



# *THE WOODLANDS HIGH SCHOOL*

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



### *Cadet Guidebook*



#### **Distinguished Unit Award**

2006-2007	2007-2008
2008-2009	2009-2010
2010-2011	2011-2012
2012-2013	2014-2015

#### *Senior Aerospace Science Instructor*

*Lt Col Chris McMartin*

#### *Aerospace Science Instructors*

*CMSgt Rick Robinson*

*CMSgt Dan Ciufu*

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## **TX-20062 CADET GUIDEBOOK DEDICATION**

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

## **AIR FORCE JROTC MISSION STATEMENT**

*Develop citizens of character dedicated to serving their nation and community*

## **AIR FORCE JROTC PROGRAM OBJECTIVES**

*Instill the value of citizenship  
Instill the value of service to the United States  
Instill personal responsibility  
Instill a sense of accomplishment*

## **TX-20062 CADET MISSION STATEMENT**

*Our mission is to develop character, and to prepare better, more productive citizens through the application of the Air Force core values of Integrity First, Service Before Self, and Excellence in All We Do*

## **TX-20062 CADET HONOR CODE**

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





*The Woodlands High School  
Air Force Junior ROTC, TX-20062  
6106 Research Forest Drive  
The Woodlands, TX 77381*



## MEMORANDUM FOR CADETS AND FAMILIES

FROM: SENIOR AEROSPACE SCIENCE INSTRUCTOR

SUBJECT: Welcome letter to new cadets

Congratulations on your decision to enroll in the Air Force Junior ROTC program at The Woodlands High School! Our program is diverse, with courses ranging from Leadership Education and History to marching drill and physical fitness. You will find the curriculum stimulating and intellectually challenging and that every student will find activities to be excited about. You have chosen to challenge yourself academically, organizationally, and physically—you will benefit from this challenge with a truly rewarding experience. The AFJROTC program was established at The Woodlands High School in July 2006 by mutual agreement between the Superintendent of CISD and the Commander of Air Force Officer Accession and Training Schools at Maxwell Air Force Base, Alabama. The program grew from 85 in our first year to over 190 cadets, continuing the legacy built upon by others.

I'm the Senior Aerospace Science Instructor (SASI) and am a retired U.S. Air Force Lieutenant Colonel with a wide diversity of experience, training, and education. Two Aerospace Science Instructors (ASIs) teach with me--both are also retired U.S. Air Force veterans with many years of combined active duty service. We are all disciplined and superbly trained to carry out the mission of the Air Force Junior ROTC program.

This cadet guidebook outlines our program, the minimum standards of conduct, and the levels of performance expected of each cadet to be successful in AFJROTC. It also informs cadets of policies and procedures, uniform guidance, curriculum information, information on promotions, and general operation and discipline of the cadet corps.

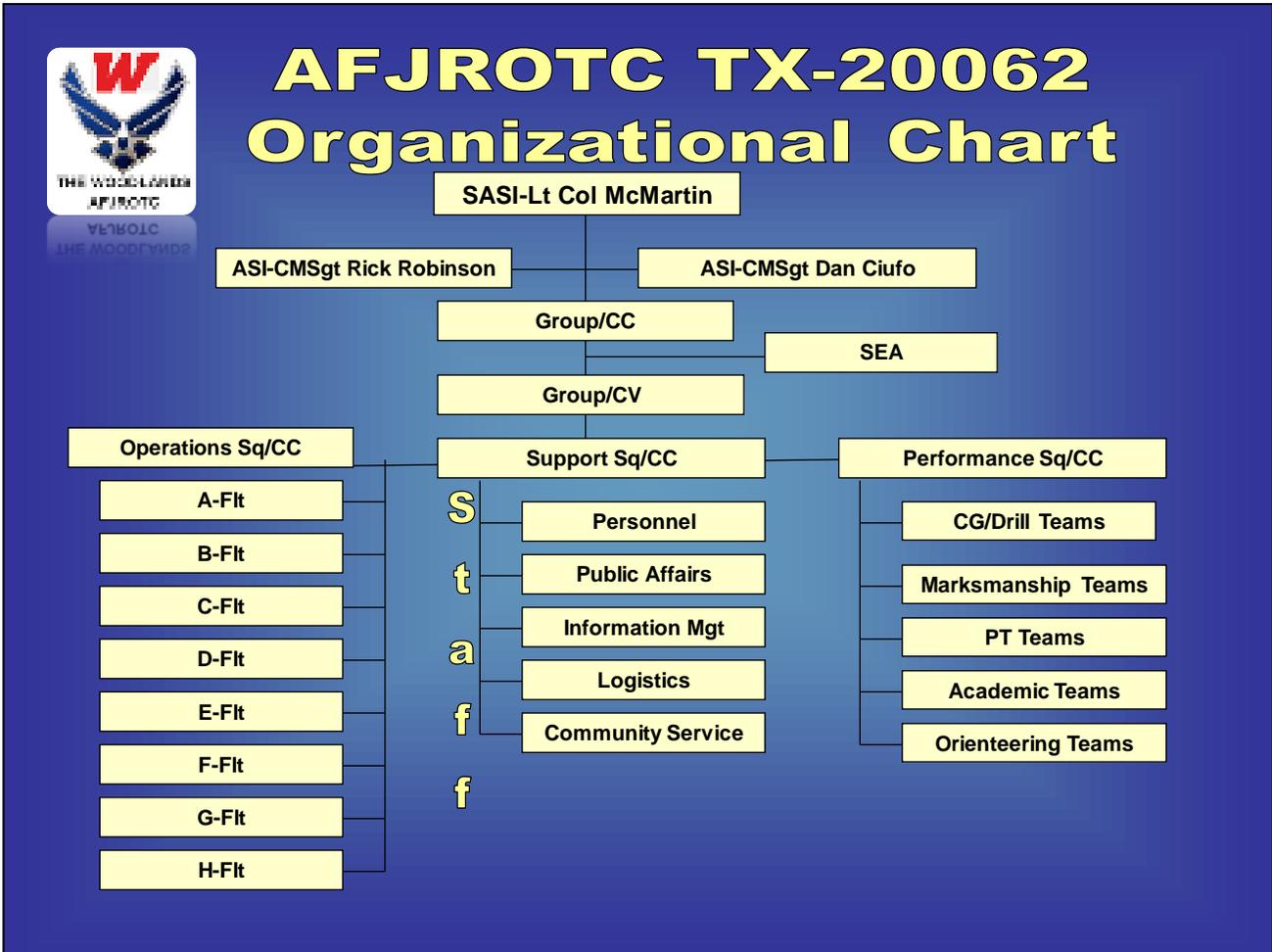
This guidebook is not an Air Force regulation, but it supplements and supports Air Force JROTC Instructions and CISD policies. It is applicable to all cadets and is directive in nature. Each cadet will be held responsible for knowing the details of this guide and for complying with its requirements. This guide is also made available to school administrators, counselors, teachers, and parents.

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

*David C. McMartin*

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

3.  
ORGANIZATION OF TX-20062



**3.1 Organizational Chart.** TX-20062 is organized as a Group (versus a Wing) based on the number of cadets. The organizational chart below shows a breakdown and alignment of major positions within the Group.

**3.2 Organizational elements and associated ranks:**

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

## 4. Responsibilities and Chain of Command

### 4.1 Responsibilities

**4.1.1 Principal:** The principal is responsible to the Senior Aerospace Science Instructor (SASI) for overall financial support to the AFJROTC Program on an equal basis with other programs at The Woodlands High School.

The principal is responsible for the annual evaluations of the SASI and the ASIs. The SASI and ASIs are employees of the Conroe Independent School District.

**4.1.2 Senior Aerospace Science Instructor (SASI):** The SASI is a retired Air Force Officer and the senior member of the AFJROTC Aerospace Science and Leadership Education staff.

The SASI is responsible to the principal for overall direction, coordination, administration and effectiveness of the AFJROTC Program at The Woodlands High School.

The SASI is responsible to the principal for overall performance of cadets in the AFJROTC Program and is academically aligned as a separate Department Chair. The SASI is also responsible for prescribing the AFJROTC Aerospace Science and Leadership Education curriculum taught in the program. The SASI is also recognized by the administration as the teacher of record for the program.

The SASI is responsible to the Director of Air Force JROTC for the annual evaluation of the fitness, effectiveness and performance of all ASIs.

The SASI is responsible to the Director of Air Force JROTC for overall administration of the AFJROTC Program in compliance with the rules, directions and instructions issued by the United States Air Force Education and Training Command.

The SASI selects all cadet commanders, and approves cadet appointments to all key Group and Squadron positions.

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



### 4.1.2 Aerospace Science Instructors:

The ASIs assist the SASI with teaching the Aerospace Science and Leadership Education curriculum.

The Officer or Non-commissioned Officer (NCO) ASI is primarily responsible for

assisting the SASI with teaching Leadership Education, and assists the SASI in teaching the Aerospace Science curriculum.

For TX-20062 the ASI is primarily responsible for execution and documentation of budgets including activity accounts, school accounts and Air Force accounts. The ASI is also primarily responsible for supply and logistics.

The ASI is primarily responsible for Leadership Education areas of drill, uniform wear and physical training.

Officer and Noncommissioned Officer ASI's additional duties and responsibilities will be assigned by the SASI.

## 4.2 Cadet Chain of Command

**4.2.1 General.** Like any organization, chain of command is critical to distribute responsibility to ensure unit goals and objectives are accomplished. In our unit the chain of command has been carefully designed to ensure the unit mission is accomplished and that we take care of all cadets. Following the chain of command ensures that issues are handled at the lowest possible level, but more importantly, it helps us use the opportunity to develop leaders at different levels of responsibility throughout the corps.

Shortly after each flight or year begins the flight commander in coordination with the SASI will select several element leaders. The people in your particular JROTC class comprise your "flight" which is designated by alpha characters—A Flight, B Flight etc.

### 4.2.2 Cadet Positions.

Your *Element Leader* is responsible for leadership of his or her element (typically four cadets) in the flight. If you have a problem in your flight, such as needing a book, getting uniform items etc., ask your element leader to help you—he or she is your first line of defense. Part of the element leader's job is to make sure that he or she takes good care of their people and maintains discipline in the element.

Your *Flight Sergeant* is second in command of your flight and has the authority and responsibility for discipline within the flight. He or she will take responsibility for the flight in the absence of the Flight Commander. Most flights will not have a Flight Sergeant.

Your *Flight Guide's* job is to regulate the rate and direction of the flight in marching when the flight is drilling (marching) and to assume responsibility for the flight guidon (flag). The Guide will assume responsibility



for the class in the absence of the flight commander and flight sergeant.

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

Your *Squadron Commander* is the next step in the chain of command, followed by the *Deputy Group Commander* and finally the *Group Commander*. These cadets are seniors who have been chosen based on both proven leadership abilities and experience. They work together as part of the staff and coordinate with the SASI and ASIs in the overall management and operation of the cadet corps. In the chain of command the goal is to resolve issues at the lowest possible level. Occasionally there may be issues which have to work through the chain of command and from the flight commanders to the Squadron or Group Commander, and finally the instructors. The instructors are the final determinants in all issues.

## 5.

# AFJROTC Curriculum Guide

**5.1 Objectives.** The Air Force Junior Reserve Officer Training Corps (AFJROTC) program is designed to enable students to achieve the following objectives:

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

**5.2 Curriculum and program overview.** Courses include classroom academics (history, leadership and management, global studies, financial management), leadership, discipline, citizenship, management, drill (marching) and physical training (PT). Cadet uniforms, insignia and awards are provided at no cost to the student. A student fee of \$150 is required when each cadet begins the program. This fee covers issue of a unit polo, one annual cleaning of all uniforms, patch purchase and sew-on, special issue items (such as PT gear), snacks and drinks for selected activities and visits, and a monthly social activity for all cadets.

**5.3 Other program features.** Cadets will have curriculum-related trips planned throughout the year, typically one trip per flight (class). Visits to military installations are planned each year, as

well as visits to colleges and university ROTC programs. Other features of the program include an annual formal military ball, a military dining-in/out, and an end-of-year awards ceremony. At the awards ceremony, medals, ribbons, trophies, plaques and other awards are presented to recognize accomplishments of the cadets during the year.

**5.4 Varsity letter, scholarships and benefits.** The opportunity to win a varsity letter for participating in AFJROTC is available (see criteria pg. 26). Members completing the AFJROTC program may have an advantage in applying for ROTC scholarships or to military academies. We work with all juniors and seniors to assist in securing scholarship opportunities. Upon completion of three years in AFJROTC cadets will be considered for advanced rank if enlisting in the military—E-3 for Air Force, Army and Navy, E-2 for Marines.

**5.5 Grading Criteria**

<b>Academics</b>	<b>40%</b>
Participation	10%
Presentations	10%
Reports	10%
Tests/Hmwk	10%

<b>Leadership</b>	<b>40%</b>
Leadership Participation	10%
Drill & Ceremonies Part.	5%
Uniform Inspection	20%
Tests/Hmwk	5%

**Physical Fitness 20%**

Participation	80%
Dressing Out	20%

**5.5.1 Missed Uniform or PT day.** Cadets who are absent for a uniform inspection may make up that grade their next JROTC class day for 100%. Cadets who don't wear their uniform on the prescribed day may make it up their next JROTC class day for 80% in accordance with school policy. Cadets who miss a PT day may make the grade up for 100% by participating one day in after school PT, Orienteering, Drill or a UIL sport practice the following week.

**5.6 Course Descriptions/Objectives**

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



**5.6.1 Aerospace Science**

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

**The overall objectives for academic courses are for the cadet to develop:**

- a. An appreciation of the basic elements and requirements for national security.
- b. Respect for and an understanding of the need for constituted authority in a democratic society.
- c. Patriotism and an understanding of their personal obligation to contribute toward national security.
- d. Broad-base knowledge of the aerospace age and fundamental aerospace doctrine.
- e. An interest in completing high school and pursuing higher educational goals or skills.
- f. An understanding of the Air Force and military as a possible career path.

**AS-100: A Journey into Aviation History**

This is an aviation history course focusing on the development of flight throughout the centuries. It starts with ancient civilizations, then progresses through time to modern day. The emphasis is on civilian and military contributions to aviation; the development, modernization, and transformation of the Air Force; and a brief astronomical and space exploration history. It is interspersed with concise overviews of the principles of flight to include basic aeronautics, aircraft motion and control, flight power, and rockets. Throughout the course there are readings, videos, hands-on activities, and in-text and student workbook exercises to guide in the reinforcement of the materials.

**The course objectives are:**

- 1. Know the historical facts and impacts of the early attempts to fly
- 2. Know the major historical contributors to the development of flight
- 3. Know the contributions of the U.S. Air Force to modern aviation history
- 4. Know the key events of space exploration history

**Textbook:** *Aerospace Science: A Journey into Aviation History*



**Textbook:** *Aerospace Science: Frontiers of Aviation History*

**AS-200: Global and Cultural Studies**

The AS component for second-year students is a multidisciplinary course that introduces students to various regions of the world from a geographic, historical and cultural perspective. The course provides increased international awareness and insight into foreign affairs that permits a more educated understanding of other cultures and enhanced knowledge of America's interests and role in the world. Geopolitical issues such as terrorism, economics, politics, military issues, religion, environmental concerns, human rights, disease, over population, literacy, the migration of peoples and other cultural issues will be examined. The regional areas included in this course are Europe, the Middle East, South Asia, East Asia, Africa, and Latin

America. The lessons include videos to provide a window into life and issues within the regions, followed by a variety of hands-on activities created to engage the student. Readings are also available to set the stage for each lesson, along with workbook exercises suitable for in-class or homework assignments.

**The course objectives are:**

1. Know how cultural, geographic and economic factors have shaped Europe.
2. Know how religion, resources, conflict, external intervention and other cultural factors have influenced the modern day Middle East.
3. Know how religion, institutions, ethnicity, history, population and outside influences have impacted South Asia.
4. Know the role cultural traditions, social issues, communism, war and U.S. interests played in shaping East Asia.
5. Know how diverse cultures, European colonialism and the slave trade, war, famine and other factors have affected Africa over the centuries.
6. Know how cultural diversity, environmental issues, volatile politics and U.S. interests impacted Latin America.



**Textbook:** *Cultural Studies: An Introduction to Global Awareness*

**AS-400: Management of the Cadet Corps**

Upper-class cadets manage the entire corps under AFJROTC instructor supervision. We call this our Staff Course. This course is an AS option and practicum for those cadets to provide hands-on experience for the opportunity to put the theories of previous leadership courses into practice. All the planning, organizing, coordinating, directing, controlling, and decision-making will be done by the cadets, under the supervision of AFJROTC instructors. They practice their communication, decision-making, personal-interaction, managerial, and organizational skills.

**The course objectives are:**

1. Apply the theories and techniques learned in previous leadership courses.
2. Know how to develop leadership and management competency through participation.
3. Apply strengthened organizational skills through active incorporation.
4. Know how to develop confidence in ability by exercising decision-making skills.
5. Apply Air Force standards, discipline, and conduct.

**AS-410: Survival: Survive • Return**

The *Survival* text is a synthesis of the basic survival information found in Air Force Regulation 64-4 *Survival Training*, and serves as another AS option. This course is typically the AS curriculum for our junior classes. The survival instruction will provide training in skills, knowledge, and attitudes necessary to successfully perform fundamental tasks needed for survival. Survival also presents “good to know” information that would be useful in any

situation. The information is just as useful to an individual lost hunting or stranded in a snowstorm.



**The course objectives are:**

1. Know the elements of surviving.
2. Know how medicine procedures, clothing, and shelter can provide personal protection for a survivor in a survival situation.
3. Know the necessities for maintaining life in a survival situation.
4. Know how to travel and prepare for recovery in a survival situation.

### **5.6.2 Leadership Education**

Leadership Education (LE) is an integral part of each year's instruction for AFJROTC cadets. Each year's activities are broken into Academic and Leadership components. LE courses will normally be taught in sequence by year corresponding to grade level (LEI, II, III, IV). All LE courses will include a weekly uniform day, learning, refining and leading drill. Additionally, many after-school activities provide the proving ground for newly learned leadership skills. Activities such as drill teams, orienteering, marksmanship, and many other facets of cadet corps operation all require positions with considerable responsibilities. To describe the leadership portion of the curriculum as being 288 hours (72 hours per year) is technically true; however in practice it is highly understated.

**The course objectives for Leadership Education are:**

1. Know the AFJROTC mission and organization, customs and courtesies, and the meaning and purpose of standards, discipline, and conduct.
2. Comprehend why the elements of effective communication skills are important to the dynamics of individual and group behavior, and a key to effective leadership.
3. Comprehend why obtaining a degree or skill after high school is important to having a civilian or military career.
4. Know the various management theories and the management process, and how values and ethics are formed for an individual and the society.

#### **LE-100: Traditions, Wellness, and Foundations of Citizenship**

LE-100 introduces cadets to the Air Force Junior Reserve Officer Training Corps (AFJROTC), providing a basis for progression through the rest of the AFJROTC program while instilling elements of good citizenship. As such, it should be the first LE course taken by new cadets. It contains sections on cadet and Air Force organizational structure; uniform wear; customs, courtesies, and other military traditions; health and wellness; individual self-control; and citizenship. Additionally, all first-year cadets will begin learning drill.

**The course objectives are:**

1. Know the importance of AFJROTC history, mission, purpose, goals, and objectives.
2. Know military traditions and the importance of maintaining a high standard of dress and personal appearance.
3. Know the importance of attitude, discipline, and respect, and why values and ethics are so important.
4. Know the importance of individual self-control, common courtesies and etiquette.
5. Know that an effective stress management program improves the quality of life.
6. Know why courtesies are rendered to the United States flag and the National Anthem.
7. Know why it is important to be a good democratic citizen and to be familiar with the different forms of governments.
9. Know the importance of keeping yourself well and helping others stay well.



**Textbook:** *Leadership Education I: Traditions, Wellness, and Foundations of Citizenship*

**LE- 200: Communication, Awareness, and Leadership**

LE-200 stresses communications skills and cadet corps activities. It is normally taught to second-year cadets, but may be taught to other grade levels also. Information is provided on communicating effectively, understanding groups and teams, preparing for leadership, solving conflicts and problems, and personal development. Written reports and speeches compliment the academic materials. Cadet corps activities include holding positions of greater responsibility in the planning and execution of corps projects. **\*To progress to ROTC III, cadets must 1) pass a test successfully commanding the 30 basic drill commands and produce an assigned leadership project as a second year cadet.**

**The course objectives are:**

1. Apply the key factors of effective communications.
2. Know the ways in which personal awareness affects individual actions.
3. Know the key elements of building and encouraging effective teams.
4. Apply the key behaviors for becoming a credible and competent leader.

**Textbook:** *Leadership Education II: Communication, Awareness, and Leadership*

**LE-300: Life Skills and Career Opportunities**

This course will be helpful to students deciding which path to take after high school. Most units offer this LE component to upper class cadets, but units may teach it to lower grade level cadets. Information on how to apply for admission to college or to a vocational or technical school is included. Information on how to begin the job search is available to students

who decide not to go to college or vocational school. Available also is information about financial planning and how to save, invest, and spend money wisely, as well as how not to get caught in the credit trap. Students are informed about real life issues such as understanding contracts, leases, wills, warranties, legal notices, and personal bills. Citizen responsibilities such as registering to vote, jury duty, and draft registration will be helpful to. For those students who may be moving into an apartment of their own, information is presented on apartment shopping and grocery shopping skills. There is information on how to prepare a résumé and the importance of good interviewing skills. If there are students who are interested in a career in the military, with the federal government, or an aerospace career, information is also provided for them.

**The course objectives are:**

1. Know specific career options to pursue.
2. Know the elements of a personal budget and financial plan.
3. Know the requirements for applying to a college or university.
4. Know the essential process for pursuing a career.

**Textbook:** *Leadership Education III: Life Skills and Career Opportunities*

## **Leadership Education 400: Principles of Management**

*Leadership IV: Principles of Management* textbook is a guide to understanding the fundamentals of management, managing yourself, and others. This LE component is usually taught to senior cadets, but may be taught at lower levels. Emphasis is placed on allowing the student to see himself/herself as a manager. Every organization, regardless of size, faces the challenge of managing operations effectively. No matter how well a manager carries out his or her job, there are always ways of doing at least part of the task more effectively. There are four building blocks of leadership considered in this text from the military and civilian perspective. Attention to these four areas will form a strong foundation for a capability to lead others – something that can be very valuable to you for the rest of your life. The four areas are Management Techniques, Management Decisions, Management Functions, and Managing Self and Others.



**The course objectives are:**

1. Comprehend the importance of management.
2. Comprehend the techniques and skills involved in making management decisions.
3. Comprehend the concepts and skills of problem solving, decision-making, and negotiating.
4. Comprehend the importance of managing yourself and others.

**Textbook:** *Leadership Education IV: Principles of Management*

### 5.6.3 Wellness Curriculum-Physical Fitness

**5.6.3.1. Overview.** Wellness, also known as physical training (PT), is an important part of the Air Force Junior ROTC program and is required to comprise 20% of the curriculum. Our fitness program is focused upon improvements in strength, endurance and flexibility with the goal of challenging all students. A significant part of the program is teamwork and motivation as cadets do PT with their flights. The Fitness Program is scalable to meet individual goals as necessary and is comprised of numerous exercises which can be conducted with minimal space and with minimal climate dependency (e.g. the 1-mile run). The exercises aim to develop all muscle groups and provide sufficient anaerobic and aerobic intensity. Our PT program is outstanding, largely student run, and cadets should expect to be challenged, but have fun.

**5.6.3.2. Program requirements.** Fitness is accomplished and graded (participation-80% and dressing out in issued clothing-20%) in class each Friday a student has AFJROTC and is offered voluntarily after school twice during the week (Mon/Wed) for cadets who desire a higher level of fitness. The foundation for endurance/aerobic fitness consists primarily of running. The foundation of strength building consists primarily of exercises like push ups, sit ups and light weight training. The foundation of flexibility development consists of a variety of stretching exercises. Upon these foundations we add various exercises and techniques as well as group sports and activities to enhance team-building. All cadets will have assessments during the year and an exit assessment at the end of the year. The assessments will consist of a minimum of a 1-mile run, timed pushups and sit-ups, as well as other exercises. An instructor will always be present for fitness training and all instructors are CPR certified.



**5.6.3.3. Course objective for the Wellness Program.** Broadly speaking, our objective is to “get cadets out of their seats” and challenge them physically through a variety of opportunities to develop of strength, endurance and flexibility.

**The goals of the AFJROTC Wellness program are to:**

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

## 6.

# Conduct and Military Courtesy

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

## 6.2 Cadet Honor Code.

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

We have high expectations of student behavior--cadets will learn to live by and embrace the honor code. Violations of the honor code, though rare, can result in being expelled from the cadet corps. We'll spend a good deal of time emphasizing and reinforcing the principles of the honor code.

## 6.3 Specific Conduct and Courtesies

**Hazing.** Hazing (any type of physical or mental abuse or punishment) by either students or instructors is strictly prohibited. Any hazing will be immediately reported through the chain of command.

**Classroom Procedures.** When the class bell rings, all cadets will be beside their seats at the "Parade Rest" position. The flight commander (or guide) will call the flight to "Attention," ask for the element leaders to report absences and will make any necessary announcements. The flight commander will then report to the instructor when the class is prepared for instruction. The instructor will tell cadets to be seated. At the end of class the flight commander will call the flight to attention and dismiss the class.

**Terms of Address.** We address each other with common military courtesy. Instructors and other military personnel are addressed by their rank followed by their last name. Cadet officers are addressed by cadets of lower rank by their rank followed by last name (example: Cadet Captain Smith), or may be addressed as "Sir" or "Ma'am."

**Saluting.** A salute is simply a greeting. When in uniform 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 - Chief Master Sergeant) ranks. These cadets exchange a verbal greeting only. All officers must render a salute to officers of a higher rank.



**Eligibility.** To participate in AFJROTC social activities, field trips, or meets, cadets must be passing all classes and have at least an 80% in AFJROTC. This does not apply to community service. We use the UIL requirements to determine eligibility.

**Respect to Senior Members.** When an instructor, Principal, distinguished visitor, military officer, or a ranking cadet officer enters the room, the first cadet to see that person will call the room to attention. The occupants of the room remain at attention until the person entering says, "At ease," "As you were," etc. Common areas or non-AFJROTC classrooms like gymnasiums, cafeterias, etc. will not be called to attention nor will the room be called to attention if there are a large number of non-cadets in the room. (More than one-half non-cadet is usually a good rule of thumb). Cadets do not call classrooms to attention during class instruction.

**Courtesies Rendered To Non-Cadets.** Faculty members and adults should always be addressed respectfully as "Mr." or "Ms." (last name) unless they permit you to address them in other forms. In conversation, unless otherwise directed, they should be answered "Yes sir/ma'am" and not "yeah," "nope," "uh huh," etc.

**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. PDA is distracting and discredits AFJROTC. Indiscriminate display of affection shows lack of discipline and self-restraint in public and detracts from the professional image and self-control we expect of our cadets.

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

**Reasons for Standards.** We strive to instill internal discipline in order to build character and carry out the unit's daily functions. Faculty members at TWHS have a very positive outlook on our program, and have higher expectations of AFJROTC cadets than they do of other students. They expect us to be respectful role models and we must make every effort to exceed these expectations. Each of you is a leader in training—you are embarking on a great opportunity to practice being a leader by example. Our expectation is that you will learn to live with discipline and be prepared to accept responsibility. Whether or not you pursue a military career, AFJROTC will help you learn the discipline you need to succeed in any endeavor.

## 7.

### DISCIPLINARY AND MERITORIOUS BOARDS

#### 7.1 The Disciplinary Board.

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

#### 7.2 Airman of the Quarter Boards.

We have an active Airman of the Quarter program to recognize top cadets. We convene boards to decide among outstanding nominees for Airman of the Quarter awards, one for freshmen and one for upper classmen. The board composition for the Airman of the Quarter will be similar to that outlined above, but the procedure will obviously be different. After a formal report in, cadets will typically be asked questions ranging from military topics to current events, and will be judged on appearance and bearing. The board will score responses, bearing and appearance, and then announce a winner. The board will also be provided a written package by the nominee's flight commander. The package will contain any pertinent administrative information (community service, promotions etc.) as well as a recommendation write up. Boards are selective and challenging and quarterly winners will receive a meritorious promotion.



## **8. PROMOTIONS**

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

### **ROTC-I**

Cadets in good standing completing their first year (ROTC-I) are promoted to Cadet Airman.

### **ROTC-II**

Cadets in good standing completing their second year (ROTC-II) are promoted to Cadet Airman First Class.

### **ROTC-III**

Cadets in good standing completing their third year (ROTC-III) are promoted to Cadet Senior Airman.

### **ROTC-IV**

Cadets in good standing completing their fourth year (ROTC-IV) are promoted to Cadet Staff Sergeant.

**8.2 Exceptional Merit Promotions.** Exceptional merit promotions are promotions in which a cadet is advanced ahead of his or her peers. Usually these promotions are identified before the end of each semester of the school year. Reasons for an exceptional merit promotion may be outstanding performance, winning Airman of the Quarter or being an Honor Graduate at Summer Leadership School. These promotions are evidence that a cadet is doing his or her best, so always strive to do your best! Cadets selected for early promotion must hold the increased rank for at least three months (90 calendar days) before becoming eligible for a second promotion.



## 9. The Air Force Uniform

**9.1 The Uniform.** The uniform we issue symbolizes pride and discipline—it represents the legacy of many who have sacrificed for our country in all branches of the military. We believe wearing the Air Force uniform is a privilege, not a right. As such, cadets will “earn” the right to wear it through learning some basic concepts like the Honor Code, rank insignias, and the objectives of AFJROTC. 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 (Wed/Thur) and other days as prescribed by the SASI for special events like drill meets and military balls.

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



Proper wear of the uniform is not negotiable. Uniform standards, wearing instructions, personal grooming standards and limitations are prescribed in Air Force Instruction 36-2903 and AFJROTC Instruction 36-9. Copies of uniform instructions are contained in the appendices of this guide and are also available in each classroom. Standards of personal appearance are the responsibility of each cadet and are the same as those for active duty personnel.

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

**9.3.1 Special issue uniform items.** Shoulder cords are issued for participation in activities such as Kitty Hawk Air Society and Drill Team/Color Guard. Additionally, Drill Team members may earn berets and boots, and Varsity Marksmanship and Orienteering Team members may earn a beret. These items are authorized but not mandatory for wear on uniform days unless otherwise announced.

**9.4 Uniform combinations.** The most common uniform combination worn by cadets will be the short-sleeve blue shirt combination. It consists of the light blue short sleeve shirt, dark blue trousers/slacks/skirt with dark blue belt and buckle, dark blue flight cap and black service shoes with black socks or panty hose. Ties/tie tabs are optional with the short sleeve shirt but required with the long sleeve shirt. The Service Dress combination adds a blue tie/tie tab and the Service

Dress coat over either short or long sleeved shirt. Females may wear either the skirt or slacks. Proper cadet rank insignia, name tag, and all authorized ribbons must be worn on the shirt/blouse or service coat for uniform days. Males and females must tuck the shirt tail into their trousers, slacks or skirt (exception: female overblouse is untucked) and will wear a hat outdoors. Males must wear a white v-neck t-shirt under the blue uniform. During the junior year cadets will have to opportunity to purchase the Airman Battle Uniform (ABU) for wear as prescribed by the flight commander. Cadets are responsible for approximately \$500 worth of Air Force uniforms.

## **9.5 Uniform issue and turn-in.**

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

**9.5.2 Turn-in.** At the end of each year cadets will have their uniforms dry cleaned at a designated dry cleaner (program fees cover the cost of one dry cleaning). Uniforms for cadets continuing in the program will be tagged and reissued at the beginning of the following school year.

## **10. Leadership Philosophy**

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

**10.1.1 Leadership vs. Punishment.** There will be no physical punishment aspect to behavior and discipline management, such as making students do pushups, holding out rifles in drill team etc. when students don’t perform as expected. Additionally, don’t expect yelling or shouting at cadets—we just don’t see 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”. AFJROTC as a program prohibits the practice of physically punishing cadets.



## 12. Extracurricular Programs and Fees

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



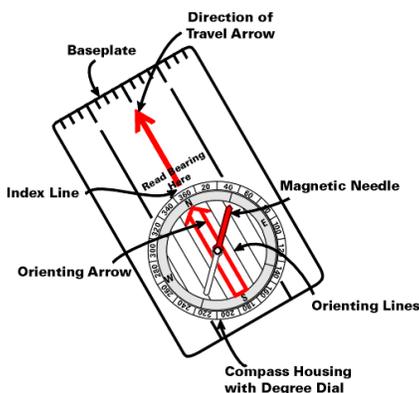
**12.2 Physical Training Teams.** Extra curricular PT is scheduled each Monday and Wednesday after school. Participation in this activity is voluntary, and does not require a specific commitment. However, the program builds in intensity as the year progresses. Activities include combinations of aerobic exercise, strength building and flexibility exercises. Small groups of both males and females from within the after school group will be selected to participate in PT competitions at drill meets and other events. Cadets can participate in other activities like band, football,

cheer etc., and still participate in PT when available.

**12.3 Marksmanship.** Air rifle marksmanship is a program which meets most days after school, available to second year cadets and above. Civilian Marksmanship Program safety training is taught to cadets and only those passing the marksmanship written test with 100% are eligible to participate. Varsity and Junior Varsity teams will participate in marksmanship matches throughout the year. The aim is for each qualified cadet to at least have the opportunity to qualify for a marksmanship badge.



**12.4 Kitty Hawk Air Society (KHAS) and Tutoring.** KHAS is a national academic honor society for AFJROTC open to all qualifying cadets meeting published criteria after one year in JROTC. KHAS has monthly meetings and provides opportunities for tutoring in the student academic area after school. A list of KHAS tutors and subject areas is posted on the unit bulletin board. KHAS members also participate in community service projects and academic competitions.



**12.5 Orienteering.** Orienteering team practice occurs Tuesdays and Thursdays after school. The practices will usually include map exercises, and workouts. The team will participate in available meets throughout the year.

**12.6 Fees.** A \$150 program fee will be charged to all cadets. Included in the fee is a unit polo shirt, end of year dry cleaning for all uniforms, monthly social events, transportation to most social and curriculum related trips, and free entrance to the annual dining-in and military ball. We will request a nominal amount from participating cadets for events to cover costs not recovered by the fee.

## **13.**

### **Continuing in and Removal from AFJROTC**

**13.1 Continuing in ROTC in a following year.** Continuing in AFJROTC a following year is not automatic. The SASI is responsible for the good order and discipline of the cadet corps and all corollary activities. On occasion, the SASI may determine cadets are simply incompatible with or don't meet the standards of stated goals and objectives of TX-20062. Considerations for incompatibility to continue a following year in AFJROTC include; not passing AFJROTC class, consistently failing other classes, lack of ability to participate in physical training, consistently poor appearance or missing uniform wear on prescribed days, failure to pass the 30 Basic command test (tested in second year), failure to pass an assigned leadership project, 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.) with the school may render a cadet unfit to continue in the program.

**13.2 Removal from AFJROTC.** The SASI has the authority to remove students from the program 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. In some cases, when instructors judge that removal is drastic, they may limit a cadet's access to activities, to the lounge etc. for a period of time.

\*Note: Second year cadets are required to successfully (pass with a 70% or above) command the 30-basic drill sequence and to produce a leadership project as a requisite to continuing in AFJROTC.

## Attachment 1 AWARDS PROGRAM GUIDANCE

This attachment contains guidance and criteria for the award of ribbons at the AFJROTC level (lower in precedence than the national level). The criteria below represent the policy of the SASI and are derived from AFJROTC Operational Supplement Chapter 7 (Sep 2015). Refer to that chapter for national-level awards guidance.

**Academic Ribbon.** Awarded for academic excellence as signified by attaining an overall grade point average of at least an unweighted 80% for one academic term in addition to an A average in AFJROTC. Those in the top 10% of their graduating classes may wear a silver star on their academic ribbon. Data will be taken approximately one month prior to awards ceremony. Cadets may be awarded one academic ribbon each school year.

**Outstanding Flight Ribbon.** Awarded each year to members of the outstanding flight. Cadets may be awarded one ribbon and subsequent clusters each year as part of an outstanding flight award based on a combination of highest flight academic grade average, best dress and appearance grade average, highest participation in community service and AFJROTC activities and best overall motivation as determined by the SASI.

**Leadership School Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration. Add an “H” Device for completion of an Air Force Honors Camp (provided by HQ AFJROTC at camp site). Add a silver star for selection as an honor graduate at a Leadership School. This ribbon may only be earned once.

**Special Teams Competition Ribbon.** Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition to include Color Guard Teams, PT Teams, Rifle Teams, Drill Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, etc.



**Cocurricular Activities Leadership Ribbon.** Awarded at the SASI’s discretion for significant leadership in AFJROTC cocurricular activities (such as dining-in chairperson, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. This award may be earned a maximum of four times. An oak leaf cluster should be added to this ribbon for each additional award.

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

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

**Service Ribbon.** Awarded at the SASI's discretion for participation in at least 13 hours of community service projects. Service must be AFJROTC sponsored. All community service (including summer hours) should be documented to retain a record of both corps sponsored and private community service hours. Non-corps sponsored hours (such as those sponsored by a church, civic organization, or school activity) may not be counted for this ribbon. This ribbon may be awarded once each school year.



**Health and Wellness Ribbon.** Awarded by the SASI for participation in the Presidential Physical Fitness Program. Cadets may also earn this award for sustained participation in UIL sports or an organized/competitive extracurricular competitive program provided the cadet participates through a competition season. Members participating in 75% or more of the TX-20062 after-school PT program are eligible. If the USAF Active Duty physical fitness test is administered, cadets may earn the ribbon by passing with at least an 80%. A star device for the ribbon will be awarded to any cadet scoring in the 90th percentile on the USAF Active Duty physical fitness test. **Note:** If a cadet has earned this ribbon more than once, wear a second ribbon with star device to the right of the original ribbon. Do not mix star device with clusters.

**Orienteering Ribbon.** Members of orienteering teams are awarded the Orienteering Ribbon for attending 75 percent of practices and participating in at least one meet.

**Recruiting Ribbon.** Awarded at the discretion of the SASI 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 or following year, provided incoming member's name appears on the class list received from the counselors.

**Activities Ribbon.** Awarded for participation in at least ten cocurricular activities other than those that qualify for the Drill Team, Color Guard, and Special Teams Competition ribbons. These include, but are not limited to monthly social activities, fund raisers, information nights, booster club meetings, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. It may be awarded once each school year.

**Attendance Ribbon.** Awarded to cadets with no more than 4 excused absences and no unexcused absences in a school year.

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

**Dress and Appearance Ribbon.** Awarded for wearing the uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards, if approved by the SASI. Cadets wearing the uniform prior to the designated uniform day due to other school commitments on uniform day (football, cheerleading, etc.) receive credit and can still qualify for this ribbon.

**Longevity Ribbon.** Awarded for successful completion of each AS year.

**Marksmanship Badges.** Marksmanship badges (Marksman: 110-129 two position, Sharpshooter: 130-200 two position, and Expert: >220 three position) may be worn on the AFJROTC uniform under the ribbons on the left pocket flap of the light blue shirt or below the ribbons on the service dress uniform. Cadets wear only the highest badge earned.



### Criteria to Letter in AFJROTC

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

### Point Values (Subject to revision annually)

Community service – 3 per hour

Activities – 10 per event

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

JROTC team practices (Drill Team, PT, Marksmanship, etc.) – 1 per hour

Merits (exceeding demerits) – 5 per merit

Active membership in Kitty Hawk Air Society – 20

Placing in a competition event – 2 per event

Successful completion of SLS—50





# AIR FORCE JUNIOR ROTC

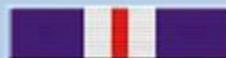
Wear your Ribbons Properly and Proudly!



Air Force JROTC Gold Valor Award



Air Force JROTC Silver Valor Award



Cadet Humanitarian Award



Silver Star Community Service with Excellence Award



Community Service with Excellence Award



Air Force Association Award



Daedalian Award



American Legion Scholastic Award



American Legion General Military Excellence Award



Daughters of the American Revolution Award



American Veterans Award



Reserve Officers Association Award



Military Order of World Wars Medal



Military Officers Association Award



Veterans of Foreign Wars Award



National Sojourners Award



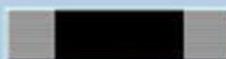
Sons of the American Revolution Award



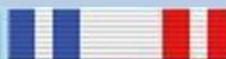
Scottish Rite, Southern Jurisdiction Award



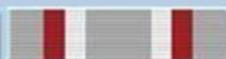
Military Order of the Purple Heart



Air Force Sergeants Association



Sons of Union Veterans of the Civil War



Sons of Confederate Veterans H.L. Hunley Award



Tuskegee Airmen Inc. AFJROTC Cadet Award



The Retired Enlisted Association Award



Celebrate Freedom Foundation Award



National Society United States Daughters of 1812



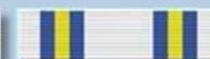
Air Commando Association Award



Non-Funded National Award



Distinguished Unit Award With Merit



Distinguished Unit Award



Outstanding Organization Award



Outstanding Flight Ribbon



Top Performer Award



Outstanding Cadet Ribbon



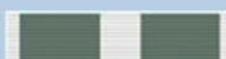
Leadership Ribbon



Achievement Ribbon



Superior Performance Ribbon



Academic Ribbon



Leadership School Ribbon



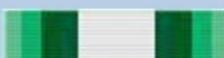
Special Teams Competition



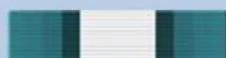
Orienteering Ribbon



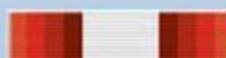
Co-Curricular Activities Leadership Ribbon



Drill Team Ribbon



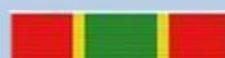
Color Guard Ribbon



Sabre Team Ribbon



Marksmanship Ribbon



Good Conduct Ribbon



Service Ribbon



Health and Wellness Ribbon



Recruiting Ribbon



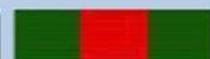
Activities Ribbon



Attendance Ribbon



Dress and Appearance Ribbon



Longevity Ribbon



Bataan Death March Memorial Hike Ribbon



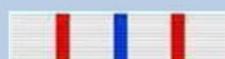
Patriotic Flag Ribbon



Gen Carl A. Spaatz Award (CAP)



Gen Ira C. Eaker Award (CAP)



Amelia Earhart Award (CAP)



Gen Billy Mitchell Award (CAP)



Gen J. F. Curry Award (CAP)

Version: 10 February 2016

## USAF 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



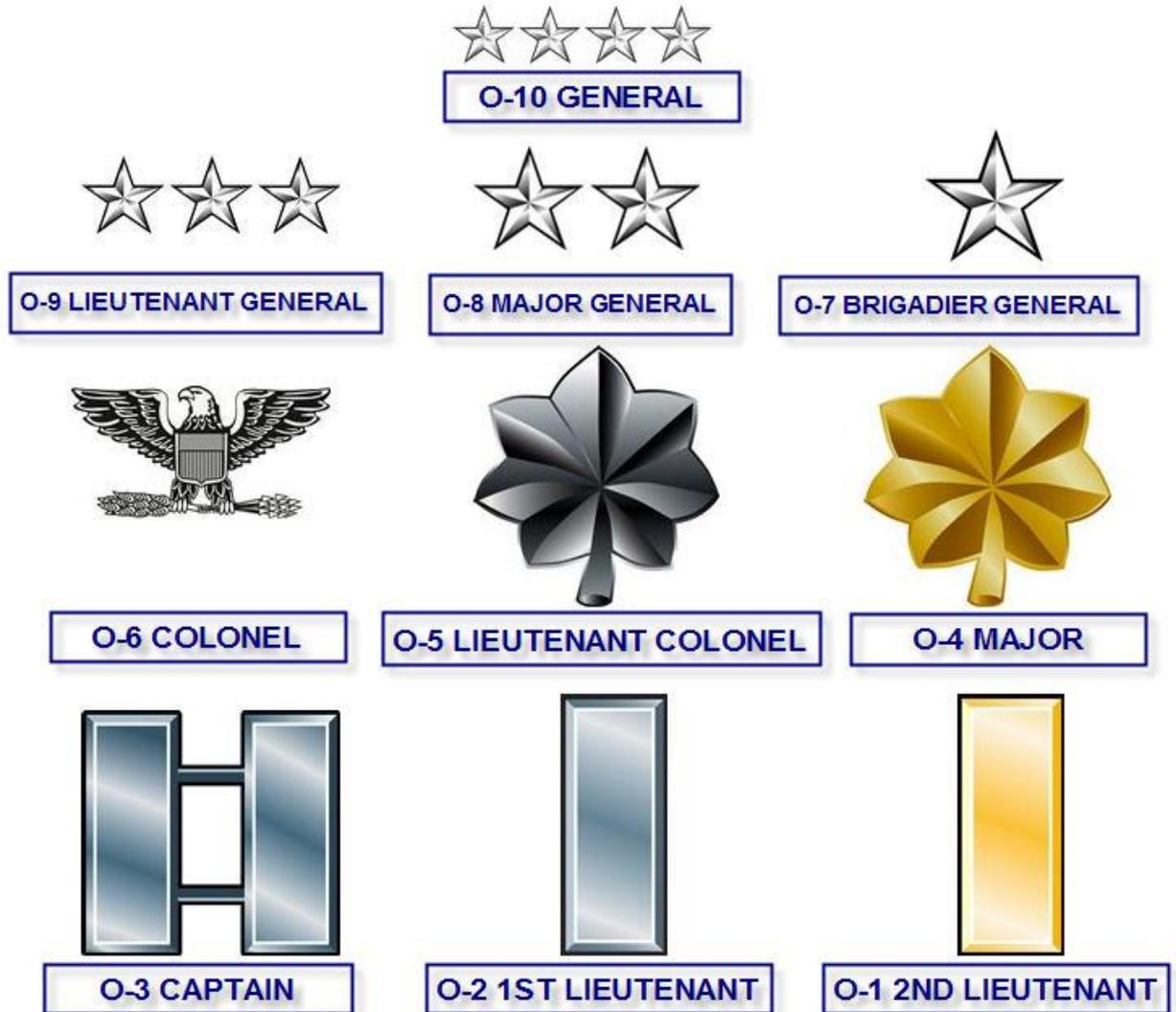
E-3 AIRMAN 1ST CLASS



E-2 AIRMAN

E-1 AIRMAN BASIC

## USAF Officer Grade and Insignia



Attachment 2a

**AIR FORCE JUNIOR ROTC INSIGNIA**

**CADET OFFICER RANK**



SECOND  
LIEUTENANT



FIRST  
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT  
COLONEL



COLONEL

**CADET AIRMAN RANK**

(no rank insignia)

AIRMAN BASIC



AIRMAN



AIRMAN  
FIRST CLASS



SENIOR  
AIRMAN



STAFF  
SERGEANT



TECHNICAL  
SERGEANT



MASTER  
SERGEANT



SENIOR  
MASTER  
SERGEANT



CHIEF  
MASTER  
SERGEANT

# AIR FORCE JUNIOR ROTC BADGES



LAPPEL INSIGNIA  
(METAL)



OFFICERS  
FLIGHT CAP  
AND BERET  
INSIGNIA



FLIGHT CAP  
AND BERET  
INSIGNIA



SERVICE CAP  
INSIGNIA



OFFICERS  
SERVICE CAP  
INSIGNIA



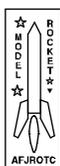
GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE



MODEL ROCKETRY  
BADGE



AWARENESS  
PRESENTATION  
TEAM BADGE



DISTINGUISHED  
AFJROTC  
BADGE



ACADEMY OF  
MODEL AERONAUTICS  
SILVER WINGS



KITTY HAWK  
AIR SOCIETY  
BADGE



AEF BADGE

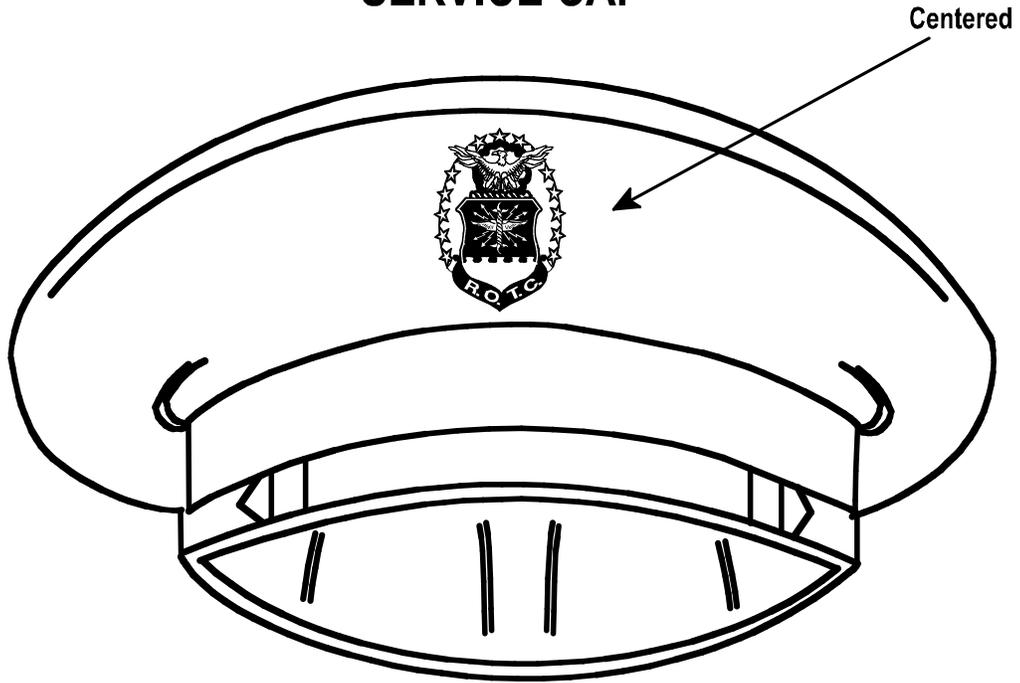


SHOULDER TABS

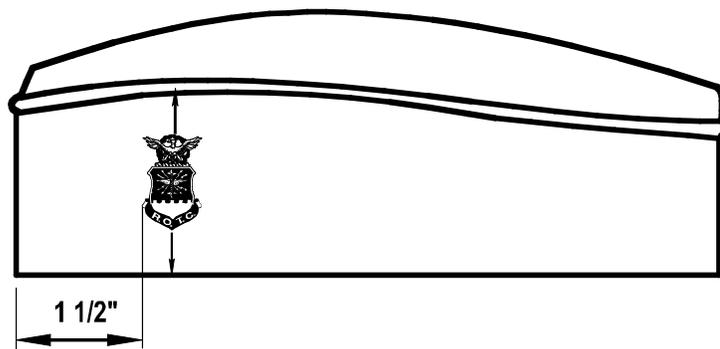
Attachment 3

**CADET MALE HEADGEAR**

**SERVICE CAP**



**FLIGHT CAP**

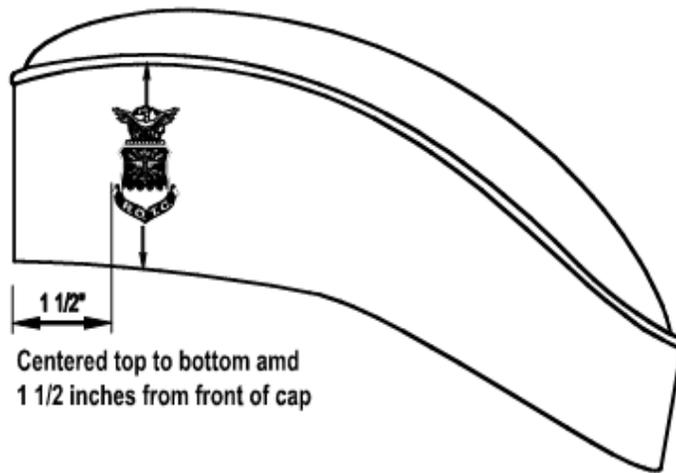


centered top to bottom and  
1 1/2 inches from front of cap

Officers wear hat insignia with stars

## CADET FEMALE HEADGEAR

### FLIGHT CAP

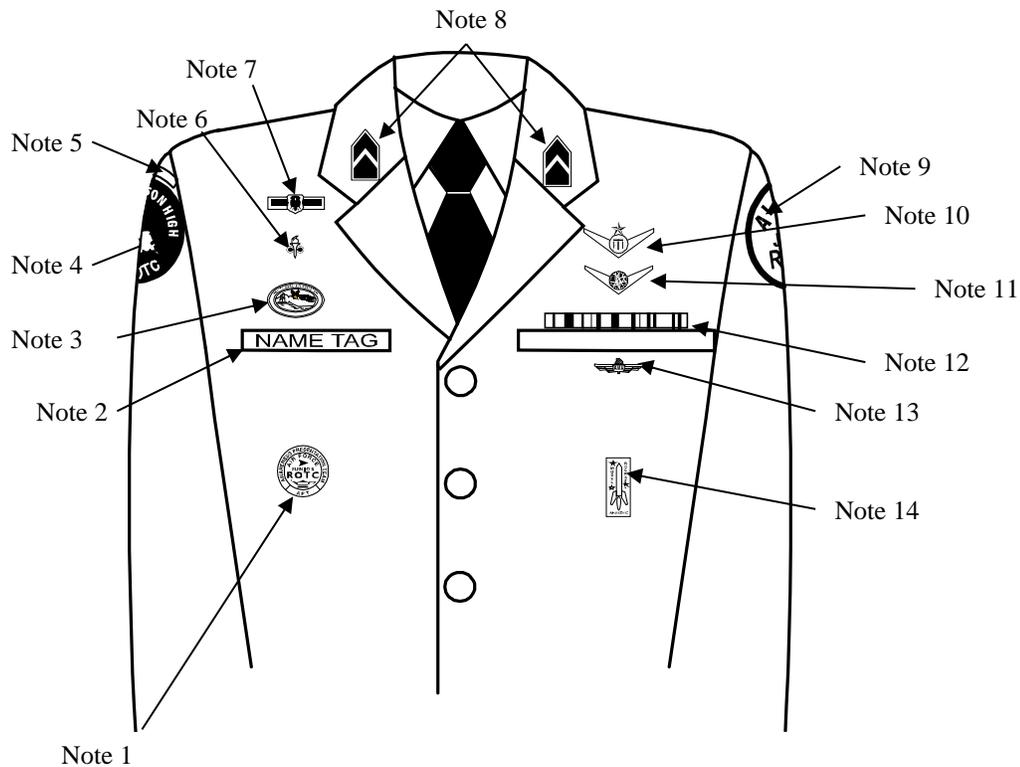


Officers wear hat insignia with stars

## Attachment 3 (Cont'd)

# CADET MALE 1620 SERVICE DRESS

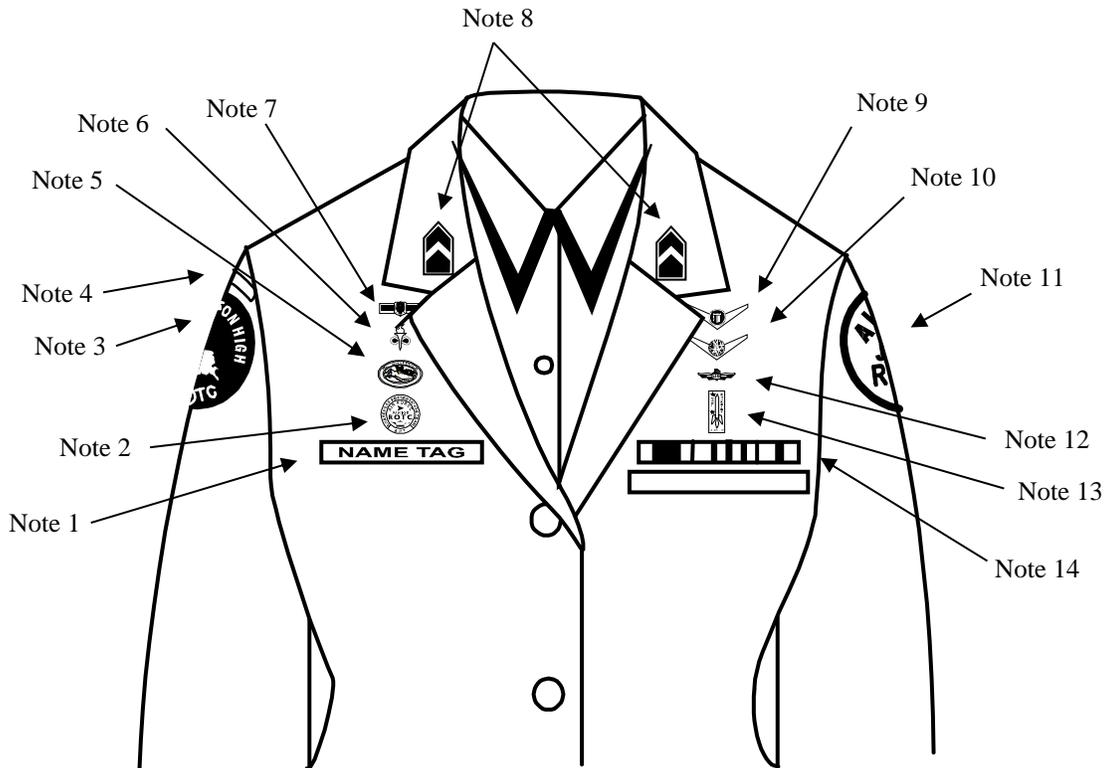
Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.



1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.
2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket
3. Kitty Hawk Badge: see note 15.
4. Unit patch: Placed  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. \*(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)
9. AFJROTC Patch: Placed  $\frac{1}{2}$  to 1 inch below shoulder seam, and centered.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some.
13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.
14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed  $\frac{1}{2}$  inch above name tag or ribbons and is centered horizontally. Additional badges placed  $\frac{1}{2}$  inch above previous badge.
16. Marksmanship badge is worn on the left pocket  $\frac{1}{4}$ " below pocket seam and centered.

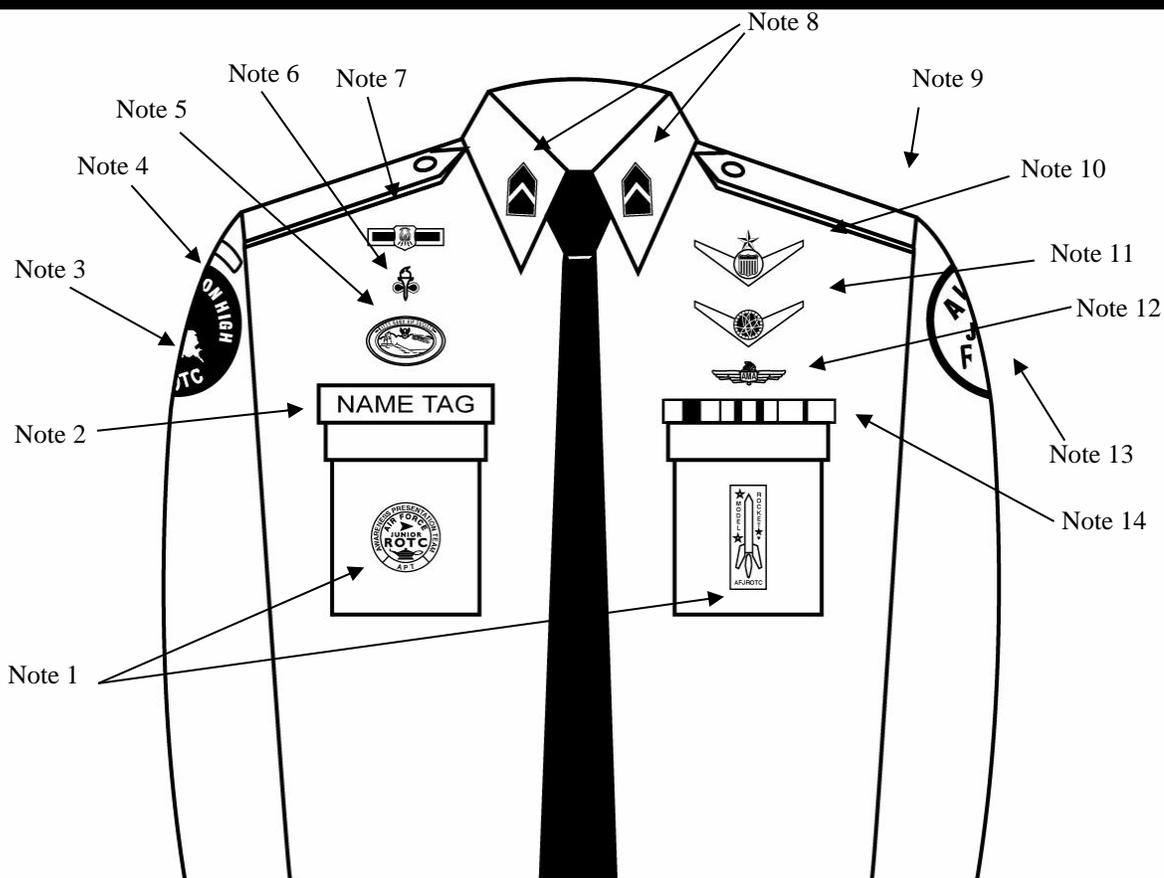
# CADET FEMALE 1620 SERVICE DRESS

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



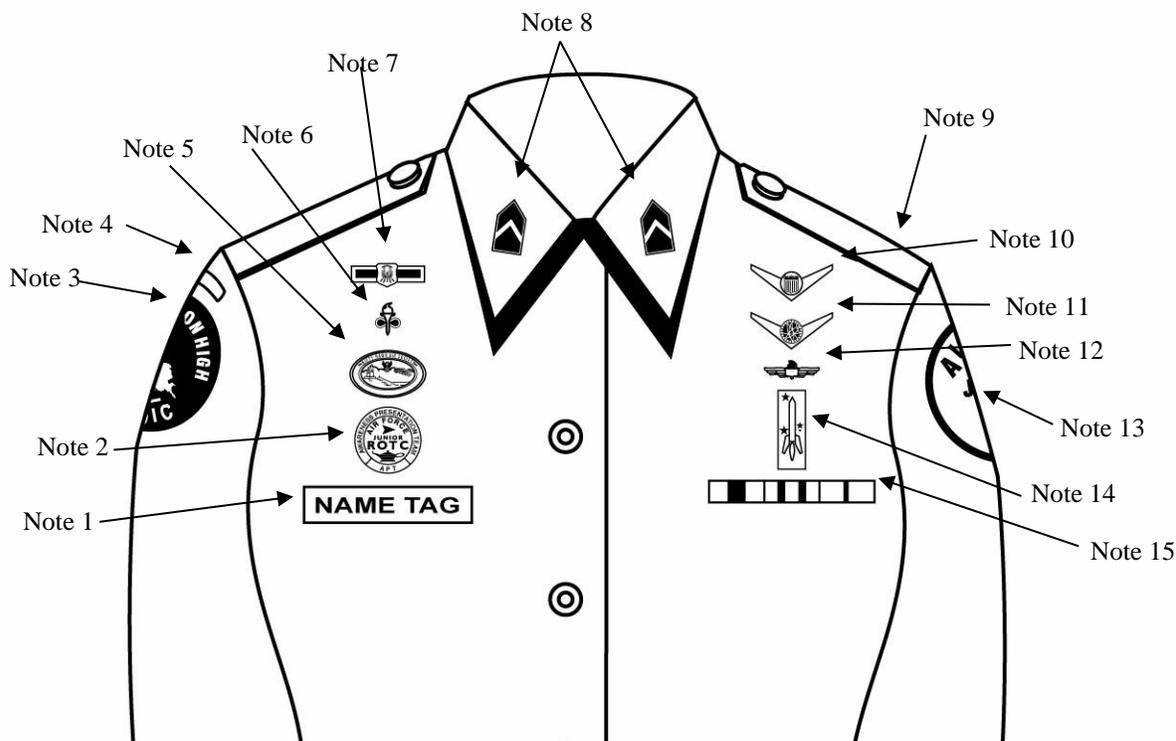
1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 15.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground. \*(The lapel insignia (eagles non-chrome) will no longer be worn on the lapels by Airmen Basics.)
9. Flight Solo or Flight Certificate Badge: see note 15.
10. Ground School Badge: see note 15.
11. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. Model Rocketry Badge: see note 15.
14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some.
15. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.
16. Marksmanship badge is worn on the left pocket 1/4" below pocket seam and centered.

# CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name tag: authorized for wear and is to be grounded and centered over wearer's right pocket.
3. Unit patch: center ½ to 1 inch below shoulder seam.
4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 15.
6. Aerospace Education Foundation (AEF) Badge: see note 15.
7. Distinguished Cadet Badge: see note 15.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 15.
11. Ground School Badge: see note 15.
12. Academy of Model Aeronautic (AMA) Wings: see note 15.
13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.
14. Ribbons: ground and center on pocket.
15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.
16. Marksmanship badge is worn on the left pocket ¼" below pocket seam and centered.

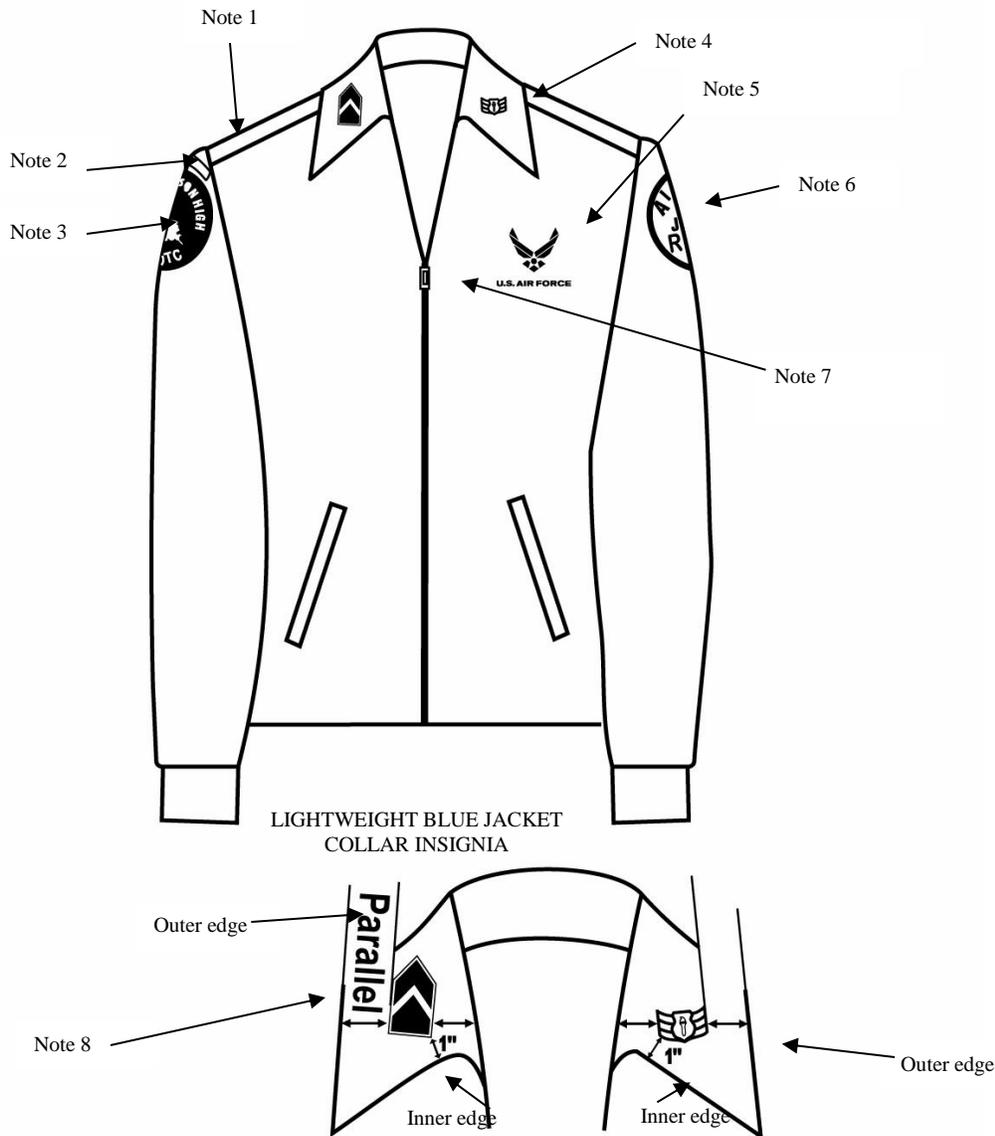
## CADET FEMALE BLUE SHIRT



1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.
2. Awareness Presentation Team Badge: see note 16.
3. Unit patch: center 1/2 to 1 inch below shoulder seam.
4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Badge: see note 16.
6. Aerospace Education Foundation (AEF) Badge: see note 16.
7. Distinguished Cadet Badge: see note 16.
8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.
9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.
10. Flight Solo or Flight Certificate Badge: see note 16.
11. Ground School Badge: see note 16.
12. Academy of Model Aeronautic (AMA) Wings: see note 16.
13. AFJROTC Patch: center 1/2 to 1 inch below shoulder seam.
14. Model Rocketry Badge: see note 16.
15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 1/2 inches higher or lower than the first exposed button.
16. First badge placed 1/2 inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed 1/2 inch above previous badge.

Attachment 3 (Cont'd)

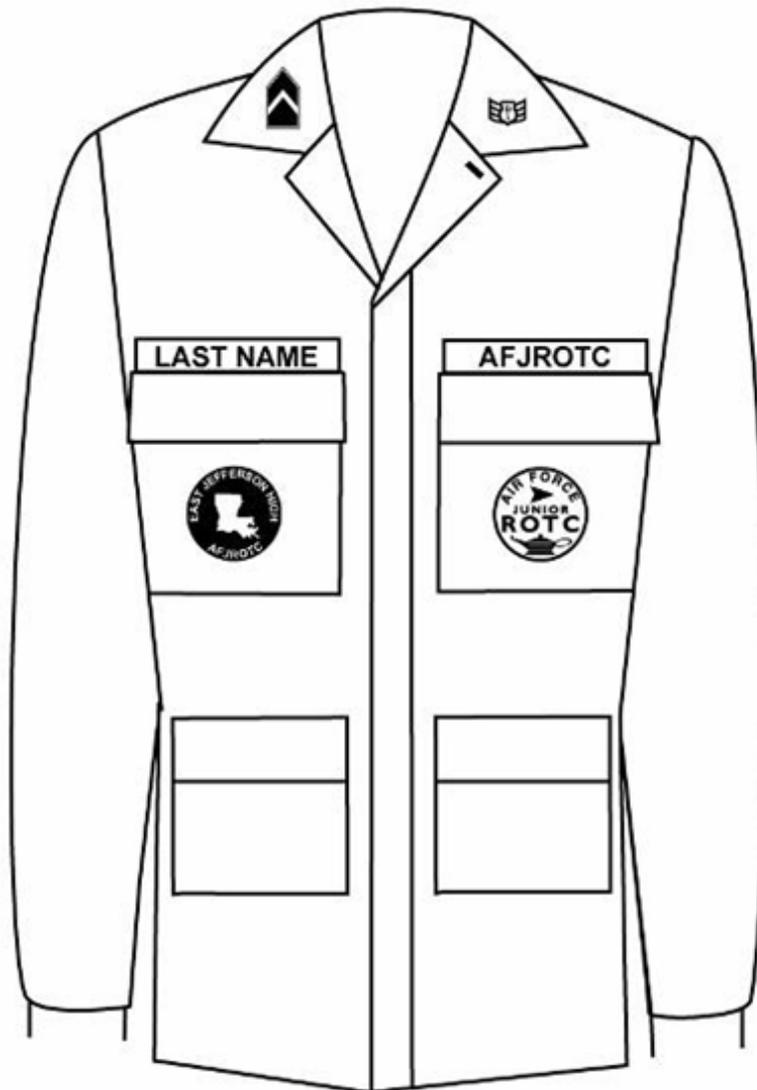
# CADET LIGHTWEIGHT BLUE JACKET



1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.
2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1" below shoulder seam.
3. Unit patch on right sleeve 1/2 to 1 inch below shoulder seam and centered.
4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.
5. 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.
6. AFJROTC patch on left sleeve 1/2 to 1 inch below shoulder seam and centered.
7. Jacket will be closed to at least the halfway point.
8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

Attachment 3 (Cont'd)

## AIRMAN BATTLE UNIFORM (ABU) Male and Female



1. Unit patch worn on right pocket and centered
2. Tapes grounded and centered on pockets
3. Grade insignia (officer or enlisted) is worn on both left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch worn on left pocket and centered

### Attachment 3a

## GENERAL UNIFORM WEAR GUIDELINES

<b>To present proper military image</b>	<b>Will be</b>
<b>Clothing</b>	Neat, clean, pressed, proper fit, in good condition, zipped, snapped or buttoned.
<b>Footwear (Low Quarters or Boots if authorized BDU wear)</b>	Black, shined, in good repair, edges black.
<b>Watch</b>	Conservative. No more than one watch may be worn at a time.
<b>Bracelet</b>	Conservative, no wider than 1/2 inch. No more than one bracelet may be worn at a time. Ankle bracelets are not authorized. Bracelets espousing support for a cause, philosophy, individual or group are not authorized.
<b>Rings</b>	Conservative. A maximum of three on both hands combined, no thumb rings.
<b>Earrings</b>	Small spherical, conservative round diamond, gold, pearl, or silver earrings with any uniform combination and worn as a set.
<b>Necklaces</b>	Concealed under the collar or undershirt; not visible
<b>Eyeglasses and sunglasses</b>	Conservative lenses and frames, conservative ornamentation. Sunglasses not authorized in formation. Not worn around neck, on head or hanging on uniform.
<b>Pencils and pens</b>	Concealed except when carried in compartment of left ABU pocket, not to exceed two.
<b>IPods and cellular phones</b>	Cadets will not wear cellular phones, IPods, pagers, or beepers on the AFJROTC uniform.
<b>Headphones and earphones</b>	Prohibited.
<b>Religious head covering</b>	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.
<b>Other religious apparel and items</b>	See AFI 36-2903 Table 2.9. Concealed or worn during religious services or at home.

## Attachment 3b

### Personal Grooming Standards When Wearing Military Uniforms

**Hair Styles (M/F).** Overall, hair should be clean, well groomed, and neat. Avoid using an excessive amount of grooming aids. You may dye your hair if you wish, but it must look natural. Hair must not touch the eyebrows when groomed or protrude below the front band of properly worn headgear. **EXCEPTION:** Hair may be visible in front of the women's flight cap. Hair may not be worn in an excessively “faddish” style (“fauxhawk,” unnatural colors, more than one color etc.).

**Men:** Men's hairstyles must have a **tapered appearance** on both sides and back, both with and without headgear. A tapered appearance outlines the individual's hair to conform to the shape of the head, curving inward to the termination point. The bulk, or thickness, of hair must not exceed 1-1/4 inches, regardless of length. The **bulk may not exceed 1/4 inch** at the termination point. The hair **must not touch the ears** and only the closely cut or shaved hair on the back of the neck may touch the collar. A block cut is permitted with a tapered appearance.

**Women:** Women's hairstyles must present a professional appearance. The hair must not extend in length on all sides below an invisible line drawn parallel to the ground at the **bottom edge of the shirt collar** at the back of the neck. Hair must not exceed **3 inches in bulk** or be styled in a way that prevents proper wear of headgear. Hair must be a minimum of 1 inch in length/bulk. Bangs, if worn will not touch the eyebrows. Conservative hairpins, combs, bands and barrettes may be worn but must match hair color. Long hair will be secured with no loose ends. when using the claw clip or hairpins, hair will not present the appearance of a “rooster tail”; when hair is in a bun, all loose ends must be tucked in and secured; when hair is in a pony tail, it must be pulled all the way through the elastic band and may hang naturally downward, not extending below the bottom of the collar. Dreadlocks are not authorized.

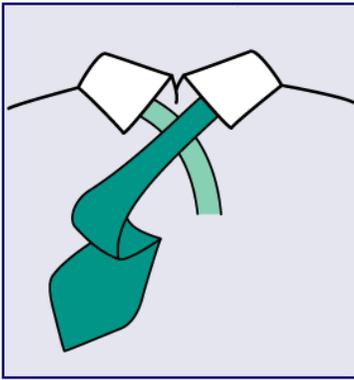
**Mustaches:** When worn, mustaches must not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from the corner of the mouth.

**Sideburns:** When worn, sideburns must be neatly trimmed and tapered in the same manner as the haircut. They must be straight and of even width (i.e., not flared). They must end in a clean-shaven horizontal line. Sideburns must not extend below the lowest part of the exterior ear opening.

**Cosmetics/Nail Polish (Women only):** Cosmetics should be conservative and in good taste. Nail polish should be a single color, complimenting skin tone, French manicures allowed. No extreme colors like black, gold, dark blue, fluorescent, etc.

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

For further information, reference [AFI 36-2903](#)

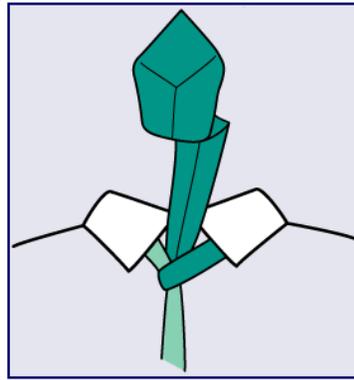


**WINDSOR**

The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.

*Step 1*

Bring the wide end of the tie over the narrow

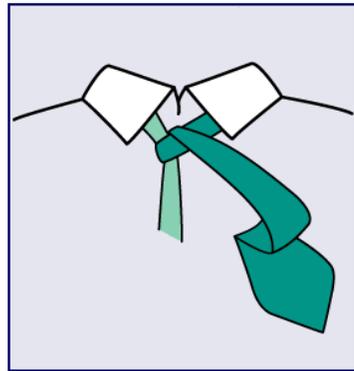


**WINDSOR**

The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.

*Step 2*

Bring the wide end up through the middle

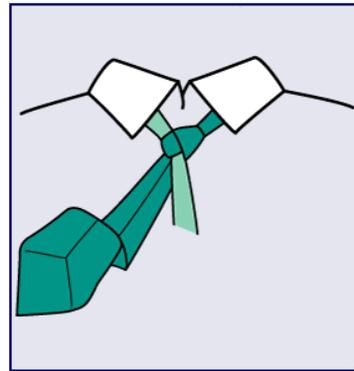


**WINDSOR**

The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.

*Step 3*

Bring the wide over to the left

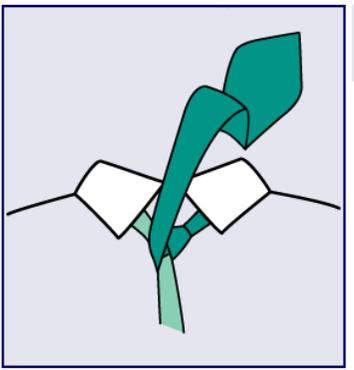


**WINDSOR**

The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.

*Step 4*

Bring the wide end behind the narrow end

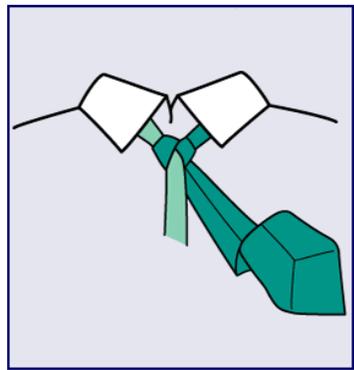


**WINDSOR**

The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.

*Step 5*

Bring the wide end of the tie up

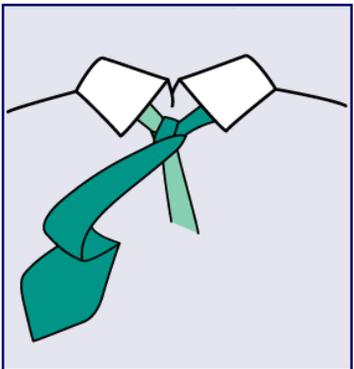


**WINDSOR**

The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.

*Step 6*

Bring the wide end down through the middle, then back to the front

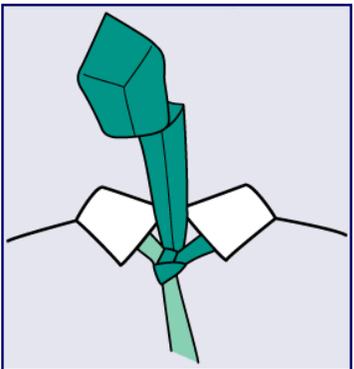


**WINDSOR**

The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.

*Step 7*

Swing it over in front, to the right

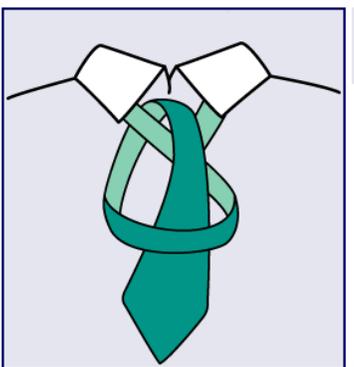


**WINDSOR**

The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.

*Step 8*

Then bring it up through the back



**WINDSOR**

The most famous tie knot. Symmetrical and Triangular. A knot for any dress shirt.

*Step 9*

Hold the front of the knot loose with your index finger, pass the wide end down through the loop (created in step 8) in front. Tighten the knot

# The Windsor Knot

Attachment 4

**30 BASIC  
FLIGHT DRILL SEQUENCE**

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

- |                               |                               |
|-------------------------------|-------------------------------|
| <b>1. Fall in</b>             | <b>16. To the rear march</b>  |
| <b>2. Open ranks march</b>    | <b>17. To the rear march</b>  |
| <b>3. Ready front</b>         | <b>18. Column right march</b> |
| <b>4. Close rank march</b>    | <b>19. Forward march</b>      |
| <b>5. Present arms</b>        | <b>20. Eyes right</b>         |
| <b>6. Order arms</b>          | <b>21. Ready Front</b>        |
| <b>7. Parade rest</b>         | <b>22. Column right march</b> |
| <b>8. Attention</b>           | <b>23. Forward march</b>      |
| <b>9. Left face</b>           | <b>24. Change step march</b>  |
| <b>10. About face</b>         | <b>25. Column right march</b> |
| <b>11. Forward march</b>      | <b>26. Forward march</b>      |
| <b>12. Right flank march</b>  | <b>27. Flight halt</b>        |
| <b>13. Left flank march</b>   | <b>28. Left face</b>          |
| <b>14. Column right march</b> | <b>29. Right step march</b>   |
| <b>15. Forward march</b>      | <b>30. Flight halt</b>        |

ALL JROTC II CADETS ARE REQUIRED TO KNOW THIS FLIGHT DRILL SEQUENCE ALSO KNOWN AS THE "30 BASIC". CADETS WILL HAVE CLASS TIME IN THE ACADEMIC YEAR TO PRACTICE COMMANDING AND EXECUTING THE 30 BASIC. SUCCESSFUL COMMAND OF THE 30 BASIC WILL CONSTITUTE A MAJOR GRADE AND IS REQUIRED TO CONTINUE IN AFJROTC.

Attachment 5

***THE AIR FORCE SONG***

BY ROBERT CRAWFORD

Off we go into the wild blue yonder,  
Climbing high into the sun;  
Here they come zooming to meet our thunder,  
At 'em boys, Give 'er the gun! (Give 'er the gun!)  
Down we dive, spouting our flame from under,  
Off with one helluva roar!  
We live in fame or go down in flame. Hey!  
Nothing can stop the U.S. Air Force!

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

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

Attachment 6



## **AFJROTC CADET CREED**

I am an Air Force Junior ROTC Cadet.

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

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

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

My character defines me. I will not lie, cheat, or steal. I am accountable for my actions and deeds.

I will hold others accountable for their actions as well.

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

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

I am an Air Force Junior ROTC Cadet.