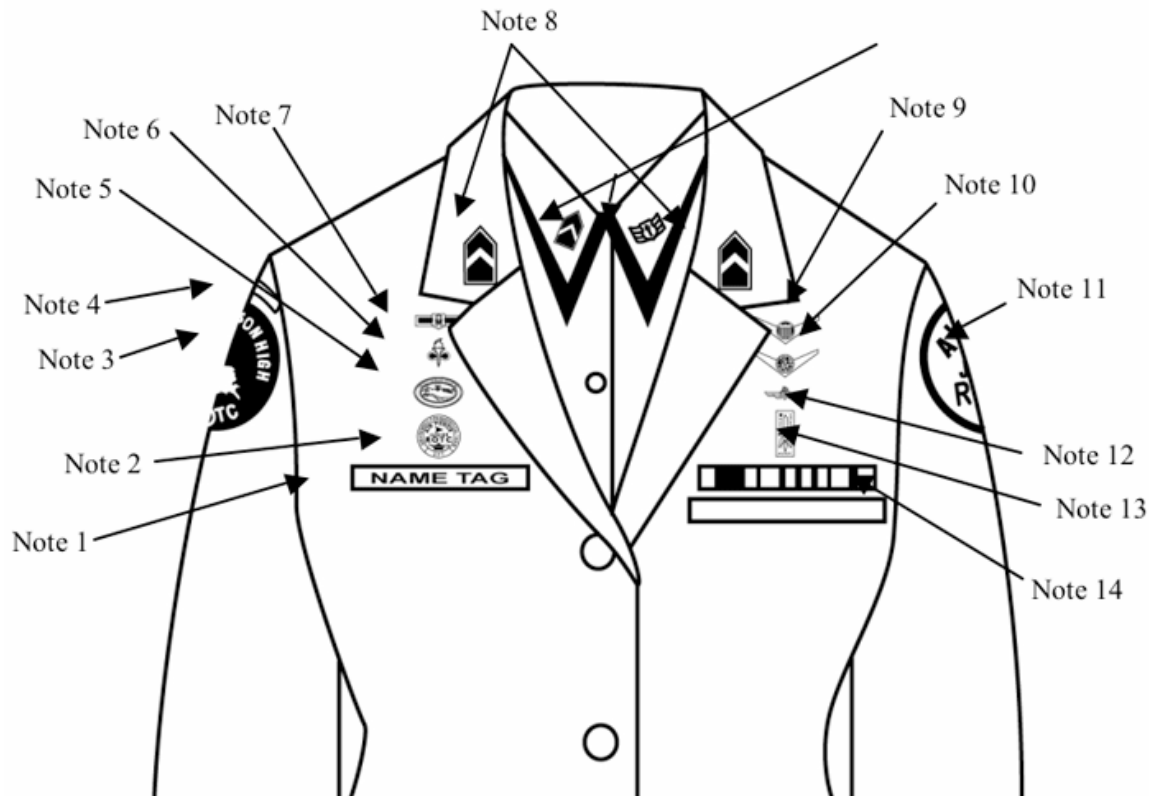
CADET FLIGHT CAPS**MALES****FEMALES**

Figure 5c – Cadet Male Service Coat



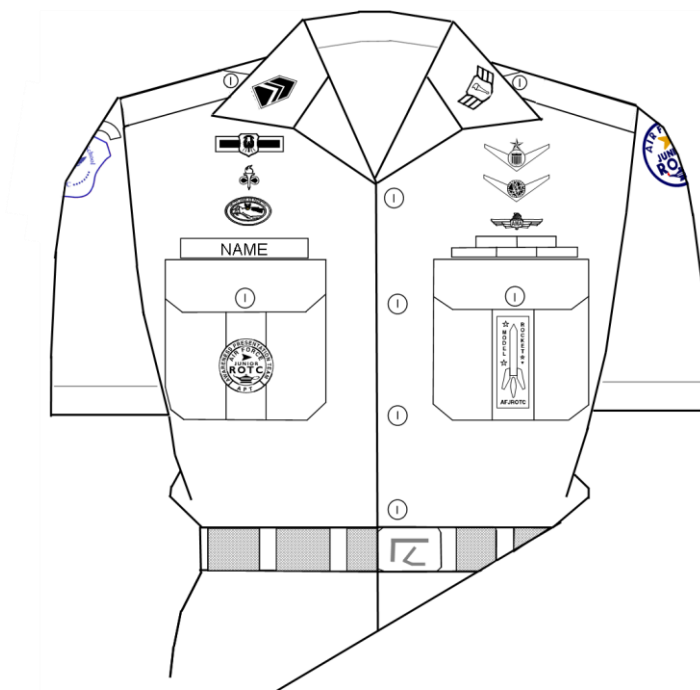
1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
5. 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. Rank insignia (officer or enlisted) worn on both lapels. Airman Basic do not wear rank insignia. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
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 or some.
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.

Figure 5d – Cadet Female Service Coat



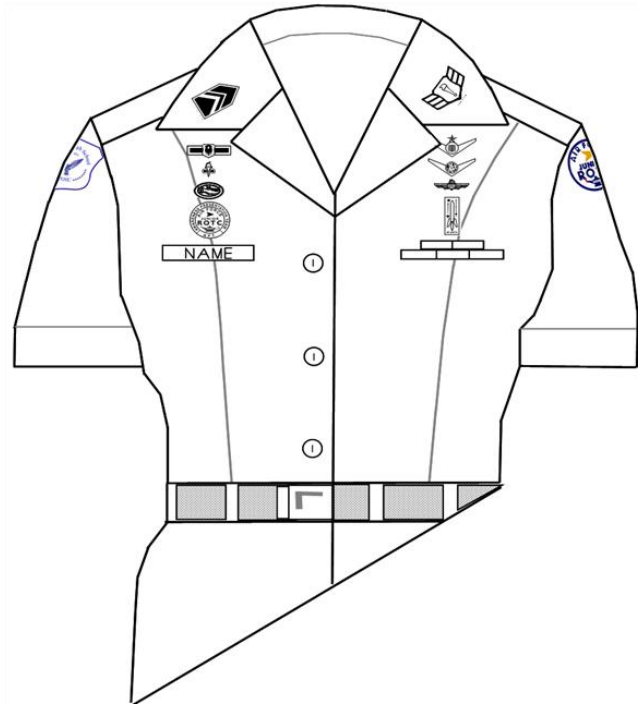
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder 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. Rank insignia (officer or enlisted) worn on both lapels. Airman Basic do not wear rank insignia. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Flight Solo or Flight Certificate Badge: see note 15.
10. Ground School Badge: see note 15.
11. AFJROTC Patch: center ½ 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 or some.
15. First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.

Figure 5e – Cadet Male Short Sleeve Shirt



1. **RIGHT SIDE:** Nametag is worn on, but not over, the top edge of the pocket and centered. Badges are worn centered $\frac{1}{2}$ inch above the nametag in the following order: the KHAS badge, AEF badge, and the Distinguished Cadet badge. Separate each badge by $\frac{1}{2}$ inch. Wear the APT badge centered on the pocket
2. **LEFT SIDE:** Ribbons are worn on, but not over, the top edge of the pocket and centered. Badges are worn centered $\frac{1}{2}$ inch above the ribbons in the following order: AMA wings, Ground School badge, and Flight Solo or Flight Certificate badge. Separate each badge by $\frac{1}{2}$ inch. Wear the model rocketry badge centered on the pocket.
3. **RANK:** Wear miniature rank on each collar, centered top to bottom and side to side. Align top point of officer insignia and bottom point of enlisted insignia with point of collar.
Officers may wear cloth shoulder rank insignia on each epaulet as close to the shoulder seam as possible.
4. **AFJROTC PATCH:** Worn on the left sleeve $\frac{1}{2}$ to 1 inch below the shoulder seam and centered.
5. **GIG LINE:** The gig line is made up of the edge of the belt buckle, open edge of the shirt, and the open edge of the fly of the trousers, all three must be aligned at all times.

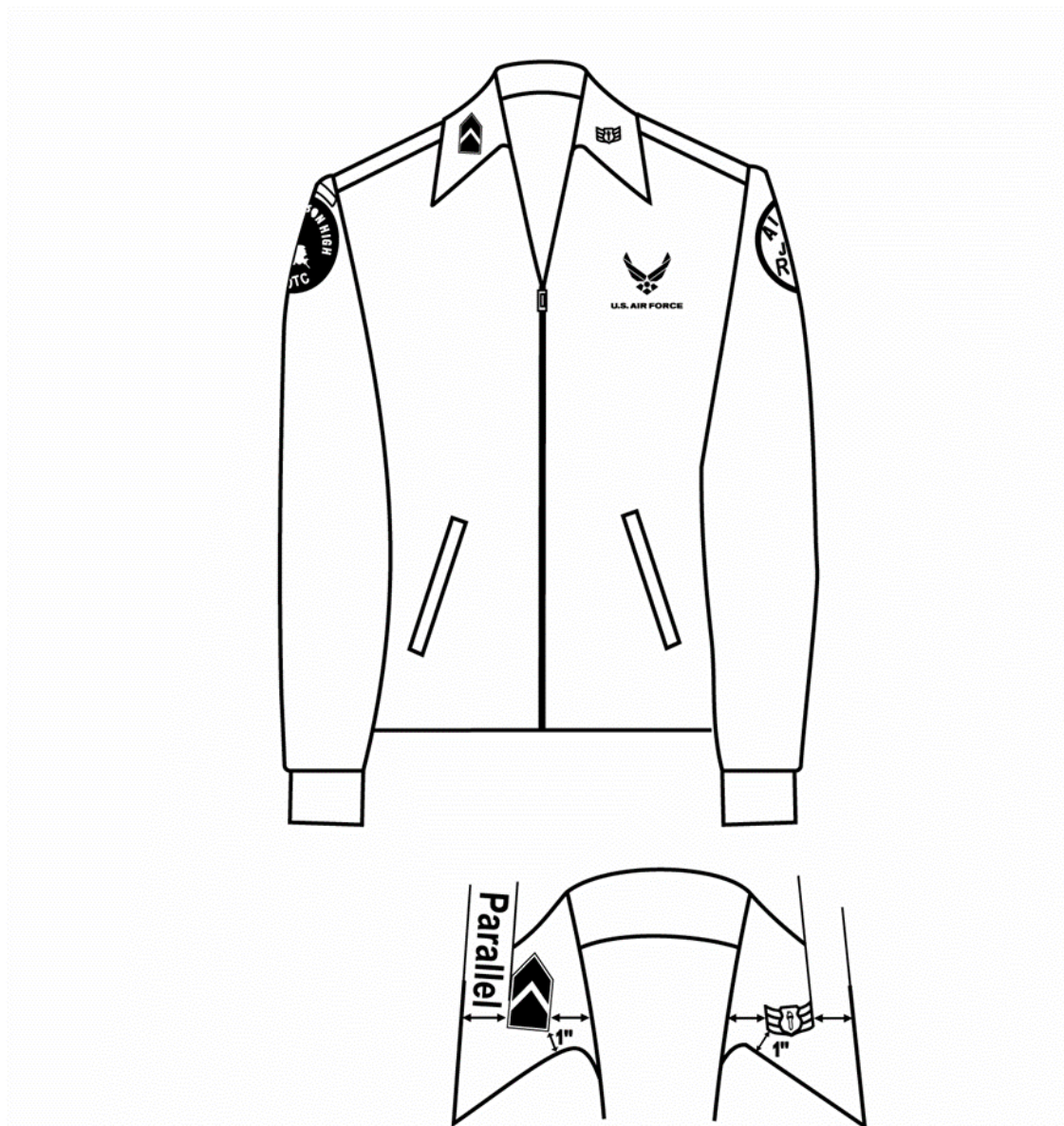
Figure 5f – Cadet Female Short Sleeve Shirt



1. **RIGHT SIDE:** Nametag is worn even with to 1 ½ inches higher or lower than the first exposed button and centered between the arm seam and the button. Badges are worn centered ½ inch above the nametag in the following order: the APT badge, KHAS badge, AFE badge, and the Distinguished Cadet badge.
2. **LEFT SIDE:** Ribbons are worn even with to 1 ½ inches higher or lower than the first exposed button. Align the bottom of the ribbons with the bottom of the nametag. Badges are worn centered, ½ inch and above the ribbons in the following order : Model Rocketry Badge, AMA Squadrons, Ground School Squadrons and Flight Solo or Flight Certificate badge. When not wearing ribbons, center the badge parallel to the nametag. Separate each additional badge by ½ inch.
3. **RANK:** Wear miniature rank on each collar, centered top to bottom and side to side. Align top point of officer insignia and bottom point of enlisted insignia with point of collar. Officers may wear cloth shoulder rank insignia on each epaulet as close to the shoulder seam as possible.
4. **AFJROTC PATCH:** Worn on the left sleeve ½ to 1 inch below the shoulder seam and centered.
5. **GIG LINE:** The gig line is made up of the edge of the belt buckle, open edge of the shirt, and the open edge of the fly of the slacks; all three must be aligned at all times.

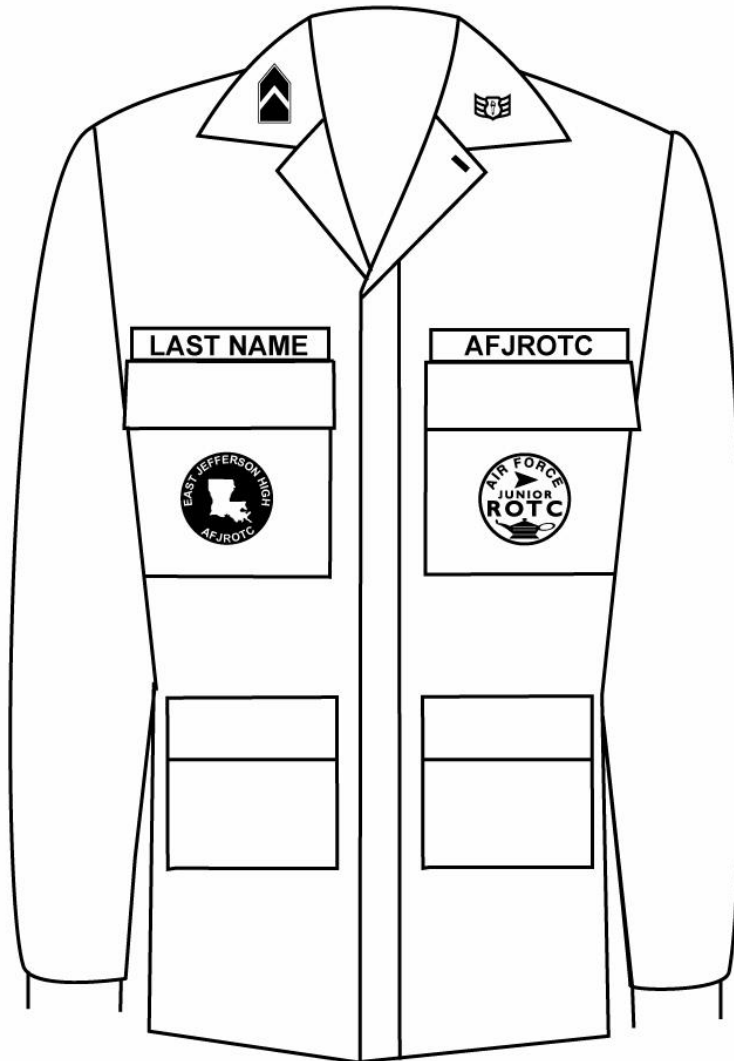
Figure 5g – Cadet Lightweight Blue Jacket

CADET LIGHTWEIGHT BLUE JACKET

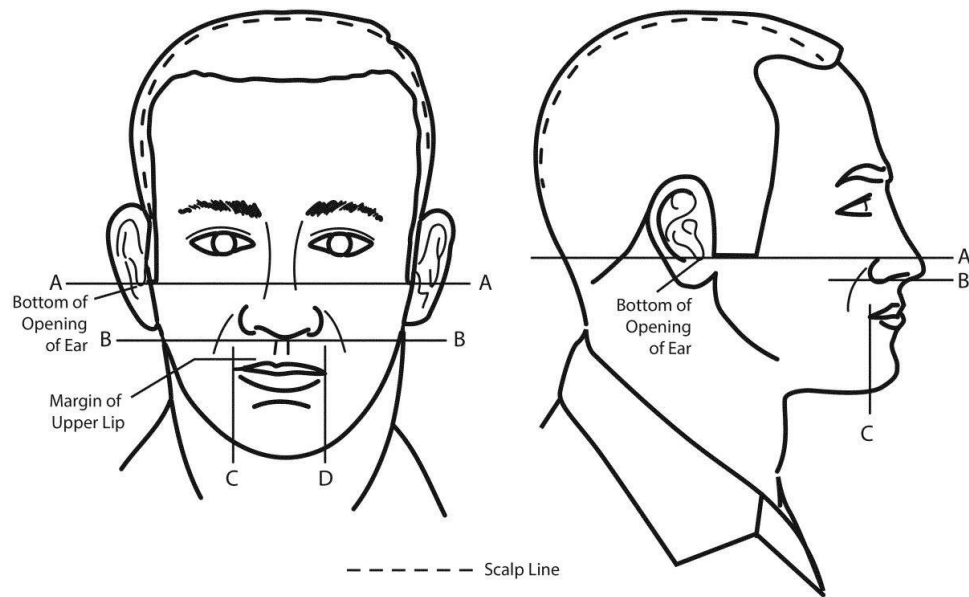


1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 inch from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
3. Unit patch on right sleeve ½ to 1 inch below shoulder seam and centered.
4. Rank insignia (officer and enlisted) is worn on both left and right collar. Airman Basic has no collar insignia.
5. 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.
6. AFJROTC patch on left sleeve ½ to 1 inch below shoulder seam and centered.
7. Jacket will be closed to at least the halfway point.
8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

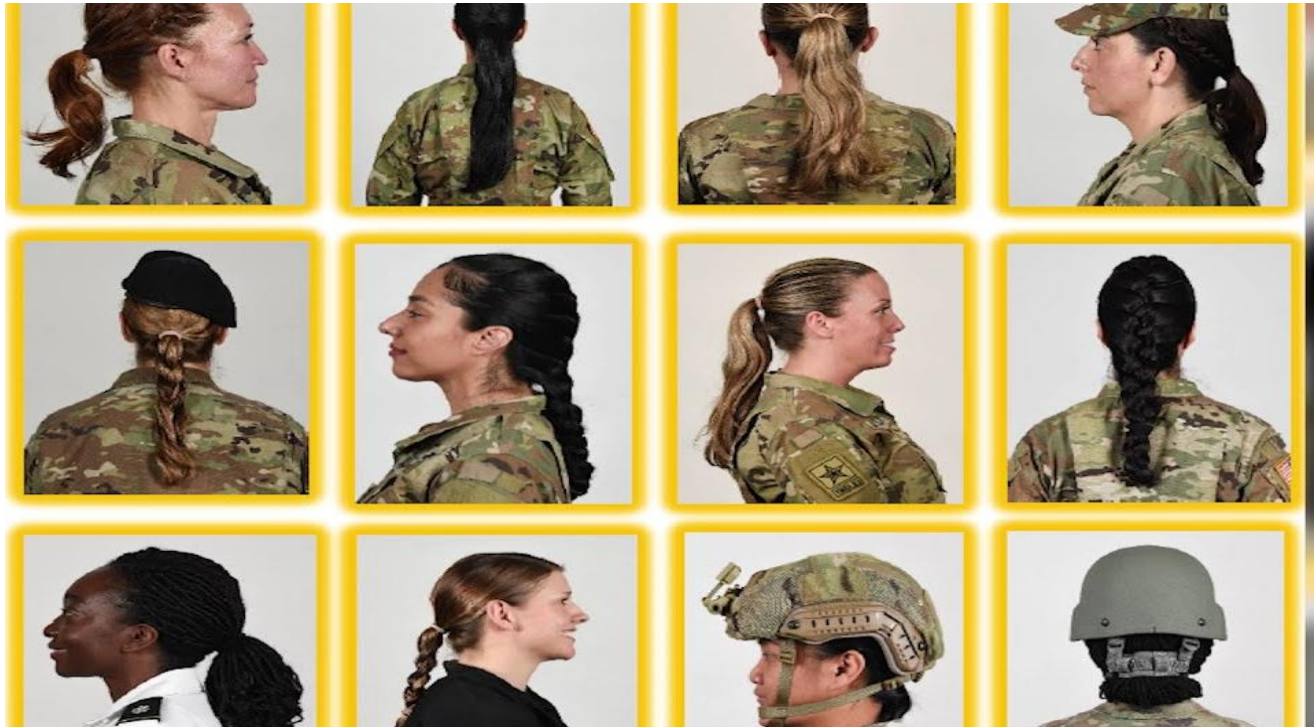
Figure 5h – Cadet Airman Battle Uniform (ABU)

**CADET BATTLE DRESS UNIFORM (BDU)
Male and Female**

1. Nametape and AFJROTC grounded and centered on pockets
2. Unit patch worn on right pocket and centered
3. AFJROTC patch worn on left pocket and centered
4. Officer/enlisted rank worn on both left and right collars, centered on collar and parallel with bottom of collar

Attachment 6 – Male Cadet Hair Standards

Attachment 7 – Female Cadet Hair Standards



AIR FORCE WOMEN ARE ABLE TO WEAR THEIR HAIR IN UP TO TWO BRAIDS OR A SINGLE PONYTAIL WITH BULK NOT EXCEEDING THE WIDTH OF THE HEAD AND LENGTH NOT EXTENDING BELOW A HORIZONTAL LINE RUNNING BETWEEN THE TOP OF EACH SLEEVE INSEAM AT THE UNDER ARM THROUGH THE SHOULDER BLADES. ADDITIONALLY, WOMEN'S BANGS MAY NOW TOUCH THEIR EYEBROWS, BUT NOT COVER THEIR EYES.