



Corcoran High School

Air Force Junior
Reserve Officer Training Corps (AFJROTC)
CA-20061

Cadet Guidebook

Reviewed by: Cadet Squadron Inspector General
Recommended for Approval by: Cadet Squadron Commander

Revised: 1 December 2019

**BY ORDER OF THE SENIOR
AEROSPACE SCIENCE INSTRUCTOR**

AFJROTC CA-20061 CADET HANDBOOK

1 December 2019

Personnel

CADET HANDBOOK

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This handbook establishes AFJROTC CA-20061 Aerospace Science course enrollment standards, curriculum, and academic requirements. It supports the leadership and personal development objectives of AFJROTC by outlining cadet responsibilities, cadet conduct, uniform and personal appearance standards, and the cadet corps' organization, operation, and extracurricular activities. This handbook supplements leadership texts, and Air Force and AFJROTC directives. All cadets will read this handbook, maintain a copy of it, know its contents, and comply with its standards to satisfactorily meet AFJROTC course objectives. The Cadet Commander and Cadet Inspector General will review this handbook at least annually and recommend changes to the ASI and SASI.

Congratulations! You have just made the first step in planning your future. You're off to a great start, and we're proud that you have joined the CA-20061 Air Force Junior Reserve Officer Training Corps. This unit is dedicated to help prepare the leaders of tomorrow. Together we can make a difference in our school, community, and our own lives. We look forward to this opportunity.

Since you have chosen to become a part of such a reputable organization, you now become a valued asset who will be challenged in achieving our goals for the year.

As we strive for these goals you will learn teamwork, leadership, responsibility, discipline, honor, pride, and a great deal about yourself. All this may sound like we expect a lot from you, but all of these qualities are within your grasp. For these few words are often used to describe AFJROTC cadets around the world. After you become involved in the many activities we have planned for this year, you will see why.

What you are going to experience this year may be the toughest challenge you have ever faced. You must be ready to conform to standards, and to learn new ways of doing things. Everything you do is designed to make you the best you can be. But remember you are not alone! There are many other cadets going through the same thing you are. Helping each other will be a key to everyone's success.

By following the guidelines in this handbook you can help prepare yourself for a more rewarding future in the AFJROTC cadet corps. This handbook was designed to give you a better understanding of what will be expected of you as a cadet. Please use it throughout the year, for it will answer most of the questions you will have about the JROTC program here at Corcoran High School.

If you are ready to accept the challenges that lay before you then your Air Force Junior ROTC detachment, CA-20061, welcomes you with open arms. We have a lot to offer, and hope that you will do your best to help us obtain our goals. Again, we welcome you to the Corcoran High School Air Force Junior Reserve Officer Training Corps.

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UNIT BIOGRAPHY

The Corcoran High School Air Force Junior ROTC (AFJROTC), CA-20061, was established in August, 2006. It began in an ex-woodshop, with Chief Master Sergeant Lee Hamilton teaching the 1st semester and Colonel Mike Palmer joining the second. In that first year the unit cleaned and removed old work benches, painted walls, windows, and the floor. The unit painted silhouettes of an F-16 and a P-51 on the floor and converted the shop into an Aircraft Hangar-style room.

Since its inception, Corcoran High School AFJROTC has been dedicated to helping cadets become better citizens and has participated in numerous activities providing support to Corcoran schools, local organizations, veterans groups and the community. Through the program each cadet develops a sense of personal responsibility, improves their self-discipline, character and becomes a proud member of their community and country.

The AFJROTC has supported Corcoran Unified District Schools by presenting the Colors at all High School football games and at High School, Junior High and Elementary School special events. It has supported Junior Ethics, Big Brothers & Sisters, and Relay for Life and March of Dimes walk-a-thons.

Dedicated to honoring our veterans, the AFJROTC has supported activities on Veterans Day and Memorial Day. Cadets are involved in helping set-up, escorting and serving our senior veterans and then cleaning up at the annual unit sponsored Veterans Day Banquet. They have participated by producing and presenting video documentaries honoring local veterans, presenting and posting the Colors. In preparation for and during Memorial Day, the cadets have helped prepare and raise over 175 Flags. They are flown along the Avenue of Flags at the Corcoran Cemetery for families and friends on Memorial Day.

The AFJROTC cadets have also participated in food service fund raising activities, the Veteran's Out Reach charity organization, and helped by working at booth's at the local Cotton Parade Children's Fair.

In 2015 a cadre office, cadet lounge, and cadet staff meeting areas were established in the cadet hangar. In addition, the unit won the All-Valley unarmed drill team competition in Hanford, CA.

In 2016, the unit celebrated its 10-year anniversary at its highest enrollment achieved at 95 cadets strong. Over the decade, the unit has averaged over 2,000 community service hours per year and continues to grow in district popularity and pride. The unit's first Academic Team competed as well as the first exhibition drill team was established, and first Facebook Page was created the same year.

In 2018, the unit helped John Muir Middle School stand-up their own cadet program where cadets spent time teaching middle school students how to drill, led physical training activities, and mentored in customs. That same year, and into 2019, the unit created its own web page, attended field trips beyond the local borders to the Huntington Beach Airshow, and the Ronald Reagan Museum in Simi Valley. In 2019, the Corcoran program became an approved University of California a-g college-prep elective.

We are looking for Cadets that want to be a part of this program, that want to do something with their lives, and become leaders. Our unit can help you accomplish those goals. The Corcoran High School Air Force Junior ROTC is a proud member of the Corcoran Community and is standing tall, proud to serve.

Table of Contents

Chapter 1 –AFJROTC GOALS, OBJECTIVES, MISSION, CODES	Page
1.1. Objectives	7
1.2. Curriculum.....	7
1.3. Motto, Missions, Core Values.....	8
1.4. Program Completion.....	8
 Chapter 2 –CORE VALUES AND CADET CONDUCT	
2.1. The Core Values of the US Air Force (in depth).....	10
2.2. Conduct of Cadets.....	10
 Chapter 3 –CLASSROOM RULES AND PROCEDURES	
3.1. Reporting Procedures	12
 Chapter 4 –CADET ORGANIZATION	
4.1. Chain of Command.....	13
4.2. Cadet Staff and Responsibilities.....	13
4.3. Cadet Staff Meetings.....	16
4.4. Promotions.....	17
4.5. Position Authorizations (Unit Manning Document).....	18
4.6. Cadet Oath of Office.....	18
4.7. Demotions.....	19
4.8. Disenrollments.....	19
4.9. Reserve Cadets.....	19
 Chapter 5 –UNIFORM WEAR	
5.1. General Wear.....	20
Figure 5.1. Uniform Wear Schedule.....	20
5.1.1. Uniform Issue and Care.....	20
5.2. Male Uniform Wear.....	21
Figure 5.2. Male Grooming Standards.....	21
5.3. Female Uniform Wear.....	25
Figure 5.3. Female Grooming Standards.....	25
5.4. Semi-Formal Dress.....	26

5.5 Flight Suit.....	31
5.6. Cadet Airman Battle Uniform.....	32
5.7. Light Weight Blue Jacket.....	33
5.8. Physical Training (PT) Uniform.....	34
5.9. Unauthorized Wear.....	34
5.10. Returning Items.....	34
5.11. Uniform Badges and Insignia.....	35
5.12 How to Tie a Tie.....	40
5.13. Inspections.....	41

Chapter 6 –AWARDS AND RECOGNITION

6.1. Awards Descriptions.....	42
6.2. AFJROTC Ribbon Chart.....	49

Chapter 7 –HEALTH AND WELLNESS PROGRAM

7.1. Health and Wellness Program Requirements.....	50
7.2. PT Procedures.....	50
7.3. Inclement Weather Procedures.....	50

Chapter 8 –LEADERSHP DEVELOPMENT REQUIREMENTS (LDR)

8.1. LDR Descriptions.....	51
8.2. Team Qualification.....	52
8.3. Awards Eligibility.....	53

ATTACHMENTS

Attachment 1: Flight Drill Sequence.....	54
Attachment 2: Exercise Descriptions.....	55
Attachment 3: US Air Force Rank Chart.....	60
Attachment 4. Air Force Song.....	61

Glossary of References, Supporting Information.....	62
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Chapter 1

AFJROTC GOALS, OBJECTIVES, MISSION, CODES

1.1. AFJROTC Objectives: The objectives of Air Force JROTC are to educate and train high school cadets in citizenship, promote community service, instill responsibility, character, self-discipline, and provide instruction in air and space fundamentals.

1.2. Curriculum. Corcoran High School offers elective courses in Aerospace Science through the AFJROTC. Students that take a course are eligible to participate in all Air Force funded cadet activities and are provided uniforms. The objectives are to educate and train High School Cadets in Citizenship, promote Community Service, instill Responsibility, Character and Self-Discipline and provide instruction in the Fundamentals of Air and Space Science and Leadership.

AEROSPACE SCIENCE 1 – (grades 9-10), year course

Prerequisites: None. *A Journey into Aviation History* is a course about aviation history focusing on the development of flight throughout the centuries. It emphasizes civilian and military contributions to aviation, the development and modernization of the United States Air Force, and a brief history of astronomy and space exploration. Leadership academics in AS1 focuses on Citizenship, Character and Air Force Tradition.

AEROSPACE SCIENCE 2 – (grades 9-10), year course

Prerequisites: None. *The Science of Flight Course* is designed to acquaint the student with the aerospace environment, the human requirements of flight, principles of aircraft flight and propulsion, and principles of navigation. Leadership academics in AS2 focus on Communication, Awareness, and Student Leadership.

AEROSPACE SCIENCE 3 – (grades 11- 12), year course

Prerequisites: AS1 or AS2 or Senior Aerospace Science Instructor permission. *The Exploration of Space* examines our Earth, the Moon and the planets, the latest advances in space technology, and continuing challenges of space and manned spaceflight. Leadership academics in AS 3 focus on Life Skills and Career Opportunities.

AEROSPACE SCIENCE 4 – (grades 11-12), year course

Prerequisites: AS1 or AS2 or Senior Aerospace Science Instructor permission. *Global and Cultural Studies* provides an educational overview of world regions. Students learn about a region's geography, history, political situation, economics, social and cultural issues, and foreign policy. Leadership academics in AS4 focus on the Principles of Management.

1.2.1. Curriculum in Action (CIA) Trips. CIA trips are school-sponsored field trips that directly support or serve as an extension of the AFJROTC curriculum. They are

sponsored and approved using the same procedures as any other organization in the school by the appropriate authority. Examples include: airshows, museums, planetariums, base visits, and science events. Corcoran HS usually conducts at least two per year and cadets will need a **2.0 GPA minimum** to participate.

1.3. Motto, Mission, and Honor Code. The following “codes” are the foundation of AFJROTC and must be committed to memory by every cadet.

AFJROTC MOTTO

“We build better citizens for America!”

AFJROTC MISSION

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

CADET HONOR CODE

“I will not lie, cheat, steal, nor tolerate those that do.”

AIR FORCE MISSION

“To fly, fight, and win in air space and cyberspace.”

AIR FORCE CORE VALUES

“Integrity First, Service Before Self, Excellence in All We Do.”

1.4. Program Completion. AFJROTC Graduate. A student who has successfully completed the AFJROTC academic program as prescribed by public law and Air Force instruction and has been awarded a Certificate of Completion.

1.4.1. Completion Certificate. Passing grades in every credit-granting academic period constitutes successful completion of the AFJROTC program and makes the cadet eligible by law for a Certificate of Completion.

- a. **AF Form 1256, *Certificate of Training***, awarded to all cadets for successful completion of 2 academic program years of AFJROTC with SASI concurrence.
- b. **AFJROTC Form 310, *AFJROTC Certificate of Completion***, awarded to cadets for completion of 3 or 4 academic years of AFJROTC with SASI concurrence.

1.4.1.1. **Certificate Eligibility.** Cadets may be awarded certificates even if they do not graduate from high school, since the certificate is based only on AFJROTC performance.

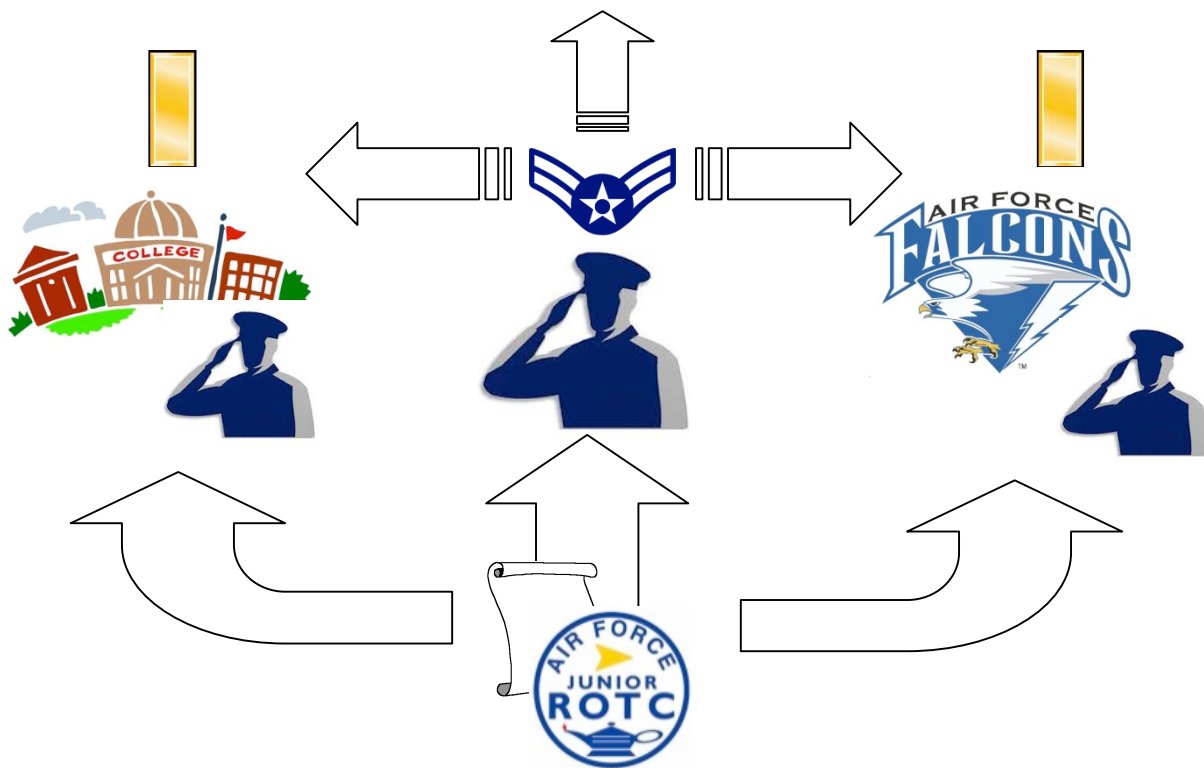
1.4.2. **Advanced Enlistment.** In accordance with DODI 1205.13, JROTC cadets may be eligible for enlistment at a higher grade. For specifics, refer to Air Force Recruiting Service Instruction (AFRSI) 36-2001, *Recruiting Procedures for the Air Force*.

1.4.3. **ROTC Course Credit.** A student completing at least **two years** of JROTC may be entitled to credit in the Senior ROTC program.

a. **Three or four years** of junior ROTC is considered **equal to 1 year** of the General Military Course. Normally, this is 2 semesters, 3 quarters, or an equivalent number of academic terms that comprise a maximum of one academic year.

b. **Two years of JROTC** is equal to **1 academic term** of GMC. No credit for < 2 years JROTC.

1.4.4. **Service Academy Nominations.** U.S.C. Title 10 sets aside up to 20 nominations per Service Academy for “honor graduates of JROTC honor schools.” Service Academies will maintain a Distinguished Unit Award list so cadets will get additional consideration.





Chapter 2

THE CORE VALUES OF THE AIR FORCE

2.1. Core Values of the US Air Force. This section covers sound advice that will help you in getting more out of JROTC and out of life. **Core values are the foundation upon which a society is built. Our Core Values are: Integrity First, Service Before Self, and Excellence in All We Do.**

Integrity First

It is the willingness to do what is right even when no one is looking. It is the "moral compass" - the inner voice; of self-control; the basis for trust imperative in today's world. Integrity is the ability to hold together and properly control all of the elements of a personality. Integrity has several other moral traits indispensable to service to the unit.

Service Before Self

Service before self tells us that professional duties take precedence over personal desires. This includes following rules and respect for others. Service before self tells us that a good leader places the troops ahead of his/her personal comfort. Professionals cannot indulge themselves in self-pity, discouragement, anger, frustration, or defeatism. They have a fundamental moral obligation to the persons they lead to strike a tone of confidence and forward-looking optimism.

Excellence in all we do!

Excellence in all we do develops a sustained passion for continuous improvement and innovation that propels us into long-term accomplishments and performance. This involves **personal excellence** by staying physically fit and in good mental shape. You must demonstrate personal excellence while doing homework and active participation with the unit. Beyond the personal aspect, cadets must strive for community excellence by working together to reach a common goal, free of fear that preserves individual self-worth.

2.2. Conduct of Cadets. You represent a select group looked upon as the best of America's youth. This means that you should always conduct yourself in a manner favorable to your school and AFJROTC. Represent the unit in a way that makes us proud.

2.2.1. Addressing Other Cadets. A Cadet Officer is addressed by Cadets of lower rank by his/her rank followed by his/her last name. (Example: Captain Smith) OR, a cadet officer may be addressed as "Sir" or "Ma'am". NEVER address a cadet officer in uniform by his/her first name.

2.2.2. Addressing Instructors and School Administrators. Respect for authority is a key element in the program. Cadets will show and demonstrate respect to teachers, school administrators, and guests. Proper protocol would be to use Mr., Miss, Mrs., or military titles as well "Sir" or Ma'am". In conversation, they are answered "Yes sir/ma'am" NOT "yeah" or "nope".

2.2.3. Saluting. A salute is a greeting of respect. You are required to salute all Cadet Officers, and the SASI/ASI. Cadets in the lower ranks exchange a verbal greeting only. Officers must render a salute to Officers of a higher rank. Remember you only salute outside of the building in uncovered (any building overhang) areas.

2.2.4. Courtesies toward Cadets and Military Personnel of a Higher Rank. There are many military customs and courtesies to show respect. A few examples:

- a. **Walking** -walk to the left side of a person of honor or higher rank.
- b. **Passing through doors** -Lower rank cadets hold the door for persons of higher.
- c. **Vehicles** -When boarding vehicles, lower rank cadets get in first, and out last.

2.2.5. Calling Rooms to Attention. When the SASI enters the JROTC classroom, the room will be called to attention. The occupants of the room remain at attention until the person entering says, "At ease", "As you were", etc. The first person to see the SASI will call the command.

2.2.6. Public Display of Affection. None will be tolerated. (kissing, etc)

2.2.7. Prohibition on Physical Discipline and Hazing. Any form of hazing, whether verbal or physical, will not be tolerated in any unit activity. Requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Every person has value and deserves respect. Any hazing is to be reported immediately.

2.2.7.1. Examples of prohibited physical activities include, but are not limited to:

- a. Push-ups, running laps, or any inappropriate physical contact such as shoving.
- b. Any form of verbal abuse, teasing, or any attempt to humiliate a cadet.
- c. Public reprimands, public punishment, joking about difference in rank, etc

2.2.7.2. This prohibition is applicable to all unit activities, and includes instructors, cadets and any personnel involved with or participating in the activity.

2.2.8. Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

Chapter 3

CLASSROOM REPORTING PROCEDURES

3.1. Daily Procedures. The following are the daily classroom procedures:

3.1.1. The Flight Commander is responsible for the conduct of the cadets during the class period. On PT Days, the PTL will be responsible.

3.1.2. Daily Classroom Reporting Procedures:

a. Walk into the AFJROTC classroom with military bearing, retrieve classroom materials as listed on the board at your seat. You are walking into a disciplined environment. You should scan the room for important information.

b. Place AFJROTC materials on your desk. All other articles, book bags will be placed under the desk. The Flight Commander (or PTL) will check for absentees and be ready to report in. When asked by the instructor to “Report”, stand at attention, salute and report “_____ cadets present and accounted for”. The instructor will return the salute and commence the class instruction.

c. If a cadet arrives late, the cadet will stand at the back of the room and wait to be acknowledged by the instructor. Do not interrupt the class. When acknowledged, state “**Sir, request permission to join the class?**”, then follow the instructions.

3.1.3. Dismissal:

a. At approximately five minutes before the end of class dismissal the Flight Commander (or PTL) will raise his/her hand and report “**5 minutes are remaining Sir/Mam**” to the instructor. Just prior to the end of class the instructor will direct the Flight Commander (or PTL) to “PREPARE FOR DISMISSAL”. Cadets will stop class work, put materials away, pick up trash near desks, and stand.

b. Once dismissal preparation is complete, the Instructor will ask the Flight Commander (or PTL) to “Report Out”. The Class Commander will call the class to attention and report “**Sir, Class is ready for dismissal**”. The Instructor will give the command, “DISMISSED.” At that time, cadets may orderly depart.

3.1.4. Office Reporting Procedures:

a. STEP 1: Knock once firm and loud.

b. STEP 2: When told to enter, march in the most direct route stopping two paces from desk and squarely in front of the officer/NCO.

c. STEP 3: Clearly say, “Sir/Ma’am, Cadet (your last name) reports as ordered.” or “Sir/Ma’am, Cadet (your last name) reports.”



Chapter 4

CADET ORGANIZATION

4.1. Chain of Command. In any military unit, it is necessary to distribute responsibility among a number of members to ensure that all of the goals are accomplished. You will have opportunities to practice and hone your leadership skills. As you become involved the unit, school, and community experiences will follow. Below is your chain of command.

President of the United States	_____
Secretary of Defense	_____
Secretary of the Air Force	_____
Chief of Staff, United States Air Force	_____
*Chief Master Sergeant of the USAF	_____
Commander, Air, Education and Training Command	_____
Commander, Air University	_____
Commander, Air Force Officer Accession & Training School	_____
Director, AFJROTC	_____
Senior Aerospace Science Instructor (SASI)	_____
Aerospace Science Instructor (ASI)	_____
Cadet Squadron Commander	_____
Cadet Flight Commander	_____
Cadet Flight Sergeant	_____
PT Leader	
Guidon Bearer	
Cadet	

* Denotes not in the chain of command, but a primary USAF advisor.

4.2. Cadet Staff Responsibilities.

CADET SQUADRON COMMANDER

Responsibilities merit the rank of C/Lt Col

- Maintaining the proper appearance, discipline, efficiency and conduct of the cadet corps.
- Primarily responsible for the coordination, planning and completion of unit mission.
- Establishes goals to be attained by the squadron, then directs his/her staff to accomplish them.
- Coordinates and controls the squadron staff.
- Provides recommendations for cadet evaluation, promotion, and assignments.
- Chairman of all committees, and has the power to delegate; conducts meetings twice per month
- Confirms the schedule and ensures calendars are updated and followed.
- Signing Activities Office Purchase Orders (POs) on behalf of the unit, or delegating responsibility.

SQUADRON DEPUTY COMMANDER***Responsibilities merit the rank of C/Maj***

- Assume command responsibilities of the squadron whenever the commander is not present.
- Keeping the squadron commander informed of all activities; assist commander as required.
- Works closely with Finance Officer for managing Refueling Pit participation binder.
- Prepares annual schedule for cadet staff review, distribution, and continuous updates.

SQUADRON FIRST SERGEANT***Responsibilities merit the rank of C/MSgt-CMSgt***

- Controlling discipline in the NCO ranks and ensuring they are properly performing duties.
- Advising the squadron commander/deputy commander
- Monitoring cadet appearance and behavior.
- Preparing the squadron for inspection during parade formations.
- Ensure staff is aware of staff meetings.
- Train all flight guidon bearers.

SQUADRON INSPECTOR GENERAL***Responsibilities merit the rank of C/Capt-Maj***

- Maintain the Cadet Guide IAW Headquarters directives
- Report to the SASI and ASI
- Serve as the unit focal point for matters of building work orders
- Establish inspection criteria and schedule inspections as directed by the SASI or ASI.

FLIGHT COMMANDERS***Responsibilities merit the rank of C/2d Lt-Capt***

- Primarily responsible for the coordination, planning and completion of flight functions
- Monitoring flight cadet appearance and behavior; prepares flight for inspection
- Advising the squadron commander/deputy commander of flight cadet problems.
- Ensures share of volunteers to run the cadet snack bar; schedules, documents, and follows-up
- Attend Staff Meetings and ensure information is quickly distributed to flight members.

FLIGHT SERGEANTS***Responsibilities merit the rank of C/TSgt-MSgt***

- Controlling discipline in the flight and ensuring cadets are properly performing their duties.
- Advising and assists the flight commander in all duties.
- Monitoring cadet appearance and behavior; assist cadets preparing for inspection
- Assumes command of flight in the absence of the flight commander.

PHYSICAL TRAINING LEADERS***Responsibilities merit the rank of C/SrA-SSgt***

- Controlling discipline in the flight and ensuring cadets are properly performing their duties.
- Records cadet PT dress-out points and PT scores.
- Ensures training dressing rooms are clean and ready for the next class.
- Leads flight in PT during PT Days

GUIDON BEARERS

- Responsible for the direction and cadence of the march of the flight.
- Ensures the necessary security of the flight guide.
- Properly follows instruction stated by the Air Force JROTC Drill and Ceremonies Manual.

STAFF FUNCTIONS AND RESPONSIBILITIES:**LOGISTICS OFFICER*****Responsibilities merit the rank of C/2d Lt-C/1st Lt***

- Assists the ASI in issuing, inspecting, inventorying and turn-in of all government owned uniforms equipment and supplies.
- Keeps CA-20061 uniform and equipment inventory updated.
- Maintains records of all materiel owned by the cadet corps.
- Maintains records of all material being used /borrowed by cadets.

FINANCE OFFICER***Responsibilities merit the rank of C/2d Lt-C/1st Lt***

- Representative for treasury and finance; assist maintaining an accurate account of funds.
- Primarily responsible for the Refueling Pit (Cadet Snack Bar)
- Coordinate and operate all fund raisers for the corps.
- Plans, schedules, and directs the operation of the Snack Bar and the cadet work schedule.
- Primarily responsible for training others to clean and restock the Cadet Snack Bar.

PUBLIC AFFAIRS AND RECRUITING OFFICER

- Responsible for information disseminated about the unit to school or outside agencies.
- Trains and schedules cadet recruiting events.
- Arranges and displays pictorial boards in the classroom and maintains scrap books.
- Responsible for maintaining unit brochure and Facebook account.

HEALTH AND WELLNESS OFFICER

- Responsible for the training, equipment, leadership and discipline of athletic teams.
- Maintaining proficiency and recruit new team members.
- Planning, scheduling and directing competition team practice sessions.
- Trains all flight PTLs.
- Updates and maintains the H&W and Safety Boards with current information.
- Maintains unit athletic equipment and informs staff/instructors of needed purchases.

LEADERSHIP DEVELOPMENT REQUIREMENTS (LDR) TEAMS COMMANDERS

- Primarily responsible for the training, equipment, leadership and discipline of the team.
- Maintaining proficiency and recruit new members.
- Developing new and innovating drill routines.(Armed/ Unarmed only)
- Planning, scheduling and directing team practice sessions.
- Distributing and collecting permission slips for extra-curricular performances and events.

Awareness Presentation Team Commander:

- Preparing a staff to execute the yearly APT presentation at the setting of choice.
- Organizing a liaison between the JROTC and various schools within the district to allow proper scheduling of the presentation.
- Creating visual pieces for the presentation such as a power point slideshows, skits, and other various activities to engage the audience.

Academics Team Commander:

- Organizing a team to train for the National JROTC Academic Bowl, and other competitions

- Plans and coordinates practice to allow optimum training of cadets
- Ensuring all supplies, including buzzers, questions and study material, are ready for use during practice sessions and during competition
- Advising the ASI(s) on equipment and areas needing improvement in Academic Bowl training
- Informing the staff of all activities on status during each meeting

Marksmanship Team Commander:

- Ensuring safety of all team members during practice and competitions.
- Enforcing the GPA requirement to remain on teams to encourage and promote excellence.
- Planning, coordinating, encouraging fundraising for equipment purchase.
- Prior to practice departure, ensure equipment is next-use-ready and accounted for.
- Informing the cadet staff of all activities on status during each meeting.

SPECIAL EVENTS TEAM Commander:

- Ensuring safety of all team members.
- Planning, coordinating, encouraging fundraising activities.
- Attend all local Relay-For-Life meetings and ensure prompt information flow to the unit and ASIs; DO NOT commit unit activities PRIOR TO ASI coordination.
- Informing the cadet staff of all activities on status during each meeting.

Color Guard, Honor Guard, and Drill Team Commanders:

- Ensuring safety of all team members during practice and competitions.
- Enforcing the GPA requirement to remain on teams to encourage and promote excellence.
- Planning, coordinating, encouraging fundraising for equipment purchase.
- Prior to practice departure, ensure equipment is next-use-ready and accounted for.
- Informing the cadet staff of all activities on status during each meeting.

4.3. Cadet Staff Meetings. Cadet staff and corps meetings are held **every other week** during the school year or on an as needed basis. Senior cadet staff, SASI or the ASI, set meeting times. The location of these meetings will normally be in the classroom (the Cadet Hangar). The Squadron First Sergeant will send out meeting reminders to all staff members at least the week prior. The SASI or ASI attend cadet meetings as advisors.

4.3.1. Procedures for Corps Meetings. Listed below is a suggested meeting agenda:

(1) Squadron commander chairs and opens the meeting and asks for staff agency reports. After reports, the commander guides the staff through the annual calendar.

(a.) The Squadron First Sergeant takes notes on the meeting (to include attendance).

(2) NEW BUSINESS. Items will be determined if it can be resolved during the meeting or if it requires an action or project officer. If the new business item requires such an officer, the SQ/CC assigns one and documents in minutes:

- (a) Action Item Name
- (b) Project/Action Officer assigned
- (c) Action(s) required
- (d) Suspense date

(3) The Squadron Commander polls cadet staff for comments. After cadets have finished their discussion, the SASI/ASI make comments.

(4) ADJOURNMENT:

- (a) The commander announces the time and place for the next meeting.
- (b) The commander asks for further comments then dismisses the meeting.

(5) Flight Commander are expected to distribute information to all flight members as quickly as possible and in various formats (in-person, e-mail, etc).



4.4. Promotions. Promotions will be based on the whole person concept. At no time will a cadet who is failing AFJROTC or other classes, or has been suspended to be promoted. A cadet may also achieve temporary promotion(s). Promotions will be based on military bearing, knowledge, proper wear of the uniform, appearance, knowledge of customs and courtesies, academic achievement, unit involvement, and leadership. A **first year cadet** will remain at the **C/Airman Basic** rank until they are capable of passing the basic marching test, and cadet knowledge test on rank. In addition, they must have passed their first semester in AFJROTC with a passing grade.

4.4.1. Permanent Rank:

<u>Year</u>	<u>Permanent Rank</u>	<u>Abbreviation</u>
1st	C/Airman	C/Amn
2nd	C/Airman 1st Class	C/A1C
3rd	C/Senior Airman	C/SrA
4th	C/Staff Sergeant	C/SSgt

4.4.2. Temporary Promotions. Cadets may have a temporary grade based upon a specific assigned position. The purpose of a temporary/permanent grade structure is to allow as many cadets as possible to hold leadership positions and to avoid imbalances in the grade structure. Cadets serving in temporary positions will revert to their permanent grade upon completion of those duties with the exception of graduating seniors. To receive a temporary promotion, one must display leadership qualities, participate in co-curricular activities, and be interviewed by the SASI or the ASI.

4.5. Cadet Temporary Position Authorizations.**Unit Manning Document**

POSITION TITLE	FUNCTION(s)	Eligible MIN GRADE	AUTH
Squadron Commander	Cadet Commander	Cadet Lt Col	1
Deputy Commander	2d in Command	Cadet Major	1
First Sergeant	SQ/CC Adviser	Cadet MSgt	1
Flight Commander	Listed below	Cadet 2d Lt	6
Flight Sergeant	Listed below	Cadet SSgt	6
PT Leader	Leads PT	Cadet SrA	6

Staff:

Inspector General		Cadet Capt	1
Logistics Officer		Cadet 2d Lt	1
Finance Officer		Cadet 2d Lt	1
Public Affairs Officer	Public Affairs, Recruiting	Cadet 2d Lt	1
Health and Wellness Officer	Sports/Athletics/PT	Cadet MSgt	1
Color Guard Commander		Cadet MSgt	1
Drill Team Commander(s)		Cadet MSgt	2
Presentation Team Commander		Cadet MSgt	1
Academic Team Commander		Cadet MSgt	1

4.6. Cadet Oath of Office. Cadets promoted to officers will recite the following oath upon their promotion to the rank of Cadet Second Lieutenant. The SASI will administer the oath.



I, (state your full name), having been selected to become a cadet officer in the Air Force Junior Reserve Officer Training Corps, do willingly and freely accept this position of trust. Further, I do declare that:

- **I will wear the Air Force Junior ROTC uniform with pride.**
- **I will assure that those under my supervision do the same.**
- **I will support the cadet officers appointed over me.**
- **I will use good manners and judgment in dealing with others, both in and outside the cadet corps.**
- **I will strive to develop habits of orderliness, precision, self-reliance, self-discipline, and above all, Honor.**

4.7. Demotions. A demotion can occur if a cadet does not maintain their current level of authority and responsibility. The SASI has the discretion to make a decision on demoting or reverting a Cadet's rank to his/her permanent rank.

4.8. Disenrollments. Cadets who are consistently deficient in one or more of the academic areas or demonstrate a negative pattern of behavior are disruptive to the overall corps operations and may be dis-enrolled. Reasons for disenrollment include, but are not limited to failure to wear the prescribed uniform as directed on three occasions and/or failure to maintain grooming standards. Disenrollment is a last resort, and will be preceded by documentation and corrective counseling. However, it is necessary in some cases, to maintain the morale and discipline of the unit. Instructors must work together with the cadets, their parents, unit cadet leaders, school counselors and administrators to resolve these issues. A **maximum of three weeks** is sufficient to complete this entire administrative process. The cadet either chooses to comply as required, or is removed from AFJROTC. A cadet may undergo disenrollment for:

- Failure to maintain acceptable standards (including uniform wear and grooming)
- Inaptitude or indifference to training
- Disciplinary reasons to include but not limited to illegal drug use, fighting, gang activity
- Any other reason deemed appropriate by the principal and the SASI

The SASI may disenroll an AFJROTC cadet at any time during the academic year with proper cause.

4.9. Reserve Cadets. A Reserve Cadet is a student where the cadet's academic schedule does not allow for the cadet's enrollment in the AFJROTC academic program for that particular year. A student must have been a cadet for at least one academic year prior to being considered a Reserve Cadet. Students meeting this criteria may be designated, with SASI concurrence, as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion. Reserve Cadets may retain their uniform for the entire academic year. Reserve Cadet participation requirements are as follows:

- | | |
|--------------------------|--|
| Uniform wear | -Cadets are required to be inspected once per week by the ASI or SASI and maintain a 90% inspection pass rate. |
| Community Service | -Cadets will provide 20 hours per Month of community service or co-curricular activities |

Chapter 5

UNIFORM WEAR

5.1. General Wear. The AFJROTC cadet uniform is, with certain exceptions, the same one that is worn by Air Force members. Thus, cadets must wear the uniform proudly and correctly! Cadets must keep the uniform clean, neat, and in good condition at all times, with badges, ribbons, and insignia properly maintained. Blue uniform day are **Fridays**. All cadets will wear the uniform the entire school day. Students involved in work-study must get an exception to the uniform wear policy from the SASI/ASI or wear the uniform as required. *Make up uniform days are **Mondays** for partial credit.*

Figure 5.1 Uniform Wear Schedule.

Monday	Tuesday	Wednesday/Thursday (split schedule)	Friday
None (Uniform Make-Up)	None	PT Uniform	Blue Uniform ABUs for Officers on specified days.

5.1.1. **Uniform Issue and Care:** When a cadet is issued a uniform, they will sign a Custody Receipt Form and place their initials beside each issued uniform item. Each item then becomes the property of the cadet who is responsible for its care. If the item is lost or willfully or negligently destroyed, beyond normal wear and tear, the cadet must pay for it. Cadets will be issued one complete, clean uniform with all accessories and insignia. Cadets are responsible for the cleaning of uniforms during the school year and ***“MUST HAVE THEM DRY CLEANED”***. **DO NOT WASH YOUR UNIFORM IN A CLOTHES WASHER** (except for the blue shirt)!

5.1.2. **In School Dry Cleaning Service.** Cadets may drop-off uniforms for dry-cleaning at the cadet hangar on **Mondays** for the staff to coordinate dry-cleaning. Uniforms will be ready for pick-up by Wednesday of the same week. A fee of \$2 per clothing item will be charged or a cadet can work in the snack bar to pay for service.

5.1.3. **General Cadet Appearance.** Cadets will not mix uniform and civilian clothing. If they have a reason not to wear the uniform or any uniform item due a medical condition, documentation must be presented.

a. **Jewelry:** No more than **three rings** will be worn at any one time (not all on one hand) and one bracelet may be worn which can not be wider than 1/2 inch, detract from the military image, or be a safety hazard. Cadets may wear conservative sunglasses (except while in formation) and watches. Necklaces, pendants, and other conspicuous adornments are prohibited from visible wear. Face or nose rings are not authorized in uniform.

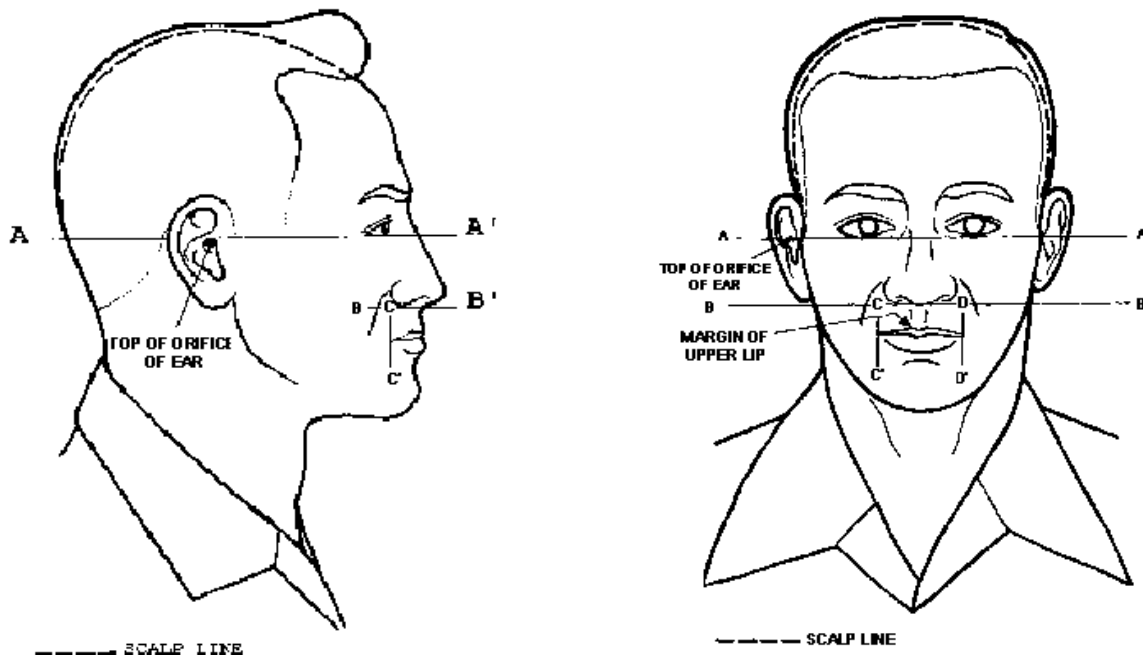
b. **Portable Music.** Wearing portable music is prohibited while in uniform.



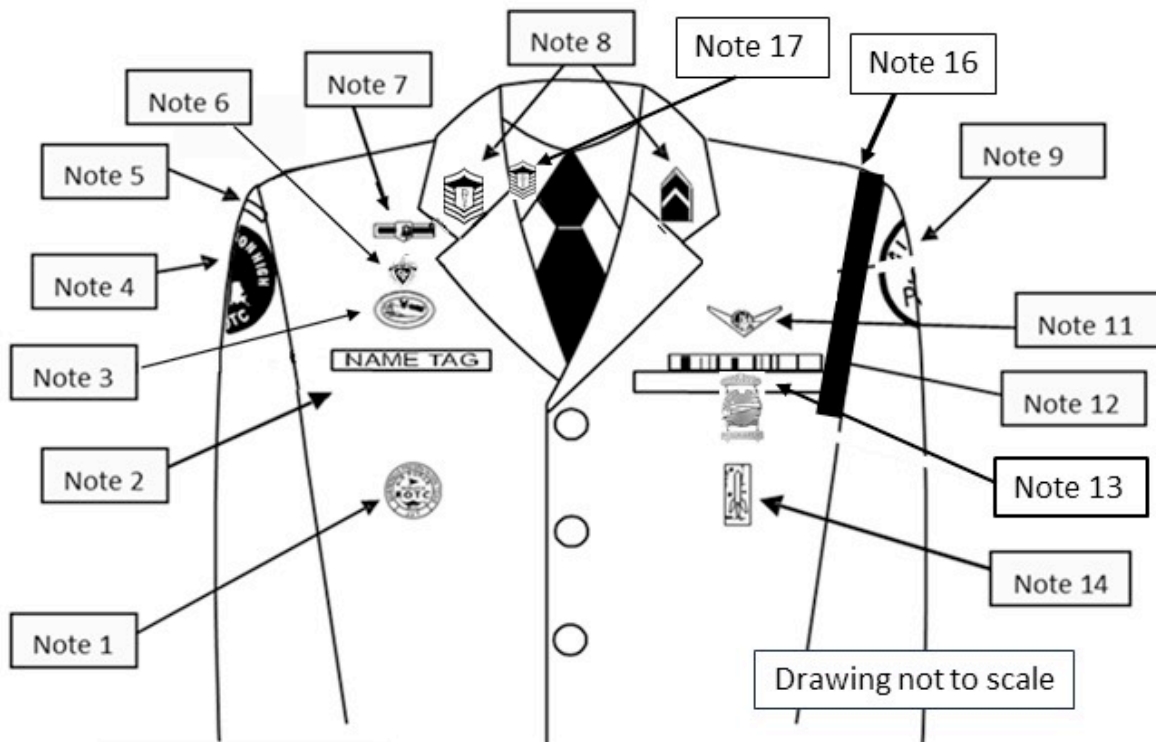
5.2. Male Uniform Wear.

- a. **Hair.** Hair must be clean, neat, and trimmed. It should present a groomed, tapered appearance on both back and sides. Hair will not exceed **1 1/4 inch** in bulk regardless of the length and 1/4 inch at natural termination point. *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. The hair must not touch the ears or collar or protrude below the front band of the headgear. It will not be worn in an extreme or fad style.
- b. **Sideburns** will be neatly trimmed in the same manner as the hair. Sideburns will not extend beyond the bottom of the ear opening, must be straight and even in width, and end with a clean-shaven, horizontal line. Prohibited examples (not inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched design. See Figure 5.2.
- c. **Mustaches and beards.** Male cadets may have mustaches; however they will be conservative and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line (see Fig 5.2). Beards are not authorized (medical waiver authorized; must not exceed 1/4 length).
- d. **Jewelry.** Earrings are not authorized to be worn by males while in uniform.
- e. **Socks.** Socks must be BLACK. Other dark colors are not authorized.
- f. **Fingernails and Earrings.** Male cadets not authorized fingernail polish or the wear of earrings.

Figure 5.2. Men's Grooming Standards.



CADET MALE SERVICE DRESS



1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the bottom of nametag.
2. Silver Name tag (mandatory): Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels (mandatory). Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch: Placed $\frac{1}{2}$ to 1 inch below shoulder seam, and centered.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Aviation Badges: Cadets will only wear one. see note 15.
12. Ribbons (mandatory): Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below the pocket.
15. Except marksmanship badge. Wear 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 in the diagram.
16. Shoulder cord. No wider than 1 inch and will be grounded to seam of left shoulder.
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. Ribbon and medals may not be mixed.

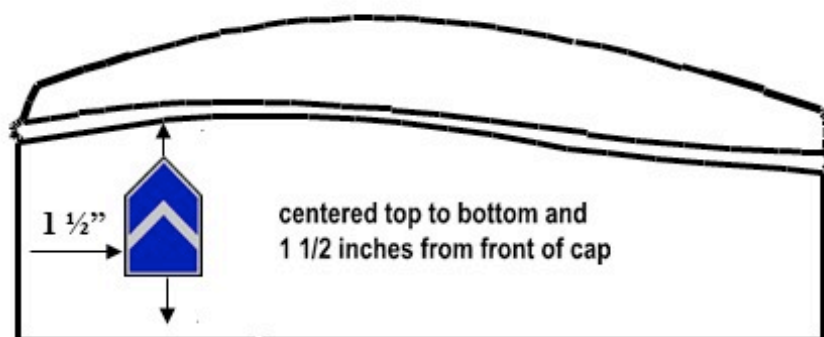
CADET MALE HEADGEAR

SERVICE CAP



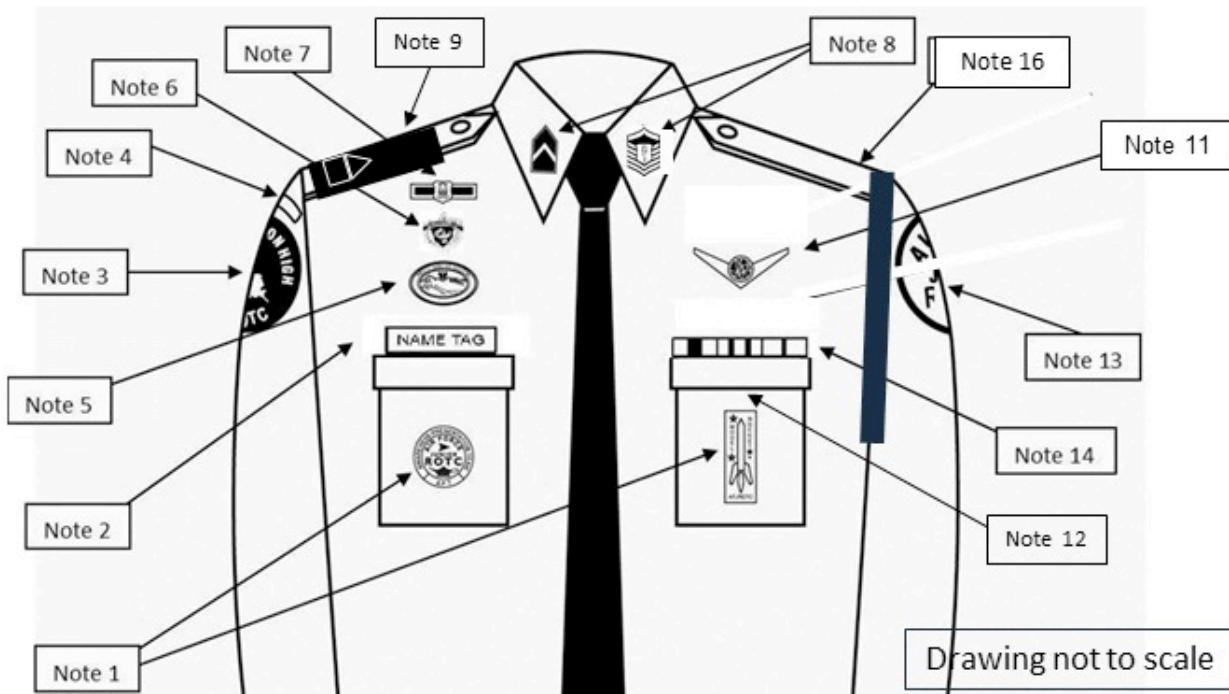
Service Cap – Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia

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.

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. Blue Name tag (mandatory): authorized for wear and is to be grounded and centered over wearer's right pocket.
3. Unit patch: center $\frac{1}{2}$ to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then 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 or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Deleted.
11. Cadets only wear one aviation badge: see note 15.
12. Marksmanship competition awards/badges below the ribbons on the blue shirt or service dress uniform. Marksmanship badges will not be worn with medals.
13. AFJROTC Patch: center $\frac{1}{2}$ to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket.
15. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge. Order of precedence shown in diagram.
16. Medals (regardless of type) are not authorized for wear on this uniform.

5.3. Female Uniform Wear.

Hose. Commercial sheer, nylon hose in black or off-black, dark blue, dark brown, or neutral that complement the uniform and the cadet's skin color. Patterned hose are not allowed. Worn with skirt or slacks, and flats or heels.

Socks. Black, commercial socks without design will be worn with slacks and oxford shoes.

Hair. Must be styled to permit wear of any military headgear and will not be worn in any style that extends past the bottom of the collar edge at the back of the neck. Must be of a natural color. Exaggerated styles with excessive fullness or extreme heights are prohibited. Hair ornaments such as ribbons will not be worn. No minimum hair length to a maximum of bulk 3 ½ inches from scalp and allows proper wear of headgear. Bangs, or side-swiped hair will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. Exception: While wearing the PT uniform, long hair will be secured but may have loose ends and may extend below the collar bottom edge.

Hair Styles. Locs, braids, twists, micro-braids, French braids, dutch braids, and cornrows are authorized. All locs, braids, and twists must be no wider than 1 inch, with uniform spacing between and show no more than ¼ inch of scalp between the locs, braids or twists. Unauthorized: Mohawk, mullet, or etched.

Hair Accessories. If worn, black hair accessories (e.g. fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc) are authorized regardless of hair color.

Accessories. Cadets may wear wristwatches, identification bracelets, and pearl, silver, diamond, or gold stud earrings. Earrings must be spherical or of plain design. Earrings that extend or dangle below the bottom of the ear lobe are not authorized.

Cosmetics. Must be conservative and in good taste. (talk to SASI or ASI if unsure)

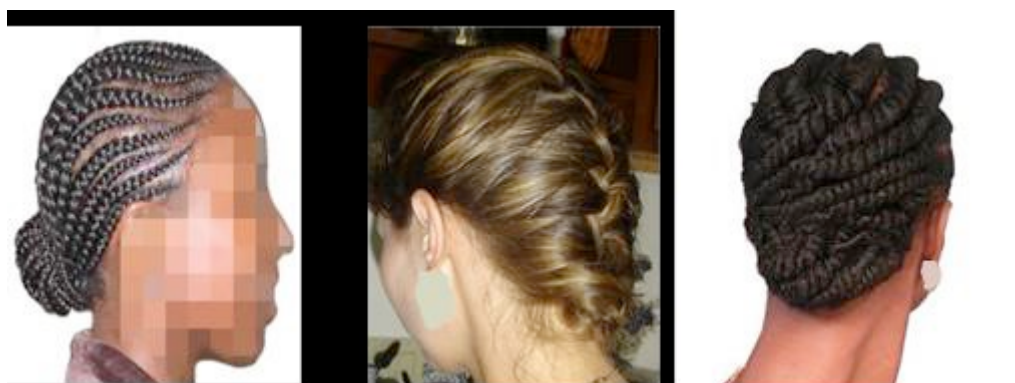
Fingernails. Must be neat, clean, and nail polish, if worn, must be conservative in color and not contain any designs. White-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger.



Figure 5.3. Female Grooming Standards.



Authorized Braids:



CADET FEMALE HEADGEAR

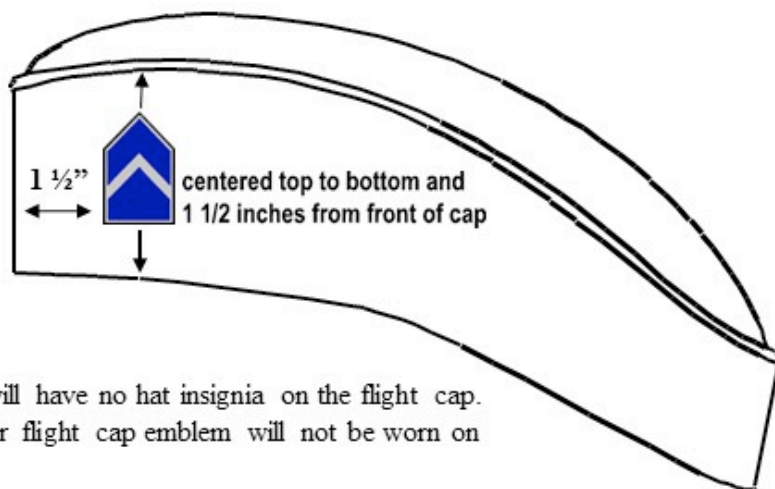
SERVICE CAP

Solid Blue Color with no embroidery



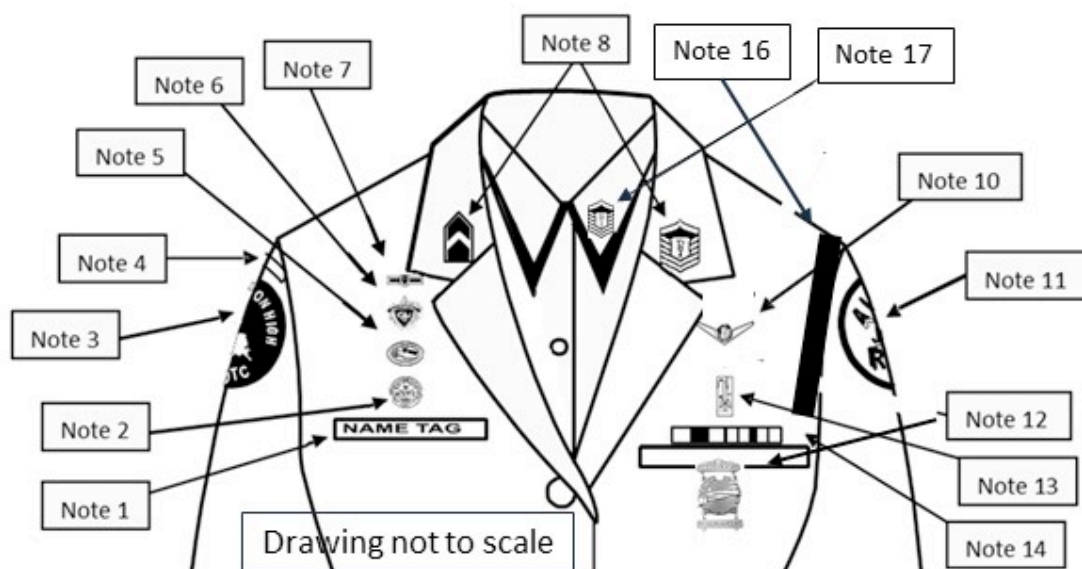
Service Cap - Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia.

FLIGHT CAP*



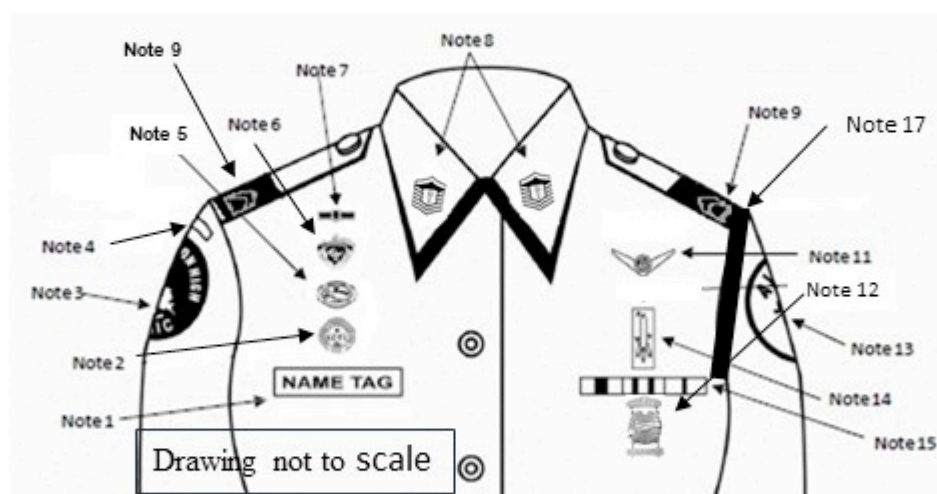
- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

CADET FEMALE SERVICE DRESS



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

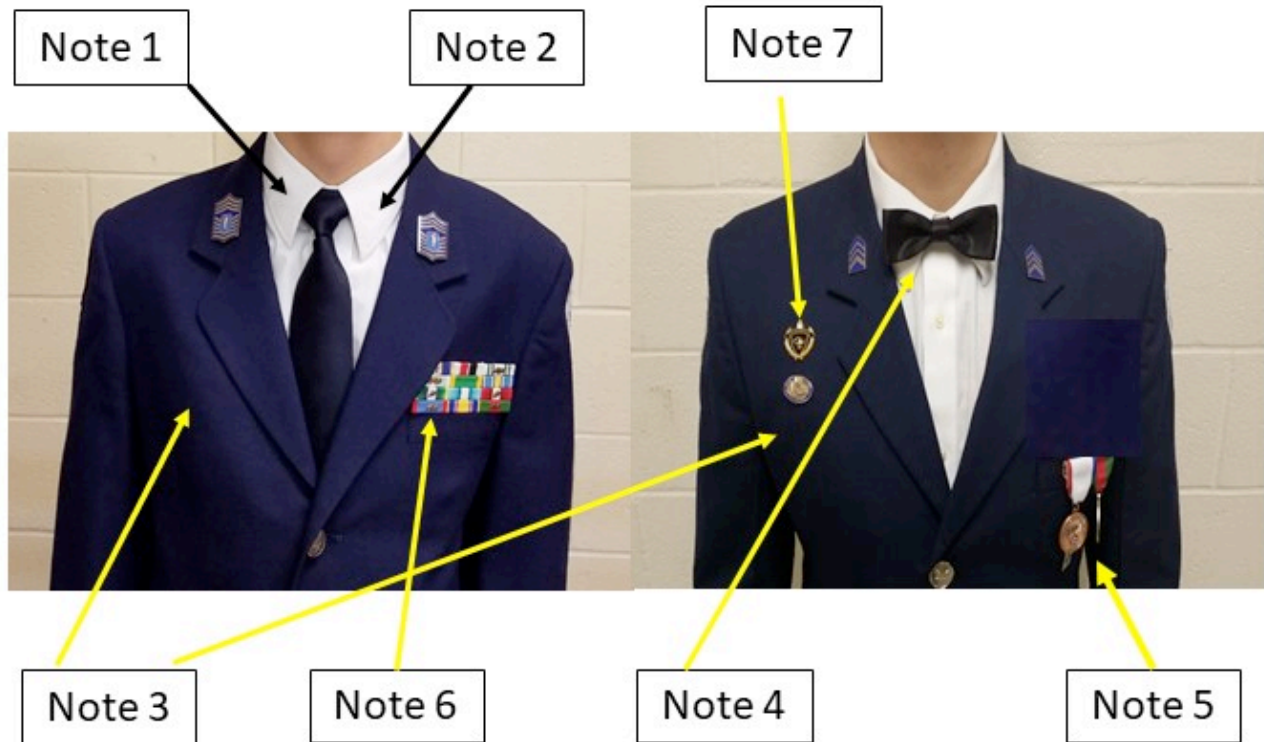
CADET FEMALE BLUE SHIRT



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, Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or 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 two Flight badges are 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.

5.4 Semi-Formal Dress

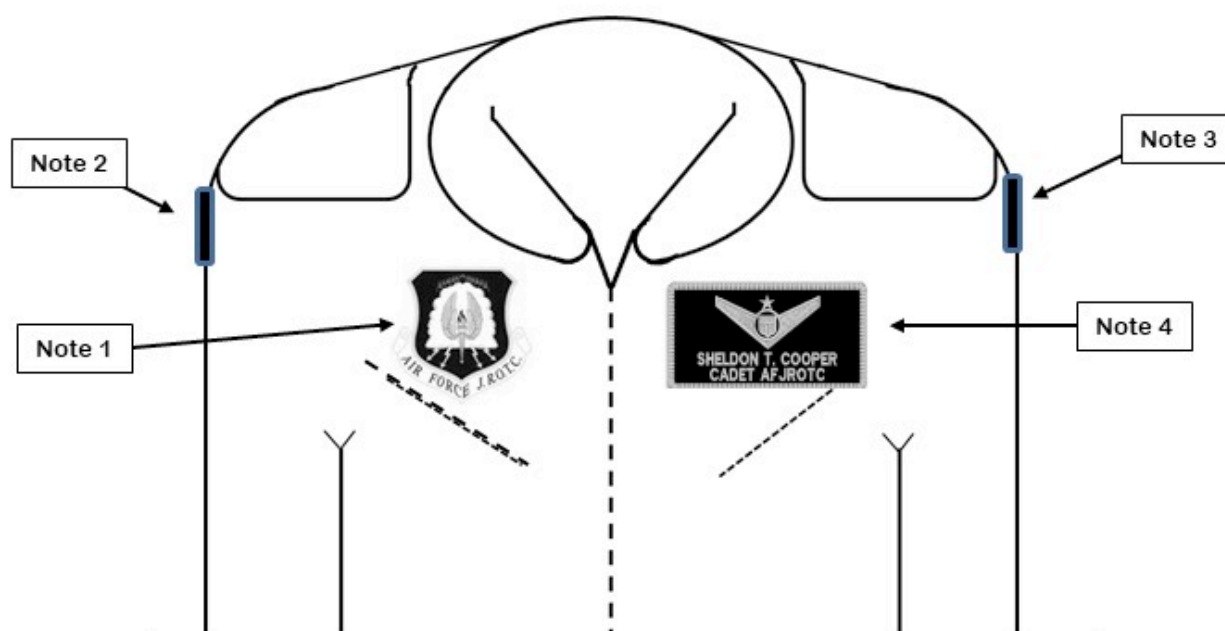
Semi-Formal Dress Uniform



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.**

5.5 Flight Suit

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 can only wear **ONE** ground school, flight solo or flight certificate badges upon successful completion those programs (See Ops Supplement, Chapter 7, paras 7.2.1, 7.2.2 and 7.2.3).
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.
5. Flight Suits are authorized for those cadets that are currently enrolled in or that have successfully completed AFJROTC aviation honors ground school, have been awarded the aviation ground school/unmanned aircraft badge, flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program.
 - 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.)

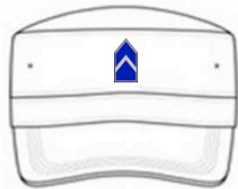
5.6. Cadet Airman Battle Uniform (ABU). Officers are authorized to wear the ABU upon approval by the SASI. The cadet must demonstrate the ability to flawlessly wear the blue uniform first. Uniforms, if issued, will be worn twice per month in place of their blue uniform. ABUs will also be worn on Fridays for extra credit.

Cadet Airman Battle Uniform (ABU) Male and Female

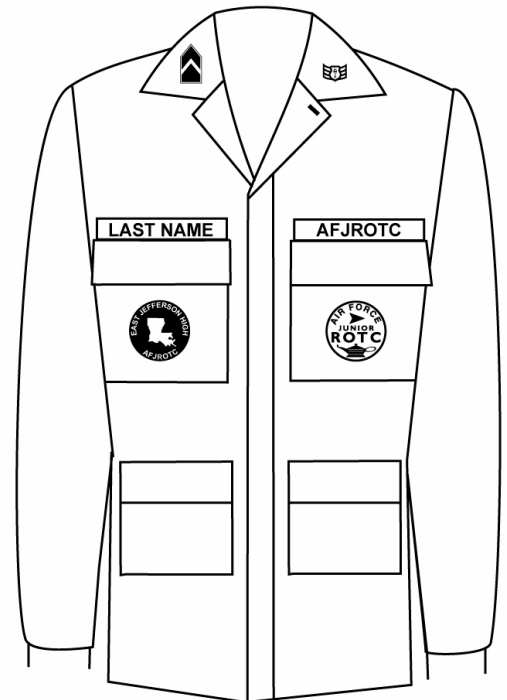
CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.



Officers will wear rank insignia on the ABU cap.



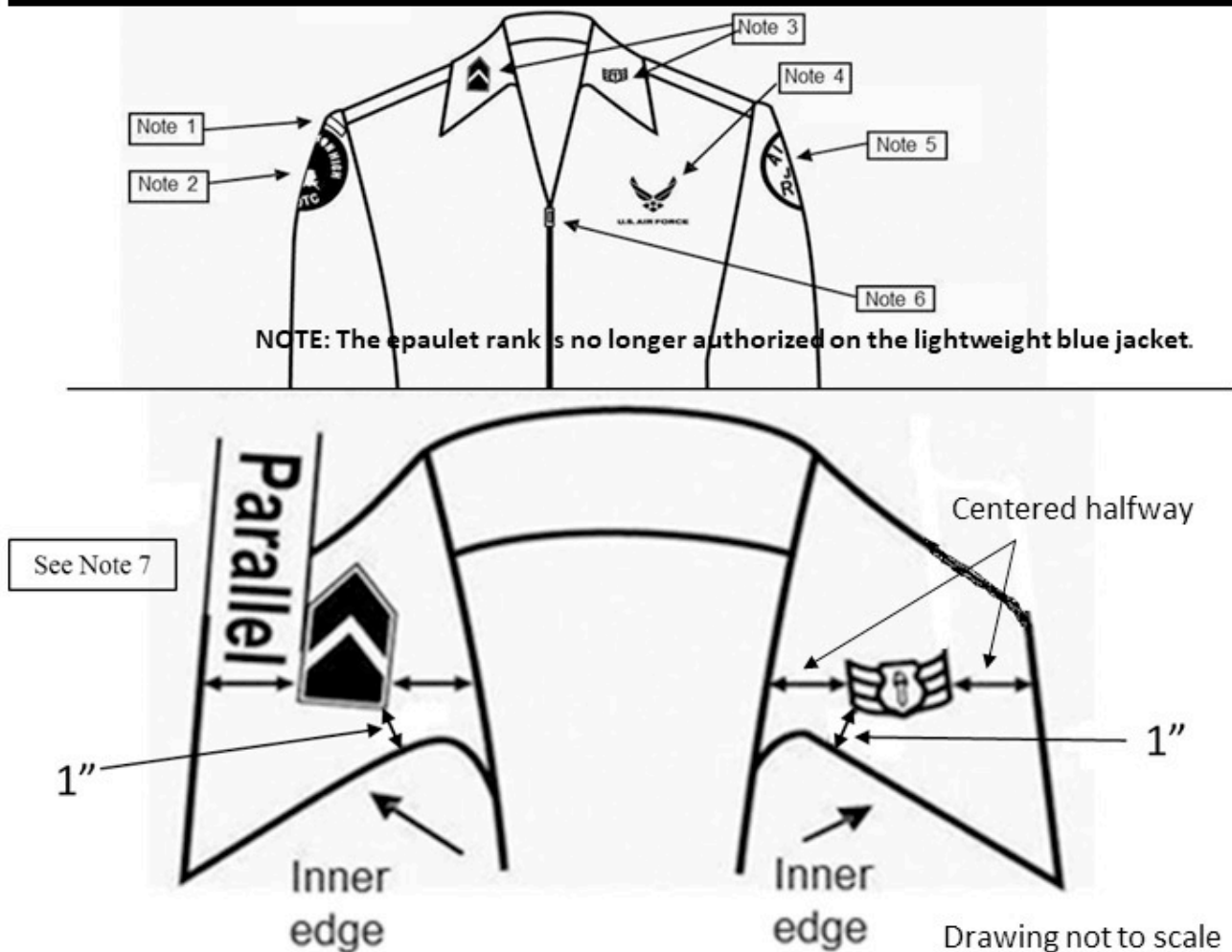
No other style of head gear is authorized for wear with ABUs.

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

1. Unit patch worn on right pocket and centered.
2. Tapes grounded and centered on pockets.
3. Grade insignia (officer or enlisted) is worn on both left and right collars, centered on collar and parallel with bottom of collar. Airman Basic will have no collar insignia.
4. AFJROTC patch 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 boots.
7. OCP uniforms are not authorized for wear by AFJROTC cadets at any time.

5.7 Light Weight Blue Jacket.

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.

The jacket may be worn with or without the liner, but the liner cannot be worn without the jacket. The windbreaker will not be worn with the sleeves pushed up towards the elbow. Each cadet's name should be written inside of the jacket.

5.8 Physical Training (PT) Uniform. The Physical Training (PT) uniform is a multi-purpose uniform provided at Air Force expense. Cadets will be issued shorts, T-shirts, sweat pants, and sweat shirts as their uniform. Any combination may be worn throughout the year on PT days.

5.8.1. The PT uniform may not be mixed with any combination of the Air Force blue uniform or ABUs. However, any portion of the PT uniform may be worn throughout the remainder of the week as unit recruiting tools.

5.8.2. The PT uniform cannot be substituted for the weekly uniform wear day.

5.8.3. **Additional Gear.** Any color of tennis shoes and socks may be worn with the PT uniform. Any type of additional outer garment may be worn to keep a cadet warm or dry during inclement weather.

5.9. Unauthorized Wear. Cadets are prohibited from wearing their uniforms at political rallies or meetings. ABUs will not be worn to long-term shopping trips or outings (movie theaters, malls, etc) or fine dining establishments. Cadets will obtain permission for wearing their uniforms at times when they are not told to.

5.10. Returning Items. Cadets will return all uniform items issued except for socks, nametags, and ribbons, or pay for them at the end of the school year or upon disenrollment during the school year. **Blue shirts must be washed prior to turn-in.** TRANSCRIPTS WILL NOT BE RELEASED UNTIL ALL AFJROTC UNIFORMS ARE RETURNED OR PAID FOR. COLLECTION ACTION CAN ALSO BE INITIATED.

5.11. Uniform Badges and Insignia. If in doubt about proper grooming standards or uniform placement of insignias, consult your cadet flight commander or instructors.

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



METAL OR CLOTH



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE

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.

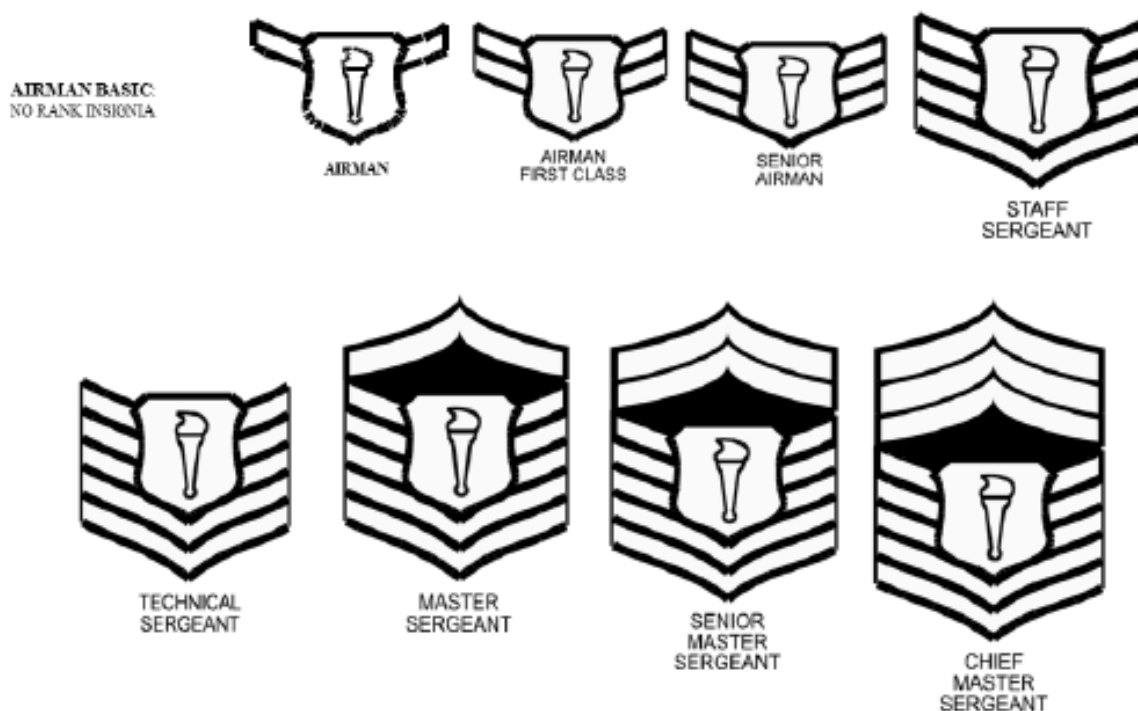
AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



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

CADET ENLISTED RANK



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

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

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

Marksmanship Badges – Wear Only One



CMP Awarded Badges



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.

5.11 ACCOUTREMENTS (GENERAL). Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide. Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination.

5.11.1. Aviation Badges. Cadets will only wear one of the following: Aviation Ground School/Unmanned Aircraft Badge, Flight Solo Badge and/or Flight Certificate Badge. Flight suits are authorized for those cadets that have received any of these badges.

5.11.1.1. **Aviation Ground School/Unmanned Aircraft Badge.** Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider) or the Remote Pilot Certification Test.

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

5.11.1.3. **Flight Certificate Badge.** Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. Once earned, this badge will be worn in place of the Flight Solo Badge.

5.11.2. **Distinguished AFJROTC Cadet Badge.** This award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second-year cadet (3d-year cadet in a 4-year program) selected at the end of each school year. 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. Superior Performance Ribbon c. Achievement Ribbon d. Academic Ribbon e. Leadership Development Requirement f. Service Ribbon

5.11.3. **Aerospace Education Foundation (AEF) Academic Cadet Badge.** Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining a minimum 3.3 grade point average (GPA) with no grade below a 2.0 GPA on transcript.

5.11.4. **Model Rocketry Badge.** Awarded to cadets who have fulfilled model rocketry program requirements.

5.11.5. **CyberPatriot Pins.** Pins given to CyberPatriot and Stellar Explorer cadets will not be worn on the AFJROTC uniforms. Only cadets who receive the National Finalist CyberPatriot badge may wear this badge on their uniforms.

5.11.6. **Marksmanship Awards.** 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.**

5.11.6.1. Each Marksmanship athlete may earn one of the three marksmanship badges. They may only wear one of the badges on the uniform, not more than one at a time. These badges are earned by scores obtained in competitions, not practices. These badges are awarded by the unit's SASI.

- a. The basic marksmanship badge - requires a combined score of 170 or above, fired in the prone, standing, and kneeling 3x10 positions.
- b. The sharpshooter badge - requires a combined score of 220 or above, fired in the prone, standing, and kneeling 3x10 positions.
- c. The expert badge - requires a combined score of 250 or above, fired in the prone, standing, and kneeling 3x10 positions.

5.11.6.2. The Civilian Marksmanship Program's (CMP) Junior Distinguished Badges (Gold, Silver and Bronze) are awarded to cadets who distinguish themselves by attaining a series of high rankings in designated major junior air rifle championships that include State Junior Olympic Qualifiers, CMP Cup Matches, the National Junior Olympic Championships and other National Council Three-Position Air Rifle Championships.

- a. Badges are earned through CMP and units can visit www.thecmp.org for additional information on how to qualify for the badges.
- b. Junior Distinguished Badges are provided, at no cost, by the CMP.

5.11.7. **Shoulder patches.**

5.11.7.1. AFJROTC Patch (white, Lamp of Knowledge). Wear of the AFJROTC official shoulder patch is mandatory on the left sleeve (shoulder) of all uniforms except the raincoat, overcoat, all-weather coat, ABU (front left pocket only). Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder sleeve." Flight Suit - the white, Lamp of Knowledge, AFJROTC Patch will be worn (if no unit patch is available) on the right sleeve (shoulder).

5.11.7.2. Unit Patch. Optional. If worn, must be on the right shoulder only (ABU on front right pocket only). Flight Suit - the unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if no unit patch is available the white, Lamp of Knowledge, AFJROTC Patch will be worn.

5.11.8. **Distinctive Gear:** Special Teams may wear additional uniform items/insignia.

5.11.8.1. **Shoulder Cords.** Cadets are authorized to wear one shoulder cord and will be worn on the left shoulder, grounded to the shoulder seam, with no metal tips, and no wider than 1-inch; may be worn on regular uniform days. They must be kept clean and returned at the end of the year or when leaving the program, whichever is earlier. If cord is lost or damaged, the cadet must pay to replace it.

Cadet Squadron Commander:	Gold Cord
Cadet Deputy Squadron Commander:	Royal Blue Cord
Cadet Inspector General:	Red Cord
Color Guard Commander:	Silver Cord
Color Guard Members:	White Cord
Drill Team Members:	Blue and Black Cord
Flight Commander/Sergeant/Staff:	Navy Blue Cord

5.11.8.2. Shoulder Tabs. Shoulder tabs are either cloth or metal arches denoting participation in an AFJROTC activity. If worn, cadets are authorized to wear one shoulder tab on the right shoulder of the service dress coat and the light blue shirt, centered between the unit patch and the shoulder seam. If no unit patch is worn, tab will be worn no lower than 1 inch below the shoulder seam. If a unit patch is worn, shoulder tab will be centered between the unit patch and the shoulder seam.

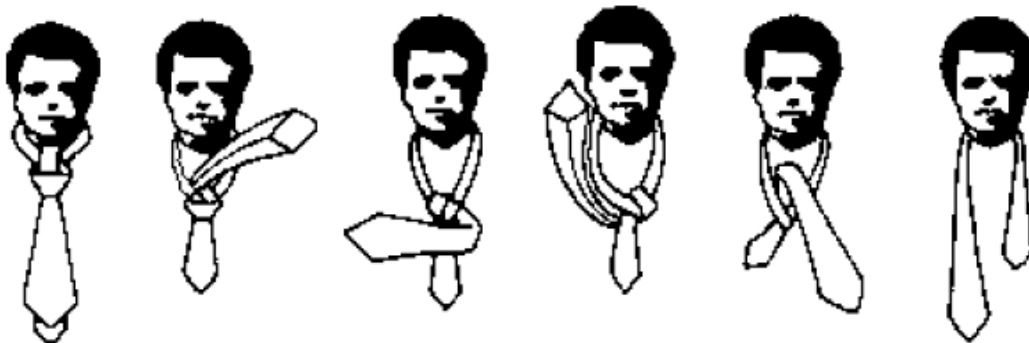
5.11.8.3. Berets: Will be issued once the individual has earned a place on a team. If beret is lost or damaged, the cadet must pay what it costs to replace it. Active team members may wear it anytime the uniform is worn.

- 1). Exhibition Drill Team -Dark blue; officers wear rank insignia.
- 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. Insignia will be centered, $\frac{1}{4}$ inch above the headband.

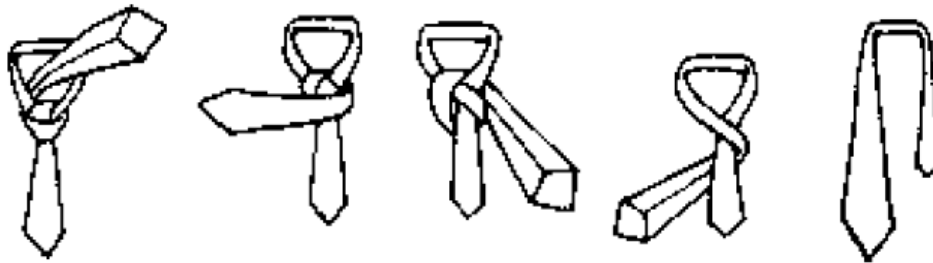


5.12. How to Tie a Tie.

5.12.1. The Winsor Knot: Wide and triangular. Begin with the wide end of the tie on the left and have it extend a foot below narrow end. Cross the wide end over the narrow end and bring it up through the loop. Bring the wide end down around behind the narrow end and up on the left. Then put it down through the loop and around across the narrow end as shown. Turn and pass up through loop and complete by slipping down through the knot in front. Tighten and draw up snug to collar.



5.12.2. The Half-Windsor Knot Medium symmetrical triangle - for standard shirt collars. Start with wide end of the tie on the right and extending a foot below narrow end. Cross wide end over narrow and turn back underneath. Bring up and turn down through loop. Pass wide end around front from left to right. Then up through loop and down through know in front. Tighten carefully and draw up to collar.



5.13. Inspections. All cadets will be given a personal inspection each "Uniform Day". The inspector will evaluate each cadet's personal appearance. Assemble the uniform, iron shirts, and polish shoes the night before. "The uniform is in the cleaners, or is too small" are not excuses for not wearing the uniform.

5.13.1. Unexcused absences or failed missed uniform day make up will result in a zero. Cadets must present an excused absence note to the SASI/ASI upon return to school. SASI/ASI considers **disenrollment after 3 failures to wear the uniform.**

5.13.2. Each cadet will start with a score of **90 points** and have subtractions made for substandard conditions noted. Cadets may earn up to **"10 extra points"** for exceptional appearance and ability to answer academic questions. Your instructor may or may not allow you to make it up for a maximum of 80 points possible. **Infractions (violations) will be recorded in the following manner:**

- | | |
|--|-----|
| a. Hair not cut/worn in proper manner | -20 |
| b. Shoes Unpolished/dirty | -10 |
| c. Uniform | |
| 1) Hat Missing | -10 |
| 2) Article missing/incorrect ie, shoes | -10 |
| 3) Insignia missing/incorrect | -5 |
| 4) Dirty | -5 |
| 5) Wrinkled | -5 |
| 6) Other than black socks | -5 |
| 7) Improper fit after being told | -5 |
| 8) Button Unfastened | -2 |
| d. Facial hair, mustache/shave | -10 |
| e. Fail to wear uniform entire day | -20 |

Chapter 6

CADET AWARDS AND DECORATIONS

6.1. General. Each school year cadets have an opportunity to earn various awards and certificates. These awards are awarded twice per school year during what is known as the Winter and Spring Awards Banquets.

6.2. Cadet Awards. The awards are in the Order of Precedence.

6.2.1. NATIONAL AWARDS: Presented to cadets selected by a representative of the national organization giving the award or the SASI/ASI and approved by the principal. Order of Precedence and normal award criteria are listed below.

1. Air Force ROTC Valor Award (Gold) - awarded to cadets for voluntary acts of self-sacrifice and personal bravery involving conspicuous risk of life above and beyond the call of duty.
2. Air Force ROTC Valor Award (Silver) - awarded to cadets for a voluntary act of heroism which does not meet the risk-of-life requirement of the Gold Valor Award.
3. Cadet Humanitarian Award - awarded to cadets for humanitarian acts involving actions above and beyond the call of duty.
4. Silver Star Community Service with Excellence Award. Award consists of a ribbon with silver star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award is given to cadets in the Top 5% of units who have the highest "per cadet average" community service hours.
5. Community Service with Excellence Award. It is intended to recognize individual cadets who provide significant leadership in the planning, organizing, directing, and execution of a major unit community service project that greatly benefits the local community. This award is given to key leaders of the project.
6. Air Force Association Award - awarded annually to an outstanding third-year cadet who demonstrates a positive attitude, exemplary personal appearance, and attributes of initiative, judgment, courtesy, and self-confidence.
7. Daedalian Award - awarded annually to an outstanding third-year cadet who is in the top 10% of the ROTC class, the top 20% of the academic class, and demonstrates an understanding of appreciation for patriotism, love of country, service to nation, and shows potential and desire to pursue a military career.

8. Daughters of the American Revolution Award - awarded to a 4th year cadet who is in the top 25% of the school class, the top 25% of to ROTC class, and who demonstrates qualities of dependability, good character, self-discipline, and leadership ability and appreciates the importance of ROTC training.
9. American Legion AFROTC Scholastic Award - awarded annually to an third OR fourth year cadet who is in the top 10% of the academic class, top 25% of the ROTC class, and who demonstrates outstanding leadership qualities and participates actively.
10. American Legion AFJROTC Military Excellence Award - awarded annually to an outstanding third OR fourth-year cadet who is in the top 25% of the ROTC class and demonstrates outstanding military leadership, discipline, character, and citizenship. Note: selected in conjunction with the ASI and one faculty member.
11. Reserve Officer's Association Award - awarded annually to a cadet who is in the top 10% of the ROTC class, and has demonstrated a positive attitude, exemplary personal appearance, and personal attributes of courtesy, judgment, high ethical standards, and shows growth potential on positions of leadership responsibilities. The three medals are Bronze (1st/2nd Year Cadet), Silver (2nd/3rd Year Cadet), Gold (3rd/4th Year Cadet).
12. Military Officers Association of America Award - awarded annually to a 3rd year cadet who is in good academic standing, and demonstrates high moral character, loyalty to the unit, school, community, and country, and shows exceptional potential for military leadership
13. Veterans of Foreign Wars (VFW) Award - awarded annually to a 3rd or 4th year cadet who has at least a "C" average in all class work ("B" or better in JROTC), and demonstrates a strongly positive attitude toward ROTC, outstanding bearing and conduct, strong personal attributes of courtesy, self-discipline, and leadership ability and appreciates the importance of ROTC training
14. National Society United States Daughters of 1812 Award – awarded annually to a deserving cadet (any year) for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.
15. National Sojourner's Award - awarded annually to a 2nd or 4th year cadet who is in the top 25% of the school class and demonstrates ideals of Americanism in ROTC and in the community, and shows outstanding leadership.

16. Scottish Rite Award – awarded annually to a 3rd year cadet who encourages Americanism, excel academically by being in the top 25 % of the class. Demonstrate qualities of dependability, good character, self-discipline, citizenship and patriotism.
17. Military Order of the Purple Heart Award - awarded annually to a 3rd or 4th year cadet who has demonstrated a positive attitude toward AFJROTC and country, and has proved to be a leader in the program, active in school and community affairs, and has maintained a “B” average in all class work for the previous semester.
18. Sons of the American Revolution Award - awarded annually to a 3rd year cadet who has demonstrated a high degree of leadership, excellent military bearing, and is in the top 10% of Aerospace Science cadets and top 25% of their overall class.
19. Military Order of World Wars Award - awarded annually to a cadet who demonstrates excellence in military and scholastic performance, actively participates in JROTC, and endeavors to serve the nation and is committed to continuing in JROTC...and is committed to JROTC for the next school year.
20. American Veterans Award - awarded annually to cadet who has made an “A” in JROTC, is in good standing in all other classes, and demonstrates a strong, positive attitude toward JROTC and service in the Air Force, and exemplary personal appearance, strong initiative, dependability, judgment, self-confidence, and strong officer potential.
21. Air Force Sergeants Association Award – awarded annually to an outstanding 3rd or 4th year cadet demonstrating leadership, discipline, character, and citizenship. The cadet must be in the top 25% of their JROTC class.
22. Tuskegee Airman Incorporated (TAI) Award – 1st, 2nd or 3rd year cadet who maintains a “B” or better in the AS class, be in good standing and actively participates in program’s activities and 50% of all unit activities.
23. The Retired Enlisted Association (TREA) Award – awarded annually to a deserving cadet (any year group, serving in an enlisted rank) demonstrating outstanding leadership throughout the course of the school year.
24. The Celebrate Freedom Award – awarded annually for outstanding performance in academics and corps activities to a deserving first or 1st or 2nd year JROTC cadet.
25. Air Commando Association Award – awarded annually to a cadet submitting a one-page essay based on a historical Air Force Special Operations Mission possessing the thirteen critical attributes of success, to include: integrity, self-motivation, intelligence,

self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. For essay submissions by multiple cadets, the SASI will select the cadet with the essay judged closest to meeting the criteria.

6.2.2. AFJROTC AWARDS: Authorized by AFROTC publications and presented to cadets selected by the SASI. Every effort will be made to recognize top performers on a semester and annual basis. Award criteria listed below:

26 and 27. Distinguished Unit Award (DUA) with Merit or DUA - awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA “outstanding” rating is earned. The distinction of “with merit” can be earned during a HQ inspection year and this is a separate ribbon earned by all cadets present for the inspection.

28. Outstanding Organization Award (OOA) – awarded to cadets enrolled during the academic year when a unit is selected by AFJROTC to receive the OOA.

29. Outstanding Flight Ribbon - awarded each academic term to members of the outstanding flight as determined by the SASI.

30. Top Performer Award - This Headquarters AFJROTC award is presented to a maximum of 2% of the current unit cadet population. The award will recognize performance in the following key areas: leadership and job performance, leadership qualities, academic performance, self-improvement, and community involvement.

31. Outstanding Cadet Ribbon - awarded annually to the outstanding 1st, 2nd, 3rd, and 4th year cadets (one selected for each year group). Selected cadets must demonstrate high moral character, positive personal attributes, display outstanding military potential, and attain academic and military excellence.

31.a. Outstanding Cadet Ribbon with silver star. Cadets chosen as State, Pacific and European "AFJROTC and AFA Cadet Leadership Award" winners will be awarded the “Outstanding Cadet Ribbon” with silver star. Exception: If a cadet has previously earned the Outstanding Cadet Ribbon or earns it in the future, that cadet will wear only one ribbon; that would be the Outstanding Cadet Ribbon with silver star, since that award is of higher precedence.

32. Leadership Ribbon - awarded annually to cadets who have demonstrated sustained leadership performance in a position of leadership in corps training activities and display outstanding leadership ability above and beyond expected performance. (Limited to 5% of the cadet corps.)

33. Superior Performance Ribbon - awarded annually to cadets who have demonstrated outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Achievement must be clearly outstanding and exceptional. (Limited to 10% of the cadet corps.)
34. Achievement Ribbon –Awarded for a specific achievement related to a project or task as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period. (Limited to 5% of the cadet corps.)
35. Academic Ribbon - awarded for academic excellence by attaining an overall GPA of at least “B” for an academic term, in addition to an “A” average in AFJROTC.
36. Cadet Leadership Course Ribbon - awarded for completion of an approved leadership school program of at least 5 days duration. Add a silver star for outstanding performance or leadership ability at a leadership school. This ribbon may only be earned once. (Limit to 10% of the class)
37. Special Teams Competition Ribbon - awarded to team members for placing first, second, or third in an Air Force or Joint Service competition to include color guard, drill, saber, academic bowl, Cyber-Patriot, model rocketry, etc.
38. All Services National Competition (Medal/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.
39. Air Force Nationals Competition (Medal/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.
40. Orienteering Ribbon - awarded to team members who compete in at least one Orienteering competition (normally sponsored by the North Texas Orienteering Association). Awarded to cadets no more than once a semester.
41. Leadership Development Requirements (LDR) Leadership Ribbon - awarded for leadership in AFJROTC co-curricular activities (such as dining-in chairperson, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others.
42. Drill Team Ribbon - awarded to cadets who compete in at least one “official” drill meet. A cadet must be recommended for this award by the Drill Team Commander.

43. Color Guard Ribbon - awarded to cadets who participate in at least four “official” color guard activities(flag presentation at a pep rally/sporting event/other public or school presentation; or compete in at least one drill meet competition; etc). A cadet must be recommended for this award by the Color Guard Commander.
44. Saber Team Ribbon - Awarded to cadets who compete in at least one “official” saber team competition. A cadet must be recommended by the Team Commander.
45. Marksmanship Team Ribbon. Awarded to cadets who compete in at least one “official” marksmanship team match. A cadet must be recommended for this award by the Marksmanship Team Commander.
46. Good Conduct Ribbon - awarded to cadets with no suspensions of any kind, no adverse reports from other staff or faculty during one academic term.
47. Service Ribbon - awarded not more than once each semester to cadets for distinctive performance in school, community, or AFJROTC service projects outside of normal classroom time. This award is limited to cadets whose active participation in a service project significantly contributed to the goals of the organization.
48. Health and Wellness Ribbon - awarded by the SASI for sustained participation in the Corcoran High School AFJROTC physical fitness program with a 90% PT grade and completed the Presidential Fitness Test both semesters. This requires cadets to be tested under Presidential Physical Fitness guidelines. All cadets who score in the Physical Fitness Test’s 75-84 percentiles will receive a Bronze Star device; 85-95 percentile they will receive a Silver Star device; and 96-100 percent they will receive a Gold Star device. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on the ribbon. Should a cadet score in a higher percentile, only the star representing higher percentile will be worn. In no case will a cadet mix different color stars on the same ribbon. (NOTE: *The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.*)
49. Recruiting Ribbon - awarded each semester to cadets who have participated and supported unit recruiting activities or have personally recruited a new member for the unit. The cadet must also have the recommendation of the Unit Recruiting Officer.
50. Activities Ribbon - awarded no more than once each semester to cadets who have participated in a formally scheduled co-curricular activity (such as a parade or activity in uniform representing the unit in public).

51. Attendance Ribbon - awarded to cadets with no more than 4 excused absences and “zero” unexcused absences in an academic term.

52. Dress & Appearance Ribbon - awarded to cadets who wear the uniform on time, on all designated uniform days and conforming to all AFJROTC dress and appearance standards with a passing uniform inspection grade each week.

53. Longevity Ribbon - awarded annually at the spring award ceremony to cadets completing and passing a full academic year in AFJROTC.

54. Bataan Death March Memorial Hike Ribbon – awarded annually at the spring awards ceremony to cadets based on completing an established memorial 14-mile march event and approved by the SASI.

55. Patriotic Flag Ribbon – awarded annually at the spring awards ceremony to cadets based on participation in non-color guard events specifically designed to honor our nation’s flag. Inputs will be sought from the Awareness Presentation Team commander and Honor Guard Commander, and approved by the SASI.

6.2.3. **Civil Air Patrol Awards.** The top five Civil Air Patrol medals/ribbons (Spaatz, Eaker, Earhart, Mitchell, and Curry awards) may be worn on the JROTC uniform if earned in the Civil Air Patrol program. Cadets must provide appropriate CAP documentation authorizing wear. AFJROTC and CAP Medals may be worn on the semi-formal uniform only for formal and semi-formal occasions of a limited nature.

6.2.4. **Other awards.** 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 program. Badges or insignia from non-AFJROTC group are not authorized on the AFJROTC uniform.

6.2.5. **Corcoran High School Awards:** Authorized by SASI. Every effort will be made to recognize top performers on a semester and annual basis. Award criteria listed below:

a. **Letterman Jacket Patch.** Awarded at the end of the year. Subsequent awards will be in the form of chevrons to be worn on the patch.

Grade Point Average:	2.5 min (both semesters)
Aerospace Science Grade:	“A” (both semesters)
Community Service:	15 hours total
Snack Bar Participation:	10 Days total
LDR Team:	At least 1 team (participate entire season)
Cadet in good standing:	ie, no suspensions, derogatory events





AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!



Version: 3 August 2019

Chapter 7

HEALTH AND WELLNESS PROGRAM

7.1. Health and Wellness Program Requirements. The cadet health and wellness program is organized and performed by cadets. The cadet Health and Wellness Officer has overall responsibility for this in developing an exercise program for the entire school year. Each flight has a Physical Training Leader (PTL) that leads PT on PT Days of the week. The main focus at the beginning and end of each year is the Presidential Fitness Test. The test at CHS includes a 1-mile run, push-ups, sit-ups, v-sit flexibility test, and shuttle run.

7.1.1. Warm-up. All cadets will be led through a series of warm-up and stretching exercises. Immediately following the warm-up, cadets will complete sit-ups, push-ups, and cardiovascular exercises.

7.1.2. Equipment Required. Cadets will wear appropriate PT clothing. Reminder: AFJROTC T-shirts, gym shorts, sweat shirts and pants should be worn if provided. Points will be awarded as follows for a total of **10 points** maximum for PT uniform dress out:

PT Shirt	4 points
PT Shorts/pants	4 points
PT Shoes	2 points

7.1.3. PT Log. Cadets are to turn their weekly PT logs to the PTL for recording. 75 minutes 10 points, 60 minutes 5 points, <60 minutes 0 points.

7.2. PT Procedures. After all cadets have fallen in, the **Class PT Leader** will conduct warm-up and stretching exercises. No **cadet should attempt any warm-up exercise that might cause injury or aggravate an injury.** The following are daily procedures:

- (1) The Class PT Leader will lead the exercises once the class is in place;
- (2) Cadets will "*count off*" as the stretches/exercises are performed;
- (3) As a minimum, PTLs will conduct the following warm ups and stretches: Arm stretch, hip rotations, arm circles, jumping jacks, V-stretch, 4-Stretch.
- (4) PTL will then lead: lunges, push-ups, and sit-ups performed IAW appendix 2.
- (5) The mile run will be performed followed by any sports activities for the day.
- (6) Ten minutes prior to class end, the PTL will release for dress-out and ensure changing rooms are clean.

7.3. Inclement Weather. If the weather precludes the above procedures, warm-up and exercises will be done in the classroom (Cadet Hangar). PT will be moved inside if temperature is **above 90 degrees Fahrenheit** or **below 40 degrees Fahrenheit**.

Chapter 8

LEADERSHIP DEVELOPMENT REQUIREMENTS (LDR)

8.1. Leadership Development Requirements (LDR) Descriptions. Listed below are various leadership development requirements activities offered by AFJROTC to all cadets. Cadets are encouraged to become involved in as many of these activities as possible. Cadets involved in LDR are expected to be dedicated to them and maintain regular attendance at **all practices**. Participation in LDR will enhance the cadet's chances for promotion to higher ranks and will qualify the cadet for respective awards.

a. Color Guard: The Color Guard is responsible for presenting the colors (US, California or Air Force flags) during the playing of the National Anthem at special events. The commander is responsible for organizing and training the members of the Color Guard. Activities that the Color Guard participates in are: drill competitions, football games, and special events, upon request. Members may receive the Color Guard team ribbon, Service Ribbon, Activities Ribbon, Competition ribbon, and white Color Guard cord when the criteria listed below are met.

b. Drill Team (Armed and Unarmed): The drill teams present a marching performance at parades and at special events. The commander is responsible for organizing and training the members of the drill team for competitions. The commander will determine the days and times of practice with the approval of the ASI(s). Members may receive the drill team ribbon, Competition ribbon, Activities Ribbon, and the respective Armed or Unarmed Team cord when the criteria is met.

c. Honor Guard: The commander is responsible for organizing and training the members of the drill team for competitions. The commander will determine the days and times of practice with the approval of the ASI(s). The commander is required to report injuries to the ASI(s). Members may receive the drill team ribbon, Competition ribbon, Activities Ribbon, and the respective Armed or Unarmed Team cord when the criteria (below under the LDR Eligibility section) is met.

d. Marksmanship Team: The commander is responsible for organizing and training the members of the team for competitions. The commander will determine the days and times of practice with the approval of the ASI(s). Members may receive the marksmanship team ribbon, Competition ribbon, Activities Ribbon, and marksmanship tab when the criteria in this guide is met.

e. The Awareness Presentation Team (APT): The APT is a team of exclusive cadets who meet weekly and work with local schools to give presentations on resolving conflict, staying in school, and being good citizens. The primary targets for

this team are elementary school children. The commander is responsible for creating the presentation and organizing and training the members of the APT. The commander will determine the days and times of practice with the approval of ASI(s). Membership is open to all cadets. APT will perform as often as possible. Members may receive up to 2 ribbons (Activities & Service Ribbons) and an APT badge if they have attended all meetings and participated in the yearly presentation(s).

f. Academic Team: The commander is responsible for organizing and training the members of the team for competitions. The commander will determine the days and times of practice with the approval of the ASI(s). Members may receive the co-curricular team ribbon, Competition ribbon, Activities Ribbon, and academic tab when the criteria (below under the Extracurricular Awards Eligibility section) is met.

g. Relay-For-Life Team: The commander is responsible for organizing and training the members of the team for competitions. The commander will determine the days and times of practice with the approval of the ASI(s). The commander is required to report injuries to the ASI(s). Members may receive the co-curricular team ribbon, Competition ribbon, Activities Ribbon when the criteria (below under the Extracurricular Awards Eligibility section) is met.

h. Raider Team: The commander is responsible for organizing and training the members of the team for competitions. The commander will determine the days and times of practice with the approval of the ASI(s). The commander is required to report injuries to the ASI(s). Members may receive the LDR team ribbon, Competition ribbon, Activities Ribbon when the criteria (below under the Extracurricular Awards Eligibility section) is met.

i. Banquet and Community Awareness Teams: These teams are responsible for working with the rest of the chain-of-command staff to set up community awareness banquets and spirit projects, to include the annual Salute to Veterans Banquet, Fall Community Awareness and Awards Night, and the Spring Community Awareness Banquet and Graduation.

8.2. LDR Team Qualifications. All LDR team members must maintain at least a 2.0 GPA for the 6-week grading periods. If the GPA is less than the requirement at the end of a 6-week grading period, the cadet will be placed on probation and cannot compete or present but can still practice or attend meetings. At the end of the next 6-week period if the GPA is not at 2.0 or better, the cadet will be removed from the co-curricular team until the end of a 6-week period in which the GPA is at least the respective requirement.

8.3. LDR Awards Eligibility. Awards can only be earned while a member is in *good standing*. You must be eligible, be an active participant, and have no outstanding disciplinary action to be considered in good standing.

Activities Ribbon	Participation in at least one formally scheduled LDR activity -Awarded no more than once per semester
APT Badge	Completion of one school year on Awareness Presentation team -Awarded only once
Special Teams	Competition Ribbon for “placing” in an AF or joint service drill meet -Awarded once per competition
Service Ribbon	School or community performance, presentation, or service -Awarded once per presentation on behalf of APT
Team Ribbon	Completion of one school year on a team in good academic standing -Awarded only once per year
Team Cord	Completion of team training, and SASI approval prior to first performance of the school year. <i>-cord must be returned at the end of the school year.</i>
Tab	Participation in Academic Team or Honor Guard; awarded after commander’s preparation and practice and before first event. <i>-tab must be returned at the end of the school year.</i>

FLIGHT DRILL SEQUENCE

Attachment 1

Note: The drill sequence is led and performed by second year cadets.

1. Fall in	16. To the rear march
2. Open ranks march	17. To the rear march
3. Ready front	18. Column right march
4. Close rank march	19. Forward march
5. Present arms	20. Eyes right
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

BEGINNING:

The cadet commander will report in after the command fall-in is given. The commander will say, **“Sir/Ma’am, CA-20061, is prepared for the 30-Step Drill Sequence. Request permission to use your drill area, Sir/Ma’am!”**

ENDING:

The Cadet Commander will report out after the command “Flight halt” is given. The commander will say, **“Sir/Ma’am, CA-20061, request permission to exit your drill area, Sir/Ma’am!”**

Attachment 2

Cadet exercises that are part of the Health and Wellness fitness test

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. Note: A score over the max standard for age and gender will be scored as 100%.

Boys				
	AGE			
PERCENTILE	14	15	16	17
95	47	50	59	60
90	41	44	46	56
85	40	42	44	53
80	37	40	41	50
75	32	37	40	46
70	30	35	36	44
65	28	34	34	43
60	25	32	32	41
55	24	31	30	40
50	24	30	30	37
45	22	30	29	35
40	21	27	28	34
35	20	25	25	30
30	18	25	25	30
25	18	24	25	27
20	15	21	23	25
15	13	20	22	23
10	11	18	20	21
5	7	15	15	20
0	6	14	14	19

Girls				
	AGE			
PERCENTILE	14	15	16	17
95	25	34	32	29
90	21	23	26	28
85	20	20	24	25
80	19	20	22	22
75	15	20	20	20
70	12	18	19	19
65	11	18	16	18
60	10	16	15	17
55	10	15	13	16
50	10	15	12	16
45	9	15	12	15
40	8	13	12	15
35	5	11	11	14
30	5	11	10	12
25	5	11	8	11
20	5	10	5	9
15	3	7	4	7
10	2	5	3	5
5	1	2	1	2
0	0	1	0	1

Sit-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 as shown in photo. 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. One's hips or buttock

should not come off the ground to produce momentum. Note: A score over the max standard for age and gender will be scored as 100%.

Boys					Girls				
	AGE					AGE			
PERCENTILE	14	15	16	17	PERCENTILE	14	15	16	17
100	79	81	77	73	100	72	74	77	67
95	62	62	62	61	95	53	55	53	53
90	58	59	58	57	90	49	51	49	47
85	56	57	56	55	85	47	48	45	44
80	54	55	53	53	80	45	46	43	41
75	52	53	51	51	75	43	44	41	40
70	51	51	50	50	70	42	41	40	38
65	49	50	48	48	65	41	40	38	37
60	48	49	48	46	60	40	39	37	36
55	47	47	46	45	55	39	37	36	35
50	45	45	45	44	50	37	36	35	34
45	44	44	44	43	45	36	35	34	33
40	42	43	42	41	40	35	34	33	31
35	41	41	40	40	35	34	32	32	30
30	40	40	40	40	30	32	31	30	30
25	39	38	38	38	25	31	30	30	28
20	37	36	37	36	20	30	28	27	25
15	35	35	35	35	15	28	26	25	25
10	33	32	31	32	10	25	23	23	22
5	28	29	27	27	5	20	20	19	19
0	0	0	6	1	0	0	0	0	0

V-Sit Reach

Place your feet eight to 12 inches apart on a line marked on the floor. This is the baseline, which will be crossed by 2 rulers that will be used to measure your flexibility. With palms facing down, place them on the measuring line. Keep your toes facing upward. As you reach forward,

exhale, and reach as far as you can while staying in good position. Try this three times for practice and the fourth will be recorded. If you do not cross the base line it will be a negative number reached, and if you cross the baseline it will be positive numbers reached. Note: A score over the max standard for age and



Boys				
	AGE			
PERCENTILE	14	15	16	17
100	12	12	13	12.5
95	6.5	7	8	8.5
90	5	6	7	8
85	4.5	5	6	7
80	4	5	5.5	6
75	3.5	4	5	5.5
70	3	4	4.5	5
65	2.5	3	4	4.5
60	2	3	3.5	4
55	2	2.5	3	3.5
50	1	2	3	3
45	1	2	2	3
40	1	1	2	2
35	0	1	1.5	1.5
30	0	0	1	1
25	-1	0	0.5	1
20	-2	-1	0	0
15	-2	-2	-1	-1
10	-4	-3	-3	-2
5	-5	-5	-4	-4
0	-12	-10	-12	-10

Girls				
	AGE			
PERCENTILE	14	15	16	17
100	14	15	15	15
95	10	10	10.5	10.5
90	8.5	9	9.5	9
85	8	8	9	8
80	7	7.5	8	7.5
75	6.5	7	8	7
70	6	6.5	7	6
65	6	6	7	6
60	5	6	6	5.5
55	5	5	6	5
50	4.5	5	5.5	4.5
45	4	4.5	5	4
40	4	4	4.5	4
35	3.5	3.5	4	3.5
30	3	3	4	3
25	2.5	2	3	2.5
20	2	2	2.5	2
15	1	1	2	1.5
10	0	0.5	1	1
5	-1.5	-1	-0.5	-1
0	-10	-10	-6	-12

gender will be scored as 100%.

1 Mile Run

The 1-mile run should take place on a regulation track. If a track is not available, make sure the course is well marked and that all runners start at the same mark. Runners should not switch lanes until the 200-meter mark if the run is being conducted on a standard 400-meter track. Runners should be stretched well and hydrated before the run.

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

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

Shuttle Run

This event measures speed, quickness, and agility. Mark two parallel lines 30 feet apart and place two blocks of wood or similar object (baton) behind one of the lines. Students start behind opposite line. On the signal "Ready? Go!" the student runs to the batons, picks one up, runs back to the starting line, places baton behind the line, runs back and picks up the second baton and runs back across starting line.

a. Shuttle run tip: Be sure to run through the finish line.

b. Shuttle run scoring: Batons should not be thrown across the lines. Scores are recorded to the nearest tenth of a second.

Boys					
	AGE				
PERCENTILE	14	15	16	17	
100	6.6	6.3	6.5	6.9	
95	8.8	8.5	8.4	8.5	
90	9	8.8	8.6	8.6	
85	9.1	9	8.7	8.7	
80	9.3	9.1	8.9	8.9	
75	9.4	9.2	8.9	8.9	
70	9.5	9.3	9	9	
65	9.6	9.4	9.1	9.1	
60	9.7	9.5	9.2	9.2	
55	9.8	9.5	9.3	9.3	
50	9.9	9.7	9.4	9.4	
45	10	9.8	9.5	9.5	
40	10.1	9.9	9.6	9.6	
35	10.2	10	9.7	9.6	
30	10.3	10.1	9.8	9.8	
25	10.5	10.2	10	9.9	
20	10.7	10.4	10.1	10.1	
15	11	10.7	10.3	10.3	
10	11.3	11	10.6	10.6	
5	12	11.8	11.1	11.1	
0	19.9	19.8	23	23	

Girls					
	AGE				
PERCENTILE	14	15	16	17	
100	8	8.3	6.4	7.6	
95	9.6	9.5	9.6	9.5	
90	9.9	9.8	10	9.9	
85	10.1	10	10.1	10	
80	10.3	10.1	10.2	10.2	
75	10.5	10.3	10.4	10.3	
70	10.6	10.4	10.5	10.4	
65	10.8	10.6	10.6	10.6	
60	10.9	10.7	10.7	10.7	
55	11	10.8	10.8	10.9	
50	11.2	11	10.9	11	
45	11.3	11.1	11	11.1	
40	11.4	11.2	11.2	11.2	
35	11.6	11.4	11.4	11.3	
30	11.7	11.5	11.5	11.5	
25	11.9	11.7	11.7	11.7	
20	12.1	11.9	11.9	11.9	
15	12.5	12.2	12.2	12.1	
10	12.9	12.6	12.6	12.7	
5	14	13.2	13.2	13.2	
0	21.4	16.6	15.4	19.8	

Additional Exercises that may be used as part of the Daily Workout

Planks Both Arms

Position yourself on the floor by resting on your toes and elbows. Keep your back straight. You should look like you're in a push-up position, but you are leaning on your elbows instead of your hands. You can clasp your hands together in front of you, or keep them apart. Hold this position as long as you can. No movement, just hold that plank position. Note: A score over the max standard for age and gender will be scored as 100%.



Lunges



Start by standing in a normal upright position with your hands on your hips. While keeping your hands on your hips, step out far enough with your left leg so that your right knee has to drop within an inch of the floor. Now step back to the upright position and then step out with your right leg until your left knee is an inch off the floor. Going from left to right one time equals one three count lunge. However, for testing one may count each lunge individually, so the process described above would equal two lunges. Note: A score over the max standard for age and gender will be scored as 100%.

Flutter Kicks



Flutter Kicks are a great way to strengthen your hip flexors. Flutter Kicks are a traditional and staple PT exercise. Start kicking. Keep your range of motion between 6 inches to 36 inches max. Keep legs straight with knees locked as shown in the photo.

Mountain Climbers



Go into a regular push-up position, but extend your left leg forward so that your left knee is tucked up close to your chest. This will be the official start position. You will then move your left leg back to a straight position while you bring your right leg up to where its knee is tucked up under your chest. You will repeat this process and count each leg forward as one full mountain climber. The E2C standard chart for “mountain climbers” is based on individual knee forward counts and not the three-count method.

Body Builders (Burpees)



(1) Start in a standing position with your arms to your side and your feet together. (2) Squat down and bend over so that you are in a squat position with your arms extended out before you and resting on the floor. (Count to “one” on this move.) (3) Kick your legs out from under you so that you go to a standard push-up position. (Count to “two” on this move.) (4) While in the push-up position, kick your legs apart so that your legs form a wide “V”. (Count to “three” on this move.) (5) Bring your legs back together and return to the standard push-up position. (Count to “four” on this move.) (6) Once back in a push-up position, perform one standard push-up. (Count to “five” on the downward move and count to “six” on the upward move in the push-up.) (7) While keeping your arms on the floor in front of you, tuck your legs up underneath you so that you return to the squat position described in line “2” above. (Count to “seven” on this move.) (8) Return to the standing start position. (This is move “eight” and completes one full “Body Builder”).

Attachment 3 –US Air Force Rank Charts.

Figure A3.1. Air Force Enlisted –Rank Chart.



Figure A3.2. Air Force Officer –Rank Chart.

Pay Grade: O1 Second Lieutenant (2 Lt)	Pay Grade: O2 First Lieutenant (1 Lt)	Pay Grade: O3 Captain (Capt)
Pay Grade: O4 Major (Maj)	Pay Grade: O5 Lieutenant Colonel (Lt Col)	Pay Grade: O6 Colonel (Col)
Pay Grade: O7 Brigadier General (Brig Gen)	Pay Grade: O8 Major General (Maj Gen)	
Pay Grade: O9 Lieutenant General (Lt Gen)	Pay Grade: O10 General (Gen)	General of the Air Force is reserved for war-time use only and the grade is not currently in use by the Air Force.
Pay Grade: O10 General of the Air Force (Gen USAF) Honorary Wartime Rank		

A.3.3. Air Force Song

AIR FORCE SONG

by: Robert Crawford

*Off we go into the wild blue yonder, climbing high into the sun;
Here they come zooming to meet our thunder,
At 'em boys, give 'er the gun -- give 'er the gun!
Down we dive spouting our flame from under,
Off with one, hell-uv-a roar!
We live in fame, or go down in flame; Hey!
Nothing will stop the U.S. Air Force!*

GLOSSARY OF REFERENCES & SUPPORTING INFORMATION

References

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*
AFJROTCI 36-2001, *AF Junior ROTC*
AFJROTC Uniform and Awards Guide
DoDI 1205.13, *Junior Reserve Officer Training Corps Program*
Public Law 104-208, Section 625
Title 10, United States Code, Section 2031-2033, *Junior ROTC Program*

Abbreviations and Acronyms

AETC – Air Education and Training Command
AFB – Air Force Base
AFI – Air Force Instruction
AFJROTC – Air Force Junior Reserve Officers’ Training Corps (high school program)
AFOATS – Air Force Officer Accession and Training Schools (AFJROTC Headquarters)
APT – Awareness Presentation Team
AS – Aerospace Science
ASI – Aerospace Science Instructor
AU – Air University
AY – Academic Year
CC - Commander
CIA – Curriculum in Action is the term used to identify AFJROTC sponsored Field Trips.
DoD – Department of Defense
DUA – Distinguished Unit Award
HQ – Headquarters, located at Maxwell AFB, Alabama
IG – Inspector General
JROTC –Junior Reserve Officer Training Corps
LE – Leadership Education
NCOIC – Noncommissioned Officer in Charge
OIC – Officer in Charge
PA – Public Affairs
PT – Physical Training
ROTC – Reserve Officer Training Corps – College program
SASI – Senior Aerospace Science Instructor
SECAF – Secretary of the Air Force
USC – United States Code

