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**AIR FORCE JUNIOR ROTC
JAMES F. BYRNES HIGH SCHOOL
SOUTH CAROLINA 932**



CADET HANDBOOK INTRODUCTION

(Contents of this handbook are TESTABLE)

POLICY STATEMENT The cadet handbook is designed to provide statements of policy, guidance, and direction for day-to-day operation of the SC-932, Cadet Wing. This handbook provides standards by which AFJROTC cadets can work towards common goals of academic and military achievement. It is based on the assumption that cadets work toward the betterment of the wing if they are aware of the goals of the unit. Each cadet is responsible for the information contained in this guide.

HANDBOOK ARBITRATION The final authority on the contents of this handbook is the Senior Aerospace Science Instructor (SASI) who has been charged with the administration and management of the AFJROTC program at James F. Byrnes High School. Any unforeseen items or events not covered in this handbook will be routed to the SASI for final determination. Cadets should direct all questions on the handbook to their respective AFJROTC instructor.

HISTORY Air Force Junior Reserve Officer Training Corps (AFJROTC) was founded under Public Law 88-647, called the ROTC Vitalization Act of 1964. SC- 932 at James F. Byrnes High School was established in July 1993. The designation SC-932 indicates that our unit was the second AFJROTC program approved for South Carolina in 1993.

MISSION AND OBJECTIVES The purpose of the AFJROTC program is to *Develop citizen's of character dedicated to serving their nation and community.* The mission of the AFJROTC instructor team is to provide a framework to fulfill this purpose, by developing leadership skills, self-discipline, teamwork, and citizenship. The cadet handbook describes key requirements cadets should meet to successfully complete the program. In realizing the goals of SC- 932, the cadet corps will satisfy the following objectives:

- a. Uphold the Cadet Honor Code: I will be truthful at all times, I will do my own work, I will respect the property of others, and I will not tolerate dishonorable cadets in our corps.
- b. Promote patriotism and develop respect for authority.
- c. Promote academic achievement.
- d. Develop individual leadership abilities.
- e. Develop the ability to perform basic military skills associated with drill and ceremonies.
- f. Develop an appreciation for the traditions of the Air Force.
- g. Develop a personal physical fitness program.

GENDER NOTE Wherever used, the terms “he, him,” or “his” are used only as standard English grammar and are not intended to imply or infer gender preference.

AIR FORCE CORE VALUES

Integrity First
Service Before Self
Excellence In All We Do

a. Integrity is a character trait. It is the willingness to do what is right even when no one is looking. It is the moral compass—the inner voice; the voice of self control; the basis of the trust imperative in today’s military. Integrity also covers other moral traits such as:

1. Courage. A person of integrity possesses moral courage and does what is right even if the personal cost is high.
2. Honesty. Our word is our bond; we do not lie and we cannot justify any deviation.
3. Responsibility. Acknowledge his or her duties and acts accordingly.
4. Accountability. Do not shift blame to others or take credit for the work of others.
5. Justice. Those who do similar things must get similar rewards and punishments.
6. Openness. Encourage a free flow of information within the corps and seek feedback from all directions.
7. Self-respect. Respect oneself as a professional and human being. A person of integrity does not behave in ways to that would bring discredit upon him/her, the corps, or school.
8. Humility. Person of integrity will put someone else’s needs before their own.

b. Service before self means that professional duties take precedence over personal desires.

1. Rule following. Good leaders understand that rules have a reason for being, and the default position must be to follow those rules unless there is a clear operational reason for refusing to do so.
2. Respect for others. Good leaders place others ahead of his/her personal comfort.
3. Discipline and Self-Control. Leaders cannot indulge themselves in self-pity, discouragement, anger, frustration, and defeatism. Strike a tone of confidence and optimism—exercise self control.
4. Faith in the System. Leaders need to resist the temptation to doubt “the system.”

c. Excellence in all we do directs us to develop a sustained passion for continuous improvement and innovation that will propel you and the corps into a long-term, upward spiral of accomplishment and performance.

1. Product and Service Excellence. Focus on providing services and products that responds to the customer’s wants and needs.
2. Personal Excellence. Seek out education and stay in physical and mental shape.
3. Community Excellence. Working together to successfully reach a common goal.
4. Resource Excellence. Take care of materials, equipment, and people.
5. Operations Excellence. Internal operations pertain to the way we do business internal to AFJROTC and external operations pertain to the way we treat the world around us.

d. Present times call for values that serve as a beacon toward the right path. They set the standard for our behavior, our service to country, and our treatment of one another. The core values, integrity first, service before self, and excellence in all we do, are the foundation upon which a quality Air Force (and U.S. citizen) is built.

CHAPTER ONE

AEROSPACE SCIENCE CURRICULUM

1.1.0 ACADEMIC CURRICULUM The Aerospace Science (AS) curriculum consists of four levels. The course levels are identified as AS I, AS II, AS III, AS IV, AS III, IV and AS-V. Regardless of a student's school grade, each first year AFJROTC student is assigned as an AS I cadet. Each successive year the AFJROTC student will be designated as a student in the next level (i.e., a second year student is assigned as an AS II cadet; third year student as AS III; and, fourth year student, as AS IV). Since all classes beyond the 9th grade are blended with 10th, 11th, and 12th grade students, the course curriculum for these classes is blended from the applicable AS curriculum.

1.1.1 AEROSPACE SCIENCE I (AS I) The first level of the AFJROTC instructional program is an introductory course for the entering AFJROTC student. Academic material introduces cadets to the AFJROTC program and focuses on military traditions, citizenship, the U.S. government, wellness, health, fitness, personal accountability, and Phase I Introduction to College and Career Path Development. Citizenship principles are reinforced through community service projects. The concepts of good "followership" are fostered as a foundation for leadership. A highlight of this curriculum is a hot air balloon project, where cadets design, construct, and launch their own hot air balloons. The basic text books used for this course are *Leadership Education I: Citizenship, Character, and Air Force Tradition: Frontiers of Aviation History: Drill and Ceremonies*.

1.1.2 AEROSPACE SCIENCE II (AS II) The second year of Aerospace Science places further emphasis on the AFJROTC program mission, to "develop citizens of character dedicated to serving their nation and community." Academic material covers improving communication, increased emphasis on leadership, an introduction to the history of flight, and Phase II of College and Career Path Development. Leadership principles come to life as cadets actively employ these principles as they serve in lower echelon leadership positions within the Cadet Wing. Many second year cadets become instructors in drill and ceremonies and freshman cadet leadership training. Others may assume staff and leadership positions as required within the cadet organizational structure. Organizational planning, time management, and acceptance of responsibility are stressed as cadets assume increased leadership roles. The basic text books used for this course are *Leadership Education II: Communication, Awareness, and Leadership*, and, *Aerospace Science: The Science of Flight: Drill and Ceremonies*.

1.1.3 AEROSPACE SCIENCE III (AS III) The third level of the AFJROTC program further develops positive citizenship attributes through providing life skills students will need upon graduation. Academic material takes the student through basic life skills ranging from financial management, to exploring career and associated educational opportunities. Cadets will complete Phase III of College and Career Path Development where they explore college campus life, research job application techniques and explore long-term career selection. An honors course is offered to select cadre leadership cadets, where more intense academic study is combined with extensive management and leadership responsibilities. Third year cadets assume mid-tier management and leadership positions in the cadet corps, and their performance as leaders represents a larger portion of their grade. The basic text books used for this course are *Leadership Education III: Life Skills and Career Opportunities*, and, *Aerospace Science: The Science of Flight: Drill and Ceremonies*.

1.1.4 AEROSPACE SCIENCE IV (AS IV) The fourth year focuses on final preparation for pursuing career opportunities following graduation. Leadership education covers the principles of

resume preparation, the job search and interview process, and job survival skills. An honors course is offered to select cadre leadership cadets to challenge cadet leaders with strong academic success. Senior cadets in the honors class typically form the cadet leadership for the program, and special emphasis is placed on their management of the cadet corps. Cadets are required to accomplish specific duties as part of their final grade. In addition, an honors aviation fundamentals course is offered to selected cadets. The basic text books used for this course are Leadership Education IV: Principles of Management, Aerospace Science: The Science of Flight: Drill and Ceremonies.

1.1.5 AEROSPACE SCIENCE IV (AS III, IV) HONORS The select third or fourth year cadet focuses on the development of leadership and management techniques that are consistent with the US Air Force and large businesses. Detailed planning, organization, and goal setting are key elements. Detailed management continuity notebooks are maintained and graded. Academics focus the study of organizations, policy development, corporate-level communications, and the organization of the US government. Career planning is integral to this course. Honors cadets form the leadership for the entire program.

1.1.6 AVIATION HONORS GROUND SCHOOL V (AS-V) The select third or fourth year cadet interested in a career in aviation will be provided the basic framework for aviation ground school in preparation for the Federal Aviation Administration Private Pilot practical test. Course prerequisites: demonstrated potential and aptitude, two years of AFJROTC coursework (AS-210: Science of Flight) and maintain a grade of B or better. The program will utilize the Guided Flight Discovery Pilot Training System and flight simulator designed specifically to provide the cadet well administered, quality training program, flight school support material in order to help foster an environment which maximizes their potential for understanding and comprehension on their way to becoming a fully competent pilot. The basic text books used for this course are Guided Flight Discovery Private Pilot: Federal Aviation Regulations.

1.2 LEADERSHIP TRAINING Leadership is defined by the Air Force as **the art of influencing and directing people to accomplish the mission.** Being a leader means more than receiving a title; a leader directs others toward a common goal. These principles can be taught academically, but they are of little value without practical application. The AFJROTC program provides an opportunity to develop leadership techniques and potential through practice in a real-life situation. The Corps of Cadets is organized with training objectives that afford each cadet a position of increasing responsibility so that he can demonstrate leadership ability, learn from mistakes, and move on to higher positions within the Corps of Cadets. The cadets will be evaluated on how well they perform in accomplishing these responsibilities and are measured through academic and instructor evaluations. Instructor assessment is an integral part of the final grade as well as uniform wear and personal appearance, wellness, and academics.

1.3 PHYSICAL FITNESS Physical Fitness is an integral part of the AFJROTC curriculum and cadets receive Physical Education Credit. Cadets **WILL** participate in the AFJROTC Wellness program; the program is based in concept on the President's Fitness Challenge. Part of the United States Code that creates the JROTC program requires its members to be physically fit. The objective is to motivate cadets to lead healthy, active lifestyles. Being physically fit is a significant portion of personal responsibility. The wellness program provides leadership opportunities, builds esprit de corps, and increases cadet confidence. The wellness program primary consideration is the cadet's safety.

CHAPTER TWO

STUDENT ADMINISTRATION

AFJROTC is a Voluntary Program

2.1.0 **ADMISSION OF STUDENTS** To be eligible for enrollment and continuance in the AFJROTC program, each cadet must be:

2.2 Enrollment. Cadets must be a full time student in good standing at Byrnes High School or Freshman Academy; be a US citizen or an alien applying for permanent residence and at least 14 years old; be of good moral character; and be able to participate in AFJROTC training.

THERE IS NO MILITARY SERVICE OBLIGATION FOR AFJROTC ENROLLMENT. For AFJROTC courses with student enrollment limits and quality standards, the SASI will establish, along with concurrence of the Principal, enrollment standards.

2.3 For continuance in the AFJROTC program, cadets are required to be a Byrnes High School student/citizen and abide by all school rules and AFJROTC class requirements. AFJROTCI 36-2001 states that cadets may be disenrolled for failure to maintain acceptable standards (including uniform wear and grooming), inaptitude or indifference to training, disciplinary reasons, failure to remain enrolled in school or any other reason deemed appropriate by the SASI and principal. The SASI can, with the concurrence of the Principal, disenroll with no course credit a cadet who does not:

2.3.1 Pass an aerospace science course with at least a “C” average. Continued enrollment will be on a space available basis when approved by the SASI, with no certification of completion credit for military training for failed AFJROTC courses.

2.3.2 Wear the AFJROTC uniform an average of once per week as specified in the cadet handbook. Failure to wear uniform or maintain personal appearance and uniform standards after many attempts to correct the deficiencies by the SASI, ASI, or senior cadets. **Cadets failing to meet this standard will not be continued in the program without special waiver from the SASI for exceptional circumstances.** Any cadet who has failed a nine-week grading period for failure to wear the uniform as prescribed will not be continued in the program for another semester/year.

2.3.3 Abide by Byrnes High School student rules of behavior, history of suspensions, referrals, and any expulsion are reasons for disenrollment.

2.3.4 Enroll as a full time student at Byrnes High School.

2.3.5 Follow classroom rules, maintain a positive attitude towards training, comply with classroom procedures.

2.3.6 Abide by the Cadet Code of Conduct, Honor Code, or Code of Ethics.

2.3.7 Reenrollment: The SC-932 SASI’s policy is that students who receive more than **THREE** discipline referrals in a semester or fail to wear their uniform will not be recommended for reenrollment in future AFJROTC courses. The SASI will make the recommendation and gain approval by the principal.

2.4 TRANSFER OF STUDENTS Transfer of students from other AFJROTC programs may be permitted with full credit for training already received. All earned awards, medals, and ribbons are transferred with verification from the previous unit's instructor staff; however, the cadet's rank held at their previous unit does not transfer. The cadet will initially enroll in the Byrnes AFJROTC program at AS I entry level, and may be placed in a position of responsibility and selected for promotion to a higher grade based on the cadet's proven performance and capabilities.

Note: Student must present documentation such as a cadet record or transcripts.

2.5 DISENROLLMENT OF STUDENTS In accordance with Air Force guidelines, upon recommendation of the SASI, and with the approval of the principal, students will be disenrolled from the AFJROTC program for any of the following:

2.5.1 Failure to maintain acceptable retention standards, which include acceptable conduct and wearing the AFJROTC uniform an average of once per week.

2.5.2 Failure to meet personal appearance and uniform dress standards. This includes failure to wear the hair as prescribed by Air Force regulations, for males who fail to properly shave while in uniform, and failure to wear the AFJROTC uniform on prescribed days without a valid reason (approved by the SASI). When a cadet fails to wear the uniform, the instructor will contact the parents/guardians advising them of the situation and a referral will be written. **After the third time, cadets will be referred to the principal with a recommendation for disenrollment from the program.**

2.5.3 Inaptitude (unwillingness to grasp), indifference to training (lack of interest in drill and ceremonies, leadership development activities or wellness), or disciplinary reasons that involve character traits that are not desirable (initiating a fight, dishonesty, or refusal to follow directions of instructors or cadets in positions of authority.)

2.6 CONSEQUENCE OF DISENROLLMENT Cadets who are disenrolled will:

2.6.1 Receive a failing grade for the year.

2.6.2 Be removed from the AFJROTC classroom and reassigned as determined by the respective Byrnes Guidance Department.

2.6.3 Not be allowed to re-enroll in AFJROTC.

2.7 FIGHTING **Fighting will not be tolerated while enrolled in AFJROTC.** Cadets will not initiate or participate in fights and will do everything possible to walk away from a potential fight. Fighting is not considered acceptable behavior in the military or society in general. We will handle cadets who fight in the following manner judging each situation on its own set of circumstances:

2.7.1 Cadets who initiate or participate in a fight will be demoted to their permanent rank and recommended to the principal for disenrollment from AFJROTC unless mitigating circumstances dictate otherwise.

2.7.2 Cadets who are attacked will not necessarily be disenrolled from AFJROTC. An investigation will determine their level of involvement, and then the appropriate discipline, if any, will be administered.

CHAPTER THREE

CLOTHING AND EQUIPMENT

3.1.0 **CLOTHING AND EQUIPMENT ACCOUNT** Uniform items are **loaned** to the student by the United States Air Force. Cadets will sign for each uniform item issued at the beginning of the semester and will be responsible for the return of those items at the end of the semester. All dark blue clothing items **must be dry cleaned professionally immediately following the last uniform wear day of the semester, and prior to the assigned turn-in date.** Other items issued to the cadet (rank, insignias, belts, ties/tabs, hats, nametags, cords, books, etc.) are considered equipment items. They must also be accounted for and cadets must sign the receipt form that lists all issued items.

Note: All Uniform Items are **PROPERTY OF THE UNITED STATES AIR FORCE:** Approximate replacement value is \$350 (Subject to change; based on current market prices)

3.1.1 All uniform and equipment items must be accounted for at the end of the semester. Immediate payment will be made to the AFJROTC department for any items lost or damaged. Cadets will be demoted in rank for refusal to obey program guidelines. **REPORT CARDS will not** be issued until the cadet's uniform and equipment account is settled. Cadets will be **unable to REGISTER FOR THE NEXT SCHOOL YEAR** until all accounts are settled.

3.1.2 Uniform items that become worn or unserviceable should be turned in to the AFJROTC uniform/equipment custodian as soon as possible. Items of clothing that no longer fit properly should be exchanged prior to uniform wear day. **NO** exchanges will be made on uniform wear days. The item/items will be replaced at no cost as long as the condition of the item is due to normal wear and tear or improper fitting. If you are responsible for the item's unserviceable condition through misuse or neglect, then you must pay for the item. The exchanged clothing needs to be professionally dry cleaned before new items are issued. Cadets will be excused from uniform wear while the uniform is being altered, but the cadet's Aerospace Science instructor must be notified in advance. Cadets will not be excused from uniform wear for improperly fitting uniform items unless they have notified the SASI or an ASI in advance. Once the items are received, altered, or exchanged the uniform wear/wears must be made up to receive credit.

3.1.3 Uniforms under cadets care need to be laundered for cleanliness (weekly) and serviceability. **YOU WILL BE CHARGED** for uniform items returned unserviceable.

THINGS TO DO:

3.1.3.1 Keep up with your uniform items. Commonly misplaced items are windbreaker liners. Commonly unserviceable items are shirts (rings around shirt collars.)

3.1.3.2 Be Alert for other uniform items or equipment that has been misplaced by other cadets. If found return the item to an instructor or the logistics officer.

THINGS NOT TO DO

3.1.3.3 Leave uniform items in unlocked lockers, classrooms, or unattended in other areas of school (gym, common areas, classrooms, etc.)

3.1.3.4 Loan any insignia or uniform items to a friend or another cadet.

3.1.3.5 Permit another cadet to turn in any of your uniform items or equipment.
Remember it was issued to you by an instructor, you return your items to an instructor.

3.1.3.6 Place your uniform or equipment in the care of someone else.

3.1.3.7 If the flight cap is not worn (inside buildings) place it in your book bag or place it under your belt on the left side.

3.2 The UNITED STATES AIR FORCE UNIFORM is the SYMBOL OF A PROUD and HONORABLE SERVICE. Wear the Uniform with the pride and care it deserves.

Wear the Air Force uniform should be considered an honor not an embarrassment. On uniform day a large portion of the Byrnes Student Body will be in uniform. You will be one of many who proudly wear the uniform that countless thousands have worn while sacrificing their lives for this Country. We do everything possible to keep you in a proper and well-fitted uniform. However, we must have your cooperation in order for the entire cadet corps to present its best appearance.

CHAPTER FOUR

PROPER WEAR OF THE UNIFORM

4.1.0 WEARING THE UNIFORM Except for the insignia and patch, the AFJROTC uniform is the same uniform worn by active duty members in the United States Air Force. The AFJROTC uniform must be worn properly at all times in accordance with Air Force Instruction 36-2903. The Air Force and the local population closely scrutinize the proper wear and maintenance of the uniform by cadets. Thus, wear it proudly and correctly! Cadets must keep the uniform clean, neat, and in good condition at all times, with badges, ribbons, insignias, and other metallic devices properly maintained.

UNIFORM DAY FOR SC-932 is **WEDNESDAY!** Only the SASI or ASI will grant exceptions to this policy. All cadets will wear the uniform the entire school day from when the first bell rings until when the final bell rings dismissing Byrnes High School students. Students involved in work study, labs, or first/last PE, RD Anderson, classes must get an exception to the uniform wear policy from the SASI or wear the uniform as required. Hats will be worn to and from school (anytime outdoors). Cadets will salute higher ranking officers (anytime outdoors.) If carrying something in both hands, a polite acknowledgement of the officer will be given. Cadets in uniform will not show **ANY** public display of affection.

4.2 When cadets are issued uniforms, they will sign a Uniform Issue Receipt Form and place their initials beside each issued uniform item. If the items are lost or willfully or negligently destroyed, beyond normal wear and tear, the cadets must pay for those items at current replacement cost. The ASI will publish a price listing for all accountable items. The ASI must authorize any item substitution prior to purchase.

4.3 Cadets will be issued complete, clean uniforms with all accessories, insignia, and nametags. Cadets will pay to dry clean and launder uniforms during the school year and prior to turn in before the summer break or upon disenrollment or graduation.

4.4 Cadets will return all items issued, except socks, t-shirts, shoes and ribbons or pay for them at the end of the school year or upon disenrollment during the school year. They will return a clean uniform in a cleaner's bag, pressed, and on hangers. Service dress, shirts, pants, skirts, ties, tabs, flight caps, and windbreakers are DRY CLEAN ONLY. All DRY CLEAN ONLY items must be returned with a cleaning receipt. Certificates of completion of AFJROTC will not be released until all AFJROTC uniforms and equipment are returned or paid for.

4.4.1 To prevent paying for uniforms we encourage cadets to:

4.4.2 NOT leave items unattended or in unlocked or shared lockers.

4.4.3 NOT lend items to other cadets.

4.4.4 NOT allow others to turn in accountable items.

4.4.5 NOT carry flight caps with books but tuck them under the belt properly on the left side.

4.4.6 PLACE their name in their hat.

4.4.7 TURN IN any found uniform items to an AFJROTC instructor.

4.4.8 RETURN uniform items that become worn or otherwise unserviceable to the ASI. If unserviceable due to normal wear and tear, item will be replaced at no cost. If a uniform item does not fit, return promptly for replacement.

4.4.9 Cadets will wear the uniform as prescribed in AFI 36-2903. Refer to attachments 4 through 17 for proper uniform wear and combination standards. When participating in

orientation flights or field trips, the SASI will prescribe the uniform to be worn in a field memorandum.

4.5 Cadets will wear the service dress uniform when directed by the SASI through the Cadet Corps Commander. On the mandatory uniform day, cadets may wear any authorized uniform combination prescribed by the Cadet Commander/SASI/ASI. Cadets will be inspected on uniform wear and personal appearance on uniform days using an inspection sheet.

4.6 Each cadet will ensure that the uniform is ready for inspection on the designated uniform day or for other mandatory uniform formations. **PLANNING AHEAD** is the key. Assemble the uniform, iron shirts, and polish shoes well in advance. “The uniform is in the cleaners, is too small, or I’m missing uniform items” are not excuses for not wearing the uniform. If cadets report without wearing the uniform, and they do not present an excuse for the SASI/ASI stating why they are not in uniform, they will receive a zero for not wearing the uniform. If cadets are absent and excused in accordance with school policies, there is no penalty if the cadets make up the missed uniform wear, this will be done the day they return.

4.7 Unexcused absences or failure to make up the missed uniform day will result in a report card score of 60. Cadets will wear the uniform on the day they return to school for the entire school day, and will be inspected to receive uniform credit. Failure to wear the uniform as directed and to not make up any excused absences will seriously jeopardize the course grade. SASI will consider disenrollment after three failures to wear the uniform during any grading period.

4.8 Cadets will not mix uniform and civilian clothing. If they have a legitimate reason not to wear the uniform or any uniform item due to temporary medical conditions, they must present medical documentation and receive an SASI waiver.

4.9 While in uniform, cadets may not hitch hike, perform labor, engage in sport activities, or do anything that would degrade the uniform. Further, questionable behavior in school or in public while wearing the uniform creates an unfavorable impression of the AFJROTC program, Byrnes High School, and the United States Air Force. Conversely, proper conduct and pride reflects favorably upon the cadets and enhances the corps image throughout the community. Thus, wear the uniform **PROUDLY** and constantly strive to present a neat, clean, and well-groomed appearance at all times.

4.10 **UNIFORM WEAR PROCEDURES** Weekly wear of the AFJROTC uniform is intended to provide practical experience in grooming, behavior, and personal appearance. Cadets are required by **FEDERAL LAW** to wear the uniform on the day specified as “**UNIFORM DAY**” each week and on other special occasions. Your issued service dress uniform must be worn when directed by the SASI/ASI. Uniform combinations are as follows:

- **Class A** is service dress uniform.
- **Class B** is long sleeve shirt with tie.
- **Class C** is short sleeve shirt with tie.
- **Class C Modified** is short sleeve without tie.

4.10.1 You will be graded on your appearance on all inspection days. Categories will include uniform appearance and condition, cleanliness, placement of insignia, condition of shoes, military bearing, hair and grooming. It is **YOUR** responsibility to insure that your uniform is available and in inspection condition the designated uniform day.

NOTE: If the Instructor determines, during an inspection, that the uniform is excessively dirty that cadet will receive NO CREDIT for that day's inspection and will have to make up the uniform wear after the uniform is properly cleaned. You will receive a **zero** on your inspection grade.

4.10.2 Major uniform violations will require immediate change or correction. Parents/guardians will be notified and a change of clothing will be made available. Cadets with an unexcused uniform wear violation on uniform day must make up that uniform wear by the next uniform wear date or they will receive another zero for each uniform wear date until the missed uniform wear is made up.

4.10.3 Cadets who do not wear or refuse to wear the uniform as required during the academic year will not be allowed to enroll in AFJROTC for another year while at Byrnes without special permission from the SASI.

4.10.4 Unauthorized wear of the uniform or distinctive items of the uniform, is prohibited by Federal Law.

4.10.5 On "Uniform Day" cadets will change out of uniform as soon as returning to home. Cadets will not change out of uniform just to change into civilian clothes to ride the bus home. Cadets must ensure the uniform is properly cared for after removal (i.e., do not roll up the uniform and "stuff" it into your backpack). The AFJROTC uniform will not be worn at work or any place that may bring discredit on the United States Air Force.

4.10.6 Cadets who must change from the uniform for health or physical reasons will notify the AFJROTC instructor in advance. A note from a physician must be presented to excuse the wear for that uniform wear date.

4.10.7 On "Uniform Day," the **uniform will be worn for the entire day to receive credit.** Cadets must have permission from the SASI or ASI to change out of the uniform early and still receive credit. Early dismissals for medical appointments or athletic events are typical of the exceptions that may be made if discussed with the SASI or ASI in advance. Cadets who change out of the uniform during the day without permission will be in violation of the cadet code of conduct, and receive a zero for the day. This will require a uniform wear makeup.

4.10.8 The SASI establishes policy on uniform wear and makes decisions on uniform wear credit. Each instructor adjusts each cadet's leadership grades for uniform wear as appropriate and will submit referrals to administration if uniform violations, refusal to wear, or indifference to training occur.

4.11 UNIFORM REQUIREMENTS FOR MALE (M) AND FEMALE (F) CADETS (M) cadets will wear appropriate undergarments, including a plain white undershirt, while in uniform. "V" neck tee shirts will be worn with an open collar shirt; however, round neck tee shirts may be worn with the long sleeve shirt. (F) cadets will wear appropriate undergarments including a plain white undershirt that present a conservative appearance and are not exposed to view. Commercial, sheer, nylon hose in neutral, dark brown, or dark blue shades which compliment the uniform and the individual's skin tone may be worn. Plain black socks without design may be worn when wearing slacks.

4.11.1 **FLIGHT CAP** Male/Female (M/F) The flight cap is worn slightly to the wearer's right with the vertical crease of the cap in line with the center of the forehead, in a straight line with the nose; the cap extends approximately 1 inch from the eyebrows in the front. (M) No hair will show below the front of the flight cap when properly worn. When not worn tuck

under the belt on the wearer's left side, between the first and second belt loop; caps will not be folded over belt. Females are authorized to wear male flight caps.

4.11.2 **BELT (M)** The belt is threaded through the loops to your left. (F) The belt is threaded through the loops to your right. (M/F) When buckled, only the silver tip of the belt should show past the silver buckle; no blue fabric shows. The belt buckle should be free of scratches and finger prints. See attachment 12.

4.11.3 **SHOES (M/F)** The shoes will be laced to the top and shined to a **high gloss** at all times. The soles of the shoes should be edged to present a professional appearance. Only authorized black shoes will be worn. **Note:** only officer cadets may wear Corfram military shoes. Corframs will be purchased at cadets expense. (F) If commercially purchased shoes (black pumps) are worn, they must be plain, black, without ornamentation, with no more than a two-inch heel (no platforms). Black pumps are appropriate for formal wear.

4.11.4 **SOCKS (M/F)** Socks must be **black ONLY** crew style. **No** ankle socks. Socks will be without ornamentation.

4.11.5 **SHIRT (M/F)** The short sleeve blue shirt is worn with an open collar or necktie/tab as prescribed by the SASI. **The long sleeve shirt is always worn with a necktie or tab.** The shirt will be buttoned all the way down the front with the shirttail pulled down into the trousers tightly and tucked at the sides to make it nearly form fitted; align gig line. The only creases on the shirt are down the sleeves. See attachments 7, 9 & 12.

NOTE: A pen or pencil may be carried in the shirt pocket if it does not show or interfere with the flap being buttoned and laying flat against the chest. Bulky items i.e. glasses will not be carried in the shirt pocket.

4.11.6 **SLACKS (M/F)** The blue trousers are polyester/wool and **will be dry cleaned only (not washed)** as necessary. The bottom of the trouser legs will touch the shoes with a slight break in the crease. The rear pocket of the trousers will be buttoned at all times, and articles carried in the pocket will not be visible.

NOTE: The AFJROTC department will make initial alterations to the uniform. Repairs and alterations can be made as necessary as determined by SASI/ASI.

4.11.7 **DRESS (SERVICE) COAT (M/F)** The uniform coat is also polyester/wool and will be cared for in the same manner as the trousers. The outside pockets of the coat are purely decorative, and nothing should be carried in them. The dress coat may be removed in the classroom or in the cafeteria and placed carefully over the back of the chair. **The dress coat will never be removed or unbuttoned in the school halls.**

4.11.8 **NECKTIE/TAB (M/F)** The necktie/tab will never be loosened when worn. It must be worn with the long sleeve shirt; optional with the short sleeve shirt unless worn with service coat.

4.11.9 **WINDBREAKERS (M/F)** Windbreaker jackets are optional wear items and may be worn at any time that the service dress is not specified. Each windbreaker jacket is issued with a liner. Windbreakers will be returned with liner or cadets will be charged for full windbreaker cost. When worn, it will be zipped up at least half way. Cadet grade insignia

OFFICERS ONLY will wear on the right and left lapel. The windbreaker will not be worn during uniform inspections or during any event where the dress coat is more appropriate or its wear is specified by the SASI. Cadets who cannot be fitted with a service coat may wear the windbreaker as an outer garment at any time with cadet grade insignia on left and right lapel.

4.11.10 **GLOVES and SCARF** (M/F) Gloves/scarves are an optional item and may be worn with any outer garment during cold weather. They will be **black ONLY**. They must be plain without ornamentation, design, or zippers.

4.11.11 **LAUNDERING** Long and short sleeve blue shirts should be laundered and pressed.

4.11.12 **SHIRT SLEEVES** At no time will the sleeves of the long sleeve blue shirt be rolled up.

4.11.13 **FORMAL ATTIRE** A plain collar white shirt (no collar buttons/pleats) with issue herringbone necktie will be worn with the blue uniform (coat and trousers) on formal occasions such as a military ball.

4.12 **GENERAL UNIFORM GUIDANCE** Mandatory guidance for uniform wear days :

4.12.1 Always wear the flight cap or other approved headgear outdoors but never indoors unless part of a performing special team.

4.12.2 Only wear authorized insignia (see attachments 14 & 15.) Distinctive items to identify the Kitty Hawk Air Society, color guard, drill team, saber team, academic excellence, APT and Distinguished Cadet must be documented on special orders.

4.12.3 Hands will be kept out of uniform pockets at all times. Do not sit, stand or walk with hand(s) in pocket(s), except to insert or remove an item. All uniform pockets should be buttoned at all times.

4.12.4 Your “gig” line is the line formed by the shirt, the belt buckle, and the fly of the trousers. These should always be in line. Check it frequently throughout the day. See attachment 12.

4.12.5 Trim loose strings (otherwise known as “Unauthorized Lanyards”) and frayed seams on the uniform.

4.12.6 Replace missing buttons promptly. A large safety pin is a valuable tool for such emergencies. Buttons on the dress coat are oxidized silver as are most of the insignia. Do not attempt to shine either buttons or insignia.

4.12.7 Never place any article, especially the flight cap, under the shoulder epaulet of the dress coat or windbreaker.

4.13 **Personal wear items:**

4.13.1 Only one wrist watch, to be worn on either wrist. Must be conservative.

- 4.13.2 Only one bracelet, conservative in design, no wider than ½ inch, gold or silver in color may be worn. Bracelets supporting a cause, philosophy, individual or group are not authorized.
- 4.13.3 No more than three rings may be worn with the uniform
- 4.13.4 Necklaces, pendants, and other adornments, will not be visible when in uniform
- 4.13.5 Earrings must worn as a set and be small spherical (no greater than 6 mm), conservative round diamond, gold, pearl, or silver **ONLY**. Any other ornamentation is prohibited in uniform. If a cadet has multiple holes only one set will be worn in lower earlobe. Male cadets are prohibited from wearing earrings in uniform. Newly pierced ears is not an excuse to wear an unauthorized earring. Ear hole keepers are not an authorized substitution. Failure to comply with the earring policy will result in a referral.
- 4.13.6 Eyeglasses must be conservative; frames may be black, brown, gold, or silver. Conservative wrap around sunglasses may be worn (faddish style, ornamentation on lens and mirrored lenses are prohibited). Light sensitive prescription glasses may be worn at any time. Cadets will not wear non prescription sunglasses in formation (anytime, uniform/school clothing).
- 4.13.7 Gym bag and backpack carried in left hand, on left shoulder, or both shoulders (not to interfere with rendering the proper salute).
- 4.13.8 Tattoos cannot be larger than 25% of exposed body part be while in uniform.
- 4.13.9 Civilian Hats are prohibited while in the JROTC classroom. You may wear a civilian hat during community service projects and wellness.
- 4.13.10 Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or exposed body part.
- 4.13.11 The nametag is always worn over the right breast pocket and parallel with the top seam of the pocket.
- 4.13.12 The uniform, or any uniform item will not be worn while engaging in any sports activity.
- 4.13.13 Wear/use of earpiece, blue tooth or headphones (ear buds, DUBS) while in uniform, indoors or outdoors, is prohibited.

4.14 SPECIAL UNIFORM ITEMS AFJROTC national award medals are worn with ribbons **ONLY** when authorized by the SASI. Shoulder cords denote honors and special positions as follows:

| | |
|---|---------------------------|
| 4.14.1 Cadet Wing Commander | Navy blue cord |
| 4.14.2 Cadet Deputy Wing Commander | Red cord |
| 4.14.3 Cadet Group Commander | Yellow cord |
| 4.14.4 Cadet Flight Commander | Forest green cord |
| 4.14.5 Cadet Flight Commander in Training | Navy blue & gold cord |
| 4.14.6 Cadet Executive/Administrative Officer | Yellow & blue cord |
| 4.14.7 Cadet Command Chief Master Sergeant | Red & white cord |
| 4.14.8 Special Team Cadre | Medium blue & Silver cord |
| 4.14.9 Color Guard/Honor Guard | Navy blue & silver cord |
| 4.14.10 Saber Team | Red & silver/ Silver cord |
| 4.14.11 Drill Team | Black & silver cord |
| 4.14.12 Fancy Rifle Team | Gold |
| 4.14.13 Cadet of the month | Gray cord |
| 4.14.14 Drill Meet Competition | White cord (service coat) |

NOTE: Cords are worn on the left shoulder; only one cord is to be worn at a time

CHAPTER FIVE

APPEARANCE OF CADETS

5.1.0 GENERAL APPEARANCE OF CADETS AFJROTC cadets must constantly strive to present a neat, clean, and well-groomed appearance. Any major grooming standard violation while in uniform will require immediate correction. Cadets in uniform will not report to class in violation of dress code (needing haircut or shave). Parents/guardians will be notified of the violation and a change of clothing will be made available if not corrected.

5.1.1 MALE CADETS: Male cadets must be clean-shaven; sideburns may be worn but must not extend beyond the lower exterior opening of the ear, straight and even width (not flared) and will end in a clean-shaven horizontal line. The hair must have a tapered appearance on both side and back, both with or without headgear, conform to the shape of the head, and curve inward to the natural termination point. Cleanly shaven, high and tight, or flat top haircuts are authorized. See attachment 13.

5.1.1.1 Hair in front must be groomed so that it does not fall below the eyebrows and will not protrude below the band of properly worn headgear.

5.1.1.2 Spiked hair of any length is considered a faddish hairstyle and is not permitted.

5.1.1.3 Male hair color must be consistent with the cadet's ethnicity. The SASI will make final determinations if a cadet's hair color or style is in question.

5.1.1.4 Beards or goatees are prohibited.

5.1.1.5 Mustaches are permitted but must be neatly trimmed and cannot extend beyond the inside corners of the mouth or protrude over the upper lip.

5.1.1.6 Hair will not touch the ears and only the closely cut or shaved hair on the back of the neck may touch the collar.

5.1.1.7 Hair will not exceed 1 ¼ inch in bulk regardless of length and not exceed ¼ inch at the termination point. No visible foreign items attached to hair.

5.1.1.8 Dreadlocks or braided hairstyles are not authorized.

5.1.2 FEMALE CADETS: Female cadets will style their hair to present a professional appearance. Hair ornaments such as ribbons will not be worn. Conservative hairpins, combs, headbands, elastic bands or barrettes that match the cadet's hair color may be worn. Long hair will be secured with no loose ends. When in uniform, the length of the female cadet's hair cannot extend past the bottom of the collar of the blouse or dress coat. See attachment 13.

5.1.2.1 The female hairstyle must minimum length /bulk is 1 inch not exceed to 3 inches in bulk at any point, nor may it interfere with the proper wear of the flight cap.

5.1.2.2 Braids, micro-braids are authorized; however must not present a faddish appearance. Dreadlocks are not authorized.

5.1.2.3 When using the claw clip or hairpins, hair will not present a "rooster tail" appearance, when in a bun all loose ends must be tucked in and secure; 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.

5.1.2.4 Hair will not include hair ornaments such as ribbons, beads, jeweled pins, or hair scrunchy.

5.1.3 **ADDITIONAL GROOMING:** Cosmetics will be conservative and in good taste. Nail polish will be single (compliment skin tone) or French manicure. Nails will not have designs, decorations or two-tone/multi-tone colors. Finger nails will be clean and well groomed and will not exceed $\frac{1}{4}$ inch in length past the tip of the fingers. All cadets are prohibited from notching of the eyebrows. Males are not authorized to wear nail polish.

CHAPTER SIX

CADET CONDUCT, MILITARY COURTESY, AND CLASSROOM PROCEDURES

6.1.0 **GENERAL CONDUCT** Correct conduct will be observed at all time by all cadets to reflect positively upon themselves, their parents/guardians, their school, and the United States Air Force.

6.2 **CLASSROOM CONDUCT** Classroom instruction will begin with the cadets standing beside their desks until the instructor/flight commander gives the command "Take your seats." Cadets will be at "parade rest" while roll is being taken. As his/her name is called each cadet will come to a position of "attention," respond with "Here, sir," then resume the "parade rest" position after the next cadet's name is called. Promptness is an objective of this program and cadets will be expected to be at their desk before the late bell rings. Tardiness is a violation of the Byrnes High School handbook and will not be tolerated. Classroom instruction will be conducted with all students at ease. Anytime school announcements are made the cadets will be at the position of attention unless specified by the instructor.

6.2.1 Cadets will not slouch in their seats, put their feet on other desks, or be inattentive to instruction. Cadets will never sit on desks tops.

6.2.2 Cadets will not chew gum or sleep while in the classroom. A cadet who cannot stay awake may, at any time, stand at the back of the classroom at the position of parade rest until he can remain awake. Cadets with their heads down on the desk at any time are considered asleep and you will receive a zero for the day.

6.2.3 Classroom distractions will not be tolerated. Conduct and attitude that does not meet the standards of the AFJROTC program will result in disciplinary measures or a loss of privileges, e.g. field trips, promotions, co-curricular participation, military balls, flights, etc. Cadets whose conduct and attitude adversely affect the class continuously will be recommended for disenrollment.

NOTE: Personal restroom breaks are considered a distraction.

6.2.4 The flight will be called to attention any time a principal or school administrator, Air Force Officer, or special guest enters the classroom. The Flight Commander or the first cadet seeing these individuals should call the flight to attention. The flight should be called to attention if the SASI enters the classroom while the ASI is teaching.

6.2.5 Cellular phones will not be on or visible during JROTC activities. Once entering the classroom they will be off and securely stored in purse or book bag.

6.2.6 Due to safety; flip flops, sandals, or high heels (no open toe or strapless shoes) are unauthorized footwear for drill and wellness. If worn you must have a change of appropriate footwear: Cadets will be unable to participate in wellness or drill and you will receive a zero for the day; continuous violations will result in referral for refusal to obey.

6.2.7 The use of electronic devices such as Ipods and cell phones etc. are unauthorized in the AFJROTC classrooms, wellness and community service.

6.3 **MILITARY COURTESY** Harassment of any of the cadets by anyone of any rank is strictly forbidden. Misuse of authority may result in loss of position, rank, or possible disenrollment from the

program. Examples of harassment are improper or abusive language, requiring a lower ranking cadet to carry your books, and physical abuse such as pushups, or having a lower ranking cadet perform personal (non-offensive) duties for you.

6.4 INAPPROPRIATE BEHAVIOR Inappropriate behavior in or out uniform is prohibited. Such inappropriate behavior includes but is not limited to, consuming alcohol, drug use, tobacco use, overly affectionate contact, public display of affection (PDA), insubordination, disrespect, verbal threats, horseplay, physical attacks, fighting and bullying. The initiation of a physical attack/fighting will be considered an assault, which is an illegal act. Initiating and participating in a fight will be just cause for a recommendation for immediate removal from the AFJROTC program. All inappropriate behavior can be classified as “conduct unbecoming an AFJROTC cadet.”

6.5 USE OF RANK Cadets will not attempt to use AFJROTC rank or position in order to obtain personal favor or gain. They will never ask a teacher to make concessions because of their cadet status. Cadet rank exists only when taking part in authorized AFJROTC activities.

6.6 HAZING Hazing is defined as, “the practice of directing someone of lesser rank to perform a humiliating action, which entails the surrender of dignity and self-respect, or a hazardous action which exposes one to physical injury or bodily harm.” Requiring cadets to perform push-ups or any other physical activity as punishment is forbidden. Hazing is strictly prohibited at James F. Byrnes High School.

6.7 CADET OFFICER/NCO AUTHORITY Cadet officer and non-commissioned officers (NCOs) are authorized to take charge and direct subordinate cadets in performance of AFJROTC leadership training. They will judiciously enforce military discipline at all times and will never demean, belittle, harass, or use profane or obscene language. Proven abuse of authority will result in immediate demotion of the cadet.

6.8 SECRET ORGANIZATIONS Cadets are prohibited from organizing or holding membership in secret or illegal organizations. Such organizations are frequently devious, divisive, and/or discriminatory.

6.9 CLASSROOM RULES All cadets will follow the classroom rules listed in the Byrnes Student Handbook. Additionally, cadets in this program will follow general classroom procedures that are more military in nature. It is these differences that make this program so unique. The following standards of conduct will be strictly enforced to bring pride and honor to SC-932:

6.9.1 No food or drinks will be consumed in the AFJROTC classroom without special permission from the AFJROTC instructor.

6.9.2 Arguing among cadets in the classroom or at any AFJROTC activity will not be tolerated.

6.9.3 Profanity of any kind will not be tolerated.

6.9.4 Cadets will not write on desks, walls, or furniture in the AFJROTC complex.

6.9.5 The classroom should be kept clean at all times. Flight Cadre will monitor the condition of the classroom.

- 6.9.6 All desks, tables, and chairs will be aligned neatly at all times.
- 6.9.7 The hallway outside the AFJROTC complex is an extension of our complex. Cadets will maintain a proper military decorum in the hallway at all times.
- 6.9.8 Bathroom breaks will be made before or after class.
- 6.9.9 If you arrive after class has started, you will knock on the door once, enter in a sharp military manner, face toward the SASI, ASI, or Flight Cadre who greets you, render a sharp military salute, and state: **“Sir (or Ma’am), Cadet (rank and last name) requests permission to join the flight.”** Proceed to your seat by walking to the back of the room.
- 6.9.10 Cadets who need to speak with the SASI in his office should report in a military manner. Proper military reporting consists of: one sharp knock on his door, enter after being asked in remaining two paces from desk, salute, and state: “Sir, Cadet (last name) reporting. Reporting to the ASI is not required, but cadets should knock and ask permission to enter and speak with the ASI. Instructor offices are off limits to cadets at all times unless the instructor is in the office and appropriate AFJROTC business is being conducted.
- 6.9.11 No talking is permitted during lectures unless the SASI or ASI asks for a response. Cadets who wish to ask questions or make statements should raise their hand and be recognized by the instructor. During open discussion periods cadets should be courteous and speak one at a time.
- 6.9.12 The supply rooms are OFF LIMITS to all cadets unless granted permission to enter by the SASI or an ASI.
- 6.9.13 Proper standards of cadet uniform wear, conduct, and appearance will be enforced at all times.
- 6.9.14 When seated book bags and purses will be placed under the desk or placed neatly in the back of the room (isle will be free and clear.)
- 6.9.15 Damage to any and all equipment (Byrnes High School, AFJROTC and personal) will result in payment for damages caused.
- 6.9.16 Classrooms that are open before school and after school are for official use only.

CHAPTER SEVEN

AFJROTC GRADING SYSTEM AND PROMOTIONS

7.1.0 GRADED MATERIAL The AFJROTC curriculum consists of an introduction to military history, general Air Force information, leadership, communication, life skills, and selected aeronautic material. *Academic and leadership studies* will comprise forty percent of each cadet's learning experience, while *leadership performance*, to include attitude assessment, military bearing, drill and ceremony, acceptance of responsibility, community service, and instructor evaluation, comprises another forty percent. The remaining twenty percent is derived from the cadet's participation in the AFJROTC Wellness Program. Honors courses will include a greater degree of academics, research and management projects, with significant emphasis placed on leadership performance.

7.2 GRADING SYSTEM A cadet's nine-week and semester grades represent an average of the accumulated scores earned for class assignments, daily performance, quizzes and tests, uniform inspections, management/leadership projects, wellness participation, and drill proficiency. Each graded area is weighted as follows: Computed in the semester final average is the final exam.

| | |
|----------------------------------|------------------|
| Academic and Leadership Studies | 40% |
| Leadership Performance | 40% |
| <u>AFJROTC Wellness Program</u> | <u>20%</u> |
| 80% of semester grade | 100% |
| Final Exam 20% of semester grade | 20% |
| Averaged | = Semester Grade |

7.3 PROMOTION CRITERIA The promotion system will conform to guidance provided by Headquarters AFJROTC. Promotions are based on overall performance and demonstrated leadership ability. Areas considered in the promotion process are: academic achievement, personal appearance and uniform wear, personal conduct, and participation in the wellness program. Cadets must receive an instructor's recommendation to be considered for promotion. If a cadet is assigned In School Suspension, Out of School Suspension, Principal's Detention, or any other form of punishment during the present promotion period, they are ineligible for promotion consideration (extenuating circumstances will be considered by the SASI, ASI and School Administration.)

7.4 PROMOTION SYSTEM Two types of rank are assigned to cadets: permanent and temporary. Permanent rank is based on the number of successfully completed years in the AFJROTC program. Increases in temporary rank may be earned from appointments to key positions in the Corps, or as a cadet demonstrates proven performance. The following temporary rank promotion limits apply to each school grade as follows:

| <u>School Grade</u> | <u>Maximum Temporary Rank</u> |
|---------------------|-------------------------------|
| Ninth | Cadet Staff Sergeant |
| Tenth | Cadet Chief Master Sergeant |
| Eleventh | Cadet Major |
| Twelfth | Cadet Colonel |

| <u>School Grade</u> | <u>Maximum Permanent Rank</u> |
|---------------------|-------------------------------|
| Ninth | Cadet Airman |
| Tenth | Cadet Airman First Class |
| Eleventh | Cadet Senior Airman |
| Twelfth | Cadet Staff Sergeant |

Note: Cadets who previously earned temporary rank that exceeds the above limits will retain their earned rank and will not be demoted to meet maximum rank limits.

7.5 PROMOTION FREQUENCY Cadets may be considered for promotion up to four times each semester. Promotion boards are conducted each grading period (i.e., first board follows the first mid-nine week term; second promotion board follows the first nine week term; third board follows the second mid-nine week term; and, the fourth board follows the second nine week term at the semester end). Cadets who “double block” are subjected to the grade limitations listed above. Not all temporary ranks are considered for promotion each board. The following table shows how often each cadet may be promoted:

| <u>Cadet Rank</u> | <u>Promotion Board Frequency</u> |
|--|---|
| Cadet Airman-Cadet Master Sergeant | Each board (four times a semester) |
| Cadet Senior Master Sergeant-Cadet Colonel | Nine week boards (two times a semester) |

Cadet SMSgt-Colonel is not an automatic promotion; these ranks are awarded only through demonstrated leadership ability and dedication to the AFJROTC Program. Officer promotions are based on grade level and available positions.

Note: Basic Cadets who distinguish themselves through superior performance may be awarded an additional promotion. This is called a STEP promotion – Stripes for Exceptional Performers.

7.6 NOTIFICATION OF PROMOTION Following each promotion board, the SASI will publish a promotion order identifying cadets selected for promotion, their new rank, and effective date of rank.

CHAPTER EIGHT

SALUTING PROCEDURES

8.1.0 **PURPOSE** The salute has been a tradition in the military for centuries. It is a courteous greeting exercised within the military profession. It is considered a symbol of respect. In the Air Force, as in most services around the world, enlisted airmen salute all officers, and lower ranking officers salute only their superior officers. The lower ranking enlisted/officer always initiates the salute.

8.2 **SALUTING PROCEDURES** Cadets will be taught the proper manner of saluting and the rules, which govern its use among the military services. There are special rules for saluting at Byrnes High School that each cadet must learn. Cadets **will** salute all military officers when on field trips to military installations. Cadet Officers and NCOs should correct saluting violations in a courteous and helpful manner.

8.2.1 All cadet officers should be saluted outdoors. Saluting off campus when in uniform is a sign of mutual respect. Cadets are not required to salute senior ranking cadet officers when they are in an automobile.

8.2.2 The SASI will be saluted outside, when reporting the class ready for instruction, and before entering his office on AFJROTC business. It is not required to salute the SASI when he is in an automobile. All ASIs will be saluted when reporting the class ready for instruction.

8.2.3 The salute is rendered indoors only when cadets are participating in ceremonies or reporting to the SASI or cadet officers. The proper sequence of reporting to the SASI in his office includes standing two paces from his desk and rendering of the salute with the statement, “**Sir, Cadet (Last name) reporting as ordered,**” or another appropriate comment. The cadet reporting holds the salute until it is returned or otherwise acknowledged by the SASI. After the meeting is completed, the cadet again salutes and holds it until returned by the officer, then turns sharply and leaves the room.

8.2.4 When a cadet is reporting to a formation, he will approach the cadet or person in charge, salute if the cadet in charge is a senior officer and state, “Sir/ma’am, Cadet (Last name) requests permission to join the formation/flight.”

8.2.5 If a cadet in uniform observes the American flag being raised or lowered from any flag staff, he will assume the position of attention, present arms, and hold it until the flag has been completely raised or lowered. If the cadet is in civilian clothes, he will assume the position of attention and place the right hand over the heart. If a cadet in civilian clothes is wearing headgear, he will remove the headgear with the right hand and hold it at the left shoulder with the right hand over the heart.

8.2.6 If a cadet in uniform is outdoors and the National Anthem is being played, the cadet will come to attention, face the music or flag, and present arms until the music ends. If indoors, the cadet will stand at attention but not salute. Cadets in civilian clothes should stand at attention with their right hand over their heart and face the flag/music when the National Anthem is played outdoors. During the Pledge of Allegiance, cadets in uniform

stand at attention but do not salute. Cadets not in uniform should place their right hand over the heart during the pledge.

CHAPTER NINE

CADET WING ORGANIZATION

9.1.0 **CADET ORGANIZATION** The SC-932 AFJROTC Cadet Wing will be organized in accordance with AFJROTC directives. A current organizational chart will be published each semester.

9.2 **UNIT MANNING DOCUMENT** A Unit Manning Document (UMD) will be used as a guideline for cadet positions and rank authorizations. See attachment 17 for the UMD.

9.3 **CADET APPOINTMENT AND ROTATION OF DUTIES** Air Force directives state that the Senior Aerospace Science Instructor (SASI) will select the cadet chain of command and establish rotation and promotion policies. Cadets should experience ever-increasing rank and responsibility if performance, attitude, and leadership ability warrant such advancement. Cadet positions are rotated each semester; however, it may be necessary to leave certain cadets in positions longer. **Special promotions may be made by the SASI in order to fill a need or to recognize special merit.**

9.4 **CADET SELECTION CRITERIA** Cadets will not be selected for leadership positions based on gender, ethnicity, or pure academic standing. Attitude and performance have always served as the measuring tools for placing cadets in leadership positions.

9.5 **CADET STAFF MEETINGS** The Cadet Wing Commander will conduct a staff meeting for his key officers as required. This will be a mandatory meeting for those staff members designated by the Cadet Wing Commander.

9.6 **DEMOTION CRITERIA** Cadets who are unwilling or unable to perform the duties required, or clearly show that they do not intend to accept all the responsibility associated with a position will be removed from that position and awarded the appropriate permanent rank.

9.7 **PERMANENT AND TEMPORARY RANK** Cadets will wear the permanent rank assigned to their AFJROTC academic year when not holding a position which calls for higher (temporary) rank. Temporary rank will be awarded by the SASI based on the position to which a cadet is assigned. Temporary rank will not automatically be carried over from year to year, and it may be changed any time due to position changes, special promotions, unsatisfactory performance, or demotions.

NOTE: Cadet rank may be removed at any time by the SASI for undesirable behavior or a lack of adherence to AFJROTC standards.

9.8 **ASSIGNMENT OF RANK** When assigned to a position, the cadet may not be awarded the highest temporary rank authorized by the UMD. Cadet performance will be monitored for a period of time before the cadet is promoted to the highest rank authorized, as determined by the SASI.

CHAPTER TEN

CADET CORPS POSITIONS

10.1.0 **POSITION ASSIGNMENTS** Upper class cadets may be assigned positions of responsibility in the Cadet Wing so that they can develop leadership ability, teamwork, organizational skills, and self-discipline. Rank is awarded commensurate with the level of responsibility of the position. Each cadet is expected to perform the responsibilities and duties of the position to which he is assigned. The basic duties of the key positions follow:

10.1.1 **Cadet Wing Commander (CWg/CC)** – Cadet Wing Commander- He or she is responsible for the appearance, discipline, efficiency, training, and conduct of the wing. Planning and coordinating all wing activities, facilities, and resources. Ensuring all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities and coordinating with the SASI.

10.1.2 **Cadet Wing Vice Commander (CWg/CV)** – The cadet Vice Wing Commander is responsible for taking instructions from the Cadet Wing Commander upon what duties need to be dealt with. The Cadet Vice Wing Commander also assumes the responsibilities of the Cadet Wing Commander in his or her absence. The Cadet Vice Wing Commander has the responsibility, just as any other cadet does, to represent themselves as an ambassador of the corps.

10.1.3 **Cadet Reserve Corps Commander (CGp/RCC)** - Responsible for the appearance, discipline, efficiency and conduct of the reserve cadets. Includes planning and coordinating all reserve activities, facilities, resources and thereby ensuring all members of the reserve cadet corps have the opportunity to participate in the active program.

10.1.4 **Cadet Executive Officer (CWg/CCE)** Responsible for all tasks assigned by the cadet wing commander. Aides in scheduling and coordinating activities of the cadet wing commander.

10.1.5 **Cadet Public Affairs Officer (CWg/PA)** Responsible for establishing an active public affairs program. For submitting news articles to school and local newspapers concerning cadet activities and updating SC-932 blog. For providing all wing photographic service. Performing other duties as assigned by the CWg/CC.

10.1.6 **Cadet Command Chief Master Sergeant (CWg/CCC)** Responsible for providing recommendations to the wing commander based on inputs from ASI and ASII class cadets and acts as liaison between the corps and wing staff.

10.1.7 **Cadet Operations Group Commander (COG/CC)** Responsible for the appearance, discipline, effectiveness, training, and conduct of the cadet operations group. Performing other duties as assigned by the cadet wing commander.

10.1.8 **Cadet Operations Group Deputy Commander (COG/CD)** Responsible for special teams activities and reports to the group commander. Ensures cadet operations group activities are conducted in accordance with current instructions, policies, and procedures. Performing other duties as assigned by the cadet operations group commander.

10.1.9 **Cadet Operations Support Squadron Commander (COSS/CC)** Responsible for overseeing training, standardization, and drill and ceremonies are conducted properly. Preparing the cadet wing master operations plan. Preparing weekly operations orders. Ensuring training goals are met by each cadet. Performing other duties as assigned by the cadet operations group commander.

10.1.10 **Cadet Flight Commander (Flt/CC)** Responsible for maintaining the appearance, discipline, efficiency, training, and conduct of the flight. Planning and coordinating activities within the flight. Recommending the top cadets within the flight for awards and recognition to the cadet operations squadron commander. Performing other duties as assigned by the cadet operations group commander.

10.1.11 **Cadet Support Group Commander (CSG/CC)** – Responsible for the appearance, discipline, effectiveness, training, and conduct of the cadet support group. Attending wing staff meetings. Performing other duties as assigned by the cadet wing commander.

10.1.12 **Cadet Support Group Deputy Commander (CSG/CD)** – Responsible for standardization evaluation (StanEval) for the cadet mission support group. Ensuring all cadet mission support group activities are conducted in accordance with current regulations, directives, policies, and procedures. Performing other duties as assigned by the cadet support group commander.

10.1.13 **Cadet Mission Support Squadron Commander (CMSS/CC)** – Responsible for maintaining administrative and personnel files, to include a record of all community service hours each cadet accumulates, and continuity notebooks. Performing other duties as assigned by the cadet support group commander.

10.1.14 **Cadet Services Squadron Commander (CSV/CC)** – Responsible for ensuring a high level of morale and esprit de corps. Promoting a wellness program within the wing. Performing other duties as assigned by the cadet support group commander.

10.1.15 **Cadet Special Projects Officer (CSV/SP)** Responsible for the planning, coordinating, and execution of all wing special activities. Maintaining current special project continuity notebooks. Performing other duties as assigned by the cadet services squadron commander.

10.1.16 **Cadet Wellness Officer (CSV/PT)** Responsible for operating the AFJROTC cadet wellness program. Posting current health awareness information on bulletin boards. Performing other duties as assigned by the cadet services squadron commander.

10.1.17 **Cadet Recruiting Officer (CSV/RO)** Responsible for the planning, coordinating and executing the annual recruiting efforts. Ensures community awareness during on and off site activities.

10.1.18 **Cadet Special Teams Commander (SV/CG)** Responsible for commanding the color guard, honor guard, saber team, and drill team. Assisting in the planning and coordination for all parades and ceremonies. Providing instruction and supervision for all retreat and flag-raising ceremonies. Performing other duties as assigned by the cadet services squadron commander.

10.1.19 **Cadet Logistics Group Commander (CLG/CC)** Responsible for the appearance, discipline, effectiveness, training, and conduct of the cadet logistics group. Performing other duties as assigned by the cadet wing commander.

10.1.20 **Cadet Logistics Group Deputy Commander (CLG/CD)** Responsible for standardization evaluation for the cadet logistic group. Ensuring all cadet logistics group activities are conducted in accordance with current guidance. Performing other duties as assigned by the cadet logistics group commander.

10.1.21 **Cadet Logistics Support Squadron Commander (CLGL/CC)** Responsible for coordinating logistical support. Performing other duties as assigned by the cadet logistics group commander.

CHAPTER ELEVEN

CADET PROJECT OFFICERS

11.1.0 **DUTIES** The Cadet Wing Commander will appoint a Cadet Project Officer (PO) for each major task assigned to the cadet corps. Project Officers will be responsible for planning, coordinating, and supervising their specific projects. Each PO will complete a project continuity notebook for each assigned task/event.

11.2 **PROJECT CONTINUITY NOTEBOOK** The project continuity notebook (prefer electronic copies) should include, but is not limited to, the following information:

11.2.1 Point of Contact roster (Names, titles, and phone numbers of those contacted to coordinate the event).

11.2.2 Master list of attendees/participants by name.

11.2.3 Event budget (identifies all requirements and associated costs.)

11.2.4 Event/Program itinerary.

11.2.5 Supplies, resources and materials required (as applicable).

11.2.6 Comments or suggestions for future project officers.

11.2.7 Names of Project Officer and cadets who helped complete the project.

11.3 **SPECIAL REQUIREMENTS** The Project Officer will schedule planning or practice sessions and will make regular progress reports to the corps commander and SASI. The PO will brief the corps commander and SASI on final details at least two days prior to the event. The PO will turn in the completed continuity notebook to the Cadet Mission Support Squadron Commander at the completion of the project.

CHAPTER TWELVE

AWARDS AND DECORATIONS

12.1.0 **PURPOSE** The AFJROTC recognition program is designed to honor cadets who exhibited overall exceptional performance. Award winners are selected based on criteria prescribed by Air Force regulations. Ribbons are earned by meeting the criteria listed in this handbook. The Cadet Awards and Decorations Program fosters morale, esprit de corps, and recognizes achievements of AFJROTC cadets. Only Awards and Decorations approved by HQ AFOATS/JR and listed in this guide may be worn.

12.1.1 Medals and ribbons may be worn simultaneously for formal, semiformal, and/or special occasions of a limited nature (as specified by the SASI). Place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned 1/2 inch below bottom row of ribbons.

12.1.2 Refer to AFI 36-2903 for instructions on stacking multiple medals, and wear of devices on ribbons and medals. The routine wear of medals is **prohibited**.

12.2 Order of Precedence

12.2.1 Special Awards

1. Gold Valor Award
2. Silver Valor Award
3. Cadet Humanitarian Award
4. Community Service with Excellence Award

12.2.2 National Awards

5. Air Force Association Award
6. Daedalian Award
7. American Legion Scholastic Award
8. American Legion General Military Excellence Award
9. Daughters of the American Revolution Award
10. American Veterans Award
11. Reserve Officers Association Award
12. Military Order of World Wars Award
13. Military Officers Association Award (formerly called "The Retired Officers Association Award")
14. Veterans of Foreign Wars Award
15. National Sojourners Award
16. Sons of the American Revolution Award
17. Scottish Rite, Southern Jurisdiction Award
18. Military Order of the Purple Heart Award
19. Air Force Sergeants Association Award
20. Sons of Union Veterans of the Civil War Award
21. Sons of Confederate Veterans H.L. Hunley Award
22. Tuskegee Airmen Incorporated Air Force Junior ROTC Cadet Award

23. The Retired Enlisted Association Award
24. The Celebrate Freedom Foundation Award
25. National Society United States Daughter of 1812
26. Air Commando Association Award
27. Non-Funded National Awards (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, etc.) (Organization must be submitted to and approved by HQ AFJROTC: award criteria must be published in Cadet Guide or Unit Operating Instruction)

12.2.3 AFJROTC Awards

28. Distinguished Unit Award and Distinguished Unit Award w/Merit
29. Outstanding Organization Award
Aerospace and Technology Honors Camp Ribbon
(use the same ribbon as the Leadership School Ribbon and add the H device)
30. Outstanding Flight Award
31. Top Performer Award
32. Outstanding Cadet Ribbon
33. Leadership Ribbon
34. Achievement Ribbon
35. Superior Performance Ribbon
36. Academic Ribbon
37. Leadership School Ribbon
38. Special Teams Competition
39. Orienteering Ribbon
40. Cocurricular Activities Leadership Ribbon
41. Drill Team Ribbon
42. Color Guard Ribbon
43. Saber Team Ribbon
44. Marksmanship Ribbon
45. Good Conduct Ribbon
46. Service Ribbon
47. Health and Wellness
48. Recruiting Ribbon
49. Activities Ribbon
50. Attendance Ribbon
51. Dress and Appearance Ribbon
52. Longevity Ribbon

12.3 AFJROTC cadets are authorized to wear ribbons earned while enrolled in United States Army, United States Navy, or United States Marine Corps JROTC. AFJROTC cadets will wear AFJROTC ribbons above and to the left of other service JROTC ribbons or awards. Group ribbons according to service with the order of precedence determined by the regulations of each service. Other services' ribbons are grouped by service in the following order: Army, Navy, and Marine Corps.

12.4 Badges or insignia from Active Duty, Guard, Reserve, or any other non-AFJROTC group are not authorized on the AFJROTC uniform. Badges, ribbons or insignia from middle school programs such as Youth Leadership Corps are not authorized on the AFJROTC uniform.

12.5 Descriptions and Criteria.

12.5.1 **Gold Valor Award.** Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty.

12.5.2 **Silver Valor Award.** Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award.

12.5.3 **Cadet Humanitarian Award.** Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community.

12.5.4 **Community Service with Excellence Award.** Award consists of a ribbon and certificate. It is intended to recognize those individual cadets who provide significant leadership in the planning, organizing, directing, and executing of a major unit community service project that greatly benefit the local community. This is not an award given to participants but to the key leader(s) of the project.

12.5.5 **Air Force Association (AFA) Award.** This AFA-sponsored award consists of a medal and ribbon and is presented annually at each unit to the outstanding second-year (in a 3-year program) or third-year cadet (in a 4-year program).

12.5.5.1 The award recipient must possess/meet the following personal characteristics and eligibility criteria:

- Positive attitude (toward AFJROTC and school).
 - Outstanding personal appearance (uniform and grooming).
 - Display personal attributes such as initiative, judgment, and self-confidence.
- Courteous demeanor (promptness, obedience, and respect for customs).

12.5.6 **Daedalian Award.** The Order of Daedalians is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. The award also includes a ribbon.

12.5.6.1 This annual award recognizes one outstanding third-year cadet at each unit that meets the following criteria:

- Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.
- Indicate the potential and desire to pursue a military career.

- Rank in the top 10% of their AS class.
- Rank in the top 20% of their school class.

12.5.7 American Legion Scholastic Award. This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a scholastic scroll.

12.5.7.1 This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's overall scholastic achievements. Each cadet must:

- Rank in the top 10% of the high school class.
- Rank in the top 25% of their AS class.
- Demonstrate leadership qualities.
- Actively participate in student activities

12.5.8 American Legion General Military Excellence Award. This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature attachment depicting a torch.

12.5.8.1 This award is presented annually to one second- or third-year cadet (in a 3-year program) or a third- or fourth-year cadet (in a 4-year program) based on the cadet's general military excellence. Each cadet must:

- Rank in the top 25% of their AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

12.5.9 Daughters of the American Revolution (DAR) Award. This award consists of a bronze medal and ribbon.

12.5.9.1 This award is presented annually to one third-year (in a 3-year program) or fourth-year cadet (in a 4-year program) that meets the following criteria:

- Rank in the top 25% of their AS class.
- Rank in the top 25% of their high school class.
- Demonstrate qualities of dependability and good character.
- Demonstrate adherence to military discipline.
- Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.

12.5.10 American Veterans (AMVETS) Award. This award consists of a medal pendant and ribbon.

12.5.10.1 This award is presented annually to one qualified cadet that possesses individual characteristics contributing to leadership such as:

- A positive attitude toward AFJROTC programs and service in the Air Force.
- Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).
- Personal attributes (initiative, dependability, judgment, and self-confidence).

- Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
- Obtained a grade of “A” (or the numerical equivalent) in their AS class.
- Be in good scholastic standing in all classes at the time of selection and at the time of presentation.

12.5.11 **Reserve Officers Association (ROA) Award.** This award consists of a bronze medal, ribbon, and certificate.

12.5.11.1 This award is presented annually for military and academic achievement to an outstanding third-year cadet (fourth-year cadet in a 4-year program). The recipient must possess individual characteristics contributing to leadership such as:

- Positive attitude toward the AS curriculum.
- Outstanding personal appearance (wear of the uniform, posture, and grooming).
- Attributes of initiative, judgment, and self-confidence.
- Courtesy (promptness, obedience, and respect).
- Growth potential (capacity for responsibility, high productivity, adaptability to change).
- Demonstrate the highest personal, ethical standards & strong positive convictions.
- Rank in the top 10% of their AS class.

12.5.12 **Military Order of World Wars Award.** This award consists of a bronze medal pendant, certificate, and ribbon.

12.5.12.1 This award is presented annually to an outstanding cadet who has committed to continue the aerospace science program the following school year. Selection is based on outstanding accomplishments or service to the AFJROTC unit.

12.5.13 **Military Officers Association of America (MOAA) Award.** This award, formerly known as The Retired Officers Association Award, consists of a medal pendant with ribbon.

12.5.13.1 This award is presented annually to an outstanding second-year cadet (third-year cadet in a 4-year program) who shows exceptional potential for military leadership. Each cadet must:

- Be a member of the junior class.
- Be in good academic standing.
- Be of high moral character.
- Show a high order of loyalty to the unit, school, and country.
- Show exceptional potential for military leadership.

12.5.14 **Veterans of Foreign Wars (VFW) Award.** This award consists of a medal pendant with ribbon.

12.5.14.1 This award presented annually to an outstanding second- or third-year cadet in a 3-year program (third- or fourth-year cadet in a 4-year program) who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

- Have a positive attitude toward AFJROTC.
- Have outstanding military bearing and conduct.
- Possess strong positive personal attributes (such as courtesy, dependability, punctuality, respect, and cooperation).
- Demonstrate patriotism (being a member of the color guard or drill team) and actively promote Americanism.
- Demonstrate leadership potential.
- Attain a grade of “B” in AFJROTC with an overall average grade of “C” in all subjects for the previous semester.
- Be active in student activities.
- Not have been previous recipients of this award.

12.5.15 **National Sojourners Award.** This award consists of a ribbon, medal pendant, and certificate.

12.5.15.1 This award is presented annually recognizing an outstanding first- or second-year cadet (second or third-year cadet in a 4-year program) who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must:

- Be in the top 25% of their academic class.
- Encourage and demonstrate ideals of Americanism.
Demonstrate potential for outstanding leadership.
- Not have previously received the award.

12.5.15.2 The SASI selects the recipient subject to the final approval of the sponsoring National Sojourners chapter. The SASI requests the award from the nearest local chapter in February for presentation in April or May. A representative from the National Sojourners will make the award presentation at an appropriate ceremony. If no local chapter is available or if the local chapter does not offer the award, contact the headquarters of the National Sojourners.

12.5.16 **Sons of the American Revolution (SAR) Award.** This award consists of a bronze medal with ribbon.

12.5.16.1 This award recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program who is enrolled in the AFJROTC program. The recipient must exhibit a high degree of leadership, military bearing, and all-around excellence in AS studies and not have previously received the award. Each cadet must:

- Be currently enrolled in the AFJROTC program.
- Be in the top 10% of their AFJROTC class.
- Be in the top 25% of their overall class.

12.5.16.2 The SASI and the Principal select the recipient of the award not later than 1 March. The SAR national headquarters furnishes the secretary of each applicable SAR state organization a list of the AFJROTC units in their state. A representative of SAR will present the award and correspond directly with each unit within their area. The SASI makes arrangements for presentation with the applicable state society or local chapter.

12.5.17 Scottish Rite, Southern Jurisdiction Award. This award consists of a medal, ribbon, and certificate.

12.5.17.1 This award annually recognizes an outstanding second-year cadet in a 3-year program or third-year cadet in a 4-year program. Each cadet must:

- Contribute the most to encourage Americanism by participation in extracurricular activities or community projects.
- Demonstrate academic excellence by being in the top 25% of class.
- Demonstrate the qualities of dependability, good character, self-discipline, good citizenship and patriotism.
- Not have been a previous recipient of this award.

12.5.17.2 The SASI selects the recipient and requests the award from the nearest Scottish Rite Valley of the Southern Jurisdiction at any time during the calendar year. With a 30-day notice, a representative of the Scottish Rite Valley of the Southern Jurisdiction will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Scottish Rite Valley of the Southern Jurisdiction. The star worn on the ribbon must be procured with private or unit funds and will not be furnished by the sponsoring organization.

12.5.18 Military Order of the Purple Heart Award. This award consists of a medal pendant with a ribbon.

12.5.18.1 This award annually recognizes an outstanding second- or third-year cadet (third- or fourth-year cadet in a 4-year program) who is enrolled in the AFJROTC program and demonstrates leadership ability. Each cadet must:

- Have a positive attitude toward AFJROTC and country.
- Hold a leadership position in the cadet corps.
- Be active in school and community affairs.
- Attain a grade of “B” or better in all subjects for the previous semester.
- Not have been a previous recipient of this award.

12.5.18.2 The SASI selects the recipient and requests the award from the nearest Military Order of the Purple Heart unit in February for presentation in April or May. A representative of the Military Order of the Purple Heart will make the presentation at an appropriate ceremony. If no local unit is available, or if the local unit does not offer the award, obtain information by contacting the national headquarters of the Military Order of the Purple Heart.

12.5.19 Air Force Sergeants Association (AFSA) Award. This annual award consists of a medal pendant with a ribbon.

12.5.19.1 This award recognizes an outstanding second- or third-year cadet in a three-year program (third- or fourth-year cadet in a 4-year program). The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:

- Be in the top 25% of the AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- Not have been a previous recipient of this award.

12.5.19.2 The SASI, as chairperson, with the ASI, recommends the recipient of the award at least 60 days prior to the desired presentation date, but not later than 15 April. The SASI requests the award and an AFSA presenter from the nearest AFSA chapter. If information on the nearest chapter is not available, or if there is no active AFSA chapter in the area, the SASI will contact the AFSA international headquarters to obtain the name and address of the division president whose area of responsibility is nearest the requesting school.

12.5.20 Sons of Union Veterans of the Civil War (SUVCW) Award. This award consists of a medal pendant with a ribbon.

12.5.20.1 This award recognizes one deserving cadet annually (may be first, second, third, or fourth year cadet). The recipient must display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability.

12.5.20.1 The SASI and ASI select the recipient and must request presentation materials from a local camp or the respective SUVCW state department. The contact information for the state departments or local camps is located on the SUVCW website.

12.5.21 Sons of Confederate Veterans H. L Hunley Award. This award should go to a rising second year cadet who has demonstrated the qualities of Honor, Courage and in particular Commitment to his/her unit throughout the school year. This award consists of a Medal ribbon and a certificate. One month prior to awards program unit should submit application to point of contact with deserving cadet's name and rank and a check for \$30 (Unit cannot use AF Funds to pay for this award.)

12.5.22 Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award. This TAI sponsored award consists of a ribbon and a certificate.

12.5.22.1 This award is presented annually to two cadets. Cadets may be first-year, second-year, or third-year cadets (in a 3- or 4-year program) and must meet the following criteria:

- Attain a grade of "B" or better in their AS class.
- Be in good academic standing.
- Actively participate in cadet corps activities.
- Participate in at least 50% of all unit service programs.

12.5.22.2 The SASI and ASI select the recipients. This award is mailed to all units *proactively* by AFJROTC Unit SC-065, C.A. Johnson Preparatory Academy not later than 1 March. AFJROTC Unit SC-065, C.A. Johnson Preparatory Academy will mail all award devices and certificates in one mass mailing. A follow-up report is required after the award is presented. Provide SC-065 the names and grades of the recipients and date award was presented on the supplied mail back form.

12.5.23 **The Retired Enlisted Association (TREA) Award.** Awarded annually, at the SASI's discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. This award consists of a medal set with ribbon and a certificate from TREA.

12.5.24 **The Celebrate Freedom Foundation.** Awarded annually, at the SASI's discretion, for outstanding performance in academics and cadets corps activities as a first or second year JROTC cadet. This award consists of a ribbon and a certificate.

12.5.25 **National Society United States Daughters 1812 Award.** Awarded annually, at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits. This award consists of a ribbon, medal and certificate.

12.5.26 **Air Commando Association Award.** Awarded annually at the SASI's discretion for completing a one page essay based on a historical AF Special Operations Mission possessing the thirteen critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. This award consists of a ribbon and certificate.

12.5.27 **Non-Funded National Awards.** (i.e., NCOA, National Society, Daughters of Founders and Patriots of America, etc.) (Organization must be submitted to and approved by HQ AFJROTC: award criteria must be published in Cadet Guide or Unit Operating Instruction.)

12.5.28 **Distinguished Unit Award (DUA).** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

12.5.29 **Outstanding Organization Award.** Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. OOA recipients do not receive a streamer.

12.5.30 **Outstanding Flight Ribbon.** Awarded each academic term to members of the outstanding flight under criteria determined by the SASI.

12.5.31 **Top Performer Award.** The Cadet Top Performer Award is a Headquarters, AFJROTC award presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). All currently enrolled cadets may be considered. Specific consideration should be given to cadets not previously recognized for superior performance.

12.5.31.1 The award will recognize a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's annual assessment. Leadership qualities: involvement and positions held in extracurricular activities. Academic performance: nominee must be in good academic standing in all high school course work. Significant self-improvement. Community involvement. Other accomplishments.

12.5.31.2 The SASI may nominate candidates to their respective Area Administrator. Area Administrators will present awards to nominees during their visit unless personal observation of the cadet warrants otherwise. SASIs may select recipients and present award in years that unit does not receive AA visit.

12.5.31.3 Ribbons will be available from HQ AFJROTC and distributed to the Area Administrators for presentation. The award consists of a certificate and a ribbon, which may be presented by the Area Administrator during the visit or the SASI if the cadet(s) is unavailable due to class scheduling conflict, etc. The ribbon may be worn for the duration of a cadet's tenure in AFJROTC.

12.5.32 **Outstanding Cadet Ribbon.** Awarded annually at the SASI's discretion to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.

12.5.33 **Leadership Ribbon.** Awarded at the SASI's discretion for outstanding performance in a position of leadership as an AFJROTC cadet in corps training activities. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance.

12.5.34 **Achievement Ribbon.** Awarded for a significant achievement as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period.

12.5.35 **Superior Performance Ribbon.** Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Present the ribbon for a single or sustained performance of a superior nature. Ensure award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

12.5.36 **Academic Ribbon.** Awarded for academic excellence as signified by attaining an overall grade point average of at least "B" for one academic term, in addition to an "A" average in AFJROTC.

12.5.37 **Leadership School Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration. For each additional Leadership School completion additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a Leadership School instead of the Bronze Star. Limit the Silver Star to 10 percent of the class.

12.5.38 **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, Rifle Teams, Drill Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, etc.

12.5.39 **Orienteering Ribbon.** Awarded to team members for completing unit specific Orienteering Program as part of unit curriculum.

12.5.40 **Cocurricular Activities Leadership Ribbon.** Awarded at the SASI's discretion for 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.

12.5.41 **Drill Team Ribbon.** Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

12.5.42 **Color Guard Ribbon.** Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

12.5.43 **Saber Team Ribbon.** Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

12.5.44 **Marksmanship Team Ribbon.** Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

12.5.45 **Good Conduct Ribbon.** Criteria for this award will be established by SASI and published in *Cadet Guide* or *Unit Operation Instruction*.

12.5.46 **Service Ribbon.** Awarded at the SASI's discretion for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization.

*Participation in Drill Teams, Saber Teams or Color Guard Teams does not qualify for the Service Ribbon (see above criteria for Drill Team Ribbon) unless community service hours are awarded within established local criteria.

12.5.47 **Health and Wellness Ribbon.** Awarded by the SASI for participation in the health and wellness physical fitness program. All cadets who participate in the wellness program will receive the Health and Wellness Ribbon. All cadets who participate in the Presidential Physical Fitness Program and score in the 75-84 percentiles will receive a second Health and Wellness Ribbon and a Bronze Star device. If a cadet earns a percentile score of 85-95 they will receive a second Health and Wellness Ribbon and wear a Silver Star. If they receive a 96-100 percent they will receive a second Health and Wellness Ribbon and they will wear the Gold Star on the ribbon. The percentiles are computed automatically under Presidential Physical Fitness Program Assessment in WINGS.

12.5.48 **Recruiting Ribbon.** Awarded for outstanding effort in support of unit recruiting activities. The SASI awards this ribbon based on locally developed criteria, which must be included in the unit Cadet Guide or unit Operating Instructions.

12.5.49 **Activities Ribbon.** Awarded for participation in co-curricular activities other than those that qualify for the *Color Guard*, *Drill Team*, and *Special Teams Competition* ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, 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. The SASI awards this

ribbon using locally developed criteria which must be included in the Cadet Guide or unit Operating Instruction.

12.5.50 Attendance Ribbon. Awarded to cadets with no more than 4 excused absences and no unexcused absences in an academic term (may also be applied to class tardiness at the SASI's discretion.)

12.5.51 Dress and Appearance Ribbon. Awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards.

12.5.52 Longevity Ribbon. Awarded for completion of each AS year.

12.6 CAP Awards. Only five CAP ribbons (General Carl Spaatz Award, General Ira C. Eaker Award, Amelia Earhart Award, General Billy Mitchell Award, and the General J. F. Curry Achievement Award) may be worn on the AFJROTC uniform. Units should contact the nearest CAP unit to obtain awards, invite presenters, or obtain any guidance on criteria or presentation. A unit locator can be found at <http://www.cap.gov/join/unitlocator/html>.

12.7 OUTSTANDING FLIGHT COMPETITION To encourage flight-level esprit de corps, each semester, instructors will evaluate each flight based on each flight's cadets collective performance. The flight commander will submit in writing the accomplishments of the flight to the SASI at the end of each semester for consideration. The flight from BHS and BFA selected will earn the distinction as Outstanding Flight and will be awarded the Outstanding Flight Ribbon for each cadet within the flight. The Honors flights are ineligible for this competition.

12.8 JAMES F. BYRNES HIGH SCHOOL RECOGNITION. James F. Byrnes High School approved special recognition and their respective criteria:

12.8.1 Byrnes Outstanding Cadet of the Year Award. This is awarded to one select cadet from each year of AFJROTC. Selected cadets do not qualify for the Byrnes Distinguished Cadet of the Year Award. Recipients receive the Outstanding Cadet Ribbon. Cadets must meet the following criteria:

- High moral character
- Demonstrate positive personal attributes
- Display outstanding military potential
- Maintain consistent academic and military excellence

12.8.2 Byrnes Distinguished Cadet of the Year Award. This award is presented to the Top 5 percent of cadets based on a combination of academics, dress and appearance, and attitude. These exceptional cadets best represent the Corps. Selected cadets do not qualify for the Byrnes Outstanding Cadet of the Year Award. Cadets selected receive the Superior Performance Ribbon.

12.8.3 James O. Alford Distinguished Cadet of the Year Award. This is awarded to any cadet in at least their second year viewed by the instructors as a model cadet. The Cadet selected will receive the Superior Performance Ribbon. Cadets must meet the following criteria:

- Consistently exceeds dress and appearance standards
- Exhibits strong leadership qualities
- Achieves an AFJROTC academic GPA of at least a 3.0
- Earned a 75% on the wellness exercise model
- Demonstrates unquestionable character

CHAPTER THIRTEEN

AFJROTC BLOCK LETTERS

13.1.0 **AUTHORITY** The Principal of James F. Byrnes High School has authorized the AFJROTC department to award Block “B” letters based on outstanding achievement in the AFJROTC program.

13.2 **PURPOSE** The award of these letters is reserved for a select few exceptional cadets who best represent the model cadet that other cadets may emulate. These letters are not awarded to every cadet who simply meets the minimum criteria to be nominated for consideration. To ensure this privilege maintains the highest of standards, the SASI will award these letters extremely judiciously.

13.3 **DESCRIPTION** The AFJROTC Block “B” is a gray letter trimmed in blue with the letters JROTC embroidered in red on the letter.

13.4 **AUTHORIZED WEAR OF THE LETTER** The AFJROTC Block “B” will be presented to cadets who meet established criteria. The block letter may only be awarded once during a cadet’s tenure in the Byrnes AFJROTC program. However, for cadets who meet the criteria below in subsequent years, they will be awarded one hash mark per year. The letter will be worn on the Byrnes High School athletic jacket, which may be purchased only with a letter of authorization from the SASI. Each earned hash mark will be worn centered, below the block letter. The cadet’s name may be embroidered in red on the right chest area of the jacket. No other devices, medals, patches or lettering will be worn on the block letter or letter jacket without permission from the SASI. The SASI may approve special letter devices for special team participation, patches for special awards or honors, and medals for specific AFJROTC achievement.

13.5 **CRITERIA FOR THE AWARD OF THE AFJROTC BLOCK LETTER** The AFJROTC instructor staff will assess candidates who qualify for award of the letter. The block letter will be awarded at the year-end awards ceremony. Each nominated candidate must meet the following criteria during the academic year to compete for award of the AFJROTC Block Letter:

- Must have an “B” average in AFJROTC for three years.
- No failing academic grades for the year.
- Three years of special teams (competed in at least one drill meet per year.)
- No failed uniform inspections or missed uniform wears.
- No adverse discipline/punishments from the Byrnes discipline code (e.g. OSS, ISS, PD for discipline, etc.)
- AFJROTC instructor recommendation.

CHAPTER FOURTEEN

CO-CURRICULAR ACTIVITIES AND FIELD TRIPS

14.1.0 DESCRIPTION OF ACTIVITIES Co-curricular activities are leadership oriented, voluntary, and involve time after school. Some AFJROTC co-curricular activities include: Special Performance Teams (i.e., Color Guard, Honor Guard, Saber Team, Drill Team) Orienteering team, Academic team, Model, and Rocketry Clubs.

14.2 REQUIREMENTS Participation in AFJROTC activities is limited to those cadets who maintain the highest standards. Competing team members must be eligible for Interscholastic Competition, Non-athletic as defined by the South Carolina Education Improvement Act of 1984.

14.3 FIELD TRIPS Cadets make Curriculum-In-Action (CIA) field trips to airports, industries, and military installations. Cadets also participate in parades, drill meets, and perform color guard duty. Parents must complete a General Liability/Travel Permission Form before cadets will be allowed to travel off campus. Students may defray costs not covered by the Air Force and District Five funds, or fund-raising efforts. Cadets who are failing an academic course, owe school fees, or have serious discipline issues (ISS, OSS and principal detention) are not allowed to go on field trips or attend unit events.

14.3.1 Parents are required to complete a medical treatment consent, power and attorney forms before cadets make field trips. Air Force Regulation authorizes AFJROTC cadets hospitalization and medical care for emergencies occurring while cadets are participating in AFJROTC sponsored visits to Air Force installations. Otherwise, cadets will be taken to the closest civilian medical facility for treatment.

14.4 AIRCRAFT FLIGHTS Cadets are authorized by the Department of Defense (DOD) to take orientation flights in military aircraft during one of their years in AFJROTC. Parents must sign a flight permission form before cadets will be permitted to make such flights.

14.5 BEHAVIOR ON FIELD TRIPS Cadets are expected to conduct themselves in a proper manner at all times during field trips. All school handbook rules apply. Cellular phones and cameras may be carried on field trips, but should be safeguarded at all times. Food and drink will only be permitted with the approval of an AFJROTC instructor. Cadets will not be allowed to date or mix **socially with non-cadets** while on field trips, attending leadership school, or taking part in off-campus activities that are supervised by AFJROTC instructors. Cadets will follow published Rules of Engagement policies for all trips. The buddy System (wingman concept) will apply at all times. Cadets will not leave supervised areas without a cadet companion and permission from an AFJROTC instructor.

14.6 SUMMER LEADERSHIP SCHOOL Summer Leadership School (SLS), is designed to offer select cadets with proven leadership abilities the opportunity to hone their leadership skills in an intense, controlled environment. These schools are hosted by various AFJROTC units and are held annually each summer. A limited number of SC-932 cadets may be offered the opportunity attend SLS. The AFJROTC instructor staff will nominate cadets and the SASI will make the final determination. The cadets are issued extra uniforms and charged nominal fees for room, rent, registration, transportation, and food. SLS is an informative, challenging, and rewarding experience that will greatly enhance the leadership ability of cadet officers. Additionally, it provides and excellent opportunity to exchange ideas and interface with cadets from other units.

CHAPTER FIFTEEN

COIN CHALLENGE RULES

(VOLUNTARY PROGRAM ONLY)

15.1.0 The tradition of a challenge is the most common way to ensure that members are carrying their registered coin. The tradition of the coin challenge is meant to be a source of morale in a unit; beware, a challenge can cause different effects—win the challenge your morale soars, lose the challenge, morale of others soar.

RULES OF ENGAGEMENT (Voluntary Program Only)

15.1.1 A participant **MUST** register their coin before participating in a coin challenge. Each flight will designate a Sergeant of Arms (SOA) who will keep a binder with the name of participants and coin descriptions.

15.1.2 Authorized challenge coins may be any military organizational coin, a souvenir coin, old currency coins (silver dollars, silver half dollars) or any coin an instructor authorizes.

15.1.3 A challenge is made by a challenger placing his/her coin intentionally on any flat surface or unintentionally on a flat surface or dropped (dropped coins do not need to be still, stopped spinning, or flat.)

15.1.4 The participants must produce their coin within 30 seconds of a challenge without leaving the room.

15.1.5 Any participant(s) unable to produce their registered coin will buy all participants present a drink/soda of the challengers/losers choice. A drink is classified as a purchased item (CapriSun, sodas, Hi C, etc.)

15.1.6 If everyone being challenged produces their coin, the challenger must buy the drinks/sodas for all the registered participants only.

15.1.7 Failure to buy drinks is a despicable crime and you will be removed from all future coin challenges. One week to pay up. The SOA will keep record of all coin challenges.

15.1.8 Coin challenges are only allowed with prior instructor permission. Any and all unauthorized coin challenges will result in the challenger to buy drinks for all registered participants.

15.1.9 Only one coin check per 24 hours while on field trips. This will give participants who have lost or misplaced coins a chance to purchase and reregister the new coin.

15.1.10 All disputes will be decided by the **lowest** ranking cadet!

ATTACHMENT 1

FLIGHT DRILL SEQUENCE FOR HQ AFJROTC ASSESSMENT

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

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

ATTACHMENT 2

21 DRILL PERFORMANCE EVALUATION

EACH MEMBER OF EACH FLIGHT WILL PERFORM THE FOLLOWING COMMANDS IN THE ORDER LISTED. TOTAL TIME ALLOWED FOR COMPLETION WILL BE 2 1/2 MINUTES. NOTE: MUST ASK FOR PERMISSION BEFORE ENTERING DRILL PAD AREA.

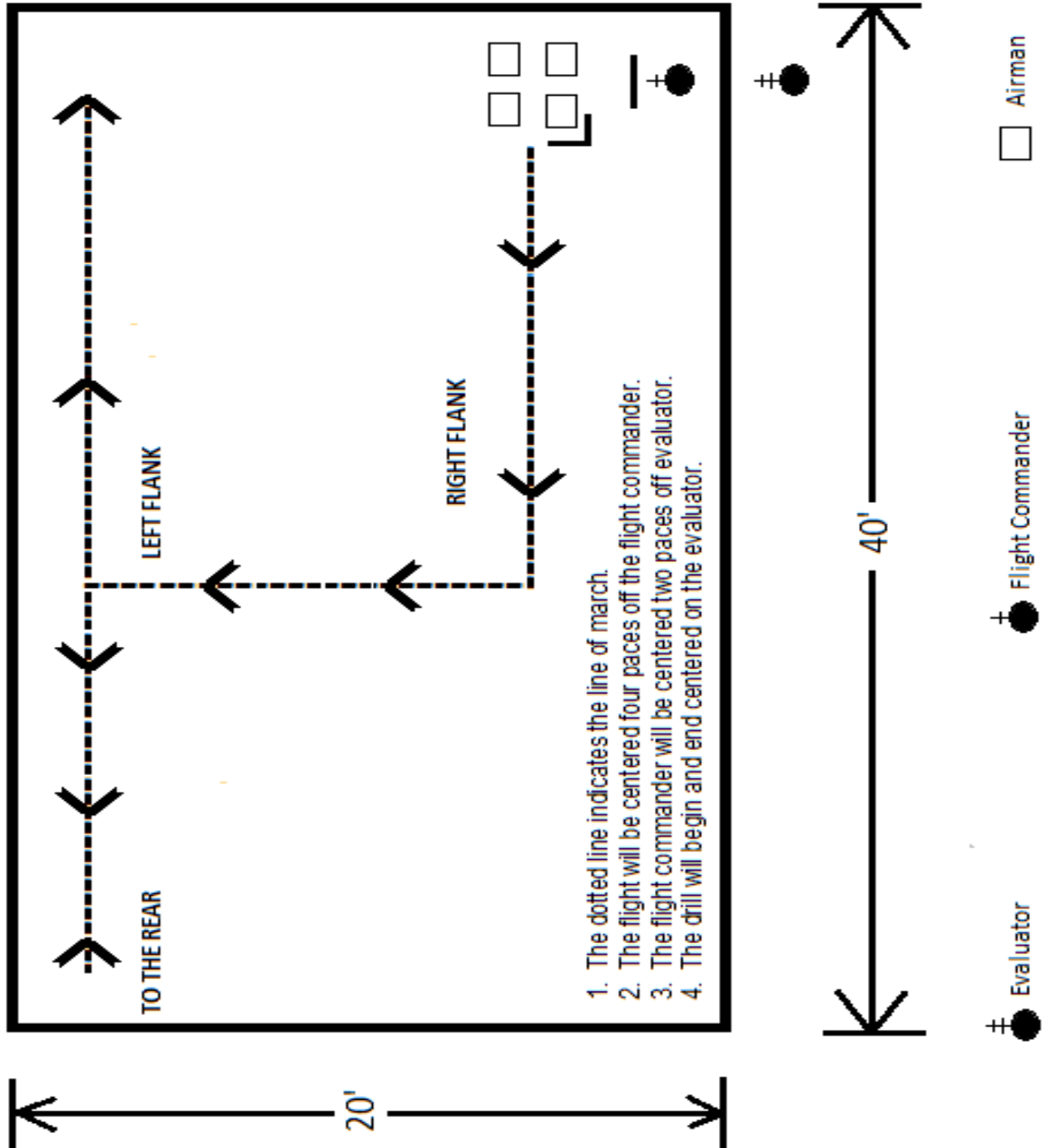
(SIR, REQUEST PERMISSION TO ENTER DRILL PAD AREA)

- | | |
|--------------------------|------------------------|
| 1. FALL IN | 12. LEFT FLANK, MARCH |
| 2. REPORT* | 13. TO THE REAR, MARCH |
| 3. OPEN RANKS, MARCH | 14. FLIGHT, HALT |
| 4. READY, FRONT | 15. LEFT, FACE |
| 5. CLOSE RANKS, MARCH | 16. ABOUT, FACE |
| 6. PRESENT, ARMS | 17. RIGHT STEP, MARCH |
| 7. ORDER, ARMS | 18. FLIGHT, HALT |
| 8. RIGHT, FACE | 19. LEFT STEP, MARCH |
| 9. FORWARD, MARCH | 20. FLIGHT, HALT |
| 10. COUNT CADENCE, COUNT | 21. FALL OUT |
| 11. RIGHT FLANK, MARCH | |

* REPORT: "SIR, YOUR NAME, REPORTING FOR INDIVIDUAL DRILL EVALUATION".

ATTACHMENT 3

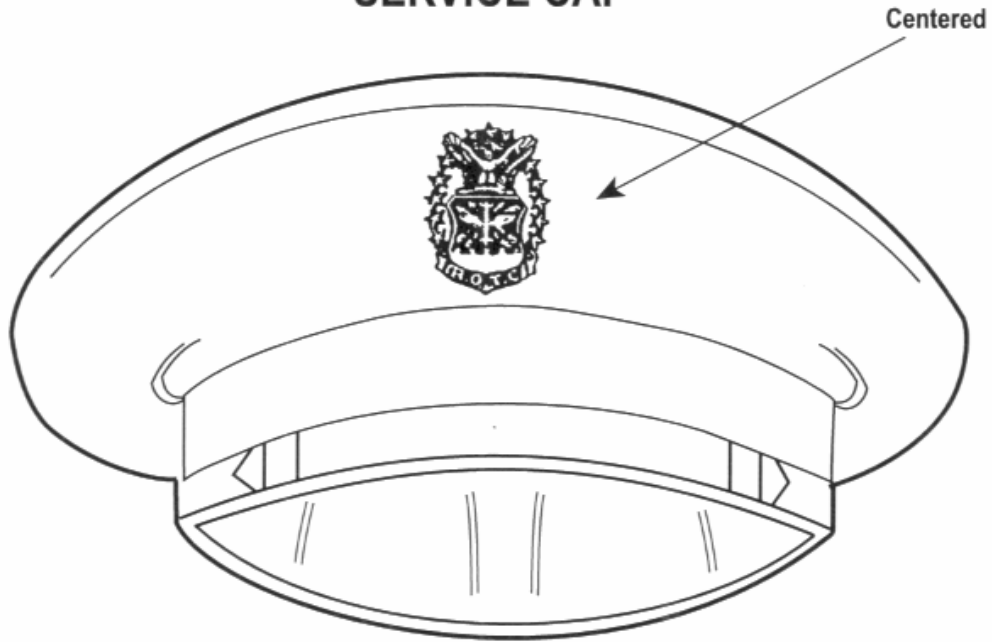
Drill Pad Area Diagram



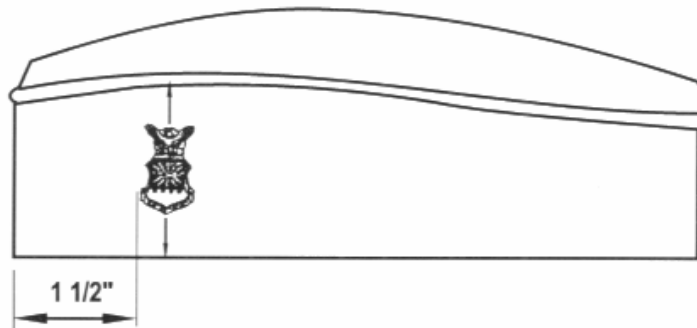
ATTACHMENT 4

CADET MALE HEADGEAR

SERVICE CAP



FLIGHT CAP



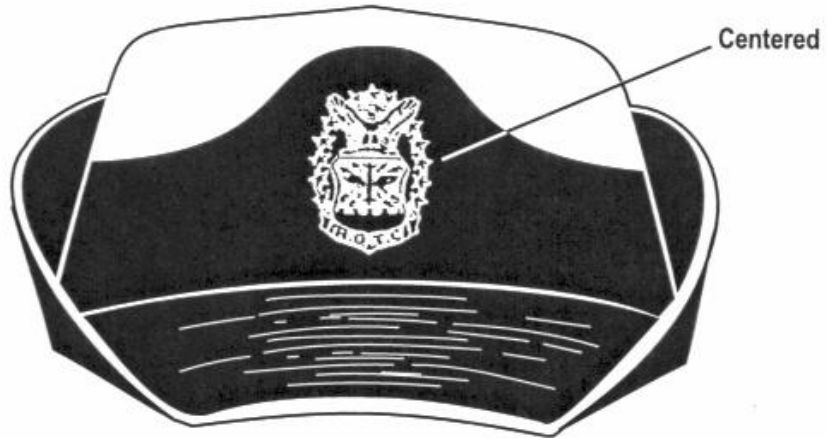
Centered top to bottom and
1 1/2 inches from front of cap

Officers wear hat insignia surrounded with stars
Insignia without stars is worn by enlisted

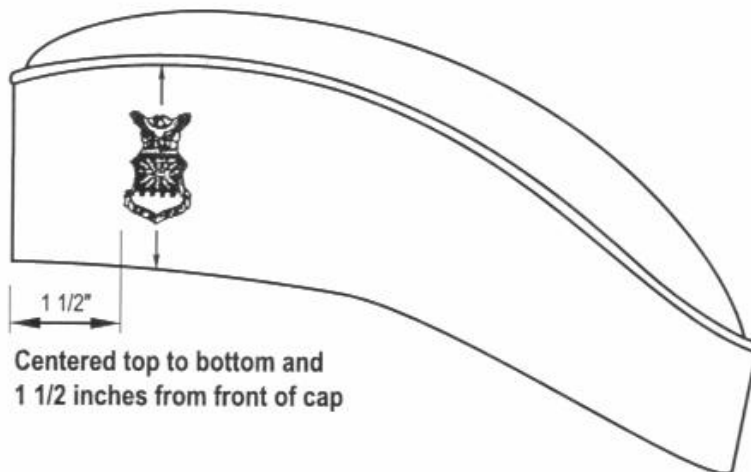
ATTACHMENT 5

CADET FEMALE HEADGEAR

SERVICE CAP



FLIGHT CAP



Officers wear hat insignia surrounded with stars
Insignia without stars is worn by enlisted

ATTACHMENT 6

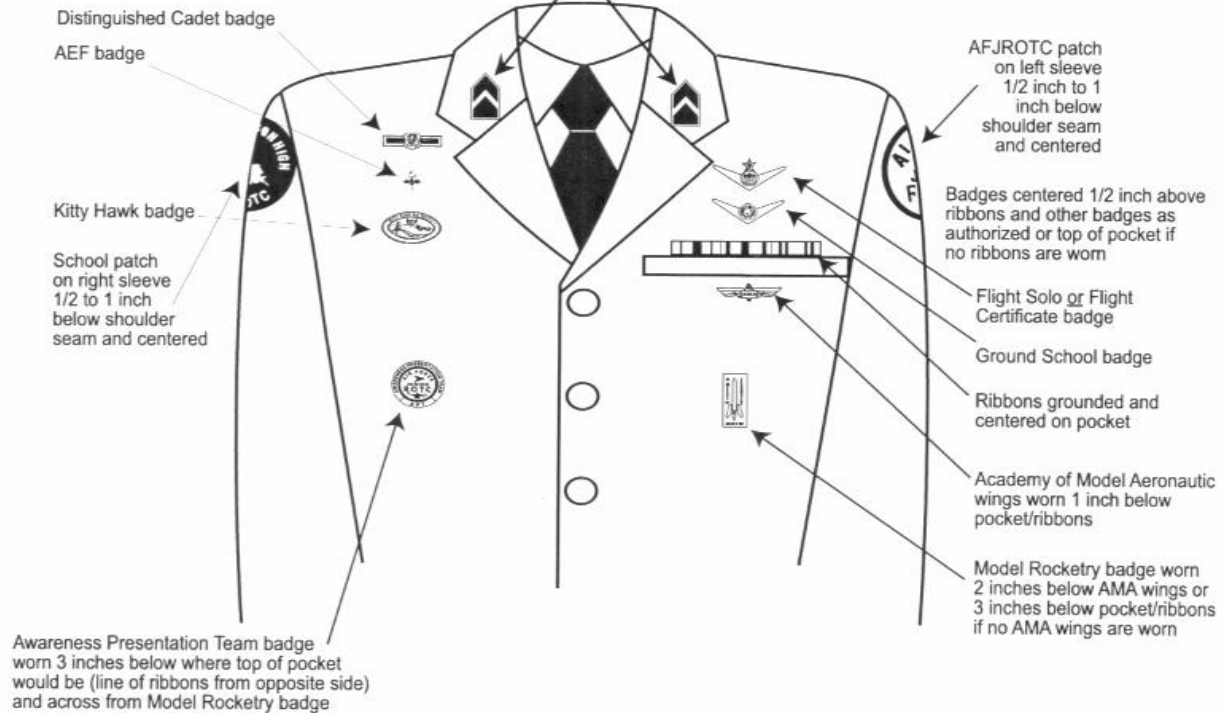
CADET MALE 1620 SERVICE DRESS

All badges centered 1/2 inch above where pocket would be or other badges as authorized

Insignia worn halfway up seam, resting on but not over seam, parallel with ground

Officer and enlisted grade insignia worn on both lapels

Airman Basic wear lapel insignia on both lapels



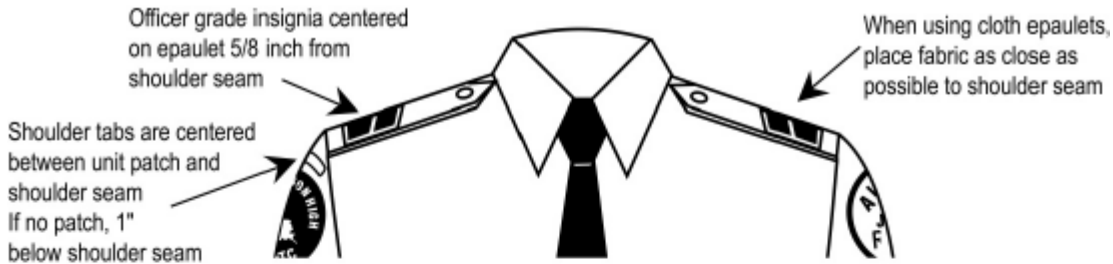
No name tag is authorized on 1620 Service Dress Coat

When the service coat is worn, the tie will be worn with the shirt. The outside pockets are decoration only and no items are to be put in them. Items may be placed in the inside pockets.

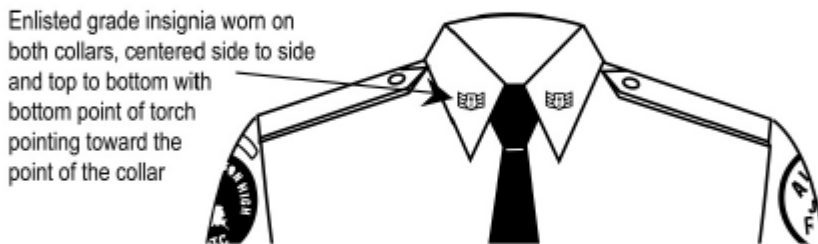
Medals are to be placed under the left breast pocket or ribbons. Consecutive rows are positioned so the medallion is visible.

ATTACHMENT 7

CADET MALE BLUE SHIRT (OFFICER)



CADET MALE BLUE SHIRT (ENLISTED)



CADET MALE BLUE SHIRT (AIRMAN BASIC)



Airman Basic have no insignia of any kind on the collar

Refer to 1620 Service Dress Coat for badge placement with the following additions:

Name tag is authorized grounded and centered over wearer's right pocket

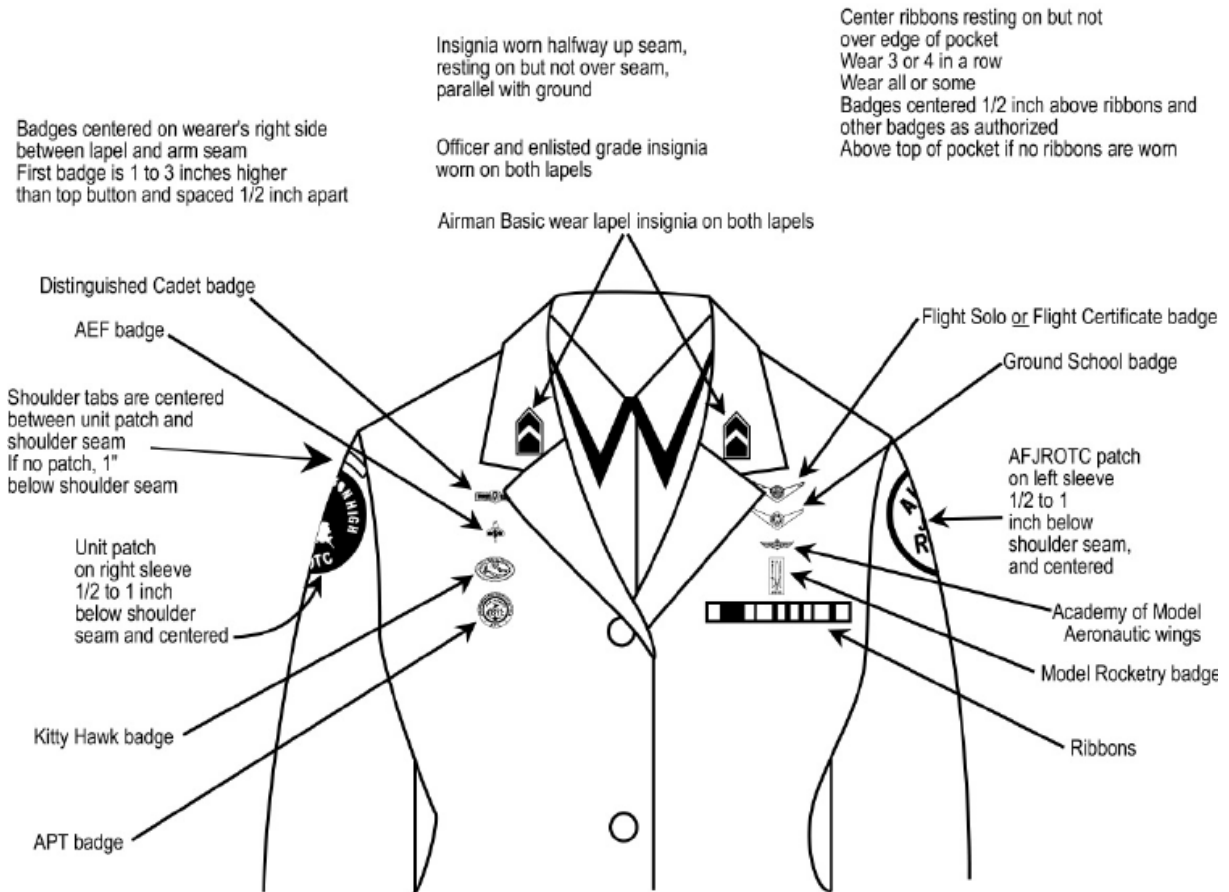
Other badges over wearer's right pocket are centered 1/2 inch above name tag (or pocket if name tag is absent)

APT or Model Rocketry badges are centered on the lower pockets on the appropriate sides

Long sleeve shirts are always worn with a tie. Short sleeve shirts may be worn with a tie or open collar, with the first button undone. Shirts will be pressed and only sleeves will be creased.

ATTACHMENT 8

CADET FEMALE 1620 SERVICE DRESS



No name tag is authorized on 1620 Service Dress Coat

When the service coat is worn, the tie will be worn with the shirt. The outside pockets are decoration only and no items are to be put in them. Items may be placed in the inside pockets. Medals are to be placed under the ribbons. Consecutive rows are positioned so the medallion is visible.

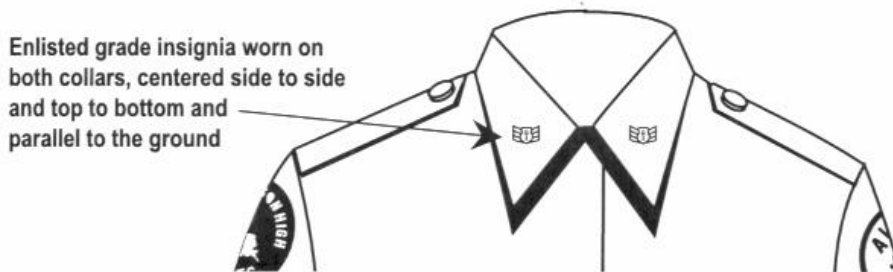
Long sleeve shirts are always worn with a tie tab. Short sleeve shirts may be worn with a tie tab or open collar, with the first button undone. Shirts will be pressed and only sleeves will be creased.

ATTACHMENT 9

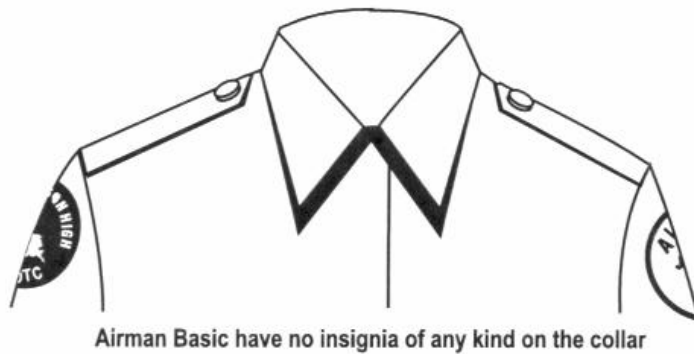
CADET FEMALE BLUE SHIRT (OFFICER)



CADET FEMALE BLUE SHIRT (ENLISTED)



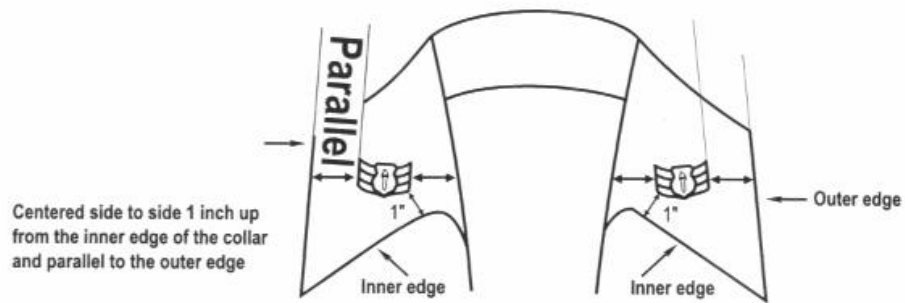
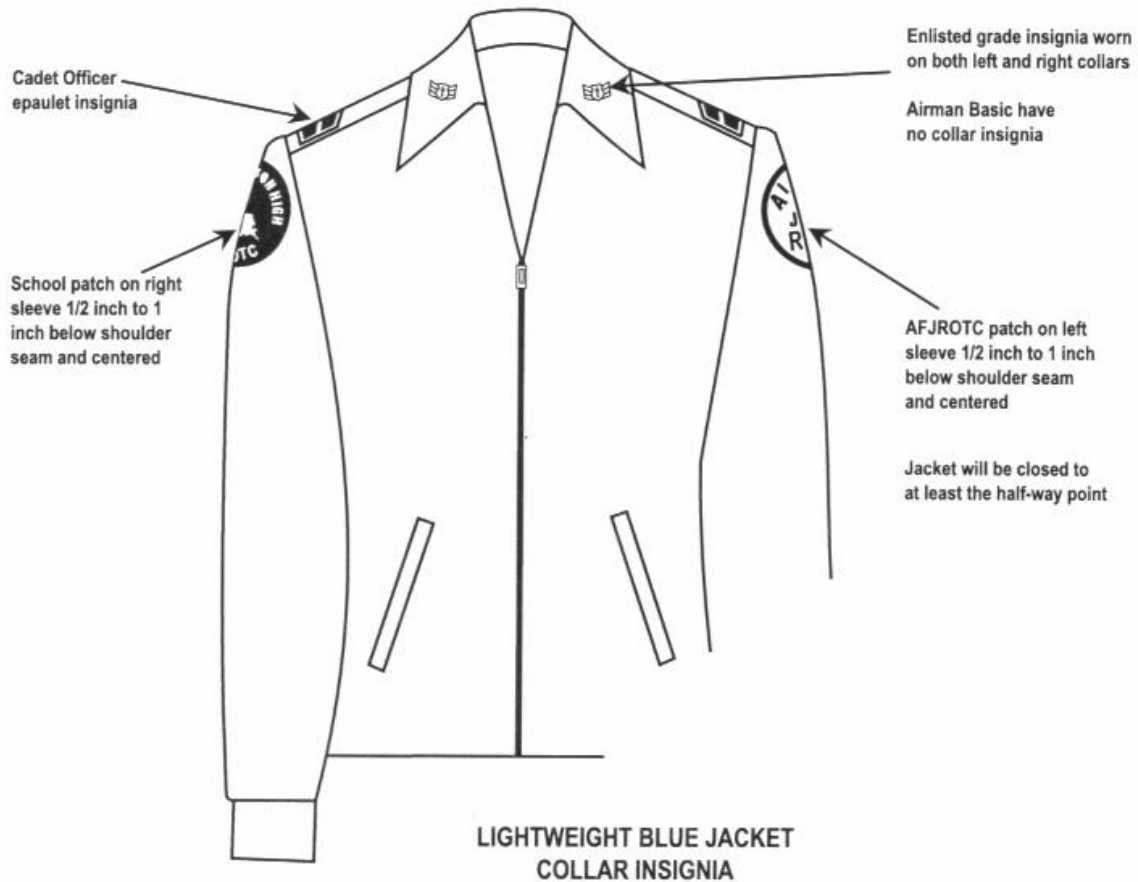
CADET FEMALE BLUE SHIRT (AIRMAN BASIC)



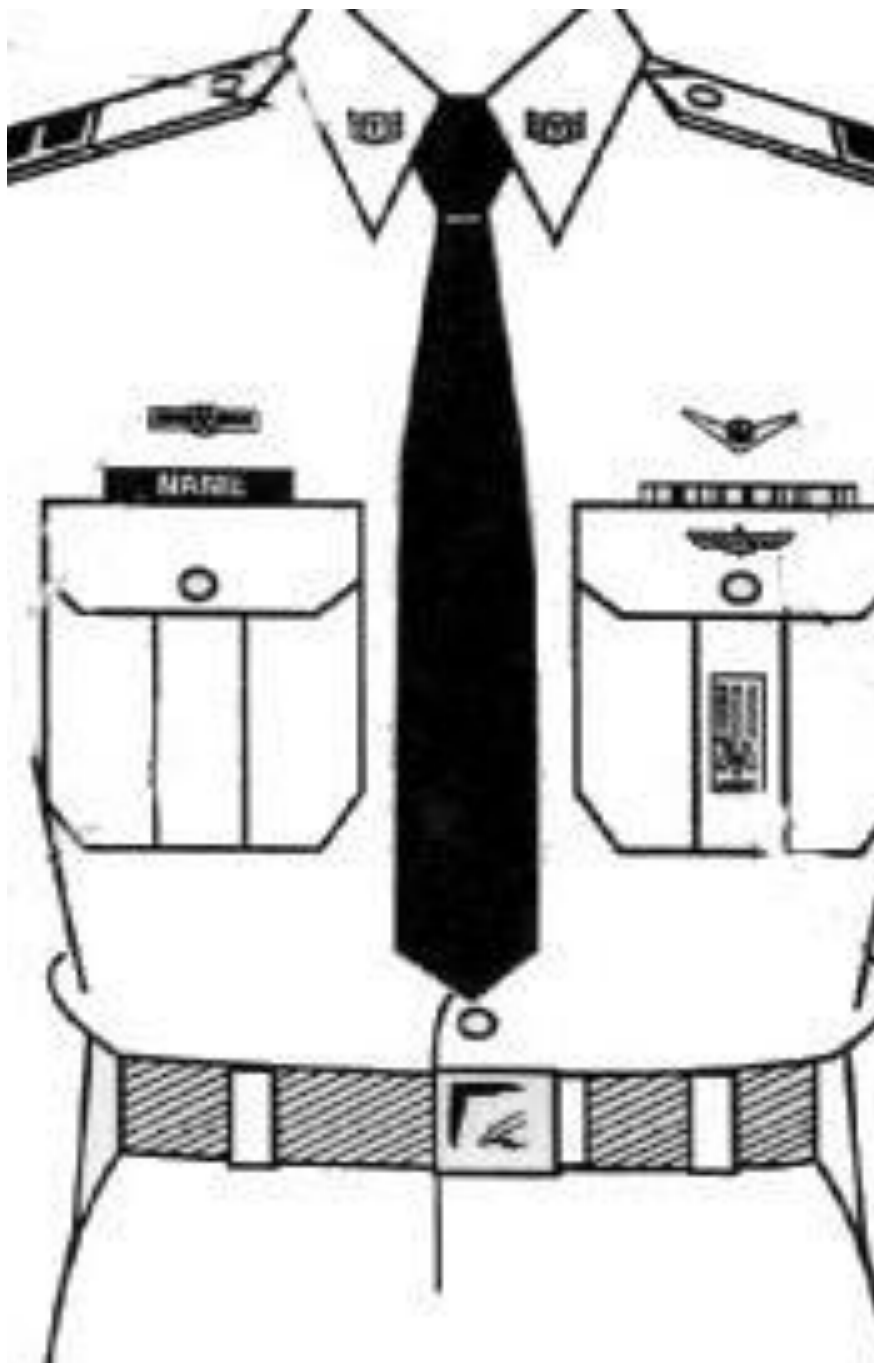
Refer to 1620 Service Dress Coat for badge placement with the following additions:
Name tag is authorized (on wearer's right side) and will be centered between lapel and arm seam
1 to 3 inches higher than top button
Other badges over wearer's right side will be centered 1/2 inch over name tag

ATTACHMENT 10

CADET LIGHTWEIGHT BLUE JACKET



ATTACHMENT 11
“GIG LINE”



The zipper opening of the trousers/slacks must be in line with the belt buckle and shirt opening.

ATTACHMENT 12

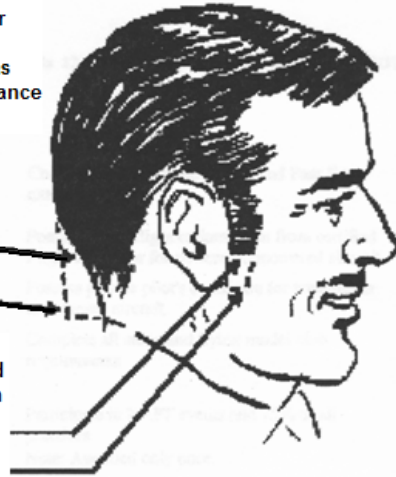
Cadet Male/Female Hair Requirements

MALE

Haircut:
Tapered appearance. Hair must not touch the collar "Block" style authorized as long as a tapered appearance is maintained.

Tapered
Blocked

Sideburns:
Neatly trimmed not flared and will end with a clean shaven horizontal line
Maximum length:
Not below lowest part of the exterior ear opening



Bangs:
Not below eyebrows and not exposed when headgear is worn

Mustache:
Must be neatly trimmed. Must not extend downward below the lipline of the upper lip or extend sideways beyond a vertical line drawn upward from the corner of the mouth

Beard and Goatees:
Forbidden for all uniform members of AFJROTC

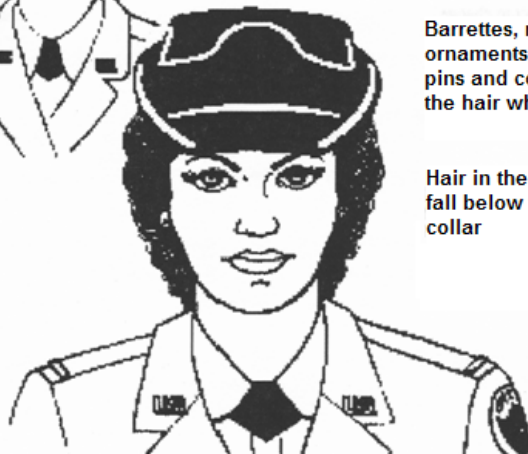
FEMALE

Hair:
Will be neatly arranged and shaped to present a conservative feminine appearance. Hair styles that prevent the proper wearing of the service hat are not appropriate



Barrettes, ribbons and other ornaments, except inconspicuous pins and combs, will not be worn in the hair when the uniform is worn

Hair in the back may touch but not fall below the bottom edge of the collar



ATTACHMENT 13

AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT
COLONEL

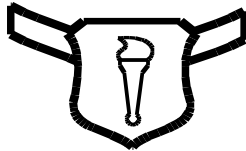


COLONEL

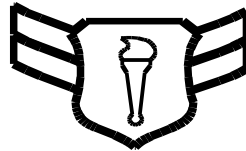
CADET AIRMAN RANK

(no rank insignia)

AIRMAN BASIC



AIRMAN



AIRMAN
FIRST CLASS



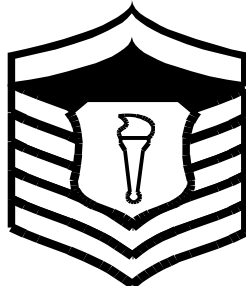
SENIOR
AIRMAN



STAFF
SERGEANT



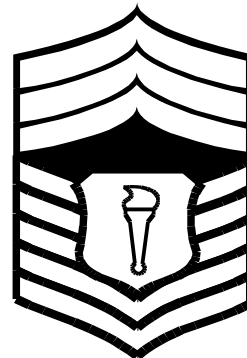
TECHNICAL
SERGEANT



MASTER
SERGEANT



SENIOR
MASTER
SERGEANT



CHIEF
MASTER
SERGEANT

ATTACHMENT 14

AIR FORCE JUNIOR ROTC BADGES



LAPEL INSIGNIA
(METAL)



OFFICERS
FLIGHT CAP
AND BERET
INSIGNIA



FLIGHT CAP
AND BERET
INSIGNIA



SERVICE CAP
INSIGNIA



OFFICERS
SERVICE CAP
INSIGNIA



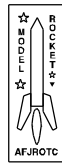
GROUND SCHOOL
BADGE



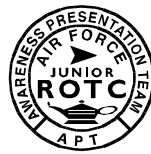
FLIGHT SOLO
BADGE



FLIGHT CERTIFICATE
BADGE



MODEL ROCKETRY
BADGE



AWARENESS
PRESENTATION
TEAM BADGE



DISTINGUISHED
AFJROTC
BADGE



ACADEMY OF
MODEL AERONAUTICS
SILVER WINGS



KITTY HAWK
AIR SOCIETY
BADGE



AEF BADGE



SHOULDER TABS

ATTACHMENT 15

UNIT MANNING DOCUMENT

| POSITION | AUTH RANK | #AUTH | #ASSG |
|---|---------------|-------|-------|
| C/Wing Commander | C/Colonel | 1 | 1 |
| C/Vice Wing Commander | C/Colonel | 1 | 1 |
| C/Reserve Group Commander | C/Lt. Colonel | 1 | 1 |
| C/Executive Officer | C/Major | 1 | 1 |
| C/Public Affairs Officer | C/Captain | 1 | 1 |
| C/Command Chief Master Sergeant | C/CMSgt | 1 | 1 |
| | | | |
| C/Operations Group Commander | C/Lt. Colonel | 1 | 1 |
| C/Operations Group Deputy Commander | C/Major | 1 | 1 |
| C/Operations Support Squadron Commander | C/Major | 1 | 1 |
| | | | |
| C/Support Group Commander | C/Lt. Colonel | 1 | 1 |
| C/Support Group Deputy Commander | C/Major | 1 | 1 |
| C/Mission Support Squadron Commander | C/Major | 1 | 1 |
| C/Services Squadron Commander | C/Major | 1 | 1 |
| C/Special Teams Officer | C/Major | 1 | 1 |
| C/Special Projects Officer | C/Major | 1 | 1 |
| C/Wellness Officer | C/Captain | 1 | 1 |
| C/Recruiting Officer | C/Captain | 1 | 1 |
| | | | |
| C/Logistics Group Commander | C/Lt. Colonel | 1 | 1 |
| C/Logistics Group Deputy Commander | C/Major | 1 | 1 |
| C/Logistics Support Squadron Commander | C/Major | 1 | 1 |
| | | | |
| C/Flight Commander | C/Major | 1 | 1 |
| C/Flight Administrative Officer | C/Captain | 1 | 1 |
| C/Flight Wellness Officer | C/Captain | 1 | 1 |
| C/Flight Sergeant | C/CMSgt. | 1 | 1 |
| C/Flight Guide | C/TSgt. | 1 | 1 |
| C/Flight Element Leader | C/1Lt. | 1 | 1 |
| C/Flight Commander in Training | C/SSgt. | 1 | 1 |
| C/Administrative Officer in Training | C/SrA. | 1 | 1 |
| C/Flight Wellness Officer in Training | C/SrA. | 1 | 1 |
| C/Flight Sergeant in Training | C/A1C. | 1 | 1 |
| C/Flight Guide in Training | C/Amn. | 1 | 1 |
| C/Flight Element leader in training | C/Amn. | 1 | 1 |

ATTACHMENT 16
NECK TYING INSTRUCTIONS

How to tie a Windsor

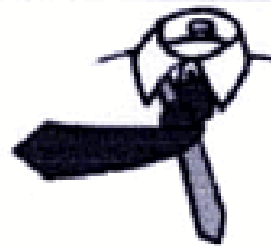


1. Situate the tie so that the end "A" is longer than end "B" and cross "A" over "B".

2. Bring "A" up through loop between collar and tie; then back down.



3. Pull "A" underneath "B" and to the left, and back through the loop again.



4. Bring "A" across the front from left to right.

5. Pull "A" up through the loop again.



6. Bring "A" down through the knot in front.




7. Using both hands, tighten the knot and draw up to collar.




ATTACHMENT 17







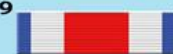


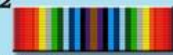





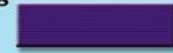


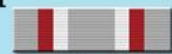
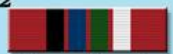
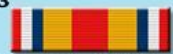

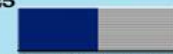





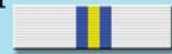

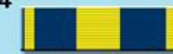












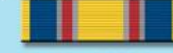








AFJROTC Ribbon Chart



AIR FORCE JUNIOR ROTC

Wear Your Ribbons Proudly & Properly



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

ATTACHMENT 18

Air Force Active Duty, Air Force Reserve, and Air National Guard Insignia and Rank

| | | | | |
|-------------------------------|------------------------------|------------------------------------|-----------------------------------|--|
| No Insignia | | | | |
| Airmen Basic AB | Airman Amn | Airman First Class A1C | Senior Airman SrA | Staff Sergeant SSgt |
| | | | | |
| Technical Sergeant TSgt | Master Sergeant MSgt | Senior Master Sergeant SMSgt | Chief Master Sergeant CMSgt | Chief Master Sergeant of the Air Force |
| | | | | |
| Second Lieutenant 2LT | First Lieutenant 1LT | Captain Capt | Major Maj | Lieutenant Colonel LT Col |
| | | | | |
| Colonel Col | Brigadier General BGen | Major General Maj Gen | Lieutenant General LT Gen | General Gen |