

JROTC CADET GUIDE
AL-934 AIR FORCE JUNIOR ROTC
BESSEMER CITY HIGH SCHOOL
4950 Premiere Parkway 35020
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MEMORANDUM FOR PROSPECTIVE, CURRENT CADETS AND THEIR PARENTS

FROM: AL-934 Cadet Group Cadre

Welcome! And, congratulations on your decision to enroll in a course like no other here at Bessemer City High School *Air Force Junior Reserve Officer Training Corps (AFJROTC)*!

The AL-934 JROTC Cadet Group has a long and rich history here in Bessemer City, and this upcoming year is sure to be another exciting and challenging year in the cadet corps. JROTC is a *team sport*, and as a member of this unique team, you will have opportunities to practice management and leadership skills by organizing and directing cadet activities. The AL-934 Cadet Group is managed and operated “*by the cadets, for the cadets*” under the guidance of the Senior Aerospace Science Instructor, a retired U.S. Air Force officer, and the Aerospace Science Instructors, 1 retired U.S. Air Force noncommissioned officer. Between the two of us, we have 50+ years of experience in teaching and leading others, and are here to provide the structure and guidance that has enabled the cadet group to succeed over the years.

While the curriculum will provide a mix of aerospace science topics and leadership training, the Cadet Corp organization provides a unique opportunity for you to exercise your leadership skills “hands-on” as a responsible and disciplined member of the team. Extracurricular activities are critical to the program’s success, and include teams such as: color guard, drill team, and physical training team. In addition, you will have the opportunity to participate in “curriculum-in-action” field trips to military bases and other aerospace organizations to experience military culture first-hand.

Consider this *Cadet Guide* the key to your *success*! It explains all the policy guidance, requirements, and rules of conduct that all cadets will follow. The standards in this guide come from a long history of military customs and courtesies.

Meeting and even exceeding the requirements of our AFJROTC unit is not for those who want it easy going or just want to look like they are in a military style unit! You will be challenged in many ways. Any event worth committing oneself to in life takes hard work and dedication. While others may wish to coast, not follow rules, whether at home or at school... you will not be afforded such liberties. Those who choose to not apply themselves, and work hard do not belong in JROTC. As a member of Bessemer City High School AFJROTC, you are expected to know this guide and help to ensure that all cadets maintain the highest degrees of personal honor and self-reliance.

Your success and personal reward, as a member of this team, is up to you! JROTC will provide many opportunities for all cadets, but excellence can only be achieved through team work, initiative and participation. AL-934 has an outstanding reputation in Bessemer City High School and throughout the community. We invite you to accept the challenges that this JROTC program has to offer!

TURNER WILLFORD, Colonel, USAF (Ret)
Senior Aerospace Science Instructor, AL-934

Section A- Mission of the Alabama-934 Cadet Group

Mission:

- **Goals.** The goals of the AFJROTC program are to: instill values of citizenship, service to the United States, instill personal responsibility, develop character, and increase a sense of accomplishment in high school students.
- **Objectives.** The objectives of AFJROTC are to educate and train high school cadets in citizenship; promote community service; instill responsibility, character, and self-discipline; and provide instruction in air and space fundamentals. There is **NO MILITARY OBLIGATION** by joining this program.

Section B- Regulatory Basis, Enrollment, Benefits

Regulatory Basis, Enrollment, Benefits: United States Congress established Air Force Junior ROTC Program as Public Law under Title 10 of the United States Code. Title 10, as law, requires that students must maintain acceptable standards of academic achievement and personal conduct. Further, this law (Title 10) requires that a student enrolled in wear the cadet uniform of the sponsoring military service at least once a full day a week during a school year. AFJROTCI 36-2001 and AFI 36-2903 Dress and Personal Appearance of Air Force Personnel provide guidance for organizing the cadet corps and wear of the uniform and are primary references for this guide.

Enrollment: To be eligible for membership in the Alabama-934 AFJROTC program you must be:

- Currently enrolled at Bessemer City High School.
- Participate in the AFJROTC Wellness (physical fitness) program. You must have an approved fitness consent form signed by your parent/guardian. Cadets are required to be fit.
- Approved by the Senior Aerospace Science Instructor (SASI), Aerospace Science Instructor (ASI), and the principal.
- Transferred cadets from Army, Navy, Marine or other Air Force JROTC programs receive full credit for training already completed.

Disenrollment: You may be disenrolled for the following:

- Failing to maintain acceptable course standards (grades, grooming standards, improper wear of the uniform, etc.).
- Inaptitude, indifference to training, disciplinary reasons, or reasons involving undesirable traits of character on or off campus which affect your status as an AFJROTC cadet, or placement in suspension (in school or out).
- At the 5-weeks progress report and/or end of 9-week, students failing critical (**less than 60%**) AFJROTC grade elements (Leadership, Uniform Inspection, Physical Training (PT) and the Presidential Physical Fitness Program) are evaluated for disenrollment from AFJROTC. A student/parent/instructor conference may be scheduled to establish the conditions for the student's future enrollment/participation in AFJROTC.

Military Service Benefits. Advanced military enlistment and commissioning program are available to AFJROTC cadets. To qualify, you must be in good academic and leadership (conduct) standing in AFJROTC and the school.

- **Certificate of Completion.** A Certificate of Completion is awarded to qualified cadets who have completed at least three years of the AFJROTC program. This allows enlistment in the pay grade of E-3 in the Army, Navy, Air Force or Coast Guard.
- **Certificate of Training.** This certificate is awarded to qualified cadets who complete two years of the AFJROTC program. This allows the holder to enlist in the pay grade of E-2 in the Armed Forces.
- **Air Force Officer Commissioning Programs.** The SASI may nominate qualified cadets for Air Force Academy and ROTC scholarships. Candidates must demonstrate exemplary standards of academic excellence, physical fitness, leadership, and moral character. Cadets must take the SAT or ACT college entrance exam(s) not later than the fall term of their senior year.

Section C - Grading

Grades. Cadets are expected to meet minimum AFJROTC Standards. Your AFJROTC grade is based on meeting standards. While you will work hard for the best grades, **FAILING AFJROTC** takes more work than passing. All cadets learn differently. Each of you has a talent or skill. Some things are easier for one cadet than another. Your grades are based on many different skill areas. Some require hands on work, other areas studying and writing, and other areas may challenge you in your learning to lead and organize your fellow cadets.

- You are evaluated in many different areas. You need to have points in all areas for an overall passing grade. You must have at least 60% on uniform, and PT/Drill points to earn a passing grade in AFJROTC. You must meet the following AFJROTC standards with a 60 overall grade in the following key area:
 - PT/drill uniform each week total of 100 points possible
 - No PT uniform = 100% grade deduction(and still have to work out)
 - Partial PT uniform (i.e. t-shirt, but no shorts or vice versa) = minus 50%
 - No written medical excuse = ZERO points.
 - Uniform Wear – each week 100 points are possible. Wednesday is the only make-up day for reduced points. Wear all day for points – take off & get zero. Exceptions must be approved by the SASI/ASI prior to uniform day. Cadets may change into shop/lab or P.E. clothes, as this is required dress for that class. However, need to change back into uniform.
 - Community Involvement and AFJROTC events require you to be part of the team. Simple participation is your key to passing leadership grades.
 - Oral and Written exercises. This is all about informing your team. All you have to do is your best. You can only fail if you don't try.
 - Non participation or indifference (bad attitude) equals ZERO points.

GRADE POINT MATRIX

Graded Area	Weekly	Report Card Period (Each 9 weeks)	AFJROTC Grade
AFJROTC Uniform Wear	100	Must have 60% points Wear of uniform Uniform Inspection	Must have 60% for passing grade
PT/Drill Program	100	Must participate 70% level	Must have 60% for passing grade
PT/Presidential Fitness Program	100	Must participate 70% level	Must have 60% for passing grade
Tests and Quizzes		Five quizzes/period @ 20 points One Leadership (LE Test) and / or One Aerospace Tests (AS Test) @ 100 points each	
Writing and Oral Presentation		One per nine weeks -200 points No attempt is ZERO	Must have 60% for passing grade
Drill Evaluation		One per nine weeks - 100 points each	Must have 60% for passing grade
Community Involvement and AFJROTC event		One of each per period - 200 points each	Must participate for passing grade
Leadership Exercises		One- 50 points	Must participate for passing grade

Non participation or indifference (bad attitude) equals ZERO points.

Letter Grades. Letter grades follow the BESSEMER CITY HIGH SCHOOL Student Guide. Below are the grade points for each letter grade:

A = 90 – 100	B = 80 – 89	C = 70 – 79	D = -60 - 69	F = below 60
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UNIFORM INSPECTION/WEAR DAYS:

- **Uniform Wear Days and Inspection.** Uniforms are part of the AFJROTC program. United States Code (law) requires that “cadets will wear the prescribed JROTC uniform at least (1) day per week.” AFJROTC cadet activities, such as field trips and Summer Leadership School, are funded by Congress, and are limited to cadets who meet standards of academic achievement and conduct. Over 112,000 AFJROTC cadets (and over 500,000 Army, Navy and Marine JROTC

Cadets) wear this uniform every week worldwide. AFJROTC Instruction 36-2001, dictates that uniform inspections are a significant part of your grade. Tuesday is the weekly uniform inspection. Check your AFJROTC monthly calendar for inspection dates and uniform combination. You are provided all the uniforms you are to wear. Wearing the uniform reflects pride in yourself, and the corps! **Maximum possible uniform points = 100**

All Cadets Uniform wear days will be Tuesdays except for Special Events	Tuesday	Wednesday	Thursday	Friday
	Wear the uniform & Inspection No Uniform= Minus 100 pts	Make-up Uniform Day or the next day that the cadet attends school Maximum of 80 points		Presidential Fitness Program, leadership/PT Uniform YOU MUST WEAR SHOES NO BARE FEET!

- Tuesdays - You must remain in uniform throughout the **entire school day**. If you change out of uniform before the end of the school day, or wear unauthorized shoes, you will earn a **zero (0)** grade for uniform inspection, and a referral.
- Cadets assigned to **Alternative School (AS)** are not allowed to wear their AFJROTC uniform while in this disciplinary facility.

UNIFORM "MAKE UP DAY" WHEN ABSENT: Uniform "make up day" will be next day that the cadet is present for school. The cadet can earn 100 points ONLY if the absence is excused. An unexcused absence will result in up to 80 points, if the uniform is worn the next day.

Health and Wellness (Physical Fitness), the Presidential Physical Fitness Program and Drill. The Air Force Junior ROTC (AFJROTC) cadets have physical fitness every **Friday**. The goal of the program is to practice health and fitness, develop leadership and followership skills, group problem solving and personal responsibility. **All students are expected to wear the provided Air Force Physical Fitness uniform shirt. Cadets will be given time to change into their PT uniforms after roll has been called.**

Health and Wellness (Physical Training), The Presidential Physical Fitness Program and Drill Grades:

On designated PT day if you are...	PT DAY - FRIDAY	Leadership/PT/Drill Day - Friday
Present and participate in proper PT gear	Points up to 100	Points up to 100
Present and non-participant with signed note from physician/nurse or parent.	Points up to 100	Points up to 100
Present and have only half of your PT uniform or do not participant.	50% grade reduced or ZERO points and office referral/parent note. Indifference to training and subject to removal from AFJROTC with >59 (F) grade	50% grade reduced or ZERO points and office referral/parent note. Indifference to training and subject to removal from AFJROTC with >59 (F) grade
Absent but are excused (includes field trips)	Points up to 100	Points up to 100
Absent but are not excused.	ZERO Points and office referral/parent note	ZERO Points and office referral/parent note
In ISS, AS	ZERO Points	ZERO Points

Section D- Merit and Demerit System: Merits and Demerits will affect your grade in AFJROTC and your eligibility for awards, trips, and promotions.

- **Merits.** Merits are the positive consequences for excellent conduct.
- **Demerits.** Demerits are the negative consequences for substandard conduct.

Section E- Activities

Co-curricular Activities. You are expected to attend the following graded, co-curricular activities. Field trips increase your understanding of the missions of the Armed Forces and today's military and air and space careers. Formal ceremonial activities and a parade develop your understanding of military traditions and develop your social skills. You must earn passing Leadership and Uniform Inspection grades to be eligible to participate in AFJROTC field trips.

- Curriculum-in-Action Field Trips
- AL-934 AFJROTC Military Ball
- AL-934 AFJROTC Dining-In
- AL-934 AFJROTC Field Days

Extracurricular Activities. There are numerous extracurricular activities available to you in AFJROTC. Although you are not required to participate, extracurricular activities will help you develop your leadership potential, give you the opportunity to represent your school at competitions and improve your community. Only those who are selected and meet passing grade requirements can be selected if needed. Most activities are held during school daylight, weekend, or evening hours. Rarely are there overnight trips. Participating in extracurricular activities will provide you with the fullest enjoyment of the AFJROTC program at Bessemer City High School.

- Drill Teams/Color Guard
- Recruiting Team
- Physical Training Team
- AL-934 AFJROTC newsletter and scrapbook
- AFJROTC sponsored functions (picnics, dances, etc.)
- Community/school service projects
- Fund-raising project(s)
- STEM

Section F. Disciplinary Action

- **Accountability.** You will be held accountable for infractions of school rules/policies in the Bessemer City High School Student Handbook, as well as the instructions in this guide at all times. According to the severity of the infraction, cadets may receive punishment ranging from demerits/reduction in rank to probation or disenrollment from AFJROTC.
- **Conduct at Extracurricular Activities.** Cadets violating school rules (dress code, disruptive, disrespectful or dangerous conduct or behavior, noncompliance with verbal directions of instructors, district employees, (especially bus drivers or cadet leaders) or AFJROTC instructions (conduct, dress and appearance standards) will be dismissed from the activity by an instructor and will be directed to immediately leave the area of the activity to a designated student pick-up area (bus waiting area or front entrance for on-campus activities).
- **Financial Responsibility.** Cadets will pay financial obligations (fund raising lost/damaged uniform items, etc.) in a timely manner.
- **Cadet Review Board.** The Cadet Review Board is a meeting with the Cadet Group Commander, Squadron Commander(s), and is responsible for discussion of disciplinary actions and consequences for those actions. Performance Feedback will be used.
 - The Cadet Review Board will forward recommendations for disciplinary action to the ASI for review and the SASI for approval of the recommendation.
 - Cadets will be counseled first by the ASI. Cadets will be given the opportunity for rebuttal to the SASI before disciplinary action is taken.
 - The Cadet Review Board will write report of recommend actions to SASI.
- **Probation.** Cadets who fail a subject at a progress report, or fail critical AFJROTC grade elements (Leadership, Uniform Inspection, overall Average) at a 5-weeks progress report or 9-weeks report, may be placed on probation.

Cadets placed on probation will:

- Be counseled by the SASI/ASI and agree to specified conditions for future participation in AFJROTC activities. Performance Feedback will be used.
- Not wear any team cord.
- Not be eligible for promotion.
- Participate in co-curricular activities (field trips) at the discretion of the SASI.

- Cadets on probation due to academic eligibility will be fully reinstated when they are passing all subjects/critical AFJROTC grade elements at the next eligibility progress report.

AFJROTC Program Removal Procedures

The AFJROTC program is a program dedicated to building character, leadership, and good citizenship. Every effort will be made to ensure each cadet successfully completes our program. However, we will not allow students who are poor examples, disrespectful of the character values inherent in the program and failure to meet dress and grooming standards to remain as cadets. They will be removed from the program. Disenrollment procedures are as follows: (All actions taken will be documented)

1. When students are failing to meet the above standards, the instructor and appropriate cadet leaders will meet with student and inform them of their performance and pending action if standards are not met. A call will be made to the student's parents. This will be a documented meeting.
2. If student fails to show improvement, the student will meet with their instructor, school counselor, and school administrator to seek a viable solution to student's poor performance. At this time student will be informed that if they fail to improve they will be immediately removed from the program. A parent will be informed of this meeting.
3. If after this meeting, the student continues to fail to show improvement, the SASI will remove student from the AFJROTC program.

Section G. AFJROTC Standards

Standards of Conduct

- You become a leader by exhibiting qualities of integrity, good judgment, decisiveness, and initiative. In order to realize your highest potential, you must maintain high standards of self-discipline, high ideals, good manners, social grace, appropriate dress (in or out of uniform), and good grooming.
- You will display friendliness and respect to other students, Bessemer City High School faculty and administration, Aerospace Science instructors, and other AFJROTC cadets. You will greet other cadets and Aerospace Science instructors in a pleasant manner, regardless of location.
- Cadet Officers will exercise discretion in enforcing military courtesy. All officers will address fellow officer and enlisted cadets by their **rank and last name**. Cadets will not be placed in an embarrassing situation by a public reprimand. However, cadet officers have the authority and the responsibility to deal with violations of military customs and courtesies.
- Hazing. Any type of physical or mental abuse of a cadet as punishment or initiation is prohibited. This includes what is called "*Rites of Passage*" events. Remember that hazing is illegal and will not be allowed.
- Bullying: Is when a person is picked on over and over again by an individual or group with more power, either in terms of physical strength or social standing. This can be either by physical, psychological, texting or using any electronic media. Gossiping and spreading rumors can be harmful and hurtful. Cadets will not engage in bullying acts and will report any suspected bullying to the SASI/ASI or school officials.
- Physical Punishment: No physical punishments, such as punishment type push-ups are allowed. Corrections need to be appropriate and match the problem area.

- You will show your respect to all Aerospace Science instructors (ASI) by addressing them as "Sir" and by their **rank and last name**. Guests are addressed by responding to them with "Sir" or "Ma'am" in the same manner.
- Enlisted cadets show their respect for cadet officers **in and out of uniform** by addressing them and responding to them with their **rank and last name** (i.e. Cadet Captain Smith, Cadet Second Lieutenant Rodriguez etc...), and with "Sir" or "Ma'am". You will follow procedures outlined in this cadet guide and will obey reasonable orders from all senior cadets, regardless of position or rank.
- **All cadets must address each other while in the area of AFJROTC, or on field trips with rank and last name.**
- You will come to the AFJROTC classroom prepared to participate and learn. Preparation **includes bringing completed assignments, proper textbooks, note paper, pen/pencil, and an attitude conducive to learning.**
- **You will not chew gum, litter the classroom, or leave study materials or personal items in the AFJROTC classroom.** You will place any trash you generate in the trash cans and leave tables and/or chairs correctly placed. Classes will not be dismissed until the room or area is neat and orderly.
- You will not mark, scratch, or otherwise deface Air Force or school district property.
- **You will not modify, change settings or add programs to Air Force or school district computers or equipment.**
- iPods, Cell Phones, MP3's and any portable entertainment devices will be turned **OFF**. Using these devices during the school day is prohibited by the school district. The BCHS student handbook states that a student found using these devices will be referred, and may be sent to in school suspension, and/or suspended. Suspensions could possibly lead to expulsion from AFJROTC.

Section H Customs & Courtesies

- **Respect for military officer or cadet officer.** All cadets will be called to attention and appropriate military honors will be given when an officer with a higher rank than anyone else in the room enters. This includes the SASI, ASI, and any cadet officers. Exceptions will be made when a lesson is being given or the cadets are eating.
- **Wearing of headgear and PT gear.** Hats, military cover, or caps are **not required** to be worn on BCHS Campus. Special rules apply to AFJROTC Cadets while in uniform. When you are in uniform and carrying the Colors, or rifles, you will wear headgear outdoors and indoors.

Military Salutes

- Cadet Officers are saluted by any cadet with lesser rank. Junior grade officers will salute officers of higher rank when in uniform. Enlisted cadets are not required to salute each other.
- The Flight Sergeant will salute the Flight Commander after taking attendance prior to beginning the class. The Flight Commander will salute the instructor when reporting the class ready for instruction.
- Salute, in or out of uniform, whenever you are required to report to the SASI/ASI in the AFJROTC classroom.
- Do not salute while running. Come to a walk, salute the senior ranking officer, and continue running if necessary. If you are joining a formation, approach the person in charge when the formation is at a halt, salute, and request permission to fall in.
- When you are in uniform and outdoors, salute **all military officers in uniform**.

- Begin the salute in time to allow the military officer or senior cadet officer to return it. If you are carrying articles in both hands, you do not need to salute, although you will be saluted if you are recognized as an officer. The person being saluted should nod in return or verbally acknowledge the salute.
- Except for formal reporting and receiving an award, you are not required to salute indoors.
- When you are outdoors in uniform and the National Anthem is being played, come to attention, face the music and salute. If the flag is being raised or lowered, face the flag and salute. Hold the salute until the flag has stopped moving or the music stops playing. Anytime you are in uniform and observe the American flag moving up or down the flag staff, you will halt; come to attention and salute until the flag stops moving.

Pledge of Allegiance to the Flag of the United States of America

- When in uniform outdoors, stand at attention and render the hand salute and remain silent. Do not salute during the Pledge of Allegiance.
- When in uniform indoors, stand at attention facing the flag and remain silent during the pledge. Do not render the hand salute or raise your right hand.
- When in civilian attire, you stand at attention with the right hand over the heart, face the flag and recite the pledge.

Conduct in AFJROTC facility The Instructor's Office is an official place of business for the SASI/ASI. As such, **no cadet shall enter this office without the express consent of the SASI/ASI, whether present or not.** When the cadre is present and the door is open, cadets should approach the office, knock, and be recognized prior to entering. However, when the door is closed, the cadre is conducting official business, and cadets must use judgment regarding their urgency of need.

When the cadre is not physically present, cadets will only enter the Cadre Office when the given express consent to conduct such business.

- The Cadet Corps Commander will ensure all other AFJROTC facilities are maintained by the cadet corps. Corps leadership and flight class leaders are responsible to monitor all common areas, and all cadets will leave their work areas neat and litter-free. All doors will remain open unless an instructor is present and only an instructor can close these doors.
- There are no private areas for cadets nor can cadets be in the facility without an instructor present.
- The phone in any room is NOT designated for cadet use. Cadets will request permission prior to using the phone. When answering the phone, cadets will answer as follows: **Air Force Junior ROTC, Cadet _____ speaking, how may I help you?**

Class Room Reporting Procedures. Just prior to or at the bell beginning the period, the Commander and Flight Sergeant will "fall in" at the position of attention at normal interval facing the class. The Flight Executive Leader will stand to the Flight Class Leader's left. The Flight Executive Leader will call the Flight to attention and direct Element Leaders/Acting Element Leaders to report attendance with the following commands. Note: Element Leaders should determine who is absent in their element prior to the report.

Sergeant: **FLIGHT, ATTENTION. REPORT!**

To initiate his/her report, the Element Leader will execute and hold a hand salute (until it is returned by the Flight Executive Leader) and make the following statement.

Element Leader: Sir/Ma'am, ____ (First, Second, etc.) Element All Cadets Present and Accounted for (if all members of the element are physically present), or Sir/Ma'am, ____ Element All Cadets Present and Accounted for with the Exception of Cadet(s)

_____ (cadets not physically in the classroom will be reported absent), or **Sir/Ma'am _____ Element All Cadets Present and Accounted for and Cadet(s) _____ Tardy** (for cadets that enter the room after the tardy bell), or a combination of the last two when cadets are both absent and tardy.

Examples:

A. Sir first element all cadets present

(All cadets are present no one is absent or out of the classroom)

B. Sir first element all cadets present and accounted for with the exception of Cadet Rodriguez and Cadet Lopez (Cadets not physically in the classroom but are present.)

C. Sir first element all cadets present and accounted for and Cadet Martinez Tardy. (Everyone in the element is present but one or more were tardy.)

When all Element Leaders have reported to the Sergeant, the Sergeant and Commander will execute facing movements toward one another and the Sergeant will render a hand salute (hold until returned) and deliver the attendance report to the Commander.

Flight Sergeant: **Sir/Ma'am, _____ Flight All Cadets Present and Accounted for** (if all flight members are physically present), **Sir/Ma'am, _____ Flight All Cadets Present and Accounted for with the Exception of Cadet(s) _____** (cadets not physically in the classroom will be reported absent), or **Sir/Ma'am _____ Flight All Cadets Present and Accounted for and Cadet(s) _____ Tardy** (for cadets that enter the room after the tardy bell)

After receiving the Sergeant's report, the Commander will do a facing movement toward the Instructor, render a hand salute (hold until returned) and deliver the attendance report.

Commander: **Sir/Ma'am, _____ Flight All Cadets Present and Accounted for** (if all flight members are physically present), or **Sir/Ma'am, _____ Flight All Cadets Present and Accounted for with the Exception of Cadet(s) _____** (cadets not physically in the classroom will be reported absent), or **Sir/Ma'am, _____ Flight All Cadets Present and Accounted for and Cadet(s) _____ Tardy** (for cadets that enter the room after the tardy bell).

After the instructor acknowledges the report, the Commander will face the flight and direct cadets to take their seats. Cadets will sit at the position of attention with hands palms down, flat on their desk tops.

Commander: **TAKE SEATS.**

After cadets are seated at attention, the Commander will give the flight **AT EASE.**

At the conclusion of the class when the bell rings, the Commander will proceed to the front of the classroom, face the class, come to attention, call the flight to attention, and dismiss the flight unless otherwise directed by the Instructor.

Commander: **FLIGHT, ATTENTION. DISMISSED!**

- a. For the first nine weeks and when a commander does not know who you are, report with **cadet, rank, last name** before addressing what you need to talk about.

Formal Reporting. When required to “report” to the Cadre Office, cadets should knock twice to be recognized, enter the office and salute, in or out of uniform.

- i. Cadets will render the following reporting statement:
Sir/Ma’am, Cadet _____ reports as ordered.
- ii. Cadets will remain at attention, unless directed otherwise.
- b. When all discussion has concluded and the cadet has been dismissed.
- c. Except for formal reporting and formal military ceremonies, you are not required to salute indoors. When cadets need to address the cadre in their office, cadets should knock twice and wait to be recognized. Once their presence has been acknowledged, cadets should preface their inquiry with **Sir/Ma’am**.

Flag Detail Operating Instructions

- d. The Cadet Corps Operations Squadron Commander will assign Flag Detail on the monthly calendar. Flight commanders will consult flight members to establish a Flag Detail. Individual cadets, from all flights, will contact their flight commander to schedule a replacement whenever they cannot perform assigned duty.
- e. Cadets assigned to Flag Detail will meet in AFJROTC not later than 0845 hours to pick up the flags which are stored in JROTC. Note: Flags will not be put up when it is raining or if winds are forecast to be higher than 30 miles per hour. With flags in hand, proceed to the flagpole. Untie the halyard and lower the hooks to attach flags. Unfold the U.S. flag and fasten it to the top set of hooks. Raise the U.S. flag a few feet, then unfold and attach the Alabama flag to the bottom set of hooks. Use caution to make sure that the flags do not touch the ground. After the flags are attached to the hooks, hoist the flags to the top of the flag pole making sure that they do not get tangled on the halyard.
- f. Flags should be up not later than 0900 hours. This should give cadets performing Flag Detail adequate time to get to their 1st Block classes.
- g. Flags will be lowered and folded [if dry] before the end of the school day. Cadets should obtain a Hall Pass from the SASI or ASI to request early release from their 4th Period. Flags should not be lowered during heavy rain or thunderstorms due to lightning hazard. Immediately notify the SASI or ASI when flags are not lowered due to lightning hazard. The SASI will make arrangements to lower the flags later.
- h. Flight commanders are responsible for issuing merits/demerits. Cadets performing flag detail will earn 2 merits per day. Cadets who fail to perform assigned duty will receive 20 demerits.

Section I Organization of the Cadet Corps

Unit Manning Document. This is the organizational plan of the Cadet Corps. It tells what responsibilities and tasks cadets need to accomplish. The Unit Manning Document is a record of authorized positions and grades (rank). The SASI with the concurrence of the ASI will select the Cadet Corps Commander and subordinate commanders (the cadet senior staff will then choose other subordinate staff members required by the organizational structure of the unit). **HOWEVER, no position will be filled unless BOTH the SASI and ASI agree on a candidate.** If one or the other (ASI or SASI) does not concur with a candidate selection, then NO commander or staff position will be filled and the position will remain vacant until properly filled.

Purpose of the Squadrons. There are two Squadrons within our group that build the corps, **no squadron is more important than the other**; each squadron has equal importance and major responsibilities.

- Operations Squadron is responsible for all corps activities such as field trips, football games, orientations, drill meets, etc.
 - o Drill and Ceremonies Officer/NCO is responsible for planning drill related events, maintaining the armory, and overseeing the armed team, unarmed team, color guard, and training flight.
- Mission Support Squadron is responsible for all corps documents such as attendance, medical, information, promotions, awards, read files, etc.
 - o Logistics Officer/NCO are responsible for supplying the corps such as issuing uniforms, providing supplies for field trips, drill meets, etc.

Flight Commander is assigned on a rotational basis for training and is responsible for:

- The appearance, efficiency, and training of their flight and the discipline of flight members during class.
- Appointing cadets for in-class duties such as: logistics, mission support, PT, and any other training tasks.
- Acting as a liaison between the Operations Officer and other staff functions including the SASI/ASI.
- Leading and directing the flight at all unit and flight functions.
- Assisting the Mission Support Officer in keeping flight cadet records current.
- Advising the Operations Officer of problems and concerns about the flight.
- Planning flight teambuilding sessions (1 per month) to develop camaraderie within the flight. Coordinates with, First Sergeant, and PT NCO. Advises SASI/ASI when the sessions are scheduled.
- Establishing daily flag raising and lowering schedules.
- Supervising and supporting staff assistants in performing their functions in the flight.
- Additional duties as assigned by the Operations Officer.
- Providing written input of flight status to the Operations Officer for filing.

Flight Sergeant is assigned on a rotational basis for training and is responsible for:

- Preparing the flight for inspection and assisting the Flight Class leader in teaching drill and ceremonies.
- Classroom equipment and doors are secured when the flight leaves the room.
- Assisting the Flight Commander in maintaining order and discipline in the flight.
- Other duties as directed by their Instructor

Flight Executive is assigned on a rotational basis for training and is responsible for:

- Taking attendance and reporting to the Flight Commander.
- Assisting the Flight Sergeant and Flight Commander in maintaining order and discipline in the flight.
- Other duties as director by their Instructor.

Element Leaders are responsible for:

- Leading elements in drill and ceremonies and learning the manual of the guidon.
- Taking attendance of elements when in flight formation and assisting the Flight Commander and Flight Sergeant.
- Insuring that all members of the element are familiar with AFM 36-2203.
- Insuring that all members of their element have the required materials for class.

Commanding Officers are not allowed to make up their own rules. All rules and guidelines must be written in the cadet guide and approved by the SASI and the ASI before they can be enforced.

Section J Cadet Promotions

Promotion Criteria. All promotions and assignments must be earned and sustained by conscientious work. You must work hard to obtain a passing grade in AFJROTC, and other classes. The surest path to promotion is to volunteer to work hard and effectively on behalf of the cadet corps, and to consistently demonstrate mature leadership. **This Cadet Guide is testable for any promotion.**

- Promotion provides constant challenge and motivation to members of the Air Force, as well as, Air Force JROTC. The insignia of promotion reflects visible evidence of your progression and standing among fellow cadets. The insignia represents evidence of growing maturity, the ability and willingness to accept additional responsibility, and a demonstrated growth of leadership.
- The AL-934 promotion system follows AFJROTC guidelines and, like the Air Force system is **PERFORMANCE BASED** (How well you do in your classes, your work as a cadet and demonstration of leadership, etc.).
- Promotions are given only after all requirements are met. Promotions include a test consisting of a written examination, knowledge and skills demonstration and physical fitness. There are two types of grades you may hold.

Permanent Rank. This grade is awarded based on years of satisfactory service in AFJROTC. Permanent grade will be awarded at the beginning of the school year [exception: first year permanent rank awarded after passing each semester].

AS Level	Rank
AS I	Cadet Airman
AS II	Cadet Airman First Class
AS III	Cadet Senior Airman
AS IV	Cadet Staff Sergeant

- **Temporary (Rank) Grade.** This grade is awarded based on the job position to which you are assigned and your performance. Since the grade is temporary, you may not carry it over from one year to the next. Temporary grades are assigned only when they are higher than the permanent grade.
- When you are initially assigned to a position, you will not be awarded the highest grade authorized. This will allow you to be promoted based on actual performance in that position.
- Promotions are based on the "whole person concept" in the following areas:
 - a. **Academic Leadership.** How well you perform on quizzes and examinations, class projects and presentations, and timely assignment completion.
 - b. **Organizational Leadership.** How well you function in positions of leadership. Do you command respect? Do you give proper consideration to subordinates? Do you lead as by example, and how well do you appear in uniform?
 - c. **Co-curricular Activities.** To what degree do you carry interest and enthusiasm beyond the classroom? Do you participate and demonstrate excellence in all cadet activities?
 - d. **Responsibility.** How do you accept job assignments and responsibility? Do you volunteer for additional duties? Do you accept responsibility for the proper care of your uniform? Are you always on time for class, practice, activities? Are you always prepared for class?

- e. Service. To what degree do you serve the cadet corps, school, and community?
 - f. Organizational Support. Do you perform above and beyond normal duties? To what degree do you participate in drill team, model rocket club, physical training team, fund drives, etc.?
- The SASI, with the ASI's concurrence, will select the Cadet Corps Commander. The Cadet Corps Commander will recommend cadets to the ASI first, then to the SASI for other leadership positions. All command and staff positions will normally be rotated at the end of each term to ensure maximum opportunity for all qualified cadets to exercise their leadership potential. Cadets will be rotated only if they are qualified and may be in any year of AFJROTC. Every effort will be made to ensure upper class cadets hold leadership positions when qualified.

Promotion to Cadet Airman.

- a. Nine (9) weeks as Cadet Airman Basic.
 - b. A grade of 70% or above in Aerospace Science and Leadership.
 - c. Know the U.S Air Force chain of command. (Ref: Handout)
 - d. A grade of 70% or above on the Cadet Guide.
 - e. Perform all the facing movements properly. (Ref: AFMAN 36-2203 Drill and Ceremonies, para. 3.4)
 - f. Demonstrate how to report properly. (Ref: Handout)
 - g. Identify all AFJROTC rank insignia and their proper placement on the uniform.
 - h. A grade of 70% or above on the Cadet Creed
 - i. Pledge and understand the Honor Code.
- **Promotion to Cadet Airman First Class.**
- a. Nine (9) weeks as a Cadet Airman.
 - b. A grade of 80% or above in Aerospace Science and Leadership and no failing grade in another subject.
 - c. Identify all Air Force rank insignia. (Ref: AS-1 Leadership Education)
 - d. A grade of 80% or above on the Cadet Guide.
 - e. Demonstrate knowledge of proper respect to the U.S. flag. (Ref: AFMAN 36-2203, Drill and Ceremonies, para 7.36 thru 7.38.2.3)
 - f. Demonstrate knowledge of drill and ceremonies. (Ref: AFMAN 36-2203, Drill and Ceremonies, para 1.2.2, 7.1.1.1. thru 7.1.1.4)
 - g. Perform all facing, flanking, and column movements properly.(Ref: AFMAN 36-2203, Drill and Ceremonies, para. 3.4, 3.17 and 4.11)
 - h. A grade of 75% or above on the Cadet Creed
 - i. Pledge and understand the Honor Code

- **Promotion to Cadet Senior Airman.**

- a. Nine (9) weeks as Cadet Airman First Class.
- b. A grade of 80% or above in Aerospace Science and Leadership and no failing grade in another subject.
- c. A grade of 80% or above on the Cadet Guide.
- d. Explain all cadet staff functions.
- e. Give proper facing commands to another cadet. (Ref: AFMAN 36-2203, Drill and Ceremonies, para 1.6)
- f. Give proper marching commands to another cadet. (Ref: AFMAN 36-2203, Drill and Ceremonies, para 1.6)
- g. Present an SASI/ASI approved leadership talk of at least five (5) minutes.
- h. A grade of 80% or above on the Cadet Creed
- i. Pledge and understand the Honor Code

- **Promotion to Cadet Staff Sergeant.**
 - a. Nine (9) weeks as a Cadet Senior Airman.
 - b. A grade of 85% or above in Aerospace Science and Leadership and no failing grade in another subject.
 - c. A grade of 85% or above on the Cadet Guide.
 - d. Drill a flight properly on the annual inspection drill sequence with a passing grade. (Ref AFMAN 36-2203, Drill and Ceremonies, and Drill Sequence Handout)
 - e. Perform open ranks inspection of a flight with a passing grade. (Ref: Handout provided by SASI/ASI, class work, practical training)
 - f. Present an SASI/ASI approved leadership talk of at least five (5) minutes.
 - g. Identify Air Force major commands, their missions.(Ref: Handout provided by SASI/ASI, class work, practical training)
 - h. A grade of 90% or above on the Cadet Creed
 - i. Pledge and understand the Honor Code

- **Promotion to Cadet Technical Sergeant.**
 - a. Nine (9) weeks as a Cadet Staff Sergeant.
 - b. A grade of 85% or above in Aerospace Science and Leadership and no failing grade in another subject.
 - c. A grade of 85% or above on the Cadet Guide.
 - d. Give a five (5) minute briefing on the benefits of AFJROTC for Air Force enlistees.
 - e. Identify Air Force major commands, Air Force Field Operating Agencies and Direct Reporting Units, their missions and weapon systems (as applicable). (Ref: Handout provided by SASI/ASI, class work, practical training)
 - f. A grade of 95% or above on Cadet Creed
 - g. Pledge and understand the Honor Code

- **Promotion to Cadet Top Three.** Promotion to Cadet Chief Master Sergeant (C/CMSgt), Cadet Senior Master Sergeant (C/SMSgt), and Cadet Master Sergeant (C/MSgt) will be made on the basis of merit. Those cadets eligible for promotion into the top three cadet enlisted grades must meet the following criteria:
 - a. Recommendation by Cadet Group Commander. The SASI may make promotions as needed.
 - b. A grade of 90% or above in Aerospace Science and Leadership and no failing grade in another subject.
 - c. A grade of 90% or above on the Cadet Guide.
 - d. Pledge. and understand the Cadet Creed and Honor Code
 - e. Successful completion of the Promotion Exam.

- **Promotion to Cadet Officer.** Promotion to cadet officer grades will be made on the basis of merit. All cadet officer grades, unless otherwise stated, are temporary and retention of these positions is contingent upon outstanding performance and behavior. Those cadets eligible for promotion into the cadet officer ranks must meet the following criteria:
 - a. Recommendation by Cadet Group Commander. The SASI may make promotions as needed.
 - b. Maintain a 90% average in AFJROTC and no failing grade in another subject.
 - c. A grade of 90% or above on the Cadet Guide.
 - d. Completion of the Promotion Exam and obtain the minimum merits as determined by the SASI.
 - e. Pledge and understand the Cadet Creed and Honor Code

- **Accelerated Promotions.** A cadet, who serves with distinction and/or whose rank is below that authorized for the position being held, may be promoted temporarily to any rank up to and including the authorized grade. Accelerated [spot] promotions are determined by the SASI and may be utilized to fill a vacant position.
 - a. Spot promoted cadets wear the insignia of the temporary rank and are due all of the courtesies and respect due cadets with equal rank.
 - b. In order to retain accelerated promotion rank, cadets must complete all requirements for that grade, including those bypassed. A cadet who fails to complete promotion requirements by the next 9-week promotion cycle will revert to his/her previous rank.
- **Transfers.** Students transferring to the AL-934 from other JROTC programs are authorized full credit for training received. Transfer students' records will be evaluated for placement and promotion to permanent grade by the SASI. Transfer students records will be evaluated by the Cadet Evaluation Board for temporary promotions. Transfer students must complete all promotion requirements for the rank held before becoming eligible for promotion. .

Section K Awards and Decorations

- **Cadet Awards and Decorations Program.** This program fosters morale, incentive, and "esprit de corps" and recognizes cadet achievements. A number of distinctive awards are authorized for AFJROTC cadets in recognition of outstanding performance in academics, leadership, or for specific display of valor. (See Chapter 7 of AFJROTC Operational Supplement regarding the specifics of each award).

Sections L- Wear of the Air Force JROTC Cadet Uniform

- 46. **Air Force Uniform.** The AFJROTC cadet uniform is, with certain exceptions, the same as that worn by active duty U.S. Air Force (USAF) personnel. The uniform you wear is a symbol of the U.S. Air Force, as a professional military organization. **WEAR IT PROUDLY!** The official Air Force Instructions - AFI 36-2903, AND AFJROTCI 36-2001 describe the minimum standards only for uniform wear and personal grooming. In order for you to meet our local unit or instructor uniform and grooming standards for daily, specific day or evening events or trips you must exceed the minimum requirements stated in the AFI's. Wear the uniform as prescribed in this Cadet Guide (Ref AFI 36-2903 and AFJROTCI 36-2001). You must keep your uniform clean, neat, correct in design and specifications, and in good condition. Maintain badges, insignia, and other metallic devices in proper luster condition.
- After receiving the AFJROTC uniform (and not before), you will acknowledge receipt for the items by signing a uniform issue receipt. By signing this receipt, you agree to exercise all reasonable caution and care to assure that items of U.S. Air Force property are cared for and not damaged due to carelessness, neglect, improper cleaning and/or laundering methods. Further, you are required to return all uniform items to the SASI/ASI within three (3) days upon demand, or at which time you are no longer enrolled in the AFJROTC program at Bessemer City High School. You will be required to reimburse the Air Force for any lost or negligently damaged uniform item(s).
- **Unisex Policy.** Uniform items designated for a particular sex will not be worn by members of the opposite sex, except as authorized within AFI 36-2903.
- Female cadets are authorized to wear the male lightweight jacket as a special size exception only.

Uniform Do or Not Do: Here are a few general rules not about wearing the uniform.

- Wear the standard Air Force service uniform, as prescribed in the Cadet Guide, properly and with pride.
- Have higher than minimum personal grooming standards and cadet appearance standards
- Wear the uniform on the day established by the SASI.
- Wear the uniform at other times specified by the SASI.
- Remain in uniform and stay in proper regulation for the entire day, unless excused by the SASI/ASI.
- Make sure your shoes are appropriate for the activity. For example, wear athletic shoes if you're playing sports or boots if walking through heavy foliage. Safety is the major concern.
- Ensure that badges, insignia, belt buckles, and other metallic devices are clean and free of scratches and corrosion.
- Go to logistics for any uniform items before the day of the uniform wear.
- See SASI/ASI immediately if uniform does not fit properly.
- Only wear optional uniform items authorized by SASI/ASI.
- In uniform, must wear appropriate cover when carrying weapon.
- Maintain all uniform items in a clean and serviceable condition during the school year and prior to turn-in.
- Group Staff wear their uniforms every uniform day, NO EXCEPTIONS.
- Do not lend your uniform to anyone who is not a member of the Air Force Junior ROTC program for any apparent reason.
- Do not allow articles such as wallets, pencils, pens, watch chains, checkbooks, handkerchiefs, and combs to be visible.
- Do not wear earphones or headphones while in uniform, unless required for duty.
- Do not wear your uniform when it's not authorized by SASI/ASI.
- Religious items are not to be visible when wearing AFJROTC uniforms unless granted permission by SASI, principal, and HQ AFJROTC.
- Do not carry bulky items.
- Do not put your hands in your uniform pockets except to put something or pull something out.
- Do not wear cover indoor.
- Do not mix AFJROTC uniform with any other civilian clothes.
- "No hat/No Salute" policy- Do not salute if they are not wearing their cover.

47. Types of Uniforms. JROTC cadets are held to a higher standard *in* and *out of uniform*. Uniform/dress for team practices and other extracurricular activities will be specified on your monthly calendar or during notification for the activity.

- **General dress code**
 - a. No baggy, sagging, or oversized pants/shorts wear at AFJROTC activities.
 - b. Must have footwear appropriate for drill, i.e. sneakers, or closed-toe shoes.
 - c. Male cadets will not wear any earrings while in uniform in AFJROTC and AFJROTC activities.
 - d. Male cadets must tuck in shirts and wear belts in AFJROTC and at AFJROTC activities, and prior to entrance into the JROTC classrooms.
 - e. Personal grooming standards will apply.
- **Service Uniform** consists of blue Air Force shirt with name tag and rank, Air Force pants, black shoes, cover, and other optional decorations.
 - a. Personal grooming standards and cadet appearance standards will apply.

- b. Keep your shoes polished and shined, including the heels and edges of soles.
 - c. Keep ribbons clean and replace them when they become worn, frayed, or faded.
 - d. Do not wear the uniform with other clothing.
 - e. Follow the "Wear of Air Force JROTC Cadet Uniform guideline"
 - f. **Only when announced by the Corps Commander, will you wear the windbreaker with your service uniform** on a uniform day (when there is inclement weather (rain, freezing or determined to be cold temperatures etc...)).
- **Service Dress Uniform** consists of blue Air Force shirt with name tag and rank, Air Force pants, black shoes, cover, **service coat** with nametag and rank, and other optional decorations.
 - a. Personal grooming standards and cadet appearance standards will apply.
 - b. Keep your shoes polished and shined, including the heels and edges of soles.
 - c. Keep ribbons clean and replace them when they become worn, frayed, or faded.
 - d. Do not wear the uniform with other clothing.
 - e. Follow the "Wear of Air Force JROTC Cadet Uniform guideline"
- **Semiformal Uniform** consists of plain white collar shirt, Air Force pants, and service coat with rank, black shoes, bow tie/tie tab, and optional decorations.
 - a. Personal grooming standards and cadet appearance standards will apply.
 - b. Keep your shoes polished and shined, including the heels and edges of soles.
 - c. Keep ribbons clean and replace them when they become worn, frayed, or faded.
 - d. Do not wear the uniform with other clothing.
 - e. Do not have any ruffles on the white shirt.
 - f. Do not wear hat of any sort.
 - g. Do not wear a name tag.
- **Detail Uniform/Utility Uniform** consists of the Air Force Physical Training (PT) T-shirt **tucked in**, civilian pants/shorts, athletic shoes worn with athletic socks, and AL-934 baseball hat.
 - a. Personal grooming standards and cadet appearance standards will apply.
 - b. T-Shirt sleeves and/or tails will not be knotted or rolled up.
 - c. A belt will be worn with pant/shorts having belt loops.
 - d. Pants cuffs will be hemmed, or cuffed so as to clear the ground by at least one inch.
 - e. Detail uniform may be specified for extra-curricular activities such as team practice, fundraiser, or service projects.
 - f. Consists of the gray colored AFJROTC/Air Force T-shirt; **tucked in**, civilian pants/shorts, athletic shoes worn with athletic socks, and AL-934 baseball hat.
 - g. Personal grooming standards and cadet appearance standards will apply.
 - h. Air Force T-shirt can be worn with other civilian clothes but must be worn properly when required.
- **Physical Training uniform** consists of gray Air Force T-shirt, athletic shorts, athletic shoes worn with athletic socks.
 - a. **PT T-shirts must be tucked in.**
 - b. Air Force T-shirt can be worn with other civilian clothes **but must be tucked in.**
 - c. **The Air Force PT shirt or shorts may not be worn outside of official AFJROTC functions.**
- **Female Skirt Option:** The ASI will permit female cadets the option of wearing a skirt. Female cadets must wear the skirt properly with low heel pumps in a style that complies with Air Force Uniform wear instructions. Panty hose must be worn with the skirt, no exceptions. Hose must be

sheer nylon in neutral or a shade which compliments your skin tone and the uniform. Patterned hose may not be worn.

- **Special uniform items:** items, such as helmets, boots, ascots, and belts, will be worn only during performances and are not authorized for regular wear. All special uniform items must be approved by the ASI or SASI before wear.
 - a. Shoulder cords may be worn as an addition to the regular uniform worn on normal inspection days

48. Minimum Air Force JROTC Specific Male Cadet Grooming Guidelines

Read this Note: In order to exceed the minimum Air Force male hair grooming standards, in other words to maximize your uniform academic grade of 100%, and participate in specific events or trips... The ASI and SASI require all males to have a minimum hair cut length (i.e. Hair should not exceed 1 1/4 inch in bulk regardless of the length. Bulk is the distance that the hair projects from the scalp when groomed.)

- **Hair:** Keep hair clean, neat, and trimmed. Hair should not touch ears or eyebrows, and only the closely cut or shaved hair on the back of your neck should touch the collar.
 - a. When viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point.
 - b. Hair should not exceed 1 1/4 inch in bulk regardless of the length. Bulk is *the distance that the hair projects from the scalp when groomed.*
 - c. In no case will the bulk or length of your hair interfere with the proper wear of any Air Force JROTC headgear.
 - d. If you dye your hair, it should look natural. You may not dye your hair an unusual color or one that contrasts with your natural coloring.
 - e. Hair may not contain or have attached to it any visible foreign items. No braided hairstyles. You will not wear wigs or hairpieces, except for cosmetic reasons to cover natural baldness or physical disfigurement.
- **Sideburns:** Must be neatly trimmed and match the shape as the haircut. Sideburns must not extend beyond the bottom of the ear opening, be straight and of even width, and end in a clean-shaven, horizontal line
- **Facial Hair:** Face must be clean shaven (daily), except that a mustache is permitted. Mustaches must be neatly trimmed, must not extend downward beyond the lip line of the upper lip and may not extend sideways beyond a vertical line drawn upward from the corner of the mouth.
- **Fingernails:** Must be neat, clean (no nail polish), and trimmed to the same length, and must not exceed 1/4 inch in length past the tip of finger.

49. Minimum Specific Female Cadet Grooming Guidelines

- **Hair:** should be no longer than the bottom of the collar edge at the back of the neck or touch eyebrows.
 - a. Be conservative—no extreme or faddish styles are allowed.
 - b. It should also look professional and allow you to wear uniform headgear in the proper manner, so your hair must not be too full or too high on the head.
 - c. Hairstyle shouldn't need many grooming aids. Use of pins, combs, barrettes, elastic bands or similar items, must be plain, similar in color to your hair, and modest in size.
 - d. Wigs or hairpieces must govern natural hair styles.

- e. Hair color/ highlights/frosting (must not be faddish).
 - f. No shaved heads or flat-top hairstyles for women. Micro-braids and cornrows are authorized for women.
 - g. Hair may be visible in front of women's flight cap. However, long hair will be secured with no loose ends.
- **Fingernails:** must be kept neat and clean. If worn, nail polish must be in good taste, of a conservative color, and not contain any ornamentation. Nails must not exceed ¼ inch in length pass the tip of finger.
 - **Makeup:** must not be in distracting and vivid colors which would detract from the military image. "Conservative" in this Cadet Guide is defined as anything or color that matches your skin color and is, toned down, not brilliant, fluorescent, does not match school colors, and does not stand out.
 - **Earring:** Female Cadet may wear small spherical, conservative (moderate, being within reasonable limits; not excessive or extreme) round white diamond, gold, white pearl, or silver earrings as a set with any uniform combination.

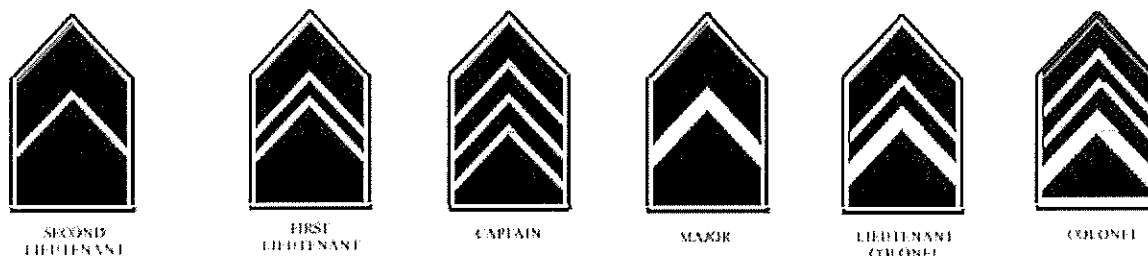
50. Cadet Appearances

You will not wear, or carry exposed articles such as handkerchiefs, pencils and pens, watch chains, pins, jewelry, wallets, combs, and/or sunglasses exposed on the service uniform.

- **Jewelry.** While in uniform, you may wear a wristwatch, identification bracelets and rings, but no more than three rings at any one time. You may wear one bracelet if it is neat and conservative. Bracelet must not detract from military image, must not be wider than one-half inch, and must not subject anyone to potential injury. You may not wear ornaments on your head or around your neck. Thumb rings are not allowed in uniform. Colored bracelets that support a cause are also not allowed.
- **Eyeglasses or Sunglasses:** Glasses that do not have any ornaments on the frames or lenses may be worn in uniform indoors or in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. **Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.**
- **Tattoos or Brands.** Glasses that do not have any ornaments on the frames or lenses may be worn in uniform indoors or in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. **Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.**
-
- **Body Piercing.** Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Female cadets in uniform, however, are allowed to wear conservative earrings, pierced or clip style, in their earlobes (one in each earlobe).
- **Eye Contact.** A colored eye contact lenses may be worn in **natural color of human's eye.**

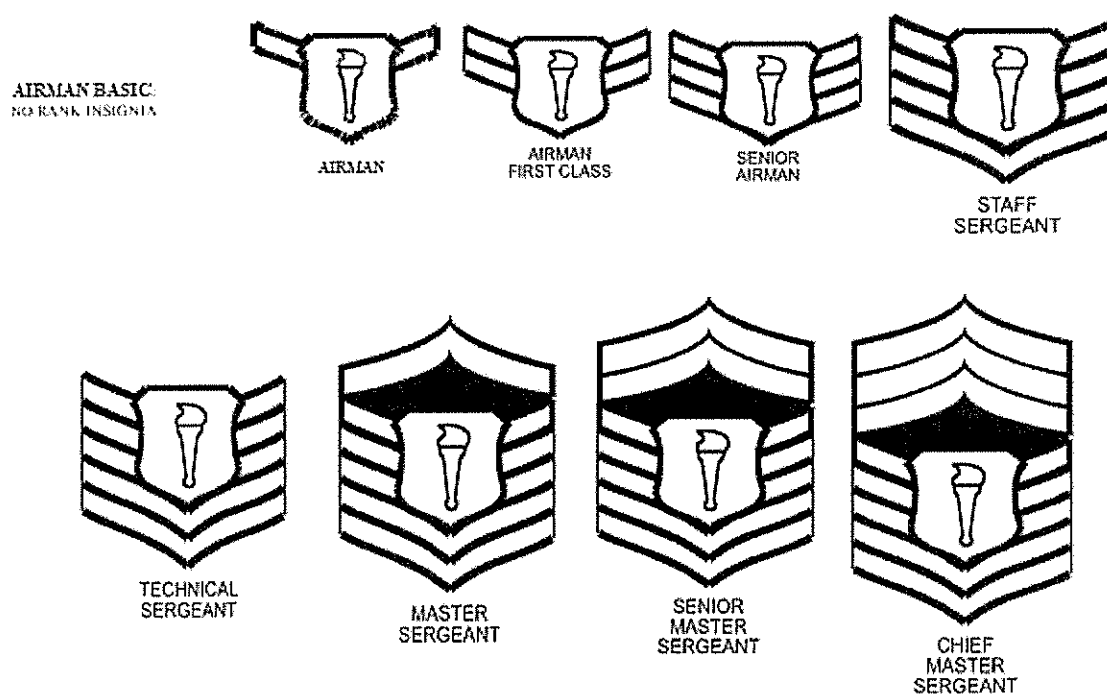
AIR FORCE JROTC RANK INSIGNIA

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.

- **Air Force Junior ROTC Badges**
AFJROTC Cadet Uniform and Awards Guide,

AIR FORCE JUNIOR ROTC BADGES



LAPEL INSIGNIA
(METAL)



OFFICERS
FLIGHT CAP
AND BERET
INSIGNIA



FLIGHT CAP
AND BERET
INSIGNIA



SERVICE CAP
INSIGNIA



OFFICERS
SERVICE CAP
INSIGNIA



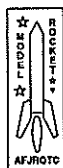
GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



MODEL ROCKETRY
BADGE



AWARENESS
PRESENTATION
TEAM BADGE



DISTINGUISHED
AFJROTC
BADGE



ACADEMY OF
MODEL AERONAUTICS
SILVER WINGS



KITTY HAWK
AIR SOCIETY
BADGE



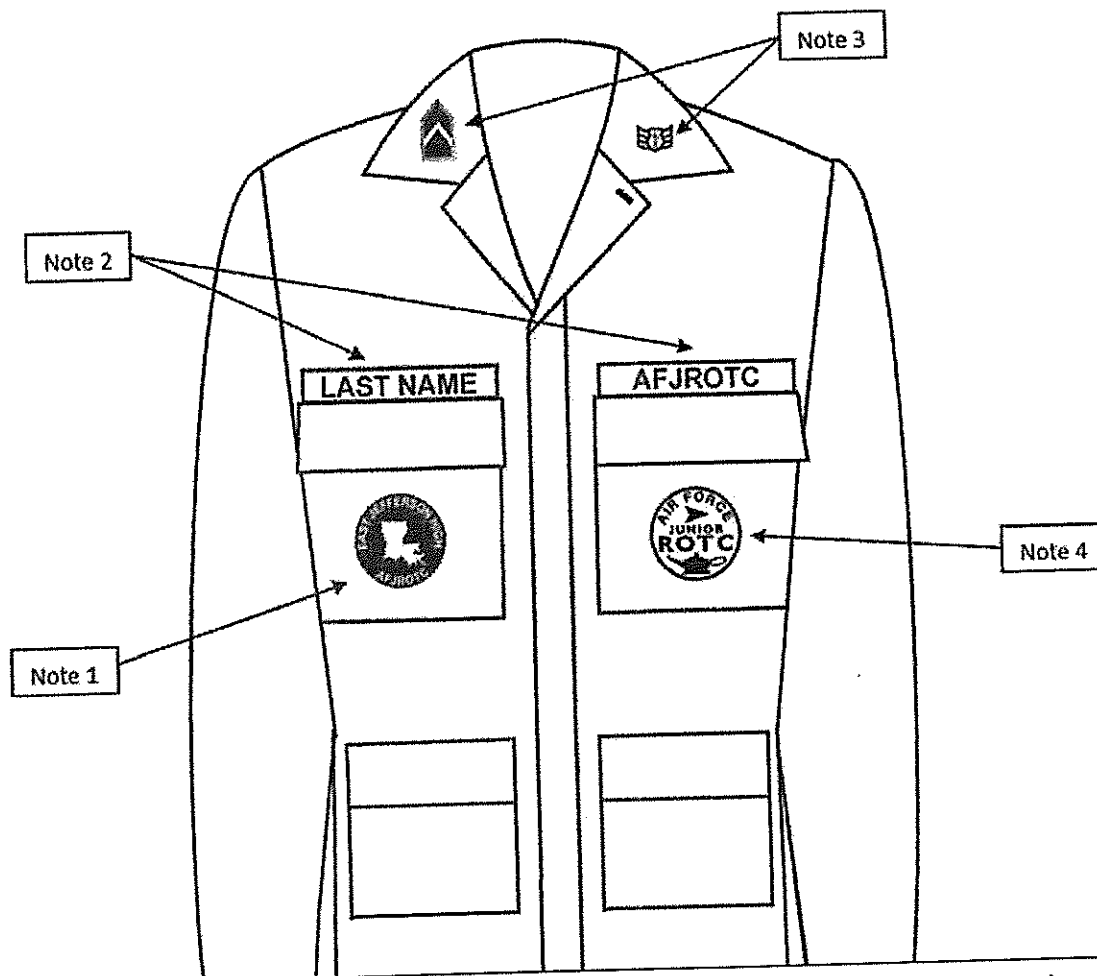
AEF BADGE



SHOULDER TABS

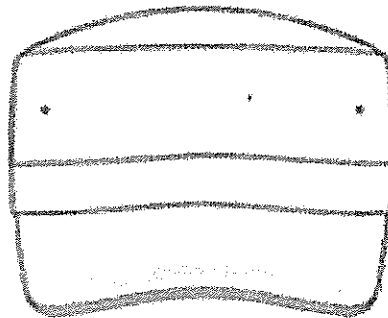
Attachment 7-6

CADET ABU Male and Female

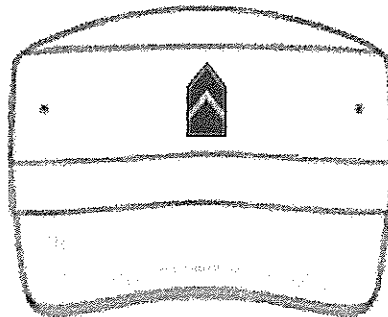


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with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

CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.



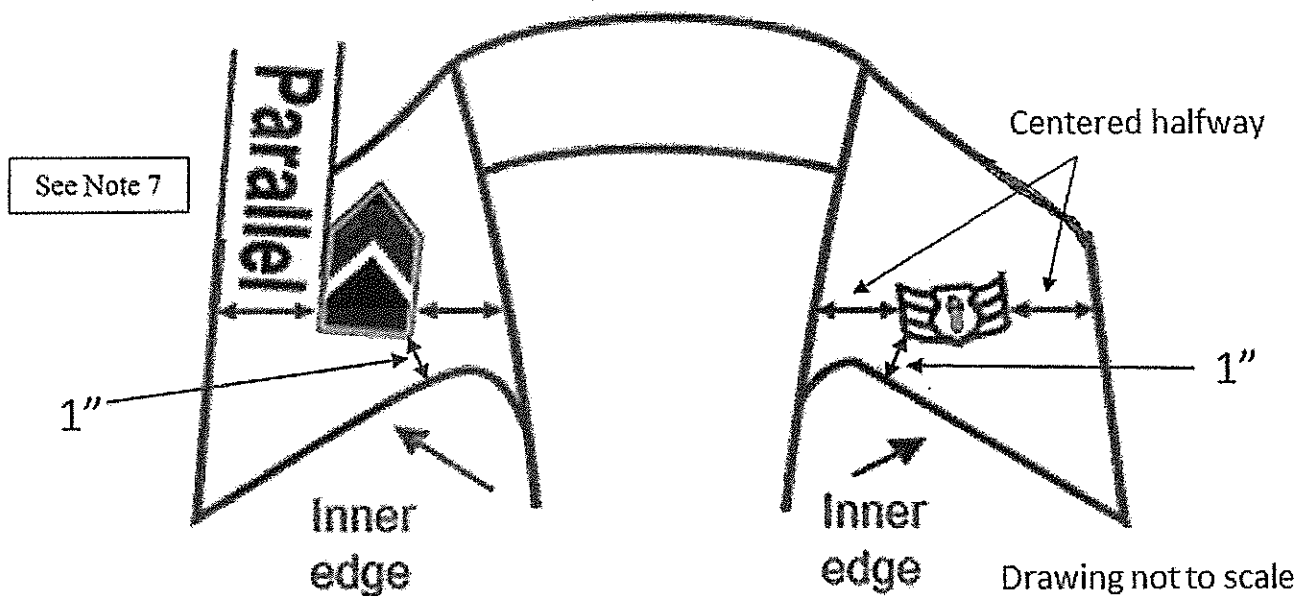
Officers will wear rank insignia on the ABU cap.

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

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

Attachment 7-8

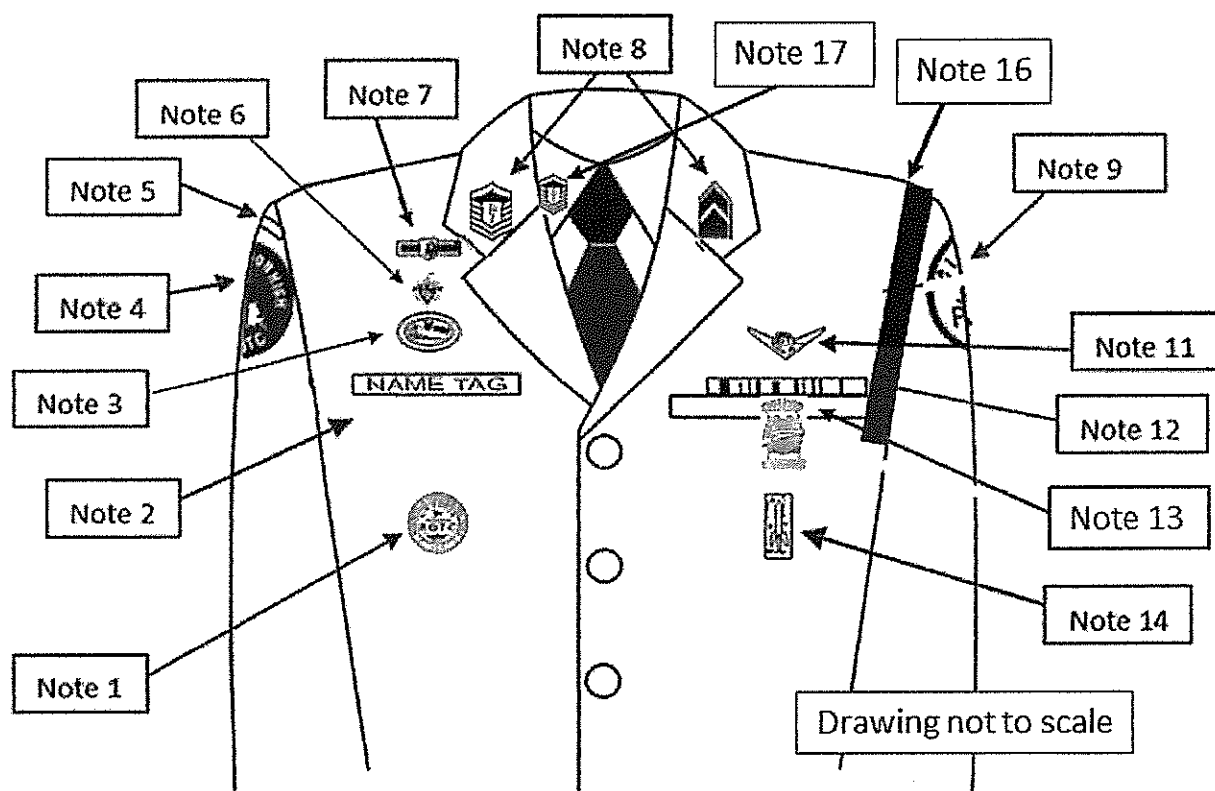
CADET LIGHT WEIGHT BLUE JACKET



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.

Attachment 7-9

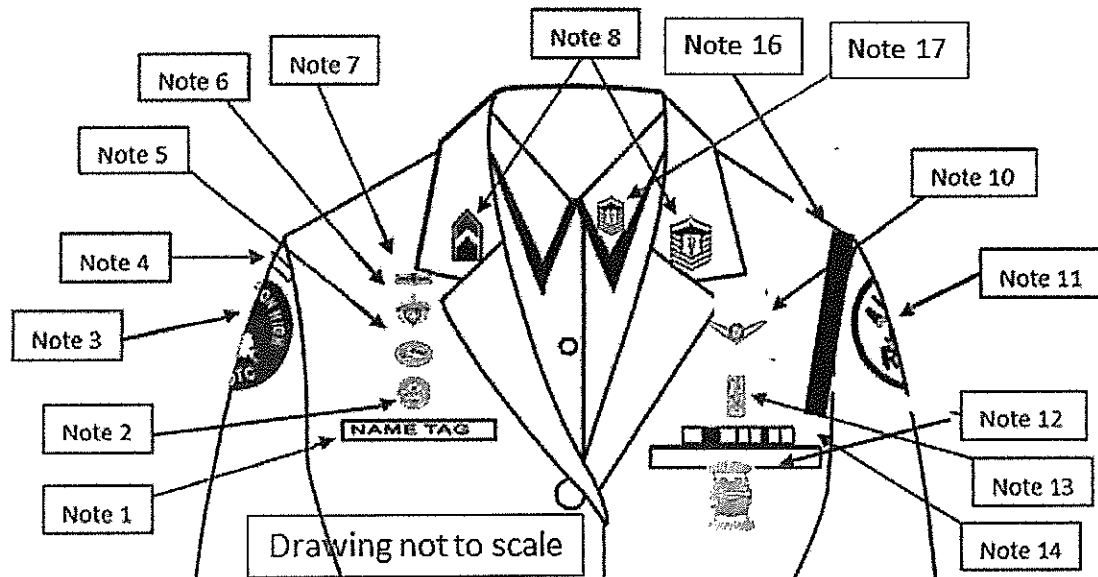
CADET MALE SERVICE DRESS



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

Attachment 7-10

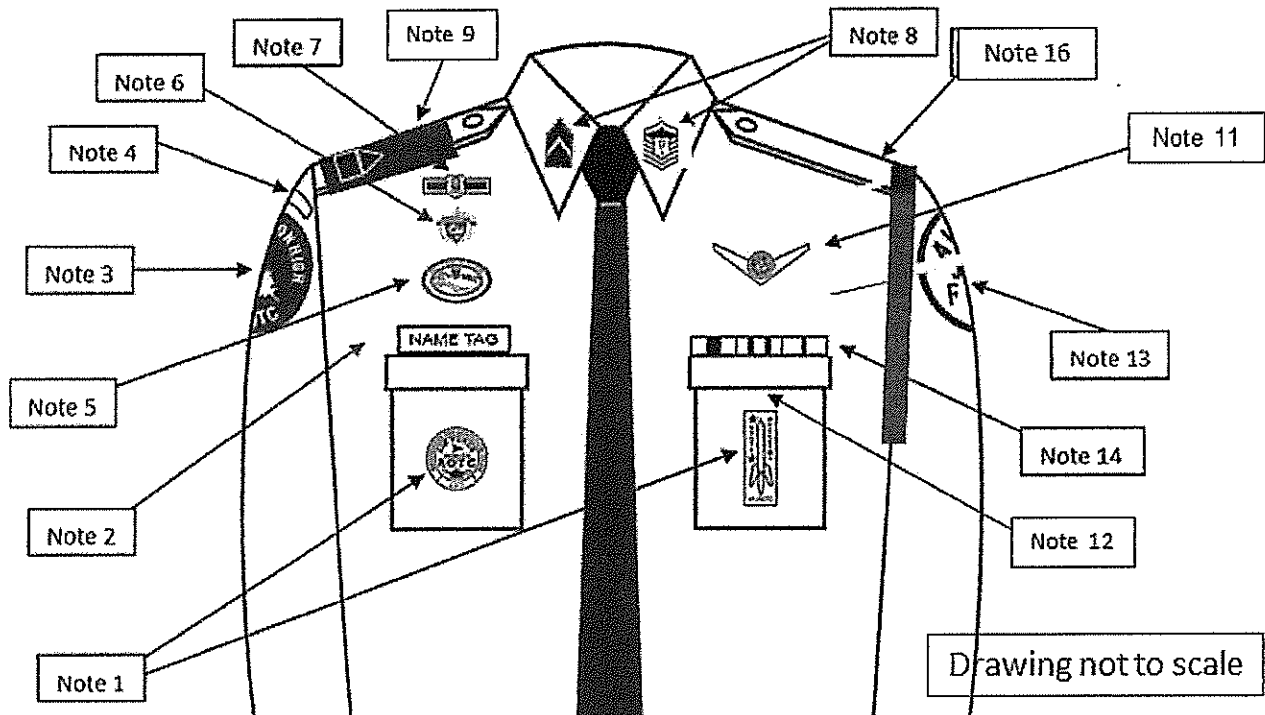
CADET FEMALE SERVICE DRESS



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.

Attachment 7-11

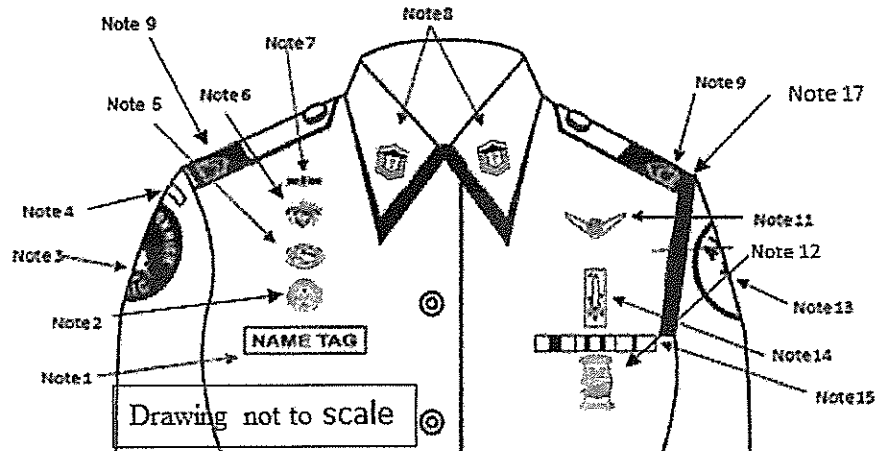
CADET MALE BLUE SHIRT



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

Attachment 7-12

CADET FEMALE BLUE SHIRT



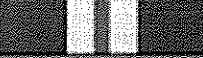
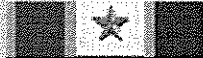
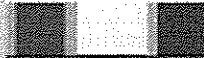


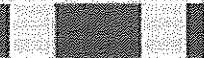





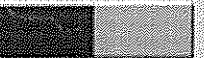




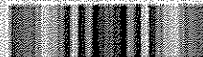



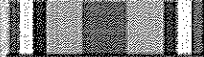
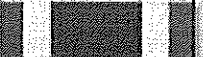

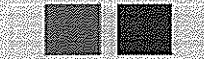


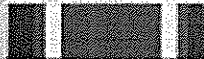
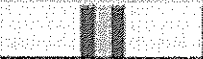






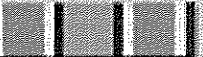








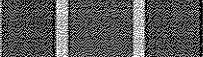
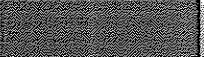




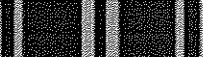
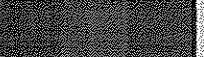
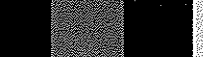

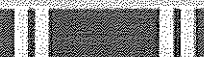
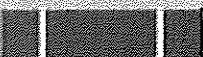
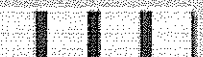

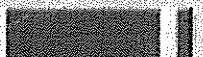


1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower 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 AFIROTC 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. AFIROTC 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.

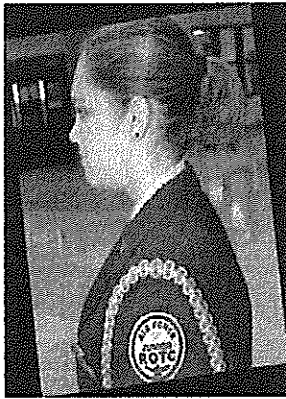


AIR FORCE JUNIOR ROTC

Wear your Ribbons Properly and Proudly!

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

7.10. Specific Female Cadet Grooming Guidelines.



7.10.1. Hair-Female. **Figure 3.2.** Hair-Female. No minimum hair length to a maximum bulk of 3 ½ inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will *not* touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. See Figure 3.2. When in doubt, assess correct length of hair with Airman standing in the position of attention. **Exception:** While wearing the Physical Training Uniform (PTU), long hair will be secured but may have loose ends and may extend below the bottom edge of the collar.

7.10.1.1. Hair color, highlights, lowlights, and frosting will *not* be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey).

7.10.1.2. 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.

7.10.2. Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar. See figure 3.3). Headgear must fit properly.

7.10.3. All locs, braids, and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, or twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the locs, braids or twists and must be tightly fused/interwoven to present a neat, professional appearance. A loc, or braid must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards in paragraph 7.10.1. above. **[Exception: Micro-braids or twists are not required to continue to the end of the hair.]**

7.10.4. Unauthorized: Mohawk, mullet or etched design.

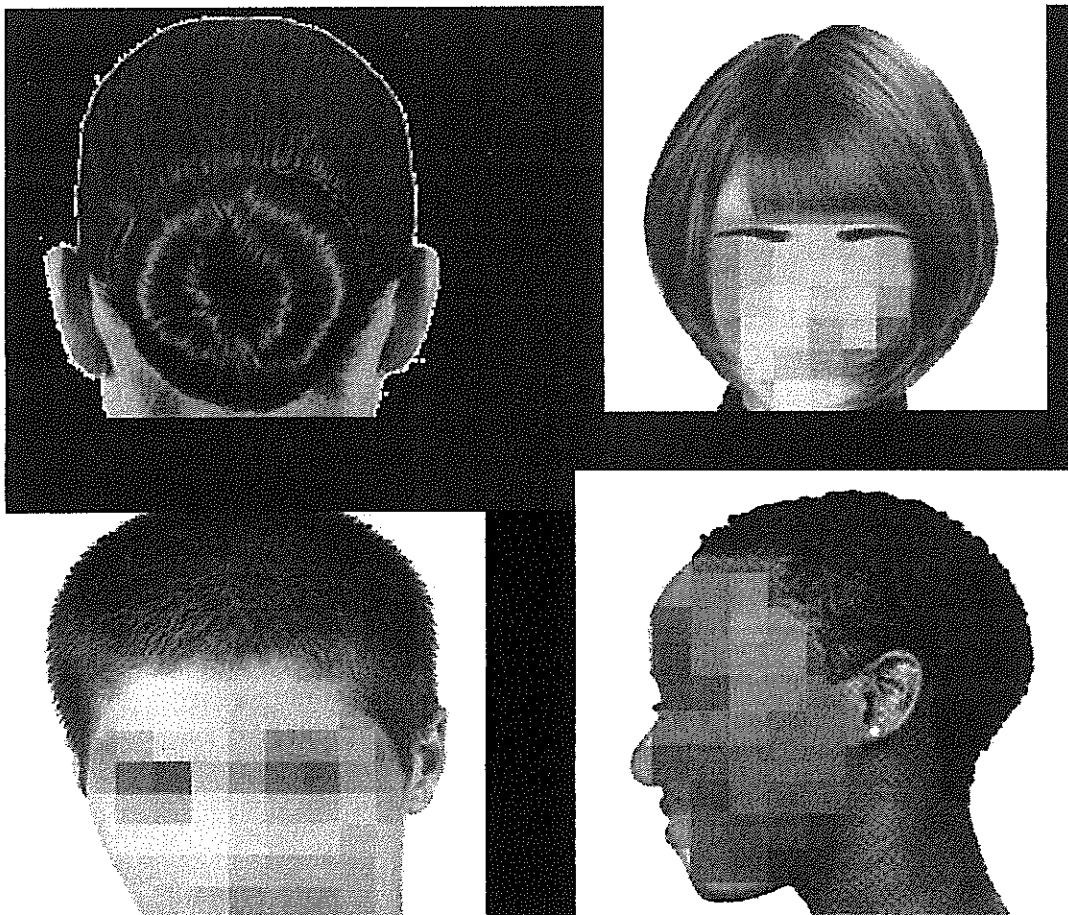
7.10.5. Fingernails. Fingernail polish, if worn by female cadets, will be a single color that does not distinctly contrast with the female cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply

designs to nails or apply two-tone or multi-tone colors. However, white-tip French manicures are authorized. Fingernails must not exceed $\frac{1}{4}$ inch in length beyond the tip of the finger and must be clean and well groomed.

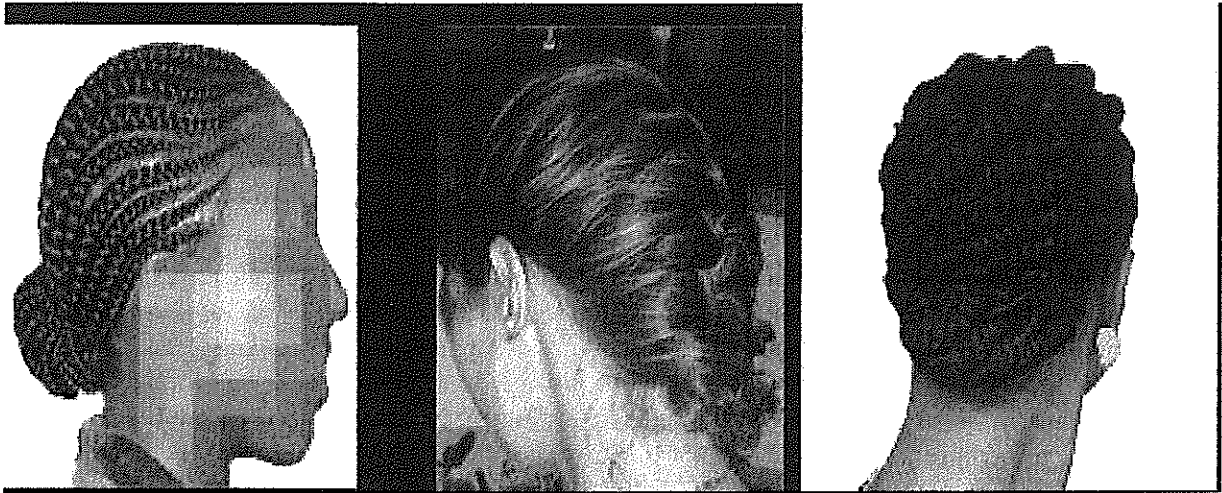
7.10.6. Skirts. The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

7.10.7. Earrings. Female cadets may wear small round or square white diamond, gold, white pearl, or silver earrings. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.

Figure 3.2. Female Hair Standards



3.3. Authorized Braids



7.11. Specific Male Cadet Grooming Guidelines. (See Figure 3.1)

7.11.1. Men's Hair. Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair.

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

7.11.3. Sideburns. If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. See Figure 3.1, orifice of the ear opening is at reference point A.

7.11.4. Mustaches. Male cadets may have mustaches; however they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. See Figure 3.1, reference points B, C, and D.

7.11.5. Beards. Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official. SASI will submit waiver request in WINGS for review by HQ AFJROTC Waiver Review board. Members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance.

7.11.6. Fingernails. Male cadets are not authorized to wear nail polish.

7.11.7. Earrings. Male cadets in uniform may not wear earrings or any other type of facial piercings.

Figure 3.1. Male Hair Grooming Standards.

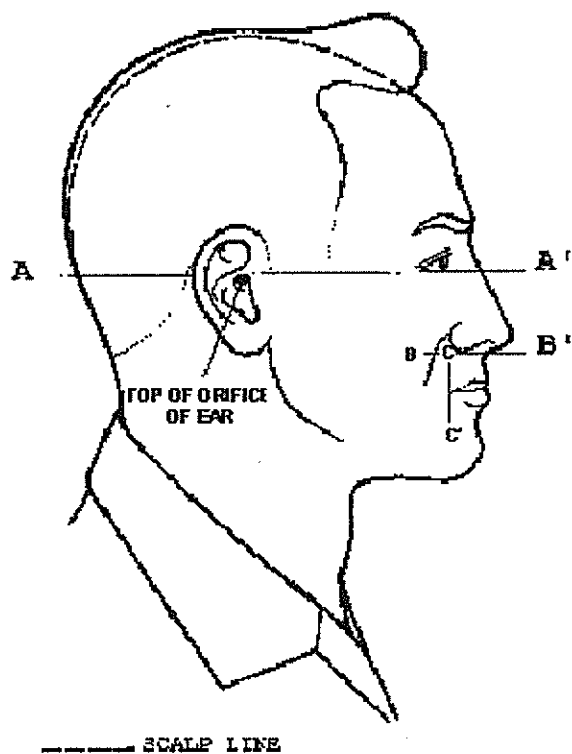


Figure 1-2
Male Grooming Standards (Side View)

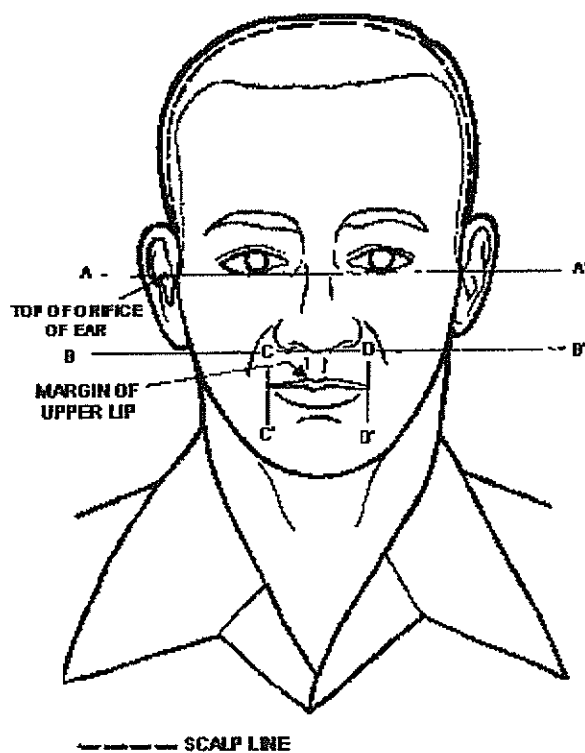


Figure 1-1
Male Grooming Standards (Front View)

7.12.1.1. School Sponsored Military Ball with Awards Ceremony: Units have two options they may choose to utilize.

Option 1: All cadets can wear the AFJROTC Service Dress uniform.

Option 2: Each male and female cadet will be given the individual option to wear their AFJROTC Service Dress uniform or to wear formal or semi-formal civilian attire. Any civilian attire worn must be in compliance with any/all school and district policies.

NOTE: Option 2 would allow block schedule school students to attend who are not currently in AFJROTC and who may not have uniforms currently issued to them.

7.12.1.2. School Sponsored Dining-Ins/Dining-Outs with Awards Ceremony: All AFJROTC cadets will wear their AFJROTC Service Dress uniform.

7.12.1.3. For any other event, the SASI, in conjunction with the school Principal will decide on the appropriate attire for AFJROTC cadets.

7.12.2. Cadet Uniform Wear Guidance for Fundraising:

7.12.2.1. There are no concerns with businesses contributing money to an AFJROTC booster club or other private clubs associated with AFJROTC that are NOT established by the Air Force as part of the program.

7.12.2.2. If businesses make a monetary donation, AFJROTC instructors and cadets may not advertise for the business in return – particularly in uniform. Doing so would present the “appearance” of an Air Force endorsement of the businesses making the donation. Such an appearance could be interpreted as a violation of the Joint Ethics Regulation.

7.12.2.3. AFJROTC personnel/cadets should not solicit donations from local businesses at any time.

7.12.2.4. Incorporating Corporate Sponsorship/local business donations as a way to help boost funding for your AFJROTC program are a great way to fund Leadership Development Requirements (LDR) for your cadets. The key is to contact your district and follow the above guidance to help keep sponsors and AFJROTC units within the scope of the Joint Ethics Regulation.

Honor Code

I will not lie, cheat, steal, nor tolerate among us anyone who does.

Cadet Creed

I AM AN AIR FORCE JUNIOR ROTC CADET. I WILL ALWAYS CONDUCT MYSELF TO BRING CREDIT TO MY FAMILY, COUNTRY, SCHOOL AND CORPS OF CADETS

I AM LOYAL AND PATRIOTIC. I AM THE FUTURE OF THE UNITED STATES OF AMERICA

I DO NOT LIE, CHEAT OR STEAL AND WILL ALWAYS BE ACCOUNTABLE FOR MY ACTIONS AND DEEDS

I WILL ALWAYS PRACTICE GOOD CITIZENSHIP AND PATRIOTISM

I WILL WORK HARD TO IMPROVE MY MIND AND STRENGTHEN MY BODY

I WILL SEEK THE MANTLE OF LEADERSHIP AND STAND PREPARED TO UPHOLD THE CONSTITUTION AND THE AMERICAN WAY OF LIFE

MAY GOD GRANT ME THE STRENGTH TO ALWAYS LIVE BY THIS CREED

Attachment L Job Descriptions and Standards

The Cadet Group Commander (C/GP/CC) leads by example and must exceed the highest standards expected of a cadet officer. Typically, the group commander is a senior in high school. However, if no seniors meet the criteria listed here, then only the best selection could be made of a junior classman for this position if the position must be filled. The AFJROTC Instructors will select the group commander. You must have been involved in every aspect of the cadet corps. Your dedication to the cadets, the corps and your duties as commander is paramount to other sports or activities in school. This means you must have the ability to manage your student life, personal life, and exemplify the requirements of this cadet guide and that of the Air Force JROTC mission. You must live and exemplify the highest moral values, Air Force Core Values and any other high standards as prescribed. Having completed these requirements you could be selected.

The Group Commander is responsible for:

- Command and control of the unit using members of the staff and the subordinate commanders.
- The appearance, discipline, efficiency, training, and conduct of the Squadrons.
- Assisting the SASI and ASI's, as necessary in accomplishing the Leadership Laboratory.
- Must be present daily at least one hour prior to school or must remain after the end of the school day while corps business and training are being done.
- Ensuring all members of the unit has the opportunity to develop leadership commensurate with their individual abilities.
- Identifying and establishing goals to be attained by the staff, subordinate commanders, and members of the unit.
- Inspect each staff function and scheduled activity: discussing findings at staff meetings.
- Convening cadet personnel boards as required.
- Administering cadet corps activities according to Air Force principles and procedures.
- Coordinate with SASI and middle school principals to plan recruiting team efforts in the Spring Semester.
- Coordinate with the Operations Officer to set up recruiting teams and assignments.
- Establish an itinerary to perform the function within 1 hour involving speakers, drill team, and/or color guard. Be flexible in timing changes.
- Conducting staff meetings as required.
- Any duties assigned by the SASI or ASI.

The Cadet Group Command Chief Master Sergeant (C/GP/CCM) is responsible for:

- Oversee and assist the cadet staff in accomplishing the corps mission.
- Inspecting staff and group functions as required.
- Acting as the cadet group complaints officer.
- Oversee classroom flight functions and operations and report to the corps commander any problems
- Completing duties assigned by the SASI/ASI's.
- Maintaining discipline, customs and courtesies at staff meetings and school assemblies as well as supervising lower ranking cadet noncommissioned officers.
- Assisting cadets having difficulties with the AFJROTC program.
- Observing and evaluating the progress of the cadet corps in accomplishing its mission and advising the Cadet Group Command.

The Operations Squadron Commander (C/GP/DO) is responsible for:

- Squadron Commanders are responsible to the Group Commander for training, supervision and evaluation of their squadrons.

- Command of the unit during the absence of the cadet group commander.
- Assisting the Cadet Group Commander, or SASI/ASI, as directed, in scheduling cadets for field trips, base visits, and similar activities.
- Overseeing extracurricular activities including drill teams, and physical fitness team.
- Planning and coordinating extra-curricular and co-curricular activities with other school organizations and Army, Navy/Marine, and other Air Force JROTC units.
- Planning all corps related activities.
- Maintaining a complete record of all events and activities and assisting other members of the staff in the carrying out of those events or activities.
- Keeping the Cadet Group Commander informed of all activities with other school and JROTC organizations.

The Mission Support Squadron Commander (C/GP/MS) is responsible for

- Preparation, authentication, publishing, and distribution of unit publications including special orders, regulations, and other directives.
- Establishing and maintaining cadet records and the cadet database. Ensure the cadet records are promptly posted with changes in grade, rank, and other actions.
- Maintaining unit files.
- Serving as a member on cadet boards.
- Keeping the organizational chart and UMD current.
- Providing personnel records to the cadet personnel board if required.
- Training at least one cadet in the duties and responsibilities of this office.
- Updating the Merit/Demerit Log and posting a weekly report of individual and flight standings.
- Assisting the SASI in preparing and distributing Awards Banquet documents
- Filing written input from staff meetings
- Squadron Commanders are responsible to the Group Commander for training, supervision and evaluation of their squadrons.

The Logistics Officer (GP/LG) is responsible for:

- Assisting the ASI in the issue and turn in of accountable Air Force or school property.
- Assisting the ASI in the inventory and accountability of Air Force or school property.
- Maintaining accurate records of all accountable property.
- Providing guidance to the cadet staff on proper supply discipline.
- Maintaining a neat, clean, and functional logistics room.
- Insuring only authorized personnel have access to the logistics room.
- Supervise and train logistics staff in operation of the logistics room.

The Drill Team Commander (C/GP/DT) is responsible for:

- Commanders are responsible to the Group Commander for training, supervision and evaluation of their units.
- Serving as a member on cadet boards.
- Communicate with Superintendent to see how the team is progressing
- Training at least one cadet in the duties and responsibilities of this office.
- Ensure drill team members are properly trained, supplied, and scheduled for practices, drill meets and ceremonies.
- Communicate with corps and flight commanders to ensure drill proficiency of the corps.
- Make sure all drill and ceremonies equipment are maintained.
- Ensure that all equipment is properly maintained and organized for the use by the drill team.
- Oversee all school and civic functions as it pertains to drill team issues and events.
- Ensured that drill teams are properly promoted and receive all drill related accouterments like cords, berets, ribbons, and merits

The Color Guard Team Commander (C/CP/CG) is responsible for:

- Serving as a member on cadet boards.
- Communicate with Superintendent to see how the team is progressing
- Training at least one cadet in the duties and responsibilities of this office.
- Ensure color guard team members are properly trained, supplied, and scheduled for practices, drill meets and ceremonies.
- Make sure all color guard and ceremonies equipment are maintained.
- Ensure that all equipment is properly maintained and organized for use by the team.
- Oversee all school and civic functions as it pertains to color guard team issues and events.
- Ensure that color guard teams are properly promoted and receive all related accouterments like cords, berets, ribbons, and merits

Group Support Staff Position Job Descriptions

The Operations Squadron Superintendent (OP/SUPT) is responsible for:

- Attend and actively participate in staff meetings
- Carry out any assigned duties by the Operations Squadron Commander
- Ensure staff positions in the squadron

The Mission Support Squadron Superintendent (MS/SUPT) is responsible for:

- Attend and actively participate in staff meetings
- Carry out any assigned duties by the Mission Support Squadron Commander
- Ensure staff positions in the squadron
- Make read files for the group

Cadet of the Month

Purpose and Criteria. This award program promotes personal excellence and teamwork within the flight, each month. The Flight Commander of each aerospace science class recommends to the Cadet Corps Commander their outstanding cadet each month in a written recommendation not later than the 3rd staff meeting before the end of the month (3rd Friday of each month). The Deputy Corps Commander will convene a selection board that the nominee must meet and they will designate the award recipient. The Corps Commander/Deputy will not submit any cadet for selection. The award is based on the "whole person" concept which includes academic excellence; teamwork; cooperation with flight commander and instructors; uniform wear and personal appearance excellence; school, community, and corps involvement; and conduct.

Each "Cadet of the Month" award recipient will receive:

- A certificate of recognition
- Maximum publicity in school, community, and Corps publications
- A notification to parents
- Their picture will appear on the "Cadet of the Month" board in the JROTC Hallway
- Any other rewards as identified