

**AFJROTC SC-932**



**Cadet Handbook**

**AY 2025**

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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 Group. 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 Corps 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 citizens 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
- 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.

**BENEFITS OF AFJROTC.** While AFJROTC is not a recruiting program, cadets who complete three years of the program are eligible for no less than one year of credit in the AFROTC college program. In addition, AFJROTC completion enhances AFROTC scholarship options. For individuals seeking to enlist in the military services are eligible for Advanced Enlistment at a higher pay grade based on a minimum of two years experience in the program per DoD Instruction 1205.13.

**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.**

# Chapter 1 What We Stand For

## AIR FORCE CORE VALUES

### Integrity First

### Service Before Self

### Excellence In All We Do

1.1. **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:

1.1.1. **Courage.** A person of integrity possesses moral courage and does what is right even if the personal cost is high.

1.1.2. **Honesty.** Our word is our bond; we do not lie and we cannot justify any deviation.

1.1.3. **Responsibility.** Acknowledge his or her duties and acts accordingly.

1.1.4. **Accountability.** Do not shift blame to others or take credit for the work of others.

1.1.5. **Justice.** Those who do similar things must get similar rewards and punishments.

1.1.6. **Openness.** Encourage a free flow of information within the corps and seek feedback from all directions.

1.1.7. **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.

1.1.8. **Humility.** Person of integrity will put someone else’s needs before their own.

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

1.2.1. **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.

1.2.2. **Respect for others.** Good leaders place others ahead of his/her personal comfort.

1.2.3. **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.

1.2.4. **Faith in the System.** Leaders need to resist the temptation to doubt “the system.”

1.3. **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.

1.3.1. **Product and Service Excellence.** Focus on providing services and products that respond to the customer’s wants and needs.

1.3.2. **Personal Excellence.** Seek out education and stay in physical and mental shape.

1.3.3. **Community Excellence.** Working together to successfully reach a common goal.

1.3.4. **Resource Excellence.** Take care of materials, equipment, and people.

1.3.5. **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.

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.

## **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.

### **Cadet Creed**

I am an Air Force Junior ROTC cadet

I am connected and faithful to every corps of cadets who serve their community and nation with patriotism.

I earn respect when I uphold the core values of Integrity First, Service Before Self, and Excellence in All We Do.

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

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

I will uphold others accountable for their actions as well.

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

I am a patriot, a leader, and a Wingman devoted to those I follow, serve, and lead.

I am an Air Force Junior ROTC cadet.

## Chapter 2 Aerospace Science Curriculum

2.1. **Curriculum.** The Air Force permits each AFJROTC department to tailor its curriculum using the various academic materials provided. Cadets may not repeat curriculum. AF-100 Introduction to Air Force History is only taught at the Byrnes Freshman Academy. Upperclass students who are taking AFJROTC for the first time may take the current core class. The core AFJROTC courses of AF-200 Science of Flight, AF-220 Cultural Studies, and AF-300 Exploring Space are taught on a 3-year rotating schedule with different Fall and Spring course materials, allowing cadets to take AFJROTC one or both semesters each year without repeating curriculum. The specialized courses, AF-410 Survival, AF-500 Aviation Honors Ground School, AF-400 Aerospace Science Honors Management of the Corps, and AF-510 Aerospace Science Honors Senior Project are taught each semester. Cadets may take these courses only once.

2.2. **AF-100 – JROTC Introduction to Air Force History.** Freshman will take AF-100-JROTC Introduction to Air Force History. 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. Cadets are given opportunities to lead small group activities. Cadets may not “double-block” AF-100. **Students receive a physical education unit upon completion of this course.**

2.3. **AF-200 - JROTC Science of Flight I (Fall) & II (Spring)** (Grade Levels 10 – 12). Prerequisite Instructor approval. This Aerospace Science course places emphasis on the AFJROTC program mission, to “develop citizens of character dedicated to serving their nation and community.” Academic material covers improving communication, leadership, the science of flight, and College and Career Path Development. Leadership principles come to life as cadets actively employ basic leadership principles as they serve in experience appropriate leadership positions within the Cadet Group, including 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. Each semester is designed as a stand-alone and complementary course, addressing differing aspects of the Science of Flight and Leadership.

2.4. **AF-220 - JROTC Cultural Studies I (Fall) & II (Spring)** (Grade Levels 11 – 12). Prerequisite Instructor approval. The curriculum surrounds the culture and US interests in selected countries. Senior cadets will prepare detailed presentations on social, political, economic, and military issues. Relationships with the United States will be discussed. Leadership studies will provide a comprehensive look at civilian and military careers with a focus on educational requirements and career opportunities. Leadership studies also include resume preparation, job interview techniques, and financial management. Leadership principles come to life as cadets actively employ basic leadership principles as they serve in experience appropriate leadership positions within the Cadet Group, including 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. Each semester is designed as a stand-alone and complementary course, addressing differing aspects of the Science of Flight and Leadership. Each semester is designed as a stand-alone and complementary course, addressing differing world regions and differing aspects of life-skills and financial management.

2.5. **AF-300 JROTC Exploring Space I (Fall) & II (Spring)** (Grade Levels 10 – 12). Prerequisite Instructor approval. The cadets will expand their awareness of the space environment through study of the solar system and deep space. Studies continue through study of the requirements for exploring, living, and working in space, including practice in planning and implementing a space mission. Cadets will be

presented with scenarios designed to enhance their critical thinking skills through analysis of mission requirements. Leadership and Life-Skills such as preparing for college and the workplace as well as financial management are addressed. Leadership principles come to life as cadets actively employ basic leadership principles as they serve in experience appropriate leadership positions within the Cadet Group, including 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. Each semester is designed as a stand-alone and complementary course, addressing differing aspects of the Exploring Space and Life-Skills.

**2.6. AF-400 - JROTC Aerospace Science Honors–Management of the Corps** (Grade Levels 11 – 12). Prerequisite Instructor approval and two semesters of AFJROTC completed. The honors course focuses on the development of leadership and management techniques that are consistent with the US Air Force and large businesses. This course is open to junior and senior students only. Members serve as the Cadet Group Staff. Detailed planning, organization, and goal setting are key elements. Management continuity notebooks are maintained and graded. Academics focus on leadership principles and the role of the US Air Force in an aerospace environment. Planning and organizational skills will be examined as well as leadership studies such as time management and effective written and verbal communication. Honors cadets will plan all cadet activities. Students will complete a fully annotated minor leadership research project and classroom presentation of research as part of their final grade.

**2.7. AF-410 - JROTC Aerospace Science – Survival** (9<sup>th</sup> grade cadets may take this course upon successful completion of AF100). Prerequisite Instructor approval and one semester of AFJROTC completed. For this specialized course the survival instruction will provide training in skills, knowledge, and attitudes necessary to successfully perform fundamental tasks needed for survival. Survival also presents “good to know” information that would be useful in any situation. Course will utilize hands on activities such as fire craft, solar stills, shelter building, knot tying, survival food, and land navigation. Leadership principles come to life as cadets actively employ basic leadership principles as they serve in experience appropriate leadership positions within the Cadet Group, including 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.

**2.8. AF-500 - JROTC Aerospace Science Honors - Ground School** (Grade Levels 11-12). Prerequisite Instructor approval and two semesters of AFJROTC completed, including AF-200. This Aviation Honors Ground School Program offers select cadets the opportunity to engage in a detailed study of aviation and piloting skills. This course is restricted to juniors and seniors with demonstrated potential and aptitude, who have completed a minimum of 2 years of AFJROTC coursework and maintained a grade of “B” or better. The curriculum uses off-the-shelf private pilot materials to prepare the student to take and pass the Federal Aviation Administration (FAA) written examination. Students will further their science of flight studies and develop necessary flight skills through practical application using techniques and tools of flight planning, visual and instrument flight methods, and display their abilities using flight simulators.

**2.9. AF-510 – JROTC Aerospace Science Honors–Senior Project** (Grade Level 12). Prerequisite Instructor approval and completion of AF-400. The honors course focuses on the development of leadership and management techniques that are consistent with the US Air Force and large businesses. The course is open to senior students only. Members serve as the Cadet Group Leadership. 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 AFJROTC program. Students will complete a fully

annotated major leadership research paper and classroom presentation of research as part of their final grade.

**2.10. AF-601 - Dual Enrollment Principles of Aeronautical Science** (Grade Levels 11-12). An introductory course in Aeronautical Science designed to provide the student with a broad-based aviation orientation in flight-related areas appropriate to all non-Aeronautical Science degree programs. Subjects include historical developments in aviation and the airline industry; theory of flight; airport operations; aircraft systems and performance; elements of air navigation; basic meteorology theory; air traffic principles; flight physiology; and aviation regulations and safety. Course includes flight simulator operations. Offered at BHS, through Embry-Riddle Aeronautical University and AFJROTC.

**2.11. AF-602 - Dual Enrollment Unmanned Aircraft Systems** (Grade Levels 11-12). Prerequisites: AF-601. This is an introductory course taught through Embry-Riddle University. This course is a survey of unmanned aircraft systems (UAS), emphasizing the military and commercial history, growth, and application of UASs. Students will gain hands-on experience with UAS and will demonstrate proficiency in basic UAS operations. The course will include basic acquisition, use, and operation of UASs with an emphasis on operations. The course leads to CTE certification upon successful completion of the FAA Part 107 examination. Offered at BHS, through Embry-Riddle Aeronautical University and AFJROTC.

**2.12. 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.

**2.13. Physical Fitness.** Physical Fitness is an integral part of the AFJROTC curriculum and cadets receive Physical Education Credit for completion of AF100. Cadets will participate in the AFJROTC Wellness program; the program is based in concept on the Air Force's Fitness Program. 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's primary consideration is the cadet's safety.

**2.13.1. Fitness Attire.** Cadets are required to wear fitness attire for physical fitness activities. Each cadet will be issued a set of Air Force and unit fitness gear (shirt and shorts, sweat pants and sweat shirt) upon entry into the Cadet Corps. Cadets may wear any combination of issued fitness gear for fitness activities. (Air Force fitness gear may not be mixed with any combination of the Air Force blue uniform or Air Force utility uniforms.)

**2.13.2. Fitness Activity.** Fitness days will normally be scheduled for Friday each week. Activities for each Fitness day will include a warm-up of basic calisthenics and 10-15 minutes of aerobic activity (e.g. 1-mile run, hill-climbs, shuttle-run, etc.). The Group Fitness Officer will designate a weekly team activity (e.g. football, soccer, kick-ball, capture-the-flag, etc.) to provide cadets an opportunity to participate in a variety of fitness events.



## Chapter 3 Student Administration

### AFJROTC is a Voluntary Program

3.1. **Admission Of Students.** To be eligible for enrollment and continuance in the AFJROTC program, each cadet must be a full time student in good standing at Byrnes High School or Freshman Academy, be of good moral character, and be able to participate in AFJROTC training.

3.1.1. AFJROTC Honors class admission requires a recommendation by the cadet's previous AFJROTC Instructor and concurrence of the SASI.

3.1.2. **THERE IS NO MILITARY SERVICE OBLIGATION FOR AFJROTC ENROLLMENT.** However, Department of Defense Instruction 1205.13, *Junior Reserve Officers' Training Corps (JROTC) Program*, gives the military services authority to enlist individuals with two years of JROTC completion at the rank of E-2. Individuals who have completed three years of JROTC may be enlisted at the rank of E-3 or, for those enrolling in the ROTC program in college, receive not less than 1 year of credit in the Senior ROTC program.

3.2. **Disenrollment.** For continuance in the AFJROTC program, cadets are required to be a Byrnes High School student and abide by all school rules and AFJROTC class requirements. AFJROTCI 36-2010 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 will disenroll, with no course credit, a cadet who does not:

3.2.1. Wear the AFJROTC uniform an average of once per week and maintain personal appearance and uniform standards. **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.

3.2.2. Meet personal appearance and uniform dress standards. This includes failure to wear the hair as prescribed by Air Force regulations, additionally for males, failure to properly shave while in uniform, and failure to wear the AFJROTC uniform on prescribed days without a valid reason. Per AFJROTC Headquarters policy, cadets must meet grooming standards within the first week of the semester. 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 SASI with a recommendation for disenrollment from the program.**

3.2.3. Abide by Byrnes High School/Freshman Academy student rules of behavior. A history of suspensions, referrals, and any expulsion are reasons for disenrollment.

3.2.4. Maintain a positive attitude towards training, and comply with classroom procedures.

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

3.2.6. Demonstrate aptitude (willingness to grasp), or shows indifference to training (lack of interest in drill and ceremonies, leadership development activities or wellness), or for 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.)

3.2.7. Enroll as a full time student at Byrnes High School/Byrnes Freshman Academy.

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

3.2.9. Disenrollment Process. When cadet fail to meet the requirements above:

3.2.9.1 For the first offense: Cadets will receive a referral report (to their assistant principal) and a letter will be sent to their parents/guardians.

3.2.9.2 For the second offense: Cadets will receive a referral report, and letter will be sent home, and the parents/guardians will be invited to participate in an in-person or phone conference.

3.2.9.3 For the third offense: Cadets will be referred to the SASI for consideration for disenrollment, receive a referral report, a letter will be sent home, and the parents/guardians will be invited to participate in an in-person or phone conference. Additionally, the SASI will coordinate with Guidance and the assistant principal to determine any extenuating circumstances prior to rendering a disenrollment decision.

**3.3. 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 coordinate with the principal.

3.3.1. Cadets must pass an AFJROTC 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.

**3.4. Transfer Of Students.** Transfer of students from other JROTC 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 necessarily transfer. The cadet will initially enroll in the Byrnes AFJROTC program at an 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.

**3.5. 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 and brings discredit to the cadet corps. We will handle cadets who fight in the following manner, judging each situation on its own set of circumstances:

3.5.1. Cadets who initiate a fight will be removed from the program.

3.5.2. 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.

**3.6. CONSEQUENCE OF DISENROLLMENT.** Cadets who are disenrolled will:

3.6.1. Receive a failing grade for the semester.

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

3.6.3. Not be allowed to re-enroll in AFJROTC.

**3.7. Reserve Corps.** A Reserve Cadet is a student who, having completed at least one academic semester, is either not enrolled in the current academic term but has completed or is scheduled for an AFJROTC class during the school year. Reserve Cadets may participate in all AFJROTC activities and may be issued a uniform. Students are designated as Reserve Cadets with the concurrence of the SASI. Time in the reserve status does not count towards the Certificate of Completion but allows cadets to stay actively involved in Corps activities. Reserve Corps cadets may elect to wear the Air Force uniform on designated uniform days. Cadets who choose to wear the uniform will be eligible for one promotion opportunity during the semester.

## Chapter 4 Clothing And Equipment

4.1. **Clothing And Equipment Account.** Uniform items are loaned to the student by the United States Air Force. Cadets will sign a hand receipt 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. Additionally, issued uniform items will be tracked in the Air Force Wings database. **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 \$315 (Subject to change; based on current market prices)

4.1.1. 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. **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.

4.1.2. 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.

4.1.3. 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:**

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

4.1.3.2 Be alert for other uniform items or equipment that have been misplaced by other cadets. If found return the item to an instructor or the logistics officer.

4.1.3.3 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.

### **Things Not To Do**

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

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

4.1.3.6 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.

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

4.1.3.8 Uniform will not be worn on days assigned to ISS.

4.1.3.9 Uniform parts will not be worn with civilian clothing.

4.1.3.10 **Do not remove labels from uniform items.**

**4.2. 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 of the Air Force uniform is an honor. 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 5 Proper Wear Of The Uniform

**5.1. 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. Refer to Attachments 2 through 11 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. 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.

**5.2. Uniform Day.** For SC-932 is WEDNESDAY! Only the SASI or ASI may 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.

5.2.1. Cadets will wear the service dress uniform when directed by the SASI through the Cadet Corps Commander. On the mandatory uniform day, cadets will wear the uniform combination prescribed by the Cadet Commander/SASI/ASI. Cadets will have the option to wear a higher class uniform except class A, which will only be worn when directed. Cadets will be inspected on uniform wear and personal appearance on uniform days using an inspection sheet.

5.2.2. Cadets will wear the service dress uniform during all military base visits (i.e. on CIA trips) unless the planned activities require other clothing requirements.

5.2.3. 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 to 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.

5.2.4. Unexcused absences or failure to make up the missed uniform day will result in a report card score of 59 for the semester. 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 make up missed uniform wear will result in a failing course grade. The SASI will consider disenrollment after three failures to wear the uniform during any semester.

5.2.5. 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 a SASI waiver.

5.2.6. While in uniform do not 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.

5.2.7. Cadets in uniform will not show ANY public display of affection.

**5.3. 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.

5.3.1. 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 ensure 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 soiled, the 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.

5.3.2. Major uniform violations will require immediate change or correction. Parents/guardians will be notified and a change of clothing will be made available. Examples include forgetting the hat, wrong color or wrong length socks, crew neck tee shirts, and missing ties. 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.

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

5.3.4. 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 (e.g., 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.

5.3.5. 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.

5.3.6. On “Uniform Day,” the **uniform will be worn for the entire school 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.

5.3.7. 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.

**5.4. Uniform Requirements For Male (M) And Female (F) Cadets.** Male cadets will wear appropriate undergarments, including a plain white undershirt and black crew socks, while in uniform. Female 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 complement the uniform and the individual's skin tone may be worn. Plain black crew socks without design may be worn when wearing slacks.

\*"V-neck" tee shirts will be worn with an open collar shirt; however, round neck tee shirts may be worn when a tie or tie-tab is worn.

5.4.1. **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. No hair will show below the front of the flight cap when properly worn. The flight cap will be worn to and from school (anytime outdoors). When not worn tuck under the belt on the wearer's left side, between the first and second belt loop; flight caps will not be folded over belt. Females are authorized to wear male flight caps. (Cadets should place their name inside their hat with masking tape to assist with the recovery of lost hats.)

5.4.2. **Belt.** Male: The belt is threaded through the loops to your left. Female: 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 9.

5.4.3. **Shoes.** (M/F) The shoes will be laced to the top and tied securely. They will also be 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. (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. **Note:** Corfram military shoes will not be worn.

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

5.4.5. **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, with the gig-line aligned. The only creases on the shirt are down the sleeves. See Attachments 5, 7, & 9.

**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 lays flat against the chest. Bulky items i.e. glasses will not be carried in the shirt pocket.

5.4.6. **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 left-rear pocket of the male trousers will be buttoned at all times, and articles carried in the pocket will not be visible. When placing the trousers on a hanging, the seams will be matched.

**NOTE:** The AFJROTC department will make initial alterations to the uniform. Repairs and alterations can be made as necessary as determined by SASI/ASI. Cadets *will not* alter their uniform items.

5.4.7. **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.**

5.4.8. **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. Air Force authorized tie bars and tie tacks may be worn.

5.4.9. **Windbreakers.** (M/F) Windbreaker jackets are optional wear items and may be worn at any time that the Class A is not specified. Each windbreaker jacket is issued with a liner. When worn, the windbreaker will be zipped up at least half way. 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.

5.4.10. **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.

5.4.11. **Laundering.** Long and short sleeve blue shirts should be laundered and pressed.

5.4.12. **Shirt Sleeves.** At no time will the sleeves of the long sleeve blue shirt be rolled up.

5.4.13. **Semi-Formal Attire.** A plain collar white shirt (no collar buttons/pleats) with the issued herringbone necktie will be worn with the blue uniform (coat and trousers) on formal occasions such as a military ball. See Attachment 12.

#### 5.5. **General Uniform Guidance.** Mandatory guidance for uniform wear days :

5.5.1. Always wear the flight cap or other approved headgear outdoors, including the bus ramps and student parking lots, but never indoors unless part of a designated special event.

5.5.2. Only wear authorized insignia (see Attachment 16). Distinctive items to identify the Kitty Hawk Air Society, color guard, drill team, saber team, academic excellence, Awareness Presentation Team, and Distinguished Cadet badges must be documented on special orders.

5.5.3. 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.

5.5.4. The “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 9.

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

5.5.6. 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.

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

#### 5.6. **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:

5.6.1. Cadet Group Commander	Silver cord
5.6.2. Cadet Deputy Group Commander	Navy blue cord
5.6.3. Cadet Squadron Commander	Burgundy cord
5.6.4. Cadet Flight Commander	Maroon & white cord
5.6.5. Cadet Assistant Flight Commander	Forest green cord
5.6.6. Cadet Flight Commander in Training	Navy blue & gold cord
5.6.7. Cadet Executive/Administrative Officer	Yellow & blue cord
5.6.8. Color Guard/Honor Guard	Red & silver cord/Blue & silver cord



- |                             |                     |
|-----------------------------|---------------------|
| 5.6.9. Drill Team           | Black & silver cord |
| 5.6.10. Group Staff Officer | Gray cord           |
| 5.6.11. Flag Detail         | White Cord          |

**NOTE:** Cords are worn on the left shoulder; only one cord is to be worn at a time. Cords are not worn on the light-weight jacket.

**5.7. Airman Battle Uniform (ABU).** ABUs are authorized for active members of the Drill Team, Color Guard, and Raider Team. ABUs may be worn on any school day but do not take the place of the service uniform on designated uniform days.

5.7.1. ABUs will be worn only with the garrison ABU cap and sage green boots. ABU pants must always be properly bloused over the sage green boots. NO berets, shoulder cords, ascots and gloves will be worn with the ABU uniform.

5.7.2. See Attachments 10 and 11 for proper ABU configuration.

## Chapter 6 Appearance Of Cadets

**6.1. 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. For more information refer to Air Force Instruction 36-2903.

### 6.1.1. Male Cadets.

6.1.1.1 Men's Hair. Hair will be clean, well-groomed, present a professional appearance. Will *not* contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (*not* all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

6.1.1.2 Hair-Male. Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2 1/2 inches in bulk, regardless of length and 1/4 inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear.

6.1.1.3 Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes/design. Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or 1/4 inch width. Men are not authorized hair extensions.

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

6.1.1.5 Mustaches. Male Airmen may have mustaches; however, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and will not extend downward beyond the lip line of the upper lip or extend sideways beyond 1/4" past a vertical line drawn upward from both corners of the mouth.

6.1.1.6 Beards. Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official. SASI will submit waiver request in WINGS for review by HQ AFJROTC Waiver Review board. Members will keep all facial hair trimmed not to exceed 1/4 inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance.

6.1.1.7 Fingernails. Male cadets are not authorized to wear nail polish.

6.1.1.8 Earrings. Male cadets in uniform may not wear earrings or any other type of facial piercings.

6.1.1.9 Undergarments: Appropriate undergarments are required to be worn with all uniform combinations. Wear undershirt and underpants with all uniforms. Wear the white V-neck or athletic style tank top undershirt when wearing opened collar service uniforms only. Undershirt will be tucked into trousers. Undershirts will not have pockets.

## 6.1.2. Female Cadets.

6.1.2.1 Hair-Female. No minimum hair length, to a maximum bulk of 4-inches from scalp and allows proper wear of headgear. Minimum hair standards must present a symmetric (around the axis of the head) or tapered appearance when viewed from all angles. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). When hair is pulled back and secured behind the head (will not be gathered at the crown or worn on the top of the head), radius will not exceed 6-inches to the left or right from the point where the hair is gathered for a total of 12-inches in width, 6-inches in bulk and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s), ponytail or equivalent shall extend down the member's back and cannot be worn over the shoulder or pulled in front of the body. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. See **Figure 3.2**. When in doubt, assess correct length of hair with Airman standing in the position of attention. **Exception:** While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below the bottom edge of the collar.

6.1.2.2 Hair will be clean, well-groomed, present a professional appearance. Will *not* contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black or grey. Prohibited examples (*not* all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

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

6.1.2.4 Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar. Headgear must fit properly.

6.1.2.5 All locs, braids and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately ¼ inches), show no more than ¼ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.

6.1.2.6 A braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards in **paragraph 6.1.2.1** above. **Exception:** Micro-braids or twists are not required to continue to the end of the hair.

6.1.2.7 Unauthorized: Mohawk, mullet or etched design.

6.1.2.8 **Fingernails.** If worn by females, nail polish will be a single color that does not distinctly contrast with the female Airman's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well-groomed.

6.1.2.9 **Skirts.** The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt will fit smoothly, hang naturally, and must not be excessively tight. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

6.1.2.10 **Earrings.** Female cadets may wear small (not exceeding 6 mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings.

6.1.2.11 **Undergarments:** Appropriate undergarments are required to be worn with all uniform combinations. Wear bra and underpants with all uniforms. Wear of the white V-neck style or athletic tank top undershirt when wearing opened collar service uniforms is authorized. Undershirt will be tucked into slacks or skirt. Undershirts will not have pockets.

### 6.1.3. **Additional Grooming:**

6.1.3.1 **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 ¼ inch in length past the tip of the fingers. Males are not authorized to wear nail polish.

6.1.3.2 All cadets are prohibited from notching of the eyebrows.

6.1.3.3 **Tattoos/Brands/Body Markings.** (Unauthorized content/locations). Tattoos/brands/body markings will not be on the hands (except one ring tattoo on one finger on one hand), head, neck (anything visible above the open collar uniform), face, tongue, lips, eyes, and scalp. Tattoos/brands/body markings anywhere on the body that are indecent, commonly associated with gangs, extremist, and supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform.

6.1.3.4 **Cosmetic tattooing.** Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e., eyebrows, eye liner); the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, and in good taste.

## 6.2. **Personal wear items:**

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

6.2.2. 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. Colored/rubber bracelets that support a cause are not authorized. Medical alert and POW/MIA bracelets may be worn.

6.2.3. No more than three rings may be worn with the uniform. Rings may not be worn on the thumb.

6.2.4. Necklaces, pendants, and other adornments, will not be visible when in uniform

6.2.5. Earrings must worn as a set and be small spherical or square (no greater than 6 mm), conservative round or square diamond, gold, pearl, or silver **ONLY**. Any other ornamentation is prohibited in uniform. If a cadet has multiple holes for earrings only one set will be worn in lower earlobe. Male cadets are prohibited from wearing earrings in uniform. Newly pierced ears are not an excuse to wear an unauthorized earring. Ear/nose-hole keepers are not an authorized substitution. Gauges will not be worn. Cadets may not cover up earrings/gauges with bandages.

6.2.6. 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).

6.2.7. Gym bags and backpacks will be carried in left hand, on the left shoulder, or both shoulders (not to interfere with rendering the proper salute). If carrying something in both hands, a polite acknowledgement of the officer will be given in lieu of a salute.

6.2.8. Civilian Hats are prohibited while in the JROTC classroom. You may wear a civilian hat during community service projects and wellness.

6.2.9. 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.

6.2.10. The uniform, or any uniform item will not be worn while engaging in any sports activity.

6.2.11. Wear/use of earpieces, blue tooth or headphones (ear buds, DUBS) while in uniform, indoors or outdoors, is prohibited except during classes where audio is required for the class activity (such as language class).

6.2.12. Cadets will not use electronic devices while walking in uniform. For example, you may not talk on the phone while walking.

## Chapter 7 Cadet Conduct, Military Courtesy, and Operational Procedures

7.1. **General Conduct.** Correct conduct will be observed at all times by all cadets to reflect positively upon themselves, their parents/guardians, their school, the Cadet Corps, and the United States Air Force.

7.2. **Classroom Conduct.** Classroom instruction will begin with the cadets standing beside/behind 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/Ma’am,” 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/Byrnes Freshman Academy 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 parade rest unless specified by the instructor.

7.2.1. Cadets will call the classroom to attention when their instructor enters the classroom at the start of the class or start of the extracurricular activity.

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

7.2.3. Cadets will not chew gum in the classroom.

7.2.4. Cadets will not 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 or she 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.

7.2.5. 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, LDR 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.

7.2.6. The flight will be called to attention any time a principal, school administrator, Air Force Officer, or special guest enters the classroom. 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.

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

7.2.8. 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 without proper footwear will be unable to participate in wellness or drill and will receive a zero for the day; continuous violations will result in referral for refusal to obey.

7.2.9. The use of electronic devices such as cell phones or mp3 players is not authorized in the AFJROTC classrooms or during wellness, and community service without specific instructor approval.

7.3. **Inappropriate Behavior.** Inappropriate behavior in or out uniform is prohibited. Such inappropriate behavior includes but is not limited to profanity, consuming alcohol, drug use, tobacco use, overly affectionate contact IAW the school handbooks, public display of affection (PDA) while in uniform, insubordination, disrespect, verbal threats, horseplay, physical attacks, fighting, and bullying. Initiating 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.”

**7.4. Harassment.** Harassment of any cadet 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.

**7.5. Use Of Rank Or Seniority.** 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. Cadets will avoid inappropriate relationships that present the appearance of fraternization.

**7.6. Prohibition on Physical Discipline / Hazing.** These prohibitions apply to AFJROTC instructors, AFJROTC cadets, and any other person who may be involved with, coaching, or otherwise participating with cadets, or attending or observing an AFJROTC event, activity, and/or practice.

7.6.1. No person will encourage, allow, or condone the use of any type of physical act or abuse as an outcome, punishment, penalty, or corrective training for a cadet's failure to achieve a specific result. These prohibitions include, but are not limited to physical exercises, menial tasks (e.g., cleaning bathrooms), or any physical exchange such as shoving, pulling, or hitting.

7.6.2. No person will encourage, allow, or condone the use any type of psychological abuse as an outcome, punishment, penalty, or corrective training for a cadet's failure to achieve a specific result. These prohibitions include, but are not limited to any effort to humiliate, tease, intimidate, or publicly reprimand or embarrass a cadet for failure to achieve a specific result.

7.6.3. 7.7.3. No person will encourage, allow, or condone the use of any form of hazing, whether physical or psychological, within any AFJROTC event, activity and/or practice. All persons involved will ensure any membership requirements or qualifications to join any approved AFJROTC team, event, or activity does not include anything humiliating, demeaning, or otherwise unapproved by this instruction.

7.6.4. No person will encourage, allow, or condone the use of any device, gimmick, or game to select an outcome, punishment, penalty, or corrective training for a cadet's failure to achieve a specific result.

7.6.5. Unofficial groups, secret societies, private clubs, or any other unofficial entity within an AFJROTC program is prohibited

**7.7. Cadet Officer/NCO Authority.** Cadet officers 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.

**7.8. Classroom Rules.** All cadets will follow the classroom rules listed in the Byrnes Student Handbooks. 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:

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

7.8.2. Cadets will not chew gum.

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

7.8.4. Profanity of any kind will not be tolerated.

7.8.5. Cadets will not write on desks, walls, or furniture.

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

7.8.7. All desks, tables, and chairs will be aligned neatly at all times.

7.8.8. Bathroom breaks will be made before or after class.

7.8.9. 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, Sir (or Ma’am).**” Proceed to your seat by walking to the back of the room.

7.8.10. 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” 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.

7.8.11. 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.

7.8.12. 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.

7.8.13. The supply rooms are OFF LIMITS to all cadets unless granted permission to enter by the SASI or an ASI.

7.8.14. Proper standards of cadet uniform wear, conduct, and appearance will be enforced at all times.

7.8.15. When seated book bags and purses will be placed neatly in a designated area of the room.

7.8.16. Damage to any and all equipment (Byrnes High School, AFJROTC and personal) will result in payment for damages caused.

7.8.17. Classrooms that are open before school and after school are for official use only.

7.9. **Weather.** The AFJROTC program includes both indoor and outdoor activities. On occasion, weather conditions may present a potential safety hazard to cadets. To minimize the risks, the following safety considerations will be observed:

7.9.1. **Thermal Index.** Heat and Cold injuries can result when individuals are exposed to extreme temperatures. For high temperatures the following Flag conditions exist based on Wet Bulb Globe Temperature:

STAGE	Temperature Range	Flag Color	Moderate Work	Hard Work
			Work/Rest Cycle	Work/Rest Cycle
1	78 - 81.9 F WBGT	No Flag Required	No Limit	40/20 min
2	82 - 84.9 F WBGT	Green	50/10 min	30/30 min
3	85 - 87.9 F WBGT	Yellow	40/20 min	30/30 min
4	88 - 89.9 F WBGT	Red	30/30 min	20/40 min



5	90 F WBGT and higher	Black	20/40 min	10/50 min
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(Based on AFPAM 48-151)

For cold temperatures the following guidelines apply:

- Temperatures below 32 degrees Fahrenheit: No extended outside activities. Cadets may transit outside from one indoor location to another.
- Temperatures between 32 and 40 degrees Fahrenheit: Limit outside activities to 20 minutes or less. Proper attire is required. Be observant for possible hypothermia symptoms.
- Temperatures between 41 and 50 degrees Fahrenheit: No time restrictions. Cadets will wear proper cold weather attire. Be observant for possible hypothermia symptoms.

7.9.2. **Precipitation.** Cadets will not participate in outdoor activities during periods of precipitation. Cadets may transit outdoors between indoor locations with proper attire.

7.9.3. **Lightning.** Cadets will not go outside when lightning is reported within 7 miles. Cadets already outside will move indoors immediately when lightning occurs. The sound of thunder only travels for about 10 miles, therefore, to be conservative, cadets will use the sound of thunder as an indication there is lightning within 7 miles.

7.10. **Road Guard Procedures.** When flights have a requirement to cross highways at locations other than a traffic light, the flight commander will appoint two cadets to serve as road guards. Road guards will wear the orange safety vest for duty.

7.10.1. **When crossing a road the flight commander will:**

- Halt the flight prior to entering the roadway
- Ensure the roadway is clear of traffic
- Check with the instructor for permission to proceed
- Deploy the road guards with “**Road guards – post!**”
- March the flight across the roadway

7.10.2. **At the command to deploy, road guards will:**

- Check both ways for traffic
- Run out to the center of the roadway lanes – one facing traffic from the left, the other facing right
- Go to parade rest with the right arm extended forward, palm facing out
- Monitor oncoming traffic to ensure vehicles are stopping – notify the flight immediately if there appears to be a hazard
- Rejoin the flight when the last cadet in line passes
- **The last individual in the formation will tap the road guards on the shoulder to let them know the formation is past their position.**

## Chapter 8 AFJROTC Grading System And Promotions

**8.1. 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.

**8.2. 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	

**8.3. Promotion Criteria.** Promotions are based on overall performance and demonstrated leadership ability. Areas considered in the promotion process are: academic achievement (minimum of 80% score), personal appearance and uniform wear (no uniform grade below 18), personal conduct, participation in the wellness program (no failing grades), and, for enlisted ranks, a passing score on the rank appropriate promotion examination. For promotions beyond c/Airman cadets must participate in extracurricular events outside of school hours during the promotion period (e.g. Drill Team, Orienteering, parades, special community events). Cadets must receive an instructor's recommendation and their Flight Commander'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).

**8.4. 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 Senior 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

**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.

**8.5. Promotion Frequency.** Cadets may be considered for promotion up to two times each semester. Promotion boards are conducted each grading period (i.e., first board follows the first mid-nine week reporting period and the second board follows the second mid-nine week reporting period). Cadets who “double block” are subject to the grade limitations listed above. Not all temporary ranks are considered for promotion each board.

Promotions are not automatic; rank is awarded only through demonstrated leadership ability and dedication to the AFJROTC Program. Officer promotions are based on grade level and available positions.

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

**8.6. Promotion Testing.** During the promotion cycle, cadets should sign up for a promotion test via the link on the corps’ website. A promotion test will be assigned via Schoology.

**8.7. 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.

**8.8. Demotion.** Cadets who violate corps or school standards may be demoted for cause. Individual cases will be considered by the cadet group commander, the cadet’s instructor, and the SASI. Cadets who are demoted will not be eligible for promotion during the current promotion cycle but may be considered during the following promotion cycle.

## Chapter 9 Saluting Procedures

9.1. **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.

9.2. **Saluting Procedures.** Cadets will be taught the proper hand gestures for 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.

9.2.1. 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.

9.2.2. The SASI will be saluted outdoors, when reporting the class ready for instruction, and before entering his office on AFJROTC business (see 7.9.10.). 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.

9.2.3. The salute is rendered indoors only when cadets are participating in ceremonies or reporting to the SASI or cadet officers.

9.2.4. 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."

9.2.5. If a cadet in uniform observes the American flag being raised or lowered from any flag staff, he will assume the position of attention, salute, 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.

9.2.6. 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 10 Cadet Group Organization

10.1. **Cadet Organization.** The SC-932 AFJROTC Cadet Group will be organized in accordance with AFJROTC directives. A current **organizational chart will be published each semester.**

10.2. **Unit Manning Document.** A Unit Manning Document (UMD) will be used as a guideline for cadet positions and rank authorizations. See Attachment 19 for the UMD.

10.3. **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.

10.4. **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.

10.5. **Cadet Staff Meetings.** The Cadet Group Commander will conduct a staff meeting for key officers as required. This will be a mandatory meeting for those staff members designated by the Cadet Group Commander.

10.6. **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.

10.7. **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.

10.8. **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.

10.9. **Information Management.** Cadet leadership team members will maintain records of Corps activities in order to facilitate future activities and to document the achievements of Cadet Corps members.

10.9.1. **Attendance Rosters.** Activity POC will create a written attendance roster for each event/meeting for their activity. This serve as the record of attendance. Pay special attention to rosters for activities where the rally point is away from the school grounds (e.g. community service at the Middle Tyger Community Center).

10.9.2. **Wings.** AFJROTC uses the Wings database to track cadet participation world-wide. POCs will ensure attendance rosters are transferred to the Wings program through their cadet-access accounts within seven days of the event. Teams that meet multiple times weekly may enter data on a weekly basis.

10.9.3. **Continuity Books.** Cadet leadership changes on a yearly and semester basis. In order to retain the best lesson-learned from each event, POCs should maintain a continuity book for each event. Use the Corps common drive to the maximum extent possible for generating the continuity documents to ensure access by other team members.

## Chapter 11 Cadet Corps Positions

**11.1. Position Assignments.** Upper class cadets may be assigned positions of responsibility in the Cadet Group 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. All duty positions on the cadet staff will be selected by the Cadet Group Commander. Flight positions will be selected by the appropriate instructor. The basic duties of the key positions follow:

**11.1.1. Cadet Group Commander (CGp/CC).** He or she is responsible for the appearance, discipline, efficiency, training, and conduct of the group. Planning and coordinating all group activities, facilities, and resources. Monitors cadet participation entries in Wings. Leads effort to manage and track Cadet Corps Annual Goals. Ensures all members of the cadet corps have the opportunity to develop leadership commensurate with their individual abilities and coordinating with the SASI.

**11.1.2. Cadet Group Deputy Commander (CGp/CD).** The cadet Deputy Group Commander is responsible for taking instructions from the Cadet Group Commander upon what duties need to be dealt with. The Cadet Deputy Group Commander also assumes the responsibilities of the Cadet Group Commander in his or her absence. Serves as the Group Inspector General and coordinates the annual self-inspection process. The Cadet Deputy Group Commander has the responsibility, just as any other cadet does, to represent themselves as an ambassador of the corps.

**11.1.3. 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.

**11.1.4. Cadet Executive Officer (CGp/CCE).** Responsible for all tasks assigned by the Cadet Group commander. Aides in scheduling and coordinating activities of the Cadet Group commander.

**11.1.5. Cadet Public Affairs Officer (CGp/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 website. For providing all group photographic service. Performing other duties as assigned by the CWg/CC.

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

**11.1.7. Cadet Operations Squadron Commander (COS/CC).** Responsible for the appearance, discipline, effectiveness, training, and conduct of the cadet operations squadron. Ensures cadet group activities are conducted in accordance with current instructions, policies, and procedures. Performing other duties as assigned by the Cadet Group commander.

**11.1.8. 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.

**11.1.9. Cadet Mission Support Squadron Commander (CSS/CC).** Responsible for the appearance, discipline, effectiveness, training, and conduct of the cadet support squadron. Responsible for standardization evaluation (StanEval) for the cadet mission support squadron. Ensuring all cadet mission support squadron activities are conducted in accordance with current regulations, directives, policies, and procedures. Attending group staff meetings. Performing other duties as assigned by the Cadet Group commander.

11.1.10. **Cadet Logistics Support Flight Commander (CSL/CC).** Responsible for coordinating logistical support. Maintains uniform hand receipts and the Wings logistics database.

11.1.11. **Cadet Special Projects Officer (COS/SP).** Responsible for the planning, coordinating, and execution of all Corps special activities. Maintaining current special project continuity notebooks. Responsible for ensuring attendance at activities is entered into Wings. Performing other duties as assigned by the cadet services squadron commander.

11.1.12. **Cadet Wellness Officer (COS/PT).** Responsible for operating the AFJROTC cadet wellness program. Posting current health awareness information on bulletin boards. Responsible for posting Thermal Index and Weather conditions on Fitness Days. Responsible for ensuring PFT scores are entered into Wings. Performing other duties as assigned by the cadet services squadron commander.

11.1.13. **Cadet Special Teams Commander (SV/ST).** 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. Responsible for ensuring cadet attendance is entered into Wings. Performing other duties as assigned by the cadet services squadron commander.

11.1.14. **Cadet Teams Commanders (COS/LDR).** Responsible for organizing and executing LDR team activities outside of Special Teams. Provides leadership and mentorship for team members. Tracks support and materiel requirements and reports to Group Staff. Responsible for ensuring attendance is entered into Wings.

11.2. **Cadet Colonels Board.** A special board will be held at the end of each academic year to select the cadet leadership for the following year. Deserving rising Seniors will appear before a formal board for selection to the Group Commander and Deputy Group Commander positions for the Fall and Spring semesters. The SASI will chair the board. Each instructor and the current year Cadet Group and Deputy Group Commanders will be members of the board. The SASI will take inputs from the board members and make the final decision on the Cadet Group and Deputy Commanders for the following year.

## Chapter 12 Cadet Project Officers

12.1. **Duties.** The Cadet Group 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.

12.2. **Project Continuity Notebook.** The project continuity notebook (prefer electronic copies) should include, but is not limited to, the following information:

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

12.2.2. Master list of attendees/participants by name.

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

12.2.4. Event/Program itinerary.

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

12.2.6. Comments or suggestions for future project officers.

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

12.3. **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 13 AWARDS AND DECORATIONS

13.1. **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.

13.1.1. Ribbons **will not** be worn with medals. Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals may not be worn on regular uniform days. Place medals on the mounting rack in the proper order of precedence.

13.1.2. Refer to AFI 36-2903 for instructions on stacking multiple medals, and wear of devices on ribbons and medals.

### 13.2. Order of Precedence.

#### 13.2.1. Special Awards

- 1) Gold Valor Award
- 2) Silver Valor Award
- 3) Cadet Humanitarian Award
- 4) Silver Star Community Service with Excellence Award
- 5) Community Service with Excellence Award

#### 13.2.2. National Awards

- 6) Air Force Association Award
- 7) Daedalian Award
- 8) Daughters of the American Revolution Award
- 9) American Legion Scholastic Award
- 10) American Legion General Military Excellence Award
- 11) Reserve Officers Association Award
- 12) Military Officers Association Award
- 13) Veterans of Foreign Wars Award
- 14) National Society United States Daughters or 1812
- 15) National Sojourners Award
- 16) Scottish Rite, Southern Jurisdiction Award
- 17) Military Order of the Purple Heart Award
- 18) Sons of the American Revolution Award
- 19) Military Order of World Wars Award
- 20) American Veterans Award
- 21) Air Force Sergeants Association Award
- 22) Tuskegee Airmen Incorporated AFJROTC Cadet Award
- 23) The Retired Enlisted Association Award
- 24) The Celebrate Freedom Foundation Award

25) Air Commando Association Award

13.2.3. **AFJROTC Awards**

26) Distinguished Unit Award with Merit

27) Distinguished Unit Award

28) Outstanding Organization Award

29) Outstanding Flight Award

30) Top Performer Award

31) Outstanding Cadet Ribbon

32) Leadership Ribbon

33) Superior Performance Ribbon

34) Achievement Ribbon

35) Academic Ribbon

36) Cadet Leadership Course Ribbon

37) Special Teams Placement Ribbon

38) All Services National Competition

39) Air Force Nationals Competition

40) Orienteering Ribbon

41) Leadership Development Requirement (LDR) Leadership Ribbon

42) Drill Team Ribbon

43) Color Guard Ribbon

44) Saber Team Ribbon

45) Marksmanship Ribbon

46) USAA Educational Foundation (EF) Joint Service Academic Bowl (JLAB) Ribbon

47) Cyber Patriot Team Ribbon

48) StellarXplorers Team Ribbon

49) Raider Team Ribbon

50) Military Model Building Team Ribbon

51) Unmanned Aircraft Systems (UAS) Ribbon

52) Robotic Club/Team Ribbon

53) Good Conduct Ribbon

54) Service Ribbon

55) Health and Wellness

56) Recruiting Ribbon

57) Activities Ribbon

58) Attendance Ribbon

59) Dress and Appearance Ribbon

60) Longevity Ribbon

61) Bataan Death March Memorial Hike Ribbon

62) Patriotic Flag Ribbon

### 63) Resiliency Ribbon

13.2.4. Authorized Civil Air Patrol (CAP) awards. Cadets who earn CAP awards may wear those ribbons during regular uniform days and will be worn in the precedence listed below following the Resiliency Ribbon.

64) General Carl Spaatz Award

65) General Ira C. Eaker Award

66) Amelia Earhart Award

67) General Billy Mitchell Award

68) General J.F. Curry Achievement Award

13.3. AFJROTC and CAP Medals may be worn on the semi-formal uniform only for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals will not be worn on regular uniform days. 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.

### 13.4. Descriptions and Criteria.

13.4.1. **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.

13.4.2. **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.

13.4.3. **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.

13.4.4. **Silver Star Community Service with Excellence Award.** Award consists of a ribbon with silver star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours.

13.4.5. **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.

13.4.6. **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 third-year cadet.

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

Top 1% of the cadets in a unit in the following areas, academics, leadership, and professionalism.

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).

**13.4.7. Daedalian Award.** The Order of Daedalian's was 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.

13.4.7.1 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 AFJROTC class.

Rank in the top 20% of their school class.

**13.4.8. Daughters of the American Revolution (DAR) Award.** This award is presented annually to one fourth-year cadet that meets the following criteria:

Rank in the top 25% of their AFJROTC class.

Rank in the top 25% of their high school class.

Demonstrate qualities of dependability and good character.

Demonstrate adherence to military discipline.

Possess leadership ability and a fundamental and patriotic understanding of the importance of JROTC training.

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

13.4.9.1 This award is presented annually to one third- or fourth-year cadet 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

**13.4.10. American Legion General Military Excellence Award.** This award consists of a bronze medal accompanied by a ribbon with a distinctive miniature Attachment depicting a torch. This award is presented annually to one third- or fourth-year cadet 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.

13.4.11. **Reserve Officers Association (ROA) Award.** This award is presented annually for military and academic achievement to an outstanding fourth-year cadet. The recipient must possess individual characteristics contributing to leadership such as:

Be in the top 10% in the AFJROTC program.

Be in the top 25% in academic grades.

Be recognized for having contributed the most to advancing the objectives of the AFJROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic.

13.4.12. **Military Officers Association of America (MOAA) Award.** This award is presented annually to an outstanding third-year cadet 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.

13.4.13. **Veterans of Foreign Wars (VFW) Award.** This award presented annually to an outstanding third or fourth-year cadet who is actively engaged in the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

Positive attitude toward the AFJROTC program

Must be enrolled as a 11th-12th grade AFJROTC student

Must maintain a “B” average in AFJROTC curriculum and a “C” average in all remaining subjects with no failing grades in the previous semester

Active in at least one other student extracurricular activity (music, athletics, government, etc.)

13.4.14. **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.

13.4.15. **National Sojourners Award.** This award is presented annually recognizing an outstanding second or third-year cadet who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus. Each cadet must:

Be in the top 25% of their academic class.

Encourage and demonstrate ideals of Americanism.

Demonstrate potential for outstanding leadership.

13.4.16. **Scottish Rite, Southern Jurisdiction Award.** This award annually recognizes an outstanding third-year cadet. Each cadet must:

Contribute the most to encourage Americanism by participation in LDR 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.

13.4.17. **Military Order of the Purple Heart Award.** This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC program and demonstrates leadership ability. (Seniors are not eligible) 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.

13.4.18. **Sons of the American Revolution (SAR) Award.** This award recognizes an outstanding third year cadet 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 for the Academic Year
- Be in the top 10% of their AFJROTC class.
- Be in the top 25% of their overall class.

13.4.19. **Military Order of World Wars Award.** 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.

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

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

13.4.21.1 This award recognizes an outstanding third- or fourth-year cadet. The recipient must demonstrate outstanding qualities in military leadership, discipline, character, and citizenship. Each cadet must:

- Be in the top 10% of the AFJROTC class.
- Demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.
- Not have been a previous recipient of this award.

13.4.22. **Tuskegee Airmen Incorporated (TAI) Air Force JROTC Cadet Award.** This

TAI sponsored award consists of a ribbon and a certificate.

13.4.22.1 This award is presented annually to two cadets. Cadets may be first-year, second-year, or third-year cadets 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.

13.4.23. **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.

13.4.24. **The Celebrate Freedom Foundation.** Awarded annually, at the SASI’s discretion, for outstanding performance in academics and cadet corps. This award consists of a ribbon and a certificate. Cadets must demonstrate the following personal characteristics:

Outstanding personal appearance (uniform and grooming).

Display personal attributes such as initiative, judgment and self-confidence.

Courteous demeanor (promptness, obedience and respect for customs).

Growth potential (capacity for responsibility, high productivity and adaptability to change).

Possess the highest personal and ethical standards and strong positive convictions.

Show the potential and desire to pursue a military career.

Rank in the top 5% of his/her AS class with a grade average of A or numerical equivalent.

Rank in the top 15 % of his/her academic class.

Demonstrates a positive attitude (toward AFJROTC and SFJROTC and school).

13.4.25. **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.

13.4.26. **Distinguished Unit with Merit Award.** Award consists of a ribbon awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year.

13.4.27. **Distinguished Unit Award (DUA).** Awarded to cadets enrolled during the academic year when a unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 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.

13.4.28. **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.

13.4.29. **Outstanding Flight Ribbon.** 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. Criteria include uniform wear, dress and appearance, participation in corps events, school disciplinary records, and an instructor evaluation of the overall flight's dedication to the principles of the AFJROTC program. 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.

**13.4.30. 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). This award is only presented during a visit by HQ AFJROTC personnel. All currently enrolled cadets may be considered. Specific consideration should be given to cadets not previously recognized for superior performance.

13.4.30.1 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. The award is based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.

**13.4.31. 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.

13.4.31.1 **Outstanding Cadet Ribbon with silver star.** Cadets chosen as State, Pacific and European "AFJROTC and AFA Cadet Leadership Award" winners will be awarded the "Outstanding Cadet Ribbon" with silver star. Exception: If a cadet has previously earned the Outstanding Cadet Ribbon or earns it in the future, that cadet will wear only one ribbon; that would be the Outstanding Cadet Ribbon with silver star, since that award is of higher precedence.

**13.4.32. 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.

**13.4.33. Superior Performance Ribbon.** Awarded annually at the SASI's discretion for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC (limited to top 10% of the cadet corps) for a single or sustained performance of a superior nature. The award is presented in recognition of achievements and services which are clearly outstanding and exceptional when compared to achievements and accomplishments of other cadets.

**13.4.34. Achievement Ribbon.** Is a ribbon awarded at the SASI's discretion for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period.

**13.4.35. 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.

**13.4.36. Cadet 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 (limited to 10 percent of the class).



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

13.4.38. **All-Service National Competition Award.** Is a medal/ribbon awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

13.4.39. **Air Force Nationals Competition Award.** Is a medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

13.4.40. **Orienteering Ribbon.** Awarded to team members for completing a sanctioned orienteering course within a designated period of time (specific for each course). Teams must maintain unit coherency throughout the event and remain within the exercise boundaries.

13.4.41. **Leadership Development Requirement (LDR) Leadership Ribbon.** Awarded at the SASI's discretion for leadership in AFJROTC LDR activities (such as but not limited to Raider Team commander, Orienteering coordinator, Drill Team commander, Color Guard commander, Marksmanship commander, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others. An oak leaf cluster should be added to this ribbon for each additional award.

13.4.42. **Drill Team Ribbon.** Awarded to cadets actively participated on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least three drill performance events, i.e., competitions, special school events, community demonstrations (cumulative). An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

13.4.43. **Color Guard Ribbon.** Awarded to cadets who participate in no less than five color guard events in an academic year. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

13.4.44. **Saber Team Ribbon.** Awarded to cadets who participate in ALL saber team events in an academic year. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

13.4.45. **Marksmanship Team Ribbon.** Serve on the Marksmanship Team for one full season and participate in a minimum of one marksmanship competition. Requires SASI recommendation. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

13.4.46. **USAA Educational Foundation (EF) Joint Service Academic Bowl (JLAB) Ribbon.** This ribbon is awarded to cadets who participate in the Joint Leadership and Academic Bowl (JLAB) Practice Test and the subsequent rounds of JLAB competition. The award recognizes individual efforts toward achieving a clear understanding of core subjects including math, science, language arts, leadership, current events, and financial literacy.

13.4.47. **CyberPatriot Ribbon.** This ribbon is awarded to cadets who are a member of the CyberPatriot team for at least one competition season and participate in the majority of the competition events during that season.

13.4.48. **StellarXplorers Ribbon.** This ribbon is awarded who are a member of the StellarXplorers team for at least one competition season and participate in the majority of the competition events during that season.

13.4.49. **Raider Team Ribbon.** Awarded to cadets who are a member of the Raiders Team for at least one season and compete in the majority of the competition events during that season.

13.4.50. **Military Model Building Team Ribbon.** Awarded to cadets who are a member of the Military Model Building Team for at least one year and complete a scale plastic or balsa model of military equipment to include military paint schemes and markings.

13.4.51. **Unmanned Aircraft Systems (UAS) Ribbon.** Awarded to cadets who are a member of the UAS team for at least one year. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. First-time cadets are required to demonstrate basic flight proficiency while continuing cadets will demonstrate advanced flight skills.

13.4.52. **Robotics Ribbon.** Awarded to cadets who are a member of the Robotics club/team for at least one year. Cadets will demonstrate understanding of construction, programming, and operations procedures.

13.4.53. **Good Conduct Ribbon.** Awarded to cadets who complete one semester without disciplinary issues such as ISS, OSS, or detention. Requires Instructor recommendation. Cadets may only receive one award annually. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

13.4.54. **Service Ribbon.** Awarded at the SASI's discretion for distinctive performance in school, community, or AFJROTC service projects. Limited 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.

13.4.55. **Health and Wellness Ribbon.** Awarded for participation in the health and wellness physical fitness program for an academic term. All cadets who participate in the wellness program will receive the Health and Wellness Ribbon. All cadets who participate in the 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 Physical Fitness Program Assessment in WINGS.

13.4.56. **Recruiting Ribbon.** Awarded for outstanding effort in support of unit recruiting activities. Awarded to cadets who participate in a minimum of two recruiting events such as middle school visits and manning a recruiting table at a school event. Additionally, individuals who recruit two new members to the cadet corps will be awarded this ribbon. Requires SASI recommendation.

13.4.57. **Activities Ribbon.** Awarded for participation in Leadership Development Requirement activities other those that qualify for a ribbon on the ribbon chart. These include, but are not limited to model rocketry club and planning committees. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year. Cadets must regularly participate in the designated activity and receive the recommendation from the supervising instructor.

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

13.4.59. **Dress and Appearance Ribbon.** Awarded for wearing uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards, earning a 90% or higher (21.6 points out of 24) average on inspection grades.

13.4.60. **Longevity Ribbon.** Awarded for completion at least one AFJROTC course each school year.

13.4.61. **Bataan Death March Memorial Hike Ribbon.** To honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct an optional 14-mile Bataan Death March Memorial Hike. This event must be accomplished on a locally-determined 14 mile course (trails, road courses, tracks, etc.). Units may complete the full hike in a span of one to no more than three days. Cadets who fully complete the 14-mile hike are authorized to wear the ribbon.

13.4.62. **Patriotic Flag Ribbon.** May be awarded for participation in of five *non-color guard* events specifically designed to honor our nation's flag. Such events include special flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. Additionally, cadets who routinely participate in the morning and/or afternoon flag details for a minimum of nine weeks may earn this award at the discretion of the SASI.

13.4.63. **Resiliency Ribbon.** Is a ribbon awarded by the SASI to any cadet who was enrolled in an AFJROTC course of study from 1 March 2020 to 30 June 2021. In addition, this ribbon may be awarded at SASI discretion to cadets who have overcome significant life challenges (significant illness, tragedy at home such as fire or destruction by storm) and have shown resilience to overcome those events and press on as a cadet.

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

13.5.1. **Byrnes Distinguished Cadet of the Year Award.** This is awarded to one rising Senior. Recipients receive the Distinguished Cadet Badge. The Cadet must meet the following criteria:

High moral character

Demonstrate positive personal attributes

Display outstanding military potential

Maintain consistent academic and military excellence

13.5.2. **Byrnes Outstanding Cadets of the Year Award.** This award is presented to the cadet from each class year based on a combination of academics, dress and appearance, and attitude. These exceptional cadets best represent the Corps. Cadets selected receive the Outstanding Cadet Ribbon.

13.5.3. **Colonel Sammy F. Betsill Leadership Award.** This is awarded to any year cadet holding a leadership position within the corps. The Cadet selected will receive the Leadership Ribbon. Cadets must meet the following criteria.

Demonstrated the highest quality of leadership Demonstrate exceptional leadership traits Inspire other by personal example

Active leadership involvement within the Corps

13.5.4. **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

### 13.6. Badges.

13.6.1. **Flight Solo Badge.** Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft.

13.6.2. **Unmanned Aircraft Badge.** Awarded for successful completion of the Remote Pilot Certification Test.

13.6.3. **Aviation Ground School Badge.** Awarded for successful completion of the FAA Private Pilot Practical Test (Powered or Glider) or the Remote Pilot Certification Test.

13.6.4. **Flight Certificate Badge.** Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. Once earned, this badge will be worn in place of the Flight Solo Badge.

13.6.5. **Awareness Presentation Team Badge.** Awarded for participation on an Awareness Presentation Team briefing preparation and presentation.

13.6.6. **Kitty Hawk Air Society Badge.** Awarded to cadets who are members of the Kitty Hawk Air Society. To earn the Kitty Hawk Badge, cadets must earn a GPA of 3.0 on a 4.0 scale for a semester. Each subsequent semester, the cadet must maintain the 3.0 in order to continue to wear the badge. Additionally, Kitty Hawk cadets must participate in the Kitty Hawk sponsored community service events each semester. Cadets who do not meet these criterion will be placed into probationary status for Kitty Hawk membership.

13.6.7. **Distinguished AFJROTC Cadet Badge.** This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding third-year cadet selected at the end of each school year. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASIs and with the concurrence of the principal, selects the recipient of this award.

13.6.8. **Aerospace Education Foundation (AEF) Academic Cadet Badge.** Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below "C" on their transcript. The individuals must be recommended by the SASI.

13.6.9. **Model Rocketry Badge.** Awarded to cadets who have fulfilled model rocketry program requirements. Cadets must pass the model rocketry safety examination, build their own rocket to within acceptable standards, and conduct five successful launches and recoveries as defined in the Model Rocketry Handbook to earn the badge.

13.6.10. **Marksmanship Awards.** Marksmanship Awards. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. Marksmanship badges will not be worn with medals.

13.6.10.1 Each Marksmanship athlete may earn one of the three marksmanship badges. They may only wear one of the badges on the uniform, not more than one at a time. These badges

are earned by scores obtained in competitions, not practices. These badges are awarded by the unit's SASI.

13.6.10.2 The basic marksmanship badge - requires a combined score of 170 or above, fired in the prone, standing, and kneeling 3x10 positions.

13.6.10.3 The sharpshooter badge - requires a combined score of 220 or above, fired in the prone, standing, and kneeling 3x10 positions.

13.6.10.4 The expert badge - requires a combined score of 250 or above, fired in the prone, standing, and kneeling 3x10 positions.

13.6.10.5 The Civilian Marksmanship Program's (CMP) Junior Distinguished Badges (Gold, Silver and Bronze) are awarded to cadets who distinguish themselves by attaining a series of high rankings in designated major junior air rifle championships that include State Junior Olympic Qualifiers, CMP Cup Matches, the National Junior Olympic Championships and other National Council Three-Position Air Rifle Championships. Badges are earned through CMP.

#### 13.6.11. **Other Badges or Pins.**

Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination. (Refer to Attachments 17 and 18)

## Chapter 14 AFJROTC Block Letters

14.1. **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.

14.2. **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, award these letters extremely judiciously.

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

14.4. **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.

14.5. **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 a “B” average in AFJROTC for three years.

- No failing academic grades for the year.

- Three years of special teams (competed in at least one competition 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 15 Leadership Development Requirements (LDR) and Field Trips

15.1. **Description Of Activities.** LDR activities are leadership oriented, voluntary, and involve time after school. Some AFJROTC LDR activities include: Special Performance Teams (i.e. Color Guard, Saber Team, Drill Team) Orienteering team, Raider team, Academic team, Model Club, Rocketry Club, CyberPatriot, StellarXplorers, and the Marksmanship Team.

15.2. **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.

15.3. **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.

15.3.1. Parents are required to complete a medical treatment consent, power and attorney forms before cadets make field trips. Air Force Regulations authorize AFJROTC cadet 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.

15.3.2. Cadets are responsible for completing academic work from all classes missed during any field trip within a timely manner. Failure to do so is considered as an integrity issue and will be reflected in the leadership portion of the cadet's grade in the AFJROTC class in addition to any penalties assessed by the subject matter teacher.

15.3.3. **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. Food and drink on buses 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.

15.4. **Community Service Events.** Throughout the year, the Cadet Corps will participate in community service events, both during and outside the school day. SC-932 organized and led community service events will be tracked in Wings and may be used as part of college and scholarship applications.

15.5. **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.

15.6. **Cadet Leadership Course.** Cadet Leadership Course (CLC), 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 CLC. 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. CLC is an informative, challenging, and rewarding experience that will greatly enhance the leadership ability of cadet officers. Additionally, it provides an excellent opportunity to exchange ideas and interface with cadets from other units.

15.7. **Drill Team.** The SC-932 Drill Team is open to all cadets. The team competes in the Regulation Armed and Unarmed, as well as Exhibition Armed and Unarmed categories. Cadets are encouraged to participate during both semesters of the school year, regardless of whether or not they are actively taking an AFJROTC class. The team competes in four to five competitions each year.

15.8. **Color Guard.** The SC-932 Color Guard is a select group of cadets chosen for their demonstrated professionalism and military bearing, marching skills, and dedication to the Cadet Corps. The Color Guard represents James F. Byrnes High School at community events, school sporting events, and professional sporting events throughout the year.

15.9. **Marksmanship Team.** With Instructor recommendation, SC-932 upperclass cadets may participate in the Marksmanship Team up on successful completion of an AFJROTC course.

15.9.1. Participating cadets will maintain at least a B average in their current or most recent AFJROTC course and will maintain a passing score for all other academic classes. Cadets who receive school or civil disciplinary actions will be suspended from the Marksmanship program.

15.9.2. The Marksmanship program uses the U.S. Three Position Air Rifle Rules and complies with the Civilian Marksmanship Program standards for education and safety. Prior to beginning operations, each cadet is required to attend a mandatory safety and procedures class, and score a 100% on the examination

15.10. **Model and Rocketry Club.** The SC-932 Model and Rocketry Club provides cadets with the opportunity to learn skills in scale aircraft modeling as well as model rocketry. The club meets weekly after school and is open to all cadets. All materials are provided. Cadets have the opportunity to earn the Model Rocketry Badge through their participation.

15.11. **RC Aircraft Club.** The SC-932 RC Aircraft club provides cadets with the opportunity to learn the skills necessary to operate radio-controlled quad-copters and aircraft. The club meets weekly after school and is open to all cadets. All materials are provided.

15.12. **Robotics Club.** The SC-932 Robotics club gives cadets the opportunity to learn the mechanics, programming, and operation of robots. The club is an extension of in-class robotics activities. Cadets will participate under supervised independent activity before and after school.

15.13. **Orienteering.** The SC-932 Orienteering Team competes in a minimum of one Orienteering meet each semester. Orienteering is a sport that requires navigational skills using a map and compass to navigate from point to point in diverse and usually unfamiliar terrain whilst moving at speed. All cadets are eligible to participate with completion of the training and safety class given during the week prior to each Orienteering meet.

15.14. **Raider Team.** The SC-932 Raider Team competes in joint-service Raider competitions around the region. Raider competitions consist of some type of personal fitness/individual strength test (e.g., push-ups, curl-ups, tire drag, obstacle course, etc.). There will also be a distance team running event, along with a through the woods obstacle event, land navigation, and a rescue/first aid event. Lastly, almost every Raider event has some form of Rope Bridge construction/transport component. All cadets are eligible to compete with instructor recommendation.

15.15. **Academic Bowl.** The SC-932 Academic Bowl team competes throughout the academic year in a nationwide competition of team-based academic skills. The competition consists of three rounds, with successful teams in the first two rounds traveling to Washington, DC, for the national finals. All cadets are eligible to compete with instructor recommendation.

15.16. **StellarXplorers.** The SC-932 StellarXplorers team competes throughout the academic year in a nationwide competition sponsored by the Air Force Association focusing on satellite design, orbit selection, and payload selection to meet real-world space requirements. Team members use an unclassified version of the Systems Tool Kit software used by NASA to calculate the orbit and launch



requirements. The competition consists of four rounds with successful teams in the first three rounds traveling to Colorado Springs, CO, for the national finals. All cadets are eligible to compete with instructor recommendation.

15.17. **CyberPatriot.** The SC-932 CyberPatriot team competes throughout the academic year in a nationwide competition sponsored by the Air Force Association focusing on cyber network security and defense. Team members address challenging network defense scenarios in Windows and Linux systems as well as mastering Cisco networking control protocols. The competition consists of four rounds with successful teams in the first three rounds traveling to Baltimore, MD, for the national finals. All cadets are eligible to compete with instructor recommendation.

15.18. **Bataan Memorial March.** The cadet corps conducts a 14-mile memorial march to raise funds for charity each spring. The event remembers the events of the Bataan Death March in the Philippines during the Second World War. All cadets are eligible to participate.

15.19. **Annual Fundraising Activities for Local Organizations.** Each semester the cadet corps conducts fundraising activities to support the James F. Byrnes High School Student Council and the Middle Tyger Community Center. This is an excellent way for cadets to give back to their local community.

## Chapter 16 Coin Challenge

### Participation in this program is voluntary.

16.1. 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 soars.

### 16.2. RULES OF ENGAGEMENT

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

16.2.2. 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.

16.2.3. 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.)

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

16.2.5. 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.)

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

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

16.2.8. 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.

16.2.9. 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.

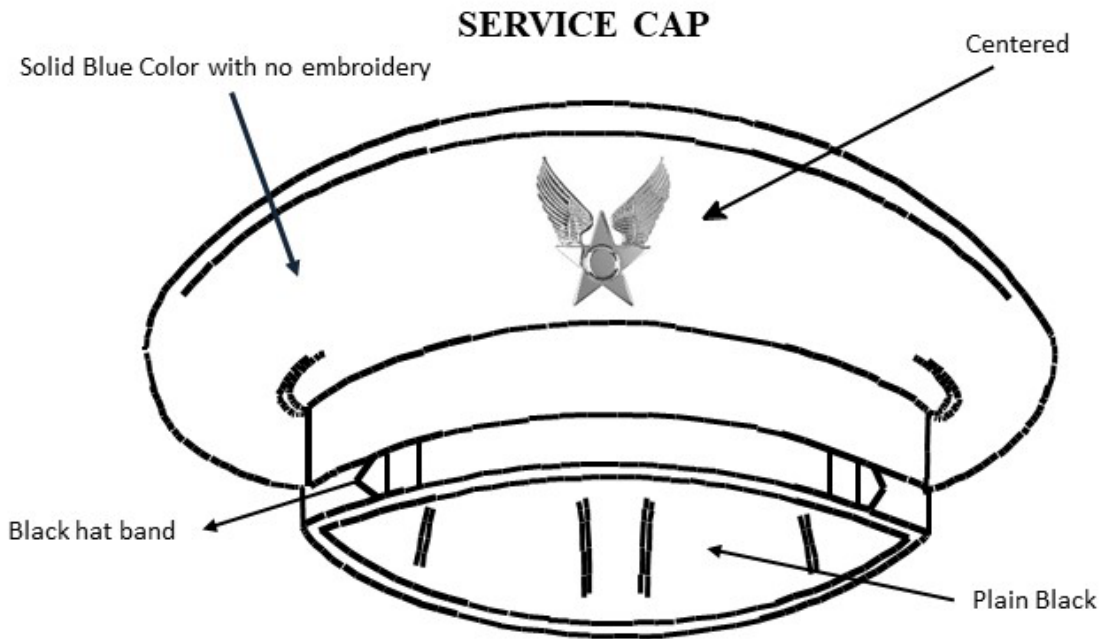
16.2.10. All disputes will be decided by the **lowest** ranking cadet!

## **Attachment 1 – 30-Command Drill Sequence**

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

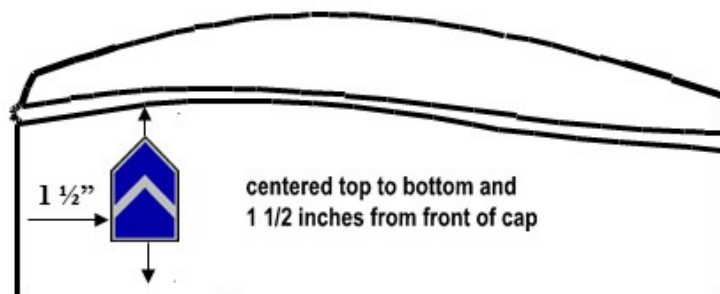
## Attachment 2 Cadet Male Headgear

### CADET MALE HEADGEAR



Service Cap – Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia

### FLIGHT CAP\*



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

## Attachment 3 Cadet Female Headgear

# CADET FEMALE HEADGEAR

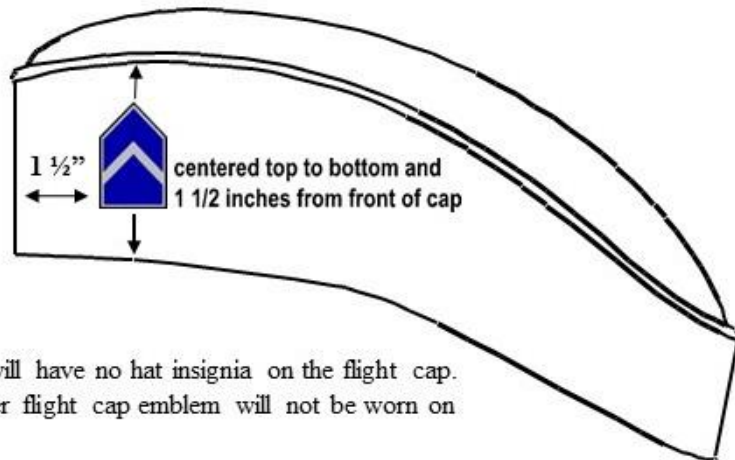
## SERVICE CAP

Solid Blue Color with no embroidery



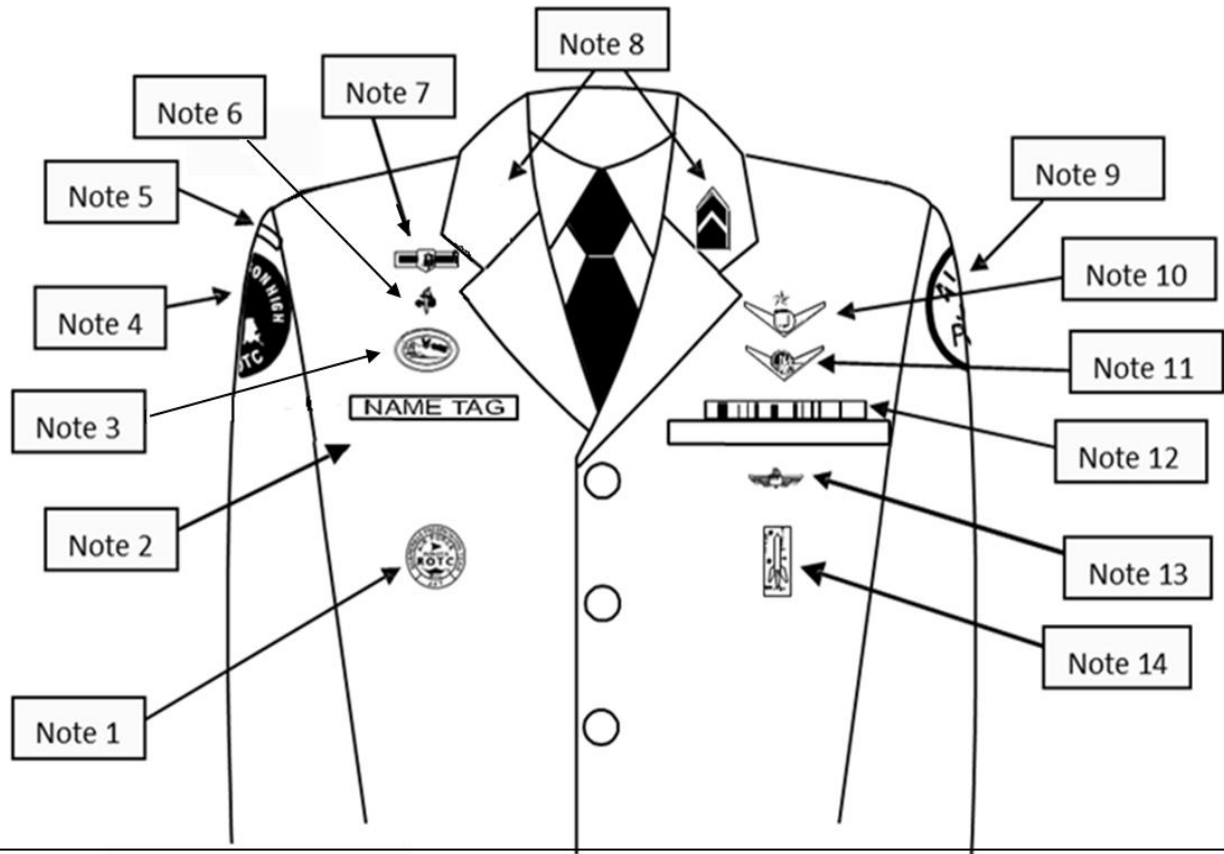
Service Cap - Solid dark Air Force blue color only. Cadet officers may wear the AFJROTC officer hat insignia or the large Hap Arnold Wings insignia. Enlisted cadets may only wear the large Hap Arnold Wings insignia.

## FLIGHT CAP\*



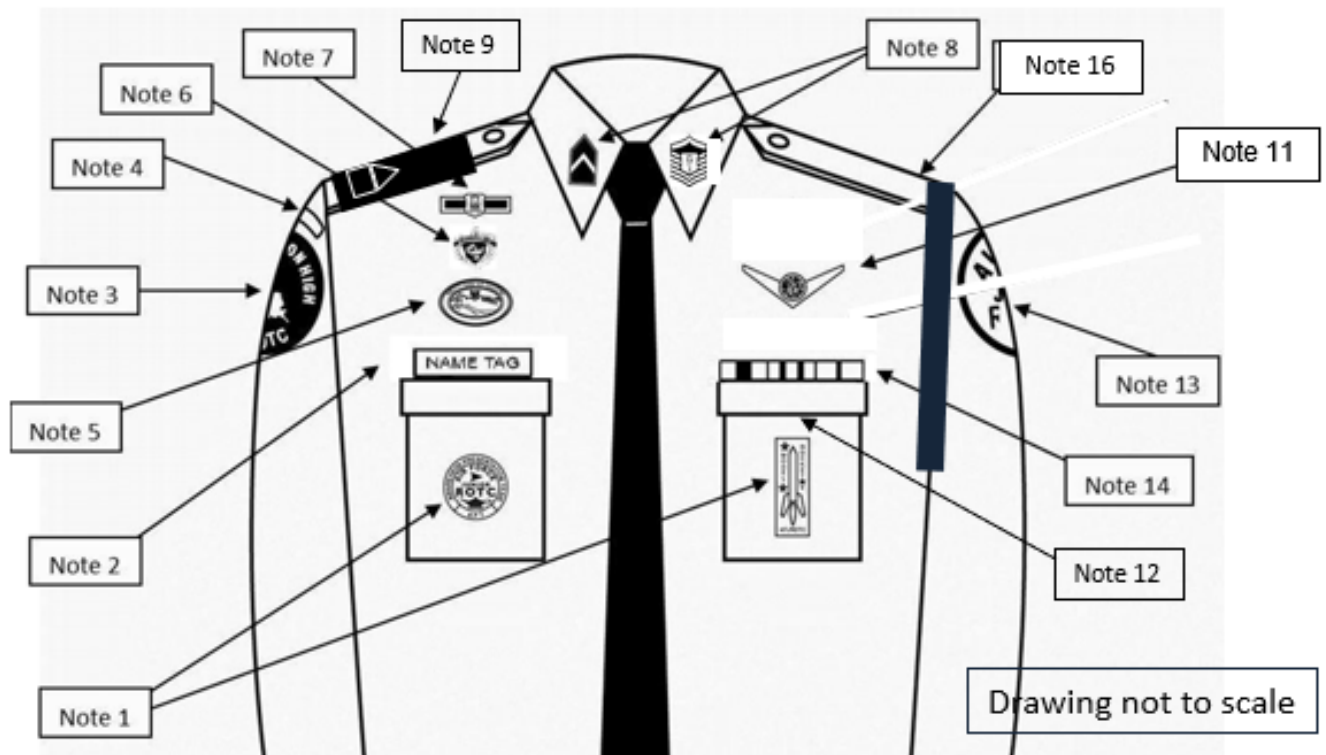
- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

## CADET MALE SERVICE DRESS



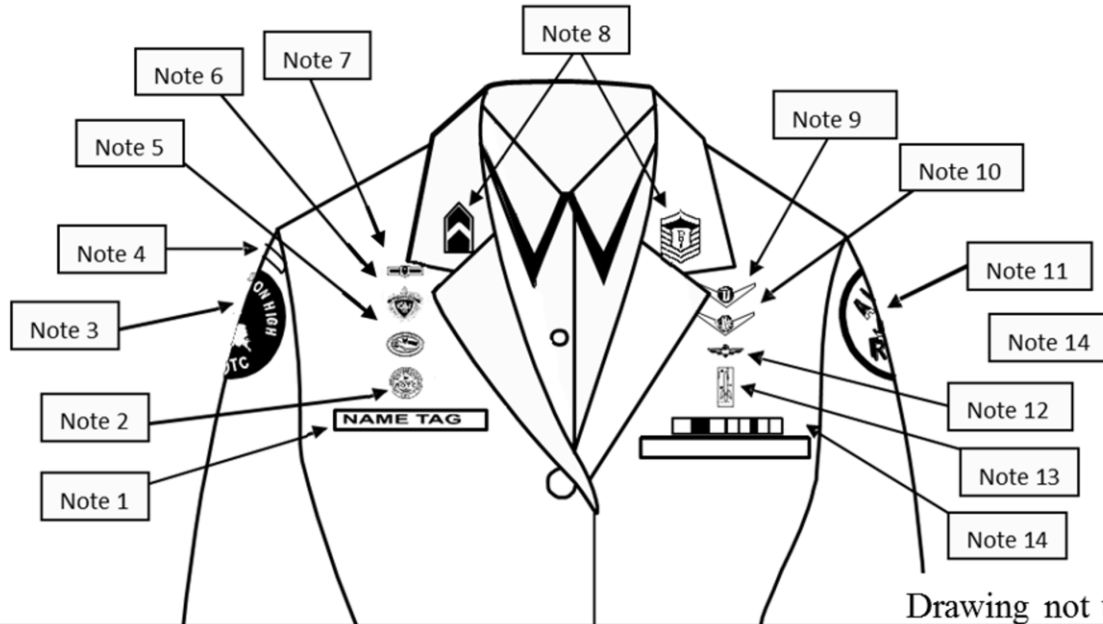
1. Awareness Presentation Team (APT) Badge. Centered 3 inches below the bottom of the silver name tag.
2. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge parallel to top of welt pocket.
3. Kitty Hawk Badge. See Note 15 below.
4. Unit patch. Place  $\frac{1}{2}$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

## CADET MALE BLUE SHIRT



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

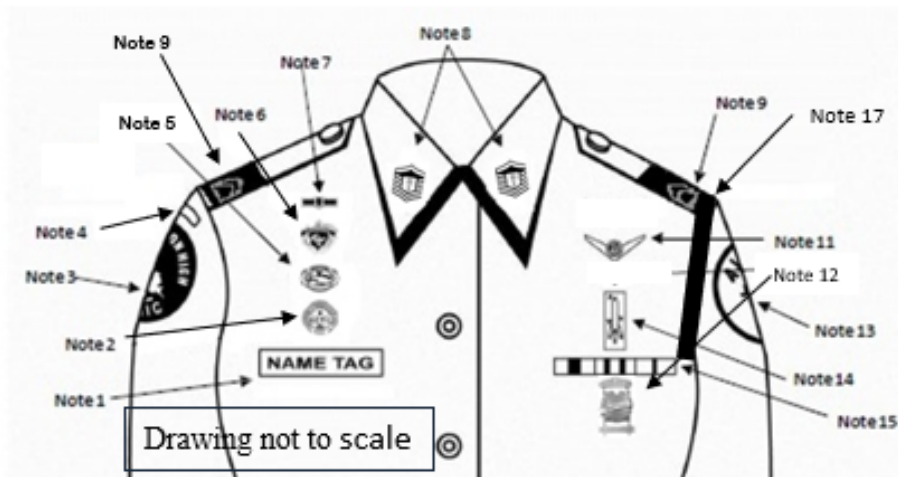
## CADET FEMALE SERVICE DRESS



1. Silver Name tag, mandatory. Center on the wearer's right between the sleeve seam and lapel and the bottom of the name tag will be parallel with the bottom of ribbons.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Deleted
10. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
11. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. Model Rocketry Badge. See Note 15.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
15. Except marksmanship badge. Wear first badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge , then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge.  
**No more than one Flight badge is authorized.**
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder. May be solid or multi-colored.
17. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the service dress.
18. **Medals are not authorized for wear on this uniform with ribbons. Ribbons and medals may not be mixed.**



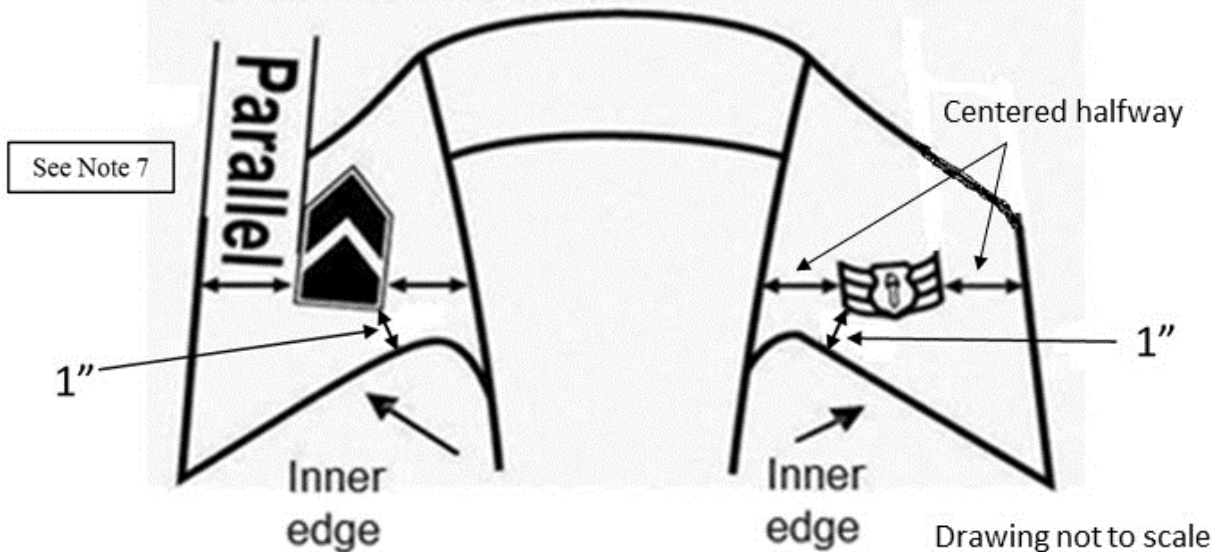
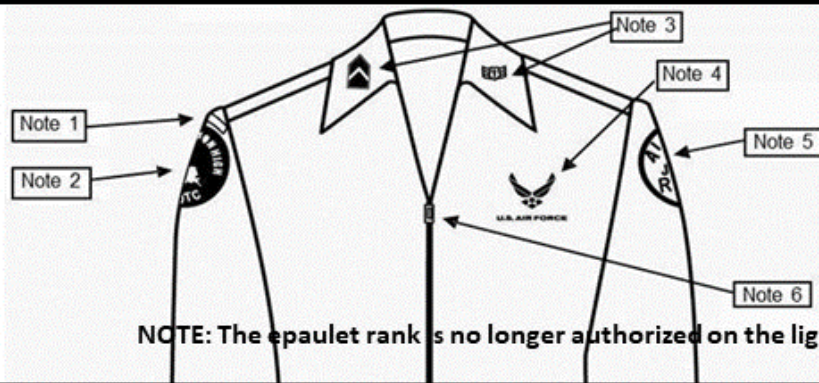
## CADET FEMALE BLUE SHIRT



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

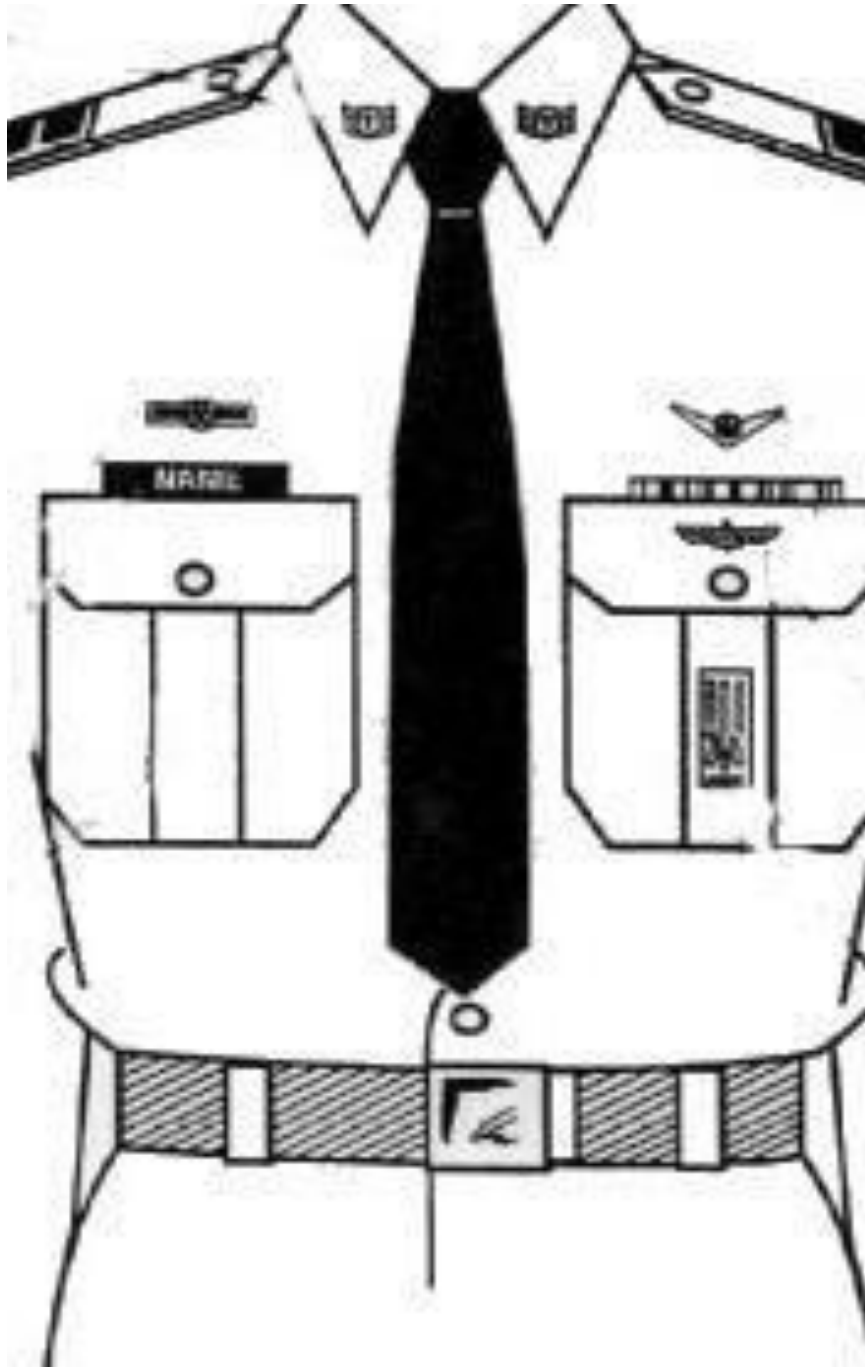
## Attachment 8 Cadet Lightweight Blue Jacket

### CADET LIGHT WEIGHT BLUE JACKET



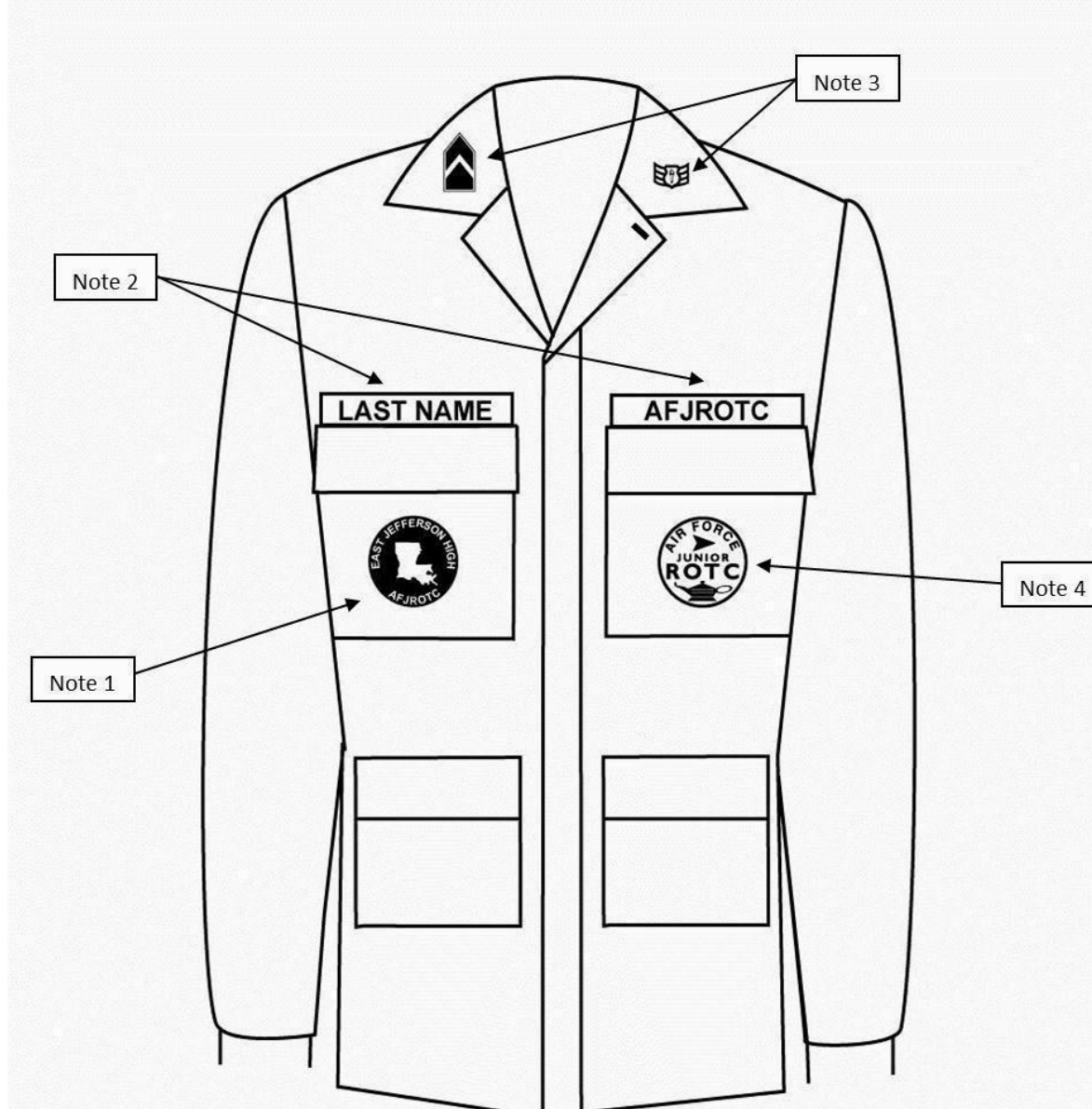
1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) will be worn on both lapels, mandatory. For placement see Note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

## Attachment 9 “Gig Line”



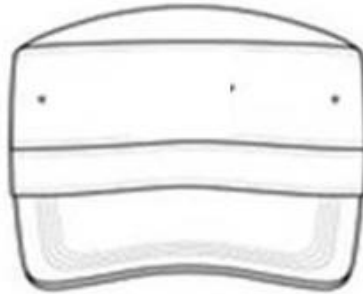
The zipper opening of the trousers/slacks must be in line with the belt buckle and shirt opening.

## CADET UTILITY UNIFORM (ABU/BDU) Male and Female

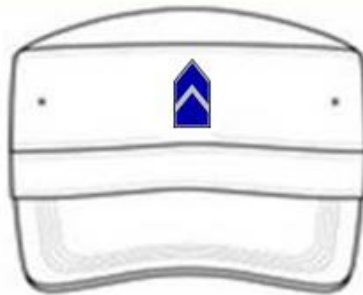


1. Unit patch (optional). If worn, will be placed on right pocket and centered.
2. Last Name and AFJROTC tapes. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.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

## CADET ABU HEADGEAR



Enlisted Cadets will not wear rank on the ABU cap.

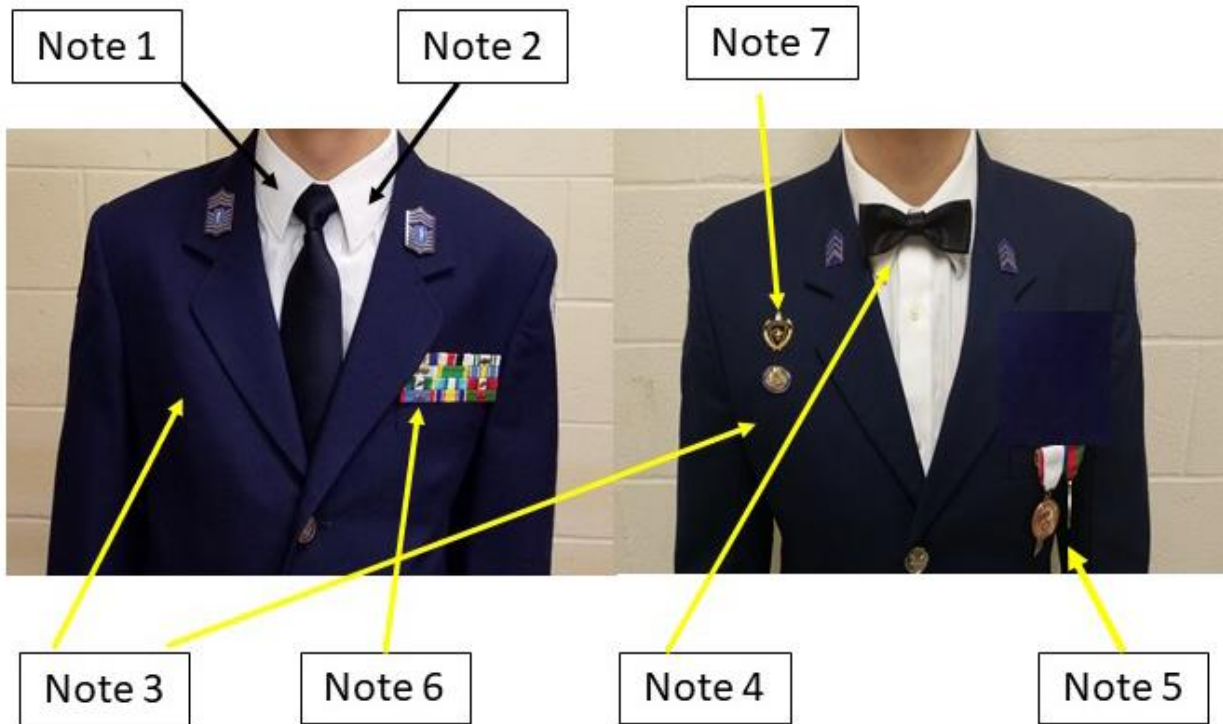


Officers will wear rank insignia on the ABU cap.

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

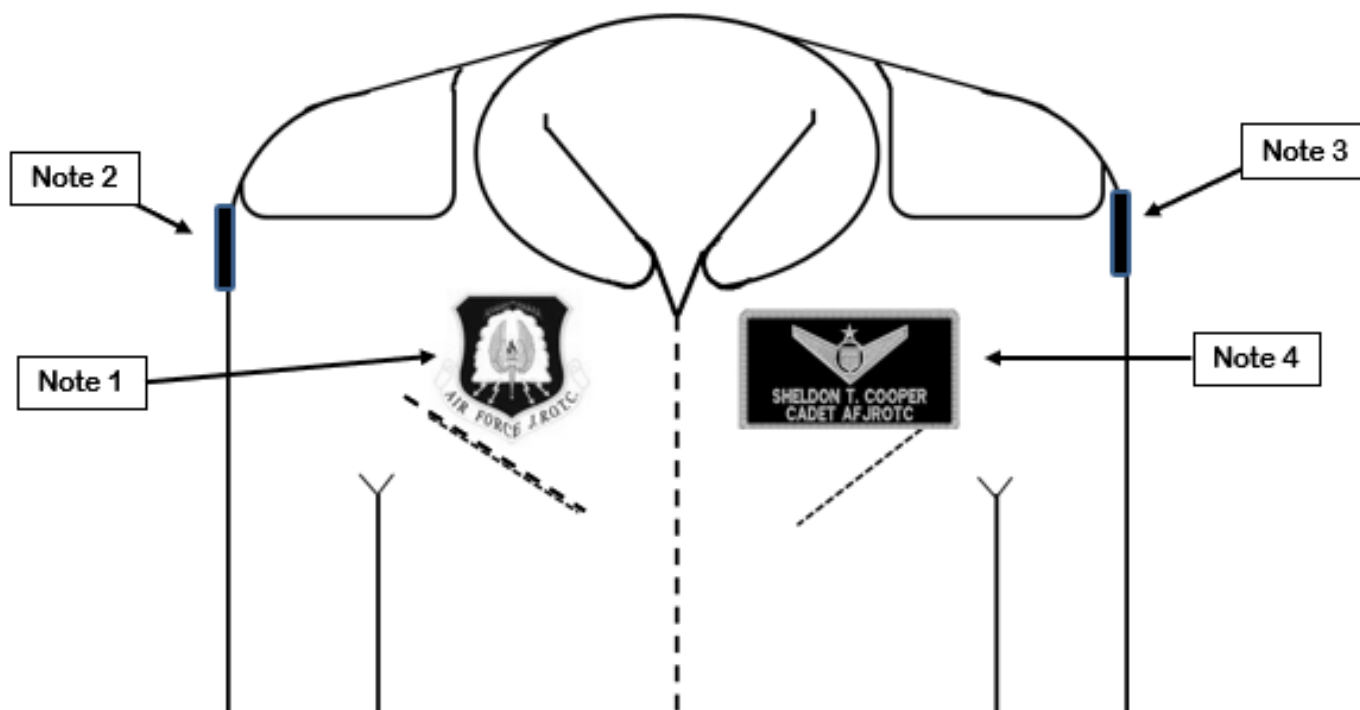
**Exception is for Cadet Leadership Course (CLC) specific headgear that will ONLY be worn during the period of the CLC course.**

## Semi-Formal Dress Uniform



1. The blue or white long-sleeve shirt will be plain, knit or woven, commercial type with a short or medium point collar, with button or French cuffs.
2. Enlisted members do not need to wear two sets of ranks on the semi-formal uniform.
3. The Silver Name Tag will not be worn on the semi-formal dress uniform.
4. Black or Blue bow tie may be worn with the semi-formal uniform (white shirt only).
5. Large medals will be worn on the semi-formal uniform coat  $\frac{1}{2}$  inch below the top of the welt of the pocket, centered on the pocket. If medals are worn, ribbons will not be worn (no mixing).
6. AFJROTC ribbons may be worn on the semi-formal uniform. If ribbons are worn, medals will not be worn (no mixing).
7. Authorized badges may be worn on the semi-form dress uniform. If medals are worn, badges that are normally worn directly under the ribbon rack will not be worn.
8. Headgear is not worn with the semi-formal dress uniform.
9. Per Chapter 7 para 7.8.4.8. **Mess Dress Uniforms are not authorized for wear by AFJROTC cadets.**

## FLIGHT SUIT (Male and Female)



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

## Attachment 14 Male Cadet Hair Requirements



**Sideburns**



**Mustache**



# Attachment 15 Female Cadet Hair Requirements



**Braids**



**Twists**



**Locs**

**Authorized Female Ponytails/equivalent and long braid(s) Hair Styles Examples.**



**Ponytail/Pull-through Ponytail Style/Braided Ponytail**



**Braided Ponytails/Multiple Braids in a Single Ponytail**



**Pulled back secured and does not exceed 6-inch radius**

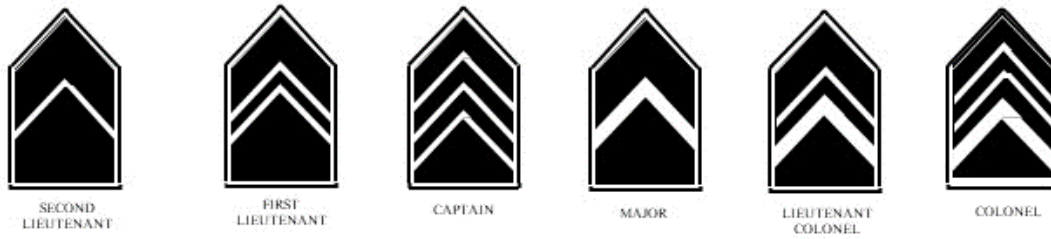




**Two Braids Looped Underneath/Two Braids**

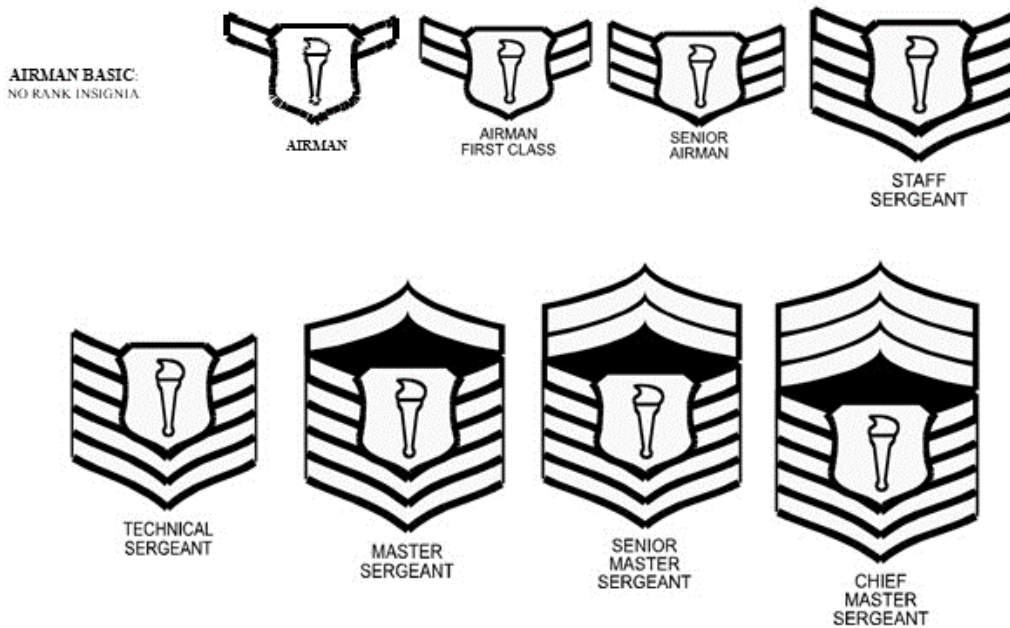
## AIR FORCE JROTC RANK INSIGNIA

### CADET OFFICER RANK



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

### CADET ENLISTED RANK



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

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

**AUTHORIZED AIR FORCE JROTC  
BADGES AND INSIGNIA**



Hap Arnold Optional  
Enlisted/Officer Service  
Cap Insignia



OFFICERS  
SERVICE CAP  
INSIGNIA



MODEL ROCKETRY  
BADGE



KITTY HAWK  
AIR SOCIETY  
BADGE



DISTINGUISHED  
CADET BADGE



SHOULDER TAB  
METAL OR CLOTH



GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE



UNMANNED AIRCRAFT  
BADGE

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



AWARENESS  
PRESENTATION  
TEAM BADGE

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



AEF BADGE



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

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

## AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

### Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

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



Marksmanship  
Shield

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

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

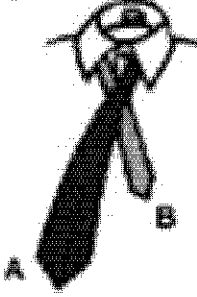

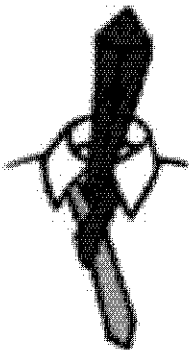
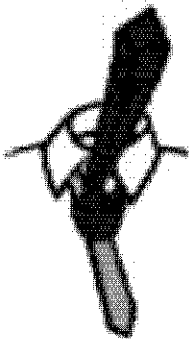
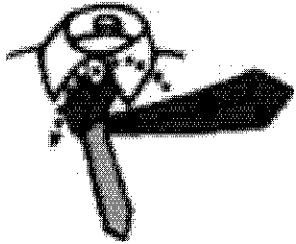
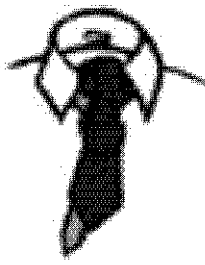
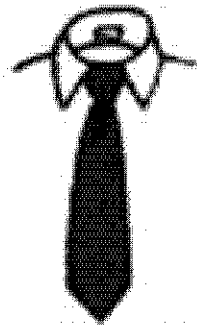
**Marksmanship badges will not be worn with medals.**

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

## Attachment 19 Unit Manning Document

POSITION	AUTH RANK	#AUTH	#ASSG
C/Group Commander	C/Colonel	1	1
C/Deputy Group Commander	C/Colonel	1	1
C/Reserve Group Commander	C/Lt Colonel	1	1
C/Recruiting Officer	C/Lt Colonel	1	1
C/Executive Officer	C/Major	1	1
C/Public Affairs Officer	C/Captain	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/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

## How to tie a Windsor

	<p>1. Situate the tie so that the end "A" is longer than end "B" and cross "A" over "B".</p>		<p>4. Bring "A" across the front from left to right.</p>
<p>2. Bring "A" up through loop between collar and tie; then back down.</p>		<p>5. Pull "A" up through the loop again.</p>	
	<p>3. Pull "A" underneath "B" and to the left, and back through the loop again.</p>		<p>6. Bring "A" down through the knot in front.</p>
		<p>7. Using both hands, tighten the knot and draw up to collar.</p>	



# Air Force and Space Force JROTC Ribbon Chart

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

Version: 1 July 2023

## Attachment 22 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

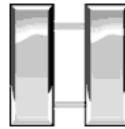
Chief Master  
Sergeant of the  
Air Force



Second  
Lieutenant  
2Lt



First Lieutenant  
1Lt



Captain  
Capt



Major  
Maj



Lieutenant  
Colonel  
Lt Col



Colonel  
Col



Brigadier  
General  
Brig Gen



Major  
General  
Maj Gen



Lieutenant  
General  
Lt Gen



General  
Gen

## Attachment 23 Air Force Song

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

*Brilliant minds fashioned a crate of thunder,  
Sent it high into the blue;  
Valiant hands blasted the world asunder;  
How they lived God only knew!  
Boundless souls dreaming of skies to conquer  
Gave us wings, ever to soar!  
With scouts before and bombers galore. Hey!  
Nothing'll stop the U.S. Air Force!*

*Here's a toast to the host  
Of those who love the vastness of the sky,  
To a friend we send a message of the **brave who serve on high.**  
We drink to those who gave their all of old,  
Then down we roar to score the rainbow's pot of gold.  
A toast to the host of those we boast, the U.S. Air Force!*

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