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CHAPTER 1: CADET KNOWLEDGE

CADET KNOWLEDGE

Air Force Core Values

• Integrity First
• Service Before Self
• Excellence in All We Do

Cadet Honor Code

“I will not lie, cheat, or steal nor tolerate those who do”

AFJROTC Cadet Creed

I am an Air Force Junior ROTC Cadet.

I am connected and faithful to every Corps of Cadets who served their community and nation with patriotism.

I earn respect when I uphold the Core Values of Integrity First, Service before Self, and Excellence in All We Do.

I will always conduct myself to bring credit to my family, school, Corps of Cadets, community, and to myself.

My character defines me. I will not lie, cheat, or steal.

I am accountable for my actions and deeds.

I will hold others accountable for their actions as well.

I will honor those I serve with, those who have gone before me, and those who will come after me.

I am a Patriot, a Leader, and a Wingman devoted to those I follow, serve and lead.

I am an Air Force Junior ROTC Cadet.

AFJROTC Mission

“Develop Citizens of Character Dedicated to Serving Their Nation & Community”

FL-023 Mission

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

FL-023 Motto

Always Seen…Never Heard

THE AIR FORCE SONG

Off we go into the wild blue yonder, climbing high into the sun; Here they come zooming to meet our thunder, At ’em boys, Give ’er the gun! (Give ’er the gun now!) Down we dive, spouting our flame from under, Off with one helluva roar! We live in fame or go down in flame. Hey! Nothing’ll stop the U.S. Air Force
<table>
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<tr>
<td>C – Charlie</td>
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<td>D – Delta</td>
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<td>E – Echo</td>
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<td>F – Foxtrot</td>
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<td>G – Golf</td>
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<td>H – Hotel</td>
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<td>1100 hours – 11am</td>
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To convert military time, +/- 12 hours (ex: 1815 hours – 12 = 6:15pm or 5:55pm + 12 = 1755 hours)

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<td>Air University Commander</td>
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<td>Commander, Holm Center</td>
<td>Brigadier General Christopher J. Niemi</td>
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<td>Director of Air Force ROTC</td>
<td>Colonel Paul Lips</td>
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<td>AFJROTC Regional Director</td>
<td>Mr. Paul Keeping</td>
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<tr>
<td>Superintendent of Schools</td>
<td>Mr. Tim Egnor</td>
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<tr>
<td>Principal, Deland High School</td>
<td>Dr. Melissa Carr</td>
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<tr>
<td>Senior Aerospace Science Instructor</td>
<td>Major Edward Bustle</td>
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<td>1Sgt Daira Hall</td>
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<td>Cadet Wing Commander</td>
<td>C/ Colonel Gabrielle Hall</td>
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<td>Cadet Vice Wing Commander</td>
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<td>Cadet Wing Chief</td>
<td>C/ Chief Kate Spellacy</td>
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<td>Cadet Inspector General</td>
<td>C/ LT Colonel Matthew Lind</td>
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<tr>
<td>Operations Group Commander</td>
<td>C/ Major Hailey Artis</td>
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<tr>
<td>Operations Group First Sergeant</td>
<td>C/ Senior MSgt Tyler Walker</td>
</tr>
<tr>
<td>LDR Group Commander</td>
<td>C/ Major Justin Young</td>
</tr>
<tr>
<td>LDR Group First Sergeant</td>
<td>C/ Senior MSgt Asa Policke</td>
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</tbody>
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Uniform Standards

Female Hair

- Female Hair has no Minimum length, but it has a maximum hair bulk of 3 1/2 inches from the scalp. Hair may begin to gradually taper from one inch in length to ¼ inch in length approximately three inches from the hairline (no shaved heads, flat tops, etc.)
- Hair will end above the bottom edge of the collar and any side of an invisible line drawn parallel to the ground. Hair will not touch either eyebrow.
- Except in the CHWP uniform, hair lengths that would be below the bottom edge of the collar will be pinned-up with no loose ends i.e. ponytails.
- Braids, micro-braids, and cornrows are authorized. However, they must be a natural looking color for human beings like the individual's hair color; conservative and not present a faddish appearance.

Male Hair

- Hair will not exceed 1 ¼ 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.
- Male cadets may have mustaches; however, they will be conservative, not 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.
- Sideburns are authorized but will be straight and even width and will not extend below the bottom of the orifice of the ear opening.

AFJROTC Ranks

There are two types of ranking systems which are enlisted ranks (Airman basic - Chief Master Sergeant) and officer ranks (Second Lieutenant- Colonel). Among the enlisted ranking system there are three further classifications. Airman ranks (Airman Basic – Senior Airman), Non Commissioned Officers or known as NCOs (Staff Sergeant-Tech Sergeant), and Senior NCOs (Master Sergeant – Chief Master Sergeant). If a Senior NCOs rank has a diamond in the middle it means they hold the rank of First Sergeant. Disclaimer: Airman Basic has no Actual physical rank therefore it is not on the chart but it still exists.
Jewelry/Nail Polish
- A modest watch (black, brown, silver or gold), one modest bracelet, and a maximum of three rings square or circle are permitted for males and females.
- Females are permitted to wear one pair of small round, gold, silver, diamond, or pearl earrings.
- Cadets are permitted to wear necklaces if they are not visible.
- Tongue, nose, lip, eyebrow, or ear piercings anywhere other than on the lobe, are not permitted in any uniform. Nail polish of “extreme color, such as purple, gold, black, blue or any fluorescent color” is prohibited. Nail polish should be conservative in color such as taupe, light pink, or a French tip manicure.

Shoes and Socks
- Male and female cadets with the issued shoes MUST wear tall black socks.
- When wearing the skirt, females MUST wear Pantyhose that are neutral dark brown, black, off black or dark blue shades that complement the uniform and your skin tone.
- Females have the option of the issued shoes, which hold the same standards as the males, but also shined flats (slip-on) or heels (pumps no higher than 3 inches) are authorized. No faddish styles (extreme toes, pointed or squared, or extreme heel shape).
- **Shoes must be shined at high gloss at all times.**

Uniform Types
- The Service Dress uniform consists of the service coat, long or short sleeve shirt, necktie, and pants or skirts. All insignia, ribbons, badges, name tags, and cords (left shoulder) must be worn on the service coat.
- The Service uniform combination consists of the short sleeve shirt and the blue slacks/ skirt. The shirt must be tucked into the slacks/ skirt unless a female cadet is wearing the princess cut shirt.
- Cadets may wear a tie with the short sleeve shirt. If cadets are told to wear ties or tabs, they must wear ribbons with the Service uniform known as **Service Plus**.
- If cadets choose to wear the long sleeve blue shirt, they MUST wear a tie/tab and ribbons.

Gig Lines and Skirts
- The gig line aligns the shirt, belt buckle, and fly on the pants. The belt is threaded through **ALL** the loops to the left of the body for males, to the right of the body for females. When buckled, only the metal tab on the tip of the belt will show.
- The skirt MUST be no shorter than the top of the kneecap nor longer than the bottom of the kneecap. Pantyhose must be worn with the skirt (see shoes and socks section for specifics).

Nametags
- On the Service Dress coat, the name tag for both male and female uniforms MUST be centered on the right side between the arm seem and lapel with the bottom edge parallel to the top of the welt pocket.
• On the Service uniform, the female name tag is to be centered on the right side even with 1 ½ inch higher or lower than the first exposed button. The female’s anatomy will help to decide whether it should be below or above the first exposed button.
• On the Service uniform the male name tag should be centered on the right side between the top of the upper right pocket and the pocket button.

PT Uniform
• While wearing the PT uniform, adherence to the dress and appearance standards such as facial hair, hair bulk, headphones, jewelry, gum, and other Air Force standards MUST be adhered too.
• Except in the Cadet Health and Wellness Program (CHWP) uniform for females, hair lengths that would be below the bottom edge of the collar will be pinned-up with no loose ends i.e. ponytails.
• CHWP days are designated to be on Fridays unless told otherwise.
• The CHWP uniform consists of the following: JROTC pants, JROTC shirt, athletic shoes, and water bottle.
• Wearing the improper uniform or not having your CHWP uniform will result in a ZERO for the day.

Airman Battle Uniform (ABUs)
• ABUs are given to cadets by the discretion of the SASI or ASI.
• ALL hair, jewelry, nail polish, and Air Force standards are required while wearing this uniform.
• Blouses MUST be worn at ALL times except for the JROTC compound.
• Failure to wear ABUs or wear them properly may result in them being taken away.

Miscellaneous
• Headphones are not to be used while in uniform.
• ALL loose threads MUST be trimmed off.
• Hands are to be kept out of all pockets.
• Gum is not permitted while in uniform.
• NO Public Display of Affection (PDA) like kissing, holding hands, or hugging is allowed in any uniform!!

To see more information about uniform standards visit: http://www.delandhs.org/afjrotc
Once there download a copy of the cadet guide to learn more.

Drill Basics
• Drill: The orderly movement of a formation from one place to another.
• Parts of a Command: There are two part of a command the PREPARATORY COMMAND and COMMAND OF EXECUTION. For example when giving the command Forward March, Forward is the preparatory command (command preparing what to do) and March is the command of execution (telling you to execute the command).
• Commands: All commands MUST be called from the position of attention. When calling commands the individual should use their diaphragm to better pronounce commands to be better heard.
• **Stationary Movements:** Stationary drill consists of drill movements that are accomplished without marching. The drill positions of attention and parade rest are two perfect examples but are not the only ones. Some commands, such as present arms and order arms, can be accomplished while moving or while stationary.

• **Marching the Flight:** Drill movements COMMANDS MUST be given at the position of attention. When given the command to march you must step off on your left foot and stay on step with the other cadets in your formation. Staying on step means that your left or right foot is striking the ground the same time as everybody else’s.

• **Fall In and Fall Out:** To fall into any formation the command “fall in” must be given. To leave any formation the command “fall out” must be given.

### Important History and Knowledge

• **Air Force Birthday:** On **September 18th, 1947** the United States Air Force officially became an independent service.

• **FL-023 Birthday/AFJROTC Birthday:** The first AFJROTC programs were opened in **1966**. The Deland High School AFJROTC unit was created in **1967**.

• **Air Force Colors:** The colors that represent the Air Force are **Ultramarine Blue** and **Air Force Yellow**.

• **AFJROTC Lamp and Arrows:** The lamp on the AFJROTC patch means knowledge. The arrow on the AFJROTC patch means looking to the future.
CHAPTER 2: AFJROTC PROGRAM BASICS

WHAT IS AFJROTC?

❖ AFJROTC, which stands for Air Force Junior Reserve Officer Training Corps, (pronounced "core") is a program designed to develop citizens of character dedicated to serving their nation and community. AFJROTC is NOT a military recruiting program.

❖ AFJROTC is instructed by the Senior Aerospace Science instructor (SASI) and the Aerospace Science Instructor (ASI) and led by cadet leaders.

❖ The corps helps prepare students for (1) life outside of high school; (2) to become better citizens; (3) to learn personal responsibility, leadership, communication skills; and (4) to gain a sense of accomplishment.

❖ AFJROTC is designed to be a cadet-led program, with instructors who will guide and mentor. As such, cadets "EARN" everything in AFJROTC (uniforms, grades, ranks, ribbons, positions, etc.) based on their individual and team effort.

AEROSPACE SCIENCE LEVELS (AS100-AS400)

Cadets are classified by an Aerospace Science (AS) level depending on their year in the program. First year cadets are classified AS100 cadets, with second year cadets being classified AS200 level cadets, third year cadets AS300's and fourth year cadets being classified AS400 cadets respectively. Grade levels (9th, 10th, 11th, and 12th) do not correspond with AS levels. For example, a 10th grade student who is new to AFJROTC will be a first-year cadet and therefore be classified as an AS100 level cadet.

For each Aerospace Science level, the following items are MANDATORY:

❖ The wear of the AFJROTC blue uniform one day a week, which is issued at no cost to the cadet. While wearing the blue uniform, adherence to Dress and Appearance standards as outlined in AF Instruction 36-2903 are required.

❖ The wear of the PT uniform one day a week for PT, which is issued at no cost to the cadet. While wearing the PT uniform, adherence to Dress and Appearance standards as outlined in AF Instruction 36-2903 are required.

❖ The wear of the AFJROTC Airman Battle Dress one day a week, which is issued at no cost to cadet. While wearing the ABU, adherence to Dress and Appearance standards as outlined in AF Instruction 36-2903 are required.

❖ Attaining a D in JROTC to receive credit for the course.

For each Aerospace Science level, the following are HIGHLY ENCOURAGED/EXPECTED:

❖ Participate in AFJROTC co-curricular activities (Drill Team, Color Guard, APT, Cyber Patriot, Academic Challenge, Kitty Hawk, and/or Raider Fitness)

❖ Participate in AFJROTC Community Service events (parades, adopt-a-highway, food/clothing drives, etc.)

❖ Attain a B letter grade or higher in JROTC
ADMISSION, TRANSFER, AND DISENROLLMENT OF STUDENTS

1. Admission: To be eligible for membership and continuance in the AFJROTC program each cadet must be:
   a. Selected for membership by the SASI/ASI in coordination with school counselors
   b. Enrolled in/attending a regular course of instruction at Deland High School
   c. 9th grade or higher

2. Foreign Cadet – A citizen of a foreign country (an ally of the U.S.) may participate in the AFJROTC program if a representative of that student’s government provides a letter stating it does not object to such participation. Approval letters from the Principal and SASI must also be on file.

3. Transfer: Students from Army, Navy, or other AFJROTC units may transfer to the FL-023 program with full credit for documented training already received. This does not mean cadet rank attained in these programs will be transferred

4. Reserve Cadet – A cadet who has completed the entire AFJROTC program or who is not currently assigned to an AFJROTC course for a particular semester after completing at least one year and who has been given special permission by the SASI to remain with the program. Reserve cadets may participate in all AFJROTC activities (drill team, color guard, community service, etc.) and are issued a uniform if needed for the activity. Reserve cadets are required to wear the uniform on designated Blue’s Days and present themselves for inspection to the SASI/ASI before 1st period.

5. Disenrollment: Cadets will be dis-enrolled from AFJROTC as determined by the SASI and the Principal. A cadet may be dis-enrolled for any of the following reasons:
   a. Failure to maintain acceptable course standards: e.g. haircut, grooming, improper wear of uniform, homework, responsibility, etc.
   b. Inaptitude, indifference to training, disciplinary reasons, or reasons involving undesirable character traits
   c. Failure to remain enrolled in school
   d. Failure/refusal to wear the uniform three times during the semester will result in removal and a failing grade for the course
   d. Parental request for release
CADET EXPECTATIONS

Work Ethic: During your time as a cadet, you should expect to learn what it means to be a “citizen of character.” As AS100 level cadets, you will be closely supervised, counseled, inspected, and instructed. As AS200/300/400 level cadets, you will be expected to assist instructors in the conduct of our program as part of your citizenship and leadership education. Your success in the program will depend on your performance and involvement.

High Standards: As a cadet you’ll have to abide by Air Force standards of integrity, service and excellence. You’ll have to march; stand at attention in the classroom; treat yourself and others with respect; render salutes or greetings; and abide by Air Force Instructions. Teachers, administration, and counselors expect more from AFJROTC cadets and you must deliver.

Citizenship: You will learn what this means and how to conduct yourself both in school and out of school. Being a “citizen of character” includes being honest, responsible, handling oneself in times of conflict, respect, having a positive attitude, high morale, and taking pride and setting the example for others to follow.

Leadership/Followership: You will learn many things about Air Force leadership, management, and followership. As AS100/200 cadets, you will learn more about being a good follower. As AS300/400 cadets, you will learn more about leadership through training and application. In the end, you will develop a strong sense of honor, pride, professionalism, attention to detail, teamwork, and sense of commitment to your flight, corps and community. To learn how, cadets will not refer to one another by first name. They will refer to each other as Cadet and Last Name or Mr./Ms. and Last Name. Cadets raise their hand and wait to be called upon to speak. Cadets include a “sir/ma’am” when speaking with instructors, and cadet officers/senior NCOs who outrank them.

Conduct: Cadets are expected to always be respectful professionals in their thoughts, words, and actions. Harassment of other cadets will not be tolerated, whether it is sexual, racial, or religious in nature. No cadet should be subjected to unwanted comments or actions by another cadet. This is a zero-tolerance policy!

Cadets cannot be punished with physical discipline of any kind while in or out of class. This includes push-ups, sit-ups, and running for the sole purpose of punishment.

Hazing or initiation of any kind is strictly forbidden. This includes any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are, or include, other students. This will also include any cyber bullying which may take place during the school or outside of school which directly affects the educational and learning process.
**Accountability:** You will be held accountable for your actions, both positively and negatively. As AS100 cadets, you will be held accountable for individual actions. AS 200/300/400 cadets are held accountable for themselves, and those they lead. Refer to chapter 4 of this handbook for specifics on Accountability.

**Cleanliness:** Cadets will ensure that desks are in proper alignment and the area is neat and clean before leaving the classroom. Additionally, cadets will ensure all JROTC common areas, such as the office, logistics and PT portables, are neat, clean and trash is disposed of in appropriate receptacle.

**ENTERING THE CLASSROOM**

Our unique environment and approach to education and preparedness for what lies beyond high school begins with how cadets enter the classroom. The following procedures are provided to assist in our approach:

As the cadet enters the classroom, they are to place their planner and a pen/pencil on their desktop, securing all other items below their desk and remain standing. The cadet will then come to the position of Parade Rest as the final bell rings. The Flight Commander and Flight Sergeant take their places in the front of the room, with Element Leaders locating themselves in the front of their respective row. Then will report into the Flight Sergeant. All other cadets will sit in their assigned seat, which corresponds to their Element Leader.

With the final bell, the SASI/ASI/or Flight Commander/Sergeant will begin to take attendance by either calling individual cadet names or asking the Element Leader to report any absent cadet.

If cadet names are called individually, the cadet will come to the position of Attention and answer "PRESENT, SIR/MA'AM," then return to Parade Rest.

If the Flight Sergeant asks the Element Leader to report, the Element Leader will come to position of Attention and answer either, "ALL PRESENT SIR/MA'AM," or "SIR/MA'AM, THE FOLLOWING CADETS ARE NOT PRESENT": (and provide the names). The Flight Sergeant will report to the Flight Commander who the missing cadets are and provide to the ASI/SASI.

Once attendance is complete, the Flight Commander will say, "FLIGHT, ATTENTION" and lead the class in the Pledge of Allegiance, followed by one or more items of the Cadet Knowledge (mission, motto, core values, AF Song, etc.). Cadets choosing to NOT recite the Pledge of Allegiance shall remain at the position of Attention and be silent. If asked to recite any other item, all cadets MUST participate. Upon completion, the Flight Commander will instruct the cadets to take their seats, by saying, "SEATS."

Once seated, cadets are expected to sit at the position of Attention until given the command, "AT EASE." During this time, the Flight Commander or other members of the flight will have the opportunity to provide information or make announcements. ("AT EASE" does not mean cadets should be slouched in their seats or can talk freely).
CHAPTER 3: CURRICULUM

The AFJROTC curriculum consists of the following three elements and the required instruction percentages as outlined by Headquarters, Air Force JROTC:

❖ Aerospace Science coursework (40%)
❖ Leadership coursework (40%)
❖ Cadet Health and Wellness coursework (20%)

The Aerospace Science (AS) Curriculum is the portion of the overall AFJROTC curriculum that provides insight into air and space power. The AS curriculum introduces students to air and space leaders, the development of technologies and its uses in history. In addition, the AS curriculum provides a look at how the global community works together and the importance of understanding culture and community. Lastly, the AS curriculum includes Management of the Cadet Corps, enabling cadets to serve as student leaders in the conduct of the overall program as well as all cadets in the accomplishments of our many activities.

The Leadership (LE) Curriculum is the portion of the overall AFJROTC curriculum that develops leadership skills and acquaints students with the practical application of life skills. The leadership education curriculum emphasizes discipline, responsibility, leadership, followership, citizenship, customs and courtesies, cadet corps activities, study habits, time management, communication skills, career opportunities, life skills, financial literacy, management skills and drill and ceremonies.

The Cadet Health and Wellness Program (CHWP) curriculum is the portion of the overall AFJROTC curriculum that focuses on fitness, nutrition, and why maintaining a fit and healthy lifestyle is important for the future.

Based on these requirements, our weekly lesson plans will ensure we maintain the required percentages of Aerospace Science, Leadership and Cadet Health and Wellness requirements. Outlined below contains our "normal" weekly flow of events, classes, and activities.

❖ Monday: Academics (Aerospace Science or Leadership)
❖ Tuesday: Academics (Aerospace Science or Leadership)
❖ Wednesday: Blues Day (Leadership)
❖ Thursday: Leadership Education/Management of the Cadet Corps
❖ Friday: Cadet Health and Wellness

The following courses will be assigned to cadets depending on their Aerospace Science (AS) level: To completely enjoy the benefits of a cadet led program, students of all AS levels are assigned to each class period. This allows for more experienced cadets to work with, and mentor, less experienced cadets under the supervision of the SASI and ASI.

During Academic Days, which will normally be held on Monday and Tuesday, the same AS or LE curriculum as outlined below, will be taught regardless of AS level. On these days, the SASI/ASI will be leading class, with the help of senior cadets, and providing courses of instruction.

Wednesday is the expected day when the Air Force Blue Uniform in a designated combination will be worn. Friday is the designated day when the Air Force Physical Fitness Uniform (AFPTU) is expected to be worn. Deviations to these days, or uniforms, will be at the discretion of the SASI/ASI.
AEROSPACE SCIENCE LEVELS & COURSE NUMBERS:

AEROSPACE SCIENCE 1 (AS100) (1.0)
9,10,11,12 1800300/LPA : No prerequisite

AEROSPACE SCIENCE 40%: A Journey into Aviation History
This course is designed to acquaint the student with the historical development of flight and the role of the military in history.

LEADERSHIP 40%: Citizenship, Character, and the Air Force Tradition
The course introduces cadets to the AFJROTC program providing a basis of progression through the rest of the AFJROTC program while instilling elements of good citizenship. The cadets will conduct drill one day a week.

WELLNESS 20%:
The wellness program focuses on nutrition, exercise, and physical activities.

AEROSPACE SCIENCE II (AS200) (1.0)
10,11,12 1800310/LPA: AS100 is a prerequisite

AEROSPACE SCIENCE 40%: The Science of Flight
The purpose of this course is to enable students to develop knowledge of the aerospace environment, human requirements for flight, principles of aircraft flight and navigation.

LEADERSHIP 40%: Communication, Awareness and Leadership
Information is provided on communicating effectively; understanding groups and teams; preparing for leadership; solving conflicts and problems; and personal development. The cadets will drill one day a week.

WELLNESS 20%:
The wellness program focuses on nutrition, exercise, and physical activities.

AEROSPACE SCIENCE III (AS300) (1.0)
11,12 1800320/LPA: AS200 is a prerequisite

AEROSPACE SCIENCE 40%: Cultural Studies: An Introduction to Global Awareness
This is a customized course about the world’s cultures. It introduces students to the world’s cultures through the study of world affairs, regional studies, and cultural awareness.

LEADERSHIP 40%: Life Skills and Career Opportunities
This course will be helpful to students deciding which path to take after high school. Information on how to apply for admission to college or a vocational/technical school is included. The cadets will drill one day a week.

WELLNESS 20%:
The wellness program focuses on nutrition, exercise, and physical activities.

AFJROTC AEROSPACE SCIENCE IV (AS400) (1.0)
12 1800330/LPA: AS300 is a prerequisite

AEROSPACE SCIENCE 40%: Exploring Space: The High Frontier
This is a science course that includes the latest information available in space science and space exploration. The course begins with the study of the space environment from the earliest days of interest in astronomy and early ideas of the heavens, through the Renaissance, and on into modern astronomy.

LEADERSHIP 40%: Principles of Management
Students are provided exposure to the fundamentals of management. They will learn the techniques and skills involved with planning and decision-making. They will know the importance of managing change, stress, and innovation. Cadets will drill one day a week.

WELLNESS 20%: The wellness program focuses on nutrition, exercise, and physical activities
AFJROTC AEROSPACE LEADERSHIP ED / DRILL ONLY CLASS _______ V (1.0)
9-12th grade 1800400/LPD: Prerequisite: Recommendation of SASI/ASI

AEROSPACE SCIENCE 40%:
This course is a joint cooperative effort between the U.S. Air Force and the secondary school system. All Air Force JROTC programs consist of extensive practical application demonstrating “hands-on” performance in community support activities

LEADERSHIP 40%:
Course content includes: leadership theory, drill and ceremonies, hygiene, first aid, oral communication techniques, effective study habits, and safety. Cadets will drill 3+ days.

WELLNESS 20%:
The wellness program focuses on nutrition, exercise, and physical activities.

COURSE SYLLABI:
GENERAL: The AFJROTC program can be completed academically in 3 or 4 school years.

SYLLABI: The syllabi for the FL-023 academic courses are shown on the following pages. Point values and totals are for planning purposes only. The ASI staff reserves the right to adjust course content depending upon class requirements.

Aerospace Science I Course Syllabus
COURSE NAME: A Journey into Aviation History
CREDIT HOURS: Credited towards one PE/Health and/or Elective Credit
INSTRUCTOR’S NAME: Major Edward Bustle, MSgt Fortino Garcia & MSgt Daira Hall
REQUIRED TEXT: A Journey into Aviation History, 2007
COURSE DESCRIPTION: Students will be introduced to the history of aviation with particular emphasis on the portions of aviation history having to do with the accomplishments of the United States. The periods covered will begin with aviation in early history and conclude with an examination of World War II and its impacts on today’s world.

COURSE OBJECTIVES: Know the historical facts and impacts of early attempts to fly; the major historical contributions to the development of flight; and the contributions of legends or airpower through the conclusion of the Second World War
UNIFORM DAY: AF Blue Uniform is worn Wednesday. PT uniforms will be worn on Friday.
COURSE EVALUATION PERCENT (100% TOTAL):
Daily Work 10%
Mid-Term/Final 40%
Uniform Inspections 30%
Participation (Drill/Physical Fitness) 20%
Aerospace Science II Course Syllabus
COURSE NAME:  The Science of Flight
CREDIT HOURS:  Credited towards one PE/Health and/or Elective Credit
INSTRUCTOR’S NAME:  Major Edward Bustle, MSgt Fortino Garcia & MSgt Daira Hall
REQUIRED TEXT:  The Science of Flight; 2012
COURSE DESCRIPTION:  Students will be introduced to the science of flight to acquaint them with the aerospace environment, the human requirements of flight, the principles of flight, and the principles of navigation.
COURSE OBJECTIVES:  Students will know about the atmosphere environment, basic human requirements for flight, how Bernoulli’s Principle and Newton’s Laws of Motion are applied to aviation, the basic forces at work on an aircraft in flight, and the basic elements of navigation, to include basic navigational principles and basic flight instruments.
UNIFORM DAY:  AF Blue Uniform is worn Wednesday.  PT uniforms will be worn on Friday.
COURSE EVALUATION PERCENT (100% TOTAL):
Daily Work 10%
Mid-Term/Final 40%
Uniform Inspections 30%
Participation (Drill/Physical Fitness) 20%

Aerospace Science III Course Syllabus
COURSE NAME:  Cultural Studies: An Introduction to Global Awareness
CREDIT HOURS:  Credited towards one PE/Health and/or Elective Credit
INSTRUCTOR’S NAME:  Major Edward Bustle, MSgt Fortino Garcia & MSgt Daira Hall
REQUIRED TEXT:  Cultural Studies: An Introduction to Global Awareness; 2010
COURSE DESCRIPTION:  Cultural Studies is a multidisciplinary course that introduces students to various regions of the world from a geographic, historical and cultural perspective. The course provides increased international awareness and insight into foreign affairs that permits a more educated understanding of other cultures and enhanced knowledge of America’s interests and role in the world.
COURSE OBJECTIVES:  Students will know how cultural, geographic and economic factors have shaped Europe; how religion, resources, conflict, external intervention and other cultural factors have influenced the modern day Middle East; how religion, institutions, ethnicity, history, population and outside influences have impacted South Asia; know the role cultural traditions, social issues, communism, war and U.S. interests played in shaping East Asia; how diverse cultures, European colonialism and the slave trade, war, famine and other factors have affected Africa over the centuries; and how cultural diversity, environmental issues, volatile politics and U.S. interests impacted Latin America.
UNIFORM DAY:  AF Blue Uniform is worn Wednesday.  PT uniforms will be worn on Friday.
COURSE EVALUATION PERCENT (100% Total):
Daily Work 10%
Mid-Term/Final 40%
Uniform Inspections 30%
Participation (Drill/Physical Fitness) 20%
Aerospace Science IV Course Syllabus
COURSE NAME: Exploring Space: The High Frontier
CREDIT HOURS: Credited towards one PE/Health and/or Elective Credit
INSTRUCTOR’S NAME: Major Edward Bustle, MSGt Fortino Garcia & MSGt Daira Hall
REQUIRED TEXT: The Exploration of Space, 2012
COURSE DESCRIPTION: This course will look specifically at the United States’ manned space programs and the problems involved in departing the Earth for space travel, both in orbit and for interplanetary purposes.
COURSE OBJECTIVES: Students will be introduced to the history of space travel and will come to know the key concepts involved in getting from the surface of the Earth into Earth orbit and to departing Earth orbit for exploration in the farther reaches of space.
UNIFORM DAY: AF Blue Uniform is worn Wednesday. PT uniforms will be worn on Friday.
COURSE EVALUATION PERCENT (100% TOTAL):
Daily Work 10%
Mid-Term/Final 40%
Uniform Inspections 30%
Participation (Drill/Physical Fitness) 20%

Management of the Cadet Corps Course Syllabus
COURSE NAME: Management of the Cadet Corps
CREDIT HOURS: Credited towards one PE/Health and/or Elective Credit
INSTRUCTOR’S NAME: Major Edward Bustle, MSGt Fortino Garcia & MSGt Daira Hall
REQUIRED TEXT: No specific textbook; extracts from the Aerospace Science and Leadership Education textbooks are used for coursework
COURSE DESCRIPTION: Students are exposed to the principles of management, followership and leadership through a series of leadership laboratories/projects.
COURSE OBJECTIVES: Overall improvement in leadership, followership and management. Students will be placed into leadership positions, where they will learn to lead other cadets in the accomplishment of cadet-outlined goals, objectives, and projects.
UNIFORM DAY: AF Blue Uniform is worn Wednesday. PT uniforms will be worn on Friday.
COURSE EVALUATION PERCENT (100% TOTAL):
Daily Work 10%
Mid-Term/Final 40%
Uniform Inspections 30%
Participation (Drill/Physical Fitness) 20%

Leadership Education I Course Syllabus
COURSE NAME: Citizenship, Character, and Air Force Tradition
CREDIT HOURS: Credited towards one PE/Health and/or Elective Credit
INSTRUCTOR’S NAME: Major Edward Bustle, MSGt Fortino Garcia & MSGt Daira Hall
REQUIRED TEXT: Leadership Education I
COURSE DESCRIPTION: Students will be introduced to the organization and history of Air Force JROTC, customs and courtesies of the U.S Air Force, character development, proper wear of the uniform, stationary and moving drill, health and wellness, fitness, citizenship, communication and problem solving in team situations.
COURSE OBJECTIVES: Students will become more aware of the personal behavior and how choices they make affect their lives both positively and negatively. Students will become more disciplined and be able to respond to commands using drill as a basis to teach this area.
Students will become better citizens by learning about the U.S. Flag, the Constitution of the United States, and participating in community service projects formulated by the class.

**UNIFORM DAY:** AF Blue Uniform is worn Wednesday. PT uniforms will be worn on Friday.

**COURSE EVALUATION PERCENT (100% TOTAL):**
- Daily Work 10%
- Mid-Term/Final 40%
- Uniform Inspections 30%
- Participation (Drill/Physical Fitness) 20%

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**Leadership Education II Course Syllabus**

**COURSE NAME:** Communication, Awareness, and Leadership  
**CREDIT HOURS:** Credited towards one PE/Health and/or Elective Credit  
**INSTRUCTOR’S NAME:** Major Edward Bustle, MSgt Fortino Garcia & MSgt Daira Hall  
**REQUIRED TEXT:** Leadership Education II  
**COURSE DESCRIPTION:** Information is provided on communicating effectively; understanding groups and teams; preparing for leadership; solving conflicts and problems; and personal development.  
**COURSE OBJECTIVES:** Cadets will become aware of communication techniques and be able to demonstrate proper etiquette. Cadets will learn about AF leaders, styles, and how to conduct themselves when placed in leadership positions.  
**UNIFORM DAY:** AF Blue Uniform is worn Wednesday. PT uniforms will be worn on Friday.

**COURSE EVALUATION PERCENT (100% TOTAL):**
- Daily Work 10%
- Mid-Term/Final 40%
- Uniform Inspections 30%
- Participation (Drill/Physical Fitness) 20%

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**Leadership Education III Course Syllabus**

**COURSE NAME:** Life Skills and Career Opportunities  
**CREDIT HOURS:** Credited towards one PE/Health and/or Elective Credit  
**INSTRUCTOR’S NAME:** Major Edward Bustle, MSgt Fortino Garcia & MSgt Daira Hall  
**REQUIRED TEXT:** Leadership Education III  
**COURSE DESCRIPTION:** Students will be exposed to career planning with an emphasis in personal choices/preference as it relates to a career. Careers in the military are also explored. Students are also taught financial planning using the National Endowment for Financial Education High School Financial Planning Program.  
**COURSE OBJECTIVES:** Students will become more aware of jobs vs. careers throughout their lives. Emphasis on personal financial responsibility is emphasized as students explore consequences of becoming financially irresponsible. Students are taught how to create a financial plan, balance a checkbook, read a pay stub, fill out financial documents and learn about banking.  
**UNIFORM DAY:** AF Blue Uniform is worn Wednesday. PT uniforms will be worn on Friday.

**COURSE EVALUATION PERCENT (100% TOTAL):**
- Daily Work 10%
- Mid-Term/Final 40%
- Uniform Inspections 30%
- Participation (Drill/Physical Fitness) 20%
Leadership Education IV Course Syllabus
COURSE NAME: Principles of Management
CREDIT HOURS: Credited towards one PE/Health and/or Elective Credit
INSTRUCTOR’S NAME: Major Edward Bustle, MSgt Fortino Garcia & MSgt Daira Hall
REQUIRED TEXT: Leadership Education IV
COURSE DESCRIPTION: Students are provided exposure to the fundamentals of management. They will learn the techniques and skills involved with planning and decision-making.
COURSE OBJECTIVES: Cadets will understand the importance of managing change, stress, and innovation.
UNIFORM DAY: AF Blue Uniform is worn Wednesday. PT uniforms will be worn on Friday.
COURSE EVALUATION PERCENT (100% TOTAL):
Daily Work 10%
Mid-Term/Final 40%
Uniform Inspections 30%
Participation (Drill/Physical Fitness) 20%

Cadet Health and Wellness Course Syllabus
COURSE NAME: Cadet Health and Wellness Program (CHWP)
CREDIT HOURS: Credited towards one PE/Health and/or Elective Credit
INSTRUCTOR’S NAME: Major Edward Bustle, MSgt Fortino Garcia & MSgt Daira Hall
REQUIRED TEXT: No specific textbook; extracts from Leadership Education textbook are used for wellness education
COURSE DESCRIPTION: Students are exposed to the benefits of good lifestyle choices through lessons in wellness, diet, and exercise. They also conduct a year-long exercise regimen designed to improve overall health in conjunction with other dietary and lifestyle choices.
COURSE OBJECTIVES: Overall improvement in student fitness. Cadets begin the year by establishing a baseline of the Presidential Fitness Test, which includes push-ups, sit-ups, shuttle run, V-sit/reach, and 1-mile run. The baseline is used to document cadet data for each area. Throughout the year, cadets receive instruction in diet, stress management, rest, and other lifestyle choices in addition to weekly PT activity. At the midpoint and end of the academic year, assessments are made using the same series of exercises to determine success or continued areas for improvement.
UNIFORM DAY: AF Blue Uniform is worn Wednesday. PT uniforms will be worn on Friday.
COURSE EVALUATION PERCENT (100% TOTAL):
Daily Work 10%
Mid-Term/Final 40%
Uniform Inspections 30%
Participation (Drill/Physical Fitness) 20%
Drill and Ceremonies Course Syllabus

COURSE NAME: Drill and Ceremonies
CREDIT HOURS: Credited towards one PE/Health, Fine Art, and/or Elective Credit.
INSTRUCTOR'S NAME: Major Edward Bustle, MSgt Fortino Garcia & MSgt Daira Hall
REQUIRED TEXT: AF Manual 36-2203
COURSE DESCRIPTION: Students are exposed to the drill and ceremony as an opportunity to work together as a team.
COURSE OBJECTIVES: Overall improvement in teamwork, leadership, followership and communication. Students will be taught basic drill movements, and more complex drill sequences to demonstrate how effective communication is needed to guide teams to accomplishing tasks and objectives.
UNIFORM DAY: AF Blue Uniform is worn Wednesday. PT uniforms will be worn on Friday.
COURSE EVALUATION PERCENT (100% TOTAL):
- Daily Work 10%
- Mid-Term/Final 40%
- Uniform Inspections 30%
- Participation (Drill/Physical Fitness) 20%

GRADING:
A variety of grading opportunities will be used to determine the cadet’s classroom grade. Please note that only "in-class" activities will be used to comprise the grade submitted on the report card.

Grades will include, but not be limited to:
- Uniform wear compliance (to include Dress and Appearance)
- Participation during class
- Worksheets
- Presentations
- Quizzes, exams

Grades for progress reports and report cards are as follows:
- A = 90% to 100%
- B = 80% to 89%
- C = 70% to 79%
- D = 60% to 69%
- F = Below 60%

It is the responsibility of the cadet to communicate with cadet leaders and their instructors during any absences. If a cadet knows he/she will be absent in advance, especially on Blues Day, they should make every effort to wear the uniform prior to the absence.

Make Up Policy

Cadets are afforded one-week to complete any missing assignments. Should a cadet miss an academic day, they are to read the covered chapter and answer the questions at the end of the chapter. Should a cadet miss a CHWP day, they are to research a health and wellness article, and present the material to their flight. Cadets will either provide the article with their summary or provide the source of their article (e.g. URL/web site). Should a cadet miss a Blue uniform day, they are to wear the uniform the first day back from their absence.
CHAPTER 4: CADET ACCOUNTABILITY

Accountability is a major aspect of AFJROTC and life in general. A cadet may be held accountable in a positive or negative fashion depending on his/her actions. The following chapter outlines how accountability measures will be applied for FL-023 cadets.

Positive Accountability
Accountability in a positive fashion will be recognized as cadets demonstrate behavior and attitude above and beyond what is expected and set forth by the SASI/ASI and the Cadet Leadership team. CAB meeting will be encouraging, thanking the cadet for their positive attitude and leadership.

Negative Accountability
Accountability in a negative fashion will be brought forth and dealt with in an expedient, yet dignified manner, and serves to re-direct cadet behavior and attitude. As such, it is best to resolve negative behavior and attitude at the lowest level possible. However, during certain circumstances, issues must be brought forward to the SASI/ASI and Cadet Leadership Team. The following outlines Types of Negative Behavior and suggested Levels of Accountability.

TYPES of Negative Behavior (Included but not limited to):
Type 1: Talking back to cadets; tardiness; phones in class; and uniform infractions
Type 2: Insubordination to teacher/fellow cadet (talking back, cursing)
Type 3: Stealing; Harassment/Bullying; Fighting; Lying; Cheating; Skipping Class

LEVELS of Accountability Measures
Level 1: Verbal Warning
Level 2: Written essay
Level 3: Written and oral presentation to the class
Level 4: Demotion or Removal from AFJROTC program

The severity of the accountability measure will depend on which type and/or frequency of behavior exhibited.

For example: If a cadet commits a Type 1 behavior, such as tardiness, a Level 1 measure (verbal warning) would be appropriate. However, if the cadet has repeated tardiness, a Level 2 or higher measure may be in order.

Accountability Procedures
Each cadet will be provided 2 AETC Form 341. One form will have their information filled out (name, flight, etc) and the other will be blank. Cadets are EXPECTED to carry both forms with them each day on their person/in their AFJROTC planner.

Should a community member, teacher, or fellow cadet witness behavior above and beyond what is expected, they should ask the cadet for their AETC Form 341, complete the form, and send to the AFJROTC portables. If no AETC Form 341 is available, the individual may email, call, or write to the AFJROTC instructors.

Received information will be reviewed by the SASI/ASI & Group CC/CD/CCC with a decision being made to invite the cadet to a CAB or if the instructors will handle directly.
Cadet Accountability Board (CAB)

CAB will meet on a need be basis.

Accountability measures for cadet officers will have the following CAB members present:
- SASI/ASI – Advisor
- Vice Wing Commander – Chair
- Group Commanders - Members

Accountability measures for cadet enlisted members will have the following CAB members:
- SASI/ASI – Advisor
- Vice Wing Commander – Chair
- Wing Command Chief – Member
- Squadron First Sergeants – Members

*Note: If the accountability measure relates to one of the above listed members, the board will be adjusted accordingly. For example, if a Group commander is being requested to come before the CAB for either a positive or negative reason, the Wing Commander will serve as Chair, with the Vice Wing Commander serving as a Member. In this case, the other two Group Commanders will not be included.

Upon completion of the CAB, a decision will be rendered, in the case of a negative CAB. Should the cadet be unwilling to perform the action required, the SASI/ASI will meet with the cadet, and possibly parents/guardians, to determine the appropriate course of action, which may include disenrollment from the program.

Cadet Accountability Board (CAB) Form

<table>
<thead>
<tr>
<th>EXCELLENCE/DISCREPANY REPORT</th>
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<tr>
<td>LAST NAME - FIRST NAME - MIDDLE INITIAL</td>
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<tr>
<td>ORGANIZATION</td>
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<tr>
<td>EXCELLENCE/EXHIBITED DISCREPANCY (Be specific)</td>
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<td>TIME</td>
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<td>PRINTED NAME OF REPORTING INDIVIDUAL</td>
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AETC IMT 341. 15930761, V2

PREVIOUS EDITION MAY BE USED
CHAPTER 5: Cadet Uniform Requirements

Uniform Wear Philosophy:
Wear of the Air Force uniform represents a sense of pride, professionalism, attention to detail, leadership, followership, and teamwork. It DOES NOT represent the sentiment of recruitment or military service obligation.

Cadets will EARN the right and privilege to wear the Air Force uniforms that will be issued, free of charge. The two types of uniforms the cadets will be issued, and will be MANDATORY to wear are the Air Force Service Dress Uniform and the Physical Training Uniform (AFPTU):

❖ Air Force Service Dress Uniform: Service Coat, light-weight blue coat, short-sleeve blue shirt, tie/tab, white V-neck t-shirt, pants/skirt, belt with silver buckle, black socks, flight cap, nametags (blue and silver), and black shoes
❖ Airman Battle Uniform: Blouse, shirt, pant, belt, sage green socks, boots, nametag and hat.
❖ Air Force PT Uniform: Air Force t-shirt, shorts, sweatshirt and sweatpants

In order to EARN the right to wear the uniform, the cadets must complete and know the following items. These requirements are designed to prepare cadets to answer questions with confidence should they be asked on and/or off campus:

AFPT Uniform: Return Cadet Health and Wellness Form and set personal goals

Air Force Service Dress Uniform: Cadets must pass testing of the following:
❖ Mission of AFJROTC
❖ Mission of FL-023
❖ Cadet Creed
❖ Cadet Honor Code
❖ Air Force Song
❖ Chain of Command
❖ Dress and Appearance
❖ Basic Drill

Uniform Wear Requirements:
Each Wednesday is our designated "Blues Day" or service uniform day. All cadets are expected to properly wear the AFJROTC uniform within military and JROTC standards the ENTIRE school day. If a cadet changes out of their uniform without prior approval from the SASI/ASI, the student’s grade will be changed to a ZERO.

Each Friday is our designated "PT" day. Cadets are expected to wear the issued AFPTU, with appropriate athletic shoes and socks and be in compliance with military and JROTC standards.

Each Monday is our designated “ABU” day. Cadets are expected to wear their issued ABU and be in compliance with military and JROTC standards.

Deviations to the uniform type or schedule will be at the discretion of the SASI/ASI.

Uniform Wear Grading:
Cadets receive a grade (max of 100 points) for each service uniform wear. If cadets show up to class on the designated uniform wear day, and are not in the appropriate uniform they will receive a grade of “0.” They must make-up the missing day before the next Blues Day to receive credit. Failure to do so will result in the “0” remaining as the grade.

If a cadet knows he/she will be absent on Blues Day, they should make every effort to wear the uniform prior to their absence. However, to receive any credit, they MUST wear the uniform their first day back to school. If the absence is excused, and the cadet wears the uniform the following day, they may receive up to full credit.
If a cadet is absent on Friday during our PT uniform wear day, they will receive a grade of "0" if their absence is unexcused. In order to receive credit for the missed PT day, cadets must research a health article and write a one paragraph summary, supplying the article and paragraph before the next PT day. Failure to do so will result in the "0" remaining.

**Uniform Inspections and Grading:**

On Blues Day, cadets will be graded on dress, appearance, and participation. Uniform inspections will take place, with points deducted for dress and appearance discrepancies. Depending on the cadets AS level, higher points will be deducted for each discrepancy.

<table>
<thead>
<tr>
<th>Cadet Name</th>
<th>Cover (-5)</th>
<th>Hair (-15)</th>
<th>Tattoos/Jewelry (-5)</th>
<th>Facial hair (-15)</th>
<th>Accoutrements (-5)</th>
<th>Shirt/collar/tie/tab (-10)</th>
<th>Hygiene/Collar (-10)</th>
<th>Skirts/Pants/gig line (-10)</th>
<th>Shoes/socks/nylons (-10)</th>
<th>Buttons/Zipppers (-5)</th>
<th>Bearing (-10)</th>
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On PT Days, cadets will be graded on dress, appearance, and participation. Cadets must participate in PT unless they have a written excuse from a parent/legal guardian or doctor in
advance. Not dressing out in AFPTU, will result in a minimum 50 point deduction out of a 100 points. Additionally, not participating in PT activities will result in a minimum 50 point deduction out of a 100 points. SASI/ASI will be the authority on point deduction.

**Dress and Appearance Requirements:**

Wearing any Air Force uniform combination is a privilege and all cadets MUST strive to present a professional image. Cadets MUST ensure their uniforms are neat, clean, and serviceable and that grooming standards, in accordance with Air Force Instruction 36-2903, are strictly followed. This requirement is mandated by HQ Air Force JROTC and will be adhered to by instructors and cadets.

Keep in mind, many do not know you are high school students, and as such, treat you as a member of the Armed Services. Honoring our service members and those who gave the ultimate sacrifice by properly wearing the uniform and being in appropriate dress and appearance standards should be of paramount consideration.

Cadets are not permitted to wear the uniform except on the specified uniform days and then only during school hours, for AFJROTC activities, and enroute to and from school. Cadets desiring to wear the uniform on other occasions must have the permission of the SASI/ASI. Unauthorized wear or the uniform or distinctive items of the uniform is prohibited and punishable under federal law. The uniform will not be worn if hitchhiking, demonstrations, political rallies, or if assigned to Alternative Education (AE)/In-School Suspension, or at other times that the environment would bring discredit to the AFJROTC unit, program, or the U.S. Armed Services.

Non-JROTC insignia, badges, ribbons and accessories will not be worn on the uniform. The official Air Force name tag, ranks, and badges must be worn at all times; authorized ribbons must be worn on the Class A jacket but are not required while wearing Class B. **DO NOT** MIX ITEMS OF THE UNIFORM WITH CIVILIAN CLOTHING!!

**HEADGEAR:**

- Flight cap- worn slightly to the right with vertical crease of the cap at the center of the forehead in a straight line with the nose and at a point approximately one inch above the eyebrows. The crown is not crushed.
- Beret- only to be worn by appointed members of the unarmed exhibition. Position the headband straight across the forehead one inch above the eyebrows then drape the top towards right ear and stiffener align the insignia above the left eye.

Headgear is always worn outdoors, except when bowed in prayer, while inside of the “Dog Bowl,” or inside the FL-023 compound. Headgear is not normally to be worn inside, unless in formation or part of drill and ceremony team (e.g. Color Guard). When it is not being worn, the flight cap should be tucked under the belt and lay flat against the pants. Berets are to be carried, do not try and tuck the beret under the belt or under the shoulder epaulet. Wearing the headgear while riding in or operating a vehicle is optional.
PERSONAL GROOMING AND HYGIENE:
Cadets are expected to be properly groomed and have appropriate hygiene when wearing any Air Force issued uniform. The following highlights are provided to assist cadets. Please refer to AFI 36-2903 for further grooming requirements:

Male Hair and Facial Hair:
Will have a tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member’s hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance.

- Hair will not exceed 1 1/4 inch in bulk, regardless of length and 1/4 inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar.
- 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.
- 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.
- 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.
- Beards. Beards are not authorized unless for medical reasons, when authorized by the SASI/ASI on the advice of a medical official. If allowed, cadets will keep all facial hair trimmed not to exceed 1/4 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.
Male Hair Standards

Figure 1-2
Male Grooming Standards (Side View)

Figure 1-1
Male Grooming Standards (Front View)
Female Hair:
Minimum length is one inch unless approved by the SASI/ASI upon recommendation from a medical facility for medical reasons, to a maximum bulk of 3 ½ inches from scalp. Hair may begin to gradually taper from one inch in length to ¼ inch in length approximately three inches from the hairline (no shaved heads, flat tops, etc.).

❖ Hair will end above the bottom edge of collar and any side of an invisible line drawn parallel to the ground. When in doubt, assess correct length of hair with Airman standing in the position of attention.
❖ Except in the CHWP uniform, hair lengths that would be below the bottom edge of the collar will be pinned-up with no loose ends i.e. ponytail.
❖ Hair will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground.
❖ If worn, hairpins, combs, headbands, elastic bands and barrettes must match the hair color or be black (i.e., blonde, brunette, natural red, black, grey), but hair must still comply with bulk and appearance standards.
❖ Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).
❖ While wearing the AFPTU, long hair will be secured but may have loose ends and may extend below the collar; i.e. ponytails.
❖ The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a “rooster tail”; when hair is in a bun, all loose ends must be tucked in and secured; when hair is in a ponytail, it must be pulled all the way through the elastic band and may hang naturally downward and not extending below the bottom of the collar (except while in the PTU).
❖ Braids, micro-braids and cornrows are authorized. However, they must be a natural looking color for human beings like the individual’s hair color; conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. A braid is three or more portions/strands of interwoven hair. When worn, multiple braids shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly interwoven to present a neat, professional and well-groomed appearance. Braids must continue to the end of the hair in one direction, in a straight line, and may be worn loose or a secured style within hair standards in paragraph above.
❖ Dreadlocks, (defined as long strands of hair that have been twisted closely from the scalp down to the tips; heavy matted coils of hair which form by themselves, eventually fusing together to form a single dread; or unkempt, twisted, matted individual parts of hair), shaved head, flattops and military high-and-tight cuts are not authorized hairstyles for females.
❖ Hair color, highlights, and frosting will not be faddish and will be natural looking hair color for human beings, like the individual’s hair color (e.g. black, brunette, blond, natural red, and grey).
❖ Body Hair. Females will remove leg hair that is visibly protruding beyond the appropriate hosiery or causes a visibly uneven texture under hosiery.
Authorized Female Hair Standards

- **Longest hair - 1-inch from scalp**
- **Shortest hair 1/4-inch from scalp, but may be graduated to the hairline**
- **Bottom edge of collar**

**Short Hair Length**

**Medium Hair Length**

**Long Hair Length**

- **Max. 2 inches**
- **Max. 3 inches**

**Bulk of Hair**

- Less than 1-inch difference in length from front to back
- Hair may be no wider than the width of the head

- Bottom edge of collar
Female Authorized Scrunchies/Braids

Unauthorized Female Hairstyles
BLUE UNIFORM (CLASS A): The Class A uniform is also known as the “Dress Uniform.” It consists of the service coat, long or short sleeve shirt, necktie, and pants or skirts. Shirts must be tucked in unless a female cadet is wearing the princess cut shirt. All insignia, ribbons, badges, name tags, and cords (left shoulder) must be worn on the service coat.

BLUE UNIFORM (CLASS B): The most commonly worn uniform combination consists of the short sleeve shirt and the blue slacks/skirt. The shirt must be tucked into the slacks/skirt unless a female cadet is wearing the princess cut shirt. Cadets may wear a tie with the short sleeve shirt but are not required unless requested by the SASI/ASI. Military creases in the shirt are not authorized.

LIGHT WEIGHT BLUE JACKET: The windbreaker will be worn zipped at least three-quarters of the way up. Rank will be worn on the collar. You are not allowed to place your hands in the pockets.

GLOVES: Gloves are authorized to wear with the Service Dress coat and/or the lightweight blue jacket. If worn, gloves must be plain black with no ornamentation.

SKIRT: The skirt must be no shorter than the top of the kneecap nor longer than the bottom of the kneecap. Pantyhose must be worn with the skirt.

HOSIERY: Hosiery will be plain commercial, sheer, nylon in neutral, black or dark brown that complement the uniform and the Cadet’s skin tone. Patterned hosiery is not authorized to be worn with any uniform. Hosiery must be worn with the skirt and are optional with slacks.

BELT: The belt is threaded through the loops to the left of the body for males, to the right of the body for females. When buckled, only the metal tab on the tip of the belt will show.

SHOES: Males shoes must always be laced and shined to high gloss. Females have the option of the issued shoes, which hold the same standards as the males, but also shined flats (slip-on) or heels (pumps) are authorized.

PUMPS: Black pumps will be low cut and rounded throat (the top opening) with a raised heel no higher than 2-1/2 inches (measured from the inside sole of the shoe to the end of the heel lift). The tip of the heel cannot be less than ½ inch in diameter or larger than the body of the shoe. Faddish styles will not be worn (e.g. extreme toes, pointed or squared, or extreme heel shapes). They will be plain, clean and serviceable, and without ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a manmade material. They may be high-gloss or patent finish.
SOCKS/SHOES: Male and female cadets with the issued shoes, **MUST wear tall black** socks. When wearing the skirt, females **MUST** wear pantyhose that are neutral dark brown, black, off black or dark blue shades that complement the uniform and your skin tone. Females have the option of the issued shoes, which hold the same standards as the males, but also shined flats (slip-on) or heels (pumps no higher than 3 inches) are authorized. No Faddish styles (extreme toes, pointed or squared, or extreme heel shape). **Shoes must be shined at high gloss at all times.**

SHOULDER PATCHES/CORDS: The shoulder patch is to be sewn (not glued) on the left shoulder of all uniform items. Patches should be centered on the sleeve and one half to one inch down from the shoulder seam. Position and team shoulder cords (Drill/Color Guard/Leadership) must be worn on every variation of the uniform.

JEWELRY/NAIL POLISH: A modest watch (black, brown, silver, or gold), one modest bracelet, and a maximum of three rings square or circle are permitted for males and females. Females are permitted to wear one pair of small round or square, gold, silver, diamond, or pearl earrings. Cadets are permitted to wear necklaces as long as they are not visible. **Tongue, nose, lip, eyebrow, or ear piercings anywhere other than on the lobe, are not permitted in any uniform (AFPTU, ABU, or Blue).** Nail polish of “extreme color, such as purple, gold, black, blue, or any fluorescent color” is prohibited. Nail polish should be conservative in color such as taupe, light pink, or a French tip manicure.

UNDERSHIRTS: All male cadets **MUST** wear a V-neck t-shirt with all blue uniform combinations (Class A or B). Undershirts must be tucked into trousers and will not have pockets. Appropriate undergarments (bra and underpants) are required to be worn with all uniform combinations.

PUBLIC DISPLAY OF AFFECTION (PDA): Hand holding, kissing, embracing, or walking arm-in-arm is inappropriate action for cadets in ANY uniform. These acts detract from the professional image the Air Force intends to project. Cadets willingly participating in PDA may be subject for a CAB.

HANDHELD ELECTRONIC DEVICES: Handheld electronic devices are small electronic equipment such as cell phones, MP3, radio, or hands-free devices. Handheld electronic devices will be plain black, silver, dark blue, or gray. Holster and other storage devices used to carry handheld electronic devices will be plain black, silver, dark blue, or gray. One handheld electronic device may be attached to a belt/waistband on either side, clipped to a purse, or carried in the left hand. **Wear/use of an earpiece, any blue tooth technology or headphones, while in uniform, indoors or outdoors, is prohibited**, unless specifically authorized from the SASI/ASI. **(Exception:** Headphones/earphones are authorized while wearing the AFPTU during the 1-mile run Presidential Fitness Test). Cadets may not wear any audio devices on the compound while in uniform or out of uniform, unless it is before school, during lunch, or after school.
While walking in uniform use of personal electronic media devices, speaker phones or text messaging is limited to emergencies. Military customs and courtesies take precedence.

CLEANING, LAUNDRY AND CARE OF UNIFORMS: Service Coat, pants, skirt, and light-weight blue jacket **MUST** be dry-cleaned. Any other method of cleaning will cause damage to the uniform item and will subject you to the replacement cost *(all costs are noted on the uniform sheet before uniform issues)*. All other uniform items may be washed. Ring around the collar is not permitted. Be sure your complete uniform is clean, pressed, and sharp and does not have a foul odor.

ALTERATIONS ON ANY UNIFORM ITEMS ARE NOT AUTHORIZED WITHOUT THE APROVAL OF THE ASI. Pants and skirts that are too long will be hemmed, but no material will be cut from the bottom. If cadets have others hem their pants or skirts, they are responsible to inform that person not to cut any material from the bottom or make any alterations to the uniform item.

MISCELLANEOUS:
- Headphones **are not** to be used while in uniform.
- **ALL** loose threads **MUST** be trimmed off.
- Hands are to be kept out of all pockets.
- Gum is not permitted while in uniform.
- **NO** Public Display of Affection (PDA) like kissing, holding hands, or hugging is allowed in **any uniforms**!!!

Remember, you are a representative for all members past, present and future of the military (active-duty and retired) and JROTC programs world-wide while wearing the AF uniform. Wear it proud and be a professional JROTC Cadet...INTEGRITY FIRST, SERVICE BEFORE SELF, and EXCELLENCE IN ALL WE DO!
AUTHORIZED AIR FORCE JROTC BADGES/INSIGNIA/PINS

OFFICERS FLIGHT CAP AND BERET INSIGNIA
OFFICERS SERVICE CAP INSIGNIA
MODEL ROCKETRY BADGE
ACADEMY OF MODEL AERONAUTICS SILVER WINGS
KITTY HAWK AIR SOCIETY BADGE
DISTINGUISHED CADET BADGE
GROUND SCHOOL BADGE
FLIGHT SOLO BADGE
FLIGHT CERTIFICATE BADGE
AEG BADGE (OLD)
AEG BADGE (NEW)

Marksmanship Shield
AWARENESS PRESENTATION TEAM BADGE
Cyber Patriot Badge

MARKSMANSHIP SHARPSHOOTER EXPERT
(Choose one. Placed directly underneath ribbons. May NOT wear Marksmanship Shield and Marksmanship Badge)

(Choose one only. Follow APT placement criteria. May NOT wear Marksmanship Shield and a Marksmanship Badge)
CADET MALE HEADGEAR

FLIGHT CAP

* Enlisted will have no hat insignia on the flight cap.

Centered top to bottom and 1 1/2 inches from front of cap.

Officers wear hat insignia with stars.

CADET FEMALE HEADGEAR

FLIGHT CAP

Centered top to bottom and 1 1/2 inches from front of cap.

Officers wear hat insignia with stars.
CADET MALE 1620 SERVICE DRESS

Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.

1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket.
4. Unit patch: Placed ½ to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both lapels. Airman Basic wear lapel insignia on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. AFJROTC Patch: Placed ½ to 1 inch below shoulder seam, and centered.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some.
13. Academy of Model Aeronautics Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.
**CADET FEMALE 1620 SERVICE DRESS**

**Note:** Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.

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1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both lapels. Airman Basic wear lapel insignia on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
11. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some.
15. First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.
1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: authorized for wear and is to be grounded and centered over wearer's right pocket.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center 1/16 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank’s bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautic (AMA) Wings: see note 16.
13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 1/2 inches higher or lower than the first exposed button.
16. First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.
CADET LIGHTWEIGHT BLUE JACKET

1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
2. Unit patch on right sleeve ½ to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
5. AFJROTC patch on left sleeve ½ to 1 inch below shoulder seam and centered.
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket.
1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)

2. Last Name and AFJROTC tapes (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with velcro to enable reuse/reissue to a different cadet.

3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.

4. AFJROTC patch: WHITE patch only (mandatory). Will be worn on left pocket and centered.
CHAPTER 6: DRILL

Basics

❖ **Drill is defined as:** The orderly movement of a formation from one place to another.

❖ **Parts of a Command:** There are two part of a command the **PREPARATORY COMMAND** and **COMMAND OF EXECUTION.** For example when giving the command Forward March, **Forward** is the preparatory command (command preparing what to do) and **March** is the command of execution (telling you to execute the command).

❖ **All commands MUST** be called from the position of attention. When calling commands the individual should use their diaphragm to better pronounce commands to be better heard.

Two types of Drill Movements

❖ **Stationary Movements:** Stationary drill consists of drill movements that are accomplished without marching. The drill positions of attention and parade rest are two perfect examples but are not the only ones. Some commands, such as present arms and order arms, can be accomplished while moving or while stationary.

❖ **Marching the Flight:** Drill movements/commands **MUST** be given at the position of attention. When given the command to march you must step off on your left foot and stay on step with the other cadets in your formation. Staying on step means that your left or right foot is striking the ground the same time as everybody else’s.

Drill Commands

❖ **Attention:** You must be at this position to call any command. There is no preparatory command for attention. To give the command you must say group, flight or whatever formation name it is **Attention** (pronounced tench hut) i.e. **Flight Attention.** To come to the position of attention bring the heels together and in line. Place the heels as near each other as the conformation of the body permits and ensure that the feet are turned out equally, forming a 45-degree angle. Keep the legs straight without stiffening or locking the knees. The body is erect with hips level, chest lifted, back arched, and shoulders square and even. Arms hang straight down alongside the body without stiffness, and the wrists are straight with the forearms. Thumbs, are resting along the first joint of the forefinger, along the seams of the trousers or sides of the skirt. Hands are cupped (but not clenched as a fist) with palms facing the leg. The head is kept erect and held straight to the front with the chin drawn in slightly so that the axis of the head and neck is vertical; eyes are to the front, with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are required.

❖ **Parade Rest:** This command can be given only when the formation is at the position of attention. The Preparatory Command is "Parade," and the Command of Execution is "Rest." On the command "Rest," the cadet will raise
the left foot just enough to clear the ground and only move their left foot to the left so that the heels are a shoulder length apart. Keep the legs straight, but not stiff, and the heels on line. As the left foot moves, bring the arms, fully extended, to the back of the body, uncupping the hands in the process, and extend and join the fingers, pointing them toward the ground. The palms will face outward. Place the right hand in the palm of the left, right thumb over the left, to form an X. The hands will be placed behind the back resting on the butt. Keep head and eyes straight ahead and remain silent and immobile.

❖ At Ease: The command is "At ease." On the command, you may relax in a standing position, but you must keep your right foot in place. Your position in the formation will not change, and silence will be maintained. Your arms may be relaxed, but your thumbs must also stay interlaced.

❖ Fall out: The command is "Fall Out." On the command, you will do and about face and after completing it you have permission to relax and leave formation. Stay in the area and wait for your next orders or instruction if not already told so.

❖ Right/left face: This command can be given only when the formation is at the position of attention. Right (Left) Face. The commands are Right (Left), FACE. On the command FACE, raise the right (left) toe and left (right) heel slightly and pivot 90 degrees to the right (left) on the ball of the left (right) foot and the heel of the right (left) foot, assisted by slight pressure on the ball of the left (right) foot. Keep legs straight, but not stiff. The upper portion of the body remains at attention. This completes count one of the movement. Next, bring the left (right) foot forward, ensuring heels are together and on line. Feet should now be forming a 45-degree angle, which means the position of attention has been resumed. This completes count two of the movement.

❖ About Face: The command is about, face. On the command FACE (Command of execution), lift the right foot from the hip just enough to clear the ground. Without bending the knees, place the ball of the right foot approximately half a shoe length behind and slightly to the left of the heel. Distribute the weight of the body on the ball of the right foot and the heel of the left foot. Keep both legs straight, but not stiff. The position of the foot has not changed. This completes count one of the movement.

❖ Present Arms: This procedure can be performed both during stationary drill and while marching. When not under arms (carrying a rifle), the commands are "Present, arms" and "Order arms." On the command "Present, arms," the individual executes the hand salute. Then the hand salute ends when given the command, "Order arms." The hand goes up the center of the body and opens up at the belly button being placed on the corner of your eyebrow or glasses if you have them. Place the thumb along the forefingers, keeping the palm flat and forming a straight line between the fingertips and elbows. Tilt the palm slightly toward the face. Hold the upper arm horizontal, slightly forward of the body and parallel to the ground.

❖ Hand Salute: The Command Hand Salute is the exact same as Present arms except you put it up and take it immediately down there is no order arms it is all encompassing.
- **Forward march**: The command forward March is given to move cadets or get them marching. Anytime you are at a stationary position and need to move cadets forward the command forward march must be given. When given this command you must step off on your left foot in order to stay on step with the rest of the formation. While marching you must remain at the position of attention marching forward and having and the arms swing in their natural arcs, 6 inches straightforward and three inches to the rear.

- **Double Time**: The Movements for DOUBLE TIME are the same in all services, at a cadence of 180 steps per minute. The difference in execution is in the length of the step which is 30-inch steps.

- **Mark time**: is basically marching in place (without moving forward). The command is "Mark time, March." When marching, the command of execution, "March" is given as either foot strikes the ground. For mark time you must stay in step with the rest of the formation. The balls of the feet are raised 2 inches above the ground. Normal arm swing is maintained.

- **Half Steps**: On when conducting half steps, the cadet takes one more full step (24-inch steps) followed by a half step (12-inch step measured from heel to heel), setting the heel down first without scraping the ground. The cadet maintains coordinated arm swing and continues the half step until marched forward or halted.

- **Column Right/Left, March**: This command is called on the right foot when turning right and the left foot when turning left. To keep confusion to a minimum, I will describe the movement to the right. Turning the left is the same (just exactly opposite). On the command "Column right, march," the fourth element leader (the person in front of the far-right line of the formation) takes one more step, pivots 90 degrees to the right on the ball of the left foot, and suspends arm swing during the pivot. Following the pivot, step off in one normal step and resume coordinated arm-swing. Beginning with the second step after the pivot, take up the half step. Each succeeding member of the fourth element marches the same as the element leader. The third element leader takes one step pivots 45 degrees to the right on the ball of the left foot, and takes two normal steps prior to pivoting again 45 degrees to the right on the ball of the left foot. Continue marching normal steps until even with the fourth element leader then go to half step once there. Everyone else will do exactly as their element leader does. The second element leader takes one step pivots 45 degrees to the right on the ball of the left foot, and takes four normal steps prior to pivoting again 45 degrees to the right on the ball of the left foot. Continue marching normal steps until even with the fourth and third element leader then go to half step once there. Everyone else will do exactly as their element leader does. The first element leader takes one step pivots 45 degrees to the right on the ball of the left foot, and takes six normal steps prior to pivoting again 45 degrees to the right on the ball of the left foot. Continue marching normal steps until even with the fourth, third and second element leaders then go to half step once there. Each succeeding member of the first element will do the exact same as the person in front of them. Once
the entire formation has changed direction and dress, cover, interval, and distance are reestablished, "Forward, march" is given.

❖ **To the Rear March:** The command To the Rear, MARCH, is given as the heel of the right foot strikes the ground. On the command of execution MARCH, the airman takes a 12-inch step with the left foot, placing it in front of and in line with the right foot and distributes the weight of the body on the balls of both feet. Then pivot on the balls of both feet, turning 180 degrees to the right, and take a 12-inch step with the left foot in the new direction, with coordinated arm swing, before taking a full step with the right foot. While pivoting, do not force the body up or lean forward. The pivot takes a full count, and the arm swing is suspended to the sides as the weight of the body comes forward while executing the pivot, as if at the position of attention.

❖ **Right/Left Step March:** The command Right/Left Step, March is given only from a halt and for moving short distances. On the command MARCH, the Cadet raises the right or left leg depending on the direction, from the hip just high enough to clear the ground. The leg will be kept straight, but not stiff, throughout the movement. The feet are spread a shoulder length a part when doing so. To halt from the formation the command halt must be given when feet are together. Flight halt is in two counts so flight must be called one time when feet are together and halt at the next time they are together.

❖ **Right/Left Flank:** The command Right/Left flank, March, is given as the heel of the right or left foot strikes the ground depending on the direction left is called on the left foot and right is called on the right foot. On the command of execution "March," you take one more normal step and pivot 90 degrees on the ball of the lead foot, keeping the upper portion of the body at the position of attention. Then step off with the right (left) foot in the new direction of march with a full step and coordinated arm swing. Arm swing is suspended to the sides as the weight of the body comes forward on the pivot foot. The pivot and step off are executed in one count. This movement is used for a quick movement to the right or left for short distances only. Throughout the movement, maintain proper dress, cover, interval, and distance.

❖ **Change Step March:** The command is Change Step, March. When the command March is given as the right foot strikes the ground, the Cadet takes one more, full step with the left foot. Then in one count, place the ball of the right foot alongside (not behind) the heel of the left foot, suspend arm swing, and shift the weight of the body to the right foot. Step off with the left foot with one step, resuming coordinated arm swing. The upper portion of the body remains at the position of attention throughout.

❖ **Open Ranks:** The command is Open Ranks, MARCH. On the command MARCH, the fourth element stands fast and automatically executes dress right dress at normal interval. Each succeeding rank in front of the fourth rank takes the required numbered of paces, stepping off with the left foot and a coordinated arm swing (all at the same time), halts, and automatically executes dress right dress. The third Element takes one pace forward, halts and automatically executes dress right dress. The second Element takes two paces forward, halts and automatically executes dress
right dress. The first Element takes three paces forward, halts and automatically executes dress right dress.

❖ **Close Ranks:** To close ranks when at open ranks, the command is Close Ranks, MARCH. On the command MARCH, the first element stands fast. The second element takes one pace forward with coordinated arm swing and halts at the position of attention. The third element takes two paces forward with coordinated arm swing and halts at the position of attention. The fourth element takes three paces forward with coordinated arm swing and halts at the position of attention.

**30 Step Drill Sequence**

30 Command Drill Sequence

(L) or ® refers to the foot on which the command is called.

1. Fall In
2. Open Ranks, March
3. Ready, Front
4. Close Ranks, March
5. Present Arms
6. Order Arms
7. Parade Rest
8. Attention
9. Left Face
10. About Face
11. Forward, March
12. Right Flank, March ®
13. Left Flank, March (L)
14. Column Right, March ®
15. Forward, March (L)
16. To the Rear, March ®
17. To the Rear, March ®
18. Column Right, March ®
19. Forward, March (L)
20. Eyes Right ®
21. Ready Front (L)
22. Column Right, March ®
23. Forward, March (L)
24. Change Step, March ®
25. Column Right, March ®
26. Forward March (L)
27. Flight Halt
28. Left Face
29. Right Step, March
30. Flight, Halt *(Call when feet come together)*
CHAPTER 7: CADET EVALUATION & PROMOTION

1. **GENERAL:** In the FL-023 program, cadet ranks parallel those of the active Air Force. Ranks are awarded based upon proven performance and on potential for assumption of additional future responsibilities. Outlined below is an illustration of cadet ranks. When using ranks in the AFJROTC program, the word “cadet” will always be used to ensure it is understood that individuals being referred to are cadets and not members of the armed services.

2. **LIMITATIONS:** Cadet Ranks are limited based upon the amount of enrollment in the program. At current manning levels, the maximum rank attainable within FL-023 is Cadet Colonel, which is the highest attainable rank for AFJROTC. Distribution of ranks within FL-023 will also parallel that of an active Air Force unit. In other words, we will ensure we do not have too many officers for the amount of enlisted within our ranks.

3. **PERMANENT RANKS:** All cadets are assigned a permanent grade commensurate with the number of AFJROTC years satisfactorily completed. These ranks are awarded based on in-class activities and on the basis of promotion testing. The highest attainable permanent rank, based on Aerospace Science (AS) level is as follows:
   a. AS100 cadets: Cadet Airman First Class
   b. AS200 cadets: Cadet Senior Airman
   c. AS300 cadets: Cadet Staff Sergeant
   d. AS400 cadets: Cadet Staff Sergeant

4. **TEMPORARY RANKS:** Temporary ranks and promotions are based on positions included in the FL-023 Corps of Cadets. Upon completion of the position, cadets will revert to their earned permanent rank unless selected for another position that offers a temporary rank.

5. **EVALUATION PROGRAM:** To ensure fairness and equity in promotions and ranks/positions, a comprehensive evaluation program, like the active Air Force, will be implemented.

6. **EVALUATION PROCESS:** As part of the Evaluation Program, each cadet will receive the following items during the prescribed times. (See Attachments)
   a. Initial Feedback: Within 20 days of the beginning of each Semester. The Initial Feedback session is to outline expectations of cadets during the semester and is utilized in the performance evaluation process.
   b. Midterm Feedback: At the conclusion of the 1st and 3rd Quarters. The Midterm Feedback session is for leaders to provide written communication
to cadets on their performance, to date, based on expectations outlined during the Initial Feedback session.

c. Performance Evaluation: Toward end of 2nd and 4th Quarters. The Performance Evaluation forms will be completed and utilized to determine promotion potential and future position/rank assignments.

d. In all cases, the SASI/ASI will review, provide comment/feedback, and sign all feedback and evaluation forms.

e. The evaluation process shall begin when the SASI/ASI staff provides feedback or an evaluation of the cadet group commander. The chain of command will be followed in determining who will complete feedback and evaluation forms. Those cadets not assigned a temporary position will have their feedback and evaluation completed by their Flight Commander/Sergeant.

f. Any disagreements among the rating officials will be discussed and resolved with the SASI/ASI.

7. COMMAND AND STAFF: The SASI/ASI will determine the cadet group commander. The cadet Wing commander, in consultation with the ASI staff, may select subordinate commanders and key staff.

8. PROMOTIONS: Cadets are promoted as a result of proven performance, promotion testing and potential for assumption of additional responsibilities. The promotion cycles in FL-023 occur at the end of each grading quarter/semester or whenever it is deemed appropriate.

9. PROMOTION PROCEDURES: Upon completion the performance evaluation forms, commanders at all levels will prepare a memorandum for the cadet group commander and ASI staff, with their recommendations. See the below document for required information.

10. BELOW-THE-PROMOTION ZONE (BPZ) / STRIPES FOR EXCEPTIONAL PERFORMERS (STEP): Under circumstances where cadets are performing in a superior fashion, commanders may recommend to the cadet Wing commander and SASI/ASI, cadets who deserve accelerated promotion. Deserving cadet who are cadet airman (AB through A1C) and officers (2LT-LTC) may be promoted under the BPZ program, whereby cadets who are SrA-SMSgt may be promoted early under the STEP program. These promotions will be conducted at the end of the 1st and 3d quarters, using the Midterm Feedback Worksheet and below letter format. Note that only 5% of the TOTAL cadet corps may be promoted under this program per quarter.

11. DEMOTIONS: Cadets will not normally be demoted. However, in instances of egregious behavior or conduct detrimental to the corps of cadets (constant lack of responsibility), a cadet may be demoted at the discretion of the SASI/ASI. This process may be as the result of behavior noted personally by the SASI/ASI or as the result of recommendations arriving at the staff through the Cadet Accountability Board (CAB). Cadets who are demoted will have a Memorandum for the Record (MFR) inserted in their cadet records documenting the demotion and its cause.
MFR will be removed when and if the cadet returns to good standing, normally at the end of the next grading/promotion cycle.

<table>
<thead>
<tr>
<th>NAME OF CADET</th>
<th>FLIGHT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADET RANK</td>
<td>POSITION</td>
</tr>
<tr>
<td>AREA</td>
<td>EXPECTATIONS</td>
</tr>
<tr>
<td>1.APPEARANCE (uniform, grooming)</td>
<td></td>
</tr>
<tr>
<td>2.RESPECT (cadets, teachers, others)</td>
<td></td>
</tr>
<tr>
<td>3.ATTITUDE (enthusiasm, participation)</td>
<td></td>
</tr>
<tr>
<td>4.RESPONSIBILITY (attendance, behavior, academics)</td>
<td></td>
</tr>
<tr>
<td>5.SERVICE (community, school)</td>
<td></td>
</tr>
<tr>
<td>6.DRILL&amp;CEREMONY (knowledge, performance)</td>
<td></td>
</tr>
<tr>
<td>7.COMMUNICATION (ideas, suggestions)</td>
<td></td>
</tr>
</tbody>
</table>

**GOALS**

Academic:
Fitness:
Personal:
# AIR FORCE JROTC CADET MIDTERM FEEDBACK WORKSHEET

<table>
<thead>
<tr>
<th>NAME OF CADET</th>
<th>FLIGHT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADET RANK</td>
<td>POSITION</td>
</tr>
<tr>
<td>RATINGS</td>
<td></td>
</tr>
<tr>
<td>1-UNSAT</td>
<td>2-BELOW AVG</td>
</tr>
</tbody>
</table>

## AREA

<table>
<thead>
<tr>
<th>TENTATIVE RATINGS</th>
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<tbody>
<tr>
<td>1.APPEARANCE</td>
</tr>
<tr>
<td>2.RESPECT</td>
</tr>
<tr>
<td>3.ATTITUDE</td>
</tr>
<tr>
<td>4_RESPONSIBILITY</td>
</tr>
<tr>
<td>5_SERVICE</td>
</tr>
<tr>
<td>6_DRILL&amp;CEREMONY</td>
</tr>
<tr>
<td>7_COMMUNICATION</td>
</tr>
</tbody>
</table>

## AREA

<table>
<thead>
<tr>
<th>COMMENTS (Required if rated 2 or below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.APPEARANCE</td>
</tr>
<tr>
<td>2.RESPECT</td>
</tr>
<tr>
<td>3.ATTITUDE</td>
</tr>
<tr>
<td>4_RESPONSIBILITY</td>
</tr>
<tr>
<td>5_SERVICE</td>
</tr>
<tr>
<td>6_DRILL&amp;CEREMONY</td>
</tr>
<tr>
<td>7_COMMUNICATION</td>
</tr>
</tbody>
</table>

## GOALS (Follow-Up on Success--Circle One)

<table>
<thead>
<tr>
<th>Goal</th>
<th>Exceed</th>
<th>On Track</th>
<th>Needs work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fitness</td>
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</tr>
<tr>
<td>Personal</td>
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</tbody>
</table>

## PFT Scores

<table>
<thead>
<tr>
<th>Category</th>
<th>PU</th>
<th>SU</th>
<th>SR</th>
<th>V-Sit</th>
<th>1Mile</th>
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</thead>
</table>

## GRADE POINT AVERAGE


<table>
<thead>
<tr>
<th>NAME OF CADET</th>
<th>FLIGHT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADET RANK</td>
<td>POSITION</td>
</tr>
</tbody>
</table>

**RATINGS**

<table>
<thead>
<tr>
<th>AREA</th>
<th>RATINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. APPEARANCE</td>
<td></td>
</tr>
<tr>
<td>2. RESPECT</td>
<td></td>
</tr>
<tr>
<td>3. ATTITUDE</td>
<td></td>
</tr>
<tr>
<td>4. RESPONSIBILITY</td>
<td></td>
</tr>
<tr>
<td>5. SERVICE</td>
<td></td>
</tr>
<tr>
<td>6. DRILL &amp; CEREMONY</td>
<td></td>
</tr>
<tr>
<td>7. COMMUNICATION</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL RATING** (ADD TOTAL AND DIVIDE BY 7)

**GOALS (CIRCLE ONE)**

<table>
<thead>
<tr>
<th></th>
<th>EXCEEDED</th>
<th>MET</th>
<th>NOT MET</th>
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<tbody>
<tr>
<td>ACADEMIC</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>FITNESS</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>PERSONAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PFT SCORES**

<table>
<thead>
<tr>
<th>SU:</th>
<th>PU:</th>
<th>SR:</th>
<th>V-SIT:</th>
<th>1 MILE:</th>
<th>GRADE:</th>
</tr>
</thead>
</table>

**GRADE POINT AVERAGE**

AFJROTC  | SCHOOL |

**DISCIPLINE ACTION (AE, OSS, DETENTION, CAB)**

YES  | NO |

**ATTENDANCE RECORD (ABSENCES/TARDIES)**

ABSENCES  | TARDIES |

**COMMENTS**
**PROMOTION RECOMMENDATION MEMORANDUM**

Date

MEMORANDUM FOR Cadet Leadership and ASI Staff

FROM: Appropriate Commander (Flt/CC, Gp./CC, Wing. /CC)

SUBJECT: Promotion Recommendations, (2d Quarter or 4th Quarter)

1. All cadets in “A/B/C” Flight are recommended for permanent promotion except for the following:

<table>
<thead>
<tr>
<th>AS Level</th>
<th>Cadet Name</th>
<th>Reason for non-promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS-100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS-200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS-300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS-400</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. The following cadets are recommended for Temporary promotion and consideration for future leadership positions

<table>
<thead>
<tr>
<th>Cadet</th>
<th>Current Rank</th>
<th>Recommended</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

JOHN K. DOE, C/RANK, AFJROTC
Commander (Flt, Gp., Wing.)
First Indorsement, Cadet Gp/CC

TO: Cadet Wing/CC

1. I concur/non-concur with the Flt/CC recommendations. I offer the following reasons in support of my decision.

2. (Outline reasoning—make sure it’s more than simply, “what they wrote.”)

JOHN K. DOE, C/RANK, AFJROTC
Cadet Group Commander

Second Indorsement, Cadet Gp/CC

TO: ASI Staff

1. I concur/non-concur with the Flt/CC and Gp./CC assessments as written. I provide the following justification:

2. Provide justification.

JANE K. DOE, C/RANK, AFJROTC
Wing Commander

SASI/ASI: Concur / Non-Concur: ____________________________
MEMORANDUM FOR Cadet Leadership and ASI Staff

FROM:  Appropriate Commander (Flt/CC, Gp/CC, Wing/CC)

SUBJECT:  BPZ/STEP Recommendation (1st Quarter or 3d Quarter)

1. The following cadet(s) are being recommended for a permanent rank BPZ/STEP promotion:

<table>
<thead>
<tr>
<th>AS Level</th>
<th>Cadet Name</th>
<th>Reason for BPZ/STEP Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS-100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS-200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS-300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS-400</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. The following cadets are recommended for BPZ/STEP temporary rank promotion:

<table>
<thead>
<tr>
<th>AS Level</th>
<th>Cadet Name</th>
<th>Reason for BPZ/STEP Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS-100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS-200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS-300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS-400</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

JOHN K. DOE, C/RANK, AFJROTC
Commander (Flt, Gp, Wing)
1st Indorsement, Cadet GP/CC

TO: Cadet Wing/CC

1. I concur/non-concur with the Flt/CC recommendations. I offer the following reasons in support of my decision.

2. (Outline reasoning—make sure it’s more than simply, “what they wrote.”)

JOHN K. DOE, C/RANK, AFJROTC
Wing Commander

2d Indorsement, Cadet Wing/CC

TO: ASI Staff

1. I concur/non-concur with the Flt/CC and Gp/CC assessments as written. I provide the following justification:

2. Provide justification.

JOHN K. DOE, C/RANK, AFJROTC
Wing Commander

SASI/ASI: Concur / Non-concur ________________________________
INDIVIDUAL CADET RESPONSIBILITIES
Individual cadets are supervised by their Flight Commanders, Flight Sergeants, and are responsible for the following:

1. Show up for all classes every day! No skipping
2. Do your classwork / homework for every class. No missed assignments!
3. Seek help when necessary…ask questions
4. Abide by rules and regulations contained in this Cadet Handbook and Air Force Instructions concerning the AFJROTC program.
5. Follow directions and orders of cadet officers and NCOs appointed over them.
6. Follow other duties as directed by cadet leaders and the SASI/ASI.
7. If interested in becoming a leader, submit applications for leadership positions as they become available. Be sure that the application includes the reason you desire to be a leader, your qualifications, and what you have done to deserve the position. All officer appointments will be reviewed and approved or disproved by the SASI.

CADET OFFICER RESPONSIBILITIES:

“Leadership is intangible & therefore no weapon ever designed can replace it“ An age old adage says, “A good officer doesn’t sleep until his troops have been placed to sleep”. An officer’s position means additional responsibility, and the ability to exercise authority over subordinates. Along with this authority, is an increased amount of responsibility and humility. Cadet officers MUST set the right example for all cadets, whether in or out of school. FL-023 cadet officers will have the honor of taking the following Oath prior to assuming the officer rank:

**FL-023 AFJROTC OFFICER OATH**

_I, ___________, HAVING BEEN APPOINTED, A CADET OFFICER IN FL-023 AFJROTC CORPS OF CADETS, DO SOLEMNLY SWEAR (OR AFFIRM) THAT I UPHOLD THE AFJROTC HONOR CODE; THAT I WILL FOLLOW THE ORDERS/DIRECTIONS OF THE FL-023 OFFICERS APPOINTED OVER ME; THAT I WILL BE DISCIPLINED IN MY THOUGHTS, WORDS, AND ACTIONS; THAT I WILL NOT TAKE ADVANTAGE OF OTHERS; AND THAT I WILL STRIVE TO SUPPORT, LEAD, AND ACCOMPLISH THE GOALS OF FL-023._

Selection of Honor Flight and Cadet of the Month:
Each school year an Honor Flight is selected. Selection will be based on the results of academics, attendance, uniform inspections, drill evaluations, event participation, and overall behavior. SASI/ASI will select the Honor Flight.

Cadet Group Leadership will select one AS1, AS2, AS3, & AS4 as Cadet of the Month. The Cadet Group Leadership will conduct a Cadet Accountability Board the 3d Wednesday of the month and announce the winners to last Wednesday of the month.
Each Flight Commander and Flight Sergeant will **nominate and prepare** one cadet from the following levels AS1, AS2, AS3, and AS4 from their flight to meet the board. Names must be turned into Cadet Group Deputy Commander by the Friday prior to board. NOTE: Flight CC and Flight Sgt make sure you nominate cadets who truly warrant this recognition.

**Saluting Policy and Cadet Authority:**
In the Air Force one of the most important customs and courtesies is the hand salute. It is the oldest of Air Force customs and courtesies and in its simplest form, is a greeting.

**WHEN IN UNIFORM, CADETS ALWAYS SALUTE THE SASI AND ASI.**
The cadet with the lower rank, salutes first and holds the salute until it is returned and the hand lowered by the cadet of higher rank. Saluting is part of leadership training and must be done properly. There is only one way to properly salute, and you are expected to salute as you are taught in class.

- Always salute from the position of attention, whether you are standing still or moving.
- All cadet officers are saluted by ALL cadet airmen, NCOs and cadet officers of lower rank.
- Saluting is only done outdoors except when reporting in the classroom or reporting to the SASI/ASI.

Cadet Officers and NCOs are authorized to give orders to cadets holding lower ranks so long as they are not illegal, immoral, or unethical. Cadet Officers/NCOs should politely advise cadets if they are out of uniform or displaying unacceptable conduct. If the conduct is not corrected, the discrepancy will be reported to the Squadron or Group Commander and finally the SASI/ASI.

Apart from Flight Commanders, who have the right to make seating charts, Cadet Officers and NCOs do not have authority to change leadership positions, excuse other cadets from classes or formations, or to change any existing orders, directives, or regulations. Recommendations must be made to and approval received from the SASI or ASI prior to any such action.
CHAPTER 8: CADET ORGANIZATION/JOB DESCRIPTIONS

The following individual duties, responsibilities and descriptions outline the "key and essential" positions of FL-023. Each position includes the appropriate AS level, and a beginning temporary rank and the highest attainable temporary rank.

Organization of FL-023

1. The diagram below is a depiction of the group organization structure of FL-023. This organization breaks down the functions of the group into specialized tasks. The responsibilities associated with these tasks are found in detail in the following pages. Each cadet should study all the job descriptions as they relate to the organizational chart to gain a more complete understanding of how the various functions relate to the total function or mission of the group.

2. Examination of the organizational chart shows not everyone will serve in a leadership position. A system exists (the promotion system) to ensure that cadet leaders are chosen carefully. Information relative to promotions is contained in a separate chapter.

3. Closer examination of the chart will show a “Chain-of-Command” reflected by the black lines connecting the cadet functions or positions. Information, guidance, and decisions should flow “down” the chain-of-command in the form of orders, either oral or written, through all intermediate levels of command. Information, advice, and recommendations should flow “up” the chain-of-command through all intermediate levels of command.

4. The leadership positions and maximum authorized grade are shown on the Unit Detail Listing (UDL). To progress up this chain-of-command, each cadet should strive to learn the duties and responsibilities of each position on the chart. If you are selected for one of the leadership positions, fulfill that position to the best of your ability and there will be room for you to move “up” the chain-of-command.
**Unit Detail Listing (UDL)**

Depending on growth of the program, positions may be added/deleted and ranks may be lowered.

<table>
<thead>
<tr>
<th>Position</th>
<th>Office Symbol</th>
<th>Min AS Level</th>
<th>Max Rank</th>
<th>Auth #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Asst to the SASI</td>
<td>SA</td>
<td>AS400</td>
<td>C/Col</td>
<td>1</td>
</tr>
<tr>
<td>Special Asst to the ASI</td>
<td>SA</td>
<td>AS400</td>
<td>C/CMSgt</td>
<td>1</td>
</tr>
<tr>
<td>Wing Commander</td>
<td>Gp/CC</td>
<td>AS400</td>
<td>C/Col</td>
<td>1</td>
</tr>
<tr>
<td>Vice Wing CC</td>
<td>Gp/CD</td>
<td>AS400</td>
<td>C/Lt Col</td>
<td>1</td>
</tr>
<tr>
<td>Wing Command Chief</td>
<td>GP/CCC</td>
<td>AS400</td>
<td>C/CMSgt</td>
<td>1</td>
</tr>
<tr>
<td>Operations Group Commander</td>
<td>OSS/CC</td>
<td>AS400-AS300</td>
<td>C/Lt Col</td>
<td>1</td>
</tr>
<tr>
<td>LDR Group Commander</td>
<td>LDR/CC</td>
<td>AS400-AS300</td>
<td>C/Lt Col</td>
<td>1</td>
</tr>
<tr>
<td>Inspector General</td>
<td>IG</td>
<td>AS400-AS300</td>
<td>C/Lt Col</td>
<td>1</td>
</tr>
<tr>
<td>Inspector General NCOIC</td>
<td>IG</td>
<td>AS400-AS200</td>
<td>C/SMSgt</td>
<td>1</td>
</tr>
<tr>
<td>Operations Group 1st Sgt</td>
<td>OSS/CCF</td>
<td>AS400-AS300</td>
<td>C/SMSgt</td>
<td>1</td>
</tr>
<tr>
<td>LDR Group 1st Sgt</td>
<td>AS/CCF</td>
<td>AS400-AS300</td>
<td>C/SMSgt</td>
<td>1</td>
</tr>
<tr>
<td>Flight Commanders (A-F)</td>
<td>FLT/CC</td>
<td>AS400-AS300</td>
<td>C/1 Lt</td>
<td>6</td>
</tr>
<tr>
<td>Flight Sergeants (A-F)</td>
<td>FLT/CC</td>
<td>AS400-AS200</td>
<td>C/SSgt</td>
<td>6</td>
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<tr>
<td>Drill Squadron Commander</td>
<td>DT/CC</td>
<td>AS400-AS300</td>
<td>C/Major</td>
<td>1</td>
</tr>
<tr>
<td>Drill Squadron NCOIC</td>
<td>DT/CCC</td>
<td>AS400-AS300</td>
<td>C/MSgt</td>
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<td>Training Squadron</td>
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<td>C/MSgt</td>
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<td>C/SSgt</td>
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<td>Saber Team NCOIC</td>
<td>ST/CCF</td>
<td>AS400-AS200</td>
<td>C/SSgt</td>
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<td>C/MSgt</td>
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CORD DESCRIPTIONS (CDs)

Cord Color Swatches

Wing CC - Black + Metallic Gold
Wing CV - White + Metallic Gold
Wing CCC - Black + Metallic Silver
Inspector General - White + Metallic Silver
Group CC - Navy + Gold
Squadron CC - White + Gold
Superintendents - White + Black
1SGT - Royal Blue + Gold
Wing Staff - Navy
Flight CC - Dark Green
NCOs - White
KHAS CC - Black + Gold
POSITION DESCRIPTIONS (PDs)

SPECIAL ASSISTANT TO THE SASI/ASI (SA) (2 positions authorized):
The SA is supervised by the SASI/ASI and is responsible for the following:

❖ Assists the SASI/ASI with oversight of HQ AFJROTC suspense dates
❖ Leads the AFJROTC Annual Awards Program
❖ Maintains oversight of Cadet Handbook, Website, and other documents
❖ Assist SASI/ASI in planning for distinguished visitors and field trips
❖ Keeping SASI/ASI abreast of upcoming events and activities.

AS level: AS400
Temporary rank: C/Lieutenant Colonel to C/Colonel for SA to SASI
C/Senior Master Sergeant to C/Chief Master Sergeant to ASIs

WING COMMANDER (WING/CC) (1 position authorized):
The WING/CC is supervised by the SASI/ASI and is responsible for the following:

❖ Command and control of the Cadet Wing using staff officers and subordinate commanders.
❖ The grooming and appearance, discipline, efficiency, training, morale, esprit de corps, and conduct of the Cadet Wing.
❖ Leading all cadet activities.
❖ Establishing committees by assigning cadets, outlining duties, establishing target dates, and monitoring progress at regular intervals.
❖ Complete feedback and performance evaluation forms for Vice Wing and Wing Command Chief and all Cadet Group Commanders.
❖ Submit recommendations for promotions and leadership position changes to the SASI/ASI for comments/final decision.
❖ Coordinate all Cadet Wing activities with the SASI/ASI and keep them informed of ALL activities within or having an effect on the Cadet Wing (school and non-school related activities).
❖ Complete FL-023 goals (6 total--2 cadet, 2 school, and 2 community) and submit to SASI/ASI by second week of school.
❖ Design unit logo for PT shirts and submit to SASI/ASI by 2d week of school.

AS Level: AS400
Temporary Rank: C/Colonel

VICE WING COMMANDER (WV) (1 position authorized):
The WV is supervised by the WV and is responsible for the following:

❖ Assume command in the absence of the Wing Commander.
❖ Assist Wing Commander with events/activities as assigned.
❖ Supervising all after school activities (Drill, Color Guard, Cyber Patriot, Academic Challenge, Kitty Hawk Honor Society, and Raider Fitness)
- Coordinating activities related to participation in parades and ceremonies.
- Chair the Cadet Accountability Boards for cadet officers and enlisted
- Complete feedbacks and performance evaluation forms for all after school activity commanders.
- Submit recommendations for promotion and leadership position changes to Cadet Group Commander for all after school activity leaders.
- Preparing and publishing (after approval by the Group Commander) the staff minutes from the Cadet Group staff meetings.

AS Level: AS400
Temporary Rank: C/Major to C/Lieutenant Colonel

GROUP 1ST Sgt (GP/CCC) (1 position authorized):
The GP/CCC is supervised by the Group Commander and is responsible for:

- Providing recommendations to the Group Commander based on inputs from enlisted cadets and acts as a liaison between the corps and the Group Staff.
- Advising the Group Commander on problems/solutions with the corps.
- Performing other duties as assigned by the Group Commander.
- Serve as member on CAB for any enlisted member.
- Assist Group Deputy Commander with after school activities
- Work closely with Squadron First Sergeants to ensure dress and appearance standards are met among enlisted cadets.

AS Level: AS400
Temporary Rank: C/Senior Master Sergeant to C/Chief Master Sergeant

SQUADRON COMMANDERS (SQ/CC) (5 positions authorized):
The Sq/CCs are supervised by the Group Commander and are responsible for the following:

- Command and control of their respective squadrons.
- Assisting the Group Commander with his/her decisions.
- Ensure flights are performing their assigned jobs to completion.
- Complete feedbacks and performance evaluation forms for Squadron First Sergeants and Flight Commanders within their squadron.
- Submit recommendations for promotions/leadership positions for Flt/CC and provide endorsement to cadets assigned within their squadron.
- Input personnel, logistics, CHWP and other data into Wings.
- Preparing and maintaining all administrative files for the Cadet Group.
- Preparing and maintaining special orders for all promotions and leadership position changes.
- Maintaining the internal distribution system (mailboxes) and ensuring that only official AFJROTC official materials are stored in these boxes.
- Maintaining an adequate supply of required forms.
- Preparing, maintaining, and updating an “Individual Personnel Record” and folder for all assigned cadets.
Ensuring that the Organizational Charts and Chain of Command listings are posted and current in classroom and office portables.

AS Level: AS400 preferably or AS300
Temporary Rank: C/Major to C/Lieutenant Colonel

SQUADRON FIRST Superintendents (SQ/CCF) (5 positions authorized):
The SQ/CCFs are supervised by the Sq/CC and are responsible for:

- Providing recommendations to the Sq/CC based on inputs from enlisted cadets and acts as a liaison between the Sq/CC and enlisted members
- Advising the Squadron Commander on problems with the squadron and suggesting possible solutions.
- Performing other duties as assigned by the Squadron Commander.
- Serve as member on CAB for any enlisted member within their squadron.
- Work closely with Flight Sergeants to ensure dress and appearance standards are met among enlisted cadets.

AS Level: AS400 preferably or AS300
Temporary Rank: C/Master Sergeant to C/Senior Master Sergeant

FLIGHT COMMANDERS (FLT/CC) (12 positions authorized):
The FLT/CCs are supervised by the respective Squadron Commander and are responsible for the following:

- Representing the flight at all flight meetings. This responsibility cannot be delegated without prior approval of the SASI/ASI.
- Instructing the flight, inspecting cadet uniforms, judging competitive activities, and recommending grades when requested by the SASI/ASI.
- Training the Flight Sergeant and Element Leaders on duties and to take over as Flight Commander in his/her absence.
- Complete feedbacks and performance evaluation forms for all cadets in their respective flights who DO NOT have a temporary position above the flight level (e.g. Flight Commanders who have the Squadron Commander or above in their flights DO NOT have to complete feedbacks/evaluations on these individuals).
- Submit recommendations for promotions and leadership position changes for all cadets assigned to his/her flight.
- Training cadets to properly execute all drill movements in accordance with AFM 36-2203.
- Maintain order and ensure all cadets follow applicable classroom rules.
- Go over OJT Records with Flight Sergeant.

AS Level: AS300
Temporary Rank: C/First Lieutenant to C/Captain
FLIGHT SERGEANT (FLT/SGT) (12 positions authorized):
The FLT/SGTs are supervised by the respective FLT/CC and are responsible for the following:

- Take control of the flight during absences of the Flight Commander and SASI/ASI.
- Inspect cadet uniforms, judge activities, and assist Flight Commander with other duties and responsibilities.
- Assist Flight Commander in training cadets on drill and ceremony requirements.
- Provide a report on Flight attendance to the Flight Commander and the SASI/ASI.
- Assist enlisted cadets on dress and appearance and attend CAB when enlisted flight members are present.
- Maintain order in flight when SASI/ASI or other cadet leaders are presenting.
- Assist Flight Commander in completing feedback and performance evaluation forms for flight members and recommending cadets for promotion/leadership positions.
- Monitor snack bar sales before class.
- Collect monies for Military Ball / Dining Out and turn into SASI/ASI.
- Go over OJT Records with Element Leaders.

AS Level: AS300 preferably or AS200
Temporary Rank: C/Staff Sergeant to C/Technical Sergeant

*The following individual duties will be assigned within the flight but will NOT be awarded a temporary rank. They will wear their earned permanent rank. *

GUIDON BEARER (1 position authorized per flight):
The Guidon Bearer is supervised by the respective Flight Sergeant and is responsible for the following:

- Be proficient in all Drill and Ceremony requirements.
- Ensure the guidon is brought to every event, to include Drill, Cadet Health and Wellness events, and other events/activities determined by SASI/ASI and cadet leaders.

AS Level: AS100/200
FLIGHT CADET HEALTH AND WELLNESS LEADER (1 position authorized per flight): The Cadet Health and Wellness leader is supervised by the respective Flight Sergeant and is responsible for the following:

- Ensure all cadets are properly dressed out for CHWP.
- Report any discrepancies to the Flight Sergeant/Commander, who will provide to the SASI/ASI for a grade.
- Lead the flight in warm-up and cool-down exercises prior to the activity.

AS Level: AS100/200

FLIGHT PERSONNEL LEADER (1-2 positions authorized per flight): The Personnel leader will assist the Flight Commander/Sergeant and FSS Personnel Officer/NCOIC in ensuring all cadet personnel records are accurate and up-to-date. They will be responsible for the following:

- Filing paperwork as necessary, to include contracts, feedback/evaluation forms, training records
- Updating WINGS as necessary, to include ranks, ribbons

AS Level: AS100/200

FLIGHT TRAINING LEADER (1-2 positions authorized per flight): The Training leader will assist the Flight Commander/Sergeant and the FSS Training Officer/NCOIC in ensuring the OJT training record is accurate and up-to-date. They will be responsible for the following:

- Assist in distributing OJT records on designated days
- Ensure all entries are accurate and up-to-date

AS Level: AS100 or 200

FLIGHT PUBLIC AFFAIRS LEADER (1-2 positions authorized per flight): The Public Affairs leader will assist the Flight Commander/Sergeant and the FSS Public Affairs OIC/NCOIC in ensuring the Public Affairs items are accurate and up-to-date. They will be responsible for the following:

- Taking photos of their flight during various events/activities
- Posting photos to AFJROTC website / social media sites
- Preparing articles for flight for the AFJROTC newsletter
- Contacting local media sources to advertise our program
- Reach out to schools, community partners to help with recruiting efforts
COMMITTEES/FLIGHT PROJECT DUTIES, RESPONSIBILITIES and DESCRIPTIONS

Committees will be assigned duties and responsibilities by the Group Commander.

THE COMMITTEES:

The Committees will be responsible for planning, organizing and executing events for all cadets to participate. Events include, but are not limited to, PT/Drill, Social, Community Service, Compound Cleanliness/Flag Disposal, Fundraising, and Recruiting.

Meetings will be conducted before school, lunch, and after school, to plan and organize each event. Committees may also be aligned to flights, with meetings held during class time.

DRILL / PT EVENT:

This committee will be responsible for all details pertaining to a Drill/PT event for the entire cadet corps. The SASI/ASI will assist in the event planning process. Cadets within the committee will be assigned duties/responsibilities by the committee leader and will include, but are not limited to:

❖ Advertising
❖ Scoring the event
❖ Determine rules/regulations
❖ Develop competitions and locations
❖ Social event at the conclusion

SOCIAL EVENT:
This committee will be responsible for all details pertaining to a Military Ball, Dining In/Out event for the entire cadet corps. The SASI/ASI will assist in the event planning process. Cadets within the committee will be assigned duties/responsibilities by the committee leader and will include, but are not limited to:

- Advertising the event
- Ticket Sales
- Developing the script and selecting the President/Vice
- Determining the Guest speaker
- Selecting the Dinner menu
- Determining the Dress and Appearance
- Entertainment

COMMUNITY SERVICE EVENT:

This committee will be responsible for all details pertaining to a Community Service event for the entire cadet corps, in addition to leading the Adopt a Highway clean-up project and the Campus Clean-up event. The SASI/ASI will assist in the event planning process. Cadets within the committee will be assigned duties/responsibilities by the committee leader and will include, but are not limited to:

- Advertising
- Contacting the organization
- Determining transportation requirements
- Outlining clothing requirements
- Supply requirements
- Social event after the project

COMPOUND CLEANLINESS/FLAG DISPOSAL EVENT:

This committee will be responsible for all details pertaining to taking care of the cadet corps. Included in this committee will be maintenance and upkeep of the portables.

The SASI/ASI will assist in the process. Cadets within the committee will be assigned duties/responsibilities by the committee leader and will include, but are not limited to:

- Ensuring only AFJROTC work is accomplished on FL-023 ADP resources.
- Maintaining AFJROTC compound and reporting discrepancies to SASI/ASI.
- The cleanliness and orderliness of the classroom, JROTC grounds, cadet common areas, PT portable and SASI/ASI’s offices.
- Alignment of chairs, desks, and other furniture in classroom areas.
- Ensure all furniture and equipment is adequate, clean, and in good repair.
- Maintain whiteboards, chalkboards, trays and ensuring their cleanliness.
Ensuring personal items are not stored in the classroom or cadet area. He/she has authority to remove personal items and deposit them in the school "Lost and Found" area on weekly basis (Friday).

Gather unserviceable flags
Develop scripts for event and invite school to participate/witness

FUNDRAISING EVENT:
This committee will be responsible for all details pertaining to a Fundraising event for the entire cadet corps. The SASI/ASI will assist in the event planning process. Cadets within the committee will be assigned duties/responsibilities by the committee leader and will include, but are not limited to:

- Determining the event
- Advertising
- Determining transportation requirements
- Outlining clothing requirements
- Supply requirements
- Social event after the project
- Sell tickets

RECRUITING EVENT:
This committee will be responsible for all Recruiting efforts for the cadet corps. Cadets within the committee will be assigned duties/responsibilities by the committee leader and will include, but are not limited to:

- Coordinating with feeder elementary and middle schools to set up visits
- Coordinating with feeder elementary and middle schools to assist with their school events
- Advertise event for all cadets to participate
- Provide all materials necessary to ensure a successful event

FORCE SUPPORT:
Included, but not limited are personnel, logistics, cadet health and wellness, inspector general, public affairs, historian, and chaplain.
In-class time will be provided on most Thursday’s, which is the Leadership Laboratory/Management of the Cadet Corps, to plan and organize the activities required for each staff function.

PERSONNEL

This staff function is responsible for maintaining all cadet personnel items. Items include: (1) building cadet folders to be filed in the filing cabinet; (2) distributing and collecting cadet contracts; (3) entering all cadet personnel data in Wings; (4) distributing and collecting all feedbacks and evaluations; (5) maintaining the cadet group calendar for the feedback and evaluation program; (6) filing documents as required in the cadet folders; and (7) assisting with the cadet promotions and decorations program.

LOGISTICS

This staff function is responsible for maintaining all cadet uniform and regulation items. Items include: (1) building cadet items check lists; (2) entering all cadet uniform data into Wings; (3) maintain uniform inspection evaluations; (4) keeping uniform count; and (5) maintaining logistics portable and uniforms organized.

CADET HEALTH AND WELLNESS

This function is responsible to assist every Friday’s PT day and improve the Presidential Fitness Test. This includes: (1) Meeting with PT Leaders by the end of the month to create schedule for the following month; (2) Create Lesson Plans for every Friday PT activity; (3) Collect feedback from PT Leaders to set activities performed by every flight the last Friday of the month; (4) Assist cadets by teaching them the dynamics of different sports that we play; (5) providing assistance to every Flight PT Leader to coordinate exercises; (6) provide team work activities; (7) plan to improve Presidential Fitness Test scores; (8) Create back-up plans with an alternative activity to do no matter the conflict.

CHWP: OIC (1) and NCOIC (1)

PUBLIC AFFAIRS/HISTORIAN

This staff function is responsible for maintaining the public affairs program. Program includes: (1) Maintaining cadet bulletin board accurate and up-to-date; (2) publicizing FL-023 events; (3) maintaining all social media sites (AFJROTC webpage, Twitter, Instagram), with up-to-date information and pictures of events; (4) maintaining
calendar up to date, and (5) making sure that an inspirational quote is provided for all cadets every day. Additionally, the PA team will:

- Meet with school/local newspapers to ensure cadets and activities receive adequate publicity. All articles must be approved by the SASI/ASI.
- Provide a photograph/video record of all AFJROTC activities.
- Maintain program bulletin boards and ensure information is current
- Ensure Chain-of-Command Board has current leadership photos.

RECRUITING

This staff function is responsible for the recruitment efforts at middle schools in DeLand, which include drill and color guard demonstrations and information sessions.

INSPECTOR GENERAL

This staff function is responsible for maintaining the inspection requirements of our AFJROTC program and includes: (1) publicize designated Blues Day uniform; (2) keeping track of uniform wear discrepancies; (3) Providing assistance to cadets who need help with uniform wear; and (4) conduct the AFJROTC self-inspection checklist.

Inspector General Leadership Positions: OIC (1) and NCOIC (1)

Temporary Ranks: OIC: C/Lt Colonel
NCOIC: C/SMSgt

TRAINING

This staff function is responsible for maintaining the training requirements of our AFJROTC program and includes: (1) establishing and maintaining OJT record; (2) conducting Airman Leadership School for new AS100 cadets; (3) assisting in training the 30-step drill sequence.

Training Leadership Positions: OIC (1) and NCOIC (1)

Temporary Ranks: OIC: C/Major
NCO: C/SSgt to C/Tsg

LEADERSHIP DEVELOPMENT SQUADRON

This squadron will be responsible for additional programs offered by AFJROTC. Included with each activity will be positions, duties and responsibilities and associated temporary ranks.
Designated days and times will be provided for each after school activity.

Leading the Special Teams Squadron will be the Special Teams Squadron Commander and First Sergeant.

**DRILL SQUADRON**

This activity will be an enhanced drill and ceremony team, who will master the art of drill and color guard. This team will compete in Drill Events located throughout Florida and the United States and be utilized for events such as Parades, and other recruiting opportunities.

Commander:  C/Capt to C/Maj
NCOIC:  C/T Sgt to C/MSgt

**EXHIBITION DRILL (Subset of Drill Team)**

This activity is a subset of the Drill Team and will be an enhanced drill team. This team will be called upon to perform a variety of events that require allow us to showcase our talents in a specialized format. Included events, but not limited to, are parades, recruiting events, football games, and other special events.

**REGULATION DRILL (Subset of Drill Team)**

This activity is a subset of the Drill Team and will focus on regulation drill areas, both armed and unarmed. This team will be called upon to perform a variety of events that require allow us to showcase talents. Included events, but not limited to, are parades, recruiting events, football games, and other special events.

**COLOR GUARD**

This team will be called upon to perform a variety of events that require a color guard. Included events, but not limited to, are parades, recruiting events, football games, and other special events.

Color Guard Leadership Positions: NCOIC (1)
NCOIC:  C/SrA to C/SSgt

**KITTY HAWK HONOR SOCIETY**

This activity is akin to the National Honor Society and includes cadets who possess a GPA of 3.0 or higher in both AFJROTC and DeLand High School.

This team has additional community service requirements, which include tutoring FL-023 cadets and nearby elementary/middle school students.
This team will also be responsible for report cards and progress reports.
This group will adhere to a special oath and constitution.

Kitty Hawk Leadership Positions: Commander (1)

Commander: C/Capt to C/Maj

**ACADEMIC CHALLENGE TEAM (Subset of Kitty Hawk)**

This activity is a subset of Kitty Hawk Honor Society. The Academic Challenge is sponsored by the College Options Foundation and consists of a computer simulation program aimed at SAT/ACT preparation. This team competes against other Air Force and service JROTC teams, and must advance in their academic knowledge.

The Academic Challenge Leadership team will ensure members understand the components of the SAT/ACT and prepare students accordingly. Continued training will be conducted once the competition is complete, or else the leadership team will revert back to permanent ranks at the semester.

Academic Challenge Leadership Positions: OIC (1) and NCOIC (1)

NCOIC: C/SrA to C/SSgt

**FITNESS TEAM**

This activity is a fitness team, who is striving to maintain a healthy lifestyle. A variety of fitness activities are included in this team, in addition to competing as a Raider Fitness Team.

Leadership positions must provide a structured fitness program and Raider competition team.

Raider Fitness Leadership Positions: OIC (1) and NCOIC (1)

OIC: C/2Lt to C/1Lt
NCOIC: C/SrA to C/SSgt

**CYBER PATRIOT TEAM**

This activity is sponsored by the Air Force Association and consists of a computer simulation program aimed at network security and network defense.

This team competes against other Air Force and service JROTC teams and must defend and exploit networks as developed by the Air Force Association.
Competition consists of rounds, with teams moving to subsequent rounds based on performance.

The Cyber Patriot Leadership team will ensure members understand the components of the computer, how to defend and attack a network, and will participate in the on-line competition. Continued training will be conducted once the competition is complete, or else the leadership team will revert to permanent ranks at the semester.

Cyber Patriot Leadership Positions: NCOIC (1)

NCOIC: C/SSgt to C/T Sgt

CHAPTER 9: CO-CURRICULAR ACTIVITIES/EVENTS:

PARADES:

All cadets are highly encouraged to participate in four parades a year: Deland Homecoming, Veteran’s Day, Christmas and the Mardi Gras (Puppy) Parade. With prior SASI or ASI approval, cadets who are in multiple groups/clubs must march in two parades with JROTC and the other two parades may be with other group/clubs.

Cadets will be expected to meet 1-hour prior to schedule start of parades @ COOKS CAFÉ BAKERY & EATERY parking lot, at the corner of W. Pennsylvania & Woodland Blvd. (Plan ahead to avoid being late due to road closures).

The Deland Police Dept. will block off Woodland Blvd. from Plymouth Ave on the North side to Beresford Ave on the South side usually 2 hours prior to start of parades until 1-2 hours after scheduled end-of-parades. Please plan on using alternate routes such as Alabama & Amelia to the East or Florida & Clara to West.

If an extenuating circumstance arises cadets MUST contact their Flight Commander, who will inform the chain of command and the SASI/ASI. For each parade, uniform requirements will be provided by the SASI/ASI. No sunglasses or chewing gum are permitted in uniform. All cell phones MUST be turned-off during parade route.

Uniforms must be in outstanding condition with all badges, ribbons on the uniform as well as nametag and ranks. Any cadet not in military uniform standards such as: needing a haircut/shave, out-of-regulations nail or hair color (ladies’ hair must be up above collar), wearing a wrinkled or dirty uniform, wrong shoes or missing items (name tag, flight caps, etc.) WILL be sent home.

Cadets should eat a well-balanced meal & drink plenty of water beforehand due to limited water access during parade.
At the end of each parade when dismissed cadets may go find their rides or stay and watch the rest of the parade then meet their ride at a predetermined place. **NOTE:** if cadets elect to stay and watch rest of parade, they have two options for uniform wear:

- # 1: cadets may change completely out of their uniform OR
- # 2: cadets keep their ENTIRE uniform on

Regardless of option, cadets will “either be ALL the way in or ALL the way out of the uniform”. No JROTC issued shirt is to be worn with jeans/shorts or no t-shirt is to be worn with Air Force pants/skirts/shoes. If elected to stay in uniform cadets are REQUIRED to wear their flight cap/berets at all times while outside.

**BACK TO SCHOOL EVENT:**

This event is an opportunity for parents of new cadets and those with returning cadets to meet the SASI/ASI and learn about what is in store for the upcoming school year. Events and activities may be included to engage parents and cadets accordingly.

**FUNDRAISING EVENTS:**

Throughout the year, various fundraising events will take place to raise money for AFJROTC activities. Activities include, but are not limited to, Competitions, Field Trips, Community Service, Social events, and special uniform items.

**FIELD TRIPS:**

Periodically, cadets will go on field trips to Air Force Bases, Kennedy Space Center, Washington DC, etc. Information and Field Trip Permission Forms will be sent home for parent approval.

**MILITARY BALL & DINING-IN/OUT FORMAL EVENTS:**

Two of the grandest events of the year are the Military Ball and Dining In/Out. Dress for male cadets is Class-A Service Dress uniform with no flight cap. For female cadets, the dress is semi-formal attire (prom dresses, etc.) for the Military Ball, and Class-A Service Dress uniform with skirt (no flight caps) for the Dining Out. Non-Cadet males wear formal wear or suit with tie. Non-Cadet females wear semi-formal dress. For Dining In events, uniform wear will be determined by the SASI/ASI.

**ANNUAL AWARDS CEREMONY:**

Our annual JROTC Award Ceremony is held each year in the DHS Auditorium in late April or May. During the end-of-year awards ceremony cadets are presented with AFJROTC, Civic, and National Awards. **Family members and friends are invited.** A dessert social will follow the ceremony.
COMMUNITY SERVICE EVENTS:

AFJROTC participates in many community service events throughout the year. Community service events are Highly Encouraged to promote community, service, and citizenship. Events include, but are not limited to:

❖ The Neighborhood Center Food and Toy Drives
❖ Flags on Graves for Memorial Day
❖ American Flag Disposal Ceremony for local tattered/torn flags
❖ Local Adopt-A-Highway / DHS Campus Cleanup

CHAPTER 10: AWARDS AND DECORATIONS

AFJROTC AWARDS AND DECORATIONS:

The cadet awards and decorations program is designed to foster morale, incentives, esprit-de-corps, and recognize outstanding cadet performance in academics and leadership or for specific display of valor. Guidance can be found in Air Force ROTC Instruction 36-2001 for specific eligibility for AFJROTC Awards. The ribbon chart can be found in the Cadet Handbook or on our Deland JROTC website. Medals may be worn on the semi-formal uniform only for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals will not be worn on regular uniform days.

(1/2) Gold and Silver Valor Award. Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk of life requirements of the Gold Valor Award.

(3) Cadet Humanitarian Award. Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens.

(4/5) Silver Star Community Service with Excellence Award and Community Service with Excellence Award. It consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organization, directing, and executing of a major unit community service project that greatly benefits the local community. This is an award given to key leader(s) of the project. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to a
cadet in the Top 5% of units (approximately 45 units who have the highest “per
Cadet average” community service hours.

(6) **Air Force Association (AFA) Award.** This award consists of a medal and ribbon
and is presented to a third-year cadet. The award recipient must possess/meet the
following personal characteristics and eligibility criteria: Positive attitude toward
AFJROTC and school, Outstanding personal appearance (Uniform and grooming),
Display personal attributes such as initiative, judgment, and self-confidence,
Courteous demeanor (promptness, obedience, and respect for customs), Growth
potential (capacity for responsibility, high productivity, adaptability to change) and
Possession of the highest personal and ethical standards and strong positive
convictions.

(7) **Daedalian Award.** The Order of Daedalians is a fraternity of commissioned
pilots from all military services. It is named after the legendary figure, Daedalus, and
was organized by WW I military pilots who sought to perpetuate the spirit of
patriotism, love of country, and the high ideals of self-sacrifice which place service to
the nation above personal safety and position. This award is offered to encourage
the development of these traits in cadets and to interest them in a military career.
The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian
in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating
their legendary wings of wax and feathers. The award also includes a ribbon. This
annual award recognizes one outstanding third-year cadet that demonstrates an
understanding and appreciation of patriotism, love of country, and service to the
nation, indicates the potential and desire to pursue a military career, rank in the top
10% of their AFJROTC class and rank in the top 20% of their school class.

(8) **American Legion Scholastic Award.** This award consists of a bronze medal
accompanied by a ribbon with a distinctive miniature attachment depicting a
scholastic scroll. This award is presented to a third- or fourth-year cadet based on
the cadet’s overall scholastic achievements. The cadet must: rank in the top 10% of
the high school class, rank in the top 25% of their AFJROTC class, demonstrate
leadership qualities and actively participate in student activities.

(9) **American Legion General Military Excellence Award.** This award consists of
a bronze medal accompanied by a ribbon with a distinctive miniature attachment
depicting a torch. This award is presented to a third- or fourth-year cadet based on
the cadet’s general military excellence. The cadet must: rank in the top 25% of their
AFJROTC class, demonstrate outstanding qualities in military leadership, discipline,
character, and citizenship.

(10) **Daughters of the American Revolution (DAR) Award.** This award consists of
a bronze medal and ribbon and is presented to a fourth-year cadet that meets the
following criteria: rank in the top 25% of their AFJROTC class, rank in the top 25%
of their high school class, demonstrate qualities of dependability and good character,
demonstrate adherence to military discipline, possess leadership ability and a
fundamental and patriotic understanding of the importance of ROTC training.

(11) **American Veterans (AMVETS) Award.** This award consists of a medal
pendant and ribbon and is presented to a cadet that possesses individual
characteristics contributing to leadership such as: a positive attitude toward Air
Force ROTC programs and service in the Air Force, personal appearance (wearing
of the uniform, posture, and grooming, but not physical characteristics *per se*),
personal attributes (initiative, dependability, judgment, and self-confidence), officer
potential (capacity for responsibility, adaptability, and maintenance of high personal standards), obtained a grade of "A" in their AS class, be in good scholastic standing in all classes at time of selection and presentation.

(12) **Reserve Officers Association (ROA) Award.** This award consists of a bronze medal, ribbon, and certificate. The recipient(s) must possess individual characteristics contributing to leadership such as: positive attitude toward AS curriculum, outstanding personal appearance, attributes of initiative, judgment, and self-confidence, courtesy, growth potential, responsibility, high productivity, adaptability to change, demonstrate the highest personal and ethical standards and strong positive convictions and rank in the top 10% of their AFJROTC class.

(13) **Military Order of World Wars Award.** This award consists of a bronze medal pendant, certificate, and ribbon and is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments/service to JROTC.

(14) **Military Officers Association of America (MOOA) Award.** This award consists of a medal pendant with ribbon and is presented annually to an outstanding third-year cadet who shows exceptional potential for military leadership, be a member of the junior class, be in good academic standing, be of high moral character, show a high order of loyalty to the unit, school, and country and show exceptional potential for military leadership.

(15) **Veterans of Foreign Wars (VFW) Award.** This award consists of a medal pendant with ribbon and is presented to a third- or fourth-year cadet who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership, has a positive attitude toward AFJROTC, has outstanding military bearing and conduct, possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation), demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism, demonstrate leadership potential, attain a grade of "B" in AFJROTC with an overall average grade of "C" in all subjects for the previous semester, be active in student activities and not have been a previous recipient of this award.

(16) **National Sojourners Award.** This award consists of a ribbon, medal pendant, and certificate, recognizing an outstanding second- or third-year cadet who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. This cadet must: be in the top 25% of their academic class, encourage and demonstrate ideals of Americanism, demonstrate potential for outstanding leadership and not have previously received the award.

(17) **Sons of the American Revolution (SAR) Award.** This award consists of a bronze medal with ribbon and recognizes an outstanding third-year cadet who must exhibit a high degree of leadership, military bearing, and all around excellence in AS studies and not have previously received the award. The cadet must be in the top 10% of their AFJROTC class and be in the top 25% of their overall class.

(18) **Scottish Rite, Southern Jurisdiction Award.** This award consists of a medal, ribbon, and certificate and recognizes an outstanding third-year cadet who must: contribute the most to encourage Americanism by participation in extracurricular activities or community projects, demonstrate academic excellence by being in the top 25% of class, demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism and not have been a previous recipient of this award.
(19) **Military Order of the Purple Heart Award.** This award consists of a medal pendant with a ribbon and recognizes an outstanding third- or fourth-year cadet who demonstrates leadership ability. The cadet must: have a positive attitude toward AFJROTC and country, hold a leadership position in the cadet corps, be active in school and community affairs, attain a grade of “B” or better in all subjects for the previous semester and not have been a previous recipient of this award.

(20) **Air Force Sergeants Association (AFSA) Award.** This annual award consists of a medal pendant with a ribbon and recognizes an outstanding third- or fourth-year cadet who demonstrates outstanding qualities in military leadership, discipline, character, and citizenship. They must be in the top 25% of the AFJROTC class, demonstrate outstanding qualities in military leadership, discipline, character, and citizenship and not have been a previous recipient of this award.

(21) **Sons of the Union Veterans of the Civil War.** This award recognizes one deserving cadet who displays a high degree of patriotism and demonstrates a high degree of academic excellence and leadership quality.

(22) **Sons of Confederate Veteran's H.L. Hunley Award.** This award consists of a medal, ribbon, certificate and recognizes a rising second year cadet who has demonstrated the qualities of honor, courage and a particular commitment to his/her unit throughout the school year.

(23) **Tuskegee Airmen Incorporated (TAI) Air Force Junior ROTC Cadet Award.** This award consists of a ribbon and certificate and is presented to cadets (may be first, second, or third-year cadets) who attain a grade of “B” or better in their AS class, be in good academic standing, actively participate in cadet corps activities and participate in at least 50% of all unit service programs.

(24) **The Retired Enlisted Association (TREA) Award.** This award consists of a medal set, ribbon and a certificate. At the SASI’s discretion for exceptional leadership is awarded to the most outstanding AFJROTC cadet while serving in an enlisted rank. The cadet must have shown outstanding leadership throughout the course of the school year.

(25) **The Celebrate Freedom Foundation Award.** This award consists of a ribbon and certificate and is awarded at the SASI’s discretion, for outstanding performance in academics and cadet corps activities as a first- or second-year cadet.

(26) **National Society United States Daughters of 1812 Award.** This award consists of a medal and ribbon and is presented to a cadet that meets the following criteria: rank in the top 25% of their AS class, rank in the top 25% of their high school class, demonstrate qualities of dependability and good character, demonstrate adherence to military discipline and possess leadership ability and a fundamental and patriotic understanding of the importance of ROTC training.

(27) **The Air Commando Association Award.** This award consists of a ribbon and a certificate and is awarded at the SASI’s discretion for completing a one page essay on a historical AF Special Operations mission possessing the 13 critical attributes of success; integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness, and family strength.

(28) **Non-Funded National Award**

(29/30) **Distinguished Unit Award (DUA).** Units may be awarded the Distinguished Unit Award or the Distinguished Unit Award W/Merit. Awarded to cadets enrolled during the academic year when a unit is selected by Headquarters AFJROTC to
receive the DUA. *DUA W/Merit can only be earned during an inspection year.*

*Inspections are conducted every 3 years from HQ AFJROTC.*

(31) **Outstanding Organization Award (OOA).** Units may be awarded the OOA based on criteria from HQ AFJROTC.

(32) **Outstanding Flight Ribbon.** Awarded to members of the outstanding flight under criteria determined by the SASI.

(33) **Top Performer Award.** The Cadet Top Performer award is a Headquarters AFJROTC award presented to a maximum of 2% of the current unit cadet corps population and presented during an inspection year. All currently enrolled cadets may be considered, and specific consideration is given to cadets previously recognized for superior performance.

(34) **Outstanding Cadet Ribbon.** Is a ribbon awarded annually to the outstanding first year.

(35) **Leadership Ribbon.** Awarded at SASI’s discretion for outstanding performance in a position of leadership as an AFJROTC cadet, in corps training activities. Ensures recognition of cadets who have consistently displayed outstanding leadership ability, above and beyond expected performance.

(36) **Achievement Ribbon.** Is a ribbon awarded for a significant achievement in AFJROTC or other school activities/events.

(37) **Superior Performance Ribbon.** Awarded for outstanding service rendered specifically on behalf of AFJROTC. Presented for a single or sustained performance of a superior nature or presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to other cadets. Also awarded for outstanding leadership as a Flight Commander, Flight Sergeant or PT Sergeant.

(38) **Academic Ribbon.** Basic ribbon – be on honor roll, each additional cluster is a 3.5 GPA for semester.

Bronze star - All A’s for quarter.

Silver star - All A’s for semester.

Gold star – All A’s for school year.

(39) **Leadership School Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration. Add a silver star for outstanding performance or leadership ability at a Leadership School. Award of silver star is limited to up to 10% of the class. This ribbon may only be earned once.

(40) **Special Teams Competition Ribbon.** Compete in competition for special team, team must place (no alternates or and must compete on said team.)

(41) **All Service National Competition Ribbon.**

(42) **AF Nationals Competition Ribbon.**

(43) **Orienteering Ribbon.** Awarded to cadets who complete a course in orienteering as sponsored by the Air Force or other service JROTC program. Documentation must be provided outlining successful completion.

(44) **Leadership Development Requirement (LDR).** Awarded at SASI’s discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander color guard commander, dining-in chairperson, military ball chairman, etc.).
Drill Team Ribbon. Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at 3 drill performance events, i.e., competitions, special school events, community demonstrations (cumulative).

Color Guard Ribbon. Cadets must perform at least 5 color guard performance events to receive this ribbon (cumulative).

Sabre Team Ribbon. Cadets must perform at least 5 saber team performance events to receive this ribbon (cumulative).

Marksmanship Ribbon. Cadets must be on the marksmanship team for an entire year/season to be eligible to qualify and must have competed in at least 1 marksmanship competition event (cumulative).

Good Conduct Ribbon. Cadets must not have received a referral (this includes no ISS/OSS) and not missed more than 5 days of school (unexcused absence) for entire school year to be eligible to qualify for this award.

Service Ribbon. Is a ribbon awarded for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals for the organization.

Health and Wellness (PT) Ribbon. Improve by 10% in 3+ categories or get a 85+ on PFT and miss no more than 5 PT days in a year. All percentiles will be automatically computed in WINGS and the following stars will be earned according to the individual scores: (a) Bronze Star- 75-84 percentile, (b) Silver Star- 85-95 percentile and the (c) Gold Star – 96-100 percentile.

Recruiting Ribbon. Is a ribbon awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC.

Activities Ribbon. Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. An oak leaf cluster will be added on this ribbon for each year of membership beginning with the second year.

Attendance Ribbon. Awarded to cadets who have no more than three excused absences (no unexcused) from AFJROTC classes during the entire school year.

Dress and Appearance Ribbon. Is awarded to cadets who maintain a 90% or higher average on weekly uniform grades.

Longevity Ribbon. Is a ribbon awarded for successful completion for each AFJROTC school year (semester with 4x4 block schedule).

Bataan Death March. Is a ribbon awarded to honor and remember the sacrifices of the victims and survivors of World War II’s Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally determined 14-mile course (trails, road courses, tracks, etc.).
(58) **Patriotic Flag.** Is a ribbon awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. In order to receive this award, cadets must have participated in a minimum of 5 flag events.

(59-63) **Civil Air Patrol** ribbons. Cadets are authorized to wear CAP ribbons upon demonstration of successful completion and documentation.

**Badges:**

**Ground School Badge.** Awarded for successful completion of the AFJROTC aviation honors ground school curriculum or successful completion of another aviation ground school prescribed by the FAA.

**Cyber Patriot Badge.**

**Kitty Hawk Air Society Badge.**

**Model Rocketry Badge.**

A CHART SHOWING ALL AFJROTC AWARDS, RIBBONS AND THE PROPER ORDER FOR WEAR, IS POSTED ON THE BULLETIN BOARD IN THE AFJROTC CLASSROOM. WEAR YOUR AWARDS AND RIBBONS PROUDLY AND PROPERLY.
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AFJROTC GRADUATION CORD
Cadets who have satisfactorily completed 4 years to AFJROTC will earn a blue/silver cord to be worn at graduation.

Certificates of Training and Completion

There are two types of certificates that may be awarded to AFJROTC cadets: the Certificate of Completion and the Certificate of Training.

1. Certificate of Completion
   Requirements:
   a. Must have passing grades in every credit granting period of the AFJROTC Program for three full years.

   Benefits:
   a. Cadet may be excused from either year of the General Military Course (GMC) of the Senior AFROTC Program. This must be arranged with the Professor of Aerospace Science (PAS) at time of enrollment in a college or university.
   b. Cadet may be promoted to the paygrade of E-3 upon graduation from Basic Military Training if enlisting in the Armed Forces (E-2 for USMC and Army). This places the cadet ahead of all other personnel enlisting at the same time, and theoretically makes the cadet eligible for promotion earlier than other enlistees who enter at the same time.

2. Certificate of Training
   Requirements:
   a. Must have passing grades in every credit granting period of the AFJROTC Program for two full years.

   Benefits:
   a. Cadet may be excused from one academic term (semester or quarter) of the General Military Course (GMC) of the Senior AFROTC Program. This must be arranged with the Professor of Aerospace Science (PAS) at time of enrollment in a college or university.

Cadets may be awarded certificates even if they do not graduate high school since the certificate is based only on AFJROTC performance.
CHAPTER 11: CADET HEALTH & WELLNESS PROGRAM

Each Friday is Physical Training (PT) Day. It is always advisable to consult your physician prior to initiating any regimented exercise program. All cadets must have a fitness and parental consent form signed and on file before participating in the JROTC Fitness Program. All medical conditions identified on the medical consent forms are communicated to and copies are provided to Deland H.S. Clinic personnel in case of an emergency. Cadets who have medical conditions will be monitored always. Both the SASI and ASI are certified in CPR. Cadets are required to have inhalers, EPI-PENS, etc. readily available in case of emergency.

Although AFJROTC does not have cadet weight or physical fitness standards, we encourage cadets to establish their own physical fitness training program. Cadets enrolling in a college ROTC program, service academy, or those enlisting in a military service, will have to attain and maintain weight and physical fitness standards.

The physical fitness training program will include numerous activities and a personal fitness regimen with obtainable objectives.

All cadets must dress out in the Air Force Physical Training Uniform (AFPTU): AF T-shirt, AF issued shorts or personal fitness shorts, socks and tennis shoes, OR the AF sweat shirt and pants, socks and tennis shoes. Shorts should be mid-thigh or longer and must be conservative in nature (NO spanx, spandex biker shorts, etc.) and color (black, blue, white, and gray allowed NO pink, purple, neon or blingy shorts allowed).

On Physical Training days cadets are graded on the following two items: dress out in appropriate AFPTU and participation in PT activities. Cadets must participate in PT unless they have a written excuse from a parent/legal guardian or doctor. Not dressing out in AFPTU, will result in 50 points deducted out of a 100 formative grade. Additionally, not participating in PT activities will result in 50 points deducted out of a 100 formative grade. If cadets do not dress out in AFPTU they are still required to participate.

PHYSICAL FITNESS TEST:

Cadets will be tested on Presidential Physical Fitness Test at least three times per year. The first test, scheduled within 45 days after school beings, serves as a baseline. Subsequent tests serve to show improvement/areas needing work. This will be completed according to AFJROTC standards. During the PFT, if a cadet receives a percentile score of 80-89 they will earn a Bronze Star to be worn on the PT Ribbon, a percentile score of 90-99 will earn a Silver Star to be worn on the PT Ribbon and a perfect 100 percent earns the Gold Star to be worn on the PT Ribbon.
CHAPTER 12: COMMUNICATIONS

Cadet Meetings:
Meetings will be held as follows:

- Group Top 9 Meeting – Every Friday of each month
  - All Commanders should be in attendance

- Cadet Accountability Board (CAB) – On a Need Be Basis
  - All cadets invited to attend should be in attendance

Meetings may be held during lunch or before school. Cadets required to attend should be notified as far in advance as possible of the meeting or at a minimum of at least one day in advance of the meeting. A notice will be placed in the announcements prior to the meeting. Those required to attend must be present unless prior approval of absence is granted by the SASI/ASI or WC/CC/VC/CCC.

The procedures for Staff meetings will be:

- The Wing Command Chief will be responsible for setting up the room for all staff meetings. He/she is also responsible for maintaining order outside the classroom.
- All meetings will begin and end with the staff being called to “Attention”. The Commander will give the command “Seats” and the meeting will begin.
- Squadron/Flight Commanders will brief on their flight’s progress, identifying and discussing problem areas.
- The SASI or ASI will be present and brief at all meetings. It is the responsibility of the Commander to ensure that time is made for this briefing.
- Meeting minutes will be taken and published within 24-hours

COMMUNICATION METHODS
Weekly emails about upcoming school or JROTC events will be communicated via the following means: parent/cadet school email list, JROTC website [http://delandhs.org/afjrotc](http://delandhs.org/afjrotc), Instagram, or a letter sent home. We make every effort to communicate what is going on; however, it’s YOUR responsibility to ensure parents know what is passed on during class.

Cadets will also be provided an AFJROTC Planner, which is to be brought to class daily. Cadets are required to share information about AFJROTC, and other classes, at least once per week with their families to ensure they are informed about what is taking place in AFJROTC and at DHS.

All cadets who have an email should be on the cadet/parent school email list please send an email to the following email:
Cadet Communication: The Main Source of Cadet Communication is the Microsoft team’s app. As a part of being a Volusia county school student we all have access to Microsoft Teams. Use your Alpha code email and password too long in. Instructors and other cadets are present in these chats so watch what you say and keep teams for strictly business. The app can be downloaded on your Vportal or phone. Make sure you have notification turned on in the app as well as downloading the app on your phone insures better communication.

The following are our social media accounts. Cadets should make every effort to belong to one or more:

Web Page:  [www.delandhs.org/afjrotc](http://www.delandhs.org/afjrotc)
INSTAGRAM: delandjrotc

Any other questions or concerns should be communicated through your Cadet Chain-of-Command; however, if you need to contact either the SASI or ASI our information is as follows:

Senior Aerospace Science Instructor (SASI): Major Edward Bustle

Aerospace Science Instructor (ASI) MSgt Fortino R. Garcia,Jr. [FRGARCIA@volusia.k12.fl.us](mailto:FRGARCIA@volusia.k12.fl.us) or (386) 822-6909 EXT: 2-3360

Aerospace Science Instructor (ASI) MSgt Daira Hall. [dhall@volusia.k12.fl.us](mailto:dhall@volusia.k12.fl.us) or (386) 822-6909 EXT: 2-3360