

**United States Air Force
Junior Reserve Officer Training Corps
(AFJROTC)
GA-052**

CADET GUIDE



2022-2023

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Dear Parents and Cadets,

On behalf of Wheeler High School and the U.S. Air Force, welcome to the Air Force Junior Reserve Officer Training Corps (AFJROTC) program. I look forward to providing your sons and daughters quality education and training in a safe and enjoyable environment. We are excited about starting a new school year with your cadet in the classroom, drill area, community service functions, and sports fields. Cadets will receive Elective credit for their AFJROTC experience at Wheeler High.

This year I will be teaching Aerospace Science (AS) and MSgt Daniels will be teaching Leadership Education (LE). We will provide students a syllabus and a tentative Activities Schedule. Please be aware that from time to time, short notice requests do come up and they may require your cadet to give you a verbal notification. **Friday is our scheduled Physical Training (PT) day and cadets will need to bring their AFJROTC PT gear. PT is a graded item and cadets not wearing the required PT gear will receive marks off their weekly PT grade.**

Our mission is "*Develop citizens of character dedicated to serving their nation and community*". To do this will require extracurricular (after school) events and curriculum related activities to enhance our classroom studies and team-building skills. Our goal is to develop healthy, informed cadets with character who are prepared for **life after high school**, as well as providing some fun along the way.

Each cadet enrolled in the AFJROTC program is required to wear the Air Force military uniform once per week. **Our typical schedule is for the cadets to wear their military uniform on Wednesdays.** Uniform inspection occurs on Wednesday and is a graded item. Grading for this course will consist of academics, physical training, uniform inspections, and overall participation in the AFJROTC program. Late work will not be accepted except for absences and extenuating circumstances.

You will also receive a cadet agreement letter to be signed by both parent and cadet and returned to us. Also, we have included a few policies for this school year for your review. Please help us ensure your cadet understands these policies. If you have any questions or feedback, please do not hesitate to contact us at Wheeler High School:

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CHAPTER 1 – ELIGIBILITY, ENROLLMENT AND DISENROLLMENT

1. Eligible Students. All Wheeler High School students enrolled in a regular course of instruction and physically able to participate in AFJROTC activities may join AFJROTC. All AFJROTC students must be enrolled **voluntarily** and participate in the full program to include taking AFJROTC academic courses, participate in the cadet corps and wellness program, performing at least 5 hours of Community Service, and wear the prescribed uniform.
2. Only high school students in the grade of 9-12, may enroll in AFJROTC.
3. Transfers. Students transferring from Army, Navy, Marine Corps, Coast Guard, or other AFJROTC units are authorized full credit for training received. Transfer of rank held in another service program or Civil Air Patrol (CAP) is determined by the Senior Aerospace Science Instructor (SASI).
4. Non-discrimination. All enrollment and disenrollment decisions will be free from discrimination regarding race, religion, color, ethnicity, gender, or national origin. The Principal and the SASI/ASI will ensure appropriate fitness of cadets to successfully participate in the AFJROTC Curriculum.
5. Disenrollment. AFJROTC students may be disenrolled at any time during the academic year with proper cause. A student may be disenrolled for:
 - a. Failure to maintain acceptable standards (including uniform wear and grooming).
 - b. Inaptitude or indifference to training.
 - c. Disciplinary reasons.
 - d. Any other reason deemed appropriate by the AFJROTC SASI and the Principal.
6. Other Considerations.
 - a. Special needs and handicapped students may participate in AFJROTC with the concurrence of the SASI and the Principal. However, AFJROTC should not have a disproportionate number of any special groups of students as compared to the remainder of the student body.
 - b. All students are eligible to participate in AFJROTC regardless of sexual orientation. AFJROTC instructors will provide an environment which ensures the privacy of a cadet's sexual orientation is not infringed upon. All school policies as it relates to this subject must be upheld.
 - c. Pregnant cadets are permitted to participate in AFJROTC. However, pregnant cadets may be limited in their participation in corps activities and selection for corps leadership positions.
 - d. Cadets wishing to participate in after school co-curricular AFJROTC activities may do so at the discretion of the SASI/ASI.
 - e. Only students currently enrolled in the full AFJROTC program, or in Reserve status, may be issued uniforms.
 - f. While AFJROTC instills self-discipline, it is not to be used as a remedy for chronic student disciplinary problems.
7. Reserve Cadets. A student who has been a cadet for at least one academic year, who completed the entire AFJROTC Academic Program and cannot participate in the AFJROTC academic program for that particular year, may be designated as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, color guard, etc.). Time in reserve status does not count towards the Certificate of Completion. Reserve Cadets may retain their uniform for the entire academic year.

CHAPTER 2 – HISTORY OF AFJROTC

1. The Junior Reserve Officer Training Corps (JROTC) program began in 1911 in Cheyenne, Wyoming. The originator of this idea was Army Lieutenant Edgar R. Steevers, assigned the duty of inspector-instructor of the organized military of Wyoming. The National Defense Act of 1916 authorized a junior course for non-college military schools, high schools, and other non-preparatory school. The Army implemented Junior ROTC in 1916. Public Law 88-647, commonly known as the Reserve Officer Training Corps Vitalization Act of 1964 and directed the secretaries of each military service to establish and maintain Junior ROTC units at public and private secondary schools which apply for and are eligible according to the regulations established by each secretary. Such schools must provide a course of military instruction not less than 3 years in length as prescribed by the military department concerned.
2. In 1966, Air Force ROTC program started with 20 units and has grown to 900 units in high schools throughout the world, including units located in the Department of Defense Schools in Europe, the Pacific and Puerto Rico. Junior ROTC enrollment worldwide includes over 120,000 cadets. Only male students were allowed as cadets in 1966, but Public Law 93-165 amended the requirement that a Junior ROTC unit have a minimum number of physically fit male students, thus allowing female students to count toward the minimum students needed for a viable unit. In 1972 the enrollment included 2,170 females making up 9% of the corps. Since then the number of females has increased to over 47,900, 40% of the cadet corps.
3. The AFJROTC program provides citizenship training and an aerospace science program for high school youth. Enrollment in the AFJROTC program is open to all young people who are in grades 9- 12, physically fit, and are United States citizens. Host schools are selected upon the basis of fair and equitable distribution throughout the nation. Retired Air Force commissioned and noncommissioned officers who are full-time faculty members of the participating high school and employed by the local school board, teach AFJROTC classes.
4. Unit activation of Wheeler High School (**GA-052**), Air Force JROTC, was the 52nd school activated in Georgia that year.

CHAPTER 3 – AFJROTC, MISSION, PURPOSE, HONOR CODE, VISION, CORE VALUES

Our Mission

“Develop citizens of character dedicated to serving their nation and community.”

Our Purpose

Instill in students the value of citizenship, service to the United States, personal responsibility, character, and a sense of accomplishment. To make the greatest positive impact in the lives of our cadets as possible. This is perfectly encapsulated in our motto: “**Character is Integrity Projected Over Time.**”

Cadet Honor Code

“On my honor as an AFJROTC cadet, I will not lie, cheat nor steal, and I will not tolerate those who do!”

Our Vision Statement

Air Force Junior ROTC (AFJROTC) will provide a quality citizenship, character, and leadership development program, while fostering enduring partnerships and relationships with high schools, educational institutions, and communities that help meet our citizen development mission.

Air Force Mission

The mission of the United States Air Force is to fly, fight and win—in air, space and cyberspace.

Core Values

Core values (**Integrity First, Service Before Self and Excellence in All We Do**) are the foundations upon which a truly quality society is built.

Integrity First

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 for the trust imperative in today's society. Integrity is the ability to hold together and properly regulate all of the elements of personal conduct.

Service Before Self tells us that professional duties take precedence over personal desires. At the very least it includes the following behaviors:

Rules Following: To serve is to do one's duty, and our duties are most commonly expressed through rules. While it may be the case that professionals are expected to exercise judgment in the performance of their duties, good professionals 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.

Respect for others: Service before self tells us also that a good leader places the troops ahead of his/her personal comfort. We must always act with the knowledge that all persons possess a fundamental worth as human beings.

Discipline and Self-Control: Professionals cannot indulge themselves in self-pity, discouragement, anger, frustration, or defeatism. They have a fundamental moral obligation to the persons they lead to strike a tone of confidence and forward-looking optimism. More specifically, they are expected to exercise control in the following areas:

Anger: Professionals are expected to refrain from displays of anger that would bring discredit upon themselves and/or GA-052.

Faith in the system: To lose faith in the system is to adopt the view that you know better than those above you in the chain of command what should or should not be done. In other words, to lose faith in the system is to place self before service. Leaders can be very influential in this regard; if a leader resists the temptation to doubt "the system", then subordinates may follow suit.

Excellence in all we do!

Excellence in all we do directs us to develop a sustained passion for continuous improvement and innovation that will propel GA-052 into a long-term, upward spiral of accomplishments and performance.

Unit Goals

Air Force Junior ROTC (AFJROTC) requires a minimum of six organizational goals that support the mission to *"Develop citizens of character, dedicated to serving their nation and community."* Unit goals will be cadet-inspired, not instructor-directed. Instructors should provide guidance and advice but should not direct or write the goals for the cadets. Cadet leadership efforts to own and achieve their goals are much stronger when written by the cadets.

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 hold others accountable for their actions as well.

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

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

I am an Air Force Junior ROTC Cadet.

Motivation

Flight Commander: (Alpha, Bravo, Charlie, Delta) Flight, are you motivated?

Cadets: Sir, yes sir or Ma'am yes ma'am

Flight Commander: How motivated are you?

Cadets: Motivated! Motivated! Down right Motivated! You check us out, they check us out; Smooth!....

Awww Snap! [ALL SALUTE]

You know! Air Force, Wheeler, Wildcats, (Alpha, Bravo, Delta) Flight!

"True quality is embodied in the actions of Air Force people who take decisive steps to improve processes and products; who capitalize on quality as a leverage tool to enhance products, achieve savings, and improve customer service; and who exemplify our core values of integrity first, service before self, and excellence in all we do."

General Fogelman

CHAPTER 4 – CURRICULUM

Aerospace Science

AS: *Milestones In Aviation History*: This course will briefly discuss the impact of flight from ancient legends to modern development in aerospace. The basics of drill and ceremonies are associated with this phase.

AS: *The Science of Flight*: A general study of scientific principles governing aircraft flight and the dynamic environment that aircraft and crew encounter.

AS: *Cultural Studies*: This is a customized course about the world's cultures.

AS: Senior (4th year cadets) options/Independent study. This course focuses on three content areas; geography, survival and policy organization. Cadets select topics for study, write papers and give presentations.

Leadership Education

LE I: *Traditions, Wellness, and Foundations of Citizenship*: Leadership studies relate directly to the subject matter, with study habits and time management. Additionally, wear of the uniform, Air Force customs and courtesies, and basic drill skills are introduced.

LE II: *Communication, Awareness, and Leadership*: Leadership studies stress communication skills and cadet corps activities. Written reports and speeches compliment academic materials. Cadet corps activities include holding positions of greater responsibility in the planning and execution of corps projects. Drill and ceremonies instruction increases during this phase to include more detailed formations and academics on leadership principles.

LE III: *Life Skills and Career Opportunities*: Leadership studies emphasize management theories, basic finances, citizenship, and ethics. Third year cadets apply these skills by holding key leadership positions in the cadet corps. Leadership Education will cover the principles for finding a job, the job interview and practical job survival skills.

LE IV: *Fundamentals of Management*: Leadership studies emphasize career paths to take after high school with information on how to apply for admission to college, how to begin the job search process to include filling out applications, writing resumes, and how to prepare for the job interview. In addition to the job application process, career opportunities in the aerospace industry and the Air Force will be covered. Special attention is given to leadership education such as briefings (7-10 minutes at any class), problem solving, staff study reports, communications, supervising people and managing resources.

AFJROTC GRADES

Grades will be a combined evaluation from Aerospace Science (AS) academics, Leadership Education (LE), uniform wear, physical training, and class participation/behavior. Testing of material will be a mix of weekly quizzes and final semester exams. The following grading system will be used throughout the school year.

Uniform Inspection/Drill/Leadership Lab	40%
Classwork (Discussions, Worksheets, Quizzes, Tests)	10%
Final Exam (AS and LE)	10%
Physical Training/Wellness Program	20%
Community Service	10%
Program Policy	<u>10%</u>
	100

Note: Each cadet must perform a minimum of five hours of community service per semester.

TYPICAL WEEKLY SCHEDULE

DAY	INSTRUCTOR	ACTIVITY
MONDAY	ASI	LEADERSHIP/DRILL
TUESDAY	SASI	ACADEMICS
WEDNESDAY	ASI	INSPECTION/DRILL
THURSDAY	SASI	ACADEMICS
FRIDAY	SASI/ASI	PT/WELLNESS PROGRAM

Note: It may be necessary to modify the above schedule from time to time depending on the program requirements. Every effort will be made to follow the above schedule to the maximum extent possible.

CURRICULUM PLAN

7 YEAR PLAN FOR WHEELER 4X4 BLOCK

CADET YEAR	Fall 2022	Spring 2023	Fall 2023	Spring 2024	Fall 2024	Spring 2025	Fall 2025	Spring 2026	Fall 2026	Spring 2027	Fall 2027	Spring 2028	Fall 2028	Spring 2029
1	AS-100 Units 1-2 Ch 1-2+ Drill+ Wellness	AS-100 Units 3-4 Ch 3-5+ Drill+ Wellness	AS-100 Units 1-2 LE-100 Ch 1-2+ Drill+ Wellness	AS-100 Units 3-4 LE-100 Ch 3-5+ Drill+ Wellness	AS-100 Units 1-2 LE-100 Ch 1-2+ Drill+ Wellness	AS-100 Units 3-4 LE-100 Ch 3-5+ Drill+ Wellness	AS-100 Units 1-2 LE-100 Ch 1-2+ Drill+ Wellness	AS-100 Units 3-4 LE-100 Ch 3-5+ Drill+ Wellness	AS-100 Units 1-2 LE-100 Ch 1-2+ Drill+ Wellness	AS-100 Units 3-4 LE-100 Ch 3-5+ Drill+ Wellness	AS-100 Units 1-2 LE-100 Ch 1-2+ Drill+ Wellness	AS-100 Units 3-4 LE-100 Ch 3-5+ Drill+ Wellness	AS-100 Units 1-2 LE-100 Ch 1-2+ Drill+ Wellness	AS-100 Units 3-4 LE-100 Ch 3-5+ Drill+ Wellness
	AS-200 Ch 1-2 LE-200 Ch 1-4+ Drill+ Wellness	AS-200 Ch 3-4 LE-200 Ch 5-8+ Drill+ Wellness	AS-200 Ch 1-2 LE-200 Ch 1-4+ Drill+ Wellness	AS-200 Ch 3-4 LE-200 Ch 5-8+ Drill+ Wellness	AS-200 Ch 1-2 LE-200 Ch 1-4+ Drill+ Wellness	AS-200 Ch 3-4 LE-200 Ch 5-8+ Drill+ Wellness	AS-200 Ch 1-2 LE-200 Ch 1-4+ Drill+ Wellness	AS-200 Ch 3-4 LE-200 Ch 5-8+ Drill+ Wellness	AS-200 Ch 1-2 LE-200 Ch 1-4+ Drill+ Wellness	AS-200 Ch 3-4 LE-200 Ch 5-8+ Drill+ Wellness	AS-200 Ch 1-2 LE-200 Ch 1-4+ Drill+ Wellness	AS-200 Ch 3-4 LE-200 Ch 5-8+ Drill+ Wellness	AS-200 Ch 1-2 LE-200 Ch 1-4+ Drill+ Wellness	AS-200 Ch 3-4 LE-200 Ch 5-8+ Drill+ Wellness
3	AS-220 Units 1-2 LE-300 Ch 1-4+ Drill+ Wellness	AS-220 Units 3-4 LE-300 Ch 5-8+ Drill+ Wellness	AS-220 Units 1-2 LE-300 Ch 1-4+ Drill+ Wellness	AS-220 Units 3-4 LE-300 Ch 5-8+ Drill+ Wellness	AS-220 Units 1-2 LE-300 Ch 1-4+ Drill+ Wellness	AS-220 Units 3-4 LE-300 Ch 5-8+ Drill+ Wellness	AS-220 Units 1-2 LE-300 Ch 1-4+ Drill+ Wellness	AS-220 Units 3-4 LE-300 Ch 5-8+ Drill+ Wellness	AS-220 Units 1-2 LE-300 Ch 1-4+ Drill+ Wellness	AS-220 Units 3-4 LE-300 Ch 5-8+ Drill+ Wellness	AS-220 Units 1-2 LE-300 Ch 1-4+ Drill+ Wellness	AS-220 Units 3-4 LE-300 Ch 5-8+ Drill+ Wellness	AS-220 Units 1-2 LE-300 Ch 1-4+ Drill+ Wellness	AS-220 Units 3-4 LE-300 Ch 5-8+ Drill+ Wellness
	AS-400 Mngmnt	AS-400 Mngmnt	AS-400 Mngmnt	AS-400 Mngmnt	AS-400 Mngmnt	AS-400 Mngmnt	AS-400 Mngmnt	AS-400 Mngmnt	AS-400 Mngmnt	AS-400 Mngmnt	AS-400 Mngmnt	AS-400 Mngmnt	AS-400 Mngmnt	AS-400 Mngmnt
Corps Staff Only	AS-300 Ch 1-3 LE-400 Units 1-2+ Drill+ Wellness	AS-300 Ch 4-6 LE-400 Units 3-4+ Drill+ Wellness	AS-300 Ch 1-3 LE-400 Units 1-2+ Drill+ Wellness	AS-300 Ch 4-6 LE-400 Units 3-4+ Drill+ Wellness	AS-300 Ch 1-3 LE-300 Units 1-2+ Drill+ Wellness	AS-300 Ch 4-6 LE-300 Units 3-4 Drill+ Wellness	AS-300 Ch 1-3 LE-400 Units 1-2 Drill+ Wellness	AS-300 Ch 4-6 LE-400 Units 3-4 Drill+ Wellness	AS-300 Ch 1-3 LE-400 Units 1-2+ Drill+ Wellness	AS-300 Ch 4-6 LE-400 Units 3-4+ Drill+ Wellness	AS-300 Ch 1-3 LE-400 Units 1-2 Drill+ Wellness	AS-300 Ch 4-6 LE-400 Units 3-4 Drill+ Wellness	AS-300 Ch 1-3 LE-400 Units 1-2 Drill+ Wellness	AS-300 Ch 4-6 LE-400 Units 3-4 Drill+ Wellness
4*	AS-300 Ch 1-3 LE-400 Units 1-2+ Drill+ Wellness	AS-300 Ch 4-6 LE-400 Units 3-4+ Drill+ Wellness	AS-300 Ch 1-3 LE-400 Units 1-2+ Drill+ Wellness	AS-300 Ch 4-6 LE-400 Units 3-4+ Drill+ Wellness	AS-300 Ch 1-3 LE-300 Units 1-2+ Drill+ Wellness	AS-300 Ch 4-6 LE-300 Units 3-4 Drill+ Wellness	AS-300 Ch 1-3 LE-400 Units 1-2 Drill+ Wellness	AS-300 Ch 4-6 LE-400 Units 3-4 Drill+ Wellness	AS-300 Ch 1-3 LE-400 Units 1-2+ Drill+ Wellness	AS-300 Ch 4-6 LE-400 Units 3-4+ Drill+ Wellness	AS-300 Ch 1-3 LE-400 Units 1-2 Drill+ Wellness	AS-300 Ch 4-6 LE-400 Units 3-4 Drill+ Wellness	AS-300 Ch 1-3 LE-400 Units 1-2 Drill+ Wellness	AS-300 Ch 4-6 LE-400 Units 3-4 Drill+ Wellness

4* AS 300 taught as needed when 4th year cadet enrollment exceeds the effective number for AS 400, Management of the Cadet Corps.

CHAPTER 5 – CADET CONDUCT

NOTE: Paragraphs 1-6 in this chapter are excerpts from the LEADERSHIP EDUCATION 100 Curriculum

1. **Attitude** is a state of mind. It may be positive or it may be negative. Your attitude affects the success or failure of most of your activities. Your attitude reflects your personal philosophy of life as it is shown by your actions. Your attitude is the frame of mind in which you view yourself, your work, and others.
 - a. The Air Force Junior ROTC program is built around the individual. Every person in the program is a key to the success of his or her unit, and, therefore, is a key to the success of the entire unit. If you have a good attitude (that is, you will work to your potential while actively participating in the program), you will be doing your share in the cooperative operation of Air Force Junior ROTC.
 - b. Cadets should work up to their potential through active participation in AFJROTC activities. Under all circumstances, cadets should be courteous and respectful and seek responsibility. Cadets are expected to be considerate, mature young men and women. Cadets are responsible for their own attitude in any given situation and will not blame their attitude on someone else or circumstance beyond their control.
2. **Discipline** refers to instruction aimed at guiding a person toward proper conduct or action, or to the orderly conduct and action that result from such training. In much simpler terms, military discipline is that mental attitude and state of training that renders innate obedience and proper conduct under all conditions.
3. **Respect.** Respect for authority and discipline also reinforce one another. But you must first acquire discipline. Self-discipline involves full and voluntary acceptance of authority. Understanding that some things—both pleasant and unpleasant—simply must be done and that there must also be people to ensure that those things get done will help you to respect authority.
4. **Integrity.** The term ethics suggests to some people a very personal, individual standard or philosophy. However, the basic principles of integrity and conduct are guided by a sense of right and wrong. A cadet's sense of right and wrong must be so strong that his or her behavior and motives are above suspicion. Integrity is a firm adherence to a code of especially moral or artistic values. In other words, integrity is honesty.
5. **Ethics** as the rules of conduct that people should follow. Ethics deal with the struggle between good and evil—judging whether something we do, say, choose, or think is right or wrong. Some basic personal rules of ethics are:
 - a. Be honest.
 - b. Keep promises.
 - c. Obey and be loyal to proper authorities.
 - d. Be courageous.
 - e. Grow in knowledge.
 - f. Be willing to work.
 - g. Be moderate (don't do anything to excess).
 - h. Maintain and enhance your health.
 - i. Don't harm people.
6. United States Air Force Core Values.
 - a. **Integrity First.** 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 for the trust needed in today's military. Integrity is the ability to hold together and properly regulate all elements of one's personality. People of integrity, for example, are capable of acting on conviction, or their

- strong beliefs. They can control their impulses and appetites.
- b. **Service before Self.** This statement tells us that professional duties take precedence over personal desires.
 - c. **Excellence in All We Do.** This expression directs us to develop a passion for continuous improvement and innovation that will propel the Air Force into a long term, upward spiral of accomplishment and performance.
7. **Cadet Roles and Responsibilities.**
- a. Cadets are required to follow regulations and instructions issued by the United States Air Force, Wheeler High School, the AFJROTC Instructors and cadet commissioned and noncommissioned officers.
 - b. The task for you at each level is to learn the job, do the job as well as you can, prove you are ready for the next level of responsibility, set the best example and develop into a good leader by showing an honest understanding and respect for authority.
 - c. Cadets are chosen for leadership positions based on demonstrated performance, job knowledge, leadership potential and potential to take on more responsibility.
 - d. Cadet leaders are entitled to respect and courtesy from subordinates and junior ranking cadets will show respect to senior//higher ranking cadets.
 - e. Cadet leaders are required to provide a proper example at all times and for maintaining good order and discipline. Whenever a cadet leader is absent, he/she will notify the next in command to take charge and explain his/her specific duties.
 - f. Cadet leaders are authorized to give appropriate and reasonable orders to cadets under their supervision, but have no authority to excuse them from scheduled formations or classes or to change or modify existing orders without specific orders, instructions and/or approval from the SASI/ASI. Cadets will not abuse their rank or position.
8. **Titles of Address**—Civilians are addressed by the title Mr., Mrs., Ms., or Miss. Military persons, including instructors, will always be addressed by their rank and last name. Cadets should be addressed by their last name (always use the word **cadet** as to not confuse with active duty grades) or, it is always acceptable to address a cadet by the title of Mr. or Miss and their last name. Cadet Officers may also be addressed as Sir or Ma'am.
9. **Saluting**—The hand salute is an established custom of exchanging a courteous greeting between individuals in military uniform. The salute is a greeting, a custom, and a mandatory courtesy that is exchanged outside when in uniform. The method of salute is described and illustrated in the Chapter 16 of this Guide and in Air Force Manual (AFM) 36-2203. Salutes are not required indoors, except for formal reporting, training, and those areas designated for saluting by the SASI/ASI. Salutes are not required when cadets are not in uniform.
- a. **When to Salute**—Active Duty, Retired Officers, and Cadet Officers will be saluted outside in uniform on and off campus.
 - b. The hand salute will be rendered while outside in uniform during the raising or lowering of the US Flag, the playing of the “National Anthem” or “To the Colors.”
 - c. **Pledge of Allegiance at School**—when at school, in or out of uniform, during the pledge of allegiance, cadets will stand at attention, place their hand over their heart and recite the pledge.
10. **Academic Standards**—Your hard work, sincere interest, effort, and positive attitude are keys to your success. Initiative, enthusiasm, and cooperation will result in your development and improvement academically. You are expected to do your work, turn in your work and pass your classes. The SASI and ASI will monitor your academic progress. Promotion is also based on academics. A continued lack of academic performance may be consideration for removal from the AFJROTC program. The SASI and ASI are available at any time to assist you in reaching your objectives and goals.
11. **Standards**—After joining the cadet corps, new cadets should meet established standards before the first uniform wear. If a cadet cannot or will not meet the standards, the individual may be dismissed

from the corps. Each cadet is expected to set an example for other cadets, as well as other students. This means that as soon as AFJROTC standards are known and understood, each cadet should meet or exceed them.

12. **Competition**—Healthy competition in academics, wellness and other activities is a vital part of the promotion and awards system. Keeping this in mind, aggressive and physically threatening behavior will not be tolerated and will be dealt with within the discipline guidelines of the unit and school (found in the Code of Conduct and school handbook).
13. **Public Display of Affection (PDA)** — PDA is **prohibited** between all cadets in uniform, on campus or while off campus at a sponsored AFJROTC event.
14. **Inappropriate Behavior**—Inappropriate behavior, in or out of uniform, is prohibited while participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, fighting, derogatory remarks, insubordination (disobedient to authority), disrespect, verbal threats, and physical attacks. As stated previously, this type behavior will not be tolerated and will be dealt with within the discipline guidelines of the unit and school.
15. **Hazing is strictly forbidden.** It is defined as the practice of directing someone of lesser rank to perform a humiliating act which entails the surrender of dignity and self-respect or a hazardous act which exposes one to physical danger or bodily harm.
 - a. Requiring cadets to perform push-ups or any other physical activity as punishment is forbidden.
 - b. Harassment, such as improper or abusive language, and coercion of lower class cadets for personal gain, is strictly forbidden. Misuse of authority will not be condoned nor tolerated.

CHAPTER 6 - AFJROTC CLASSROOM PROCEDURES

1. Prior to class:
 - a. The Flight Sergeant will assume command and order the class to be seated and silent.
 - b. The Flight Sergeant will call the command “**FLIGHT**”.
 - c. All cadets in the flight except the Flight Commander(s) will rise and go to **Parade Rest**.
 - d. The Flight Sergeant will call the last name of each cadet on the flight’s roster, excluding the Flight Commander(s).
 - e. The Flight Sergeant will annotate each cadet as either **Absent (A)**, **Present (P)**, **Tardy Unexcused (TU)**, or **Tardy Excused (TE)**.
 - f. After completion of roll, the Flight Sergeant will signal to the cadet nearest the SASI/ASI’s office to **knock** once.
 - g. The SASI/ASI will enter the classroom and the Flight Sergeant will call the command “**FLIGHT, ATTENTION**”.
 - h. The SASI/ASI will take the most direct approach to the Flight Sergeant.
 - i. The Flight Sergeant will render a **salute** and **report**:
“**Sir/Ma’am, Alpha/Bravo/Charlie/Delta Flight reports [#] absent cadets/reports all cadets present and accounted for.**”
 - j. The SASI/ASI will return the **salute** then **input the flight’s attendance**.
 - k. The Flight Sergeant will face the flight and recite the **Cadet Creed** and **Motivation**.
 - l. The Flight Sergeant will call the commands “**AT EASE**” and “**please be seated**”.
 - m. The Flight Sergeant will return to his/her desk and the Cadet Briefer will give the **briefing**.
 - n. Upon completion of the briefing, the lead Flight Commander will assume command.
 - o. The Flight Commander will relinquish command to the SASI/ASI at the **start of the lesson**.
2. To end the class:
 - a. Ten minutes prior to the end-of-class the designated Timekeeper will call out, “**BINGO**” (this alerts the Flight Sergeant/Flight Commander(s)/SASI/ASI that there are only ten minutes of class time).
 - b. The cadets will not pack their things, but the essential flight-level specialists will collect the necessary materials without disrupting the SASI/ASI.
 - c. Five minutes prior to the end-of-class the designated Timekeeper will call out, “**JOKER**” (this alerts the Flight Sergeant/Flight Commander(s)/SASI/ASI that there are only five minutes of class time).
 - d. The SASI/ASI will return to his/her office.
 - e. At a low volume, cadets will begin to pack their things and clean up the area around them but will return to their seats without leaving.
 - f. After the bell rings, Flight Sergeant/Flight Commander will move to the front of the class and call the command “**FLIGHT**”.
 - g. Cadets will rise to the position of **Parade Rest**.
 - h. Flight Sergeant/Flight Commander will call the command, “**FLIGHT, ATTENTION**” followed by the command, “**DISMISSED**”.
 - i. Cadets will collect their belongings and safely exit the classroom.
3. Conducting class in AFJROTC—All classes will be conducted in a military manner. The following classroom rules of conduct apply, cadets **will not**:
 - a. Leave the classroom after tardy bell without instructor’s permission.
 - b. Leave their seat without permission.
 - c. Talk when the instructor is speaking or someone else has the floor.
 - d. Sit on desktops, step or jump through desks, tilt chair backward or put feet on tables or chairs.
 - e. Throw anything in the classroom.
 - f. Write on or deface tables, chairs, walls, books, etc.
 - g. Eat, drink, or chew gum in the classroom, unless given permission.

- h. Disturb pictures or bulletin board items.
 - i. Read or work on material that does not apply to AFJROTC without permission from the instructor.
 - j. Sit in any seat other than your assigned seat.
 - k. Remove markers or erasers from the board tray.
 - l. Make loud noises or participate in horse play in the classroom.
 - m. Throw trash on the floor.
 - n. Sleep in class. If a cadet feels drowsy, they should leave their seat and stand quietly in the back of the room at parade rest. Once they feel refreshed they may return to their seat.
 - o. Use electronic devices without the permission of the instructor.
4. **Academic Work**—The AFJROTC curriculum is presented by the instructors in a variety of ways including teaching lectures, guided discussions, interactive activities, games, demonstration/performance method, etc. Cadets will be called upon for discussions, assigned tasks and written work, and at times broken into smaller groups for dynamic learning. At all times, cadets are expected to fully participate in classroom activities. For all written assignments, cadets will be required to label their work.
5. Instructor's Office Entrance Procedures. For any cadet to enter the instructor's office, the following procedures apply.
- a. Knock once loudly on the door.
 - b. Once addressed, ask for permission to enter with the statement, "Sir/Ma'am, permission to enter."
 - c. Once given permission, march smartly into the office at a place approximately 3 paces from the instructor's desk, stop at attention, salute, and give the appropriate reporting statement.
 - (1) If the cadet is initiating the conversation, "Sir/Ma'am, Cadet *Last name* reports."
 - (2) If the instructor directed the cadet to come to the office, "Sir/Ma'am, Cadet *Last name* reports as ordered."
 - d. Stand at attention unless otherwise directed by the instructor.
 - e. At the end of the conversation, stand at attention, salute the instructor (nothing is said), execute an about face and march out of the office.
6. Supply Room—No cadets are allowed in the supply room without permission or unescorted.
7. Leaving The Classroom—No cadets are allowed to leave the classroom without the instructor's permission. Cadets are only allowed to leave the classroom for bathroom/water breaks four times per month. Each instance is annotated by the Flight Commander/Sergeant on the REPORTS sheet.

CHAPTER 7 - GOVERNMENT PROPERTY

1. **Texts and Reference Books**—AFJROTC texts and workbooks are available to each cadet, but will not be issued. However, cadets may check the books out using a hand receipt. Any texts, books or other government property lost, damaged, or destroyed due to improper handling will be paid for by the individual cadet.
2. **Uniform Initial Issue**—within the first 6 weeks of school, parent's acceptance of responsibility, and cadets meeting established standards, each cadet will be issued an AFJROTC uniform. Initial issue will include the following items:
 - Shoes (1 pair)
 - Pants (1 pair)
 - Short-sleeve Shirt (1)
 - Service Coat (1)
 - Lightweight Jacket (1)
 - Socks (1 pair)
 - Flight Cap (1)
 - V-neck T-shirt (1)*
 - Tie or Neck Tab (1)
 - Belt and Buckle (1 each)
 - Blue Nametag for shirt
 - Silver Nametag for Service Coat
 - Air Force PT Shirt
 - Air Force PT Shorts
 - b. Any items that need alterations to ensure a proper fit (i.e., pants length, sleeve length, etc.) will be taken by the instructors for alterations.
3. **Responsibilities**—Cadets will care for and properly maintain uniforms, equipment, textbooks and other AFJROTC or school facilities provided for their use. The cadet and his/her parent or guardian must understand that the equipment must be returned in good condition and by the specified due date. Payment for loss or damage of any item will be at the current market price.
4. **Supply Discipline:**
 - a. Purpose—The uniform represents our nation and its highest ideals. Persons wearing the uniform must maintain this respect by insuring his/her uniform is always correct and in good condition.
 - b. Maintenance:
 - (1) Uniform items that become unserviceable (i.e., torn, frayed, stained, buttons missing, etc.) must be brought in for replacement as soon as the condition is discovered.
 - (2) If a uniform item no longer fits, the cadet must bring it in for replacement as soon as possible.
 - (3) Cadets will not have items of issue altered by parents or tailors in any manner, without the permission of the SASI/ASI. Alterations will be made in accordance with Air Force standards.
5. **Uniform Turn-in**—When a cadet drops, dis-enrolls, or leaves the program or school for any reason, he/she will be required to turn in all issued uniforms and insignia (excluding socks, t-shirt, PT gear, nametag and ribbons). Uniforms are issued in a clean condition; therefore, they must be turned in clean. Uniforms will not be turned in dirty. If the uniform is not turned in, a debt will be placed on the cadet's account.

CHAPTER 8 – WEARING THE AFJROTC UNIFORM

1. Air Force Junior ROTC cadets generally wear the same uniforms worn by active duty personnel with the exception of special JROTC rank and patches. “Cadets are expected to honor the uniform—to wear it properly and with pride.” The wear of the Air Force uniform unites with and identifies you as an associate member of the finest Air Force in the world. The governing directives for uniform wear are Air Force Instruction (DAFI) 36-2903, *Dress and Personal Appearance of Air Force Personnel*; Air Force Junior ROTC Instruction 36-2010, *Air Force Junior ROTC*; *AFJROTC Guide* and the guidelines published in this Cadet Handbook. These directives provide information on grooming standards and uniform wear standards.
2. The proper wearing of the uniform should be a matter of personal pride. Knowing that being properly groomed and your uniform is clean, pressed, neat, and conforming to instructions gives confidence and projects a positive image. Achieving this requires acceptance of personal responsibility to pay careful attention to detail when setting up your uniform, as well as cleaning, caring and storage of the uniform. At no time do we bring discredit to the Air Force uniform by wearing it improperly.
3. Occasions for wearing. Cadets will receive instruction on the proper wear of all uniforms. It is the responsibility of each cadet to ensure his or her uniform is cared for and worn when required. The wear of the AFJROTC uniform other than the occasions designated is strictly prohibited without prior approval of the SASI or ASI. On uniform inspection days cadets are expected to adhere to the following.
 - a. Wear the complete uniform in the proper manner and be properly groomed from the time you depart your home.
 - b. Wear the complete uniform in the proper manner and be properly groomed throughout the school day.
 - c. Wear the complete uniform in the proper manner and be properly groomed until you return to your home following school.
 - d. If you participate in an extracurricular activity after school such as band, athletics, cheer, etc., that requires activities that may soil the uniform, you may elect to bring other clothes to change into AFTER SCHOOL.
 - e. At no time will a partial uniform be worn or uniform parts be worn with non-uniform clothing.
 - f. Civilian attire such as coats, sweaters, or windbreakers will NOT be worn with the uniform at any time.
 - g. The uniform policy of the Wheeler AFJROTC is strict and is not subject to compromise. Repeated failure to wear the uniform properly and/or when required may result in loss of credit and or disciplinary actions. Cadets are responsible for preparing their uniforms for inspections. Leaving your uniform in the cleaners is not a valid excuse for not wearing it. Parents should contact the instructors if a cadet has a legitimate issue as to why they were unable to wear their uniform on the designated uniform inspection day. Waking late and rushing to catch the bus is not an excuse. At the very least, the uniform should be prepared for wear the night before. Should you have any questions concerning uniform inspection or wear requirements contact the ASI.
4. The AFJROTC uniform must be worn once per week as directed by Air Force Instructions and the Air Force contract. It is ***your*** responsibility to comply with this contract.
5. Wearing once per week is defined as wearing the uniform to school **ALL DAY**. It is understood that under special circumstances, it may be necessary for you to change out of your uniform during the school day. Examples of this include but are not limited to athletic or PE classes, ceramics, or cooking classes, or other groups that might require you to wear another school uniform. In these cases, you are required to wear the AFJROTC uniform up until the time you may be required to change out of your uniform. You are then required to change back into your uniform after that class is

over (with the exception of last period of the day.) If you fail to change back into your uniform as required per the above policy, you will be given a uniform grade of zero for the day. If a cadet misses four uniform wear dates, they will not pass the class.

6. **Uniform Wear Make Ups**—Cadets will receive a weekly uniform grade, which will be a maximum of 100 points. Uniform Inspections are normally Wednesdays. The actual grade a cadet receives will be determined by a personal inspection in which each weighted item carries a point value. If a cadet is not in uniform on the assigned day, a grade of zero will be entered into the grade book. If a cadet is making up a uniform wear, they must wear the full uniform the next day they attend school. It is the cadet's responsibility to go to the JROTC classroom to be inspected by the SASI/ASI. If a cadet knows in advance that they will be absent on the uniform wear day, they are responsible to either wear the uniform before or after the absence and will receive a full grade based on a personal inspection.
7. **Instructor Email to Parents**—In addition to making up the uniform wear, the instructor may send an email to the cadets' parents. The email will state the cadet's failure to meet expectations and how it can affect their grade.
8. **PT Gear**—On published PT Days (days in which the class will have an organized workout), cadets will be required to wear the issued Air Force PT Gear **to include appropriate athletic style shoes**. Cadets will be given time at the beginning of class and end of class to change into/out of PT Gear. During weeks where PT is conducted, wear of the PT Gear will be factored into the daily grade as follows:
 - a. Proper PT Gear and appropriate shoes Points =50
 - b. Participation in the prescribed event Points =50

Please note that since PT days are usually on Friday, there will not be an opportunity to "make up" a missed PT uniform wear.

9. **Uniform Wear Options**—For communications purposes, GA-052 will always indicate which uniform is to be worn by indicating one of the following options:
 - a. Class A: Full Service Dress
 - b. Class B: Short Sleeve Blue Shirt with Tie or Tab
 - c. Class C: Short Sleeve Blue ShirtABUs (Cadet Officers Only)

Note 1: The lightweight jacket may always be worn with Class B or C unless otherwise specified.

10. **Uniform Inspection Procedures/Grading**. On uniform wear days (normally Wednesdays), an Open Ranks Inspection will be performed in each flight. During inclement weather, the inspection will be conducted in the JROTC area. The inspection will be conducted by the Instructor, Flight Commander, or a Senior Staff member. While cadets may conduct the uniform inspection, the actual grade given for uniform wear will be determined by the instructor. Uniform wear violation point values are listed in Chapter 9.

11. Major uniform or cadet grooming violations that are due to direct refusal by the cadet to correct **may** result in the cadet being required to change out of the uniform into normal school clothes. This may include, but not be limited to cases of extreme out-of-standards appearance to include hair, facial hair, white socks, civilian items worn with the uniform, etc. While this may seem to place an unfair burden on the cadets, it is important to remember that cadets wear the same uniform as active duty military members and will not be allowed to show disrespect to the uniform or become an embarrassment to the unit. This requirement may only be imposed by the instructors. Repeated uniform violations will result in a zero.

12. **Care of the Uniform.** All uniform items issued must be cared for and maintained by the cadet to whom it was issued. Your uniform should be cleaned every week prior to wearing it. General care includes washing the uniform, taking care to not soil or stain it in any manner, and ensuring it is lint, dust and dirt free. You should hang your uniform appropriately...**DO NOT** stuff it in your backpack, cram it in your athletic locker, or chunk it on your floor or in your closet. If at any time a uniform item becomes unserviceable, you must attempt to fix it or bring it to the ASI's attention. If a button comes off, ask your parents to sew it back on. Care of uniform items and other tips are described below. Always read the care labels of all items as well.
 - a. You may wash the short sleeve blue shirt in a washing machine, dry it in a dryer and iron it to ensure it is wrinkle free.
 - b. The pants/slacks/skirt, lightweight jacket, flight caps, ties and neck tabs should be dry cleaned. These items may also be ironed on a low-heat setting. Please place a handkerchief between the iron and the fabric to avoid destroying the fabric. A good rule of thumb is to dry clean these items once a month and wash them in-between those times.
 - c. **DO NOT** leave the necktie in a tight knot. Untie and retie the necktie with each wear.
 - d. **DO** place your name inside your flight cap...that way, when you lose it, we'll know whose it is.
 - e. The service dress coat is "dry-clean **only**" and will **never** be placed in a washing machine or dryer...you will ruin it. Since the service dress coat is only worn occasionally, the recommendation is to take it to the dry cleaners a couple of times each semester.
 - f. Keep a lint brush at home and use it before you leave the house on uniform day.
 - g. Your shoes should always be clean and shined to a high-gloss appearance. Proper shoe-shining techniques will be taught in class. Carry a small cloth with you on uniform day to re-buff your shoes prior to inspection.

CHAPTER 9 - UNIFORM WEAR AND GROOMING STANDARDS

1. AFJROTC Cadets do not **“have”** to wear the great USAF uniform...they **“get”** the honor of wearing the uniform and are expected to wear it proudly. AFJROTC cadets generally wear the same uniform—the standard Air Force service uniform—as that worn by active duty personnel in the Air Force. Cadets are expected to honor the uniform—to wear it properly and with pride. The uniform is an important aspect of Air Force Junior ROTC. Whenever you wear the uniform—during indoor and outdoor training periods, at cadet social functions, and during base visits—you represent the corps. How you wear the uniform exposes you and the Air Force to praise or fault from fellow cadets, fellow students, and the society at large.
2. **Cadet Uniform Standards:**
 - a. Uniform Wear Restrictions—Certain restrictions apply to wearing the military uniform. For example, cadets may not wear the uniform in student demonstrations, for crowd control, political events, or for any other inappropriate activity. (However, AFJROTC cadets may wear the uniform while acting as ushers, parking lot attendants, runners, etc., at the discretion of the SASI/ASI). Speak with your instructor for more information on these types of activities and uniform wear.
 - b. Uniform wear standards for cadets are based on two directives: DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and Air Force Junior ROTC Instruction (AFJROTCI) 36-2010, *Air Force Junior Reserve Officer Training Corps*.
 - c. Fitting the Uniform—The male service dress uniform consists of the dark blue service coat and trousers, light blue shirt, and dark blue tie. The female service dress uniform consists of the dark blue service coat with slacks or skirt, light blue blouse, and tie tab. In both cases, the coat will be form fitted, meaning that it must not be tight in the shoulders, chest, and underarms. The sleeve length should extend to one-quarter inch from the heel of the thumb when the arms are hanging naturally at the sides. The bottom of the coat should extend 3 to 3.5 inches below the top of the thigh. The trousers for males must be trim-fitted with no bunching at the waist or bagging at the seat. Slacks for female cadets should fit naturally over the hips, with no bunching or bagging at the seat. The trousers or slacks should rest on the top of the shoe with a slight break in the crease. The backs of the trousers or slacks should be seven-eighths inch longer than the front. The proper length of the trousers or slacks can be determined while standing at attention.

Note: If the uniform does not fit properly, the cadets should see the SASI/ASI. Do not wait until someone else calls attention to it. Check appearance in a mirror. Remember that how each cadet looks influences others.

- d. **Uniform Do's and Don'ts.** Here are a few general do's and don'ts about wearing the uniform.

Do's

- Wear the standard Air Force service uniform, as prescribed in DAFI 36-2903, properly and with pride.
- Wear the uniform on the day established by the SASI/ASI.
- Wear the uniform at other times specified by the SASI/ASI.
- Keep your shoes polished and shined, including the heels and edges of soles.
- Make sure your shoes are appropriate for the activity. For example, wear athletic shoes if you're playing sports or boots if walking through heavy foliage. Safety is the major concern.
- Ensure that badges, insignia, belt buckles, and other metallic devices are clean and free of scratches and corrosion.
- Keep ribbons clean and replace them when they become worn, frayed, or faded.

Don'ts

- Do not wear the uniform with other clothing.
 - Do not lend your uniform to anyone who is not a member of the Air Force Junior ROTC program.
 - Do not allow articles such as wallets, pencils, pens, watch chains, and combs to be visible. (You may allow parts of pens and pencils to be exposed when you carry them in the left shirt pocket of the ABUs)
 - Do not wear earphones or headphones while in uniform.
- e. Uniform items (including AFJROTC-unique uniform items), accoutrements, devices, or awards not specifically approved by HQ AFJROTC are not authorized on the AFJROTC uniform. Exceptions will be made by the SASI/ASI. Cadets are allowed to wear medals on their service coat only. Medals may be worn below the ribbons.
- f. During prescribed uniform days or during official AFJROTC events, cadets are expected to be in proper uniform at all times.
- g. Hats will be worn with the uniform outside at all times with the following exception. Hats will be optional when walking underneath hard-covered areas.
- h. **Drill Team Uniform**—The Wheeler AFJROTC may wear berets, shoulder cords, white gloves, and ascots.
- i. **Airman Battle Uniforms (ABUs)**—ABUs are authorized for officers only. ABUs may substitute for the standard service uniform no more than two uniform days per month and will be determined by the SASI/ASI in advance.
- j. **Air Force Physical Training (PT) Uniform**—The PT uniform will be worn during Wheeler AFJROTC designated PT days. Appropriate athletic shoes must also be worn during PT days.
- k. **Unisex Policy**—Uniform items designated for a particular sex will not be worn by members of the opposite sex, except as authorized within DAFI 36-2903. Female cadets are authorized to wear the male lightweight jacket.
- l. **Insignia Placement**—Insignia on the AFJROTC uniform will be worn according to the figures contained in the tables in this chapter. Only rank, badges, insignia, ribbons, medals, etc. authorized by AFJROTC may be worn by cadets. See Chapter 10 for criteria for earning the awards, ribbons and badges.
- m. **Shoulder Patches**—Wear of the AFJROTC official shoulder patch is mandatory.
3. **Cadet Appearance and Grooming Guidelines**—When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Hands in pockets are allowed while standing or walking and beverage consumption as indicated while walking. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the extreme, the unusual, or the faddish. **The standards for wearing the uniform consist of four elements: neatness, cleanliness, safety, and military image.** The first three are absolute, objective criteria for the efficiency, health, and well-being of the force. The fourth standard, military image is also a very important aspect of military appearance. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.
- Hair—male and female. Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear. Will *not* contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (**Exception:** female bangs), or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. **Examples of natural hair colors are brown, blonde, brunette, natural red or black. All Cadets are authorized to wear natural color hair regardless of their natural born hair color, but when combined or frosted, the colors must blend together so as to not present an unnatural appearance between colors. For example, hair colors may be displayed as a “salt-and-pepper” look as this presents a naturally-blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another with dyes, tints, bleaches and frostings) or black hair with blonde highlights and/or streaks and**

blonde hair with black highlights and/or streaks do not present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. SASIs may temporarily authorize cancer patients to wear approved caps (black or tan) due to a temporary medical condition (i.e., radiation and/or chemotherapy).

- a. **Jewelry**—While in uniform, you may wear a conservative wristwatch and rings, but no more than three rings at any one time. You may wear one bracelet if it is neat and conservative. However, the bracelet must not detract from military image, must not be wider than one-half inch, and must not subject anyone to potential injury. You may not wear ornaments on your head or around your neck. **Thumb rings are allowed in uniform.** Colored bracelets that support a cause are also not allowed nor are string style, rubber bands, hair ties, or colored shaped rubber bracelets. Female cadets in uniform may wear earrings if the earrings are conservative and kept within sensible limits. For example, you may wear one small spherical (diamond, gold, black, white pearl, or silver) pierced or clip earring on each earlobe. The earring worn in each earlobe must match. Earrings should fit tightly without extending below the earlobes, unless they are clip earrings. Male cadets in uniform may not wear earrings.
- b. **Eyeglasses or Sunglasses**—If you wear glasses, they must not have any ornaments on the frames or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform, nor may any chain or band be attached to the glasses while worn.
- c. **Tattoos or Brands**—Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the Air Force are also barred, whether you are in or out of uniform. *Excessive* tattoos or brands, even though they do not violate the prohibitions listed above, will not be exposed or visible (including visible through the uniform) while in uniform. Excessive is defined as any tattoo or brands that exceed one-quarter of the exposed body part, and those above the collarbone and readily visible when wearing an open collar uniform. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance. The tattoo may be covered up with a skin-colored bandage while in uniform and still participate in the program. However, tattoos and brands are discouraged. Cadets should be aware of the fact that tattoos and brands may preclude them from serving in the military.
- d. **Body Piercing**—Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Female cadets in uniform are allowed to wear conservative earrings, pierced or clip style, in their earlobes. Male cadets are not authorized to wear earrings while in uniform. Female cadets may wear small (not exceeding six mm in diameter) conservative (moderate, being within reasonable limits; not excessive or extreme) round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. **If member has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes.** Earrings will match and fit tightly without extending below the earlobe unless the piece extending is the connecting band on clip earrings. When not wearing earrings, male and female cadets **are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform. Transparent spacers are not allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc.).** Piercing holes will not be large enough to permit light to shine through. **Plugs for gauge holes in the ear lobes are not authorized (regardless of color, i.e., flesh colored).** There are no exceptions per AFI 36-2903.
- e. **Cosmetics.** Female Cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Cadets will not wear shades of lipstick that detract from the uniform, or that are extreme colors. **Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. Male Cadets are not authorized to wear**

cosmetics. 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.

- f. **Dental ornamentation.** Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited.
- g. Specific Female Cadet Grooming Guidelines:
 - (1) **Hair**— No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered (i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches total width; and 6 inches protruding from where hair is gathered) and must allow for proper wear of headgear. One or two braids or a single ponytail or equivalent may be worn down the member's back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body. They shall extend down the member's back. Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes. When in doubt, assess correct length of hair with the cadet standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.
 - (2) The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will *not* present the appearance of a rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. When hair is in a ponytail, it must be a single ponytail that does not exceed bulk and length standards and does not extend below the bottom of the collar (except while in the PTG). As with all hairstyles, a neat and professional image is essential.
 - (3) Hair accessories. Hair accessories. If worn, hair accessories (e.g., fabric scrunches, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) must match hair color. Black hair accessories are authorized regardless of hair color. Invisible hairnets are authorized; hairnet must match hair color. Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunches will not exceed two-inches in width. Ornaments are *not* authorized (i.e., ribbons, beads, jeweled pins).
 - (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. All locs, braids and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately ¼ inches), show no more than ¼ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat,

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

- (5) **Fingernails.** If worn by females, nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed $\frac{1}{4}$ inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.

- h. **Skirts**—The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt should fit smoothly, should hang naturally, and must not be excessively tight. Hosiery is optional 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.



Braids



Twists



Locs



Unbraided Single 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



Pulled back secured and does not exceed 6 inch radius



Two Braids Looped Underneath/Two Braids

Unauthorized female Ponytail Examples.



Exceeds Length Requirement



Ponytail Fasten on the Crown of Head.

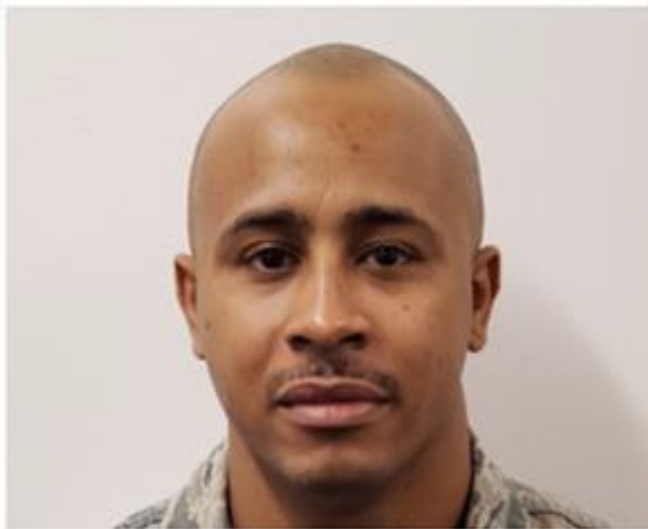
i. Specific Male Cadet Grooming Guidelines:

(1) **Hair**—Male. Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 2 ½ inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flattop cuts are authorized. **Prohibited examples (not all-inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched shapes and/or design.** Cadets may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple. Part will not exceed 4 inches length or ¼ inch width. Men are not authorized hair extensions.

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.

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

Beards. Beards are not authorized unless for medical reasons, when authorized by a medical official, or as authorized pursuant to a request for a religious accommodation. Beard wear authorized for religious reasons are governed by AFJROTCI 36-2001. **When authorized for medical reasons, members will keep all facial hair trimmed not to exceed ¼ inch in length.** Individuals granted a shaving profile may shave or trim their facial hair to present a neat, clean, professional image.



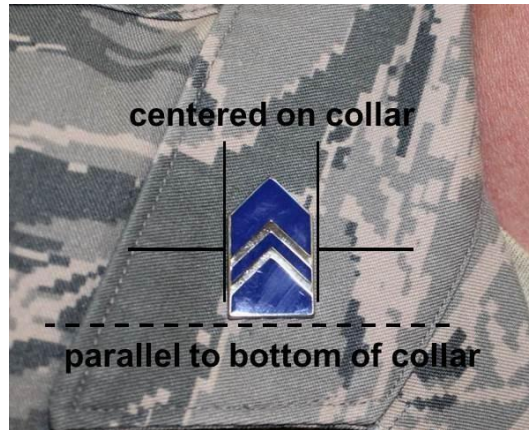
4. Cadet Grade and Rank:

- a. The only difference between your cadet uniform and the one worn by active duty Air Force personnel is the insignia. Cadets are divided into three categories; airman, non-commissioned officer, and officer. This three-way division is also true among active duty personnel.
- b. Airman grades include airman basic, airman, airman first class and senior airman. There is no insignia for airman basic. Airman insignia is worn on the collar/lapel of the uniform.
- c. The noncommissioned officer (NCO) grades start with the staff sergeant and progress upward through chief master sergeant, the highest authorized for NCOs in the AFJROTC program. NCO insignia is worn on the collar/lapel of the uniform.
- d. You will note that the grade chart shows the commissioned grades from the lowest, second lieutenant, to the highest authorized for an organization. Cadet officers wear their grade insignia on the collar/lapel or epaulet of the uniform.

e. Rank Placement



Enlisted Rank Placement on Blue Shirt



Officer Rank Placement on ABUs



Enlisted Rank Placement on Service Coat

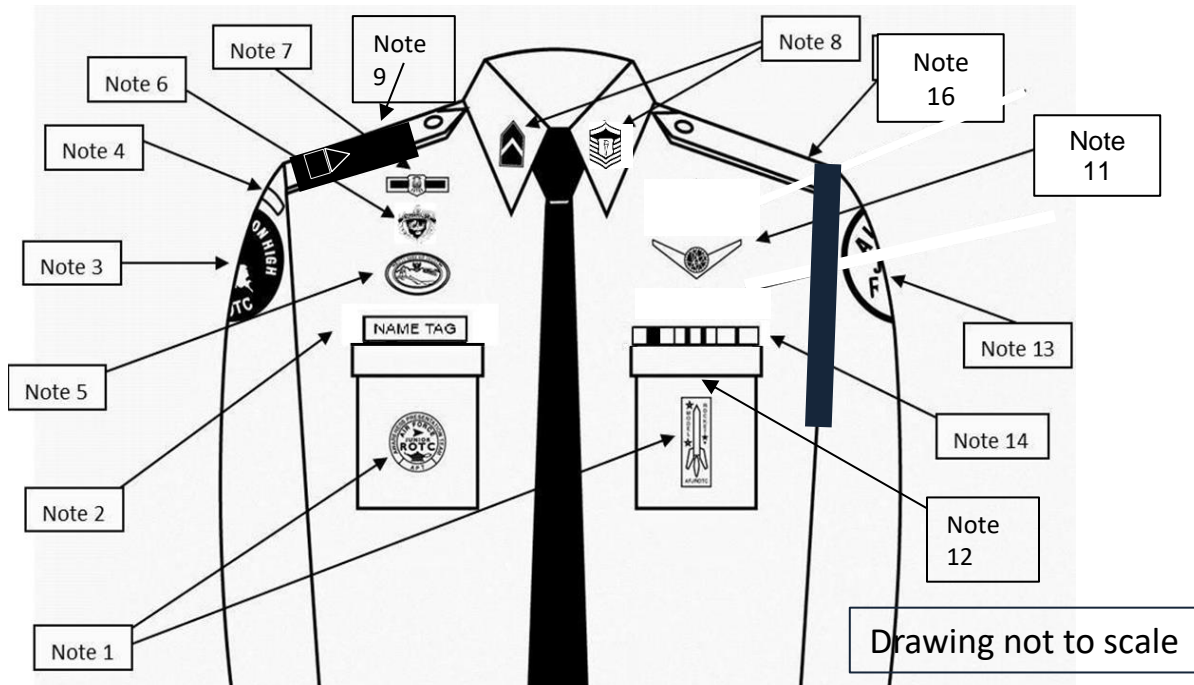


Officer Rank Placement on Service Coat

5. Uniform Standard Exceptions—Because Wheeler High School is an educational institution and not a military installation, a few uniform exceptions have been put in place for the convenience of the cadet population and apply while on campus **ONLY**.
- a. Hat Area—When on a military installation, you are always expected to wear your hat while in uniform, on or off base.
 - b. Service Coats/Lightweight Jackets—Because of the varying temperatures in school classrooms, cadets may remove their Service Dress coat while in classrooms. Upon leaving the classroom for any reason, the cadet must wear and button the coat. Additionally, although designed as an outer garment, for the same reason, the lightweight jackets may be kept on while in classrooms, but will be removed for uniform inspections.
 - c. Service Coats in Cafeteria—The Wheeler High School Cafeteria is a busy place. To avoid stains, spills, etc., cadets may remove their service coat while sitting and eating their meal (inside or outside) but must immediately put on and button the coat when leaving their seat for any reason.

Attachment 7-11

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) and SFJROTC Patch (black, 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.**

UNIFORM CLASS B & C – CADET MALE BLUE SHIRT

The only difference between Class B and C is the wear of the necktie.

- NAME TAG:** Required-Grounded and centered over wearer's right pocket.
- RIBBONS:** Required-Grounded and centered over wearer's left pocket.
- RANK (Enlisted):** Worn on both left/right collar, centered from side to side with the bottom edge grounded on the inside collar seam. Bottom point of torch points toward the point of the collar; Cadet Airman Basic wear no insignia of any kind on the collar.
- RANK (Officer):** Worn on both epaulets. Place as close as possible to the shoulder seam.
- BADGES (Right):** Awareness Presentation Team (APT) Badge (not pictured) – centered top to bottom and side to side on right pocket; Kitty Hawk Badge (pictured), Aerospace Education Foundation (AEF) Badge, and Distinguished Cadet Badge—first badge placed ½ inch above name tag and centered horizontally; additional badges placed ½ above previous badge
- BADGES (Left):** Model Rocketry Badge – centered top to bottom and side to side on left pocket; Academy of Model Aeronautic (AMA) Wings, Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) – first badge placed ½ inch above ribbons and centered horizontally; additional badges placed ½ above previous badge.
- TIE:** Tied in an appropriate knot (see Attachment 1) and flush with the collar. The top button must be buttoned and will not be seen. The tip of the tie will hang within the width of the belt buckle (top to bottom.)
- BELT/GIG LINE:** The belt is worn through all belt loops with tab pointing to wearer's left. Tip of tab must cover the back of buckle edge with no blue showing between buckle and tab. The gig line is a straight line formed by the line of the shirt, belt buckle and line of the zipper flap.
- SHIRT:** Clean, pressed and tucked in (with minimum bunching at the waist), all buttons fastened (with the exception of the top button in Class C).
- PANTS:** Clean, pressed, free of lint/dirt and altered to appropriate length. Fasten left back pocket button.
- SHOES:** Issued black oxford shoes, shined to a high gloss.
- SOCKS:** Plain and black.
- T-SHIRT:** Plain, white, V-neck or tank style.
Please refer to the attachments in Chapter 7 of the Operational Supplement



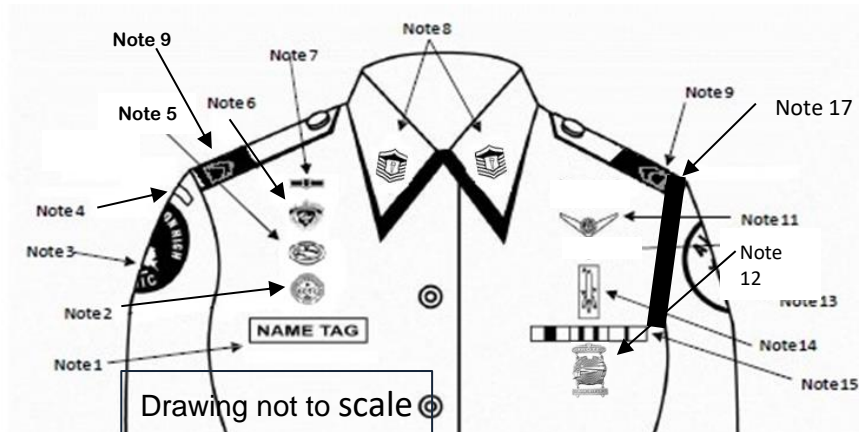
Class C (Male)



Class B (Male)

Attachment 7-12

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) and SFJROTC Patch (black, 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.**

UNIFORM CLASS B & C – CADET FEMALE BLUE SHIRT

The only difference between Class B & C is the wear of the neck tab.

NAME TAG: Required-Centered on the right side, even with to 1½ inches higher or lower than the first exposed button, parallel with the ground.

RIBBONS: Required-Centered on the left side, aligned with/parallel to the bottom of the name tag

RANK (Enlisted): Worn on both left and right collar, centered from side to side with the bottom edge grounded on the inside collar seam. Bottom point of torch points toward the point of the collar; Cadet Airman Basic wear no insignia of any kind on the collar.

RANK (Officer): Worn on both epaulets. Place as close as possible to the shoulder seam.

BADGES (Right): Awareness Presentation Team (APT) Badge (pictured), Kitty Hawk Badge, Aerospace Education Foundation (AEF) Badge, and Distinguished Cadet Badge – First badge placed ½ inch above name tag and centered horizontally, additional badges placed ½ above previous badge

BADGES (Left): Model Rocketry Badge (pictured), Academy of Model Aeronautic (AMA) Wings, Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) - First badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ above previous badge.

NECK TAB: The neck tab will placed around the inside and be flush with the collar. The top button must be buttoned and will not be seen.

BELT/GIG LINE: The belt is worn through all belt loops with tab pointing to wearer's right. Tip of tab must cover the back of buckle edge with no blue showing between buckle and tab. The gig line is a straight line formed by the line of the shirt, belt buckle and line of the zipper flap.

SHIRT: Clean, pressed and tucked in (with minimum bunching at the waist), all buttons fastened (with the exception of the top button in Option 1).

PANTS: Clean, pressed, free of lint/dirt and altered to appropriate length.

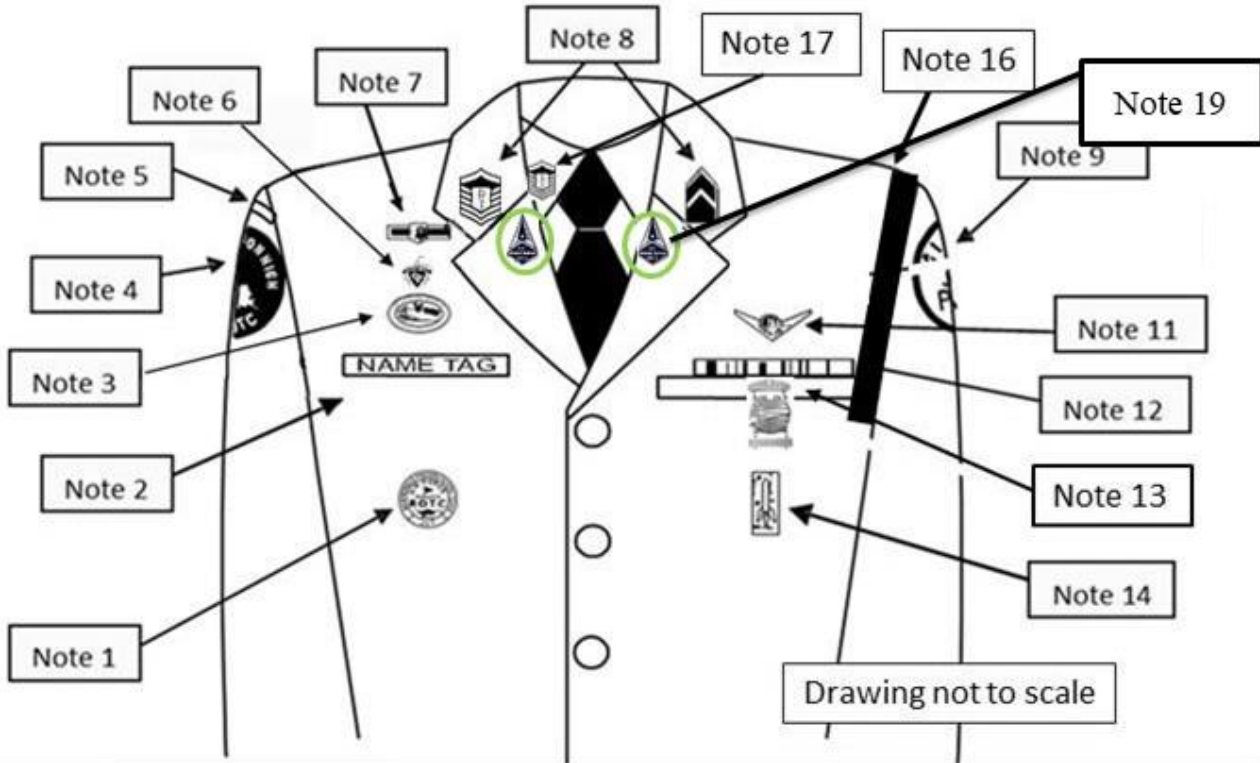
SHOES: Issued black oxford shoes, shined to a high gloss.

SOCKS: Plain and black.

T-SHIRT: Plain, white, V-neck or tank style.
Please refer to attachments in Chapter 7 of the Operational Supplement



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 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 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 1/2 inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed 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.**
19. USSF Lapel pin will be centered on lapel, parallel with each other and the floor. Green circles only denote location and are not part of the uniform

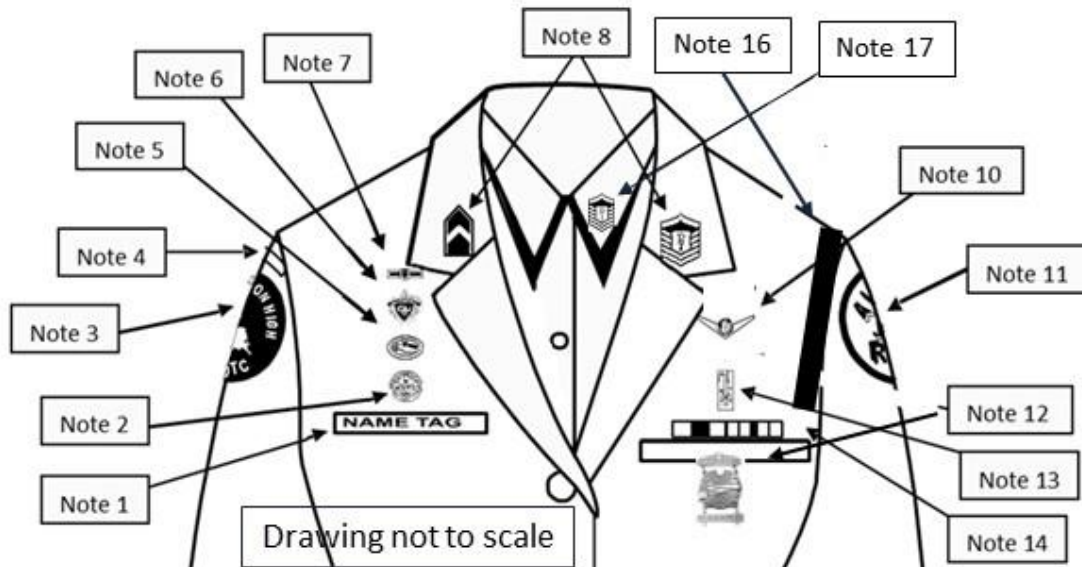
UNIFORM CLASS A – CADET MALE SERVICE DRESS

- NAME TAG:** Required. Center on right side between arm seam and lapel with bottom edge even with the top of the welt pocket on the left (parallel to the ground.)
NOTE: Bottom of nametag should be parallel with bottom of ribbons.
- RIBBONS:** Required. Centered on left side on but not over the edge of the pocket.
- MEDALS:** (Not pictured) Centered with and aligned with the bottom of the pocket on the left side, only authorized for special occasions as outlined in Chapter 7.
- BADGES (Right):** Awareness Presentation Team (APT) Badge – Center on the welt pocket, 3 inches below the name tag, Kitty Hawk Badge, Aerospace Education Foundation (AEF) Badge (not pictured), and Distinguished Cadet Badge (not pictured) – first badge placed ½ inch above name tag and centered horizontally. Additional badges placed ½ above previous badge
- BADGES (Left):** Model Rocketry Badge (pictured) – Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn, Academy of Model Aeronautic (AMA) Wings (not pictured) – worn 1 inch below pocket, Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) – first badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ above previous badge
- COAT:** Well-fitting, not too loose or tight, clean and lint/dirt free, all buttons must be buttoned, sleeves altered to appropriate length. If coat is removed while in a classroom (as noted in paragraph 5,) it must be put back on and buttoned when leaving the classroom for any reason.
- TIE:** Same as Class B.
- BELT/GIG LINE:** Same as Class B & C.
- SHIRT:** Same as Class B.
- PANTS:** Same as Class B & C.
- SHOES:** Same as Class B & C.
- SOCKS:** Same as Class B & C.
- T-SHIRT:** Same as Class B & C.
Please refer to attachments in Chapter 7 of the Operational Supplement



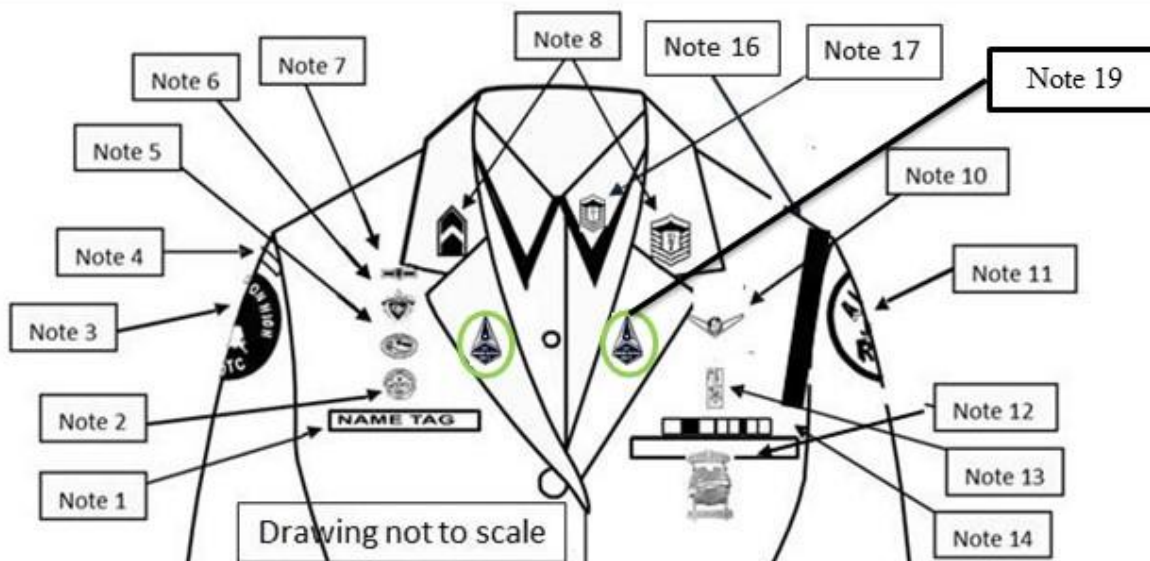
Class A (Male)

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 $\frac{1}{2}$ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Deleted
10. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
11. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. Model Rocketry Badge. See Note 15.
14. Ribbons, mandatory. Center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some ribbons earned.
15. Except marksmanship badge. Wear first badge placed $\frac{1}{2}$ 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, 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 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.**
19. USSF Lapel pin will be centered on lapel, parallel with each other and the floor. Green circles only denote location and are not part of the uniform.

UNIFORM CLASS A – CADET FEMALE SERVICE DRESS

NAME TAG:	Required. Center on right side between arm seam and lapel with bottom edge even with the top of the welt pocket on the left (parallel to the ground.) NOTE: Bottom of nametag should be parallel with bottom of ribbons.
RIBBONS:	Required. Centered on left side on but not over the edge of the pocket.
MEDALS:	Centered with and aligned with the bottom of the pocket on the left side, only authorized for special occasions as outlined in Chapter 7.
RANK (Officer and Enlisted):	Worn on both lapels, place insignia halfway up the seam, resting on but not over it, the bottom of insignia is parallel with the ground; Cadet Airman Basic wear no insignia of any kind on the lapel. HQ AFJROTC authorizes rank to be worn on both the coat lapel and shirt collar simultaneously while in service dress. .
BADGES (Right):	Awareness Presentation Team (APT) Badge, Kitty Hawk Badge, Aerospace Education Foundation (AEF) Badge (not pictured), and Distinguished Cadet Badge – first badge placed ½ inch above name tag and centered horizontally, additional badges placed ½ above previous badge.
BADGES (Left):	Model Rocketry Badge (pictured), Academy of Model Aeronautic (AMA) Wings, Ground School Badge, Flight Solo or Flight Certificate Badge (not pictured) – first badge placed ½ inch above ribbons and centered horizontally, additional badges placed ½ above previous badge.
COAT:	Well fitting, not too loose or tight, clean and lint/dirt free, all buttons must be buttoned, sleeves altered to appropriate length. If coat is removed while in a classroom (as noted in paragraph 5,) it must be put back on and buttoned when leaving the classroom for any reason.
NECK TAB:	Same as Class B.
BELT/GIG LINE:	Same as Class B & C.
SHIRT:	Same as Class B.
PANTS:	Same as Class B & C.
SHOES:	Same as Class B & C.
SOCKS:	Same as Class B & C.
T-SHIRT:	Same as Class B & C.



Class A (Female)

Please refer to attachments in Chapter 7 of the Operational Supplement

CADET PT UNIFORM

The cadet PT uniform will be worn on designated PT days. The PT Uniform will consist of the Air Force PT Shirt and Shorts. On cold days, the Air Force issued Sweat Shirt and/or Sweat Pants may be worn over the shirt and shorts. The issued PT uniform will be well fitting enough to allow the cadet freedom of movement. **The shirt may be worn out or tucked in.** Appropriate athletic shoes are required with the PT uniform (no flip flops, sandals, or open toed shoes). If a cadet has a valid excuse for not participating in PT (i.e., doctor's note) they should still bring their PT gear with them on that day since a grade is given for having the appropriate uniform.

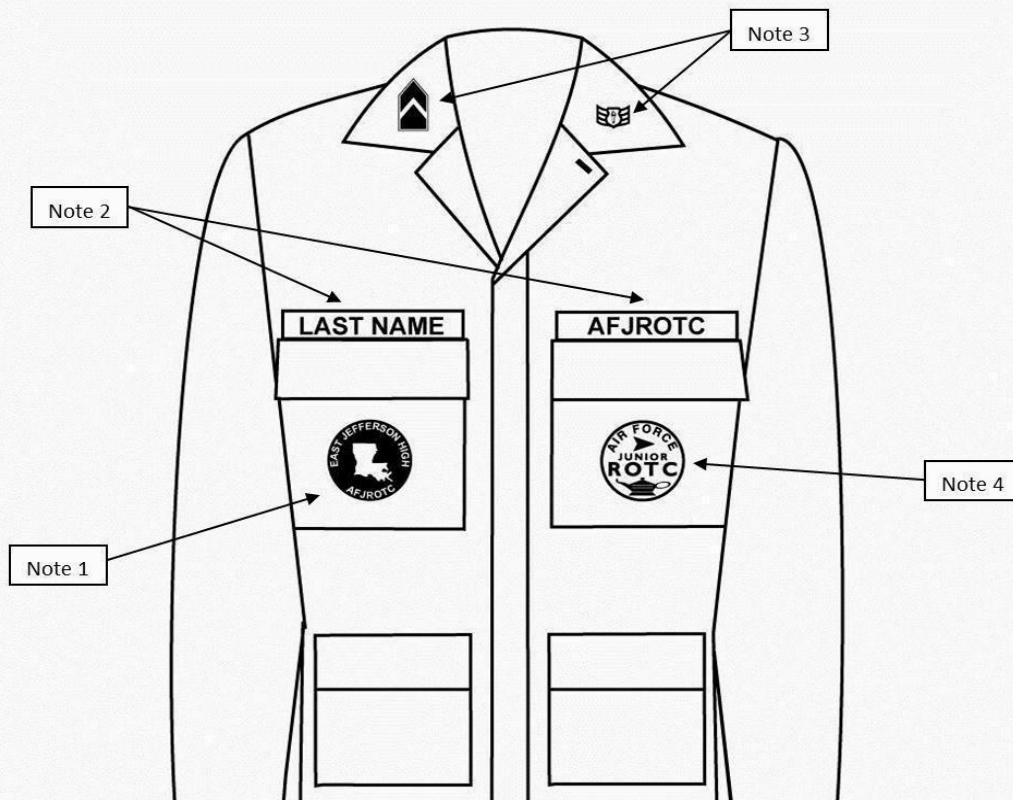
Baseball caps - wear of an optional solid black or dark blue baseball/sport cap with the Air Force symbol or U.S. Air Force printed/embroidered on the front during organized PT; also authorized during individual PT. Caps are to be worn outdoors only

Please refer to attachments in Chapter 7 of the Operational Supplement and DAFI 36-2903.blon



Attachment 7-6

CADET ABU Male and Female



1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
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 outer edge of the collar. Airman Basic have no collar insignia.
4. AFJROTC Patch (white, Lamp of Knowledge) and SFJROTC Patch (black, Lamp of Knowledge): **WHITE/BLACK patch only (mandatory)**. Will be worn on left pocket and centered.
5. **Berets, ascots, and shoulder cords will not be worn with ABUs.**
6. ABU sage green boots may be reissued to cadets. Spray boots with disinfectant spray before reissuing ABU boots.
7. **OCP uniforms are not authorized for wear by AFJROTC cadets at any time.**

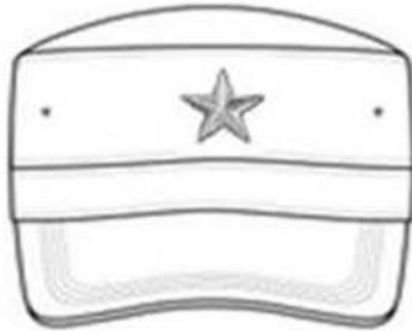
CADET AIRMAN BATTLE UNIFORM (ABU)

NAME TAPE:	Worn centered and grounded over the right pocket.
AFJROTC TAPE:	Worn centered and grounded over the left pocket.
UNIT PATCH:	Worn centered on the right pocket.
AFJROTC PATCH:	Worn centered on the left pocket.
RANK (Officer and Enlisted)	Worn on both the left and right collars, centered on the collar and parallel with bottom of collar; Cadet Airman Basic have no insignia.
SLEEVES:	May be worn rolled up or fully extended.
T-SHIRT:	Tan/sand color.
BELT:	Issued ABU belt.
BOOTS:	AF Issue green boots.
HAT:	AF Issue ABU hat or AFJROTC ball cap.

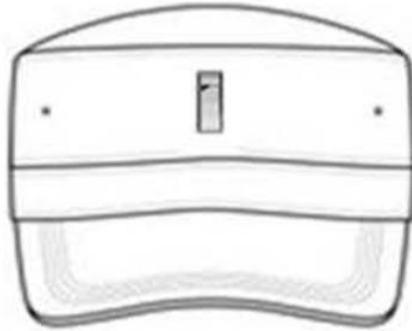
Please refer to attachments in Chapter 7 of the Operational Supplement



CADET ABU and OCP HEADGEAR



Enlisted Cadets will not wear rank on the ABU/OCP cap.



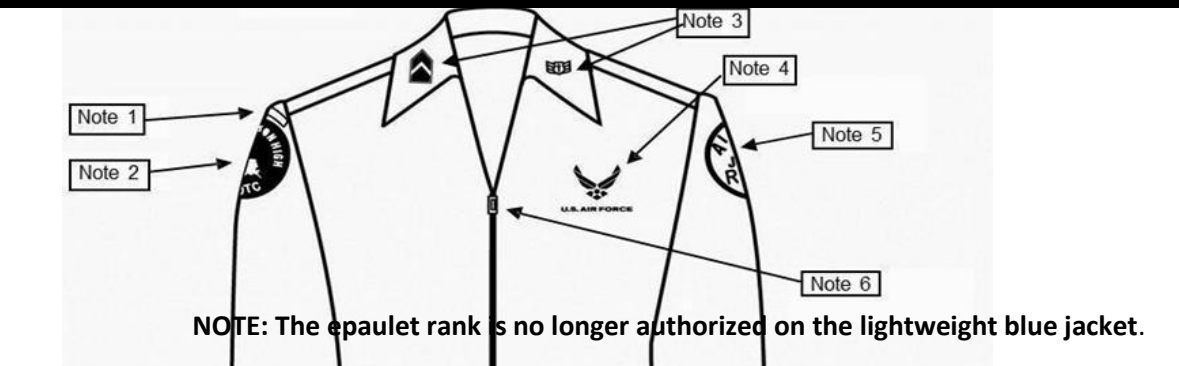
Officers will wear rank insignia on the ABU/OCP cap.

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

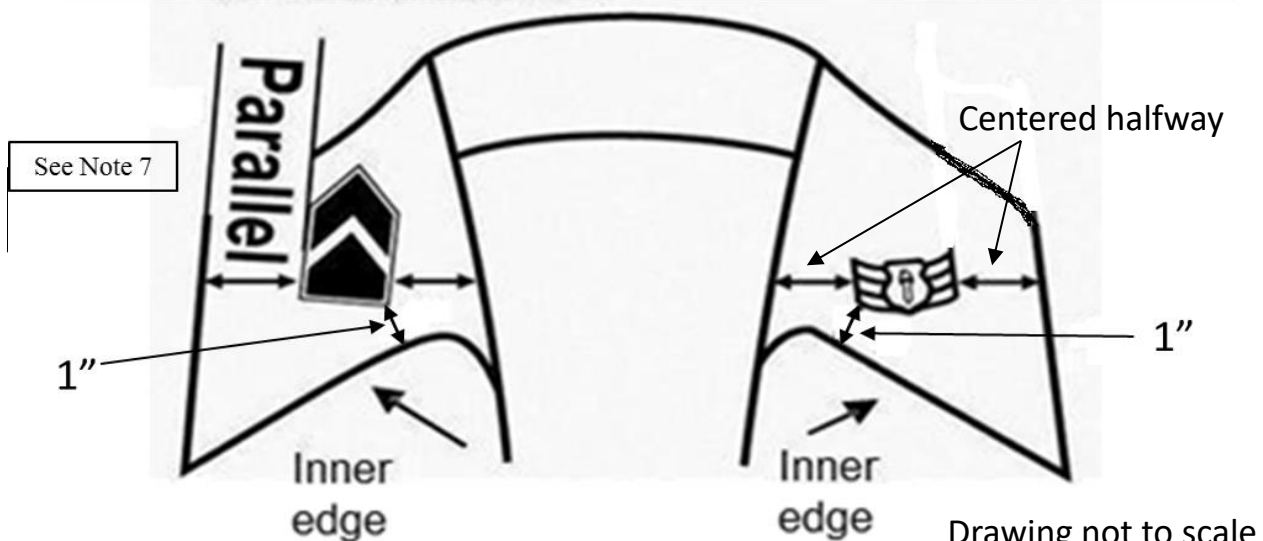
Exception is for Cadet Leadership Course (CLC) specific headgear that will ONLY be worn during the period of the CLC course.

Attachment 7-8

CADET LIGHT WEIGHT BLUE JACKET



NOTE: The epaulet rank is no longer authorized on the lightweight blue jacket.



See Note 7

1"

Inner edge

Inner edge

1"

Drawing not to scale

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) and SFJROTC Patch (black, Lamp of Knowledge). 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.**

CADET LIGHTWEIGHT BLUE JACKET

The lightweight blue jacket may be worn with uniform Class B or Class C. The lightweight jacket is considered an outer garment and therefore will be taken off while indoors. However, as stated in Paragraph 5, due to the varying temperatures in school lightweight jackets may be worn inside at Wheeler High School. Jackets will be removed for uniform inspections.

While worn, the lightweight jacket must be zipped at least ½ way up.

It can be zipped up further and even to the top, but must be at least ½ way up. Additionally, cadets are not permitted to push up the sleeves of the lightweight jacket. If a cadet becomes uncomfortably warm they should take the jacket off.

RANK: Worn on both the right and left collar, centered from left to right, parallel with the outer edge of the collar, and 1 inch from the bottom of the collar.

Please refer to attachments in Chapter 7 of the Operational Supplement.



Lightweight Blue Jacket

CADET HEADGEAR

MALE FLIGHT CAP: Worn square on the head, small cadet officer hat insignia worn on left side of cap, 1 ½ inches from and parallel to the front edge, centered from top to bottom, cadet enlisted will not wear insignia on the flight cap

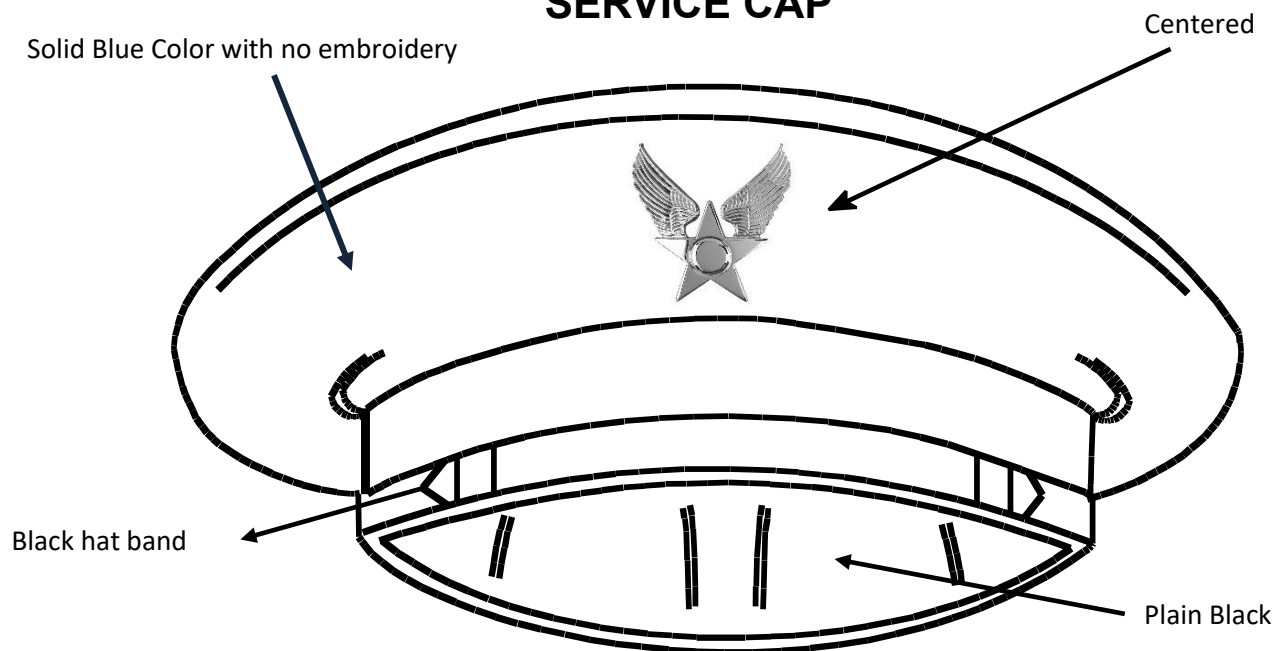
MALE SERVICE CAP: Authorized for wear by the members of the Color Guard only, worn square on the head large cadet officer hat insignia worn centered on front of cap.

BERET (NOT SHOWN): Authorized for wear only by the members of the Drill Team and Command Staff, and only during competitions. Enlisted insignia is authorized on the berets for enlisted cadets and only during competitions.

Attachment 7-3

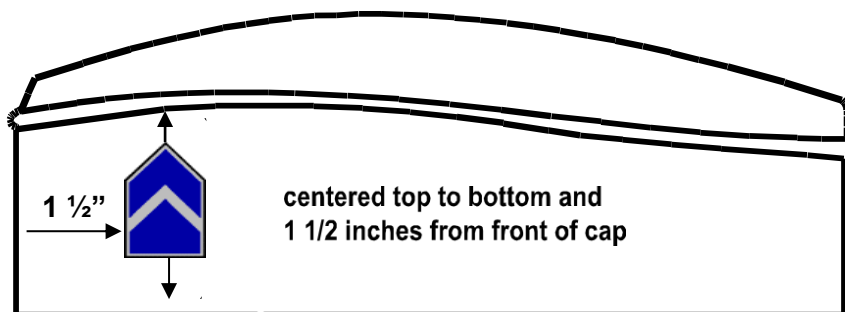
CADET MALE HEADGEAR

SERVICE CAP



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.

Please refer to attachments in Chapter 7 of the Operational Supplement.

FEMALE FLIGHT CAP: Worn square on the head, bangs may protrude from front band but must not touch the eye brows, small cadet officer hat insignia worn on left side of cap, 1 ½ inches from and parallel to the front edge, centered from top to bottom, cadet enlisted will not wear insignia on the flight cap

FEMALE SERVICE CAP: Authorized for wear by the members of the Color Guard members only, worn square on the head large cadet officer hat insignia worn centered on front of cap.

BERET (NOT SHOWN): Authorized for wear only by the members of the Drill Team and Command Staff, and only during competitions. Enlisted insignia is authorized on the berets for enlisted cadets and only during competitions.

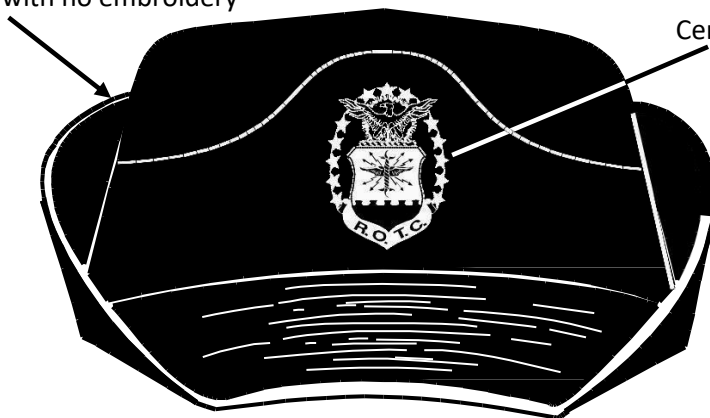
Attachment 7-4

CADET FEMALE HEADGEAR

SERVICE CAP

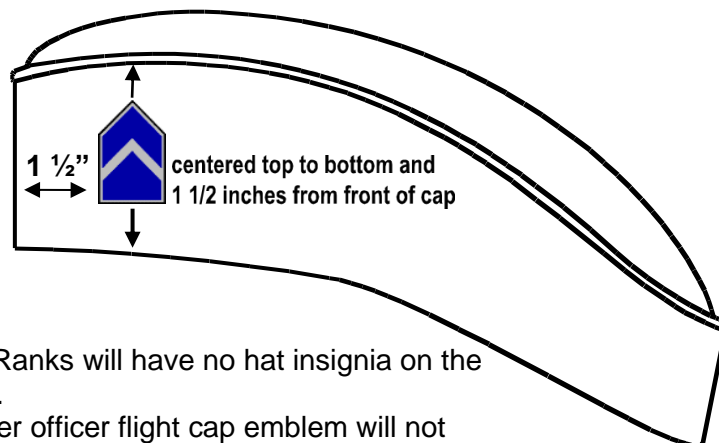
Solid Blue Color with no embroidery

Centered



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

Attachment 7-2

AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT
COLONEL

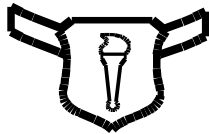


COLONEL

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

CADET ENLISTED RANK

AIRMAN BASIC:
NO RANK INSIGNIA



AIRMAN



AIRMAN
FIRST CLASS



SENIOR
AIRMAN



STAFF
SERGEANT



TECHNICAL
SERGEANT



MASTER
SERGEANT



SENIOR
MASTER
SERGEANT



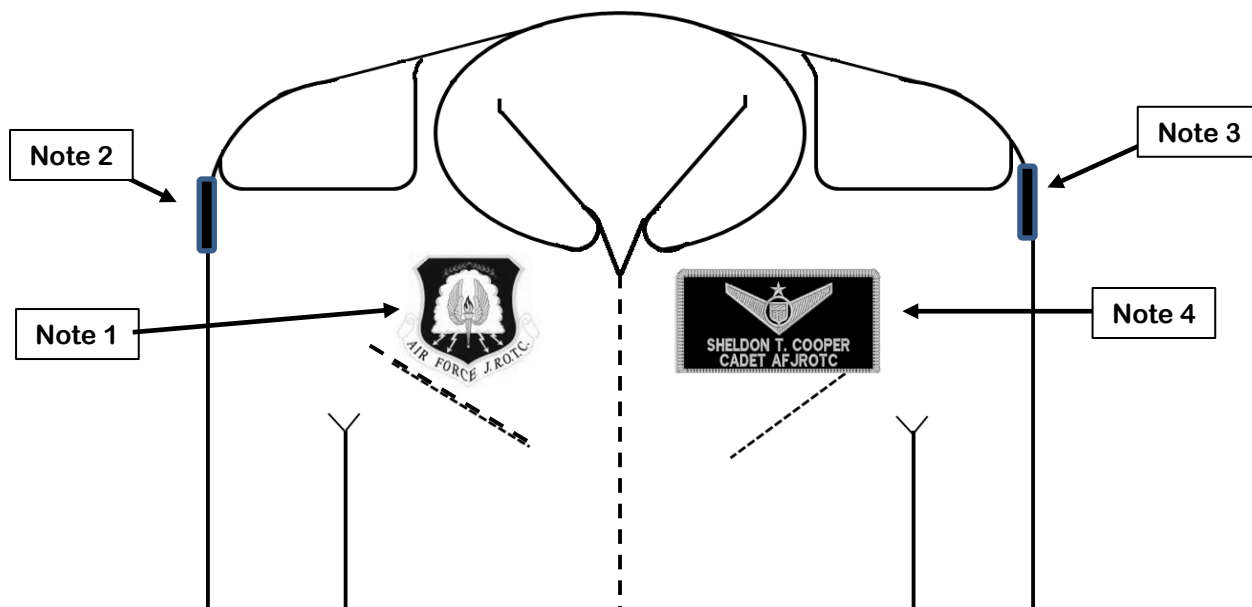
CHIEF
MASTER
SERGEANT

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

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

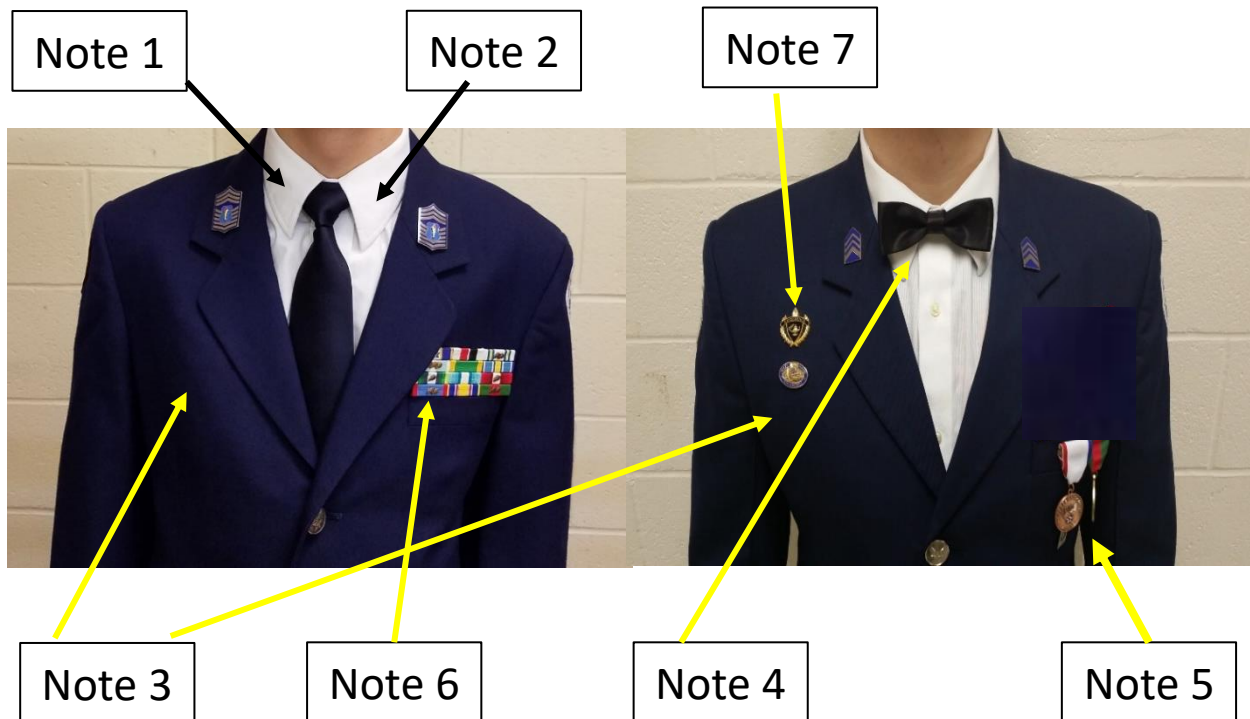
Attachment 7-13

FLIGHT SUIT (Male and Female)



1. * AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. (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, AFJROTC Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
3. * American Flag Patch (mandatory) on left shoulder. Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
4. * Cadet Name Patch (mandatory). Velcro attached. Black background with silver 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". Patches will not be sewn directly onto the flight suit, all patches must be attached using Velcro.
 - 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.

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.**

Attachment 7-15

Sample Exhibition Uniform



1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a “Beret Flash” or mini unit patch is not authorized.
2. Shoulder Cord. Cadets are authorized to wear **one shoulder cord** on the left shoulder. This will be a single “infantry” style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a $\frac{3}{4}$ inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.** .
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**
9. AFJROTC Patch (white, Lamp of Knowledge) and SFJROTC Patch (black, Lamp of Knowledge), mandatory. Center $\frac{1}{2}$ to 1 inch below left shoulder seam.
10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps. **Black boots/corfams may be reissued to cadets.** Spray boots/corfams with disinfectant spray before reissuing.

Attachment 7-15 (continued)

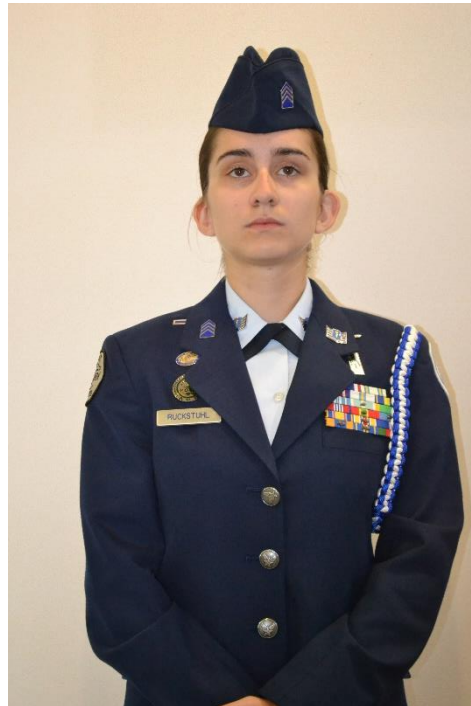
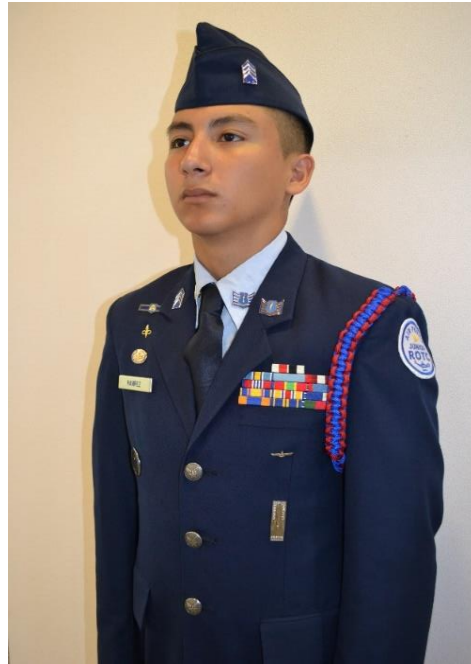
Sample Exhibition Uniform



1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's . Service Caps (wheel and bucket hats) will be **a solid color and free of any embroidery.**
2. Shoulder Cord. Cadets are authorized to wear **one shoulder cord** on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. May be solid or multi-colored.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a 3/4 inch stripe on the outside length of the pants, silver, blue, or black only. **These items will not be worn on regular uniform days.** .
5. Solid color ascots may be worn (embroidery or a unit patch is authorized on the ascot), colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized,** i.e., on the back of the blue shirt collar or shoulder yoke.
7. **Specialized unit rank/shoulder boards are not authorized.**
8. A 1/2 inch silver, dark blue, or black only sleeve braid, 3 inches from the end of the sleeve, may be worn.
9. AFJROTC Patch (white, Lamp of Knowledge) and SFJROTC Patch (black, Lamp of Knowledge), mandatory. Center 1/2 to 1 inch below left shoulder seam.
10. Black Boots/corfams may be issued on an as required basis to the unit Color Guard or Drill Team. This is for restricted use and is not intended for use across unit's entire cadet corps.

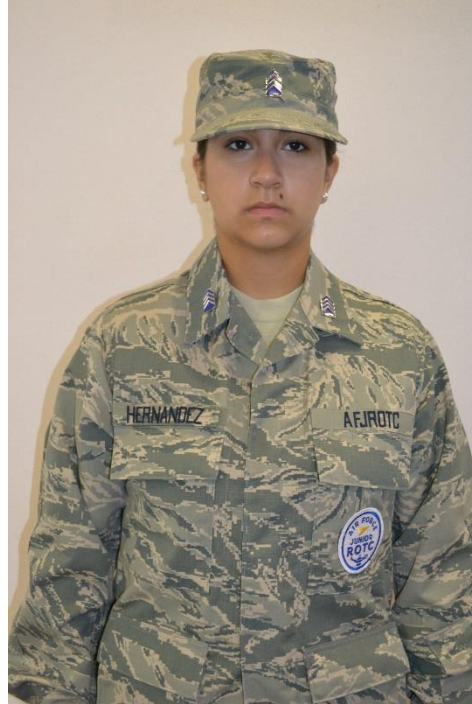
Attachment 7-16

Sample Uniform Pictures
Cadets will not wear both officer and enlisted rank on their uniforms ... these are sample pictures only



Attachment 7-16 (continued)

Sample Uniform Pictures



Sample Uniform Pictures



Local Purchased PFT Gear



FEDMALL Purchased Air Force PTG

FEDMALL
Purchased Air Force
Sweat Shirt and
Pants



CADET BERET HEADGEAR

BERET



Berets.

1. Solid Color white, dark blue or black ONLY, with AFJROTC officer rank insignia or mini-Hap Arnold Insignia pin. The former officer/enlisted flight cap emblems will not be worn on the beret. The wear of a “Beret Flash” or mini unit patch is not authorized.
2. Position headband straight across the forehead, 1 inch above the eyebrows. Drape the top over the right ear. Wear the stiffener with the aligned insignia above the left eye. Adjust ribbon for comfort, tie in a knot, and tuck inside or cut-off. The insignia will be centered, $\frac{1}{4}$ inch above and parallel to the headband.
3. The wear of a “Beret Flash” is not authorized.

CHAPTER 10 - CADET PROMOTION SYSTEM

1. Eligibility:
 - a. Cadets who have demonstrated a ***potential for increased responsibility*** may be selected periodically for promotion.
 - b. Promotion eligibility is based on academic grades, uniform wear, community service hours, extra-curricular activities, and MOST IMPORTANTLY cadets must show potential to serve in the higher grade.
 - (1) To be eligible for promotion to officer rank, a cadet must attend a summer leadership school, must meet all promotion eligibility requirements, and be selected for an officer staff position.
 - (2) Promotions to the grades of cadet SMSgt and cadet CMSgt depend on position and grade vacancies and the performance of the cadets filling the various positions.
 - c. Wheeler High School is a small school and it may be necessary to promote underclassmen into hard to fill positions or promote exceptional underclassmen into staff positions, when required.
2. Frequency of Promotions:
 - a. There will be one promotion cycle each school year, during the second semester.
 - b. Special promotions may be made at any time to recognize merit and to fill an organizational need of the cadet corps. These promotions are made on a best-qualified basis, by recommendation of the corps commander and approval of the SASI/ASI.
3. Promotion Criteria:
 - a. The following criteria apply:
 - (1) AFJROTC grade of 80 or above
 - (2) Passing grade in all other classes. Cadets will not be promoted if they are on the Academically Ineligible List. Cadets may be considered for promotion once they regain eligibility. Under this circumstance, it is the responsibility of the cadet to request reconsideration for promotion.
 - (3) Demonstrated proficiency in drill and ceremonies (physical test) see Chapter 16
 - Position of attention
 - Parade Rest
 - Present Arms
 - Order Arms
 - Right, Left and About Face
 - (4) Memorization of 30 Commands (written test)(upper-class must physically perform 30 Step sequence)
 - (5) No active administrative disciplinary actions
 - (6) Recite the Honor Code
 - (7) Demonstrated positive attitude and full effort towards the AFJROTC Program
 - (8) Participation in at least 1 corps-wide community service project
4. Promotion Board Procedures:
 - a. A cadet promotion board will be established prior to the promotion cycle. The board will consist of cadets assigned by the SASI.
 - b. Promotions, demotions and assignments will be documented by publishing written special orders. Action is marked in cadet's file.
5. Reduction in Cadet Rank—Students who are assigned to In School Suspension (ISS), Out of School Suspension (OSS), or behave in an inappropriate manner, may be reduced in rank. Cadets are expected to conduct themselves in a manner, which brings credit to the corps and school.

Misconduct or negligence of duty by cadet leaders will not be condoned. A cadet officer or NCO assigned to ISS/OSS may lose their cadet rank. The severity of rank reduction will depend on the circumstances in each case as determined by a disciplinary action board. The disciplinary board will be appointed by the SASI/ASI. Each person has an input to determine what action should be taken to discipline the cadet who has broken the school rules. The cadet being considered for discipline board action may request permission to present their case.

6. Cadet grades are not to be confused with, or used interchangeably with, USAF rank. The word **cadet** will be a part of any written or verbal reference to a specific cadet rank. There are no Colonels or Master Sergeants in the cadet corps - only cadet Colonels and cadet Master Sergeants, etc.
7. **Permanent rank** is a rank that is earned because of your longevity and successful completion of the course requirements. The number of stripes you receive will be the same as the number of years you have in the corps.

ASI/1 st Year	Cadet Airman
ASII/2 nd Year	Cadet Airman First Class
ASIII/3 rd Year	Cadet Senior Airman
ASIV/4 th Year	Cadet Staff Sergeant





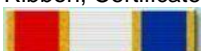
- a. Your “permanent rank” may be increased by your efforts and success in applying yourself to this course.
 - b. First year cadets may receive special promotions, but will not exceed the rank of Cadet Staff Sergeant.
 - c. Second year cadets may receive special promotions, but will not exceed the rank of Cadet Master Sergeant.
 - d. Third year cadets may receive special promotions, but will not exceed the rank of Cadet Chief Master Sergeant.
8. **Officer ranks** are awarded based on job performance in the enlisted ranks, attitude, and grades. A cadet must attend a Cadet Leadership School (CLS), a Summer Leadership School (SLS), or be transferred into our unit from another unit as an officer, before they will be awarded officer rank. **JUST BECAUSE YOU ATTEND CLS OR SLS DOES NOT MEAN YOU BECOME AN OFFICER.** The rank of officer must be earned by either deed or position, not grade.
 9. **Temporary Rank** will normally be assigned as authorized to fill a specific UMD position. Since the grade is temporary, you may not carry it from one year to the next. Temporary grades are assigned only when they are higher than the permanent grade. Officer’s ranks and enlisted ranks above MSgt will normally be reserved for Junior and Senior cadets. The SASI may selectively promote first and second year cadets who have demonstrated superior leadership qualities to higher ranks when necessary to provide required leadership for the Corps.

CHAPTER 11 – CADET AWARDS AND DECORATIONS







- The Cadet Awards and Decorations Program fosters morale, *esprit de corps*, and recognizes achievements of AFJROTC cadets. The AFJROTC awards program is one which intends to recognize the achievements of deserving cadets. Awards can be earned by cadets who demonstrate scholarship/academic achievement, unusual leadership ability and overall exceptional performance. The guidelines outlined in the AFJROTC Operations Guide will be followed unless additional requirements are listed in this handbook.




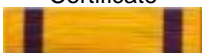

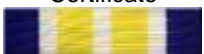
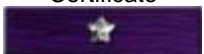
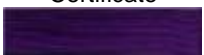








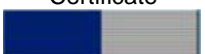

HUMANITARIAN AWARDS

AWARD (Eligibility)	CADET REQUIREMENT	ELEMENT(S)
1. Air Force JROTC Valor Award (Gold) (All Cadets)	Voluntary act of bravery and self-sacrifice involving conspicuous risk of life beyond call of duty.	Medal, Ribbon, Citation 
2. Air Force JROTC Valor Award (Silver) (All Cadets)	Voluntary act of heroism that does not involve risk of life.	Medal, Ribbon, Citation 
3. Cadet Humanitarian Award (All Cadets)	Humanitarian act above and beyond the call of duty. Not to be used to recognize community service.	Ribbon, Certificate 
4. Silver Star Community Service with Excellence Award (All Cadets)	A unit can earn the Silver Star Award if it is in the top 5% of all AFJROTC units who have the highest "per cadet average" of community service hours from 11 April to 10 April the following year.	Ribbon 
5. Community Service with Excellence Award (All Cadets)	Intended to recognize those individual cadets who provide significant leadership of a major unit community service project that greatly benefit the local community.	Ribbon, Certificate 

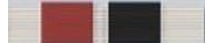





NATIONAL LEVEL AFJROTC AWARDS








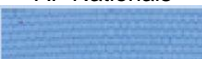


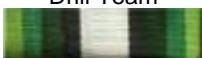
AWARD (Eligibility)	CADET REQUIREMENT	ELEMENT(S)
6. Air Force Association Award (AS-III)	Excel in position of responsibility. Exhibit positive attitude; exemplary personal appearance, personal attributes, and courtesy; and show growth potential. Be an outstanding cadet and in upper 5% of AS-III. Be in upper 10% of high school class. Be recommended by the SASI for the Outstanding Cadet Ribbon.	Medal, Ribbon, Certificate 
7. Daedalian Award (All Cadets)	Be patriotic and want to serve our country. Show leadership potential and a desire to serve in the military. Be in the upper 10% of AS-III. Be in upper 20% of high school class.	Medal, Ribbon, Certificate 
8. American Legion Scholastic Award (AS-III or IV)	Be in upper 10% of high school class. Be in upper 25% of AS-III or IV. Demonstrate leadership qualities and participate in student activities.	Medal, Ribbon, Certificate 
9. American Legion General Military Excellence Award (AS-III or IV)	Be in the Upper 25% AS-III or IV. Demonstrate outstanding leadership, discipline, character, and citizenship.	Medal, Ribbon, Certificate 
10. Daughters of the American Revolution Award (AS-IV)	Be in the upper 25% AS-IV and high school class. Be dependable with good character, disciplined, a strong leader, and committed to the patriotic understanding of the importance of AFJROTC training.	Medal, Ribbon, Certificate 
11. American Veterans Award (AS I, I, II, or IV)	Possess positive attitude, outstanding personal appearance and personal character, and officer potential. Grade of "A" in AFJROTC and academics in good standing in all classes at time of selection and presentation.	Medal, Ribbon, Certificate 

<p>12. Reserve Officers Association Award (AS-IV)</p>	<p>Have a positive attitude, outstanding personal appearance, character, courtesy, growth potential, and strong ethics. Upper 10% of AS-IV.</p>	<p>Medal, Ribbon, Certificate</p> 
<p>13. Military Order of World Wars Award (AS-I, II, III)</p>	<p>Excel in all academics and military training. Actively participate in AFJROTC co-curricular activities. Want to continue in AFJROTC.</p>	<p>Medal, Ribbon, Certificate</p> 
<p>14. Military Officers Association Award (AS-III/Junior)</p>	<p>Be a Junior academically in good standing. Exhibit high morals and loyalty to the unit, school and country. Demonstrate exceptional military leadership potential.</p>	<p>Medal, Ribbon, Certificate</p> 
<p>15. Veterans of Foreign Wars Award (AS-III or IV)</p>	<p>Show positive attitude towards AFJROTC. Have outstanding military bearing and conduct. Have strong positive character. Be patriotic with leadership potential. Have "B" in AFJROTC and "C" in all other classes. Be active in student activities. Not have previously received this award.</p>	<p>Medal, Ribbon, Certificate</p> 
<p>16. National Sojourners Award (AS-II or III)</p>	<p>Be in upper 25% of high school class. Encourage and demonstrate ideals of Americanism. Demonstrate potential for outstanding leadership. Not received previously.</p>	<p>Medal, Ribbon, Certificate</p> 
<p>17. Sons of the American Revolution Award (AS-III)</p>	<p>Show high degree of leadership potential, military bearing and excellence in AFJROTC. Top 10% of AS-III. Top 25% of high school class. Not previously received.</p>	<p>Medal, Ribbon, Certificate</p> 
<p>18. Scottish Rite, Southern Jurisdiction Award (AS-III)</p>	<p>High degree of leadership, military bearing, self-discipline, good character and all around excellence. Top 25% of high school class. Not previously received.</p>	<p>Medal, Ribbon, Certificate</p> 
<p>19. Military Order of the Purple Heart Award (AS-III or IV)</p>	<p>Show positive attitude towards country and AFJROTC. Outstanding performer in corps leadership position. Be active in the school and community affairs. Have at least a "B" average in all subjects. Not previously received.</p>	<p>Medal, Ribbon, Certificate</p> 
<p>20. Air Force Sergeants Association Award (AS-III or IV)</p>	<p>Be in Top 25% of AS-III or IV. Show outstanding military leadership, discipline, character, and citizenship. Not previously received.</p>	<p>Medal, Ribbon, Certificate</p> 
<p>21. Sons of Union Veterans of the Civil War Award (AS I, I, II, or IV)</p>	<p>This award recognizes one deserving cadet annually (may be first, second, third, or fourth year cadet). The recipient must display a high degree of patriotism and have demonstrated a high degree of academic excellence and leadership ability.</p>	<p>Medal, Ribbon, Certificate</p> 
<p>22. Sons of Confederate Hunley Award (AS II)</p>	<p>Goes go to a rising second year cadet who has demonstrated the qualities of Honor, Courage and in particular Commitment to his/her unit throughout the school year.</p>	<p>Medal, Ribbon, Certificate</p> 
<p>23. Tuskegee Airmen Inc. AFJROTC Award (AS-I, II, III) 2 cadets</p>	<p>Attain a grade of "B" or better in AFJROTC. Be in academic good standing. Actively participate in cadet corps activities. Participate in at least 50% of all unite service projects.</p>	<p>Ribbon, Certificate</p> 

24. Retired Enlisted Association Award (AS-I, II, III or IV)	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.	Medal, Ribbon, Certificate 
25. Celebrate Freedom Foundation Award (AS-I or II)	Cadet must have a positive attitude, outstanding personal appearance, initiative, judgment, and self-confidence, courteous demeanor, growth potential and highest personal and ethical standards.	Ribbon, Certificate 
26. National Society United States Daughters of 1812 Award (AS-I, II, III or IV)	Awarded annually, at the SASI's discretion, for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.	Medal, Ribbon, Certificate 
27. Air Commando Association (ACA) Medal (AS-I, II, III or IV)	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.	Ribbon, Certificate 
Non Funded National Award	None	None

**LOCAL AFJROTC AWARDS AND RIBBONS
CADET REQUIREMENT**

AWARD (Eligibility)	LOCAL AFJROTC AWARDS AND RIBBONS CADET REQUIREMENT	ELEMENT(S)
29. Distinguished Unit with Merit Award (All Cadets)	The criteria for the DUA with Merit is the same as the DUA (see below) and is earned if the unit is designated as an "Exceeds Standards" unit during the HQ AFJROT External Assessment (every 3 years.)	DUA/W Merit 
30. Distinguished Unit Award (All Cadets)	Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA. AFJROTC Operations Support will post criteria for this award annually.	DUA 
31. Outstanding Organization Award (All Cadets)	Awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. AFJROTC Operations Support will post criteria for this award annually.	Outstanding Org 
32. Outstanding Flight Ribbon (All Cadets)	Selected by the SASI and ASI based on uniform wear, performance, academic average, PT participation and effort, and overall attitude.	Outstanding Flight 
33. Top Performer Award (2% of Cadets)	SASI nominates to Regional Director prior to Evaluation or Staff Assistance Visit (SAV) (SASI may also select recipient on out of cycle evaluation years). Leadership and job performance in primary duty. Nominee must also be in good academic standing in all high school course work.	Certificate, Ribbon 
34. Outstanding Cadet Ribbon (One Cadet each AS-I, II, III, IV)	Show high morals and outstanding military potential. Demonstrate positive personal character. Attain academic and military excellence. Awarded once per school year.	Outstanding Cadet 

<p>35. Leadership Ribbon (5% of Cadets)</p>	<p>Assigned to and excel in a leadership position. Exhibit outstanding performance. Awarded once per school year.</p>	<p>Leadership</p> 
<p>36. Achievement Ribbon (5% of Cadets)</p>	<p>Accomplish significant documented achievement (community/school service, ROTC scholarship, Academy appointment, contest winner, athletic achievement, Valedictorian/Salutatorian, etc.). Awarded once per school year.</p>	<p>Achievement</p> 
<p>37. Superior Performance Ribbon (10% of Cadets)</p>	<p>Render outstanding achievement or meritorious service in behalf of AFJROTC for a single or sustained act of a superior nature (top three cadets in PT tests, outstanding performer in community sanctioned activity, successfully run a Corps project that involves less than 30% of the Corps). Awarded once per school year</p>	<p>Superior Performance</p> 
<p>38. Academic Ribbon (All Cadets)</p>	<p>Achieve overall "80" grade point average with "90" in AFJROTC for the semester enrolled.</p>	<p>Academic</p> 
<p>39. Cadet Leadership Course Ribbon (All Cadets)</p>	<p>Awarded for completion of an approved leadership school program of at least 5 days duration.</p>	<p>CLC</p> 
<p>40. Special Teams Ribbon</p>	<p>Awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers, etc.</p>	<p>Special Teams</p> 
<p>41. All-Service National Competition Ribbon</p>	<p>All-Service National Competition 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.</p>	<p>All Service Comp</p> 
<p>42. Air Force Nationals Competition Ribbon (All Cadets)</p>	<p>Air Force Nationals Competition 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.</p>	<p>AF Nationals</p> 
<p>43. Orienteering Ribbon (All Cadets)</p>	<p>Awarded to team members for "placing" in an orienteering meet or successfully completing the Land Navigation academic and course execution phases of the Land Navigation Course.</p>	<p>Orienteering</p> 
<p>44. Leadership Development Requirement (LDR) Leadership Ribbon (All Cadets)</p>	<p>Demonstrate exceptional leadership as project officer for AFJROTC curricular activity (cadet ball, drill team commander, change of command or promotion ceremony, color guard team, orientation program coordinator, or any project involving 30% or more of the cadet Corps).</p>	<p>LDR</p> 
<p>45. Drill Team Ribbon (All Cadets)</p>	<p>Participate in at least 75% of all scheduled drill team practices and events. Must be recommended by the drill team commander.</p>	<p>Drill Team</p> 

<p>46. Color Guard Ribbon (All Cadets)</p>	<p>Participate in at least three scheduled color guard events or on the color guard team at a drill competition. Must be recommended by the color guard commander.</p>	<p>Color Guard</p> 
<p>47. Sabre Team Ribbon (All Cadets)</p>	<p>Participate in at least two scheduled sabre team events or on the sabre team at a drill competition. Must be recommended by the sabre team commander.</p>	<p>Sabre</p> 
<p>48. Marksmanship Ribbon (All Cadets)</p>	<p>SASI will award the Marksmanship Ribbon to the cadets that participate in a Marksmanship Program.</p>	<p>Marksmanship</p> 
<p>49. Good Conduct Ribbon (All Cadets)</p>	<p>No adverse discipline reports or suspensions. Must be recommended by flight commander.</p>	<p>Good Conduct</p> 
<p>50. Service Ribbon (All Cadets)</p>	<p>Performance in a minimum of 10 hours of school, community, or AFJROTC service projects.</p>	<p>Service</p> 
<p>51. Health and Wellness Ribbon (All Cadets)</p>	<p>Awarded for successfully completing the Presidential Fitness Assessment and actively participating in the Unit Wellness Program. The bronze star will be awarded to any cadet scoring 80-89, silver star for 90-99, and gold star for a 100 on the Presidential Fitness Assessment.</p>	<p>Health & Wellness</p> 
<p>52. Recruiting Ribbon (All Cadets)</p>	<p>Enroll at least one cadet or serve as member of a Cadet Recruiting team at middle school, high school, or other forum.</p>	<p>Recruiting</p> 
<p>53. Activities Ribbon (All Cadets)</p>	<p>Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for a ribbon on the ribbon chart. These include, but are not limited to, model rocketry clubs, sports teams, and any other LDR team event that does not currently have a ribbon on the ribbon chart. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.</p>	<p>Activities</p> 
<p>54. Attendance Ribbon (All Cadets)</p>	<p>No more than three absences or three tardies in a semester while actively enrolled in AFJROTC.</p>	<p>Attendance</p> 
<p>55. Dress and Appearance Ribbon (All Cadets)</p>	<p>Wear uniform on all designated uniform days, conform with all AFJROTC dress and appearance standards, and 90% uniform grade average for the semester.</p>	<p>Dress & Appearance</p> 
<p>56. Longevity Ribbon (All Cadets)</p>	<p>Successfully complete AFJROTC course requirements.</p>	<p>Longevity</p> 

57. Bataan Memorial Death Match Ribbon (All Cadets)

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.



58. Patriotic Flag Ribbon (All Cadets)

May be awarded for participation in non-color guard events specifically designed to honor our nation's flag. Such events include flag raising ceremonies, flag retirement ceremonies, flag folding ceremonies, and historical flag demonstrations. The GA-052 traditionally has several of these types of events each year to include Patriots Day, Veterans Day and other celebrations.



59. Joint Service Academic Bowl (JLAB) Team Ribbon

Cadets must be a member of the JLAB team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded.



60. Cyber Patriot Team Ribbon (All Cadets)

Cadets must be a member of the Cyber Patriot team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. **(This ribbon replaces the Cyber Patriot pin, which is no longer authorized for wear on the cadets uniform.)**



61. StellarXplorers Team Ribbon (All Cadets)

Cadets must be a member of the StellarXplorers team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. **(This ribbon replaces the StellarXplorers pin, which is no longer authorized for wear on the cadets uniform)**



62. Raider Team Ribbon (All Cadets)

Cadets must be a member of the Raiders Team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



63. Military Model Building Team Ribbon (All Cadets)

Cadets must be a member of the Military Model Building Team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the bronze oak leaf cluster.



64. Unmanned Aircraft Systems (UAS) Ribbon (All Cadets)

Cadets must be a member of the UAS team. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf



cluster.






65. Robotic Club/Team Ribbon (All Cadets)

Cadets must be a member of the Robotics club/team. Criteria for this award will be published in the unit's Cadet Guide. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.



CIVIL AIR PATROL (CAP) AWARDS

Only these five CAP may be worn on the AFJROTC uniform. Units should contact the nearest CAP unit to obtain awards, invite presenters, or obtain any guidance on criteria or presentation.

AWARD	CADET REQUIREMENT	ELEMENT(S)
66. General Carl Spaatz Award	May be awarded to cadets who "successfully complete all phases of the CAP cadet program and the General Carl A. Spaatz Award examination"	Gen Spaatz 
67. General Ira C. Eaker Award	Denotes successful completion of all sixteen achievements and four phases of the Civil Air Patrol Cadet Program. CAP's newest award recognizes cadet completion of the academic, leadership, moral leadership and physical fitness curriculum in existence since 1964.	Gen Eaker 
68. Amelia Earhart Award	Earned after completing the first eleven achievements of the cadet program and receipt of the General Billy Mitchell Award. In addition, the cadet must pass an arduous 100 question examination testing aerospace topics, leadership theory and staff topics.	Amelia Earhart 
69. General Billy Mitchell Award	Cadets must pass a series of leadership, aerospace and physical fitness tests and attend moral leadership training for each achievement from Cadet Airman Basic through Cadet Chief Master Sergeant. In addition, cadets must attend a military-style encampment before this award is made. 15% of Civil Air Patrol cadets achieve the Mitchell Award.	Gen Mitchell 
70. General J. F. Furry Achievement Award	Successful completion of Achievement 1 of CAP cadet program.	Gen Furry 

- 71. General Carl Spaatz Award
- 72. General Ira C. Eaker Award
- 73. Amelia Earhart Award
- 74. General Billy Mitchell Award
- 75. General J.F. Curry Achievement Award

- Ribbon Devices. Cadets may earn oak leaf clusters for the subsequent award of the same ribbon. Oak leaves come in single, double, triple and quadruple bronze devices indicating the 2nd, 3rd, 4th and 5th award of the same ribbon respectively. A single silver oak leaf is used to indicate the 6th award of the same ribbon. Bronze and Silver stars may be earned for special achievements as indicated in the ribbon descriptions. Displayed devices at the same angle.



Single Bronze Oak Leaf



Double Bronze Oak Leaf Cluster



Triple Bronze Oak Leaf Cluster



Quadruple Bronze Oak Leaf Cluster



Single Silver Oak Leaf



Bronze Star Device



Silver Star Device

- Medals and ribbons may be worn simultaneously for formal, semiformal, and/or special occasions of a limited nature. Medals will only be worn on the Service Dress Uniform (Option 3). Place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned 1/2 inch below bottom row of ribbons. Medals are authorized to be worn at the following KO-951th events: Promotion Ceremonies, Parades, Veterans Ceremonies, Military Ball, Awards Banquet, Inspections, and any other event designated by the SASI.
- AFJROTC cadets are authorized to wear ribbons earned while enrolled in U.S. Army, Navy, or Marine Corps JROTC. AFJROTC cadets will wear AFJROTC ribbons above and to the left of other service JROTC ribbons or awards. Group ribbons according to service with the order of precedence determined by the regulations of each service. Other services' ribbons are grouped by service in the following order: Army, Navy, and Marine Corps.

Attachment 7-1

Added. Hands in pockets are allowed while standing or walking and beverage consumption as indicated while walking.



Hap Arnold Optional
Enlisted/Officer Service
Cap Insignia



OFFICERS
SERVICE CAP
INSIGNIA



MODEL ROCKETRY
BADGE



KITTY HAWK
AIR SOCIETY
BADGE



DISTINGUISHED
CADET BADGE



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



AWA'RENESS
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

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.

5. Badges:

Kitty Hawk Order of Honors—The objective of the GA-052 AFJROTC Kitty Hawk Order of Honors is to create an enthusiasm for superior scholarship, to stimulate a desire to serve one's school, community, and country, to promote trustworthy leadership, and to encourage the development of character in all cadets.



- a. Membership is based upon scholarship, leadership, and character.
- b. Cadets must have a scholastic average of at least 95 in Aerospace Science and an average of 85 in other classes with no failures.
- c. Cadets must be recommended for membership by the SASI/ASI.
- d. To be considered for membership and to retain membership once elected, a cadet must have taken and continue to take a full course load (six one unit courses).

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.



Flight Certificate Badge—Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft.



Unmanned Aircraft Badge.



Awareness Presentation Team Badge—Awarded for participation on an Awareness Presentation Team (APT). Members of this team are handpicked by the SASI/ASI to attend recruiting visits to feeder middle schools, normally early in the second semester.



Model Rocketry Badge—Awarded to cadets who have fulfilled model rocketry program requirements including the building, launching and recovery of a rocket. Normally part of the GA-052 AS rotating curriculum.



Hap Arnold Optional Enlisted/Officer Service Cap Insignia

Shoulder Tab—Shoulder tabs are either **cloth or metal** arches denoting

participation in an AFJROTC activity. Shoulder tabs are optional. If worn, cadets are authorized to wear **one shoulder tab on the right shoulder** of the service dress coat and the light blue shirt, centered between the unit patch and the shoulder seam.



Distinguished Cadet Badge -The award recognizes one outstanding second-year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program.



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.



**DISTINGUISHED
CADET BADGE**

Please refer to attachments in Chapter 7 of the Operational Supplement.



AEF BADGE

Shoulder Cords

Shoulder cords are issued to denote and identify positions or membership on special teams. The following cords are used in the GA-052 cadet corps. Cadets are authorized to wear one shoulder cord on the left shoulder. Wear the shoulder cord only on light blue shirt and the service dress coat. The SASI will designate criteria on who may wear shoulder cords. Colors to denote different honors or leadership positions may be used. Criteria and shoulder cord colors should be described in the Cadet Guide or Unit Operating Instructions. On the service dress coat, cords should be pinned to the shoulder with the pin hidden beneath the cord.

POSITION

COLOR OF CORDS

Group Commander	Black
Vice Commander	Light Blue
Command Staff	Yellow
Color Guard	Yellow and Black
Armed Drill	Red and White
Armed Drill Commander	Red and Black
Unarmed Drill	Royal Blue and White
Unarmed Drill Commander	Royal Blue and Red
Saber Team	White
Saber Team Commander	White and Black
Raider Team	Grey
Raider Team Commander	Purple
Flight Commander	Orange
Academic Team	Navy Blue
Academic Team Commander	Navy Blue and White
Marksmanship Team	Orange
Marksmanship Team Commander	Orange and White

CHAPTER 12 - CORPS COMMUNICATIONS

1. **Bulletin Boards**—The cadet bulletin boards will be used for posting official notices, i.e. policies, official club notices, meetings, detail listings, formation notices, current items on scholarships, staff positions, and other pertinent corps correspondence. ***It is the responsibility of each GA-052 cadet to read the bulletin boards daily.*** The bulletin boards will be kept current at all times and is the responsibility of the Public Affairs and Historian Officer/NCO. All notices placed on the board **MUST** be typed, and approved by the SASI, ASI, c/CC or c/CD.
2. Current uniform wear and ribbon charts will also be on permanent display on the unit bulletin board.
3. Cadets desiring to post a notice on the bulletin board must submit it to SASI/ASI. All notices must be TYPED in final format prior to submission and must be submitted a minimum of two days prior to the date the notice concerns.
4. **Sign-up Lists**—All sign-up lists must be typed and include the following information: date(s), time(s), location, uniform required, project officer name and signature, and any other pertinent information. While there is normally no restriction on the amount of times a cadet may volunteer for events, cadets are reminded that all cadets should have the opportunity to participate in events. This is up to the squadron and flight commanders and first sergeants to monitor. Cadets should not sign up for events unless they are absolutely certain they can participate. If a cadet signs up, but later learns that they will not be able to attend the event, they are to immediately line through their name on the list and notify their flight commander and/or the project officer.
5. **Classroom Announcements**—It is the responsibility of each Flight Commander/Sergeant to read to their flight the announcements on the bulletin board in their classroom. If a cadet is briefed by the Flight Sergeant that he/she is to participate in a scheduled event, then the cadet is responsible to be at that meeting/event. Each cadet is also responsible for reading the bulletin board. If the Flight Commander/Sergeant fails to read the announcement, the cadet involved is still responsible to read the bulletin board.
6. **Announcement Slide Show**—The SASA/ASI, Flight Commander/Flight Sergeants will place major upcoming events and uniform wear information in a computer slide show to be shown at the beginning of each class period.

CHAPTER 13 - COMMUNITY SERVICE

1. Community Service Hours are all hours that the cadet performs in service to the community and school as a member of AFJROTC. These include but are not limited to: Orphanages, Elderly Homes, local chapel, Red Cross, Thrift shop, food drives, community parades, color guard details for the community, etc.
2.
 - a. Cadets are encouraged to sign up and participate in community service. Cadets may also bring forward ideas for community service projects. These ideas should be routed through the Flight Commanders up the chain of command, or during cadet staff meetings.
 - b. When signing up for a community service event, cadets will be required to provide a phone number (cell or home.) Many community service events take place during the evenings and weekends and it is important to be able to communicate any changes to those who have volunteered. Also, project officers should place their phone number on the sign-up list so that volunteers may communicate with them or ask any questions. If a cadet signs up for an event and later learns that they will not be able to participate (prior to the event), they must notify the project officer and mark their name off the sign up list. If circumstances prevent a cadet from showing up for an event, they must make every effort to notify the project officer.
 - c. Eligibility. All cadets are eligible to sign up for events if they meet the criteria listed on the sign-up list.
 - d. Failure to Show. Cadets must understand the personal responsibility that goes along with volunteering for community service projects. Do not sign up for a project unless you are absolutely certain you are able to attend. Cadets are allowed to copy down project details or take pictures with their phones so they can verify their availability before signing up. If a cadet fails to show up for a community service event, they suffer consequences such as demotion and not being allowed to participate in future events.
 - e. Credit for Community Service Time. In the cases of events with a large amount of cadet participation, the project officer is responsible for recoding attendance, time served, and updating the event in WINGS. If this process is not followed, cadets should fill out a community service hours request form (see Attachment 1) and turn it in to the appropriate project officer, Flight Commander, team commander, or the SASI or ASI. The project officer/Flight Commander/team commander/SASI/ASI approves the form and submits it to the personnel officer/staff to enter into WINGS. The form is then filed in the cadet's record.
3. All AFJROTC cadets must accumulate at least five community service hours per semester.

CHAPTER 14 - AFJROTC LEADERSHIP DEVELOPMENT REQUIREMENTS (LDR) CO-CURRICULAR ACTIVITIES/FIELD TRIPS

1. Wheeler AFJROTC participates in a variety of LDR and co-curricular activities. LDR activities are AFJROTC-sponsored and school-approved teams and/or committees that plan or participate in events normally conducted outside classroom hours. LDR activities and/or events are planned, organized and executed by the cadet corps while being supervised by a certified AFJROTC Instructor. Operation and supervision of the LDR activities must be equitably shared between the instructors. Parades, drill meets, the annual Military Ball, awards ceremony, 9/11 Ceremony, and the Veterans Day Parade are just some of the yearly activities. Following are some of the clubs and varied activities.
 - a. Unarmed Drill Team -Performs regulation and exhibition unarmed drill
 - b. Armed Drill Team - Performs regulation and exhibition armed drill using demilitarized and/or facsimile weapons
 - c. Color Guard -Performs regulation color guard drill and escorts the national and other colors during school sporting events and other special functions
 - d. Saber Team - Performs at the homecoming game, military ball, dining out and other special functions.
 - e. Kitty Hawk Air Society – To create an enthusiasm for superior scholarship
 - f. Marksmanship Team –To participate and compete in the marksmanship program
 - g. Rocketry Team –To build, launch and recover model rockets
 - h. Raider Team - Provide cadets with the opportunity to train as a team and compete at Raider Challenge(s). Cadets will participate in adventure training and experience mental and physical tests of strength, endurance, and intelligence-based events
 - i. Flight Simulator, Model Rocketry and Model Airplane
2. Field Trips (Curriculum-in-Action (CIA) Trips)—An attempt will be made to provide at least one CIA trip for every Wheeler AFJROTC cadet each year. These trips will be used to enhance the classroom and cadet experience, and expose cadets to military, historical, and aerospace industries. Each cadet **must** have a parental permission form on file prior to departure on any CIA or other sponsored trip. The cadet leadership team (to the maximum extent possible) should perform the planning and execution of the trip to promote cadet ownership. Be sure to plan your CIA trips carefully. Plan CIA trips several months in advance to ensure everything is thought of. If possible, plan the trips before the school year begins and make changes as necessary. (See checklists and forms within this supplement.) Keep in mind the SASI and/or ASI must provide supervision and control of all CIA activities at all times.
3. Summer Leadership School (SLS) and Cadet Leadership Course (CLC) are optional Leadership Development Requirement programs that teach AFJROTC cadets aspects of citizenship and leadership in a highly structured and focused instructional environment. Its mission is to promote this development by preparing cadets for leadership roles in their units, schools, and local communities. As such, the activities during SLS/CLC should stress the following: team building, leadership, and respect for authority, responsible citizenship, personal character, academic achievement, health, and community service.

CHAPTER 15 - CADET WELLNESS PROGRAM

1. The Cadet Health and Wellness Program (CHWP) is a key component of the total cadet experience. Through this program, cadets will learn proper fitness and nutrition information and techniques. They will be given the opportunity to develop a sustained, healthy lifestyle. Cadets are graded for their participation in the wellness program based on “dressing out,” “participation”, and “effort”...no grades are given for the amount of repetitions or times of runs. This program is also used to build teamwork and esprit de corps within the unit. Each cadets’ Parental Consent Form must be completed prior to physical activity. Cadets will have 8 minutes to dress out after the tardy bell rings.
2. The CHWP at Wheeler High School will consist of three main areas of study/practice:
 - a. Classroom Instruction – this will consist of a look at a variety of topics to include, nutrition and diets, types and effects of exercise programs, importance of rest and sleep, etc.
 - b. Team Sports – will include activities designed to get all cadets involved in fun exercises designed around team building and camaraderie.
 - c. Fitness Assessment and Workouts – this process will include an initial assessment to determine fitness level, planned exercises and workouts to improve total fitness, and follow-up assessments to determine progress. Fitness assessments and workouts will take place on Fridays opposite team sports.
3. Physical Fitness Test (PFT), 3 components:
 1. **1-mile Run**—To measure heart/lung endurance by fastest time to cover a one mile distance. Due to the extreme heat in some regions it may be necessary to do this exercise indoors or early morning hours. On a safe, one-mile distance, cadets begin running on the count “Ready? Go!” Walking may be interspersed with running. However, the cadets should be encouraged to cover the distance in as short a time as possible. Before administering this test, cadets’ health status should be reviewed. Also, cadets should be given ample instruction on how to pace themselves and should be allowed to practice running this distance against time. Sufficient time should be allowed for warming up and cooling down before and after the test. Times are recorded in minutes and seconds.
 2. **Right Angle Push Ups**—To measure upper body strength/endurance by maximum number of push-ups completed in one minute. The cadet starts in push-up position with hands under shoulders, arms straight, fingers pointed forward, and legs straight, parallel, and slightly apart (approximately 2–4 inches) with the toes supporting the feet. Keeping the back and knees straight, the cadet then lowers the body until there is a 90-degree angle formed at the elbows with upper arms parallel to the floor. Another (same sex) cadet holds her/his hands at the point of the 90-degree angle so that the cadet being tested goes down only until he/she touches the partner’s hand, then back up. If a cadet must rest, they must rest in the up position. To start, a timer calls out the signal “Ready? Go!” and begins timing cadet for one minute. The cadet stops on the word “stop.” Record only those push-ups done with proper form. Right angle push-ups provide a good indicator of the range of strength/endurance found in youth, whereas some are unable to do any pull-ups.
 3. **Sit ups**—To measure abdominal strength/endurance by maximum number of curl-ups performed in 1 minute. Have cadet lie on cushioned, clean surface with knees flexed and heels of feet about 12 inches from buttocks. Another (same sex) cadet holds feet. Arms are crossed with hands placed on opposite shoulders and elbows held close to chest. Keeping this arm position, cadet raises the trunk to touch the outside of forearms and elbows to thighs and then lowers the back to the floor so that the scapula’s (shoulder blades) touch the floor, for one sit-up. If a cadet must rest, they must rest in the up position. To start, a timer calls out the signal “Ready? Go!” and begins timing cadet for 1-minute. The cadet stops on the word “stop.” “Bouncing” off the floor is not permitted. The sit-up should be counted only if performed correctly.
4. Flight PT Leader Procedures—Each flight will choose a PT Leader. This cadet will be someone other than the Flight Commander, although the commander can assist. The flight PT Leader is responsible

for ensuring the flight is aware of the planned activity for the week, accounting for those who dress out and fully participate in wellness activities, accounting for and recording repetitions and times during exercises, and recording repetitions and times in WINGS.

*NOTE: All cadets must be scored on 1-mile run, Push Ups, and Sit Ups at the beginning and end of the school year. Cadets that miss and don't make up the scored events will receive a zero.

CHAPTER 16 - DRILL AND CEREMONIES

NOTE: Information in this chapter is taken from Air Force Manual 36-2203, The AFJROTC Pocket Drill Guide, and the AFJROTC Drill and Ceremonies Text Book.

1. WHY CADETS DRILL. Why has drill and ceremonies been a vital part of cadet life since the inception of Junior ROTC? Drill is more than an orderly way of moving a group of people from point A to point B, although it is that. AFJROTC cadets learn drill for the same reasons that soldiers, sailors, airmen, and marines do. Drill is a time-tested laboratory for developing leadership skill.

2. DRILL HELPS THE INDIVIDUAL.

- You stand taller because of drill.
- You develop a sense of pride about yourself and that pride translates into success in other areas of your life.
- You begin to appreciate attention to detail and see how small things make a big difference.
- You build self-discipline when you stand at perfect attention, motionless, gut in and chest out, silently focused on a single point on the distant horizon.
- You gain self-confidence. You learn to come out of your shell when placed in front of a formation and made to call commands.
- You carry yourself with that special quality called military bearing. People in everyday life begin to see you differently. Your bearing sets you apart from ordinary youth.

3. DRILL BUILDS THE TEAM.

- The group members learn to adapt their movements to match those of the team.
- The group visibly comes together as a single, cohesive unit, as everyone marches in step and executes commands with precision.
- The group follows a single commander. When there is no doubt as to who the leader is, the team members operate as one and pursue the same goals.
- The group succeeds when each of its members performs as a team. The team members learn they are only as strong as their weakest link.

4. DRILL DEVELOPS LEADERS.

- Leaders learn to make decisions and think on their feet when calling commands. Drill instills the value of decisiveness.
- Leaders learn the importance of issuing clear instructions to the team.
- Leaders learn that teamwork is possible only if they first motivate the group members to excel.
- Leaders learn to value their place in the chain of command. They see the chain in action at formations.
- Leaders learn about the building blocks of leadership in the Cadet Program.

➤ **TIP:** Drill is good for cadets, but the Cadet Program should be so much more than drill.

5. Types of Commands.

- a. Most commands consist of two parts. The **preparatory command** explains what the movement will be. The **command of execution** explains when the movement will be carried out.

PREPARATORY COMMAND	COMMAND OF EXECUTION
Flight,	ATTENTION
Right,	FACE
Parade,	REST
To the Rear,	MARCH
Open Ranks,	MARCH

- b. Combined Commands. In certain commands, the preparatory command and the command of execution are combined, for example: **FALL IN, AT EASE**, and **REST**. These commands are given at a uniformly high pitch and a louder volume than that of a normal command of execution.
- c. Supplementary commands are given when one unit of the element must execute a movement different from the other units or must execute the same movement at a different time. Two examples are **CONTINUE THE MARCH** and **STAND FAST**.
- d. Informational commands have no preparatory command or command of execution, and they are not supplementary. Two examples are **PREPARE FOR INSPECTION** and **DISMISS THE UNIT**.
6. **The Command Voice.** The way a command is given affects the way the movement is executed. A correctly delivered command is loud and distinct enough for everyone in the element to hear. It is given in a tone, cadence, and snap that demand a willing, correct, and immediate response. A voice with the right characteristics of loudness, projection, distinctness, inflection, and snap enables a commander to obtain effective results as shown below.
- a. **Loudness.** This is the volume used in giving a command. It should be adjusted to the distance and number of individuals in the formation. The commander takes a position in front of, and centered on, the unit and facing the unit so his or her voice reaches all individuals. Speak loudly enough for all to hear, but do not strain the vocal cords.
- b. **Projection.** This is the ability of your voice to reach whatever distance is desired without undue strain. To project the command, focus your voice on the person farthest away. Counting in a full, firm voice and giving commands at a uniform cadence while prolonging the syllables are good exercises. Erect posture, proper breathing, a relaxed throat, and an open mouth help project the voice.
- c. **Distinctness.** This depends on the correct use of the tongue, lips, and teeth to form the separate sounds of a word and to group those sounds to force words. Distinct commands are effective; indistinct commands cause confusion. Emphasize clear enunciation.
- d. **Inflection.** This is the change in pitch of the voice. Pronounce the preparatory command—the command that announces the movement—with a rising inflection near or at the end of its completion, usually the last syllable. When beginning a preparatory command, the most desirable pitch of voice is near the level of the natural speaking voice. A common fault is to start the preparatory command so high that, after employing a rising inflection, the passage to a higher pitch for the command of execution is impossible without undue strain. A properly delivered command of execution has no inflection. However, it should be given at a higher pitch than the preparatory command.
- e. **Snap.** This is that extra quality in a command that demands immediate response. It expresses confidence and decisiveness. It indicates complete control of yourself and the situation. To achieve this quality, you must have knowledge of commands and the ability to voice them effectively. Give the command of execution at the precise instant the heel of the proper foot strikes the ground while marching. Achieve snap in giving commands by standing erect, breathing without effort, and speaking clearly.

7. **Counting Cadence.** Counting cadence acquaints students with cadence rhythm. When trainees get out of step, the commander either corrects them by counting cadence or halts the element and then moves them off in step. Counting cadence helps teach coordination and rhythm. Cadence is given in sets of two as follows: **HUT, TOO, THREE, FOUR; HUT, TOO, THREE, FOUR**. To help keep in step, unit members should keep the head up and watch the head and shoulders of the person directly in front of them.

8. **Demonstration-Performance Training Method.** When teaching someone how to perform a task (how to drill, how to use a compass, how to preflight an airplane, etc.) the demonstration-performance method can be your best training tool. One of the strengths of this training method is that you and the cadet/student get immediate feedback. You can see if the cadet knows how to perform the task and the cadet builds confidence if you're there to tell them whether they are doing it right or not. Below are the steps to use in the demo-perf method including using the "by-the-numbers" training method.
 - a. State the name of the movement and explain its purpose.
 - b. Perfectly demonstrate how the movement is performed at a normal cadence, twice.
 - c. Also break the movement into segments, showing how it's performed, one step at a time. Mention any special rules or standards.
 - d. Have cadets try executing the movement on their own, and then as a group, by the numbers. Allow cadets to ask questions.

EXAMPLE: BY THE NUMBERS, Right, FACE

- On "FACE," cadets execute count one and freeze.
- Flight leaders check cadets and fix any problems.
- On, "Ready, TWO," cadets complete the facing.
- Flight leaders give feedback.
- Closely watch the cadets do the movement as a group without the numbers and at normal cadence. Give each cadet feedback. Once every cadet is ready, move on to the next topic.

NOTE: The by-the-numbers training method can only be used with 2-count commands.

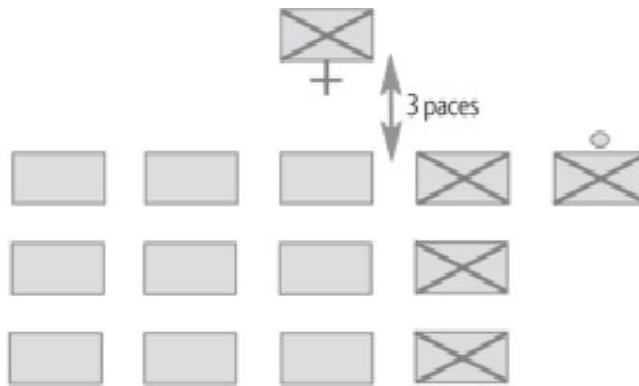
9. Drill Symbols and Flight Formations.

Legend of Drill Symbols

	Cadet		Guidon Bearer		Flight Commander
	Element Leader		Flight Sergeant		Squadron Commander
	Guide		First Sergeant		

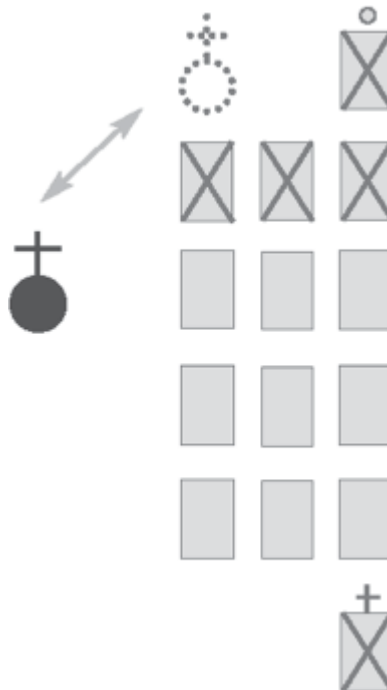
Flight in Line Formation

as it is being formed by the flight commander/sergeant formation in which the flight "falls in"



Flight in Column Formation

formation in which the flight normally marches



If the flight is not part of a larger formation, the flight commander typically marches to the side. If part of a squadron-level formation, the flight commander may be positioned above the first file.

10. Drill Positions and movements.

FALL IN.

- On FALL IN, the guide takes a position facing the flight commander such that the first element will fall in centered on and three paces from him or her. If no guide is used, the first element leader assumes the responsibilities of the guide.
- Once halted at the position of attention, the guide performs an automatic dress right dress and ready front. Once positioned, the guide does not move.
- The first element leader falls in directly to the left of the guide and executes an automatic dress right dress.
- The second, third, and fourth element leaders fall in behind the first element leader, execute an automatic dress right dress, visually establish a 40-inch distance, and align themselves directly behind the individual in front of them.
- The remaining cadets fall into any open position and execute an automatic dress right dress. As soon as dress, cover, interval, and distance are established, each cadet executes an automatic ready front on an individual basis and remains at the position of attention.
- See also "Dress Right, DRESS" on page 51.
- Once it is formed, the flight will be squared off prior to sizing. The left flank of the formation will be squared off with extra cadets filling in from the fourth to the first element. For example, if there is one extra cadet, he or she will be positioned in the fourth element; if there are two extra cadets, one will be positioned in the third element and one will be positioned in the fourth element; and so forth. The flight sergeant will occupy the last position in the fourth element.
- To size the flight, the flight commander faces the flight to the right (from line to column formation) and has taller cadets (except the guide, element leaders, and flight sergeant) move to the front of the flight according to height.
- The flight commander then faces the flight to the right (from column to inverted line formation) and again has taller cadets (except the flight sergeant) move to the front of the flight according to height. The flight commander faces the flight back to the left (column formation) and continues this procedure until all members are properly sized.

FALL OUT.

- On the command FALL OUT, individuals should salute and do an about face.
- All individuals remain in the immediate area.
- No specific method of dispersal is required.
- Moderate speech is permitted.

DISMISSED.

- On the command, "DISMISSED," cadets break ranks as shown in "FALL OUT."
- All individuals are expected to leave the immediate area.

- **TEACHING TIPS:** The main distinction between FALL OUT and DISMISSED is what the cadets do after breaking ranks. "FALL OUT" is appropriate if cadets are to return to the classroom, go indoors, etc. "DISMISSED" is used if cadets are to return home, enjoy free time, etc. Note that it is not required for cadets to take a step backward and/or perform an about face – simply breaking ranks is appropriate.



ATTENTION

(Flight,) ATTENTION.

- Heels together smartly and on line with feet at 45° angle.
- Legs straight, but don't lock knees.
- Body erect: chest lifted, back arched, shoulders square.
- Arms hang straight down and wrists straight with the forearms.
- Thumbs resting along index finger and seam of pants (hands cupped).
- Head and eyes straight front.
- Silent & immobile.

➤ **TEACHING TIPS:** Use attention judiciously. If cadets are waiting or expected to watch the instructor demonstrate something, put them at ease. When attention truly is warranted, enforce the posture, silence, and immobility rules 100%.



PARADE, REST

Parade, REST.

- On "REST," raise left foot slightly from hip and move smartly to the left.
 - Heels 12-inches apart and on line.
 - Legs straight, but not stiff.
 - As left foot moves, bring arms, fully extended, to back of body.
 - Extend & join fingers, pointing them to ground with palms facing outward.
 - Right hand in palm of left, right thumb over the left, forming an "X".
 - Head and eyes straight ahead.
 - Silent & immobile.
- **TEACHING TIPS:** Ensure arms are fully extended, not resting above the belt. If cadets are to casually wait around, use at ease instead. When true parade rest is desired, enforce the posture, silence, and immobility rules 100%.

AT EASE.

- Relax in standing position.
- Keep right foot in place.
- Remain silent.

REST.

- Same as AT EASE but moderate speech is permitted.
- **TEACHING TIP:** The four positions of rest are parade rest, at ease, rest, and fall out.



Right (Left) FACE (*Description below is for Right, FACE.*)

- COUNT ONE.

- o On "FACE," raise right toe and left heel slightly.
- o Pivot 90° to the right on the right heel and the ball of the left foot.
- o Legs straight but not stiff.
- o Upper body remains at attention.

- COUNT TWO.

- o Bring left foot smartly forward.
- o Heels come together and on line.
- o Feet at 45°.
- o End at attention.

- **TEACHING TIPS:** Watch that cadets do not lean forward during the movement.

About, FACE.



ABOUT, FACE

COUNT ONE.

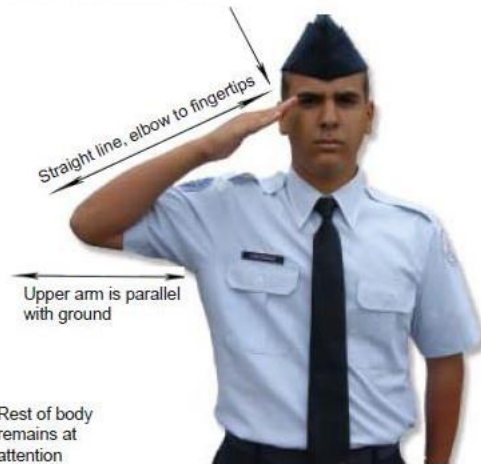
- - o On "FACE," lift right foot from hip slightly.
 - o Ball of right foot in "magic spot," half a shoe length behind and slightly left of the left heel.
 - o Do not bend knee during above movement.
 - o Weight of body on ball of right foot and heel of left.
 - o Legs straight but not stiff.
 - o Upper body remains at attention.
- **COUNT TWO.**
 - o Pivot 180° to the right on ball of right foot and heel of left, twisting at hips.
 - o Upper body remains at attention (pin arms).
 - o Heels finish together and on line, feet at 45°.
 - o End at attention.
- **TEACHING TIP:** The toughest part of executing an about face is locating the "magic spot" in count one. Also watch that cadets don't "whirly-bird" their arms.

Hand, SALUTE.

- COUNT ONE

- o On "SALUTE," cadet raises the right hand smartly in the most direct manner.
- o While raising hand, extend and join fingers once half way up.
- o Palm is flat and facing the body.
- o Thumb is along forefingers.
- o Fingers, palm, and forearm form straight line.
- o As arm is raised it traces a path up the gig line.

Middle finger touches outside corner of right eyebrow, hat visor, or glasses, with palm tilted slightly toward face.



- o Upper arm horizontal, slightly forward of body and parallel to ground.
- o Tip of middle finger touches the front right corner of headdress (or the outside corner of eyebrow or front right edge of glasses.)
- o Palm tilted slightly toward face.
- o Rest of body remains at attention.

- COUNT TWO

- o Arm comes smoothly and smartly down.
- o Retrace path used to raise the arm.
- o Hand is cupped as it passes the waist.
- o End with entire body at attention.

- **TEACHING TIPS:** Hand salute as a command is only to be used in training situations. To actually perform a hand salute, a cadet would be in a situation in which he or she initiates or returns a salute to another person. In this situation, the cadet renders a salute and immediately returns to attention without further command. However, the command to have a cadet or formation execute a salute is **Present, ARMS**. In this situation, the cadet renders a salute and holds it (count one of Hand, SALUTE), until commanded to **Order, ARMS** (count two of Hand, SALUTE.)



Remains at
attention

Eyes, RIGHT & Ready, FRONT.

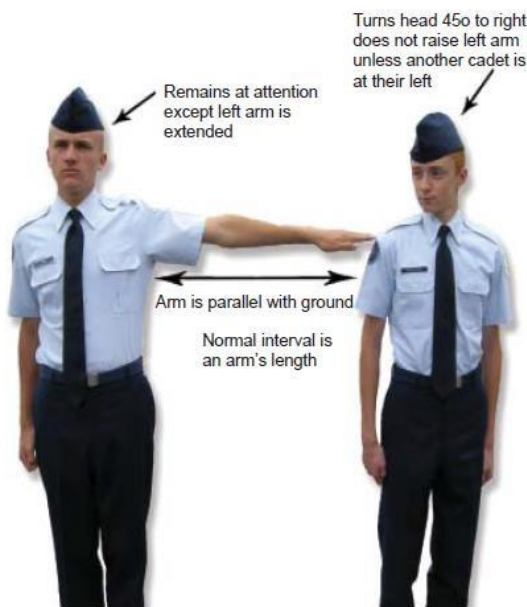
- On RIGHT, all persons, except those on the right flank, turn their heads and eyes smartly 45 degrees to the right.
- On FRONT, heads and eyes are turned smartly to the front.

Turn head
45° to right

- **TEACHING TIPS:** This command can be executed at the halt or while marching. If marching, the preparatory command and command of execution are called on the right foot. Likewise, Ready, FRONT is called on the left foot if on the march. When instructing new cadets, teach Eyes, RIGHT at the halt first. Check that each cadet turns his or her head 45° (cadets tend to turn only slightly or a full 90°).

Dress Right, DRESS.

- On the command DRESS, everyone except the last cadet in each element raises and extends the left arm laterally from the shoulder with snap so the arm is parallel with the ground.
- As the arm is raised, uncup the hand, keeping the palm down. Extend and join the fingers and place the thumb along the forefinger.
- At the same time as the left arm is raised, each cadet (except the guide and second, third, and fourth element leaders) performs Eyes, RIGHT.
- The leading individual of each file establishes normal interval (by taking small choppy steps and aligning with the base file) and establishes exact shoulder-to-fingertip contact with the individual to the immediate right.
- The second, third, and fourth element leaders align themselves directly behind the person in front of them (using small choppy steps) and visually establish a 40-inch distance.
- As the remaining members align themselves behind the individual in front of or to the right of them, their shoulders may or may not touch the fingertips of the individual to their right.
- *If the arm is too long*, place the extended hand behind the other person's shoulder.
- *If the arm is too short*, leave it extended toward the other person and parallel to the ground.



DRESS RIGHT, DRESS

- **TEACHING TIP:** Think **shuffle, shuffle halt**. Teach cadets to correct their alignment quickly.

Ready, FRONT.

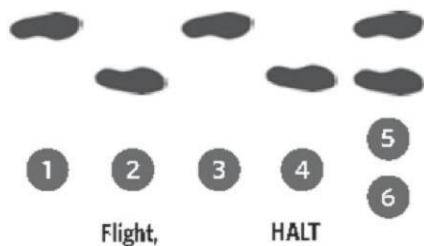
- On "FRONT," cadets lower their arms with snap to their sides (without slapping their sides) and recup their hands.
- As the arm is lowered, cadets whose heads are turned will return their heads to the front with snap.
- The body is now back to the position of attention.

Forward, MARCH.

- On MARCH, the cadets smartly step off straight ahead with the left foot, taking a 24-inch step (measured from heel to heel), and places the heel on the ground first.
 - When stepping off and while marching, the cadet will use coordinated arm swing; that is, right arm forward with the left leg and left arm forward with the right leg.
 - The hands will be cupped with the thumbs pointed down, and the arms will hang straight, but not stiff, and will swing naturally.
 - The swing of the arms will measure 6 inches to the front (measured from the rear of the hand to the front of the thigh) and 3 inches to the rear (measured from the front of the hand to the back of the thigh).
- **TEACHING TIP:** Watch that cadets do not anticipate the command by leaning forward after "Forward" is called.

Count Cadence, COUNT.

- Give the command of execution as the left foot strikes the ground.
 - The next time the left foot strikes the ground, the group counts cadence for eight steps, as follows: ONE, TWO, THREE, FOUR; ONE, TWO, THREE, FOUR.
 - Do not shout the counts. Give them sharply and clearly, and separate each number distinctly.
- **TEACHING TIPS:** Explain that the purpose of the command is to help the flight get in step. Cadets who are out of step need to take the opportunity afforded by this command to get back into step. Note that you count odd numbers on the left foot and even numbers on the right foot.



Flight, HALT

- Given as either foot strikes the ground.
 - On the command HALT, the cadet will take one more 24-inch step.
 - Next, the trailing foot will be brought smartly alongside the front foot.
 - The heels will be together, on line, and form a 45-degree angle.
 - Coordinated arm swing will cease as the weight of the body shifts to the leading foot when halting.
- **TEACHING TIP:** When executed properly, the flight will make a single sound as it halts in unison.

Right (Left) Flank, MARCH. *Description below is for Right Flank, MARCH.*

- Given as the heel of the right foot strikes the ground.
- On the command MARCH, the cadet takes one more 24-inch step, pivots 90 degrees to the right on the ball of the left foot, keeping the upper portion of the body at the position of attention. The cadet then steps off with the right foot in the new direction of march with a full 24-inch step and coordinated arm swing. Pivot and step-off are executed in one count.

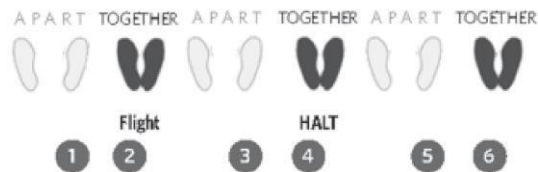
- Hands are pinned to the legs (as at attention) during the pivot.
- Throughout the movement, maintain proper dress, cover, interval, and distance.
- **TEACHING TIP:** Watch that the cadets do not lean forward as they perform the flank. The upper body is supposed to remain at attention, that is, perpendicular to the ground.

To the Rear, MARCH.

- Given as the heel of the right foot strikes the ground.
- On the command MARCH, the cadet takes a 12-inch step with the left foot, placing it in front of and in line with the right foot and distributes the weight of the body on the balls of both feet then pivot on the balls of both feet, turning 180° to the right, and take a 12-inch step with the left foot in the new direction, with coordinated arm swing, before taking a full 24-inch step with the right foot.
- While pivoting, do not force the body up or lean forward.
- The pivot takes a full count, and the arm swing is suspended to the sides as the weight of the body comes forward while executing the pivot, as if at the position of attention.
- **TEACHING TIP:** Watch that cadets do not lean forward as they turn and ensure they pin their arms -- no “whirly-twirls.”

Right (Left) Step, MARCH & Flight, HALT. *Description below is for Right Step, MARCH.*

- Given only from a halt and for short distances.
- On MARCH, the cadet raises the right leg from the hip just high enough to clear the ground. The leg will be kept straight, but not stiff, throughout the movement.
- The cadet places the right foot 12 inches, as measured from the inside of the heels, to the right of the other (left) foot.
- Transfer the weight of the body to the right foot, then bring the left foot (without scraping the ground) smartly to a position alongside the right foot as in the position of attention.
- This movement is continued in quick time; the upper portion of the body remains at attention and hands remain pinned (as at attention) throughout.
- **Flight, HALT** (from Left & Right Step)
 - o To halt from the right step, the preparatory command and command of execution are given as the heels come together.
 - o On HALT, one more step is taken with the right foot and the left foot is placed smartly alongside the right foot as in the position of attention.
- **TEACHING TIP:** Watch that cadets don't speed up. Also watch that they march in a straight line sideways – they may tend to come forward or move backward.





Open Ranks, MARCH & Ready, FRONT.

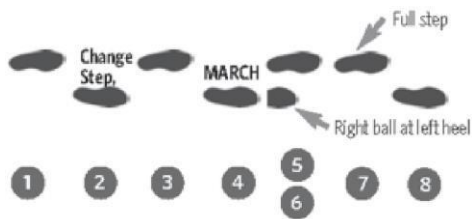
- Is given only if the formation is in line at normal interval.
- On the command MARCH, the fourth element stands fast and automatically executes dress right dress at normal interval.
- Each succeeding element in front of the fourth element takes the required numbered of paces, stepping off with the left foot and a coordinated arm swing, halts, and automatically executes dress right dress:
 - o The third element takes one pace forward
 - o The second element takes two paces forward
 - o The first element takes three paces forward.
- **TEACHING TIP:** If there are only three elements in the flight, the second element takes one pace and the first element takes two paces forward.
- Once halted, the distance between ranks will be about 70 inches.
- The flight commander proceeds and aligns the flight.
-

Ready, FRONT.

- Once the flight is aligned, the flight commander takes three paces past the first element, halts, faces to the left (down line) and commands Ready, FRONT.
- If the flight is to be inspected, the flight commander takes one step forward and faces to the right in a position in front of the guide.
- Back row has remained in place.
- Front row has taken one step forward for each row behind it.

Close Ranks, MARCH.

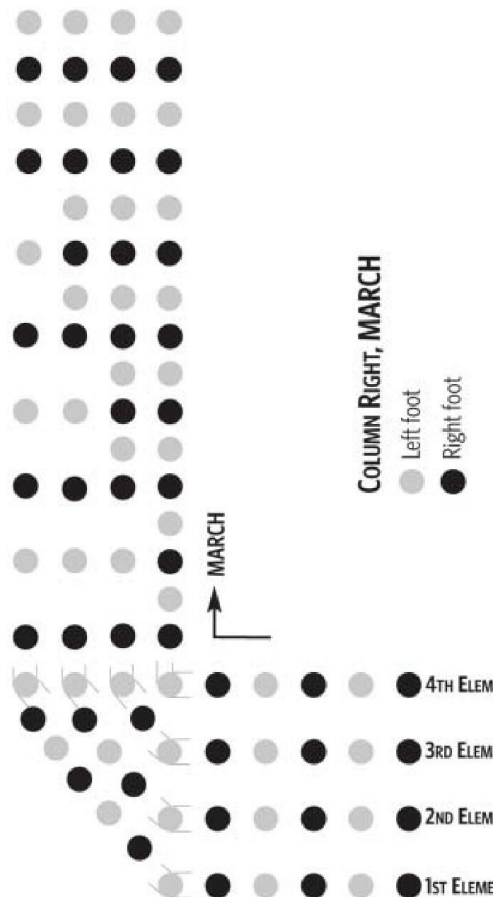
- To close ranks when at open ranks, the command is Close Ranks, MARCH.
- On MARCH, the first rank stands fast.
- The second rank takes one pace forward with coordinated arm swing and halts at the position of attention.
- The third and fourth ranks take two and three paces forward, respectively, and halt at attention.



Change Step, MARCH.

- The preparatory command and the command of execution are given as the right foot strikes the ground.
- On MARCH, the cadets take one more 24-inch step with the left foot.
- Then in one count, cadets place the ball of the right foot alongside the heel of the left foot, pin their arms, and shift the weight of the body to the right foot.
- Cadets then step off with the left foot in a 24-inch step, resuming coordinated arm swing.
- The upper portion of the body remains at the position of attention throughout.

➤ **TEACHING TIP:** Make sure cadets do not “hop” or “skip” during the movement.



Column Right (Left), MARCH & Forward, MARCH.

Description below is for Column Right, MARCH. Column Right is called on the right foot.

- **FOURTH (FAR RIGHT) ELEMENT**

- o On MARCH, the element leader on the far right takes one more 24-inch step, pivots 90 degrees to the right on the ball of the left foot, and suspends arm swing during the pivot.
- o Following the pivot, cadets step off in a 24-inch step and resume coordinated arm swing, but then beginning with the second step after the pivot, they take up the half step.
- o Each succeeding member of that far right element marches to the approximate pivot point established by the person in front of him or her and executes the column as described above.

- **THIRD ELEMENT**

- o The third element leader takes one 24-inch step, (maintaining coordinated arm swing throughout) pivots 45 degrees to the right on the ball of the left foot, and takes two 24-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
- o Each cadet continues marching in 24-inch steps until even with the person who marches on the right. Then he or she begins half stepping and establishes interval and dress.
- o Each succeeding member of the third element marches to the pivot point established by the person in front of him or her and performs the same procedures as the element leader.

- **SECOND ELEMENT**

- o The second element leader takes one more 24-inch step, (maintaining coordinated arm swing throughout) pivots 45 degrees to the right on the ball of the left foot, and takes four 24-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
- o Each cadet continues marching in 24-inch steps until even with the person who marches on their right. Then, the cadet begins half stepping, and establishes interval and dress.
- o Each succeeding member of the second element marches to the pivot point established by the person in front of him or her and performs the same procedures as the element leader.

- **FIRST ELEMENT**

- o The first element leader takes one more 24-inch step, (maintaining coordinated arm swing throughout) pivots 45 degrees to the right on the ball of the left foot, and takes six 24-inch steps prior to pivoting 45 degrees to the right on the ball of the left foot.
- o Each cadet continues marching in 24-inch steps until even with the person who marches on their right. Then, the cadet begins half stepping, and establishes interval and dress.
- o Each succeeding member of the first element marches to the point established by the person in front of him or her and performs the same procedures as the element leader.

- **THE GUIDE**

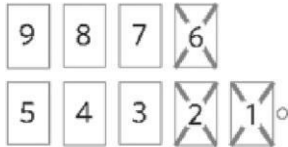
- o The guide performs the pivots and steps exactly as the fourth element leader.
- o Following completion of the pivots, the guide continues in a 24-inch step until he or she is ahead of the fourth element leader.
- o The guide pivots 45 degrees to a position in front of the fourth element leader; then he or she pivots 45 degrees again toward the front and begins half stepping.

- **Forward, MARCH**

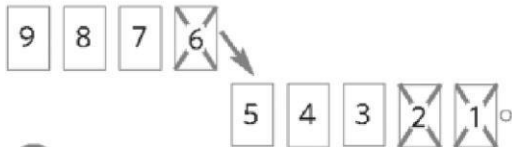
- o Once the entire formation has changed direction and dress, cover, interval, and distance are reestablished, Forward, MARCH will be given.
- o On the command MARCH, take one more 12- inch step with the right foot, then step off with a full 24-inch step with the left foot.

STEP 1

COLUMN OF FILES FROM THE RIGHT, FORWARD



STEP 2



STEP 3



Column of Files from the Right (Left), Forward, MARCH and Column of Files from the Right (Left), Column Right (Left), MARCH. *Description below is for Column of Files from the Right, Forward, MARCH.*

- On the preparatory command, the guide takes a position in front of the file that will move first.
- The element leader of the right element turns his or her head 45 degrees to the right and commands "Forward."
- At the same time, the remaining element leaders turn their heads 45 degrees to the right and command STAND FAST. Their heads are kept to the right until they step off.
- On the command MARCH, the extreme right element steps off (or they perform a column right if that version of the movement is called).
- The element leader of each remaining element commands Forward, MARCH (or a column, if that version is called) as the last cadet in each element passes, ensuring the leader's element is in step with the preceding element.
- All elements then incline to the right, following the leading elements in successive order.

Close, MARCH & Extend, MARCH.

- **Close, MARCH (AT THE HALT).**
 - o On MARCH, the fourth element stands fast. The remaining elements take the required number of right steps, all at the same time, and halt together:
 - o The third element takes two steps
 - o The second element takes four steps
 - o The first element takes six steps.
- **EXTEND, MARCH (AT THE HALT)**
 - o To return to normal interval, the cadets reverse the procedures described above (i.e., the third element takes two left steps...)
- **Close, MARCH (ON THE MARCH)**

- o On MARCH, which is given on the right foot, the fourth element takes up the half step following the command of execution.
- o The third element obtains close interval by pivoting 45 degrees to the right on the ball of the left foot, taking one 24-inch step (with coordinated arm swing) toward the fourth element, and then pivoting 45 degrees back to the left on the ball of the right foot.
- o The second element does likewise, taking three steps between pivots.
- o The first element does likewise, taking five steps between pivots.
- o Upon executing the pivots, the cadets resume their original direction of march and they take up the half-step once close interval is obtained.
- o On the command Forward, MARCH, all elements resume a 24-inch step.

- **Extend, MARCH (ON THE MARCH)**

- o To return to normal interval, the cadets reverse the procedures described above and the command is called on the left foot.

AT CLOSE INTERVAL, DRESS RIGHT, DRESS.



- All cadets except the last one in each element raise their left hand so the heel of the hand rests on the left hip, fingers are extended and joined, thumb is along the forefinger, fingertips point toward the ground, and the elbow in line with the body.
- At the same time the left hand is raised, all cadets except the guide and second, third, and fourth element leaders turn their head and eyes 45 degrees to the right. First element cadets establish the interval by ensuring their upper right arm touches the extended elbow of the individual to their right. The same procedures used to establish dress, cover, interval, and distance for normal interval will be used for close interval.

CHAPTER 17 – ACTIVITIES FEES AND OTHER COSTS

1. Our program receives minimum funding by the Air Force and no funds from the school. To keep our cadet activities strong and exciting, additional funds are necessary.
2. What about other fundraisers?—Many fund raisers are held each year to include donut sales, etc. Again, the more effort the cadets place on raising funds...the more they get to do!
3. Our goal is to ensure that each cadet is able to gain the full experience that AFJROTC can provide. Please let one of our instructors know if you have any questions about fees or fundraisers. We ALWAYS take donations (tax exempt) and are always looking for fund-raising ideas.

CHAPTER 18 – DISCIPLINE MANAGEMENT PLAN

1. Self-discipline is the foundation for each cadet's success. The corps' discipline management plan is a system designed to assist cadets in reaching their full potential in performance and behavior. While the discipline of the corps is a cadet staff responsibility, it is important to note that cadets will never be allowed to "administer" discipline unless under the supervision of the instructors.

Merits and demerits are points earned for extraordinary behavior and performances. These points influence your Program Policy grade, which impact your overall JROTC grade. Any substandard behavior or appearance that could discredit Wheeler High School or GA-052 will result in demerits and restrictions as determined by the instructors. Each demerit is 25 points off the cadet's Program Policy grade. Other factors such as excellent attendance, leadership, or completing extra work will result in merits and could positively affect your leadership grade. Remember, merits and demerits are meant to point out to the cadet exceptionally good or bad behavior.

2. Step 1–Verbal Counseling—Any time a cadet's behavior or performance warrants correction, the matter should be addressed immediately. The best way to do this is to pull the cadet aside, whether in the classroom, on the drill pad, or on the track, and explain to them the error of their actions and how they do not meet corps expectations. A great tool to use is the Cadet Motto and our mission. You can ask the cadet, "How do you feel your actions meet with the Cadet Motto?" You should try to do this in private if possible. Do not belittle the individual. Let them know that they themselves are still valuable; it is their behavior that needs to change. Verbal counseling can be conducted by any cadet in a position of authority. Flight Commanders are definitely on the front line of having an influence on the cadets in their flight. If verbal counseling is used effectively, there is rarely a case to elevate the situation up the chain of command.
3. Step 2–Letter of Counseling (LOC)—In the case where verbal counseling has not been effective in correcting the behavior, a documented counseling session using an LOC (Attachment 6) is the next step. An LOC should also be used for the first violation of a serious nature in which the cadet maliciously broke a rule or demonstrated a behavior of which they knew was wrong. The cadet should be brought into the cadet staff office. Using the LOC, the flight commander or other cadet officer will state the situation to the cadet, explain how the cadet's behavior is in violation of corps standards, and state what actions must be demonstrated in the future. If conducting a counseling session, you should use facts and observations and attempt to keep emotion and opinions out of the situation. After documenting the session, ask the cadet if they would like to make any comments. You will have the cadet sign the form indicating acknowledgement of the session. It is important to let the cadet know that signing the form is not an admission of guilt. Forward the form to appropriate Squadron Commander. After review by the cadet staff and instructors, the LOC will be filed in the cadet's record.
4. Step 3–Letter of Reprimand (LOR)—The last tier in the discipline management system is the LOR (Attachment 7). An LOR should only be used when prior attempts to correct the behavior have not been met with any success (habitually not wearing the uniform, consistent poor attitude, etc.) or the behavior is so extreme that it warrants severe discipline (such behaviors may include but not be limited to fighting, severe defiance, discrimination, etc.) Again, the cadet will be brought into the cadet office and the situation will be clearly stated to them as with the LOC. It is important to explain the seriousness of the offense and that it may warrant consequences. However, be sure not to threaten the cadet; administrative punishment is only authorized by the instructors. Forward the form to the appropriate instructor. After review by the instructors, the LOR will be filed in the cadet's record.
5. Step 4–Discipline Board—The Corps Commander may hold a discipline board before recommending administrative punishment (demotion, removal from activities, dis-enrollment) to the instructors. A discipline board must consist of a minimum of the corps commander, deputy commander, and at least one squadron commander. The discipline board should allow the offending cadet the opportunity to address the board in regards to the situation. Once the board has conducted its investigation, its findings and recommendations will be forwarded to the instructors.

CHAPTER 19 – SOCIAL MEDIA

1. The GA-052 AFJROTC maintains several social media networks to enhance corps communications, publicize cadet events and achievements and increase cadet morale. At no time will cadets use any of these outlets for anything other than official use. These networks will be monitored and any type of cyber bullying, inappropriate comments, dissemination of personal information without consent, or other unauthorized posts be tolerated. Cadets found responsible for any of these types of actions may be subject to discipline under the Corps Discipline Management Plan and may also be subject to discipline under the Wheeler High School Code of Conduct.
2. The Wheeler AFJROTC Twitter pages (@WHSAFJROTC) (@WHS_RIFLE), TikTok (@jrotcga), Instagram (jrotcga), Discord (<https://discord.gg/gABQaFy>), and website (<https://sites.google.com/wheelerhigh.com/ga-052afjrotc/home>) are used to publicize upcoming events, post pictures of cadets in action, and as a general forum for cadet discussions.

CHAPTER 20 - CORPS STAFF SELECTION/JOB DESCRIPTIONS/MANNING DOCUMENT/ORGANIZATIONAL CHART

1. Cadet Position and Rotation—Cadet command and staff assignments will be made so that a balanced spread of leadership development experience will prevail throughout the corps. The rotation of various corps positions will be on the basis of positions available and the individual need for training experience. To apply for a corps staff position, cadets must submit a Corps Staff Application (Attachment 3).
 - a. Some flight positions may be interchanged every quarter or semester. (i.e. Flight Sergeant and Element Leader)
 - b. **Personnel changes will be made whenever a cadet's performance of duty is not up to standard through sufficient time and effort.**
 - c. Command and staff positions may be changed each semester depending on the needs of the corps and the standards of performance of the various cadets filling the positions. These changes are approved by the Corps and/or Deputy Corps Commander. Personnel changes in key positions will be limited.
 - d. The authority to remove someone from a corps position rests solely with the SASI/ASI.
2. Selection of the Corps Commander—The Corps Commander selection process will be announced by the SASI in the last month of the semester for the following semester. The Corps Commander will be selected by the SASI. The SASI will base this selection on the following criteria:
 - a. Leadership potential based on past performance
 - b. Academics
 - c. Findings of selection panel consisting of SASI, ASI and/or School Principal and previous corps commander.
3. Flight commanders will be handpicked by the instructor staff from a pool of qualified applicants.
4. Corps Job Descriptions:
 - a. The **Corps Commander** is responsible for: The appearance, discipline, efficiency, training, and conduct of the corps; delegating authority so plans/actions will improve the leadership training programs; developing specific, measurable, and obtainable goals for the unit; ensuring each cadet understands established goals; leading the staff in developing a method of measuring stated goals; providing each staff member the opportunity to develop her/his leadership traits; administering corps activities according to USAF principles and procedures; recognizing and respecting every cadet as an individual; serving as advisor to the principal and other administrators regarding AFJROTC programs and activities; spreading a positive image and attitude about the corps throughout the school; assigning cadets to corps staff positions; reviewing Flight Commander Reports and submitting to SASI/ASI; conducting corps staff meetings; epitomizing the Air Force Corps Values.
 - b. The **Deputy Corps Commander** is responsible for and must: Follow the directives of the Corps Commander; act in the absence of the Corps Commander; control and organize the corps staff; establish and implement administrative discipline procedures; review Flight Commander Reports and submit to Corps Commander; attend and actively participate in corps staff meetings; set up the cadet recognition board and insure that the flights nominate worthy cadets.
 - c. The **Inspector General** is responsible for and must: Follow the directives of the corps commander; responsible for all duties assigned by the SASA/ASI; serve as the “eyes, ears and conscience” of the Cadet Group Commander; conduct IG functions in support of Cadet Command responsibilities and operations; provide the Cadet Group Commander with the timely assessment of the discipline, training, morale, efficiency, and “Cadet-Run” readiness of the Corps.
 - d. The **Quality Assurance Officer** is responsible for and must: Follow the directives of the corps commander; assist the Commander and all Staff functions with analyzing and presenting data in chart form or other required media to make decisions for continuous improvement; maintain proficiency to generate and display Pareto Charts (Bar Charts), Pie Charts and other comparative

statistical methods for decision makers at all levels of the organization; brief the Cadet Commander and Staff at Staff meetings on assistance provided to each function; perform other related duties as assigned by the Cadet Group Commander.

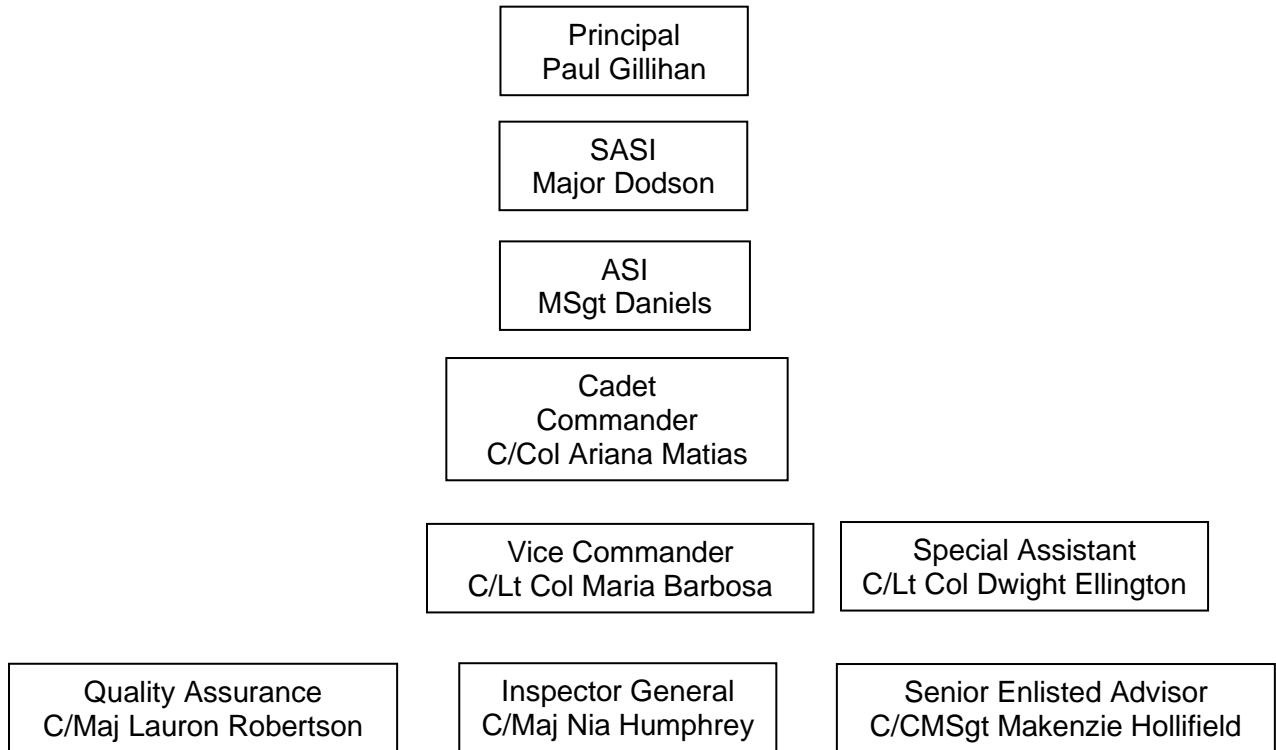
- e. The **Command Chief Master Sergeant** is responsible for and must: Follow the directives of the corps commander; assist in training of new cadets; be attuned to cadet enlisted concerns and bring those to the corps commander; track and review uniform wear percentages and identify trends regarding uniform wear; develop and implement procedures to have an automated informational slide show to be shown in each class; attend and actively participate in corps staff meetings.
- f. The **Operations Squadron Commanders** is responsible for and must: Follow the directives of the corps commander; plan and organize all squadron activities, such as squadron formations, parades, etc; plan, coordinate and schedule extra-curricular activities with other school organizations and other schools/JROTCs; assist the SASI/ASI in planning, coordinating, and scheduling base visitations, field trips, and similar activities; assign duties to subordinates and evaluate their work; train at least one subordinate in their duties and responsibilities of the Operations position; brief the Cadet Group Commander/Instructors on a weekly basis pertaining to assigned responsibilities and activities; ensure that paperwork for parades/field trips/permission slips/excuse from class slips are completed by assigned deadlines; ensure all activity requests, field trip requests, parental consent forms, and bus requests are in order; perform other related duties assigned by the Group Commander or Instructors.
- g. The **Cadet Academic Officer** is responsible for and must: Advise the Corps Commander and Staff on the status of corps academic progress; establish and maintain academic assistance services for cadets; ensure recognition for cadets who demonstrate academic excellence; develop and implement procedures to participate in the Academic Bowl; develop and implement procedures for tracking academic performance; attend and actively participate in corps staff meetings.
- h. The **Cadet Personnel Officer** is responsible for and must: Ensure that all cadet record information is recorded and accurate in the headquarters provided data base; ensure that all cadet personnel actions are updated and orders published; ensure that all cadet activities have video/photography documentation; ensure that a cadet newsletter is published at least four times a year; record and publish minutes of corps staff meetings; ensure that the Wheeler AFJROTC web site is maintained and accurate; ensure that the Wheeler AFJROTC Cell Phone Application is maintained and accurate;; train flight personnel representatives in their duties; attend and actively participate in staff meetings.
- i. The **Wellness Officer** is responsible for and must: Plan and implement weekly wellness activities to include physical training and team sports; plan and implement the Presidential Physical Fitness Exam and ensure that all cadet fitness information is recorded and accurate in the headquarters provided data base; train flight wellness representatives in their duties; attend and actively participate in corps staff meetings.
- j. The **Cadet Logistics Officer** is responsible for and must: Keep the rooms that belong to the AFJROTC clean; make sure that the uniform inventory is accounted for and kept up to date; Plan and implement procedures for the issue, turn-in, and cleaning of AFJROTC uniforms; ensure that all cadet uniform issue and turn-in information is recorded and accurate in the headquarters provided data base; ensure all AFJROTC computer equipment is inventoried and working properly; ensure all AFJROTC textbooks are inventoried annually; ensure equipment is set up and returned after events; train flight logistics representatives in their duties; attend and actively participate in corps staff meetings. *****There will be no more than 3 cadets in the Logistics Room at one time.***
- k. The **Cadet Public Affairs/Historian Officer** is responsible for and must: Attain and maintain cadet corps public relations at the highest possible level; ensure that the school and the public are informed about corps activities; provide newsworthy items to school/local papers and to radio/television stations; provide adequate corps publicity to the Wheeler High (yearbook) staff; ensure photography and videography documentation at all corps events; ensure proper advertisement, preparation, execution and follow-up of all corps events including promotion ceremonies, banquets, etc.
- l. The **Cadet Squadron Support Commanders** supervise the Cadet Staff and plan, organize, coordinate, direct, and control all Support activities; plan and coordinate information management functions to ensure functions are being accomplished; plan and coordinate personnel functions to include in/out processing of new cadets; plan and coordinate public affairs activities to ensure

- activities are reported and unit bulletins published as required, and digital scrapbooks maintained; plan and coordinate logistical support for clothing, issue, parades, competition, and camps; plan and coordinate unit fundraisers; brief Cadet Group Commander/Instructors on weekly status of each function; brief Cadet Group Commander/Instructors on mission support problems; train one person to perform their duties if they are unavailable; conduct monthly Officer Effectiveness assessments of each staff officer; perform other related duties assigned by the Cadet Group Commander/SASI/ASI.
- m. The **Cadet First Sergeants** are responsible for and must: Assist in training of new cadets; be attuned to cadet enlisted concerns and bring those to the Cadet Command Chief Master Sergeant; track and review uniform wear percentages and identify trends regarding uniform wear; implement informational slide show to be shown in each class; attend and actively participate in corps staff meetings.
 - n. The **Cadet Flight Commanders** are responsible for and must: Ensure the flight is prepared for instruction at the beginning of class; ensure the flight returns the classroom to correct conditions before dismissal; maintain good order and discipline in the classroom; assist the SASI/ASI in the training of cadets in leadership, drill and ceremonies, etc.; set an example for the flight by proper wear of the AFJROTC uniform; encourage flight members to wear their uniforms and become a cohesive team; keep current all flight member personnel information, permission forms, activities, fees, and personal data; fill out and turn in Flight Commander Report (Attachment 4) and turn in to Squadron Commander at the end of each 3-week period; attend and actively participate in corps staff meetings.
 - o. The **Cadet Flight Sergeants** are responsible for and must: Act in the absence of the flight commander in their assigned duties; call the class to attention at the beginning/end of the class period; brief the flight members on all upcoming events, practices, etc.; assist the flight commander in maintaining good order and discipline in the classroom.
 - p. The **Cadet Recruiting Officer** is responsible for devising activities, visits, mailer, Wildcat TV presentations and ECMS feeder school teams to promote the mission and inspire students to enroll and remain enrolled; collaborate with UQA to effectively display accessions and retention data for continuous improvement in the areas of accessions and retention; assist with developing awareness presentation team materials and training to promote the mission, protect the standards, perfect the image, and preserve the heritage; perform other related duties as assigned by the Cadet Group Commander/Instructors.
 - q. The **Cadet Flight Logistics Personnel/Representatives** are responsible for and must: Conduct uniform issue, turn-in, and cleaning procedures for members of their flight; ensure that all cadet uniform issue and turn-in information is recorded and accurate in the headquarters provided data base. These cadets are also responsible for and must: Ensure that all flight cadet record information (personal information, flight assignment, class period, etc.) is recorded and accurate in the headquarters provided data base; ensure that all cadet personnel actions (promotions, decorations, community service hours, etc.) are updated in the headquarters provided data base.
 - r. The **Cadet Flight Wellness Representatives** are responsible for and must: Implement weekly wellness activities to include physical training and team sports; implement the Presidential Physical Fitness Exam and ensure that all cadet fitness information is recorded and accurate in the headquarters provided data base.
5. All **Officers and NCOs** with positions must maintain a “B” average in AFJROTC and a minimum 2.0 overall GPA for the 9 week grading period. If the GPA is less than 2.0, the cadet will be placed on academic probation for the next 9 weeks. At the end of the second 9 week grading period, if the GPA is still less than 2.0, the cadet will be removed from their position.
 6. The **Chain of Command** is the primary channel of communication throughout the corps. The communication system must be a two-way channel of information flowing in both directions. Information flows from the Instructors and Cadet Group Commander through the Staff to the individual cadets. It also flows from each individual cadet up through the Staff and Cadet Group Commander to the Instructors.

GA-052 AFJROTC UNIT MANNING DOCUMENT

Position/Officer Ranks	Name	Grade	Position/Enlisted Ranks	Name	Grade
Commander		Col	Senior Enlisted Advisor		CMSgt
Deputy Commander		Lt Col	APT NCO		TSgt
Inspector General		Maj	Awards NCO		MSgt
Quality Assurance		Maj	Color Guard NCOIC		TSgt
Mission Support Commander		Maj	Community Services NCO		Sra
Drill Team Commander		SMSgt	Drill Team NCO		Sra
Awariness Presentation Team Officer		2nd Lt			TSgt
Supply Officer		2nd Lt	Flight Sergeant A Flt		Sra
Personnel Officer		2nd Lt	Flight Sergeant B Flt		SSgt
Community Affairs Officer		TSgt	Flight Sergeant C Flt		Sra
Color Guard Commander		2nd Lt	Flt Sergeant D Flt		SSgt
Saber Team Commander		MSgt	Flt Sergeant E Flt		SSgt
Kitty Hawk Air Society		2nd Lt	Flt Sergeant F Flt		SSgt
Flight Commander A flt		Sra	Historian NCO		TSgt
Flight Commander B Flt		TSgt	Saber Team NCOIC		TSgt
Flight Commander C Flt		Sra	News NCO		Sra
Flight Commander D Flt		2nd Lt	Orineteering NCOIC		Sra
Flight Commander E Flt		Sra	Personnel NCO		Sra
Flight Commander F Flt		Sra	Personnel NCO		Sra
Newsletter Editor		2nd Lt	Physical Fitness NCO's		SSgt
Orienteering Commander		Sra	Recruiting NCO		SSgt
Recruiting Officer		1st Lt	Rockerty NCOIC		Sra
Rifle Team Commander		1st Lt	Supply NCO		SSgt
Armed Exhibition Team Commander		1st Lt	Element Leaders A Flt		A1C
UnArmed Exhibition Team Commander		2nd Lt	Element Leaders B Flt		A1C
Finance/Fund Raising Officer		2nd Lt	Element Leaders C Flt		A1C
Rocketry Officer		TSgt	Element Leaders D Flt		A1C
Historian		TSgt	Element Leaders E Flt		A1C
PT Officer		2nd Lt	Element Leaders F Flt		A1C
Merit/Demerit Officer		SSgt			
Technology Officer		2nd Lt			
Public Affairs Officer		2nd Lt			

GA-052 Organizational Chart



CHAPTER 21 - BASIC CADET KNOWLEDGE

NATIONAL CHAIN OF COMMAND

President of The United States (Commander-in-Chief of Armed Forces)	The Honorable Joseph R. Biden Jr.
Vice President	The Honorable Kamala D. Harris
Secretary of State	The Honorable Antony J. Blinken
Secretary of Defense	The Honorable Lloyd Austin
Secretary of the Air Force	The Honorable Frank Kendall III
Chairman, Joint Chief Of Staff	General Mark A. Milley
Chief Of Staff of The Air Force	General Charles Q. Brown Jr.
Chief Master Sergeant of the Air Force	Chief Master Sergeant of The Air Force JoAnne S. Bass
Commander, Air Education and Training Command	Lieutenant General Brian S. Robinson
Commander, Air University	General James B. Hecker
Commander, Holm Center	Brigadier General Leslie Maher
Director, AFJROTC	Colonel Johnny R. McGonigal

AIR FORCE JUNIOR ROTC INSIGNIA

CADET OFFICER RANK



SECOND
LIEUTENANT



FIRST
LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT
COLONEL

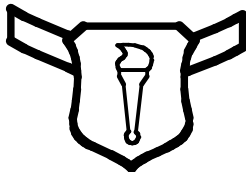


COLONEL

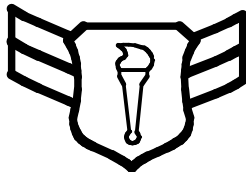
CADET AIRMAN RANK

(no rank insignia)

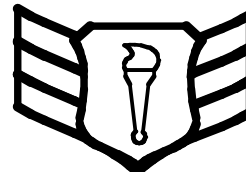
AIRMAN BASIC



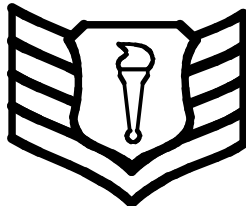
AIRMAN



AIRMAN
FIRST CLASS



SENIOR
AIRMAN



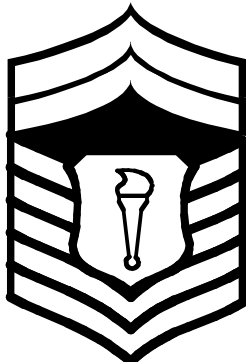
STAFF
SERGEANT



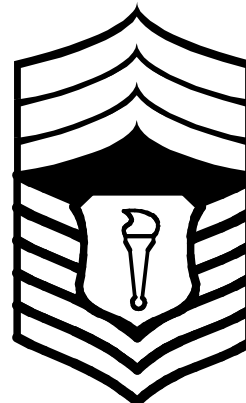
TECHNICAL
SERGEANT



MASTER
SERGEANT



SENIOR
MASTER
SERGEANT



CHIEF
MASTER
SERGEANT

Insignia of the US Armed Forces – Enlisted

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	SEMI-ENLISTED ADVISORS
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ARMY

no insignia									
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL) Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG) First Sergeant (1SG)	Sergeant Major (SgM) Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)

MARINES

no insignia									
Private (Pvt)	Private First Class (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MtsGt) First Sergeant (1stSgt)	Master Gunnery Sergeant (MtsGySgt) Sergeant Major (SgtMaj)	Sergeant Major of the Marine Corps (SgtMajMC)

NAVY

no insignia									
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO) Force or Fleet Command Master Chief Petty Officer (FORN/C) (FLTMC)	Master Chief Petty Officer of the Navy (MCPON)

AIR FORCE

no insignia									
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt) First Sergeant (E-7)	Senior Master Sergeant (SMSgt) First Sergeant (E-8)	Chief Master Sergeant (CMSgt) First Sergeant (E-9)	Command Chief Master Sergeant (CCM) Chief Master Sergeant of the Air Force (CMSAF)

COAST GUARD

Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO) Command Master Chief (CMC)	Master Chief Petty Officer of the Coast Guard (MCPD-CG)

Warrant

ARMY

W-1 	W-2 	W-3 	W-4 	W-5
Warrant Officer (WO1)	Chief Warrant Officer (CW2)	Chief Warrant Officer (CW3)	Chief Warrant Officer (CW4)	Chief Warrant Officer (CW5)

NAVY

W-2 	W-3 	W-4
Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)

MARINES

W-1 	W-2 	W-3 	W-4 	W-5
Warrant Officer (WO)	Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)	Chief Warrant Officer (CW05)

COAST GUARD

W-2 	W-3 	W-4
Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)

O-1 O-2 O-3 O-4 O-5 O-6 O-7 O-8 O-9 O-10 SPECIAL

ARMY

										
										
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)


MARINES

										
Second Lieutenant (2ndLt)	First Lieutenant (1stLt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (LtCol)	Colonel (Col)	Brigadier General (BGen)	Major General (MajGen)	Lieutenant General (LtGen)	General (Gen)	

NAVY

										
										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADML)	Rear Admiral Upper Half (RADM)U)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)

AIR FORCE

										
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (Lt Gen)	General (Gen)	

COAST GUARD

										
										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADML)	Rear Admiral Upper Half (RADM)U)	Vice Admiral (VADM)	Admiral (ADM)	

30 Count Drill Sequence

- | | | |
|----------------------|------------------------|------------------------|
| 1. Fall In | 11. Forward March | 21. Ready Front |
| 2. Open Ranks March | 12. Right Flank March | 22. Column Right March |
| 3. Ready Front | 13. Left Flank March | 23. Forward March |
| 4. Close Ranks March | 14. Column Right March | 24. Change Step March |
| 5. Present Arms | 15. Forward March | 25. Column Right March |
| 6. Order Arms | 16. To the Rear March | 26. Forward March |
| 7. Parade Rest | 17. To the Rear March | 27. Flight Halt |
| 8. Flight Attention | 18. Column Right March | 28. Left Face |
| 9. Left Face | 19. Forward March | 29. Right Step March |
| 10. About Face | 20. Eyes Right | 30. Flight Halt |

Phonetic Alphabet

Alpha	Juliet	Sierra
Bravo	Kilo	Tango
Charlie	Lima	Uniform
Delta	Mike	Victor
Echo	November	Whiskey
Foxtrot	Oscar	X-Ray
Golf	Papa	Yankee
Hotel	Quebec	Zulu
India	Romeo	

The Star Spangled Banner

O! say can you see, by the dawn's early light,
What so proudly we hail'd at the twilight's last gleaming?
Whose broad stripes and bright stars, thro' the perilous fight,
O'er the ramparts we watched were so gallantly streaming?
And the rockets' red glare, the bombs bursting in air,
Gave proof thro' the night that our flag was still there.
O! say does that Star-Spangled Banner yet wave
O'er the land of the free and the home of the brave?

The 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 'er the gun! (Give 'er the gun now!)
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!

Minds of men fashioned a crate of thunder,
Sent it high into the blue;
Valiant hands blasted the world asunder;
How they lived God only knew! (God only knew hey!)
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 men 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! (Out of the blue!)
Fly to fight, guarding the nation's border,
We'll be there, followed by more!
In echelon we carry on. Hey!
Nothing'll stop the Air Force!
Nothing'll stop the U.S. Air Force!

Attachment 1
HOW TO TIE A TIE

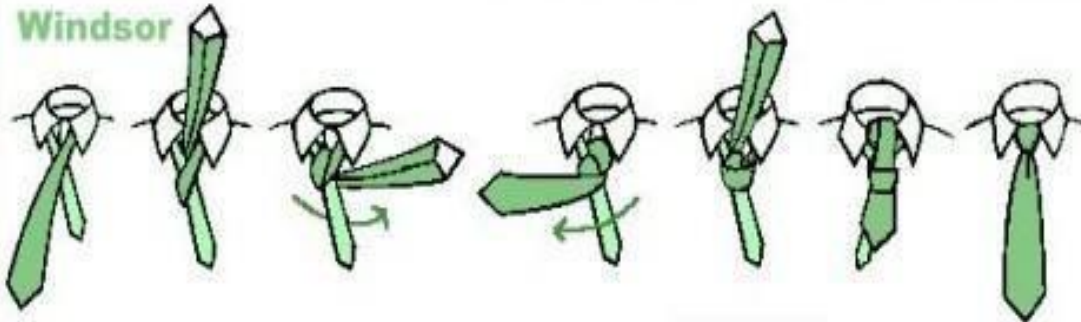
Four in Hand



Half Windsor



Windsor



Shell Knot



Attachment 2

SAMPLE COMMUNITY SERVICE SIGN-UP LIST

EVENT	
DATE	
TIME	
PLACE	
UNIFORM/ DRESS CODE	
ADDITIONAL INFO	

SHIFT #1 – 9:00 AM – 12:30 PM		SHIFT #2 – 12:30 – 4:00 PM	
Name	Phone #	Name	Phone #

Project Officer _____

Instructor _____

Attachment 3
CADET STAFF APPLICATION

GA-052 AFJROTC CADET STAFF APPLICATION

1. Cadet Staff positions are available to qualified second, third, and fourth year cadets. First year cadets may apply for positions on a case-by-case basis as approved by the Corps Commander and Instructors. The Cadet Staff positions are described in Chapter 19 of the Cadet Guide. Selections for staff positions will be based on commitment, leadership, experience and potential.

2. Accepting a role on the cadet staff will require you to do work outside of your normal cadet responsibilities and sacrifice some of your personal time. Only apply if you believe that you can comply with these requirements.

3. Each corps staff position comes with a tremendous amount of responsibility. If you are selected for a staff position and do not demonstrate the responsibility required, your position may be revoked. Additional disciplinary actions, such as demotion of rank may be taken.

4. Applications must be filled out with the required information as accurately and completely as possible. Applications will be submitted through your flight commander to the appropriate staff officer.

----- Please Print Clearly -----

CADET RANK/NAME: _____ GRADE: _____

FLIGHT: _____ TOTAL SEMESTERS IN AFJROTC: 1 2 3 4 5 6 7 8 (Circle one)

STAFF POSITION APPLYING FOR: _____

QUALIFICATIONS (What makes you the best cadet for this position):

PRIOR POSITIONS HELD:

**Attachment 4
FLIGHT COMMANDER REPORT**

GA-052 AFJROTC FLIGHT COMMANDER REPORT

Compliance with uniform wear

Week 1 – Date: _____ a. # of cadets present: _____ b. # of cadets in uniform: _____ c. # Percentage (a/b): _____	Week 2 – Date: _____ a. # of cadets present: _____ b. # of cadets in uniform: _____ c. Percentage (a/b): _____	Week 3 – Date: _____ a. # of cadets present: _____ b. # of cadets in uniform: _____ c. Percentage (a/b): _____
---	---	---

Comments: _____

Participation in PT/Sports

Week 1 – Date: _____ Activity (circle one): PT TEAM SPORTS OTHER: _____ a. # of cadets present: _____ b. # of cadets in uniform: _____ c. Percentage (a/b): _____ # of cadets excused: _____ Reasons for those excused: _____	Week 2 – Date: _____ Activity (circle one): PT TEAM SPORTS OTHER: _____ a. # of cadets present: _____ b. # of cadets in uniform: _____ c. Percentage (a/b): _____ # of cadets excused: _____ Reasons for those excused: _____	Week 3 – Date: _____ Activity (circle one): PT TEAM SPORTS OTHER: _____ a. # of cadets present: _____ b. # of cadets in uniform: _____ c. Percentage (a/b): _____ # of cadets excused: _____ Reasons for those excused: _____
--	--	--

Comments: _____

**Citizenship/Cadet Conduct
(attendance, attitude, self-discipline, leadership potential, etc.)**

Who did well this grading period? _____
Why? _____

Who did not do so well this grading period? _____
Why? _____

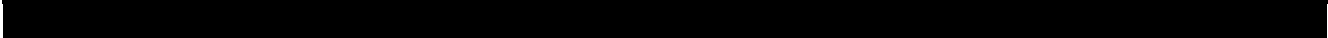
Comments: _____

Flight Commander Signature: _____	Date: _____
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See reverse side of form for review process

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Squadron Commander Signature:		Date:	
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Director of Staff Signature:		Date:	
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Deputy Commander Signature:		Date:	
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Corps Commander Signature:		Date:	
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SASI/ASI Signature:		Date:	
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**Attachment 5
LETTER OF COUNSELING**

(Date)

MEMORANDUM FOR _____
(Cadet Receiving Counseling)

FROM: _____
(Flight Commander or other Staff Officer)

SUBJECT: Letter of Counseling

1. Summary of standard not met/inappropriate behavior:

2. Corrective plan of action:

3. Comments/additional information:

Flight Commander/Issuing Officer
Signature

By signing this letter I acknowledge receipt of verbal counseling.

Cadet Signature

Squadron Commander Review:

Signature: _____ Date: _____

Corps Commander/Deputy Commander Review:

Signature: _____ Date: _____

Instructor Review:

Signature: _____ Date: _____

**Attachment 6
LETTER OF REPRIMAND**

(Date)

MEMORANDUM FOR _____
(Cadet Receiving Counseling)

FROM: _____
(Flight Commander or other Staff Officer)

SUBJECT: Letter of Reprimand

1. You are hereby reprimanded for:

2. Comments/additional information:

Flight Commander/Issuing Officer
Signature

By signing this letter I acknowledge receipt of this written reprimand. My acknowledgement does not necessarily signify my agreement with its content. I understand that should any administrative punishment result, I may request a hearing in front of a cadet discipline board.

Cadet Signature

Squadron Commander Review:

Signature: _____ Date: _____

Corps Commander/Deputy Commander Review:

Signature: _____ Date: _____

Recommend administrative punishment (Yes) (No)

Recommend discipline board (Yes) (No)

Instructor Review:

Signature: _____ Date: _____

Attachment 7
End of Year Self-Evaluation

Self-Evaluation Form

Your honest feedback of yourself is the first step to becoming a better JROTC cadet. The best possible cadets will make the best possible unit.

Name: _____ Flight: _____

How many years in JROTC: _____ CS/LDR Hours: _____

	Strongly disagree				Strongly agree
	1	2	3	4	5
1. I made JROTC a priority in my life	1	2	3	4	5
2. I was the BEST LEADER I could have been	1	2	3	4	5
3. I was an example for the other cadets	1	2	3	4	5
4. I worked well with the other cadets	1	2	3	4	5
5. The JROTC class works with my school schedule	1	2	3	4	5
6. I set high standards for myself	1	2	3	4	5
7. The work I did was always "quality" work	1	2	3	4	5
8. I added value to the JROTC program this year	1	2	3	4	5

9. Please rate yourself on the following:

	Excellent	Very Good	Good	Fair	Poor
a. Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Get to class on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Which of the following **best** describes your future plans?

- a. I want to be the Corps Commander
- b. I want to be on the Command Staff
- c. I want to be an officer
- d. I want to be the best cadet I can be
- e. I just want to come to class everyday but not do anything extra
- f. I am forced to be in JROTC next year
- g. I will not be in JROTC next year

GA-052 Event Commitment Form

Event Name: _____

Event Date: _____

Event Time: _____ to _____

Required Uniform: _____

1. As a cadet in Wheeler High School's Air Force JROTC (AFJROTC) program, I am volunteering to take part in the event listed above.
2. I understand and embrace the mission of the AFJROTC program and willingly accept the concept of community service.
3. I will portray a positive role model for the community. As such, I will look professional and I will not use profanity.

By signing this form, I acknowledge that I will be under the supervision of an AFJROTC instructor and/or Cobb County School District (CCSD) employee. I will follow all district administrative rules and the Code of Conduct. I further understand that senior ranking cadets will be given the authority to manage the event.

Cadet Name (Please Print)

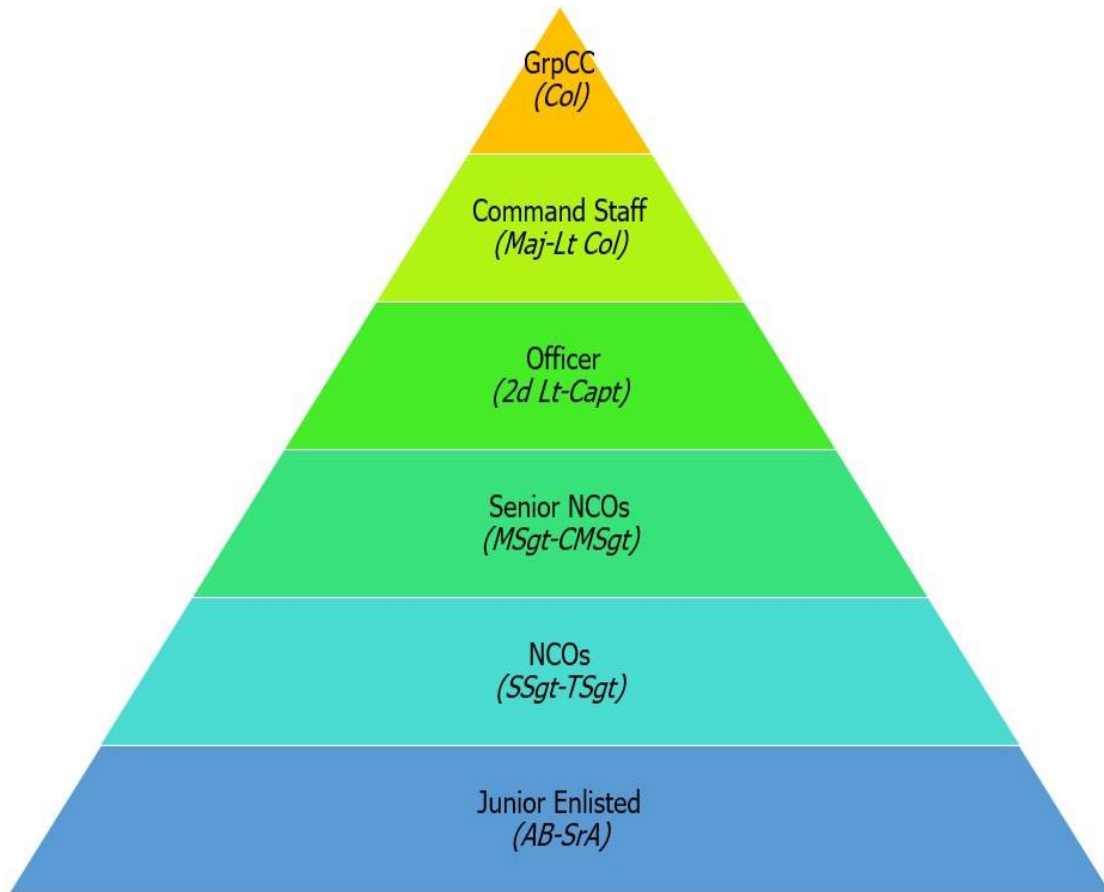
Date

Cadet Signature

GOOD EVENING LADIES AND GENTLEMEN, I AM CADET _____
OF WHEELER HIGH SCHOOL'S AIR FORCE JUNIOR ROTC. PLEASE RISE AND
REMOVE YOUR HATS FOR THE PRESENTATION OF THE COLORS AND THE
PLAYING OF THE NATIONAL ANTHEM. *(pause)* MAY I DRAW YOUR ATTENTION
AS OUR COLOR GUARD PRESENTS THE "STARS & STRIPES". THE
AMERICAN FLAG BEARER AND COLOR GUARD COMMANDER IS CADET
_____. **THE AIR FORCE FLAG BEARER IS CADET**
_____. **THE RIFLE BEARERS ARE CADET**
_____ AND CADET _____. **PLEASE**
REMAIN SILENT AND STANDING UNTIL THE COLOR GUARD HAS LEFT THE
FIELD. *(after the Anthem plays and they have walked off the field)*

THANK YOU AND PLEASE BE SEATED.

Attachment 10
GA-052 Hierarchy



Junior Enlisted

- Passing Grade in JROTC
- Potential Leadership ability
- Willing to Drill
- Community Service
- Consistency
- Memorizes 30 Commands

Non-Commissioned Officers

- In addition to Junior Enlisted traits
- "B" in JROTC
- Stands out in class
- Special Team participation
- Active in the program
- Can drill the flight in the 30 Command sequence

Senior Non-Commissioned Officers

- In addition to Non-Commissioned Officer traits
- "A" in JROTC
- No missed Uniform Wears
- No missed PT Wears
- Stands out at practices
- Prominent leadership
- Exemplary drilling ability
- Very active in the program

Officers

- In addition to Senior Non-Commissioned Officer traits
- "A" in JROTC
- Leads team(s)
- Promotes integrity, showing accountability, humility
- Follows 10 Leadership concepts

Command Staff

- In addition to Officer traits
- "A" in JROTC
- An "above-all-else" desire to be excellent
- Group chemistry mentality
- Desire to make others better
- Must have held a "Commanders" position
 - Special Teams Commander
 - Flight Commander
 - OPSCC/MSSCC

Group Commander

- In addition to Command Staff traits
- Undeniable dedication
- Top cadet in the program in all areas