

THE WOODLANDS HIGH SCHOOL

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



Cadet Guidebook 2023-2024



Distinguished Unit

2006-2007	2007-2008	2008-2009
2009-2010	2011-2012	2012-2013
2014-2015	2016-2017	2018-2019
2019-2020	2021-2022	



Distinguished Unit with Merit

2010-2011
2013-2014
2017-2018
2022-2023

Senior Aerospace Science Instructor

Lt Col Chris McMartin

Aerospace Science Instructor

CMSgt Roger Garcia

Aerospace Science Instructor

CMSgt Clark Gilleo

Table of Contents

1. Welcome Letter	3
2. Core Values, Mission Statements, Program Objectives, Cadet Honor Code	4
3. Organization of TWHS AF JROTC TX-20062	5
3.1 Organizational Chart	
3.2 Organizational Levels, Size, and Associated Ranks	
4. Responsibilities and Chain of Command	6
4.1 Responsibilities	
4.2 Cadet Chain of Command	
5. Grading Criteria and AF JROTC Program Overview	8
5.1 Objectives	
5.2 Fees, Curriculum, and General Information	
5.3 Other Program Features	
5.4 Varsity Letter, Scholarships, and Benefits	
5.5 Grading Criteria	
5.6 Course Descriptions/Objectives	
6. Conduct and Military Courtesy	11
6.1 General	
6.2 Cadet Honor Code	
6.3 Specific Conduct and Courtesies	
7. Disciplinary and Meritorious Boards	14
7.1 Disciplinary Boards	
7.2 Quarterly Award Boards	
8. Promotions	15
8.1 General	
8.2 Longevity Promotions	
8.3 Exceptional Merit Promotions	
9. The Air Force Uniform	16
9.1 The Uniform	
9.2 Standards	
9.3 Uniform of the Day	
9.4 Uniform Combinations	
9.5 Uniform Issue and Turn-in	
9.6 Uniform Care	
10. Leadership Philosophy	18
10.1 General	
10.2 Discipline vs. Punishment	
11. Reserve Status	18
12. Leadership Development Requirement (LDR) Programs	19
12.1 General	
12.2 Team Descriptions	
13. Continuing in and Removal from AF JROTC	20
13.1 Continuing in AF JROTC in a Following Year	
13.2 Removal from AF JROTC	

Attachments

Attachment 1. Awards Program Guidance and Ribbon Chart	21
Attachment 2. Active Duty Air Force Grade Insignia	27
Attachment 3. Air Force JROTC Rank Insignia	29
Attachment 4. Authorized Air Force JROTC Badges and Insignia	30
Attachment 5. Uniform Pictures and Notes	32
Attachment 6. Uniform and Appearance Guidelines	41
Attachment 7. Air Force JROTC Grooming Standards (while in Uniform/PT Gear/Polo)	42
Attachment 8. How to Tie the Windsor Knot	47
Attachment 9. 30 Basic Drill Sequence	48
Attachment 10. Promotion Application	49
Attachment 11. The Air Force Song	50



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

01 August 2023

Congratulations on your decision to enroll or continue in our Air Force Junior ROTC program at The Woodlands High School! We have a diverse and engaging program comprising Leadership Education, Aerospace Science, and Health and Wellness. You will find the curriculum stimulating and challenging, and every cadet 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 and has excelled ever since. We take pride in holding ourselves accountable to our unit's high standards, and this is reflected in our consistent high performance at community events and competitions with other JROTC programs.

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. Our Aerospace Science Instructors (ASIs)—Roger Garcia and Clark Gilleo—are retired USAF Chief Master Sergeants, and together we have many decades of combined active-duty service. We are superbly trained and motivated to carry out the mission of the Air Force Junior ROTC program.

This Cadet Guidebook outlines our overall program, minimum standards of conduct, and levels of performance expected of *each* cadet in AF JROTC. It also informs cadets of policies and procedures, uniform guidance, promotion opportunities, and general operation and discipline of the Cadet Corps. It supplements and supports Headquarters AF JROTC Instructions and Conroe ISD policies. Many of the policies were developed with inputs from your fellow cadets here at TWHS. It is applicable to all cadets and is directive in nature. *Each cadet will be held responsible for knowing the contents of the Cadet Guidebook and for complying with its requirements*; it is your recipe for success! This guidebook is also made available and is useful to school administrators, counselors, teachers, and parents. You will be learning followership, teamwork, and leadership, as well as self-advocacy (“nobody cares about **you** more than **you** do”). We encourage solving problems at the lowest level possible—often, the first answer you receive when asking a fellow cadet (or instructor) a question about our program is, “What does the Cadet Guidebook say?”

Again, welcome/welcome back to The Woodlands High School TX-20062 AF JROTC program. We wish you every success and hope you have an enjoyable and rewarding year!

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

2.

Core Values, Mission Statements, Program Objectives, Cadet Honor Code

AIR FORCE MISSION

**The mission of the United States Air Force is to fly, fight, and win...
airpower anytime, anywhere.**

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**

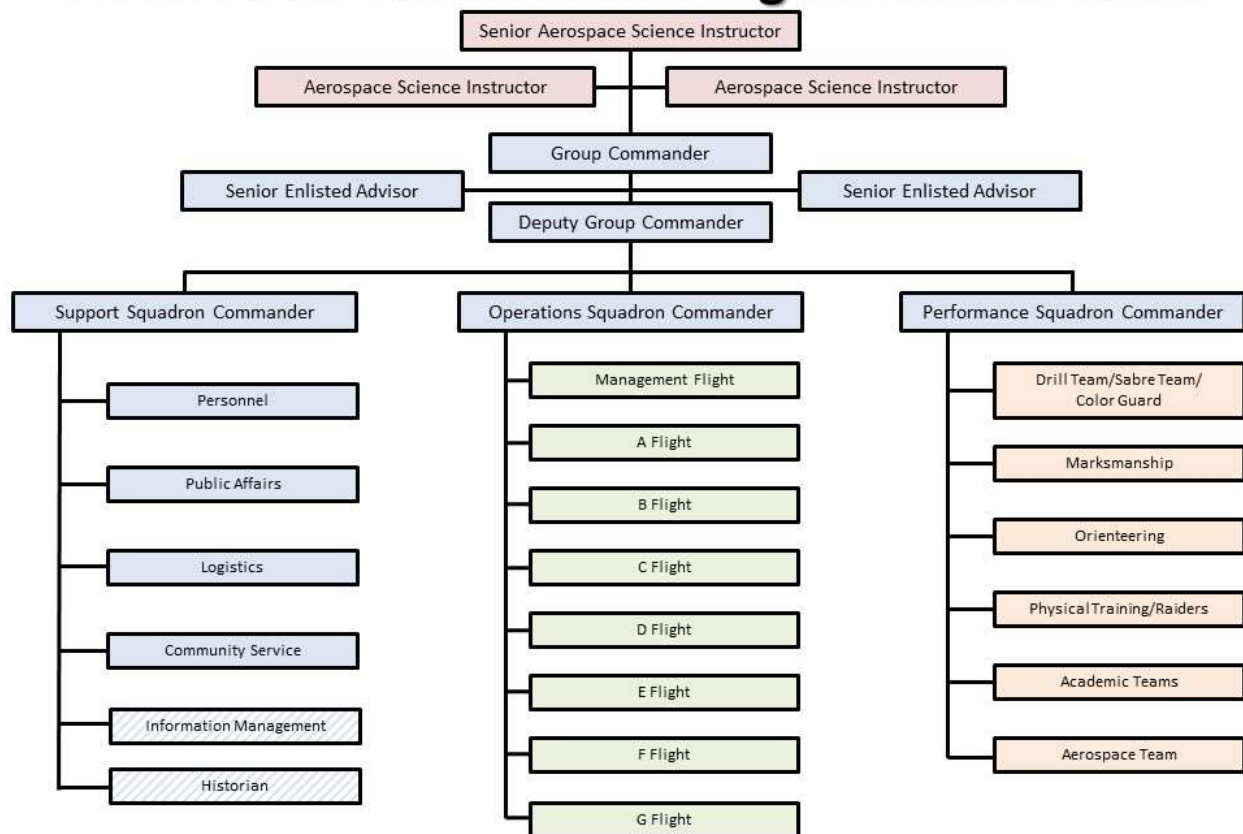
CADET HONOR CODE

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

3. Organization of TWHS AF JROTC TX-20062

3.1 Organizational Chart. TX-20062 is our AF JROTC unit designation at The Woodlands High School. It is organized as a Group based on the number of cadets in our Corps. Within the Group are Squadrons, within the Squadrons are Flights. 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 and Historian are staff positions but typically filled by cadets 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 Levels, 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 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 instructor staff. Responsible to the principal for overall administration and effectiveness of the AF JROTC program at The Woodlands High School. Recognized by administration as a Department Chair.

Responsible to the national 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.

***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). Assists the SASI in teaching the curriculum and supervising Leadership Development Requirements. Additional duties and responsibilities are assigned by the SASI.

4.2 Cadet Chain of Command

4.2.1 General. Chain of command is critical to distribute responsibility to ensure unit goals and objectives are accomplished. The chain of command ensures 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 you cannot solve on your own, ask your element leader to help you—they are your first line of defense. Part of the element leader’s job is to take care of their people and maintain element performance. Shortly after the school year begins, the flight

commander (in coordination with the instructors) will select several element leaders for your flight, and these positions may rotate to other cadets throughout the year (usually every nine weeks).

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. The Guide is typically the First Element Leader.

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 are responsible for the flight in the absence of the Flight Commander. Some flights may not have a Deputy Flight Commander.

Flight Commanders are seniors selected because they have demonstrated superior leadership potential. Their job is to 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 instructors 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, Historian, and Personnel. **IT** accounts for electronic equipment maintenance, inventory, and function. **Public Affairs** interacts with media, writes highlights for the Highlander Happenings, visually records activities, and makes those images available to cadets and families. **Logistics** accounts for, issues, and maintains all uniforms and tracks them in our online accounting system (WINGS). The **Historian** maintains records of cadet events and activities, and awards won at competitions. **Personnel** records all activities, Community Service hours, and Leadership Development Requirements hours in WINGS. The IT Officer and Historian are Staff positions but generally do not meet in Staff daily.

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

Noncommissioned Officers (NCOs) are juniors who apply for, and are competitively selected for, positions in various capacities (e.g., Logistics, teams) to assist the appropriate commander/officer with their duties and to learn what is required in leadership roles in those areas of responsibility. NCOs are generally selected early in the Fall Semester.

Airmen are sophomores who apply for, and are competitively selected for, positions to assist the appropriate officers and NCOs. Airmen are generally selected in the Spring Semester.

5. AF JROTC Program Overview

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 and honoring commitments
- **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 General Information. Courses include classroom academics (aerospace science, leadership and management, survival, financial management); hands-on leadership, discipline, citizenship, and management; drill (marching); and physical training (PT). Cadet uniforms, rank insignia, and awards are issued 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 (*e.g.*, PT gear), and materials, snacks, and drinks for selected activities.

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, 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 lesson periods break down as follows: 40% is Aerospace Science, 40% is Leadership Education, and 20% is Wellness (physical training; “PT”). Grades may be distributed in different proportions than the curriculum breakdown based on specific daily grades, projects, events, etc. On Wellness days, half the grade is for dressing out in the issued PT gear, and half is for active participation.

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.).

Known major grades for all grade levels each year (which should be easy to fulfill) are the school physical (both exam and online portion) and submission of required HQ and local forms at the beginning of the year, and completion of the Fall and Spring Physical Fitness Test. If a student is absent for class, some activities (such as presentations, PT, and uniform wear) must be made up (indicated by a “Z” grade) the next day a cadet has JROTC class. 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. Projects, presentations, online work, forms turn-in, etc. are considered due at the **beginning** of the class period the day they are due for full credit. Please understand “redos” for major long-term projects (e.g., presentations) may not be possible due to flight size and class time availability.

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) must make up that grade on their next JROTC class day for 100%. If making up the uniform wear on a Friday, cadets must wear the uniform all day and bring their PT gear to change into after uniform inspection for the PT portion of that day’s lesson. Cadets wearing their uniform for a weekend activity (e.g., drill competition, Military Ball) will wear their unit polo shirt on the following week’s uniform day to allow time for dry cleaning their uniform as needed, and will be exempted from inspection. Cadets who are present, but fail to wear their uniform on the prescribed day, earn a zero for that inspection grade.

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 JROTC fitness 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. Ensure an instructor documents the makeup session in the gradebook.

NOTE: If a cadet knows they will be absent on a uniform or PT day (e.g., they have a trip for a sport or another class), they are expected to wear their uniform to school all day on their JROTC class day or participate in after-school PT, whichever is required, **prior to the known absence.**

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 (PT)** program. AF JROTC classes are counted as either elective or PE credit by the school, 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.

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.

5.6.1 Aerospace Science. AS courses cover such STEM-related topics as Aviation History, Space and Cyber Operations, and Survival, depending on grade level. They incorporate textbook readings, classroom discussions, presentations, and hands-on activities.

5.6.2 Leadership Education. LE includes Air Force traditions, foundations of citizenship, communication, teambuilding, and college/career prep. All LE courses include a weekly uniform day, and learning and leading drill (marching). LE also features presentations and activities.

5.6.3 Wellness Curriculum—Physical Training (PT). PT is an important part of AF JROTC, involving individual and team exercise. The objective is to motivate cadets to lead healthy, active lifestyles beyond JROTC and into their adult lives. Cadets can push their personal limits, compete, and earn awards. Our PT is cadet-run by our senior leaders, and supervised by the instructors (all of whom are CPR certified). Cadets should be challenged, but have fun.

We accomplish and grade fitness (participation—50% and dressing out in issued clothing—50%) in class each Friday a student has AF JROTC. 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.** We also offer after school training during the week for cadets desiring a higher level of fitness, or who need to make up for a Friday absence. Endurance/aerobic fitness consists primarily of running. Strength building consists primarily of exercises like push-ups, sit-ups, and weight training. Flexibility work uses a variety of stretching exercises. Various exercises and group sports and activities enhance team-building. All cadets **must complete** headquarters- and locally-required fitness assessments (making up outside class, if necessary) in both the fall and spring semesters on designated days. Assessments consist of a 1- to 1.5-mile timed run, timed push-ups, and timed sit-ups. As with other Wellness components, assessments are *scored* so cadets understand their fitness level, but *graded* based on effort.



Proper Sit-ups: Lie down with knees flexed and heels about 12 inches from buttocks. Another cadet (same sex) holds feet (standing, kneeling, or using hands). Cross arms with hands placed on opposite shoulders. Keeping this arm position,

raise the trunk to touch the outside of forearms and elbows to thighs and then lower the back to the floor so the shoulder blades touch the floor. This is one sit-up. If a cadet must rest, they must rest only in the **up** position. Hands must remain touching the shoulders; not the collarbone, neck, or upper arms. Bouncing off the floor or raising the buttocks off the floor is not permitted. Only correctly performed sit-ups will be counted. If a sit-up is not performed properly, the assisting cadet must tell the cadet that the sit-up did not count and what they need to do to correct their form.

Proper Push-ups: Start with hands at least shoulder width apart, arms straight, fingers pointed forward, and legs straight, parallel, and slightly apart with the toes supporting the feet. Keeping the back and knees straight, lower the body until a 90-degree angle forms at the elbows with upper arms parallel to the floor. Another cadet (same sex) holds one of his/her hands as a fist on the upturned palm of the other hand, thumb pointed up, so that the cadet being tested need only touch the partner's thumb with their chest (not their belly, shirt, neck, or chin), then back up. This is one push-up. If a cadet must rest, they must rest only in the **up** position. Lifting a hand or foot, or allowing any body part other than hands and feet to touch the ground, ends the test for the cadet. Only correctly performed push-ups will be counted. If a push-up is not performed properly, the assisting cadet must tell the cadet that the push-up did not count and what they need to do to correct their form.



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. Further, cadets are expected to be respectful of peers and adults in oral and written communications as well as behavior. Profanity is not tolerated in our facilities or at our activities.

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

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 hold AF JROTC cadets in high esteem, 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 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 not be tolerated. Cadets will not condone or encourage any type of hazing or initiation rituals. Prohibited physical discipline includes, but is not limited to: pushups, running laps, or any inappropriate physical contact such as shoving, pulling, or grabbing. Any form of verbal abuse or attempt to humiliate a cadet—including on social media—is prohibited.

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,” then puts the Flight “at ease” (no talking) and has them take their seats. Cadets will take out paper and something to write with. We honor our Nation’s and State’s flags; all cadets listen to school announcements, and honor the Moment of Silence. This is followed by Flight Commander announcements. Element Leaders report absences to the Flight Commander, who then reports to the instructor the flight is prepared for instruction. At the end of class, the Flight Commander calls the flight to attention and dismisses the class.

Senior cadets with late arrival/early release cannot be in the JROTC area unless they have prior instructor approval, for supervision and security reasons. During Advisory days, cadets in 2nd/6th periods with a valid official CISD pass can leave after Advisory announcements. Cadets not in

JROTC 2nd/6th periods cannot come to JROTC for advisory unless they have an official CISD pass from a JROTC instructor.

During class, cadets who appear to be falling asleep will stand at the back of the room so they can continue to learn and participate. There is no gum, food, or drinks (besides water) in the classroom. Instructors may authorize food and drinks for special occasions.

6.3.5 Instructor Office Hours. Though instructors may arrive earlier or depart later, the JROTC area at the Senior Campus are generally only open to cadets Monday-Friday, 0630-1630. The JROTC classroom at the 9th Grade Campus is generally only open to cadets on Green Days 0700 to the end of 7th period.

6.3.6 Cadet Staff Area. Our Cadet Staff meets daily in this area adjacent to the instructor offices. It is considered a quiet work/study area and not a “hangout” area (see Paragrah 6.3.5 below); therefore it is off limits before school, during lunch, and after school unless used for studying, tutoring, or official JROTC business.

6.3.7 Cadet Lounge. Our Cadet Lounge at the Senior Campus is generally open before school, during lunch periods, and after school. It features refrigerators, a microwave, a toaster oven, tables, chairs, and couches, and a foosball table. In accordance with state law, the JROTC door will only be opened during passing periods between lunches. If a cadet departs during a lunch period, they cannot return since the door will be locked. Only current JROTC Cadets are permitted in the lounge. The Cadet Lounge must be kept clean and orderly; use is a privilege and may be restricted if cleanliness or unit performance dictates.

6.3.8 Cadet Changing Rooms. Separate changing facilities are provided for males and females in the Senior Campus JROTC area. The intent of the changing rooms is to allow cadets to change out of school clothes/uniforms for after-school activities. They are not for storage of personal clothing or other items, as inevitably items get misplaced. Instructors/Cadet Staff periodically clean out the changing rooms and items not claimed are considered abandoned and donated to charity. Sufficient notice is given for cadets to claim their belongings.

6.3.9 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.”

6.3.10 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.

6.3.11 Respect to Senior Members. When an instructor,* principal, distinguished visitor, military officer, or a higher-ranking cadet officer enters the room, the first cadet to see that person will call the room to attention. Room occupants remain at attention until the person entering says, "At ease," "As you were," "Carry on," etc. Non-AF JROTC classrooms, gymnasiums, cafeterias, etc. will not be called to attention, nor will the room be called to attention if the majority of people

in the room are not cadets, such as parents at a Booster Club meeting. Classrooms are not called to attention during active class instruction unless a school administrator (Principal/AP) enters. The Cadet Lounge is not called to attention during lunch periods.

*NCO Instructors may elect not to have the room called to attention for them.

6.3.12 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.

6.3.13 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.

6.3.14 Communication of Information. Announcements read by Flight Commanders at the beginning of each JROTC class constitute the primary means of communicating information regarding upcoming trips, competitions, and activities, which is why cadets must be prepared to write down these announcements. We also use the GroupMe phone app extensively for team communications and senior cadet leadership—instructors monitor these chat groups. Individual Flights may create their own GroupMe chats for passing information. Cadets are discouraged from “muting” such chat groups as they may miss important updates. Flight chats are not monitored by instructors; however, inappropriate comments and cyber bullying on chat groups and other social media (e.g., Instagram, Snapchat) will be brought to the instructors’ attention and may result in disciplinary action in JROTC and/or the school in accordance with district policy. Keep in mind emails, GroupMe messages, etc. to instructors may not be answered immediately, especially outside school hours. **Written paperwork/forms** (school physicals, JROTC forms) **must be completed in pen**, as they are essentially legal documents.

6.3.15 Good Standing within the Corps. To participate in AF JROTC social events, field trips, or competitions, cadets must be in good standing. This includes passing all classes based on the eligibility calendar, having at least an 80% in AF JROTC, all suspenses/deadlines met (e.g., paperwork, physicals, cadet/trip fees paid, etc.), and no unresolved disciplinary issues (demerits not worked off, pending school detention/suspension, etc.). We use UIL standards and timelines to determine academic eligibility (unweighted grades for advanced courses), and honor approved UIL waivers (see the TWHS Student Handbook). The SASI may waive these requirements *by exception* for certain unit events.

6.3.16 Merit/Demerit System. Cadets may be awarded merits and demerits for good or bad behavior and actions respectively throughout the year. Merits help with lettering in JROTC and eligibility for quarterly awards. Merits-vs.-demerits status affects numerous opportunities, such as the award of the Good Conduct Ribbon, quarterly award nominations, and eligibility for cadet activities. Your 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, academic/fitness scores, or other positive behaviors/actions. Refer to separate cadet-produced policy letters as needed for more information on merits and demerits.

7.

Disciplinary and Meritorious Boards

7.1 Disciplinary Boards. Most disciplinary problems can be corrected before they rise to the level of necessitating a Board, by means of verbal counseling, demerits, restriction from activities, etc.. The goal of disciplinary action is rehabilitation, and for the cadet to learn from the action taken. Disciplinary Boards address Honor Code violations or other serious discipline problems. They typically consist of the Group Commander, Deputy Commander, and other senior leaders, with an instructor advisor. 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 (the accused cadet and any opposing information). They will deliberate while the cadet is out of the room, vote on the decision, and recommended recommend courses of action to be taken by the SASI. *The SASI is the final authority on all Board decisions.* Any cadet officer or instructor may request a Board. The request must be made in writing to the Group Commander. If you are ordered to appear before a Board, you will receive thorough instructions.

7.2 Quarterly Award Boards. Our Airman, NCO, and Flight Commander of the Quarter programs recognize top cadets. We convene Boards to select outstanding cadets for quarterly awards. Prior to Airman and NCO of the Quarter Boards, 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 written recommendation. Airman of the Quarter Boards conduct a formal interview of the nominees; NCO and Flight Commander of the Quarter Boards are records reviews without an interview by the Board. The Board composition will be similar to that outlined in 7.1 above, but the procedure will be different. After the cadet formally reports in, the Board will ask questions on a variety of topics, and will evaluate nominees on appearance and bearing. The Board will score each nominee based on the nomination package and interview, and then announce a winner. Quarterly boards are selective and challenging, and winners (one freshman, one upperclass Airman; one NCO; one Flight Commander) will receive a meritorious promotion and an Achievement Ribbon.

8. Promotions

8.1 General. 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 promotion system based on a combination of academic years in AF JROTC, grade level, and performance within the program. Cadets begin as freshmen at the rank of Airman Basic. Upper class cadets who join JROTC begin at an appropriate rank as determined by the SASI. Promotees must hold their new ranks for at least three months before being eligible for promotion again. The SASI may elect to make an exception to this policy in cases of unusual circumstances or merit.

8.2 Longevity Promotions. Annual promotions progress as follows:

JROTC I: Cadets in good standing are promoted to Cadet Airman for their sophomore year.

JROTC II: Cadets in good standing are promoted to Cadet Airman First Class for their junior year.

JROTC III: Cadets in good standing are promoted to Cadet Senior Airman for their senior year.

8.3 Exceptional Merit Promotions. Exceptional merit promotions are promotions in which a cadet is advanced ahead of his or her peers. These promotions are evidence a cadet is doing their best! The SASI may select cadets who show a superior level of responsibility and leadership for early promotion. Winners of quarterly award boards (see Paragraph 7.2) are also promoted to the next grade. Finally, a cadet can be eligible for (but not guaranteed) promotion after meeting the criteria outlined below and submitting the form in Attachment 10.

To be eligible for promotion in the **Fall Semester**, cadets must submit their application no later than the Monday before Thanksgiving Break. To be eligible for promotion in the **Spring Semester**, cadets must submit their application no later than the first school day after Spring Break. Candidates must submit their application form along with a 150-200 word essay explaining their interest in promotion and why they deserve promotion. Candidates must meet the following requirements, which reset each semester:

- Consistently wear the uniform well
- Actively participate in class, including PT
- Have no demerits (including those worked off)
- Have at least an 85 (fall) or 80 (spring) unweighted grade average in all classes, with at least a 90 in JROTC
- Attend at least 7 activities toward the Activities Ribbon, 2 of which must be monthly activities
- Attend at least 15 days of after-school LDR sessions
- Complete at least 8 hours of Community Service (freshmen), 10 hours (sophomores), or 12 hours (juniors and seniors)

Limitations:

- Up to 20% of cadets from a given grade may be promoted each semester (*e.g.*, if there are 40 freshmen, only 8 can be promoted even if more than 8 meet the eligibility criteria, in which case the top 8 candidates will be promoted)
- Freshmen may not be promoted past the rank of Cadet Airman 1st Class (E-3); sophomores may not be promoted past the rank of Cadet Technical Sergeant (E-6); and juniors may not be promoted past the rank of Cadet Senior Master Sergeant (E-8)
- Quarterly award winners are ineligible for promotion via this process in the semester they win
- Activities and CS hours only count if the cadet signed in electronically. WINGS is the program of record.

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 by flight through learning basic concepts like the Honor Code and the AF JROTC mission statement and objectives as outlined at the front of this Cadet Guide, as well as beginning-of-year paperwork turn-in (including physical exam) and payment of dues. 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 cadets 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. Shoes must be polished. Each cadet must strive to maintain weight within Air Force limits. Overweight appearance detracts from proper military appearance, efficient performance, and is unhealthy. Among other considerations, leadership position and Cadet Leadership Course eligibility may require cadets being in good physical condition.

Proper wear of the uniform all day on prescribed days and adherence to grooming standards are not negotiable. Uniform standards, wearing instructions, and personal grooming standards, are prescribed in this Cadet Guidebook in accordance with Air Force Instruction 36-2903 and AF JROTC Operational Supplement Chapter 7; excerpts of which are in Attachments 3 through 8 of this Guide. Personal appearance standards are each cadet’s responsibility 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 the blue uniform (“blues”) without service coat or tie/tie tab. **The uniform is worn the entire school day (0720-1435) for credit.** Cadets may change out ONLY for a class period which **requires** different attire (*e.g.*, athletic practice; if in doubt, ask an instructor) and **must change back into uniform** after that class period. Uniform and PT Gear wear take precedence over schoolwide, themed/dress-up days. Cadets performing in a pep rally (*e.g.*, band members) may change out of uniform for the pep rally itself, but must change back into uniform after the pep rally. If a cadet’s uniform day falls on their school portrait day, they may change out of uniform for their photograph and must then change back into uniform.

9.3.1 Special issue uniform items. Certain team members may earn berets and/or shoulder cords. These items are authorized (but optional) for wear on uniform days unless otherwise announced.

9.3.2 Unit Polo. Unit polo shirts are required for some activities (*e.g.*, 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 with no rips or khaki slacks/shorts, with a belt. Close-toed shoes

(e.g., tennis shoes) must be worn for safety (no sandals, flip flops, etc.). Male cadets must be shaven when wearing the unit polo, and PT hair standards for females apply. Ball caps are authorized outdoors but must not have a logo or slogan other than a Woodlands or Air Force logo. In cold weather, cadets may wear the issued JROTC sweatshirt, as well as the issued black stocking cap, and black or gray gloves. The unit polo is considered a uniform and therefore cadets must present a consistent appearance.

9.4 Uniform Combinations. The most common uniform combination worn by cadets will be the short-sleeve blue shirt combination (“blues”). It consists of the light blue short-sleeve shirt (top/collar button unbuttoned), dark blue trousers/slacks with dark blue belt and buckle, dark blue flight cap, and black service shoes with black socks. The Service Dress combination adds a blue tie/tie tab and the service coat over the short-sleeve shirt (top/collar button buttoned). 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 or slacks, and will wear a hat (flight cap or beret) outdoors. Males must wear a white V-neck T-shirt under the blue uniform. During their JROTC III and IV years, cadets may wear the Airman Battle Uniform (ABU) or Operational Camouflage Pattern (OCP) up to twice per month for uniform day, 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 is a blue short-sleeve shirt, service dress coat, blue trousers, belt, buckle, cap, tie, black socks, V-neck T-shirt (males), and shoes. Females receive a tie tab in lieu of a tie. Additional uniform combinations like ABUs/OCPs and boots may be issued for certain classes. Uniforms will normally be issued to new cadets within the first two to three weeks of class, after school at the Senior Campus (dates and times will be announced). Cadets earn the right to wear their uniforms as a Flight (by meeting prescribed requirements).

9.5.2 Turn-in. At the end of the school year, cadets will return the uniform items if they are not returning to JROTC the following year, with the exception of socks, undershirts, flight caps, and black shoes (we cannot reissue these items). Items can be returned worn/dirty—we will dry clean their uniforms. Cadets continuing in the program must maintain and clean their uniforms as needed over the summer. Address any items needing resized/exchanged prior to the first uniform day. **Lost or destroyed items must be replaced at the cadet’s expense via SchoolCash Online.**

9.6 Uniform Care. Uniforms must be kept clean and in good repair throughout the school year. Light blue shirts may be laundered at home (recommended to avoid cracked buttons resulting from the dry-cleaning process), but any dark blue items (hat, coat, trousers) 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 via SchoolCash Online. Requests for replacement items will not be honored on Uniform Day;** we encourage laying out your uniform well in advance so you can address any issues ahead of time. You cannot borrow items from someone in another flight for your class period’s inspection; that places them out of uniform. **Be very careful if wearing a backpack** to avoid losing or damaging ribbons and name tags. Write your name on the laundry label, or 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. Instructors emphasize and model positive leadership. Harsh “boot camp” style leadership does not enhance training or meet the mission objectives 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.

10.2 Discipline 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). AF JROTC as a national program prohibits the practice of physically punishing cadets. 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.”

11. **Reserve Status**

Due to the nature of our curriculum and class schedule, Reserve Status (cadets not enrolled in JROTC in a given semester but still considered part of the program) does not apply to cadets in TX-20062.

12. Leadership Development Requirement (LDR) Programs

12.1 General. Leadership Development Requirements (LDRs) are activities which typically occur outside the normal school day; with a few incorporated into curriculum for certain classes. These activities are where cadets form strong bonds with other cadets, enjoying teamwork, camaraderie, and friendly competition. All LDRs take place at the Senior Campus. A shuttle bus is available at the 9th 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 able (no-practice days, off season, etc.). Dress for after-school LDR activities is school-appropriate fitness clothes (shorts, T-shirts, athletic shoes); PT gear is required if making up a missed Friday PT class.

12.2 Team Descriptions

12.2.1 Drill Team. TX-20062 has Drill Team, Sabre Team, and Color Guard opportunities incorporating a season which runs nearly all year. Like any team sport, Drill Team requires a high level of commitment and discipline. There are both ceremonial (*e.g.*, school and community event support) and competitive (*e.g.*, drill meets) aspects to participating in Drill Team.

12.2.2 Physical Training and Raiders Team. After-school PT is voluntary (unless making up a missed Friday class period), 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 our Raiders Team, an intense program with competitions periodically throughout the year.

12.2.3 Marksmanship. Air rifle marksmanship is a program available to second-year cadets and above. Freshmen will have the opportunity to participate their spring semester. Civilian Marksmanship Program safety training is taught to cadets, and only those passing the marksmanship written test with 100% are eligible to participate. Each participating cadet has the opportunity to qualify for a Marksmanship Badge based on their skill. Cadets selected for the Varsity and Junior Varsity teams participate in matches throughout the year.

12.2.4 Kitty Hawk Honor Society (KHHS) and Tutoring. KHHS 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. KHSS has regular meetings and provides opportunities for tutoring fellow cadets after school. A list of KHHS tutors and subject areas is available electronically to all cadets. KHSS members may also participate in community service projects and field trips to educational facilities. Consult a current KHHS member for qualifying criteria.

12.2.5 Orienteering. Orienteering team practice occurs as needed leading up to competition events. Practices include instruction in map and compass use, and competition techniques. Orienteering is an individual competitive sport, and cadets have the opportunity to participate in several meets throughout the year.

12.2.6 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.

12.2.7 Aerospace Team. TX-20062 has a cockpit simulator with virtual reality and motion for basic flight training, as well as a radio-control simulator for radio-controlled (RC) planes and quadcopters (drones), available on a sign-up basis. Participating cadets can qualify to fly our fleet of fixed- and rotary-wing RC aircraft, and compete in meets on- and off-campus. We also have opportunities for getting flights in full-scale aircraft periodically throughout the year, and the potential to earn a pilot's license through the national JROTC Flight Academy program.

13.

Continuing in and Removal from AF JROTC

13.1 Continuing in AF 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. 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 assigned major projects, 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 as a requirement to continuing in AF JROTC. Instructors and Flight Commanders provide extensive training for all JROTC II cadets, including availability outside class as needed.

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, demerits, 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/medals 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—which may be modified to suit the specific needs of our local program.

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. Some awards (*e.g.*, Marksmanship Badges) are awarded when they are earned.

NOTE: Your Flight Commander and Deputy Flight Commander will periodically update their Flights on individual progress toward certain awards (*e.g.*, number of activities toward the Activities Ribbon, number of community service hours toward the Service Ribbon). Data for most ribbons will be finalized by **April 10th** (or earlier if the 10th is on a weekend or holiday) in keeping with Headquarters timelines. Activity attendance and community service hours are logged into WINGS based on you signing in as directed; if you fail to sign in for an event or activity, it will not be recorded. 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, based on a combination of factors including academics, dress and appearance, participation in community service and AF JROTC activities, fitness performance, and best overall motivation as determined by the SASI. Cadets may be awarded oak leaf clusters each additional year they were part of an Outstanding Flight.

Academic Ribbon. Awarded for academic excellence as signified by an 80% or higher in all classes at semester with no failures or ineligibility periods, 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 (or earlier if the 10th is on a weekend or holiday). This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Cadet Leadership Course Ribbon. Awarded for completing Cadet Leadership Course (CLC) in the summer. 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. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

All-Service National Competition Ribbon. Awarded to members of a team competing against other schools nationwide in a Joint Service Competition.

Air Force Nationals Competition Ribbon. Awarded to members of a team competing against other schools nationwide in an Air Force JROTC competition.

Orienteering Ribbon. Awarded to cadets for attending at least 50 percent of orienteering practices through **April 10th** (or earlier if the 10th is on a weekend or holiday) 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 additional qualifying year.

Leadership Development Requirements Leadership Ribbon. Awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (team commanders, event chairpersons, etc.). An oak leaf cluster is added to this ribbon for each additional qualifying year.

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. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Color Guard Ribbon. Awarded for participation in at least one public Color Guard performance. An oak leaf cluster is added to this ribbon for each additional qualifying 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 Color Guard practices per school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Marksmanship Ribbon. Awarded for selection for, and participation on, the Varsity or Junior Varsity Marksmanship competitive teams.

JLAB Ribbon. Awarded for selection for, and participation on, the Varsity or Junior Varsity Joint Leadership Academic Bowl teams (including designated alternates).

Cyber Patriot Ribbon. Criteria for earning this ribbon are in development.

StellarXplorers Ribbon. Criteria for earning this ribbon are in development

Raiders Team Ribbon. Awarded for selection for, and participation on, the Varsity or Junior Varsity Raiders teams.

UAS Ribbon. Awarded for completion of 10 radio-control simulator challenges, 3 "A" scores in landing challenges, successful completion of the FAA TRUST Test, and participation in at least one fly-out or competition with our drones or radio-controlled aircraft. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year. Cadets must keep track of their own progress and notify a simulator monitor or team commander once completed.

Robotics Ribbon. Criteria for earning this ribbon are in development

Good Conduct Ribbon. Awarded at the SASI’s discretion 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. Additionally, to qualify a cadet must have more merits than demerits when totaled for the year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Service Ribbon. Awarded at the SASI’s discretion for participation in at least 13 hours of AF JROTC-sponsored community service projects/activities **from the beginning of the school year through April 10th** (or earlier if the 10th is on a weekend or holiday). Only service events accompanied by the appropriate sign-in procedure (usually via QR code) qualify. 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, as those programs have their own reward systems. An oak leaf cluster is added to this ribbon for each additional qualifying 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), or participation in 75% or more of the TX-20062 after-school fitness program days. In addition, a cadet must have made up any missed in-class PT absences. Participation in sports or other fitness activities outside JROTC does not qualify a cadet for the Health and Wellness Ribbon, as those programs have their own reward systems. Bronze, silver, or gold stars may be earned for fitness test performance based on the table below.

Test	Score	Ribbon	Ribbon w/Bronze Star	Ribbon w/Silver Star	Ribbon w/Gold Star
JROTC Physical Fitness Test	75 th percentile or higher (based on age and gender)		X		
	85 th percentile or higher (based on age and gender)			X	
	96 th percentile or higher (based on age and gender)				X
USAF Active Duty Physical Fitness Assessment	75 or higher and at least the minimum score on all events (based on gender)	X			
	80 or higher and at least the minimum score on all events (based on gender)		X		
	90 or higher and 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 in subsequent years will be denoted by the addition of another star of the appropriate color 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 is added to this ribbon for each additional qualifying year, if only the basic ribbon (no stars) is earned. **NOTE:** If a cadet earns this ribbon without a star and qualifies for a star in a subsequent year (or vice versa), wear the ribbon with the highest star earned.

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 must mention another cadet **by name**, when they first join JROTC, as having recruited them. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Activities Ribbon. Awarded for participation in at least ten LDR activities. These include, but are not limited to: monthly social activities, team practices (multiple practice days for the same team are all considered a single LDR), competitions, information nights, and Booster Club meetings (if your parent is also present). Events for this ribbon must occur **by April 10th** (or earlier if the 10th is on a weekend or holiday) and only activities accompanied by the appropriate sign-in procedure (usually via QR code) qualify. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Attendance Ribbon. Awarded to cadets with no more than 4 excused absences and no unexcused absences in a school year (**through April 10th**, or earlier if the 10th is on a weekend or holiday). This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Dress and Appearance Ribbon. Awarded at the SASI's discretion for wearing the uniform all day on all designated uniform days and conforming to all AF JROTC dress and appearance standards. Cadets absent on uniform day must make up the uniform wear the next day they have JROTC class to qualify. Cadets with known absences on uniform day (*e.g.* other school trips/competitions) must wear the uniform to school **prior to** the designated uniform day to qualify. The uniform must be worn at school all day to qualify. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Longevity Ribbon. Awarded for successful completion of each full JROTC academic year. This ribbon may be awarded once each school year. An oak leaf cluster is added to this ribbon for each additional qualifying year.

Bataan Death March Memorial Hike Ribbon. Awarded for successful completion of a JROTC-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 additional qualifying 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 additional qualifying 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.

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); points are typically reviewed early fall of the following year. Cadets must earn 300 points during the academic year (and Cadet Leadership Course, as applicable), including a minimum of 30 points earned through Corps-sponsored community service. Points do not carry over from year to year.

Point Values (Subject to revision annually)

Corps-sponsored Community Service – 3 per hour completed

Designated Corps Activities – 10 per event

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

JROTC Team Practices – 1 per hour

Merits – 10 per merit

Active Membership in Kitty Hawk Honor Society – 20

Placing in a Competition Event – 5 per event

Successful Completion of Cadet Leadership Course – 50

Ribbons, in the Order They Are Worn (looking at the wearer)

NOTE: Ribbons on the first five lines are national-level awards



Attachment 2
US Air Force Enlisted Grades and Insignia



E-9 CHIEF MASTER
SERGEANT OF THE A.F.



E-9 COMMAND CHIEF
MASTER SERGEANT



E-9 CHIEF MASTER
SERGEANT (1ST SGT)



E-9 CHIEF MASTER
SERGEANT



E-8 SENIOR MASTER
SERGEANT (1ST SGT)



E-8 SENIOR MASTER
SERGEANT



E-7 MASTER
SERGEANT (1ST SGT)



E-7 MASTER
SERGEANT



E-6 TECHNICAL
SERGEANT



E-5 STAFF
SERGEANT



E-4 SENIOR AIRMAN



E-3 AIRMAN 1ST
CLASS



E-2 AIRMAN

E-1 AIRMAN BASIC

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



O-10 GENERAL



O-9 LIEUTENANT GENERAL



O-8 MAJOR GENERAL



O-7 BRIGADIER GENERAL



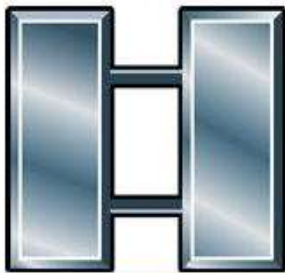
O-6 COLONEL



O-5 LIEUTENANT COLONEL



O-4 MAJOR



O-3 CAPTAIN



O-2 1ST LIEUTENANT



O-1 2ND LIEUTENANT

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



MODEL ROCKETRY
BADGE



KITTY HAWK
HONOR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



GROUND SCHOOL
BADGE



FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE

Cadets may only wear one of these badges on their uniform



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.

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

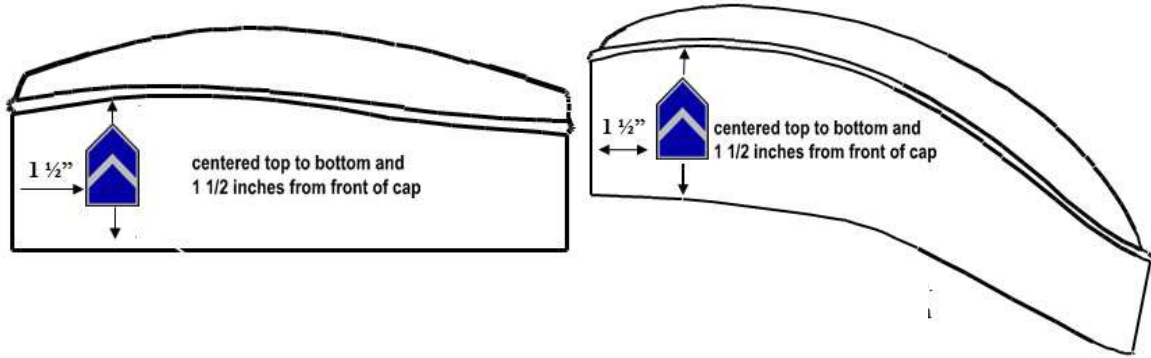
Males and females may wear the marksmanship badge (may only wear one) below the ribbons on the blue shirt or service dress uniform or

Marksmanship badges will not be worn with medals.

Badges/Insignia not listed here are unauthorized for wear.

**Attachment 5
Uniform Pictures and Notes**

OFFICER RANK PLACEMENT—MALE (Left) and FEMALE (Right)



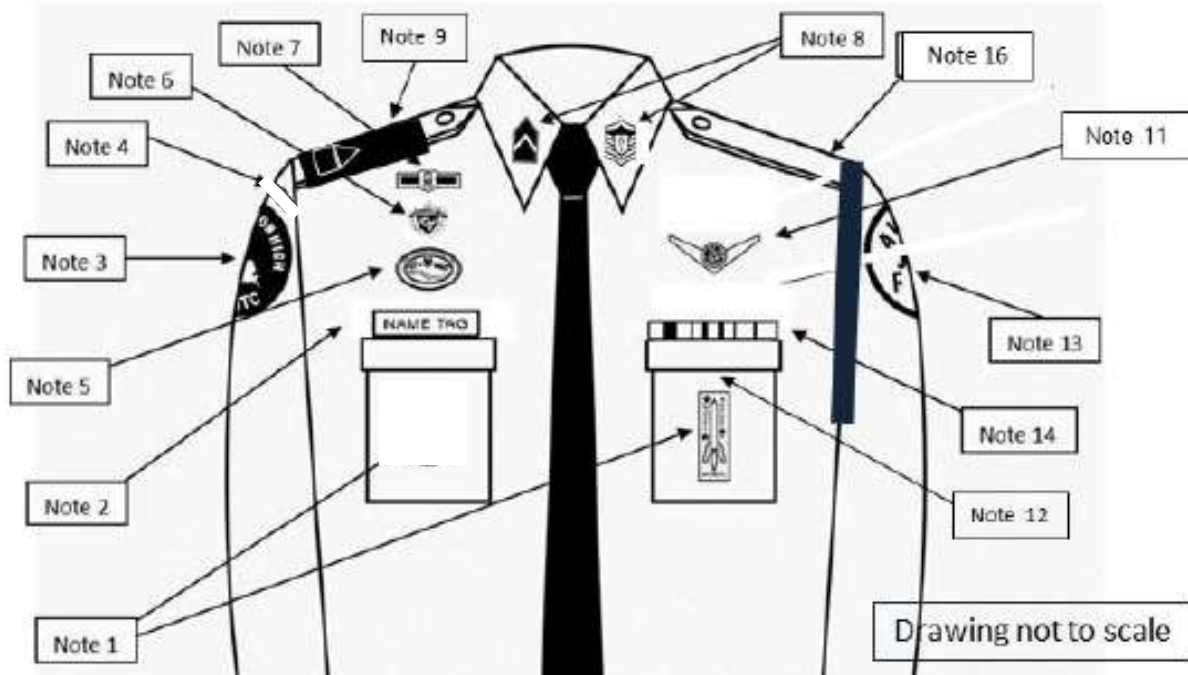
**BERET
Designated Special Teams**



Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear. Wear the internal 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, 1/4 inch above and parallel to the headband.

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

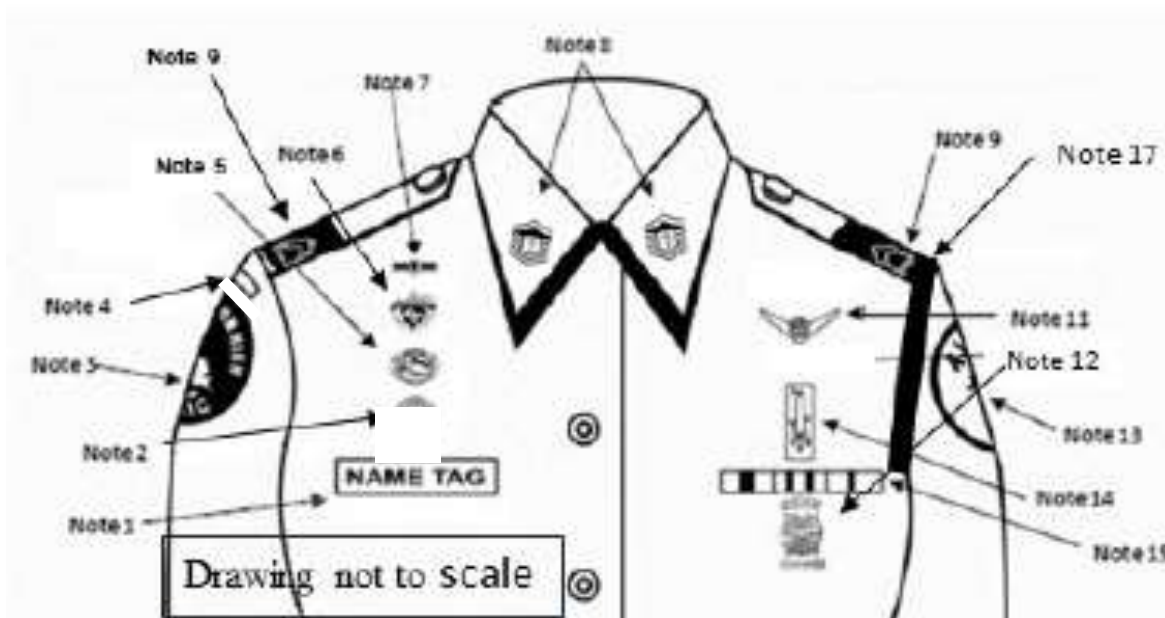
Attachment 5 (continued) MALE BLUE SHIRT



1. Model Rocketry Badge is centered on the pockets on the appropriate side 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 ½ to 1 inch below the shoulder seam.
4. (N/A for TX-20062)
5. Kitty Hawk Badge. See Note 15.
6. Aerospace Education Foundation (AEF) Badge. See Note 15.
7. Distinguished Cadet Badge. See Note 15.
8. Enlisted only: Grade insignia, mandatory, worn on both left and right collar, centered side to side and top to bottom. Bottom point of torch points toward the point of the collar. Cadet Airmen Basic have no insignia.
9. Officers only: Place officer cloth rank epaulets as close as possible to shoulder seam. Use larger male epaulets only.
10. (N/A for TX-20062)
11. Cadets will only wear one of the following badges: Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, or Flight Certificate Badge.
12. Marksmanship competition awards/badges may be worn on the AF JROTC uniform. Wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform.
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
14. Ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearer's left.
15. (Except Marksmanship Badges) First badge placed ½ inch above nametag or ribbons and centered horizontally. Additional badges placed ½ inch above previous badge. Order of precedence for badges are as shown on the diagram: Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk 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 type) are not authorized for wear on this uniform.

Shirt will be worn with white V-neck undershirt. If shirt is worn without tie, top button remains unbuttoned. If worn with service coat/tie, button the top button. "Gig Line" (shirt buttoned placket, right edge of belt buckle, and trousers fly) must be aligned. School ID Badge will be clipped to the right pocket flap.

Attachment 5 (continued) FEMALE BLUE SHIRT

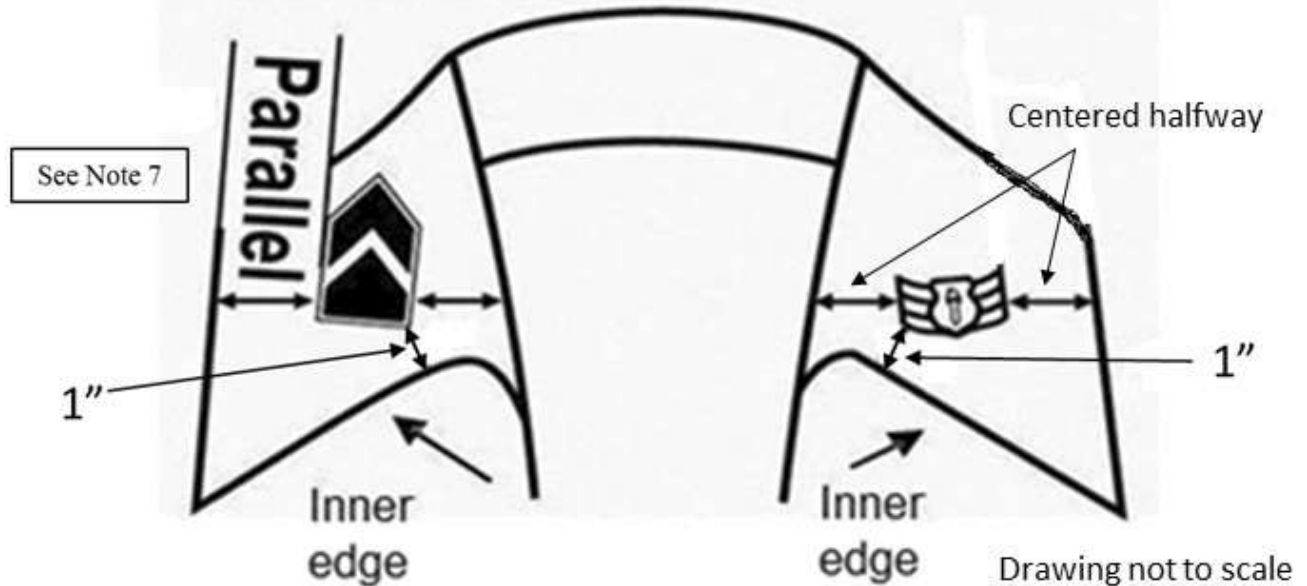
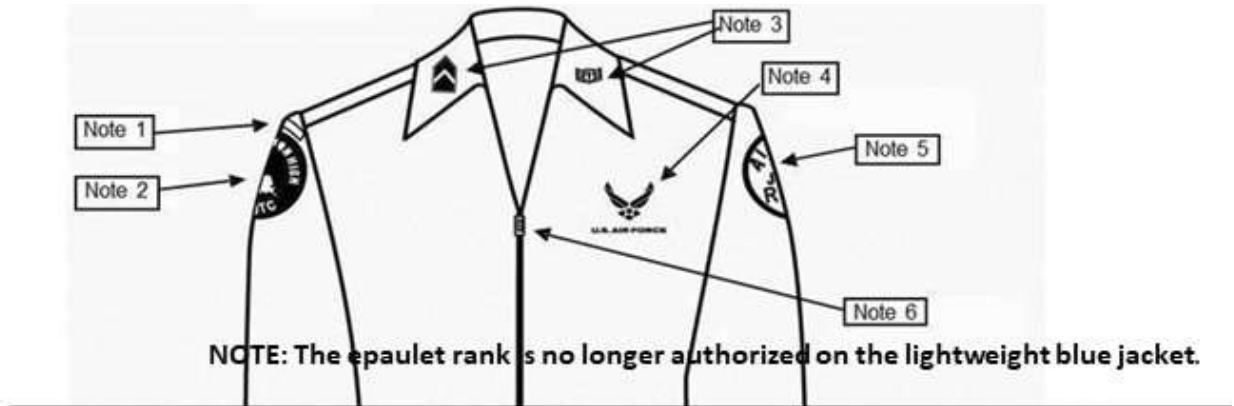


1. Name Tag: mandatory wear. Blue plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1½ inches higher/lower than topmost exposed button. With ribbons: even with bottom row of ribbons, centered on right side, parallel to ground and within 1½ inches higher/lower than topmost button.
2. (N/A for TX-20062)
3. Unit patch. Centered on sleeve and ½ to 1 inch below the shoulder seam.
4. (N/A for TX-20062)
5. Kitty Hawk Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Enlisted only: Grade insignia, mandatory, worn on both left and right collar, centered side to side and top to bottom. Bottom point of torch points toward the point of the collar. Cadet Airmen Basic have no insignia.
9. Officers only: Place officer cloth rank epaulets as close as possible to shoulder seam. Use smaller female epaulets only.
10. (N/A for TX-20062)
11. Cadets will only wear one of the following badges: Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, or Flight Certificate Badge. See Note 16 below.
12. Marksmanship competition awards/badges may be worn on the AF JROTC uniform. Wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform.
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
14. Model Rocketry Badge. See Note 16.
15. Center ribbons on wearer's left, parallel with ground. Align bottom of ribbons with bottom of the name tag.
16. (Except Marksmanship Badges) Wear first badge placed ½ inch above nametag or ribbons and centered horizontally. Additional badges placed ½ inch above previous badge. Order of precedence for badges are as shown on the diagram: Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk 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 epaulet. May be solid or multi-colored.
18. Medals (regardless of type) are not authorized for wear on this uniform.

Shirt will be worn with appropriate white undergarment (brassiere, camisole). If shirt is worn without tie tab, top button remains unbuttoned. If worn with service coat/tie tab, button the top button. "Gig Line" (shirt buttoned placket, left edge of belt buckle, and trousers fly) must be aligned. School ID badge will be clipped to the shirt buttoned placket, approximately the same height as the name tag.

Attachment 5 (continued)

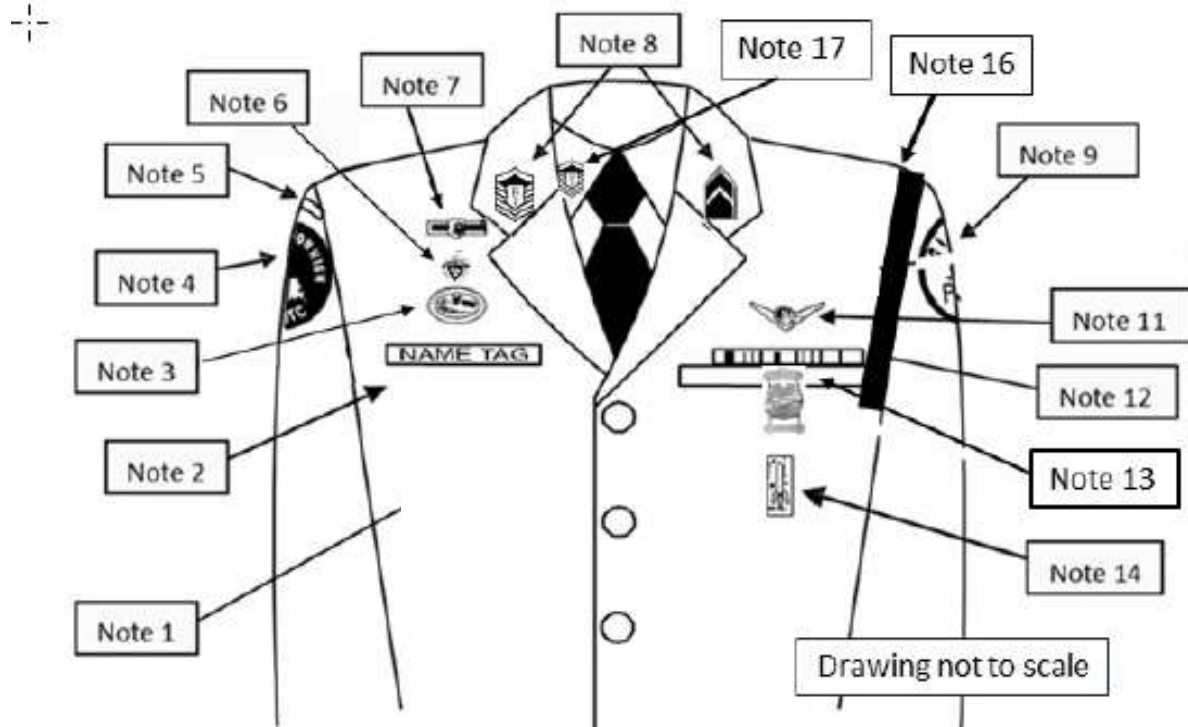
LIGHT WEIGHT BLUE JACKET Informal; Worn in Cold/Inclement Weather



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)

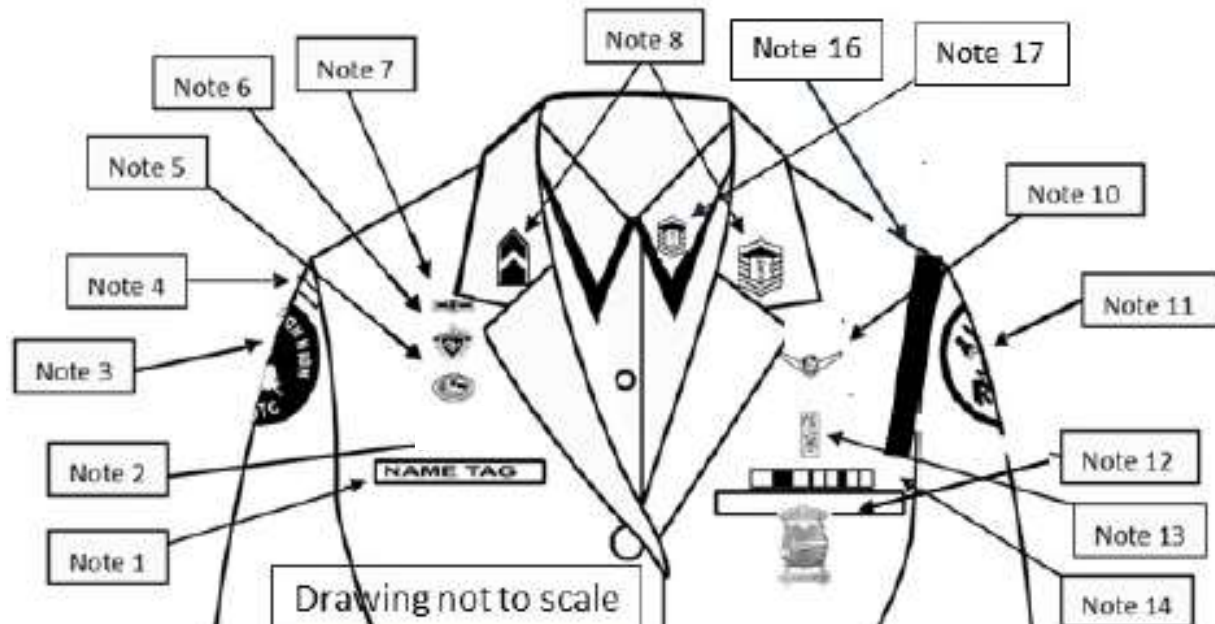
MALE SERVICE DRESS Formal; Worn on Special Occasions or As Directed



1. (N/A for TX-20062)
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 the shoulder seam and centered.
5. (N/A for TX-20062)
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. AF JROTC patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
10. (N/A for TX-20062)
11. Cadets will only wear one of the following badges: Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, or Flight Certificate Badge. See Note 15 below.
12. Ribbons, mandatory. Centered, on but not over edge of pocket. Wear 3 or 4 in a row.
13. Marksmanship competition awards/badges may be worn on the AF JROTC uniform. Wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. Marksmanship badges will not be worn with medals.
14. Model Rocketry Badge. Worn 2 inches below the pocket.
15. (Except Marksmanship Badges) Wear first badge placed $\frac{1}{2}$ inch above silver name tag or ribbons and centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge. Order of precedence for badges are as shown on the diagram: Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk 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 wearer's right between the sleeve seam and lapel and the bottom edge of the name tag will be parallel with the bottom of ribbons.
2. (N/A for TX-20062)
3. Unit patch. Center $\frac{1}{2}$ to 1 inch below shoulder seam.
4. (N/A for TX-20062)
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. (N/A for TX-20062)
10. Cadets will only wear one of the following badges: Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, or Flight Certificate Badge. See Note 15 below.
11. AF JROTC patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
12. Marksmanship competition awards/badges may be worn on the AF JROTC uniform. 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 on but not over edge of welt pocket. Wear 3 or 4 in a row.
15. (Except Marksmanship Badges) Wear first badge placed $\frac{1}{2}$ inch above silver name tag or ribbons and centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge. Order of precedence for badges are as shown on the diagram: Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk 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 (“PT Gear”)
Worn on Fridays During JROTC Class Period**



NOTE: Your issued shirt may differ from that shown. Shirt may be worn tucked or untucked; **athletic shoes required** for dress-out grade

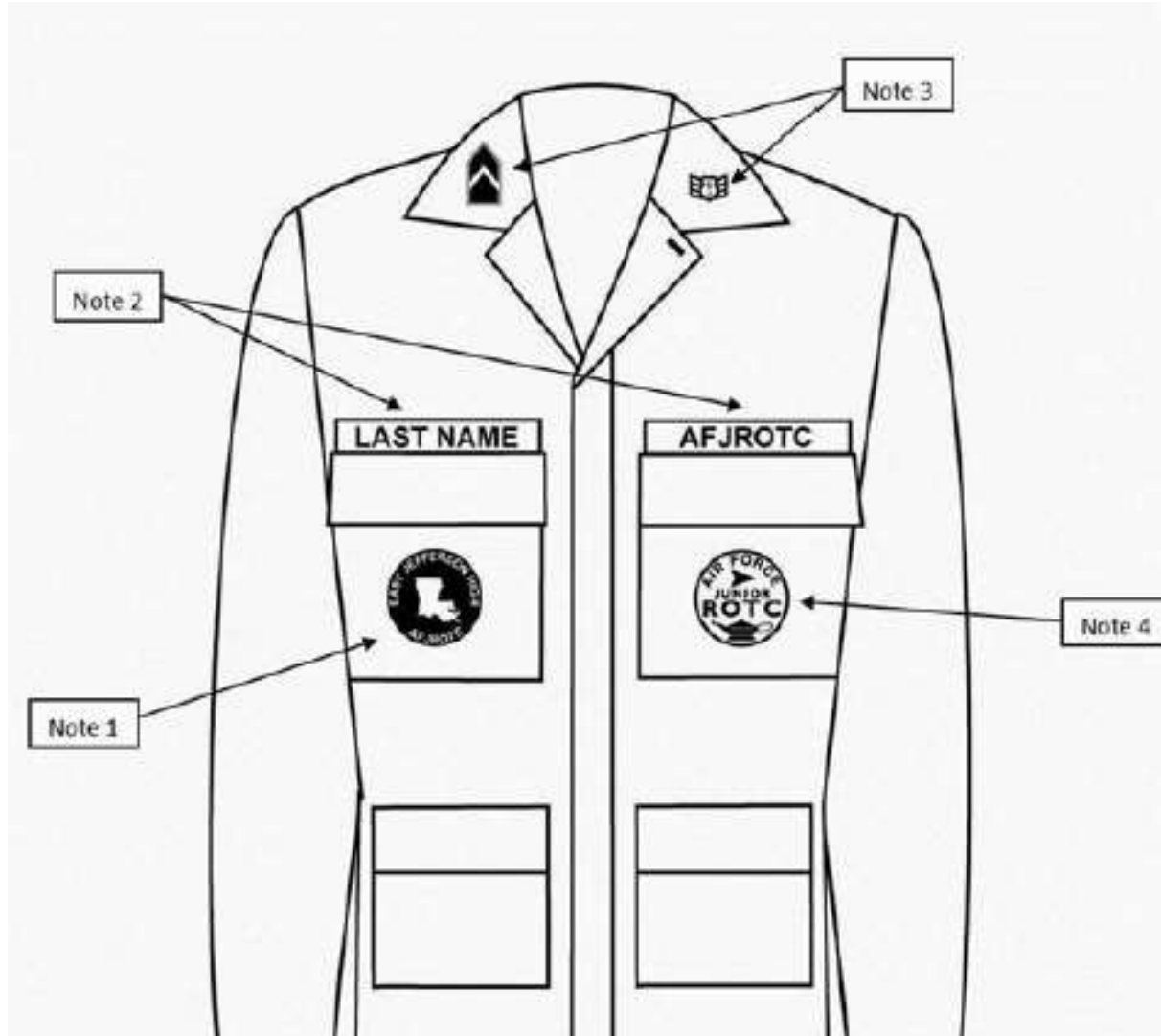
AIR FORCE SWEAT SHIRT AND PANTS

Optional; worn **over PT Uniform** on Fridays in cold weather; no other outer wear authorized. Issued black stocking cap may be worn. Issued PT uniform **must be worn underneath** for dress-out grade.



Attachment 5 (continued)

AIRMAN BATTLE UNIFORM/OPERATIONAL CAMOUFLAGE PATTERN Juniors and Seniors Only; Worn As Directed

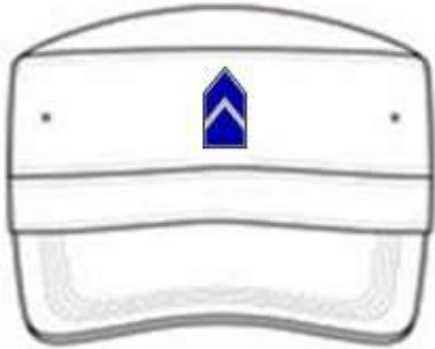


1. Unit patch (optional). If worn, will be placed on the right pocket and centered.
2. Last Name (Unit) and AF JROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets.
3. Grade insignia (officer or enlisted), mandatory. Will be worn on the 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. AF JROTC Patch (white, Lamp of Knowledge)—WHITE/BLACK patch only (mandatory). Will be worn on the left pocket and centered.
5. **Berets, ascots, and shoulder cords will not be worn with ABUs/OCPs.**
6. ABU sage green boots and coyote brown boots may be reissued to cadets. Spray booths with disinfectant spray before reissuing ABU boots. Black boots will not be worn with ABUs/OCPs.

School ID badge will be worn clipped to right pocket flap.

Attachment 5 (continued)

AIRMAN BATTLE UNIFORM/OPERATIONAL CAMOUFLAGE PATTERN CAP Juniors and Seniors Only; Worn with ABUs/OCPs

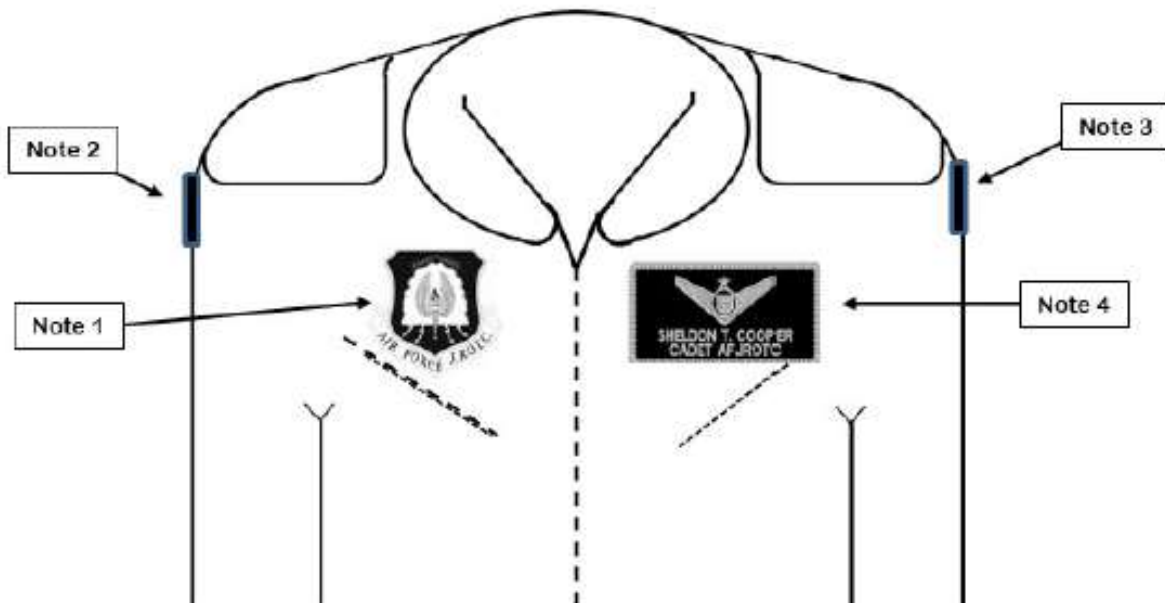


Enlisted cadets will not wear rank on the ABU/OCP cap.
Officers will wear rank insignia on the ABU/OCP cap.

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

FLIGHT SUIT

Cadets Who Have Soloed an Aircraft, Passed the FAA Private Pilot Written Test, or Completed FAA Private Pilot Certification or 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 badge upon successful completion of one of those programs.
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.
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). Top line will be Cadet Name and second line will be "CADET AFJROTC."

School ID badge will be clipped to cloth zipper pull. Flight suits are accountable uniform items and must be issued/returned via WINGS.

Attachment 6 Uniform and Appearance Guidelines

To present proper military image	Item will be
Clothing	Neat, clean, pressed, proper fit, in good condition, zipped, snapped, and/or buttoned.
Footwear (Black Leather Low Quarters)	Black, shined, in good repair, edges black. Only issued shoes are authorized. Pumps for female cadets are not authorized.
Watch	Conservative. No more than one watch worn at a time.
Bracelet	One around wrist, conservative, no wider than 1/2 inch, gold or silver, no inappropriate pictures or writing. No gemstones/tennis bracelets. Medical alert/identification bracelets are authorized. Ankle bracelets are not authorized. Colored/rubber/fabric bracelets, or supporting a cause/ philosophy/individual/group are <u>not</u> allowed in uniform.
Rings	No more than three on both hands combined.
Earrings	Females may wear one small (<6mm) round or square white diamond, gold, white pearl, or silver earring on each earlobe. Earrings will match and fit tightly without extending below earlobe unless piece extending is connecting band on clip earrings. No light visible through piercing holes; no plugs for gauge holes. Males in uniform may not wear earrings. No other body piercings visible in uniform.
Necklaces	Not visible at any time; concealed under collar or undershirt.
Eyeglasses and sunglasses	Conservative lenses and frames, no ornamentation. Photosensitive/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/OCP pocket or flight suit, not to exceed two.
Cellular phones and other electronic devices	Cell phones or other devices are not worn on the AF JROTC uniform.
Headphones, earphones, earbuds	Prohibited in uniform except on public transportation. Not allowed in school to include hallways during passing periods.
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	Worn on both shoulders or left shoulder only to allow saluting. Use caution to avoid damaging/losing name tags/ranks/ribbons.

Attachment 7

Air Force JROTC Grooming Standards (while in Uniform/PT Gear/Polo)

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 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. Use of yellow/white gold or platinum caps (permanent or temporary) merely to add ornamentation to teeth (not required by dental/medical necessity) is prohibited.

Cosmetics. Not authorized for males. Cosmetics for females, if worn, will be conservative and in good taste. Females may not wear eyeliner “wings” or shades of lipstick in extreme colors (including but not limited to purple, gold, blue, black, bright red, and fluorescent colors).

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 fluorescent 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. Nail treatments for special occasions such as Homecoming, Prom, etc. that are not compatible with uniform wear must be removed prior to the next uniform wear day.

Hair—Male and Female. 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, blue, orange, fluorescent or neon colors.** Hair coloring/styling for special occasions such as Homecoming, Prom, etc. that are not compatible with uniform wear must be removed prior to the next uniform wear day. SASI 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. Authorized and will meet the same standard required for natural hair, be of good quality, fit properly, and comply with safety, functionality, and professionalism. Wigs/hairpieces/extensions will not be used to cover unauthorized hair styles. Extensions are prohibited for males.

Hair (Male Specific). 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 2½ 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.

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!** Shaving must be completed *before* coming to school, not merely just before JROTC class/inspection.

Sideburns: If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the ear opening. Sideburns will end in a clean-shaven horizontal line.

Authorized Male
Hair Styles



Unauthorized Male
Hair Styles



Hair (Female Specific). No minimum hair length. 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. 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 PT Gear, 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. Hair must be properly styled all day when in uniform, not merely just prior to JROTC class/inspection.

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 ¼ inches), show no more than ¼ 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. 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



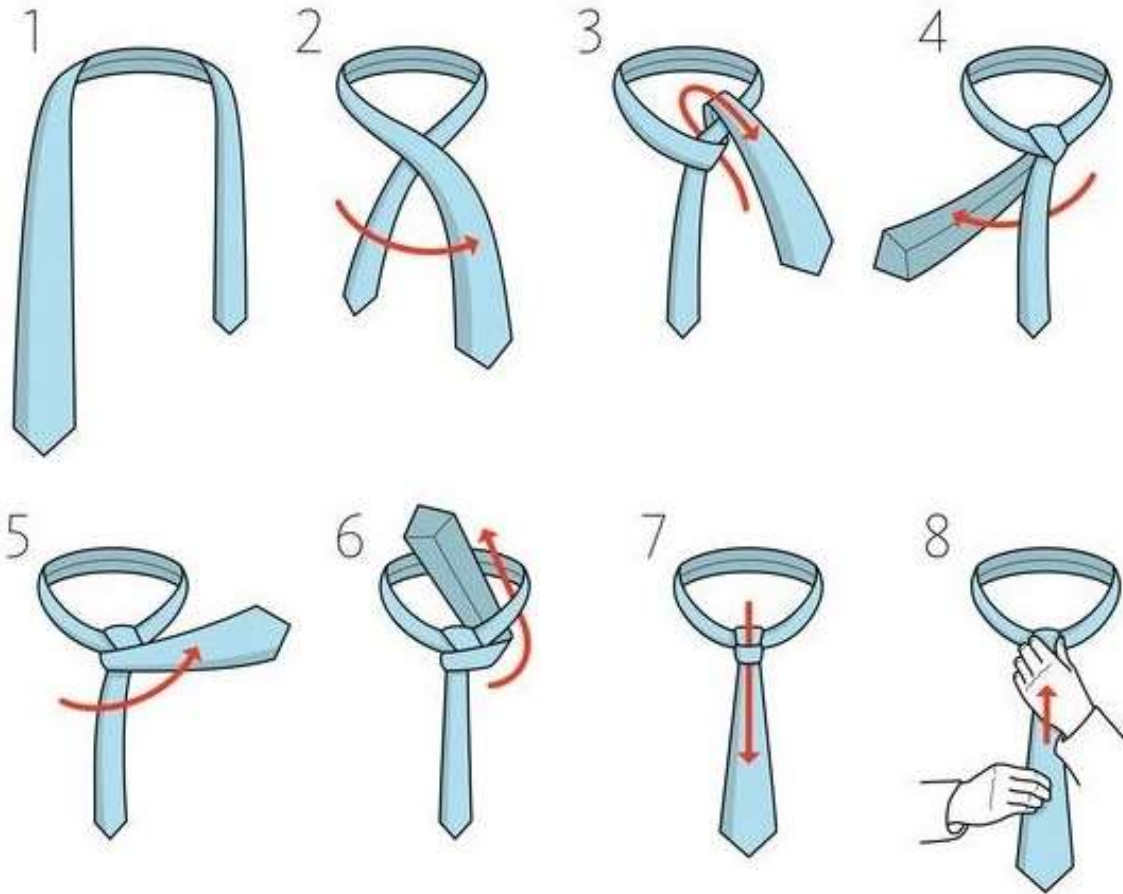
Bulk Exceeds Width of Head



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. The tie is worn snug to the neck, covering the top button.



There are also helpful YouTube videos available; search “Tie the Windsor Knot.”

Do not wear a tie (or tie tab for females) on uniform day unless specifically directed to do so—we all want to look the same to ensure fairness in inspection grades.

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 constitutes a Major Grade and is required by AF JROTC Headquarters to continue in JROTC past the second year.

Attachment 10 Promotion Application

Name (Last, First): _____ Flight: _____

Grade: _____ Semester (circle one): Fall/Spring

Leadership Position(s) (if any) and dates held: _____

Activities and community service hours must match those recorded/logged in WINGS.

Total Number of Activities Attended		
Number of Monthly Activities Attended		
Number of Community Service Hours		
Unweighted average in all classes >85 (Fall) or >80 (Spring)?	YES	NO
90+ average in JROTC?	YES	NO
Most Recent Fitness Test Score		

I (Cadet Applicant) verify that this form is complete and accurate to the best of my knowledge. I also certify that I have completed only my portion of this form. *Attach your 150-200 word essay to this application.*

Applicant Signature

Date

Flight Commander Portion:

Participates in class and PT	YES	NO
Consistently wears uniform well	YES	NO
Any Demerits?	YES	NO
Recommendation for Promotion	YES	NO

If no, brief explanation:

I verify that the information above is accurate and unbiased.

Flight CC Name (Printed)

Flight CC Signature

Date

Attachment 11
The Air Force Song

by Robert Crawford; Adapted May 2020

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 now, Give 'em the gun! (Give 'em 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'll stop the U.S. Air Force!**

Second Verse

**Brilliant minds fashioned a crate of thunder,
Sent it high into the blue;
Valiant hand blasted the world asunder;
How they lived God only knew! (God only knew then!)
Boundless souls dreaming of skies to conquer
Gave us wings, ever to soar!
With scouts before and bombers galore. Hey!
Nothing'll 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 the brave who serve on high.
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 those 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!
Fly to fight, 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!**