

# **AIR FORCE**

## **Junior Reserve Officers Training Corps**

# **AZ-791**



# **CADET HANDBOOK**

## **2023 - 2024**

Cadet \_\_\_\_\_



## Cactus High School

Welcome Cadets, to Cactus High School's AFJROTC program. You have elected to pursue more than a class; you have chosen to create an opportunity for yourself to shape your future. The mission of the AFJROTC program is to develop citizens of character dedicated to their nation and community. You will have many occasions to serve your community, learn personal responsibility, and feel a sense of accomplishment all while in this class. This "Cadet Guide" will be your blueprint to successfully achieving these tasks and so much more.

Cactus High School is honored to partner with the United States Air Force to provide you the opportunity to not only study aerospace science but develop leadership skills from the very best leaders in their field. These men who are your instructors have dedicated their lives to serving their country.

I look forward to watching you contribute to Cactus High School's tradition of excellence as you embark on this life changing adventure, and I wish you all the best. You are now a proud member of a well-respected team and community organization who will represent both Cactus High School and the AFJROTC program.

Sincerely,

Kristi Hammer  
Principal  
Cactus High School

## P R E F A C E

Welcome new students and returning cadets to the Cactus High School Air Force Junior Reserve Officer Training Corps (AFJROTC). Your participation in AFJROTC has opened the door to many wonderful and exciting opportunities that others will not have the privilege of experiencing. In this program you will learn about aerospace science and the Air Force. More importantly, you will have a chance to make life-long friends and learn about leadership, how to make the most of your abilities, what it means to serve your community, and your potential to succeed.

Our Cadet Corps will be led and managed by the cadet officers and noncommissioned officers (NCOs). These leadership opportunities are challenging and rewarding, and they will help you develop leadership and management skills that will benefit you in whatever career or education path you pursue after high school.

Throughout the year, you will have the opportunity to participate in many co-curricular activities. These events are fun and interesting, and at the same time they provide valuable service to the community. We encourage you to get involved in these activities in order to fully experience what AFJROTC is all about!

Making the transformation from student to cadet simply means that you understand the program, are committed to it, will wear your uniform proudly, and will maintain established grooming standards. Once you are a cadet, you will wear the AFJROTC service uniform to school once a week for the entire semester. As a cadet, you will have a chance to earn ribbons and be eligible for promotions in rank. Cadets in good standing will have the opportunity to go on exciting field trips and join one of our co-curricular teams that compete against other JROTC units in the state.

**As a cadet, all AFJROTC uniform items will be issued to you free of charge. Also, joining AFJROTC and becoming a cadet has no military service obligation. We are not a recruiting service for any military branch.**

Again, welcome to AFJROTC unit AZ-791! We look forward to helping you learn more about the Air Force, your community, and most importantly, yourself.

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***Senior Aerospace Science Instructor***

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# CHAPTER 1

## MISSION, GOALS, AND OBJECTIVES

**AFJROTC mission:** Develop citizens of character dedicated to serving their nation and community. The **program goals** reinforce values of:

1. Citizenship.
2. Service.
3. Personal responsibility.
4. A sense of accomplishment in high school students.

The program **objectives** educate and train high school cadets in citizenship; promote community service; reinforce responsibility, character, and self-discipline; and provide academic instruction in air and space fundamentals and leadership.

**With these objectives the cadets will gain a better appreciation for:**

1. Basic elements and requirements for national security.
2. Respect for and an understanding of the need for constituted authority in a democratic society.
3. Patriotism and an understanding of personal obligation to contribute to the community.
4. Habits of orderliness and precision.
5. A high degree of personal honor, self-reliance, and leadership.
6. Broad-based fundamental aerospace doctrine.
7. Basic military skills.
8. A knowledge of and appreciation for Air Force traditions.
9. A strong interest in completing high school and pursuing higher educational goals or skills.
10. Understanding the Air Force and military as possible career paths.

## CHAPTER 2

### CLASSROOM RULES

1. Instructors expect cadets in class on time and when the bell rings, standing at "**ATTENTION**" behind their chair. Anyone who is not in the classroom when the bell rings is considered tardy and will be required to get a late pass from attendance.
2. No food or drink permitted in the classroom without instructor permission--except water in small, sealable containers.
3. No hats will be worn in the classroom during school hours.
4. No feet on chairs or tables; and no leaning back on chairs.
5. **No heads on tables** permitted - it's a learning environment.
6. No cell phone use during class without instructor permission. Cell phones will be placed in backpacks at the beginning of each lesson and backpacks will be placed at the front of the classroom.
7. Gum chewing is **not** allowed in the AFJROTC classroom.
8. Rudeness or disrespect will **not** be tolerated.
9. School property requires respect, i.e. books; and classroom must be left clean and neat.
10. Without the instructor's permission, cadets will **not** leave the classroom--use the bathroom before you come to class and make use of breaks between classes. If the line for the bathroom is too long, report to class first, then ask permission to use the bathroom instead of being tardy.
11. No personal grooming permitted in classroom, e.g. applying make-up.
12. Without prior notice, instructors may give quizzes.
13. If you are absent, makeup work (including missed uniform inspections) must be turned in within the current grading period (4 ½ week term). Unexcused late work/inspections can be made up for a maximum score of half-credit. Any missed assignments not made up by the end of the current grading period will remain as a zero in the gradebook. It is your responsibility to ask the instructor for missed assignments and to obtain any notes from fellow cadets.
14. When the dismissal bell rings, cadets will stand at "**ATTENTION**" behind their chair and wait for the flight commander to dismiss them. Flight commanders must ensure their areas are clean and chairs pushed in before dismissing their flights.
15. Cadets will **not** be allowed to exchange or issue themselves items from the closet or ribbon station without permission from upper leadership.

## CHAPTER 3

### CONDUCT AND MILITARY COURTESY

1. **General:** To reflect credit upon themselves, their families, their school, their AFJROTC unit, and the United States Air Force (**whether in or out of uniform**), cadets will observe proper military conduct.
2. **Classroom Conduct:** Cadets will not slouch in their seats, put their feet on tables, or be inattentive to instruction. Cussing is highly discouraged as it can quickly become a bad habit. Instructors will not permit classroom distractions. Conduct and attitude that does not meet the Senior Aerospace Science Instructor (SASI) and/or Aerospace Science Instructor (ASI) standards will result in a loss of privileges, i.e. field trips, promotion, co-curricular participation. Instructors will not tolerate insubordination. For this infraction disciplinary measures may include a referral to admin, possible expulsion from class, and reduction in cadet rank.
3. **Military Courtesy:** When addressing the SASI and/or ASI, as well as cadet officers that outrank the subordinate, cadets will observe the practice of saying YES SIR/YES MA'AM and NO SIR/NO MA'AM. Established military courtesy requires it and while a cadet may at first find it difficult, it will soon become a habit of proper military courtesy. When referring to other cadets in an official setting, address them by using "Cadet" and their last name.



## CHAPTER 4

### ADMISSION and TRANSFERS

1. To be eligible for membership and continuance in AFJROTC each member must be:
  - a. Enrolled in the Peoria Unified School District, a citizen of the United States and in the 9<sup>th</sup> grade or above.
  - b. Physically fit to participate in AFJROTC training. A cadet is considered physically fit if he/she is qualified for the Cactus High School physical education program.
2. A citizen of a foreign country recognized by the United States may be admitted as a SPECIAL STUDENT at the discretion of the school principal, if he/she presents a letter from an authorized representative of his/her government stating that there is no objection to the student receiving AFJROTC instruction. SPECIAL STUDENTS are those who do not meet the citizenship requirements.
3. As specified in the Memorandum of Agreement (MOA) between Headquarters AFJROTC and the Peoria Unified School District, the SASI may, in conjunction with the school administration, disenroll any cadet from the AFJROTC program if they fail to meet established standards of performance or conduct.
4. Cadet's Obligation. Each cadet will agree to abide by the AFJROTC program rules and regulations, PUSD and Cactus High School behavior standards, and the AZ-791 Cadet Handbook. Cadets will also be responsible for care and maintenance of uniforms, textbooks and other AFJROTC equipment. Cadets who refuse to comply with established standards may be removed from the class or receive a failing grade.

### DISENROLLMENT FROM AFJROTC

The SASI recommends disenrollment from AFJROTC to the site Administration for approval (*see AZ-791 AFJROTC Cadet Contract*). Substantiated documentation and corrective counseling will precede any recommendations for disenrollment. A cadet may be removed from AFJROTC for the following reasons.

1. More than three unexcused missed uniform inspection incidents per quarter.

Note: If failure to wear the uniform on the designated day occurred for acceptable reasons (excused absence, field trip, etc.), it can be made up. However, the cadet must wear it on the next class day (except PT wear days) to receive full credit. If the failure to wear the uniform occurred for unacceptable reasons (unexcused absence, "in the cleaners", "I forgot", "got up late", etc.), the cadet may wear the uniform prior to the next week's inspection for 50% credit.

2. Failure to maintain acceptable standards as outlined in the Cadet Contract.
3. Indifference to program requirements.
4. Misconduct or disciplinary reasons.

5. Excessive absences.
6. Inappropriate behavior as outlined below.
7. Any illegal drug involvement.
8. Any other reason the SASI/ASI or the administration deems appropriate.

During the semester, if disenrolled from AFJROTC, a student's counselor may not be able to find another elective course in which to place the student. This can occur mainly due to lateness in the semester and the inability for a student to make up class work. Under these circumstances, counselors may place students in study hall and students will lose class credit.

## **INAPPROPRIATE BEHAVIOR AND DEMOTION PROCEDURE**

While participating in AFJROTC, inappropriate behavior in or out of uniform is prohibited. This behavior includes, but is not limited to consuming alcohol, drug abuse, tobacco use, horseplay, public displays of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats, and physical attacks.

(1) Hazing is strictly forbidden. Hazing 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.

(2) Requiring cadets to perform push-ups or any other physical activity as punishment is also forbidden. These activities may only be performed as part of a unit's regular physical training.

(3) 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.

(4) However, public displays of affection while in uniform are not authorized. Cadets who are dating will always behave in a professional manner and must make every effort to avoid the appearance or actual occurrence of preferential treatment. In short, do not allow your personal relationships to have a negative impact on the good order and discipline of the cadet corps.

(5) Demotion procedures: Non-compliance with any of the above rules and guidelines that is not deemed deserving of disenrollment from AFJROTC will be dealt with at the discretion of the SASI and ASI on a case by case basis, and may result in demotion.

## **RESERVE CADET STATUS**

Cadets will be placed in Reserve Cadet status under the following circumstances:

- 1) Cadet has completed at least one semester in the program but is not currently enrolled in an AFJROTC class due to block scheduling.
- 2) Cadet has completed at least one semester in the program but is unable to enroll in an AFJROTC class due to other academic requirements.

A cadet may not be placed in Reserve Cadet status for more than two consecutive academic semesters. Reserve cadets are not required to wear the uniform to school, but are highly encouraged to be active in the corps and participate in co-curricular activities like color guards, orienteering, community service, etc.

## CHAPTER 5

### CLOTHING AND EQUIPMENT

1. Each cadet remains responsible for protecting government property. The Air Force loans cadets all uniforms and equipment items. These items remain Air Force property. At all times cadets must account for each uniform item and issued books or equipment. Cactus High School owns other program equipment not designated as Air Force property.
2. At the time uniforms or equipment items are issue, the cadet will sign a Uniform Issue Receipt. Each item then becomes the cadet's personal responsibility and, if lost or willfully/negligently damaged, the cadet will be required to pay for them. At the time of uniform item and equipment issue, cadets will be advised of each item's unit cost. The cost of replacement, however, will be the cost in effect when the cadet clears his/her account.
3. SASI or ASI will issue to each cadet one complete uniform with all accessories and insignia. Each cadet, before the school year ends, must return or reimburse the program for all uniform items and equipment (with the exception of shoes, socks, t-shirts and Physical Training (PT) gear). The SASI/ASI will announce the return date, which will occur before the school awards grades or diplomas.

*Until cadets return or reimburse the program for all uniform items and equipment, instructors will forward a bookstore account debt and not award the AFJROTC Certificate of Completion/Training. Cadets who will be taking part in AFJROTC activities over the summer or who will be returning to the program the following year may be allowed to keep their uniforms.*

4. To preclude unnecessary cadet expense, and to provide for efficient uniform and equipment turn-in, some suggestions follow:
  - a. Do NOT leave uniform items in unlocked lockers or unattended in other places at school.
  - b. Do NOT lend uniform items to other cadets or persons.
  - c. Do NOT permit another cadet or person to turn-in your uniform items or equipment.
  - d. Do NOT lend insignia items or similar items to anyone.
  - e. Do NOT carry the flight cap with your books. If not being worn, tuck it under your belt on the buckle's left side.
  - f. Do NOT place your uniform items in another student's locker.
  - g. DO be alert for other cadet uniform items and equipment left or misplaced. Turn such items into the SASI or ASI.
  - h. DO mark your name or initials on your PT Gear upon issue.

5. Turn-in to the SASI or ASI unserviceable and worn clothing items. If the unserviceable or worn condition results from fair wear and tear, or normal use, the program will replace the items at no cadet cost. Cadets can exchange clothing items that do not fit properly.
- 6 When turning in or exchanging uniform items or other equipment, deal only with Logistics staff members, SASI or ASI.

Some tips to being prepared for uniform day:

- a. Lay out your uniform the night before inspection.
  - b. If you cannot get your uniform back in time for an inspection, do not take it to the dry cleaners. Shirts can be washed in the washing machine. Pants, jackets, and service coats should only be dry cleaned.
  - c. Very Important!!! If one uniform item is off or missing (e.g., you notice that you are missing a ribbon or you can't find your hat) it is best to wear what you have and miss a few points rather than get a ZERO, which produces a larger impact on your overall grade.
7. The United States Air Force uniform remains the symbol of a proud and honorable service. Wear the uniform with the pride and respect it deserves.



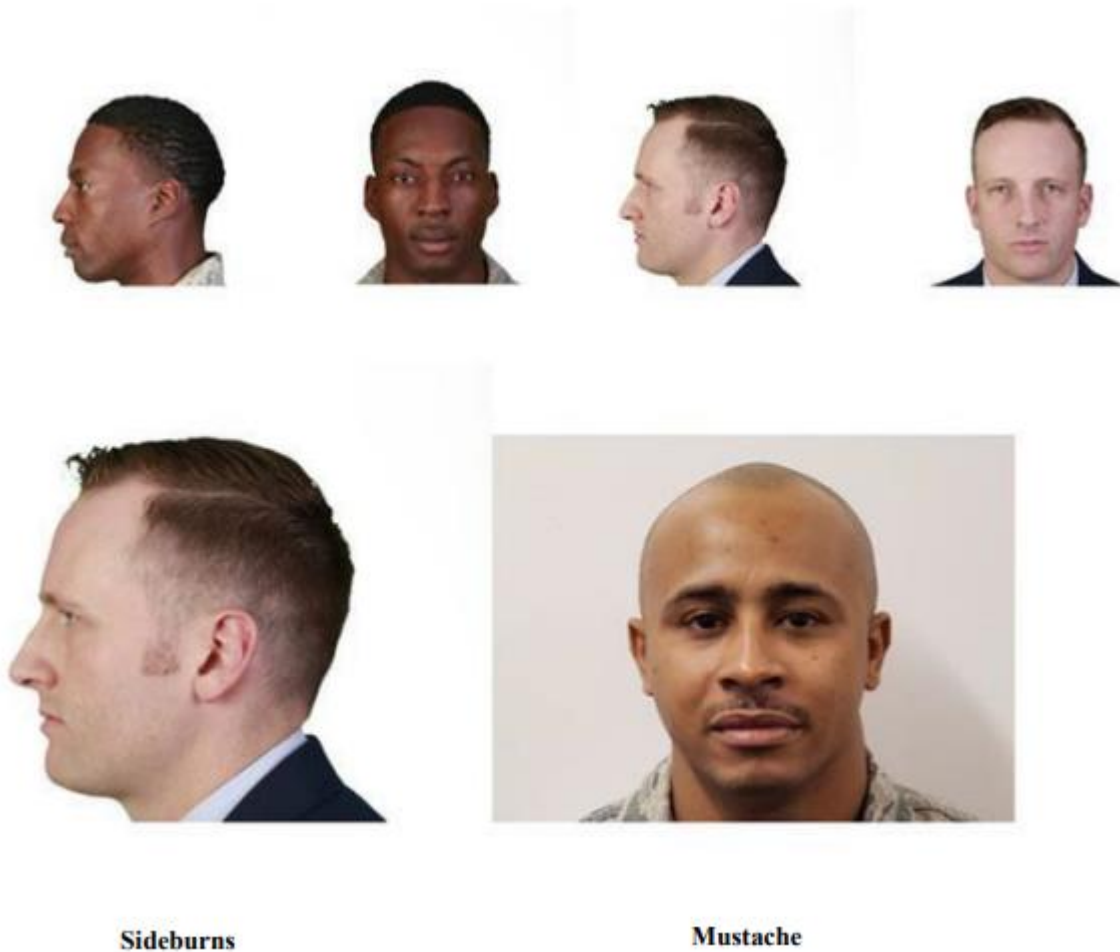
## CHAPTER 6

### UNIFORM APPAREL

1. Every cadet will properly wear the uniform. Because active duty Air Force and AFJROTC members wear the same uniform (except for the insignia), instructors cannot overemphasize its proper wear. The reputation of the United States Air Force as a professional military organization has no worldwide equal. The uniform represents symbol and reputation. WEAR IT PROUDLY!
2. **MEN'S UNIFORM REQUIREMENTS:**
  - a. **Shirt:** When worn as an outer garment, cadets may wear the shirt with or without a necktie. *See Uniform Picture Attachments.* When worn under the service coat, ties are required.
  - b. **Necktie:** Cadets will not tuck the necktie inside the shirt. Corfram shoes are only authorized to be worn by third and fourth year cadets.
  - c. **Belt:** Dark blue, with silver tip and silver belt buckle. The silver tip end of the belt extends beyond the buckle facing the wearer's left; however, no blue fabric is allowed to show between the buckle and the belt tip.
  - d. **Footwear:** Plain black oxfords, highly polished.
  - e. **Earrings:** Male cadets are not authorized to wear earrings while in uniform.
  - f. **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. Cadets are authorized to have permanent scalp cosmetics. See Figure 3.1
  - g. **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.

- h. **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.
- g. **Sideburns:** Cadets must keep their sideburns neatly trimmed in the same manner as their hair. Sideburns must not extend beyond the bottom of the ear opening; must be straight and even in width, and must end with a clean-shaven, horizontal line.

**Figure 3.1. Male Hair Grooming Standards.**



### 3. WOMEN'S UNIFORM REQUIREMENTS:

- a. **Blouse:** When worn as an outer garment, cadets may wear a blouse with or without a tie tab. *See Uniform Picture Attachments.* When worn under the service coat, tie tabs are required.
- b. **Undergarments:** Female cadets must wear a bra (white or neutral color)
- c. **Belt:** Dark blue, with silver tip and silver belt buckle. The silver tip end of the belt extends beyond the buckle facing the wearer's right; however, no blue fabric is allowed to show between the buckle and the belt tip.
- d. **Skirt:** Cadets will ensure the skirt hemline remains no shorter than the top of the kneecap, and no longer than the bottom of the kneecap. Hosiery is optional with the skirt.
- e. **Hose:** Nylons, neutral or dark shades. Rules prohibit patterned hose. Cadets may wear black socks with oxfords, but may not wear black socks with pumps.
- f. **Footwear:** Black oxfords or pumps can be worn with any blue uniform combination. Black pumps will be low cut and rounded throat (the top opening) with a raised heel no higher than 3 inches (measured from the inside sole of the shoe to the end of the heel lift). The tip of the heel cannot be less than ½ inch in diameter or larger than the body of the shoe. Pointed or squared toes and extreme heel shapes are not authorized. They will be plain, clean and serviceable, and without ornamentation such as buckles, bows or straps. The material will be smooth, scotch-grained leather or a manmade material. Third and fourth-year female cadets may wear oxfords or pumps with a high-gloss or patent finish.
- g. **Hair:** Hair-Female. 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.
  - Pinned-up hair should be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun; all loose ends must be tucked in and secured. When hair is in a ponytail or equivalent, it must

be a single ponytail or equivalent that does not extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades

- Locs, braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color (similar to the individual's hair color) and conservative (moderate, being within reasonable limits; not excessive or extreme). Multiple locs, braids, twists or cornrows may come together down the back in one or two braids or a single ponytail. Hair must not exceed length and bulk standard and headgear must fit properly.
- All locs, braids and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, and twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approximately ¼ inches), show no more than ¼ inch of scalp between the locs, braids, or twists and must be tightly interwoven to present a neat, professional appearance.
- A braid/twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards. Exception: Micro-braids or twists are not required to continue to the end of the hair.
- Unauthorized: Mohawk, mullet or etched design.
- Hair accessories. If worn, hair accessories (e.g., fabric scrunchies, 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).



**Scrunchie**



**Hair Clips**

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



**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**

**Figure 3.3. Unauthorized female Ponytail Examples.**

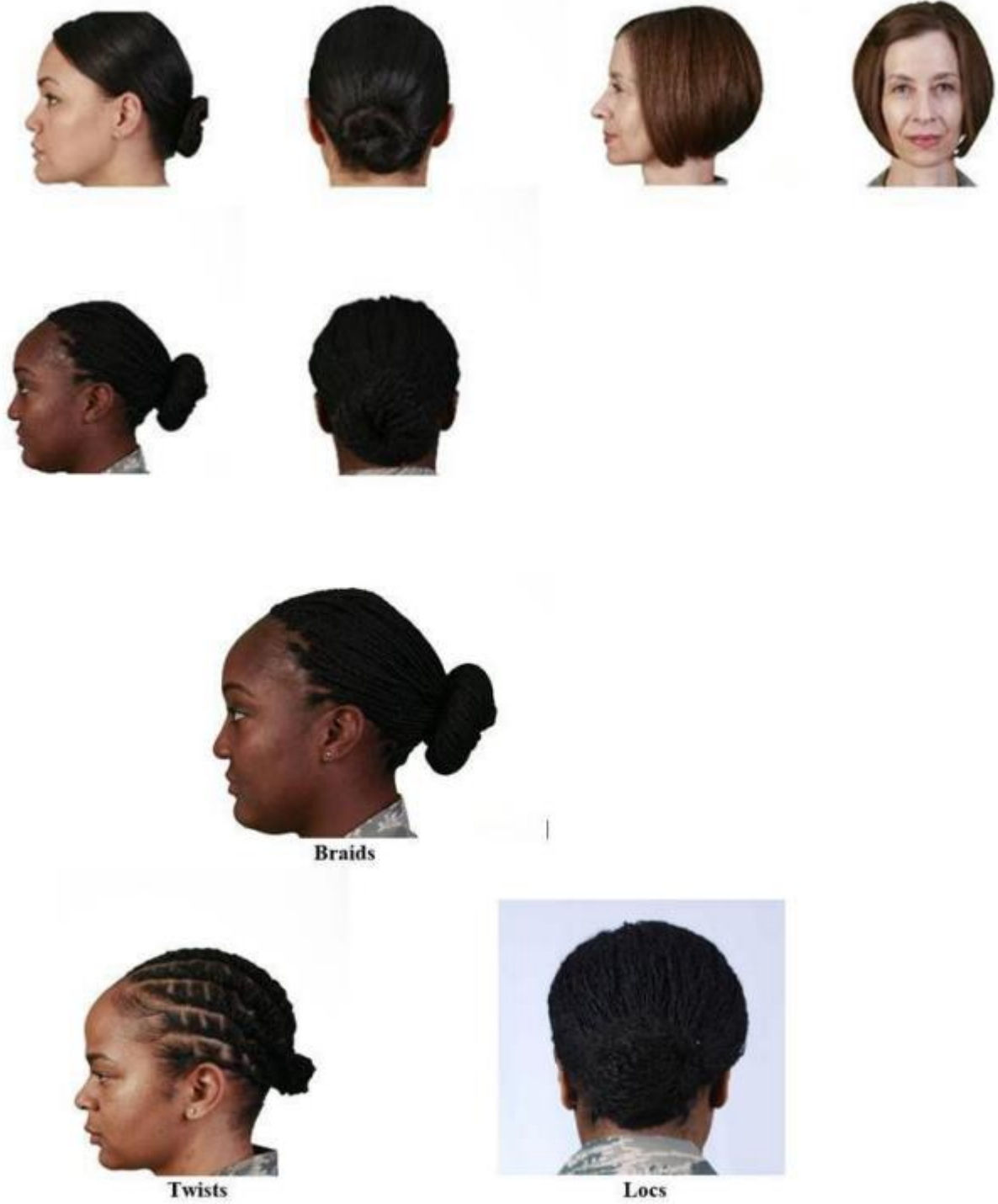


**Exceeds Length Requirement**



**Ponytail Fasten on the Crown of Head.**

Figure 3.4. Female Hair Style Examples



#### 4. MEN'S AND WOMEN'S UNIFORM REQUIREMENTS:

- a. 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).
- b. Wigs/Hairpieces/Extensions. Are authorized and will meet the same standard required for natural hair, be of good quality, fit properly, and comply with safety, functionality and professionalism. (Note: Extensions are still prohibited for males).  
Wigs/Hairpieces/Extensions will not be used to cover unauthorized hair styles.
- c. Jewelry. While in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI.
- d. Rings. Cadets may wear a total of no more than three rings; wedding sets count as one ring when worn as a set. Rings will be worn at the base of the finger and may be worn on the thumb.
- e. Necklaces. Will not be visible at any time. If worn, will be concealed under a collar or undershirt.
- f. Bracelets. Ankle bracelets are not authorized. Cadets may wear one bracelet around their wrist. If worn, the bracelet will be conservative (moderate, being within reasonable limits; not excessive or extreme) in design, no wider than 1/2 inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized. If worn, medical alert/identification bracelets will be conservative and moderate. Bracelets will not be excessive or extreme, which is defined as plain, not drawing inappropriate attention. Gemstones/tennis bracelets may only be worn with the mess dress uniform. Bracelets espousing support for cause, philosophy, individual or group are not authorized (Exception: Traditional metal POW/MIA/KIA bracelets, which come in colors besides silver, bronze, or gold, remain authorized). No rubber or fabric type bracelets are allowed.

- g. Eyeglasses/Sunglasses. Will be worn in the manner for which they are made. Eyeglasses and sunglasses will not be worn around the neck or on top/back of head or exposed hanging on the uniform. Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo may contrast with frame color or lenses (conservative colors/small logos; black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted, mirrored or photosensitive lenses are authorized. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation. Exception: Sunglasses are not authorized in formation, unless for medical reasons, e.g., PRK/Lasik surgery and when authorized by a SASI or commandant on the advice of a medical official.
- h. 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. The SASI may exercise discretion if a new cadet arrives with a tattoo that may not be in full compliance with the above guidance.
- i. Backpacks. Cadets may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).
- j. Wear/use of an earpiece, any blue tooth technology or headphones, while in uniform, indoors or outdoors, is prohibited, unless specifically authorized for the execution of official duties. Exception: Headphones and earphones (iPods, MP3-type players, etc.) are authorized during travel on public transportation i.e., bus, train or air travel.
- k. Earrings. 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.
- l. 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.
- m. 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.

- n. **Body Piercing/Ornamentation.** In uniform with the exception of earrings for women, all members are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eyebrows, lips, or any exposed body part (includes visible through the uniform).
- o. **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.
- p. **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.

## 5. Other General Uniform Items

- a. **Service Dress Uniform:** All cadets will be issued service coats. See *Uniform Picture Attachments* for guidance on how name tags, ribbons, and other items should be positioned.
- b. **Jacket:** Cadets must wear the jacket zipped at least halfway up and must not wear the jacket with civilian clothing. See *Uniform Picture Attachments*.
- c. **Headgear (Garrison Cap):** Cadets wear caps centered on their head, with the cap's vertical crease centered on the forehead in a straight line with their nose, and at a point 1 to 1 1/2 inches above the eyebrows. No hair will protrude from the front of the hat. When in uniform, cadets should always wear issued hats when outdoors. **The only exception is when a cadet is seated at one of the outdoor picnic tables during lunch. Once the cadet finishes eating his/her meal and departs the table, the hat must be worn again.**
- d. **Undershirt (t-shirt):** Cadets must wear a white V-neck t-shirt under uniform shirt.
- e. **Slacks:** Bottom of slacks should rest on the front of the shoe with a slight break in the crease. Back of the trousers should be approximately 7/8 inch longer than the front
- f. **Socks:** Socks will be plain without design, clean, and serviceable. Black socks will be worn with low quarters. Sage green socks will be worn with the sage green boots. Plain white or black socks will be worn with athletic shoes. A small logo on the side of the sock is authorized.
- g. **Grade Insignia:** See *Uniform Picture Attachments*.
- h. **Lapel Insignia:** See *Uniform Picture Attachments*.

- i. **Name Tag:** Only silver name tags are authorized with service coats. Only blue name tags are authorized with blues. For guidance on positioning *see uniform picture attachments*.
- j. **Badges:** *See Uniform Picture Attachments*.
- k. **Ribbons:** *See Uniform Picture Attachments*. When not wearing the service coat, cadets will wear all earned ribbons on their uniform shirt.
- l. **Watches:** Must be conservative and only one can be worn around the wrist while in uniform, PTU, or civilian attire in an official capacity. Conservative examples (not all inclusive) are solid color black, brown, silver or gold. Prohibited examples are diamond covered, neon, bright colors, and bands that exceed 1-inch width.
- m. **Fingernails:** Male Cadets are not authorized to wear nail polish. 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 ¼ inch in length beyond the tip of the finger and must be clean and well groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items.
- n. **Other items:** Cadets must not wear or carry exposed pencils, pens, pins, and jewelry on the uniform. Body piercings on exposed body parts are not allowed in uniform, with the exception of those addressed in paragraph 4.k. above.

## 6. AIRMEN'S BATTLEDRESS UNIFORM (ABU) REQUIREMENTS:

- a. *See Uniform Picture Attachments*.
- b. Cadets will wear a tan crew neck t-shirt with ABU's. (BDU's are no longer authorized)
- c. Cadets will blouse their pants. Socks will not be visible.

## 7. FLIGHT SUITS:

- a. *See Uniform Picture attachments*.
- b. Cadets will wear the issued ABU/OCP crew neck t-shirt with their flight suits.
- c. Flight suits are authorized for cadets who successfully earn their flight solo badge or cadets who successfully pass the FAA Part 107 (drone) knowledge test and are active members of the aviation club.
- d. Cadets will wear either the sage green or coyote brown boots with their flight suit.

## 8. GENERAL RULES CONCERNING THE UNIFORM:

- a. Every Tuesday will be a cadet uniform wear day. Unless directed otherwise by the SASI or ASI, Blues are the standard uniform of the day. If issued, ABUs may only be worn on the last Tuesday of the month or as designated by the SASI/ASI.
- b. Cadets should only wear issued items, but with prior SASI/ASI permission may wear authorized purchased items. Do not mix one type of uniform with another uniform type. Cadets will not wear any civilian clothing with their uniform.
- c. Cadets will always wear hats outdoors (never indoors), when changing classes on campus, and in the locker pod areas. While in uniform, and most importantly when off campus, cadets will wear issued hats.
- d. The outside service coat pockets are only for decorative purposes. Cadets will not carry anything in them. At all times cadets will secure all outside uniform pockets and snaps. When it becomes uncomfortably warm, a cadet may remove his/her service coat in classrooms. When a cadet removes their coat in the classroom, he/she will carefully drape it over the back of their chair. Even though the coat remains unbuttoned or removed, a cadet will not remove or loosen their necktie.
- e. Cadets will not attach key chains, pagers, cell phones, etc. to their uniform belt.
- f. Before leaving the classroom, cadets will don and button their service coat.
- g. With the exception of the blouse/shirt, cadets must dry clean all uniform items, i.e. service coat, pants and hat. Do not wash them! You should wash (normal laundry) your light blue shirt each week and iron it so you look sharp.  
Important Note: If you take care of your uniform each time you wear it and hang it up when you get home from school, it will continue to look good for longer periods of time and will require fewer dry-cleanings. Keep your uniform pieces and parts together so you do not lose anything.
- h. If pens and pencils do not show or interfere with the flap being buttoned and staying flat against the chest, cadets may carry them in their shirt pocket. However, cadets will not carry bulky items in their shirt pockets. Buttoning pockets and shining shoes marks the degree to which a cadet pays attention to detail.
- i. Pockets with a button must be buttoned.
- j. Cadet should always align their "gig" lines formed by the shirt's edge button line, the belt buckle and the fly on their trousers/slacks. During the day frequently check it.
- k. Cadets will shine their shoes to a high gloss.
- l. Cadets will not place any objects under the epaulet of their uniform coats, jackets, or shirts.

- m. While in uniform, cadets will not participate in any demonstrations.
- n. While wearing the uniform cadets will not hitchhike, perform hard labor, or engage in sports activities.
- o. Optional Items. Optional items such as service caps (also known as wheel hats because they are circular) are not AFJROTC issued items. Cadets who have permission from the SASI or ASI may purchase them from civilian sources or as a cash sale from the military clothing sales store. Only cadet officers may wear plain visor service caps. The cadet must also purchase the appropriate service cap insignia.

**9. PT UNIFORMS.** All cadets will be issued a pair of shorts and a T-shirt to wear as their PT uniform.

- a. The PT shirt can be tucked or untucked into shorts at all times. Do not remove or cut sleeves. PTG undershirts, short and long-sleeved form fitting undershirts, (i.e., Spandex, Lycra™ or elastic material) may be worn and visible under the short sleeve PT shirt. Undershirt must be tucked in. There is no color restriction on the form fitting undershirt; undershirt may have visible small trademark logos.
- b. Air Force sweatpants and sweatshirt will be issued to all 2<sup>nd</sup> year cadets and higher.
- c. Footwear. Cadets must wear appropriate footwear while engaging in physical fitness activities.
- d. Headgear. The SASI may authorize wear of an optional solid color, that is conservative and in good taste, baseball/sport cap with the PTG/PFT uniform. If authorized, caps are to be worn outdoors only and cadet officer rank will be worn. Enlisted cadets will not have any rank on their headgear.
- e. Bandanas and other similar head-scarves/headgear are not authorized.

**10. UNIFORM TURN IN:** At the end of the school year, cadets must account for all uniforms. Cadets must promptly pay for any lost items. Any damage beyond normal wear and tear requires cadets to pay for the uniform item. Cadets must turn-in uniforms dry-cleaned. Failure to return a uniform or pay for lost/damaged items will result in a deficiency on the cadet's bookstore account for the dollar amount to replace the item. This deficiency results in the withholding of all school grades, transcripts, and/or diploma.

The military uniform represents one of the most respected traditions in our country and cadets wear the same uniform as United States Air Force members. Cadets should not inappropriately wear the uniform. This includes appropriate uniform type insignia or other devices. To do so violates established rules for military uniform wear. The uniform is not a "costume." Cadets should proudly wear the uniform in a manner to honor the heritage which it represents.

## Attachment 7.1. Authorized Cadet Insignia



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



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



**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.**

## AIR FORCE JROTC RANK INSIGNIA

### CADET OFFICER RANK

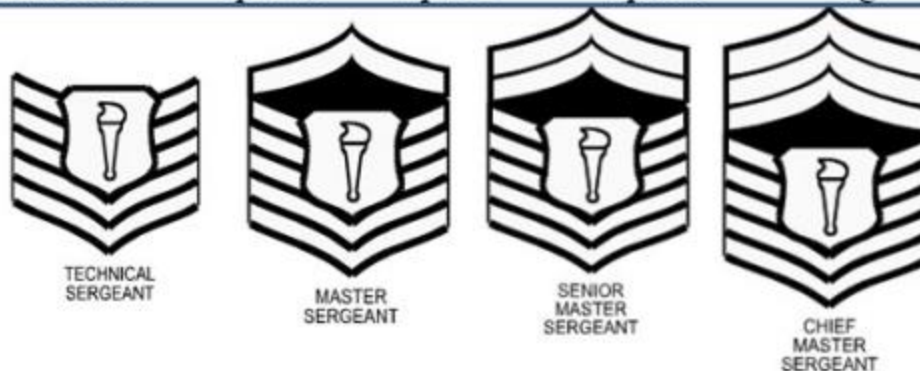


NOTE: Cadet Officer rank used is either cloth epaulet or collar rank, depending on specific uniform worn.

### CADET ENLISTED RANK



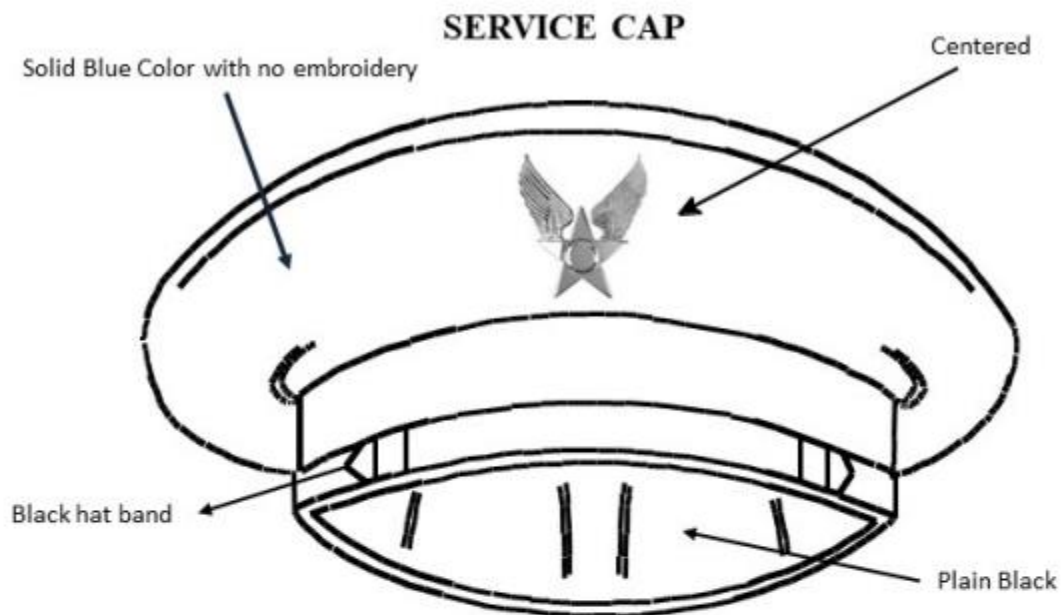
For SFJROTC	Spec 1	Spec 2	Spec 3	Sgt
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NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

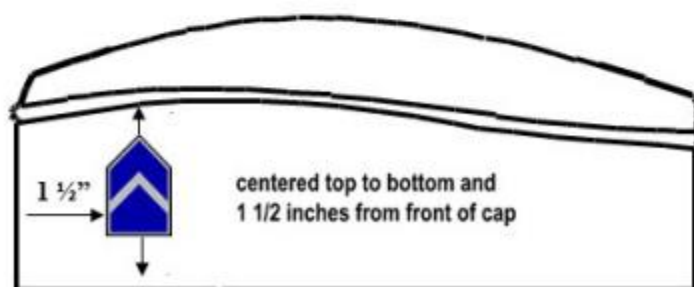
Rank insignia not listed here is unauthorized.  
The First Sergeant device is not authorized.

## CADET MALE HEADGEAR



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

### FLIGHT CAP\*



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

## CADET FEMALE HEADGEAR

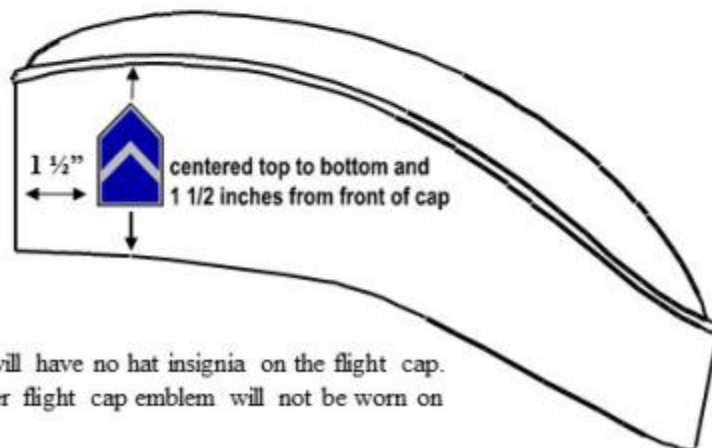
### SERVICE CAP

Solid Blue Color with no embroidery



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

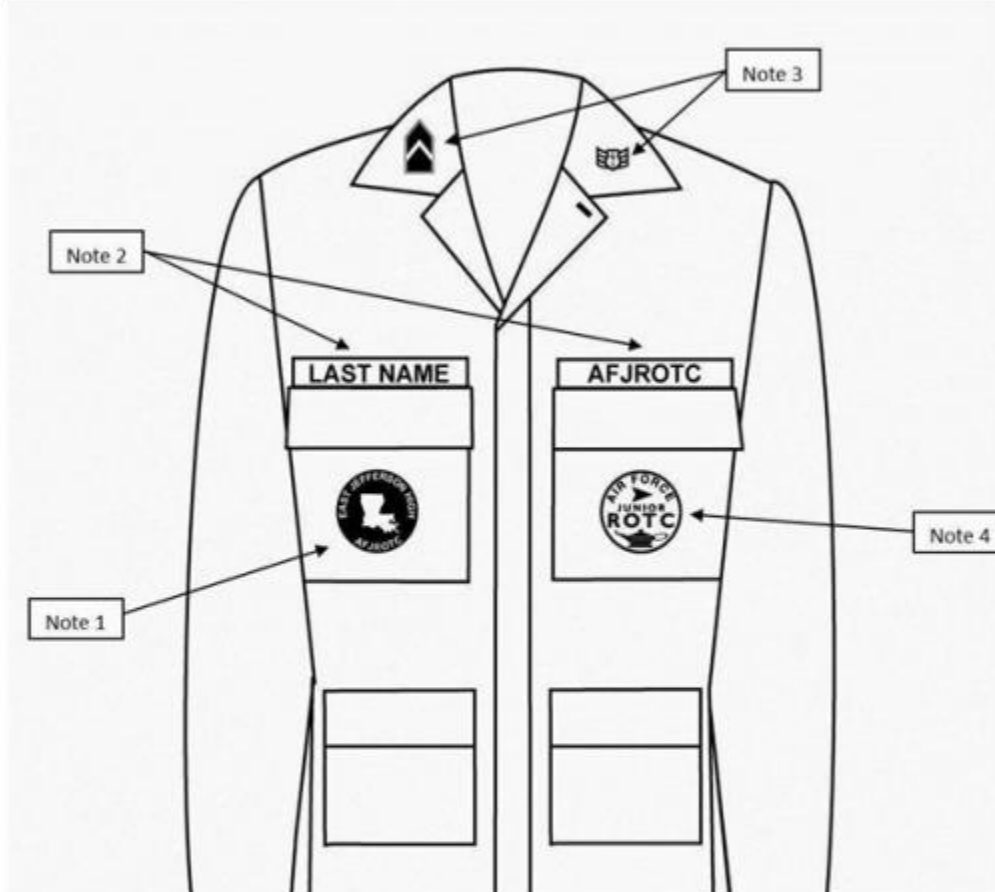
### FLIGHT CAP\*



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

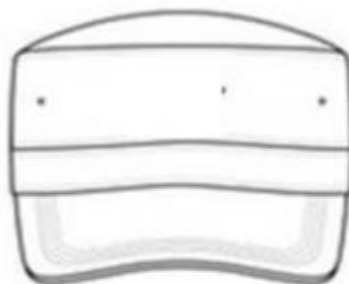
## Attachment 7-6a

### CADET ABU Male and Female

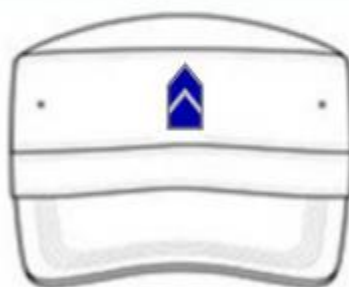


1. Unit patch (optional). If worn, will be placed on right pocket and centered.
2. Last Name and **AFJROTC or SFJROTC tapes**. Letters are dark blue on digital camo background (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a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

## CADET ABU and OCP HEADGEAR



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



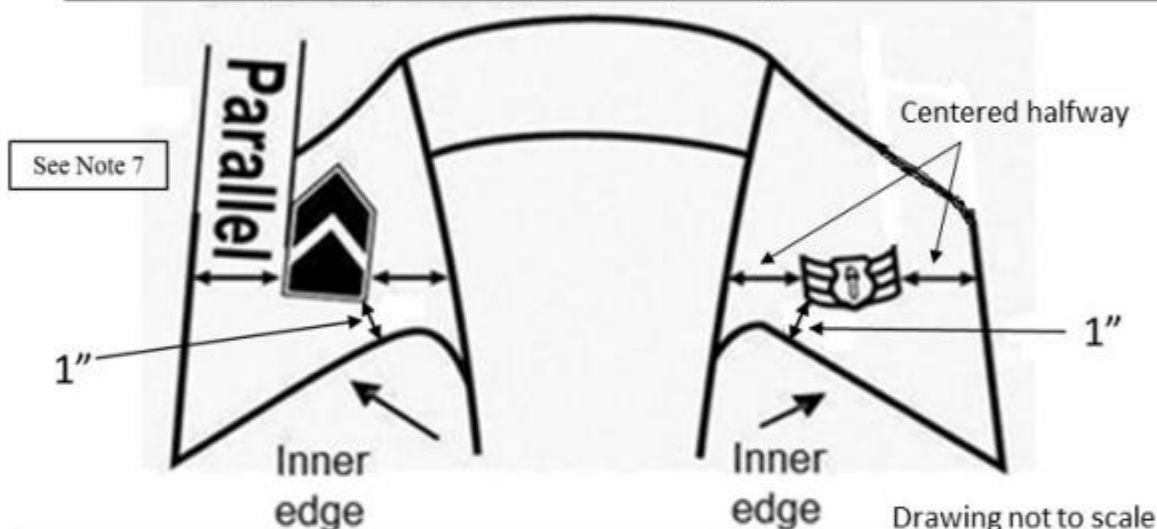
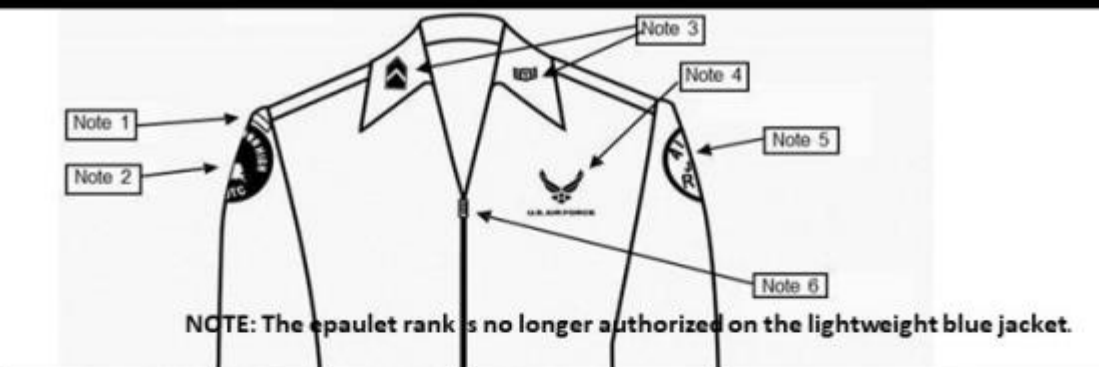
Officers will wear rank insignia on the ABU/OCP cap.

**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

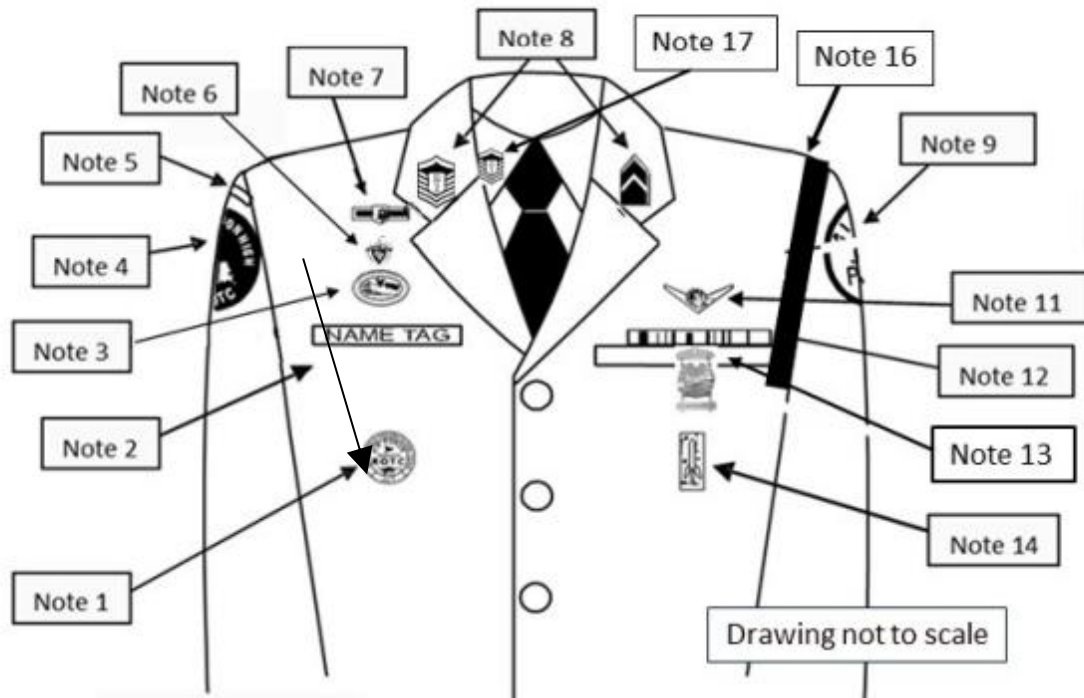
### CADET LIGHT WEIGHT BLUE JACKET



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

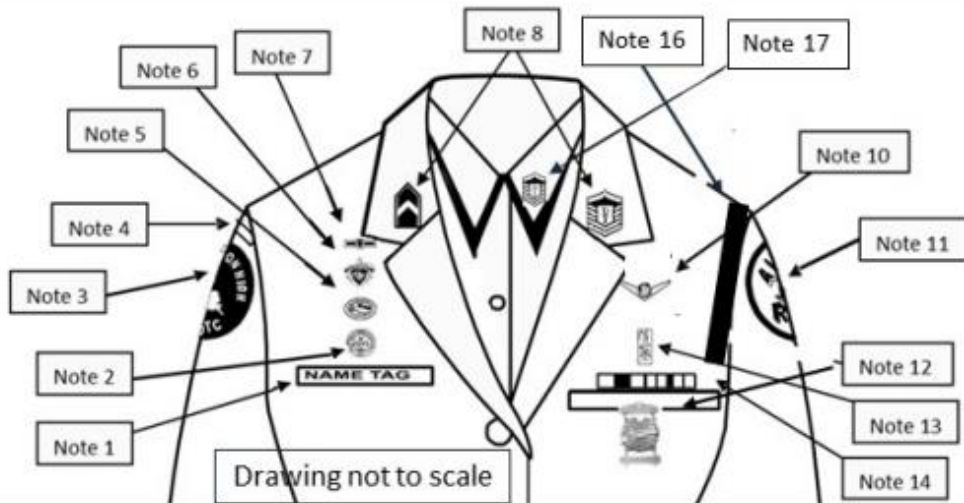
## Attachment 7-9

### CADET MALE SERVICE DRESS



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

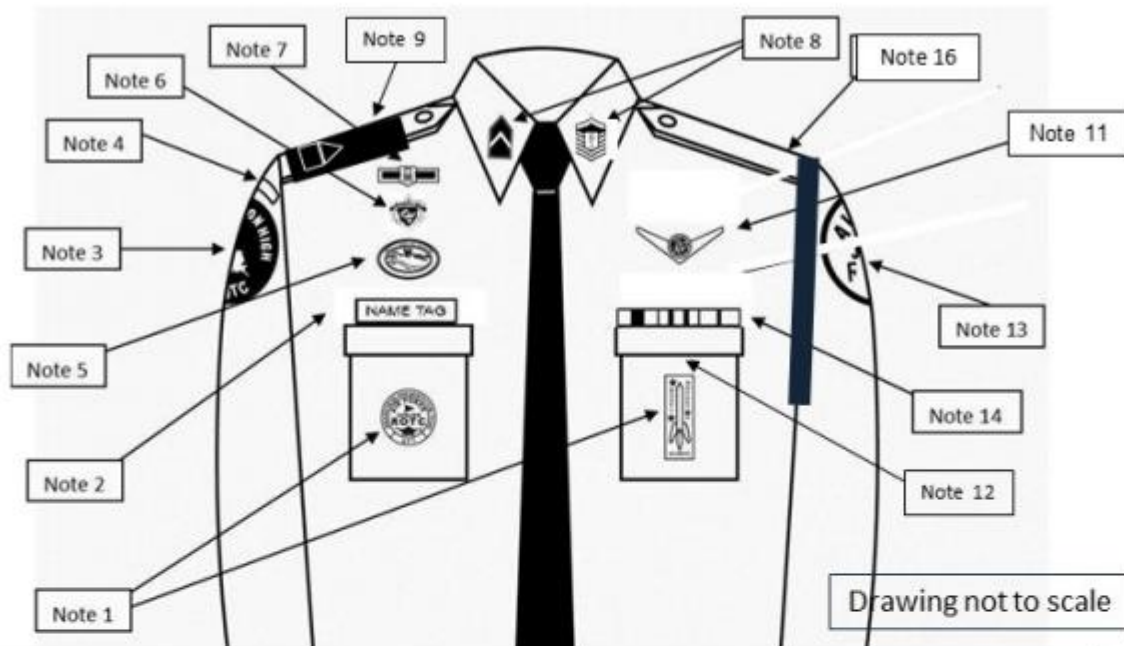
## CADET FEMALE SERVICE DRESS



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.**

## Attachment 7-11

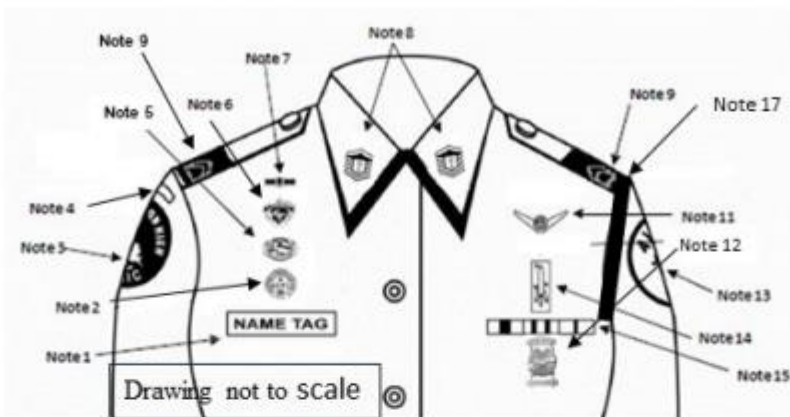
### CADET MALE BLUE SHIRT



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), 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.**

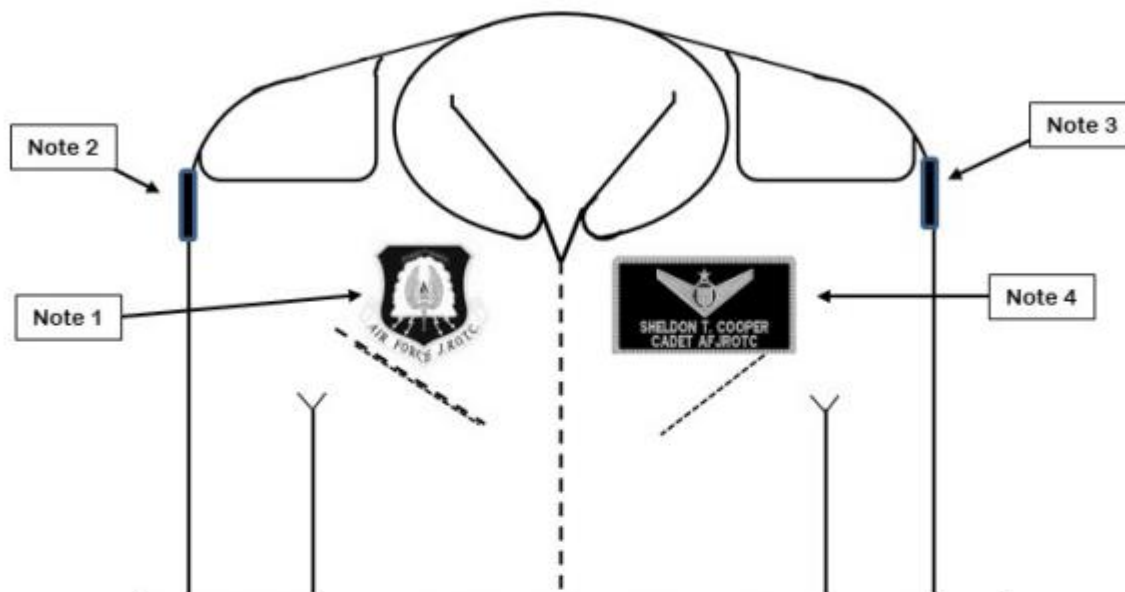
## Attachment 7-12

### CADET FEMALE BLUE SHIRT



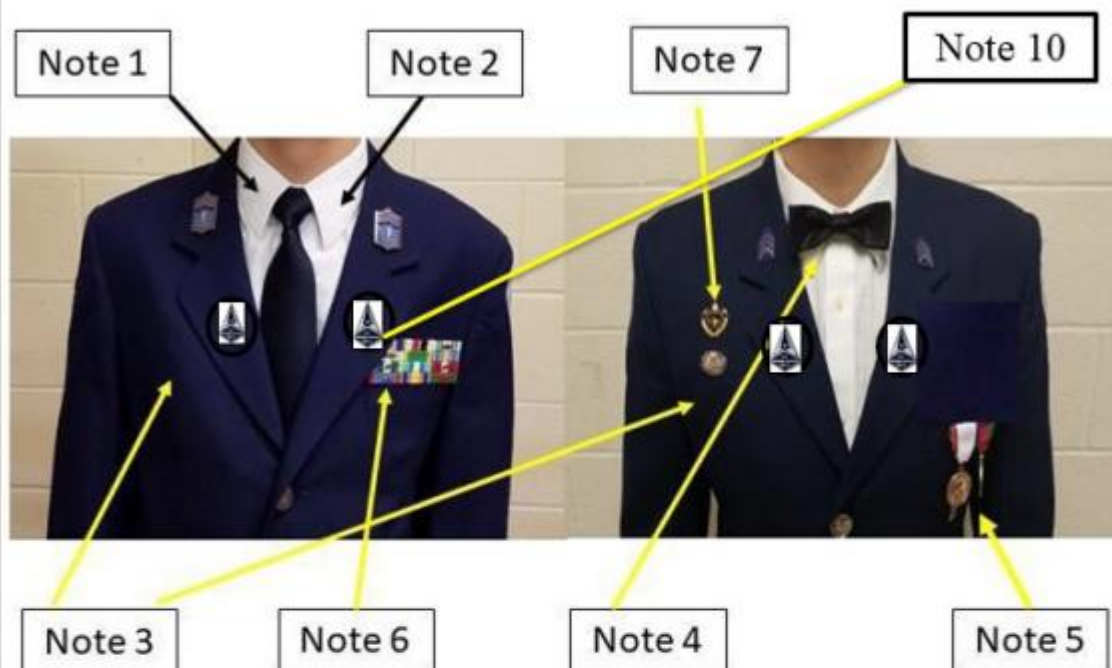
1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower 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), 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.**

## FLIGHT SUIT (Male and Female)



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

### 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.**

10. 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

## CHAPTER 7

### UNIFORM INSPECTION INFORMATION

1. Cadets must wear the uniform every week with rare exception. Cadets will consistently wear their uniform on Tuesday. Cadets must wear the uniform the entire school day.
  - a. On inspection day, the standard uniform is the light blue short sleeve shirt.
  - f. Third- and fourth-year cadets may wear the Airman Battledress Uniform (ABU) or Flight Suits on the last Tuesday of the month. As SASI/ASI determines, cadets must keep their uniform in good repair and not excessively faded. SASI/ASI may allow cadets to wear ABUs for an extra uniform day each month if their performance on Blues inspections warrants it.
  - g. All cadets **MUST** wear their issued service coats on the first Tuesday of the month unless directed otherwise by instructors. Failure to wear the service coat on designated days will result in points being deducted from a cadet's inspection grade.
2. Missed Uniform Inspections:
  - a. If not in school on scheduled uniform days, cadets will wear the uniform on the first day back to school unless an alternate day has been coordinated with instructors. Until the inspection is made-up, instructors will record a zero for the cadet's grade.
  - b. If in school and SASI/ASI excused the cadet from wearing their uniform and the cadet fails to wear their uniform on the cadet's very next class day, instructors will record a zero for the cadet's grade until the inspection is made up.
  - c. If in school, but cadet missed AFJROTC class for another *approved* school activity, until the cadet make-ups the inspection, instructors will record a zero for the cadet's grade. Under these circumstances on the very next class day the cadet should wear the uniform and get inspected.

**Note:** If a cadet with no excuses misses uniform wear on their inspection day, cadets can still and should make-up their uniform inspection. Instructors however will record their grade at 50% of the inspection results. In addition, the cadet must make-up the inspection before the end of the current grading period. Cadets may not make up missed inspections on Fridays due to PT day, unless coordinated in advance with instructors.
3. Excuses not accepted, but frequently given include: It's at the dry cleaners. It has a spot on it. I could not find my name tag (or other item). I lost a ribbon. The uniform was dirty. It's at my mom's/dad's house. These and other excuses get the cadet a zero until made-up (at 50%).
4. Best advice: Do your best not to have uniform shortcomings. Even though it may have a shortcoming, wear the uniform. It's almost always better to get a partial score out of a 100 than a score starting at 50. A uniform inspection is the same as a test, a test that accounts for 30% of a cadet's overall grade.

[illegible]

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## CHAPTER 8

### RIBBONS & AWARDS

**Distinguished Unit award with Merit (DUAM):** Awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS.

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

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

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

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

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

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

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

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

**Orienteering Ribbon.** Awarded to individual members for placing in an official competition or after completing 2 orienteering meets.

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

**Marksmanship Ribbon.** Awarded to members of the unit Air Rifle team who fire at least 1,000 pellets, compete in at least three sanctioned competitions, and have no unexcused absences from practice. An oak leaf cluster should be added to this ribbon for each year of qualifying membership beginning with the second year.

**Color Guard Ribbon.** Awarded to a Color Guard member who has participated in at least 10 Color Guard events. An oak leaf cluster should be added to this ribbon for each additional 10 color guard events. A shoulder tab is earned after completing 15 Color Guard events.

**JROTC Leadership Academic Bowl (JLAB) Ribbon.** Awarded to cadets who are members of the academic team and have competed in at least three academic bowls or online JLAB competitions. For each additional ribbon earned a bronze oak leaf cluster will be awarded.

**Cyber Patriot Ribbon.** Awarded to cadets who are members of the cyber patriot team and have competed in at least three cyber patriot events. For each additional ribbon earned a bronze oak leaf cluster will be awarded.

**StellarXplorers Ribbon.** Awarded to cadets who are members of the StellarXplorers team and have competed in at least three StellarXplorers events. For each additional ribbon earned a bronze oak leaf cluster will be awarded.

**Raiders Team Ribbon.** Awarded to cadets who are members of the Raiders team and have competed in at least three Raiders Team events. For each additional ribbon earned a bronze oak leaf cluster will be awarded.

**Military Model Building Team Ribbon.** Awarded to cadets who are members of the Military Model Building Team and have attended at least three Military Model Building Team events. For each additional ribbon earned a bronze oak leaf cluster will be awarded.

**Unmanned Aircraft Systems (UAS) Ribbon.** Awarded to cadets who are members of the UAS team and have participated in at least three UAS events. UAS vehicles include multi-copters, drones, and remote-controlled aircraft/vehicles. For each additional ribbon earned a bronze oak leaf cluster will be awarded.

**Robotics Ribbon.** Awarded to cadets who are members of the robotics team and have competed in at least three robotics events. For each additional ribbon earned a bronze oak leaf cluster will be awarded.

**Good Conduct Ribbon.** Awarded to a cadet who has consistently demonstrated the high standards of conduct expected of an AFJROTC cadet during the semester. SASI and ASI will review each cadets records to ensure no suspensions or other derogatory information is present.

**Service Ribbon.** Awarded to a cadet with at least 20 hours of service for school, community, or AFJROTC *service* projects.

**Health and Wellness Ribbon.** Awarded by the SASI for participation in the health and wellness physical fitness program. All Cadets who participate in the unit's wellness program and are not absent for more than two PT days and do not lose more than 50 points for missing uniform items will receive the Health and Wellness Ribbon. All cadets who score in the Physical Fitness Test's 75-84 percentiles will receive a Bronze Star device; 85-95 percentile will receive a Silver Star device; and 96-100 percent will receive a Gold Star device. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on the ribbon. Should a cadet score in a higher percentile, only the star representing higher percentile will be worn. In no case will a cadet mix different color stars on the same ribbon. (NOTE: *The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.*)

**Recruiting Ribbon.** Awarded to cadets who support at least 5 unit recruiting events, or at SASI and ASI discretion for outstanding effort in support of unit recruiting activities. The SASI or ASI may also award this ribbon after validating that an individual cadet is personally responsible for recruiting another cadet into the corps.

**Activities Ribbon.** Awarded for participation in at least 5 co-curricular events other than those that qualify for the *Color Guard, Drill Team, Community Service, and Special Teams Competition* ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams. An oak leaf cluster should be added to this ribbon for each year of membership beginning with the second year.

**Attendance Ribbon.** Awarded to a cadet who has 0 unexcused absences and no more than 2 excused absences for that semester.

**Dress and Appearance Ribbon.** Awarded to a cadet with a 90% or better average on all uniform inspections for that semester.

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

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

Additionally, no fees can be charged to participate in the Memorial March. However, units are encouraged to collect donations which will be given to reputable organizations that benefit disabled veterans such as The Air Force Association's Wounded Airman Program, the Wounded Warrior Project, Special Operations Warrior Foundation, etc.

**Patriotic Flag Ribbon.** 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.

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

## AWARDS

Participants in many Junior ROTC activities can earn individual and team awards, including varsity letters for air rifle team members who meet certain criteria, and state or national recognition for select air rifle, academic team, and Cyber Patriot team members.

## **CHAPTER 9**

### **SHOULDER CORDS**

1. Cadets who earn the privilege of wearing a group cord will wear the cord on their left shoulder. A cadet may wear only one cord on the uniform.
2. When the cadet no longer holds one of the positions listed below, they will return their cord to the SASI/ASI.

Group Commander: Royal Blue/ Metallic Gold

Vice Commander: Royal Blue/ Metallic Silver

Inspector General: Black/ White

Chief Enlisted Manager: Black/ Metallic Silver

MSS, OPS, and OSS Commanders: Black/ Royal Blue

Kitty Hawk Air Society: Royal Blue / White

Recruiting/Training Officer: Royal Blue/ White

Personnel Officer: Royal Blue/ White

Public Affairs Commander: Royal Blue/ White

Logistics Officer: Royal Blue/ White

Fitness Officer: Royal Blue/ White

Color Guard Commander: Royal Blue/ White

Orienteering Commander: Royal Blue/ White

Cyber Patriot Commander: Royal Blue/White

Academic Challenge Team Commander: Royal Blue/ White

Flight Commanders: Black

Flight Sergeants: Grey

Element Leaders: White

All Staff NCO Positions: Royal Blue

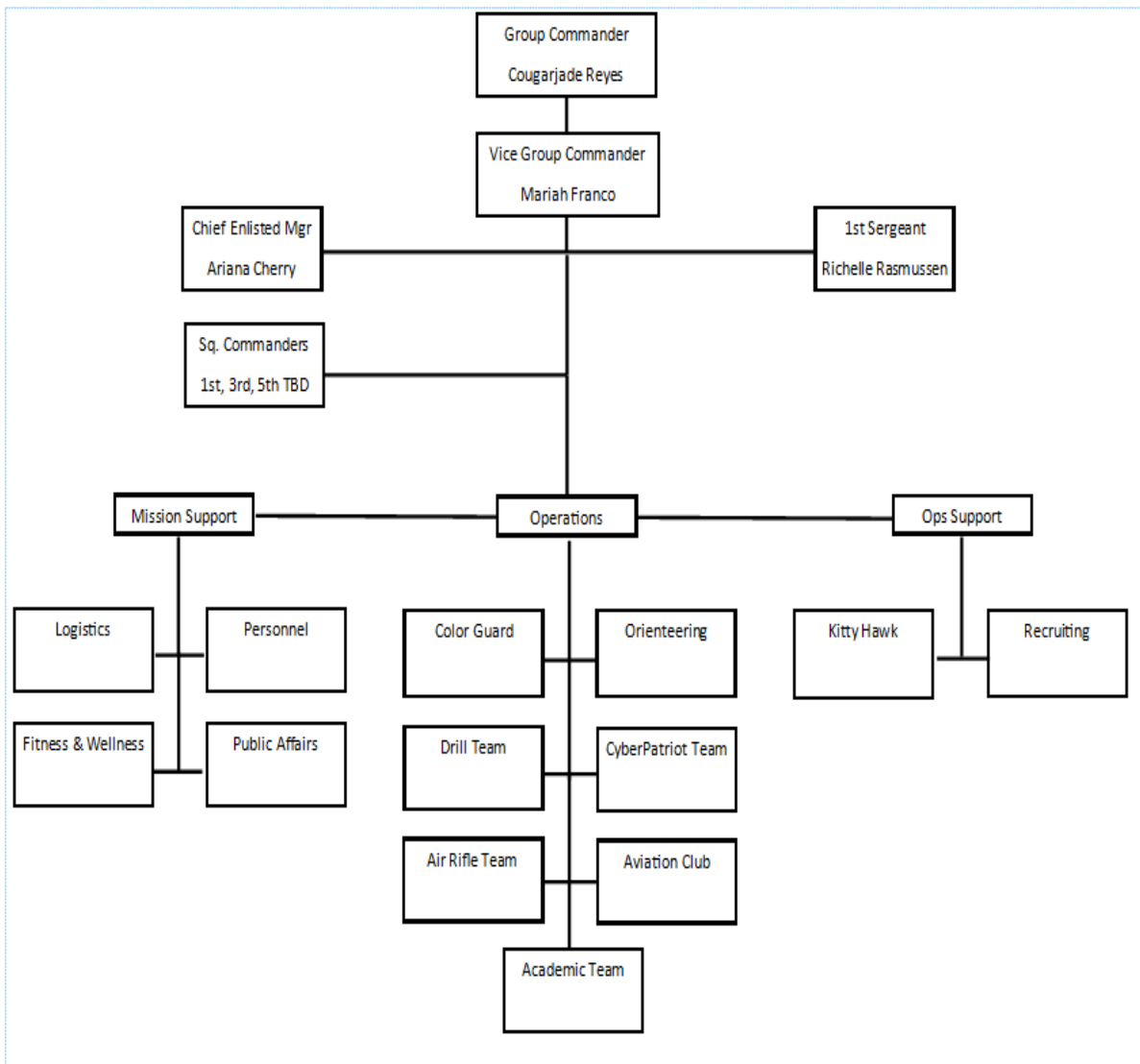
## CHAPTER 10

### CACTUS AFJROTC GROUP ORGANIZATION

1. The chart on the following page reflects how our Cadet Corps, “AZ-791” is organized. The Group organizational structure breaks down the Group functions into specialized tasks. Each cadet should familiarize themselves with all job descriptions in relation to the Group organizational chart to gain a better understanding of related Group functions.
2. A cadet’s first organization chart review will suggest that not every cadet at the same time can become a formal leader. However, there are many opportunities for cadets to lead in an informal capacity.
3. A closer organizational chart examination indicates that a "chain-of-command" exists with black lines connecting the cadet functions or positions. Information, guidance, and decisions should flow "down" the chain of command via oral or written orders; and information, advice and recommendations should flow "up" the chain-of-command to provide feedback and ideas to cadet leadership. "Lateral" (sideways or across) flow of information between staff elements also needs to occur. Unless a flow of information both "up" "down" and across the chain-of-command exists, the organization will quickly become ineffective and cease to function as a Group.
4. The Unit Manning Document shows the number of leadership positions SASI/ASI authorized in the Group. In reference to chart positions cadets should familiarize themselves with leadership and staff duties and responsibilities. If selected for a leadership position, fulfill that position to the best of your ability and you will move "up" the chain-of-command.



## UNIT ORGANIZATIONAL CHART



## **Air Force Junior ROTC Chain of Command**

1. Commander in Chief of the Armed Forces.....
2. Secretary of Defense.....
3. Secretary of the Air Force.....
4. Air Force Chief of Staff.....
5. Air Education and Training Command Commander.....
6. Air University Commander.....
7. Holm Center Commander.....
8. AFJROTC Division Director.....
9. Senior Aerospace Science Instructor.....
10. Aerospace Science Instructor.....
11. Cadet Group Commander.....
12. Cadet Vice Commander.....
13. Operations Support Commander.....
14. Operations Support Squadron Commander.....
15. Mission Support Commander.....
16. Your Flight Commander.....
17. Your Flight Sergeant.....
18. Your Element Leader.....

Not in the Chain of Command:

19. Chairman, Joint Chiefs of Staff.....
20. Chief Master Sergeant of the Air Force.....
21. Vice President of the United States of America.....
22. Secretary of State.....

# UNIT MANNING DOCUMENT

## ARIZONA 791st AIR FORCE JUNIOR ROTC CADET GROUP

*SASI/ASI encourages all commanders and staff officers to appoint an Officer-in-Charge (OIC) or Non-Commissioned Officer (NCO) to support their unit or position, particularly in their absence.*

Function	Position Title	Maximum Rank Authorized	
<b>Inspector General (IG)</b>	Reports directly to SASI/ASI	Cadet Major	1
<b>Commander (CC)</b> (CV)	Group Commander	Cadet Colonel	1
	Vice Commander	Cadet Lt Col	1
	Senior Enlisted Advisor	Cadet CMSgt	1
	First Sergeant	Cadet SMSgt	1
<b>Operations Sq (OS)</b>	Commander	Cadet Major	1
	Color Guard Commander	Cadet Captain	1
	Orienteering Commander	Cadet Captain	1
	Academic Challenge Commander	Cadet Captain	1
	Air Rifle Team Commander	Cadet Captain	1
	Cyber Patriot Team Commander	Cadet Captain	1
<b>Mission Support Sq (MSS)</b>	Commander	Cadet Major	1
	Fitness & Wellness Officer	Cadet Captain	1
	Recruiting Commander	Cadet Captain	1
	Public Affairs	Cadet Captain	1
	Personnel	Cadet Captain	1
	Logistics	Cadet Captain	1
<b>Operations Support Sq (OSS)</b>	Commander	Cadet Major	1
	Flag Detail Commander	Cadet 1st Lt	1
	Community Service/Fundraising Officer	Cadet Captain	1
	Flight Commanders	Permanent Rank	6
	Flight Sergeant	Permanent Rank	6
	Element Leader	Permanent Rank	18

Note: It is at the SASI's discretion which positions will be filled and or left vacant. All staff NCOs will wear their permanent rank.

## **CHAPTER 11**

### **JOB POSITION DESCRIPTIONS**

As with the active duty Air Force, responsibilities and duties increase with a higher rank. SASI/ASI expects each promoted cadet to manage greater responsibilities and duties well. The following job descriptions define only the major elements to meet responsibilities.

#### **1. INSPECTOR GENERAL (IG):**

- a. Assists SASI and ASI as required.
- b. Serves as Treasurer of Cadet Club Account and advises Group Commander on financial status of the cadet corps.
- c. Reviews all special orders, newsletters, etc., before publication
- d. Ensures responsible staff personnel maintain the timely update of Continuity Folders.
- e. Attends weekly staff meetings and serves on cadet boards as directed.
- f. May attend any additional staff meetings at his/her discretion.
- g. Manages unit self-inspection program.

#### **2. GROUP COMMANDER (GP/CC):**

- a. Commands and controls the cadet corps through effective staff and subordinate leaders.
- b. Ensures proper appearance, discipline, efficiency, training and conduct of the corps.
- c. Administers corps activities according to Air Force principles and procedures.
- d. Ensures all members of the corps have the opportunity to develop their leadership skills.
- e. Establishes goals for the staff, subordinate leaders and corps members.
- f. Convenes and attends cadet boards as necessary.
- g. Presides over all group staff meetings.
- h. Works closely and informs the SASI of all planned staff activities.
- i. Conducts a unit inspection once a semester, generally in early December and late April. Inspection results help determine Flight of the Year.
- j. Assists the SASI/ASI as necessary.
- k. Maintains a current copy of the unit mission brief slideshow.

#### **3. VICE COMMANDER (GP/CV):**

- a. Assumes command of the unit in the absence of the commander.
- b. Supervises group staff and assists the commander as required.
- c. Presides as senior member of cadet boards convened by the commander.
- d. Assigns cadets to committees and projects, outlines their duties, suspense dates and monitors their progress.
- e. Keeps track of suspenses and due dates, including WINGS' dates for SASI/ASI

#### **4. CHIEF ENLISTED MANAGER (CEM):**

- a. Coordinates with the ASI, SASI, CC, and CV to develop a training plan for first year cadets, including D & C, uniform wear, etc.

- b. Advises CC and CV on issues relating to first year cadets
- c. Directs First Sergeant(s) on training first year cadets

**5. FIRST SERGEANT:**

- a. In coordination with CEM, helps develop a training plan for first year cadets, including D & C, uniform wear, etc.
- b. Advise CEM on issues relating to first year cadets.
- d. Prepares classroom for staff meeting.
- e. Ensures the AFJROTC room and hallway in immediate vicinity are neat and clean.
- f. Responsible for unit guidon.

**6. SQUADRON COMMANDERS:**

- a. Ensures that all cadets appointed to their command perform their assigned duties in a timely and effective manner.
- b. Keeps the GP/CC informed of all his/her staff activities.
- c. Provides feedback and recommendations to Group leadership on behalf of their subordinates.

**7. LOGISTICS OFFICER:**

- a. Assists the ASI with the receipt and issue of all uniform items and equipment.
- b. Assists the ASI in maintaining WINGS.
- c. Cleans AFJROTC storage areas.
- d. Assists the ASI with inventories and equipment as required.
- e. Provides guidance to the cadet staff on proper supply discipline.
- f. Keeps the MSS/CC informed of all activities related to this staff position.
- g. Assists IG with unit self-inspection.
- h. Trains at least one junior or sophomore cadet in duties and responsibilities.

**8. FITNESS & WELLNESS OFFICER:**

- a. Coordinates and controls all unit athletic events.
- b. Organizes teams and practice days/times.
- c. Prepares team roster for unit sporting activities.
- d. Develops long-range plan for unit fitness and wellness program, including facilities.
- e. Tracks all Presidential Fitness scores in WINGS.
- f. Ensures all cadets have a CTE and AFJROTC Wellness Form before participating in PT.
- g. Maintains Fitness/Wellness continuity book.

#### **9. PUBLIC AFFAIRS OFFICER:**

- a. Provides SASI/ASI with all matters of publicity related to the corps.
- b. Publishes the bi-monthly cadet newsletter.
- c. Keeps the MSS/CC informed of all activities related to this staff position.
- d. Takes photos/videos of unit events/activities or ensures a substitute photographer is available for the task.
- e. Edits videos into a short overview of all cadet group activities.
- f. Coordinates with school's social media manager and PUSD public relations items concerning the corps.
- g. Coordinates with SASI/ASI on keeping the unit's website up to date.
- h. Directs publicity of the Corps to each of the following.
  - (1) The unit
  - (2) Cactus High School student body
  - (3) The local public
- i. Ensures SASI clears all publicity releases.
- j. Maintains the unit scrapbook, history and other records reflecting the tradition, accomplishments, and CORPS activities.
- k. Trains at least one junior or sophomore in duties and responsibilities.

#### **10. COLOR GUARD COMMANDER:**

- a. Develops a schedule for regular team practice.
- b. Ensures the teams are prepared for local parades, competitions, assemblies, sporting events, etc.
- c. Immediately reports any discipline problems to the ASI.
- d. Ensures Color Guard events are properly manned with primary and alternate members.

#### **11. COMMUNITY SERVICE/FUNDRAISING OFFICER:**

- a. Directly responsible to the OSS/CC and the SASI.
- b. Coordinates all community service events for the Corps.
- c. Coordinates all unit fundraising activities.
- d. Coordinates with Public Affairs and Flight Commanders to ensure all events are properly advertised and manned.

#### **12. TEAM COMMANDERS (Academic, Orienteering, Air Rifle, CyberPatriot, Drill):**

- a. Directly responsible to the OPS/CC and the SASI/ASI.
- b. Responsible for coordinating teams for competition in local events.
- c. Ensures teams are trained and prepared for events.
- d. Maintains a high degree of esprit de corps and discipline among the teams.
- e. Immediately reports any discipline problems to the ASI.
- f. Ensures permission slips and cadet fees are collected in a timely manner.
- g. Works with SASI/ASI to ensure meet registration timeline are met.
- h. Ensures safety equipment is serviceable and water are taken on meet.

- i. Coordinates with SASI/ASI to ensure transportation request submitted in less than two weeks prior to meet.

**13. RECRUITING OFFICER:**

- a. Forms an enthusiastic recruiting team.
- b. In conjunction with SASI and ASI, coordinates recruiting events at schools.
- c. Prepares recruiting presentations for events, and controls and coordinates personnel requirements and participation.
- d. Keeps the OPS/CC informed of all planned and forecasted activities.

**14. PERSONNEL OFFICER:**

- a. Ensures all assigned cadets are properly loaded into WINGS by required date each semester.
- b. Assists SASI/ASI in determining ribbons and decorations that were earned during each semester.
- c. Enters data on which ribbons each cadet has earned into WINGS.
- d. Assists SASI/ASI with keeping Cadet Activity Forms updated in WINGS.
- e. Ensures personnel folders are established for each cadet. Folders will include all paperwork requiring parent signatures (contracts, PT permission slips, etc.), as well as documentation of formal counseling.

**15. FLIGHT COMMANDERS:**

- a. Responsible for the appearance, discipline and efficiency within the flight and for flight members conduct in the classroom.
- b. Takes class attendance.
- c. Acts as advisor to the SASI/ASI and Group leadership on matters pertaining to the flight.
- d. Leads and directs the flight at all group and flight functions.
- e. Advises SASI/ASI about discipline challenges.
- f. Serves as primary instructors for first year cadets on drill, classroom procedures, and preparation, care, and uniform wear.

**16. FLIGHT SERGEANTS:**

- a. Prepares the flight for inspections.
- b. Completes uniform inspection sheet and hands into ASI.
- c. Assists the flight commander as required.
- d. Assumes the flight commander duties in his/her absence.

**17. ELEMENT LEADERS:**

- a. Assists the flight commander, flight sergeant and SASI/ASI as required.
- b. Reports to flight commander during class attendance.
- c. Maintains order of his/her element in the classroom.

## CHAPTER 12

### SALUTING RULES

1. In its various forms the salute constitutes a courteous exchange or greeting. Military personnel the world over consider the salute as a courteous and respectful greeting between members. In many countries and in our country, the salute represents a symbol of respect. As one of the oldest traditions, it binds military professionals together.
2. Upper classmen and instructors will teach cadets proper saluting and the rules which govern its use among the military services. Special rules at Cactus High School govern the salute and saluting areas with which cadets must become thoroughly familiar.
  - a. Cadets only salute indoors when in formation; participating in ceremonies; or when reporting to cadet officers, the SASI or the ASI. The proper sequence of reporting includes rendering the salute and the statement "Sir/Ma'am, Cadet (*Last Name*) reporting as ordered" or other appropriate comment. The cadet holds the salute until the officer returns it, or otherwise acknowledges it. When the cadet's reporting purpose or the meeting finishes, the cadet again salutes saying, "Good morning/afternoon/evening, sir/ma'am." The officer will return the salute, or otherwise acknowledge it. Then the cadet will sharply turn to the most direct exit and leave.
  - b. While running, a cadet never salutes or returns one. Instead when approximately three paces from an officer, the cadet will come to quick time (a walk) and then render a salute.
  - c. Cadets not in uniform may salute as if in uniform, but it is not required.
  - d. Cadets of enlisted rank will always salute cadet officers. Cadet officers of lesser rank will always salute senior ranking cadet officers. All saluting will be in accordance with Air Force regulations and this handbook.
  - e. If a cadet observes the American Flag being raised or lowered from any flag staff, he/she will assume the position of attention, render the hand salute (*if in uniform*), and hold it until the flag reaches its summit or base of the flag staff. If in civilian clothes, the cadet will assume the position of attention and place their right hand over the heart. If a cadet wears civilian attire and headgear, he will remove the headgear and hold it to his left shoulder so that the right hand covers the heart.
  - f. When outdoors and during flag raising ceremonies, cadets in uniform will render the hand salute. During recitation of the Pledge of Allegiance, cadets will stand at "Attention".
  - g. If outdoors and authorities play the national anthem or "TO THE COLORS," the cadet in uniform will stand at attention, face the flag or the music, and until the music or call ends continue rendering the hand salute.
  - h. When late for a formation the cadet will approach the cadet or person in charge only when the formation (if mobile) stops, salute and request permission to fall in.

- i. When junior cadets violate saluting rules, cadet officers and cadet Non-Commissioned Officers (NCO) should correct saluting violations *in a courteous and helpful manner*. The SASI and ASI expect all cadets to accept these corrections as helpful.
- j. Cadets will salute all commissioned officers, warrant officers, officers of foreign nations, and the President of the United States.



## **CHAPTER 13**

### **CLUBS, ACTIVITIES, AND CADET LEADERSHIP COURSE (CLC)**

1. Co-curricular activities and clubs add interest and prestige for each cadet who participates, and for the AFJROTC Group as a whole.

2. Activities:

- a. Incentive Flights: Instructors will attempt to schedule a flight on a tanker aircraft with the 161<sup>st</sup> Aerial Refueling Wing at Sky Harbor Airport. Seniors will get priority.
- b. Fund Raising Activities: Throughout the school year, the Group Staff will develop and plan activities for the Corps. Due to limited funding, fundraising activities like the Kiwanis Walkathon and NASCAR event are critical. Proceeds are used to offset the cost of events such as the California Trip, Military Ball, and Ropes Course.
- c. Parades: Cadets will have the opportunity to participate in at least one parade every year – The Phoenix Veterans Day Parade.
- d. Field Training Exercises (FTX): Cadets participate in joint a FTX with Peoria and Buckeye Union High School cadets on a three day camping trip. (about 70 cadets)
- e. Annual California Trip: Cadets participate in an annual four day trip. (48 cadets)
- f. Military Ball: Cadets participate in a joint Military Ball with Shadow Mountain and Buckeye Union High Schools.
- g. Annual Awards Banquet: Cadets participate in an annual awards banquet near the end of the school year.
- h. Community Support: Cadets help the local community by supporting organizations throughout the year such as Arizona Recreation Center for the Handicapped and Friends of Freedom.
- i. School service: throughout the school year cadets support Cactus High School and the community with Color Guards, adopt-a-street, VIP escorts or guides for events, and other support.
- j. Competitions: Cadets participate in various competitions including: Color Guard, Orienteering, Academic Challenge, Drill Team Challenge, and numerous field days (various sports such as ultimate Frisbee, softball, track, tug-a-war flag football, and basketball).
- k. Cadets who participate in fundraising, extra-curricular activities, and maintain good behavior in the classroom will have priority when being selected for activities.

3. Clubs:

- a. **COLOR GUARD:** This elite group considers it an honor to present and post the national/state/school colors at important school and community programs. Members wear distinctive uniform items. Membership requires regular practice and considerable effort, but the honor more than compensates for the effort expended.
- b. **DRILL TEAM:** This activity requires much extra effort. Members polish the basic skills learned in leadership. They practice before school; receive some extra consideration and recognition; and must completely comply with their drill team commander's commands. They also maintain special uniform care, the desire for public exhibition and as a member, exhibit

- individual desire for teamwork, precision and discipline. Team members who meet establish criteria can earn a varsity letter.
- c. **ORIENTEERING CLUB:** Members compete with other JROTC units in reading terrain maps and use a compass to find all check points on the competition course. The competition is a timed event.
  - d. **KITTY HAWK AIR SOCIETY:** The Kitty Hawk Air Society (KHAS) is the officially recognized national academic honor society for AFJROTC. The Society's objectives promote higher academic standards, serve the school and community, promote self-confidence and initiative, and develop leadership abilities while they organize community service events.
  - e. **ACADEMIC CHALLENGE TEAM:** This event is designed to help students prepare for ACT/SAT tests and college entrance exams. Team consists of four members and two alternates who compete against other units in a nationwide online competition. Teams scoring well enough are invited to compete at the National Finals in Washington, D.C. consisting of three rounds.
  - f. **AVIATION CLUB:** This club is designed to spark interest in aviation. AFJROTC Cadets gain general knowledge of the principles of flight and learn the parts and instrumentation of an airplane and how they function. Cadets construct and fly radio-controlled planes and learn to operate multi-copters (drones).
  - g. **CYBER PATRIOT TEAM:** Cyber Patriot is the National Youth Cyber Education Program created by the Air Force Association to inspire K-12 students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future. At the core of the program is the National Youth Cyber Defense Competition, the nation's largest cyber defense competition that puts high school and middle school students in charge of securing virtual networks
  - h. **AIR RIFLE TEAM:** The Rifle Team is an extra-curricular activity that competes with different JROTC units locally and nationally in the skill of marksmanship. Using air rifles, cadets compete as a team and individual. Participation in the Rifle Team earns a cadet certain merits and distinctions among their peers as well as firearm safety. Highly skilled cadets can earn scholarships and potential tryout for the US Olympic Team. Team members who meet establish criteria can earn a varsity letter.
- 5. A cadet charged with the planning, coordinating, and reporting to the SASI all events in the form of written minutes or transcripts, will command each club. Cadets must not sign up and then fail to participate in clubs. Cadets may join more than one club and, in fact, instructors encourage cadets to join and participate in as many clubs as their schedule permits.
  - 6. When a cadet misses three (3) consecutive practices/meetings or has a cumulative total of four (4) unexcused absences, the activity commander in conjunction with the ASI/SASI will review each individual's continued participation in the activity.

## CHAPTER 14

### COMMAND AND STAFF

Authority to exercise command within the corps rests with the cadet officers and NCOs. They establish and uphold the standards of performance.

#### 1. CADET OFFICERS:

- a. Cadet officers will normally have demonstrated their competence and leadership abilities as previous cadet NCOs. As officers they should assist the SASI/ASI motivate, guide, reinforce positive values, set the example, and act as basic military leadership instructors.
- b. Cadets lower in rank (subordinates) receive and obey lawful orders from cadet officers. Subordinate insubordination (disrespecting superior officers) will result in disciplinary action.
- c. The SASI/ASI *may reduce in rank and/or remove from the Corps in conjunction with the principal*, cadets who fail to comply with AFJROTC regulations or who passively allow other cadets to violate rules and regulations.
- d. The responsibilities and authority of cadet officers are *restricted to official AFJROTC activities* and do not carry over to other school or personal activities.
- e. Cadet officers are responsible to the SASI/ASI for the appearance of the unit. The Group commander and Senior Enlisted Advisor (C/CMSgt) or First Sergeant will hold periodic staff meetings with officers and NCOs to discuss Corps business and facilitate overcoming any Corps challenges.
- f. During the school year, the SASI may rotate command and staff assignments in order to permit more cadets to develop their leadership skills.

#### 2. CADET NON-COMMISSIONED OFFICERS (NCOs):

- a. Cadet non-commissioned officers assist the SASI/ASI and cadet officers.
- b. Those of lower rank must follow lawful orders of cadet non-commissioned officers.
- c. The SASI/ASI may reduce in rank cadet non-commissioned officers who fail to discharge their responsibilities, or to report misconduct or infractions of rules and regulations.
- d. The responsibilities and authority of cadet non-commissioned officers are *restricted to official AFJROTC activities* and do not carry over to other school or personal activities.
- e. Cadet non-commissioned officers remain responsible to the SASI/ASI for appearance of unit members.

### 3. ORDERS

- a. Orders may be verbal or written. In some cases, they will be sent to the classroom in the form of notices or announcements. The general procedure for announcing orders will be to post them on the bulletin board(s) or the whiteboard.
- b. If every subordinate questioned the fairness, justice, propriety, or wisdom of orders received from an authorized source, discipline could breakdown. A cadet must follow lawful orders first and if aggrieved, register a complaint through his/her chain-of- command and if needed, all the way to the SASI/ASI.
- c. A primary AFJROTC training purpose develops leadership and command skills. To command, one must first learn to follow. The ideal cadet finds no task too small to faithfully perform and exhibits honesty, dependability and courteousness.



## CHAPTER 15

### CADET PROMOTIONS

- a. Cadets may hold two ranks, a permanent rank and a temporary rank.
    - 1) PERMANENT RANK. A cadet's permanent rank is based on how long they have been in the cadet corps and how much they have participated. Cadets who obtain 10 hours of community service and complete at least 5 unit-sponsored events may be promoted one rank if they are in good standing academically and behaviorally. A cadet earns satisfactory performance with a minimum grade of "B" in AFJROTC, with passing grades in all other school classes, and with no observations or reports of unfavorable behavior or attitude. If a cadet has not achieved a higher temporary rank and is in good standing, instructors may be assigned the permanent ranks (below) at the school year's end or when they return for a subsequent year. Authorized permanent rank follows:
      - a) AS- I – Cadet Airman
      - b) AS- II – Cadet Staff Sergeant
      - c) AS-III – Cadet Master Sergeant
      - d) AS-IV – Cadet Senior Master Sergeant
    - 2) TEMPORARY RANK. Cadets will earn temporary rank as well. This rank takes into account the position and responsibility to which instructors assign cadets and the cadet's performance. Instructors will assign temporary rank only when higher than a cadet's permanent rank. Cadets will always wear the higher rank, temporary or permanent. Most cadets will maintain higher temporary rank.
  - b. Whenever possible, instructors will fill all cadet officer positions with qualified AS-III and AS-IV cadets. At their discretion, the SASI/ASI can make exceptions. They may take into account previous cadet experience, e.g. Civil Air Patrol, Explorer Scouts, other Junior ROTC experience, or other circumstances.
4. The following policies governing appointments and promotions apply to the Corps.
    - a. The SASI and ASI will select the Cadet Group Commander, Vice Commander, and Inspector General. The Cadet Group Commander and his/her staff will recommend to the SASI and ASI (approving authorities) nominees for all other cadet leadership positions.
    - b. Normally, all cadet officers serving in a staff position will perform those duties for one complete academic semester.
  5. Instructors will evaluate a cadet's promotion potential based on a number of factors, including a cadet's organizational and co-curricular leadership, responsibility, and organizational support. Cadets' participation in other school organizations, such as sport teams, student council and other non-JROTC clubs will receive consideration. Any unfavorable information, as well as Corps rank structure limitations, could impact a cadet's promotion.

## **CHAPTER 16**

### **CERTIFICATE OF COMPLETION AND TRAINING**

1. Upon meeting established requirements, AFJROTC cadets can earn either the **CERTIFICATE OF COMPLETION** or the **CERTIFICATE OF TRAINING**. The information below enables cadets who qualify for the certificates to assess each certificate's value.
  - a. **CERTIFICATE OF COMPLETION:** Presented to cadets in good standing who completed at least three years in the AFJROTC Program. To gain benefits cadets need this certificate for the senior AFROTC program or while enlisting in the armed forces.
    - (1) With the **CERTIFICATE OF COMPLETION**, the graduating cadet may be entitled to not less than one year of credit in the Senior ROTC program. While enrolling at college or university cadets must arrange with the Professor of Aerospace Studies (PAS) for this privilege.
    - (2) If the graduating cadet elects to enlist in an active or reserve component of a military service, upon initial enlistment and at the discretion of the Military Department (service), the Certificate of Completion may provide for promotion to the pay grade of E-3 and for an immediate monetary benefit. It places cadets ahead of non-JROTC same time enlistees; and the cadet becomes eligible for promotion before other same time non-JROTC enlistees.
  - b. **CERTIFICATE OF TRAINING.** Presented to cadets in good standing who complete two AFJROTC Program years and who graduate from high school; or transfer to another school.
    - (1) If the graduating cadet elects to enlist in an active or reserve component of a military service, upon initial enlistment the **CERTIFICATE OF TRAINING** may provide for promotion to pay grade E-2 and for an immediate monetary benefit. It places cadets ahead of non-JROTC same time enlistees; and the cadet becomes eligible for promotion before other non-JROTC same time enlistees.
2. Instructors do not automatically award these certificates based solely on academic grades. They consider total performance and achievement. A cadet can academically receive credit, but not meet the total course requirements. The Senior Aerospace Science Instructor makes the final award determination.

(Reference DOD Instruction 1205.13)

## CHAPTER 17

### DRILL

1. Adjutant - a ceremonial position occupied by the junior member of the command staff in reviews and parades and responsible to the troop or group commander. Adjutant's cadence is 140 steps per minute.
2. Alignment - dress or cover.
3. Base Element - element on which a movement is planned, regulated, or aligned.
4. Cadence - the uniform step and rhythm in marching - the number of steps marched per minute, 100-120 steps per minute
5. Center - the middle point of a formation. On an odd-numbered front, the center is the center person or element. On an even-numbered front, the center is the right center person or element.
6. Cover - individuals aligning themselves directly behind the person to their immediate front while maintaining proper distance.
7. Depth - the total space from front to rear of any formation. An individual's depth is considered to be 12 inches.
8. Distance - the prescribed space from front to rear between units. The distance between individuals in formation is 40 inches as measured from their chests to the backs of the persons directly in front of them. Flight commanders, guides, and others whose positions in formation are 40 inches from a rank are themselves considered a rank.
9. Double time - rate of marching 180 steps (30 inches in length) per minute.
10. Dress - alignment of elements side by side or in line maintaining proper interval.
11. Element - the basic formation; the smallest drill unit comprised of at least 3, but usually 8 to 12 persons, one of whom is designated the element leader.
12. File - a single column of persons placed one behind the other
13. Final line - the line on which the adjutant forms the front rank or troops for a parade or review
14. Flank - the extreme right or left (troops' right or left) side of a formation in line or in column.
15. Flight - at least two, but not more than four elements.
16. Formation - an arrangement of the units in any prescribed manner.

17. Front - the space occupied by a unit measured from flank to flank. The front of an individual is considered to be 22 inches.
18. Guide - the cadet designated to regulate the direction and rate of march.
19. Head - the leading unit of a column.
20. Column Formation - the arrangement of units side by side with guide and element leaders at the head.
21. Inverted Column Formation - the arrangement of units side by side with guide and element leaders to the rear.
22. Line Formation - the arrangement of units one behind the other with the guide and element leader to the extreme right flank.
23. Inverted Line Formation - the arrangement of units one behind the other with guide and element leaders to the extreme left flank.
24. Interval - space between individuals placed side by side. Normal interval is an arms length. Close interval is 4 inches.
25. Line of March - a line or path followed by cadets as they pass in review.
26. Mark Time - marching in place at the rate of 100 to 120 steps per minute.
27. Mass Formation - the formation of a squadron or group in which the component units are in column, abreast of each other at close interval.
28. Pace - step of 24 inches. This is the length of a full step in quick time.
29. Post - the correct place for cadet to stand while in formation.
30. Quick Time - the rate of marching at 100 to 120 steps (12, or 24 inches in length) per minute.
31. Ready Line - a forming line 20 paces to the rear of the final line where troops are formed for a parade or review at an established time before adjutant's call.
32. Reviewing Officer - senior officer participating in a parade or review.
33. Slow Time - rate of marching at 60 steps per minute, used in funeral ceremonies.
34. Step - the prescribed distance measured from heel to heel between the feet of a marching person.
35. Unit - any portion of a given formation.

## **30 STEP DRILL SEQUENCE**

1. Flight, FALL IN
2. Open Ranks, MARCH
3. Ready, FRONT
4. Close Ranks, MARCH
5. Present, ARMS
6. Order, ARMS
7. Parade, REST
8. Flight, ATTENTION
9. Left, FACE
10. About, FACE
11. Forward, MARCH
12. Right Flank, MARCH
13. Left Flank, MARCH
14. Column Right, MARCH
15. Forward, MARCH
16. To The Rear, MARCH
17. To The Rear, MARCH
18. Column Right, MARCH
19. Forward, MARCH
20. Eyes, RIGHT
21. Ready, FRONT
22. Column Right, MARCH
23. Forward, MARCH
24. Change Step, MARCH
25. Column Right, MARCH
26. Forward, MARCH
27. Flight, HALT
28. Left, FACE
29. Right Step, MARCH
30. Flight, HALT

**United States Air Force Core Values**

Integrity First

Service Before Self

Excellence in All We Do

**The Cadet Honor Code**

I will not lie, cheat or steal  
nor tolerate those who do.

**AFJROTC Mission Statement**

Develop Citizens of Character  
Dedicated to Serving their  
Nation and Community

**Cactus AZ-791 Motto**

Lead, Follow, or Get Out of the Way

### *United States Air Force Song*

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

#### (Verse II)

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

#### (Verse III)

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

#### (Verse IV)

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

# Air Force and Space Force JROTC Ribbon Chart



Version: 15 May 2022

# CACTUS AFJROTC



**LEAD, FOLLOW, OR GET OUT OF THE WAY!**