

DULLES TX-862

AFJROTC

VIKINGS



Cadet Guide 2018-2019



Dulles AFJROTC Website:
www.dullesafjrotc.webs.com

TX-862 Staff 18-19

Position	Name	Rank	Cell Phone	
Group Commander (1st Semester)	C/ Arlet Reyes	C/ Major	832-243-2971	
Group Commander (2nd Semester)	C/ Eric Thorn	C/ Major	832-517-3367	
Promotion Board Officers	C/ Zachary Arroyo C/ Caitlyn Ray	C/ Captain	713-837-6067 713-492-7180	
Chief Master Sergeant	C/ Arielle Richards	C/ Chief Master Sergeant	832-231-0270	
Operations Squadron Commander	C/ Shaiza Ali	C/ Captain	832-820-0699	
Operations Squadron Assistants	C/ Angelina August C/ Elijah Cooper	C/ 1st Lieutenant	713-538-1543 281-772-7073	
Alpha Flight Commander	C/ Arlet Reyes	C/ Major	832-243-2971	
Assistant Alpha Flight Commander	C/ Eric Thorn	C/ Major	832-517-3367	
Bravo Flight Commander	C/ Henry Bui	C/ 2 nd Lieutenant	832-287-4892	
Assistant Bravo Flight Commander	C/Reagan Calvino	C/Master Sergeant	832-992-9062	
Charlie Flight Commander	C/ Brian Chau	C/ 2 nd Lieutenant	832-817-2403	
Assistant Charlie Flight Commander	C/ Chloe Choudhury	C/ Master Sergeant	832-800-0684	
Delta Flight Commander	C/Tyler Wallace	C/2 nd Lieutenant	832-226-6014	
Assistant Delta Flight Commander	C/ Conlin Williams	C/ Senior Master Sergeant	281-748-2613	
Echo Flight Commander	C/ Spencer Daugherty	C/ 2 nd Lieutenant	913-710-5013	
Assistant Echo Flight Commander	C/ Andrea Zimmerman	C/ Senior Master Sergeant	713-382-4980	
Female Color Guard Commander	C/ Nelha Shogy	C/ Master Sergeant	281-935-1900	
Male Color Guard Commander	C/ Scott Clauson	C/ Master Sergeant	832-724-1699	
Marksmanship Commander	C/ Thomas Seiver	C/ Airman	281-748-2613	
Marksmanship Assistant Commander	C/ Conlin Williams	C/ Senior Master Sergeant	832-782-7790	
Drill Team Commander	C/ Jasir Jamal	C/ Technical Sergeant	832-277-7918	
Drill Team Assistant	C/ Chloe Choudhury	C/ Master Sergeant	832-800-0684	
Saber Team Commander	C/ Ethaniel Alaniz	C/ Master Sergeant	361-726-2495	
R/C Commander	C/ Victor Vasquez	C/ Senior Master Sergeant	832-846-0811	
R/C Assistant Commander	C/ Josue Jain	C/ Airman	832-732-7471	
Football Chain Team Commander	C/ Hassan Tucker	C/ Senior Airman	346-900-6664	
Football Chain Team Assistant	C/ Iyan Firasta	C/ Airman	832-800-0600	
Support Squadron Commander	C/ Lily Doan	C/ Captain	832-660-5974	
Support Squadron Assistant Commander	C/ Karis Law C/ Gaby Gutierrez	C/ 1st Lieutenant	832-929-2727 832-985-9327	
Personnel	C/ Prachi Brahmhatt, C/ Ashley Pham	C/Senior Master Sergeant, C/ Master Sergeant	609-608-6275, 832-484-0605	
Historian	C/ Vanessa Darby, C/ Ereandira Hernandez	C/Airman 1 st Class	502-767-9752, 832-759-7251	
Webmaster	C/ Toral Talati	C/ Master Sergeant	832-799-7013	
Public Affairs	C/ Oscar Chang	C/ Airman	281-730-4307	
Awards & Decorations	C/ Prachi Brahmhatt	C/ Senior Master Sergeant	609-608-6275	
Health & Wellness	C/ Anna Fulton	C/ Senior Master Sergeant	713-480-2018	
Health & Wellness Assistant	C/ Ramon Serrano	C/ Airman	346-304-3857	
Logistics Officer	C/ Isaiah Poullard	C/ 2 nd Lieutenant	954-279-5183	
Logistics Assistant	C/ Victoria Archer, C/ Arajun Jacobson	C/ Master Sergeant	281-410-9434, 832-466-1892	
Instructors			Home Phone	Cell Phone
Senior Aerospace Science Instructor	Doug Hawn	Major	832-539-1030	281-787-6017
Aerospace Science Instructor	Patrick Hardy	Master Sergeant	281-232-2718	281-891-5227
AFJROTC Room Phone Number			281-634-5644	Fax: 281-634-5723

2018-2019 AFJROTC Calendars

August 2018

0715 and 1430 – A Flight Flag
Detail
0920 – A Flight Pledge
1445 – A Flight Cleaning Detail

Monday	Tuesday	Wednesday Uniform Day	Thursday	Friday PT Day	Saturday	Sunday
		1	2	3	4	5
6	7	8	9	10	11	12
<div>Time →</div> <div>Name of event →</div> <div>Location →</div>	<div>1800hrs</div> <div>R/C</div> <div>Meeting</div> <div>DHS</div>					
13	14	15	16	17	18	19
		First Day of Classes				
20	21	22	23	24	25	26
27	28	29	30	31		

0715 and 1430 – A Flight Flag
Detail
0920 – A Flight Pledge
1445 – A Flight Cleaning Detail

September 2018

Monday	Tuesday	Wednesday Uniform Day	Thursday	Friday PT Day	Saturday	Sunday
					1	2
3 Labor Day	4 1830 Booster Club Meeting JROTC Room	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 Holiday/ Fort Bend County Fair Day	29	30

0715 and 1430 – B Flight Flag
Detail
0920 – B Flight Pledge
1445 – B Flight Cleaning Detail

October 2018

Monday	Tuesday	Wednesday Uniform Day	Thursday	Friday PT Day	Saturday	Sunday
1	2 1830 Booster Club Meeting JROTC Room	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 Student Holiday	20	21
22	23	24	25	26	27	28
29	30	31				

0715 and 1430 – C Flight Flag
Detail
0920 – C Flight Pledge
1445 – C Flight Cleaning Detail

November 2018

Monday	Tuesday	Wednesday Uniform Day	Thursday	Friday PT Day	Saturday	Sunday
			1	2	3	4
5	6 1830hrs Booster Club Meeting JROTC Room	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

0715 and 1430 – D Flight Flag
Detail
0920 – D Flight Pledge
1445 – D Flight Cleaning Detail

December 2018

Monday	Tuesday	Wednesday Uniform Day	Thursday	Friday PT Day	Saturday	Sunday
					1	2
3	4 1830 Booster Club Meeting JROTC Room	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 Early Release	21 Early Release	22	23
24	25	26	27	28	29	30
31						

0715 and 1430 – E Flight Flag
Detail
0920 – E Flight Pledge
1445 – E Flight Cleaning Detail

January 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8 First Day of Second Semester	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

0715 and 1430 – A Flight Flag
Detail
0920 – A Flight Pledge
1445 – A Flight Cleaning Detail

February 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5 1830 Booster Club Meeting JROTC Room	6	7	8	9	10
11	12	13	14	15 Secondary Professional Learning & Early Release All Students	16	17
18	19	20	21	22	23	24
25	26	27	28			

0715 and 1430 – B Flight Flag
Detail
0920 – B Flight Pledge
1445 – B Flight Cleaning Detail

March 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5 1830 Booster Club Meeting JROTC Room	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

0715 and 1430 – C Flight Flag
Detail
0920 – C Flight Pledge
1445 – C Flight Cleaning Detail

April 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2 1830 Booster Club Meeting JROTC Room	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 Student Holiday	20	21
22	23	24	25	26	27	28
29	30					

May 2019

0715 and 1430 – D Flight Flag
Detail
0920 – D Flight Pledge
1445 – D Flight Cleaning Detail

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7 1830 Booster Club Meeting JROTC Room	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
			Early Release	Early Release		
27 Holiday/ Memorial Day	28	29	30	31		

June 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1 Graduation!	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	24	26	27	28	29	30

July 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10 Holiday/ Independence Day	11	12	13 1800hrs R/C Meeting DHS	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



2018 - 2019 Calendar

August

6-7.....District Professional Learning Day
8-10,13.....Professional Learning Day
14.....Teacher Work Day
15.....First Day of Classes
Beginning of 1st Nine Weeks

September

3.....Holiday/Labor Day
28.....Holiday/Fort Bend County Fair Day

October

18.....End of 1st Nine Weeks
19.....Professional Learning Day
22.....Beginning of 2nd Nine Weeks

November

19-23.....Holiday/Thanksgiving Break

December

18-21.....Exams
20.....Early Release - MS/HS
21.....Early Release - All Students
End of First Semester
24-28,31.....Holiday/Winter Break

January

1-4.....Holiday/Winter Break
7.....Professional Learning Day (4 Hours)
Teacher Work Day (3.5 Hours)
8.....First Day of Classes 2nd Semester
Beginning of 3rd Nine Weeks
21.....Holiday/Martin L. King, Jr. Day

February

15.....Professional Learning Day

March

8.....End of 3rd Nine Weeks
11-15.....Holiday/Spring Break
18.....Beginning of 4th Nine Weeks

April

19.....Holiday
22.....Professional Learning Day

May

21-24.....Exams
23.....Early Release - MS/HS
24.....Early Release - All Students
Last Student Day/End of Second Semester
27.....Holiday/Memorial Day
28.....Teacher Work Day

Holiday

District Professional Learning - No Students

Professional Learning - No Students

Teacher Work Day - No Students

Early Release - ES

Early Release - MS and HS

Beginning of Nine Weeks

End of Nine Weeks

First Day of Semester Classes

Exams

This Calendar Reflects the Following:

Total Days of Instruction	175
Total Teacher Contract Days	187
Operational Minutes per Full Day	435
Operational Minutes per Early Release Day	240
Total Operational Minutes Pre-Waiver	75,345
Waiver Minutes for Professional Learning	1,410
Total Operational Minutes w/Approved Waivers	76,755
Bank of Operational Minutes	1,155 or 2.65 days

HB 2442 requires a minimum of 75,600 operational minutes with any applicable waivers and at least a minimum bank of 640 operational minutes. The bank of operational minutes can be used in the event of bad weather and other issues of health and safety. FBISD reserves the right to revise the calendar pending board approval, to meet the minimum required operational minutes each year.

August 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018

					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018

					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019

			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

Grading Periods

First Semester	
1st Nine Weeks	August 15 - October 18
2nd Nine Weeks	October 22 - December 21
Second Semester	
3rd Nine Weeks	January 8 - March 8
4th Nine Weeks	March 18 - May 24
Total	

February 2019

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28			

March 2019

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

April 2019

	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

May 2019

			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

June 2019

						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

July 2019

	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

Cultural and religious observances of families in FBISD can be accessed on the [Anti-Defamation League Website](#) or the [Interfaith Calendar Website](#).

Spring 2019 Graduation Dates TBD
Board Approved 1.22.18
Revised 1.23.18

Days
85
45
40
90
42
48
175

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CHAPTER ONE

AFJROTC Cadet Honor Codes:

Cadet Honor Code:

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

MISSION AND OBJECTIVE OF THE AFJROTC PROGRAM

1. AFJROTC (Air Force Junior Reserve Officer Training Corps):

Mission:

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

Goal:

“Instill Values of Citizenship, Services to The United States, Personal Responsibility/ Sense of Accomplishment.”

2. Objectives of AFJROTC are:

- A. To educate and train high school cadets in citizenship.
- B. To provide service to the community.
- C. To provide the community with more informed cadets to benefit their community.
- D. To teach cadets personal responsibility.
- E. To provide cadets with a sense of self-worth.
- F. To provide the United States Armed Forces with more potential recruits.
- G. To instill a sense of accomplishment in those involved in the program.
- H. To strengthen the character of the cadets in the corps.
- I. To promote an understanding of the basic elements and requirements for national security.
- J. To help form habits of self-discipline.
- K. To develop respect for, and an understanding of the need for a constituted authority in a democratic society.
- L. To develop an interest in the military services as a possible career.

3. Cadet Core Values

Integrity: An unfaltering devotion to honesty, truthfulness, doing one’s duty, and doing what is right.

Courage: The quality of mind or spirit that enables a person to face difficulty or danger with firmness despite fear.

Patriotism: Devoted love, support, and defense of one’s country.

Competence: Having the skill, knowledge, and experience required to accomplishing the task.

Tenacity: To persist in anything undertaken in spite of difficulty or obstacles.

Service: The giving of self to provide for the welfare of others.

Air Force Core Values:

- ❖ Integrity first
- ❖ Service before self.
- ❖ Excellence in all that we do.

TX-862 Motto:
Striving For Perfection

Cadet Code of Conduct

To:

- ☐ Love and revere my God and my Country.
- ☐ Respect and be loyal to my school, its administration and its teaching staff. Perform all duties and carry out all obligations.
- ☐ Refrain from any act or use of any word that would bring discredit on myself, my school, or my fellow cadets.
- ☐ Apply myself to the best of my ability in academics, military education, and athletics.
- ☐ Be honest at all times.
- ☐ Know that honorable failure is better than success achieved through unfair means.
- ☐ Take pride in wearing my uniform.
- ☐ Maintain my self-respect and self-control.
- ☐ Show courtesy toward others in my conduct and speech.
- ☐ Exhibit proper manners at all times.
- ☐ Improve my mind by reading good literature and engaging in cultural activities.
- ☐ Devote time to the physical improvement of my body and general health.
- ☐ Face and solve problems that confront me with maturity and fortitude.
- ☐ Assist others in the paths of right-doing and restrain them from wrong-doing and bad habits.
- ☐ Obey and help enforce the rules and regulations of my school and the Cadet Corps.
- ☐ Recognize and appreciate the sacrifices my parents have made to further my education and to show them all due gratitude and respect.
- ☐ Remember that being a member in the Cadet Corps, your actions reflect on you, your parents, your school, the members of this Cadet Corp, all other AFJROTC units, the U.S Air Force as a whole, the armed services in general, and the United States of America.
- ☐ Act with maturity that accompanies your age, rank, and/or position.
- ☐ Remember that the honor of being a member of the Cadet Corps imposes a moral obligation to comply with the requirements of this code.

Maturity

- ✓ Maturity is the ability to control anger and settle differences without violence.
- ✓ Maturity is patience. It is the willingness to pass up immediate pleasure in favor of long-term gain.
- ✓ Maturity is perseverance. It is the ability to sweat out a project or situation in spite of heavy opposition and discouraging setback.
- ✓ Maturity is the capacity to face unpleasantness and frustration, discomfort and defeat, without complaint or collapse.
- ✓ Maturity is being big enough to say "I was wrong." And, when right, not needing to experience the satisfaction of saying, "I told you so."
- ✓ Maturity is the ability to make a decision and stand by it. The immature spend their lives exploring endless possibilities and then do nothing.
- ✓ Maturity means dependability, keeping one's word and coming through in a crisis. The immature are masters of the alibi. They are the confused and the conflicted. Their lives are a maze of broken promises, former friends, unfinished business, and good intentions that somehow never materialize.
- ✓ Maturity is the art of living in peace with what we cannot change, the courage to change what should be changed, and the wisdom to know the difference.

Rules for Living:

- ❑ **If you open it, close it.**
- ❑ **If you turn it on, turn it off.**
- ❑ **If you unlock it, lock it back.**
- ❑ **If you break it, admit it.**
- ❑ **If you can't fix it, call in someone who can.**
- ❑ **If you borrow it, return it.**
- ❑ **If you value it, take care of it.**
- ❑ **If you make a mess, clean it up.**
- ❑ **If you move it, put it back.**
- ❑ **If it belongs to someone else, get permission to use it.**
- ❑ **If you don't know how it works, leave it alone.**
- ❑ **If it's none of your business, don't ask questions.**

RULES FOR CADETS

1. Follow chain of command (i.e. Cadet – Element Leader – Flt/Assistant-
2. – Flt/CC -Squadron/CC – Deputy Group/CC - Group/CC - ASI – SASI). DO NOT GO DIRECTLY TO THE CADET GROUP/CC, MSGT HARDY, OR MAJOR HAWN WITHOUT YOUR FLIGHT/CC'S PERMISSION!
3. Always use the titles sir/ma'am when addressing your superiors.
4. Be on time. Don't be late to a scheduled event.
5. Always bring your cadet guide to class and the approved books when needed.
6. Wear the correct uniform on the appropriate day.
7. Place personal belongings under your desk - nothing should be in the aisle.
8. No talking without permission (raise your hand and wait to be acknowledged).
9. Do not interrupt the speaker/presenter or a fellow cadet when they are speaking.
10. There will be no use of profane or vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any fellow cadet or students on this campus.
11. Do not get up out of your seat without permission.
12. No sitting on desks, tables, railings, trashcans, and/or ASI and SASI's seat in the front of the room.
13. No unauthorized personnel in the staff room/office.
14. Always use the trashcan to dispose of your trash.
15. If you see trash on the floor, clean it up.
16. No eating, drinking, and ABSOLUTELY no chewing gum in the classroom.
17. No wearing of hats or sunglasses indoors (when under cover, you remove your cover).
18. Maintain loyalty to the Corps, school, and maintain your values.
19. No playing or horseplay in the AFJROTC areas.
20. Maintain self-control and your self-respect at all times.
21. Do not disrespect higher-ranking officers and NCOs.
22. Make sure you follow orders when given to you so long that it doesn't conflict with morals and other rules of the AFJROTC.

UNIT GOALS 2018-2019

School Impact Goals

- 1.
- 2.

Community Impact Goals

- 1.
- 2.

Cadet Impact Goals

- 1.
- 2.

CHAPTER TWO

ADMISSION, TRANSFER, AND DIS-ENROLLMENT OF STUDENTS

1. **Eligibility:** To be eligible to participate in the AFJROTC program, a student must be:
 - 1.1 Enrolled in and attending a regular course of instruction at Dulles High School. (See 6. Reserve Cadet).
 - 1.2 Physically fit to participate in AFJROTC training. Cadets will be graded on physical fitness competence.
2. **Transfer:** Transfer of students from Army, Navy, or other JROTC units may be permitted with full credit for training already received, providing appropriate documentation is received from the previous JROTC unit.
3. **Cadet Responsibilities:** Each cadet will agree to abide by the rules and regulations of the Aerospace Science Department and to accept responsibility for the proper care and maintenance of his or her uniform, textbooks, and any other equipment issued.
4. **Cadet Commissioned Officer/ Cadet Non-Commissioned Officer (NCO) Responsibilities:**
The Cadet Officer/NCO has special leadership responsibilities by virtue of his or her achievement in becoming a Cadet Officer/NCO. Among other general responsibilities, Cadet Officers/NCOs are also expected to:
 - 4.1 Take the initiative when leadership action on their part is needed to ensure the unit's mission is successfully accomplished while continuing to complete their own work thoroughly.
 - 4.2 Meet their financial obligations to the unit and to the AFJROTC program promptly and completely.
5. **Disenrollment Rules:** Disenrollment from AFJROTC is recommended by the AFJROTC instructor and approved by the principal. Disenrollment should be a last resort, preceded by sustained documentation and corrective counseling, to maintain the morale and of the unit. A cadet may be disenrolled for:
 - 5.1 Failure to maintain acceptable standards (including grades, uniform wear, and grooming).
 - 5.2 Inaptitude, indifference to training or disciplinary reasons involving undesirable traits of character.
 - 5.3 Any other reason deemed appropriate by the principal and the AFJROTC instructor.
6. **Reserve Cadet-** A Reserve Cadet is a student who either 1) completed the entire AFJROTC Academic Program, 2) is in a 4x4 schedule and completed an AFJROTC course during one term, but is not participating in an AFJROTC course during the current term, or 3) is in a traditional schedule unit where the cadet cannot participate in the AFJROTC academic program for that particular year. A student must have been a cadet for at least one academic year prior to being considered a Reserve Cadet. Students meeting this criteria may be designated, with SASI concurrence, as a Reserve Cadet. Reserve Cadets may participate in all AFJROTC activities (community service, drill team, honor guard, etc.). Time in reserve status does not count towards the Certificate of Completion, nor do Reserve Cadets count toward minimum unit enrollment or unit funding. Reserve Cadets may retain their uniform for the entire academic year.

CHAPTER THREE

GENERAL

1. **Cadet Guide:** It is your responsibility to read and understand your cadet guide. When in doubt about the rules, regulations, or procedures cadets should first check the cadet guide and bulletin board. Cadets must have their cadet guides every day in JROTC class.
2. **Cadet Bulletin Board:** All cadets will be required to read the unit's bulletin board at least once a week. Cadet Officers/NCOs are expected to read the bulletin board daily.
3. **Physical Training:** Emphasis will be placed on physical fitness throughout the school year. Each cadet will be tested on physical fitness as part of the AFJROTC curriculum. Every cadet will be issued a PT uniform, consisting of a PT shirt and shorts. The PT uniform is required to be brought **TO CLASS** every Friday (PT day). The wearing of the PT uniform and participation will be a grade so if a cadet does not wear his/her PT uniform on the correct day, their grade will be a "0". Cadets must participate or they will receive a "0". The PT uniform and tennis shoes are required to be **ON BY THE TIME WE LEAVE FOR THE PT ACTIVITY**. Cadets will have 5 minutes to change after the Flight Commander instructs the flight to do so. A PFT evaluation should be held every 9 weeks.
4. **Organization:** The Corps of Cadets will be organized as a Group with two squadrons and five flights.
5. **Chain of Command:** Within the Corps of Cadets, the Chain of Command is as follows, from the lowest ranking cadet to the Cadet Corps/Group Commander:
 1. Each Cadet reports to the Element Leader, who reports to the Flight Sergeant, who reports to the Flight Commander, who reports to the Operations Squadron Commander/Assistant, who reports to the Cadet Corps/Group Commander or the Deputy Corps/Group Commander.
 2. The proper Chain of Command is depicted in the TX-862nd Organizational Chart.
6. **Textbooks:** The textbooks used in the AFJROTC program are furnished to the cadets without charge. All textbooks and leadership manuals are controlled items and must be safeguarded and accounted for. Cadets who damage or lose a textbook will be required to reimburse the Air Force for the cost of the book.
7. **Cadet Library:** The reference books and magazines, maintained in the cadet library in the ROTC classroom, are available for use by all cadets.
8. **Flight Detail (FD):** An assigned FD is responsible for insuring the flags are properly raised at 0715 hours on regular school days, to ensure a cadet is available to lead in the Pledge of Allegiance, to take the flags down by the latest of 1445 hours, and to ensure that the JROTC room is kept neat and clean at the end of the day. The only reason the flag should not go up at 0715 is if it is raining at that time, or soon will be raining. Inclement weather may require flags being lowered as necessary, assigned by SASI/ASI. Flights will be assigned morning FD duty by month. During morning FD the, no cadets are allowed outside (all cadets must remain inside the building) except the FD personnel. You cannot stand under the covered walkway. However, the respective Flight Commanders will permit any cadets from other flights to do FD for their Promotion Cards.
9. **JROTC Program:** The Air Force Junior ROTC Program is divided into two sections, Aerospace and Leadership Education. The first part will consist of academic classroom instructions, including subjects pertaining to the Aerospace age and will encompass approximately 40% of the program. The second part will

consist of drill, inspections, and other corps training activities and will entail the remaining estimated 40% of the program. The remaining 20% of the program will consist of physical fitness.

10. Course Levels: A brief summary of the curriculum of each course level is listed below:

-Aerospace Science I (ASI): The first year of the AFJROTC instructional program is an introductory course, which is designed to be taken by a student entering AFJROTC. Academic emphasis is placed on the history of air power. Special attention is given to participating and practicing in Air Force Drill, Ceremonies, and Customs and Courtesies. Following, character development, and steady skills are emphasized.

-Aerospace Science II-IV (ASII, ASIII, and ASIV): The second, third, and fourth years of the AFJROTC instructional program are general studies of leadership. Special attention is given to having the AS II students begin to lead the other cadets in Drill and Ceremonies and Customs and Courtesies. AS III students are trained in briefings, problem solving, staff reports, and management of people and resources. AS-IV cadets are generally given leadership roles in the cadet corps operations, activities, and special projects.

11. Leadership Training Program

Leadership, as defined by the Air Force, is the “art of influencing and directing people in a way that will win their obedience, confidence, respect, and loyal cooperation in achieving a common objective.” The principles and techniques of this art can be taught academically, but are of little value to a cadet without practical application. The AFJROTC training provides each cadet the opportunity to develop his or her leadership potential through practice and experience in a military organization.

In the leadership program, cadets learn about the organization and functions of an Air Force unit by participating in certain activities that closely stimulate a typical Air Force unit. The individual cadets, as they progress through the ranks, will obtain direct experience in dealing with people. They will learn to appreciate the need for planning, organizing, directing, controlling, and coordination. They will learn from actual experiences, the difference between good and bad leadership techniques. Thereby acquiring experience in evaluating the performances of others, and developing the ability to understand why one cadet succeeds and another fails.

12. Class Schedule

-Aerospace Science Academics: Cadets will attend these classes 40% of the time. The Senior Aerospace Science Instructor (SASI) normally conducts these classes.

-Leadership Education: Cadets will attend these classes 40% of the time. The Aerospace Science Instructor (ASI) normally conducts these classes

13. Inter-Office Policy: Cadets are not allowed inside the instructors’ offices during school hours unless permission is granted by a Flt. Commander or ordered to by the ASI/SASI. Cadets will be allowed into the ASI and/or SASI office only after knocking and permission is granted to enter. No cadet may touch anything or lean on the instructor’s desk.

TX-862nd AFJROTC Curriculum Planning Guide

	Fall 2015 Semester 1	Spring 2016 Semester 2	Fall 2016 Semester 1	Spring 2017 Semester 2	Fall 2017 Semester 1	Spring 2018 Semester 2	Fall 2018 Semester 1	Spring 2019 Semester 2	Fall 2019 Semester 1	Spring 2020 Semester 2	Fall 2020 Semester 1	Spring 2021 Semester 2	Fall 2021 Semester 1	Spring 2022 Semester 2
Cadet 1st Year	AS-300 Unit 1-3 Ch 1-6	AS-300 Unit 3-4 Ch 7-13	AS-100 Unit 1-3 Ch 1-4	AS-100 Unit 3-4 Ch 5-8	AS-410 Unit 1-2 Ch 1-1 to 2-5	AS-410 Unit 3-4 Ch 3-1 to 4-5	AS-200 Unit 1-2 Ch 1-2	AS-200 Unit 3-4 Ch 3-4	AS-300 Unit 1-3 Ch 1-6	AS-300 Unit 3-4 Ch 7-13	AS-100 Unit 1-3 Ch 1-4	AS-100 Unit 3-4 Ch 5-8	AS-410 Unit 1-2	AS-410 Unit 3-4
	LE-100 Ch 1-2 Drill Wellness	LE-100 Ch 3-5 Drill Wellness	LE-100 Ch 1-2 Drill Wellness	LE-100 Ch 3-5 Drill Wellness	LE-100 Ch 1-2 Drill Wellness	LE-100 Ch 3-5 Drill Wellness	LE-100 Ch 1-2 Drill Wellness	LE-100 Ch 3-5 Drill Wellness	LE-100 Ch 1-2 Drill Wellness	LE-100 Ch 3-5 Drill Wellness	LE-100 Ch 1-2 Drill Wellness	LE-100 Ch 3-5 Drill Wellness	LE-100 Ch 1-2 Drill Wellness	LE-100 Ch 3-5 Drill Wellness
Cadet 2nd Year	AS-300 Unit 1-3 Ch 1-6	AS-300 Unit 3-4 Ch 7-13	AS-100 Unit 1-3 Ch 1-4	AS-100 Unit 3-4 Ch 5-8	AS-410 Unit 1-2 Ch 1-1 to 2-5	AS-410 Unit 3-4 Ch 3-1 to 4-5	AS-200 Unit 1-2 Ch 1-2	AS-200 Unit 3-4 Ch 3-4	AS-300 Unit 1-3 Ch 1-6	AS-300 Unit 3-4 Ch 7-13	AS-100 Unit 1-3 Ch 1-4	AS-100 Unit 3-4 Ch 5-8	AS-410 Unit 1-2	AS-410 Unit 3-4
	LE-300 Ch 1-4 Drill Wellness	LE-300 Ch 5-8 Drill Wellness	LE-400 Unit 1-2 Ch 1-5 Drill Wellness	LE-400 Unit 3-4 Ch 6-10 Drill Wellness	LE-200 Unit 1-2 Ch 1-4 Drill Wellness	LE-200 Unit 3-4 Ch 5-8 Drill Wellness	LE-300 Ch 1-4 Drill Wellness	LE-300 Ch 5-8 Drill Wellness	LE-400 Unit 1-2 Ch 1-5 Drill Wellness	LE-400 Unit 3-4 Ch 6-10 Drill Wellness	LE-200 Unit 1-3 Ch 1-4 Drill Wellness	LE-200 Unit 3-4 Ch 5-8 Drill Wellness	LE-300 Unit 1-2 Ch 1-4 Drill Wellness	LE-300 Unit 3-4 Ch 5-8 Drill Wellness
Cadet 3rd Year	AS-300 Unit 1-3 Ch 1-6	AS-300 Unit 3-4 Ch 7-13	AS-100 Unit 1-3 Ch 1-4	AS-100 Unit 3-4 Ch 5-8	AS-410 Unit 1-2 Ch 1-1 to 2-5	AS-410 Unit 3-4 Ch 3-1 to 4-5	AS-200 Unit 1-2 Ch 1-2	AS-200 Unit 3-4 Ch 3-4	AS-300 Unit 1-3 Ch 1-6	AS-300 Unit 3-4 Ch 7-13	AS-100 Unit 1-3 Ch 1-4	AS-100 Unit 3-4 Ch 5-8	AS-410 Unit 1-2	AS-410 Unit 3-4
	LE-300 Ch 1-4 Drill Wellness	LE-300 Ch 5-8 Drill Wellness	LE-400 Unit 1-2 Ch 1-5 Drill Wellness	LE-400 Unit 3-4 Ch 6-10 Drill Wellness	LE-200 Unit 1-2 Ch 1-4 Drill Wellness	LE-200 Unit 3-4 Ch 5-8 Drill Wellness	LE-300 Ch 1-4 Drill Wellness	LE-300 Ch 5-8 Drill Wellness	LE-400 Unit 1-2 Ch 1-5 Drill Wellness	LE-400 Unit 3-4 Ch 6-10 Drill Wellness	LE-200 Unit 1-3 Ch 1-4 Drill Wellness	LE-200 Unit 3-4 Ch 5-8 Drill Wellness	LE-300 Unit 1-2 Ch 1-4 Drill Wellness	LE-300 Unit 3-4 Ch 5-8 Drill Wellness
Cadet 4th Year	AS-300 Unit 1-3 Ch 1-6	AS-300 Unit 3-4 Ch 7-13	AS-100 Unit 1-3 Ch 1-4	AS-100 Unit 3-4 Ch 5-8	AS-410 Unit 1-2 Ch 1-1 to 2-5	AS-410 Unit 3-4 Ch 3-1 to 4-5	AS-200 Unit 1-2 Ch 1-2	AS-200 Unit 3-4 Ch 3-4	AS-300 Unit 1-3 Ch 1-6	AS-300 Unit 3-4 Ch 7-13	AS-100 Unit 1-3 Ch 1-4	AS-100 Unit 3-4 Ch 5-8	AS-410 Unit 1-2	AS-410 Unit 3-4
	LE-300 Ch 1-4 Drill Wellness	LE-300 Ch 5-8 Drill Wellness	LE-400 Unit 1-2 Ch 1-5 Drill Wellness	LE-400 Unit 3-4 Ch 6-10 Drill Wellness	LE-200 Unit 1-2 Ch 1-4 Drill Wellness	LE-200 Unit 3-4 Ch 5-8 Drill Wellness	LE-300 Ch 1-4 Drill Wellness	LE-300 Ch 5-8 Drill Wellness	LE-400 Unit 1-2 Ch 1-5 Drill Wellness	LE-400 Unit 3-4 Ch 6-10 Drill Wellness	LE-200 Unit 1-3 Ch 1-4 Drill Wellness	LE-200 Unit 3-4 Ch 5-8 Drill Wellness	LE-300 Unit 1-2 Ch 1-4 Drill Wellness	LE-300 Unit 3-4 Ch 5-8 Drill Wellness

Aerospace Science

- AS 100: A Journey Into Aviation History
- AS 200: The Science of Flight: A Gateway to New Horizons
- AS 300: Exploring Space: The High Frontier
- AS 410: Survival: Survive · Return

Leadership Education

- LE 100: Traditions, Wellness, and Foundations of Citizenship
- LE 200: Communication, Awareness, and Leadership
- LE 300: Life Skills and Career Opportunities
- LE 400: Principles of Management

Notes: Highlighted blocks diagonally show the progression of the 1st year cadets in SY 2018/17 through their 4th year with four different set of AFJROTC courses.

AS-Courses (Monday, Tuesday) LE/Drill-Courses (Wednesday, Thursday) Wellness/ PE (Friday)

14. Telephone Use: The following rules apply regarding the use of the telephone:

- Cadets/guests must gain permission from Major Hawn/MSgt Hardy to use the telephone.
- Phone calls will be used for official use only (such as calling for a ride home).
- Dial 5 first to call an outside number.
- Misuse of the phone will result in the privilege being taken away.
- If the phone rings and Major Hawn or Sergeant Hardy are not there to answer the phone, answer the phone politely and professionally and say, “Dulles JROTC, Cadet (name), may I help you?”

15. Sign-up Sheet Policy: Once a cadet signs his/her name on the sign-up sheet for any event, the cadet is required to attend that event. No exceptions. A cadet cannot remove his/her name until seen and removed by the ASI or SASI. If a cadet signs his/her name on the sign-up sheet and does not attend that event, then the number of hours the cadet should have received will be deducted from the total number of hours the cadet has earned.

16. Grading Policy: The objective of the AFJROTC instructor staff is to maximize learning and to reward that learning with fair, impartial grades. It is recognized that most AFJROTC cadets are highly motivated, and consequently grading will not be on a “curved” system, in which a required percentage of cadets must fail. In fact, nothing precludes all cadets from receiving top grades except their own performance.

-Grades will be computed in accordance with standard FBISD grading policy.

-Nine Weeks Grades:

- Major Grades total 50% of final average:

1.) Major Tests and Assignments (Academic Term Drill, PT Evaluations, etc.)

2.) INSPECTION: 50% of the major grade will be determined by the cadet's weekly inspection average (see inspection sheet). The respective Air Force Uniform must be worn once per week on Uniform Day (Wednesday). No cadet can make less than a 50 on their uniform inspection grade if the uniform is worn. If a cadet misses a uniform grade, the cadet has one day to make up the grade. The cadet must make up the missing grade the next day of school with the highest grade of a 70. If a cadet fails to wear the uniform that week, the uniform inspection is to remain a 0.

For example, if Cadet Rambo misses a uniform wear, he must wear his uniform the next day to school for a maximum grade of 70 and a minimum grade of 50. If Cadet Rambo fails to wear his uniform the next day to school, he will not be allowed to make up his missed uniform wear.

- Daily grades total 50

CLASS PERFORMANCE: This grade counts for 50% of the Daily Grade and begins at 100% for every cadet each Nine weeks. Inappropriate performance will typically result in a one-point reduction in this grade through the demerit system. However, major violations of policy may result in the loss of points as appropriate. This grade will also be used to determine if the cadet will be allowed on curriculum in-action/field trips.

PHYSICAL TRAINING: The other 50% of the Daily Grades are the weekly PT Grades. Every PT Day (Friday), you are required to wear your PT shirt, shorts, proper shoes, and participate for a 100% grade. If you do not participate, you are automatically given a 0.



DULLES AIR FORCE JROTC

TX - 862



2018-19 SY COURSE SYLLABUS

COURSE NAME: AFJROTC I

The Mission of Air Force JROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 1.0 Physical Education or Elective Credit for the entire year
(must complete both semesters)

INSTRUCTOR'S NAMES: Major Hawn and MSgt Hardy

REQUIRED TEXT AND MATERIALS:

- Aerospace Science 200: The Science of Flight: A Gateway to New Horizons
- Leadership Education 100: Traditions, Wellness and Foundations of Citizenship
- AF Manual 36-2203, Personnel Drill and Ceremonies, V-2627
- Student Workbooks
- Selected DVDs
- Cadet Guide

COURSE DESCRIPTION:

AFJROTC I is the introductory course for all new cadets. The course consists of three components: Aerospace Science (40%), Leadership Education (40%), and Wellness/Physical Fitness (20%). **Aerospace Science 200: The Science of Flight: A Gateway to New Horizons** is an introductory course and customized textbook that focuses on how airplanes fly, how weather conditions affect flight, flight, flight and the human body, and flight navigation. **During the Fall semester, we cover Chapters 1 and 2. During the Spring semester, we cover Chapters 3 and 4.** The emphasis of the survival course will be on "good to know" information that would be useful in any situation. The information is just as useful to an individual lost hunting or stranded in a snowstorm.

Leadership Education 100 introduces the student to the Air Force Junior Reserve Officer Training Corps (AFJROTC) program, while instilling elements of good citizenship, develops informed citizens; strengthens and develops character; develops study habits and time management; wear of the Air Force uniform; and Air Force customs, courtesies and drill skills are introduced. **During the Fall semester, we cover Chapters 1-2. During the Fall semester, we cover Chapters 3-5.** Additionally, cadets will be taught the fundamentals of Drill and Ceremonies. This portion of the course concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events and have the opportunity to personally learn drill. Most of the work is to be hands-on.

Drill and Ceremonies: Drill Curriculum

The Drill and Ceremonies manual is used to teach the Drill Curriculum (Cumulative) course by providing an in-depth introduction to drill and ceremonies. The course concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Cadets are provided detailed instruction on ceremonial performances and protocol for civilian and military events and have the opportunity to personally learn drill. Though each class will follow an established lesson plan, most of the work is to be hands-on.

Wellness/Physical Fitness portion incorporates the Cadet Health and Wellness Program (CHWP). The CHWP is an exercise program focused upon individual base line improvements with the goal of achieving a Presidential Physical Fitness standard calculated with age and gender. The goal of the CHWP is to motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.

Aerospace Science 200: *The Science of Flight: A Gateway to New Horizons* **COURSE OBJECTIVES AND OUTCOMES:**

First Semester Chapters 1 – 2

Chapter 1: How Airplanes Fly

Learning Outcomes

- a. Outline the principles of flight.
- b. Determine the relationship between the four forces of flight and flight stability.
- c. Relate the parts of the airplane to their function in flight.
- d. Analyze aircraft motion and control.
- e. Compare and contrast the types of airplane engines.
- f. Identify the forces that drive the development of aerospace technology.

Chapter 2: Working Through Flight Conditions

Learning Outcomes

- a. Analyze the atmosphere's makeup.
- b. Analyze atmospheric components and their affect on weather.
- c. Evaluate the role of weather on air flight.
- d. Forecast stable and unstable conditions for air flight.
- e. Assess the role of meteorology in aviation.

Second Semester Chapters 3 – 4

Chapter 3: Flight and the Human Body

Learning Outcomes

- a. Relate the flight environment to the human body.
- b. Analyze the purpose and function of personal protective equipment.
- c. Analyze the four elements of navigation.

Chapter 4: Flying from Here to There

Learning Outcomes

- a. Analyze the four elements of navigation.
- b. Assess the purpose and function of navigational aids.
- c. Relate the role of dead reckoning to navigation.
- d. Distinguish among the primary flight instruments.
- e. Analyze the developments of navigational technology.

Leadership Education 100: Traditions, Wellness, and Foundations of Citizenship Course Objectives and Outcomes

First Semester Chapters 1-2

Chapter 1: Introduction to JROTC Programs

Lesson 1: Organization of the JROTC

Learning Outcome: Identify the purpose and structure of the JROTC Programs. Learning Objectives:

1. Discuss the history of the nation's Junior ROTC programs.
2. Explain the organization of Junior ROTC programs.
3. Examine the lines of responsibility and authority in Junior ROTC programs.

Lesson 2: The Military Uniform and Appearance Standards Learning Outcome: Determine proper wear of the military uniform Learning Objectives:

1. Explain uniform wear and history.
2. Explain the purpose of uniform wear, restrictions, and standards
3. Describe the uniforms used within special teams.
4. Describe cadet appearance and grooming standards.
5. Identify military rank and grade insignia

Lesson 3: Customs and Courtesies for Junior ROTC

Learning Outcome: Apply customs and courtesies in the Junior ROTC environment. Learning Objectives:

1. Describe the difference between a custom and a courtesy.
2. Identify historic customs and courtesies.
3. Explain the proper methods to demonstrate recognition and respect.
4. Describe the standard usage of military time.

Lesson 4: Attitude, Discipline and Respect

Learning Outcome: Demonstrate the roles of respect and integrity in Junior ROTC. Learning Objectives:

1. Describe the importance of a positive attitude.
2. Describe the importance of discipline.

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Lesson 5: Ethics, Values and Morals Learning Outcome: Demonstrate Ethical Concepts Learning Objectives:

1. Describe the four basic rules of ethics.
2. Identify the four types of values.
3. Identify the core values of the US military services.
4. Explain cultural and universal norms

5. Describe how to make ethical and moral decisions.

6. Identify your personal code of conduct.

Lesson 6: Social Etiquette and Dining In, Dining Out Learning Outcome:

Demonstrate proper etiquette in social settings. Learning Objectives:

1. Analyze etiquette and manners in formal and informal settings.
2. Demonstrate proper dining etiquette.
3. Explain the handling of social invitations.
4. Demonstrate the proper application of public courtesies.
5. Describe historical background of Dining-Ins and Dining-Outs.

Chapter 2: Personal Behavior

Lesson 1: Note Taking and Study Skills

Learning Outcome: Analyze effective methods of taking notes and studying for exams.

Learning Objectives:

1. Analyze effective note taking strategies.
2. Describe the eight types of Thinking Maps®.
3. Demonstrate effective study skills.
4. Recall effective strategies for taking exams.
5. Develop an effective homework plan.

Lesson 2: Managing Stress

Learning Outcome: Determine the main causes and effects of stress. Learning Objectives:

1. Explain the difference between positive and negative stress.
2. Describe the effects of stress on the body.
3. Describe ways to manage stress.
4. Analyze methods to manage time.

Lesson 3: Making Positive Decisions

Learning Outcome: Outline steps required to achieve personal goals. Learning Objectives:

1. Employ a goal setting process to arrive at healthful decisions.
2. Explain the impact of communication skills on leadership.
3. Apply responsible use of electronic media devices.

Lesson 4: Emotional and Mental Health Care

Learning Outcome: Examine when and how to seek professional mental health care.

Learning Objectives:

1. Identify and understand emotions.
2. Analyze mental and emotional problems and the effects on behavior.
3. Identify sources for getting help with mental and emotional problems.

Lesson 5: Avoiding and Preventing Violence

Learning Outcome: Evaluate methods on how to protect yourself and others from violence.

Learning Objectives:

1. Examine the problem of violence in our society.
2. Identify ways to prevent violence in schools.
3. Describe ways of protecting yourself from rape or sexual violence.

Second Semester Chapters 3-5

Chapter 3: Be Health Smart

Lesson 1: Your Body Systems

Learning Outcome: Identify key components that make up the human body Learning Objectives:

1. Identify the different functions of the human skeletal system.
2. Explain how the muscular system works.
3. Describe different parts of the human circulatory system.
4. Describe how the human respiratory system works.
5. Identify how the nervous system and sense organs work.
6. Describe how the digestive system breaks down food.
7. Explain how the body's waste disposal system works.

Lesson 2: Nutrition

Learning Outcome: Identify resources that can be used to make healthful dietary decisions.

Learning Objectives:

1. Identify what influences food choices.
2. Describe the six types of nutrients and explain how the body uses them.
3. Identify resources that can help you make wise food choices.

Lesson 3: The Benefits of Physical Activity

Learning Outcome: Evaluate the importance of physical fitness. Learning Objectives:

1. Define the benefits of an active lifestyle.
2. Examine ways to increase your level of fitness through exercise.
3. Analyze strategies for improving aerobic capacity, muscular strength and endurance, and endurance, and flexibility to improve overall health.
4. Devise a plan to set and achieve fitness goals.
5. Identify the three stages of an exercise session.
6. Analyze methods to monitor fitness progress.
7. Identify safety concerns when participating in sports.
8. Evaluate the effects of performance-enhancing drugs (PEDs).

Lesson 4: Understanding Your Body Image

Learning Outcome: Understand how body image, eating, and physical activity affect health.

Learning Objectives:

1. Define body image.
2. Explain the relationship between weight problems and diet.
3. Describe ways to manage an appropriate weight.
4. Explain the dangers of eating disorders.

Lesson 5: First Aid

Learning Outcome: Analyze what to do in a medical emergency. Learning Objectives:

1. Define first aid.
2. Explain how to recognize and treat common emergencies.
3. Outline steps to take in severe emergencies.

Chapter 4: Making Safe, Drug-Free Decisions

Lesson 1: Medicines and Drugs

Learning Outcome: Compare and contrast the difference between medicine and drugs.

Learning Objectives:

1. Explain how medicines differ from drugs.
2. Explain the difference between drug misuse and drug abuse.
3. Identify how people who abuse drugs can get help.
4. Describe ways to live drug free.

Lesson 2: Tobacco

Learning Outcome: Explain the dangers of tobacco. Learning Objectives:

1. Explain the history of tobacco use.
2. Identify the harmful substances in tobacco.
3. Describe the costs of tobacco to society.
4. Explain how to avoid tobacco use.

Lesson 3: Alcohol

Learning Outcome: Describe the dangers of alcohol. Learning Objectives:

1. Explain how alcohol is a threat to everyone.
2. Describe alcoholism.
3. Explain why some teens drink alcohol.

Lesson 4: Environmental Health

Learning Outcome: Analyze the connection between the environment and your health.

Learning Objectives:

1. Describe the effects pollution has on health.
2. Demonstrate methods for reducing and preventing pollution.

Chapter 5: Foundations of United States Citizenship

Lesson 1: The American Flag and Other National Symbols

Learning Outcome: Explain the history and courtesies rendered to the flag of the United States and other and other symbols.

Learning Objectives:

1. Outline the history of the flag of the United States.
2. Identify the courtesies rendered to the flag of the United States.
3. List the courtesies rendered to the National Anthem, Pledge of Allegiance, and the American's Creed.
4. Describe the Great Seal of the United States and the military services' seals.

Lesson 2: Civics

Learning Outcome: Analyze the duties and responsibilities of citizenship. Learning Objectives:

1. Define civics.
 2. Explain the need for government.
 3. Explain citizenship and the naturalization process.
- Analyze duties and responsibilities of citizenship, including volunteerism.

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Lesson 3: The Constitution of the United States

Learning Outcome: Describe the content of the United States Constitution. Learning Objectives:

1. Identify the parts of the Constitution and what they mean.
2. Describe the process of amending the Constitution.
3. Explain how the Constitution is interpreted.

Lesson 4: Interpreting the Bill of Rights and Other Amendments

Learning Outcome: Interpret the content of the Bill of Rights and other amendments. Learning Objectives:

1. Explain the protections of individual freedoms in the Bill of Rights.
2. Identify ways the Bill of Rights protects the rights of the accused.
3. Describe other rights protected by the Bill of Rights.
4. Explain how the Bill of Rights protects all Americans.

Lesson 5: US National Government

Learning Outcome: Summarize the duties and responsibilities of the three branches of government.³²

Learning Objectives:

1. Describe the legislative branch of government.
2. Explain the executive branch of government.
3. Describe the judicial branch of government.

Leadership Education: Drill and Ceremonies Course Objectives and Outcomes (First and Semesters)

The course objectives are:

After successfully completing *AFM 36-2203: Personnel Drill and Ceremonies*, the student will:

1. Know the importance of drill and ceremonies.
2. Know basic commands and characteristics of the command voice.
3. Apply and execute the concepts and principles of basic drill positions and movements.
4. Know when and how to salute.
5. Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron.
6. Know the function of the group and the wing.
7. Know how groups and wings are formed.
8. Know the purpose and definition of ceremonies and parades.

Chapter 1: Introduction to Drill and Ceremonies

1. Chapter Objective

Know the importance of drill and ceremonies.

2. Samples of Behavior/Main Points

- a. State the importance of drill and ceremonies.
- b. List the symbols that represent the leaders of the flight and squadron.
- c. List all the basic military drill terms.

Chapter 2: Commands and the Command Voice

1. Chapter Objective

Know basic commands and characteristics of the command voice.

2. Samples of Behavior/Main Points

- a. Identify the types of commands used during the basic military drill movements.
- b. Identify the necessary qualities of the command voice.
- c. Define cadence.

Chapter 3: Individual Instruction

1. Chapter Objective

Perform basic drill positions and movements.

2. Sample of Behavior/Main Point

- a. Execute various movements and positions of basic drill when given the command to do so.

Chapter 4: Drill of the Flight

1. Chapter Objective

Perform parade movements as a flight.

2. Samples of Behavior/Main Points

- a. Execute the various marching movements.
- b. Execute proper military position and place prior to parade.
- c. Respond with proper military procedures for entire parade sequence.

Chapter 5: Drill of the Squadron

1. Chapter Objective

Perform drill movements as a squadron.

2. Samples of Behavior/Main Points

- a. Execute basic drill commands as a squadron.
- b. Execute guidon bearer position.

Chapter 6: Group and Wing Formations

1. Chapter Objective

Demonstrate a group and wing formation.

2. Sample of Behavior/Main Point

- a. Perform group and wing formations when given the command to do so.

Chapter 7: Ceremonies

1. Chapter Objective

Know the purpose and definition of ceremonies and parades.

2. Samples of Behavior/Main Points

- a. Define ceremony and parade.
- b. State the purpose of ceremonies and parades.
- c. Identify the different types of ceremonies and parades.
- d. Define reveille and retreat.
- e. State when it is appropriate to raise and lower the flag.

WELLNESS PROGRAM

Wellness is an official and integral part of the Air Force Junior ROTC program. It consists of two exercise programs focused upon individual base line improvements with the goal of achieving a national standard as calculated by age and gender. The Wellness curriculum is instrumental in developing citizens of character dedicated to serving our nation and communities. The program is provided as a tool to help you develop individualized training programs for your cadets. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education 100. Instructors are free to include other activities cadets enjoy such as team sports in order to keep the Wellness Program fun and motivating. The Wellness Program also provides a list of 19 exercises with examples that

may be utilized in a 36-week program modifiable to meet individual and district/state goals.³⁴ Cadet fitness improvement is rewarded, either by earning the Health and Wellness Ribbon.

The course objective for the Wellness Program is to:

Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.

The goals of the Wellness Program are to:

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

The following is a brief description of the fitness programs for AFJROTC units, each has its own merit and each may be utilized or personalized with unit developed lesson plans to help build a foundation from which to implement a program that promotes lifelong fitness programs.

The President's Fitness Challenge

The U.S. Department of Health and Human Services (HHS) released the 2008 Physical Activity Guidelines for Americans on October 7, 2008. The comprehensive, science-based guidelines were developed to inform policymakers and health providers about the amounts, types, and intensity of physical activity needed to help Americans aged 6 and older, and of all abilities, improve their health and reduce their risk of chronic diseases. Regular physical activity in adolescents promotes health and fitness. Compared to those who are inactive, physically active youth have higher levels of cardio respiratory fitness and stronger muscles. Their bones are stronger, and they may have reduced symptoms of anxiety and depression. Youth who are regularly active also have a better chance of a healthy adulthood. They also typically have a lower Body Mass Index (BMI). With higher BMI's, an increased risk for certain diseases such as heart disease, high blood pressure, type 2 diabetes, gallstones, breathing problems, and certain cancers may develop. Adolescents don't usually develop chronic diseases; however, risk factors for these diseases can begin to develop early in life. Regular physical activity makes it less likely that these risk factors will develop and more likely that adolescents will remain healthy as adults.

Key Guidelines for Adolescents:

- Adolescents should do 60 minutes (1 hour) or more of physical activity daily.
- Aerobic: Most of the 60 or more minutes should be either moderate- or vigorous-intensity aerobic physical activity, and should include vigorous-intensity physical activity.
- Muscle-strengthening: As part of their 60 or more minutes of physical activity, adolescents should include muscle-strengthening physical activity.
- Bone-strengthening: As part of their 60 or more minutes of physical activity, adolescents should include bone-strengthening physical activity.
- It is important to encourage young people to participate in physical activities that are appropriate for their age, that are enjoyable, and that offer variety.

For more information about the Physical Activity Guidelines and associated toolkit, visit the President's Challenge web site.

Key Exercises for Adolescents

The Physical Fitness Assessment recognizes students for their level of physical fitness in five activities:

- Curl-ups (or partial curl-ups)

- Shuttle run
- Endurance run/walk
- Pull-ups (or right angle push-ups or flexed-arm hang)
- V-sit reach (or sit and reach)

AFJROTC Wellness Program Exercises

This program is comprised of 19 exercises which can be conducted with minimal space and with minimal climate dependency (e.g., the 1-mile run). The exercises develop all muscle groups and provide sufficient anaerobic and aerobic intensity. They require no equipment and use only body weight and common objects (e.g., chairs).

The 19 exercises are:

- V-Sit Reach ● Lunges
- Bent-Knee Push-ups ● Arm Extended Lunges
- Feet Elevated Push-ups ● Reverse Extended Lunges
- Hindu Push-ups ● Mountain Climbers
- Plank ● Hindu Squats
- Left Arm and Right Arm Planks ● Body Builders
- Sit-Ups ● Squat Leaps
- Extended Side Push-ups ● Side Lateral Jumps
- Flutter Kicks ● One-Mile Run
- Push-ups

Descriptions for these exercises are located in WINGS.

A typical exercise class may go as follows:

- Warm-up/Stretch
- Pick 6 or more exercises to perform depending on time
- Ensure proper form and technique
- Students will strive to complete the number of repetitions indicated on their personal workout plan
- Cool/down/Stretch

During the next class periods, students will perform six different exercises.

Cadet Fitness Assessments

The Presidential Fitness Challenge Program is a yearlong program designed to establish a baseline for each cadet and when required, instructors may provide a program of improvement throughout a 36-week school year. Instructors should conduct periodic assessments throughout the school year and provide feedback to cadets concerning improvement. This feedback will allow cadets and instructors to modify fitness programs to meet individual needs that provide progressive improvement towards a healthy, active lifestyle.

Uniform Day:

Cadets **WILL** wear the Air Force JROTC uniform weekly (Wednesday) and on Special Events³⁶ such as District Pass-in-Review. Make-up day for uniform wear is on the following day the cadet returns to school. Failing to wear the uniform for the entire school day will result in a "0" grade for that uniform day. Cadets are required to wear their **Physical Training** uniform on Fridays unless otherwise directed or they will receive a "0" grade for that Physical Training Day. **Drill Day** is on Thursdays; all cadets must wear close toe shoes (no sandals or flip-flops) if not a "0" grade will receive for that Drill Day. **NON-WEAR OF THE UNIFORM AND FAILURE TO MAINTAIN STANDARDS WILL RESULT IN A FAILING GRADE AND DISMISSAL FROM THE PROGRAM.**

Office Hours: Our standard duty hours are 0705 – 1515 hours. We are located in the room J112.

GRADING PROCEDURES: Grades from the Aerospace Science portion of the course count 40% of the AFJROTC final grade and will be graded by the SASI. The Leadership Education portion of the grade counts 40% of the final grade and will be graded by the ASI. The wellness portion of the program counts for the remaining 20% of the final grade and will be graded by the SASI and/or ASI. Drill will be evaluated by the ASI and the SASI. Grades are computed in accordance with standard district grading policy.

Grades and Evaluation: Your grades will be broken down into the following areas:

<u>Item</u>	<u>Weight</u>
<u>AEROSPACE SCIENCE</u>	40%
<u>LEADERSHIP EDUCATION</u>	40%
<u>WELLNESS AND PHYSICAL FITNESS</u>	20%
Total	100%

MAJOR GRADES	DAILY GRADES
Uniform Wear	Class Attendance, Preparation &
Exams (Semester Fall and Spring)	Quizzes
Parades, Special Events (FBISD Pass & Review,	Class work/Homework

GRADING SCALE: As set by the Texas State Board of Education

Exams:

The exams will be based on lesson objectives and samples of behavior covered in your Aerospace and Leadership Studies text books, Air Force Junior ROTC Cadet Guide, and corresponding workbooks. These exams may be made up of multiple choice, matching, short essay type questions, and fill in the blanks type questions. Some exams may be shorter in length, while others will be longer. All exams regardless of length will weigh the same. All questions will be derived from the assigned readings and will be reinforced during classroom discussions. Therefore, it benefits the entire class if everyone completes their reading

assignments and is prepared for classroom discussions. Any missed exams must be made up. Makeup exams time and location will be determined as required.

Grading Scale:

<u>Grade</u>	<u>Percentage Required</u>
A	90% and above
B	80% - 89%
C	70% - 79%
F	69% and below

Attendance:

Attendance will be considered in determining your final grade but it is subordinate to measurable performance based on lesson objectives. You will lose points on attendance for being late (5 points from daily grade) or unexcused absences ("0" will be entered as a daily grade.) Excused absences will not count against your daily grade, but missed work has to be completed. As an Air force Junior ROTC cadet, you will be expected to be punctual and present at your appointments.

Evaluation:

You will be constantly evaluated in some form or another during your life. This class is no different! Your overall attitude, demonstrated enthusiasm to learn, and your constructive participation in class will dictate your evaluation grade. Remember that the way you present yourself may push your grade a point higher. **I expect everyone to be prepared for each class by completing reading assignments and/or other assigned tasks and contribute by participating in classroom discussions.** In addition, all assignments must be completed and turned in at the appointed time unless we make arrangements differently beforehand.

OBSERVE CLASS PROTOCOL: Cadets must be in the Parade Rest position on the left side of the desk with their Cadet Guide on desk by the third bell (last ring) or they will be considered tardy. Cadets running in the halls or in the classroom will receive an automatic tardy. Additionally, all cadets are required to wear your uniform to class on Wednesday all day. Cadets are expected to always maintain a high standard of dress and appearance while in uniform. Wear the uniform in a manner that emphasizes pride and keep your personal appearance above reproach (i.e. haircuts, weight standards, etc.).

UNIFORM WEAR (Major Grade): Uniform wear is a large part of the Air Force JROTC program. ALL cadets are required to wear the appropriate uniform each **Wednesday, from the start of the school day until released.** Make-up day for excused absences on uniform day is the following Thursday. There will be **no uniform make-up for unexcused absences.** Failing to wear the uniform all day will result in a "0" (zero) grade for that uniform day. Multiple failures to wear your uniform can lead to disenrollment from the course. Cadets are required to wear their issued **Physical Fitness** uniforms on **Fridays** unless otherwise directed. Failure to turn in uniforms by the end of the course/year will result in an overall "I" incomplete grade for the course and the vice principal notified. Additionally, the student will be placed on the "Fines/Holds" list until the uniforms are paid for/returned.

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EXAMS (Major Grade): Two types of major exams will be administered during the course: midterms and finals. Tests will be a comprehensive assessment of all material taught since the last test. These tests will cover the concepts taught in all portions (AS, LE, Wellness) of the AFJROTC I curriculum.

CLASS ATTENDANCE, PREPARATION AND PARTICIPATION (Daily Grade): Today's workforce does not earn a paycheck unless they show up ready for work. Cadets earn grades commensurate with their class participation and effort. Cadets who are not present or prepared cannot participate fully in class. This is especially key to drill and physical fitness. Class preparation includes cadet adherence to proper grooming standards daily as outlined in Air Force Instruction and school dress code.

QUIZZES (Daily Grade): Daily quizzes will be administered throughout the course. Quizzes will cover all material taught since the last quiz or test.

HOMEWORK/CLASSWORK: Assignments are due at the beginning of the class period, unless otherwise directed or the cadet has an excused absence that day. For excused absences, the assignment will be due on the next class day that the cadet is present. Assignments not turned in on the due date because of an unexcused absence will receive a "0" (zero) grade for that assignment.

COMMUNITY SERVICE: Cadets will have multiple opportunities to perform Air Force JROTC sponsored community service during each semester.

CURRICULUM IN ACTION TRIPS (CIA)/FIELD TRIPS: Throughout the semester, the cadets will have opportunities to participate in school-sponsored activities that serve as an extension of the AFJROTC curriculum. These trips may include Dulles Middle School, veteran hospitals, etc. Cadets must be in good academic and disciplinary standing to participate.

CLASS BEHAVIOR: The nature of the AFJROTC mission, as well as its high visibility within the school and community, requires its members to adhere to higher standards than might be found among the student population. **Inappropriate behavior**, in or out of uniform, is prohibited while participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public displays of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats and physical attacks.

CELL PHONES: Cell phone policy is in accordance with Dulles High School. Cell phones must remain turned off and out of sight during the instructional day. Students who use the telecommunications device during the school day without permission, will have the device confiscated. Students may pick up the confiscated device from the principal's office. Any student who refuses to turn over their cell phone will be considered insubordinate and will receive additional disciplinary consequences.

EXPECTATIONS FOR CADETS

1. Follow the chain of command (i.e. cadet-element leader - assist. Flt/CC – Flt/CC – Ops/CC – Sup/CC – Group/CC – ASI – SASI).
2. Always use the titles sir/ma'am when addressing AFJROTC staff and senior ranking cadets.
3. Be on time. Don't be late to class, scheduled events, practices, etc.
4. Always bring your required items to class (cadet guide, notebook, pen/pencil, etc).
5. Wear the correct uniform on the appropriate day.

6. Place personal belongings under your desk – nothing in the aisle.
7. Raise your hand and wait to be acknowledged; do not talk without permission.
8. Listen respectfully and attentively to the speaker/presenter or fellow cadets when they are speaking.
9. Treat others with mutual respect. Profanity, vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any fellow cadet or student will not be tolerated.
10. Remain in your seat unless given permission to move about the room
11. Remain professional; do not sit on desks, tables, trash cans, etc.
12. Unauthorized personnel are not allowed in the staff offices.
13. Always use the trash can to dispose of trash. If you see trash on the floor, clean it up.
14. No eating, drinking and **ABSOLUTELY** no **CHEWING GUM** in the classroom.
15. Wearing hats or sunglasses indoors is prohibited.
16. Maintain loyalty to the Corps, school, and your values.
17. No horseplay in the AFJROTC areas.
18. Maintain self-control and your self-respect at all times.
19. Do not disrespect instructors, higher-ranking cadet officers and NCOs.

WHAT YOU CAN EXPECT FROM US:

- a. **HELP:** BOTTOM LINE, We want you to succeed. Stop in and see us if you have questions on the material or the Air Force.
- b. **STRAIGHT ANSWERS:** The Air Force is a great way of life full of exciting opportunities. Hopefully, you will continue in Air Force JROTC. We will do everything we can to help you. You will be given every opportunity and all the assistance available in order for you to succeed.



COURSE NAME: AFJROTC II, III, IV

The Mission of Air Force JROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 1 Physical Education or Elective Credit for the entire year (must complete both semesters)

INSTRUCTOR'S NAMES: Major Hawn and MSgt Hardy

REQUIRED TEXT AND MATERIALS:

- Aerospace Science 200: The Science of Flight: A Gateway to New Horizons
- Leadership Education 300: Life Skills and Career Opportunities
- AF Manual 36-2203, Personnel Drill and Ceremonies, V-2627
- Student Workbooks
- Selected DVDs
- Cadet Guide

COURSE DESCRIPTION:

AFJROTC II, III and IV is a course for all returning cadets. The course consists of three components: Aerospace Science (40%), Leadership Education (40%), and Wellness/Physical Fitness (20%). **Aerospace Science 200:** *The Science of Flight: A Gateway to New Horizons* is an introductory course and customized textbook that focuses on how airplanes fly, how weather conditions affect flight, flight, flight and the human body, and flight navigation. **During the Fall semester, we cover Chapters 1 and 2. During the Spring semester, we cover Chapters 3 and 4.**

Leadership Education 300: *Life Skills and Career Opportunities*, Second Edition provides an essential component of leadership education for today's high school students. This course is designed to prepare students for life after high school in the high-tech, globally oriented, and diverse workplace of the 21st century.

Students will learn how to become a more confident financial planner and to save, invest, and spend money wisely, as well as how to avoid the credit trap. They will learn about real-life issues such as understanding contracts, leases, warranties, legal notices, personal bills, practical and money-saving strategies for grocery shopping, apartment selection, and life with roommates.

The Holland Interest Inventory and other self-assessments will help them to reveal their attitudes, aptitudes, and personal skills. This self-understanding will allow them to explore career paths and understand requirements that they will need to be successful at work and in life. **During the Fall semester, we cover Chapters 1 thru 4. During the Spring semester, we cover Chapters 5 thru 8.**

Drill and Ceremonies: Drill Curriculum

The Drill and Ceremonies manual is used to teach the Drill Curriculum (Cumulative) course by providing an in-depth introduction to drill and ceremonies. The course concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Cadets are provided detailed instruction on ceremonial performances and protocol for civilian and military events and have the opportunity to personally learn drill. Though each class will follow an established lesson plan, most of the work is to be hands-on.

Wellness/Physical Fitness portion incorporates the Cadet Health and Wellness Program (CHWP). The CHWP is an exercise program focused upon individual base line improvements with the goal of achieving a Presidential Physical Fitness standard calculated with age and gender. The goal of the CHWP is to motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education I, II, III

Aerospace Science 200: *The Science of Flight: A Gateway to New Horizons* **COURSE OBJECTIVES AND OUTCOMES:**

First Semester Chapters 1 – 2

Chapter 1: How Airplanes Fly

- a. Outline the principles of flight.
- b. Determine the relationship between the four forces of flight and flight stability.
- c. Relate the parts of the airplane to their function in flight.
- d. Analyze aircraft motion and control.
- e. Compare and contrast the types of airplane engines.
- f. Identify the forces that drive the development of aerospace technology.

Chapter 2: Working Through Flight Conditions

- a. Analyze the atmosphere's makeup.
- b. Analyze atmospheric components and their affect on weather.
- c. Evaluate the role of weather on air flight.
- d. Forecast stable and unstable conditions for air flight.
- e. Assess the role of meteorology in aviation.

Second Semester Chapters 3 – 4

Chapter 3: Flight and the Human Body

- a. Relate the flight environment to the human body.
- b. Analyze the purpose and function of personal protective equipment.
- c. Analyze the four elements of navigation.

Chapter 4: Flying from Here to There

- a. Analyze the four elements of navigation.
- b. Assess the purpose and function of navigational aids.
- c. Relate the role of dead reckoning to navigation.
- d. Distinguish among the primary flight instruments.
- e. Analyze the developments of navigational technology.

Leadership Education 300: Life Skills and Career Opportunities Course Objectives and Outcomes

First Semester Chapters 1 thru 4.

1. Analyze the elements of successful financial management skills.
2. Create a plan to safeguard personal resources.
3. Analyze the different ways of pursuing a career path.
4. Analyze the requirements for applying to a college or university.
5. Analyze positive and negative impact of college life in meeting career goals.
6. Evaluate the essential process for successfully pursuing desired career or job.
7. Evaluate the benefits of working for the Federal Government
8. Create a plan for successful career development.

Chapter 1 - Charting your Financial Course

Lesson 1 - Creating a Budget

Learning Outcome: Create a personal budget and financial plan Learning Objectives:

1. Describe the components of a personal financial plan
2. Identify steps for creating and developing a personal financial plan
3. Explain the elements of a budget

Lesson 2 - Savings and Bank Accounts

Learning Outcome: Analyze services when choosing a bank Learning Objectives:

1. Describe the types of services provided by the bank
2. Compare and understand services when choosing a bank
3. Demonstrate how to conduct bank transactions
4. Analyze steps for safe electronic banking

Lesson 3 - Real-Life Issues in Buying and Selling

Learning Outcome: Evaluate the buying and selling issues that occur in real life Learning Objectives:

1. Explain types of shopping issues daily life
2. Summarize renting or leasing an apartment
3. Generate a plan for buying or leasing a car

Chapter 2 - Managing Your Resources

Lesson 1: Avoiding the Credit Trap

Learning Outcome: Construct a plan for building your credit history Learning Objectives:

1. Describe what is credit and important credit terms
2. Explain the positive and negative aspects of using credit
3. Examine sources of credit
4. Calculate how credit works

5. Describe how to use credit responsibly
6. Differentiate between credit and credit card options
7. Examine how to avoid credit card fraud
8. Analyze the consequences of deficit spending

Lesson 2: Insurance for Protecting Your Resources

Learning Outcome: Evaluate the advantages of having property protected Learning

Objectives:

1. Recall what insurance is and why it is necessary
2. Analyze the major types of insurance available to you
3. Create a plan to protect your personal and financial information

Chapter 3 - Career Opportunities

Lesson 1: Researching Careers

Learning Outcome: Create a career path strategy to assist in making career decisions

Learning Objectives:

1. Recall the importance of selecting and charting a career path
2. Compare having a career versus getting a job
3. Analyze a process to plan for career options
4. Evaluate factors to consider when planning a career path and career planning information sources

Lesson 2: Self-Discovery

Learning Outcome: Evaluate the types of career paths as related to Interests / Aptitude /

Attitude Learning Objectives:

1. Utilize personal inventories to understand yourself and career direction
2. Identify your aptitudes and interests
3. Identify your preferred learning styles
4. Analyze personal preferences associated with various work environments and fields of Interest
5. Evaluate career paths that link to your personal aptitudes

Lesson 3: Career Paths

Learning Outcome: Analyze the requirements needed to pursue the career that best fits personal skills and skills and interests

Learning Objectives:

1. Recall the advantages of a technically-oriented career path
2. Explain the types of job classifications associated with technically-oriented career paths
3. Analyze the earning potential of various technically-oriented career paths
4. Analyze different ways of pursuing a technically-oriented career path
5. Recall the advantages of pursuing post-secondary degrees
6. Explain the types of careers associated with educational tracks
7. Investigate the earning potential of various education-oriented career path
8. Analyze different ways of pursuing an education-oriented career path

Chapter 4 - Aiming Towards a College Degree

Lesson 1: Financing for College

Learning Outcome: Create a personal plan for financing college Learning Objectives:

1. Identify the financial costs of college
2. Describe sources for college funding
3. Create a plan to finance a college education

Lesson 2: Selecting a College

Learning Outcome: Evaluate the criteria for selecting a college based on your personal goals

Learning Objectives:

1. Describe the process for choosing a college
2. Summarize the criteria for selecting a college
3. Compare alternative programs for earning college credit
4. Evaluate the college application process
5. Identify colleges that will best meet your needs

Lesson 3: Navigating the Testing Maze

Learning Outcome: Create test-taking strategies to promote success on college placement exams

Learning Objectives:

1. Describe college entrance examinations
2. Compare college placement exams
3. Identify methods for conquering test anxiety
4. Evaluate strategies for test-taking
5. Outline procedures for taking standardized tests

Lesson 4: Essays, Interviews, and Campus Visits Learning Outcome: Create a college application essay

- Learning Objectives:
1. Explore the personal side of the college application process
 2. Examine how to write a college application essay
 3. Describe how to have a successful interview
 4. Summarize the importance of campus visits

Chapter 5 - Charting Your Course

Lesson 1: Adjusting to College Life

Learning Outcome: Evaluate the importance of personal accountability

- Learning Objectives:
1. Discuss aspects of campus life
 2. Summarize what is expected of you as a student
 3. Organize recommendations on how to make healthy lifestyle choices
 4. Evaluate the importance of personal accountability

Lesson 2: Choosing a Major

Learning Outcome: Analyze careers associated with possible majors

- Learning Objectives:
1. Identify majors that match your personal interests
 2. Understand basic areas of college study
 3. Evaluate careers associated with possible majors
 4. Create a six-step process for selecting a college major

Lesson 3: Planning Your Schedule

Learning Outcome: Create a plan for managing your college schedule

- Learning Objectives:
1. Recall the importance of time management
 2. Describe procrastination and identify methods to beat it
 3. Evaluate methods to manage your college schedule

Chapter 6 - Applying for Jobs

Lesson 1: The Job Search Process

Learning Outcome: Evaluate multiple sources for finding job openings Learning Objectives:⁴⁵

1. Describe potential jobs that meet personal preferences
2. Organize ideas for selling your skills to an employer
3. Evaluate multiple sources for finding job openings

Lesson 2: Pursuing a Career

Learning Outcome: Create a personal resume and cover letter specific to a job opening

Learning Objectives:

1. Describe the purpose of a résumé
2. Classify the different types of résumés
3. Identify tips for writing a great résumé
4. Create a personal résumé
5. Create a cover letter specific to a job opening
6. Create a portfolio to be used during a job search

Lesson 3: Building Interviewing Skills

Learning Outcome: Evaluate how employers interview prospective employees Learning Objectives:

1. Describe the interview process
2. Explain the do's and don'ts of interviews
3. Identify different types of interviews
4. Outline basic interview questions
5. Evaluate how employers evaluate interviewees

Chapter 7 - Working for the Federal Government

Lesson 1: Military Careers

Learning Outcome: Analyze military service as a career Learning Objectives:

1. Describe the branches of the US military
2. Analyze the reasons for choosing a military career
3. Analyze entering the military as an enlisted member
4. Compare the educational opportunities for enlisted military members by service
5. Describe serving the military as a warrant officer
6. Create a plan for entering the military as a member of the Officer Corps

Lesson 2: Careers in Aerospace

Learning Outcome: Differentiate between different careers in the aerospace industry Learning Objectives:

1. Recall careers in aerospace
2. Describe major organizations in the aerospace sector
3. Compare educational requirements for aerospace careers
4. Analyze career options in the aerospace industry

Lesson 3: Careers in Public Service

Learning Outcome: Evaluate careers in public service Learning Objectives:

1. Identify types of public service careers
2. Evaluate careers available in the public service sector
3. Analyze options for criminal justice careers
4. Analyze careers in fire science and technology

Chapter 8 - Developing Your Career Skills

Lesson 1: Planning Your Professional Development

Learning Outcome: Analyze personal values that contribute to professional success Learning Objectives:

1. Summarize the process of planning for professional development
2. Create a career portfolio
3. Identify organizational and personal values that contribute to success

Lesson 2: Learning to Work With Others

Learning Outcome: Evaluate barriers to effective collaboration and teamwork Learning Objectives:

1. Understand the communication process
2. Recall verbal and non-verbal communication
3. Describe barriers to effective communication
4. Evaluate communications within organizations
5. Demonstrate collaboration and teamwork

Lesson 3: Seeking Feedback and

Promotions Learning Outcome: Generate a career-path strategy Learning Objectives:

1. Analyze feedback in the workplace
2. Describe strategies for earning a promotion
3. Develop a career-path strategy

Leadership Education: Drill and Ceremonies

Course Objectives and Outcomes

First and Semesters

The course objectives are:

After successfully completing *AFM 36-2203: Personnel Drill and Ceremonies*, the student will:

1. Know the importance of drill and ceremonies.
2. Know basic commands and characteristics of the command voice.
3. Apply and execute the concepts and principles of basic drill positions and movements.
4. Know when and how to salute.
5. Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron.
6. Know the function of the group and the wing.
7. Know how groups and wings are formed.
8. Know the purpose and definition of ceremonies and parades.

Chapter 1: Introduction to Drill and Ceremonies

1. Chapter Objective

Know the importance of drill and ceremonies.

2. Samples of Behavior/Main Points

- a. State the importance of drill and ceremonies.
- b. List the symbols that represent the leaders of the flight and squadron.

- c. List all the basic military drill terms.

Chapter 2: Commands and the Command Voice

1. Chapter Objective

Know basic commands and characteristics of the command voice.

2. Samples of Behavior/Main Points

- a. Identify the types of commands used during the basic military drill movements.
- b. Identify the necessary qualities of the command voice.
- c. Define cadence.

Chapter 3: Individual Instruction

1. Chapter Objective

Perform basic drill positions and movements.

2. Sample of Behavior/Main Point

- a. Execute various movements and positions of basic drill when given the command to do so.

Chapter 4: Drill of the Flight

1. Chapter Objective

Perform parade movements as a flight.

2. Samples of Behavior/Main Points

- a. Execute the various marching movements.
- b. Execute proper military position and place prior to parade.
- c. Respond with proper military procedures for entire parade sequence.

Chapter 5: Drill of the Squadron

1. Chapter Objective

Perform drill movements as a squadron.

2. Samples of Behavior/Main Points

- a. Execute basic drill commands as a squadron.
- b. Execute guidon bearer position.

Chapter 6: Group and Wing Formations

1. Chapter Objective

Demonstrate a group and wing formation.

2. Sample of Behavior/Main Point

- a. Perform group and wing formations when given the command to do so.

Chapter 7: Ceremonies

1. Chapter Objective

Know the purpose and definition of ceremonies and parades.

2. Samples of Behavior/Main Points

- a. Define ceremony and parade.
- b. State the purpose of ceremonies and parades.

- c. Identify the different types of ceremonies and parades.
- d. Define reveille and retreat.
- e. State when it is appropriate to raise and lower the flag.

WELLNESS PROGRAM

Wellness is an official and integral part of the Air Force Junior ROTC program. It consists of two exercise programs focused upon individual base line improvements with the goal of achieving a national standard as calculated by age and gender. The Wellness curriculum is instrumental in developing citizens of character dedicated to serving our nation and communities. The program is provided as a tool to help you develop individualized training programs for your cadets. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education 100. Instructors are free to include other activities cadets enjoy such as team sports in order to keep the Wellness Program fun and motivating. The Wellness Program also provides a list of 19 exercises with examples that may be utilized in a 36-week program modifiable to meet individual and district/state goals. Cadet fitness improvement is rewarded, either by earning the Health and Wellness Ribbon.

The course objective for the Wellness Program is to:

Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.

The goals of the Wellness Program are to:

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

The following is a brief description of the fitness programs for AFJROTC units, each has its own merit and each may be utilized or personalized with unit developed lesson plans to help build a foundation from which to implement a program that promotes lifelong fitness programs.

The President's Fitness Challenge

The U.S. Department of Health and Human Services (HHS) released the 2008 Physical Activity Guidelines for Americans on October 7, 2008. The comprehensive, science-based guidelines were developed to inform policymakers and health providers about the amounts, types, and intensity of physical activity needed to help Americans aged 6 and older, and of all abilities, improve their health and reduce their risk of chronic diseases. Regular physical activity in adolescents promotes health and fitness. Compared to those who are inactive, physically active youth have higher levels of cardio respiratory fitness and stronger muscles. Their bones are stronger, and they may have reduced symptoms of anxiety and depression. Youth who are regularly active also have a better chance of a healthy adulthood. They also typically have a lower Body Mass Index (BMI). With higher BMI's, an increased risk for certain diseases such as heart disease, high blood pressure, type 2 diabetes, gallstones, breathing problems, and certain cancers may develop. Adolescents don't usually develop chronic diseases; however, risk factors for these diseases can begin to develop early in life. Regular physical activity makes it less likely that these risk factors will develop and more likely that adolescents will remain healthy as adults.

Key Guidelines for Adolescents:

- Adolescents should do 60 minutes (1 hour) or more of physical activity daily.
 - Aerobic: Most of the 60 or more minutes should be either moderate- or vigorous-intensity aerobic physical activity, and should include vigorous-intensity physical activity.
 - Muscle-strengthening: As part of their 60 or more minutes of physical activity, adolescents should include muscle-strengthening physical activity.
 - Bone-strengthening: As part of their 60 or more minutes of physical activity, adolescents should include bone-strengthening physical activity.
 - It is important to encourage young people to participate in physical activities that are appropriate for their age, that are enjoyable, and that offer variety.
- For more information about the Physical Activity Guidelines and associated toolkit, visit the President's Challenge web site.*

Key Exercises for Adolescents

The Physical Fitness Assessment recognizes students for their level of physical fitness in five activities:

- Curl-ups (or partial curl-ups)
- Shuttle run
- Endurance run/walk
- Pull-ups (or right angle push-ups or flexed-arm hang)
- V-sit reach (or sit and reach)

AFJROTC Wellness Program Exercises

This program is comprised of 19 exercises which can be conducted with minimal space and with minimal climate dependency (e.g., the 1-mile run). The exercises develop all muscle groups and provide sufficient anaerobic and aerobic intensity. They require no equipment and use only body weight and common objects (e.g., chairs).

The 19 exercises are:

- V-Sit Reach ● Lunges
- Bent-Knee Push-ups ● Arm Extended Lunges
- Feet Elevated Push-ups ● Reverse Extended Lunges
- Hindu Push-ups ● Mountain Climbers
- Plank ● Hindu Squats
- Left Arm and Right Arm Planks ● Body Builders
- Sit-Ups ● Squat Leaps
- Extended Side Push-ups ● Side Lateral Jumps
- Flutter Kicks ● One-Mile Run
- Push-ups

Descriptions for these exercises are located in WINGS.

A typical exercise class may go as follows:

- Warm-up/Stretch
- Pick 6 or more exercises to perform depending on time

- Ensure proper form and technique
- Students will strive to complete the number of repetitions indicated on their personal workout plan
- Cool/down/Stretch

During the next class periods, students will perform six different exercises.

Cadet Fitness Assessments

The Presidential Fitness Challenge Program is a yearlong program designed to establish a baseline for each cadet and when required, instructors may provide a program of improvement throughout a 36-week school year. Instructors should conduct periodic assessments throughout the school year and provide feedback to cadets concerning improvement. This feedback will allow cadets and instructors to modify fitness programs to meet individual needs that provide progressive improvement towards a healthy, active lifestyle.

Uniform Day:

Cadets **WILL** wear the Air Force JROTC uniform weekly (Wednesday) and on Special Events such as District Pass-in-Review. Make-up day for uniform wear is on the following day the cadet returns to school. Failing to wear the uniform for the entire school day will result in a “0” grade for that uniform day. Cadets are required to wear their **Physical Training** uniform on Fridays unless otherwise directed or they will receive a “0” grade for that Physical Training Day. **Drill Day** is on Thursdays; all cadets must wear close toe shoes (no sandals or flip-flops) if not a “0” grade will receive for that Drill Day. **NON-WEAR OF THE UNIFORM AND FAILURE TO MAINTAIN STANDARDS WILL RESULT IN A FAILING GRADE AND DISMISSAL FROM THE PROGRAM.**

Office Hours: Our standard duty hours are 0705 – 1515 hours. We are located in the room J112.

GRADING PROCEDURES: Grades from the Aerospace Science portion of the course count 40% of the AFJROTC final grade and will be graded by the SASI. The Leadership Education portion of the grade counts 40% of the final grade and will be graded by the ASI. The wellness portion of the program counts for the remaining 20% of the final grade and will be graded by the SASI and/or ASI. Drill will be evaluated by the ASI and the SASI. Grades are computed in accordance with standard district grading policy.

Grades and Evaluation: Your grades will be broken down into the following areas:

<u>Item</u>	<u>Weight</u>
<u>AEROSPACE SCIENCE</u>	40%
<u>LEADERSHIP EDUCATION</u>	40%
<u>WELLNESS AND PHYSICAL FITNESS</u>	20%

MAJOR GRADES	DAILY GRADES
Uniform Wear	Class Attendance, Preparation &
Exams (Semester Fall and Spring)	Quizzes
Parades, Special Events (FBISD Pass & Review,	Class work/Homework

GRADING SCALE: As set by the Texas State Board of Education

Exams:

The exams will be based on lesson objectives and samples of behavior covered in your Aerospace and Leadership Studies text books, Air Force Junior ROTC Cadet Guide, and corresponding workbooks. These exams may be made up of multiple choice, matching, short essay type questions, and fill in the blanks type questions. Some exams may be shorter in length, while others will be longer. All exams regardless of length will weigh the same. All questions will be derived from the assigned readings and will be reinforced during classroom discussions. Therefore, it benefits the entire class if everyone completes their reading assignments and is prepared for classroom discussions. Any missed exams must be made up. Makeup exams time and location will be determined as required.

Grading Scale:

Grade

A

B

C

F

Percentage Required

90% and above

80% - 89%

70% - 79%

69% and below

Attendance:

Attendance will be considered in determining your final grade but it is subordinate to measurable performance based on lesson objectives. You will lose points on attendance for being late (5 points from daily grade) or unexcused absences ("0" will be entered as a daily grade.) Excused absences will not count against your daily grade, but missed work has to be completed. As an Air force Junior ROTC cadet, you will be expected to be punctual and present at your appointments.

Evaluation:

You will be constantly evaluated in some form or another during your life. This class is no different! Your overall attitude, demonstrated enthusiasm to learn, and your constructive participation in class will dictate your evaluation grade. Remember that the way you present yourself may push your grade a point higher. **I expect everyone to be prepared for each class by completing reading assignments and/or other assigned tasks and contribute by participating in classroom discussions.** In addition, all assignments must be completed and turned in at the appointed time unless we make arrangements differently beforehand.

OBSERVE CLASS PROTOCOL: Cadets must be in the Parade Rest position on the left side of the desk with their Cadet Guide on desk by the third bell (last ring) or they will be considered tardy. Cadets running in the halls or in the classroom will receive an automatic tardy.

Additionally, all cadets are required to wear your uniform to class on Wednesday⁵² all day. Cadets are expected to always maintain a high standard of dress and appearance while in uniform. Wear the uniform in a manner that emphasizes pride and keep your personal appearance above reproach (i.e. haircuts, weight standards, etc.).

UNIFORM WEAR (Major Grade): Uniform wear is a large part of the Air Force JROTC program. ALL cadets are required to wear the appropriate uniform each Wednesday, from the start of the school day until released. Make-up day for excused absences on uniform day is the following Thursday. There will be no uniform make-up for unexcused absences. Failing to wear the uniform all day will result in a "0" (zero) grade for that uniform day. Multiple failures to wear your uniform can lead to disenrollment from the course. Cadets are required to wear their issued Physical Fitness uniforms on Fridays unless otherwise directed. Failure to turn in uniforms by the end of the course/year will result in an overall "I" incomplete grade for the course and the vice principal notified. Additionally, the student will be placed on the "Fines/Holds" list until the uniforms are paid for/returned.

EXAMS (Major Grade): Two types of major exams will be administered during the course: midterms and finals. Tests will be a comprehensive assessment of all material taught since the last test. These tests will cover the concepts taught in all portions (AS, LE, Wellness) of the AFJROTC I curriculum.

CLASS ATTENDANCE, PREPARATION AND PARTICIPATION (Daily Grade): Today's workforce does not earn a paycheck unless they show up ready for work. Cadets earn grades commensurate with their class participation and effort. Cadets who are not present or prepared cannot participate fully in class. This is especially key to drill and physical fitness. Class preparation includes cadet adherence to proper grooming standards daily as outlined in Air Force Instruction and school dress code.

QUIZZES (Daily Grade): Daily quizzes will be administered throughout the course. Quizzes will cover all material taught since the last quiz or test.

HOMEWORK/CLASSWORK: Assignments are due at the beginning of the class period, unless otherwise directed or the cadet has an excused absence that day. For excused absences, the assignment will be due on the next class day that the cadet is present. Assignments not turned in on the due date because of an unexcused absence will receive a "0" (zero) grade for that assignment.

COMMUNITY SERVICE: Cadets will have multiple opportunities to perform Air Force JROTC sponsored community service during each semester.

CURRICULUM IN ACTION TRIPS (CIA)/FIELD TRIPS: Throughout the semester, the cadets will have opportunities to participate in school-sponsored activities that serve as an extension of the AFJROTC curriculum. These trips may include Dulles Middle School, veteran hospitals, etc. Cadets must be in good academic and disciplinary standing to participate.

CLASS BEHAVIOR: The nature of the AFJROTC mission, as well as its high visibility within the school and community, requires its members to adhere to higher standards than might be found among the student population. **Inappropriate behavior**, in or out of uniform, is prohibited while in participating in AFJROTC. 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.⁵³

CELL PHONES: Cell phone policy is in accordance with Dulles High School. Cell phones must remain turned off and out of sight during the instructional day. Students who use the telecommunications device during the school day without permission, will have the device confiscated. Students may pick up the confiscated device from the principal's office. Any student who refuses to turn over their cell phone will be considered insubordinate and will receive additional disciplinary consequences.

EXPECTATIONS FOR CADETS

1. Follow the chain of command (i.e. cadet-element leader - assist. Flt/CC – Flt/CC – Ops/CC – Sup/CC – Group/CC – ASI – SASI).
2. Always use the titles sir/ma'am when addressing AFJROTC staff and senior ranking cadets.
3. Be on time. Don't be late to class, scheduled events, practices, etc.
4. Always bring your required items to class (cadet guide, notebook, pen/pencil, etc).
5. Wear the correct uniform on the appropriate day.
6. Place personal belongings under your desk – nothing in the aisle.
7. Raise your hand and wait to be acknowledged; do not talk without permission.
8. Listen respectfully and attentively to the speaker/presenter or fellow cadets when they are speaking.
9. Treat others with mutual respect. Profanity, vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any fellow cadet or student will not be tolerated.
10. Remain in your seat unless given permission to move about the room
11. Remain professional; do not sit on desks, tables, trash cans, etc.
12. Unauthorized personnel are not allowed in the staff offices.
13. Always use the trash can to dispose of trash. If you see trash on the floor, clean it up.
14. No eating, drinking and **ABSOLUTELY** no **CHEWING GUM** in the classroom.
15. Wearing hats or sunglasses indoors is prohibited.
16. Maintain loyalty to the Corps, school, and your values.
17. No horseplay in the AFJROTC areas.
18. Maintain self-control and your self-respect at all times.
19. Do not disrespect instructors, higher-ranking cadet officers and NCOs.

WHAT YOU CAN EXPECT FROM US:

- a. **HELP:** BOTTOM LINE, We want you to succeed. Stop in and see us if you have questions on the material or the Air Force.
- b. **STRAIGHT ANSWERS:** The Air Force is a great way of life full of exciting opportunities. Hopefully, you will continue in Air Force JROTC. We will do everything we can to help you. You will be given every opportunity and all the assistance available in order for you to succeed.

CHAPTER FOUR

CONDUCT AND MILITARY COURTESY

1. **General:** Cadets are expected to observe correct military conduct at all times. This will reflect credit upon themselves, their parents, the unit, Dulles High School, and the United States Air Force.
2. **Classroom Procedures:** Cadets must be in the Parade Rest position on the left side of the desk with their Cadet Guide on desk by the third bell (last ring), or if the cadet is running in the halls or in the classroom it is to be counted as an automatic tardy. The Assistant Flight Commander will stand in front of the flight commander's desk. The Flight Commander will position him or herself in front of the classroom facing MSgt. Hardy's office. All books and bags will be placed under the cadet's desk.
3. **Reporting Procedures:** Having taken role, the Flight Commander then salutes and reports to the classroom instructor with the correct information and states, "Sir, all cadets are present and/or accounted for with the exceptions of Cadet(s) (last name)." The Assistant Flight Commander will record the cadets who are absent on the board on the ASI's door. Instructors will take attendance using the computer. After receiving the Flight Commander's report, the flight will begin the announcements. Promptness is an objective of the program and cadets are expected to be at their desks prepared to begin class before the tardy bell sounds.
4. **Announcements:** Immediately after the report has been given, the Flight Commander will read the Daily Announcements and review the monthly calendar.
5. **Military Courtesy:** The practice of saying "Yes Sir," "Yes Ma'am" or "No Sir," "No Ma'am" to instructors and to cadets who out-rank you is always observed in the cadet program. This is a long established military courtesy that you may find difficult at first but will soon become a habit.
 - 5.1 **Hazing:** Hazing in the TX-862nd Cadet Corps is strictly prohibited. There will be no punitive practices that would affect the wellbeing of any cadet. Any form of hazing, whether verbal or physical, will not be tolerated. In addition, requiring cadets, individually or as a group, to perform any physical action as a reprimand, punishment, or for failure to perform will also not be tolerated. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.
 1. Examples of prohibited physical activities include, but are not limited to: push-ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.
 2. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.
 3. This prohibition is applicable to all AFJROTC unit activities, and includes instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.
 - 5.2 **UNAUTHORIZED CLUBS:** no cadets may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.
6. **Reporting to the SASI/ASI:** To ask the SASI/ASI a question or if ordered to report, follow these procedures:
 1. Ask the commander in charge of you the question, if he/she cannot answer it, he/she will accompany you to the instructor's office.
 2. Knock on the door **ONCE!**
 3. When told to enter, stop one pace in front of the SASI/ASI's desk.

4. Report in to the SASI/ASI at attention and salute. Then say, "Sir, (Cadet, rank, and name) ⁵⁵reporting in as ordered sir or permission to ask a question sir."
5. When finished salute and repeat reporting procedures, but ask permission to leave.
7. Field Trip Requirements: Cadets will not be allowed to attend JROTC field trips during the year if:
 - They have two or more sessions of ISS.
 - They have been to an alternative disciplinary campus.
 - They have been suspended from school.
 - They are failing two or more classes during the 9 weeks.
 - They have three or more detentions during a semester.
 - They misbehave excessively.



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

AUG 18 2006

MEMORANDUM FOR ALL AFOATS PERSONNEL

FROM: AFOATS/CC
551 East Maxwell Blvd
Maxwell AFB AL 36112

SUBJECT: Policy Letter on Treatment of All Cadets, Students and Officer Trainees

1. Let me begin by reiterating what I have said in the past; *our people are our most important asset*. This includes not only all members of the AFOATS team but also each and every cadet, student and officer trainee (OT). Our mission is to develop the best Air Force leaders and citizens of character, dedicated to serving the Nation. This mission can only be accomplished if each individual treats others with dignity and respect. As the breeding ground for America's future Air Force officers, it is crucial that we exemplify the Air Force Core Value of *Excellence In All We Do* and ensure that no cadet, student and officer trainee is maltreated or maltrained during any AFOATS commissioning program. Maltreatment and maltraining detracts from the AFOATS mission and will not be tolerated.

2. Please review the below definitions and understand that these activities have no place in our organization. These actions are punishable under Article 93 and 128 of the Uniform Code of Military Justice and AETC Instruction 36-2216, *Administration of Military Standards and Discipline Training*, 16 June 2004.

a. Maltraining: Any training practice not designed to meet a training objective. Examples of maltraining include, but are not limited to, using exercise as punishment, unnecessarily or maliciously embarrassing cadets, students, or OTs in front of their peers, assigning remedial training that does not fit the discrepancy, any degrading tasks, or assigning remedial training to an entire flight for the actions of a few cadets, students, or OTs.

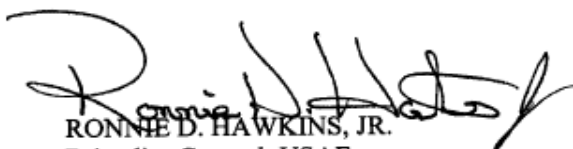
b. Maltreatment (verbal): Any language that degrades, belittles, demeans, or slanders an individual or group based on color, national origin, race, religion, age, ethnic group, gender, or physical stature. Includes, but is not limited to, (1) the use of profanity and any insinuation of immoral, unethical, illegal, or unprofessional conduct; (2) crude, offensive language in rhymes or prose as memory devices (mnemonics); and/or (3) training tools that contain profane words, offensive language, or inappropriate sexual or gender references. Any language that establishes a hostile environment, constitutes and promotes sexual harassment, or disrespect to men and/or women.

c. Maltreatment (physical): Includes, but is not limited to, poking, hitting, thumping, pushing, grabbing, threats of violence, physical violence, physical intimidation, hazing, or any unnecessary physical contact.

d. Hazing: Hazing is defined as any conduct whereby a military member or members, regardless of service or rank, suffer or are exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator.

e. Physical Discipline: Using disciplinary exercises such as push-ups, deep-knee bends, sit-ups, low crawls or any other activity that has the potential to place a student in a strenuous or exhausting position.

3. No AFOATS member will participate in any of the above mentioned activities nor will he/she tolerate those who do. Please speak up if you see a lack of character in those with whom you serve. We owe each and every cadet, student and OT who walks through our doors this type of respect. I expect you to report any of the above mentioned conduct through your chain of command if you see this type of behavior. If you have any questions concerning the above definitions, please contact AFOATS/JA at DSN 493-6742 or COMM 334-953-6742.



RONNIE D. HAWKINS, JR.
Brigadier General, USAF
Commander, AFOATS

CHAPTER FIVE

SALUTING RULES

1. The salute is a courteous exchange of military greeting the world over. Military personnel consider the salute as a courteous and respectful greeting between members and it is one of the oldest traditions that bind military professionals together.
2. You will be taught the proper manner of saluting and the rules, which govern its use among the military service. Saluting between cadets, cadet officers, and commissioned officers is required at all times when in uniform outdoors. The ASI, because of his position, is rendered a salute.
3. The salute is rendered indoors only when cadets are reporting to cadet officers or the SASI/ASI. The proper sequence of reporting includes rendering the salute and then the statement, **“Sir, Cadet (Rank and Last name) reporting as ordered,” or other appropriate comment.** The cadet holds the salute until it is returned or otherwise acknowledged by the officer. When the purpose of the report or meeting is completed, the cadet again salutes. The officer will return the salute or otherwise acknowledge it, and the cadet will sharply turn to the most direct exit and leave.
4. A salute is never given or returned while running. The cadet will come to quick time (a walk) and render the salute when approximately six paces from the officer.
5. If a cadet observes the American Flag being raised or lowered from any flagstaff, he/she will assume the position of attention, render the hand salute (if in uniform) and hold it until the flag has reached the summit or base of the flagstaff. If the cadet is in civilian clothes, he/she will assume the position of attention and place the right hand over the heart. If a cadet wearing civilian attire is also wearing a hat, he/she will remove it and hold the headgear to the left shoulder so that the right hand is over the heart.
6. During the recital of the Pledge of Allegiance and while in uniform, all cadets will stand at attention and recite the pledge. When in civilian clothes assume the position of attention and place the right hand over the heart and recite the pledge. When in-doors while in uniform, do not salute.
7. If the cadet is outdoors in uniform and the National Anthem is being played, the cadet will stand at attention, face the music or the flag, and render the hand salute until the music stops.
8. If a cadet is late for formation, he/she will approach the person in charge when the formation is at a halt, salute, and request permission to fall in.
9. When the SASI or ASI approaches any formation, the commander will call the formation to attention. Anytime a cadet sees the SASI/ASI anywhere, they need to acknowledge them with a greeting.

Saluting Diagram

When in uniform and both arms are full only a verbal greeting (“Good morning or afternoon, Sir/Ma’am”) is required. The officer will acknowledge the greeting in the same manner.

No Saluting Situations: The SASI/ASI will designate areas or situations that saluting will not be required.



CHAPTER SIX

Foreword

Unless otherwise noted in this publication, all uniform waivers to include drill team and color guard uniform waivers are hereby RESCINDED. ALL approved unit patch waivers are still valid.

Chapter 7 of this Operations Supplement describes how AFJROTC cadets will wear the uniform and maintain Air Force grooming standards while in uniform. AFI 36-2903, 13 July 2018, describes how to properly wear the Air Force uniform and this Operations Supplement describes how AFJROTC will wear rank, ribbons, medals, and other accouterments. Cadets are wearing the same basic uniform as the active duty Air Force, and they will be expected to honor and wear the uniform properly and with pride. This chapter provides the latest guidance and clarification on AFJROTC uniform wear for instructors and cadets. It also provides guidelines for cadet appearance and grooming.

The AFJROTC Awards and Decorations Program recognizes the achievements of AFJROTC cadets and fosters increased morale and esprit-de-corps. This chapter outlines the proper execution of a successful unit Awards and Decorations Program.

ACCOUTREMENTS (GENERAL)

7.1. Insignia Placement. Insignia on the AFJROTC uniform will be worn according to the figures contained in this guide.

7.2. Badges.

7.2.1. Ground School Badge. Awarded for successful completion of the AFJROTC aviation honors ground school curriculum or successful completion of another aviation ground school program prescribed by the FAA. To order the badge go to WINGS | Logistics | Create Display Orders. Flight Suits are authorized for those cadets currently enrolled in or that have successfully completed aviation honors ground school, been awarded a flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program (see Attachment 7-12).

7.2.2. Flight Solo Badge. Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft. Email HQ-Logistics@afjrotc.com a copy of the cadet's Flight Solo Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Flight Solo Badge. Flight suits are authorized for those cadets that have received their flight solo badge (see Attachment 7-12).

7.2.3. Flight Certificate Badge. Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. Email HQ-Logistics@afjrotc.com a copy of the cadet's Flight Certificate, and then go to WINGS | Logistics | Create Display Orders and order the Pilot Certificate Badge. Flight suits are authorized for those cadets that have received their flight certificate badge (see Attachment 7-12).

7.2.4. Awareness Presentation Team Badge. Awarded for participation on an Awareness

Presentation Team. Criteria for becoming a member of the team will be published in the Cadet Guide or the Unit Operating Instructions. Go to WINGS | Logistics | Create Display Orders and order the Awareness Presentation Team Badge.

7.2.5. Kitty Hawk Air Society Badge. Awarded to cadets who are members of the Kitty Hawk Air Society. The unit's Kitty Hawk charter will spell out the requirements for entry into the society. Go to WINGS | Logistics | Create Display Orders and order the Kitty Hawk Air Society Badge.

7.2.6. Academy of Model Aeronautics (AMA) wings. Awarded to cadets who are members of a local AMA chartered model airplane club. Contact the AMA to obtain badge for qualifying cadets. See Attachment 7-17 for ordering information.

7.2.7. Distinguished AFJROTC Cadet Badge. This annual award consists of a certificate and the Distinguished AFJROTC Cadet badge. The award recognizes one outstanding second-year cadet (third-year cadet in a 4-year program) selected at the end of each school year. This allows the recipient to wear the award their final year in the AFJROTC program. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence. The SASI, in coordination with the ASI and with the concurrence of the principal, selects the recipient of this award. The Holm Center Form 308, Certificate of Recognition, is located in WINGS | Published Files | Directory | Certificates folder. The certificate is used to present with the badge. The unit must purchase the badge from a vendor. The recipient will hold the following awards prior to selection:

- a. Leadership Ribbon
- b. Achievement Ribbon
- c. Superior Performance Ribbon
- d. Academic Ribbon
- e. Leadership Development Requirement
- f. Service Ribbon

7.2.8. Aerospace Education Foundation (AEF) Academic Cadet Badge. Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining a minimum 3.3 grade point average (GPA) with no grade below a 2.0 GPA on their transcript. The individuals must be recommended by the SASI. Go to WINGS | Logistics | Create Display Orders and order the AEF Badge.

7.2.9. Model Rocketry Badge. Awarded to cadets who have fulfilled model rocketry program requirements. Program requirements are listed in the Model Rocketry Handbook available in WINGS | Published Files | Directory | JROTC | Instruction and Guides | Model Rocketry Handbook. OPR: Holm Center/JROSL.

7.2.10. Other Badges or Pins.

CyberPatriot and Stellar Explorer pins are issued to participating cadets by the host organization. Pins are not available for commercial purchase. Any badge or pin not specifically authorized by HQ AFJROTC will not be worn on any AFJROTC uniform combination.

7.2.11. Marksmanship Awards. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males wear the badges under the ribbons on the left pocket flap of the light blue shirt or below the ribbons on the service dress uniform. Females wear the badges above the ribbons on both uniforms. **Marksmanship badges will not be worn with medals.**

7.3. Shoulder Patches.

7.3.1. AFJROTC Patch. Wear of the AFJROTC official shoulder patch **is mandatory** on the left sleeve of all uniforms except the raincoat, overcoat, all-weather coat, **ABU (front left pocket only) and flight suit (above front right pocket area)** . Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder sleeve.”

7.3.2. Unit Patch. Optional. If worn, must be on the right shoulder only (**ABU on front right pocket only**). Unit patches are paid for by non-Air Force Funds and must be approved by HQ AFJROTC via the waivers module in WINGS prior to purchase or use.

7.4. Shoulder Cords. Cadets are authorized to wear **one shoulder cord (double knot, single cord – no aiguillettes or citation cords)** on the left shoulder. This will be a single “infantry” style cord, without metal tips, no more than 1-inch wide. Wear the shoulder cord only on the light blue shirt and the service dress coat. The SASI will designate criteria on who may wear shoulder cords. Colors to denote different honors or leadership positions may be used.

7.4.1. Criteria for wear and shoulder cord colors will be described in the Cadet Guide or Unit Operating Instructions. On the **service dress coat**, the cord will be grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. On the **blue shirt**, the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. Cords may be purchased from a vendor using MilPer funds.

7.5. Shoulder Tabs. Shoulder tabs are either **cloth or metal** arches denoting participation in an AFJROTC activity. Shoulder tabs are optional. If worn, cadets are authorized to wear **one shoulder tab on the right shoulder** of the service dress coat and the light blue shirt, centered between the unit patch and the shoulder seam. Tabs will have the name of the activity on them (e.g., drill team, saber team, honor guard, etc.). If no unit patch is worn, tab will be worn no lower than 1 inch below the shoulder seam. If a unit patch is worn, shoulder tab will be centered between the unit patch and the shoulder seam. The SASI will designate which activities will be denoted by shoulder tabs and set the criteria for each.

7.6. Awards and Decorations.

7.6.1. Awards and Decorations. The Cadet Awards and Decorations Program fosters morale, esprit-de-corps, and recognizes achievements of AFJROTC cadets. Awards sponsored by national organizations are funded by the sponsoring organization and donated through local chapters where available. Only Awards and Decorations approved by Holm Center/JR and listed in this guide may be worn. **Units cannot purchase matching medals for HQ AFJROTC Approved Ribbons. (Example: Outstanding Cadet, Patriotic Flag,**

Bataan March, etc.). Only medals specifically designated within this Operational Supplement and depicted on the AFJROTC Ribbon Chart are approved.

7.6.1.1. Units **may not** create or purchase local awards (ribbon and/or medals) for wear on the uniform.

7.6.1.2. Ribbons **will not** be worn with medals. Medals may be worn with the service dress uniform for formal and semi-formal occasions of a limited nature (such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI.) Medals may not be worn on regular uniform days. Place medals on the mounting rack in the proper order of precedence (see para 7.6.3.1).

7.6.1.3. Units are authorized to impose additional criteria (**more stringent**) to meet local standards and needs without diminishing minimum standards (example: limiting the number of cadets who may earn the award where no guidance is stated, or below stated limits). If such additional criteria are imposed, they must be specifically stated in the Cadet Guide or Unit Operating Instructions.

7.6.1.4. Present awards at appropriate ceremonies. Invite school officials, local civil authorities and parents when practical. Representatives from organizations sponsoring awards will be offered the opportunity to make the award presentation. Display awards when possible for the benefit of the cadet corps. The SASI will ensure that Air Force endorsement of any agency's product or service is neither stated nor implied.

7.6.3. Order of Precedence of AFJROTC medals and ribbons.

7.6.3.1. AFJROTC Awards.

1. Gold Valor Award (Medal/Ribbon)
2. Silver Valor Award (Medal/Ribbon)
3. Cadet Humanitarian Award (Ribbon)
4. Silver Star Community Service with Excellence Ribbon
5. Community Service with Excellence Ribbon
6. Air Force Association Award (Medal/Ribbon)
7. Daedalian Award (Medal/Ribbon)
8. American Legion Scholastic Award (Medal/Ribbon)
9. American Legion General Military Excellence Award (Medal/Ribbon)
10. American Veterans Award (Medal/Ribbon)
11. Reserve Officers Association Award (Medal/Ribbon)
12. Military Order of World Wars Award (Medal/Ribbon)
13. Military Officers Association Award (Medal/Ribbon)
14. Veterans of Foreign Wars (VFW) Award (Medal/Ribbon)
15. Military Order of the Purple Heart Award (Medal/Ribbon)
16. Air Force Sergeants Association (AFSA) Award (Medal/Ribbon)
17. Tuskegee Airmen Incorporated AFJROTC Cadet Award (Ribbon)
18. The Retired Enlisted Association Award (Medal/Ribbon)
19. The Celebrate Freedom Foundation Award (Medal/Ribbon)
20. Air Commando Association Award (Medal/Ribbon)
21. Distinguished Unit Award with Merit (Ribbon)
22. Distinguished Unit Award (Ribbon)

23. Outstanding Organization Award (Ribbon)
24. Outstanding Flight Ribbon
25. Top Performer Ribbon
26. Outstanding Cadet Ribbon
27. Leadership Ribbon
28. Achievement Ribbon
29. Superior Performance Ribbon
30. Academic Ribbon
31. Cadet Leadership Course Ribbon
32. Special Teams Placement Ribbon
33. All Services National Competition (Medal/Ribbon)
34. Air Force Nationals Competition (Medal/Ribbon)
35. Orienteering Ribbon
36. Leadership Development Requirement (LDR) Leadership Ribbon
37. Drill Team Ribbon
38. Color Guard Ribbon
39. Saber Team Ribbon
40. Marksmanship Ribbon
41. Good Conduct Ribbon
42. Service Ribbon
43. Health and Wellness
44. Recruiting Ribbon
45. Activities Ribbon
46. Attendance Ribbon
47. Dress and Appearance Ribbon
48. Longevity Ribbon
49. Bataan Death March Memorial Hike Ribbon
50. Patriotic Flag Ribbon

7.6.4. AFJROTC cadets are **not authorized** to wear ribbons/medals earned/issued from Army, Navy, Marine Corps, or Coast Guard Junior ROTC programs. Cadets will be given equivalent AFJROTC ribbons to wear in lieu of Army, Navy, Marine Corps, or Coast Guard Junior ROTC ribbons/medals the cadet earned while serving in sister-service JROTC program. It is up to the SASI to make the best determination as to what equivalent AFJROTC ribbon to issue.

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

7.7. Descriptions and Criteria of AFJROTC Medals and Ribbons. **Ribbons will not be worn with Medals (only the medals will be worn). NOTE: Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc.**

7.7.1. Gold Valor Award. Awards consist of a medal, ribbon, and certificate. The Gold Valor Award recognizes the most outstanding voluntary acts of self-sacrifice and personal bravery by a cadet involving conspicuous risk of life above and beyond the call of duty. Forward recommendations for valor awards through HQ-OpsSupport@afjrotc.com for

review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to the HQ AFJROTC Director for final approval. Upon approval, Operation Support will distribute the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

7.7.2. Silver Valor Award. Awards consist of a medal, ribbon, and certificate. The Silver Valor Award is awarded to a cadet for a voluntary act of heroism which does not meet the risk-of-life requirements of the Gold Valor Award. Forward recommendations for valor awards through HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. HQ-Ops Support will forward the valor award to HQ AFJROTC Director for final approval. Upon approval, HQ-OpsSupport@afjrotc.com distributes the citation, medal, and ribbon for presentation. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

7.7.3. Cadet Humanitarian Award. Award consists of a ribbon and certificate. It is intended to recognize cadets who provide aid in response to a singular extraordinary event such as a natural disaster or other catastrophe that has placed or has the potential to place a hardship on their fellow citizens. This award is not to be used to recognize day-to-day service in the community. Forward recommendations for humanitarian awards to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of the incident. Include a detailed description of the situation, newspaper clippings (if available), statements by victims and observers, and any other information deemed appropriate to validate eligibility. In addition, submit a proposed citation to accompany the award. Upon approval, HQ-Ops Support distributes the citation and ribbon for presentation.

7.7.4. Silver Star Community Service with Excellence Award. Award consists of a ribbon with a Silver Star device and certificate. The Silver Star Community Service with Excellence Award will be an honor that emphasizes the value of community service, and establishes a greater sense of pride within the corps. The award will be given to cadets in the Top 5% of units (approximately 45 units) who have the highest "per cadet average" community service hours. "Countable" hours must be logged into WINGS and be accomplished IAW published guidance in AFJROTCI 36-2010. Countable hours will be the period from 11 April (previous year) to 10 Apr (current year). HQ will use the last PSR cadet enrollment and the hours submitted in WINGS for that period to calculate the Top 5% units and notify the units earning the Award. Instructors at the Top 5% units will determine which of their cadets have contributed to the unit earning the new award. Ribbon must be purchased from a vendor using MilPer funds.

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

participants but to the key leader(s) of the project. Forward recommendations for Community Service with Excellence Award to Forward recommendations for Community Service with Excellence Award to HQ-OpsSupport@afjrotc.com for review and approval within 6 months of completion of the project. Include a detailed description of the contributions of the individual(s) along with newspaper clippings (if available) describing the outcome of the project, letters of appreciation from civic leaders, or other information deemed appropriate to validate eligibility. Ribbon must be purchased from a vendor using MilPer funds.

National-level Awards. These Items may be issued to cadets, but medals from these organizations **WILL ONLY** be worn during events such as dining ins/outs, military ball, change of command ceremonies, awards ceremonies, picture days, or other formal events as specified by the SASI. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition, i.e., drill, Cyber-Patriot, Academic Bowl, etc. Cadets may only receive one National-level Award for each year they are in AFJROTC.**

Guidelines for National-level Awards will be followed to the fullest extent possible. Deviations from established award criteria will not be the norm, but based on a case, by case basis. **Unit must uphold the "spirit of intent" of an award.**

7.7.6. Air Force Association (AFA) Award. Cadets may only receive this award once. This AFA-sponsored award and is presented annually at each unit to the outstanding second-year (in a 3- year program) or third-year cadet (in a 4-year program). Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

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

- Top 1% of the cadets in a unit in the following areas, academics, leadership, and professionalism.
- Positive attitude (toward AFJROTC and school).
- Outstanding personal appearance (uniform and grooming).
- Display personal attributes such as initiative, judgment, and self-confidence. Courteous demeanor (promptness, obedience, and respect for customs).

7.7.7. Daedalian Award. Cadets may only receive this award once. The Order of Daedalin's is a fraternity of commissioned pilots from all military services. It is named after the legendary figure, Daedalus, and was organized by WWI military pilots who sought to perpetuate the spirit of patriotism, love of country, and the high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian in the village of Lavadia, Greece and depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

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

- Demonstrate an understanding and appreciation of patriotism, love of country, and service to the nation.
- Indicate the potential and desire to pursue a military career.
- Rank in the top 10% of their AFJROTC class.
- Rank in the top 20% of their school class.

7.7.7.2. The SASI selects the recipient and requests the award from the nearest Daedalian Flight. A minimum of 90 days' notice is required to allow the local chapter to obtain the award from their national headquarters and to schedule a Daedalian Flight presenter for the award. See Attachment 7-17 for list of award points of contact.

7.7.8. American Legion Scholastic Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

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

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

7.7.8.2. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 7-17 for list of award points of contact.

7.7.9. American Legion General Military Excellence Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

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

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

7.7.9.2. The SASI, as chairman, with the ASI and at least one faculty member, selects the recipient and must request the award not later than 15 April. The award devices and presenter can be requested from the nearest American Legion Post. If there is no local post, contact the American Legion Headquarters. See Attachment 7-17 for list of award points of contact.

7.7.10. American Veterans (AMVETS) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

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

- A positive attitude toward AFJROTC programs and service in the Air Force.
- Personal appearance (wearing of the uniform, posture, and grooming, but not physical characteristics per se).
- Personal attributes (initiative, dependability, judgment, and self-confidence).
- Officer potential (capacity for responsibility, adaptability, and maintenance of high personal standards).
- Obtained a grade of "A" (or the numerical equivalent) in their AS class.
- Be in good scholastic standing in all classes at the time of selection and at the time of presentation.

7.7.10.2. The SASI selects the recipient of the award and submits a brief nomination letter and biographical sketch of the cadet to the state AMVETS department where the school is located. An AMVETS representative will make the presentation if a participating local post or department representative is available. See Attachment 7-17 for list of award points of contact.

7.7.11. Reserve Officers Association (ROA) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

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

- Be in the top 10% in the AFJROTC program.
- Be in the top 25% in academic grades.
- Be recognized for having contributed the most to advancing the objectives of the AFJROTC program, which include outstanding dedication to citizenship, knowledge of civic responsibility, military orientation, self-discipline and a sound work ethic.

7.7.11.2. The SASI with the ASI, selects the recipient of the award. The local ROA chapter contacts each SASI before 15 January and furnishes the name of the ROA representative for presentation purposes. If no contact is made by 15 January, the SASI must communicate

the AFJROTC program and who possesses individual characteristics contributing to leadership. Each cadet must:

- Positive attitude toward the AFJROTC program
- Must be enrolled as a 10th-12th grade AFJROTC student
- Must maintain a "B" average in AFJROTC curriculum and a "C" average in all remaining subjects with no failing grades in the previous semester
- Active in at least one other student extracurricular activity (music, athletics, government, etc.)
- Not a previous recipient of this award.

7.7.14.2. The SASI selects the recipient subject to the final approval of the sponsoring VFW chapter. The SASI requests the award from the nearest local post in February for presentation in April or May. A VFW representative will present the award at an appropriate ceremony. If no local post is available, or if the local post does not offer the award, obtain information by contacting the headquarters of the Veterans of Foreign Wars of the United States.

7.7.15. Military Order of the Purple Heart Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

7.7.15.1. This award annually recognizes an outstanding underclassman (first, second, or third-year cadet), who is enrolled in the AFJROTC program and demonstrates leadership ability. (Seniors are not eligible) Each cadet must:

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

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

7.7.16. Air Force Sergeants Association (AFSA) Award. Cadets may only receive this award once. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

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

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

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

7.7.17. Tuskegee Airmen Incorporated (TAI) AFJROTC Cadet Award. Ribbon for this award may be worn on the cadet's ribbon rack and worn on regular uniform days.

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

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

7.7.17.2. The SASI and ASI select the recipients. The Tuskegee Airmen (TAI), Inc. AFJROTC Cadet Award ribbon is mailed to every AFJROTC unit from AFJROTC NC-20022, Vance High School. AFJROTC units do not need to contact this unit to receive their allotted two ribbons per year. AFJROTC units requesting replacement ribbons must send a check for \$2.00 to cover the cost of mailing up to two ribbons. The Tuskegee Airmen, Inc. AFJROTC Cadet Award certificate is posted in WINGS at WINGS - Published Files - Directory - JROTC - Certificates. The TAI AFJROTC Cadet Award certificate, as well as other important certificates, are posted in the folder.

7.7.18. The Retired Enlisted Association (TREA) Award. Cadets may only receive this award once. Awarded annually, at the SASI’s discretion, for exceptional leadership to the most outstanding AFJROTC cadet while serving in an Enlisted Rank. The selected enlisted cadet must have shown outstanding leadership throughout the course of the school year. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

7.7.19. The Celebrate Freedom Foundation (CFF) Award for Excellence in Academic Programs. Cadets may only receive this award once. The awards program recognizes 9th, 10th, 11th and 12th grade students (including home-schooled students) enrolled in AFJROTC programs. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

7.7.19.1. SASI may go on line at www.gocff.org/jrotc to nominate cadets for this award. Cadets must demonstrate the following personal characteristics to be eligible for nomination:

- Outstanding personal appearance (uniform and grooming)
- Display personal attributes such as initiative, judgment and self-confidence
- Courteous demeanor (promptness, obedience and respect for customs)
- Growth potential (capacity for responsibility, high productivity and adaptability to change)
- Possess the highest personal and ethical standards and strong positive convictions
- Shows the potential and desire to pursue a military career
- Rank in the top 5% in his/her AS class with a grade average of A or numerical equivalent
- Rank in the top 15 % of his/her academic class
- Demonstrates a positive attitude (toward AFJROTC and school)

7.7.20. Air Commando Association Award. Cadets may only receive this award once. Awarded annually at the SASI’s discretion for completing a one-page essay based on a historical AF Special Operations Mission possessing the 13 critical attributes of success: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. Ribbon for this award may be worn on the cadet’s ribbon rack and worn on regular uniform days. **Medals will not be worn on regular uniform days or during any type of competition.**

7.7.21. Distinguished Unit Award with Merit (DUAM). Award consists of a ribbon awarded to cadets enrolled during the same academic year in which 1) the unit receives a HQ AFJROTC evaluation with an overall rating of Exceeds Standards and 2) the unit is selected by HQ AFJROTC to receive the DUA. Both criteria must occur during the same academic year. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. Medal/Ribbon must be purchased from a vendor using MilPer funds.

7.7.22. Distinguished Unit Award (DUA). Is a ribbon 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.

7.7.23. Outstanding Organization Award (OOA). Is a ribbon awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the OOA. The unit will receive a congratulatory letter and a certificate of recognition which will be posted in WINGS. OOA recipients do not receive a streamer. Ribbon must be purchased from a vendor using MilPer funds.

7.7.24. Outstanding Flight Ribbon. Is a ribbon awarded each academic term to members of the outstanding flight under criteria determined by the SASI. Criteria for this award will be published in the unit's Cadet Guide.

7.7.25. Top Performer Award. **The award consists of a ribbon and certificate presented/awarded only by Headquarters, AFJROTC personnel.** This award is only presented during a visit by HQ AFJROTC personnel. The award is presented to a maximum of 2% of the current unit cadet corps population (unduplicated headcount). Once awarded, the ribbon may be worn for the duration of a cadet's tenure in AFJROTC.

7.7.25.1. Consideration for the Top Performer Awards. All currently enrolled cadets may be considered, but specific consideration will be given to cadets not previously recognized for superior performance. The Regional Director may select (SASIs may nominate) a maximum of 2% of a unit's cadets based on a cadet's performance in the following key areas: Leadership and job performance: in primary duty and specifically in preparation for the unit's assessment. Leadership qualities: involvement and positions held in Leadership Development Requirement activities. Academic performance: nominee must be in good academic standing in all high school course work, significant self-improvement, community involvement and other accomplishments.

7.7.26. Outstanding Cadet Ribbon. Is a ribbon awarded annually to the outstanding first-year, second-year, third-year, and fourth-year cadets. 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. Criteria for this award will be published in the unit's Cadet Guide.

7.7.27. Leadership Ribbon. Is a ribbon awarded for outstanding performance in a position of leadership as an AFJROTC cadet. Ensure recognition of cadets who have consistently displayed outstanding leadership ability above and beyond expected performance. Criteria for this award will be published in the unit's Cadet Guide.

7.7.28. Achievement Ribbon. Is a ribbon awarded for a significant achievement in AFJROTC or other school activities/events. Individuals may not receive more than one ribbon during a 1-year period. Criteria for this award will be published in the unit's Cadet Guide.

7.7.29. Superior Performance Ribbon. Is a ribbon awarded to no more than the top 10% of the cadet corps annually 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. Criteria for this award will be published in the unit's Cadet Guide.

7.7.30. Academic Ribbon. Is a 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. Criteria for this award will be published in the unit's Cadet Guide.

7.7.31. Cadet Leadership Course (CLC) Ribbon. Is a ribbon awarded for completion of an approved leadership school program of at least 5 days in duration. For each additional CLC completion an additional bronze star will be awarded. Silver Star will be awarded for outstanding performance or leadership ability at a CLC instead of the Bronze Star. Limit the Silver Star to 10% of the class. Criteria for this award will be published in the unit's Cadet Guide.

7.7.32. Special Teams Competition Ribbon. Is a ribbon awarded to team members for placing 1st, 2nd or 3rd in an Air Force or Joint Service Competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster.

7.7.33. Joint/All-Service National Competition Award. Is a medal/ribbon awarded to team members who competed at a Joint/All Service national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

7.7.34. Air Force Nationals Competition Award. Is a medal/ribbon awarded to team members who competed at an Air Force only national-level competition to include Drill Teams, Color Guard Teams, Marksmanship Rifle Teams, Saber Teams, Academic Bowl Teams, CyberPatriot, StellarXplorers etc. For each additional ribbon earned an additional bronze oak leaf cluster will be awarded. A single silver oak leaf cluster will be used for the award of the fifth bronze oak leaf cluster. Medal/Ribbon may be obtained from the host of the competition or purchased from a vendor using MilPer funds. Medal may not (ribbon may) be worn during competitions and regular uniform wear days.

7.7.35. Orienteering Ribbon. Is a ribbon awarded to team members for completing a unit-specific Orienteering program as part of unit curriculum. Criteria for this award will be published in the unit's Cadet Guide.

7.7.36. Leadership Development Requirement (LDR) Leadership Ribbon. Is a ribbon awarded at the SASI's discretion for leadership in AFJROTC Leadership Development Requirement activities (such as but not limited to PT team commander, orienteering team commander, drill team commander, color guard team commander, dining-in chairperson,

military ball chairperson, etc.). Criteria for this award will be published in the unit's Cadet Guide.

7.7.37. Drill Team Ribbon. Cadets must be on the drill team for an entire year/drill season to be eligible to qualify and must have competed in at least 3 drill competitions. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide.

7.7.38. Color Guard Ribbon. Cadets must perform at least 5 color guards to receive this ribbon. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide.

7.7.39. Saber Team Ribbon. Cadets must perform at least 3 saber team events to receive this ribbon. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide.

7.7.40. Marksmanship Team Ribbon. Cadets must be on the marksmanship team for an entire year season to be eligible to qualify and must have competed in at least 1 marksmanship postal competition. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide.

7.7.41. Good Conduct Ribbon. Cadets must not have received a referral (this includes no ISS/OSS) and not missed more than 5 days of school (unexcused absences) for an entire school year to be eligible to qualify for this award. An oak leaf cluster will be added to this ribbon for each year of qualifying membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide.

7.7.42. Service Ribbon. Is a ribbon awarded for distinctive performance in school, community, or AFJROTC service projects. Limit to members whose active participation in a service project contributed significantly to the goals of the organization. (NOTE: Participation in Drill Teams, Saber Teams or Color Guard Teams alone does not qualify for the Service Ribbon (see above criteria for these other ribbons) unless community service hours are also awarded. Criteria for this award will be published in the unit's Cadet Guide.

7.7.43. Health and Wellness Ribbon. Is a ribbon awarded for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84% will receive a Bronze Star device; 85-95% will receive a Silver Star device; and 96-100% will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest-level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon. (NOTE: The Physical Fitness Test percentiles are computed automatically under the PFT-Mass Assessment in WINGS.) Criteria for this award will be published in the unit's Cadet Guide.

- 7.7.44. Recruiting Ribbon. Is a ribbon awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC. Criteria for this award will be published in the unit's Cadet Guide.
- 7.7.45. Activities Ribbon. Is a ribbon awarded for participation in Leadership Development Requirement (LDR) activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, academic bowl teams, and raider/sports teams. An oak leaf cluster will be added to this ribbon for each year of membership beginning with the second year. Criteria for this award will be published in the unit's Cadet Guide.
- 7.7.46. Attendance Ribbon. Is awarded to cadets who have no more than three excused absences (no unexcused) from AFJROTC classes during an entire school year. Criteria for this award will be published in the unit's Cadet Guide.
- 7.7.47. Dress and Appearance Ribbon. Is awarded to cadets who maintain a 90% or higher average on weekly uniform grades. Cadets receiving this award will maintain the highest grooming and dress standards possible. Criteria for this award will be published in the unit's Cadet Guide.
- 7.7.48. Longevity Ribbon. Is a ribbon awarded for successful completion of each AFJROTC school year (semester with a 4X4 block schedule). Criteria for this award will be published in the unit's Cadet Guide.
- 7.7.49. Bataan Death March Memorial Hike Ribbon. Is a ribbon awarded 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 3-days. Cadet safety must be monitored at all times 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. Criteria for this award will be published in the unit's Cadet Guide. Ribbon may be purchased from a vendor using MilPer funds.
- 7.7.50. Patriotic Flag Ribbon. Is a ribbon 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. In order to receive this award, cadets must have participated in a minimum of 5 flag events. Criteria for this award will be published in the unit's Cadet Guide. Ribbon may be purchased from a vendor using MilPer funds.

CADET APPEARANCE AND GROOMING GUIDELINES

7.8. Appearance and Grooming. When a cadet wears the uniform, he/she is responsible for presenting a neat, clean, and professional military image. Appearance and grooming standards help cadets present the image of disciplined cadets who can be relied upon to do the job they are called on to do. A professional military image has no room for the extreme, the unusual, or the faddish. The standards for wearing the uniform consist of five elements: neatness, cleanliness, safety, uniformity and military image. The first four are absolute,

objective criteria for the efficiency, health, and well-being of the force. The fifth standard, military image is also very important, military appearance is subjective, but necessary. People, both military and civilian, draw conclusions as to the military effectiveness of the Air Force by how they perceive those in uniform.

7.8.1. Drill Team, Color Guard, and Exhibition Uniforms - these uniforms WILL NOT be worn on regular uniform days. It is important that AFJROTC cadets properly represent the Air Force during events and competitions. All drill team, color guard and exhibition uniforms must be a distinctive Air Force dress uniform. This means 1) a combination of the normal Air Force blue pants/skirts, light blue shirt, and/or blue service dress coat or, 2) the Airman Battle Uniform (ABU). Normal blue or ABU uniforms are visually depicted in Chapter 7 of this Operational Supplement.

7.8.1.1. Units may accessorize their **blue** drill team, color guard or exhibition uniforms with the following items only. No waiver is needed for any of the items listed below. Additionally, **NO WAIVER will be granted for any items not listed below.**

7.8.1.1.1. Headgear for Drill Team, Color Guard, and Exhibition Uniforms.

7.8.1.1.1.1. Berets may be worn. **Solid-color berets, white, dark blue and/or black**

ONLY, with officer or enlisted rank insignia. **Berets may be worn on regular uniform days.** No other color berets may be worn and no waiver will be granted for any other color. Berets may be purchased from a vendor using MilPer funds. **NOTE: Units will have until 1 August 2019 to comply with this change.**

7.8.1.1.1.2. Service Caps (wheel and bucket hats) may be worn. Females are authorized to wear the male Service Cap. Silver braid headband straps may only be worn on the Service Cap while the cadet is performing in a color guard or drill team competition **ONLY. Cadets will wear the black headband strap during regular uniform days.**

7.8.1.1.1.3. Service Caps (wheel and bucket hats) will be **a solid color and free of any embroidery.** No waiver will be granted to change the color or authorize the use of embroidery on the Service Cap.

7.8.1.1.1.4. Cadets will wear the highly polished/chrome Hap Arnold Wings or the large Cadet Officer insignia on the Service Cap (wheel and bucket hats). These may be purchased from a vendor using MilPer funds.

7.8.1.1.1.5. Chrome helmets may be worn with blue drill team, color guard or exhibition uniform combinations only and are not authorized for wear on regular uniform days. **NOTE: Chrome helmets will be phased out effective 1 August 2019 and will no longer be authorized for wear.**

7.8.1.1.2. Solid color ascots may be worn, colors may be locally-determined, but must be one solid color, conservative, and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**

7.8.1.1.3. Gloves may be worn. Colors may be solid but, no more than two colors. Colors will be locally-determined, but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Gloves will not be worn on regular uniform days.**

7.8.1.1.4. Shoulder cord. One “infantry” style shoulder cord may be worn. Cords will be worn on the left shoulder, grounded to the shoulder seam, with no metal tips, and no wider than 1-inch. Colors are locally-determined, must be conservative, in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Shoulder cord may be worn on regular uniform days.** Shoulder cords may be purchased from a vendor using MilPer funds. **NOTE: Units will have until 1 August 2019 to comply with this change.**

7.8.1.1.5. Blue pants may be modified to have a ¾ inch stripe (braid) on the outside length of the pants, silver, dark blue, and/or black only. **These items will not be worn on regular uniform days.** No Air Force funds may be used. **NOTE: Units will have until 1 August 2019 to change the size of the stripe (braid).**

7.8.1.1.6. Service Dress Jacket may be modified to have a ¾-inch silver, dark blue, and/or black only braid sewn 3 inches from bottom of sleeve. **These items will not be worn on regular uniform days.** No Air Force funds may be used.

7.8.1.1.7. Wear of Color Guard and Saber harnesses, i.e., Sam Brown belt with shoulder strap is authorized only when performing color guards or commanding during a drill segment. **Harness must be removed when not performing a color guard or a segment of drill and cannot be worn during awards ceremonies.**

7.8.1.1.8. **Belts for trousers must be blue in color only.** No waiver will be granted for wear of any other color.

7.8.1.1.9. Units may wear the USAF Honor Guard Ceremonial Belt, with the Hap Arnold Wings during color guard performances only. **These items will not be worn on regular uniform days.** No Air Force funds may be used to purchase these belts.

7.8.1.1.10. Wing and Star Buttons on the Service Dress uniform **may NOT** be highly polished (chrome). Buttons will have the standard satin finish only. No waiver will be granted for wear of any other style and/or finish on the buttons.

7.8.1.2. **Items NOT to be worn on Drill Team, Color Guard, and Exhibition Uniforms. No waivers will be granted for such items listed below.**

7.8.1.2.1. **Embroidery on the Air Force blue drill team uniform is not authorized,** i.e., on the back of the blue shirt collar or shoulder yoke. No waiver will be granted for wear of such items.

7.8.1.2.2. **Specialized unit rank, stars or other unit made rank/shoulder boards are not authorized.** Example: Team or school name on shoulder boards, or a custom unit rank for drill team members. No waiver will be granted for wear of such items.

7.8.1.2.3. **Arm wrist/sweat bands are not authorized.** No waiver will be granted for wear of such items.

7.8.1.2.4. Spats (**shoe covers**) **will not be worn** with any uniform combination, drill, color guard or any type of ceremonial uniform. No waiver will be granted for wear of such items.

7.8.1.2.5. Service Caps (wheel and bucket hats) will be a **solid color. No embroidery on the service cap is authorized. Additionally, no “thunder and lightning” on the hat brim is authorized for wear by cadets.** No waiver will be granted for wear of such items

7.8.2. Airman Battle Uniform (ABU).

7.8.2.1. ABUs may be worn as Drill Team, Color Guard, and Exhibition Uniform. **Berets, shoulder cords, ascots and gloves will not be worn with the ABU uniform**, waivers will not be authorized.

7.8.2.2. Cadets may wear a Unit T-Shirt with the ABU uniform. The Unit T-Shirt will be standardized and a solid color. Unit T-Shirt may be worn without ABU Blouse during any Cadet Leadership Course (CLC), Raiders Team or Sports/Fitness Competition.

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

7.8.3. Semi-Formal Dress Uniform. Semi-formal dress uniform is worn for social functions of a semi-formal and/or official nature as prescribed by the SASI. When in semi-formal dress, saluting is not required. Semi-formal dress uniform is to be worn only during special events as determined by the SASI and not during regular weekly uniform days.

7.8.3.1. The semi-formal dress uniform coat is the service dress uniform coat without a name tag.

7.8.3.2. **Semi-Formal Dress Uniform. Cadets may wear medals with the semi-formal uniform at events such as dining ins/outs, military ball, awards ceremonies, picture day or other formal events as specified by the SASI.** Additionally, AFJROTC ribbons will not be worn with the semi-formal dress uniform. Large medals will be worn on the semi-formal uniform coat ½ inch below the top of the welt of the pocket, centered on the pocket.

7.8.3.3. Cadets may wear either the blue or white Long-Sleeve Shirt. 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. Shirts will be tucked into the trousers. **Female cadets may wear a white long-sleeved blouse similar in style to the men's white long-sleeve shirt.**

7.8.3.4. Tie/Tab. Either a blue polyester or silk, herringbone twill tie/tab or may be worn with either the blue or white long-sleeved shirt. Men may wear a plain black or dark blue bow tie with the long-sleeve white shirt, with the semi-formal dress uniform only.

7.8.3.5. Trousers or skirts. The semi-formal dress uniform trousers and/or skirt are the same as the service dress uniform trousers and/or skirt. **No stripes (braiding) on the outside length of the trousers is authorized for wear on the semi-formal dress uniform.**

7.8.3.6. Belt and Buckle. The semi-formal dress uniform belt and buckle are the same as the service dress belt and buckle.

7.8.3.7. Headgear. Cadets will not wear headgear with the semi-formal dress uniform.

7.8.4. Physical Training Gear (PTG) and Physical Fitness Training (PFT) gear

7.8.4.1. Physical Training Gear (PTG). PTG refers to the Air Force Physical Training Uniform that may be ordered through FEDMALL.

7.8.4.2. Units may locally design and purchase Physical Fitness Training (PFT) gear that is customized for esprit-de-corps within a unit (usually school colors). **Air Force PTG may not be mixed with local purchased PT gear** within a unit. Units may use MilPer funds to locally purchase PFT gear. See Chapter 8 – Finance Guide for additional information.

Figure 7.1. Physical Training Gear.



Sample Design Local Purchased PTG - Units may locally design and wear PFT gear that is customized for the unit (see para 7.8.4.2 for additional information.)

7.8.4.3. Short-sleeved PTG/PFT shirt. The short-sleeve shirt will be tucked into shorts at all times. Do not remove or cut sleeves. PTG undershirts, short and long-sleeved solid white, black or light gray form fitting undershirts, (i.e. Spandex, Lycra™ or elastic material) may be worn and visible under the short-sleeved PTG shirt. Undershirt must be tucked in. There is no color restriction on the form fitting undershirt; undershirt may have visible small trademark logo.

7.8.4.4. Shorts. The PTG/PFT shorts waistband will rest at or within two inches of the natural waistline. The lining in the PTG shorts may be removed.

7.8.4.5. Footwear.

7.8.4.5.1. Socks. Socks are mandatory. Socks will be white or black and may have small trademark logos.

7.8.4.5.2. Athletic style shoes. Athletic style shoes are mandatory. There are no restrictions on the color of the athletic shoes.

7.8.4.6. Headgear.

7.8.4.6.1. 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.

7.8.4.6.2. Bandanas and other similar head-scarves/headgear are not authorized.

7.8.5. Special Uniform and Appearance Rules. Here are some additional guidelines about uniform and appearance.

7.8.5.1. Jewelry. While in uniform will be plain and conservative (moderate, being within reasonable limits; not excessive or extreme) as determined by the SASI.

7.8.5.1.1. Rings. Airmen 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 will not be worn on the thumb.

7.8.5.1.2. Necklaces. Will not be visible at any time. If worn, will be concealed under a collar or undershirt.

7.8.5.1.3. 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) (which is defined as plain, not drawing attention or faddish) in design, no wider than ½ inch, gold or silver in color, and will not have any inappropriate pictures or writing. Medical alert/identification bracelets are authorized; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) (which is defined as plain, not drawing inappropriate attention or faddish). 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). **Colored/rubber bracelets that support a cause are not allowed to be worn in uniform.**

7.8.5.2. Eyeglasses or Sunglasses. If you wear glasses, they must not have any ornaments on the frames or lenses. Eyeglass lenses that are conservative, clear, slightly tinted, or have photosensitive lenses may be worn in uniform while indoors or while in military formation. When outdoors and in uniform, sunglasses and eyeglasses must have lenses and frames that are conservative; faddish or mirrored lenses are prohibited. Sunglasses are not allowed while in a military formation. Neither eyeglasses nor sunglasses can be worn around the neck while in uniform.

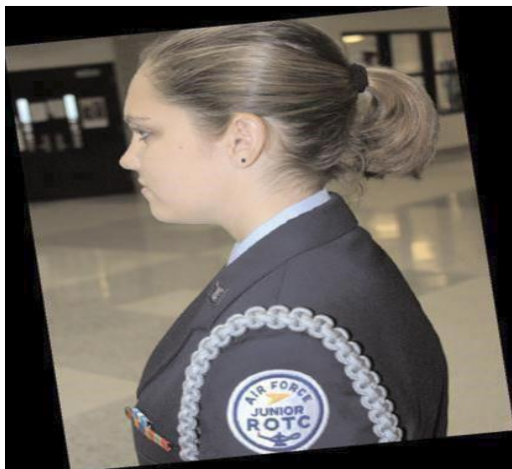
7.8.5.3. Tattoos or Brands. Whether you are in or out of uniform, tattoos or brands anywhere on the body are not allowed if they are obscene or if they advocate sexual, racial, ethnic, or religious discrimination. Tattoos or brands that might harm good order and discipline or bring discredit upon the 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.

7.8.5.4. Body Piercing. Cadets in uniform are not allowed to attach or display objects, articles, jewelry, or ornamentation to or through the ear (other than authorized in para 7.9.7), nose, tongue, or any exposed body part (including anything that might be visible through the uniform). Cadets may not cover any of these articles with make-up, band aids, or wearing clear post pins to hide body piercings.

7.8.5.5. Back Packs. Cadets may wear a back pack on the left shoulder or both shoulders (not to interfere with rendering the proper salute).

7.8.5.6. 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.

7.9. Specific Female Cadet Grooming Guidelines.



7.9.1. Hair-Female. **Figure 3.2. There is no minimum hair length, to a maximum bulk of 3½ 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. Bangs, or side-swiped hair will *not* touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. See Figure 3.4. When in doubt, assess correct length of hair with Airman standing in the position of attention.

Exception: While wearing the Physical Training Uniform (PTU), long hair will be secured but

may have loose ends and may extend below the bottom edge of the collar.

7.9.1.1. Hair color, highlights, lowlights, and frosting will *not* be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, natural red, and grey).

7.9.1.2. Hair accessories. If worn, black hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized regardless of hair color. Headbands or fabric scrunchies will not exceed one-inch in width. Ornaments are *not* authorized (i.e., ribbons, beads, jeweled pins). See Figure 3.4 (photo of scrunchie)

7.9.2. Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar (see figure 3.2). Headgear must fit properly.

7.9.3. All locs braids/twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs/braids shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the braids and must be tightly fused/interwoven to present a neat, professional appearance. A loc, braid/twist must continue to the end of the hair without extending below the earlobe unless the piece extending is the connecting band on clip earrings.

Figure 3.2. Authorized Women's Hair Styles



3.3. Authorized Braids



Figure 3.4. Example Authorized Scrunchie



Figure 3.5. Unauthorized Female Hair Styles



7.10. Specific Male Cadet Grooming Guidelines. (See Figure 3-1)

7.10.1. Men's Hair. Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair.

7.10.2. Men's Hair will be 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 1¼ inch 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 touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. **Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched design. Men are not authorized hair extensions.**

7.10.3. Sideburns. If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line. See Figure 3-1, orifice of the ear opening is at reference point A.

7.10.4. 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. See Figure 3-1, reference points B, C, and D.

7.10.5. Beards. Beards are not authorized unless for medical reasons, when authorized by a SASI on the advice of a medical official. SASI will submit waiver request in WINGS for review by HQ AFJROTC Waiver Review board. Members will keep all facial hair trimmed not to exceed ¼ inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance.

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

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

Figure 3.1. Male Hair Grooming Standards.

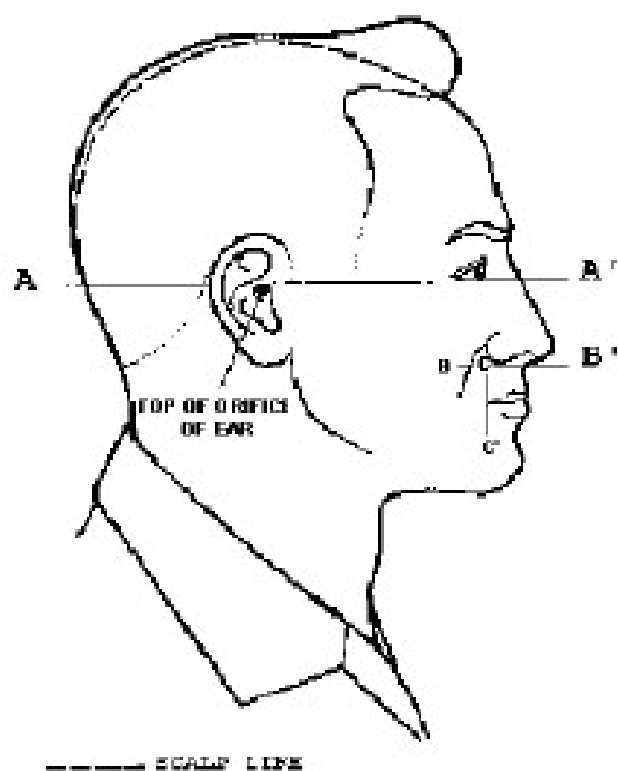


Figure 1-2
Male Grooming Standards (Side View)

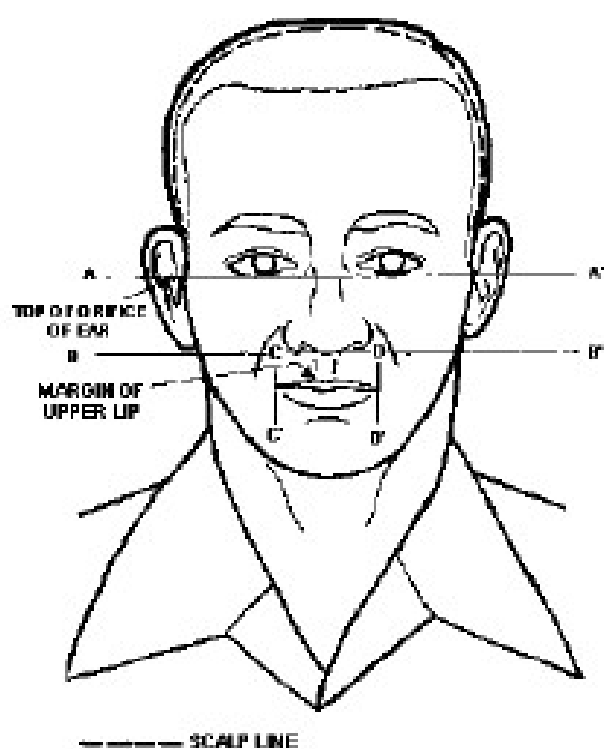
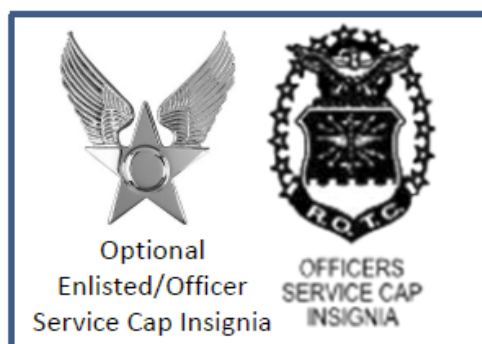


Figure 1-1
Male Grooming Standards (Front View)

Attachment 7-1

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA



**DISTINGUISHED
CADET BADGE**



Marksmanship
Shield



AWARENESS
PRESENTATION
TEAM BADGE

Choose one only. Follow APT placement criteria.
May NOT wear Marksmanship Shield and a
Marksmanship Badge.



MARKSMANSHIP



SHARPSHOOTER



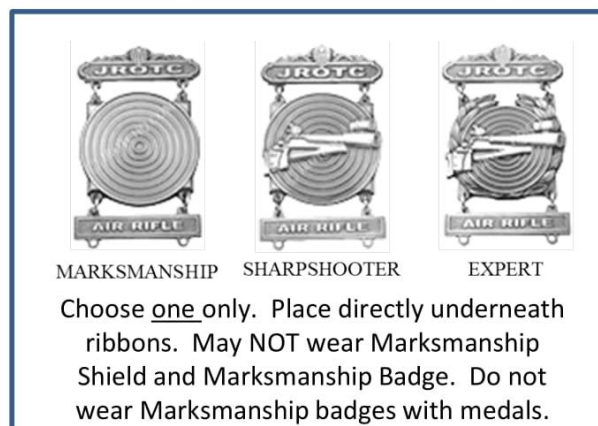
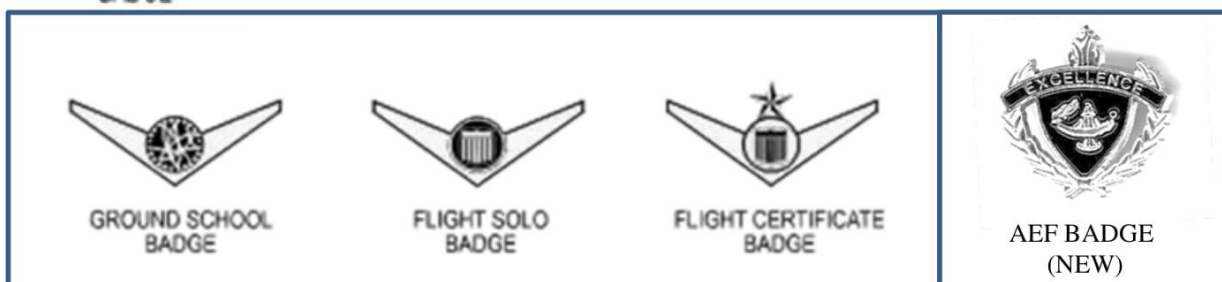
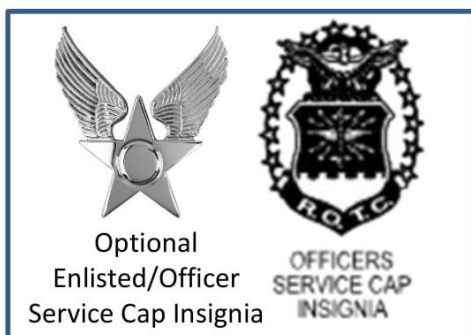
EXPERT

Choose one only. Place directly underneath
ribbons. May NOT wear Marksmanship
Shield and Marksmanship Badge. Do not
wear Marksmanship badges with medals.

Badges/Insignia not listed here are unauthorized.
(Exception for other badges or pins see section 7.2.10)

Attachment 7-1

AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

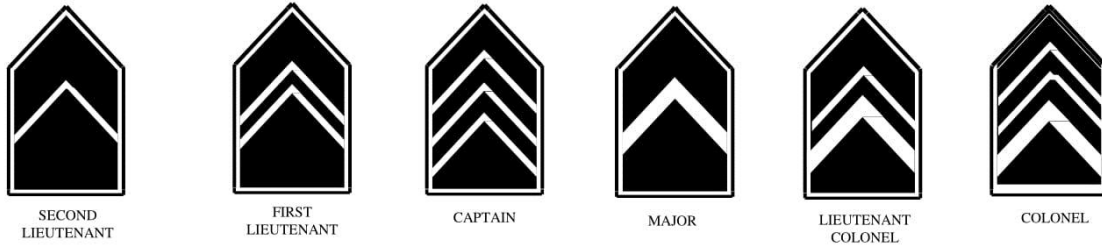


Badges/Insignia not listed here are unauthorized.
(Exception for other badges or pins see section 7.2.10)

Attachment 7-2

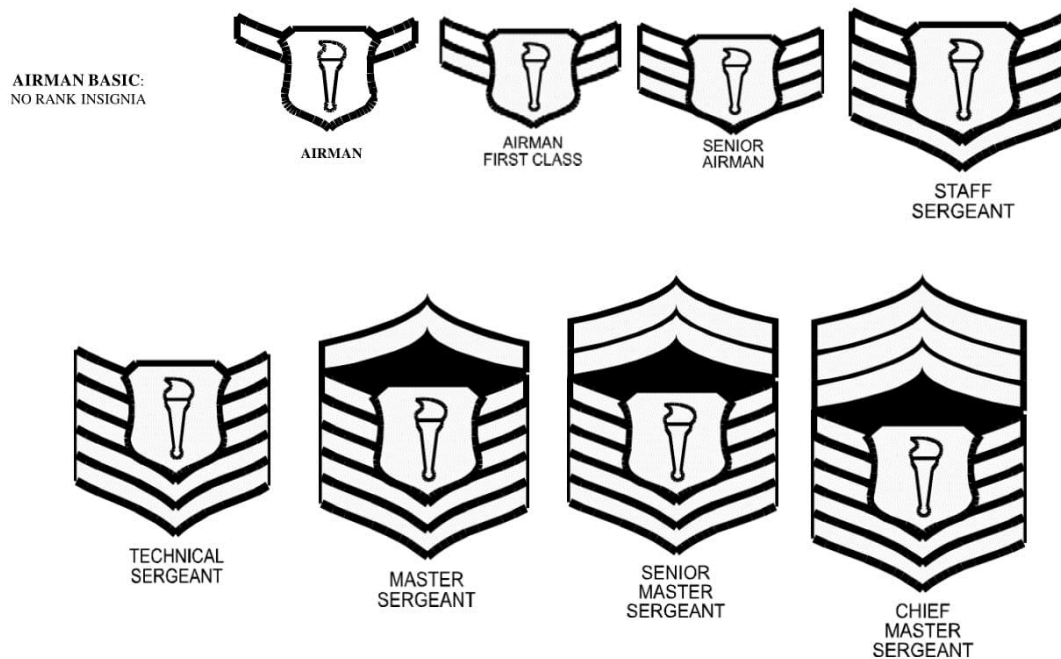
AIR FORCE JROTC RANK INSIGNIA

CADET OFFICER RANK



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

CADET ENLISTED RANK



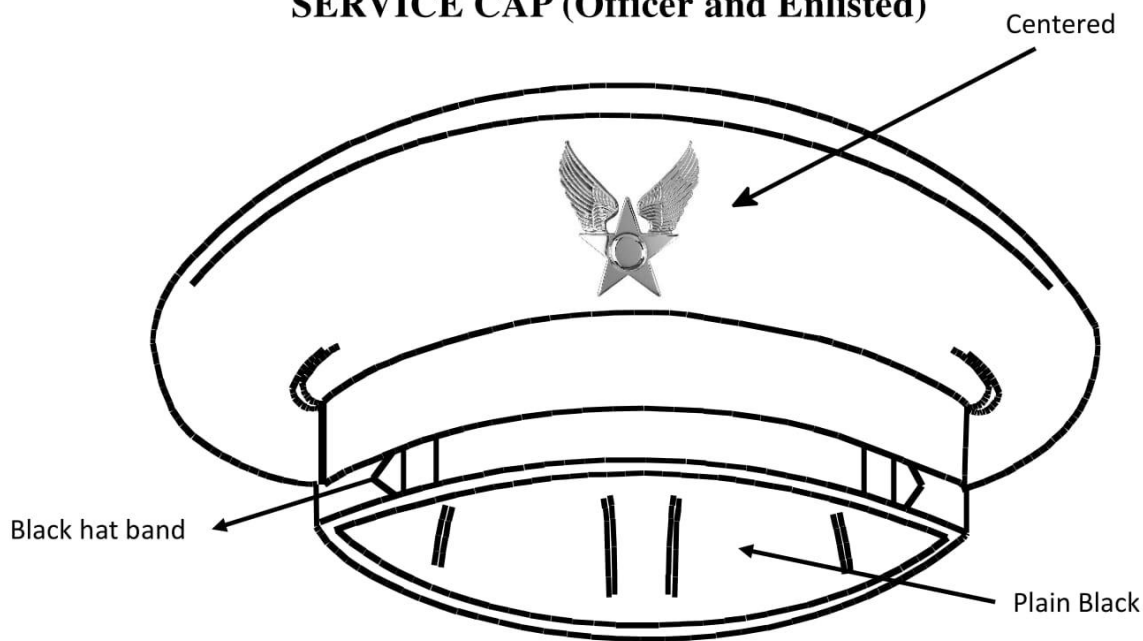
NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn

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

Attachment 7-3

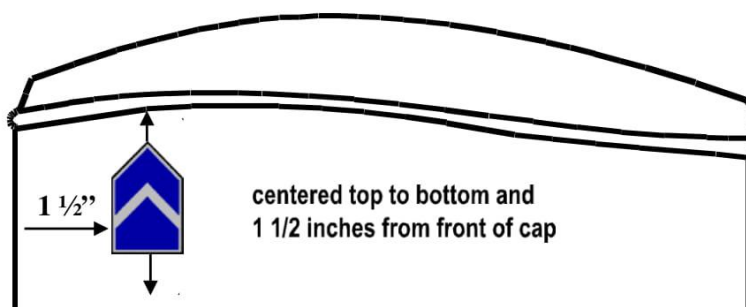
CADET MALE HEADGEAR

SERVICE CAP (Officer and Enlisted)



Officer Service Cap may also be worn with the large officer service cap insignia.

FLIGHT CAP* (Officer and Enlisted)



- 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 7-4

CADET FEMALE HEADGEAR

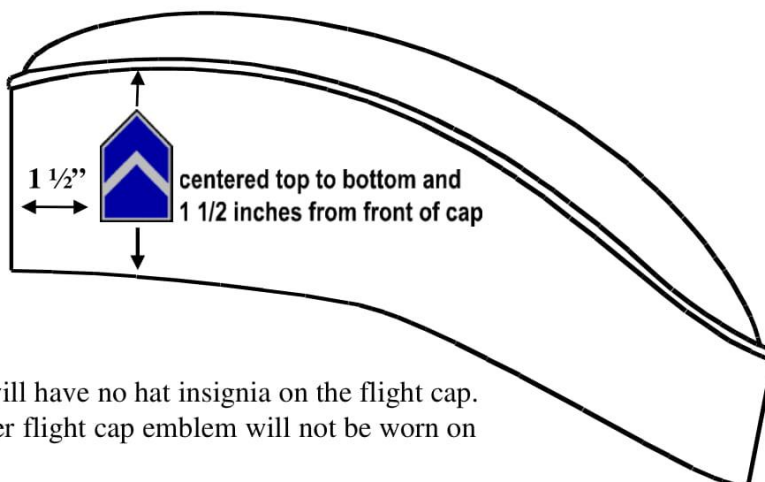
SERVICE CAP (Officer Only)

Solid Blue Color with no embroidery



Enlisted Women's Service Caps may be worn with the Hap Arnold Wings insignia.

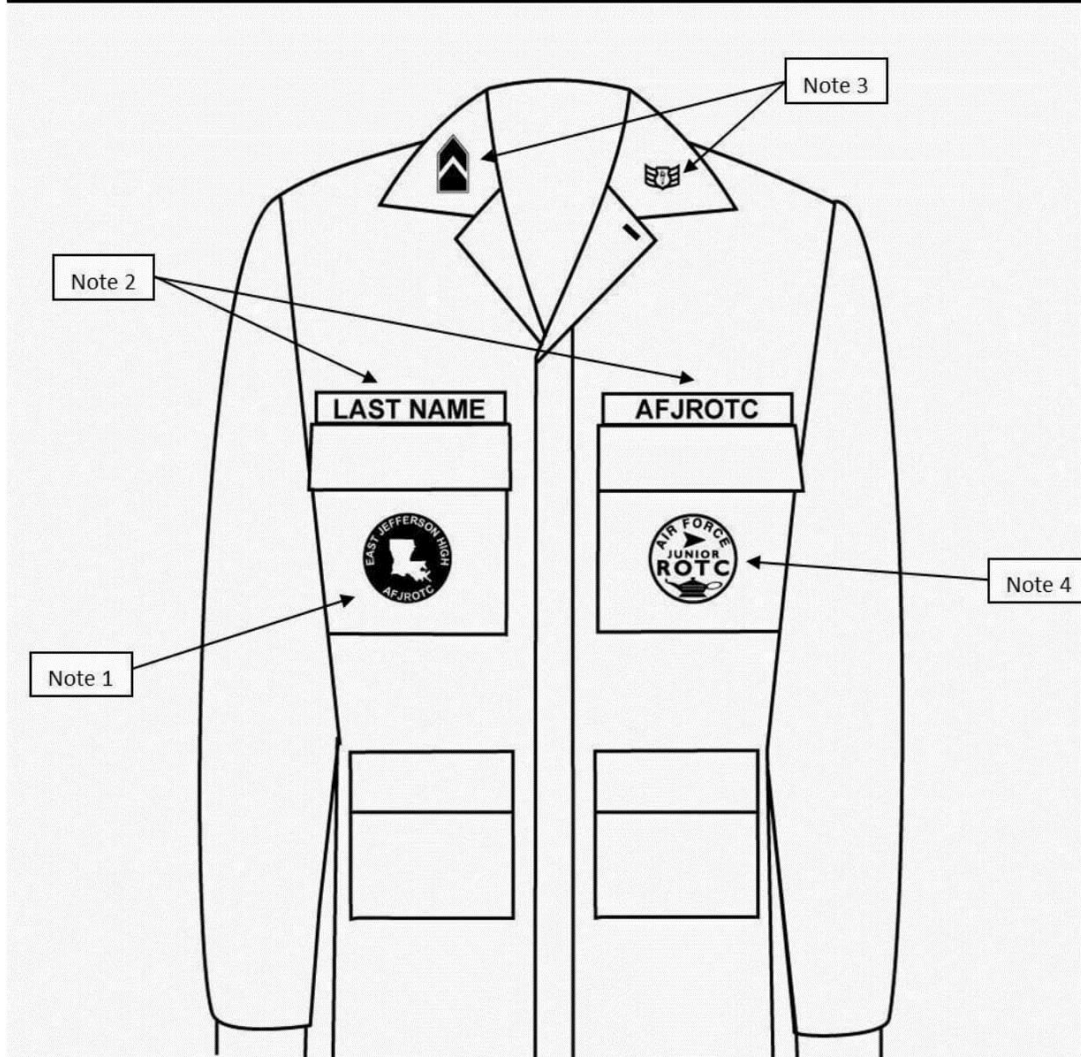
FLIGHT CAP* (Officer and Enlisted)



- 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.

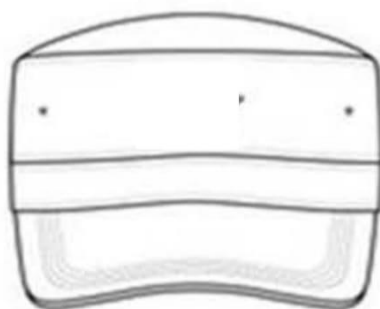
Attachment 7-5

CADET ABU Male and Female

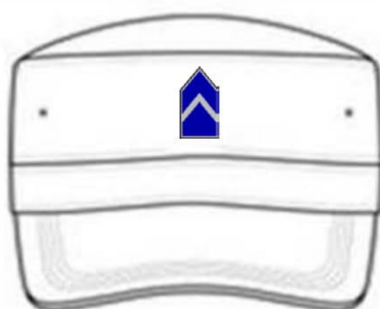


1. Unit patch (optional). If worn, will be placed on right pocket and centered. (AF Funds may not be used to procure unit patches.)
2. Last Name and AFJROTC tapes, dark blue (mandatory). Tapes are grounded and centered on pockets. Name tape only may be held with Velcro to enable reuse/reissue to a different cadet.
3. Grade insignia (officer or enlisted) (mandatory). Will be worn on the left and right collars, centered on collar and parallel with bottom of collar. Airman Basic have no collar insignia.
4. AFJROTC patch: WHITE patch only (mandatory). Will be worn on left pocket and centered.

Attachment 7-6

CADET ABU HEADGEAR

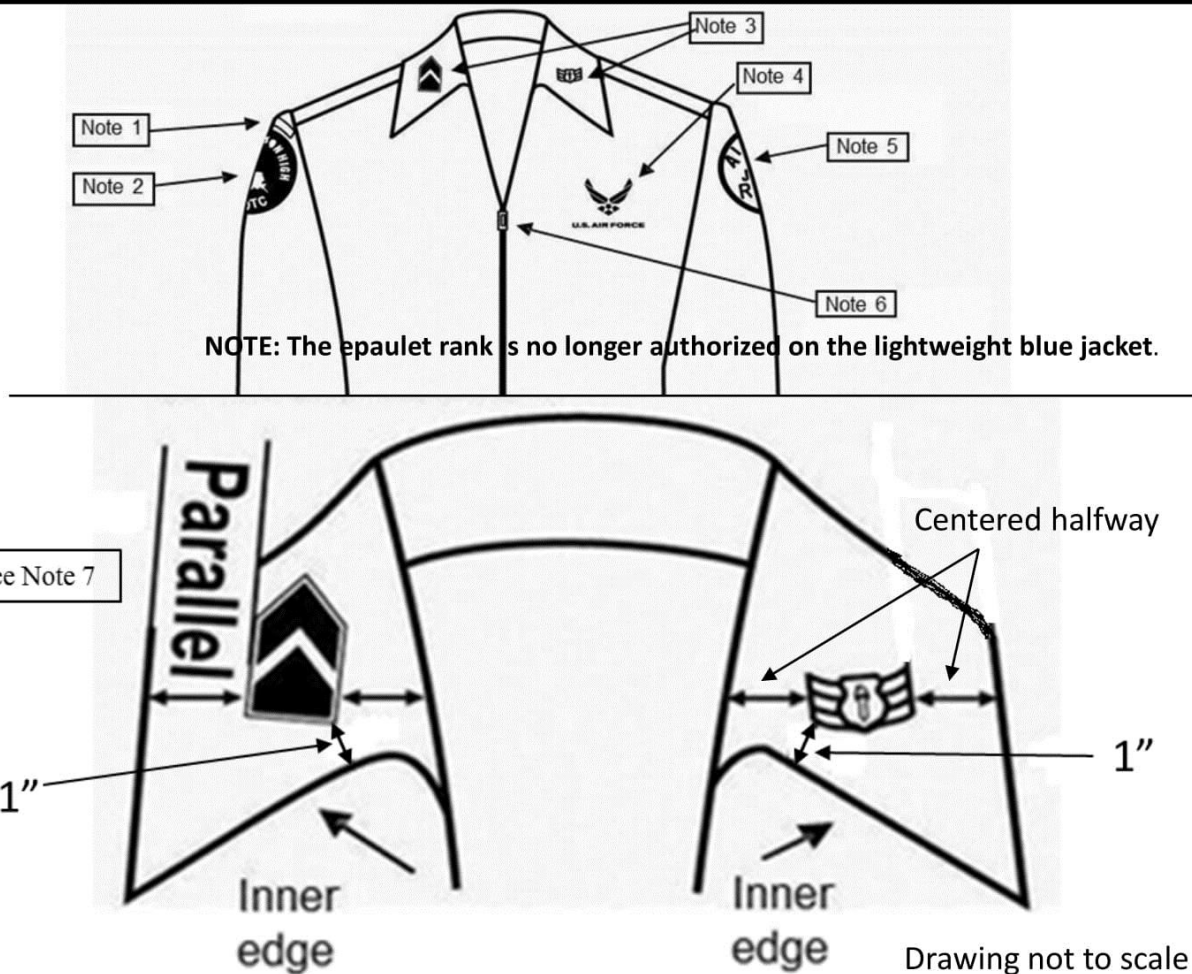
Enlisted Cadets will not wear rank on the ABU cap.



Officers will wear rank insignia on the ABU cap.

Attachment 7-7

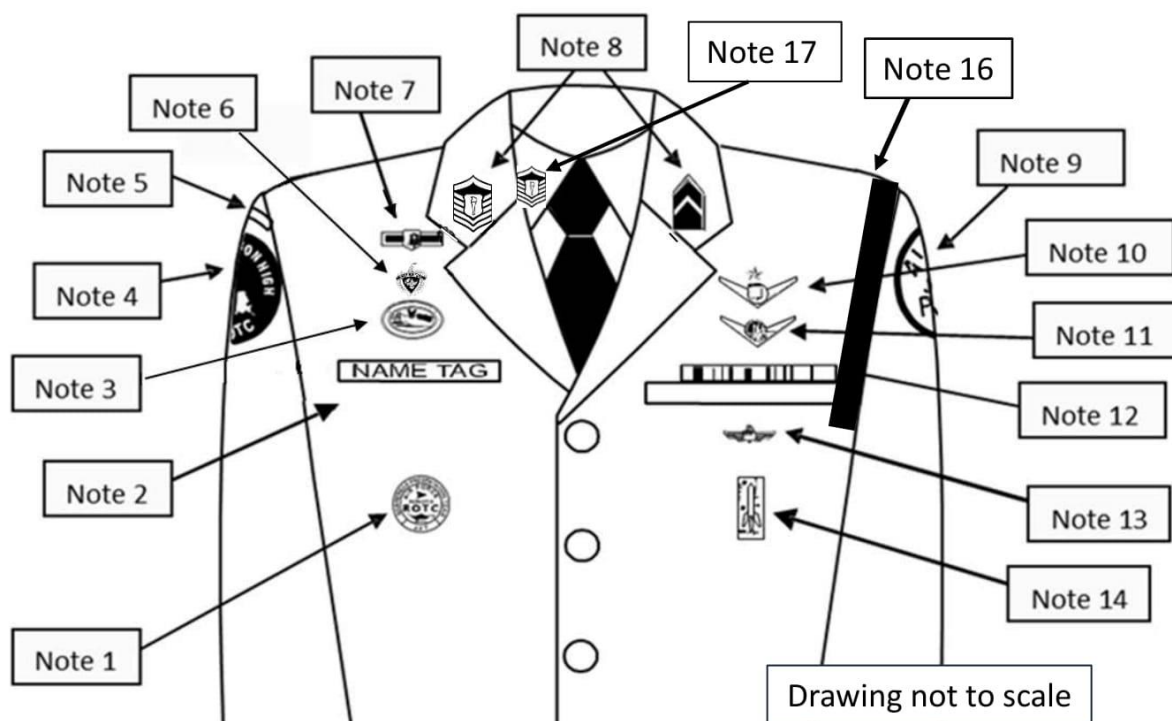
CADET LIGHTWEIGHT BLUE JACKET



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) worn on both lapels, mandatory. Place insignia centered halfway up the lapel. Bottom of insignia is horizontal with the ground.
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.
5. AFJROTC patch on left sleeve $\frac{1}{2}$ to 1 inch below shoulder seam centered.
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.

Attachment 7-8

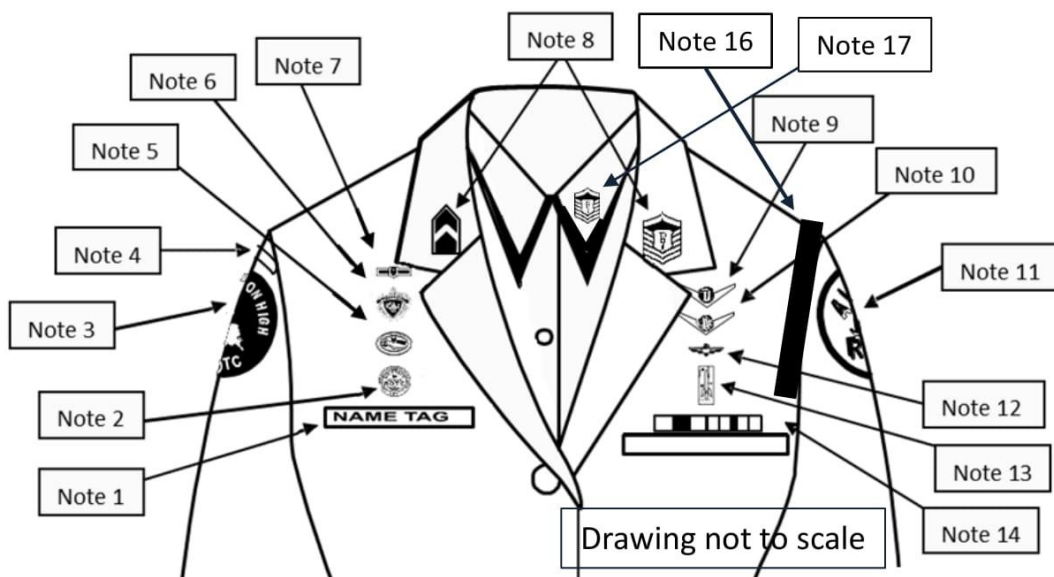
CADET MALE SERVICE DRESS



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. 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: Place $\frac{1}{2}$ to 1 inch below shoulder seam and centered.
10. Flight Solo or Flight Certificate Badge. See Note 15 below.
11. Ground School 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. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
14. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
15. First badge placed $\frac{1}{2}$ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed $\frac{1}{2}$ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder.
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 7-9

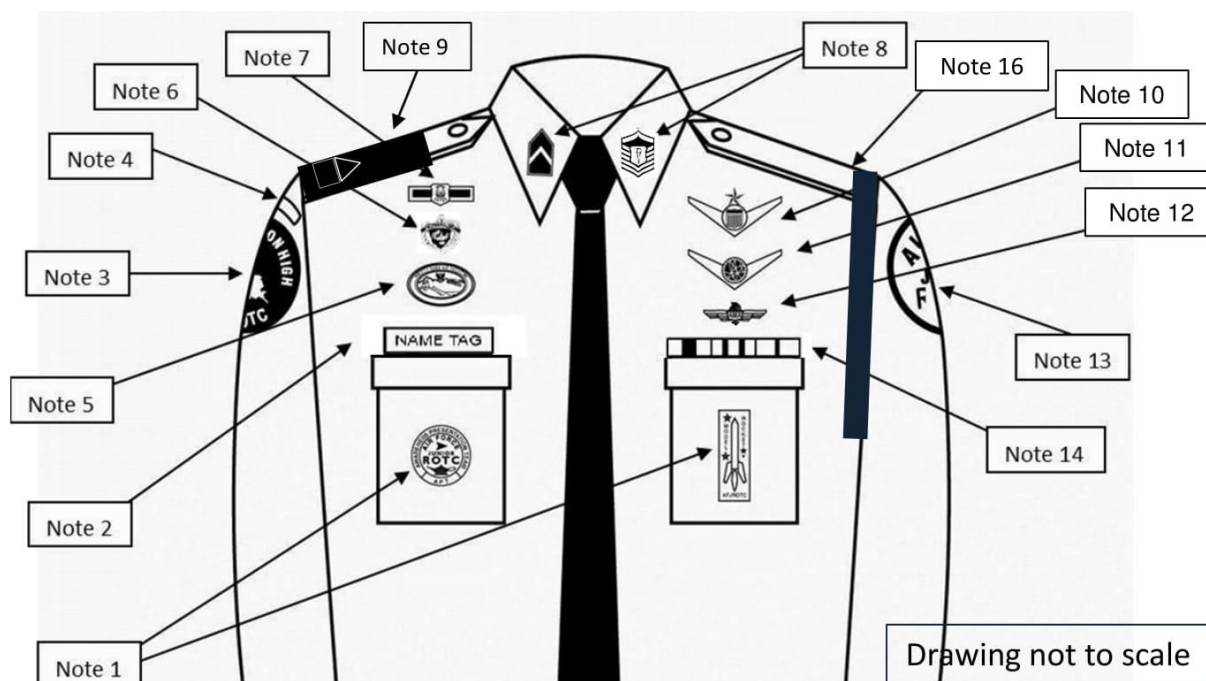
CADET FEMALE SERVICE DRESS



1. Silver Name tag, mandatory. Center on the right side between arm seam and lapel with bottom edge even with to 1 ½ inch higher or lower than the first exposed button.
2. Awareness Presentation Team Badge. See Note 15 below.
3. Unit patch. Center ½ to 1 inch below shoulder seam
4. Shoulder tab: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam
5. Kitty Hawk Badge. See Note 15 below.
6. Aerospace Education Foundation (AEF) Badge. See Note 15 below.
7. Distinguished Cadet Badge. See Note 15 below.
8. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.
9. Flight Solo or Flight Certificate Badge. See Note 15 below.
10. Ground School Badge. See Note 15 below.
11. AFJROTC Patch, mandatory. Center ½ to 1 inch below shoulder seam.
12. Academy of Model Aeronautic (AMA) Wings. Worn 1 inch below pocket.
13. Model Rocketry Badge. Worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.
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. First badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder.
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 7-10

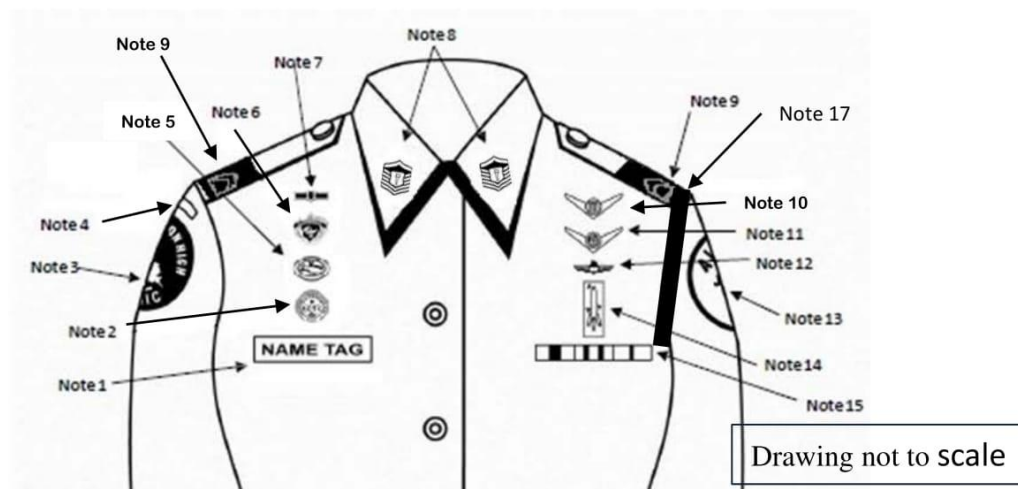
CADET MALE BLUE SHIRT



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. Flight Solo or Flight Certificate Badge. See Note 15.
11. Ground School Badge. See Note 15.
12. Academy of Model Aeronautic (AMA) Wings. See Note 15.
13. AFJROTC Patch, mandatory. Center $\frac{1}{2}$ to 1 inch below 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. First badge placed $\frac{1}{2}$ inch above name tag or ribbons and is centered horizontally. Additional badges placed $\frac{1}{2}$ inch above previous badge.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet
17. **Medals (regardless of what type) are not authorized for wear on this uniform.**

Attachment 7-11

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. Flight Solo or Flight Certificate Badge. See Note 16.
11. Ground School Badge. See Note 16.
12. Academy of Model Aeronautics (AMA) Wings. See Note 16.
13. AFJROTC Patch, mandatory. Center on sleeve ½ to 1 inch below 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. First badge is centered ½ inch above name tag or ribbons (as appropriate).
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet.
- 18. Medals (regardless of what type) are not authorized for wear on this uniform.**

Attachment 7-12

FLIGHT SUIT (Male and Female)

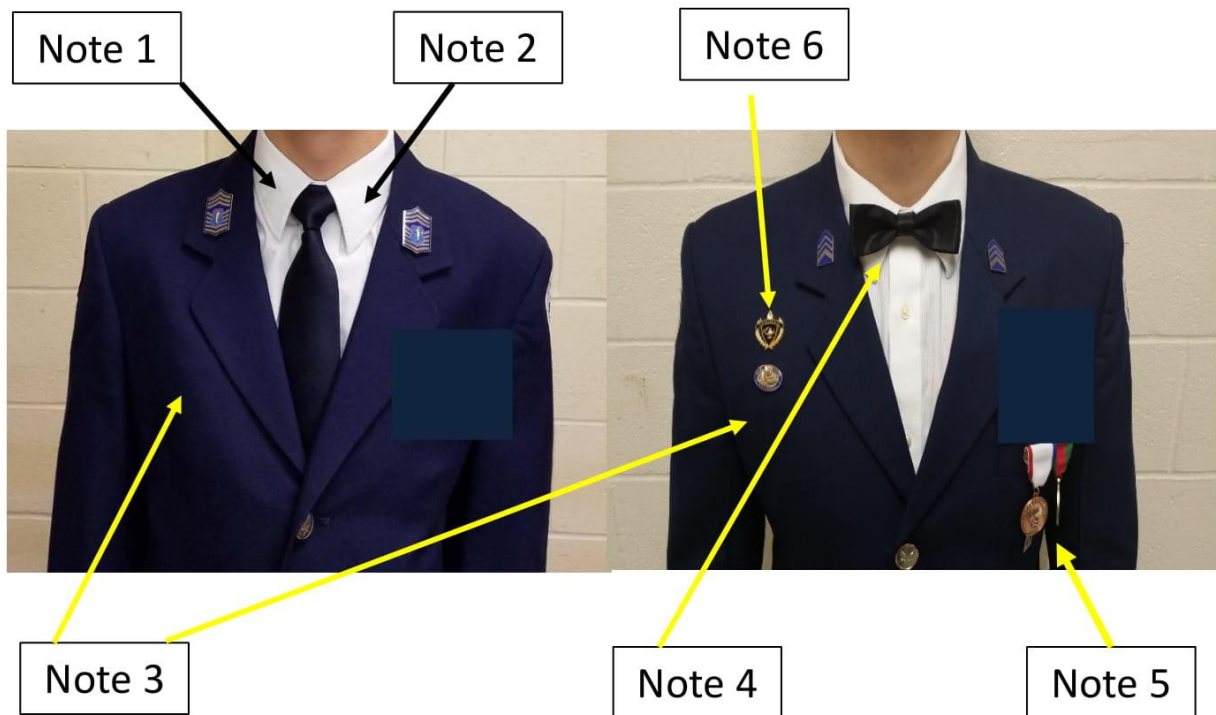


1. * AFJROTC Command Patch (mandatory). Velcro attached. This style of patch may only be worn on the Flight Suit. Cadets can only wear ground school, flight solo or flight certificate badges upon successful completion those programs (See Ops Supplement, Chapter 7, paras 7.2.1, 7.2.2 and 7.2.3).
2. * AFJROTC (white "Lamp of Knowledge") Patch (mandatory). Velcro attached.
3. * American Flag Patch (mandatory). Velcro attached.
4. * Cadet Rank and Cadet Name Patch (mandatory). Velcro attached. Black background with silver border/cadet rank/name.
5. **Flight Suits are authorized for those cadets currently enrolled in or that have successfully completed aviation honors ground school, been awarded a flight solo badge, flight certificate badge or have successfully completed the AFJROTC Flight Academy program.**

* Flight patches may be purchased from a vendor using MilPer funds.

Attachment 7-13

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. Ribbons will not be worn on the semi-formal uniform. Large medals may be worn on the Service Dress coat only, directly under ribbon rack.
6. 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.
7. Headgear is not worn with the semi-formal dress uniform.

Attachment 7-14

Sample Exhibition Uniform



$\frac{3}{4}$ inch
stripe

1. Berets. Solid Color, white, dark blue and/or black ONLY, with AFJROTC officer and/or enlisted rank insignia and mini-Hap Arnold Insignia. The former officer flight cap emblem will not be worn on the beret.
2. Shoulder Cord. Cadets are authorized to wear **one shoulder cord** on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a $\frac{3}{4}$ inch stripe on the outside length of the pants, silver, dark blue, and/or black only. **These items will not be worn on regular uniform days.**
5. Solid color ascots may be worn, colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized**, i.e., on the back of the blue shirt collar or shoulder yoke.
7. **Specialized unit rank/shoulder boards are not authorized.**
8. **Wrist bands are not authorized.**

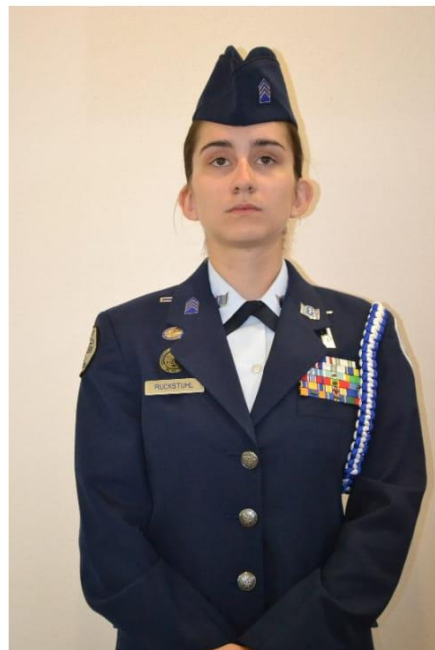
Attachment 7-15

Sample Exhibition Uniform

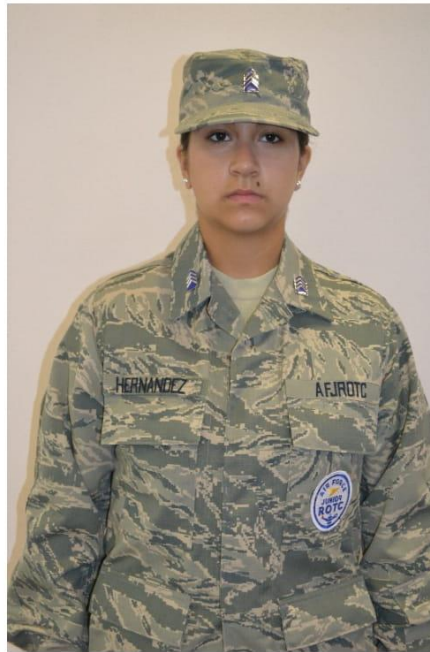


1. Women's Service Caps may be worn with the Hap Arnold Wings insignia or Officer Service Cap may also be worn with the large officer service cap insignia large officer's . Service Caps (wheel and bucket hats) will be **a solid color and free of any embroidery.**
2. Shoulder Cord. Cadets are authorized to wear one shoulder cord on the left shoulder. This will be a single "infantry" style cord, without metal tips, no more than 1-inch wide. On the blue shirt the cord will be under the epaulet, grounded to the left shoulder seam and pinned to the shoulder with the pin hidden beneath the cord. Cords may be any color.
3. Blue/Silver Name Tags and ribbons may be omitted on uniforms where a drill rifle or other equipment may damage the item or injure the performing member. **This does not apply to uniforms worn during regular uniform days.**
4. Blue pants may be modified to have a $\frac{3}{4}$ inch stripe on the outside length of the pants, silver, dark blue, and/or black only. **These items will not be worn on regular uniform days.** .
5. Solid color ascots may be worn, colors may be locally-determined (school colors), but must be conservative and in good taste, and defined in the Cadet Guide or Unit Operations Instruction. **Ascots will not be worn on regular uniform days.**
6. **Embroidery on the Air Force blue drill team uniform is not authorized, i.e., on the back of the blue shirt collar or shoulder yoke.**
7. **Specialized unit rank/shoulder boards are not authorized.**

Attachment 7-16

Sample Uniform Pictures

Attachment 7-16

Sample Uniform Pictures

Attachment 7-16

Sample Uniform Pictures

Local Purchased PTG



FEDMALL Purchased Air Force PTG

Attachment 7-17

National Level Award Contacts

Air Force Association Award
 Manager of National Aerospace Awards Air Force Association
 1501 Lee Highway
 Arlington VA 22209-1190
 Phone: 800-727-3337
 Fax: 703-247-5853
 POC: Alex Edgar
 Email: aedgar@afa.org
 Website: <https://www.afa.org/informationfor/students/medalsribbonsandcertificates>

Daedalian Award
 If local flight not available, contact
 Order of Daedalin's
 PO Box 249
 Randolph AFB TX 78148-0249
 Phone: 210-945-2111
 Fax: 210-945-2112
 Email: daedalus@daedalians.org
 Website: www.daedalians.org
 POC: Ed Sheeran
 Email: ed.sheeran@daedalian.org

American Legion Scholastic and General Military Excellence Awards
 If local post is not available, contact
 American Legion National Headquarters
 National Security Division
 1608 K Street NW
 Washington DC 20006-2847
 Phone: 202-861-2700 ext.: 2988
 Fax: 202-861-2728
 Website: www.legion.org
 POC: Freddy Gessner

America Veterans (AMVETS) Award If state chapter not available, contact:
 AMVETS National Headquarters ROTC Programs Coordinator
 4647 Forbes Blvd
 Lanham MD 20706-9961
 Phone: 301-683-4031
 Website: www.amvets.org/rotc-jrotc-medals
 POC: Lindsay Bonaparte

Attachment 7-17

National Level Award Contacts

Reserve Officers Association (ROA) Award

Local ROA chapter contacts each ASI before 15 Jan and furnishes name of ROA representative. If contact is not made by 15 Jan, SASI must contact National Headquarters, Reserve Officers Association

1 Constitution Avenue NE
 Washington DC 20002-5655
 Phone: 800-809-9448 ext. 731
 Website: www.roa.org
 POC: Ashika Grimes
 Email: agrimes@roa.org

Military Order of World Wars (MOWW)

If no local unit available, contact

National Headquarters, Military Order of the World Wars
 435 N Lee Street
 Alexandria VA 22314-2301
 Phone: 703-683-4911
 Fax: 703-683-4501
 Email: chiefstaff@moww.org
 Website: www.moww.org

Military Officers Association Award

If local chapter not available, contact

The Retired Officers Association
 201 N Washington Street
 Alexandria VA 22314-2529
 Phone: 800-234-6622
 Email: chapters@moaa.org
 Website: www.moaa.org/rotcawards

Veterans of Foreign Wars (VFW) Award

If no local unit available, contact

Veterans of Foreign Wars of the US
 406 West 34th Street
 Kansas City MO 64111-2736
 Phone: 816-756-3390 or 816-968-1155
 Fax: 816- 968-1149
 Email: info@vfw.org
 Website: www.vfw.org
 POC: Quentin Carroll
 Email: qcarroll@vfw.org

Attachment 7-17

National Level Award Contacts

Military Order of the Purple Heart Award

If no local unit available, contact

Military Order of the Purple Heart

5413-B Blacklick Road

Springfield VA 22151

Phone: 703-642-5360

Fax: 703-642-2054

Email: rotc@purpleheart.org

Website: www.purpleheart.org

Air Force Sergeants Association (AFSA) Achievement Award

If no local chapter, contact

AFSA International Headquarters

5211 Auth Road

Suitland MD 20746

Phone: 800-638-0594 ext. 288

Fax: 301-899-8136

Email: jrotc@hqafsa.org

Website: www.hqafsa.org

Tuskegee Airmen Incorporated (TAI) Award

Email: NC-20022@afjrotc.com

The Tuskegee Airmen, Inc. AFJROTC Cadet Award ribbon is mailed to every AFJROTC unit from AFJROTC NC-20022, Vance High School. AFJROTC units do not need to contact the unit to receive their allotted two ribbons per year. AFJROTC units requesting replacement ribbons must send a check for \$2.00 to cover the cost of mailing up to two ribbons. The Tuskegee Airmen, Inc. AFJROTC Cadet Award certificate is posted in WINGS at WINGS - Published Files - Directory - JROTC - Certificates. The TAI AFJROTC Cadet Award certificate, as well as other important certificates, are posted in the folder.

The Retired Enlisted Association (TREA) Award

If no local chapter exists contact

TREA

1111 South Abilene Court

Aurora, CO 80012-4909

Phone: 800-338-9337

Fax: 303-752-0835

Email: treaHQ@trea.org

Website: www.trea.org

POC D. Osborne

Certificates may be printed directly from the TREA website.

CHAPTER SEVEN

UNIFORM AND EQUIPMENT ACCOUNTS

1. You will be issued more than \$400.00 worth of uniform items. It is your responsibility to take care of them. Most uniform and equipment is loaned to you by the United States Air Force. Protecting federal government property is each cadet's responsibility. These items remain the property of the Air Force. Other items of equipment belong to or are the responsibility of Fort Bend ISD. Each item of the uniform and equipment must be accounted for at all times. **FAILURE TO RETURN ALL UNIFORM ITEMS ON TIME IS CONSIDERED BY THE USAF TO BE AN ACT OF THEFT OF PROPERTY AND CAN BE PUNISHED UNDER FEDERAL AND STATE LAWS.**
2. At all times you are issued your uniform and items of equipment, you will be required to sign a Custody Receipt Form and place your initials on each line for individual items of uniform and equipment issued. Each item then becomes your personal responsibility. If you lose it, or willfully/negligently destroy it, you will be required to pay for it. At the time of issue of uniform or equipment you will be advised of the cost of each item issued. The cost of replacement, however, will be the cost that is in effect when the account is scheduled to be cleared.
3. Each cadet is issued a uniform with accessories and insignia when he/she has demonstrated sufficient knowledge and attitude to wear the uniform properly and the advance-cleaning fee has been paid. It is important that each cadet understand that all items of uniform and equipment must be returned or paid before the end of school year, before school grades or diplomas will be awarded.
4. To preclude unnecessary expense to the cadet, and/or delay receiving grades, and to provide for efficient turn-in of uniforms and equipment, the following suggestions are offered:
 - 4.1 **DO NOT** leave uniform items in unlocked lockers, or unattended in other places at school.
 - 4.2 **DO NOT** lend uniform items or insignia to other cadets or persons.
 - 4.3 **DO NOT** permit another cadet or person to turn in or exchange your uniform items or equipment.
 - 4.4 **DO NOT** carry the flight cap with your books. If not being worn, tuck it under your belt on the left side of the belt buckle between the first and second belt loops with the open end facing to the rear and the insignia facing outward, or fold once and place it in your front pocket.
 - 4.5 **DO NOT** place your uniform items in the care of others. **IF YOUR UNIFORM ITEMS ARE LOST, YOU ARE RESPONSIBLE.**
 - 4.6 **DO** be alert for items of the uniform equipment left or misplaced by another cadet. Turn in such items to the Military Property Custodian.
5. Clothing items that become worn or otherwise unserviceable should be turned in to the Military Property Custodian as soon as possible. If the unserviceable condition is due to fair wear and tear from normal use, the item will be replaced at no cost to the cadet. Items of clothing that do not fit properly should be exchanged.
6. When turning in or exchanging uniform items or other equipment, deal only with the Logistics Officer or Military Property Custodian. TX-862nd Military Property Custodian is MSgt. Hardy.

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**THE UNITED STATES AIR FORCE UNIFORM IS THE SYMBOL
OF PROUD AND HONORABLE SERVICE. WEAR IT WITH THE
CARE AND PRIDE IT DESERVES.**

TX-862, FEMALE UNIFORM PRICE LIST

109

NAME _____ PERIOD: 2 3 4 6 7 (Circle)

PHONE NUMBERS _____

ITEM	SIZE	QUANTITY	COST
SERVICE COAT			\$102.25
WINDBREAKER			\$82.41
SLACKS			\$41.39
SHIRT SS			\$12.63
NECK TAB			\$7.09
FLIGHT CAP			\$9.42
BELT			\$2.99
BELT BUCKLE			\$4.39
PHYSICAL FITNESS SHIRT			\$7.18
PHYSICAL FITNESS SHORT			\$16.16
PHYSICAL FITNESS SWEATSHIRT			\$7.81
PHYSICAL FITNESS SWEATPANTS			\$10.19
ABU JACKET			\$33.22
ABU PANTS			\$40.69
ABU BELT			\$3.88
ABU CAP			\$6.02
ABU BOOTS			\$97.95
SHOES			\$54.61
ABU UNDERSHIRT			\$4.56
RED SPIRIT			\$10.00
CORDS			\$9.00
FLIGHT CAP INSIGNIA			\$1.19
SERVICE HAT INSIGNIA			\$10.00
OFFICER RANK (metal)			\$2.05-2.10
OFFICER RANK (cloth)			\$1.40-1.51
ENLISTED RANK (E1-E6)			\$2.37-2.74
ENLISTED RANK (E7-E9)			\$2.75-3.55

ENLISTED RANK PRICES

E-2 --- \$2.37

E-3 --- \$2.54

E-4 --- \$2.54

E-5 --- \$2.74

E-6 --- \$2.60

E-7 --- \$2.75

E-8 --- \$2.50

E-9 --- \$3.55

TX-862, MALE UNIFORM PRICE LIST

110

NAME _____ PERIOD: 2 3 4 6 7 (Circle)

PHONE NUMBERS _____

ITEM	SIZE	QUANTITY	COST
SERVICE COAT			\$111.99
WINDBREAKER			\$82.41
SLACKS			\$50.31
SHIRT SS			\$14.17
TIE			\$5.76
FLIGHT CAP			\$10.57
BELT			\$2.99
BELT BUCKLE			\$4.39
PHYSICAL FITNESS SHIRT			\$7.18
PHYSICAL FITNESS SHORT			\$16.16
PHYSICAL FITNESS SWEATSHIRT			\$7.81
PHYSICAL FITNESS SWEATPANTS			\$10.19
ABU JACKET			\$34.69
ABU PANTS			\$41.93
ABU BELT			\$3.88
ABU CAP			\$6.02
ABU BOOTS			\$97.95
SHOES			\$50.31
ABU UNDERSHIRT			\$4.56
SPIRIT SHIRT			\$10.00
CORDS			\$9.00
FLIGHT CAP INSIGNIA			\$1.19
SERVICE HAT INSIGNIA			\$10.00
OFFICER RANK (metal)			\$2.05-2.10
OFFICER RANK (cloth)			\$1.41-1.47
ENLISTED RANK (E1-E6)			\$2.37-2.74
ENLISTED RANK (E7-E9)			\$2.75-3.55

ENLISTED RANK PRICES

E-2 --- \$2.37

E-3 --- \$2.54

E-4 --- \$2.54

E-5 --- \$2.74

E-6 --- \$2.60

E-7 --- \$2.75

E-8 --- \$2.50

E-9 --- \$3.55

CHAPTER EIGHT

PROMOTION OF CADETS

1. Promotion provides constant challenge and motivation to the members of the active Air Force and AFJROTC. This attention and interest is proper since the insignia of promotions reflects visible evidence of progression and standing among fellow cadets. It should be noted also that the insignia is evidence of growing maturity, the ability and willingness to accept additional responsibility, and a demonstrated growth of leadership. The word “cadet” or an abbreviation must be a part of all references to cadet ranks.
2. Promotions in the Dulles AFJROTC are based on academic and leadership grades, and on demonstrated performance. Each cadet should understand how selections for various command and staff positions are made to permit an equal opportunity for qualification and selection of promotion to these positions of leadership and responsibility. The positions and the grades authorized for the Dulles AFJROTC unit are covered in a later chapter.
3. Leadership Position/Jobs Promotion Policies
 - The SASI will select the Cadet Corps Commander and Cadet Deputy Corps Commander. The Cadet Corps Commander and Cadet Deputy Corps Commander will then nominate the Support Squadron Commander, Operations Squadron Commander, and the Command Chief Master Sergeant. All five of the commanders are known for **Cadet Command Staff**. The Cadet Command Staff will then nominate cadets to other leadership positions. SASI/ASI will select and approve all of the cadets for the leadership positions. The Cadet Command Staff will announce promotion actions approved by the SASI/ASI after the SLS (Summer Leader School) and CTA (Cadet Training Academy).
 - To apply for a job position in the Dulles AFJROTC, the cadet will need to have the following requirements near the beginning of May of the school year:
 - Write 3 jobs that you want next year in JROTC (List according to priority): next to the job name, write at least three sentences why you want that job. Have an interview with any of the Cadet Command Staff. Instructions will be given by the flight commanders.
 - Not having any disciplinary problems throughout the year at school in records.
 - If possible, by recommendation, go to Summer Leadership School (SLS) or Cadet Training Academy (CTA- if the cadet had already been through SLS in his or her previous year) for higher education for leadership. (It is optional but recommended for leadership skills). For more information, ask your flight commander.
 - Be committed to stay in the AFJROTC for next year.
 - Cadets that were selected and accepted for a job must come to the JROTC class during the summer for preparation. Time and dates are to be announced from ASI, SASI, or the Cadet Command Staff.
4. Promotion Policies:

Upon the first day of school, all 1st year cadets are Airman Basic in the pay grade of E-1. They will be given a cadet guide and a promotion card for the next rank (E-2, Airman). They will complete each of their promotion cards before meeting a **Promotion Board of Command Staff or Promotion Board** (the Cadet Command Staff and their flight commander). They expect to be in JROTC classroom every Wednesday of the school day. The upperclassmen shall be in the same rank prior to their previous school year’s special order.

4.2 Promotion time cycle for E-2 to E-6 and NCOs:

1st-Year in JROTC

<i>Rank</i>	<i>Pay Grade</i>	<i>Description</i>
AB	E-1	First day of school
Amn	E-2	Minimum time in grade as E-1 in 30 days
A1C	E-3	Minimum time in grade as E-2 in 60 days
SrA	E-4	Minimum time in grade as E-3 in 90 days

2nd-Year in JROTC

<i>Rank</i>	<i>Pay Grade</i>	<i>Description</i>
SSgt	E-5	Minimum time in grade as E-4 in 90 days
TSgt	E-6	Minimum time in grade as E-5 in 90 days

NCOs with positions

<i>Rank</i>	<i>Pay Grade</i>	<i>Description</i>
MSgt	E-7 -----	All staff NCOs as 2 nd year cadets will start out with their current ranks from their first year and work their way up. (See special promotions from SLS and CTA at 4.6). They can also be promoted according to their merit and work performance at the end of each nine weeks per school year. See 5.3 for 3 rd year and 4 th year cadet officer promotion policies.
SMSgt	E-8 -----	
CMSgt	E-9 -----	

4.3. Therefore the maximum rank that a first year cadet can receive if he or she completed all of the promotion cards will be C/ Senior Airman. Maximum rank to all cadets without a position will be C/ Technical Sergeant unless they went to SLS and/or CTA (See 4.6 for more information).

4.4. Announcements will be made 2 days after each rank's minimum promotion cycles passed review, and have been approved at the discretion of **Promotion Board** (the Cadet Command Staff and their Flight Commander).

4.5 The Promotion Cards and its requirement for each rank:

C/AMN E-2 Requirements

- Meet minimum time in grade as E-1 (30 days)
- Have read cadet guide
- Performed morning announcement (1 time- Do the pledges)
- Achieve a PFT Score of at least 125 for males or 100 for females
- No more than 10 demerits in each 9 weeks
- Identify/Explain how to put on all enlisted/commissioned ranks (Dress Blues and Service Dress)
- Memorize/recite AFJROTC mission, goals, and honor code
- Know Saluting rules and what to do during school pledges
- Demonstrate proper reporting procedures to SASI/ASI and Flight//CC
- Active in JROTC activities (minimum of 3 activities during this cycle)

C/A1C E-3 Requirements

- Meet minimum time in grade as E-2 (60 days)
- Demonstrate how to display, raise, lower, fold the U.S. and TX flags
- PFT Score requirement (M-150 F-125)
- No more than 7 demerits in each 9 weeks
- Recite/Explain Airman's Creed
- Recite/Memorize Air Force Song
- Know all US military branches Active Duty ranks
- Demonstrate square knot, 2 half hitch, taut line, bow line
- Active in JROTC activities (minimum of 4 activities during this cycle)

C/SrA E-4 Requirements

- Meet minimum time in grade as E-3 (90 days)
- Have Avg. grade 85 or above on last 4 uniform wears (Score/ Date)
- PFT Score requirement (M-175 F-150)
- No more than 5 demerits in each 9 weeks
- Memorize/Explain ribbons #54-41 from lowest to highest based on ribbon chart
- Know all U.S. Military branches active duty ranks
- Know the 11 General Orders
- Recite/Memorize 30 Step Drill Sequence
- Active in JROTC activities (minimum of 5 activities during this cycle)

C/SSgt E-5 Requirements

- Meet minimum time in grade as E-4 (90 days)
- Have Avg. grade 90 or above on last 5 uniform wears (Score/ Date)
- PFT Score requirement (M-200 F-175)
- No more than 5 demerits in each 9 weeks
- Memorize/Explain ribbons #42-28 from lowest to highest based on ribbon chart
- Identify all AFJROTC shoulder cords
- Properly command a flight in the 30 Step Drill Sequence
- Active in JROTC activities (minimum of 6 activities during this cycle)

C/TSgt E-6 Requirements

- Meet minimum time in grade as E-5 (90 days)
- Have Avg. grade 95 or above on last 5 uniform wears (Score/ Date)
- PFT Score requirement (M-225 F-200)
- No more than 3 demerits in each 9 weeks
- Explain Air Force Core Value
- Memorize/Recite Cadet's Creed
- Active in JROTC activities (minimum of 7 activities during this cycle)

4.6 Cadets that attend SLS but do not receive a job will still have their current ranks. However, once the cadets with or without jobs reach to the rank of C/TSgt or E-6, they will be promoted 1 rank up per each camp attendance. Maximum camps to attend are 2 (SLS and CTA).

For Example, if Cadet Rambo went to SLS and completes his Promotion Card to C/ TSgt, he will be promoted to C/ MSgt. If he went to SLS and CTA, he will be promoted to C/ SMSgt after his completion on all of the promotion cards.

5. Cadet Non-Commissioned/ Commissioned Rank Promotion Policies (Cadet Officers only)

5.1 All staff NCOs as 2nd year cadets will start out with their current ranks from their 1st year. (See special promotions from SLS and CTA at 4.6) They can be promoted according to their merit and work performance at the end of each nine weeks per school year.

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5.2 All staff officers will be promoted based on their merit and work performance. They will be promoted at the discretion of the Promotion Board. The Cadet Command Staff are promoted based on their work performance at the discretion of SASI and ASI.

5.3 Commissioned ranks are eligible to Junior and Senior cadets only **after they have completed all of their promotion cards to C/TSgt and at the discretion of the SASI/ ASI and the Cadet Command Staff.**

6. Permanent Ranks

6.1. All cadets are assigned a permanent grade commensurate with the number of AFJROTC years satisfactorily completed; i.e., the permanent grade for first-year cadets is Airman; second-year, Airman First Class; third-year, Senior Airman; and fourth-year, if offered, Staff Sergeant. Permanent grades may be awarded during the second semester of each year. Retention of permanent grades is contingent upon satisfactory performance and behavior as determined by the AFJROTC Instructors. Permanent officer status will be awarded to cadets holding officer positions for two or more grading periods. Exceptions are authorized at the discretion of the AFJROTC Instructors and in accordance with published unit guidance.

EX.1) If Cadet Rambo is a second year cadet and currently had a rank of C/Airman, he will be promoted to C/ Airman First Class at the second semester of his current school year by the permanent rank policy.

EX.2) If Cadet Nausicaa is a second year cadet and currently had a rank of C/SSgt, she does not get an extra rank promotion from permanent rank's policy on her second semester of her current school year because she had already surpass the minimum ranks of the second year cadet.

- 7.** Temporary Rank- Cadets may be assigned a temporary grade based on a specific position. Use of a temporary-permanent grade pattern is optional and intended to serve as an administrative vehicle for rotation of responsibility and to avoid imbalances in grade structure. Cadets serving in a temporary grade may revert to their permanent grade upon completion of these duties. At the discretion of the AFJROTC Instructors, cadets in their final term of AFJROTC may retain the highest rank to which they have been promoted, regardless of course level.
- 8.** Cadet Staff officers may be removed from their position for:
 - Failure to complete his or her own task completely on schedule.
 - Multiple Major Disciplinary reports (ISS, alternative disciplinary campus, etc.)
 - Failing one or more academic courses
 - Failing to wear their uniform for more than 3 uniform wears with no excuse
- 9.** Demotion Policy- Demotion is reserved for cadets that do not uphold the values of the Air Force. A cadet can be demoted at the SASI/ ASI's discretion for:
 - Excessive Disciplinary Reports/ Demerits
 - Misconduct during class, extra-curricular teams, or afterschool events.
 - Refusal to meet Air Force standards (Uniform, Grooming, or Conduct)
 - Any activity the SASI/ASI deem worthy of the demotion of a cadet
- 10.** Demotion Procedure- A demotion will be issued by the flight commander of the cadet who must earn the promotion back after at least a period of 45 days of improved conduct while attending at least 2 events between their demotion and second promotion. The demoted cadet will go through the same promotion board process if they are considered to have improved on their disciplinary action.

CHAPTER NINE

AIR FORCE CHAIN OF COMMAND AND ORGANIZATION OF THE TX-862nd AFJROTC CADET CORPS

AIR FORCE JROTC CHAIN OF COMMAND

Commander-in-Chief.....	<u>Honorable Donald Trump</u>
Secretary of Defense.....	<u>Honorable James Mattis</u>
Chairman, Joint Chiefs of Staff..... (Not in direct chain of command)	<u>General Joseph F. Dunford</u>
Secretary of the Air Force (SAF/OS).....	<u>Honorable Dr. Heather A. Wilson</u>
Chief of Staff of the Air Force (AF/CC).....	<u>General David L. Goldfein</u>
Chief Master Sgt. of the Air Force (CMSAF)..... (Not in direct chain of command)	<u>CMSAF, Kaleth O. Wright</u>
Commander, Air Education & Training Command.....	<u>Lieutenant General Darryl Roberson</u>
Air University Commander.....	<u>Lieutenant General Steven L. Kwast</u>
Holm Officer Accessions and Citizenship Development Center.....	<u>Brigadier General Paul H. Guemmer</u>
Air Force JROTC Director	<u>Colonel Bobby C. Woods</u>
Senior Aerospace Science Instructor (SASI).....	<u>Major Doug Hawn</u>
Aerospace Science Instructor (ASI).....	<u>MSgt Patrick Hardy</u>
C/ Group Commanders.....	<u>C/ Arlet Reyes (S1) C/ Eric Thorn (S2)</u>
C/ Promotion Board Officers.....	<u>C/Zachary Arroyo, C/ Caitlyn Ray</u>
C/ Operations Squadron Commander.....	<u>C/ Shaiza Ali</u>
C/ Support Squadron Commander.....	<u>C/ Lily Doan</u>

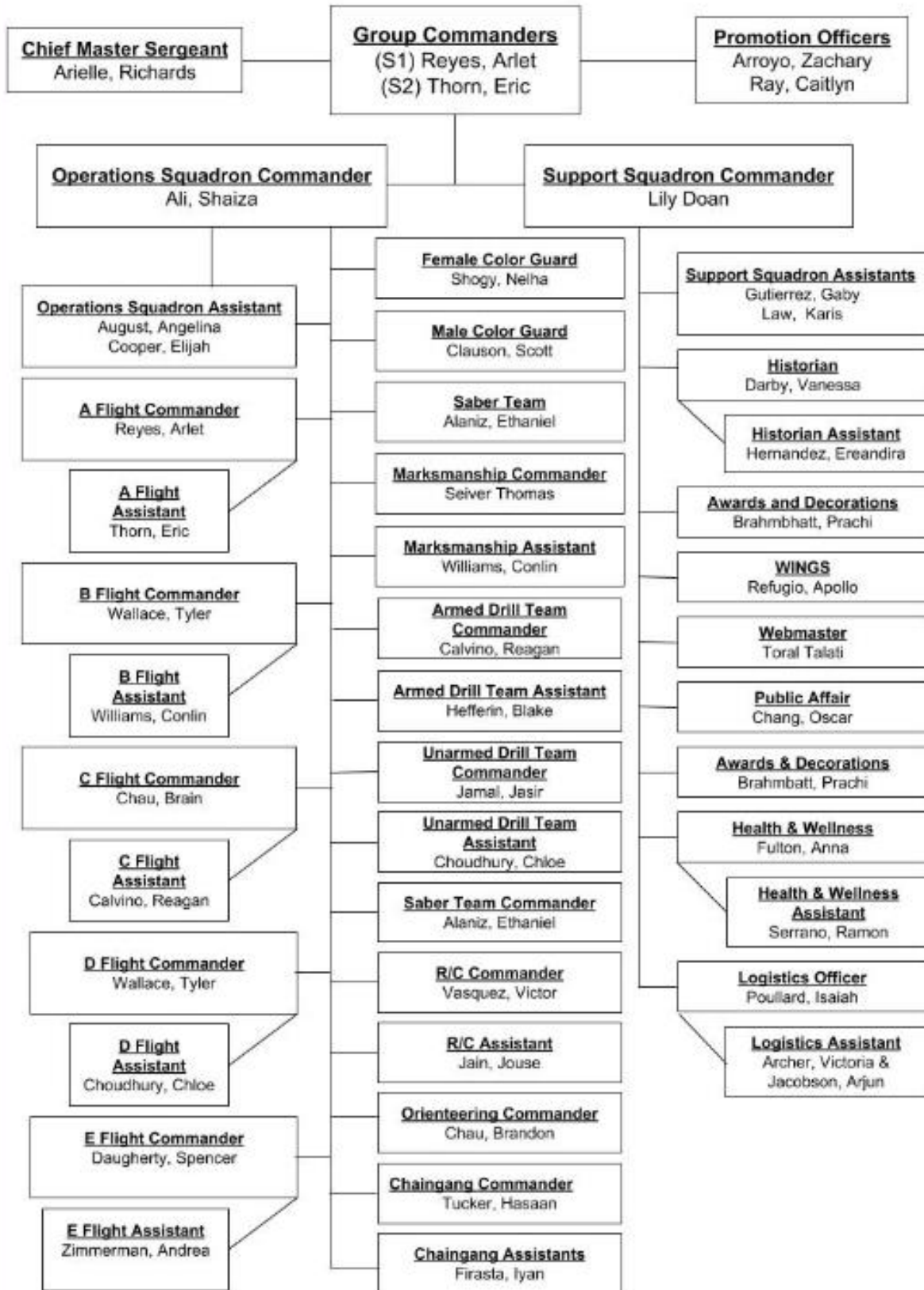
1. The following chart reflects the cadet corps organization. Organization charts break the function of the unit down into specialized tasks. The Responsibilities associated with each task are found in the corresponding job descriptions in Chapter 11. Each Cadet should study all the job descriptions to gain a more complete understanding of jobs as they relate to the unit's mission.
2. The organizational chart reflects a Chain of Command by a solid line connecting the functions or positions. Information, guidance and decision flow down the chain of command in the form of oral and written instructions. Information and recommendations also flow up the chain of command and are used by cadet leaders in decision- making. Information flow and coordination between lateral functions is also necessary for efficient staff functioning. Unless there is a free communication flow throughout the organization the unit will quickly become ineffective.

TX-862nd Unit Manning Document (UMD)

<u>Function:</u>	<u>Position Title:</u>	<u>Maximum Grade/ # Auth:</u>
Group Commander	Cadet Major	4
Deputy Group Commander	Cadet Major	1
<u>Operations Squadron</u>		
Operations Squadron Commander	Cadet Capt.	1
Flight Commander	Cadet 2 nd Lt	5
Flight Assistant	Cadet MSgt	5
Element Leader	Cadet MSgt	20
Color Guard Commander	Cadet MSgt	2
Football Chain Team Commander	Cadet MSgt	1
Armed Drill Team Commander	Cadet MSgt	1
Armed Drill Team Assistant	Cadet MSgt	1
Saber Team Commander	Cadet MSgt	1
Marksmanship Team Commander	Cadet MSgt	1
Marksmanship Team Assistant	Cadet MSgt	1
R/C Commander	Cadet MSgt	1
<u>Support Squadron</u>		
Support Squadron Commander	Cadet Capt.	1
Support Squadron Assistant Commander	Cadet 1 st Lt	1
Personnel	Cadet MSgt	1
Logistics Commander	Cadet MSgt	1
Logistics Assistant	Cadet MSgt	2
Awards & Decorations	Cadet MSgt	1
Webmaster	Cadet MSgt	1
Public Affairs	Cadet MSgt	1
Historian	Cadet MSgt	1
Health & Wellness Commander	Cadet MSgt	1

TX-862 Chain of Command Diagram

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CHAPTER TEN

JOB DESCRIPTIONS

As with the active Air Force, responsibilities and duties increase with grade and rank. Each cadet is expected to prepare for assuming additional responsibilities in order to accept high positions. Grades will be counted in this duty upon completion.

“Policy on: How Cadet Staff are Selected”

The SASI/ASI will select the cadet group commander, subordinate commanders and key staff members. The Cadet Command Staff will propose remaining staff members to the SASI/ASI. At the end of the year the outgoing group commander and squadron commanders will meet for the purpose of making recommendations for the following year key positions. (Required by AFJROTCI 36-2001, 19 Nov 03 page 5.2)

Group Staff

1. Cadet Group Commander
2. Promotion Board Officer
3. Chief Master Sergeant
-

1. The Group Commander. (_____) is responsible for:

- 1.01 The appearance, discipline, efficiency, training, and conduct of the TX-862 AFJROTC.
- 1.02 The accomplishment of the Leadership Training Program and mission as outlined by the SASI.
- 1.03 Ensuring that all members of the cadet corps have the opportunity to develop leadership along with their individual abilities.
- 1.04 Administering cadet corps activities according to Air Force principles and procedures.
- 1.05 Directing the Cadet Promotion System, publishing policy, and directing training as necessary to ensure fair, equitable, and timely promotion consideration for each member of the cadet corps, resulting in the maximum number of promotions at each cycle permitted by regulations and this guide.
- 1.06 Attending at least 75% of all major corps activities.
- 1.07 Conducting staff meetings as required.
- 1.08 Supervising and rating the performance of the Deputy Group Commander, Squadron Commanders, and the Command Chief Master Sergeant.
- 1.09 Maintaining and Publishing the Cadet Guide.
- 1.10 Publishing and maintaining the call procedures.

1.11 Approving on all final decisions in regards to policies in the corps with the SASI and ASI approval.

1.12 Performing duties that may be assigned by the SASI/ASI.

2. The Promotion Board Officer () is responsible for:

2.01 Maintains the organization of the corps promotions card program.

2.02 To report each week the status of each Flight progress with their promotions.

3. The Chief Master Sergeant () is responsible for:

3.01 Command the Group during the absence of the Group Commanders.

3.02 Supervising the Cadet Command Staff.

3.03 Supervise the process of Promotion Cards.

3.04 Perform other task as may be assigned.

Operations Staff

4. Cadet Operations Squadron Commander

5. Cadet Operations Squadron Assistant

6. Cadet Flight Commander

7. Cadet Flight Sergeant

8. Cadet Element Leader

9. Cadet Guidon Bearer

10. Cadet Armed Drill Team Commander

11. Cadet Color Guard Commander

12. Cadet Saber Team Commander

13. Cadet Radio Control (R/C) Commander

14. Cadet Marksmanship Team Commander

15. Cadet Football Chain Team Commander

16. Cadet Orienteering Team Commander

4. The Operations Squadron Commander, () is responsible for:

4.01 Supervising and rating the performance of the Armed Drill Team, Saber Team, Color Guard, Cadet Guidon Bearer, Cadet Element Leader, Football Chain Team Commander, Marksmanship Team Commander, Flight Commanders and Sergeants, and Orienteering Commander.

4.02 Enforcing the Squadron appearance, discipline, efficiency, training, and conduct standards.

4.03 Commanding the group in the absence of the Command Chief Master Sergeant.

4.04 Providing unit activity inputs for approval to the SASI/ASI and subsequently to the Support Squadron Commander for publishing.

4.05 Coordinating special teams' practice schedules and providing them to the Group Commander for approval.

4.06 Ensuring activity service hours/attendance rosters are turned into the Support Squadron Commander.

4.07 Training the Operations Squadron Assistant in the duties and responsibilities of Operation Squadron Commander.

4.08 Ensure that the flights performed their jobs on flag duty in the morning and the afternoon as well as the pledges.

4.09 Day after inspection Operation Squadron Commander must inspect the Flight uniform inspection sheets for errors and notify each Flight/Cadet Commander of errors.

4.10 Performing other tasks as may be assigned.

5. The Operations Squadron Assistant, (_____) is responsible for:

5.01 Command of the Squadron during the absence of the Operations Squadron Commander.

5.02 Assisting the Cadet Operations Squadron Commander as required.

5.03 Assuming command of the Group in the absence of the Cadet Support Squadron Commander.

5.04 Performing other tasks as may be assigned.

6. The Flight Commander, (A- _____ B- _____ C- _____ D- _____ E _____) is responsible for:

6.01 Reporting to the Cadet Operations Squadron Commander.

6.02 Commanding their respective Flight in classroom, drill, and physical fitness activities.

6.03 For supervising cadets by writing promotion recommendation based on their performance.

6.04 For providing drill and ceremonies training to flight cadets.

6.05 For providing promotion recommendation list to the Promotion Board and executing promotion cards opportunities.

6.06 For calling roll and reporting attendance.

6.07 For enforcing flight discipline standards.

6.08 For preparing the Flight for inspection, inspecting the Flight, and accomplishing inspection records.

6.09 For ensuring tardy slips are completed for cadets, who are late to class.

6.10 For briefing SASI and ASI on cadets uniform wears.

6.11 For conducting flag detail on respective months (both morning and after school).

6.12 Maintain their own respective flight roster at activity wall (events that the cadets went to).¹²¹

6.13 Performing other tasks as may be assigned.

7. The Assistant Flight Commander, (A- _____ B- _____
C- _____ D- _____ E- _____)
is responsible for:

7.01 Reporting to the Cadet Flight Commander.

7.02 Assuming command of the flight in the absence of the Cadet Flight Commander as necessary.

7.03 Assisting the Cadet Flight Commander as necessary.

7.04 Performing other tasks as may be assigned.

8. The Element Leaders are responsible for:

8.01 Reporting to the respective Cadet Assistant Flight Commanders.

8.02 Supervising element members.

8.03 Reporting roll call for their elements.

8.04 Assisting in training element members.

8.05 Performing other tasks as may be assigned.

9. The Guidon Bearers are responsible for:

9.01 Reporting to their respective Cadet Flight Commanders.

9.02 Leading the direction of March for the flight.

9.03 Accomplishing the duties of Guidon bearer described in the Drill and Ceremonies manual.

9.04 Retrieving, posting, and retiring the Flight Guidon as appropriate.

9.05 Performing other tasks as may be assigned.

10. The Armed Drill Team Commander. (_____) is responsible for:

10.01 Reporting to the Cadet Operations Squadron Commander.

10.02 Training and leading all cadets on armed drill team in drill team practice.

10.03 Commanding the drill team at competition.

10.04 Watching over all cadets while in the armory.

10.05 Keeping and maintaining cleanliness in the armory.

10.06 Inventorying and issuing weapons and maintaining all drill team weapons in regulation.

- 10.07 Inspecting and looking over all cadets before each armed drill team activity.
- 10.08 Posting drill team schedule on the bulletin board and on weekly announcements.
- 10.09 Developing a sign-in and sign-out sheet for all drill team weapons.
- 10.10 Developing a weapons cleanliness checklist.
- 10.11 Obtaining notice from the ASI and post a calendar of all drill events.
- 10.12 Performing other tasks as may be assigned.

11. The Color Guard Commander, (Male-_____Female-_____)
is responsible for:

- 11.01 Reporting to the Cadet Operations Squadron Commander.
- 11.02 Educating and training all of the Color Guard members.
- 11.03 Maintaining and leading the Color Guard teams in practice, competition, and public ceremonies.
- 11.04 Assisting the ASI in developing weekly practice plans and schedules.
- 11.05 Posting events and practice schedules as required.
- 11.06 Supervising all members of the Color Guard.
- 11.07 Inventory, Issuing, and Maintain Cleanliness of the Color Guard Weapons, Gloves, Ascots, and Color Guard and Armory rooms.
- 11.08 Performing other tasks as may be assigned.

12. The Saber Team Commander, (_____) is responsible for:

- 12.01 Reporting to the Cadet Operations Squadron Commander.
- 12.02 Educating and training of all Saber team members.
- 12.03 Maintaining and leading the Saber team in practice, competition, and public ceremonies.
- 12.04 Assisting the ASI in developing weekly practice plans and schedules.
- 12.05 Posting events and practice schedules as required.
- 12.06 Supervising all members of the Saber team.
- 12.07 Inventory, Issuing, and maintaining cleanliness of Saber team equipment.
- 12.08 Performing other tasks as may be assigned.

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13. The Radio Control (R/C) Team Commander, (_____) is responsible for:

- 13.01 Reporting to the Cadet Operations Squadron Commander.
- 13.02 Training and leading the Group's R/C Team.
- 13.03 Developing membership criteria.
- 13.04 Enforcing safety policies and procedures.
- 13.05 Keeping inventory of R/C equipment and maintaining the equipment.
- 13.06 Maintaining all records of flight training, meetings and activity attendance.
- 13.07 Supervising R/C Staff Members.
- 13.08 Accomplishing all other tasks as responsible.
- 13.09 Performing other tasks as may be assigned.

14. The Marksmanship Team Commander, (_____) is responsible for:

- 14.01 Reporting to the Cadet Operations Squadron Commander.
- 14.02 Teaching gun safety.
- 14.03 Teaching firing positions & procedures.
- 14.04 Teaching competition procedures.
- 14.05 Develop a sign in & out sheet for weapons.
- 14.06 Supervising cadets on gun range.
- 14.07 Emphasizing safety rules & regulations.
- 14.08 Inventory & issuing weapons & maintaining all Marksmanship Teams weapons in regulation.
- 14.09 Finding info about competitions (where, what time, etc.)
- 14.10 Set up competitions & arrange practices with other units.
- 14.11 Find date for annual Fort Bend comps.
- 14.12 Performing other tasks as may be assigned.

15. The Football Chain Team Commander, (_____) is responsible for:
(First Semester Position only)

- 15.01 Reporting to the Cadet Operations Squadron Commander.
- 15.02 Responsible for finding out times of games.

15.03 Get team ready at least 20 min. before game.

15.04 Have a signup sheet ready 1 week before game.

15.05 Performing other tasks as may be assigned

16. The Orienteering Commander, (_____) is responsible for:

16.01 Reporting to the Cadet Operation Squadron Commander.

16.02 Training and leading all cadets on Orienteering team in team practice.

16.03 Leading the Orienteering team at competitions.

16.04 Posting the Orienteering team schedule on the daily announcements.

16.05 Obtaining notice from the ASI and posting a calendar of all Orienteering events.

16.06 Ensuring the Orienteering team conducts at least two practices as coordinated with the ASI.

16.07 Performing other tasks that may be assigned.

Support Staff

17. Cadet Support Squadron Commander

18. Cadet WINGS

19. Cadet Personnel

20. Cadet Public Affairs Commander

21. Cadet Webmaster

22. Cadet Historian

23. Cadet Logistics Commander

24. Cadet Awards and Decorations

25. Cadet Health and Wellness Commander

17. The Support Squadron Commander, (_____) is responsible for:

17.01 Assuming command of the unit in the absence of the Cadet Operations Squadron Commander.

17.02 Supervising WINGS, Personnel, Public Affairs Commander, Webmaster, Historian, the Logistics Commander, Awards and Decorations, and the Health and Wellness Commander,

17.03 Providing operations support services to plan and implement corps activities.

17.04 Ensuring personnel policies and training goals are accomplished.

17.05 Ensuring cadet orders and operation plans are prepared.

17.06 Ensuring supply procedures are published.

17.07 Ensuring proper maintenance of administration and personnel files.

17.08 Attending staff meetings.

17.09 The appearance, discipline, effectiveness, training, and conduct of the cadet support squadron.

17.10 Ensuring proper maintenance of administrative and personnel files.

17.11 Ensure group continuity files are maintained.

17.12 Developing and implementing computer use, training, and system upgrade plan.

17.13 Performing other tasks as may be assigned.

18. The WINGS, () is responsible for:

18.01 Reporting to the Cadet Support Squadron Commander.

18.02 Maintaining individual personnel information in WINGS

18.03 Maintain log of physical training (PT) records.

18.04 For managing WINGS.

18.05 For all special orders except promotion and awards.

18.06 Keeping track of all records of event attendance for all cadets.

18.07 Updating the cadet inventory for all cadets before 7 September 2012.

18.08 Making sure the Cadet inventory is up-to-date.

18.09 For performing other tasks as may be assigned.

19. The Personnel, () is responsible for:

19.01 Reporting to the Cadet Support Squadron Commander.

19.02 Maintain Activity Wall Photos, names and events labels, the service hours, and PFT scores on the wall.

19.03. Writing and posting weekly staff meeting minutes.

19.04 Maintain JROTC book inventory in June.

19.05 Maintain bulletin board.

19.06 Responsible for organizing and managing everything in the two file cabinets (in front of the room).

19.07 Keep track of all Promotion Cards.

19.08 Maintaining the AFJROTC TX-862 Chain of Command wall.

19.09 For regulating the books, publications, and magazines on the shelf.

19.10 Maintaining an adequate supply of group forms.

19.11 For providing YES hour forms for the cadets during after an event.

19.12 Making copies and filing YES hour forms into cadet files.

19.13 Turning in original YES hour forms to Master Sergeant Hardy.

19.14 Updating the activity board after every event.

19.15 Creating sign-in sheets for events to keep track of cadet event attendance.

19.16 Turning in sign-in sheets to WINGS when finished updating the activity board.

19.17 For performing other tasks as may be assigned.

20. The Public Affairs Commander, (_____) is responsible for:

20.01 Reporting to the Cadet Support Squadron Commander.

20.02 Writing and publishing a cadet newspaper on the first day of every nine weeks.

20.03 Submitting at least one worthy item about DHS cadets to the “LEADER” Magazine for Air Force Officer Accession and Training Schools, DHS JROTC News Letter, The Star, the Sun, and the Houston Chronicle and other community publications and news media each nine week period.

20.04 Going to meet with the local and school media (DHS newspaper, the yearbook staff, The Star, and the Sun) before school starts or during the first week of school.

20.05 Writing an article on every event the unit attends.

20.06 For maintaining appropriate records in WINGS that pertain to the recruiting ribbon and Awareness Presentation Team (APT) badges.

20.07 For developing APT programs.

20.08 For training APT as required for performances.

20.09 Responsible for updating Public Affairs information into WINGS.

20.10 For performing the other tasks as may be assigned.

21. The Webmaster, (_____) is responsible for:

21.01 Reporting to the Cadet Support Squadron Commander.

21.02 Establish, maintain, organize, and update the TX-862 AFJROTC website.

21.03 Publish monthly announcements for events and uniform wears on the website.

21.04 For performing other tasks as may be assigned.

22. The Historian, (_____) is responsible for:

22.01 Reporting to the Cadet Support Squadron Commander.

22.02 The recording and recovery of historical information and data pertaining to corps activities.

22.03 The documentation of historical information and data pertaining to corps activities on electronic media (Unit Photographer).

22.04 Posting daily announcements and updating JROTC monthly events calendar on the wall.

22.05 Publishing the group yearbook before the end of the school year.

22.06 Ensuring the unit is involved in at least two community related events of humanitarian activities each school year.

22.07 Performing other tasks as may be assigned.

23. The Logistics Commander, (_____) is responsible for:

23.01 Reporting to the Cadet Support Squadron Commander.

23.02 Recommending supply policies and procedures to ASI.

23.03 Ensuring supply room is open during supply operating hours (Tuesday, Wednesday, Thursday from 2:30-3:00) and hours posted on the door.

23.04 Helping the ASI accomplish inventories and accountability actions every nine weeks on all Items and present records to the ASI by the end of the 8th week of each nine week period.

23.05 Maintaining a neat and efficient supply area.

23.06 Providing logistical support to cadet staff for cadet activities. You must be present prior to major activities to issue equipment/uniforms.

23.07 Informing ASI of supply shortages.

23.08 Informing the ASI when it is time for a Laundry Run.

23.09 Issuing items only after you have checked orders/roster insuring cadets are authorized the items (for all ribbons, cords, ranks) Contact ASI for all shoe issues.

23.10 Supervising and rating the performance of the Logistics Assistants.

23.11 Making sure that the Logistics Room doors are locked and that all items issued go through the issue cage window. No issuing through the door. Only the Logistics Commander/Assistants, the ASI/SASI, the Cadet Command Staff, and (during their flight) the Flight Commanders are authorized in the Logistics Room.

23.12 Updating Logistics information into WINGS.

23.13 Performing other tasks as may be assigned.

24. The Awards and Decorations, (_____) is responsible for:

24.01 Reporting to the Cadet Support Squadron Commander.

24.02 Directing and executing the TX-862nd Cadet Awards Program.

24.03 Making and updating a roster of all National Awards no later than the 15 October 2013. It should include current address, phone and names; you must personally talk to each contact person.

24.04 Requesting awards from AFJROTC support organizations listed in continuity folder no later than 15 December 2013.

24.05 Leading the award ceremony by acting as Master/Mistress of Ceremonies at the annual awards ceremony or recommending to the ASI/SASI another cadet to serve as Master/Mistress of Ceremonies.

24.06 As the chairperson, planning the award ceremonies.

24.07 Producing, authenticating, posting and distributing all awards and decorations special orders.

24.08 Updating Awards and Decorations information into WINGS.

24.09 Performing other tasks as may be assigned.

25. The Health and Wellness Commander, (_____) is responsible for:

25.01 Reporting to the Cadet Support Squadron Commander.

25.02 Managing the AFJROTC PT Program according to AFJROTC Policy.

25.03 Maintaining a physical health screening questionnaire on each cadet.

25.04 Making/maintaining a list of cadets who checked “Yes” on the health questionnaire and attaching an explanation for the yes on the cadet questionnaire documented by medical authority – giving the cadet’s flight commander the list of cadets not allowed to do PT.

25.05 Making sure the Presidential Fitness Test is regulated and completed by all cadets at least twice a year.

25.06 Organizing PT activities for every PT day (every Friday).

25.07 Commanding and training the PT Team for competition.

25.08 Assist the ASI in setting up practices for the PT Team.

25.09 Performing other tasks that may be assigned.

CHAPTER ELEVEN

OFFICER/NCO STATEMENTS OF UNDERSTANDING

**All NCO's and Officers are required to read and understand all three of these documents.
Failing to reading an applying this important information will result in losing your job.**

6.1 CADET OFFICER'S STATEMENT OF UNDERSTANDING:

- 1.1** There have been past incidents in which Cadet Officers have failed to perform their duties indicating misunderstanding of their responsibilities. To insure that you understand the special obligation inherent in the cadet commissioned rank, this statement of understanding will be reviewed and signed prior to your assuming a Cadet Officer's rank and responsibilities.
- 1.2** As a Cadet Officer, you will be given a special trust under the authority of AFJROTC regulation 45-3. By virtue of this authority, you have a continuing responsibility to lead, setting positive examples in all you do. Your behavior must be exemplary, because if you are to be an effective leader, you must have both the authority to lead and the respect of those who follow. The following are minimum standards of leadership expected of every Cadet Officer.
 - 1.2.1** You must serve with integrity. Your word must be your bond. If you say you will do something, all expect that you will do it, to the best of your ability, and on time. If you cannot accomplish what you have said you will do, you must advise those in charge of that fact as soon as you know you will be unable to meet your obligation.
 - 1.2.2** You must lead by example. You are a leader and your followers will expect that you meet or exceed standards.
 - 1.2.3** You must show care and concern for you followers. If you show respect for them, they are likely to reciprocate.
 - 1.2.4** You must be a regular participator in AFJROTC activities. As a cadet commissioned officer, you are expected to participate in at least one co-curricular activity during the time you hold your cadet commission. If you are precluded from participation in AFJROTC co-curricular activities because of UIL activities, then as soon as the UIL activities end, you will be expected to become a member of one of the AFJROTC teams.
 - 1.2.5** You are expected to stay informed of your responsibilities to the AFJROTC program by thoroughly studying the Cadet Guide and regularly checking the unit calendar and the official bulletin boards for duties you may be assigned.
 - 1.2.6** You are also expected to complete scheduled duties without fail. You must recognize that failure to complete assigned duties causes an embarrassment to the unit, giving underclassmen a loss of confidence in their superior officers, and gives the impression that their leadership is not trustworthy.
 - 1.2.7** When, because of events outside your control, you are going to be unable to attend or complete your assigned duties as scheduled, you must let your supervisor know about your situation as soon as reasonably possible.
- 1.3** Please understand that if you freely choose to serve in this unit as a cadet commissioned officer, and you fail to live up to the standards outlined above, you may be required to give up the position requiring the higher rank and be demoted.
- 1.4** If you agree that you understand the special responsibilities you assume with a Cadet Officer's rank, noting the above expected standards of leadership performance, and intending to do your best, accepting these obligations freely, then please signify below with your signature.

Signature _____

Date: _____

Job Name: _____

10 PRINCIPLES OF NCO/OFFICERSHIP

1. An Officer is a role model in appearance, and behavior. He or she does not meet the standard but sets the standards.
2. An Officer volunteers and does not wait to be asked. An officer goes above and beyond what is required and requested.
3. An Officer always shows respect for other officers.
4. An Officer is quick to correct but slow to chastise.
5. An Officer honestly tries to see things from the other person's point of view and not his/her own.
6. Officers always try to avoid public arguments. Confrontations and disagreements are handled in private.
7. Officers always show genuine interest, understanding and helpfulness toward others.
8. Officers do not compete with other officers but eagerly helps and assists them without hesitation.
9. Officers uphold honor of the other officers. Officers never discuss another officer with an enlisted person.
10. Officers willingly obey orders and decisions of the officer and instructors appointed over them.

Signature _____

Date: _____

2. CADET NON-COMMISSIONED OFFICER'S STATEMENT OF UNDERSTANDING: 131

- 2.1** There have been past incidents in which cadet leaders have failed to perform their duties indicating their misunderstanding of their responsibilities. To insure that you understand the special nature of cadet non-commissioned officers (NCO) responsibility, this statement of understanding will be reviewed and signed prior to your assuming a cadet non-commissioned officers rank and responsibilities.
- 2.2** As a Cadet NCO, you will be given a special trust under the authority of AFJROTC regulation 45-3. By virtue of this authority, you have a continuing responsibility to lead, setting positive examples in all you do. Your behavior must be exemplary, because if you are to be an effective leader, you must have both the authority to lead and the respect of those who follow. The following are minimum standards of leadership expected of every Cadet NCO.
- 2.3** You must serve with integrity. Your word must be your bond. If you say you will do something, all expect that you will do it, to the best of your ability, and on time. If you cannot accomplish what you have said you will do, you must advise those in charge of that fact as soon as you know you will be unable to meet your obligation.
- 2.2.1** You must lead by example. You are a leader and your followers will expect that you meet or exceed standards.
- 2.2.2** You must show care and concern for your followers. If you show respect for them, they are likely to reciprocate.
- 2.2.3** You must be a regular participator in AFJROTC activities. As a cadet commissioned officer, you are expected to participate in at least one co-curricular activity during the time you hold your cadet commission. If you are precluded from participation in AFJROTC co-curricular activities because of UIL activities, then as soon as the UIL activity ends, you will be expected to become a member of one of the AFJROTC teams.
- 2.2.4** You are expected to stay informed of your responsibilities to the AFJROTC program by thoroughly studying the Cadet Guide and regularly checking the unit calendar and the official bulletin boards for duties you may be assigned.
- 2.2.5** You are also expected to complete scheduled duties without fail. You must recognize that failure to complete assigned duties causes an embarrassment to the unit, giving underclassmen a loss of confidence in their superior officers, and gives the impression that their leadership is not trustworthy.
- 2.2.6** When, because of events outside your control, you are going to be unable to attend or complete your assigned duties as scheduled, you must take action to notify those who are in charge of your situation.
- 2.4** Please understand that if you freely choose to serve in this unit as a cadet non-commissioned officer, and you fail to live up to the standards outlined above, you may be required to give up the position requiring the higher rank and be demoted.
- 2.5** If you agree that you understand the special responsibilities you assume with a Cadet NCOs rank, noting the above expected standards of leadership performance, and intending to do your best, accepting these obligation freely, then please signify below with your signature.

Signature _____

Date: _____

Job Name: _____

CHAPTER TWELVE

LETTER JACKET POLICY

- 1. Letter Jackets: At Dulles High School a Letter Jacket with an AFJROTC letter may be earned for sustained superior performance in AFJROTC. To earn a letter jacket, a cadet must meet the following minimum requirements:**
 - A. Be classified as a 3rd or 4th year cadet**
 - B. Have earned and accumulated 150 service hours during their duration in AFJROTC**
 - C. Have Earned at least NCO status and served in a staff position**
 - D. Have an “A” average in AFJROTC, at least “C” average in all other courses and no “F” in any course for the year earning the Jacket.**
 - E. Have secured the minimum recommendation of the Unit Commander and the approval of the SASI and ASI.**
 - F. A cadet must be in good standing with the school and AFJROTC at the time the letter jacket is ordered and presented. Letter jackets are normally ordered at the beginning of the school year for cadets who have completed the requirements.**
 - G. Letter Jackets may be presented as required under special circumstances at the discretion of the SASI/ASI.**
 - H. Letter Jackets: Dilly’s Contact Information:
*Phone Number: 713-334-3232**

AFJROTC

A Guide to Chaperoning



Initiation is a rite of passage marking entrance or acceptance into a group or society and can be a positive experience if done correctly.

Here are some examples of positively impacting initiations:

- Present new members with pledge cards with the rules and regulations of your organization.
- Have new members announced at public events or in local newspapers.
- Hold ceremonies in which the new member receives a certificate of accomplishment or admittance, special uniform, badge, or other device.

Standards of Conduct



Examples of prohibited initiations:

- Tying someone up to cover them with silly string, or other substances, etc.
- Forcing someone to consume food/drink not normally eaten.
- Ceremonies that include physical contact with the new members.

INTRODUCTION FROM THE COMMANDER

First and foremost, thank you for volunteering to help us chaperone the cadets. Your primary responsibility is to help ensure the cadets' health, safety, and well being.

As a chaperone, it's essential to ensure that the cadets follow all unit, school district, and Air Force guidelines concerning student behavior. Our goal is for every cadet to be a positive reflection on their community, school, and the Air Force. The lead instructor will inform you of these and any other expectations.

If you see any misconduct on the cadets' part, correct it on the spot and report it to the lead instructor immediately. Also report any rumored or planned misconduct to the lead instructor as soon as possible.

Once again, thank you for helping AFJROTC achieve its mission to **"Develop citizens of character dedicated to serving their nation and community."**

PHYSICAL DISCIPLINE

Requiring cadets to perform any physical activity as punishment isn't allowed. These activities may only be performed as part of a regular physical fitness program.

PHYSICAL CONTACT

There will be no physical contact (touching) between chaperones and students and between students, except for contact that's necessary to protect the health or safety of an individual. For example, contact to provide first aid is allowed.

CHAPTER THIRTEEN

Dulles JROTC Physical Fitness Male Chart

Points	Pull Ups	Sit-ups	Mile Run	Push ups
100	20	100	6:00	40
99		99	6:05	39
98		98	6:10	38
97		97	6:15	
96		96	6:20	37
95	19	95	6:25	
94		94	6:30	
93		93	6:35	36
92		92	6:40	
91		91	6:45	
90	18	90	6:50	35
89		89	6:55	
88		88	7:00	
87		87	7:05	34
86		86	7:10	
85	17	85	7:15	
84		84	7:20	33
83		83	7:25	
82		82	7:30	
81		81	7:35	32
80	16	80	7:40	
79		79	7:45	
78		78	7:50	31
77		77	7:55	
76		76	8:00	
75	15	75	8:05	30
74		74	8:10	29
73		73	8:15	28
72		72	8:20	
71		71	8:25	27
70	14	70	8:30	
69		69	8:35	
68		68	8:40	26
67		67	8:45	
66		66	8:50	
65	13	65	8:55	25
64		64	9:00	
63		63	9:05	
62		62	9:10	24
61		61	9:15	
60	12	60	9:20	
59		59	9:25	23
58		58	9:30	
57		57	9:45	
56		56	9:50	22
55	11	55	9:55	
54		54	10:00	
53		53	10:05	21
52		52	10:10	
51		51	10:15	

Points	Pull ups	Sit-ups	Mile Run	Push Ups
50	10	50	10:20	20
49		49	10:25	19
48		48	10:30	18
47		47	10:35	
46		46	10:40	17
45	9	45	10:45	
44		44	10:50	
43		43	10:55	16
42		42	11:00	
41		41	11:05	
40	8	40	11:10	15
39		39	11:15	
38		38	11:20	
37		37	11:25	14
36		36	11:30	
35	7	35	11:35	
34		34	11:40	13
33		33	11:45	
32		32	11:50	
31		31	11:55	12
30	6	30	12:00	
29		29	12:05	
28		28	12:10	11
27		27	12:15	
26		26	12:20	
25		25	12:25	10
24		24	12:30	
23		23	12:35	9
22		22	12:40	
21		21	12:45	8
20	5	20	12:50	
19		19	12:55	7
18		18	X	
17		17	X	6
16		16	X	
15	4	15	X	5
14		14	X	
13		13	X	4
12		12	X	
11		11	X	3
10	3	10	X	
9		9	X	2
8		8	X	
7		7	x	1
6		6	x	
5	2	5	x	
4		4	x	
3		3	x	
2		2	x	
1	1	1	x	

Female Chart

Points	Flexed-Arm Hang	Sit-ups	Mile Run	Push ups
100	70	100	6:45	20
99		99	6:50	
98	69	98	6:55	
97		97	7:00	
96	68	96	7:05	
95		95	7:10	19
94	67	94	7:15	
93		93	7:20	
92	66	92	7:25	
91		91	7:30	
90	65	90	7:35	18
89		89	7:40	
88	64	88	7:45	
87		87	7:50	
86	63	86	7:55	
85		85	8:00	17
84	62	84	8:05	
83		83	8:10	
82	61	82	8:15	
81		81	8:20	
80	60	80	8:25	16
79		79	8:30	
78	59	78	8:35	
77		77	8:40	
76	58	76	8:45	
75		75	8:50	15
74	57	74	8:55	
73		73	9:00	
72	56	72	9:05	
71		71	9:10	
70	55	70	9:15	14
69		69	9:20	
68	54	68	9:25	
67		67	9:30	
66	53	66	9:45	
65		65	9:50	13
64	52	64	9:55	
63		63	10:00	
62	51	62	10:05	
61		61	10:10	
60	50	60	10:15	12
59		59	10:20	
58	49	58	10:25	
57		57	10:30	
56	48	56	10:35	
55		55	10:40	11
54	47	54	10:45	
53		53	10:50	
52	46	52	10:55	
51		51	11:00	

Points	Flexed-Arm Hang	Sit-ups	Mile Run	Push Ups
50	45	50	11:05	10
49		49	11:10	
48	44	48	11:15	
47		47	11:20	
46	43	46	11:25	
45		45	11:30	9
44	42	44	11:35	
43		43	11:40	
42	41	42	11:45	
41		41	11:50	
40	40	40	11:55	8
39	39	39	12:00	
38	38	38	12:05	
37	37	37	12:10	
36	36	36	12:15	
35	35	35	12:20	7
34	34	34	12:25	
33	33	33	12:30	
32	32	32	12:35	
31	31	31	12:40	
30	30	30	12:45	6
29	29	29	12:50	
28	28	28	12:55	
27	27	27	13:00	
26	26	26	13:05	
25	25	25	13:10	5
24	24	24	13:15	
23	23	23	13:20	
22	22	22	13:25	
21	21	21	13:30	
20	20	20	13:35	4
19	19	19	13:40	
18	18	18	13:45	
17	17	17	13:50	
16	16	16	x	
15	15	15	x	3
14	14	14	x	
13	13	13	x	
12	12	12	x	
11	11	11	x	
10	10	10	x	2
9	9	9	x	
8	8	8	x	
7	7	7	x	
6	6	6	x	
5	5	5	x	1
4	4	4	X	
3	3	3	x	
2	2	2	x	
1	1	1	x	

Male

The PFT is the Physical Fitness Test. We will have a PFT every 9 weeks based on the standards above, and the rules below. To find out your total PFT score, add all of your points for each event to a total composite score.

For example, if Cadet Rambo did 4 Pull-Ups (20 pts.), 100 Crunches (100 pts.), got a 10 minute Mile Run (52 pts.), and 5 Push-Ups (15 pts.), his total composite PFT score would be 187 pts out of a total possible of 400 points.

Pull-up. The goal of the pull-up event is for the Cadet to execute as many accurate and complete pull-ups before dropping off the bar. The procedures are:

- (1) This is not a timed event.
- (2) Sweatshirts and/or jackets will be removed during the conduct of the pull-up event in order to observe the lockout of the elbows with each repetition.
- (3) Assistance to the bar with a step up, being lifted up, or jumping up is authorized. Any assistance up to the bar will not be used to continue into the first pull-up.
- (4) The bar must be grasped with both palms facing either forward or to the rear.
- (5) The correct starting position begins when the Cadet's arms are fully extended beneath the bar, feet are free from touching the ground or any bar mounting assist, and the body is motionless.
- (6) The Cadet's legs may be positioned in a straight or bent position, but may not be raised above the waist.
- (7) One repetition consists of raising the body with the arms until the chin is above the bar, and then lowering the body until the arms are fully extended; repeat the exercise. At no time during the execution of this event can a Cadet rest his chin on the bar.
- (8) The intent is to execute a vertical "dead hang" pull-up. A certain amount of inherent body movement will occur as the pull-up is executed. However, the intent is to avoid a pendulum-like motion that enhances the ability to execute the pull-up. Whipping, kicking, tipping of the body or legs, or any leg movement used to assist in the vertical progression of the pull-up is not authorized. If observed, the repetition will not count for score.
- (9) A repetition will be counted when an accurate and complete pull-up is performed.

Flexed-Arm Hang. The goal of the flexed-arm hang event is for a Cadet to hang (maintain elbow flexion) for as long as possible. The procedures are:

- 1) This is a timed event.
- (2) Sweatshirts will be removed during the conduct of the flexed-arm hang event in order to observe when the Cadet has completely locked-out her elbows.
- (3) Assistance to the bar with a step up, being lifted up, or jumping up to the start position is authorized.
- (4) The bar must be grasped with both palms facing either forward or to the rear.

(5) The correct starting position begins when the Cadet's arms are flexed at the elbow, the chin is held above the bar and not touching it, and the body is motionless. At no time during the execution of this event can a Cadet rest her chin on the bar.

(6) Cadets are authorized to drop down below the bar, however, some degree of elbow flexion must be maintained with both arms. Once a Cadet's arms are fully extended or the Cadet drops off the bar, the clock will stop.

Sit-ups. The goal of the sit-up event is for a Cadet to execute as many proper and complete sit-up within the prescribed time limit. The procedures are:

(1) 2-minute time limit.

(2) On a flat surface, Cadets will lie flat on their back with shoulder blades touching the deck, knees will be bent, and both feet will be flat on the deck.

(3) The arms will be folded across the chest or rib cage with no gap existing between the arms and chest/rib cage. Both arms must remain in constant contact with chest/rib cage throughout the exercise. A single repetition consists of raising the upper body from the starting position until both forearms and elbows simultaneously touch the thighs, and then returning to the starting position with the shoulder blades touching the deck.

(4) The buttocks will remain in constant contact with the deck throughout the event. No arching of the lower back or lifting the buttocks is permitted.

(5) An assistant may be used to hold a Cadet's legs or feet, at or below the knees in whatever manner that is most comfortable for the Cadet. Kneeling or sitting on the Cadet's feet is permitted.

(6) A repetition will be counted when an accurate and complete sit-up is performed.

Mile Run The goal is for a Cadet to complete the measured course as quickly as possible. The procedures are:

(1) This is a timed event.

(2) On the command to start, the Cadet(s) monitoring the event will start his/their watch(es) simultaneously when the last Cadet passes the starting point. Monitors will call out the finishing time as each Cadet passes the finish line.

Push-Ups The goal is for the Push-Ups event is for a Cadet to execute as many complete push-ups as possible within a timed environment. The procedures are:

Your hands will be placed on the floor, slightly wider than shoulder width apart, with your fingers pointing forward. You must lower your upper body until your upper arm is at least parallel to the floor and elbows bent at 90 degrees before pushing back up to the starting position. If you do not come down that far the push-up will not count. Start in the up position with your elbows fully extended, feet no more than 12 inches apart, and your weight supported by your arms and toes. You must keep your back straight at all times and lower your upper body until your upper arm is at least parallel to the floor, then return to the up position with arms fully extended. This is one repetition. Keep your hands and feet on the floor if you need to rest. Resting must be done in the up position.

President's Challenge Qualifying standards

The Presidential Physical Fitness Award

Participants must at least reach these levels in all 5 events in order to qualify for the Presidential Physical Fitness Award. These levels represent the 85th percentile based on the 1985 School Population Fitness Survey.

The Presidential Physical Fitness Award (This represents the 85th percentile.)

	Age	Curl-Ups (# one minute)	Shuttle Run (sec.)	Sit & Reach (cm)	One-Mile Run (min:sec)	Pull-Ups (#)	Rt. Angle+ Push-Ups (#)
BOYS	6	33	12.1	31	10:15	2	9
	7	36	11.5	30	9:22	4	14
	8	40	11.1	31	8:48	5	17
	9	41	10.9	31	8:31	5	18
	10	45	10.3	30	7:57	6	22
	11	47	10.0	31	7:32	6	27
	12	50	9.8	31	7:11	7	31
	13	53	9.5	33	6:50	7	39
	14	56	9.1	36	6:26	10	40
	15	57	9.0	37	6:20	11	42
GIRLS	6	32	12.4	32	11:20	2	9
	7	34	12.1	32	10:36	2	14
	8	38	11.8	33	10:02	2	17
	9	39	11.1	33	9:30	2	18
	10	40	10.8	33	9:19	3	20
	11	42	10.5	34	9:02	3	19
	12	45	10.4	36	8:23	2	20
	13	46	10.2	38	8:13	2	21
	14	47	10.1	40	7:59	2	20
	15	48	10.0	43	8:08	2	21
	16	45	10.1	42	8:23	1	24
	17	44	10.0	42	8:15	1	25

The National Physical Fitness Award

Participants must at least reach these levels in all 5 events in order to qualify for The National Physical Fitness Award. These levels represent the 50th percentile based on the 1985 School Population Fitness Survey.

The National Physical Fitness Award

	Age	Curl-Ups (# one minute)	Partial* Curl-Ups (#)	Shuttle Run (sec.)	V-Sit Reach (inches)	Sit & Reach (cm)	One-Mile Run (min:sec)	Distance Option** (min:sec) 1/4 mile 1/2 mile	Pull-Ups (#)	Rt. Angle Push-Ups* (#)	Flexed Arm Hang (sec.)
BOYS	6	22	10	13.3	+1.0	26	12:36	2:21	1	7	6
	7	28	13	12.8	+1.0	25	11:40	2:10	1	8	8
	8	31	17	12.2	+0.5	25	11:05		1	9	10
	9	32	17	11.9	+1.0	25	10:30	4:22	2	12	10
	10	35	24	11.5	+1.0	25	9:48	4:14	2	14	12
	11	37	26	11.1	+1.0	25	9:20		2	15	11
	12	40	32	10.6	+1.0	26	8:40		2	18	12
	13	42	39	10.2	+0.5	26	8:06		3	24	14
	14	45	40	9.9	+1.0	28	7:44		5	24	20
	15	45	40	9.7	+2.0	30	7:30		6	30	28
GIRLS	6	23	10	13.8	+2.5	27	13:12	2:26	1	6	5
	7	25	13	13.2	+2.0	27	12:56	2:21	1	8	6
	8	29	17	12.9	+2.0	28	12:30		1	9	8
	9	30	20	12.5	+2.0	28	11:52	4:56	1	12	8
	10	30	24	12.1	+3.0	28	11:22	4:50	1	13	8
	11	32	27	11.5	+3.0	29	11:17		1	11	7
	12	35	30	11.3	+3.5	30	11:05		1	10	7
	13	37	40	11.1	+3.5	31	10:23		1	11	8
	14	37	30	11.2	+4.5	33	10:06		1	10	9
	15	36	26	11.0	+5.0	36	9:58		1	15	7
	16	35	26	10.9	+5.5	34	10:31		1	12	7
	17	34	40	11.0	+4.5	35	10:22		1	16	7

(This represents the 50th percentile.)

The Participant Physical Fitness Award

Boys and Girls who attempt all five items, but whose scores fall *below* the 50th percentile on one or more of them are eligible to receive the Participant Award.

**The National Physical Fitness Award
(This represents the 50th percentile.)**

	Age	Curl-Ups (# one minute)	Shuttle Run (sec.)	Sit & Reach (cm)	One-Mile Run (min: sec)	Pull-Ups (#)	Rt. Angle Push - Ups* (#)	Flexed Arm Hang (sec.)
BOYS	6	22	13.3	26	12:36	1	7	6
	7	28	12.8	25	11:40	1	8	8
	8	31	12.2	25	11:05	1	9	10
	9	32	11.9	25	10:30	2	12	10
	10	35	11.5	25	9:48	2	14	12
	11	37	11.1	25	9:20	2	15	11
	12	40	10.6	26	8:40	2	18	12
	13	42	10.2	26	8:06	3	24	14
	14	45	9.9	28	7:44	5	24	20
	15	45	9.7	30	7:30	6	30	28
	16	45	9.4	30	7:10	7	30	28
	17	44	9.4	34	7:04	8	37	30
GIRLS	6	23	13.8	27	13:12	1	6	5
	7	25	13.2	27	12:56	1	8	6
	8	29	12.9	28	12:30	1	9	8
	9	30	12.5	28	11:52	1	12	8
	10	30	12.1	28	11:22	1	13	8
	11	32	11.5	29	11:17	1	11	7
	12	35	11.3	30	11:05	1	10	7
	13	37	11.1	31	10:23	1	11	8
	14	37	11.2	33	10:06	1	10	9
	15	36	11.0	36	9:58	1	15	7
	16	35	10.9	34	10:31	1	12	7
	17	34	11.0	35	10:22	1	16	7

Testing guidelines and events

The PCPFS recommends fitness testing at least twice each year, in the fall and spring. It works best as part of a complete physical education program that supports testing with educational and motivational information.

Before conducting The President's Challenge, or any youth fitness test, you should review each student's medical status to identify medical, orthopedic or other health problems that should be considered.

Before you begin, make sure all students know the correct techniques for all tests, including proper pacing and running style. There is no limit to the number of tries students may have on each event.

*When determining award levels, use the age of the student at the start of testing.

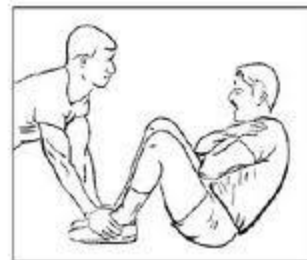
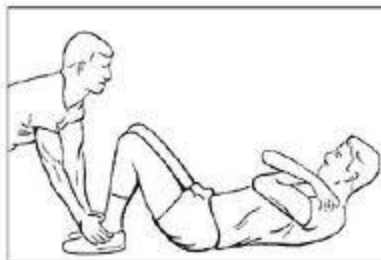
Physical Fitness Test Events

Curl-ups (or partial curl-ups)

This event measures abdominal strength and endurance.

Curl-ups test

Have student lie on cushioned, clean surface with knees flexed and feet about 12 inches from buttocks. Partner holds feet. Arms are crossed with hands placed on opposite shoulders and elbows held close to chest. Keeping this arm position, student raises the trunk curling up to touch elbows to thighs and then lowers the back to the floor so that the scapula (shoulder blades) touch the floor, for one curl-up. To start, a timer calls out the signal "Ready? Go!" and begins timing student for one minute. The student stops on the word "stop."



Curl-ups tip

Instruct helpers to count aloud the number of repetitions.

Curl-ups scoring

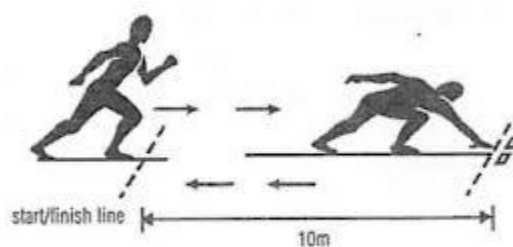
"Bouncing" off the floor is not permitted. The curl-up should be counted only if performed correctly.

Shuttle Run

This event measures speed, quickness and agility.

Shuttle run testing

Mark two parallel lines 30 feet apart and place two blocks of wood or similar object behind one of the lines. Students start behind opposite line. On the signal "Ready? Go!" the student runs to the blocks, picks one up, runs back to the starting line, places block behind the line, runs back and picks up the second block and runs back across starting line.



Shuttle run tip

Be sure the participants understand the importance of running through the finish line.

Shuttle run scoring

Blocks should not be thrown across the lines. Scores are recorded to the nearest tenth of a second.

Endurance run/walk

This event measures heart/lung endurance.

Endurance run/walk testing

On a safe, one-mile distance, students begin running on the count "Ready? Go!" Walking may be interspersed with running. However, the students should be encouraged to cover the distance in as short a time as possible.

Endurance run/walk tip

Use a large enough running area so that no more than eight laps are necessary to complete a mile. Help participants learn proper pacing for the mile by having them run at the mile pace for short distances during warm-up time.

If you are not using a track that is measured in miles, then you will need to convert from that measurement into miles. Refer to the conversion chart below for converting to miles when using a 400 meter track or 440 yards.

Endurance run/walk scoring

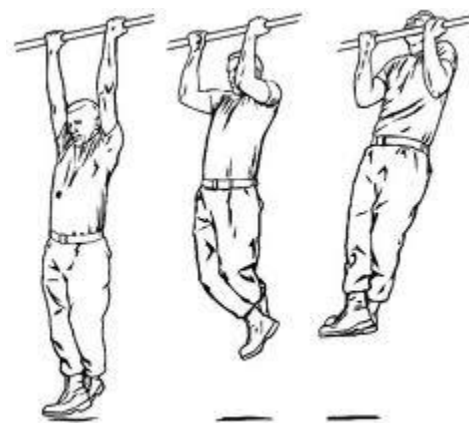
Always review students' health status before administering this test. Give students ample instruction on how to pace themselves. Allow them to practice running this distance against time, as well as sufficient time for warming up and cooling down before and after the test. Times are recorded in minutes and seconds. Alternative distances for younger children are 1/4 mile for 6-7 years old, and 1/2 mile for 8-9 years old. The same objective and testing procedure are used as with the mile run.

Pull-ups (or right angle push-ups or flexed-arm hang)

This event measures upper body strength and endurance.

Pull-ups testing

Student hangs from a horizontal bar at a height the student can hang from with arms fully extended and feet free from floor, using either an overhand grasp (palms facing away from body) or underhand grip (palms facing toward body). Small students may be lifted to starting position. Student raises body until chin clears the bar and then lowers body to full-hang starting position. Student performs as many correct pull-ups as possible.



Pull-ups tip

Spend as little time hanging from the bar beforehand as possible, the extra time on the bar may reduce the number of pull-ups performed. Discourage any kicking of the legs or swinging of the body as this may also decrease the number of repetitions.

Pull-ups scoring

Pull-ups should be done in a smooth rather than jerky motion. Kicking or bending the legs is not permitted and the body must not swing during the movement.

Right angle push-ups testing

The student lies face down on the mat in push-up position with hands under shoulders, fingers straight, and legs straight, parallel, and slightly apart, with the toes supporting the feet. The student straightens the arms, keeping the back and knees straight, then lowers the body until there is a 90-degree angle at the elbows, with the upper arms parallel to the floor. A partner holds her/his hand at the point of the 90-degree angle so that the student being tested goes down only until her/his shoulder touches the partner's hand, then back up. The push-ups are done to a metronome (or audio tape, clapping, drums) with one complete push-up every three seconds, and are continued until the student can do no more in rhythm (has not done the last three in rhythm) or has reached the target number for the PPFA.

Right angle push-ups tip

As with the pull-up, spend as little time in the starting position beforehand in order to increase the number of repetitions. Any extra movement may also decrease the number of repetitions.

Right angle push-ups scoring

Record only those push-ups done with proper form and in rhythm.

Right angle push-ups rationale

The student's body weight has less effect on right angle push-ups than it does on pull-ups. This makes right angle push-ups a better indicator of the range of strength and endurance found in students, whereas many are unable to do any pull-ups. Pull-ups remain an option for students at higher levels of strength and endurance.

Flexed-arm hang testing

Using either an overhand grasp (palms facing away from body) or underhand grip (palms facing toward body), student assumes flexed-arm hang position with chin clearing the bar. Students may be lifted to this position. Student holds this position as long as possible.

Flexed-arm hang tip

Rather than doing a pull-up to start, lift the participant to the starting position. This decreases any extra exertion and may possibly increase the length of time.

Flexed-arm hang scoring

Chest should be held close to bar with legs hanging straight. Timing is stopped when student's chin touches or falls below the bar.

V-sit reach (or sit and reach)

This event measures flexibility of the lower back and hamstrings.

**V-sit testing**

Mark a straight line two feet long on the floor as the baseline.

Draw a measuring line perpendicular to the midpoint of the baseline extending two feet on each side and marked off in half-inches. The point where the baseline and measuring line intersect is the "0" point. Student removes shoes and sits on floor with measuring line between legs and soles of feet placed immediately behind baseline, heels 8-12" apart. Student clasps thumbs so that hands are together, palms down and places them on measuring line. With the legs held flat by a partner, student slowly reaches forward as far as possible, keeping fingers on baseline and feet flexed. After three practice tries, the student holds the fourth reach for three seconds while that distance is recorded.

V-sit tip

Participants are most flexible after a warm-up run. Best results may occur immediately after performing the endurance run.

V-sit rules

Legs must remain straight with soles of feet held perpendicular to the floor (feet flexed). Students should be encouraged to reach slowly rather than "bounce" while stretching. Scores, recorded to the nearest half inch, are read as plus scores for reaches beyond baseline, minus scores for reaches behind baseline.

Sit and reach testing

A specially constructed box (see below) with a measuring scale marked in centimeters, with 23 centimeters at the level of the feet. Student removes shoes and sits on floor with knees fully extended, feet shoulder-width apart and soles of the feet held flat against the end of the box. With hands on top of each other, palms down, and legs held flat, student reaches along the measuring line as far as possible. After three practice reaches, the fourth reach is held while the distance is recorded.

Sit and reach tip

Participants are most flexible after a warm-up run. Best results may occur immediately after performing the endurance run.

Sit and reach rules

Legs must remain straight, soles of feet against box and fingertips of both hands should reach evenly along measuring line. Scores are recorded to the nearest centimeter.

CHAPTER FOURTEEN

Co-Curricular Activities

1. Kitty Hawk Air Society (KHAS)

1.1 Overview- KHAS is the academic honor society of AFJROTC that promotes high academic standards, school and community service, self-confidence, and initiative. KHAS also develops leadership abilities, recognizes academic excellence, and furthers members' knowledge of the Air Force role in aerospace. KHAS has the flexibility to include objectives of local unit chapters under a single umbrella with the advantages of national stature. Membership certificates and badges are awarded to each qualified cadet. Active members may wear a light blue cord with their AFJROTC uniform. Recognition certificates are awarded to honorary members e.g., instructors, school administrators, Air Force Association officials, and distinguished visitors. The requirements are set up to hold about 20% of the cadets in each respective corps. Members must qualify for the requirements made by the KHAS Commander. The chapter must have a constitution, set goals, an induction ceremony, and contributing cadets.

1.2 Membership- There are three classes of membership: Active, Honorary, and Probationary.

1.2.1 Active: An active or reserve member in the Air Force Junior ROTC (AFJROTC) unit as a full time high school student. An invitation to join KHAS will be extended only to those students who have a minimum academic average of a "B" in AFJROTC and an overall "C" average without any failing grades during the preceding grading period

1.2.2 Honorary: The superintendent, principal, the State President of AFA and Air Force Junior ROTC instructors will automatically be honorary members. Other individuals will be elected from those recommended by the membership committee.

1.2.3 Probationary: Any member who fails to meet the standards set forth in 1.2.1 and any other standards established in the bylaws will be placed on probationary status. Such individuals will not be permitted to vote or hold office. Probationary members who meet the requirements for active membership during the next grading period will return to active status. Those who fail to meet standards on the next grading period will be expelled. Any member who is expelled or suspended from school will be expelled from the organization.

1.3 Positions- The local chapter will elect the officers/officials of their respective Corps. New officials will be elected once every academic school year.

1.3.1 Commander- It shall be the duty of the commander to preside at all meetings of the organization and to further with all due earnestness the interests thereof. The commander will be an ex officio member of all committees. The commander will be a special assistant to the corps commander and will ensure that the activities of KHAS do not conflict with those of the corps.

1.3.2 Vice Commander- It shall be the duty of the vice commander to perform the duties of the commander in his absence or inability to act. The vice commander will be assigned additional responsibilities as determined by the commander. The vice commander will be the chairperson of the membership committee.

1.3.3 Administration Officer- The administration officer will record all meetings, maintain necessary files, and handle routine correspondence.

1.3.4 Finance Officer- The finance officer will oversee all financial matters related to the society and if applicable will serve as the chairperson of the finance committee. Faculty advisors will annually review the financial control procedures to ensure that all funds are accountable.

1.3.5 Advisors- Faculty advisors or sponsors for the Kitty Hawk Air Society will be SASI and the Aerospace Science Instructor (ASI). In special situations, the principal may also select additional non-AFJROTC faculty advisors who have a high interest

in aerospace activities and the improvement of citizenship. The local AFA chapter¹⁴⁶ will be invited to name an advisor.

- 1.3.6 Committees-** There will be at least one permanent standing committee, that being the membership committee. Other permanent standing committees may be formed by a majority vote of the general membership. The commander with the approval of the advisors will select members for permanent committees. The commander may also appoint other temporary committees as the need arises.

2. Special Teams

2.1 Color Guard- Color Guard is an extra-curricular team that honors the colors at a variety of events. Male and Female Color Guards are given opportunities from many different organizations from local schools to major sporting events are offered with Color Guard. During any parades, the Corps is lead by the Color Guard. In addition, the Color Guard team will compete with neighboring units during district drill meets. Color Guard is expected to be very proficient in drill and must maintain military bearing during all events. Color Guard teaches values of confidence, bearing, patriotism, and service.

2.2 Drill Team- Drill Team is another extra-curricular team that meets to become proficient in armed and unarmed drill. Drill has many competition opportunities throughout the school year, and is one of the more popular special teams. Drill is an important teacher of respect, preciseness, and uniformity; all of which are necessary in AFJROTC. Drill Team puts its members at an advantage over their fellow cadets, since they receive more rigorous practices that advance them in front of others.

2.3 Marksmanship Team- Marksmanship Team is a precise team of shooters who compete at district competitions with other JROTC Programs. Marksmanship prioritizes cadet safety and conduct. Cadets will learn the basic shooting positions of Prone, Kneeling, and Standing whilst following strict guidelines to ensure cadets maintain a safe environment with the rifles. Marksmanship Team requires cadets with patience, accuracy, and maturity.

2.4 Radio Control/Rocketry Team- R/C team meets to teach basic and advanced piloting of drones and other radio controlled aircrafts. New cadets will learn basic piloting skills on a simulator program while advanced cadets can have the opportunity to fly physical drones and planes at the SASI's consent and supervision. R/C is both a recreational and informative team that teaches basic flight control.

3. Community Service Projects

3.1 Community Service Opportunities- TX-862 works with a variety of sponsors and organizations to serve the community. We work with a range of establishments from our local school to the Commemorative Air Force to help set up and regulate events. Locally we have opportunities such as Street Clean-Ups, Country Club event Set-Ups, various Color Guard events upon other activities. Other annual events include Wings Over Houston, Commemorative Air Force, and ARC Western Dance Set-Up and Tear Down. TX-862 strives to be as involved as possible with our community and service projects.

CHAPTER FIFTEEN

PLEDGES OF ALLEGIANCE

To the Flag of the United States:

I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA, AND TO THE REPUBLIC FOR WHICH IT STANDS. ONE NATION UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL.

To the Texas Flag:

HONOR THE TEXAS FLAG. I PLEDGE ALLEGIANCE TO THEE, TEXAS. ONE STATE UNDER GOD, ONE AND INDIVISIBLE.

ALMA MATER/SCHOOL SONG

Dulles High we pledge to you
We'll be loyal;
We'll be true.
May we always bring honor, glory, and acclaim.
As each year goes passing by,
We will keep your banner high.
Hail to you- RED WHITE, AND BLUE
Praise your exalted name.

FIGHT SONG

Fight, fight, fight you Valiant Vikings
Sail right on to win this game
We will always be beside you
Win or lose we'll be in the same
You must never be discouraged
We'll be there to cheer for you
Keeps that Viking spirit burning
Fight for the Red, White & Blue

Additional verses:

Bridge: "A Toast to the Host"

Zoom!

**Flying men, guarding the nation's border,
We'll be there, followed by more!
In echelon we carry on. Hey!
Nothing'll stop the U.S. Air Force!**

Airman's Creed

**I am an American Airman.
I am a Warrior.
I have answered my nation's call.**

**I am an American Airman.
My mission is to fly, fight, and win.
I am faithful to a proud heritage,
a tradition of honor,
and a legacy of valor.**

**I am an American Airman,
Guardian of freedom and justice,
My nation's sword and shield,
Its sentry and avenger.
I defend my country with my life.**

**I am an American Airman:
Wingman, Leader, Warrior.
I will never leave an Airman behind.
I will never falter,
And I will not fail.**

Cadet's Creed

I am an Air Force Junior ROTC Cadet.

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

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

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

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

**I will hold others accountable for their
actions as well.**

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

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

I am an Air Force Junior ROTC Cadet.

11 General Orders

General Order 1: To take charge of this post and all government property in view.

General Order 2: To walk my post in a military manner, keeping always on the alert and observing everything in that place within sight or hearing.

General Order 3: To report all violations of orders I am instructed to enforce.

General Order 4: To repeat all calls from posts more distant from the guardhouse than my own

General Order 5: To quit my post only when properly relieved.

General Order 6: To receive, obey and pass on to the sentry who relieves me all orders from the commanding officer, officer of the day, and officers and noncommissioned officers of the guard only.

General Order 7: To talk to no one except in the line of duty.

General Order 8: To give the alarm in case of fire or disorder.

General Order 9: To call the corporal of the guard in any case not covered by instructions.

General Order 10: To salute all officers and all colors and standards not cased.

General Order 11: To be especially watchful at night, and during the time for challenging all persons on or near my post and to allow no one to pass without proper authority.

30 Step Drill Chart

BOLD = Execution () = Call Execution command on this foot

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

After #1 (Sizing Up Procedures for Commanding a Flight)

Right **Face**, move to the back of the flight (you should see the back of their heads)
With the exception of the guide and element leader if you are taller than the cadet in front of you tap them on the shoulder and move forward.

Right **Face**, move to the back of the flight (you should see the back of their heads)
No exceptions if you are taller than the cadet in front of you tap them on the shoulder and move forward.

Left **Face**, move to the back of the flight (you should see the back of their heads)
Once again with the exception of the guide and element leader if you are taller than the cadet in front of you tap them on the shoulder and move forward.

Cover

Count **off** x2

Left **Face**, move on to #2

Before #3

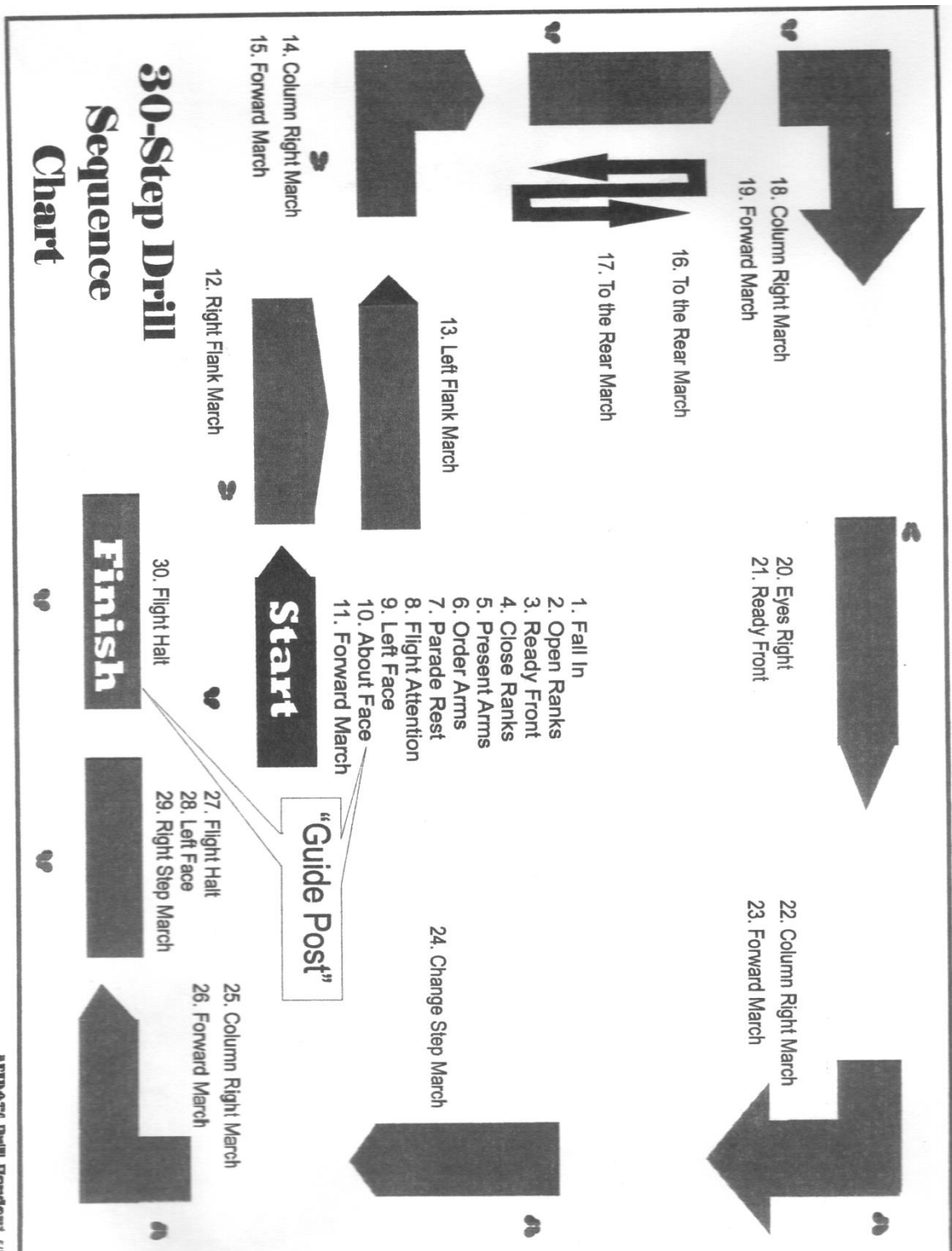
Take 3 more steps after passing the guide, left face, call **#3** and take one step forward

Call #4

Parade **Rest**

After #4 center self in front of flight, Flight, **Attention**

After #5 Face towards SASI, ASI, or Commanders and say, "Sir/Ma'am, Cadet (Rank, Last Name) request permission to use the Drill pad for the 30 Step Drill Sequences, Sir/Ma'am."



NATO Phonetic Alphabet

A - Alpha	K - Kilo	U - Uniform	0 - Zero
B - Bravo	L - Lima	V - Victor	1 - Wun (One)
C - Charlie	M - Mike	W - Whiskey	2 - Two
D - Delta	N - November	X - X-ray	3 - Tree (Three)
E - Echo	O - Oscar	Y - Yankee	4 - Fower (Four)
F - Foxtrot	P - Papa	Z - Zulu	5 - Fife (Five)
G - Golf	Q - Quebec		6 - Six
H - Hotel	R - Romeo	. - decimal (point)	7 - Seven
I - India	S - Sierra	. - (full) stop	8 - Ait (Eight)
J - Juliet	T - Tango		9 - Niner (Nine)

Why? Well, let's face it, there's no dignity in saying "Dog Yeti Nutcase Apple Mother Otter Otter" on the telephone.

Why NATO? The NATO Phonetic Alphabet was developed in the 1950s to be intelligible (and pronounceable) to all NATO allies in the heat of battle. It replaced other phonetic alphabets, for example the US military "Able Baker" alphabet.












So it's the standard? The NATO Phonetic Alphabet is now widely used in business and telecommunications in Europe and North America. There are dozens of other standards in use throughout the world, but then the great thing about standards is that there are so many to choose from.

Quiet night in? You too can pretend to be a police dispatcher – Tango Alpha Mike Whiskey Alpha Sierra Tango Hotel Echo Brave Echo Sierra Tango!

Military = Civilian	Military = Civilian
0001 = 12:01 am	1300 = 1:00 pm
0100 = 1:00 am	1400 = 2:00 pm
0200 = 2:00 am	1500 = 3:00 pm
0300 = 3:00 am	1600 = 4:00 pm
0400 = 4:00 am	1700 = 5:00 pm
0500 = 5:00 am	1800 = 6:00 pm
0600 = 6:00 am	1900 = 7:00 pm
0700 = 7:00 am	2000 = 8:00 pm
0800 = 8:00 am	2100 = 9:00 pm
0900 = 9:00 am	2200 = 10:00 pm
1000 = 10:00 am	2300 = 11:00 pm
1100 = 11:00 am	2400 = 12 Midnight
1200 = Noon	

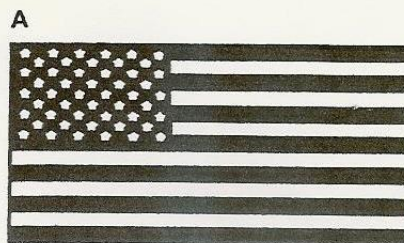
Flag Etiquette

- 1-1. When the flag is displayed, either horizontally or vertically, on a wall or in a window, the union (or blue field) should be uppermost and to the flag's own right (to the observer's left when facing the flag).
- 1-2. When the flag is displayed from a staff projecting from a window sill, balcony, or front of a building, the union should be at the staff's peak (unless the flag is to be displayed at half-mast). When suspended across a street, the flag should be vertical, with the union to the north in an east-west street, or to the east in a north-south street. When suspended from a rope between a house and a pole at the edge of a sidewalk, the flag should be raised out from the building toward the pole union first.
- 1-3. When displayed with another flag from crossed staffs, the National flag should be on its own right, with its staff in front of the staff of the other flag.
- 1-4. When other flags are displayed from staffs with the National flag, the latter should be at the center, or at the highest point of the groups.
- 1-5. When pennants or other flags are flown on the same halyard with the National flag, the National flag should always be at the peak. Only the United Nation flag at UN Headquarters or the church pennant during services at sea may be flown above the National flag.
- 1-6. When the flags of two or more nations are displayed they should be flown from separate staffs of the same height.
- 1-7. When the National Flag is carried in a line of flags in a procession or a parade, it should be on the marching right.
- 1-8. When carried with a line of other flags, the National flag should always be carried in front of the center of that line. Any time the National flag is being carried it should fly aloft and free--never held flat or horizontally.
- 1-9. Never use the National flag as drapery. Bunting of blue, white, and red is the proper decoration for a desk or the front of a platform.
- 1-10. When displayed on a stage, on a platform, in the chancel of church, or in front of an audience or congregation, the National flag should be placed in a staff in the position of honor to the speaker's right.
- 1-11. When it is to be flown at half-staff, the flag is first raised to the peak and then lowered to the half-staff position. When being lowered for the day it should first be raised to the peak.

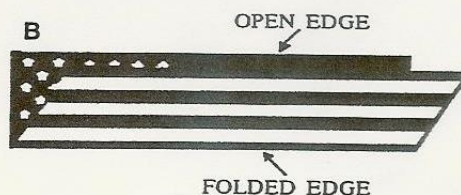
CONDITION	WAY TO DISPLAY
FROM STATIONARY FLAGSTAFF	
FROM A STAFF PROJECTING FROM A BUILDING	
HANGING ACROSS A STREET	
IN THE AUDITORIUM	
HORIZONTALLY OR VERTICALLY ON A WALL OR WINDOW	
POSITION ON SPEAKER'S PLATFORM	
CROSSED-STAFFS	
DISPLAY WITH THE FLAGS OF OTHER NATIONS	
AMERICAN FLAG IN A GROUP OF FLAGS (NOT OF OTHER NATIONS)	
CARRYING FLAGS AT CEREMONIES	
DRAPED OVER A CASKET	
<p>NOTE: ADDITIONAL RESTRICTIONS</p> <ol style="list-style-type: none"> 1. Never place marks, insignias, letters, words, emblems, figures, or designs on the flag. 2. Do not drape flag over any part of a vehicle, railroad train, boat, or airplane. 3. Do not display, fasten, use, or store the flag in a manner that it can be easily torn, soiled, or damaged. 	

CORRECT METHOD OF FOLDING THE UNITED STATES FLAG

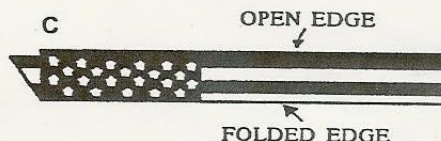
A - Hold the flag waist high.



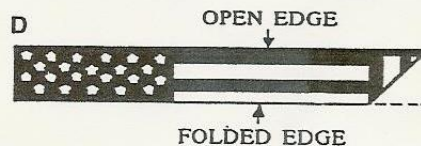
B - Fold the lower striped section of the flag over the blue field.



C - The folded edge (the edge nearest the reader in B) is then folded over to meet the open edge.



D - A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.



E - The outer point is then turned inward parallel with the open edge to form a second triangle.



F - The triangular folding is continued until the entire length of the flag is folded in this manner.



G - When the flag is completely folded, only the blue field should be visible and it should be folded in the triangular shape of a cocked hat.

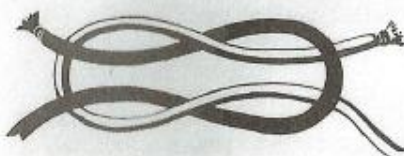


How to tie various forms of knots



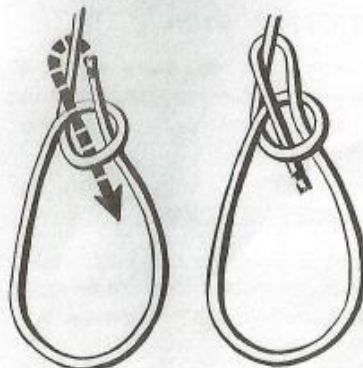
TWO HALF HITCHES

This is a reliable and useful knot for attaching a rope to a pole or boat mooring. As its name suggests, it is two half hitches, one after the other. To finish, push them together and snug them by pulling on the standing part.



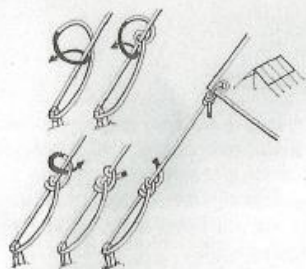
SQUARE KNOT

You can loosen the square knot easily by either pushing the ends toward the knot or by "upsetting" the knot by pulling back on one end and pulling the other through the loops.



BOWLINE

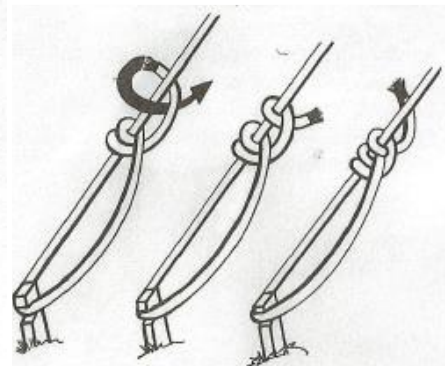
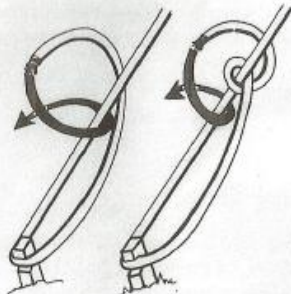
The bowline has been called the king of knots. It will never slip or jam if properly made and, thus, is excellent for tying around a person in a rescue. Begin by forming an overhand loop in the standing part. Then take the free end up through the eye, around the standing part and back where it came from.



TAUT-LINE HITCH

Can be tied on a line that is taut. When used for tying a tent guy line you can tighten or loosen the line pushing the hitch up or down on the standing part.

Pass rope around the peg. Then bring the end under and over the standing part and twice through the loop formed. Again, bring the rope end under, over, and through the loop formed. Tighten the hitch around the standing part.



2017 Military Pay Tables

US Air Force Basic Pay Chart

BASIC PAY—EFFECTIVE JANUARY 1, 2017																					
Pay Grade	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14	Over 16	Over 18	Over 20	Over 22	Over 24	Over 26	Over 28	Over 30	Over 32	Over 34	Over 36	Over 38	Over 40
O-10 ¹											15,583.20	15,583.20	15,583.20	15,583.20	15,583.20	15,583.20	15,583.20	15,583.20	15,583.20	15,583.20	15,583.20
O-9 ¹											14,352.00	14,559.30	14,857.80	15,378.60	15,378.60	15,583.20	15,583.20	15,583.20	15,583.20	15,583.20	15,583.20
O-8 ¹	10,155.00	10,487.70	10,708.50	10,770.00	11,045.70	11,505.90	11,612.70	12,049.80	12,175.20	12,551.70	13,096.50	13,598.70	13,993.80	13,993.80	13,993.80	14,282.70	14,282.70	14,639.70	14,639.70	14,639.70	14,639.70
O-7 ¹	8,438.10	8,829.90	9,011.40	9,155.70	9,416.70	9,674.70	9,972.90	10,568.70	11,505.90	12,296.70	12,296.70	12,296.70	12,359.70	12,359.70	12,359.70	12,606.90	12,606.90	12,606.90	12,606.90	12,606.90	12,606.90
O-6 ²	6,398.70	7,029.90	7,491.30	7,519.80	7,842.30	7,884.60	7,884.60	8,332.50	9,124.80	9,589.80	10,054.50	10,318.80	10,587.00	11,106.00	11,106.00	11,328.00	11,328.00	11,328.00	11,328.00	11,328.00	11,328.00
O-5	5,334.30	6,009.30	6,424.80	6,503.40	6,763.20	6,918.30	7,255.70	7,510.50	7,834.20	8,329.80	8,565.00	8,798.10	9,062.70	9,062.70	9,062.70	9,062.70	9,062.70	9,062.70	9,062.70	9,062.70	9,062.70
O-4	4,602.60	5,327.70	5,683.50	5,762.40	6,092.40	6,446.40	6,887.40	7,230.30	7,468.50	7,605.60	7,684.80	7,684.80	7,684.80	7,684.80	7,684.80	7,684.80	7,684.80	7,684.80	7,684.80	7,684.80	7,684.80
O-3	4,046.70	4,587.00	4,950.90	5,398.20	5,657.10	5,940.90	6,124.20	6,426.00	6,583.50	6,583.50	6,583.50	6,583.50	6,583.50	6,583.50	6,583.50	6,583.50	6,583.50	6,583.50	6,583.50	6,583.50	6,583.50
O-2	3,496.50	3,982.20	4,386.10	4,741.20	4,839.00	4,839.00	4,839.00	4,839.00	4,839.00	4,839.00	4,839.00	4,839.00	4,839.00	4,839.00	4,839.00	4,839.00	4,839.00	4,839.00	4,839.00	4,839.00	4,839.00
O-1	3,034.80	3,159.00	3,818.70	3,818.70	3,818.70	3,818.70	3,818.70	3,818.70	3,818.70	3,818.70	3,818.70	3,818.70	3,818.70	3,818.70	3,818.70	3,818.70	3,818.70	3,818.70	3,818.70	3,818.70	3,818.70
O-3 ³				5,398.20	5,657.10	5,940.90	6,124.20	6,426.00	6,680.70	6,827.10	7,026.00	7,026.00	7,026.00	7,026.00	7,026.00	7,026.00	7,026.00	7,026.00	7,026.00	7,026.00	7,026.00
O-2 ³				4,741.20	4,839.00	4,992.90	5,253.00	5,454.00	5,603.70	5,603.70	5,603.70	5,603.70	5,603.70	5,603.70	5,603.70	5,603.70	5,603.70	5,603.70	5,603.70	5,603.70	5,603.70
O-1 ³				3,818.70	4,077.60	4,228.50	4,382.40	4,533.90	4,741.20	4,741.20	4,741.20	4,741.20	4,741.20	4,741.20	4,741.20	4,741.20	4,741.20	4,741.20	4,741.20	4,741.20	4,741.20
W-5											7,436.10	7,813.20	8,094.00	8,405.10	8,405.10	8,826.00	9,266.70	9,266.70	9,266.70	9,266.70	9,266.70
W-4	4,182.00	4,498.50	4,627.50	4,754.70	4,973.40	5,190.00	5,409.30	5,738.70	6,027.90	6,303.00	6,626.30	6,747.60	7,070.10	7,335.00	7,637.40	7,789.80	7,789.80	7,789.80	7,789.80	7,789.80	7,789.80
W-3	3,819.00	3,978.30	4,141.50	4,195.20	4,365.90	4,702.50	5,052.90	5,218.20	5,409.00	5,605.50	5,959.20	6,198.00	6,340.80	6,492.60	6,699.30	6,699.30	6,699.30	6,699.30	6,699.30	6,699.30	6,699.30
W-2	3,379.50	3,699.00	3,797.40	3,864.90	4,084.20	4,424.70	4,593.60	4,759.50	4,962.90	5,121.60	5,265.60	5,437.80	5,550.90	5,640.60	5,640.60	5,640.60	5,640.60	5,640.60	5,640.60	5,640.60	5,640.60
W-1	2,966.40	3,285.60	3,371.40	3,552.90	3,767.40	4,083.60	4,231.20	4,437.30	4,640.40	4,800.30	4,947.00	5,125.80	5,125.80	5,125.80	5,125.80	5,125.80	5,125.80	5,125.80	5,125.80	5,125.80	5,125.80
E-9 ⁴							5,052.60	5,166.90	5,311.50	5,481.00	5,652.60	5,926.50	6,158.70	6,402.60	6,776.40	7,114.80	7,470.60	7,470.60	7,470.60	7,470.60	7,470.60
E-8							4,136.10	4,318.80	4,457.80	4,715.10	4,980.30	5,114.70	5,343.60	5,470.50	5,782.80	5,898.90	5,898.90	5,898.90	5,898.90	5,898.90	5,898.90
E-7	2,875.20	3,138.00	3,258.30	3,417.30	3,541.80	3,755.10	3,875.40	4,088.70	4,266.60	4,387.80	4,516.80	4,566.60	4,734.60	4,824.60	5,167.50	5,167.50	5,167.50	5,167.50	5,167.50	5,167.50	5,167.50
E-6	2,486.70	2,736.60	2,857.20	2,974.80	3,097.20	3,372.60	3,480.30	3,688.20	3,751.50	3,797.70	3,851.70	3,851.70	3,851.70	3,851.70	3,851.70	3,851.70	3,851.70	3,851.70	3,851.70	3,851.70	3,851.70
E-5	2,278.20	2,451.50	2,549.10	2,669.10	2,856.60	3,052.50	3,213.60	3,322.80	3,322.80	3,322.80	3,322.80	3,322.80	3,322.80	3,322.80	3,322.80	3,322.80	3,322.80	3,322.80	3,322.80	3,322.80	3,322.80
E-4	2,088.90	2,195.70	2,314.80	2,432.10	2,535.60	2,535.60	2,535.60	2,535.60	2,535.60	2,535.60	2,535.60	2,535.60	2,535.60	2,535.60	2,535.60	2,535.60	2,535.60	2,535.60	2,535.60	2,535.60	2,535.60
E-3	1,885.80	2,004.30	2,125.80	2,125.80	2,125.80	2,125.80	2,125.80	2,125.80	2,125.80	2,125.80	2,125.80	2,125.80	2,125.80	2,125.80	2,125.80	2,125.80	2,125.80	2,125.80	2,125.80	2,125.80	2,125.80
E-2	1,793.40	1,793.40	1,793.40	1,793.40	1,793.40	1,793.40	1,793.40	1,793.40	1,793.40	1,793.40	1,793.40	1,793.40	1,793.40	1,793.40	1,793.40	1,793.40	1,793.40	1,793.40	1,793.40	1,793.40	1,793.40
E-1	1,599.90	1,599.90	1,599.90	1,599.90	1,599.90	1,599.90	1,599.90	1,599.90	1,599.90	1,599.90	1,599.90	1,599.90	1,599.90	1,599.90	1,599.90	1,599.90	1,599.90	1,599.90	1,599.90	1,599.90	1,599.90
E-1 > 4 mos																					
E-1 < 4 mos	1,479.30																				

Notes:

- Basic pay for an O-7 to O-10 is limited by Level II of the Executive Schedule in effect during Calendar Year 2017 which is: \$15,583.20. This includes officers serving as Chairman or Vice Chairman of the Joint Chiefs of Staff (JCS), Chief of Staff of the Army, Chief of Naval Operations, Chief of Staff of the Air Force, Commandant of the Marine Corps, Commandant of the Coast Guard, Chief of the National Guard Bureau, or commander of a unified or specified combatant command (as defined in 10 U.S.C. 161(c)).
- Basic pay for O-6 and below is limited by Level V of the Executive Schedule in effect during Calendar Year 2017 which is: \$12,641.70.
- Applicable to O-1 to O-3 with at least 4 years and 1 day of active duty or more than 1,660 points as a warrant and/or enlisted member. See Department of Defense Financial Management Regulations for more detailed explanation on who is eligible for this special basic pay rate.
- For the Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Chief Master Sergeant of the Air Force, Sergeant Major of the Marine Corps, Master Chief Petty Officer of the Coast Guard, Senior Enlisted Advisor of the JCS, or Senior Enlisted Advisor to the Chief of the National Guard Bureau basic pay is: \$8,165.10.
- Combat Zone Tax Exclusion for O-1 and above is based on the basic pay rate shown in note 4 plus Hostile Fire Pay/Imminent Danger Pay which is \$225.00.
- Basic pay rate for Academy Cadets/Midshipmen and ROTC members/applicants is: \$1,062.30.

Post-Graduation Benefits of JROTC

AFJROTC cadets who choose to continue their education may receive special consideration for Air Force Reserve Officer Training Corps scholarships. Many of these scholarships will pay for two, three, or four years of tuition, books, and fees at numerous universities and colleges and allow cadets to pursue studies in various technical and non-technical majors.

Cadets completing two years of AFJROTC and who continue ROTC in college may waive one term of the AFROTC program. Students completing three years in AFJROTC may receive credit for a full year of college level AFROTC.

In addition, cadets electing to enter the military immediately after graduating from high school are eligible to enlist in the services at one to two pay grades higher than other enlistees. Students completing three years in AFJROTC may be eligible to enter the Air Force two pay grades higher than other enlistees and are automatically enrolled into the Community College of the Air Force to receive college credit toward their associate's degree.



John Foster Dulles

John Foster Dulles (February 2, 1888 – May 24, 1959) was an American statesman who served as Secretary of State under President Dwight D. Eisenhower from 1953 - 1959. He was a noted Cold Warrior advocating an aggressive stance against communism around the world. He advocated support of the French in their war against the Viet Minh in Indochina and famously refused to shake the hand of Zhou Enlai at the Geneva Conference in 1954.

He was also the older brother of Allen Welsh Dulles, head of the CIA under Eisenhower.

John Foster Dulles, the son of a Presbyterian minister, was born in Washington D.C., and attended public schools in New York. After attending Princeton University and George Washington University he joined the New York law firm of Sullivan & Cromwell, where he specialized in international law. He tried to join the United States Army during the First World War but was rejected because of poor eyesight.

In 1918 Woodrow Wilson appointed Dulles as legal counsel to the United States delegation to the Versailles Peace Conference. Afterwards he served as a member of the War Reparations Committee. Dulles, a deeply religious man, attended numerous international conferences of churchmen during the 1920s and 1930s. He also became a partner in the Sullivan & Cromwell law firm.

Dulles was a close associate of Thomas E. Dewey who became the presidential candidate of the Republican Party in 1944. During the election Dulles served as Dewey's foreign policy adviser.

In 1945 Dulles participated in the San Francisco Conference and worked as adviser to Arthur H. Vandenberg and helped draft the preamble to the United Nations Charter. He subsequently attended the United Nations General Assembly as a United States delegate in 1946, 1947 and 1950. Dulles was appointed to the United States Senate as a Republican on July 7, 1949, to fill the vacancy caused by the resignation of Democrat Robert F. Wagner. Dulles served from July 7, 1949, to November 8, 1949, when a successor Democrat Herbert Lehman was elected, having beaten Dulles in a special election to fill the senate vacancy.

In 1950, Dulles published War or Peace, a critical analysis of the American policy of containment, which at the time was favored by many of the foreign policy elites in Washington. Dulles criticized the foreign policy of Harry S. Truman. He argued that the policy of "containment" should be replaced by a policy of "liberation". However, he still carried out Truman's policy in neutralizing Formosa during the

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Korea War in the Treaty of Peace with Japan of 1951. When Dwight Eisenhower became President in January, 1953, he appointed Dulles as his Secretary of State.



Dulles with President [Eisenhower](#) in 1956

As Secretary of State Dulles spent considerable time building up [NATO](#) as part of his strategy of controlling [Soviet](#) expansion by threatening massive retaliation in event of a [war](#). Dulles was also the architect of the [Southeast Asia Treaty Organization](#) (SEATO) that was created in [1954](#).

The treaty, signed by representatives of the [United States](#), [Australia](#), [Britain](#), [France](#), [New Zealand](#), [Pakistan](#), the [Philippines](#) and [Thailand](#), provided for collective action against aggression.

Dulles was one of the pioneers of [Mutually Assured Destruction](#) and [brinkmanship](#). In an article written for [Life Magazine](#) Dulles defined his policy of brinkmanship: "The ability to get to the verge without getting into the war is the necessary art." His critics blamed him for damaging relations with communist states and contributing to the [Cold War](#).

Dulles upset the leaders of several non-aligned countries when on [9 June 1955](#), he argued in one speech that "neutrality has increasingly become an obsolete and, except under very exceptional circumstances, it is an immoral and shortsighted conception."

In [1956](#) Dulles strongly opposed the [Anglo-French invasion](#) of [Egypt](#) (October-November). However, by [1958](#) he was an outspoken opponent of President [Gamal Abdel Nasser](#) and stopped him from receiving weapons from the United States. This policy seemingly backfired, enabling the [Soviet Union](#) to gain influence in the [Middle East](#).

Dulles, suffering from [cancer](#), was forced by his declining health to resign from office in April, [1959](#) and died in Washington on [24 May 1959](#).

He also served as the former Chairman and Co-founder of the [Federal Council of Churches](#), a former Senior Partner of one of [Wall Street](#)'s most powerful law firms - [Sullivan & Cromwell](#), Chairman of the Board for the [Carnegie Endowment for International Peace](#), he is the namesake for both the [Washington Dulles International Airport](#) (located in [Dulles, Virginia](#)) & John Foster Dulles High School ([Sugar Land, Texas](#)), a former Trustee of the [Rockefeller Foundation](#), and a founding member of the [Council of Foreign Relations](#) (CFR).

He was the father of [Avery Robert Dulles](#), the first American priest to be directly appointed to [cardinal](#).

[Carol Burnett](#) first rose to prominence in the [1950s](#) singing a novelty song, "I Made a Fool of Myself over John Foster Dulles"; more recently, [Gil Scott Heron](#) commented "John Foster Dulles ain't nothing but the name of an airport now" in the song "B-Movie".

Uniform Inspection Sheet (1 st Term)									
Flight: A B C D E	Cadet Name: (Last, First)								
Uniform inspection date:									
Uniform: 0 (Not worn) -10 (Dirty)									
Headgear: -5 (Not worn) -5 (Worn Incorrect)									
Haircut/ Hairstyle: -10									
Shave: -10									
Rank Insignia: -5 (Not worn) -5 (Worn incorrect)									
Ribbons: -5 (Not Worn) -5 (Worn Incorrect)									
Name Tag: -5 (Not Worn) -5 (Worn Incorrect)									
Unauthorized color hairpins/barrettes -5									
Buttons: -5 for each (If Missing / Not Buttoned)									
Gig Line: -5									
Belt/Buckle: -10 (Not Worn) -5 (Worn Incorrect)									
Undershirt: -5 (Visible)									
Pockets: -5 (Not Buttoned)									
Strings / Threads: -2 (each)									
Socks / Hosiery: -5 (Wrong Color)									
Foot Gear: -5 (Not Shined)									
Finger Nails: -5 (Unauthorized Color) or (Dirty)									
Jewelry: -5 (Excess Amount Showing)									
Not Maintaining Proper Inspection Position: -10									
Cadet Guide: -10									
Miscellaneous: [1-20](Flight Commander's Discretion)									
Total Score									
Date Of Inspection:									
Inspector's Initials:									
Make Up Date:									
Inspector's Initials:									
Cadet Initials									
PT Uniform worn (-50)									
PT Activity Participation (-50)									
Total:									
Inspector's Initials:									
Date Of Inspection:									
Notes about inspection:									

Uniform Inspection Sheet (2 nd Term)									
Flight: A B C D E	Cadet Name: (Last, First)								
Uniform inspection date:									
Uniform: 0 (Not worn) -10 (Dirty)									
Headgear: -5 (Not worn) -5 (Worn Incorrect)									
Haircut/ Hairstyle: -10									
Shave: -10									
Rank Insignia: -5 (Not worn) -5 (Worn incorrect)									
Ribbons: -5 (Not Worn) -5 (Worn Incorrect)									
Name Tag: -5 (Not Worn) -5 (Worn Incorrect)									
Unauthorized color hairpins/barrettes -5									
Buttons: -5 for each (If Missing / Not Buttoned)									
Gig Line: -5									
Belt/Buckle: -10 (Not Worn) -5 (Worn Incorrect)									
Undershirt: -5 (Visible)									
Pockets: -5 (Not Buttoned)									
Strings / Threads: -2 (each)									
Socks / Hosiery: -5 (Wrong Color)									
Foot Gear: -5 (Not Shined)									
Finger Nails: -5 (Unauthorized Color) or (Dirty)									
Jewelry: -5 (Excess Amount Showing)									
Not Maintaining Proper Inspection Position: -10									
Cadet Guide: -10									
Miscellaneous: [1-20](Flight Commander's Discretion)									
Total Score									
Date Of Inspection:									
Inspector's Initials:									
Make Up Date:									
Inspector's Initials:									
Cadet Initials									
PT Uniform worn (-50)									
PT Activity Participation (-50)									
Total:									
Inspector's Initials:									
Date Of Inspection:									
Notes about inspection:									

Uniform Inspection Sheet (3 rd Term)									
Flight: A B C D E	Cadet Name: (Last, First)								
Uniform inspection date:									
Uniform: 0 (Not worn) -10 (Dirty)									
Headgear: -5 (Not worn) -5 (Worn Incorrect)									
Haircut/ Hairstyle: -10									
Shave: -10									
Rank Insignia: -5 (Not worn) -5 (Worn incorrect)									
Ribbons: -5 (Not Worn) -5 (Worn Incorrect)									
Name Tag: -5 (Not Worn) -5 (Worn Incorrect)									
Unauthorized color hairpins/barrettes -5									
Buttons: -5 for each (If Missing / Not Buttoned)									
Gig Line: -5									
Belt/Buckle: -10 (Not Worn) -5 (Worn Incorrect)									
Undershirt: -5 (Visible)									
Pockets: -5 (Not Buttoned)									
Strings / Threads: -2 (each)									
Socks / Hosiery: -5 (Wrong Color)									
Foot Gear: -5 (Not Shined)									
Finger Nails: -5 (Unauthorized Color) or (Dirty)									
Jewelry: -5 (Excess Amount Showing)									
Not Maintaining Proper Inspection Position: -10									
Cadet Guide: -10									
Miscellaneous: [1-20](Flight Commander's Discretion)									
Total Score									
Date Of Inspection:									
Inspector's Initials:									
Make Up Date:									
Inspector's Initials:									
Cadet Initials									
PT Uniform worn (-50)									
PT Activity Participation (-50)									
Total:									
Inspector's Initials:									
Date Of Inspection:									
Notes about inspection:									

Uniform Inspection Sheet (4 th Term)									
Flight: A B C D E	Cadet Name: (Last, First)								
Uniform inspection date:									
Uniform: 0 (Not worn) -10 (Dirty)									
Headgear: -5 (Not worn) -5 (Worn Incorrect)									
Haircut/ Hairstyle: -10									
Shave: -10									
Rank Insignia: -5 (Not worn) -5 (Worn incorrect)									
Ribbons: -5 (Not Worn) -5 (Worn Incorrect)									
Name Tag: -5 (Not Worn) -5 (Worn Incorrect)									
Unauthorized color hairpins/barrettes -5									
Buttons: -5 for each (If Missing / Not Buttoned)									
Gig Line: -5									
Belt/Buckle: -10 (Not Worn) -5 (Worn Incorrect)									
Undershirt: -5 (Visible)									
Pockets: -5 (Not Buttoned)									
Strings / Threads: -2 (each)									
Socks / Hosiery: -5 (Wrong Color)									
Foot Gear: -5 (Not Shined)									
Finger Nails: -5 (Unauthorized Color) or (Dirty)									
Jewelry: -5 (Excess Amount Showing)									
Not Maintaining Proper Inspection Position: -10									
Cadet Guide: -10									
Miscellaneous: [1-20](Flight Commander's Discretion)									
Total Score									
Date Of Inspection:									
Inspector's Initials:									
Make Up Date:									
Inspector's Initials:									
Cadet Initials									
PT Uniform worn (-50)									
PT Activity Participation (-50)									
Total:									
Inspector's Initials:									
Date Of Inspection:									
Notes about inspection:									

NOTES

[illegible]

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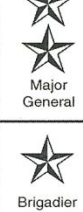
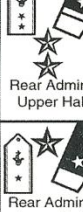
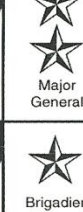
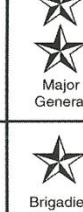
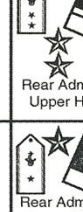


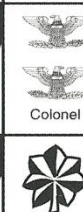
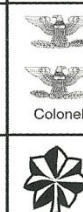









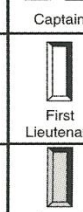






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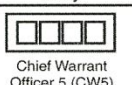
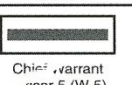


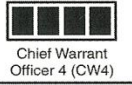
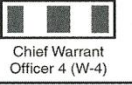


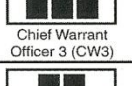
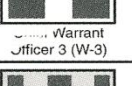


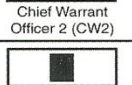
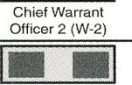

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ARMED FORCES INSIGNIA

COMMISSIONED				
Air Force	Navy	Army	Marines	Coast Guard
 General of the Air Force (Reserved for wartime only)	 Fleet Admiral (Reserved for wartime only)	 General of the Army (Reserved for wartime only)		
 General	 Admiral	 General	 General	 Admiral
 Lieutenant General	 Vice Admiral	 Lieutenant General	 Lieutenant General	 Vice Admiral
 Major General	 Rear Admiral Upper Half	 Major General	 Major General	 Rear Admiral Upper Half
 Brigadier General	 Rear Admiral Lower Half	 Brigadier General	 Brigadier General	 Rear Admiral Lower Half
 Colonel	 Captain	 Colonel	 Colonel	 Captain
 Lieutenant Colonel	 Commander	 Lieutenant Colonel	 Lieutenant Colonel	 Commander
 Major	 Lieutenant Commander	 Major	 Major	 Lieutenant Commander
 Captain	 Lieutenant	 Captain	 Captain	 Lieutenant
 First Lieutenant	 Lieutenant Junior Grade	 First Lieutenant	 First Lieutenant	 Lieutenant Junior Grade
 Second Lieutenant	 Ensign	 Second Lieutenant	 Second Lieutenant	 Ensign

WARRANT			
Navy	Army	Marines	Coast Guard
 Chief Warrant Officer (CWO4)	 Chief Warrant Officer 5 (CW5)	 Chief Warrant Officer 5 (W-5)	 Chief Warrant Officer (CWO4)
 Chief Warrant Officer (CWO3)	 Chief Warrant Officer 4 (CW4)	 Chief Warrant Officer 4 (W-4)	 Chief Warrant Officer (CWO3)
 Chief Warrant Officer (CWO2)	 Chief Warrant Officer 3 (CW3)	 Chief Warrant Officer 3 (W-3)	 Chief Warrant Officer (CWO2)
 Warrant Officer (WO1) No longer in use	 Warrant Officer 1 (W01)	 Warrant Officer 1 (W-1)	 Warrant Officer (WO1) No longer in use

ENLISTED				
Air Force	Navy	Army	Marines	Coast Guard
 Chief Master Sergeant of the Air Force	 Master Chief Petty Officer of the Navy	 Sergeant Major of the Army	 Sergeant Major of the Marine Corps	 Master Chief Petty Officer of the Coast Guard
 Command Chief Master Sergeant	 Fleet/Command Master Chief Petty Officer	 Command Sergeant Major	 Sergeant Major	 Command Enlisted Advisor
 First Sergeant	 Master Chief Petty Officer	 Sergeant Major	 Master Gunnery Sergeant	 Master Chief Petty Officer
 Senior Master Sergeant	 Senior Chief Petty Officer	 First Sergeant	 Master Sergeant	 Senior Chief Petty Officer
 Master Sergeant	 Chief Petty Officer	 Sergeant First Class	 Gunnery Sergeant	 Chief Petty Officer
 Technical Sergeant	 Petty Officer First Class	 Staff Sergeant	 Staff Sergeant	 Petty Officer First Class
 Staff Sergeant	 Petty Officer Second Class	 Sergeant	 Sergeant	 Petty Officer Second Class
 Senior Airman	 Petty Officer Third Class	 Corporal Specialist	 Corporal	 Petty Officer Third Class
 Airman First Class	 Seaman	 Private First Class	 Lance Corporal	 Seaman
 Airman	 Seaman Apprentice	 Private	 Private First Class	 Seaman Apprentice
 (No Insignia) Airman Basic	 (No Insignia) Seaman Recruit	 (No Insignia) Private	 (No Insignia) Private	 (No Insignia) Seaman Recruit



AIR FORCE JUNIOR ROTC

Wear Your Ribbons Proudly & Properly



- | | | | | |
|---|--|---|--|--|
| 1

Air Force JROTC
Valor Award (Gold) | 2

Air Force JROTC
Valor Award (Silver) | 3

Cadet Humanitarian
Award | 4

Community Service
with Excellence Award | 5

Air Force
Association Award |
| 6

Daedalian Award | 7

American Legion
Scholastic Award | 8

American Legion
General Military
Excellence Award | 9

Daughters of the American
Revolution Award | 10

American Veterans
Award |
| 11

Reserve Officers
Association Award | 12

The Military Order of
World Wars Medal | 13

Military Officers
Association Award | 14

Veterans of Foreign
Wars Award | 15

National Sojourners
Award |
| 16

Sons of the American
Revolution Award | 17

Scottish Rite, Southern
Jurisdiction Award | 18

Military Order of
the Purple Heart | 19

Air Force
Sergeant Association | 20

Sons of Union
Veterans of the
Civil War |
| 21

Tuskegee Airmen Inc.
AFJROTC Cadet Award | 22

The Retired Enlisted
Association Award | 23

Celebrate Freedom Foundation/
Embry Riddle Aeronautical
University JROTC Award | 24

The Outstanding
Cadet Ribbon | 25

Leadership
Ribbon |
| 26

Achievement Ribbon | 27

Superior Performance
Ribbon | 28

Distinguished
Unit Award | 29

Aerospace & Technology
Honors Camp Ribbon | 30

Top Performer
Award |
| 31

Academic Ribbon | 32

Outstanding Flight
Ribbon | 33

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Ribbon | 34

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Ribbon | 35

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Activities Ribbon | 45

Attendance Ribbon |
| 46

Good Conduct
Ribbon | 47

Dress & Appearance
Ribbon | 48

Longevity Ribbon | 49

Gen Carl Spaatz
Award (CAP) | 50

Gen Ira C. Eaker
Award (CAP) |
| 51

Amelia Earhart
Award (CAP) | 52

Gen Billy Mitchell
Award (CAP) | 53

Gen J.F. Curry
Achievement Award (CAP) | | |