

# ***THE WOODLANDS HIGH SCHOOL***

*Air Force Junior Reserve Officer Training Corps  
TX-20062*



## ***Cadet Guidebook 2022-2023***



<b>Distinguished Unit</b>		<b>Distinguished Unit with Merit</b>	
2006-2007	2007-2008	2008-2009	2010-2011
2009-2010	2011-2012	2012-2013	2013-2014
2014-2015	2016-2017	2018-2019	2017-2018
2019-2020	2021-2022		

*Senior Aerospace Science Instructor*

*Lt Col Chris McMartin*

*Aerospace Science Instructor*

*CM Sgt Clark Gillo*

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*This guidebook is dedicated to past, present, and future leaders who willingly sacrifice in the service of others.*



**The Woodlands High School Air Force Junior ROTC**  
6101 Research Forest Drive, The Woodlands TX 77381

MEMORANDUM FOR CADETS AND FAMILIES

FROM: SENIOR AEROSPACE SCIENCE INSTRUCTOR

SUBJECT: Welcome Letter to Cadets and Families

Congratulations on your decision to enroll or continue in our Air Force Junior ROTC program at The Woodlands High School! The program is diverse, with courses ranging from Leadership Education and Aerospace Science to marching drill and physical fitness. You will find the curriculum stimulating and intellectually challenging, and every student will find after-school activities suiting their interests. You have chosen to challenge yourself academically, organizationally, and physically—you will benefit from this challenge with a truly rewarding experience. The Woodlands High School established its AF JROTC program in July 2006 by mutual agreement between the CISD Superintendent and the Commander of Air Force Officer Accession and Training Schools at Maxwell Air Force Base, Alabama.

I am the Senior Aerospace Science Instructor (SASI), a retired U.S. Air Force Lieutenant Colonel with a wide diversity of experience, training, and education. The Aerospace Science Instructor (ASI) with me—Clark Gilleo—is a retired USAF Chief Master Sergeant and together we have many years of combined active duty service. We are disciplined and superbly trained to carry out the mission of the Air Force Junior ROTC program.

This cadet guidebook outlines our program, minimum standards of conduct, and levels of performance expected of *each* cadet to be successful in AF JROTC. It also informs cadets of policies and procedures, uniform guidance, promotion opportunities, and general operation and discipline of the Cadet Corps.

This guidebook supplements and supports Air Force JROTC Instructions and CISD policies. It is applicable to all cadets and is directive in nature. *Each cadet will be held responsible for knowing the details of this guide and for complying with its requirements.* This guide is also made available and is useful to school administrators, counselors, teachers, and parents.

Again, welcome to TWHS TX-20062 and The Woodlands High School AF JROTC program. I wish you every success and hope you have a very enjoyable and rewarding year.

DAVID C. "Chris" McMARTIN, Lt Col, USAF (Ret)  
Senior Aerospace Science Instructor

2.

**Core Values, Mission Statement, Program Objectives, Cadet Honor Code**

## **AIR FORCE CORE VALUES**

**Integrity First  
Service before Self  
Excellence in All We Do**

## **AIR FORCE JROTC MISSION**

**To develop citizens of character dedicated to serving their  
Nation and community**

## **AIR FORCE JROTC PROGRAM OBJECTIVES**

**The Purposes of JROTC**

- ...to instill the value of citizenship**
- ...to instill the value of service to the United States**
- ...to instill personal responsibility**
- ...to instill a sense of accomplishment**

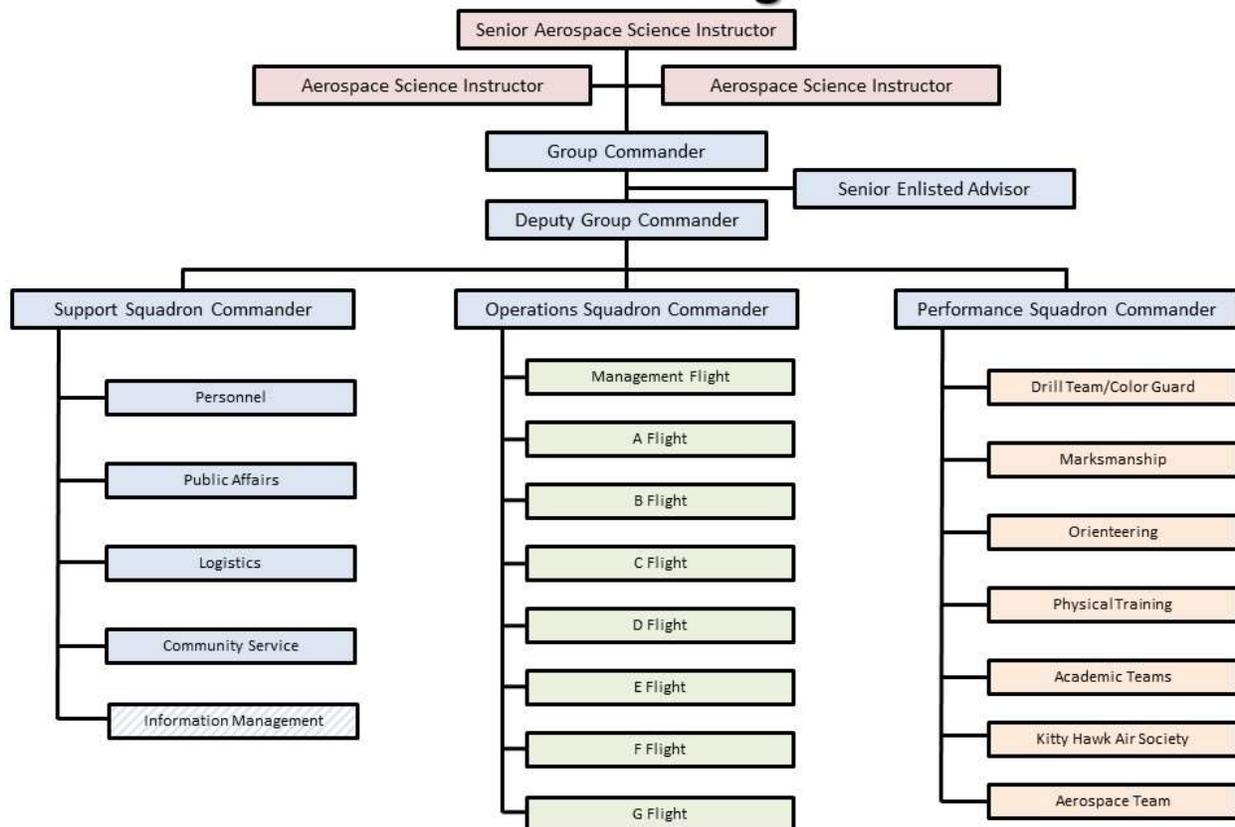
## **CADET HONOR CODE**

**We will not lie, steal or cheat, nor tolerate among us anyone who does**

### 3. Organization of TX-20062

**3.1 Organizational Chart.** TX-20062 is organized as a Group based on the number of cadets in our Corps. The organizational chart below shows a breakdown and alignment of key leadership positions within the Group.

## TWHS AF JROTC TX-20062 Organizational Chart



Positions in red are instructors. Positions in blue are Cadet Staff (Information Management is a staff position but typically is filled by a cadet with responsibilities within a flight). Positions in orange are team captains. Positions in green are flights (green = “go” to them first with suggestions or concerns—See Section 4.2).

### 3.2 Organizational Echelons, Size, and Associated Ranks:

<u>Designation</u>	<u>Typical Rank of Commander</u>	<u>Typical Number of Cadets</u>
Group	C/Lt Col – C/Col	100-250
Squadron	C/Maj – C/Lt Col	32-99
Flight	C/2Lt – C/Capt	16-30
Element	Up to C/SSgt	3-5

## 4. Responsibilities and Chain of Command

### 4.1 Responsibilities

**4.1.1 Principal:** Responsible to the Senior Aerospace Science Instructor for overall financial support to the AF JROTC Program on an equal basis with other programs at The Woodlands High School. Responsible for annual evaluations of the SASI and the ASIs. The SASI and ASIs are employees of the Conroe Independent School District. The principal is considered the “Base Commander” for AF JROTC TX-20062.

**4.1.2 Senior Aerospace Science Instructor (SASI):** A retired Air Force Officer and the senior member of the AF JROTC Aerospace Science and Leadership Education staff.

Responsible to the principal for overall direction, coordination, administration and effectiveness of the AF JROTC Program at The Woodlands High School. Responsible to the principal for overall performance of cadets in the AF JROTC Program. Responsible for prescribing the AF JROTC Aerospace Science and Leadership Education curriculum taught in the program. Recognized by administration as the teacher of record for the program. Academically aligned as a separate Department Chair.



Responsible to the Director of Air Force JROTC for annual evaluation of fitness, effectiveness, and performance of all ASIs. Responsible to the Director of Air Force JROTC for overall administration of the AF JROTC program in compliance with rules, directions, and instructions issued by the United States Air Force Education and Training Command.

Selects all cadet commanders and approves cadet appointments to all key Group and Squadron positions.

**\*NOTE: Like any commander, the SASI retains sole final authority over cadet status within the corps and decisions regarding cadets continuing in the program, promotions, and positions of responsibility.**

### 4.1.3 Aerospace Science Instructor (ASI):

A retired Air Force Officer or Non-commissioned Officer (NCO). Primarily responsible for Leadership Education areas of drill, uniform wear, and physical training. Assists the SASI in teaching the Aerospace Science curriculum. Additional duties and responsibilities will be assigned by the SASI.

For TX-20062 the ASI is primarily responsible for supply and logistics, and other duties as assigned.

## 4.2 Cadet Chain of Command

**4.2.1 General.** Like any organization, chain of command is critical to distribute responsibility to ensure unit goals and objectives are accomplished. In our unit the chain of command has been carefully designed to ensure the unit mission is accomplished and that we take care of all cadets. The goal of following the chain of command is to ensure issues are handled at the lowest possible level. More importantly, it helps us use the opportunity to develop leaders at different levels of responsibility throughout the Corps. Occasionally there may be issues which have to work through the chain of command from the Flight Commanders to the Squadron or Group Commander, and finally the instructors. The instructors are the final determinants in all issues, but are not the *first* people you should approach with your concerns—**use your chain of command!**

### 4.2.2 Cadet Positions.

The cadets in your particular JROTC classroom comprise your “flight,” which is designated by alphabetical characters—A Flight, B Flight, etc.

**Element Leaders** are responsible for leadership of their element (typically a classroom row of cadets) in the flight. If you have a problem in your flight, such as needing a book, getting uniform items, etc., ask your element leader to help you—they are your first line of defense. Part of the element leader’s job is to take good care of their people and maintain element discipline. Shortly after each school year begins, the flight commander (in coordination with the SASI) will select several element leaders for your flight, and these positions may rotate to other cadets throughout the year.

**Flight Guides** regulate the rate and direction of the flight during drill (marching), and assume responsibility for the flight guidon (flag). The Guide assumes responsibility for the flight in the flight commander’s and deputy’s absence.

**Deputy Flight Commanders** are seniors who are second in command of your flight and have the authority and responsibility for discipline within the flight. Deputies take responsibility for the flight in the absence of the Flight Commander. Some flights may not have a Deputy Flight Commander.



**Flight Commanders** are senior who have been selected because they have demonstrated superior leadership potential. Their job is to help manage the day-to-day activities of the flight and assist the instructors in numerous ways such as communication, drill, recommendations for awards, etc. You will have a lot of contact with your flight commander throughout the school year. The flight commander is one of the most important and “hands-on” jobs a cadet can aspire to in our unit.

**Squadron Commanders** are the next step in the chain of command. These cadets are seniors who have been chosen based on both proven leadership abilities and experience. They work together as part of the staff and coordinate with the SASI and ASIs in the overall management and operation of the Cadet Corps.

Squadron Commanders comprise several functional/operational areas: The **Operations Squadron Commander** is responsible for the Flight Commanders and all direct activities involving flights. The **Performance Squadron Commander** is responsible for all teams, planning and registering for events, and communicating with them. The **Support Squadron Commander** is responsible for the effective use of staff to include Information Technology (IT), Logistics, Public Affairs, and Personnel.

Other cadets on staff include IT, Public Affairs, Logistics, and Personnel. **IT** accounts for all electronic equipment maintenance and inventory. **Public Affairs** interacts with media, writes bi-weekly highlights for the school mailer, visually records activities, and makes those images available to membership and families. **Logistics** accounts for, issues, and maintains all uniforms and tracks them in our online accounting system (WINGS). **Personnel** records all activities, Community Service hours, and Leadership Development Requirements hours in WINGS.

The **Group Commander** and **Deputy Group Commander** lead the senior staff daily, and are ultimately responsible for the planning and execution of every Cadet Corps activity.



## 5.

### AF JROTC Grading Criteria and Curriculum Guide

**5.1 Objectives.** The Air Force Junior Reserve Officer Training Corps (AF JROTC) program is designed to enable students to achieve the following objectives as listed in Section 2:

- **Citizenship**—gain an awareness of what it means to be a productive citizen
- **Service**—learn and practice service to others and to the community
- **Responsibility**—develop a higher level of accountability to self and others by practicing personal responsibility
- **Accomplishment**—acquire and maintain a sense of accomplishment and self-respect through improving academically, emotionally, morally, and physically, both as an individual and as part of a successful team

**5.2 Fees, curriculum, and program overview.** Courses include classroom academics (history, science, leadership and management, global studies, financial management); hands-on leadership, discipline, citizenship, and management; drill (marching); and physical training (PT). Cadet uniforms, rank insignia, and awards are provided at no cost—uniforms and rank insignia are issued to the cadet at the beginning of the school year and **must be returned** when departing JROTC to avoid incurring a charge for replacement. **An annual cadet fee of \$200 is required of each cadet.** This fee helps cover a unit polo shirt, flight T-shirt, a JROTC unit yearbook, patch purchase and sew-on, special issue items (such as PT gear), snacks and drinks for selected activities and visits, and a monthly social activity for all cadets. Sponsorships are available for financial hardship situations.

**5.3 Other program features.** Cadets will have curriculum-related trips planned throughout the year, typically one trip per flight (class). We also hold an annual formal military ball, a military dining-in, and an end-of-year awards ceremony. At the awards ceremony, medals, ribbons, trophies, plaques, and other awards are presented to recognize accomplishments of the cadets during the year.

**5.4 Varsity letter, scholarships, and benefits.** Cadets have the opportunity to earn a varsity letter for participating in AF JROTC (see criteria in Attachment 1). Members completing the AF JROTC program may have an advantage in applying for ROTC scholarships or to military service academies. Instructors work with all juniors and seniors as requested to assist in securing scholarship opportunities. Upon completion of at least three years in AF JROTC, cadets may be considered for advanced rank if enlisting in the military—consult each service’s enlistment guidance for details.

**5.5 Grading Criteria.** Our curriculum breaks down as follows: 40% is Aerospace Science, 40% is Leadership Education, and 20% is Wellness (physical fitness). A **general** overview is outlined on the next page. Grades may be distributed in different proportions based on specific daily grades, projects, events, etc.

<b><u>Academics</u></b>	<b>40%</b>	<b><u>Leadership</u></b>	<b>40%</b>
Participation	10%	Leadership Participation	10%
Presentations	10%	Drill & Ceremonies Part.	5%
Reports	10%	Uniform Inspection	20%
Tests/Homework	10%	Tests/Homework	5%
<b><u>Physical Fitness</u></b>		<b>20%</b>	
Participation ( <b>effort</b> , not results)		10%	
Dressing out in issued Air Force PT Gear		10%	

Since JROTC is an elective course, we do not adhere to the distribution of daily, quiz, and major grades in the TWHS Student Handbook (similar to other electives such as band, football, etc.). If a student is absent for class, some activities must be made up (indicated by a “Z” grade). Other activities, due to their nature (in-class teamwork activities, etc.) cannot be made up and if a cadet is absent that day, they will receive an “X” grade which neither helps nor hurts their average.

**5.5.1 Missed Uniform or PT day.** Cadets who are absent for a uniform inspection (uniform wear is required each Wednesday or Thursday they have JROTC) most make up that grade on their next JROTC class day for 100%. Cadets who are present, but fail to wear their uniform on the prescribed day, must make it up their next JROTC class day for a maximum 80%. Cadets who miss a PT day (held each Friday they have JROTC) may make the grade up for 100% by participating one day in after-school PT, Orienteering, Drill, or a UIL sport\* practice the following week. Cadets who are present, but fail to dress out as required on PT day, earn a maximum 50% daily grade for participation. Participation is required of all cadets unless an illness or injury is **accompanied by a doctor’s note. The doctor’s note excuses you from PT but not from dressing out; the uniform on PT day is the issued PT gear.** \*Other UIL or club/league activities may suffice at SASI discretion.

## 5.6 Course Descriptions/Objectives

All AF JROTC classes, regardless of year, are combinations of material from an **Aerospace Science (AS)** component course, a **Leadership Education (LE)** course and the **Wellness** (physical fitness) program. AF JROTC classes are counted as either elective or PE credit and over a two-week Red/Green schedule, by Headquarters regulation, consist of 40% AS contact time (two days), 40% LE contact time (two days) and 20% for Physical Training (one day) as outlined above.

### 5.6.1 Aerospace Science

For organizational purposes Aerospace Science is separated from the Leadership Education component in each AF JROTC class. In practice, however, the overlap may be considerable. For example, writing and speaking skills are categorized as “Leadership Hours” but can and are incorporated into the Aerospace Science courses. Additionally, many of the Aerospace Science topics will be helpful in the Leadership Education classes.

## 5.6.2 Leadership Education

Leadership Education (LE) is an integral part of each year's instruction for AF JROTC cadets. All LE courses will include a weekly uniform day and learning, refining, and leading drill. Additionally, many after-school activities provide the proving ground for newly learned leadership skills. Activities such as drill teams, orienteering, marksmanship, and many other facets of Cadet Corps operation all require positions with considerable responsibilities. To describe the leadership portion of the curriculum as being 288 hours (72 hours per year) is technically true; however, in practice it is highly understated.

## 5.6.3 Wellness Curriculum—Physical Fitness

**5.6.3.1. Overview.** Wellness, also known as physical training (PT), is an important part of the Air Force Junior ROTC program and is required to comprise 20% of the curriculum. Our fitness program is focused upon improving strength, endurance, and flexibility, with the goal of challenging all students. A significant part of the program is teamwork and motivation as cadets do PT with their flights. The Wellness Program is comprised of numerous exercises with minimal space and climate dependency requirements (e.g. running). The exercises aim is to develop all muscle groups and provide sufficient anaerobic and aerobic intensity. Our outstanding PT program is primarily cadet-run. Cadets should expect to be challenged, but have fun.



### 5.6.3.2. Program requirements.

Fitness is accomplished and graded (participation—50% and dressing out in issued clothing—50%) in class each Friday a student has AF JROTC, and is also offered voluntarily after school during the week (typically Mon/Wed) for cadets desiring a higher level of fitness or who need to make up a Friday absence.

Endurance/aerobic fitness consists primarily of running. Strength building consists primarily of exercises like push-ups, sit-ups, and light weight training. Flexibility development incorporates a variety of stretching exercises. On these foundations we add various exercises and techniques as well as group sports and activities to enhance team-building. All cadets **must complete** headquarters-required fitness assessments (making up outside class, if necessary). Assessments consist of a 1- to 1.5-mile run, timed pushups and sit-ups, and other exercises. As with other Wellness components, assessments are not graded on performance but on effort. An instructor will always be present for fitness training and all are CPR certified.

**5.6.3.3. Course objective for the Wellness Program.** Broadly speaking, our objective is to “get cadets out of their seats” and challenge them physically through a variety of opportunities to develop of strength, endurance and flexibility. Cadets who give their best effort each PT day (as well as who attend after-school PT) usually see a significant increase in fitness over the year.

**The goals of the AF JROTC Wellness program are to:**

1. Create individualized training programs based on national standards by age and gender.
2. Identify areas of improvements for each cadet.
3. Incorporate a physical training program to reach goals.



## 6. Conduct and Military Courtesy

**6.1 General.** Cadets are expected to observe proper military customs and courtesies at all times. Such behavior reflects favorably upon themselves, the unit, the school, and the armed forces of our country.

**6.2 Cadet Honor Code.** “We will not lie, steal, or cheat, nor tolerate among us anyone who does.” We have high expectations of student behavior—cadets will learn to live by and embrace the Honor Code. Violations of the Code, though rare, can result in disciplinary action up to disenrollment from the Cadet Corps. We spend a large amount of time emphasizing and reinforcing Honor Code principles.

### 6.3 Specific Conduct and Courtesies.

**6.3.1. Reasons for Standards.** Personal discipline builds character and helps us carry out the unit’s daily functions. Faculty members have a very positive outlook on AF JROTC cadets, and have higher expectations of you than they do of other students. Each of you is a leader in training—embarking on a great opportunity to practice being a leader by example. We expect you to learn to live with discipline and be prepared to accept responsibility. Whether or not you pursue a military career, AF JROTC will help cultivate the discipline you need to succeed in any endeavor.

#### 6.3.2. Prohibition on Physical Discipline and Hazing.

Any form of hazing, whether verbal or physical, will not be tolerated within any AFJROTC unit or activity. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals. Examples of prohibited physical activities include, but are not limited to: pushups, running laps, or any inappropriate physical contact such as shoving, pulling, or grabbing. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited. This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets, and any personnel involved with or participating in an AFJROTC unit or activity.



**6.3.3 Unauthorized Clubs.** No instructor or cadet may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

**6.3.4 Classroom Procedures.** When the 2-minute bell rings, all cadets stand beside their seats at the “Parade Rest” position. At the tardy bell, the Flight Commander (Deputy or Guide in their absence) calls the flight to “Attention,” asks for the Element Leaders to report absences, and makes any necessary announcements. The Flight Commander then reports to the instructor when the class is prepared for instruction. The instructor tells cadets to be seated and “At Ease (no talking),”

and cadets will take out paper and something to write with. At the end of class, the Flight Commander calls the flight to attention and dismisses the class.

**6.3.5 Terms of Address.** Military courtesy dictates instructors and other military personnel are addressed by their rank followed by their last name. Cadets of lower rank address cadet officers by their rank followed by last name (example: Cadet Captain Smith), or as “Sir” or “Ma'am.”

**6.3.6 Saluting.** A salute is simply a greeting. When in uniform and outdoors, you are required to salute all military or cadet officers. You are not required to salute cadets or instructors in the enlisted or NCO (Staff Sergeant through Chief Master Sergeant) ranks—exchange a verbal greeting only. All officers must render a salute to officers of a higher rank.

**6.3.7 Respect to Senior Members.** When an instructor, principal, distinguished visitor, military officer, or a ranking cadet officer enters the room, the first cadet to see that person will call the room to attention. The occupants of the room remain at attention until the person entering says, "At ease," "As you were," "Carry on," etc. Common areas or non-AF JROTC classrooms like gymnasiums, cafeterias, etc. will not be called to attention, nor will the room be called to attention if there are a large number (e.g., more than half) of non-cadets in the room, such as parents at a Booster Club meeting. Cadets do not call classrooms to attention during active class instruction.

**6.3.8 Courtesies Rendered To Non-Cadets.** Address faculty members and adults respectfully as “Mr.” or “Ms.” [last name] unless they permit you to address them otherwise. In conversation, unless otherwise directed, answer them “Yes sir/ma'am,” not “yeah,” “nope,” “uh huh,” etc. Other people know you are a cadet even when not in uniform, and hold you to a higher standard.

**6.3.9 Public Display of Affection.** Public display of affection (PDA) such as kissing, holding hands, embracing, walking arm-in-arm, or other affectionate touching is inappropriate and prohibited for all cadets in uniform. Indiscriminate display of affection shows lack of discipline and self-restraint, and detracts from the professional image we expect our cadets to maintain.

**6.3.10 Good Standing within the Corps.** To participate in most AF JROTC social events, field trips, or meets, cadets must be in good standing. This includes passing all classes based on the most recent grade reporting interval, having at least an 80% in AF JROTC specifically, all suspense/deadlines met (e.g., paperwork, physicals, fees, etc.), and no unresolved disciplinary issues (demerits not worked off, pending school detention/suspension, etc.). Good standing does not apply to eligibility to perform community service. We use UIL standards and timelines to determine academic eligibility. The SASI may waive these requirements for certain unit events.

**6.3.11 Merit/Demerit System.** Cadets are awarded merits and demerits for good or bad behavior and actions respectively throughout the year. Total merits-versus-demerits status affects numerous cadet opportunities, such as the award of the Good Conduct Ribbon, Airman of the Quarter nominations, and eligibility for field trips, monthly social events, and other cadet activities. Broadly speaking, the chain of command can award demerits for things like repeated uniform violations, failure to turn in assignments, using profanity, etc. and merits for exercising initiative, helping others, exceptional appearance, or other positive behaviors or actions. Refer to the separate cadet-produced policy for more information on merits and demerits.

## 7.

### Disciplinary and Meritorious Boards

**7.1 Disciplinary Boards.** Disciplinary Boards are a way of addressing Honor Code violations or other serious discipline problems. Boards are typically comprised of the Group Commander, Deputy Commander, and some combination of senior leadership including the SASI. The goal of disciplinary action is rehabilitation and the objective is for the cadet to learn from the action taken. Consequences can range from exoneration, to demotion, to being expelled from the Cadet Corps. In a Disciplinary Board, after the cadet formally reports in, the Board will listen to all sides of an incident, make a determination of fault, and recommend courses of action to be taken by the SASI. ***The SASI is the final authority on all Board decisions.*** The Board will listen to the position of the member accused and will listen to any opposing information. The Board will deliberate while the cadet is out of the room, vote on the decision and recommended consequences. Any cadet officer, instructor, or member of staff may request a Board. The request must be made in writing (military format) to the Group Commander. If you are ever ordered to appear before a Board, you will receive thorough instructions. Obviously, every attempt to correct discipline problems will be made prior to a Board through verbal counseling, letters of counseling, admonition, reprimand, etc.

### 7.2 Airman of the Quarter Boards.

We have an active Airman of the Quarter program to recognize top cadets. We convene Boards to decide among outstanding nominees for Airman of the Quarter awards, one for freshmen and one for upper classmen. Prior to the Board, the nominee's Flight Commander will provide a written package containing pertinent administrative information (community service, other Corps involvement, promotions, merits/demerits, etc.) as well as a recommendation write up. The Board composition will be similar to that outlined in 7.1 above, but the procedure will obviously be different. After the cadet formally reports in, the Board will typically ask questions ranging from military topics to current events, and will evaluate nominees on appearance and bearing. The Board will score responses, bearing and appearance, and the Flight Commander's nomination package, and then announce a winner. Boards are selective and challenging, and quarterly winners (one freshman, one upperclassman) will receive a meritorious promotion and an Achievement Ribbon.



## 8. Promotions

**8.1 Promotion criteria.** Promotions are one of the highlights of the year for cadets. Promotion recognizes not just good service, but the potential for greater responsibility. We use a permanent promotion system based on a combination of academic years in AF JROTC, grade level, and performance within the program. Cadets begin at the rank of Airman Basic. All cadets in good standing are eligible for one permanent promotion after completing a year of AF JROTC coursework. The SASI may select cadets who show a superior level of responsibility and leadership for early promotion. Additionally, winners of Airman of the Quarter boards are eligible for permanent promotion to the next grade. Promotees must hold their new ranks for at least three months before being promoted again. The SASI may elect to make an exception to this policy in cases of unusual circumstances or merit. Annual promotions progress as follows:

### **JROTC I**

Cadets in good standing are promoted to Cadet Airman.

### **JROTC II**

Cadets in good standing are promoted to Cadet Airman First Class.

### **JROTC III**

Cadets in good standing are promoted to Cadet Senior Airman.

### **JROTC IV**

Cadets in good standing are promoted to Cadet Staff Sergeant.

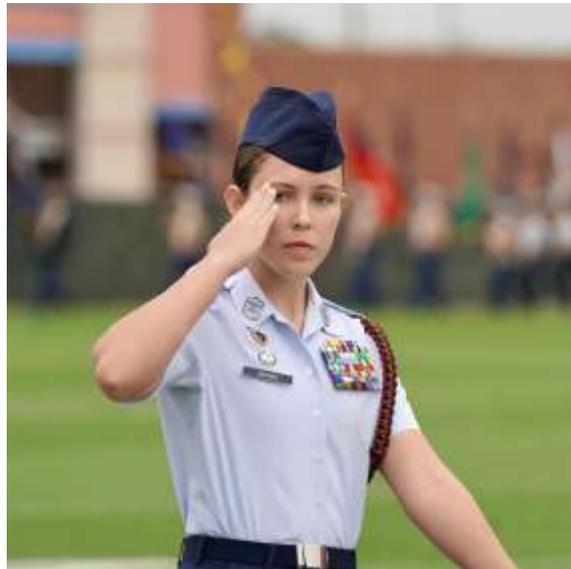
**8.2 Exceptional Merit Promotions.** Exceptional merit promotions are promotions in which a cadet is advanced ahead of his or her peers. Usually these promotions are identified before the end of each semester of the school year. Reasons for an exceptional merit promotion include outstanding performance, winning Airman of the Quarter, or being an Honor Graduate at Cadet Leadership Camp. These promotions are evidence a cadet is doing their best, so always strive to do your best! Cadets selected for early promotion must hold the increased rank for at least three months before becoming eligible for another promotion.



## 9. The Air Force Uniform

**9.1 The Uniform.** The uniform we issue symbolizes pride and discipline—it represents the legacy of many who have sacrificed for our country in all branches of the military. Wearing the Air Force uniform is a privilege, not a right. As such, cadets will “earn” the right to wear it through learning basic concepts like the Honor Code, rank and insignias, and the AF JROTC mission statement and objectives as outlined at the front of this Cadet Guide. Cadets wear the standard Air Force uniform in compliance with current Air Force Instructions, JROTC regulations, and TX-20062 guidelines. Uniforms are worn each prescribed uniform day (the Wednesday/Thursday they have JROTC class) and other days prescribed by the SASI for special events like drill meets and military balls.

**9.2 Standards.** We expect each cadet to maintain the highest standards of dress and personal appearance. Members must present a neat, clean and well-groomed appearance at all times in or out of uniform. Badges, insignia, belt buckles, and other metallic devices must be maintained with the proper shine and finish. Each cadet must strive to maintain weight within the Air Force limits. Overweight appearance detracts from self-image, attractive military appearance, efficient performance, and is unhealthy. Among other considerations, leadership position and Cadet Leadership School eligibility are contingent upon cadets being in good physical condition and within Air Force weight standards.



***Proper wear of the uniform and adherence to grooming standards are not negotiable.*** Uniform standards, wearing instructions, and personal grooming standards, are prescribed in Air Force Instruction 36-2903 and AF JROTC Operational Supplement Chapter 7. Excerpts of the applicable uniform instructions are contained in the attachments to this Guide. Standards of personal appearance are the responsibility of each cadet and are the same as those for active duty personnel.

**9.3 Uniform of the Day.** Instructors and Flight Commanders may require cadets to wear a different combination of the Air Force uniform on certain uniform wear days. The reason is to acquaint cadets with a variety of different uniform combinations. However, unless otherwise specified, the uniform for uniform wear days will be any blue uniform combination.

**9.3.1 Special issue uniform items.** Certain team and organization members may earn berets, boots, and/or shoulder cords. These items are authorized but not mandatory for wear on uniform days unless otherwise announced.

**9.3.2 Unit Polo.** Unit polo shirts are required for some activities (community service events and certain trips). Cadets must present a professional image when in public at these events. Polos will be worn tucked in to jeans (no rips) or kakhhi slacks/shorts, with a belt. Close-toed shoes (e.g. tennis shoes) must be worn for safety (no sandals, flip flops, etc.). Ball caps are authorized outdoors but must not have a logo or slogan other than a Woodlands or Air Force logo. Male cadets must be shaven when wearing the unit polo.

**9.4 Uniform combinations.** The most common uniform combination worn by cadets will be the short-sleeve blue shirt combination. It consists of the light blue short-sleeve shirt, dark blue trousers/slacks/skirt with dark blue belt and buckle, dark blue flight cap, and black service shoes with black socks or panty hose. Ties/tie tabs are optional with the short-sleeve shirt. The Service Dress combination adds a blue tie/tie tab and the service coat over the short-sleeve shirt. Proper cadet rank insignia, name tag, and all authorized ribbons must be worn on the shirt/blouse or service coat for uniform days. Males and females must tuck the shirt tail into their trousers, slacks, or skirt, and will wear a hat outdoors. Males must wear a white V-neck T-shirt under the blue uniform. During their JROTC III and IV years, cadets will have to opportunity to wear the Airman Battle Uniform (ABU) up to twice per month and at authorized events as prescribed by their Flight Commander and the Cadet Staff.

## **9.5 Uniform Issue and Turn-in.**

**9.5.1 Basic Issue.** Basic issue for males will be blue short-sleeve shirt, service dress coat, blue trousers, belt, buckle, cap, tie, black socks, V-neck T-shirt, and shoes. Females will receive a tie tab in lieu of a tie. Color Guard and Drill Team members may be issued additional items. Additional uniform combinations like the Airman Battle Uniform (ABUs) and boots may be issued for certain classes. Uniforms will normally be issued within the first two to three weeks of class, with new cadets earning the right to wear their uniforms as a Flight (by collectively passing their uniform test).

**9.5.2 Turn-in.** At the end of each school year, cadets will return the uniform items if they are not returning to JROTC the following year, with the exception of socks, undershirts, and black shoes (we cannot reissue these items). Items can be returned worn/dirty—we will have their uniforms dry cleaned at a designated dry cleaner. Uniforms for cadets continuing in the program must be maintained and cleaned as needed by the cadet over the summer. Any items that need to be resized or fitted will be addressed at the first mandatory uniform inspection.

**9.5.3 Uniform Care.** Uniforms must be kept clean and in good repair throughout the school year. Light blue shirts may be laundered at home, but any dark blue items (hat, coat, trousers, skirt) must be dry-cleaned to avoid damaging them. “Cables” (hanging threads) must be trimmed. Missing buttons can be replaced by consulting your chain of command. Lost or destroyed items must be replaced at the cadet’s expense. It is highly encouraged to write your name on a slip of paper safety pinned to the inside of removable clothing items (your flight cap, windbreaker, etc.) so they may be returned if found (in another classroom, on the bus, etc.).

## 10. TX-20062 Leadership Philosophy

**10.1 General.** Our leadership philosophy is very simple. Instructors emphasize and model positive leadership. Harsh “boot camp” style leadership does not enhance training or meet the mission objectives we have envisioned for this corps. We view AF JROTC primarily as a “leadership laboratory” where cadets have the opportunity to learn and lead in a variety of activities. They will attempt tasks and lead in a safe and “non-hostile” environment. We believe leading through high expectations and standards of discipline is most effective, and that the best practice is to mentor students through the process of *internalizing* self-discipline. The instructors teach, lead and model in “purposeful” ways—we support leadership and discipline methods within solid and standard educational frameworks.

**10.1.1 Leadership vs. Punishment.** There will be no physical-punishment aspect to behavior and discipline management when cadets do not perform as expected (see Paragraph 6.3.2). Additionally, we do not yell or shout at cadets—we do not view those as effective leadership styles or classroom management techniques in our environment. That said, we will hold cadets accountable for their actions and will always attempt to lead by example or “lead from the front.” AF JROTC as a national program prohibits the practice of physically punishing cadets.

## 11. Reserve Status

Due to the nature of our curriculum and class schedule, Reserve Status does not apply to cadets in TX-20062.



## 12. Leadership Development Requirement (LDR) Programs

Leadership Development Requirements (LDRs) are activities which typically occur outside the normal school day. These activities are where cadets form strong bonds with other cadets, enjoying teamwork, camaraderie, and friendly competition. TX-20062 offers several LDRs with something for everyone. All LDRs take place at the Senior Campus. A shuttle bus is available at the 9<sup>th</sup> Grade Campus immediately after school daily to bring cadets to the Senior Campus. Cadets can participate in other school activities like band, football, cheer, etc., and still participate in LDRs when available (no-practice days, off season, etc.).

**12.1 Drill Team.** TX-20062 has a competitive and award-winning Drill Team and Color Guard incorporating a season which runs nearly all year. Like any team sport, Drill Team requires a high level of commitment and discipline. The team cannot compete without all its members. As such, cadets participating in Drill Team sign a contract at the beginning of the year and are expected to be at all practices (scheduled at the senior campus, normally Mondays – Thursdays after school). Cadets participating in Drill Team find it exciting, fun, and an outstanding way to make and maintain close friendships as well as achieving a high level of skill and competition. An additional fee will be required to outfit practice uniforms, belts, and shirt garters.



**12.2 Physical Training Teams.** After-school PT is normally each Monday and Wednesday. Participation in this activity is voluntary, and does not require a specific commitment. However, the program builds in intensity as the year progresses. Activities include combinations of aerobic exercise, strength building and flexibility exercises, and team sports. Small groups of both males and females from within the after-school group will be selected

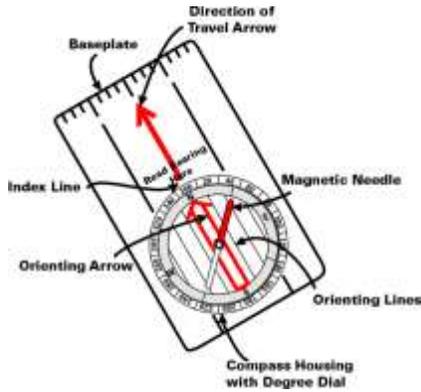
to participate in PT competitions on- and off-campus.

**12.3 Marksmanship.** Air rifle marksmanship is a program which meets most Mondays through Thursdays after school, available to second-year cadets and above. Civilian Marksmanship Program safety training is taught to cadets, and only those passing the marksmanship written test with 100% are eligible to participate. Varsity and Junior Varsity teams participate in matches throughout the year. Each participating cadet has the opportunity to qualify for a Marksmanship Badge.

**12.4 Kitty Hawk Air Society (KHAS) and Tutoring.** KHAS is a national academic honor society for AF JROTC open to all qualifying cadets meeting published criteria, and having completed at least one year in JROTC. KHAS has monthly meetings and provides opportunities for tutoring in our student academic area after school. A list of KHAS tutors and subject areas is posted



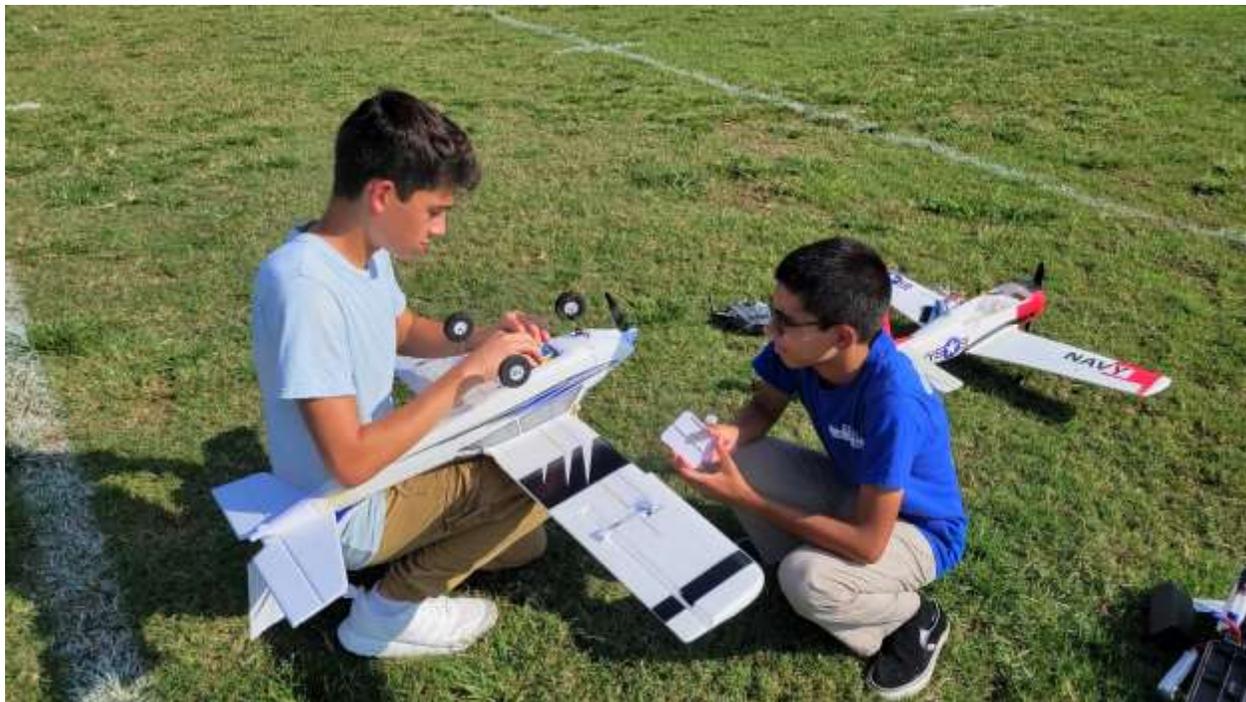
on the unit's bulletin boards. KHAS members also participate in community service projects and take field trips to local educational facilities.



**12.5 Orienteering.** Orienteering team practice normally occurs Tuesdays and Thursdays after school. Practices include instruction in map and compass use, competition techniques, workouts, and team sports. Orienteering is an individual competitive sport, and cadets have the opportunity to participate in several meets on- and off-campus throughout the year.

**12.6 Academic Teams.** Available and qualified cadets will be selected to represent our unit at academic competitions throughout the year. Additionally, each freshman through junior cadet has the opportunity to qualify for our Joint Leadership Academic Bowl team competing nationally via online competition.

**12.7 Aerospace Team.** TX-20062 has a cockpit simulator for basic flight training, as well as a radio-control simulator for radio-controlled (R/C) planes and quadcopters, available Monday through Thursday. Participating cadets can qualify to fly our fleet of fixed- and rotary-wing radio-controlled aircraft, and compete in meets on- and off-campus. We also have opportunities for getting rides in full-scale aircraft periodically throughout the year.



## 13.

### Continuing in and Removal from AF JROTC

**13.1 Continuing in JROTC in a following year.** Continuing in AF JROTC from year to year is not automatic. The SASI is responsible for the good order and discipline of the Cadet Corps and all corollary activities. On occasion, the SASI may determine cadets are simply incompatible with, or do not meet the standards of, stated goals and objectives of TX-20062. Considerations for incompatibility to continue a following year in AF JROTC include but are not limited to: not passing AF JROTC class, consistently failing other classes, lack of ability or motivation to participate in physical training, consistently poor appearance or missing uniform wear on prescribed days, failure to pass the 30 Basic Drill Sequence (tested in JROTC II), failure to pass the assigned leadership project (JROTC II), and lack of adherence to the Honor Code or Air Force Core Values. Additionally, a documented negative discipline record (referrals, ISS, SAC, Detentions, DAEP, frequent calls from teachers, etc.) within the program or school may render a cadet unfit to continue in the program.

\*NOTE: Second year cadets (all JROTC II cadets are considered second year cadets for purposes of this requirement) are required to successfully command (pass with a 70% or above) the 30 Basic Drill Sequence and to produce a leadership project as a requirement to continuing in AF JROTC.

**13.2 Removal from AF JROTC.** The SASI has the authority to remove students from the program **at any time** during the school year in coordination with counselors if considerations in 13.1 are serious enough to warrant an immediate concern to the good order and discipline of the Corps. Instructors will utilize a progressive discipline system including a range from verbal to administrative consequences. Consequences can range from counseling, limitations on activities, to removal from the program. In some cases, when instructors judge that removal is not warranted, they may limit a cadet's access to activities, Cadet Lounge, etc. for a period of time. Instructors will discuss consequences with cadets, inform parents, and then coordinate with counselors to remove cadets not meeting standards. The cadet behavior/conduct agreement outlining expectations and acknowledging understanding of the disciplinary/removal process will be signed at the beginning of the year by each cadet and their parents.



## **Attachment 1**

### **Awards Program Guidance and Ribbon Chart**

This attachment contains guidance and criteria for the award of ribbons at the AF JROTC level (lower in precedence than national-level awards). The criteria below represent the local policy of the TX-20062 SASI and are derived from AF JROTC Operational Supplement Chapter 7 (available in class). Refer to that chapter for national-level awards guidance.

Awards are generally presented at the annual Awards Ceremony held in May. National-level awards often come with a medal as well as a ribbon. At SASI discretion, these ceremonial medals may be worn on the service coat in lieu of the ribbon rack at designated events (e.g. Military Ball, Dining In, etc.). The routine wear of medals is prohibited, and medals are not to be worn on the light blue shirt.

**NOTE:** Your Flight Commander and Deputy Flight Commander are responsible for tracking your qualifying achievements. Data for most ribbons will be taken by **April 10<sup>th</sup>** in keeping with Headquarters timelines. You must advocate for yourself if you think you qualify for a ribbon, to ensure our records reflect your achievements!

**Outstanding Flight Ribbon.** Awarded each year to members of the Outstanding Flight. Cadets may be awarded one ribbon and subsequent oak leaf clusters each year they were part of an Outstanding Flight. Determination of Outstanding Flight is based on a combination of factors including academics, dress and appearance, participation in community service and AF JROTC activities, and best overall motivation as determined by the SASI.

**Academic Ribbon.** Awarded for academic excellence as signified by attaining an overall unweighted grade average of at least 80% for one academic term and not failing any classes at semester, in addition to an “A” average in AF JROTC. Those in the top 10% of their graduating classes may wear a silver star on their academic ribbon. Data will be taken by April 10th. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each year of qualifying achievement beginning with the second year.

**Cadet Leadership Course Ribbon.** Awarded for completing Cadet Leadership Course. For each additional CLC completion a bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star.

**Special Teams Competition Ribbon.** Awarded to team members or individuals placing 1st, 2nd, or 3rd against other schools in an Air Force or Joint Service Competition to include Color Guard Teams, PT Teams, Rifle Teams, Drill Teams, Sabre Teams, Academic Bowl Teams, Aerospace Teams, etc. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each year of qualifying placement beginning the second year.



**Orienteering Ribbon.** Awarded to cadets for attending at least 70 percent of orienteering practices through **April 10<sup>th</sup>** (members participating in UIL activities may qualify by meeting criteria for only one block at instructor's discretion) and participating in at least one meet. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each year of qualifying participation beginning with the second year.

**Leadership Development Requirement Leadership Ribbon.** Is a ribbon awarded at the SASI's discretion for leadership in AFJROTC and SFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson, military ball chairperson, etc.). Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

**Drill Team Ribbon.** Awarded for participation in one public performance, no more than 5 unexcused absences, and attendance at least 75 percent of all Drill Team practices per school year (members participating in UIL activities may qualify by meeting criteria for only one block at instructor's discretion). This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each year of qualifying membership beginning with the second year.

**Color Guard Ribbon.** Awarded for participation in one public performance, no more than 5 unexcused absences, and attendance at least 75 percent of all Color Guard practices per school year (members participating in UIL activities may qualify by meeting criteria for only one block, and other public performances may qualify, at instructor's discretion). This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each year of qualifying membership beginning with the second year.

**Sabre Team Ribbon.** Awarded for participation in one public performance, no more than 5 unexcused absences, and attendance at least 75 percent of all Sabre Team practices per school year (members participating in UIL activities may qualify by meeting criteria for only one block, and other public performances may qualify, at instructor's discretion). This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each year of qualifying membership beginning with the second year.

**Good Conduct Ribbon.** Awarded to cadets with no behavioral referrals, no referrals for tardiness, and no adverse reports from staff or faculty (inside or outside JROTC) in a school year. School detentions count as adverse reports if issued for behavior. Additionally, to qualify a cadet must have more merits than demerits when totaled for the year. This award is given at the discretion of the SASI.

**Service Ribbon.** Awarded at the SASI’s discretion for participation in at least 13 hours of AF JROTC-sponsored community service projects **from the beginning of the school year through April 10<sup>th</sup>**. Non-corps sponsored hours (such as those sponsored by a church, civic organization, Scouts, or other school activity) may not be counted for this ribbon. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each year of qualifying service beginning with the second year.



**Health and Wellness Ribbon.** Awarded at the SASI’s discretion for achievement in one of the following areas: performance on the JROTC Physical Fitness Test (administered in the fall and spring); performance on the USAF Active Duty Physical Fitness Assessment (administered one to two times during the year), provided the cadet participates through a competition season; or participation in 75% or more of the TX-20062 after-school PT program (members

participating in UIL activities may qualify by meeting criteria for only one semester at instructor’s discretion).

Test	Score	Ribbon	Ribbon w/Bronze Star	Ribbon w/Silver Star	Ribbon w/Gold Star
JROTC Physical Fitness Test	75 <sup>th</sup> percentile or higher (based on age and gender)		X		
	85 <sup>th</sup> percentile or higher (based on age and gender)			X	
	96 <sup>th</sup> percentile or higher (based on age and gender)				X
USAF Active Duty Physical Fitness Assessment	75 or higher <b>and</b> at least the minimum score on all events (based on gender)	X			
	80 or higher <b>and</b> at least the minimum score on all events (based on gender)		X		
	90 or higher <b>and</b> at least the minimum score on all events (based on gender)			X	
	100 score (based on gender)				X

Duplicate awards of the Bronze, Silver or Gold star will be denoted by the addition of another star on the ribbon. Should a cadet score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars on the same ribbon.

An oak leaf cluster or star, as needed, is added to this ribbon for each year of qualifying achievement beginning with the second year. **NOTE:** If a cadet earns this ribbon without a star and qualifies for a star in a subsequent year (or vice versa), wear a second ribbon with or without star as appropriate. The higher level award of the two is worn to the wearer’s right. Do not mix stars and oak leaf clusters on the same ribbon.

**Recruiting Ribbon.** Awarded at the SASI’s discretion for outstanding effort in support of unit recruiting activities. To receive this award a cadet must be the primary influence in recruiting at least one person into the program for the current year, as relayed by the recruited cadet. A cadet

has to mention another cadet BY NAME as having recruited them. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each year of qualifying service beginning with the second year.

**Activities Ribbon.** Awarded for participation in at least ten LDR activities other than those that qualify for the Drill Team, Color Guard, and Special Teams Competition Ribbons. These include, but are not limited to: monthly social activities, Aero Space team, information nights, Booster Club meetings, AF JROTC Academic Teams, and AF JROTC PT/Orienteering Teams. Qualifying events for this ribbon must occur **by April 10<sup>th</sup>**. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each year of qualifying service beginning with the second year.

**Attendance Ribbon.** Awarded to cadets with no more than 4 excused absences and no unexcused absences in a school year (**through April 10<sup>th</sup>**). This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each year of qualifying service beginning with the second year.

**Dress and Appearance Ribbon.** Awarded for wearing the uniform on all designated uniform days and conforming to all AF JROTC dress and appearance standards, at the discretion of the SASI. Cadets wearing the uniform to school prior to the designated uniform day due to other school commitments on uniform day (football, cheerleading, field trip, etc.) receive credit and can still qualify for this ribbon. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each year of qualifying service beginning with the second year.

**Longevity Ribbon.** Awarded for successful completion of each full Aerospace Science academic year. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each year of qualifying service beginning with the second year.

**Bataan Death March Memorial Hike Ribbon.** Awarded for successful completion of an organized hike commemorating the Bataan Death March of American service members in the Philippines in WW II. Length of the hike is 14 miles. Other criteria (packs, weights, etc.) may be determined by cadet Staff. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each year of qualifying service beginning with the second year.

**Patriotic Flag Ribbon.** Awarded at the discretion of the SASI for participation in **five** non-color guard JROTC events specifically designed to honor our nation's flag. Such events include flag raising/lowering ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. Other events where a flag may be present and part of the ceremony, but in which the flag is not the focus of the ceremony, do not qualify. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each year of qualifying service beginning with the second year.

**Marksmanship Badges.** Marksmanship badges (Marksman: 110-129 two-position, Sharpshooter: 130-200 two-position, and Expert: >220 three-position scores) may be worn on the AF JROTC uniform once earned. Cadets wear only



the highest badge earned. TX-20062 implements the Marksmanship Badge in lieu of the Marksmanship Ribbon.

**Criteria to Letter in AF JROTC.** To earn a letter/letter jacket, members must have been in JROTC for the full year in which the letter is earned and be a cadet in good standing, with more merits than demerits. Cumulative GPA must be an unweighted 2.5 or above, with no failing grades for the year in which the letter is earned. Cadets must be returning to AF JROTC the following year (seniors excepted). Cadets must earn 300 points, including a minimum of 30 points earned through Corps-sponsored community service.

**Point Values** (Subject to revision annually)

Corps-sponsored Community Service – 3 per hour completed

Designated Activities – 10 per event

Major Events (Dining-In, Military Ball, Awards Ceremony) – 15 per event

Team Practices (Academic, Drill, PT, Orienteering, Marksmanship, Aerospace, etc.) – 1 per hour

Merits (exceeding demerits) – 10 per merit

Active Membership in Kitty Hawk Air Society – 20

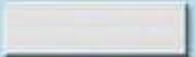
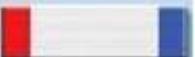
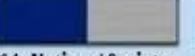
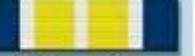
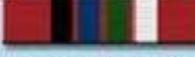
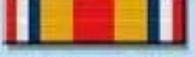
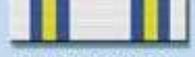
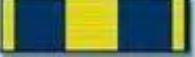
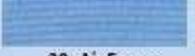
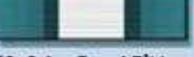
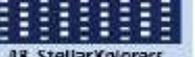
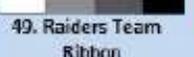
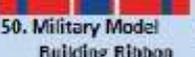
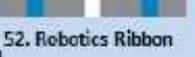
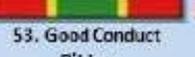
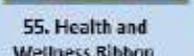
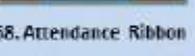
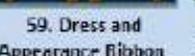
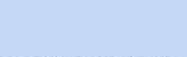
Placing in a Competition Event – 5 per event

Successful Completion of Cadet Leadership Course – 50



Attachment 1 (continued)

# Air Force and Space Force JROTC Ribbon Chart

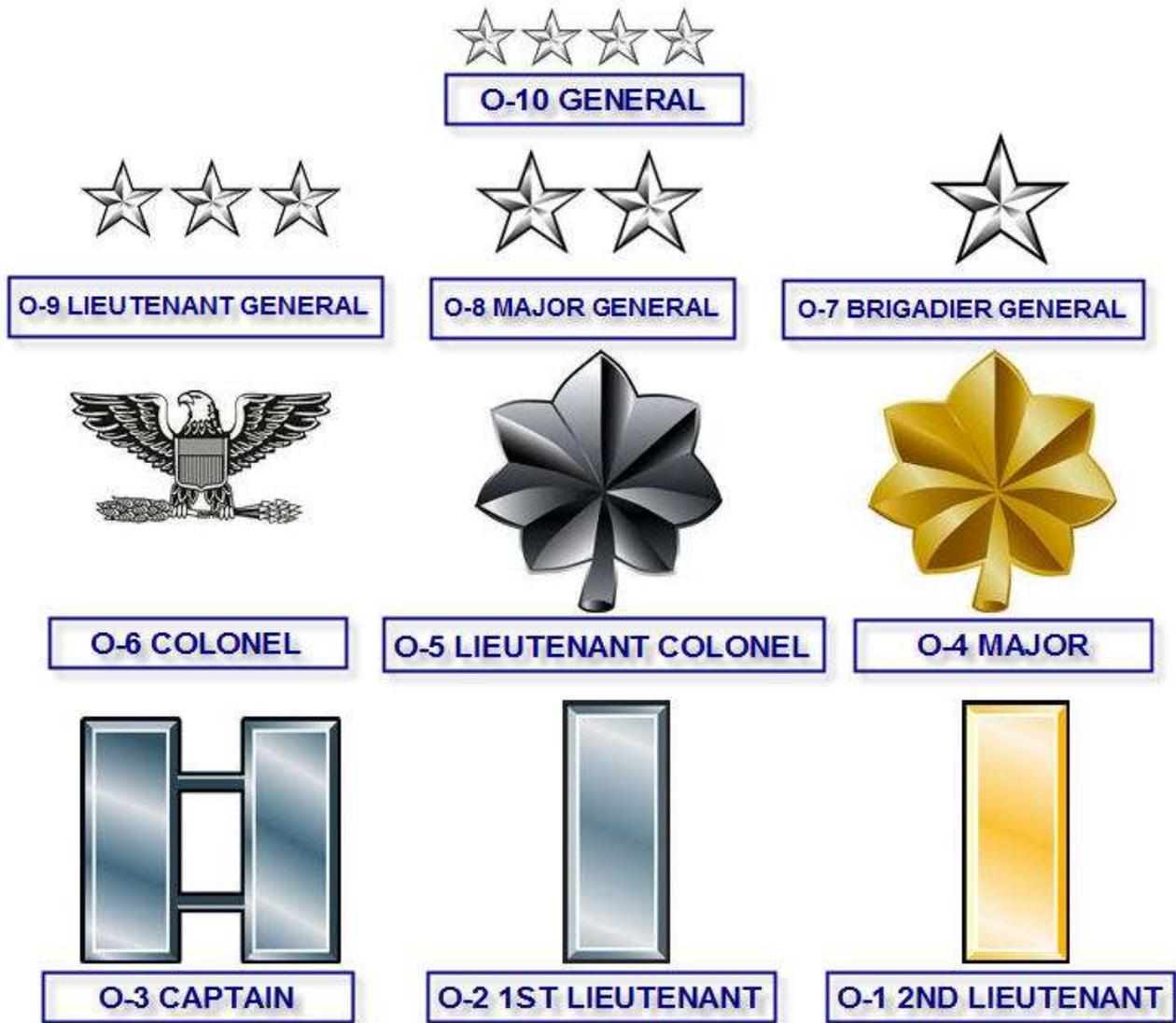
 1. Gold Valor Award	 2. Silver Valor Award	 3. Cadet Humanitarian Award	 4. Silver Star Community Service w/Excellence Award	 5. Community Service with Excellence Award	 6. Air Force Association Award
 7. Daedalian Award	 8. Daughters of the American Revolution Award	 9. American Legion Scholastic Award	 10. American Legion General Military Excellence Award	 11. Reserve Organization of America (ROA) Award	 12. Military Officers Association Award
 13. Veterans of Foreign Wars (VFW) Award	 14. National Society United States Daughters of 1812	 15. National Sojourners Award	 16. Scottish Rite, Southern Jurisdiction Award	 17. Military Order of the Purple Heart	 18. Sons of the American Revolution Award
 19. Military Order of World Wars Medal	 20. American Veterans Award	 21. Air Force Sergeants Association	 22. Tuskegee Airman Inc. Award	 23. The Retired Enlisted Association Award	 24. Celebrate Freedom Foundation Award
 25. Air Commando Association Award	 26. Distinguished Unit Award w/Mcrit	 27. Distinguished Unit Award	 28. Outstanding Organization Award	 29. Outstanding Flight Ribbon	 30. Top Performer Award
 31. Outstanding Cadet Ribbon	 32. Leadership Ribbon	 33. Superior Performance Ribbon	 34. Achievement Ribbon	 35. Academic Ribbon	 36. Cadet Leadership Course Ribbon
 37. Special Teams Placement Ribbon	 38. All-Service National Competition Ribbon	 39. Air Force Nationals Competition Ribbon	 40. Orienteering Ribbon	 41. Leadership Development Requirement (LDR) Leadership Ribbon	 42. Drill Team Ribbon
 43. Color Guard Ribbon	 44. Sabre Team Ribbon	 45. Marksmanship Ribbon	 46. JLAB Ribbon	 47. Cyber Patriot Ribbon	 48. StellarXplorers Ribbon
 49. Raiders Team Ribbon	 50. Military Model Building Ribbon	 51. Unmanned Aircraft Systems (UAS) Ribbon	 52. Robotics Ribbon	 53. Good Conduct Ribbon	 54. Service Ribbon
 55. Health and Wellness Ribbon	 56. Recruiting Ribbon	 57. Activities Ribbon	 58. Attendance Ribbon	 59. Dress and Appearance Ribbon	 60. Longevity Ribbon
 61. Bataan Death March Memorial Hike Ribbon		 62. Patriotic Flag Ribbon	 63. COVID-19 Ribbon	 64-68. CAP Ribbons	

Version: 15 May 2022

## Attachment 2 US Air Force Enlisted Grades and Insignia

 <p>E-9 CHIEF MASTER SERGEANT OF THE A.F.</p>	 <p>E-9 COMMAND CHIEF MASTER SERGEANT</p>	 <p>E-9 CHIEF MASTER SERGEANT (1ST SGT)</p>	 <p>E-9 CHIEF MASTER SERGEANT</p>
 <p>E-8 SENIORMASTER SERGEANT (1ST SGT)</p>	 <p>E-8 SENIORMASTER SERGEANT</p>	 <p>E-7 MASTER SERGEANT (1ST SGT)</p>	 <p>E-7 MASTER SERGEANT</p>
 <p>E-6 TECHNICAL SERGEANT</p>	 <p>E-5 STAFF SERGEANT</p>	 <p>E-4 SENIORAIRMAN</p>	 <p>E-3 AIRMAN 1ST CLASS</p>
 <p>E-2 AIRMAN</p>	 <p>E-1 AIRMAN BASIC</p>		

Attachment 2 (continued)  
US Air Force Officer Grades and Insignia



Attachment 3

**AIR FORCE JROTC RANK INSIGNIA**

CADET OFFICER RANK



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

CADET ENLISTED RANK

AIRMAN BASIC:  
NO RANK INSIGNIA



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

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

Attachment 4

**AUTHORIZED AIR FORCE JROTC  
BADGES AND INSIGNIA**



Hap Arnold Optional  
Enlisted/Officer Service  
Cap Insignia



OFFICERS  
SERVICE CAP  
INSIGNIA



MODEL ROCKETRY  
BADGE



KITTY HAWK  
AIR SOCIETY  
BADGE



DISTINGUISHED  
CADET BADGE



SHOULDER TAB  
METAL OR CLOTH



GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE

**Cadets may only wear one of these badges on their uniform**



AWARENESS  
PRESENTATION  
TEAM BADGE

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



AEF BADGE

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



Badges/Insignia not listed here are unauthorized for wear.

NOTE: TX-20062 does not utilize the Officers Service Cap Insignia, Shoulder Tabs, Old AEF Badge, Awareness Presentation Team Badge, or Cyber Patriot Badge.

Attachment 4 (continued)

**AUTHORIZED AIR FORCE JROTC  
BADGES AND INSIGNIA**

**Marksmanship Badges – Wear Only One**



CMP Awarded Badges



Unit Awarded Badges

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



Marksmanship  
Shield

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

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

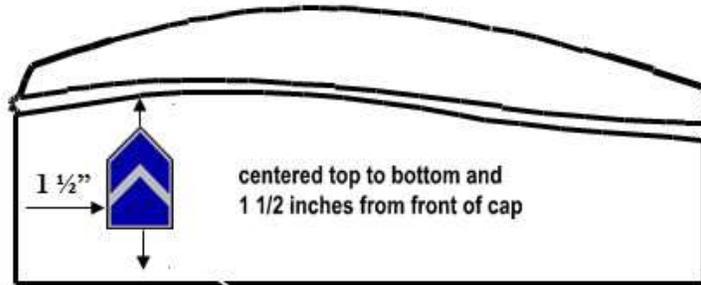
**Marksmanship badges will not be worn with medals.**

**Badges/Insignia not listed here are unauthorized for wear.**

NOTE: TX-20062 does not utilize the Marksmanship Shield.

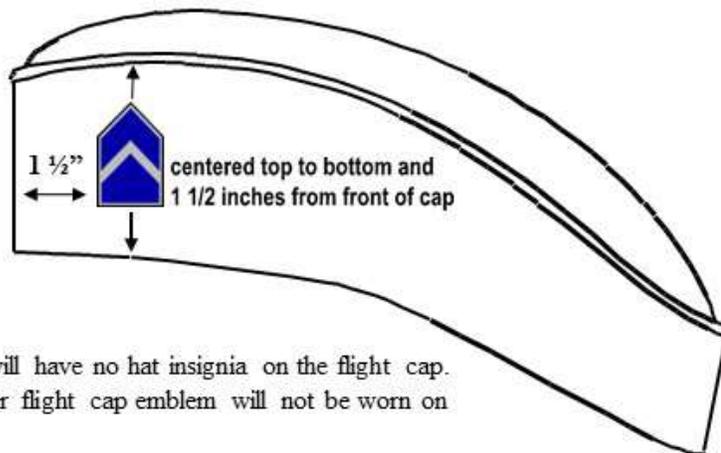
## Attachment 5 Uniform Pictures and Notes

### MALE FLIGHT CAP



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

### FEMALE FLIGHT CAP



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

## Attachment 5 (continued)

### BERET Designated Special Teams



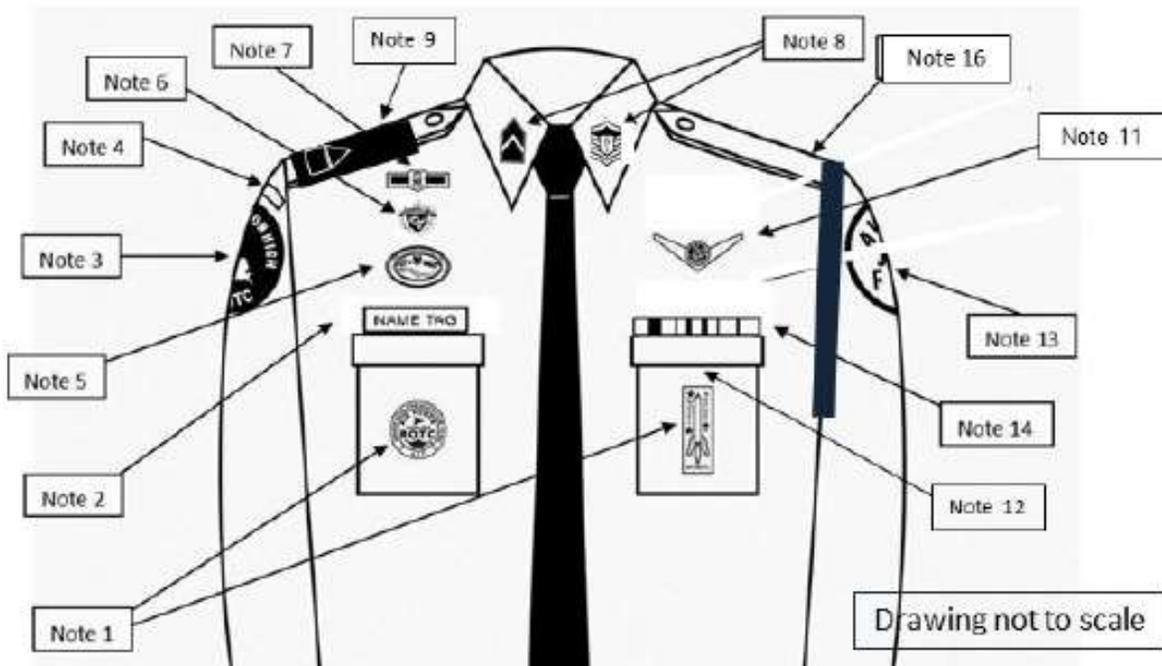
#### Berets.

1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a "Beret Flash" or mini unit patch is not authorized.
2. Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear. Wear the stiffener with the aligned insignia above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. The insignia will be centered, ¼ inch above and parallel to the headband.
3. The wear of a "Beret Flash" is not authorized.

**NOTE: Consult applicable Team Policy Letter for award and wear of berets and/or ropes.**

## Attachment 5 (continued)

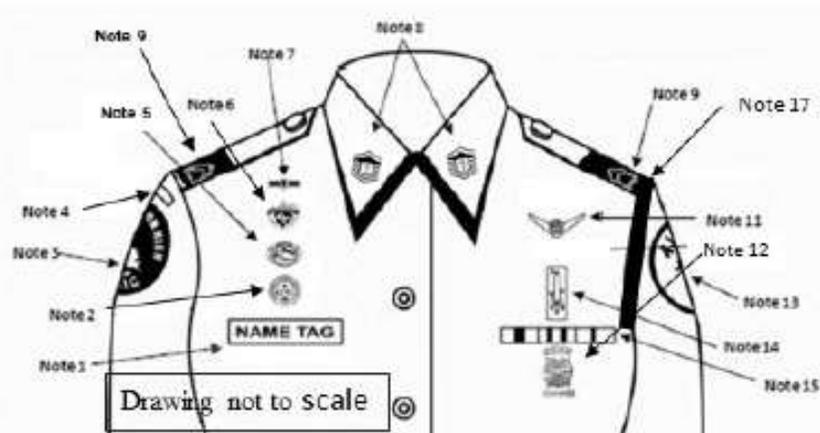
### MALE BLUE SHIRT



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

## Attachment 5 (continued)

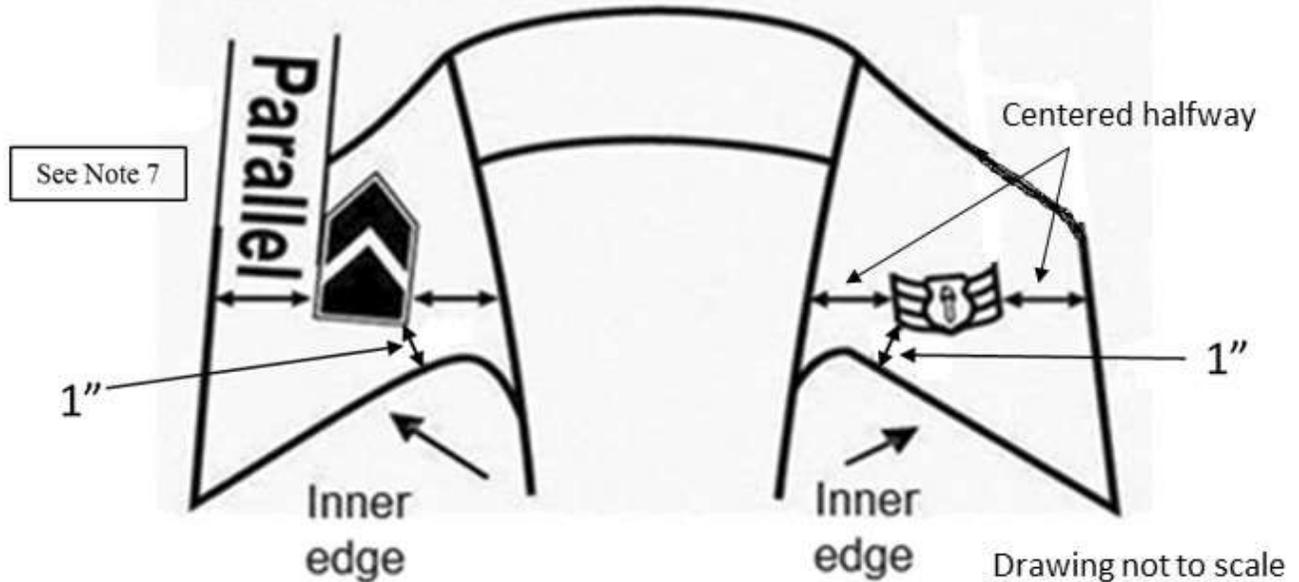
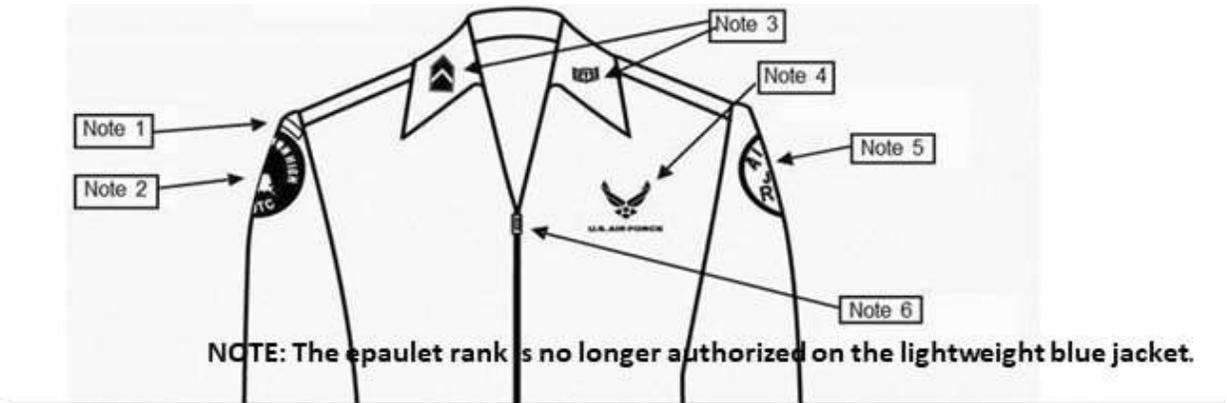
### FEMALE BLUE SHIRT



1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ¾ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and ¾ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
10. Deleted.
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 16 below.
12. Marksmanship Badge- Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ¾ to 1 inch below left shoulder seam
14. Model Rocketry Badge. See Note 16.
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. Except marksmanship badge. Wear first badge placed ¾ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ¾ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. No more than one Flight badge is authorized.
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-colored.
18. **Medals (regardless of what type) are not authorized for wear on this uniform.**

## Attachment 5 (continued)

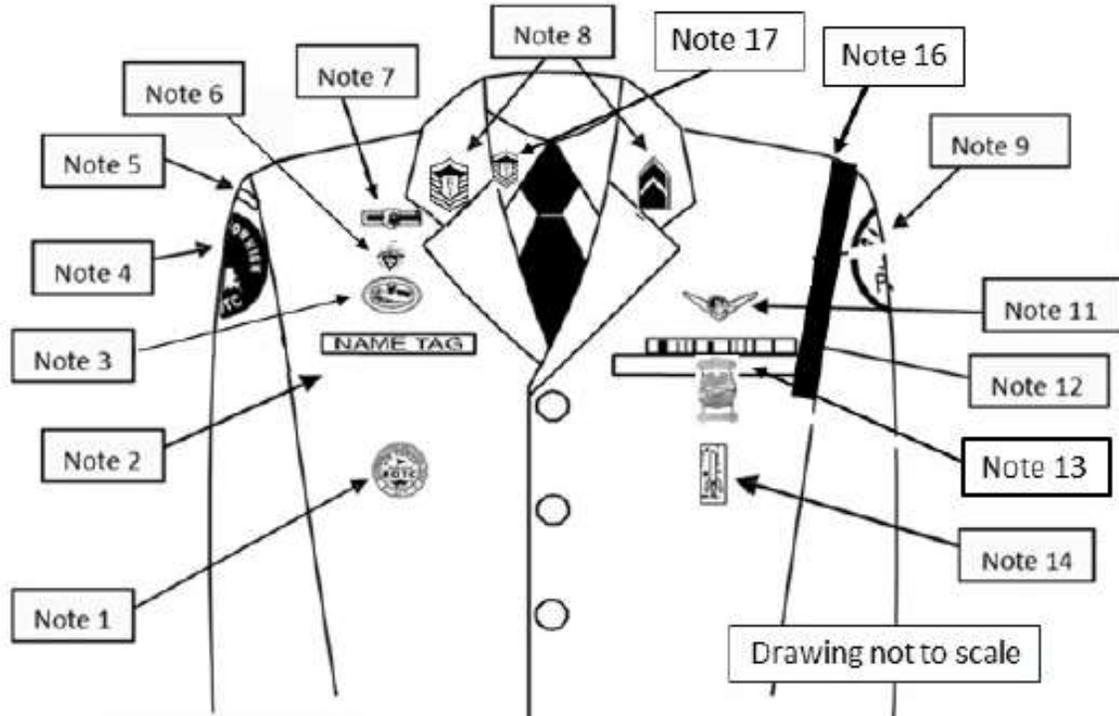
### LIGHT WEIGHT BLUE JACKET Informal; Worn in Cold/Inclement Weather



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

## Attachment 5 (continued)

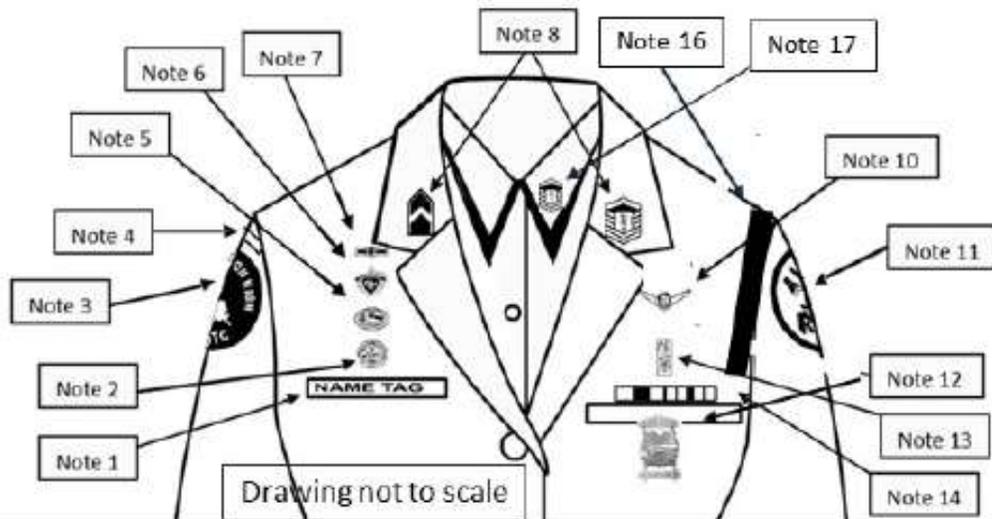
### MALE SERVICE DRESS Formal; Worn on Special Occasions or As Directed



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

## Attachment 5 (continued)

### FEMALE SERVICE DRESS Formal; Worn on Special Occasions or As Directed



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

**Attachment 5 (continued)**

**PHYSICAL TRAINING UNIFORM**  
**Worn on Fridays, Only During JROTC Class Period**



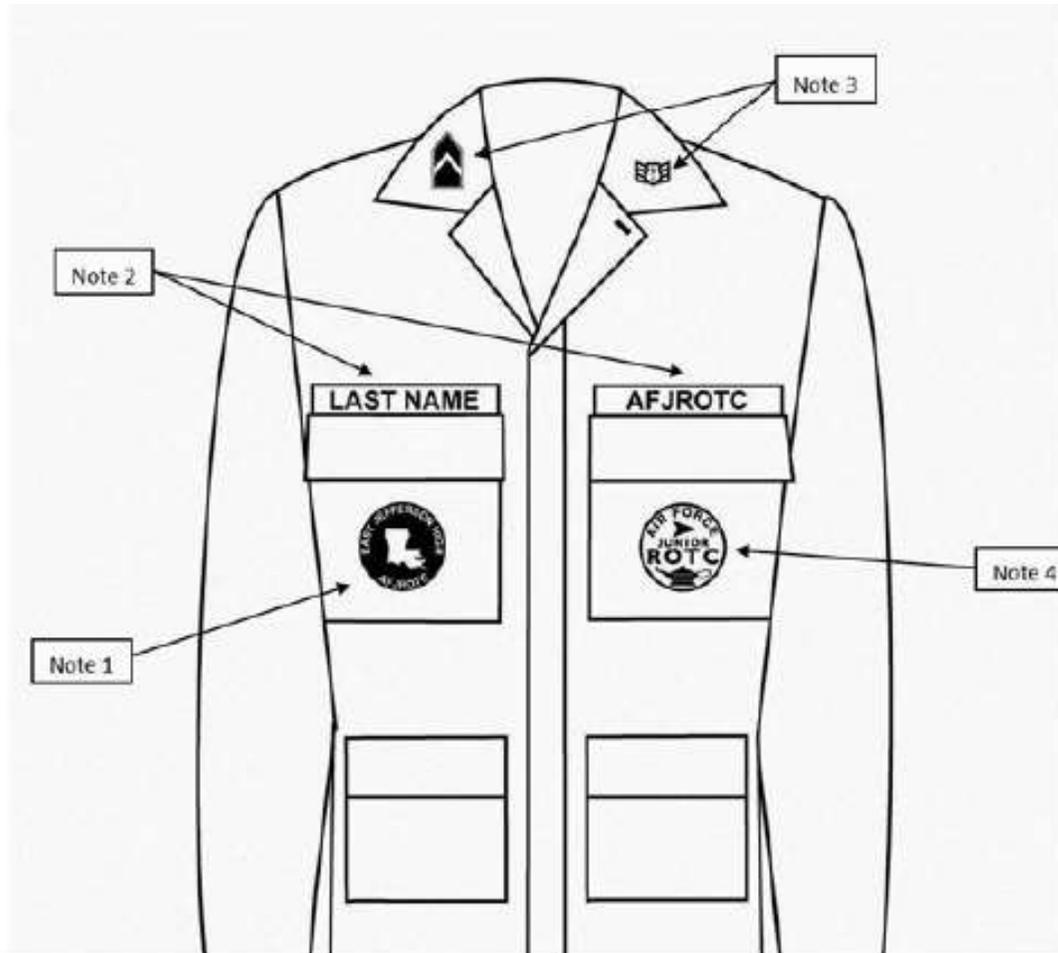
**NOTE: shirt may be worn tucked or untucked; athletic shoes required**

**AIR FORCE SWEAT SHIRT AND PANTS**  
**Optional; Worn Over PT Uniform on Fridays in Cold Weather**  
**(PT uniform must be worn underneath!)**



## Attachment 5 (continued)

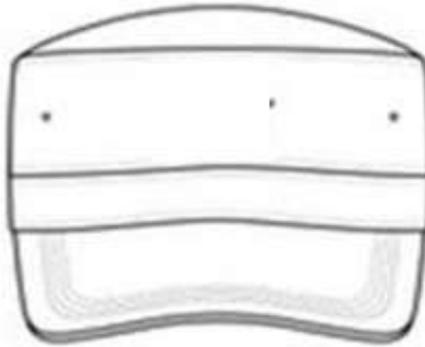
### AIRMAN BATTLE UNIFORM Juniors and Seniors Only; Worn As Directed



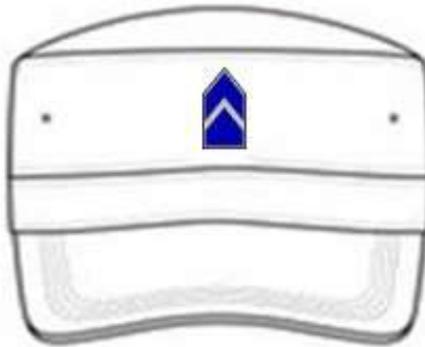
1. Unit patch (optional). If worn, will be placed on right pocket and centered.
2. Last Name and **AFJROTC or SFJROTC tapes**. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered 1-inch up from the bottom of the collar and parallel to the ground while remaining centered on the collar
4. **AFJROTC Patch (white, Lamp of Knowledge) or SFJROTC Patch (black, Lamp of Knowledge) - WHITE/BLACK patch only (mandatory)**. Will be worn on left pocket and centered.
5. **Berets, ascots, and shoulder cords will not be worn with ABUs.**
6. ABU sage green boots and Coyote Brown boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots. (Black boots will not be worn with ABUs)

**Attachment 5 (continued)**

**AIRMAN BATTLE UNIFORM CAP  
Juniors and Seniors Only; Worn with ABUs**



Enlisted Cadets will not wear rank on the ABU cap.



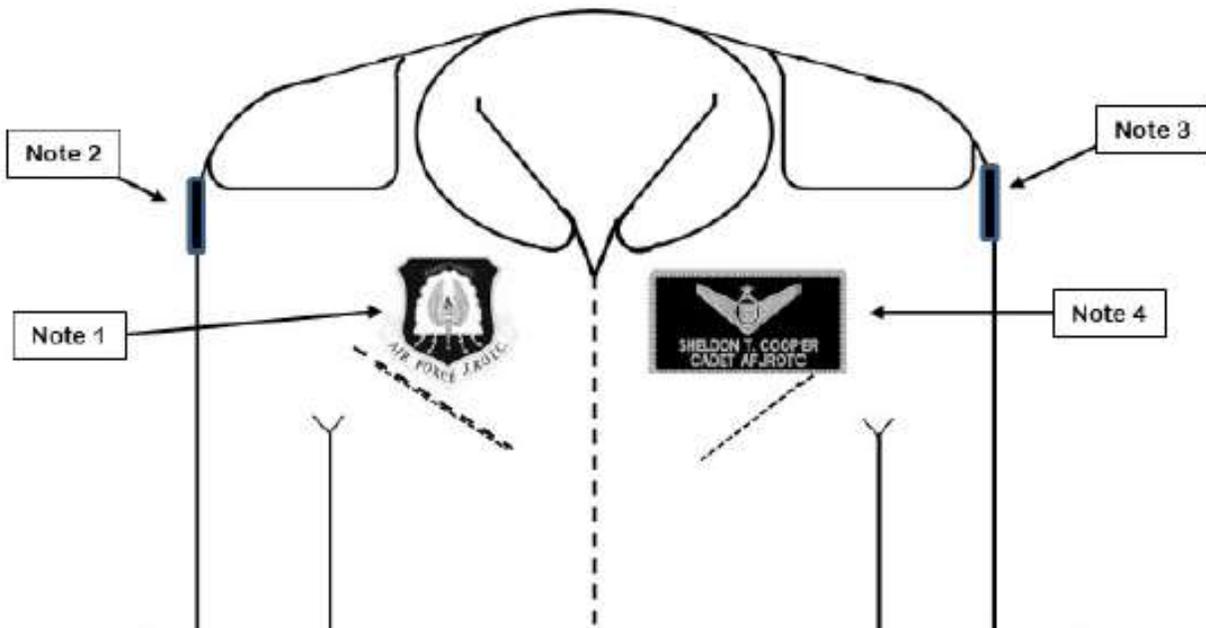
Officers will wear rank insignia on the ABU cap.

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

## Attachment 5 (continued)

### FLIGHT SUIT

**Cadets Who Have Soloed an Aircraft, Passed the FAA Private Pilot Written Test, Completed FAA Private Pilot Certification, or Completed FAA Unmanned Aerial Systems Certification**



1. \* AFJROTC Command Patch (mandatory). Patches may be sewn directly onto the flight suit or attached using Velcro. This style of patch may only be worn on the Flight Suit. Cadets can only wear ONE ground school, flight solo or flight certificate badges upon successful completion one of those. (see Ops Supplement, Chapter 7, paras 7.2.1 - 7.2.4).
2. The unit patch will be worn on the right sleeve (shoulder) of the Flight Suit, if the unit patch is unavailable then the white, Lamp of Knowledge will be worn. Patches may be sewn directly onto the flight suit or attached using Velcro.
3. \* American Flag Patch (mandatory) on left shoulder. Patches may be sewn directly onto the flight suit or attached using Velcro.
4. Cadet Name Patch (mandatory). Velcro attached only. Black background with silver or white border (if unit has a unit patch, units may substitute background color/border with unit patch colors). Cadet Name Badge – Top line will be Cadet Name and second line will be "CADET AFJROTC".
5. See paras 7.2.4 and 7.2.5.1 for more details on flight suit wear.
  - Flight patches and Velcro may be purchased from a vendor using MilPer funds.
  - Flight Suits may be purchased through WINGS/FEDMALL (contact HQ Logistics for assistance.)
  - Flight Suits are accountable uniforms items and must be issued/returned via WINGS.

## Attachment 6 Uniform Guidelines

<b>To present proper military image</b>	<b>Item will be</b>
Clothing	Neat, clean, pressed, proper fit, in good condition, zipped, snapped, or buttoned.
Footwear (Low Quarters or Black Boots if authorized)	Black, shined, in good repair, edges black.
Watch	Conservative. No more than one watch worn at a time.
Bracelet	One around the wrist, conservative, no wider than 1/2 inch, gold or silver, no inappropriate pictures or writing. Ankle bracelets are not authorized. <b>Colored/rubber bracelets supporting a cause <u>not</u> allowed in uniform.</b>
Rings	No more than three on both hands combined. No other body piercings visible in uniform.
Earrings (females only)	Females may wear one small round or square white diamond, gold, white pearl, or silver earring on each earlobe. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. <b>Males in uniform may not wear earrings.</b>
Necklaces	<b>Not visible at any time;</b> concealed under collar or undershirt.
Eyeglasses and sunglasses	Conservative lenses and frames, no ornamentation. No mirrored lenses. Sunglasses not authorized in formation. Not worn around neck, on head or hanging on uniform.
Pencils and pens	Concealed except when carried in compartment of left ABU pocket or flight suit, not to exceed two.
iPods and cellular phones	Cell phones, iPods, pagers, or beepers are not worn on the AF JROTC uniform.
Headphones and earphones	<b>Prohibited in uniform</b> except on public transportation.
Religious head covering	See AFI 36-2903 Table 2.9. Indoors: Installation commander and chaplain may approve plain, dark blue or black religious head covering. Outdoors: concealed under headgear.
Other religious apparel and items	See AFI 36-2903 Table 2.9. Concealed or worn during religious services or at home.
Back Packs	Must be carried (not worn) to avoid damaging rank/ribbons and name tags.

## Attachment 7 Air Force JROTC Grooming Standards

**Hair-male and female.** Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (Exception: female bangs), or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. **Examples of natural hair colors are brown, blonde, brunette, natural red or black. All Cadets are authorized to wear natural color hair regardless of their natural born hair color, but when combined or frosted, the colors must blend together so as to not present an unnatural appearance between colors. For example, hair colors may be displayed as a “salt-and-pepper” look as this presents a naturally-blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another with dyes, tints, bleaches and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black or tan) due to a temporary medical condition (i.e., radiation and/or chemotherapy).**

**Wigs/Hairpieces/Extensions.** Are authorized and will meet the same standard required for natural hair, be of good quality, fit properly, and comply with safety, functionality and professionalism. (Note: Extensions are still prohibited for males). Wigs/Hairpieces/Extensions will not be used to cover unauthorized hair styles.

**Jewelry.** While in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI.

**Rings.** Airmen may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger, and may be worn on the thumb.

**Necklaces.** Will not be visible at any time. If worn, will be concealed under a collar or undershirt.

**Bracelets.** Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized. If worn, medical alert/identification bracelets will be conservative and moderate. Bracelets will not be excessive or extreme, which is defined as plain, not drawing inappropriate attention. Gemstones/tennis bracelets may only be worn with the mess dress uniform. **Bracelets espousing support for cause, philosophy, individual or group are not authorized** (Exception: Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized). **No rubber or fabric type bracelets are allowed.**

**Eyeglasses/Sunglasses.** Will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored or photosensitive lenses are authorized. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/Lasik surgery and when authorized by a SASI or commandant on the advice of a medical official. \]

**Tattoos or Brands. Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination.** Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance.

**Body Piercing/Ornamentation.** In uniform with the exception of earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through the uniform). Plugs for gauge holes in the ear lobes are not authorized (regardless of color, i.e., flesh colored). There are no exceptions per AFI 36-2903.

**Dental ornamentation:** Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited.

**Fingernails.** If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items. Male Cadets are not authorized to wear nail polish.

**Earrings.** Male cadets are not authorized to wear earrings while in uniform. Female cadets may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, male and female cadets are

authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.). Piercing holes will not be large enough to permit light to shine through. **Plugs for gauge holes in the ear lobes are not authorized.**

**Hair (Male).** Hair-Male. 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 2 ½ inches 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 protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized. Prohibited examples (not all-inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes and/or design. Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are not authorized hair extensions.

**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. This means **male cadets must shave. You must be shaven when in your blue uniform OR your unit polo—remember, you are an ambassador for our unit!**

**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.

## Authorized Male Hair Styles



## Unauthorized Male Hair Styles



**Hair (Female).** No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. 38 Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with the cadet standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

**Pinned-up hair** should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail or equivalent, it must be a single ponytail or equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

**Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows** are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color (similar to the individual's hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed length and bulk standard and headgear must fit properly.

All locs, braids and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately  $\frac{1}{4}$  inches), show no more than  $\frac{1}{4}$  inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.

A braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards. Exception: Micro-braids or twists are not required to continue to the end of the hair.

**Hair accessories.** Hair accessories. If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Invisible hairnets are authorized; hairnet must match hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunches will not exceed two-inches in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).

**NOTE:** SASI has final authority to determine what is extreme or faddish.

For further information, reference Air Force Instruction 36-2903 and Chapter 7 to the JROTC Operations Supplement.

### Authorized Female Hair Styles



## Unauthorized Female Hair Styles



Exceeds Length Requirement



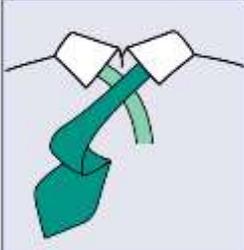
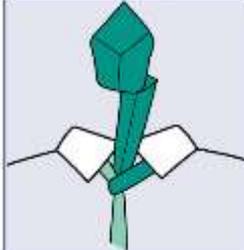
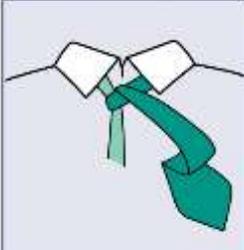
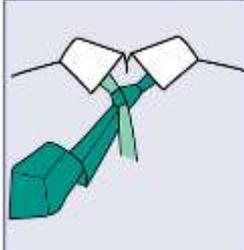
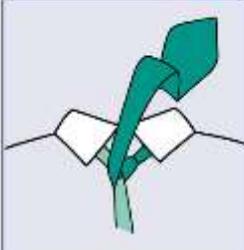
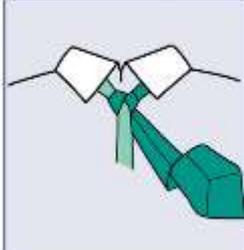
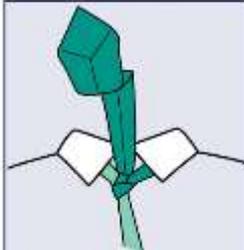
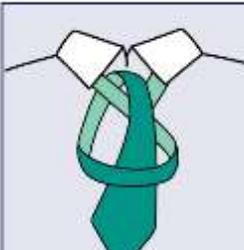
Bulk Exceeds Width of Head



Ponytail Fasten on the Crown of Head

## Attachment 8 How to Tie the Windsor Knot

This is the knot expected to be tied when males wear the dark blue Air Force tie. It presents a symmetrical, professional appearance.

	<p>Step 1. Bring the wide end of the tie over the narrow.</p>		<p>Step 2. Bring the wide end behind, then up through the middle.</p>
	<p>Step 3. Bring the wide end over to the left.</p>		<p>Step 4. Bring the wide end behind, then over to the right.</p>
	<p>Step 5. Bring the wide end around and up over the front.</p>		<p>Step 6. Bring the wide end down through the middle, then behind and to the left.</p>
	<p>Step 7. Bring the wide around the front and to the right.</p>		<p>Step 8. Bring the wide end behind, then up through the middle.</p>
	<p>Step 9. Pass the wide end down through the loop created in Step 8. Tighten the knot, ensuring it is symmetrical.</p>		

## **Attachment 9 30 Basic Drill Sequence**

**Note: This drill sequence is led and performed by JROTC II cadets to continue in JROTC.**

- |                           |                           |
|---------------------------|---------------------------|
| 1. "FALL IN"              | 16. "To the rear, MARCH"  |
| 2. "Open ranks, MARCH"    | 17. "To the rear, MARCH"  |
| 3. "Ready, FRONT"         | 18. "Column right, MARCH" |
| 4. "Close ranks, MARCH"   | 19. "Forward, MARCH"      |
| 5. "Present ARMS"         | 20. "Eyes RIGHT"          |
| 6. "Order ARMS"           | 21. "Ready, FRONT"        |
| 7. "Parade REST"          | 22. "Column right, MARCH" |
| 8. "ATTENTION"            | 23. "Forward, MARCH"      |
| 9. "Left FACE"            | 24. "Change step, MARCH"  |
| 10. "About FACE"          | 25. "Column right, MARCH" |
| 11. "Forward, MARCH"      | 26. "Forward, MARCH"      |
| 12. "Right flank, MARCH"  | 27. "Flight, HALT"        |
| 13. "Left flank, MARCH"   | 28. "Left FACE"           |
| 14. "Column right, MARCH" | 29. "Right step, MARCH"   |
| 15. "Forward, MARCH"      | 30. "Flight, HALT"        |

ALL JROTC II cadets are required to know this flight drill sequence, also known as the "30 Basic." Cadets will have class time in the academic year to practice commanding and executing the 30 Basic. Successful command of the 30 Basic will constitute a Major Grade and is required by AF JROTC Headquarters to continue in JROTC past the second year.

**Attachment 10  
The Air Force Song**

by Robert Crawford

*First Verse*

**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, HEY!)  
Down we dive, spouting our flame from under,  
Off with one helluva roar!  
We live in fame or go down in flame. Hey!  
Nothing can stop the U.S. Air Force!**

*Second Verse*

**Minds of men fashioned a crate of thunder,  
Sent it high into the blue;  
Hands of men blasted the world asunder;  
How they lived God only knew! (God only knew then!)  
Souls of men dreaming of skies to conquer  
Gave us wings, ever to soar!  
With scouts before and bombers galore. Hey!  
Nothing can stop the U.S. Air Force!**

*Third Verse (only sung on solemn occasions)*

Here's a toast to the host of those who love the vastness of the sky.  
To a friend we send the message of his brother men who fly.  
We drink to those who gave their all of old,  
Then down we roar to score the rainbow's pot of gold.  
A toast to the host of the men we boast,  
The U.S. Air Force!

*Fourth Verse*

**Off we go into the wild sky yonder,  
Keep the wings level and true;  
If you'd live to be a grey-haired wonder  
Keep the nose out of the blue! (Out of the blue, boy!)  
Flying men, guarding the nation's border,  
We'll be there, followed by more!  
In echelon we carry on. Hey!  
Nothing'll stop the U.S. Air Force!**