

School Year 2021-2022

Fike High School (FHS) Air Force Junior Reserve Officer Training Corps (AFJROTC)

CADET GUIDE

(Handbook)

Reviewed and Approved by:

Mr. Nelson Johnston
Principal, Fike High School

Mr. Timothy Messer
Assistant Principal, Fike High School

OPR: Kenneth E. Sumler, Maj, USAF (Retired)
Gene Simmons, MSgt, USAF (Retired)
Aerospace Science Instructor, Fike High School

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Chapter 1 – ELIGIBILITY, ENROLLMENT, PROBATION, DISENROLLMENT & ADVANCEMENT (Milestones)

1. **Eligible Students.** All Fike High School students, enrolled in a regular course of instruction and physically able to participate in AFJROTC activities may join AFJROTC. All AFJROTC students must be enrolled ***voluntarily*** and ***fully participate*** in the **full program** to include taking AFJROTC academic courses, participate in the cadet corps (pronounced “core”) and wellness program, and wear the prescribed uniforms. Only high school students in the grade of 9-12 may enroll in AFJROTC. Cadets, with Parents and/or Guardians, will sign an application and contract for enrollment or continued enrollment.
2. **Transfers.** Students transferred from Army, Navy, Marine Corps (pronounced “core”), Coast Guard, or other AFJROTC units are authorized full credit for training received. Transfer of rank held and equivalent ribbons earned in another service program or Civil Air Patrol (CAP) is determined by the Senior Aerospace Science Instructor (SASI).
3. **Non-discrimination.** All enrollment and disenrollment decisions will be free from discrimination. The principal and instructors will ensure appropriate fitness of cadets to successfully participate in the AFJROTC Curriculum. This prohibition does not include denying enrollment into AFJROTC, or removing a student from AFJROTC, when that student does not agree to, or fails to meet and/or maintain AFJROTC standards of uniform wear, grooming and/or personal conduct.
4. **Probation.** Cadets may be placed on a probation status at any time during the academic semester with proper cause. Probation is tied to the unit’s good order and discipline and based on student attendance and personal conduct.
5. **Disenrollment.** AFJROTC students may be removed **AT ANY TIME** during the academic semester with proper cause and used as **a last resort**. A student may be removed for:
 - a. Failure to agree, adhere, and sign the “Cadet Agreement and Contract” within the first 5 days of each semester.
 - b. Failure to meet and maintain acceptable standards (uniform wear, grooming, and/or personal conduct).
 - c. Inaptitude or indifference to training (includes failure to wear Physical Training gear with appropriate athletic shoes)
 - d. Disciplinary reasons and/or infractions and/or failure to maintain minimum conduct standards
 - e. Undesirable character traits and/or unwilling to perform drill and/or Physical Training
 - f. Failure to follow Wilson County, FHS, and AFJROTC policy, rules, guidelines, and/or procedures.
 - g. Failure to **fully** participate in the program as required by AFJROTC, which includes community service and activities.
6. **Disenrollment Process:** AFJROTC students are advised concerning their choices and decisions. The intent is to support each cadet in making positive outcome decisions for themselves and their unit. Violations and/or failure to meet and maintain standards is cumulative and an overall grade of 50 (F) is assigned. The following process will be followed for cadet disenrollment:
 - a. 1st Step: Instructors, Parent/Guardian, and Cadet Conference; documented as appropriate
 - b. 2nd Step: Administration, School Counselor, Instructors, Parent/Guardian, and Cadet Conference and documented as appropriate
 - c. 3rd Step: Cadet disenrollment from AFJROTC, return of uniform items, and placed per Administration’s decision

7. Other Considerations.

- a. Special needs (including physically challenged) students may participate in AFJROTC with the concurrence of the SASI and the principal. However, AFJROTC should not have a disproportionate number of any special groups of students as compared to the remainder of the student body.
- b. All students are eligible to participate in AFJROTC regardless of sexual orientation. AFJROTC instructors will provide an environment, which ensures the privacy of a cadet's sexual orientation is not infringed upon. All school policies as it relates to this subject must be upheld.
- c. Pregnant cadets are permitted to participate in AFJROTC. However, pregnant cadets may be limited in their participation in corps (pronounced "core") activities and selection for corps leadership positions.
- d. Cadets wishing to participate in before, during, and after school Leadership Development Requirement (LDR) AFJROTC activities may do so at the discretion of the instructors, parents/guardians, and/or school faculty and staff.
- e. Only students currently enrolled in the full AFJROTC program, or in Active Reserve status, may be issued uniforms.
- f. While AFJROTC instills self-discipline, it is **not** to be used as a remedy for student chronic disciplinary, behavioral, and/or character problems.

8. Reserve Cadets. A cadet successfully completed with a minimum of one academic semester and/or successfully completed the entire AFJROTC Academic Program and cannot participate in the AFJROTC academic program for the following semester may be designated as a Reserve Cadet. Active Reserve Cadets may participate in all AFJROTC activities including all CIA field trips. Each reserve cadet must agree, sign, and comply with the **Reserve Agreement/Contract** to be an active reserve cadet. Time in reserve status does not count towards the Certificate of Completion. Active Reserve Cadets may retain their uniform(s) for the entire academic semester and must comply with program requirements to include grooming and personal conduct expectations.

9. Advancement Levels. Cadets are classified by an Aerospace Science (AS) level depending on their year in the program. First year cadets are classified as AS-1 cadets, second year cadets classified AS-2 cadets, third year cadets classified AS-3 cadets, and fourth year cadets classified AS-4 cadets. Grade levels (9th, 10th, 11th, and 12th) **do not** correspond with AS levels. For example, a 10th grade student new to AFJROTC will be classified as an AS-1 first-year cadet.

- a. Cadets advance from one Aerospace (AS) year-group level to the next through enrollment and meeting or exceeding milestones. Cadets should strive to earn a **(70% or higher) overall grade in** each AFJROTC course for continued enrollment and attain a **60% or higher** for course credit.
- b. The following **milestones** should be met or exceeded and documented in "WINGS" (AFJROTC Database System) **prior** to enrollment:
 - i. Progress from **AS-1 to AS-2**, each cadet must:
 1. Pass with a minimum score of 70% the 20-Step Drill Sequence
 2. Completed a minimum of **4 hours** of community service and **4 hours** of Leadership Development Requirement activities
 - ii. Progress from **AS-2 to AS-3**, each cadet must:
 1. pass with a minimum score of 70% the 30-Step Drill Sequence
 2. completed a minimum of **10 hours** of community service and **10 hours** of Leader Development Requirement activities
 3. Earned "WINGS" Certificate of Training
 4. Served in at least one leadership and/or functional position or project member as described in this Cadet Guide to be a cadet noncommissioned officer
 5. Completed a Cadet Leadership Course to be a cadet commissioned officer

- iii. Progress from **AS-3 to AS-4**, each cadet must:
 1. Submit a Staff Application (Attachment 5) to instructors during the spring prior to enrollment process
 2. Be invited and approved by the SASI **PRIOR** to enrollment based on the application, cadet transcript (provided by WINGS), and overall performance (quarterly grades, personal conduct, participation, etc.) during AS years 1-3
 3. Pass with a minimum score of **80%** the 30-Step Drill Sequence
 4. Completed a minimum of **20 hours** of Community Service and **20 hours** of Leadership Development Requirement activities
 5. Each Cadet served in at least one leadership and/or functional position or project leader as described in this Cadet Guide
 6. Completed a Cadet Leadership Course to be a cadet commissioned officer.
- c. *Exception: SASI retains final authority on enrollment, milestones, and promotions and demotions to any rank on an individual case-by-case basis. This exception is intended and used on very rare occasions to meet the needs of cadets, special situations and events (as determined by SASI), and unit success and documented as appropriate.*

10. Cadet Owned Program. In a “**cadet owned**” program, the cadet leadership are responsible for leading, training, and maintaining all the functional areas. This is completed through deliberate growth in each cadet to train and mentor their replacement. Cadets utilize WINGS (under instructor supervision) to manage and operate the functional areas.

- a. These function areas of responsibility include but are not limited to:
 1. Logistics inventory control and record keeping (to include uniform issue and return)
 2. Cadet personnel records maintenance (to include keeping unit records on community service)
 3. Individual eight (8) cadet awards and decorations (does not include National Awards)
 4. Leadership & functional positions and ranks & promotions (training, mentoring, and recommendations)
 5. Health and wellness activity documentation
 6. Individual participation in unit activities and community service
 7. Fundraising financial records
- b. For the cadets to be true “**owners**” of the corps (pronounced “core”) they must invest in key roles concerning promotions, awards and maintaining standards. Written procedures, as developed and enforced by cadets, are in this cadet guide, which include how promotions are administered, unit awards are earned, and standards are maintained within the corps.
- c. All programs in the cadet corps (pronounced “core”) **should be cadet initiated, planned, organized, led, executed, and documented** by cadets. Cadets need to **fundraise** as part of the planning process to fund projects and activities not reimbursed by the Air Force. Reference Cadet Operations Supplement Chapter 8 for all Air Force reimbursement information.

a.

CHAPTER 2 – HISTORY OF AFJROTC

1. The Junior Reserve Officer Training Corps (pronounced “core”) (JROTC) program began in 1911 in Cheyenne, Wyoming. The originator of this idea was **Army Lieutenant Edgar R. Steevers**, assigned the duty of inspector instructor of the organized military of Wyoming. The National Defense Act of 1916 authorized a junior course for non-college military schools, high schools, and other non-preparatory school. The Army implemented Junior ROTC in 1916. **Public Law 88-647**, commonly known as the **Reserve Officer Training Corps Vitalization Act of 1964** and directed the secretaries of each military service to establish and maintain Junior ROTC units at public and private secondary schools which apply for and are eligible according to the regulations established by each secretary. Such schools must provide a course of military instruction not less than 3 years in length as prescribed by the military department concerned.
2. In 1966, Air Force ROTC program started with 20 units and has grown to 900 units in high schools throughout the world, including units located in the Department of Defense Schools in Europe, the Pacific and Puerto Rico. Junior ROTC enrollment worldwide includes over 120,000 cadets.
3. The AFJROTC program provides citizenship training and an aerospace science program for high school youth. Host schools are selected upon the basis of fair and equitable distribution throughout the nation. Retired Air Force commissioned and noncommissioned officers who are full-time faculty members of the participating high school and employed by the local school board teach AFJROTC classes.
4. Unit activation of Fike High School, Air Force JROTC, NC-946, began in school year 1994. **NC** stands for North Carolina, **94** stands for the year this unit was established, and the number **6** stands for the sixth unit to be established in North Carolina in the year 1994.

CHAPTER 3 – AFJROTC: MISSION, PURPOSE, VISION, CORE VALUES, CADET CREED

AFJROTC Mission:

“Develop citizens of character dedicated to serving their community and nation.”

AFJROTC Purpose:

Instill in students the value of citizenship, service to the United States, personal responsibility, character, and a sense of accomplishment. To make the greatest positive impact in the lives of our cadets as possible. This is perfectly encapsulated in our motto: “Building Better Citizens for America.”

AFJROTC Vision Statement:

Air Force Junior ROTC (AFJROTC) will provide a quality citizenship, character, and leadership development program, while fostering enduring partnerships and relationships with high schools, educational institutions, and communities that help meet our citizen development mission.

Air Force Mission and Core Values:

The mission of the United States Air Force is to fly, fight and win—in air, space and cyberspace.

Integrity first, Service before self, and Excellence in all we do.

NC-946 Mission:

- Educate and Train High School Students in Citizenship
- Promote Community Service
- Instill Responsibility, Build Character, and Self-Discipline
- To Prepare Cadets for their Future Endeavors

AFJROTC (NC-946) Cadet Creed:

- I am an Air Force Junior ROTC Cadet
- I am connected and faithful to my community and nation.
- I earn respect when I uphold the Air Force Core Values of Integrity First, Service Before Self, and Excellence in All We Do.
- I will always conduct myself to bring credit to my family, school, Corps (pronounced “**core**”) of Cadets, community, and to myself.
- My character defines me. I will not lie, cheat, or steal.
- I am accountable for my actions and deeds.
- I will hold others accountable for their actions as well.
- I am a Leader and a Wingman devoted to those I follow, serve, and lead.

CHAPTER 4 – CADET CONDUCT

NOTE: Paragraphs 1-6 in this chapter are excerpts from the LEADERSHIP EDUCATION 100 Curriculum

1. **Attitude** is a state of mind. It may be positive or it may be negative. Your attitude affects the success or failure of most of your activities. Your attitude reflects your personal philosophy of life as it is shown by your actions. Your attitude is the frame of mind in which you view yourself, your work, and others.
 - a. The Air Force Junior ROTC program is built around the individual. Every person in the program is a key to the success of their unit, and, therefore, is a key to the success of the entire unit. If you have a good attitude (that is, you will work to your potential while actively participating in the program), you will be doing your share in the cooperative operation of Air Force Junior ROTC.
 - b. Cadets should work up to their potential through active participation in AFJROTC activities. Under all circumstances, cadets should be courteous and respectful and seek responsibility. Cadets are expected to be considerate, mature young men and women. Cadets are responsible for their own attitude in any given situation and will not blame their attitude on someone else or circumstance beyond their control.
2. **Discipline** refers to instruction aimed at guiding a person toward proper conduct or action, or to the orderly conduct and action that result from such training. In much simpler terms, military discipline is that mental attitude and state of training that renders innate obedience and proper conduct under all conditions.
3. **Respect.** Respect for authority and discipline also reinforce one another. But you must first acquire discipline. Self-discipline involves full and voluntary acceptance of authority. Understanding that some things—both pleasant and unpleasant—simply must be done and that there must also be people to ensure that those things get done will help you to respect authority. An atmosphere of mutual respect means that students also treat each other properly. The result is a classroom where more learning takes place as students feel safe, motivated and, of course, respected.
4. **Etiquette.** Proper etiquette is “the customary rules of conduct or behavior in polite society”. Our civilized society operates smoother and is more pleasant to live, go to school and work in when all members practice proper etiquette and good manners. The axiom, “Treat Others as You Want to Be Treated”, is a good one to live by and is the desired behavior of all cadets. Cadets should: Say “Please” and “Thank You”. Use “Mr., Ms., or Mrs.” and last name when addressing civilians and “Military Grade” and last name when addressing military personnel. Use “Yes Sir/Ma’am” or “No Sir/Ma’am” when addressing AFJROTC instructors, military service members, school officials, teachers, visitors and senior officer cadets at all times.
5. **Integrity.** The term ethics suggests to some people a very personal, individual standard or philosophy. However, the basic principles of integrity and conduct are guided by a sense of right and wrong. A cadet’s sense of right and wrong must be so strong that their behavior and motives are above suspicion. Integrity is a firm adherence to a code of especially moral or artistic values. In other words, integrity is honesty.

6. **Ethics** as the rules of conduct that people should follow. Ethics deal with the struggle between good and evil—judging whether something we do, say, choose, or think is right or wrong. Some basic personal rules of ethics are:
 - a. Be honest.
 - b. Keep promises.
 - c. Obey and be loyal to proper authorities.
 - d. Be courageous.
 - e. Grow in knowledge.
 - f. Be willing to work.
 - g. Be moderate (don't do anything to excess).
 - h. Maintain and enhance your health.
 - i. Don't harm people.
7. United States Air Force Core Values.
 - a. **Integrity First.** Integrity is a character trait. It is the willingness to do what is right even when no one is looking. It is the moral compass—the inner voice, the voice of self-control, the basis for the trust needed in today's military. Integrity is the ability to hold together and properly regulate all elements of one's personality. People of integrity, for example, are capable of acting on conviction, or their strong beliefs. They can control their impulses and appetites.
 - b. **Service before Self.** This statement tells us that professional duties take precedence over personal desires.
 - c. **Excellence in All We Do.** This expression directs us to develop a passion for continuous improvement and innovation that will propel the Air Force into a long term, upward spiral of accomplishment and performance.
8. Cadet Roles and Responsibilities.
 - a. Cadets are required to follow regulations and instructions issued by the United States Air Force, Fike High School, the AFJROTC Instructors and cadet commissioned and noncommissioned officers.
 - b. The task for you at each level is to learn the position, do the position as well as you can, prove you are ready for the next level of responsibility, set the best example and develop into a good leader by showing an honest understanding and respect for authority.
 - c. Cadets are chosen for leadership positions based on demonstrated performance, position knowledge, leadership potential and potential to take on more responsibility.
 - d. Cadet leaders are entitled to respect and courtesy from subordinates and junior ranking cadets will show respect to senior/higher ranking cadets.
 - e. Cadet leaders are always required to provide a proper example and for maintaining good order and discipline. Whenever a cadet leader is absent, they will notify the next in command to take charge and explain their specific duties.
 - f. Cadet leaders are authorized to give appropriate and reasonable orders to cadets under their supervision, but have no authority to excuse them from scheduled formations or classes or to change or modify existing orders without specific orders, instructions and/or approval from the SASI/ASI. Cadets will not abuse their rank or position. Cadets are accountable to themselves and others and strive to meet or exceed expectations.
9. **Titles of Address—Civilians** are addressed by the title Mr., Mrs., Ms., or Miss. **Military** persons, including instructors, will always be addressed by their rank and last name. **Cadets** should be addressed by their cadet rank and last name (always use the word *cadet* as to not confuse with active duty grades) or, it is always acceptable to address a cadet by the title of Mr. or Miss and their last name. Cadet Officers may also be addressed as Sir or Ma'am.

10. **Saluting**—The hand salute is an established custom of exchanging a courteous greeting between individuals in military uniform. The salute is a greeting, a custom, and a mandatory courtesy that is exchanged outdoors when in uniform. The method of salute is described and illustrated in Air Force Manual (AFM) 36-2203. Salutes are not required indoors, except for formal reporting, training, and those areas designated for saluting by the SASI/ASI. Salutes are not required when cadets are not in uniform.
- When to Salute**—Active Duty, Retired Officers, and Cadet Officers will be saluted outdoors in uniform on and off campus.
 - The hand salute will be rendered while outdoors in uniform during the raising or lowering of the US Flag, the playing of the “National Anthem” or “To the Colors.”
 - Pledge of Allegiance at School**—when at school, in or out of uniform, during the pledge of allegiance, cadets will stand at attention, place their hand over their heart and recite the pledge.
11. **Position of Honor.** This military courtesy began centuries ago, when warriors fought with swords. Since units were proud of their fighting ability, the right side (sword bearing side) or right of the battle line became the position of honor, assumed by great warriors and leaders. While in uniform, a cadet should walk or sit on the LEFT side of an AFJROTC instructor, military service member, or senior cadet officer who assumes the position of honor on the RIGHT. The position of honor also applies to displaying the US flag. That is, the US flag is positioned at the highest point or on the far right when displayed with other flags on poles of equal height.
12. **Calling rooms to Attention.** Calling a room to attention is a way to show respect for Officers and high ranking/distinguished visitors. When any officer enters a room, the room is called to attention. The exception is when a person of an equivalent rank or higher is already in the room, then the room will not be called to attention. In our learning environment, this courtesy of calling the room to attention will also be extended to the school principal, AFJROTC instructors from other schools, guest speakers, or any other identified individuals or groups. The first person in the room to notice the high ranking/distinguished visitor entering will call the room to attention and everyone inside will rise to attention and remain in the position until the person entering says “At Ease”, “As You Were.” Call the room to attention when in doubt.
13. **Academic Standards.** Your hard work, sincere interest, effort, and positive attitude are keys to your success. Initiative, enthusiasm, and cooperation will result in your development and improvement academically. You are expected to do your homework, turn in your class and home work, and successfully pass your courses. The SASI and ASI will monitor your academic progress. Academic eligibility **is a requirement** for many of our activities and field trips. Promotions may also be based on academics. **A continued lack of school academic performance (inside and outside AFJROTC) may be consideration for removal from the AFJROTC program.** Also, **a cadet who does not receive blue and physical training uniform wear credits, FOR ANY REASON, three (3) or more times (earning grade of zero) during the semester earn an overall grade of “50” (F) for the semester and may be removed from the AFJROTC program.** The SASI and ASI are available to assist you in reaching your objectives and goals.
14. **Standards**—After joining the cadet corps (pronounced “core”), all cadets must meet established grooming and personal conduct standards within the first 2 weeks of school (first 10 school days of each semester). If a cadet cannot or will not meet the standards, the individual may be dropped or removed from the corps. Each cadet is expected to set an example for other cadets, as well as other students. This means that as soon as AFJROTC standards are known and understood, each cadet must meet or exceed standard as taught.
15. **Competition**—Healthy competition in academics, wellness, and other activities are a vital part of the promotion and awards system. Keeping this in mind, aggressive and physically threatening behavior will **not** be tolerated and will be dealt with within the discipline guidelines of the unit and school (found in the Code of Conduct and school Student & Parent handbook).

16. **Public Display of Affection (PDA)** — PDA is prohibited between all cadets in uniform, **on campus or off campus** at sponsored AFJROTC events. Cadet relationships will not distract from good order and discipline. Maintaining a healthy relationship among and between each cadet is vital. Cadets should limit touching others to social norms and in an appropriate environment. Excess touching, handholding, and/or similar behavior must be avoided, which includes out of uniform while in a professional environment such as the classroom. Cadets may be dis-enrolled (removed) from AFJROTC if found to engage inappropriate or unhealthy relationship(s), which may bring discredit to the unit or breach good order and discipline.
17. **Inappropriate Behavior**—Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC (includes reserve cadets). This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, fighting, derogatory remarks, insubordination (disobedient to authority with intent), disrespect, verbal and physical threats, and physical and/or mental attacks (including cyber). This type behavior will **not** be tolerated and will be dealt within the discipline guidelines of the unit and school. *Being sent to CHOICE/ISS/OSS is (are) potentially grounds for removal from the AFJROTC program.*
18. **Hazing is strictly forbidden.** It is defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm. Cadets will not condone or encourage any type of hazing or initiation rituals such as:
- Requiring cadets to perform push-ups or any other physical activity as punishment is forbidden.
 - Harassment, such as improper or abusive language, and coercion of lower class cadets for personal gain, is strictly forbidden. Misuse of authority will not be condoned nor tolerated.
 - Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.
 - This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.
19. **Unauthorized Clubs.** No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program. **This includes cyberspace (internet social mediums and chat rooms).**
20. **Bullying is strictly forbidden.** *Bullying* is a form of harassment. Bullying means the repeated intimidation of others by the perceived, real or threatened infliction of physical, verbal, written, electronically transmitted (e.g. **cyber-bullying**) or emotional abuse or through attacks on the property of another. Bullying may include, but is not limited to, verbal taunts, name-calling and putdowns, extortion of money or possessions, implied or stated threats, exclusion from peer groups, or acts reasonably perceived as being motivated by any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

CHAPTER 5 - AFJROTC CLASSROOM PROCEDURES

NOTE: Procedures may be adjusted to fit unique situations or school rules or policies


1. **Prior to class:**
 - a. **Classroom Entrance**—Cadets will enter the classroom, place belongings in the storage room with exception of instructional material, greet the instructor, and stand beside their assigned seat at parade rest. If the class is unable to demonstrate self-discipline or enter the classroom appropriately, the entrance procedures will be repeated.
 - b. **Cadet Creed**—After all cadets have entered, the Flight Commander/Sergeant will call the room to attention. Recite the Cadet Creed (Chapter 3).
 - c. **Report**—The Flight Commander will inform the instructor that the class is ready for instruction and report attendance with the following reporting statement: “Sir/Ma’am ___ Flight is prepared for instruction; all cadets are present and/or accounted for with the exception of _____ (state cadet and last name of absent cadets). The instructor will record any absences and begin instruction. If a cadet shows up after the tardy bell, the cadet must have a tardy pass, if not, the cadet will be marked as unexcused tardy and be counseled.
 - d. **Tardiness**—Excuses are not normally accepted for tardiness. An AFJROTC Instructor must be coordinated with and have permission prior to any tardiness. School tardy process and procedures will be followed. No person will be reported as present unless they are in the classroom.
2. The Flight Commander/Sergeant, when appropriate, should notify the instructor when there is 5 minutes remaining in the block. At this time, the Flight Commander/Sergeant will lead the class in preparing for dismissal, straightening and aligning the desks, returning books to the shelves, etc. The flight will be at parade rest until dismissed by the Flight Commander/Sergeant or SASI/ASI.
3. **Conducting class in AFJROTC**—All classes will be conducted in a military manner. The following classroom rules of conduct apply, cadets **will not**:
 - a. Leave the classroom after tardy bell without instructor’s permission.
 - b. Use an unauthorized electronic device, such as a cellphone, without an instructor’s prior permission.
 - c. Leave their seat without instructor and/or cadet leadership permission.
 - d. Talk when the instructor is speaking or someone else has the floor.
 - e. Sit on desktops, step or jump through desks, tilt chair backward or put feet on tables or chairs.
 - f. Throw anything in the classroom (excludes curriculum controlled activities).
 - f. Write on or deface tables, chairs, walls, books, etc. (School and Air Force property).
 - g. Eat, drink, chew gum, and/or bring in food into the classroom, unless given permission from instructors.
 - h. Disturb pictures and/or bulletin board items.
 - i. Read or work on material that does not apply to AFJROTC without permission from the instructors.
 - j. Remove markers or erasers from the board tray.
 - k. Make loud and/or distracting noises or participate in horse play in the classroom.
 - l. Throw trash any place in the classroom besides in the appropriate trash receptacle.
 - m. Sleep in class.
4. **Academic Work**—The AFJROTC curriculum is presented by the instructors in a variety of ways including teaching lectures, guided discussions, interactive activities and games, demonstration/performance method, etc. Cadets are expected to:
 - a. Be called upon for discussions, assigned tasks and written work, and at times broken into smaller groups for dynamic learning. Cadets may **privately inform instructors** with challenges in **reading, writing, and/or anxiety**.
 - b. **Fully participate** and engage in active learning for all classroom activities. For all written assignments, cadets will be required to label their work in the following cadet academic header format:

First Line: Cadet Rank, Last Name, First Initial

Second Line: Flight

Third Line: Military Date Format

Example:

	c/TSgt Doe, J.
	A Flight
	23 Aug 12

NOTE: May be on left or right side top of paper

5. **Instructor Office Entrance Procedures.** For any cadet to enter the instructor office the following procedures apply.
 - a. Knock **once loudly** on the door.
 - b. Once addressed, ask for permission to enter with the statement, “Sir/Ma’am, permission to enter.”
 - c. Once given permission, march smartly into the office at a place approximately 2 paces from the instructor’s desk, stop at attention, salute, and give the appropriate reporting statement.
 - (1) If the cadet is initiating the conversation, “Sir/Ma’am, Cadet *Last name* reports.”
 - (2) If the instructor directed the cadet to come to the office, “Sir/Ma’am, Cadet *Last name* reports as ordered.”
 - d. Stand at attention unless otherwise directed by the instructor.
 - e. At the end of the conversation, stand at attention, salute the instructor (nothing is said), execute an about face and march out of the office.
6. **Supply Room**—Cadets are **NOT** allowed in the Uniform supply room unless permitted or escorted by an ASI. Only the SASI, ASI, and Logistics Officer are allowed in the Uniform Supply Room. Occupation of the supply room is limited to active tasks associated with logistic duties.

CHAPTER 6 - GOVERNMENT PROPERTY

1. **Texts and Reference Books**—AFJROTC texts and workbooks are available to each cadet, but will not be issued. However, cadets may check the books out using a hand receipt. Any texts, books or other government property lost, damaged, or destroyed due to improper handling will be paid for by the individual cadet.

2. **Uniform Initial Issue**—within the first 6 weeks of school, parent's acceptance of responsibility, and cadets meeting established standards, each cadet will be issued an AFJROTC Blue uniform.

a. Initial Blue Uniform issue will include the following items (**BOLDED** items are returned to instructors):

Shoes (1 pair)

Pants (1 pair)

Short-sleeve Shirt (1)

Service Coat (1)

Lightweight Jacket (1)

Socks (1 pair)

Flight Cap (1)

V-neck T-shirt (1)*

Silver Nametag for Service Coat (1)

Air Force PT Shirt and Shorts (1 each)

Air Force Sweatshirt and Sweatpants (1 each)

Belt and Buckle (1 each)

b. Any items that need alterations to ensure a proper fit (i.e., pants length, sleeve length, etc.) will be taken by the instructors for alterations and paid at government expense (Free of cost to all cadets).

c. Unit Unique Clothing. Once cadets pay the activities fee, they will be issued the unit unique clothing. The unit unique clothing will be worn at unit community service events, field trips and Tuesdays to display unit pride.

3. **Responsibilities**—Cadets with Parents, Guardians, and/or Caretakers will care for and properly maintain uniforms, equipment, textbooks and other AFJROTC or school facilities provided for their use. The cadet and their parent or guardian must understand uniforms, books, & equipment must be returned in good condition & by the specified due date. Payment for loss, damage, or cleaning of any item will be at the current market price.

4. **Supply Discipline:**

a. Purpose—The uniform represents our nation and its highest ideals. Persons wearing the uniform must maintain this respect by insuring their uniform is always correct and in good condition.

b. Maintenance:

- Uniform items that become unserviceable (i.e., torn, frayed, stained, buttons missing, etc.) must be brought in for replacement as soon as the condition is discovered. Do not wait for uniform wear day.
- If a uniform item no longer fits, the cadet must bring it in for replacement as soon as possible.
- Cadets will not have items of issue altered by parents or tailors in any manner, without the permission of the SASI/ASI. Alterations will be made in accordance with Air Force standards.

5. **Uniform Turn-in**—When a cadet drops, dis-enrolls, or leaves the program or school for any reason, he/she will be required to turn in all issued uniforms and insignia (excluding socks, PT gear, nametag and ribbons) **immediately** (same or next day). Uniforms are issued in a clean condition; therefore, they must be returned in a clean condition. A letter to cadet and parent/guardian may be provided with notice of school fees if uniform items are not returned.

6. **Uniform(s) Loss and/or Damaged:** Cadets and parents/guardians will be held financially responsible for loss of or damage to their Air Force Blue, Airman Battle, and/or Physical Training uniforms. Any lost or damaged item must be paid for **before** a replacement item may be reissued. Cadets will also be held accountable for wearing the proper uniform, so lost or damaged items need to be replaced as soon as possible as this may impact uniform wear grade.

CHAPTER 7 – WEARING THE AFJROTC UNIFORM

1. Air Force Junior ROTC cadets generally wear the same uniforms worn by active duty personnel with the exception of special JROTC rank and patches. “Cadets are expected to honor the uniform—to wear it properly and with pride.” The wear of the Air Force uniform unites with and identifies you as an associate member of the finest Air Force in the world. **The governing directives for uniform wear are Air Force Instruction (AFI) 36-2903, Dress and Personal Appearance of Air Force Personnel; Air Force Junior ROTC Instruction 36-2010, Air Force Junior ROTC Operations Supplement; AFJROTC Guide and the guidelines published in this Cadet Handbook.** These directives provide information on grooming standards and uniform wear standards and will be complied and enforced.
2. The proper wearing of the uniform should be a matter of personal pride. Knowing that being properly groomed and your uniform is clean, pressed, neat, and conforming to instructions gives confidence and projects a positive image. Achieving this requires acceptance of personal responsibility to careful attention to detail when setting up your uniform, as well as cleaning, caring and storage of the uniform. At no time do we bring discredit to the Air Force uniform by wearing it improperly. **Cadets failing to meet grooming and/or uniform wear standards may be required to change out of uniform immediately and not receive credit and earn a grade of zero (0). Cadets may be provided a make-up uniform day during the same week provided all grooming and uniform standards are met with a reduced uniform grade as determined by the Instructors.**
3. Occasions for wearing. Cadets will receive instruction on the proper wear of all uniforms. It is the responsibility of each cadet to ensure their uniform is cared for and worn when required. The wear of the AFJROTC uniform other than the occasions designated is strictly prohibited without prior approval of the SASI or ASI. Cadets are expected to adhere to the following on uniform inspection days:
 - a. Wear the complete uniform in the proper manner and be properly groomed from the time you depart your home.
 - b. Wear the complete uniform in the proper manner and be properly groomed throughout the school day.
 - c. Wear the complete uniform in the proper manner and be properly groomed until you return to your home following school.
 - d. If you participate in an extracurricular activity after school such as band, athletics, cheer, etc., that requires activities that may soil the uniform, you may elect to bring other clothes to change into AFTER SCHOOL (normally 2:30pm).
 - e. At no time will a partial uniform be worn or uniform parts be worn with non-uniform clothing.
 - f. Civilian attire such as coats, sweaters, or windbreakers will **NOT** be worn with the uniform at any time.
 - g. The uniform policy of the Fike AFJROTC is strict and is not subject to compromise. Repeated failure to wear the uniform properly and/or when required may result in loss of credit and or disciplinary actions. Cadets are responsible for preparing their uniforms for inspections. Instructors fully understand that cadets, especially the younger cadets, often do not have the ability to send/retrieve their uniforms to/from the dry cleaners. Parents should contact the instructors if a cadet has a legitimate issue as to why they were unable to wear their uniform on the designated uniform inspection day. Waking late and rushing to catch the bus is not an excuse. At the very least, the uniform should be prepared for wear the night before. Should you have any questions concerning uniform inspection or wear requirements contact the ASI.
 - h. Cadets must get approval from an AFJROTC instructor to wear the uniform outside AFJROTC activities (picture taking, church, social events, etc.).
4. AFJROTC Cadets do not **“have”** to wear the great USAF uniform...they **“get”** the honor of wearing the uniform and are expected to wear it proudly. The AFJROTC uniform must be worn once per week as directed by Congress and Air Force contract. It is **your** responsibility to comply with this contract.

5. Wearing once per week is defined as wearing the uniform to school, on the designated day, **ALL DAY (first bell to dismissal bell)**. It is understood that under special circumstances, it may be necessary for you to change out of your uniform during the school day. Examples of this include but are not limited to athletic or PE classes, ceramics, or cooking classes, or other groups that might require you to wear another school uniform. In these cases, you are required to wear the AFJROTC uniform up until the time you may be required to change out of your uniform. You are then required to change back into your uniform after that class is over (with the exception of last period of the day.) If you fail to change back into your uniform as required per the above policy, you will be given a uniform grade of zero.
6. **Uniform Wear Make-Ups**—Cadets will receive a weekly uniform grade, which is a major grade. Uniform Inspections are normally Wednesdays. The actual grade a cadet earns will be determined by a personal grooming and uniform wear inspection, which each weighted item carries a point value. If a cadet is not in uniform on the assigned day, a grade of zero will be entered into the grade book. If a cadet is making up a uniform wear, they must wear the full uniform the next day they attend school. It is the cadet's responsibility to seek and be inspected by an instructor. If a cadet knows in advance that they will be absent on the uniform wear day, they are responsible to either wear the uniform before or after the absence and will receive a full grade based on a personal inspection. **Any cadet who does not receive uniform credit, FOR ANY REASON, three (3) or more times (earning grade of zero) during the semester earn an overall grade of "50" (F) for the semester and may be removed from the AFJROTC program.**
Parents and/or Guardians maybe notified when a cadet is not in uniform on inspection day or following an absent. Cadets must wear their uniforms once per week. Cadets showing a trend (**2 or more days**) absent on uniform wear days will require an Instructor, Parent, Cadet conference to resolve. Administration and/or a School Counselor may be required to be present in the conference.
7. **Physical Training (PT) Uniform (Gear)**—On published PT Days (days in which the class will have an organized workout), cadets will be required to wear the issued Air Force PT Uniform **to include appropriate athletic style shoes**. The goal and priority is always Safety First. Cadets not appropriately dressed and/or not properly wearing athletic style shoes are not able to participate in PT activities and earn an overall grade of zero (0). **Any cadet who does not receive PT participation credit, FOR ANY REASON, three (3) or more times (earning grade of zero) during the semester earn an overall grade of "50" (F) for the semester and may be removed from the AFJROTC program** Cadets will be given time at the beginning of class and end of class to change into/out of PT Gear. During weeks where PT is conducted, wear of the PT Gear will be factored into the daily grade using the PT Rubric (Attachment 10) and as follows:
- a. Proper PT Gear, shoes, & best individual effort: Points = 10 (Max) weighed at 10 times (100 points)
 - b. **PT Alternate Assignment:** Cadets may be offered a Physical Training Alternate Assignment using the **Physical Training Alternate Assignment Worksheet**. Attachment 11 prescribes the requirements to complete the alternate assignment. ****All PT Alternate Assignment forms must be submitted prior to next PT session for full credit****
 - c. On "sports" days (not an organized workout, but a "fun" activity day) cadets **will** wear the PT uniform (gear) with appropriate athletic style shoes.

8. Uniform Wear Options—For communications purposes, NC-946 will always indicate which uniform is to be worn by indicating one of the following options:

- a. **Option 1:** Short Sleeve Blue Shirt, Open Collar (no tie or tab) ¹
- b. **Option 2:** Short Sleeve Blue Shirt **with** Tie or Tab¹
- c. **Option 3:** Service Dress (Service Coat – the coat with buttons) **with** tie or tab
- d. **Option 4:** Unit Unique Clothing
- e. **Option 5:** PT Uniform (gear) **with** appropriate athletic style shoes
- f. **Option 6:** ABUs (Airman Battle Uniform)

Note 1: The **lightweight jacket** may always be worn with **Option 1, 2, or 4** unless otherwise specified.

Note 2: When the Unit Unique Clothing is worn as an authorized uniform or for a community service event it will be worn with nice blue jeans or other appropriate pants, tucked in, and **with a belt** (the blue AF belt may be used). Also, **grooming must be within AF Standards**. The *intent* is a reasonable **professional look**.

9. **Uniform Inspection Procedures/Grading.** On uniform wear days (normally Wednesdays), an Open Ranks Inspection will be performed in each flight. During inclement weather, the inspection will be conducted in the hallway (Breezeway) or classroom. The inspection will be conducted by the Instructor, Flight Commander, and/or a Senior Staff member. While cadets may conduct the uniform inspection, the actual grade given for uniform wear will be determined by the instructor. Uniform wear violation point values are listed in Chapter 8.

10. **Major uniform or cadet grooming violations** that are due to direct refusal by the cadet to correct *may* result in the cadet being required to change out of the uniform into normal school clothes immediately. This may include but not be limited to cases of extreme out-of-standards appearance to include hair, facial hair, white socks, civilian items worn with the uniform, etc. While this may seem to place an unfair burden on the cadets, it is important to remember that cadets wear the same uniform as active duty Air Force members and will not be allowed to show disrespect to the uniform or become an embarrassment to the unit. This requirement may only be imposed by the instructors.

11. **Care of the Uniform.** All uniform items issued must be cared for and maintained by the cadet to whom it was issued. Your uniform should be cleaned every week prior to wearing it. General care includes **washing** or **dry-cleaning** the uniform, taking care to not soil or stain it in any manner, and ensuring it is lint, dust and dirt free. You should hang your uniform appropriately...**DO NOT** stuff it in your backpack, cram it in your athletic locker, or chunk it on your floor or in your closet. If at any time a uniform item becomes unserviceable, you must attempt to fix it or bring it to the ASI's attention. If a button comes off, ask your parents to sew it back on. Care of uniform items and other tips are described below. Always read the care labels of all items as well.

- a. You may **wash** the short sleeve blue shirt in a washing machine, dry it in a dryer and iron it to ensure it is wrinkle free.
- b. The pants/slacks, service coat, lightweight jacket, flight caps, ties and neck tabs **must be dry-cleaned**.
- c. **DO** place your name inside your **flight cap**...that way, when you lose it, we may return it to you.
- d. Keep a lint brush/tape at home and use it before you leave the house on uniform day.
- e. Your shoes should always be clean and shined to a high-gloss appearance. Proper shoe-shining techniques will be taught in class. Carry a small cloth with you on uniform day to re-buff your shoes prior to inspection.

CHAPTER 8 - UNIFORM WEAR AND GROOMING STANDARDS

1. AFJROTC Cadets do not **“have”** to wear the great USAF uniform...they **“get”** the honor of wearing the uniform and are expected to wear it proudly. AFJROTC cadets generally wear the same uniform—the standard Air Force service uniform—as that worn by active duty personnel in the Air Force. Cadets are expected to honor the uniform—to wear it properly and with pride. The uniform is an important aspect of Air Force Junior ROTC. Whenever you wear the uniform—during indoor and outdoor training periods, at cadet social functions, and during base visits—you represent the cadet corps (pronounced “core”), Fike HS, AFJROTC, and the Air Force. How you wear the uniform exposes you and the USAF to praise or fault from others.

2. Cadet Uniform Standards:

- a. Uniform Wear Restrictions—Certain restrictions apply to wearing the military uniform. For example, cadets may not wear the uniform in student demonstrations, for crowd control, political events, or for any other inappropriate activity. (However, AFJROTC cadets may wear the uniform while acting as ushers, parking lot attendants, runners, etc., at the discretion of the SASI/ASI). Speak with your instructor for more information on these types of activities and uniform wear.
- b. Uniform wear standards for cadets are based on three directives: AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and Air Force Junior ROTC Instruction (AFJROTCI) 36-2010, and *Air Force Junior ROTC Operations Supplement*.
- c. Fitting the Uniform—The male service dress uniform consists of the dark blue service coat and trousers, light blue shirt, and dark blue tie. The female service dress uniform consists of the dark blue service coat with slacks, light blue blouse, and tie tab. In both cases, the coat will be form fitted, meaning that it must not be tight in the shoulders, chest, and underarms. The sleeve length should extend to one-quarter inch from the heel of the thumb when the arms are hanging naturally at the sides. The bottom of the coat should extend 3 to 3.5 inches below the top of the thigh. The trousers for males must be trim-fitted with no bunching at the waist or bagging at the seat. Slacks for female cadets should fit naturally over the hips, with no bunching or bagging at the seat. The trousers or slacks should rest on the top of the shoe with a slight break in the crease. The backs of the trousers or slacks should be seven-eighths inch longer than the front. The proper length of the trousers or slacks can be determined while standing at attention.

Note: If the uniform **does not fit properly**, the cadet should see the Instructors ***immediately***. Do not wait until someone else calls attention to it and/or wait until uniform inspection. Check appearance in a mirror and/or with an experienced fellow cadet (Wingman). Remember, that how each cadet looks influences others.

- d. **Uniform Do's and Don'ts.** Here are a few general do's and don'ts about wearing the uniform.

Do's :

- Wear the Air Force service uniform, as prescribed in AFI 36-2903, properly and with pride.
- Wear the uniform on the day established by the SASI/ASI.
- Wear the uniform at other times specified by the SASI/ASI.
- Wear the uniform when you fly on military aircraft.
- Keep your shoes polished and shined, including the heels and edges of soles.
- Make sure your shoes are appropriate for the activity. For example, wear athletic shoes if you're playing sports or boots if walking through heavy foliage. Safety is the major concern.
- Ensure that badges, insignia, belt buckles, and other metallic devices are clean & free of scratches & corrosion.
- Keep ribbons clean and replace them when they become worn, frayed, or faded.

Don'ts :

- Do not wear the uniform with other clothing.
 - Do not lend your uniform to anyone who is not a member of the Air Force Junior ROTC program.
 - Do not allow articles such as cellphones, wallets, pencils, pens, watch chains, and combs to be visible. (You may allow parts of pens and pencils to be exposed when you carry them in the left coat sleeve utility pockets of the ABUs)
 - Do not wear earphones or headphones while in uniform, unless required for duty/classwork.
- e. Uniform items (including AFJROTC-unique uniform items), accoutrements, devices, or awards not specifically approved by HQ AFJROTC are not authorized on the AFJROTC uniform. Exceptions will be made by the SASI/ASI.
- f. During prescribed uniform days or during official AFJROTC events, cadets are expected to be in proper uniform at all designated times.
- g. **Flight Caps/Hats** will always be worn with the uniform outdoors to include the school breezeways.
- h. **Airman Battle Uniforms (ABUs)/Flightsuits**—ABUs/Flightsuits may substitute for the standard service uniform no more than two uniform days per month and will be determined by the SASI/ASI in advance.
- i. **Air Force Physical Training (PT) Uniform (gear)**—The PT gear will be worn during Fike AFJROTC designated PT days. Appropriate athletic shoes **must** be worn with the PT gear during PT days.
- j. **Unisex Policy**—Uniform items designated for a particular sex will not be worn by members of the opposite sex, except as authorized within AFI 36-2903. Female cadets are authorized to wear male uniform items. Male cadets are not authorized to wear female uniforms without proper cause.
- k. **Insignia Placement**—Insignia on the AFJROTC uniform will be worn according to the figures contained in the tables and visual aids in this chapter. Only rank, badges, insignia, ribbons, medals, etc. authorized by AFJROTC may be worn by cadets. See Chapter 10 for criteria for earning the awards, ribbons and badges.
- l. **Shoulder Patches**—Wear of AFJROTC official and Fike HS shoulder patches are mandatory.
- m. **Shoulder Cords**. If properly earned, cadets are authorized to wear distinctive should cords with any blue service uniform combination (they will not be worn on the lightweight jacket or ABUs). At no time will shoulder cords be worn with civilian clothing. The authorized cords are described as follows.
1. The corps commander cord may be a single braid blue and gold color.
 2. The deputy commander cord may be a single braid and blue color.
 3. All other staff cadets in special positions or teams may wear single braid gold cords.
 4. Drill Team and Color Guard members who are authorized to wear shoulder cords (White).
 5. No other shoulder cords are authorized to be worn by NC-946 cadets unless designated by the SASI/ASI.
3. **Cadet Appearance and Grooming Standards**—When a cadet wears the uniform, he/she is responsible for presenting a **neat, safe, clean, and professional military image**. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the position they are called on to do. **The standards for wearing the uniform consist of four elements: neatness, cleanliness, safety, and military image**. The first three are absolute, objective criteria for the efficiency, health, and well-being of the force. The fourth standard, military image is also a very important aspect of military appearance. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform. The following will assist you in maintaining standards:
- a. **Jewelry**—While in uniform, you may wear a conservative wristwatch and up to **three rings at any one time**. Thumb rings are not allowed in uniform. You may wear **one bracelet** if it is neat and conservative. However, the bracelet must not detract from military image, maybe up to **one-half inch** in size, and must be safe to avoid potential injury. Your head and neck must be free of ornaments. Colored bracelets that support a cause are also not allowed nor are string style, rubber bands, hair ties, or colored shaped rubber bracelets. Female cadets in uniform may wear earrings if the earrings are conservative and kept within sensible limits. For example, you may wear one small spherical (diamond, gold, black, white pearl, or silver) pierced or clip

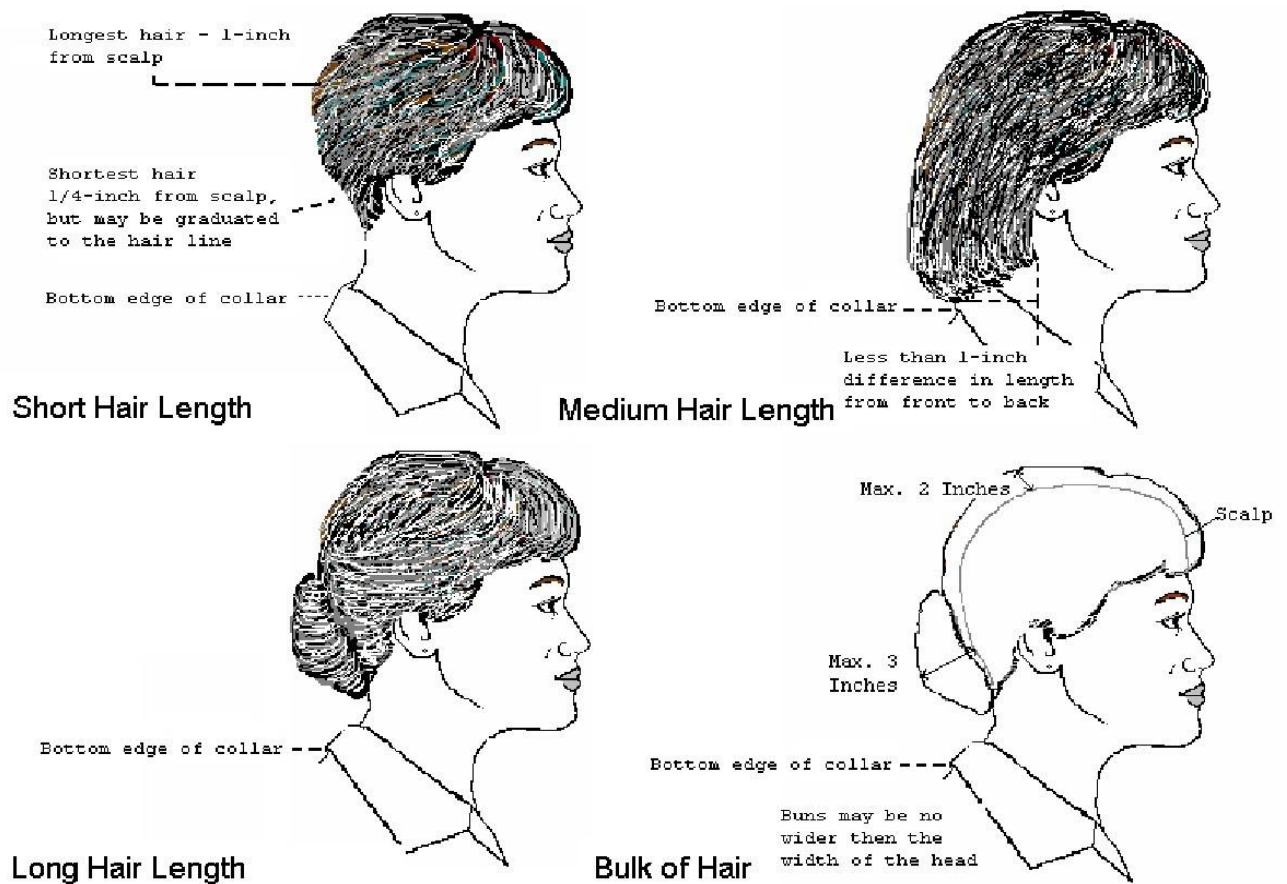
earring on each earlobe. The earring worn in each earlobe must match. Earrings should fit tightly without extending below the earlobes, unless they are clip earrings. **Male cadets may not wear earrings.**

- b. **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 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.
- c. **Eyeglasses or Sunglasses**—If you wear glasses, they must be free of ornaments on the frames and/or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; mirrored lenses are prohibited. Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses may be worn around the neck or on top of the head while in uniform nor may any chain or band be attached to the glasses while worn.
- d. **Tattoos or Brands**—Tattoos and brands are discouraged; However, whether in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or advocate sexual, racial, ethnic, or religious discrimination. Instructors will evaluate cadets based on current Air Force and Air Force JROTC instructions and manuals. The primary instruction used is AFI 36-2903, Dress and Appearance Standards.
- e. **Body Piercing**—Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Female cadets in uniform may wear conservative earrings, pierced or clip style, in their earlobes.
- f. **Eyebrows** – Cadets are to have natural looking eyebrows. Intentional designs, cuts, lines, colors, and/or shaving of eyebrows are not allowed and not authorized.
- g. **Facial Hair** – Cadets are to be clean shaven prior to uniform wear. Shaving is intended to remove facial hair below sideburns and through chin and neck areas. The following are to assist with this Air Force standard:
 - 1. Cadets unfamiliar with the use of shaving instruments (razors and shaving cream) must identify themselves (privately if needed) to an instructor. Seek assistance from a trusted adult to help.
 - 2. **Shaving Waivers** will be approved on a case-by-case basis. A common condition such as pseudofolliculitis barbae (a medical condition commonly suffered by Black men that causes painful ingrown facial hairs) are diagnosed by a medical professional. Cadets must provide a copy of this diagnosis (Doctors note) to the instructors as soon as possible. Any delay could make shaving very painful and impact wear of the uniform.
 - 3. **Beards.** Beards are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a **religious accommodation**. When authorized for **medical reasons**, members will keep all facial hair trimmed **not to exceed ¼ inch in length**. Individuals granted a shaving waiver may shave or trim their facial hair to present a neat, clean, professional image but will not shave or trim in such a manner as to give a lined/shaped appearance. Instructors will monitor progress in treatment to control these waivers. If necessary for **medical reasons**, facial hair will be kept neat and conservative (moderate, being within required limits (not more than ¼ inch); not excessive or extreme).
 - 4. Cadets in **violation** will not be issued or maybe required to remove the uniform and change into school dress code approved clothing **immediately**.
- h. **Fingernails** - Male Cadets are **not** authorized to wear nail polish. If worn by female Cadets, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well groomed

i. Specific **Female Cadet** Grooming Guidelines:

Hair:

1. When worn in uniform, your hair should be no longer than the bottom edge of the collar at the back of the neck. Your hairstyle must be conservative as to not distract from the wear of the uniform. It should also look professional and allow you to wear the uniform headgear in the proper manner, so your hair must not be too full or too high on the head. In addition, your hairstyle shouldn't need many grooming aids. If you use pins, combs, barrettes, elastic bands or similar items, they must be plain, black in color, and modest in size. Wigs or hairpieces must also conform to these guide lines.
2. Hair will not touch the eyebrows. Hair color/highlights/frosting must present a professional image. Examples of natural looking for human beings: Blonde / Brunette / Red / Black / Grey.
3. **Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows** are authorized for women. *EXCEPTION:* Hair may be visible in front of women's flight cap. However, long hair will be secured with no loose ends.
4. Cuts, designs, shaving, or coloring to any part of the eyebrows is not allow and not authorized.





Scrunchie



Hair Clips



Brai

Specific **Male Cadet** Grooming Guidelines:

Hair:

1. Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair. When your hair is groomed, it should not touch your ears or eyebrows, and only the closely cut or shaved hair on the back of your neck should touch the collar. Your hair should not exceed **1 1/4 inch** in bulk regardless of the length and **1/4 inch** at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar.
2. Bulk is *the distance that the hair projects from the scalp when groomed* (as opposed to length of the hair). The bulk and length of your hair must not interfere with wearing any Air Force headgear properly, and it must not protrude below the front band of the headgear. Your hair must have a tapered appearance on both sides and back, both with and without headgear.
3. A tapered appearance means that, when viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point. Your hair may not contain or have attached to it any visible foreign items. If you dye your hair, it should look natural. You may not dye your hair an unusual color or one that contrasts with your natural coloring. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. **Prohibited** examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes/design. Cadets may have **one** (cut, clipped or shaved) straight line part, not slanted or curved, on either side of their head where a natural part would be combed. Men are not authorized hair extensions.
4. You may have sideburns if they are neatly trimmed and tapered in the same manner as your haircut. Sideburns must be straight and of even width (not flared) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening. Extreme or unprofessional hair styles are not authorized.
5. Cuts, designs, shaving, or coloring to any part of the eyebrows is not allow and not authorized.



Figure 1-1
Male Grooming Standards (Front View)

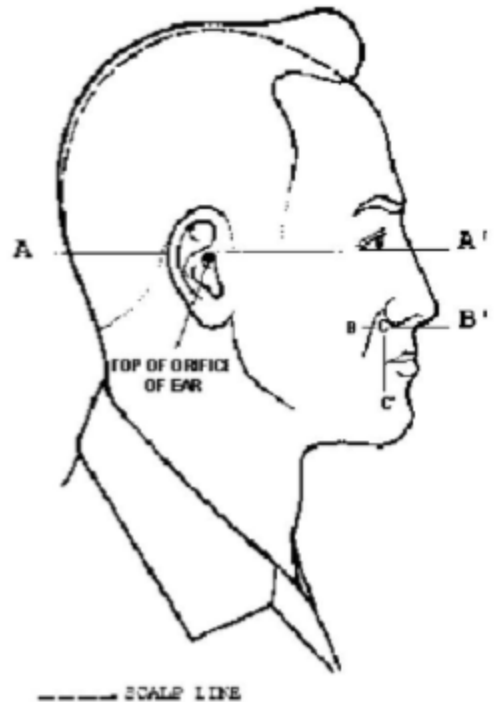


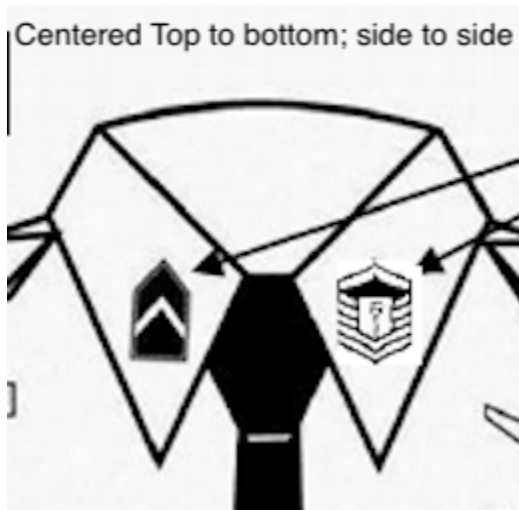
Figure 1-2
Male Grooming Standards (Side View)



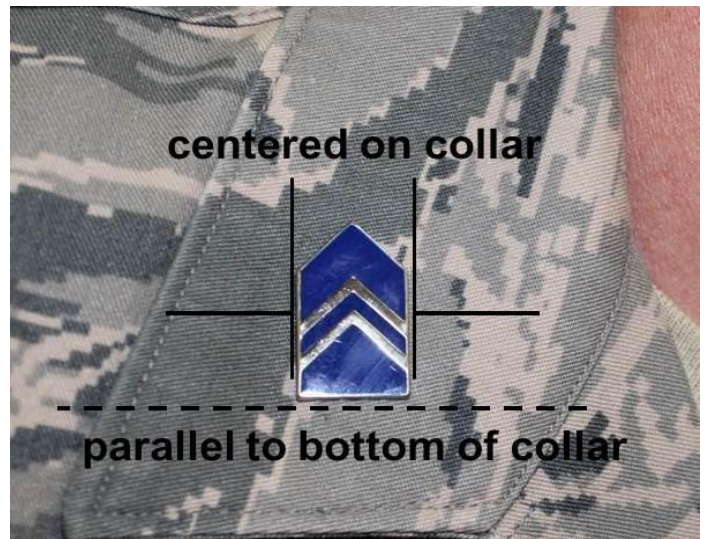
4. Cadet Grade and Rank:

- a. The only difference between your cadet uniform and the one worn by active duty Air Force personnel is the insignia. Cadets are divided into three categories; Airman, Non-Commissioned Officer, and Commissioned Officer. This three-way division is also true among active duty personnel.
- b. Airman grades include Airman Basic, Airman, Airman First Class and Senior Airman. There is no insignia for Airman Basic. Airman insignia is worn on the collar and/or lapel of the uniform.
- c. The Non-Commissioned officer (NCO) grades start with the Staff Sergeant and progress upward through Chief Master Sergeant, the highest authorized for NCOs in the AFJROTC program. NCO insignia is worn on the collar and/or lapel of the uniform.
- d. You will note that the grade chart shows the commissioned grades from the lowest, Second Lieutenant, to the highest authorized for an organization. Cadet officers wear their grade insignia on the collar/lapel or epaulet of the uniform.

e. Rank Placement (***EXAMPLES ONLY***)



Enlisted Rank Placement on Blue Shirt



Officer Rank Placement on ABUs



Enlisted Rank Placement on Service Coat



Officer Rank Placement on Service Coat

5. Uniform Standard Exceptions—Because Fike High School is an educational institution and not a military installation, a few uniform exceptions have been put in place for the convenience of the cadet population and apply while on campus **ONLY**.
- a. Service Coats/Lightweight Jackets—Because of the varying temperatures in school classrooms, cadets may remove their Service Dress coat while in classrooms. Upon leaving the classroom **for any reason**, the cadet must wear and button/zip the coat/jacket. Additionally, although designed as an outer garment, for the same reason, the lightweight jackets may be kept on while in classrooms, but **will be removed** for uniform inspections as deemed appropriate by the Instructors.
 - b. Service Coats in Cafeteria—The Fike High School Cafeteria is a busy place. To avoid stains, spills, etc., cadets may remove their service coat while sitting and eating their meal (inside or outdoors) but must immediately put on and button the coat when leaving their seat **for any reason**.
 - c. Any other exceptions are examined, reviewed, and approved on a case-by-case basis and may involve the SASI, Principal, and/or Headquarters AFJROTC.

UNIFORM OPTION 1 & 2 – CADET MALE BLUE SHIRT

The only difference between Option 1 and 2 is the wear of the necktie.

NAME TAG:	Required-Grounded and centered over wearer's right pocket.
RIBBONS:	Required-Grounded and centered over wearer's left pocket.
RANK (Enlisted):	Worn on both left/right collar, centered from side to side and top to bottom. Bottom point of torch points toward the point of the collar; Cadet Airman Basic wear no insignia of any kind on the collar.
RANK (Officer):	Worn on both epaulets. Place as close as possible to the shoulder seam.
BADGES (Right):	Awareness Presentation Team (APT) Badge (not pictured) – centered top to bottom and side to side on right pocket; Kitty Hawk Badge (pictured), Aerospace Education Foundation (AEF) Badge, and Distinguished Cadet, Ground School Badge, Flight Solo or Flight ½ above previous badge and centered horizontally; additional badges placed Badge– first badge placed ½ inch above name tag
BADGES (Left):	Model Rocketry Badge – centered top to bottom and side to side on left pocket; Certificate Badge (not pictured) – first badge placed ½ inch above ribbons and centered horizontally; additional badges placed ½ above previous badge.
TIE:	Tied in an appropriate knot (see Attachment 4) and flush with the collar. The top button must be buttoned and will not be seen. The tip of the tie will hang within the width of the belt buckle (top to bottom.)
BELT/GIG LINE:	The belt is worn through all belt loops with tab pointing to wearer's left. Tip of tab must cover the back of buckle edge with no blue showing between buckle and tab. The gig line is a straight line formed by the line of the shirt, belt buckle and line of the zipper flap.
SHIRT:	Clean, pressed and tucked in (with minimum bunching at the waist), all buttons fastened (with the exception of the top button in Option (1))
PANTS:	Clean, pressed, free of lint/dirt and altered to appropriate length. Fasten left back pocket button.
SHOES:	Issued black oxford shoes, shined to a high gloss. Corfam shoes may only be worn by the Drill Team, Color Guard, and Cadet Corps Staff Class (ROTC IV, V, & VI).
SOCKS:	Plain, black, above the calf.
T-SHIRT:	Plain, white, V-neck.



Option 1 (Male)-(Example Only)



Option 2 (Male)-(Example Only)

UNIFORM OPTION 1 & 2 – CADET FEMALE BLUE SHIRT

The only difference between Option 1 and 2 is the wear of the neck tab.

- NAME TAG:** Required-Centered on the right side, even with to 1½ inches higher or lower than the first exposed button, parallel with the ground.
- RIBBONS:** Required-Centered on the left side, aligned with/parallel to the bottom of the name tag
- RANK (Enlisted):** Worn on both left and right collar, centered from side to side and top to bottom. Bottom point of torch points toward the point of the collar; Cadet Airman Basic wear no insignia of any kind on the collar.
- RANK (Officer):** Worn on both epaulets. Place as close as possible to the shoulder seam.
- BADGES (Right):** Awareness Presentation Team (APT) Badge (pictured), Kitty Hawk Badge, Aerospace Education Foundation (AEF) Badge, and Distinguished Cadet Badge – First badge placed ½ inch above name tag and centered horizontally, additional badges placed ½ above previous badge
- BADGES (Left):** Model Rocketry Badge (pictured), Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) - First badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ above previous badge.
- NECK TAB:** The neck tab will be placed around the inside and be flush with the collar. The top button must be buttoned and will not be seen.
- BELT/GIG LINE:** The belt is worn through all belt loops with tab pointing to wearer's right. Tip of tab must cover the back of buckle edge with no blue showing between buckle and tab. The gig line is a straight line formed by the line of the shirt, belt buckle and line of the zipper flap.
- SHIRT:** Clean, pressed and tucked in (with minimum bunching at the waist), all buttons fastened (with the exception of the top button in Option 1).
- PANTS:** Clean, pressed, free of lint/dirt and altered to appropriate length.
- SHOES:** Issued black oxford shoes, shined to a high gloss. Corfam shoes may only be worn by the Drill Team, Color Guard, and Cadet Corps Staff Class (ROTC IV, V, & VI).
- SOCKS:** Plain, black, above the calf.
- T-SHIRT:** Plain, white, V-neck.



Option 1 (Female)-(Example Only)



Option 2 (Female)-(Example Only)

Please refer to attachments in Chapter 7 of the Operational Supplement

UNIFORM OPTION 3 – CADET MALE SERVICE DRESS

SHOES: Same as Option 1 and 2.
SOCKS: Same as Option 1 and 2.
T-SHIRT: Same as Option 1 and 2.

Please refer to attachments in Chapter 7 of the Operational Supplement

NAME TAG: Required. Center on right side between arm seam and lapel with bottom edge even with the top of the welt pocket on the left (parallel to the ground.) NOTE: Bottom of nametag should be parallel with bottom of ribbons.

RIBBONS: Required. Centered on left side on but not over the edge of the pocket.

MEDALS: (Not pictured) Centered with and aligned with the bottom of the pocket on the left side, only authorized for special occasions as outlined in Chapter 7.

BADGES (Right): Awareness Presentation Team (APT) Badge – Center on the welt pocket, 3 inches below the name tag, Kitty Hawk Badge, Aerospace

Education Foundation (AEF) Badge (not pictured), and Distinguished Cadet Badge (not pictured) – first badge placed ½ inch above name tag and centered horizontally. Additional badges placed ½ above previous badge


BADGES (Left): Model Rocketry Badge (pictured) – Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn, Academy of Model Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) – first badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ above previous badge

COAT: Well fitting, not too loose or tight, clean and lint/dirt free, all buttons must be buttoned, sleeves altered to appropriate length. If coat is removed while in a classroom (as noted in paragraph 5,) it must be put back on and buttoned when leaving the classroom for any reason.

TIE: Same as Option 2.
BELT/GIG LINE: Same as Option 1 and 2.
SHIRT: Same as Option 2.
PANTS: Same as Option 1 and 2.



UNIFORM OPTION 3 – CADET FEMALE SERVICE DRESS

NAME TAG:	Required. Center on right side between arm seam and lapel with bottom edge even with the top of the welt pocket on the left (parallel to the ground.) NOTE: Bottom of nametag should be parallel with bottom of ribbons.	
RIBBONS:	Required. Centered on left side on but not over the edge of the pocket.	
MEDALS:	Centered with and aligned with the bottom of the pocket on the left side, only authorized for special occasions as outlined in Chapter 7.	
RANK	Worn on both lapels, place insignia halfway up the (Officer and Enlisted ranks are demonstrated only) are placed on the seam, resting on but not over it, the bottom of insignia is parallel with the ground; Cadet Airman Basic wear no insignia of any kind on the lapel. HQ AFJROTC authorizes rank to be worn on both the coat lapel and shirt collar simultaneously while in service dress.	
BADGES (Right):	Awareness Presentation Team (APT) Badge, Kitty Hawk Badge, Aerospace Education Foundation (AEF) Badge (not pictured), and Distinguished Cadet Badge – first badge placed ½ inch above name tag and centered horizontally, additional badges placed ½ above previous badge.	
BADGES (Left):	Model Rocketry Badge (pictured), Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) – first badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ above previous badge.	
COAT:	Well fitting, not too loose or tight, clean and lint/dirt free, all buttons must be buttoned, sleeves altered to appropriate length. If coat is removed while in a classroom (as noted in paragraph 5,) it must be put back on and buttoned when leaving the classroom for any reason.	
NECK TAB:	Same as Option 2.	
BELT/GIG LINE:	Same as Option 1 and 2.	
SHIRT:	Same as Option 2.	
PANTS:	Same as Option 1 and 2.	
SHOES:	Same as Option 1 and 2.	
SOCKS:	Same as Option 1 and 2.	
T-SHIRT:	Same as Option 1 and 2.	

Please refer to attachments in Chapter 7 of the Operational Supplement

UNIFORM OPTION 4 – CADET UNIT UNIQUE CLOTHING ITEM(S)

1. The Cadet Unit Unique Clothing such as a Polo Shirt (Option 4) or Unit T-Shirt will be:
 - a. Worn for community service events, on **Tuesdays** for unit pride, and other occasions where wear of the Blue Air Force Uniform is inappropriate
 - b. When Option 4 is worn, the shirt will be tucked-in
 - c. The cadet must wear pants, trousers, or khakis without rips or tears and a belt (the issued blue Air Force belt is authorized)
 - d. In cases where the cadets will be outdoors in warm weather, nice shorts (jean or cargo style) may be authorized by the instructors (no “cut off” or athletic style shorts)
 - e. Multi-colored, ripped, torn, and/or excess worn garments are not authorized
2. **Grooming Standards Apply** while in Option 4. Haircuts and shave for male, hair, cosmetics, and nails rules for female, and jewelry rules for both genders are in effect.



Option 4 (Example Only)

UNIFORM OPTION 5 – CADET PT UNIFORM

1. The cadet Physical Training (PT) uniform (or referred to as “gear”) will be worn on designated PT days. The PT Uniform will consist of the Air Force PT Shirt and Shorts. On cold days, the Air Force issued Sweat Shirt and/or Sweat Pants may be worn over the shirt and/or shorts. Appropriate undergarments **ARE REQUIRED** to be worn under PT Uniform/gear at all times. **A unit designed shirt may be worn in place of the Air Force PT short sleeve shirt.**
2. The issued PT uniform will be well fitting enough to allow the cadet freedom of movement. **The shirt will be tucked in at all times.** Do not remove or cut sleeves. PTG undershirts, short and long-sleeved form fitting undershirts, (i.e. Spandex, Lycra™ or elastic material) may be worn and visible under the short-sleeved PTG shirt. Undershirt must be tucked in. There is no color restriction on the form fitting undershirt; undershirt may have visible small trademark logo. Appropriate **athletic shoes are required** with the PT uniform (no flip flops, sandals, or open toed shoes). If a cadet has a valid excuse for not participating in PT (i.e., doctor’s note) they **must wear** their PT Uniform on that day since a grade is given for wearing the appropriate uniform. A grade of zero will be recorded and cadet is unable to participate if a cadet does not wear the PT uniform as described.
3. Baseball or stocking (Black) Caps - wear of an optional plain solid black or dark blue baseball/sport/stocking cap with optional Air Force symbol and/or U.S. Air Force or AFJROTC printed/embroidered on the front during PT sessions. Caps are to be worn **outdoors only and fitted properly and squarely on the head as instructed in the classroom.** Cadet Officer rank will be worn centered on front of baseball cap, if authorized. Cadet Enlisted will not have any rank on their head gear.
4. Bandanas and other similar head-scarves/headgear are **not authorized.**

NOTE: Baseball and stocking caps and athletic style shoes are **purchased by cadets.**

Please refer to attachments in Chapter 7 of the Operational Supplement and AFI 36-2903.



Option 5 (Example Only)





(Examples Only)



Option 5 **(Example Only)**

UNIFORM OPTION 6 – CADET AIRMAN BATTLE UNIFORM (ABU)

NAME TAPE:	Worn centered and grounded over the right pocket.
AFJROTC TAPE:	Worn centered and grounded over the left pocket.
UNIT PATCH:	Worn centered on the right pocket.
AFJROTC PATCH:	Worn centered on the left pocket.
RANK (Officer and Enlisted)	Worn on both the left and right collars, centered on the collar and parallel with bottom of collar; Cadet Airman Basic have no insignia.
SLEEVES:	May be worn rolled up or fully extended.
T-SHIRT:	Tan/sand color.
BELT:	Issued ABU belt.
BOOTS:	AF Issue green boots.
HAT:	AF Issue ABU hat or AFJROTC ball cap.

Selected Cadets will be issued the ABU FREE of COST. Care and cleaning are the responsibility of the cadet and **cleaned according to the sew-in care instructions.** (Most items, EXCLUDING BOOTS, are machine washed and dried.

During Uniform Turn-In, the **following must be returned** to Instructors:

1. ABU Coat

2. ABU Trousers (Pants)

3. ABU Boots

4. ABU Belt

Please refer to attachments in Chapter 7 of the Operational Supplement



Option 6 (Example Only)

CADET LIGHTWEIGHT BLUE JACKET

1. The lightweight blue jacket may be worn with uniform Option 1, Option 2, or Option 4. The lightweight jacket may be worn indoors and outdoors however, it will be **removed for uniform inspections** as appropriate.
2. **While worn, the lightweight jacket must be zipped at least ½ way up.** It can be zipped up further and even to the top, but must be at least ½ way up. Additionally, cadets are not permitted to push up the sleeves of the lightweight jacket. If a cadet becomes uncomfortably warm they should remove the jacket.
3. **RANK:** Worn on both the right and left collar, centered from left to right, parallel with the outer edge of the collar, and 1 inch from the bottom of the collar. Rank will be removed when worn with Option 4.



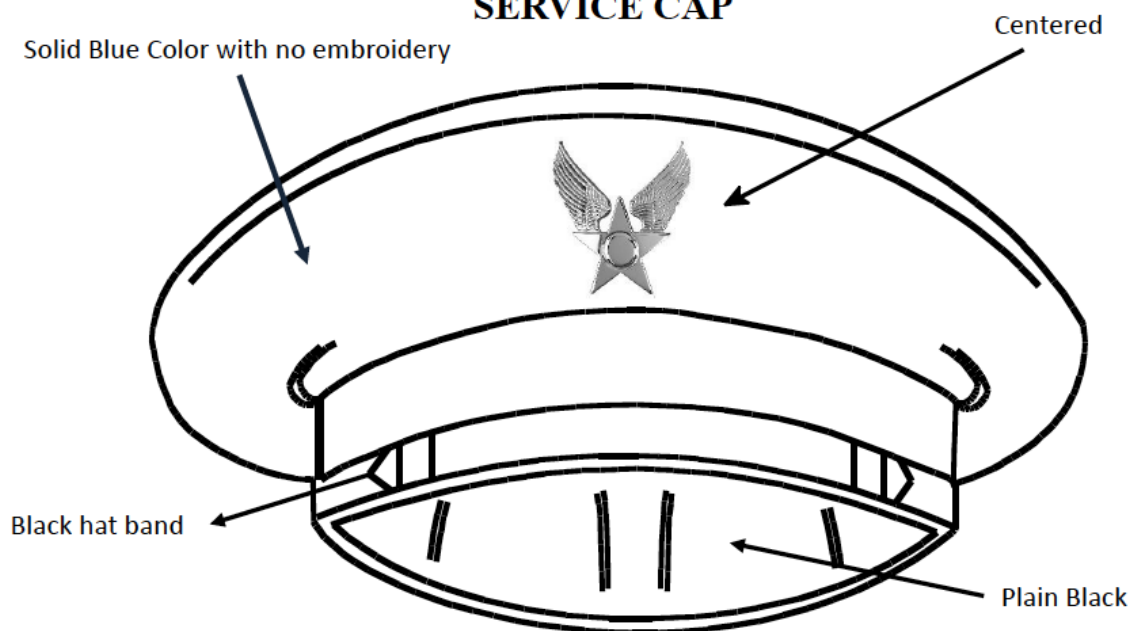
Lightweight (Blue) Jacket (**Example Only**)

CADET HEADGEAR

MALE SERVICE CAP: Authorized for wear by the members of the Color Guard only, worn square on the head large cadet officer hat insignia worn centered on front of cap.

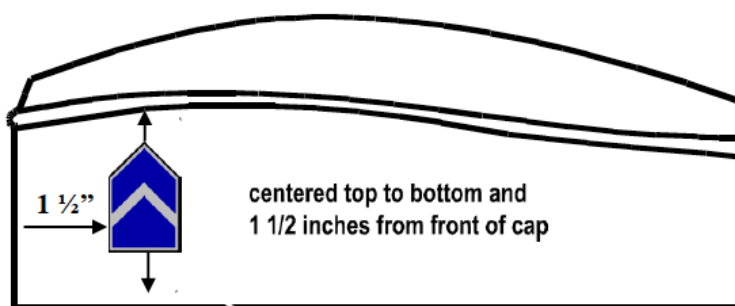
CADET MALE HEADGEAR

SERVICE CAP



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

FLIGHT CAP*



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

MALE FLIGHT CAP: Worn square on the head, small cadet officer hat insignia worn on left side of cap, 1 1/2 inches from and parallel to the front edge, centered from top to bottom, cadet enlisted will not wear insignia on the flight cap

FEMALE SERVICE CAP: Authorized for wear by the members of the Color Guard members only, worn square on the head large cadet officer hat insignia worn centered on front of cap.

CADET FEMALE HEADGEAR

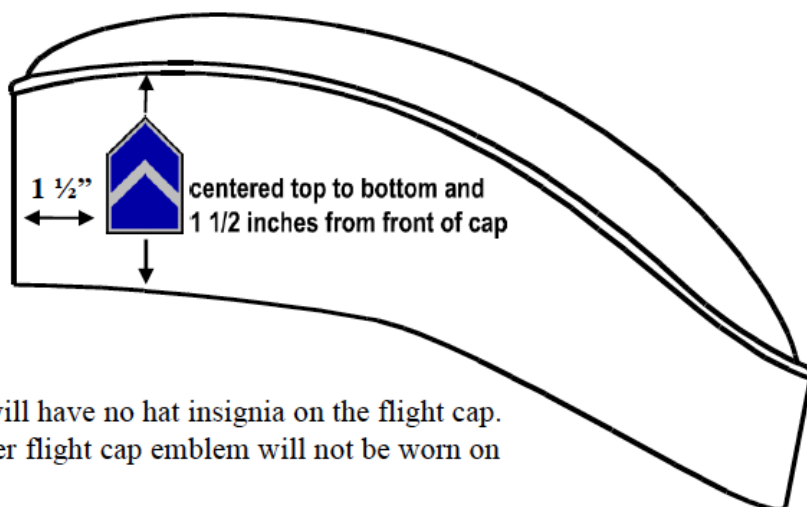
SERVICE CAP

Solid Blue Color with no embroidery



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

FLIGHT CAP*



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

FEMALE FLIGHT CAP: Worn square on the head, bangs may protrude from front band but must not touch the eye brows, small cadet officer hat insignia worn on left side of cap, 1 1/2 inches from and parallel to the front edge, centered from top to bottom, cadet enlisted will not wear insignia on the flight cap

BERET: Authorized for wear only by the members of the Drill Team and only during competitions. Officer insignia is authorized on the berets for officer cadets and only during competitions.

CADET BERET HEADGEAR

BERET



Berets.

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

CADET UNIFORM INSPECTION, CITIZENSHIP, AND PARTICIPATION WEEKLY WORKSHEET

E-Flight		<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <div>Absent</div><div>Cover</div><div>Hair</div><div>Shave or Nail polish</div><div>Shirt/Coat/Tie/Tab</div><div>Devices</div><div>Pants/Belt/Gig line</div><div>Shoes / Socks</div><div>Jewelry</div><div>Strings</div><div>Mixed Clothing</div><div>Improper Wear</div><div>Missing Items</div><div>Not Obeying Commands</div><div>Excessive Movement</div><div>Talking</div><div>Inspection Knowledge</div><div>Uniform Worn Late</div><div>Failure to Wear All Day</div><div>Total Demerits</div><div>Score (out of 25 pts)</div><div>DND - Parent Notified</div> </div>																		Comments			
		X	4	4	4	4	4	3	3	2	1	6	6	4	3	5	3	3	9		25	X	
1																							
2																							
Name / Citizenship & Participation Point		Mon	Tues	Wed	Thurs	Fri	Physical Training 10 pts										COMMENTS						
1																							
2																							
DND = Did not Dress Points Double each Week for repeated demerits Uniform Total Points: 25 x 4 (weight) = 100 points; (Q2 & Q4 - weight increase from 4 to 8 times (200 points)) PT Total Points: 10 x 10 (weight) = 100 points																							

1. Each number associated with an inspection item is the maximum number of points taken out of 25 points. Each inspection item is explained in this chapter.
2. The following inspection items **will incur maximum** number of points & overall percentage (out of 100%) if a violation is noted:
 - Cover (Hat) (16%)
 - Shave/Nails (16%) – NOTE: Cadet may be required to remove uniform immediately
 - Uniform worn late (36%)
 - Failure to wear all day (100%)
3. Knowledge questions consist of basic cadet knowledge, which includes the current Chain of Command and Cadet and Active Duty Ranks. AS-2 through AS-4 Cadets maybe required to answer more complex questions commensurate with earned cadet rank.
4. Bonus Points maybe awarded for Flight Drill exercise. For example: Overall Winner may receive up to 3 bonus points and first runner up may receive 1 bonus point. Drill exercise may consist drill movements learned.
5. Staff members and/or Flight leadership may assist instructors with uniform observations under the following conditions:
 - **Directly** supervised by a certified instructor within line of sight and ear shot
 - **Comply** with all uniform and grooming standards
 - **Extensive** experience and knowledge of uniform standards
 - **Above** reproach in judgement and decisions
 - **Consistently** an example to follow
6. Cadets will not tabulate, control, and have access to weekly final uniform grades.
7. Parents and/or Guardians maybe notified when a cadet is not in uniform on inspection day or following an absents. Cadets must wear their uniforms once per week. Cadets showing a trend (**2 or more days**) absent on uniform wear days will require an Instructor, Parent/Guardian, Cadet conference to resolve. Administration and/or a School Counselor may be required to be present in the conference.

AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT
COLONEL



COLONEL

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

CADET ENLISTED RANK

AIRMAN BASIC:
NO RANK INSIGNIA



AIRMAN



AIRMAN
FIRST CLASS



SENIOR
AIRMAN



STAFF
SERGEANT



TECHNICAL
SERGEANT



MASTER
SERGEANT



SENIOR
MASTER
SERGEANT



CHIEF
MASTER
SERGEANT

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

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



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



**DISTINGUISHED
CADET BADGE**



METAL OR CLOTH



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



**UNMANNED AIRCRAFT
BADGE**

Cadets may only wear one of these badges on their uniform



AWARENESS
PRESENTATION
TEAM BADGE

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



AEF BADGE

The National Finalists CyberPatriot badge is the

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



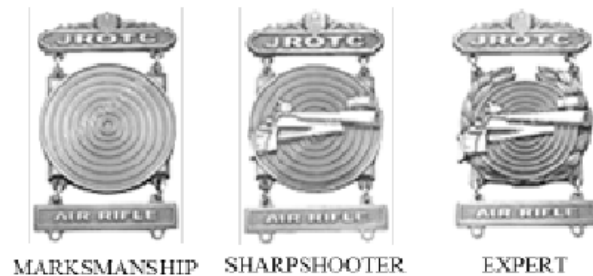
Badges/Insignia not listed here are unauthorized for wear.

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

Marksmanship Badges – Wear Only One



CMP Awarded Badges



MARKSMANSHIP SHARPSHOOTER EXPERT

Unit Awarded Badges

If earned choose only one – CADETS MAY ONLY WEAR ONE on their uniform. Place directly underneath ribbons. Cadets may NOT wear Marksmanship Shield (see below) with Marksmanship Badge. Do not wear Marksmanship badges with medals



Marksmanship
Shield

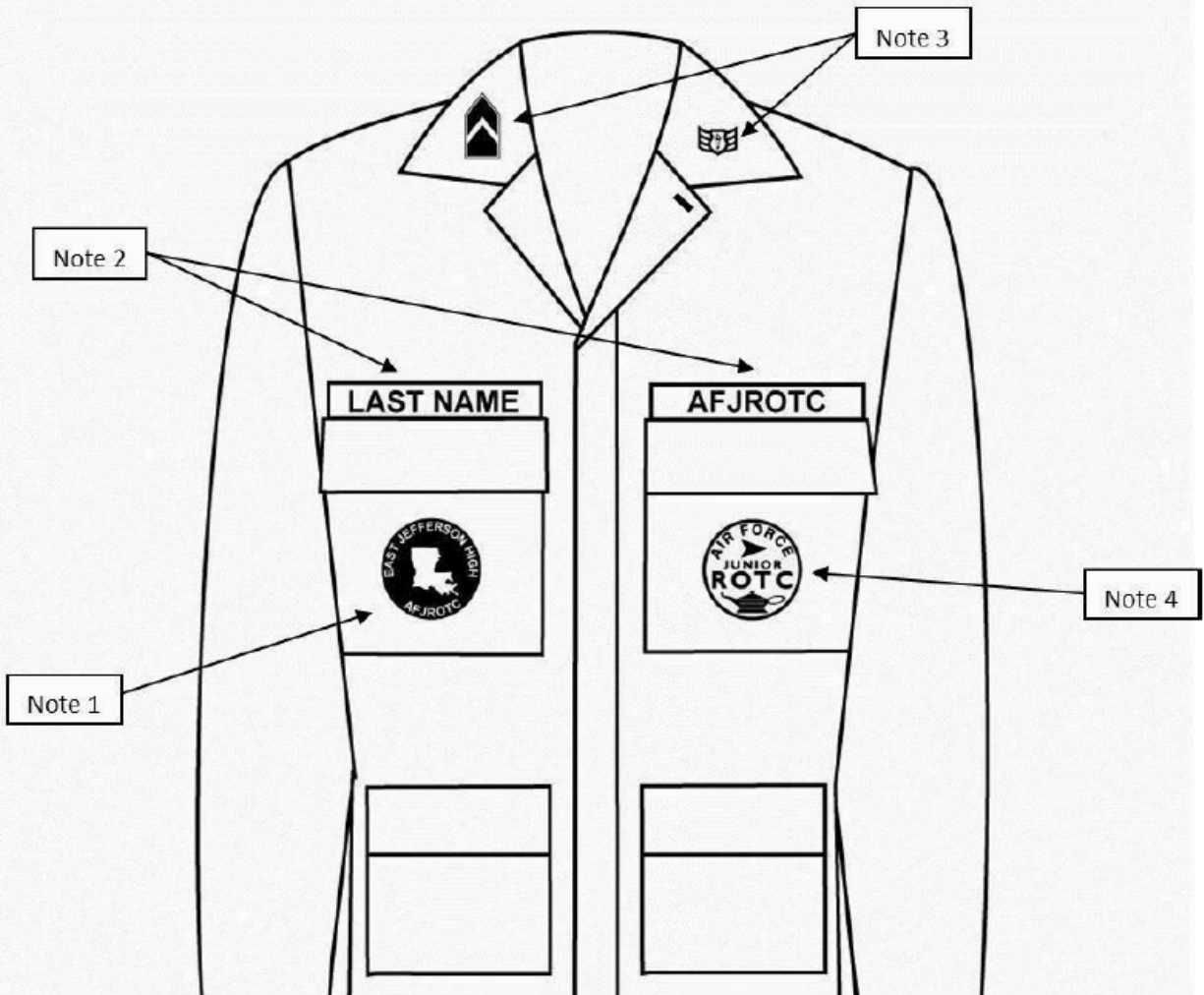
Choose either the APT or Marksmanship Shield and a Marksmanship Badge. Only one may be worn.

Males and females may wear the marksmanship badge (may only wear one) below the ribbons on the blue shirt or service dress uniform or

Marksmanship badges will not be worn with medals.

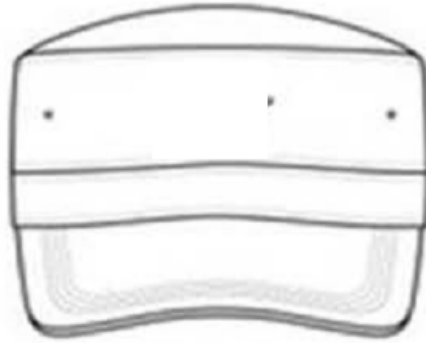
Badges/Insignia not listed here are unauthorized for wear.

CADET ABU Male and Female

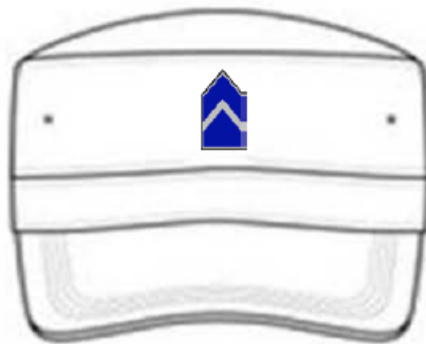


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with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

CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.

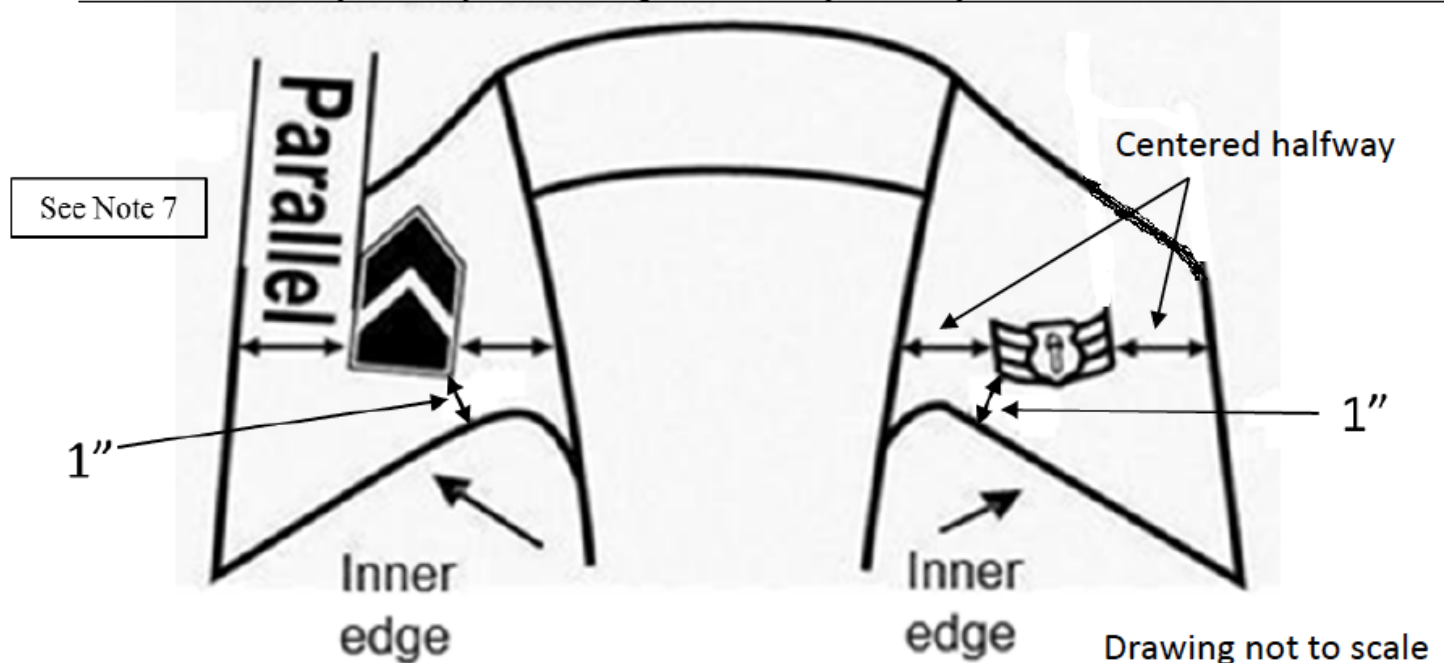
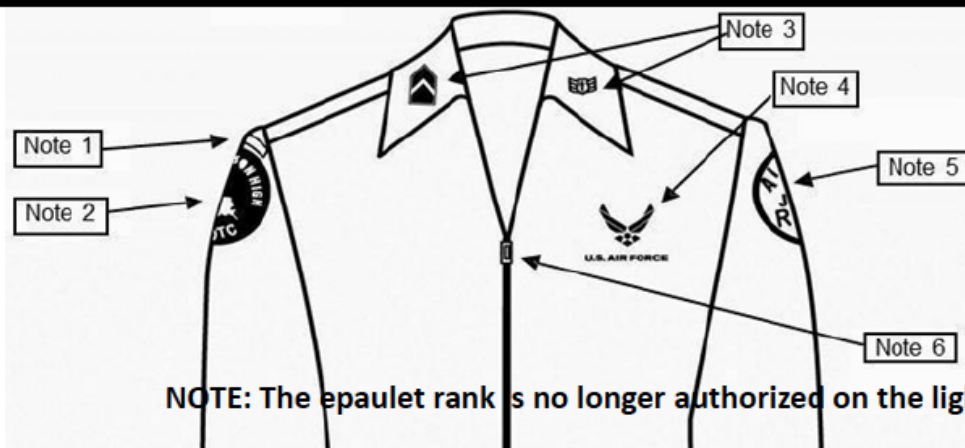


Officers will wear rank insignia on the ABU cap.

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

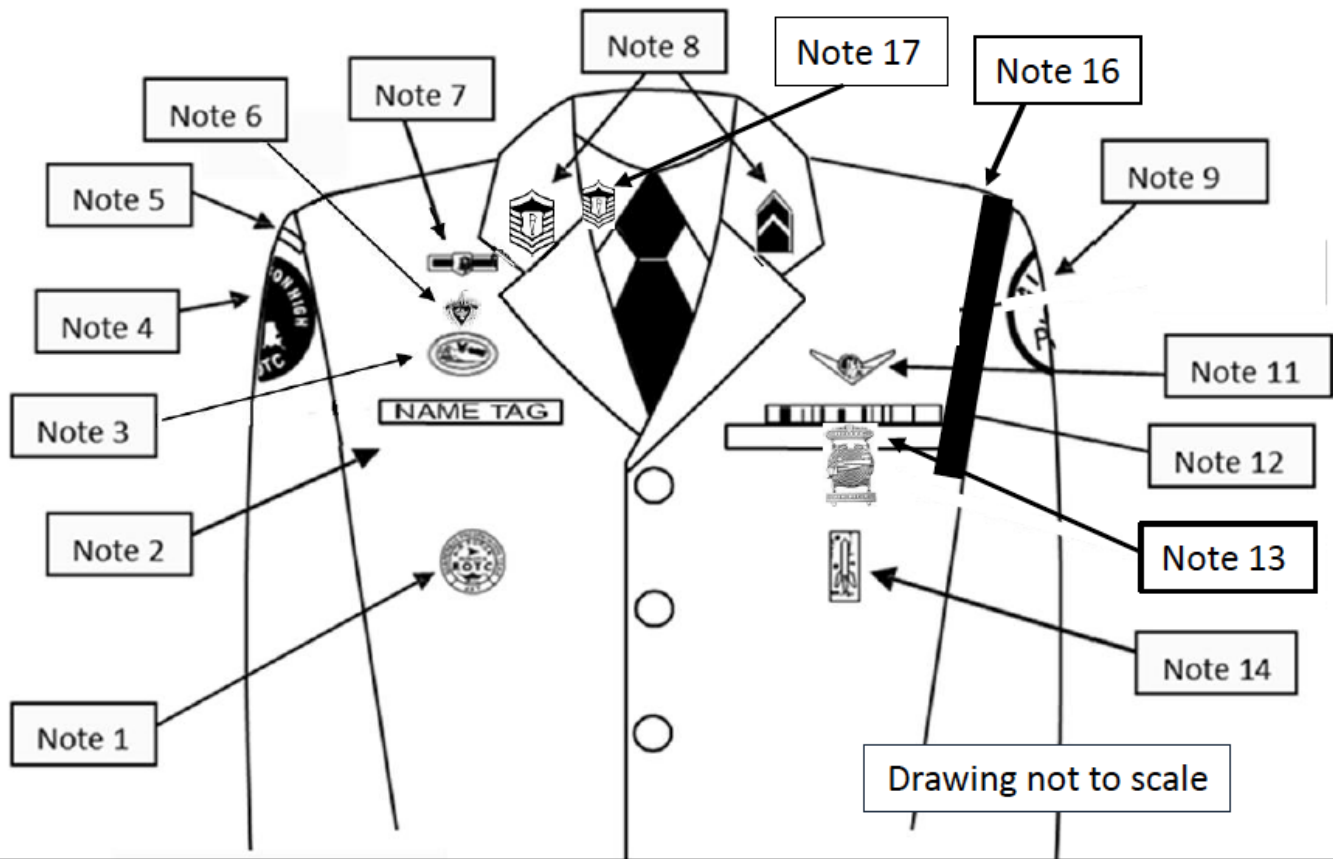
Exception is for Cadet Leadership Course (CLC) specific headgear that will ONLY be worn during the period of the CLC course.

CADET LIGHT WEIGHT BLUE JACKET



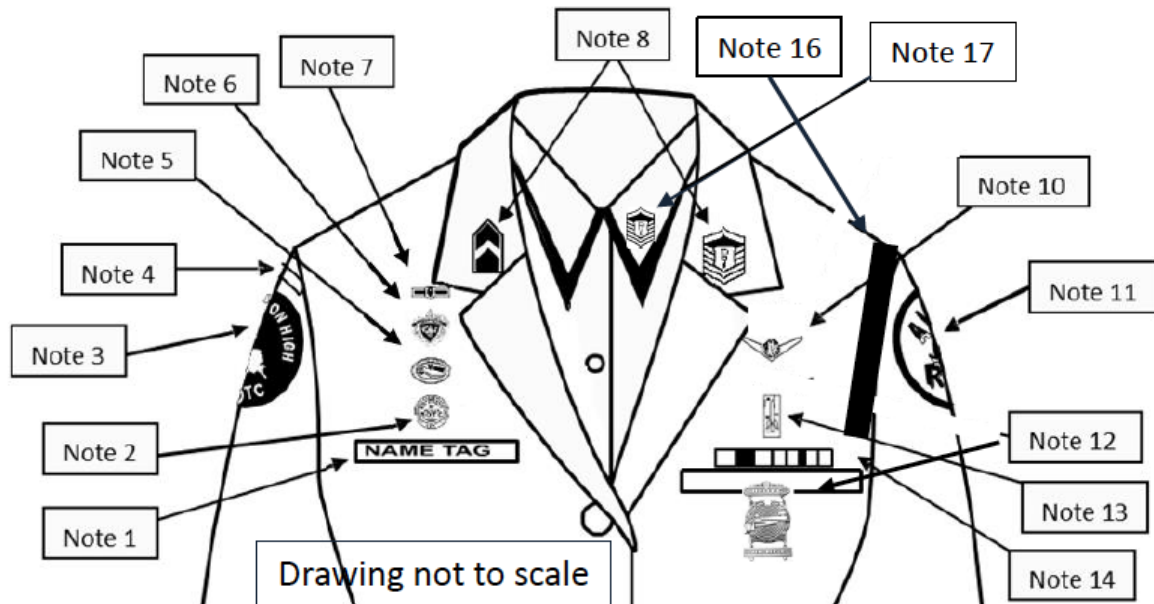
1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note 7.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

CADET MALE SERVICE DRESS



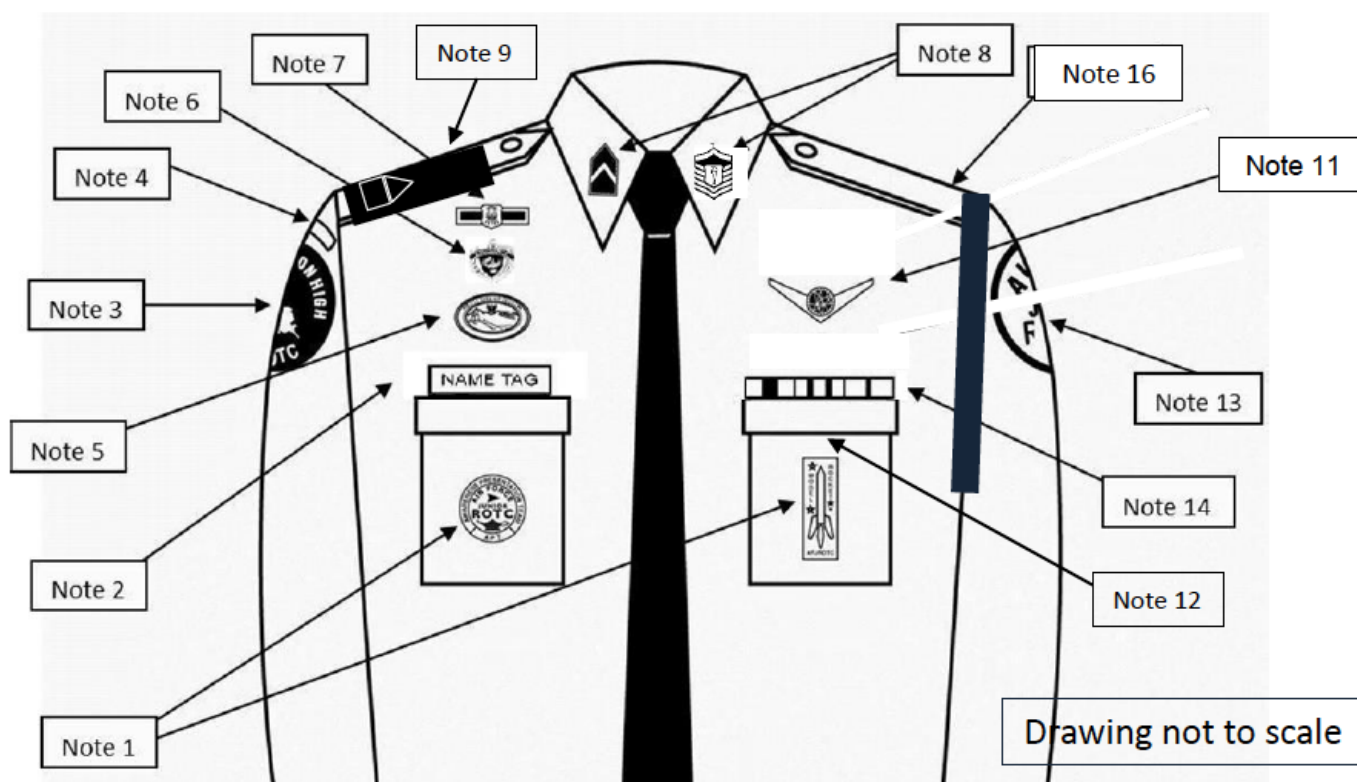
1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place $\frac{1}{2}$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

CADET FEMALE SERVICE DRESS



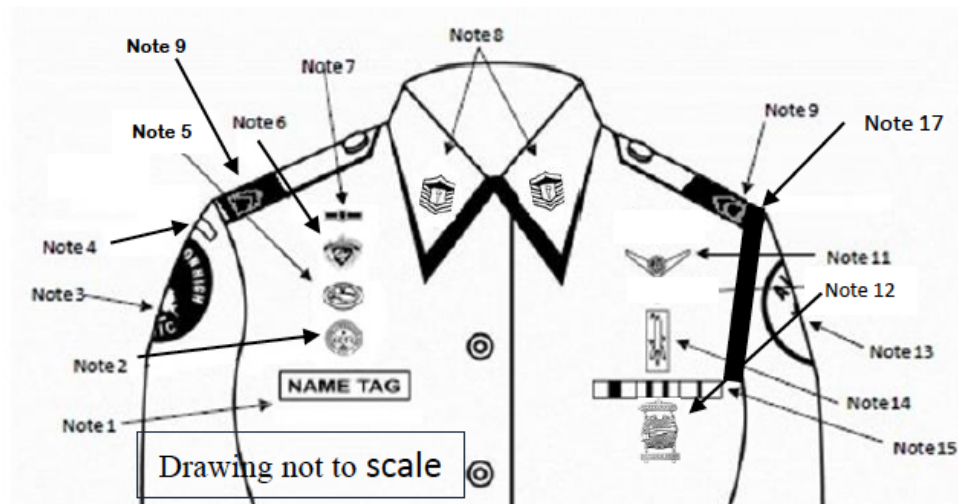
1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Deleted
10. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
11. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. Model Rocketry Badge. See Note 15.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
15. Except marksmanship badge. Wear first badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge , then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. **No more than one Flight badge is authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**

CADET MALE BLUE SHIRT



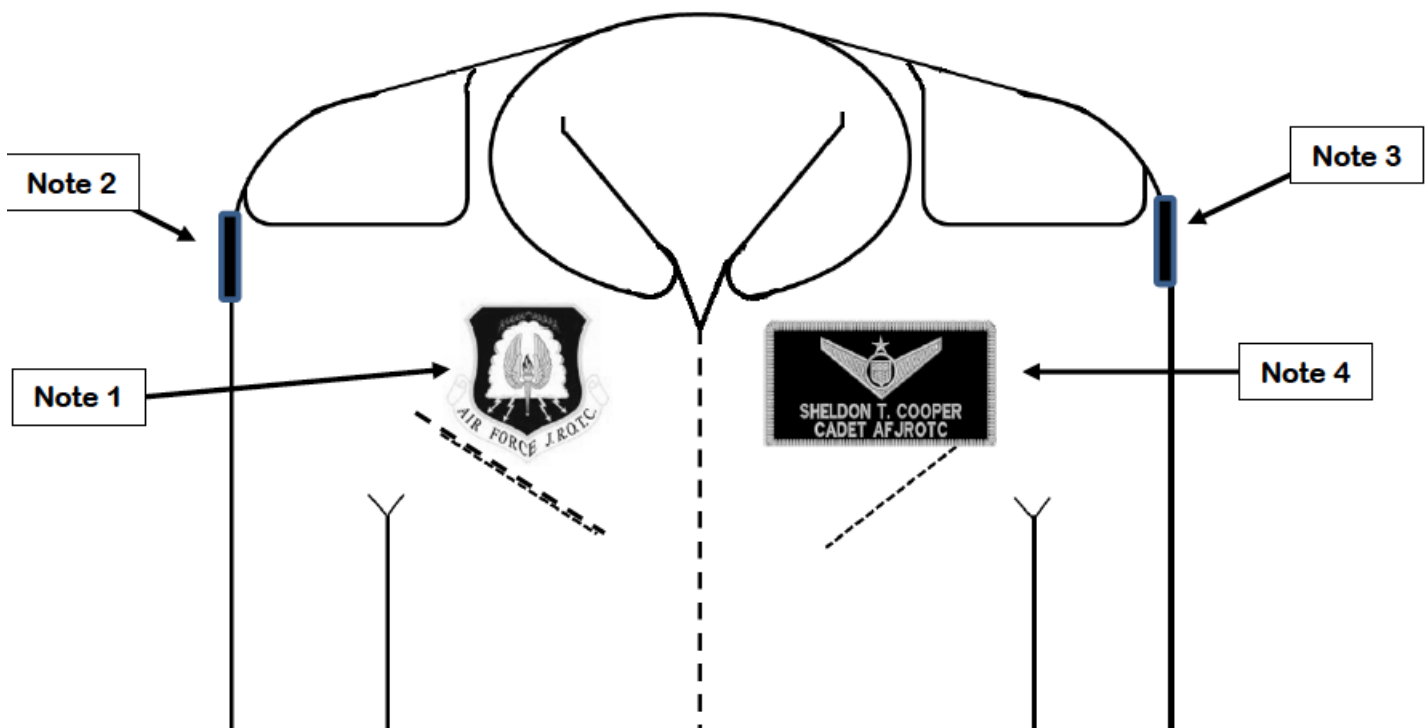
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered $\frac{1}{2}$ to 1 inch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

CADET FEMALE BLUE SHIRT



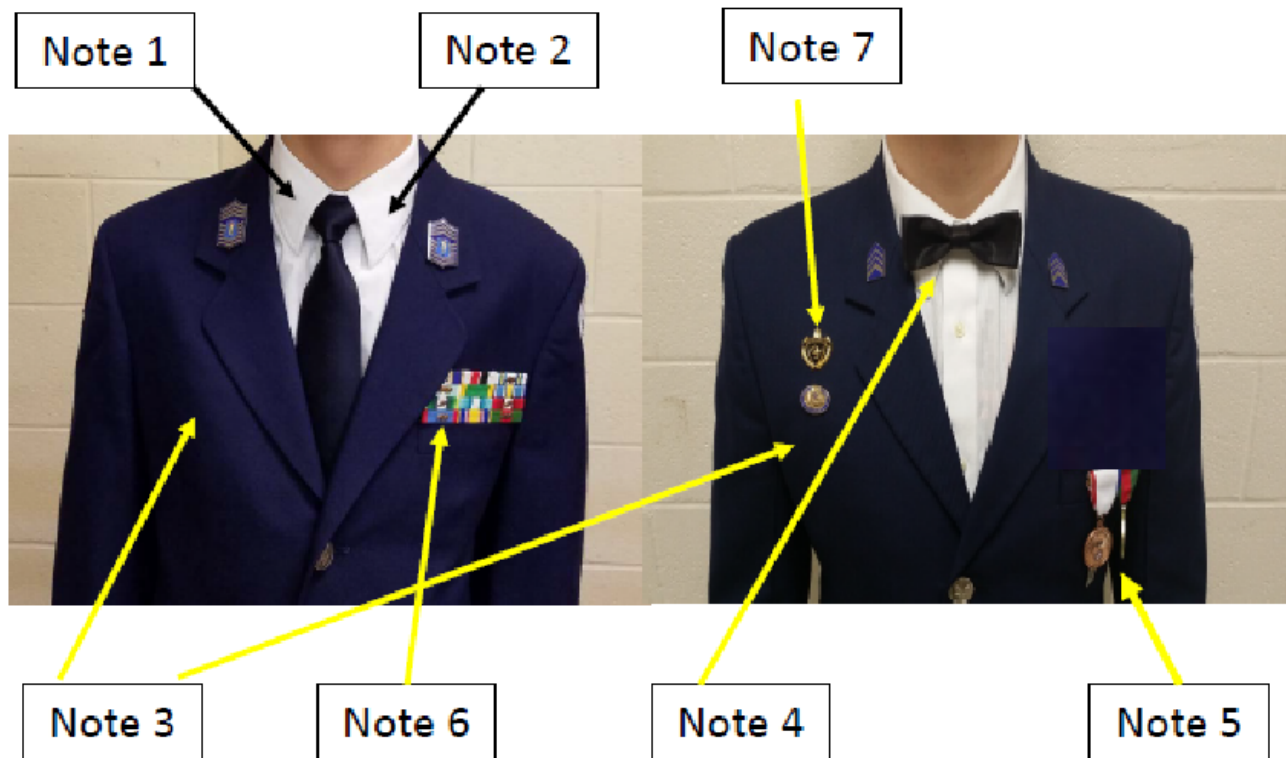
1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower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

FLIGHT SUIT (Male and Female)



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

Semi-Formal Dress Uniform



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

Sample Exhibition Uniform



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

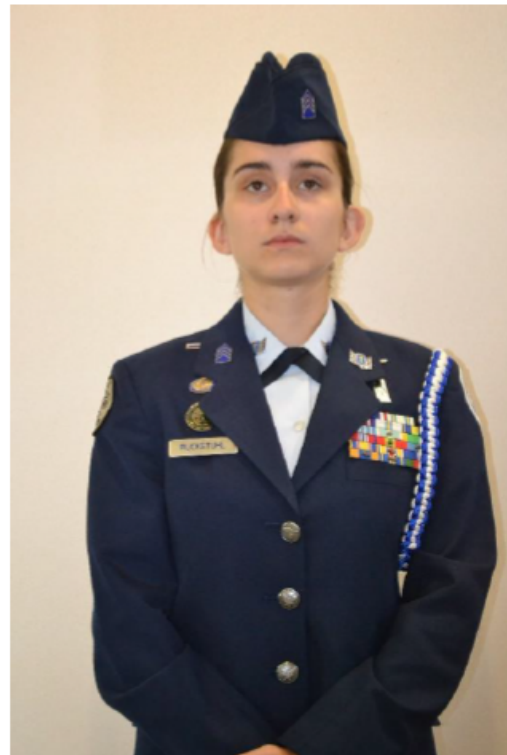
Sample Exhibition Uniform



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

Sample Uniform Pictures

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



Sample Uniform Pictures



CHAPTER 9 - CADET PROMOTION SYSTEM

1. General: Cadet ranks parallel those of the active Air Force. Ranks are awarded based upon proven performance and on potential for assumption of additional future responsibilities. Outlined on page 40 is an illustration of cadet ranks. When using ranks in the AFJROTC program, the word “**cadet**” will always be used to ensure it is understood that individuals being referred to are cadets and not members of the armed services.
2. Limitations: Cadet Ranks are limited based upon the amount of enrollment in the program. At current manning levels, the maximum rank attainable is Cadet Colonel, which is the highest attainable rank for AFJROTC. Distribution of ranks will also parallel that of an active Air Force unit. In other words, we will ensure we do not have too many officers for the amount of enlisted within our ranks.
3. Academics: Cadet ranks **do not** directly influence academic grades.
4. Eligibility:
 - a. Cadets who have demonstrated a *potential for increased responsibility* may be selected periodically for promotion.
 - b. Promotion eligibility is based on academic grades, uniform wear, community service hours, extracurricular activities, and MOST IMPORTANTLY cadets must show potential to serve in the higher grade.
 - (1) To be eligible for promotion to officer rank, a cadet must meet all promotion eligibility requirements and be selected for an officer staff position.
 - (2) Promotions to the grades of cadet SMSgt and cadet CMSgt depend on position and grade vacancies and the performance of the cadets filling the various positions.
 - c. Normally AS-3 and AS-4 cadets will be selected as the cadet commissioned officers. AS-2 and AS-3 will usually be cadet NCOs, and AS-1 will be the cadet airmen. Exceptions may be made when qualified upper classmen are not available to fill the higher positions in the cadet corps or by the discretion of the SASI. Exceptions: Fike High School is a small school and it may be necessary to promote underclassmen into hard to fill positions or promote exceptional underclassmen into staff positions, when required.
5. Frequency of Promotions:
 - a. There will be four promotion cycles each school year, two during each semester.
 - b. Special promotions may be made at any time to recognize merit and to fill an organizational need of the cadet corps. These promotions are made on a best-qualified basis, by recommendation of the corps commander and approval of the SASI/ASI.
6. Permanent Ranks: All cadets are assigned a permanent grade commensurate with the number of AFJROTC years satisfactorily completed. These ranks are awarded based on in-class activities and on the basis of promotion testing. The highest attainable permanent rank, based on Aerospace Science (AS) level is as follows:
 - a. AS-1 Cadets: Cadet Airman First Class
 - b. AS-2 Cadets: Cadet Staff Sergeant
 - c. AS-3 Cadets: Cadet Technical Sergeant
 - d. AS-4 Cadets: Cadet Technical Sergeant
7. Temporary Ranks: Temporary ranks and promotions are based on positions included in the Corps of Cadets. Upon completion of the position, cadets will revert to their earned permanent rank unless selected for another position that offers a temporary rank.

8. Promotion Criteria:

AS-1

- a. For the first promotion cycle each year (Fall Semester), the following criteria apply:
- (1) AFJROTC grade of 80 or above
 - (2) Passing grade (60 or above) in all other classes. Cadets will not be promoted if they are on the Academically Ineligible List. Cadets may be considered for promotion once they regain eligibility. Under this circumstance, it is the responsibility of the cadet to request reconsideration for promotion.
 - (3) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
 - Position of attention
 - Parade Rest
 - Present Arms
 - Order Arms
 - Right, Left and About Face
 - (4) Memorization of Phonetic Alphabet (written test)
 - (5) Memorization and reciting the Fike AFJROTC Cadet Creed
 - (6) Participation in a minimum of one (1) community service project, and/or a minimum of two (2) community service hours unless exempt by the Corps Commander
 - (7) No active administrative disciplinary actions
 - (8) Demonstrated positive attitude and full effort towards the AFJROTC Program
 - (9) Passing the Promotion Test
- b. For the second promotion cycle each semester, criteria from the first promotion cycle will apply in addition to the following:
- (1) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
 - (2) - Forward March
 - Halt
 - Right and Left Flank March
 - To the Rear March
 - Column Right/Left March
 - Eyes Right
 - Ready Front
 - Change Step March
 - Right/Left Step March
 - (3) Command of 20-count Drill Sequence (written test)
 - (4) Participation in at least three (3) community service events total, and/or a total of six (6) community service hours unless exempt by the Corps Commander
 - (5) Demonstrate growth within the PT program

AS-2

- c. For the first promotion cycle each year (Fall Semester), the following criteria apply:
- (1) AFJROTC grade of 80 or above
 - (2) Passing grade in all other classes. Cadets will not be promoted if they are on the Academically Ineligible List. Cadets may be considered for promotion once they regain eligibility. Under this circumstance, it is the responsibility of the cadet to request reconsideration for promotion.
 - (3) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
 - Position of attention
 - Parade Rest
 - Present Arms
 - Order Arms

- Right, Left and About Face
 - (4) Memorization of Phonetic Alphabet (written test)
 - (5) Knowledge of Military Time
 - (6) Memorization and reciting the Fike AFJROTC Cadet Creed
 - (7) Participation in a minimum of two (2) community service project, and/or a minimum of four (4) community service hours unless exempt by the Corps Commander
 - (8) No active administrative disciplinary actions
 - (9) Demonstrated positive attitude and full effort towards the AFJROTC Program
 - (10) Passing the Promotion Test
- d. For the second promotion cycle each semester, criteria from the first promotion cycle will apply in addition to the following:
- (1) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
 - (2) - Forward March
 - Halt
 - Right and Left Flank March
 - To the Rear March
 - Column Right/Left March
 - Eyes Right
 - Ready Front
 - Change Step March
 - Right/Left Step March
 - (3) Command of 30-count Drill Sequence (written test)
 - (4) Participation in at least four (4) community service events total, and/or a total of eight (8) community service hours unless exempt by the Corps Commander
 - (5) Demonstrate growth within the PT program

AS-3

- e. For the first promotion cycle each year (Fall Semester), the following criteria apply:
- (1) AFJROTC grade of 80 or above
 - (2) Passing grade in all other classes. Cadets will not be promoted if they are on the Academically Ineligible List. Cadets may be considered for promotion once they regain eligibility. Under this circumstance, it is the responsibility of the cadet to request reconsideration for promotion.
 - (3) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
 - Position of attention
 - Parade Rest
 - Present Arms
 - Order Arms
 - Right, Left and About Face
 - (4) Memorization of Phonetic Alphabet (written test)
 - (5) Knowledge of Military Time
 - (6) Memorization and reciting the Fike AFJROTC Cadet Creed
 - (7) Participation in a minimum of three (3) community service project, and/or a minimum of six (6) community service hours unless exempt by the Corps Commander
 - (8) No active administrative disciplinary actions
 - (9) Demonstrated positive attitude and full effort towards the AFJROTC Program
 - (10) Passing the Promotion Test
- f. For the second promotion cycle each semester, criteria from the first promotion cycle will apply in addition to the following:
- (1) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
 - (2) - Forward March
 - Halt

- Right and Left Flank March
- To the Rear March
- Column Right/Left March
- Eyes Right
- Ready Front
- Change Step March
- Right/Left Step March
- (3) Command of 30-count Drill Sequence (written test)
- (4) Participation in at least four (4) community service events total, and/or a total of eight (8) community service hours unless exempt by the Corps Commander
- (5) Demonstrate growth within the PT program

AS-4

- g. For the first promotion cycle each year (Fall Semester), the following criteria apply:
- (1) AFJROTC grade of 80 or above
 - (2) Passing grade in all other classes. Cadets will not be promoted if they are on the Academically Ineligible List. Cadets may be considered for promotion once they regain eligibility. Under this circumstance, it is the responsibility of the cadet to request reconsideration for promotion.
 - (3) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
 - Position of attention
 - Parade Rest
 - Present Arms
 - Order Arms
 - Right, Left and About Face
 - (4) Memorization of Phonetic Alphabet (written test)
 - (5) Knowledge of Military Time
 - (6) Memorization and reciting the Fike AFJROTC Cadet Creed
 - (7) Participation in a minimum of three (3) community service project, and/or a minimum of six (6) community service hours unless exempt by the Corps Commander
 - (8) No active administrative disciplinary actions
 - (9) Demonstrated positive attitude and full effort towards the AFJROTC Program
 - (10) Passing the Promotion Test
 - (11) Merit based
- h. For the second promotion cycle each semester, criteria from the first promotion cycle will apply in addition to the following:
- (1) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 15
 - (2) - Forward March
 - Halt
 - Right and Left Flank March
 - To the Rear March
 - Column Right/Left March
 - Eyes Right
 - Ready Front
 - Change Step March
 - Right/Left Step March
 - (3) Command of 30-count Drill Sequence (written test)
 - (4) Participation in at least four (4) community service events total, and/or a total of eight (8) community service hours unless exempt by the Corps Commander
 - (5) Demonstrate growth within the PT program
 - (6) Merit based

9. Promotion Board Procedures:
 - a. A cadet promotion board will be established prior to each promotion cycle. The board will consist of the SASI, ASI, Corps Commander, and Deputy Corps Commander. Flight Commander are authorized to attend promotion board meetings as an advisor and not in a decision-making capacity.
 - b. Promotions, demotions, and assignments (positions and projects) will be documented by published written special order action(s). Action(s) is (are) marked in cadet's file and updated in "WINGS."
10. Reduction (Demotion) in Cadet Rank: Cadets will not normally be demoted. However, egregious behavior or conduct detrimental to the corps of cadets may lead to demotion. Those cadets on probation, assigned to In/Out School Suspension (ISS/OSS), and/or behave in an inappropriate manner, may be reduced in rank **at any time**. Cadets are expected to conduct themselves in a manner, which brings credit to the corps and school. Misconduct or negligence of duty by cadet leaders will not be condoned. The following outlines the demotion process:
 - a. A cadet assigned to ISS or OSS may lose their status and cadet rank with associated leadership position(s)
 - b. The severity of rank reduction will depend on the circumstances in each case as determined by a disciplinary board
 - c. The disciplinary board will be appointed by the Corps Commander with direct supervision of SASI and/or ASI
 - d. Board members will normally be those within the chain of command of the cadet being considered for cadet accountability board actions
 - e. Each board member has an input to determine what action should be taken to hold the cadet accountable in broken school and/or Unit rules, procedures, codes, creed, policies, manuals, directives, orders (verbal or written), and any other guidance required as part of being an AFJROTC Cadet.
 - f. The cadet being considered for the cadet accountability board action may request permission to be present. They may also have present those to substantiate their case and may include: Witnesses, Parents, Guardians, Caretakers, Administrators, and Counselors **if called upon by the cadet** being considered for accountability board actions.
 - g. Documentation and special orders will be completed and filed within "WINGS" and personnel files as appropriate and required.
11. Cadet ranks are not to be confused with, or used interchangeably with, active duty USAF rank. The word **cadet** will be a part of any written or verbal reference to a specific cadet rank. There are no Colonels or Master Sergeants in the cadet corps - only **Cadet** Colonels and **Cadet** Master Sergeants, etc.

CHAPTER 10 – CADET AWARDS, DECORATIONS, CERTIFICATES OF COMPLETION AND TRAINING

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.



CRITERIA AND ORDER OF PRECEDENCE OF MEDALS AND RIBBONS

1. GOLD VALOR AWARD – Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



2. SILVER VALOR AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



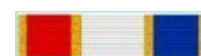
3. CADET HUMANITARIAN AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



4. SILVER STAR COMMUNITY SERVICE WITH EXCELLENCE AWARD. Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



5. COMMUNITY SERVICE WITH EXCELLENCE AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



6. AIR FORCE ASSOCIATION (AFA) AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



7. DAEDALIAN AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



8. DAUGHTERS OF THE AMERICAN REVOLUTION AWARD: Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



9. AMERICAN LEGION SCHOLASTIC AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



10. AMERICAN LEGION GENERAL MILITARY EXCELLENCE AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



11. RESERVE OFFICERS ASSOCIATION (ROA) AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



12. MILITARY OFFICERS ASSOCIATION OF AMERICA (MOAA) AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



13. VETERANS OF FOREIGN WARS (VFW) AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



14. NATIONAL SOCIETY UNITED STATES DAUGHTERS 1812 AWARD. Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



15. NATIONAL SOJOURNERS AWARD. Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



16. Scottish Rite, Southern Jurisdiction Award: Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



17. MILITARY ORDER OF THE PURPLE HEART AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



18. Sons of the American Revolution (SAR) Award. Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



19. MILITARY ORDER OF WORLD WARS AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



20. AMERICAN VETERANS (AMVETS) AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



21. AIR FORCE SERGEANTS ASSOCIATION (AFSA) AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



22. TUSKEGEE AIRMEN INCORPORATED (TAI) AIR FORCE JROTC CADET AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



23. THE RETIRED ENLISTED ASSOCIATION (TREA) AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



24. CELEBRATE FREEDOM FOUNDATION/EMBRY RIDDLE AERONAUTICAL UNIVERSITY JROTC AWARD - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



25. AIR COMMANDO ASSOCIATION AWARD. Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



26. DISTINGUISHED UNIT AWARD WITH MERIT (DUAM). Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



27. DISTINGUISHED UNIT AWARD (DUA) - Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



28. Outstanding Organization Award (OOA). Please refer to The Cadet Operations Supplement Chapter 7 - Uniform and Awards for award criteria. Unit requirements are unchanged from HQ AFJROTC guidance.



29. OUTSTANDING FLIGHT RIBBON - Awarded each academic semester to members of the outstanding flight as determined by: consistent uniform wear, attendance, average grades, participation, and productivity.



30. TOP PERFORMER AWARD - The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current cadet corps. All currently enrolled cadets may be considered. Specific consideration should be given to cadets not previously recognized for superior performance. The award will recognize a cadet's performance in the following key areas: Leadership position performance: in primary duty and specifically in preparation for the unit's triennial assessment. Leadership qualities: involvement and positions held in extracurricular activities. Academic performance: nominee must be in good academic standing in all high school coursework. Significant self- improvement, community involvement, and other accomplishments (in and out of AFJROTC).



NOTE: A SASI may nominate candidates to their respective Area Administrator. Area Administrators will present awards to nominees during their visit unless personal observation of the cadet warrants otherwise. Ribbons will be available from HQ AFJROTC and distributed to the Area Administrators for presentation. The award consists of a certificate and a ribbon, which may be presented by the Area Administrator during the visit or the SASI if the cadet(s) is unavailable due to class scheduling conflict, etc. The ribbon may be worn for the duration of a cadet's tenure in AFJROTC.

31. OUTSTANDING CADET RIBBON - Awarded annually (once a school year) at the SASI's discretion to the outstanding first, second, third, and fourth-year cadets. The recipients must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, attain academic and military excellence, and be involved in the cadet corps.



32. LEADERSHIP RIBBON - Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Limit this ribbon to 5% (percent) of the eligible group to ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.



33. ACHIEVEMENT RIBBON - Awarded for a significant achievement in AFJROTC or other school activities/events as deemed appropriate by the SASI. Limit this ribbon to 5% (percent) of the cadet corps. Individuals may not receive more than one ribbon during a 1-year period.



34. SUPERIOR PERFORMANCE RIBBON - Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Limit this ribbon to 10% (percent) of the cadet corps to ensure recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.



35. ACADEMIC RIBBON - Awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic semester, in addition to an "A" average in AFJROTC.



36. CADET LEADERSHIP COURSE RIBBON - Is a ribbon awarded for completion of an approved leadership school program of **at least 5 days in duration** (pre-course program duration documented in WINGS is credited toward 5 days). For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class.



37. SPECIAL TEAMS PLACEMENT RIBBON - Awarded to special team members for placing first, second, or third place in an Air Force or Joint Service (National-level) drill meet. Compete at State, AF Nationals, or Armed Forces Nationals.



38. JOINT/ALL-SERVICE NATIONAL COMPETITION RIBBON – Is a medal/ribbon awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.



39. AIR FORCE NATIONALS COMPETITION RIBBON - Is a medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.



40. ORIENTEERING RIBBON - Is a ribbon awarded to team members for completing a unit-specific Orienteering program as part of unit curriculum. Awarded to team members for placing in the top 25% in an orienteering or Raider Team meet.



41. LEADERSHIP DEVELOPMENT REQUIREMENT LEADERSHIP RIBBON – Is a ribbon awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT, orienteering, drill, color guard teams commander, dining-in chairperson, military ball chairperson, etc.).



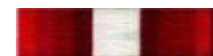
42. DRILL TEAM RIBBON - Awarded for distinguished participation in at least 3 drill performances and all drill team practices per academic semester. An oak leaf cluster should be added to this ribbon for each semester of qualifying membership beginning with the second semester. Drill performances include competitions, special school events, and community demonstrations (cumulative).



43. COLOR GUARD RIBBON - Awarded for distinguished participation in all drill meets or completion of 5 color guard details (cumulative) and attended 5 color guard practices per academic semester. An oak leaf cluster should be added to this ribbon for each semester of qualifying membership beginning with the second semester.



44. SABRE TEAM RIBBON – Cadets must perform at least 3 saber team events to receive this ribbon. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.



45. MARKSMANSHIP RIBBON - Cadets must be on the marksmanship team for an entire year season to be eligible to qualify and must have competed in at least 1 marksmanship postal competition. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year.



46. GOOD CONDUCT RIBBON - Cadets must not have received a referral (this includes no ISS/OSS and CHOICE) for an entire school semester to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each semester of qualifying membership beginning with the second semester.



47. SERVICE RIBBON - Awarded for distinctive performance in school, community, or AFJROTC service projects (at least 15 hours combined). Limit to members whose active participation in a service project contributed significantly to the goals of the organization. Participation in Drill Teams, Saber Team or Color Guard does not qualify for the service ribbon.



48. HEALTH AND WELLNESS RIBBON - Is a ribbon awarded for participation in the unit health and wellness physical fitness program. All cadets who fully participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon. **However, any cadet who receives a "0" for failing to participate in any part of the Wellness program will not be awarded the ribbon.**



49. RECRUITING RIBBON - Awarded for outstanding effort in support of unit recruiting activities. Cadets can earn the recruiting ribbon in two ways: 1) Actively and directly participate in at least two recruiting events during the school semester or 2) recruit two new members into the program. The new members must remain in the program the entire semester recruited and enrolled.



50. ACTIVITIES RIBBON - Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. An oak leaf cluster will be added to this ribbon for each semester of membership beginning with the second semester. The SASI awards this ribbon based on information gathered from cadet service tracking log.



51. ATTENDANCE RIBBON - Awarded to cadets with no more than three (3) absents and zero (0) unexcused tardiness from AFJROTC classes in an academic semester. **Cadets may only receive one (1) award annually (school year).**



52. DRESS AND APPEARANCE RIBBON - Awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards, with each earned uniform grade of 20 points or above. Cadets receiving this award will maintain the highest grooming and dress standards.



53. LONGEVITY RIBBON - Awarded for successful completion of each semester of AFJROTC. **Cadets may only receive one (1) award annually (school year).** An oak leaf cluster should be added to this ribbon for each semester of membership beginning with the second semester.



54. BATAAN DEATH MARCH MEMORIAL HIKE RIBBON – Is a ribbon awarded to honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.,). Units may complete the full hike in a span of one to no more than 3- days. Cadet safety must be monitored at all times and advanced planning for any first aid/medical attention is paramount. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon. Additionally, no fees can be charged to participate in the Memorial March. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as The Air Force Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc.



55. PATRIOTIC FLAG RIBBON - Is a ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events, Veterans Day, or Memorial Day Ceremonies.



2. Ribbon Devices. Cadets may earn oak leaf clusters for the subsequent award of the same ribbon. Oak leaf come in single, double, triple and quadruple bronze devices indicating the 2nd, 3rd, 4th and 5th award of the same ribbon respectively. A single silver oak leaf is used to indicate the 6th award of the same ribbon. Bronze and Silver stars may be earned for special achievements as indicated in the ribbon descriptions. Displayed devices at the same angle.



Single Bronze

Oak Leaf Cluster (BOLC)

Double BOLC

Triple BOLC

Quadruple BOLC



Single Silver Oak Leaf



Bronze Star Device



Silver Star Device

3. Medals and ribbons may be worn simultaneously for formal, semiformal, and/or special occasions of a limited nature. Medals will only be worn on the Service Dress Uniform (Option 3). Place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned 1/2 inch below bottom row of ribbons. Medals are authorized to be worn at the following NC-946th events: Promotion Ceremonies, Parades, Veterans Ceremonies, Military Ball, Awards Banquet, Inspections, and any other event designated by the SASI.

4. Badges (not all inclusive):

- a. Kitty Hawk Order of Honors—The objective of the NC-946 AFJROTC Kitty Hawk Order of Honors is to create an enthusiasm for superior scholarship, to stimulate a desire to serve one's school, community, and country, to promote trustworthy leadership, and to encourage the development of character in all cadets.



1. Membership is based upon scholarship, leadership, and character.
2. Membership is open to sophomore, junior, and senior cadets who have spent one previous semester in the. Cadets must have a scholastic average of at least 95 in Aerospace Science and an average of 85 in other classes with no failures.
3. Cadets must be recommended for membership by the SASI/ASI.
4. To be considered for membership and to retain membership once elected, a cadet must have taken and continue to take a full course load (six one unit courses).

b. Unmanned Aircraft Badge. Awarded for successful completion of the Remote Pilot Certification Test.



c. Flight Solo Badge—Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft.



d. Flight Certificate Badge—Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft.



e. Awareness Presentation Team Badge—Awarded for participation on an Awareness Presentation Team (APT). Members of this team are handpicked by the SASI/ASI to attend recruiting visits to feeder middle schools, normally early in the second semester.



f. Model Rocketry Badge—Awarded to cadets who have fulfilled model rocketry program requirements including the building, launching and recovery of a rocket. Normally part of the NC-946 AS rotating curriculum.



g. Aerospace Education Foundation (AEF) Academic Cadet Badge— Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below “C” on their transcript. The individuals must be recommended by the SASI.



AEF BADGE

h. Distinguished AFJROTC Cadet Badge. The award recognizes one outstanding third-year cadet selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The recipient will hold the following awards prior to selection: a. *Leadership Ribbon* b. *Achievement Ribbon* c. *Superior Performance Ribbon* d. *Academic Ribbon* e. *Leadership Development Requirement* f. *Service Ribbon*



**DISTINGUISHED
CADET BADGE**

5. Cadets receiving Civil Air Patrol (CAP) awards listed - ribbons may be worn by cadets during regular uniform days and will be worn in the precedence as listed in the AFJROTC Ribbon Chart.
6. AFJROTC and CAP Medals may be worn on the semi-formal uniform only for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) **Medals will not be worn on regular uniform days or during any type of competition.**
7. AFJROTC cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in sister-service JROTC program. **Sister-service JROTC ribbons/medals may not be worn by AFJROTC cadets.** It is up to the SASI to make the best determination as to what is the equivalent AFJROTC ribbon or award.

CERTIFICATES OF COMPLETION AND TRAINING

1. The two certificates cadets may be awarded: The Certificate of Training and the Certificate of Completion. The certificates will be issued based upon 1. Cadet request, 2. All program requirements are satisfied, and 3. Cadets must be in good standing with the AFJROTC instructors.

a. CERTIFICATE OF COMPLETION

- i. AFJROTC Form 310, *AFJROTC Certificate of Completion*, will be awarded to all cadets for successful completion of **3 academic program years** (semesters) of AFJROTC and **in good standing** as determined and concurred by Instructor(s)
- ii. AFJROTC instructors administering a 4-year program have the option of issuing an updated Certificate of Completion after 4 academic program years
- iii. Benefits: You may be excused from two academic terms of the General Military Course of a college AFROTC Program. This must be arranged with the college ROTC Professor of Aerospace Science at time of enrollment. You may be promoted to the pay grade of E-3 upon graduation from Basic Military Training. (E-2 for Marines). This places you ahead of other personnel enlisting at the same time, and makes you eligible for promotion earlier than other enlistees who enter at the same time

b. CERTIFICATE OF TRAINING

- i. All cadets will be awarded an AF Form 1256, *Certificate of Training*, for successful completion of 2 academic program years of AFJROTC with both SASI and ASI concurrence
- ii. Benefits: You may be excused from one academic term of the General Military Course of a college AFROTC Program. This must be arranged with the college ROTC Professor of Aerospace Science at time of enrollment

2. Certificates are prepared upon request and after all requirements are met.

NC-946 Unit Awards

1. The following awards are **cadet owned, cadet issued, cadet organized, and cadet awarded** with the exception of the “Graduation Cords.” Cadet leadership (Staff) will determine award recipients through objective and subjective evaluation(s) as determined by the Cadet Corps and Cadet Deputy Corps Commanders. Each award winner is entitled to a Certificate of Appreciation and award as determined by Cadet Leadership. The following unit awards include:
 - a. **Knuckle Buster Award:** This award is awarded once a month. A cadet considered by peers and cadet leadership to work the hardest and displays perseverance through obstacles, determination and is enthusiastic during the month. Considerations of hard working qualities: being involved in the corps, attending some community service, participating in LDR’s, grade of at least 80% or higher in AFJROTC, and not be failing any other classes.
 - b. **Hard Charger Award:** This is awarded once a month to a cadet who perseveres through all obstacles, motivates fellow cadets, excels in classes and has an enthusiastic attitude.
 - c. **Cadet of the Month Award:** The Cadet of the Month is someone who is proficient with grades in uniform wear, classwork, and participation. The cadet also shows an amount of leadership in the classroom or corps. The cadet does not have to have an assigned leadership role but show some type of leadership. The cadet also participates in afterschool activities and in the classroom. A cadet cannot be a cadet of the month twice in a row but at different times.

Graduation Cords

2. **Cadet Graduation Cords:** Cadets successfully completing a fourth year (4 complete academic semesters) and in good standing with the AFJROTC program and instructor(s) are eligible for graduation cords, free of charge, prior to the end of each school year. The graduation cord, a silver and blue intertwined cord with tassels, may be worn with the Fike HS graduation gown during the annual graduation ceremony. Cadets maybe awarded the graduation cord during Senior Awards day or another time as appropriate with SASI approval. The intent of this cord is for graduating cadets participating in FHS graduation ceremonies and awarded for successfully completing at least 4 academic semesters in the AFJROTC program.

CHAPTER 11 - CORPS COMMUNICATIONS

1. **Bulletin Boards**—The cadet bulletin boards will be used for posting official notices, i.e. policies, official club notices, meetings, detail listings, formation notices, current items on scholarships, staff positions, and other pertinent corps correspondence. ***It is the responsibility of each NC-946 cadet to read the bulletin boards daily.*** The bulletin boards will always be kept current and is the responsibility of the Public Affairs Officer and NCOs. All notices placed on the board **MUST** be typed, and approved by the SASI, ASI, c/CC or c/CD.
2. Cadets will ensure current uniform wear and ribbon charts are permanently displayed on the unit bulletin board.
3. Cadets desiring to post a notice on the bulletin board must submit it to SASI/ASI. All notices must be **TYPED** in final format prior to submission, and must be submitted a minimum of **two days prior** to the date the notice concerns.
4. **Sign-up Lists**—All sign-up lists must be typed and include the following information: date(s), time(s), location, uniform required, project officer name and signature, and any other pertinent information. While there is normally no restriction on the amount of times a cadet may volunteer for events, cadets are reminded that all cadets should have the opportunity to participate in events. This is up to the squadron and Flight Commanders and flight sergeants to monitor. Cadets should not sign up for events unless they are certain they can participate. If a cadet signs-up, but later learns that they will not be able to attend the event, they are to immediately line through their name on the list and notify their Flight Commander and/or the project officer.
5. **Classroom Announcements**—It is the responsibility of each Flight Commander/sergeant to read to their flight the announcements on the bulletin board in their classroom. If a cadet is briefed by the flight sergeant that he/she is to participate in a scheduled event, then the cadet is responsible to be at that meeting/event. Each cadet is also responsible for reading the bulletin board. If the Flight Commander/sergeant fails to read the announcement, the cadet involved is still responsible to read the bulletin board.

CHAPTER 12 - COMMUNITY SERVICE POLICY

1. Community Service Hours are all hours that the cadet performs in service to the community and school as a member of AFJROTC. These include but are not limited to: Orphanages, Elderly Homes, local chapel and Red Cross, Thrift shop, food drives, community parades, color guard details for the community, etc.
2. The following are expectations for volunteering:
 - a. Cadets are encouraged to sign up and participate in community service. Cadets may also bring forward ideas for community service projects for the corps to participate in these ideas should be routed through the Flight Commanders up the chain of command, or during cadet staff meetings.
 - b. When signing up for a community service event, cadets will be required to provide a phone number (cell or home.) Many community service events take place during the evenings and weekends and it is important to be able to communicate any changes to those who have volunteered. Also, project officers should place their phone number on the sign up list so that volunteers may communicate with them or ask any questions. If a cadet signs up for an event and later learns that they will not be able to participate (prior to the event) they must notify the project officer and mark their name off the sign up list. If circumstances prevent a cadet from showing up for an event, they must make every effort to notify the project officer.
 - c. Eligibility. All cadets are eligible to sign up for events if they meet the criteria listed on the sign-up list. However, cadets who are on the List for Academic Ineligibility **must have instructor approval before signing-up.**
 - d. Failure to Show. Cadets must understand the personal responsibility that goes along with volunteering for community service projects. Do not sign up for a project unless you are certain you are able to attend and participate. Cadets can copy down project details or take pictures with their phones to verify their availability before signing up. If a cadet fails to show up for a community service event, they may be subject to disciplinary action within the unit discipline management plan, and may suffer consequences such as demotion and not being allowed to participate in future events.
 - e. Credit for Community Service Time. In the cases of events with a large amount of cadet participation, the **project officer is responsible** for recording attendance, time served, and updating the event in WINGS. If this process is not followed, cadets should send a request (written/electronic) and turn it in to the appropriate project officer, Flight Commander, team commander, or instructor. The project officer/Flight Commander/team commander/SASI/ASI approves the form and submits it to the personnel officer/staff to enter into WINGS. The form is then filed in the cadet's record.
3. Community Service events are AFJROTC-sponsored and school-approved events. These are: planned, organized & executed by the cadet corps and **supervised by a certified AFJROTC instructor.**

NOTE: Units will only annotate in WINGS those Community Service activities which meet these criteria.

4. Community Service **NOT** AFJROTC-sponsored activities. Community service hours under this provision must be tracked manually and place in each cadet's record. Hours earned under this provision **will not be entered into WINGS**. Hours earned will be credited to ribbons and awards as outlined in this cadet guide and/or Cadet Operations Supplement Chapter 7, Awards and Uniform Wear.

**CHAPTER 13 - LEADERSHIP DEVELOPMENT REQUIREMENT/LEADERSHIP
COURSE/COMMUNITY SERVICE/FIELD TRIPS**

1. The Fike AFJROTC participates in a variety of **Leadership Development Requirement (LDR) activities**. Parades, drill meets, the annual Military Ball, awards ceremony and the Pass in Review during parades are just some of the yearly activities. Following are **some of the clubs and varied activities**:

- a. Unarmed Drill Team -Performs regulation and exhibition unarmed drill (Drill without Arms)
- b. Armed Drill Team - Performs regulation and exhibition armed drill using demilitarized and/or facsimile weapons
- c. Color Guard -Performs regulation color guard drill and escorts the national and other colors during school sporting events and other special functions
- d. Honor Guard - Performs at the homecoming game, military ball, dining out and other special functions.
- e. Raider Team (Physical Fitness) – Performs individual and team fitness and challenge events during and after school
- f. Multicopter Team (STEM) – Fly the school owned muticopter (Unmanned Aerial Vehicles) and Remote Controlled Aircraft
- g. Marksmanship Team – Train on air rifles and perform on teams in challenges and competitions
- h. Other Teams and Clubs are noted in the LDR standards sheet in Attachment 12.

2. **AIR FORCE JUNIOR ROTC CADET LEADERSHIP COURSE (CLC)**

- a. The mission of the CLC is to prepare rising cadets for cadet officer leadership positions. CLC is an intense weeklong training program conducted in June on the campus of Hunt High School, Wilson, NC. Each year's attendees are the most qualified cadets selected by the Aerospace Science instructors from the cadet corps. CLC graduates wear the distinguished purple and gold shoulder cords on their Air Force Junior ROTC uniform. All CLC graduates are appointed to NC-946 leadership positions.
- b. An advanced and more challenging cadet leadership school will be afforded to the selected top cadets each school year based on the number of positions authorized. The Fayetteville State Cadet Officer Leadership School (COLS) is a weeklong leadership school held each year at Fayetteville State University. Approximately 250-300 AFJROTC cadets will face a challenging and demanding training schedule that includes survival academics, drill and ceremonies, physical fitness, and team sports. Cadets will be evaluated throughout the week on the various training provided. All activities and evaluations are supervised by AFJROTC instructors and will be assisted by Active Duty, Guard, and Reserve personnel. The week will conclude with a graduation and award ceremony.

3. **Field Trips (Curriculum-in-Action (CIA) Trips)**. An activity designed to promote and reinforce classroom learning off school grounds. NC-946 cadets participate in numerous off-site CIA events. Each semester, the NC-946 Corps of Cadets officers determine the CIA events.

- a. **The planning, organizing, coordinating, fundraising, and execution of CIA events are the sole responsibility of the cadet corps leaders and supervised by Instructors.**
- b. An attempt will be made to provide at least one CIA trip for every Fike AFJROTC cadet each semester.
- c. These trips will be used to enhance the classroom and cadet experience, and expose cadets to military, historical, and aerospace industries.
- d. Each cadet ***must*** have a parental permission form on file prior to departure on any CIA or other sponsored trip.
- e. Cadets must be in good academic and disciplinary standing to participate in CIA activities.

4. **Events.** All Leadership Development Requirements (LDR), community service activities, CIA trips, fundraisers and competitions will be annotated in the WINGS “Events” Module **within one week** of the event to maintain accurate and up-to-date information throughout the school year.

- a. **LDR activities** are AFJROTC-sponsored and school-approved teams and/or committees that normally plan or participate in events normally conducted outside classroom hours (before school/after school). These events are planned, organized and executed by the cadet corps while being supervised by a certified AFJROTC Instructor. These events are also used to lead up to a larger project or community service project and/or event.
- b. **Community Service. AFJROTC Community Service activities** are unpaid AFJROTC-sponsored and school-approved events which are planned, organized and executed by the cadet corps while being supervised by a certified AFJROTC instructor to help or benefit the school or community. Community Service is defined as voluntary, unpaid work intended to help or benefit a person, or persons, group, or non-profit organizations in a particular area.
- c. When an AFJROTC unit conducts a **fundraising** activity for the monetary benefit of the unit, it will be annotated in WINGS as a “Fundraiser.” When a fundraising activity is accomplished solely to raise money for another entity/organization, the event would meet the required criteria for a community service event. On campus fundraiser activities must be school approved prior to the activity.

CHAPTER 14 - CADET WELLNESS PROGRAM

1. The Cadet Health and Wellness Program (CHWP) is a key component of the total cadet experience. Through this program, cadets will learn proper fitness and nutrition information and techniques. They will be given the opportunity to develop a sustained, healthy lifestyle. The CHWP is not optional for cadets to participate in and parents ***must*** indicate that they do not wish for their child to participate on the permission form. Cadets are graded for their **participation** in the wellness program based on “dressing out,” participation, and **effort**. The amount of repetitions or times of runs are used for award purposes and NOT calculated into grades.
2. This program is used to **build teamwork** and **esprit de corps** within the unit.
3. The CHWP at Fike High School will consist of three main areas of study and practice:
 - a. Classroom Instruction – this will consist of a look at a variety of topics to include, nutrition and diets, types and effects of exercise programs, importance of rest and sleep, etc.
 - b. Team Sports – will include activities designed to get all cadets involved in fun exercise designed around team building and camaraderie.
 - c. Fitness Assessment and Workouts – this process will include an initial assessment to determine fitness level, planned exercises and workouts to improve total fitness, and follow-up assessments to determine progress.
4. Fitness Assessment Exercises and Measurements **consists of three (3)** components:
 - a. **1-mile Walk, Jog, or Run**—The 1-mile exercise will take place on the school football field padded track. Cadets displaying difficulty running will be encouraged to jog combined with walk and to try to improve their result each time. While walking, cadets will be highly encouraged to walk at a brisk pace similar to speed walking.
 - b. **Push Ups**—Place your hands slightly wider than shoulders; keep torso straight and head aligned with spine throughout the exercise. Lower yourself until your chest comes within 3-5 inches from the floor; (your upper arm should be parallel with the ground). Press back to starting position. You must rest in the up position.
 - c. **Sit (curl) ups**—Lie on your back with legs bent 90 degrees at the knee - the standard "sit-up" position. Cross your arms and place your hands so that your fingertips touch your shoulders. Have a spotter hold your feet. Curl your torso so your chest moves toward your knees. Keep your hands on your chest at all times. The sit-up does not count if your hands come off your chest. You must rest in the up position while resting. To complete the sit up your shoulder blades must touch the ground. One's hips or buttock should not come off the ground to produce momentum. Alternate method may be use as described in the AFJROTC Wellness Curriculum.
5. **Flight PT Leader Procedures**—Wellness Officer will choose a PT Leader. The Flight PT Leader is responsible for ensuring the flight is aware of the planned activity for the week, accounting for those who dress out and fully participate in wellness activities, accounting for and recording repetitions and times during exercises, and recording repetitions and times in WINGS.
6. Proper PT Gear, shoes, & best individual effort are needed for this program to be successful.
7. **Physical Training (PT) Alternate Assignment:** Cadets may be offered a PT Alternate Assignment based on attendance and/or school policies or operating direction using the **Physical Training Alternate Assignment Worksheet**. Attachment 11 prescribes the requirements. ****All PT forms must be submitted prior to next PT session for full credit****

CHAPTER 15 - DRILL AND CEREMONIES

NOTE: Information in this chapter is taken from Air Force Manual 36-2203, The AFJROTC Pocket Drill Guide, and the AFJROTC Drill and Ceremonies Text Book.

- 1. WHY CADETS DRILL.** Why has drill and ceremonies been a vital part of cadet life since the inception of Junior ROTC? Drill is more than an orderly way of moving a group of people from point A to point B, although it is that. AFJROTC cadets learn drill for the same reasons that soldiers, sailors, airmen, and marines do. Drill is a time-tested laboratory for developing leadership skill.
- 2. DRILL HELPS THE INDIVIDUAL.**
 - You stand taller because of drill.
 - You develop a sense of pride about yourself and that pride translates into success in other areas of your life.
 - You begin to appreciate attention to detail and see how small things make a big difference.
 - You build self-discipline when you stand at perfect attention, motionless, gut in and chest out, silently focused on a single point on the distant horizon.
 - You gain self-confidence. You learn to come out of your shell when placed in front of a formation and made to call commands.
 - You carry yourself with that special quality called military bearing. People in everyday life begin to see you differently. Your bearing sets you apart from ordinary youth.
- 3. DRILL BUILDS THE TEAM.**
 - The group members learn to adapt their movements to match those of the team.
 - The group visibly comes together as a single, cohesive unit, as everyone marches in step and executes commands with precision.
 - The group follows a single commander. When there is no doubt as to who the leader is, the team members operate as one and pursue the same goals.
 - The group succeeds when each of its members performs as a team. The team members learn they are only as strong as their weakest link.
- 4. DRILL DEVELOPS LEADERS.**
 - Leaders learn to make decisions and think on their feet when calling commands. Drill instills the value of decisiveness.
 - Leaders learn the importance of issuing clear instructions to the team.
 - Leaders learn that teamwork is possible only if they first motivate the group members to excel.
 - Leaders learn to value their place in the chain of command. They see the chain in action at formations.
 - Leaders learn about the building blocks of leadership in the Cadet Program.

CHAPTER 16 – ACTIVITIES FEES AND OTHER COSTS

1. What is the activities fee and what is it for? —Each year cadets will be requested to pay a non-refundable activities fee. Our program is reimbursed by the Air Force for authorized expenditures. Additional funds are necessary to keep our cadet activities strong and exciting.
2. What specifically do activity fees pay for? —The activity fee, which is due the first 4-weeks of semester start, will initially cover the cost of potential unit unique clothing item(s), for example a polo or morale shirt. The remaining monies will be placed in the general account to support corps activities. Although a small fee may be charged for events such as field trips, the military ball, awards banquet, etc., the activities account helps keep these costs down so the amount we must charge each cadet is usually minimal.
3. What about other fundraisers? Many fund raisers are held each year to include raffles, candy sales, etc. Again, the more effort the cadets place on raising funds...the more fun activities they get to do!
4. Our goal is to ensure that each cadet can gain the full experience that the AFJROTC Program offers. Please let the instructors know if you have any questions about fees or fundraisers. We ALWAYS take donations (tax exempt) and are always looking for fund-raising ideas.

CHAPTER 17 – CADET ACCOUNTABILITY PLAN

1. Self-discipline is the foundation for each cadet's success. The corps' accountability plan is a system designed for cadets by cadets to assist cadets in reaching their full potential in performance and behavior. While the discipline of the corps is a cadet staff responsibility, it is important to note that cadets will never be allowed to "administer" discipline. Respect and dignity are the foundation; accountability and support are the cornerstone of this plan.
2. Step 1–Verbal Counseling—Any time a cadet's behavior or performance warrants correction, the matter should be addressed immediately. The best way to do this is to remove the cadet from the environment or situation, whether in the classroom, on the drill pad, or on the track, and explain to them the error of their actions or behavior and how they could better meet corps expectations.
A great tool to use is the Cadet Creed. You can ask the cadet, "How do you feel your actions meet with the Cadet Creed?" You should try to do this in private if possible. Do not belittle the individual. Let them know that they themselves are still valuable; it is their behavior that needs to change. Verbal counseling can be conducted by any cadet in a position of authority. Flight Commanders are on the front line of having an influence on the cadets in their flight. If verbal counseling is used effectively, there is rarely a case to elevate the situation up the chain of command.
3. Step 2–Letter of Counseling (LOC)—In the case where verbal counseling has not been effective in correcting the behavior, a documented counseling session using a LOC (Attachment 6) is the next step. A LOC should also be used for the first violation of a serious nature in which the cadet maliciously broke a rule or demonstrated a behavior of which, they knew was wrong. The cadet should be brought into the cadet staff office. Using the LOC, the Flight Commander or other cadet officer will state the situation to the cadet, explain how the cadet's behavior is in violation of corps standards, and state what actions must be demonstrated in the future. If conducting a counseling session, you should use facts and observations and attempt to keep emotion and opinions out of the situation. After documenting the session, ask the cadet if they would like to make any comments. You will have the cadet sign the form indicating acknowledgement of the session. It is important to let the cadet know that signing the form is not an admission of guilt. Forward the form to the Corps Commander. After review by the cadet staff and instructors, the LOC will be filed in the cadet's record.
4. Step 3–Letter of Reprimand (LOR)—The last tier in the discipline management system is the LOR (Attachment 7). A LOR should only be used when prior attempts to correct the behavior have not been met with any success (habitually not wearing the uniform, consistent poor attitude, etc.) or the behavior is so extreme that it warrants severe discipline (such behaviors may include but not be limited to fighting, severe defiance, discrimination, etc.) Again, the cadet will be brought into the cadet office and the situation will be clearly stated to them as with the LOC. It is important to explain the seriousness of the offense and that it may warrant consequences. However, be sure to not threaten the cadet; administrative punishment is only authorized by the corps commander with concurrence of the instructors. Forward the form to the Corps Commander. After review by the cadet staff and instructors, any administrative punishment will be indicated and the LOR will be filed in the cadet's record.
5. Step 4–Cadet Accountability Board (CAB)—The Corps Commander may hold an CAB before recommending administrative punishment (demotion, removal from activities, dis-enrollment) to the instructors. A CAB must consist of a minimum of the Corps Commander, Deputy Commander, and at least one staff member. The CAB should allow the offending cadet the opportunity to address the board in regards to the situation. Once the CAB has conducted its investigation, its findings and recommendations will be forwarded to the instructors.
6. Letter of Probation Status – The accountability board will provide recommendations to the ASIs using the template letter. The letter is approved and discussed with the probationary cadet by an ASI. At no time will any cadet issue a probation letter.

CHAPTER 18 – COMMUNICATION

1. The NC-946 AFJROTC maintains a few **social media networks** to enhance corps communications, publicize cadet events and achievements and increase cadet morale. At no time will cadets use any of these outlets for anything other than official use. These networks will be monitored and any type of cyber bullying, inappropriate comments, dissemination of personal information without consent, and/or other unauthorized posts **will not** be tolerated. Cadets found responsible for any of these types of actions may be subject to discipline under the Corps Discipline Management Plan, and may also be subject to discipline under the Fike High School policies and Code of Conduct.
2. **AFJROTC Google Classroom.** The Fike AFJROTC Google Classroom is used as the “virtual classroom.” Cadets can find almost anything they need at this site to include uniform wear information, principal schedule and upcoming events, PT activities, the cadet handbook, course syllabus, etc. It is **mandatory** for Cadets to regularly check the website, once per day, and the school email (once per day) to stay updated of the most current information and information of upcoming events, assignments, uniform inspection days, and PT days. **Parents may also join this network.**
3. **Remind 101** and school based email are alternative communication mediums currently in use. All cadets will be provided the information to join this group in the classroom. **Parents are encouraged to join this network.**
4. **Fike HS Official Website:**
https://fike.wilsonschooolsnc.net/apps/pages/index.jsp?uREC_ID=1238161&type=d&pREC_ID=1659892

This **website** houses information concerning our program, Frequently Asked Questions, Chain of Command, Information Web Links, Forms, Instructions, Cadet Operations Supplement, Cadet Videos, Cadet/Parent Contracts, Syllabi, and other pertinent content. Content is controlled by SASI/ASI and submissions of website input is provided by Squadron Public Affairs and Squadron Systems Officers.
5. **Other Social Communications** will not be created, managed, nor used if any type of AFJROTC business is being conducted. For example: Social Mediums such as Snapchat, Instagram, and other social mediums will not be used to discuss AFJROTC, Cadet Corp and its members, and/or activities concerning our Unit. Those cadets found in violation will be subject to the Disciplinary Plan and/or school disciplinary measures. **Violations may require the removal of cadets from AFJROTC.**

CHAPTER 19 - CORPS STAFF SELECTION/POSITION DESCRIPTIONS/MANNING DOCUMENT/ORGANIZATIONAL CHART

1. Cadet Position and Rotation. Cadet command and staff assignments (positions) will be made so that a balanced spread of leadership development experience will prevail throughout the corps. The rotation of various corps positions will be based on positions available and the individual need for training experience.
2. Officer and Non-Commission Officer-In-Charge (NCOIC). The duties, responsibilities, and descriptions outline the “key and essential” unit positions. Each **Leadership** position includes the beginning temporary rank and the highest attainable temporary rank while assigned. Also, a NCOIC may be assigned to each designated Leadership position starting at the Squadron Operations Commander position, are accountable to their respective Officer, and includes the beginning temporary rank and the highest attainable temporary rank while assigned. NCOIC positions have the same duties as the Officers although Officers are accountable to carry out each duty with assistance from their NCOIC.
3. To apply for a corps staff position, Cadets must first submit a Corps Staff Application (Attachment 5) during the Spring Semester for next school year and Fall Semester for the following Spring Semester.
 - a. Some flight positions may be interchanged every quarter or semester. (i.e. Flight Sergeant and Element Leader)
 - b. **Personnel changes may be made whenever a cadet’s performance of duty is not meeting standards through sufficient time, training, and effort.**
 - c. The authority to remove someone from a corps position rest solely with the SASI and ASI at any time.
4. Selection of the Corps Commander—The Corps Commander selection process will be announced by the SASI in the last month of the semester for the following semester. The Corps Commander will be selected by the SASI and ASI. The SASI and ASI will base this selection on the following criteria:
 - a. Leadership potential based on past performance
 - b. Cadet Leadership Position Application
 - c. Findings of selection panel consisting of SASI, ASI and/or School Principal and previous corps commander.
5. Selection of Commanders, Subordinate Commanders, and Squadron Staff members will be completed by the SASI and ASI in accordance with the Unit Manning Document, applications, and with the recommendations by the Cadet Squadron Commander. The Cadet Squadron (Corps) Commander will provide a list of nominees for staff positions to the SASI and ASI.
6. Corps Position Descriptions and Duties:
 - a. The **Special Assistant(s) to the SASI and/or ASI** is (are) responsible to the to the instructors and not promoted into a higher position. Temporary Rank: c/Major to c/Colonel (SASI) and c/Senior Master Sergeant to c/Chief Master Sergeant (ASI). This **Leadership and Functional** Position duties include the following:
 1. Report directly to and supervised by the instructors
 2. Act as an advisor to the Corps Commander
 3. Assigned special projects designated by the instructors
 4. Responsible for the planning and organizing of major leadership events such as Cadet Leadership Course
 5. Lead the Annual Awards Program (Spring Awards Night)
 6. Maintain oversight of Cadet Guide (Handbook) and School AFJROTC Website
 7. Assist instructors for planning distinguished visitors and major field trips
 8. Assist instructors with oversight of HQ AFJROTC suspense dates
 9. Briefing instructors on all planned events and activities
 10. Exemplify all standards and academics at the AS-4 Level
 11. Complete Leadership Reflection and submit to SASI and ASI weekly (*as a minimum*)

- b. The **Corps (Squadron) Commander** is responsible for the overall appearance, discipline, efficiency, training, and conduct of the corps. Temporary Rank: c/Major to c/Colonel. This **Leadership Position** duties include the following:
1. Report directly to the SASI and ASI and advise on corps operations, morale, policies, and procedures
 2. Delegate authority as appropriate with *follow-up and supervision of delegated authority*
 3. Develop specific, timely, measurable, and obtainable goals with staff for the unit
 4. Lead and manage cadet corps senior staff through weekly (*as a minimum*) staff meeting and training
 5. Chair Cadet Evaluation, Awards, CAB & Promotion Boards (*as scheduled/planned by Director of Personnel*)
 6. Provide each staff member the opportunity to develop their leadership traits
 7. Establish and enforce appearance, discipline, training, and conduct standards
 8. Recommend cadet assignments to corps staff positions and evaluates each member in assigned positions
 9. Supervise, train, and mentor Deputy Corps and Flight Commanders; review performance weekly
 10. Review Flight Commander Reports weekly (*as a minimum*) and submit combined reports to SASI and ASI
 11. Hold (*at minimum*) one Squadron Commanders Call each semester and conduct additional Calls as needed
 12. Complete Leadership Reflection and submit to SASI and ASI weekly (*as a minimum*)
 13. Review WINGS and Operational, Promotion, & Awards Orders prior to submission to SASI or ASI
 14. Perform duties as assigned by SASI and/or ASI
- c. The **Deputy Corps (Squadron) Commander** may be a dual role position as the Squadron Operations Commander. Temporary Rank: c/Captain to c/Lieutenant Colonel. This **Leadership Position** duties include the following:
1. Act and complete duties in the absence of the Corps Commander
 2. Act and complete duties if dual role or in absence of the Operations Commander
 3. Report directly to the Corps Commander and advise on corps operations, morale, policies, and procedures
 4. Delegate authority as appropriate with *follow-up and supervision of delegated authority*
 5. Control and organize the corps staff (meetings, activities, and boards) and Commanders Call(s)
 6. Create monthly uniform option, activities, Flag Detail, and special events calendar and publish with SASI/ASI approval one week prior to month start; update or adjust calendar as needed to keep staff informed
 7. Establish and implement monthly Unit Awards Board one week prior to new month start
 8. Establish and implement administrative CAB procedures; brief Commanders as necessary
 9. Review Special Teams Reports and submit to Corps Commander weekly
 10. Supervise and train Staff Officers on leadership and functional positions; review performance weekly
 11. Review WINGS and Operational, Promotion, & Awards Orders prior to submission to Corps Commander
 12. Complete Leadership Reflection and submit to SASI and ASI weekly (*as a minimum*)
 13. Perform duties as assigned by SASI, ASI, and/or Corps Commander

- d. The **Squadron Sergeant** is responsible for the overall Leadership and Functions of NCOs. Temporary Rank: c/Senior Master Sergeant to c/Chief Master Sergeant. This **Leadership Position** duties include the following:
1. Report to Corps Commander and advise on enlisted corps operations, morale, policies, & procedures
 2. Provide recommendations to the Corps and Deputy Commanders on inputs from cadets
 3. Acts as liaison between the Corps and Squadron Staff
 4. Plan, organized, lead, and execute meetings with NCOICs and key position NCOs in support to Corps
 5. Conduct activities to monitor Squadron status; assist planning, organizing, & executing Commander Calls
 6. Complete Leadership Reflection and submit to SASI and ASI weekly (*as a minimum*)
 7. Perform duties as assigned by SASI, ASI, and/or Corps Commander
- e. The **Squadron Operations Commander** is responsible for the overall function and operation. Temporary Rank: Officer - c/First Lieutenant to c/Major; NCOIC – c/Master Sergeant to c/Senior Master Sergeant. This **Leadership and Functional Position** duties include the following:
1. Follow the directives and reports to the Corps and Deputy Corps Commanders
 2. Assume command of the corps in the absence of the corps & deputy corps commanders
 3. Advise Corps and Deputy Corps Commanders on corps operations, morale, policies, and procedures
 4. Establish, schedule, & maintain the corps annual schedule of activities including community service & LDR
 5. Organize and supervise activities including community service & LDR; includes daily Flag Detail duties
 6. Select, supervise, train, and delegate Operations Staff and Special Teams Officers and NCOs
 7. Coordinate & schedule activities between flights to improve inter-flight competition
 8. Plan & coordinate leadership development requirement activities with other school organizations
 9. Review Special Teams (including Flag Detail) Reports and submit to Deputy Corps Commander
 10. Select, supervise, train, and delegate tasks to Project Officer(s); validate “WINGS” training completed
 11. Recommend cadets for positions, awards, and promotions
 12. Complete Leadership Reflection and submit to SASI and ASI weekly (*as a minimum*)
 13. Perform duties and tasks as assigned by SASI, ASI, and/or Deputy Corps Commander
- f. The **Squadron Project Officers** are appointed by Corps or Deputy Corps Commander and provide essential support to a or multiple major projects such as Military Ball, Field days, Veterans & Memorial Day events, Parades, etc.). Construction, Communication, and Feedback are essential during execution of this position. These **Functional & Leadership Positions** duties include the following:
1. Responsible and reports to the Squadron Operations Commander, Corps, or Deputy Commanders as required
 2. Schedule planning and/or practice sessions and report progress to Operations Commander
 3. Plan, organize, and conduct briefing(s) on project details to SASI, ASI, & Corps and Deputy Commanders
 4. Select, supervise, train, and delegate tasks to subordinate project or committee members
 5. Perform duties and tasks as assigned by SASI, ASI, Corps and/or Deputy Corps Commander

- g. The **Squadron Director of Personnel** is responsible for all cadet administrative functions. Temporary Rank: Officer - c/Second Lieutenant to c/Major; NCOIC – c/Master Sergeant to c/Senior Master Sergeant. This Functional Position duties include the following:
1. Reports to and follows the directives of the Corps Commander
 2. Validates unit directives and procedures are consistent with AFJROTC and “WINGS” system
 3. Create, issue, collect, organize, track, and control all cadet information, mass & individual “WINGS” orders, and parental and/or guardian consent forms (except those not granted access to cadets)
 4. Validate and correct as necessary cadets’ records reflect proper rank (promotions), ribbons (awards/decorations), unit position with dates, and “WINGS” updated via individual and mass orders
 5. Provide & validate cadets turn-in forms; such as field trips permits and parental forms; “WINGS” updated
 6. Coordinate & validate media and/or photo releases with Public Affairs Officer prior to pictures and/or names being released and/or printed with “WINGS” system and paper copies as required
 7. Advise Corps & Deputy Corps Commanders on corps admin, operations, morale, policies, and procedures
 8. Coordinate, validate, and communicate with other staff cadets for properly disseminated information
 9. Plan, organize, and supervise award ceremonies; select, supervise, train, and delegate tasks to committees
 10. Recommend cadets for positions, awards (including National Awards), and promotions to SASI & ASI
 11. Select, supervise, train, and mentor alternate Squadron & Flight Personnel Officers/ & NCOs on AFJROTC standards, tasks, & “WINGS” functions
 12. Perform duties and tasks as assigned by SASI, ASI, and/or Deputy Corps Commander
- h. The **Squadron Health and Wellness Officer** is responsible for all aspects of unit physical and mental fitness. Temporary Rank: Officer - c/Second Lieutenant to c/Captain; NCOIC – c/Master Sergeant to c/Senior Master Sergeant. This Functional Position duties include the following:
1. Reports to and follows the directives of the Squadron Operations Commander
 2. Develop, maintain, manage, and organize the Unit Wellness Program using AFJROTC directives
 3. Create, plan, post, and implement weekly wellness activities to include physical training and team sports
 4. Post monthly calendar and updated weekly plan *three days* prior to PT event and/or PT date
 5. Plan, organize, and execute the Air Force Fitness Assessment; update “WINGS” fitness assessment system
 6. Plan, organize, and execute an alternate Fitness activity for each primary activity and/or assessment based on weather and/or location limitations
 7. Validate cadet fitness information is properly recorded in “WINGS” with Director of Personnel & SASI
 8. Select, supervise, train, & mentor Flight Health & Wellness Representatives in AFJROTC standards & duties
 9. Develop and manage Unit Fitness Recognition Program; recommend cadets for awards to SASI and ASI
 10. Complete monthly equipment condition and inventory report and provides to ASI
 11. Perform duties and tasks as assigned by SASI, ASI, and/or Deputy Corps Commander

- i. The **Squadron Logistics Officer** is responsible for accounting uniform items and equipment (excluding Fitness). Temporary Rank: Officer - c/Second Lieutenant to c/Captain; NCOIC – c/Master Sergeant to c/Senior Master Sergeant. This **Functional Position** duties include the following:
1. Reports to and follows the directives of the Deputy Corps Commander
 2. Manage Logistic Rooms to ensure areas are clean, neat, organized, safe, and secure at all times
 3. Ensure Logistic operations are conducted in accordance with AFJROTC publications and “WINGS” manual
 4. Validate uniform inventory is accurate and items accounted on principal inventory sheet
 5. Plan, organize, and execute procedures for the issue, turn-in, and cleaning of AFJROTC uniforms
 6. Plan, organize, and execute procedures for the issue, use, and return of AFJROTC equipment & items
 7. Validate all cadet uniform issue and turn-in information is recorded and accurate in “WINGS”
 8. Account & validate AFJROTC electronic equipment is inventoried & functioning properly monthly; report non-functioning, broken, and/or damaged items to ASI upon discovery and annotate inventory spreadsheet
 9. Account & validate AFJROTC curriculum materials are inventoried monthly; report missing and/or damaged items immediately to SASI or ASI and Deputy Corps Commander
 10. Coordinate with Project Officers for equipment set-up, use, and check-out
 11. Select, supervise, train, and mentor Flight Logistics Representatives in AFJROTC standards and duties
 12. Perform duties and tasks as assigned by SASI, ASI, and/or Deputy Corps Commander
- j. The **Squadron Public Affairs & Historian Officer** is responsible for public relations, public affairs, and cataloging through newsletters, photos, and articles regarding the Cadet Corps. An outgoing, articulate, and highly skilled communicator is a must for this position. Temporary Rank: Officer - c/Second Lieutenant to c/Captain; NCOIC – c/Master Sergeant to c/Senior Master Sergeant. This **Functional Position** duties include the following:
1. Reports to and follows the directives of the Deputy Corps Commander
 2. Coordinate & validate cadet media and/or photo release documentation with Director of Personnel Officer
 3. Publicize cadet activities and accomplishments through newsletter and distributed information
 4. Create, develop, and produce Cadet Newsletter monthly (at a minimum) or more as needed
 5. Submit Cadet articles highlighting AFJROTC program and Cadet activities to school newspaper
 6. Communicate and provide adequate corps publicity to the Fike High Yearbook Staff
 7. Select, trains, and supervises cadet photographer and videographer to document all corps events
 8. Coordinates and ensures all cadet *personnel actions* are updated and orders published
 9. Record, publish, and distribute minutes of corps staff meetings
 10. Assist SASI/ASI with review and validation of the Fike AFJROTC web site is being maintained and accurate
 11. Select, supervise, train, and mentor Flight Public Affairs representatives in AFJROTC standards and duties;
 12. Perform duties and tasks as assigned by SASI, ASI, and/or Deputy Corps Commander
- k. The **Flight Commanders** are responsible for the overall appearance, discipline, efficiency, training, and conduct of the Flight. Temporary Rank: c/Second Lieutenant to c/Major. This **Leadership Position** duties include the following:
1. Reports directly to the Corps Commander and advise on Flight operations, morale, policies, and procedures
 2. Supervise & lead all flight activities including: reporting procedures, inspections, formations, fitness activities
 3. Communicate cadet corps operations, activities, and functions; keep flight well informed
 4. Assist SASI/ASI with training flight in leadership, drill and ceremonies, etc.; Flag Details, functional position
 5. Set an example for the flight by proper wear of the AFJROTC uniform, personal conduct, and attendance
 6. Know, train, and mentor flight members to meet or exceed promotion and award requirements

7. Attend and actively participate in corps staff meetings
 8. Nominate flight members for promotion, awards, and positions
 9. Oversee and maintain class and supply rooms by cleaning and organizing as needed
 10. Select, supervise, train, and mentor Flight Sergeant; approve Element Leader selections
 11. Complete Flight Commander Report and submit to Corps Commander weekly (*as a minimum*)
 12. Complete Leadership Reflection and submit to SASI and ASI weekly (*as a minimum*)
 13. Perform duties and tasks as assigned by SASI, ASI, and/or Corps Commander
- l. The **Flight Sergeants** are responsible to assist the Flight Commander in the overall appearance, discipline, efficiency, training, and conduct of the Flight. Temporary Rank: c/Staff Sergeant to c/Master Sergeant. This Leadership Position duties include the following:
1. Act in the absence of the Flight Commander in their assigned duties
 2. Call the class to attention at the beginning/end of the class period
 3. Brief the flight members on all upcoming events, practices, etc.
 4. Recommend, supervise, train, and mentor Element Leaders in duties and AFJROTC standards
 5. Assist the Flight Commander in maintaining good order and discipline in the classroom.
 6. Perform duties and tasks as assigned by SASI, ASI, and/or Flight Commander
- m. The **Element Leaders** are responsible to assist the Flight Sergeant in their duties. Temporary Rank: c/Airman to c/Technical Sergeant. This Leadership Position duties include the following:
1. Report any absences of element members during the roll call
 2. Ensure their element members are aware of uniform wear for the week, PT activities for the week, and other upcoming events
 3. Monitor passing rate of individuals within their element and offering help or referring to others experienced cadets when possible
 4. Maintaining good order and discipline within their element.
 5. Perform duties and tasks as assigned by SASI, ASI, Flight Commander, and/or Flight Sergeant
- n. The **Flight Logistics Personnel/Representatives** are responsible for and must:
1. Conduct uniform issue, turn-in, and cleaning procedures for members of their flight
 2. ensure that all cadet uniform issue and turn-in information is recorded and accurate in “WINGS”
 3. Ensure that all flight cadet record information (personal information, flight assignment, class period, etc.) is recorded and accurate in “WINGS”
 4. Ensure that all cadet personnel actions (promotions, decorations, community service hours, etc.) are updated in “WINGS”
- o. The **Flight Wellness Representatives** are responsible for and must:
1. Implement weekly wellness activities to include physical training and team sports
 2. Implement the Physical Fitness Assessment and ensure that all cadet fitness information is recorded and accurate in “WINGS”

- o. The **Drill (Armed & Unarmed), Raider (Tough), STEM, and Color Guard Team Commanders** are responsible to the Deputy Squadron Commander for the performance and administration of all team members. Temporary Rank: Officer - c/Second Lieutenant to c/Captain; ; NCOIC – c/Staff Sergeant to c/Senior Master Sergeant. This Leadership Position duties include the following:
1. Establish rules, objectives, procedures and routines for practices and performances
 2. Recommend cadets assignments within team; validated and approved by Squadron Operations Officer
 3. Maintain records for cadet attendance, participation, and effort at practices & performances
 4. Train team members for all routines and sequences; ensure Drill Manual is the foundation and followed
 5. Coordinates with SASI/ASI for competition participation
 6. Train NCOs to lead in absents of the Commander in all duties
 7. Perform duties and tasks as assigned by SASI, ASI, and/or Deputy Corps and Operations Commanders

NC-946 AFJROTC UNIT MANNING DOCUMENT


<u>POSITION TITLE</u>	<u>MAXIMUM RANK</u>	<u>AUTHORIZE D</u>
Special Assistant to the SASI	c/Col	1
Special Assistant to the ASI	c/CMSgt	1
Corp Commander	c/Col	1
Deputy Corp Commander	c/Lt Col	1
Squadron Sergeant	c/CMSgt	1
Operations Commander	c/Maj	1
Director of Personnel	c/Maj	1
Projects Officers	c/Maj	1
Logistics Officer/Logistics	c/Capt	1
Public Affairs/Historian Officer	c/Capt	1
Physical Training (PT) & Wellness Officer	c/Capt	1
Flight Commander	c/Capt	3
Flight Sergeant	c/MSgt	3
Element Leader	c/MSgt	4 per flight
Flight Logistics Representative	c/TSgt	5
Flight Personnel Representative	c/TSgt	5
Flight Wellness Representative	c/TSgt	5
Unarmed Drill Team Commander	c/Maj	1
Armed Drill Team Commander	c/Maj	1
Color Guard Commander	c/Maj	1
Raider Team Commander	c/Maj	1
Science, Technology, Engineering, & Math (STEM) Commanders	c/Maj	3
PT Leader	c/TSgt	5





















































CHAPTER 20 - BASIC CADET KNOWLEDGE

CHAIN OF COMMAND

President of The United States (Commander-in-Chief of Armed Forces)	The Honorable
Secretary of Defense	The Honorable
Secretary of the Air Force	The Honorable
Chairman, Joint Chief Of Staff	General
Chief Of Staff of The Air Force	General
Chief Master Sergeant of the Air Force	Chief Master Sergeant of The Air Force
Commander, Air Education and Training Command	Lieutenant General
Commander, Air University	Lieutenant General
Commander, Holm Center	Brigadier General
Director, AFJROTC	Colonel
Principal	Mr.
Senior Aerospace Science Instructor	Major
Aerospace Science Instructor	SMSgt
Cadet Squadron Commander	Cadet
Cadet Deputy Squadron Commander	Cadet

Insignia of the US Armed Forces Enlisted

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	OTHER INACTIVE POSITIONS			
ARMY												
 Private E-1 (PV1)	 Private E-2 (PV2)	 Private First Class (PFC)	 Specialist (SPC)	 Sergeant (SGT)	 Staff Sergeant (SSG)	 Sergeant First Class (SFC)	 Master Sergeant (MSG)	 First Sergeant (1SG)	 Sergeant Major (SGM)	 Command Sergeant Major (CSM)	 Sergeant Major of the Army (SMA)	
MARINES												
 Private (Pvt)	 Private First (PFC)	 Lance Corporal (LCpl)	 Corporal (Cpl)	 Sergeant (Sgt)	 Staff Sergeant (SSgt)	 Gunnery Sergeant (GySgt)	 Master Sergeant (MSGt)	 First Sergeant (1stSgt)	 Master Gunnery Sergeant (MSGt)	 Sergeant Major (SgtMaj)	 Sergeant Major of the Marine Corps (SgtMajMC)	
NAVY												
 Seaman Recruit (SR)	 Seaman Apprentice (SA)	 Seaman (SN)	 Petty Officer Third Class (PO3)	 Petty Officer Second Class (PO2)	 Petty Officer First Class (PO1)	 Chief Petty Officer (CPO)	 Senior Chief Petty Officer (SCPb)	 Master Chief Petty Officer (MCPb)	 Force or Fleet Chief Petty Officer (FORNC) (FLTNC)	 Master Chief Petty Officer of the Navy (MCPON)		
AIR FORCE												
 Airman Basic (AB)	 Airman (Amn)	 Airman First Class (A1C)	 Senior Airman (SrA)	 Staff Sergeant (SSgt)	 Technical Sergeant (TSgt)	 Master Sergeant (MSGt)	 First Sergeant (E-7)	 Senior Master Sergeant (SMSgt)	 First Sergeant (E-8)	 Chief Master Sergeant (CMSgt)	 Command Chief Master Sergeant (CCM)	 Chief Master Sergeant of the Air Force (CMSAF)
COAST GUARD												
 Seaman Recruit (SR)	 Seaman Apprentice (SA)	 Seaman (SN)	 Petty Officer Third Class (PO3)	 Petty Officer Second Class (PO2)	 Petty Officer First Class (PO1)	 Chief Petty Officer (CPO)	 Senior Chief Petty Officer (SCPO)	 Master Chief Petty Officer (MCPb)	 Command Master Chief (CMC)	 Master Chief Petty Officer of the Coast Guard (MCPb-CG)		
Warrant												
ARMY					NAVY							
W-1  Warrant Officer (WO1)	W-2  Chief Warrant Officer (CW2)	W-3  Chief Warrant Officer (CW3)	W-4  Chief Warrant Officer (CW4)	W-5  Chief Warrant Officer (CW5)	W-2  Chief Warrant Officer (CWO2)	W-3  Chief Warrant Officer (CWO3)	W-4  Chief Warrant Officer (CWO4)					
MARINES					COAST GUARD							
W-1  Warrant Officer (WO)	W-2  Chief Warrant Officer (CWO2)	W-3  Chief Warrant Officer (CWO3)	W-4  Chief Warrant Officer (CWO4)	W-5  Chief Warrant Officer (CWO5)	W-2  Chief Warrant Officer (CWO2)	W-3  Chief Warrant Officer (CWO3)	W-4  Chief Warrant Officer (CWO4)					

O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	SPECIAL
ARMY										
 Second Lieutenant (2LT)	 First Lieutenant (1LT)	 Captain (CPT)	 Major (MAJ)	 Lieutenant Colonel (LTC)	 Colonel (COL)	 Brigadier General (BG)	 Major General (MG)	 Lieutenant General (LTG)	 General (GEN)	 General of the Army (GA)
MARINES										
 Second Lieutenant (2ndLt)	 First Lieutenant (1stLt)	 Captain (Capt)	 Major (Maj)	 Lieutenant Colonel (LtCol)	 Colonel (Col)	 Brigadier General (BGen)	 Major General (MajGen)	 Lieutenant General (LtGen)	 General (Gen)	
NAVY										
 Ensign (ENS)	 Lieutenant Junior Grade (LTJG)	 Lieutenant (LT)	 Lieutenant Commander (LCDR)	 Commander (CDR)	 Captain (CAPT)	 Rear Admiral Lower Half (RADM)(L)	 Rear Admiral Upper Half (RADM)(U)	 Vice Admiral (VADM)	 Admiral (ADM)	 Fleet Admiral (FADM)
AIR FORCE										
 Second Lieutenant (2d Lt)	 First Lieutenant (1st Lt)	 Captain (Capt)	 Major (Maj)	 Lieutenant Colonel (Lt Col)	 Colonel (Col)	 Brigadier General (Brig Gen)	 Major General (Maj Gen)	 Lieutenant General (Lt Gen)	 General (Gen)	
COAST GUARD										
 Ensign (ENS)	 Lieutenant Junior Grade (LTJG)	 Lieutenant (LT)	 Lieutenant Commander (LCDR)	 Commander (CDR)	 Captain (CAPT)	 Rear Admiral Lower Half (RADM)(L)	 Rear Admiral Upper Half (RADM)(U)	 Vice Admiral (VADM)	 Admiral (ADM)	

Attachment 1: 30-Step Drill Sequence

30-STEP DRILL SEQUENCE

Performance of the 30-Step Drill Sequence will be IAW AFMAN 36-2203 (Drill and Ceremonies), dated 20 Nov 2013 and is led and performed by second year cadets.

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

Example: Sir/Ma'am, Unit Number, is prepared for the 30-step drill sequence.

Request permission to use your drill area, Sir/Ma'am!

- | | |
|---|--|
| 1. *Fall in
(Sizing of flight/count off is not required) | 16. To the rear march |
| 2. Open ranks march | 17. To the rear march |
| 3. Ready front | 18. Column right march |
| 4. Close ranks march | 19. Forward march |
| 5. Present arms | 20. Eyes right (<i>salute the evaluator</i>) |
| 6. Order arms | 21. Ready Front |
| 7. Parade rest | 22. Column right march |
| 8. Attention | 23. Forward march |
| 9. Left face | 24. Change step march |
| 10. About face | 25. Column right march |
| 11. Forward march | 26. Forward march |
| 12. Right flank march | 27. Flight halt |
| 13. Left flank march | 28. Left face |
| 14. Column right march | 29. Right step march |
| 15. Forward march | 30. Flight halt |

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

Example: Sir/Ma'am, Unit Number, request permission to exit your drill area, Sir/Ma'am!

**Per AFMAN 36-2203 the command "Fall In" requires proper sizing and count off to be performed. During HQ AFJROTC visits, sizing of the flight/count off is not required and the commander may call "Open Ranks" immediately after the command "Fall In".*

Attachment 2: 20-Step Drill Sequence

AS1 20 Step Drill Card

1	FALL IN		
2	Present	ARMS	
3	Order	ARMS	
4	Parade	REST	
5	Individual	ATTENTION	
6	AT EASE		
7	Individual	ATTENTION	
8	Right	FACE	
9	Left	FACE	
10	About	FACE	
11	About	FACE	
12	Mark Time	MARCH	
13	Individual	HALT	
14	REST		
15	Individual	ATTENTION	
16	Right Step	March	
17	Individual	HALT	
18	Left Step	March	
19	Individual	HALT	
20	FALL OUT		

Attachment 3: Phonetic Alphabet and Community Service Sign-Up List
Phonetic Alphabet

Alpha	Juliet	Sierra
Bravo	Kilo	Tango
Charlie	Lima	Uniform
Delta	Mike	Victor
Echo	November	Whiskey
Foxtrot	Oscar	X-Ray
Golf	Papa	Yankee
Hotel	Quebec	Zulu
India	Romeo	

SAMPLE COMMUNITY SERVICE SIGN-UP LIST

Enter Event Title Here

(Insert description if necessary)

<i>Name</i>	<i>Name</i>

Attachment 4: How to Tie a Tie

HOW TO TIE A TIE

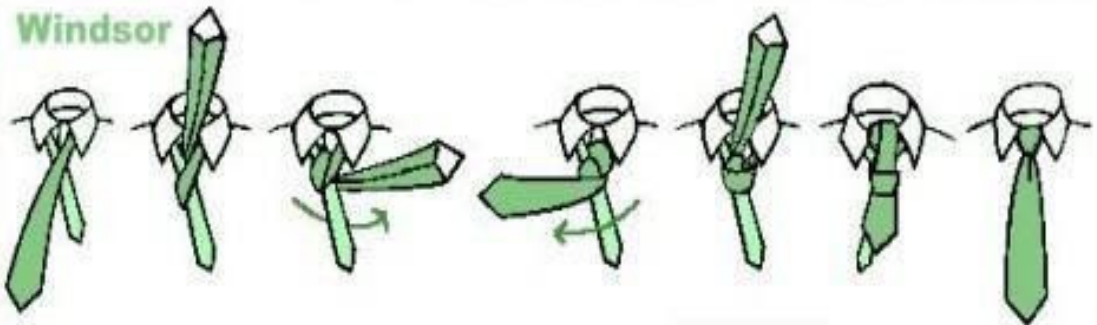
Four in Hand



Half Windsor



Windsor



Shell Knot



Attachment 5: Cadet Staff Leadership Position Application

NC-946 AFJROTC CADET STAFF APPLICATION

Cadet Staff positions are available to qualified second, third and fourth year cadets. First year cadets may apply for positions on a case-by-case basis as approved by the Corps Commander and Instructors. The Cadet Staff positions are described in Chapter 19 of the Cadet Handbook. Selections for staff positions will be based on commitment, leadership, experience, and potential.

Accepting a role on the cadet staff will require you to do work outside of your normal cadet responsibilities and sacrifice some of your personal time.

Each corps staff position comes with a tremendous amount of responsibility and duty. , Your position may be provided to another cadet if you are unable or willing to demonstrate the necessary responsibility

Applications must be filled out with the required information as accurately and completely as possible. Applications will be submitted through your Flight Commander to the appropriate staff officer.

----- Please Print Clearly -----

CADET RANK & NAME: _____ GRADE: _____

FLIGHT: _____ TOTAL SEMESTERS IN AFJROTC: 1 2 3 4 5 (Circle one)

STAFF POSITION APPLYING FOR: 1st Choice: _____

2nd Choice: _____

QUALIFICATIONS (What makes you the best cadet for this position):

1st Choice: _____

2nd Choice: _____

PRIOR POSITIONS HELD:

Cadet Signature and Date

Attachment 6: Cadet Letter of Counseling

LETTER OF COUNSELING

(Date)

MEMORANDUM FOR _____
(Cadet Receiving Counseling)

FROM: _____
(Flight Commander or other Staff Officer)

SUBJECT: Letter of Counseling

1. Summary of standard not met/inappropriate behavior:

2. Corrective plan of action:

3. Comments/additional information:

Issuing Officer Signature

By signing this letter, I acknowledge receipt of verbal counseling.

Cadet Signature and Date

Flight Commander Review:

Signature: _____ Date: _____

Corps Commander/Deputy Commander Review:

Signature: _____ Date: _____

Instructor Review:

Signature: _____ Date: _____

Attachment 7: Cadet Letter of Reprimand

LETTER OF REPRIMAND

(Date)

MEMORANDUM FOR _____
(Cadet Receiving Counseling)

FROM: _____
(Flight Commander or another Staff Officer)

SUBJECT: Letter of Reprimand

1. You are hereby reprimanded for:

Comments/additional information:

Issuing Officer Signature

By signing this letter, I acknowledge receipt of this written reprimand. My acknowledgement does not necessarily signify my agreement with its content. I understand that should any administrative punishment result, I may request a hearing in front of a cadet accountability board.

Cadet Signature and Date

Flight Commander Review:

Signature: _____ Date: _____

Corps Commander/Deputy Commander Review:

Signature: _____ Date: _____

Recommend administrative punishment (Yes) (No) Recommend accountability board (Yes) (No)

Instructor Review:

Signature: _____ Date: _____

Attachment 8: Cadet Letter of Probation Status

Letter of Probation (Status)



Fike High School (AFJROTC)
500 Harrison Drive
Wilson, North Carolina 27893
252-399-7905 x5023

September 29, 2019

FROM: AFJROTC NC-946/SASI

SUBJECT: Notification of Probation Status

TO: <Cadet Name> and Parent(s)/Guardian(s)

1. <Cadet Name>, you are notified of your probation status. A Probation Status is implemented for Cadets who violate school and/or AFJROTC rules, instructions, and/or policies and procedures.

2. The cause for the probation is/are:

- ☐ Disciplinary action(s) for any reason by a school administrator/teacher, e.g. in-school suspension/detention, alternative school, school suspension or any combination thereof during a 9 week grading period.
- ☐ Recommended by a disciplinary board and approved by the Instructors.
- ☐ Recorded **9** or more **unexcused** absents and/or **3** or more **unexcused** tardiness
- ☐ Other: _____

3. The effect of the probation include(s):

- ☐ Restricted to Curriculum-in-Action field trips only
- ☐ Limited to non-leadership roles/positions
- ☐ Revert to permanent or lower rank
- ☐ Reduced in (demotion) rank for the grading period
- ☐ Other: _____

4. Removal from Probation Status will be recommended by Cadet Leadership and/or approved by ASIs after the cadet has made every effort to correct their deficiency or behavior. Lack of improvement in the probation area may lead to a permanent removal from the AFJROTC program.

Sincerely,

Shawn E. Showman, SMSgt, USAF (Ret)
Senior Aerospace Science Instructor

1st Ind.

I acknowledge and do not agree or disagree with this probation letter. I (will / will not) submit a written statement on my behalf to the ASIs or (will / will not) request a meeting with administration with my parent(s)/guardian(s) present. I must submit a written statement and/or written request for a meeting of my own free will *no later than 3 school days* of this dated letter.

Cadet Printed Name, Signature, & date

2nd Ind.

A written statement (was / was not) provided and/or a written request for a meeting with administration (was / was not) provided.

Shawn E. Showman, SMSgt, USAF (Ret)
Senior Aerospace Science Instructor

Attachment 9: Cadet Application and Contract

APPLICATION AND AGREEMENT FOR:

NC-946 Fike HS 2020-2021 Cadet Contract

Approved version: 07 August 2020

(Print Cadet Last Name, First Name, Middle Initial)

1. **ENROLLMENT:** Being a member of Air Force Junior Reserve Officer Training Corps (AFJROTC) is a privilege, not a right. The instructors will remove a cadet from the program if they are not meeting the minimum standards as outlined in the Air Force agreement signed by Wilson County Schools and AFJROTC (discussed in class).

2. **OBLIGATIONS AND CONSIDERATIONS:** Participation in AFJROTC does not commit or obligate any student to military service, nor does it guarantee special consideration if a student chooses to enter military service. However, a cadet who successfully completes the specified number of years of AFJROTC based on the rules of that branch of service may qualify for advanced rank upon enlistment in the military.

3. **APPLICATION:** I, the above-named cadet, hereby apply for initial or continued enrollment in Fike HS AFJROTC.

4. **AGREEMENT:** In order to maintain high cadet standards of discipline, courtesy, personal conduct, appearance, participation, and fitness required by the AF and the AFJROTC program, I understand and agree to the following:

A. **MINIMUM EXPECTATIONS:** I will abide by the MINIMUM STANDARDS listed below as taught during class. Failure to do so will result in removal from AFJROTC as indicated by my voluntarily given initials and signature.

____ (1) I will behave in a manner consistent with being a good citizen & reflecting positively on FHS, AFJROTC, and AF.
____ (2) I will fully participate in the AFJROTC program by my involvement in volunteer & leadership development requirement activities.

____ (3) I will maintain proper personal hair/grooming standards while enrolled in AFJROTC as taught to me.

____ (4) I will contact instructors prior to changing my appearance that might affect wear of the AFJROTC uniform.

____ (5) I will properly wear the AFJROTC uniforms as instructed and wear it the entire designated school day unless otherwise directed by instructors.

____ (6) I will dry-clean or wash my uniform(s) on a regular basis and maintain it as necessary (includes PT & ABU).

____ (7) I will wear the issued Physical Training (PT) Gear (shorts/shirt) and appropriate athletic style shoes as directed. Also, I will fully participate in all PT activities unless a written excuse is provided by a doctor/parent/guardian.

____ (8) I will put full effort into learning individual and group drill movements.

____ (9) I will participate in team activities and field trips to the best of my ability.

____ (10) I will NOT be involved in any inappropriate or illegal behavior; I will not lie, cheat, steal, and/or plagiarize.

____ (11) I will NOT wear the AFJROTC or PT uniforms to ISS or CHOICE (in-school detention).

____ (12) I will NOT wear any visible facial piercings.

B. **MISSED UNIFORM INSPECTIONS:** I will make-up the grade the first day back to school if absent on uniform day. I earn a zero (0) until I wear the designated AFJROTC uniform properly as instructed. I may request a make-up day be arranged, but I must first meet with the Instructor(s) during established classroom times.

C. **COURTESY:** I understand this is a "Cadet Owned/Ran" program and I am expected to follow orders of cadets' senior in rank/position. I will render proper military courtesies & respect to instructors, military officers, and cadet officers. I will show courtesy & respect to administrators, teachers, coaches, and other adults with whom I come into contact.

D. **UNIFORM ISSUE AND RETURN:** I will be provided a uniform once within Air Force standards. The uniform will be issued clean/pressed unless it is a brand-new item. In that case, I will need to press it prior to the first uniform inspection. I will return the AFJROTC uniforms immediately to include every item issued if I am removed from or quit AFJROTC. Failure to return uniform items may result in filing of a police report and/or school fines. All uniforms will be returned at the end of the semester dry cleaned (pants, shirt, jacket (with liner), and coat) or washed as appropriate.

E. **ACTIVITY FEE:** I understand I should pay the nonrefundable, AFJROTC activity fee of \$25 within the first 4-weeks of being enrolled in AFJROTC. Financial hardships must be brought to an instructor by parents/guardians.

F. **CADET GUIDE:** I will read, understand, and comply with the requirements and information contained in the AFJROTC Cadet Guide, which will also be discussed in class. (Available in the classroom and online at the FHS Website)

G. **MALE Required Hair Style and Other Uniform Restrictions for AFJROTC**: The below list applies when the cadet is wearing the AFJROTC Uniform:

- **Hair**: Will not exceed **1 1/4 inch** in bulk on the top of the head regardless of the length. Bulk is the distance that the hair projects from the scalp when groomed (as opposed to length of the hair).
- **Hair** should be no longer than **1/8 inch** at the termination point around the base of the neck and ears.
- **Must** be able to wear head gear with no long hair sticking out the front or sides.
- Your hair must have a **tapered** appearance on both sides and back. A tapered appearance means that, when viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point. Mulletts, cornrows, dreadlocks and/or etched designs are **NOT** allowed.
- **Hair** must be a **natural** color (no faddish hair styles/colors), and hair must be all one color. No designs may be cut into the hair, no mohawks, no "fo-hawks". No "twists/fusing" or braids. Eyebrows must be natural looking.
- **Shaving**: All males must be **cleanly shaved** in uniform. May wear a mustache cut at corners of mouth, and no hair hanging over the lip. No designs may be cut into the hair or eyebrows. Medical waivers are approved by the SASI.
- **Sideburns**: Sideburns are **neatly trimmed and tapered** in the same manner as your haircut. Sideburns must be straight and of even width (not flared or cut to a point) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening.
- **Jewelry**: No more than **3 rings** on your 8 fingers (no thumb rings), and no earrings. No visible necklaces. A conservative bracelet up to 1/2 inch wide is allowed. Rubber "**Cause Bracelets**" will **NOT** be worn.

II. **FEMALE Required Hair Style and Other Uniform Restrictions for AFJROTC**: The below items apply when the student is wearing the AFJROTC Uniform:

- **Hair**: Will not exceed **3.5 inches** in bulk on the top of the head. Bulk is the distance that the hair projects from the scalp when groomed (as opposed to length of the hair). Do not cut into faddish style or shave a portion of the hair. Females may shave their entire head, but it must be one length. Hair must allow proper wear of head gear.
- **Hair Color**: Female cadets will not dye their hair multiple colors or any single color that is not **natural** (born with) or does not compliment the skin tone. No designs may be cut into the hair or eyebrows.
- **Hair Bun**: Females will put their hair up in a "bun" centered at the base of the neck or cut to a length where it does not hang below the bottom of the shirt collar. Must be able to wear head gear properly. Buns will **NOT** be on the top of the head. Bun may be no more than **3.5 (3 1/2)** inches diameter.
- **Hair bobby pins and rubber bands** will be **black**. No bows or metal fashion clips in hair with the uniform.
- **Makeup/Nails**: Makeup should be **conservative and professional** looking. If painting nails, use one color and must be a conservative color or French manicure. Black, pink, white, gold, etc. are **not** allowed.
- **Earrings**: Only **ONE** earring in each ear, lowest part of ear lobe; can only be round or square white diamond, silver, gold, or white pearl stud.
- **Jewelry**: No more than **3 rings** on your 8 fingers (no thumb rings). No visible necklaces. A conservative bracelet up to 1/2 inch wide is allowed. Rubber "**Cause Bracelets**" will **NOT** be worn.

CADET AGREEMENT: I **understand**, **agree**, and **will comply** with **expectations** as listed above and contained in my AFJROTC Cadet Guide as long as I am enrolled in AFJROTC. This is indicated by my voluntarily given signature.

STUDENT (Cadet) SIGNATURE: _____ **DATE** _____

6. PARENTS/GUARDIANS AGREEMENT: I fully understand the Minimum Expectations, Courtesies, and Discipline outlined in this contract CAN and WILL be cause for removal from the AFJROTC program. I understand if my cadet fails to maintain grooming standards and/or wear the AFJROTC and/or Physical Training uniforms on required occasions, it will result in my cadet's removal from the program. **I understand all uniform items will be returned to AFJROTC if my student is removed from this course for any reason or drops this class prior to the end of the semester.**

I understand and agree to the conditions set forth in this contract as indicated by signing. I hereby give my permission for my student to enroll or for continued enrollment in the AFJROTC program and will **encourage** their active participation. My student has read this contract, understands, and will comply with all the requirements of the AFJROTC program.

PRINTED NAME OF PARENTS/GUARDIANS: _____ 109 _____

PARENTS/GUARDIANS SIGNATURE: _____ **DATE** _____ Page 2 of 2

Attachment 10: Cadet Physical Training Grading Rubric

NC-946 Physical Training (PT) Grade Rubric

Level/Points	Participation / Effort	Cooperation / Attitude / Sportsmanship
1 - Below Standards 0-5 Points	<ul style="list-style-type: none">• Not prepared for class• Neglects to participate in activities• Often interferes with others• Zero effort	<ul style="list-style-type: none">• Uncooperative• Disregard for others• Argues, whines, complains• Unsportsmanlike conduct
2 – Working Towards Standards 6-7 Points	<ul style="list-style-type: none">• Partially prepared for class• Inconsistent participation• Goes through motions with little effort	<ul style="list-style-type: none">• Cooperative at times• Shows some enthusiasm• Sportsmanlike under supervision
3 – Meeting Standards 8-9 Points	<ul style="list-style-type: none">• Fully prepared for all activities• Willingly participates in all activities with consistent effort• Some / average effort	<ul style="list-style-type: none">• Very cooperative• Works well with others• Often enthusiastic and positive• Sportsmanlike in most activities
4 – Exceeding Standards 9-10 Points	<ul style="list-style-type: none">• Fully prepared for all activities• Consistently stays on task even when away from direct supervision• Outstanding effort	<ul style="list-style-type: none">• Always cooperative• Genuine concern for others• Always enthusiastic and positive• Exemplifies sportsmanship in all activities

Attachment 11: Physical Training Alternate Assignment Letter

MEMO TO: Cadet _____

Date: _____

FROM: Flight Commander

SUBJECT: Physical Training Alternate Assignment Worksheet

1. You did not participate on (Date:) _____ for the weekly Physical Training at Fike High School.
 - a. Please complete the Home Exercises as described in this letter.
 - b. Have your parent/guardian or coach validate completion of the exercises.
2. All PT Alternate Assignment forms must be submitted prior to next PT session for credit

HOME EXERCISES:

Warm Up Exercises. Leg & arm stretches, trunk twists, and others that we do on Friday PT.

Complete these aerobic exercises during a single session and is self-paced:

1. Fifteen 4-count jumping jacks.
2. Fifteen two-legged squats.
3. Twenty heel lifts.
4. Fifteen lunges with each leg.
5. Twenty-five pushups. (may be split up if needed)
6. Twenty-five sit-ups. (may be split up if needed)
7. Walk one mile in 15 minutes or less; or jog one mile in less than 10 minutes.

***Alternate exercises may be completed if involved with athletics, martial arts, dance, etc.**

Recorded Time for the WALK or JOG: _____

I certify that _____ completed these exercises _____
(Cadet Last Name, First Name) (Parent/Guardian/Coach signature and phone number)

Return the signed Memo to Instructors prior to next PT session.

Attachment 12: Leadership Development Requirement Tiers

	<u>STEM Based</u>	<u>Activity Based</u>	<u>Unit Based</u>	
	UAS (multicopter or RC aircraft)	Marksmanship	Planning Committee	
	StellarXplorers	Raiders/Fitness	Flag Detail	
	CyberPatriot	Drill	Sports Teams	
	JLAB	Color Guard	Awareness Presentation Team	
	Rocketry	Archery	Tutoring	
	Robotics	Orienteering	Spirit Squad	
	Astronomy	Kitty Hawk	Saber Team	
	Meteorology	Boxing	Chorus	
MS LDR Requirement	Min 1	Min 1	Min 1	Min of 3 LDRs
Exceeds LDR Requirement	Min 1	Min 1	Min 1	Any Combination of 7 or More LDRs / unit must meet Min standards in each category

Descriptions:

STEM Based - is any LDR that has a Science, Technology, Engineering, and Mathematics (STEM) or academia related base AND has an outside partnership and/that includes a national level competition.

Activity Based - is any LDR that may/may not have a STEM or academia related base but does have an outside partner and/or local level or above competition.

Unit Based - is any LDR that is local level only and that primarily benefits the cadet corps, school and/or local community.

Evaluation Standards:

Exceeds Standards - Units must have a minimum of at least 1 LDR in each of the above categories and an overall total of 7 or more total LDRs in any combination of the above categories.

Meets Standards - Units must have a minimum of at least 1 LDR in each of the above categories, total of 3 to 6 LDRs total.

Meet Standards W/Discrepancies - Units have 3 LDRs;; however, the unit does not have 1 in each of the specified categories.

Does Not Meet Standards - Unit has less than 3 LDRs

Attachment 13: Reserve Program Agreement Contract

FIKE AFJROTC RESERVE PROGRAM MEMBERSHIP AGREEMENT

NAME: _____ *Reserve Status Effective Dates:* _____
Last Name, First Name

1. FORWARD: The Fike AFJROTC Reserve Program provides an opportunity for cadets who are enrolled in an AFJROTC course during one semester of an academic year but not the other to maintain full affiliation with AFJROTC throughout the year. Cadets in the reserve program may participate in all extracurricular activities of the AFJROTC program, including drill team, staff positions, field trips, dining-in, military ball, etc., as long as the requirements of this agreement are met. In addition, cadets in the Reserve Program are also permitted to retain their cadet rank from active status, hold positions on the cadet staff, take/pass one promotion test, and attend CLC (if selected). In order for a cadet to be admitted into the Reserve Program, they must complete the Reserve Contract and belong to one of the following AFJROTC special teams: Drill Team, Color Guard Team, Marksmanship Team, Raider Team, Tough Team, Multicopter Team, or Kitty Hawk Honor Society (KHAS). Due to uniform wear requirements, cadets on the Drill, Color Guard, Raider, and Tough Teams are **REQUIRED** to participate in the Reserve Program in order to be on the team. It's optional for all other special team members however they may not participate in AFJROTC activities without Reserve membership. KHAS members who do not wish to participate in the Reserve Program will be considered "inactive" during this period however they retain program membership and are not required to repledge the program the following school year. During the inactive period, KHAS members are not eligible to participate in KHAS events or run for an officer position.

2. UNDERSTANDING: It must be understood that participation in the AFJROTC Reserve Program does not commit or obligate any student to military service. Nor does participation guarantee special consideration if a student chooses to enter military service. **NO ACADEMIC OR MILITARY CREDIT WILL BE GIVEN FOR PARTICIPATION.** Cadets who successfully meet their reserve program obligations will receive benefits as stated in the Cadet Guide and this contract. Cadets who meet uniform wear requirements and achieve a semester inspection average of 80% (20 points) will receive the Dress & Appearance ribbon and Hard Charger Award.

3. AGREEMENT: In order to maintain the high standards of courtesy, personal conduct, and appearance required by the Air Force and Fike High School, as an AFJROTC cadet in the reserve program, *I, the above named Cadet, understand and agree to:*

- A. Enroll in an AFJROTC course during one of the two semesters of the current academic year.
- B. Take proper care of all materials provided by the Air Force and return them upon request of the SASI/ASI.
- C. Wear the AFJROTC uniform on "uniform day" or other occasions as required by participation in the reserve program. Report to the AFJROTC classroom for wear and grooming inspection on uniform wear or make-up day. Refusal to wear the uniform as required or deliberate improper wear of the uniform will result in removal from the reserve program and loss of all AFJROTC privileges. Uniform day is normally Wednesday of each week and the Blue & ABU uniform must be worn each once a month at a minimum. Know and wear the designated uniform for the week worn as provided by Cadet Staff.
- D. Maintain the uniform in a clean, properly fitted and repaired manner. Turn in the complete uniform upon demand. Cadets are responsible for cost of cleaning, loss, theft or damage to the uniform.
- E. Meet the personal grooming standards established by the Air Force and Air Force JROTC.
- F. Meet the standards of attitude, behavior and courtesy expected of AFJROTC cadets as described in the Cadet Guide (Handbook). Cadets who fail to meet acceptable standards or who are suspended (in and out) from school for behavior problems risk losing cadet rank, position, and privileges and may be removed from the reserve program.
- G. Meet the objectives of the cadet-managed squadron to: (1) Encourage a high degree of personal honor, self-reliance, and leadership. (2) Promote patriotism. (3) Develop habits of orderliness and precision. (4) Develop respect for constituted authority. (5) Give full effort and participation. (6) Stay updated on current unit events and in communication.
- H. Respond positively to other cadets who have been appointed to leadership positions. Conduct myself properly if/when placed in a position of leadership.
- I. Strive to develop self-discipline and responsibility for personal actions.

4. CADET AGREEMENT: I understand, agree, and will comply with instructions as listed above and contained in my AFJROTC Cadet Guide as long as I am a Reserve Cadet in AFJROTC.

5. CADET SIGNATURE: _____ **Date:** _____

6. PARENTAL/GUARDIAN APPROVAL: I give my approval for my son/daughter/ward to participate in the Fike AFJROTC Reserve Program and will actively support and encourage his/her participation and program compliance. I understand there is no commitment for military service because of AFJROTC reserve program participation. I will help my son/daughter to maintain the high standards expected of an AFJROTC cadet. I will ensure all uniform items are returned immediately if my son/daughter is removed for any reason from the Reserve Program (next business day from notification).

PARENT/GUARDIAN SIGNATURE: _____ **Date:** _____

7. AEROSPACE SCIENCE INSTRUCTOR(S) APPROVAL (SASI / ASI)

SIGNATURE: _____ **Date:** _____

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Attachment 14: Cadet Staff Journal (Leadership Reflections)



DEPARTMENT OF AEROSPACE SCIENCE

FIKE HIGH SCHOOL— NC-946
500 Harrison Drive
Wilson, NC 27893
(252) 399-7905



CADET STAFF JOURNAL ENTRY SHEET
(Must be submitted by COB each Friday)

1. LAST NAME, FIRST NAME: _____
2. JOURNAL ENTRY TIME PERIOD (e.g. 5-12 May 14): _____
3. STAFF JOB TITLE: _____
4. LIST VERY SPECIFICALLY WHAT YOU DID THIS WEEK IN YOUR STAFF JOB:

5. WHAT THINGS ARE COMING UP IN THE FUTURE?

6. BARRIERS OR PROBLEMS WITH YOUR JOB?

****TURN THIS JOURNAL ENTRY INTO THE SQUADRON/FLIGHT COMMANDER OR SERGEANT****

BUILDING BETTER CITIZENS FOR AMERICA